Version 25 | Trapeze Enterprise Asset Management

Capital Plans and Projects

Administrator Guide

Trade Secret | February 2025

Technical Support

Trapeze provides several ways to connect with the Customer Care team. Please provide detailed information to the representative. If you are reporting an issue by e-mail, include any error messages, screen shots of your problem, and steps to replicate the issue.

Customer Care is available Monday through Friday, 8:00 a.m. to 8:00 p.m., Eastern Standard Time.

Toll-Free Telephone:	1-877-411-8727
E-mail:	cc@trapezegroup.com
FTP Site:	https://ftps.trapezegroup.com/
Web Site:	https://collaborate.trapezegroup.com

The website provides access to Trapeze Collaborate which offers resources to implement and operate the software, search knowledge, participate in communities, log/track service requests, sign-up for release alerts, view product health recommendations, and download updates or documentation. For secure access to Collaborate, contact Customer Care through the website or by calling the number above.

Product Compatibility

Refer to the latest Product Compatibility information on Trapeze Collaborate for requirements including operating system information, databases, Crystal reports, network protocol, HTTP servers and browsers that are supported.

Capital Plans and Projects - Administrator Guide

Version 25.x

February 2025

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1. Overview

Capital Planning assist transit agencies with meeting the Federal Transit Administration's (FTA) initiative to track the State of Good Repair (SGR) for transit organizations across the United States as well as determining forecasted capital expenditures. The goal is to be the single repository for capital asset replacement data that results in more efficient management of SGR data, improved capital planning, and easier reporting to the FTA.

To ensure adequate planning for capital expenditures, transit agencies need to know the current condition of each asset and how that condition affects the asset's remaining life. Several aspects are considered when capturing and tracking condition ratings for all assets.

Capital Planning include the following features:

- Tracks manual condition assessments of assets and automates those assessments.
- Offers expanded asset condition settings to provide scores based on Condition ID.
- Allows Condition IDs to be restricted by Asset Category.
- Algorithm calculates the overall condition of a higher-level (parent) asset based on the manual or automated condition assessments of its child assets. For example, the overall condition of a rail car is affected by the conditions of critical components.
- Generates a SGR or Condition Rating that is flexible, user-defined, data-focused, and transparent. It allows users to build data criteria for multiple score components.
- Provides minimum and expected dates and meter information for rehabilitation versus replacement for capital planning purposes.
- Provides for the creation of Capital Plans consisting of multiple Capital Projects supporting identifying funding sources, risks, benefits, attributes, approval process, budget, and schedule.

Requirements

Application 25.x

Web Modules 25.x

Assumptions

This guide assumes familiarity with workflows and configuration of the application.

- User defined required fields that do not appear in the Web Modules will return validation messages.
- Special characters cannot be placed into the Web Modules fields or unanticipated results may occur. This would include any character that cannot be typed with a standard keyboard.
- Do not use the browser's **Back** button in the Web Modules as unanticipated results may occur.
- Do not open or use the same instance of the Web Modules in multiple browser windows or tabs. This can cause errors or unexpected performance issues.

References

Refer to the *State of Good Repair Reference Guide* for detailed information about SGR configuration.

2. Capital Planning Configuration

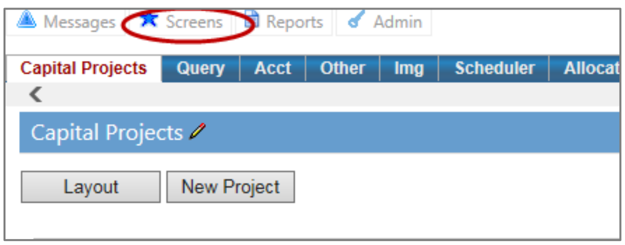
Capital planning considers all aspects of a transit property: rolling stock (bus, rail, and non-revenue), maintenance of way (track and linear), facilities (stationary), and information technology assets. An integral part of capital planning is determining the cost of replacing or refurbishing assets.

For Capital Planning to work properly, key acquisition and equipment type information needs to be defined.

The sections below provide steps to setup and use Capital Planning.

Capital Planning Setup

1. Click the **Screens** shortcut button to access Enterprise Portal.



2. Proceed to the following sections for instructions to define data for Capital Planning.

Equipment Types

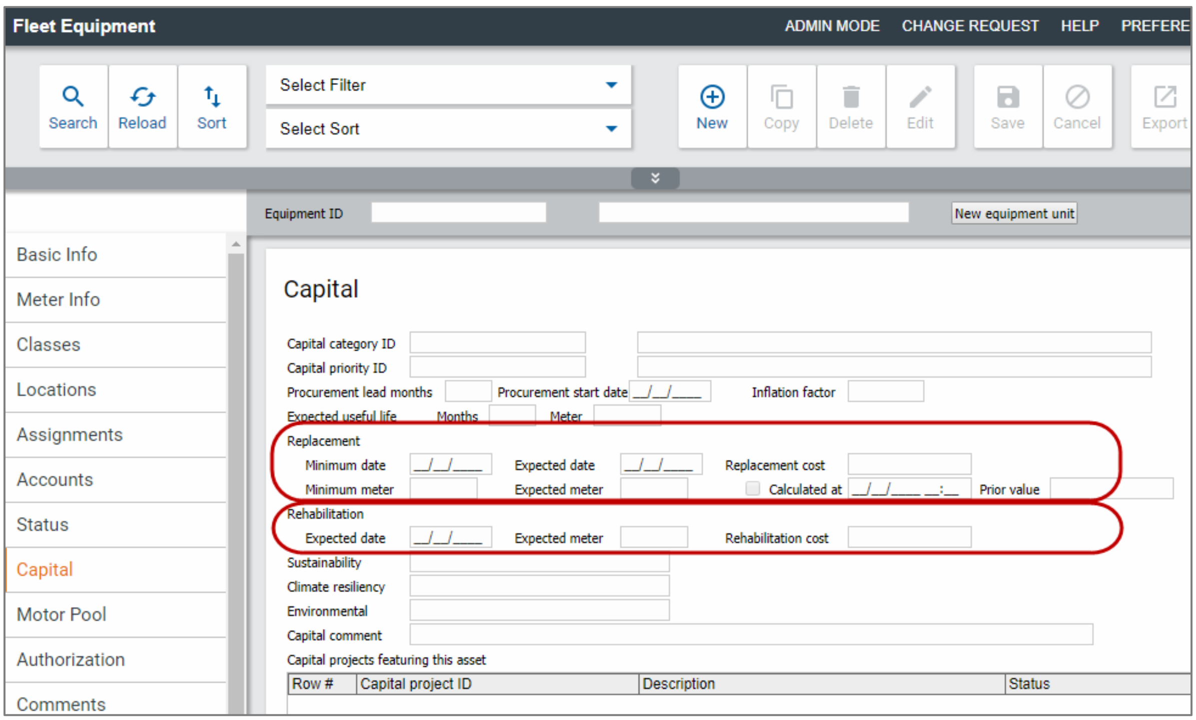
1. Open the Equipment Types – Primary Information screen.
2. For each equipment type that you need to track capital planning values, enter default values here to have those values automatically populated and calculated on multiple equipment units. On the **Life Cycle** tab, enter default **Useful Life Months** and **Meter** information, default **Expected replacement** and **rehabilitation costs**, and default **Expected rehab cycle months** and **meter** information for the equipment type.

Fleet Equipment Capital Tab

The **Asset Primary Information** screen can be used instead of the Fleet Equipment screen for the following setup. Setup will be very similar to the Component Primary Information and Linear Assets screens.

The Fleet Equipment Capital tab records key capital planning information for each equipment unit. In addition to the replacement and rehabilitation costs, the expected date (and meter) for replacement and rehabilitation are provided for comparison and capital planning purposes.

To get to the records, open the Fleet Equipment – Primary Information screen, Capital tab.

