

Building Renewal Project Copy Instructions

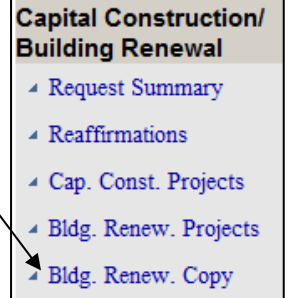
Purpose

- Allows an agency to copy Building Renewal Projects which were submitted in the 2021-2023 budget request, but are not yet completed, to the 2023-2025 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

A screenshot of the "Copy Building Renewal Projects" application window. The window has two main panes: "Select Agencies" on the left and "Select Building Renewal Projects" on the right. The "Select Agencies" list includes "046 - DEPT OF CORRECTIONAL SERVICES" which is highlighted in blue. The "Select Building Renewal Projects" list contains various project codes and descriptions, such as "46N0142600B - ANCILLARY : MECHANICAL - NEW FIRE SPRINKLER SYSTEM". At the bottom of the window, there is a checkbox for "Copy Attachments?" 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 2023-2025 budget cycle will be overwritten.
- Check **Copy Attachments?** to also copy attachments from the 2021-2023 budget request.
- Click **Copy** to copy the selected project(s) to the 2023-2025 budget request.
- Upon completion, copied projects will be listed in the Summary section of the Building Renewal Projects screen.