

Building Renewal Project Copy Instructions

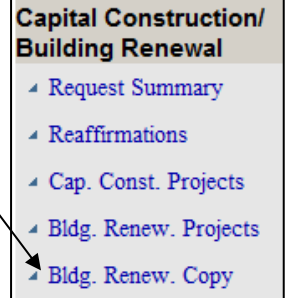
Purpose

- Allows an agency to copy Building Renewal Projects which were submitted in the 2019-2021 budget request, but are not yet completed, to the 2021-2023 budget request.

Getting Started

In the left-margin Menu, under **Capital Construction/Building Renewal**, click on “**Bldg. Renew. Copy.**” The **Copy Building Renewal Projects** Screen will appear. The screen is split into two list boxes, **Select Agencies** and **Select Building Renewal Projects**.

- The “Target” is the current budget cycle. The “Source” is the previous budget cycle.
- Only projects that were included in the final version of the source budget cycle may be copied.



Copy a Building Renewal Project Copy

The screenshot shows the "Copy Building Renewal Projects" interface. At the top, it displays "Budget Cycle (Target) : 2021-2023" and "Budget Cycle (Source) : 2019-2021". Below this are two selection boxes: "Select Agencies" on the left and "Select Building Renewal Projects" on the right. The "Select Agencies" box contains a list of agencies, with "046 - DEPT OF CORRECTIONAL SERVICES" highlighted. The "Select Building Renewal Projects" box contains a list of project codes and descriptions, such as "46N0142600B - ANCILLARY : OTHER - FIRE EGRESS" and "46Z20334800B - BLDG. A - ADMINISTRATION : MECHANICAL - REPLACE BOILER AND BURNER". At the bottom of the screen, there is a "Copy Attachments?" checkbox and two buttons: "Copy" and "Refresh Projects".

Select an **Agency** from the list in the left selection box from the agencies that have been assigned to you.

- Select **Building Renewal Project** from the right selection box.
 - Projects are sorted in **Asset Tag** order.
 - Multiple projects may be selected.
 - Hold **CTRL** key to select multiple individual projects that are not in sequence.
 - Hold **SHIFT** to select a range of projects.
 - If a project has been copied previously, **[COPIED]** will appear at the beginning. If it is recopied any changes previously made to the project in the 2021-2023 budget cycle will be overwritten.
- Check **Copy Attachments?** to also copy attachments from the 2019-2021 budget request.
- Click **Copy** to copy the selected project(s) to the 2021-2023 budget request.
- Upon completion, copied projects will be listed in the Summary section of the Building Renewal Projects screen.