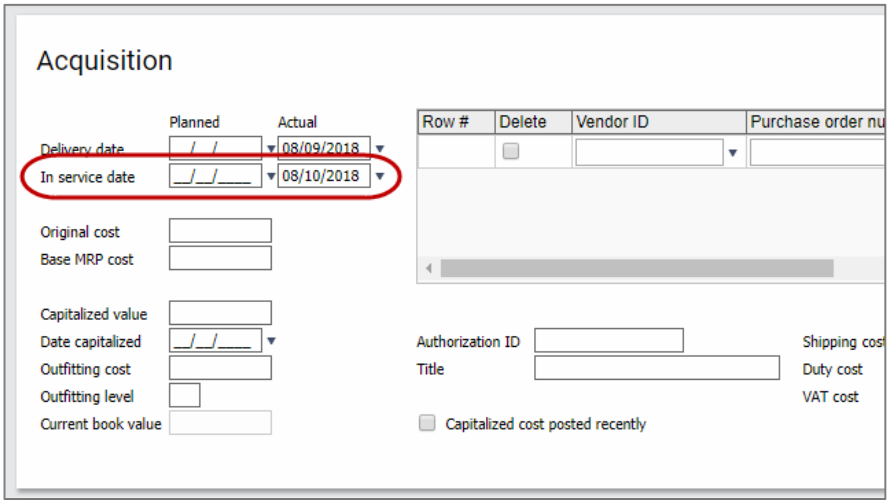


The Capital tab fields include:

- **Capital category ID:** (Optional) An asset category which can be used for grouping and scoring assets in determining the State of Good Repair. Refer to the Capital Categories section above.
- **Capital priority ID:** (Optional) An asset priority which can be used for grouping and scoring assets in determining the State of Good Repair. Refer to the Capital Priorities section above.

  The above fields are individually set for equipment units and are not currently automatically assigned to the equipment by type.

  The following fields can have values automatically looked up and calculated, or may be directly entered into the fields. The fields below will be automatically populated when an Equipment Type that has default values as described above is specified for the equipment AND on the Fleet Equipment Acquisition tab, the **Actual in service date** is entered:



- Replacement:
  - Minimum and Expected Date: The earliest and expected dates that the asset may need to be replaced. When automatically populated, these fields are calculated using the date the asset was put in service (the Actual In service Date on the Fleet Equipment screen's Acquisition tab) plus the Minimum and Expected Useful Life Months field (supplied on the Equipment Type – Primary Information screen's More Info tab).
  - Minimum and Expected Meter: The earliest and expected meter readings that the asset may need to be replaced. When automatically populated, these fields are defaulted from the Minimum and Expected Useful Life Meter fields on the Equipment Type – Primary Information screen's More Info tab.
  - Replacement Cost: The cost expected to replace the asset. When automatically populated, this field defaults from the Expected replacement cost field on the Equipment Type – Primary Information screen's More Info tab.
- Rehabilitation:
  - Expected Date: The expected date that the asset may need to be rehabilitated. When automatically populated, this field is calculated using the date the asset was put in service (the Actual In service Date on the Fleet Equipment screen's Acquisition tab) plus the Expected rehabilitation cycle months field on the Equipment Type – Primary Information screen's More Info tab.
  - Expected Meter: The expected meter reading when the asset may need to be rehabilitated. When automatically populated, this field defaults from the Expected

rehabilitation cycle meter field on the Equipment Types – Primary Information screen's More Info tab.

- Rehabilitation Cost: The cost expected to rehabilitate the asset. When automatically populated, this field defaults from the Expected rehab cost field on the Equipment Types – Primary Information screen's More Info tab.

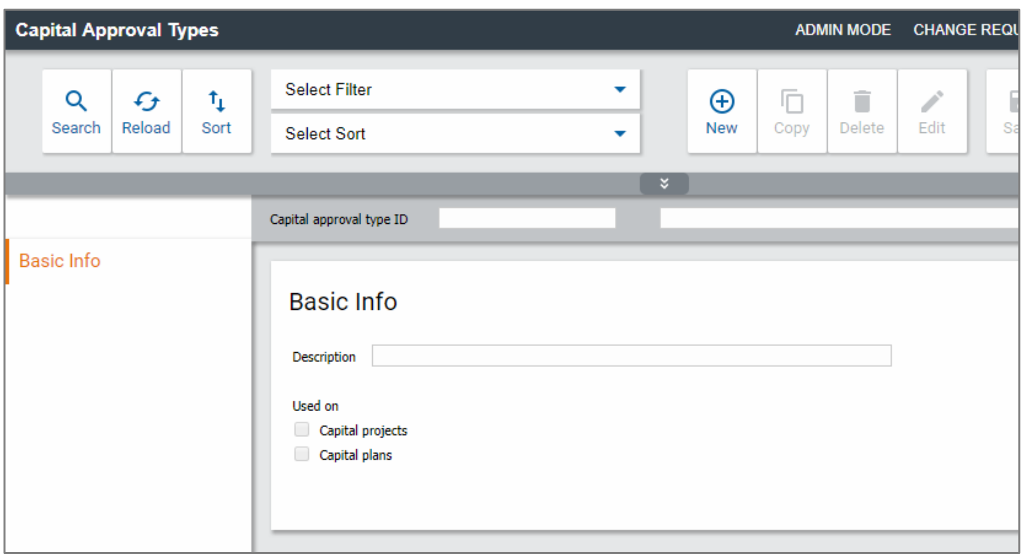
- **Capital projects featuring this asset:** Lists any projects that include this asset and gives specific information about the current status of each specifically including the key personnel for each project

Based on the information presented on the *Capital* tab, organizations may analyze costs and rehabilitation frequency to assist in determining whether replacement or rehabilitation makes better fiscal sense and budget accordingly.

Capital Approval Types

1. Open the Capital Approval Types screen.

   The Capital Approval Types screen displays.



   *The **Capital Approval Types** screen allows you to define approval types for use in Capital Planning. Types need to be defined for use on Capital Projects, Capital Plans or both that reflects any one of the possible approval states: pending, approved or denied.*

2. Click the **New** button to create a new **Capital Approval Type**.

3. Input the following field:

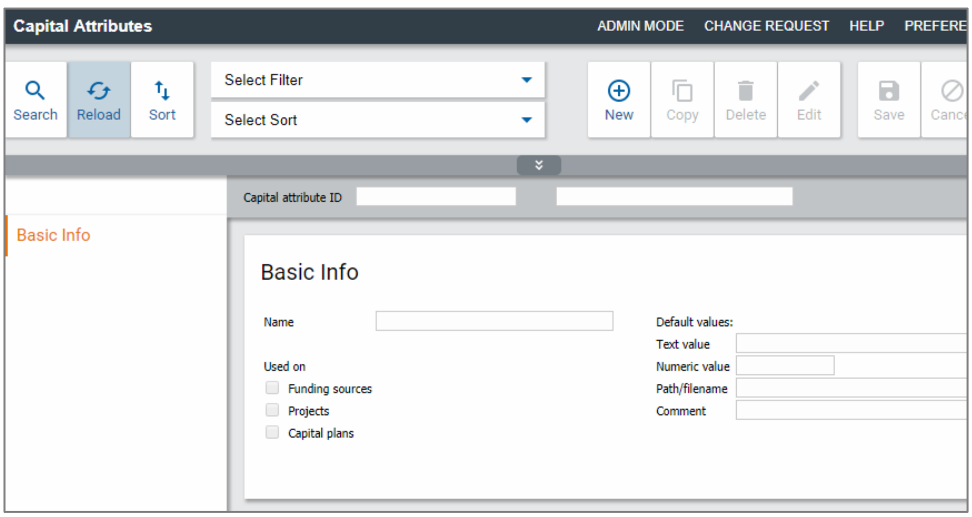
- **Capital Approval Type ID:** Enter a unique identifier for an Approval Type. The maximum field length is 20 characters. If the **Type ID** already exists, its description displays to the right of the ID. This is a required field.

4. Continue defining Capital Approval Types by completing the following fields:
   - **Description:** Enter the text description of the type. The maximum field length is 60 characters. This field is optional but recommended.
   - **Used on:** Check the appropriate boxes to indicate whether the type may be used on Capital Projects or Capital Plans. Checking both boxes allows the type to be used on both, while checking neither does not permit use of the type.
5. Upon entering the Capital Approval Types information, click the **Save** button to save.

