CAPITAL PLANNING SYSTEM
USER MANUAL

<u>Space Needs</u>
(Form SYP-P3)

Upon choosing Form SYP-P3 from the **SELECT OPTION** page, the Space Needs form will be displayed. No prior plan information will be pre-populated into the new form. Please provide general information for each biennium as indicated.

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

- Add new information
    - *Select [Add New Item] at the bottom of the page*
- View and/or print the information
    - *Select [View] under the Reports column*

Note: Changes to the information can be done only by accessing the relevant Form SYP-P3. Changes or deletions cannot be made directly to the listing.

<u>ENTERING DATA</u>

To move between fields on Form SYP-P3, use the <Tab> key or the mouse.

After completing the data entry, selecting [Save Changes] will save the information to the database. The other option at this point is to [Cancel] which returns the user to the Space Needs form, without saving any new or changed data.

<u>TYPES OF DATA</u>

Information on Form SYP-P3 is text only

<u>DELETING AN ENTRY</u>

To delete an entry, select [Edit] from the Form SYP-B3 listing then select [Delete] at the top of the page, the user will be prompted to confirm the intent to remove the entry from the system.

<u>PRINTING REPORTS</u>

In addition to the ability to print data for individual Space Needs items from the listing of Space Needs, all of the SYP-P3 forms can be printed by choosing "View/Print Reports" under Agency Level Reports on the **SELECT OPTION** page. Report options are as follows:

- Space Needs - Current Biennium
- Space Needs - First Biennium
- Space Needs - Second Biennium
- Space Needs - Third Biennium

All reports are provided in PDF, which requires the Adobe Acrobat Reader. (This software may be downloaded from the capital planning system **HOME** page.)