

## CAPITAL PLANNING SYSTEM USER MANUAL

### State-Owned Aircraft (Form SYP-B4f)

Upon choosing Form SYP-B4f from the **SELECT OPTION** page, a listing of all State-Owned Aircraft that have been entered into the system will be displayed by County. The listing is based on information from Form SYP-B4f.

From this listing, the user may take any of the following actions (the steps to do each operation are shown in *italics*)

- Retrieve the detailed data for a specific aircraft to review and/or edit
  - *Select [Edit] next to the desired entry*
- Add a new entry and the accompanying detailed data
  - *Select [Add New Aircraft] at the bottom of the page*
- Sort and display the list based on any of the headings/categories that are shown
  - *Click on the heading that is to be the basis of the sort*
- View and/or print the detailed data for a single aircraft
  - *Select [View] under the Reports column*

Note: Changes to the data or the deletion of an entire entry from the listing can be done only by accessing the relevant Form SYP-B4f. Changes or deletions cannot be made to this listing.

### NAVIGATING THE LISTING

If there are more than 15 property entries, they will be listed on multiple pages (15 per page). Up to 10 pages will be identified at the bottom of the screen of the selected page, click on the ellipse (. . .) to go to pages other than the 10 listed. The bottom of the page will also display the total number of pages and the current page number (Viewing page \_\_ of \_\_).

### ENTERING DATA

To move between fields on Form SYP-B4f, use the <Tab> key or the mouse.

After completing the data entry, selecting [Save Changes] will save the information to the database if all required data have been entered (see Required Data Fields below). The other option at this point is to [Cancel] which returns the user to the facility listing, without saving any new or changed data.

### TYPES OF DATA

Data on Form SYP-B4f are comprised of selections from picklists and text.

Picklists	Click on the down arrow to the right of the data entry field to access the options.
Text	Enter text as in a word processing application. Use the up and down arrows, or scroll bar, to view contents of the field.

### DELETING AN ENTRY

To delete an entry, select [Edit] from the Form SYP-B4f listing then select [Delete] at the top of the page, the user will be prompted to confirm that the intent is to completely remove the aircraft from the system.

### REQUIRED DATA FIELDS

The Make and Model field must be completed in order for the system to accept the [Save Changes] instruction on Form SYP-B4f.

Before the cabinet/agency contact can submit the completed agency plan to CPAB, the system will run a series of checks to ensure that all required data fields have been completed. The plan will not be submitted unless all required fields are completed. Items that will be checked on Form SYP-B4f are as follow:

- Has the “County” field been completed?
- Has the “Size” field been completed?
- Has the “Primary Use” field been completed?
- Has “Year Manufactured” field been completed?
- Has the “Year Acquired by the State” field been completed?

### PRINTING REPORTS

In addition to the ability to print data for individual aircraft from the listing, all of the aircraft can be printed by choosing “View/Print Forms” under Agency Level Reports on the **SELECT OPTION** page.

All reports are provided in PDF, which requires the [Adobe Acrobat Reader](#).