Capital Attributes

1. Open the Capital Attributes screen.

   The Capital Attributes screen displays.



   *The **Capital Attributes** screen allows you to define attributes for use in Capital Planning. Attributes that contain a series of default values can be defined for use on Funding sources, Capital Projects, Capital Plans, or any combination thereof.*

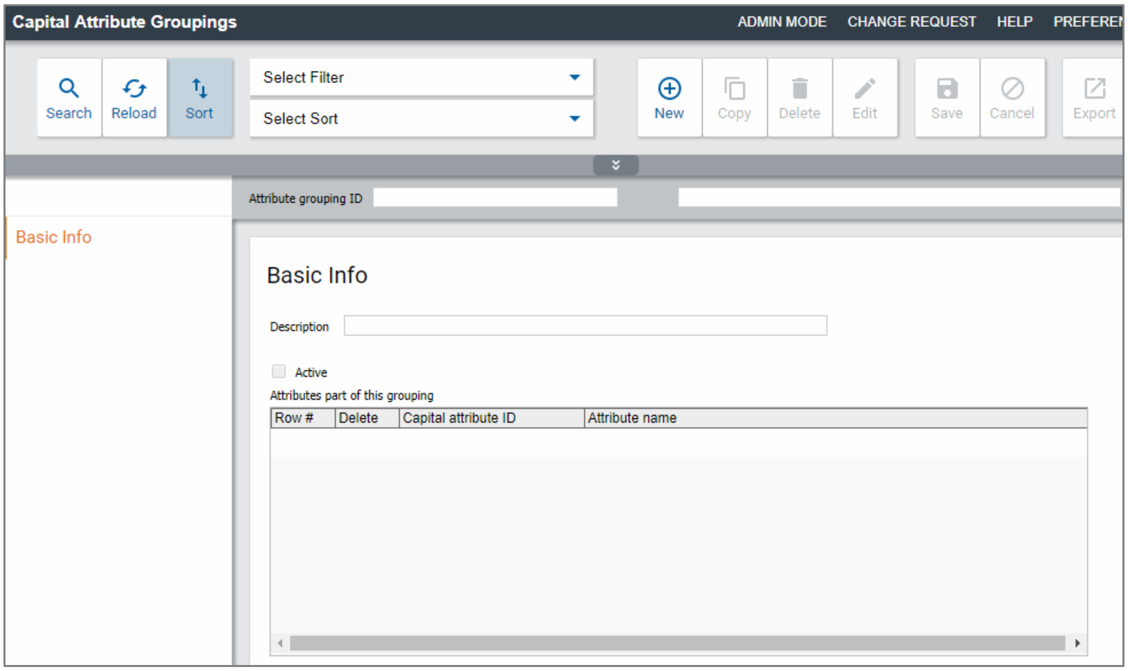
2. Click the **New** button to create a new Capital Attribute.
3. Enter the following field:
   - **Capital Attribute ID:** Enter a unique identifier for a Capital Attribute ID. This is a required field. The maximum field length is 20 characters. When the **Attribute ID** already exists, its description displays to the right of the ID.

4. Continue defining Capital Attributes by completing the following fields:
   - **Name:** Enter the text Name of the attribute you are defining. The maximum field length is 30 characters. This field is optional but recommended.
   - **Used on:** Check he appropriate boxes to indicate whether the type may be used on Funding Sources, Capital Projects or Capital Plans or any combination.
   - **Default values:** All values are optional and not validated.
     - Text value: Optional text field, maximum length 255 characters
     - Numeric value: Optional numeric field, maximum of 4 decimal places
     - Path/filename: Optional text field, maximum length 255 characters
     - Comment: Optional text field, maximum length 255 characters
5. After entering the Capital Attribute information, click the **Save** button to save.

Capital Attribute Groupings

1. Open the Capital Attribute Groupings screen.

   The Capital Attribute Groupings screen displays.



   *The **Capital Attribute Groupings** screen allows you to define and activate groups of attributes for use in Capital Planning.*

2. Click the **New** button to create a new Capital Attribute Grouping.

3. Input the following field:

   - **Attribute grouping ID:** Enter a unique identifier for an Attribute grouping ID. This is a required field. The maximum field length is 30 characters. When the **Attribute Grouping ID** already exists, its description displays to the right of the ID.

4. Continue defining Attribute groupings by completing the following fields:

   - **Description:** Enter the text description of the attribute grouping you are defining. The maximum field length is 60 characters. This field is optional but recommended.
   - **Active:** Check this box to activate the Grouping ID. Defaults to blank (not active).
   - **Attributes part of this grouping:** Create an attribute group by selecting one or more Attributes IDs from the drop-down list. Check the **Delete** box to delete an entire row from this list upon clicking **Save.**

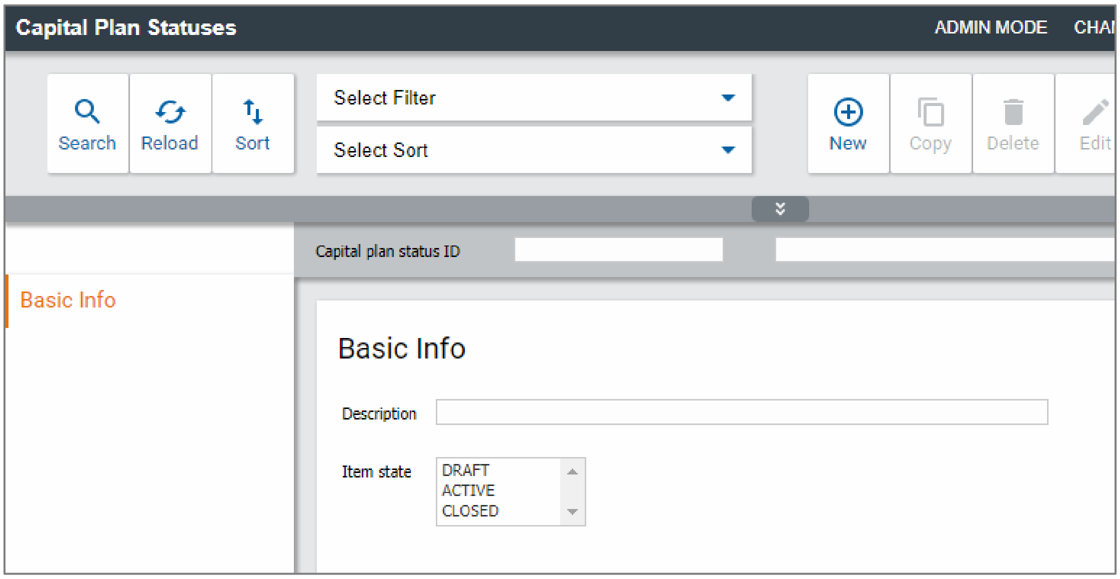
- Note: Attributes are defined on Capital Attributes screen.

5. After entering the Capital Attribute Grouping information, click **Save** to save.

Capital Plan Statuses

1. Open the Capital Plan Statuses screen.

   The Capital Plan Statuses screen displays.



   *The **Capital Plan Statuses** screen enables you to define and activate different plan statuses for Capital Planning plans.*

2. Click the **New** button to create a new Capital Plan Status.

3. Input the following field:

   - **Capital Plan Status ID:** Enter a unique identifier for a Capital Plan Status ID. This is a required field. The maximum field length is 20 characters. When the **Plan Status ID** already exists, its description displays to the right of the ID.

