

CAPITAL PLANNING SYSTEM USER MANUAL

Overview **(Form SYP-P1)**

Upon choosing Form SYP-P1 from the **SELECT OPTION** page, the user will be taken directly into the single text field that must be completed on this form.

The up and down arrows and scroll bar – to the right of the text box - may be used to view the contents of this field.

Please note the two page maximum length for this narrative. This is approximately 5,000 characters including spaces (about 1,000 words) based on an 11-point courier-font. The [Save Changes] instruction will not be accepted if the number of characters exceeds 5,000. A Typing Progress Bar at the bottom of the field will show how close the user is to the 1,000-character limit as the narrative is being entered.

PRINTING THE FORM SYP-P1 REPORT

For a printed copy of the information entered on Form SYP-P1, the user must choose “View/Print Forms” under Agency Level Reports on the **SELECT OPTION** page. This report cannot be printed directly from the Form SYP-P1 data entry page.

REQUIRED DATA FIELDS

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. If the agency has indicated on its Plan Checklist that it has proposed projects, space needs, or space reductions, *its capital plan will not be submitted electronically until Form SYP-P1 is completed.*