

Building Renewal Project Copy Instructions

Purpose

- Allows an agency to copy Building Renewal Projects which were submitted in the 2015-2017 budget request but are not yet completed to the 2017-2019 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 fiscal year is the current budget cycle. The source fiscal year is previous budget cycle.
- Only projects that were included in the final version of the source fiscal year 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

Copy Building Renewal Projects ?

Budget Cycle (Target) : 2017-2019 Budget Cycle (Source) : 2015-2017

Select Agencies	Select Building Renewal Projects
<pre>***** ----- ALL AGENCIES ----- 017 - DEPT OF AERONAUTICS 025 - DEPT OF HEALTH & HUMAN SERVICES 031 - MILITARY DEPARTMENT 033 - GAME & PARKS COMMISSION 046 - DEPT OF CORRECTIONAL SERVICES 050 - NEBRASKA STATE COLLEGES 051 - UNIVERSITY OF NEBRASKA 054 - STATE HISTORICAL SOCIETY 065 - DEPT OF ADMINISTRATIVE SERVICES</pre>	<pre>***** 65B0167300B - ADMINISTRATION & SCHOOL BLDG. : BUILDING - WINDOW REPAIR/REPLACE 65B0167300B - ADMINISTRATION & SCHOOL BLDG. : SITEWORK - AREA WAY REPAIR 65B0167300B - ADMINISTRATION & SCHOOL BLDG. : BUILDING - PAINT 65B0167300B - ADMINISTRATION & SCHOOL BLDG. : INTERIOR - ADA RESTROOM UPGRADE 65B0167300B - ADMINISTRATION & SCHOOL BLDG. : MECHANICAL - HVAC REPLACEMENT 65B0167300B - ADMINISTRATION & SCHOOL BLDG. : PLUMBING - FIRE MAIN DISTRIBUTION SERVICE 65B0167300B - ADMINISTRATION & SCHOOL BLDG. : BUILDING - MASONRY REPAIRS 65B0166100B - COTTAGE FIVE : BUILDING - WINDOW AND DOOR REPLACEMENT [COPIED] 65B0166100B - COTTAGE FIVE : MECHANICAL - HVAC REPLACEMENT 65B0165800B - COTTAGE FOUR : BUILDING - WINDOW AND DOOR REPLACEMENT 65B0165800B - COTTAGE FOUR : MECHANICAL - HVAC REPLACEMENT 65B0165800B - COTTAGE ONE : MECHANICAL - HVAC REPLACEMENT 65B0166100B - COTTAGE ONE : BUILDING - WINDOW AND DOOR REPLACEMENT 65B0165600B - COTTAGE SEVEN : BUILDING - WINDOW AND DOOR REPLACEMENT 65B0165600B - COTTAGE SEVEN : ELECTRICAL - FIRE ALARM UPGRADE 65B0165600B - COTTAGE SEVEN : MECHANICAL - HVAC REPLACEMENT 65B0165900B - COTTAGE SIX : MECHANICAL - HVAC REPLACEMENT 65B0165900B - COTTAGE SIX : BUILDING - WINDOW AND DOOR REPLACEMENT 65B0165800B - COTTAGE THREE : BUILDING - WINDOW AND DOOR REPLACEMENT</pre>

Copy Attachments ?

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 2017-2019 budget cycle will be overwritten.
- Check **Copy Attachments?** to also copy attachments from the 2015-2017 budget request.
- Click to copy the selected project(s) to the 2017-2019 budget request.
- Upon completion, copied projects will be listed in the Summary section of the Building Renewal Projects screen.