4. Continue defining Capital Plan Statuses by completing the following:

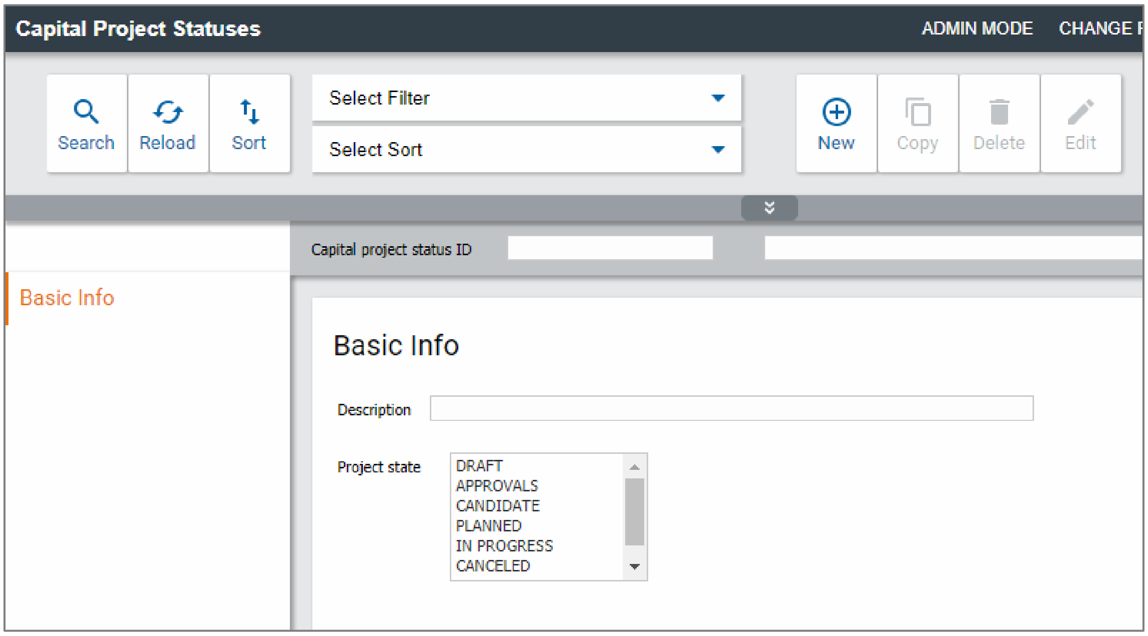
   - **Description:** Enter the text description of the plan status you are defining. The maximum field length is 60 characters. This field is optional but recommended.

5. Upon entering the Capital Plan Status information, click the **Save** button to save.

Capital Project Statuses

1. Open the Capital Project Statuses screen.

   The Capital Project Statuses screen displays.



   *The **Capital Project Statuses** screen enables you to define and activate different project statuses for Capital Planning projects.*

2. Click **New** to create a new Capital Project Status.

3. Input the following field:

   - **Capital Project Status ID:** Enter a unique identifier for a Capital Project Status ID. This is a required field. The maximum field length is 20 characters. When the **Project Status ID** already exists, its description displays to the right of the ID.

4. Continue defining Capital Project Statuses by completing the following fields:

   - **Description:** Enter the text description of the project status you are defining. The maximum field length is 60 characters. This field is optional but recommended.

   - **Project state:** Specify the **Project state** of approval reflected by each specific status. The following descriptions provide general information about the intended workflows with each status.

     - DRAFT: Required attributes should be populated before approvals. Employees that are required to approve the project should be defined in order to drive portal approval workflow.

- APPROVALS: The next user that is required to approve will see buttons for APPROVE, DENY, or NOT APPLICABLE when viewing the project. Once the project is approved, the user can move to the next status.
- CANDIDATE: Project has been approved but needs to be scheduled and potentially added to a capital plan.
- PLANNED: Project is now scheduled but has not started.
- IN PROGRESS: Project has started.
- CANCELED: Setting this status will fill in the closed date on the project.
- COMPLETED: Project is complete.

Additional information regarding project state and statuses:

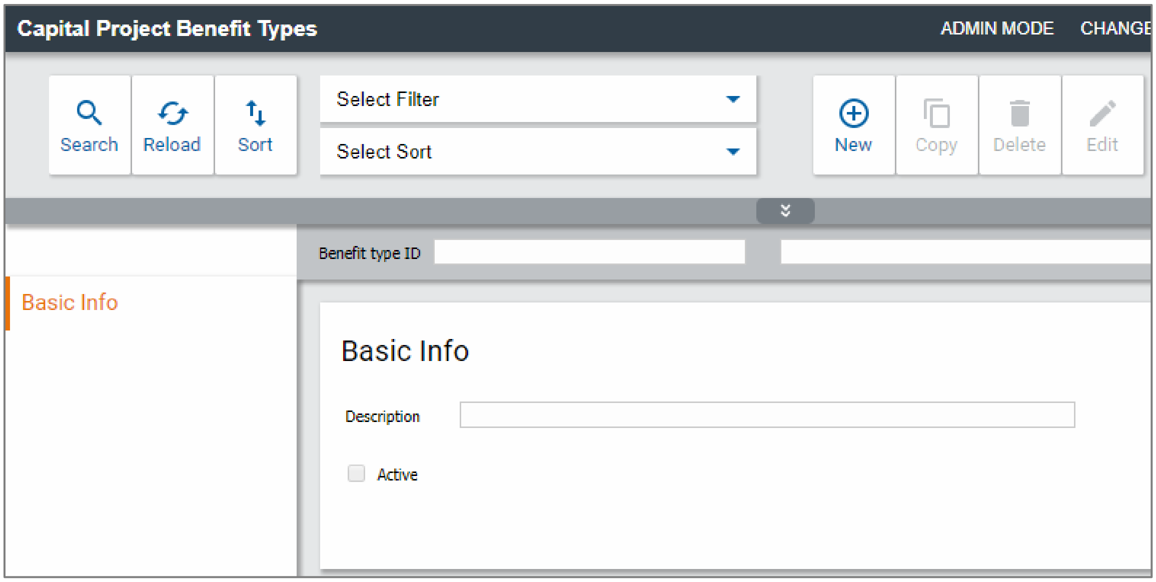
- CANDIDATE, PLANNED, and IN PROGRESS statuses cannot have approvals in PENDING or DENIED status.
- If required attributes are defined by the project type, the attributes must be entered prior to selecting APPROVALS, CANDIDATE, PLANNED and IN PROGRESS.
- Going from APPROVALS to DRAFT resets all approvals to PENDING.
- Setting a status with a different item state will populate the related date and time automatically.
- Setting the status to CANCELED will fill in the closed date on a project.

5. After entering the Capital Project Status information, click **Save**.

Capital Project Benefit Types

1. Open the Capital Project Benefit Types screen.

   The Capital Project Benefit Types screen displays.



*The **Capital Project Benefit Types** screen enables you to define and activate possible benefit types for Capital Planning projects.*

2. Click **New** to create a new Benefit Type.

3. Input the following field:

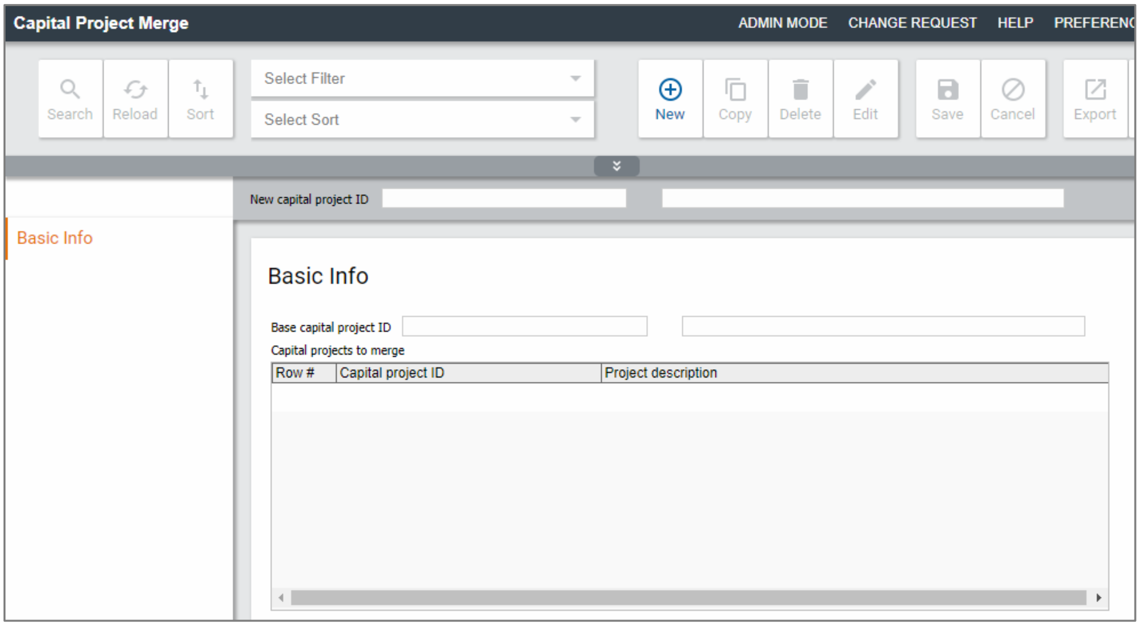
    - **Benefit type ID:** Enter a unique identifier for a benefit type. This is a required field. The maximum field length is 30 characters. When the **Benefit type ID** already exists, its description displays to the right of the ID.

