

CAPITAL PLANNING SYSTEM USER MANUAL

Space Reductions (Form SYP-P4)

Upon choosing Form SYP-P4 from the **SELECT OPTION** page, the Space Reduction form will be displayed. No prior plan information will be pre-populated into the new form. 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-P4 form. Changes or deletions cannot be made directly to this listing.

ENTERING DATA

To move between fields on Form SYP-P4, 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 Reductions form, without saving any new or changed data.

TYPES OF DATA

Information on Form SYP-P4 is text only.

DELETING AN ENTRY

To delete an entry, select [Edit] from the Form SYP-P4 listing then select [Delete] at the top of the page. The user will be prompted to confirm the intent to completely remove the entry from the system.

PRINTING REPORTS

In addition to the ability to print data for individual Space Reductions items from the listing of Space Reductions, all of the SYP-P4 forms can be printed by choosing “View/Print Reports” under Agency Level Reports on the **SELECT OPTION** page. Report options are as follow:

- Space Reductions - Current Biennium
- Space Reductions - First Biennium
- Space Reductions - Second Biennium
- Space Reductions - 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.)