Building Renewal Project Copy Instructions

Purpose

➤ Allows an agency to copy Building Renewal Projects which were submitted in the 2023-2025 budget request, but are not yet completed, to the 2025-2027 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.

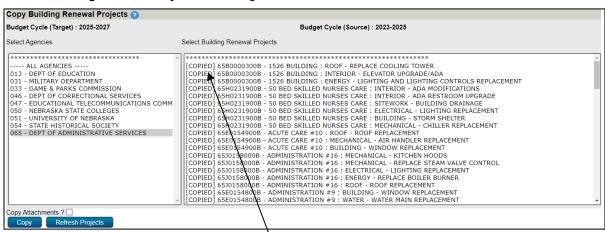
Capital Construction/ Building Renewal Request Summary Reaffirmations Cap. Const. Projects Bldg. Renew. Projects

Bldg. Renew. Copy

Copy a Building Renewal Project Copy

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

1. 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 2025-2027 budget cycle will be overwritten.
- Check Copy Attachments? to also copy attachments from the 2023-2025 budget request.
- Click Copy to copy the selected project(s) to the 2025-2027 budget request.
- 4. Upon completion, copied projects will be listed in the Summary section of the Building Renewal Projects screen.