4. Continue defining capital priorities by completing the following fields:

    - **Description:** Enter the text description of the benefit type you are defining. The maximum field length is 60 characters. This field is optional but recommended.
    - **Active:** Check this box to activate the benefit type. Defaults to blank (not active).

5. After entering the Capital Project Benefit Type information, click **Save** to save.

Capital Project Merge



This screen allows you to merge multiple projects into a single capital project.

1. Click **New** to start the merge process.
2. Input the following fields:
   - New capital Project ID
   - Base capital project ID
3. Select or Enter the Capital projects to merge.

Important information about merging capital projects:

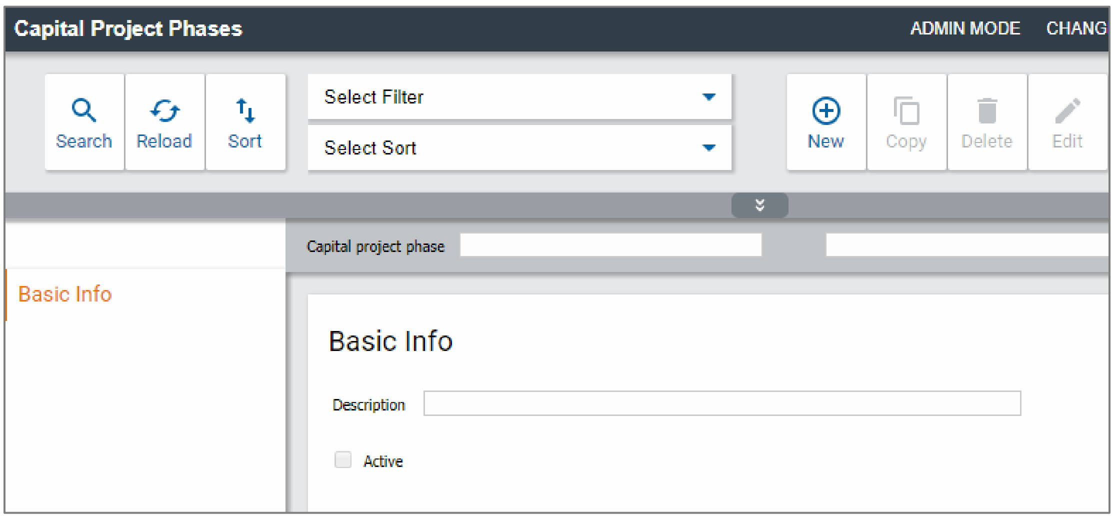
- When two or more projects are merged that have dissimilar phases, ensure that all phases of each project with their respective planned start and end dates will merge into the surviving project. The project manager will be responsible for manually adjusting each phase start and end date as necessary in the surviving project after the merge is complete.
- A confirmation message will appear prior to the user committing to merged projects. This confirmation message will prompt the user to confirm that they desire to complete the merge.
- When projects are merged, the surviving project will default to an allocation equivalent to their pre-merged proportion for each asset. The project manager will be responsible for manually adjusting the budget allocation for each asset in the surviving project after the merge is complete, should the allocation be different than the system default.

- User can delete "new" project and revert the statuses on the merged project to go back to how things were pre-merge. The only caveat on this is capital plans that listed the older merged projects, will need to be adjusted again to list the older projects again manually.

Capital Project Phases

1. Open the Capital Project Phases screen.

   The Capital Project Phases screen displays.

   *The **Capital Project Phases** screen enables you to define and activate different phases for Capital Planning projects.*

2. Click **New** to create a new Capital Project Phase.

3. Input the following field:

   - **Capital Project Phase:** Enter a unique identifier for a phase. This is a required field. The maximum field length is 30 characters. When the **Project phase** already exists, its description displays to the right of the ID.

4. Continue defining project phases by completing the following fields:

   - **Description:** Enter the text description of the project phase you are defining. The maximum field length is 60 characters. This field is optional but recommended.

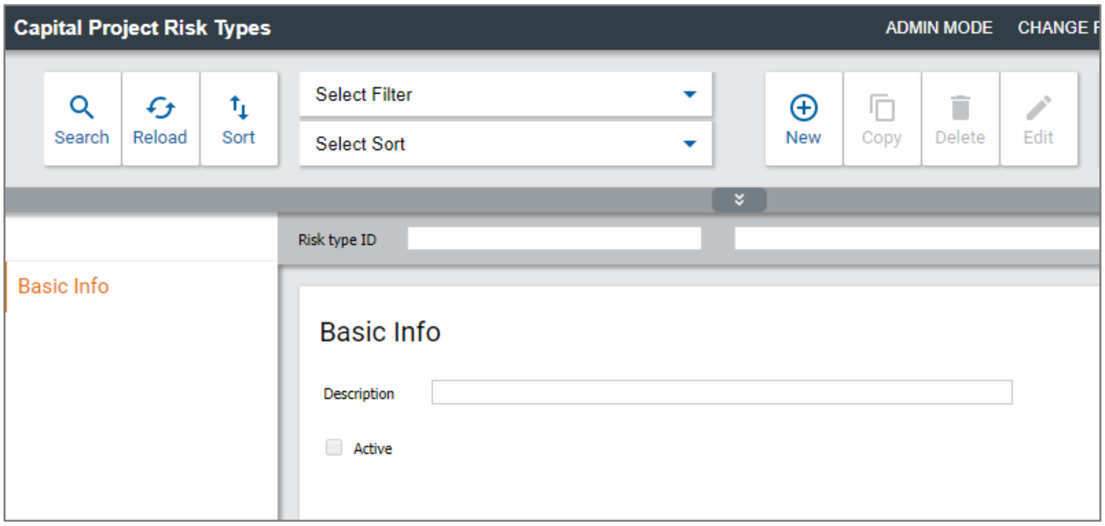
   - **Active:** Check this box to activate the phase. Defaults to blank (not active).

5. After entering the Capital Project Phase information, click **Save** to save.

Capital Project Risk Types

1. Open the Capital Project Risk Types screen.

   The Capital Risk Types screen displays.

   *The **Capital Risk Types** screen enables you to define and activate different risk types for Capital Planning projects.*

2. Click **New** to create a new Capital Project Risk Type.

3. Input the following field:

   - **Risk Type ID:** Enter a unique identifier for a risk type ID. This is a required field. The maximum field length is 30 characters. When the **Risk Type ID** already exists, its description displays to the right of the ID.

4. Continue defining project phases by completing the following fields:

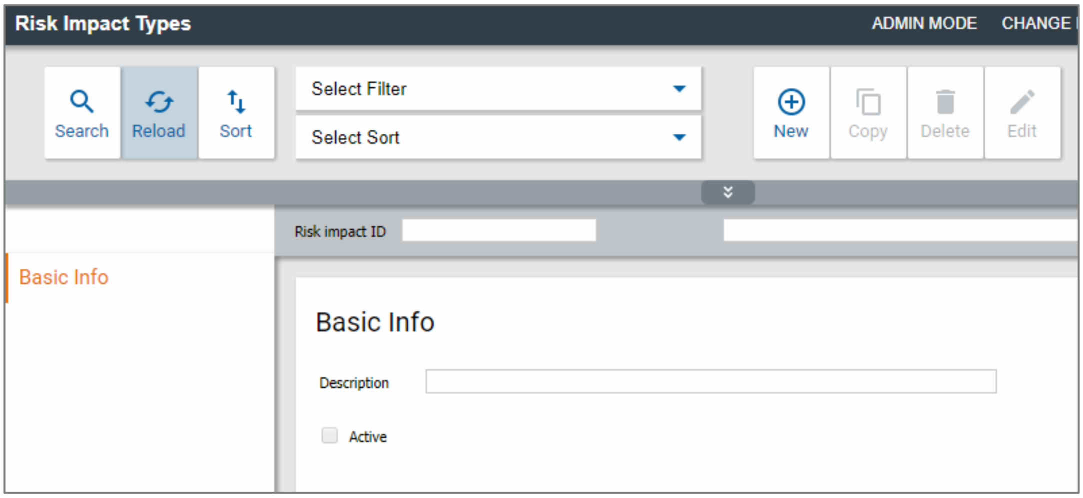
   - **Description:** Enter the text description of the risk type you are defining. The maximum field length is 60 characters. This field is optional but recommended.
   - **Active:** Check this box to activate the phase. Defaults to blank (not active).

5. After entering the Capital Project Risk Type information, click **Save** to save.

Risk Impact Types

1. Open the Risk Impact Types screen.

   The Risk Impact Types screen displays.

   *The **Risk Impact Types** screen enables you to define and activate different risk impact types for Capital Planning projects.*

2. Click **New** to create a new Capital Project Risk Impact Type.

3. Input the following field:

   - **Risk Impact ID:** Enter a unique identifier for a risk impact ID. This is a required field. The maximum field length is 20 characters. When the **Risk Impact ID** already exists, its description displays to the right of the ID.

4. Continue defining project phases by completing the following fields:

   - **Description:** Enter the text description of the risk impact you are defining. The maximum field length is 60 characters. This field is optional but recommended.

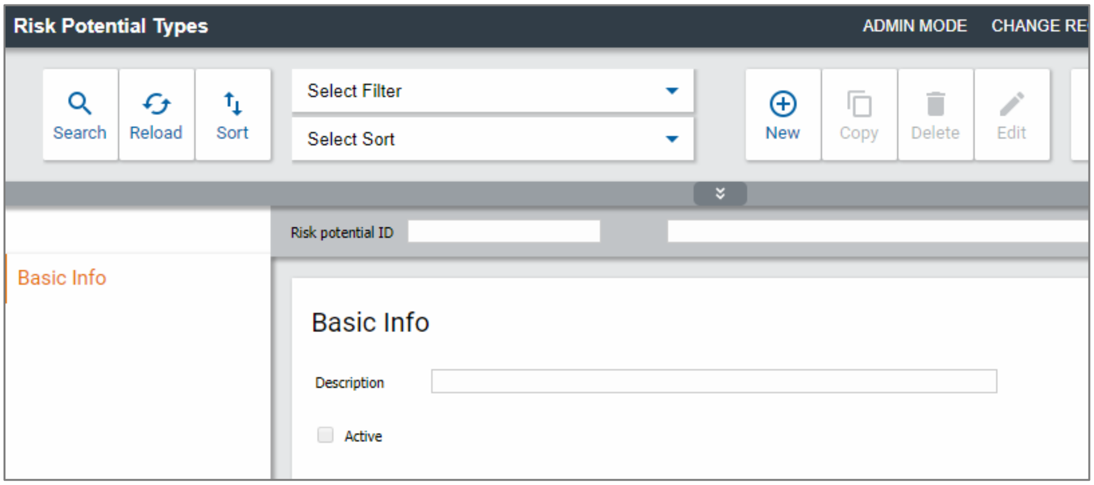
   - **Active:** Check this box to activate the phase. Defaults to blank (not active).

5. After entering the Risk Impact information, click **Save** to save.

Risk Potential Types

1. Open the Risk Potential Types screen.

   The Risk Potential Types screen displays.

   *The **Risk Potential Types** screen enables you to define and activate different risk impact types for Capital Planning projects.*

2. Click **New** to create a new Capital Project Risk Impact Type.

3. Input the following field:

   - **Risk Potential ID:** Enter a unique identifier for a Risk Potential ID. This is a required field. The maximum field length is 20 characters. When the **Risk Potential ID** already exists, its description displays to the right of the ID.

4. Continue defining Risk Potential by completing the following fields:

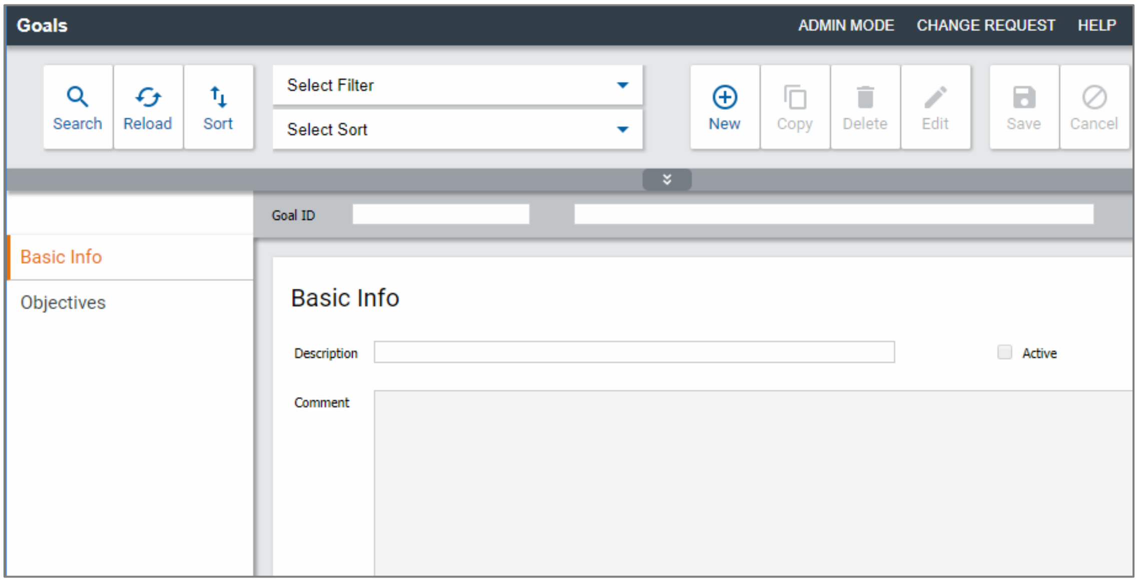
   - **Description:** Enter the text description of the risk potential you are defining. The maximum field length is 60 characters. This field is optional but recommended.
   - **Active:** Check this box to activate the Risk Potential ID. Defaults to blank (not active).

5. After entering the Risk Potential information, click **Save** to save.

Capital Planning Goals and Objectives

1. Open the Capital Planning Goals screen.

   The Goals screen displays.



2. Click **New** to create a new goal or objective.

3. Select a Goal ID from the choice-list.

4. Input the following fields:

   - **Description-** Provide a short description of the goal.
   - **Active-** Check this box if you would like to make the goal active.
   - **Comment-** Add a comment for further detail about the goal.

5. On the Objective tab, input the following fields:

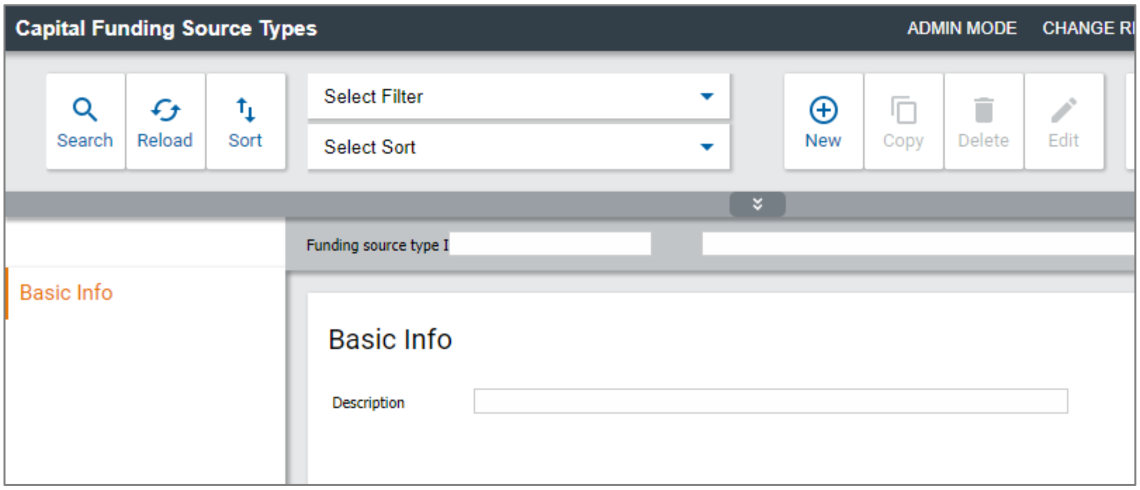
   - **Objective ID-** Create an objective ID for any objectives you would like to associate with the goal.
   - **Description-** Provide a short description of the objective.

6. In the header, click **Save** to save your changes.

Funding Source Types

1. Open the Capital Funding Source Types screen.

   The Capital Funding Source Types screen displays.

   *The **Funding Source Types** screen enables you to define and activate different Funding Source Types for Funding Sources used on Capital Planning projects.*

2. Click **New** to create a new Funding Source Type.

3. Input the following field:

   - **Funding Source Type ID:** Enter a unique identifier for a Funding Source Type ID. This is a required field. The maximum field length is 20 characters. When the **Source Type ID** already exists, its description displays to the right of the ID.

4. Continue defining Funding Source Types by completing the following field:

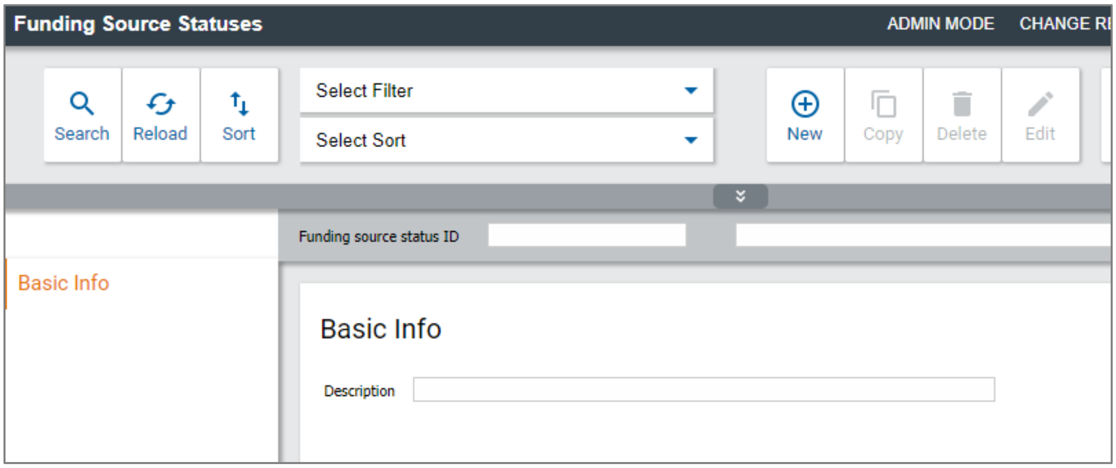
   - **Description:** Enter the text description of the source type you are defining. The maximum field length is 60 characters. This field is optional but recommended.

5. After entering the Funding Source Type information, click **Save** to save.

Funding Source Statuses

1. Open the Funding Source Statuses screen.

   The Funding Source Statuses screen displays.



   *The **Funding Source Statuses** screen enables you to define and activate different Funding Source Statuses for Funding Sources used on Capital Planning projects.*

2. Click **New** to create a new Capital Plan Status.

3. Input the following field:

   - **Funding Source Status ID:** Enter a unique identifier for a Funding Source Status. This is a required field. The maximum field length is 20 characters. When the **Funding Source Status ID** already exists, its description displays to the right of the ID.

4. Continue defining Funding Source Statuses by completing the following field:

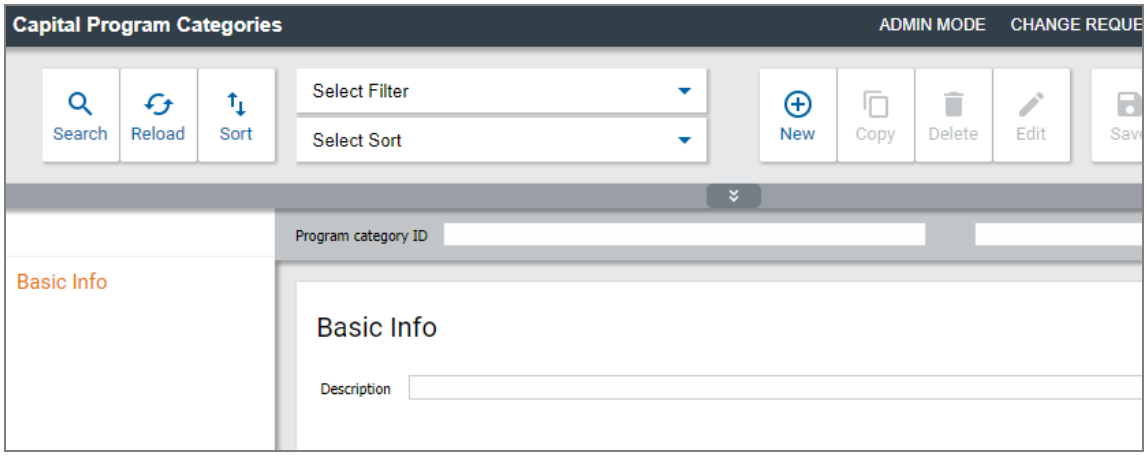
   - **Description:** Enter the text description of the funding source status you are defining. The maximum field length is 60 characters. This field is optional but recommended.

5. After entering the Funding Source Status information, click **Save** to save.

Capital Program Categories

1. Open the Capital Program Categories screen.

   The Capital Program Categories screen displays.

   *The **Capital Program Categories** screen enables you to define different Capital Program Categories used on Capital Planning projects. Examples of program categories include Maintenance of Way and Vehicles.*

2. Click **New** to create a new Capital Program Category.

3. Input the following field:

   - **Program Category ID:** Enter a unique identifier for a Capital Program Category. This is a required field. The maximum field length is 50 characters. If the **Program Category ID** already exists, its description displays to the right of the ID.

4. On the Basic Info tab, define Capital Program Categories by completing the following field:

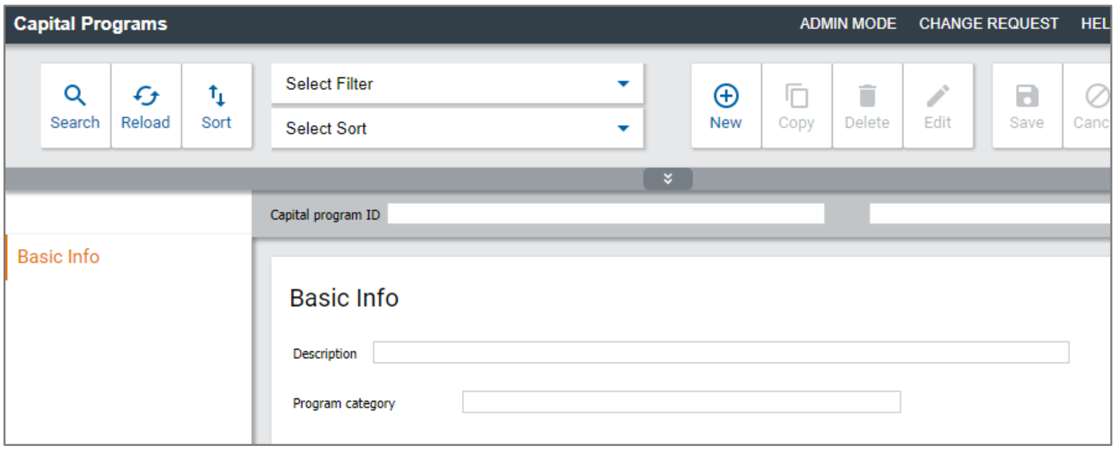
   - **Description:** Enter the text description of the Program Category you are defining. The maximum field length is 120 characters. This field is optional but recommended.

5. After entering the Program Category information, click **Save** to save.

Capital Programs

1. Open the Capital Programs screen.

   The Capital Programs screen displays.

   *The **Capital Programs** screen enables you to create capital program IDs and assign categories to them. Examples of capital programs include Work Equipment and Track Maintenance and Replacement.*

2. Click **New** to create a new Capital Program.

3. Input the following field:

   - **Capital Program ID:** Enter a unique identifier for a Capital Program. This is a required field. The maximum field length is 50 characters. If the **Capital Program ID** already exists, its description displays to the right of the ID.

4. On the Basic Info tab, define Capital Programs by completing the following field:

   - **Description:** Enter the text description of the Capital Programs you are defining. The maximum field length is 120 characters. This field is optional but recommended.

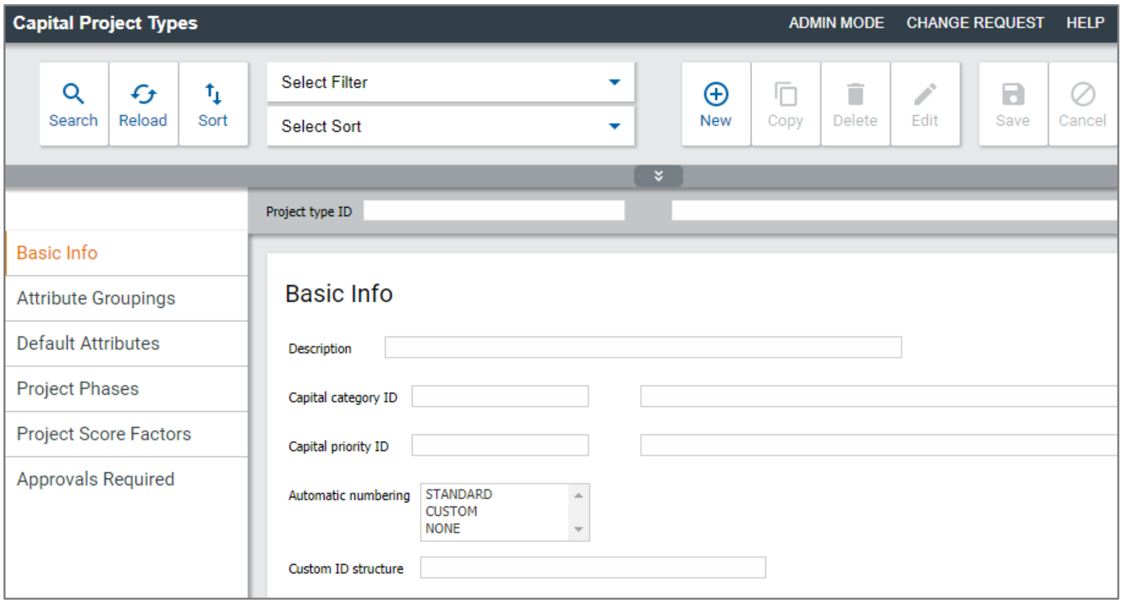
   - **Program Category:** Enter the Program Category for the Capital Program you are defining. Capital program categories are defined on the Capital Program Categories screen.

5. After entering the Capital Program information, click **Save** to save.

Capital Project Types

1. Open the Capital Project Types screen.

   The Capital Project Types screen displays.



   *The **Capital Project Types** screen enables you to define different Capital Project Types used on Capital Planning projects. A Project Type simplifies creating repetitive projects by setting up automatic project naming, default attributes, default phases, and default approvals required for a new project.*

2. Click **New** to create a new Capital Project Type.

3. Input the following field:

   - **Capital Project Type ID:** Enter a unique identifier for a Capital Project Type ID. This is a required field. The maximum field length is 30 characters. When the **Capital Project Type ID** already exists, its description displays to the right of the ID.

4. On the Basic Info tab, define Capital Project Types by completing the following fields:

   - **Description:** Enter the text description of the Project Type you are defining. The maximum field length is 60 characters. This field is optional but recommended.

   - **Capital category ID:** Optionally select a Capital category ID from the drop-down list

   - **Capital Priority ID:** Optionally select a Capital priority ID from the drop-down list.

- **Automatic Numbering:** Select project numbering mechanism from the fixed choices of :
  - NONE: Automatic numbering is turned off
  - STANDARD: Automatic numbering is set to the standard ID structure: [YYYYMMDD]-[SEQ:5] where SEQ:5 is a five digit sequence
  - CUSTOM: Automatic numbering is assigned a user-defined structure specified below.
- **Custom ID structure:** Optional free form text field not to exceed 30 characters in which you can specify a custom numbering structure by combining static text with one or more of the following supported tags:[SEQ:##], [YR], [YYYYMMDD], [MMDDYYYY], [DDMMYYYY], [YYMMDD], [MMDDYY] and [DDMMYY]
- **Yearly inflation factor:** This field is used to specify a default yearly inflation factor that is used on project schedules to automatically adjust a project budget.

5. On the Attribute Groupings tab, optionally specify one or more attribute groupings by selecting the Attribute Grouping IDs from the drop-down list. For each attribute group selected enter a **Display Order** integer value. Check the **Delete** box to delete an entire row from this list upon clicking the **Save** button.

   Note: Attribute Groupings are defined on Capital Attribute Groupings screen.

6. On the Default Attributes tab, optionally create a list of specific attributes by selecting the Attribute ID(s) from the drop-down list. Check the **Delete** box to delete an entire row from this list upon clicking the **Save** button.

   Note: Attribute IDs are defined on the Capital Attributes screen and only Attributes with Used on Projects checked will be allowed.

   - **Attribute Grouping ID:** Optionally select an Attribute Groupings from the drop-down list.
   - **Attribute ID:** Required if the line has any other value. Select an Attribute ID from the drop-down list and the default values for the Attribute ID will be looked up for Name, Text value, Numeric value, Path/filename and Comment will be looked up.
   - **Label text:** Optional text field to label attribute.
     - **Input type:** Optional fixed drop-down list to specify type and format of input. Can choose from types: TEXT, NUMERIC, CHECKBOX, LIST-SINGLE, LIST-MULTIPLE, TEXT AREA, FILE, DATE or DATE AND TIME
   - **List values:** Optional text field. Usage to be determined.

- **List type ID:** Optional drop-down list defined by user on **Custom List Values** screen.
- **Allow comments:** Optional checkbox to specify whether comments are allowed.
- **Text area line count:** Optional. Specifies how many lines of text are allowed in the TEXT AREA input field.
- **Required before approvals:** Optional. If this field is checked and the project status is neither DRAFT nor CLOSED, the applicable field (text value, numeric value) is required based on the attribute's input type.
- **Date value:** Optional date field.

7. On the Project Phases tab optionally specify one or more Project Phases by selecting the Project Phase IDs from the drop-down list. For each Project Phase selected enter a **Phase Order** integer value and optionally enter **Expected lead months**, **Expected duration months** and **Comments**. Check the **Delete** box to delete an entire row from this list upon clicking the **Save** button.

   Note: Project Phases are defined on the Capital Project Phase screen.

8. On the Project Score Factors tab, optionally select the project factor and then assign a weight to the factor for ranking projects. The number 1 is baseline. Higher weights will multiply the individual factor score before adding it to the project score.

9. On the Approvals Required tab, optionally specify one or more Approval Types by selecting the Capital approval types IDs from the drop-down list. Each Approval type reflects individual stage of the project approval process. For each Approval Types selected enter an **Approval Order** integer value. Check the **Delete** box to delete an entire row from this list upon clicking the **Save** button.

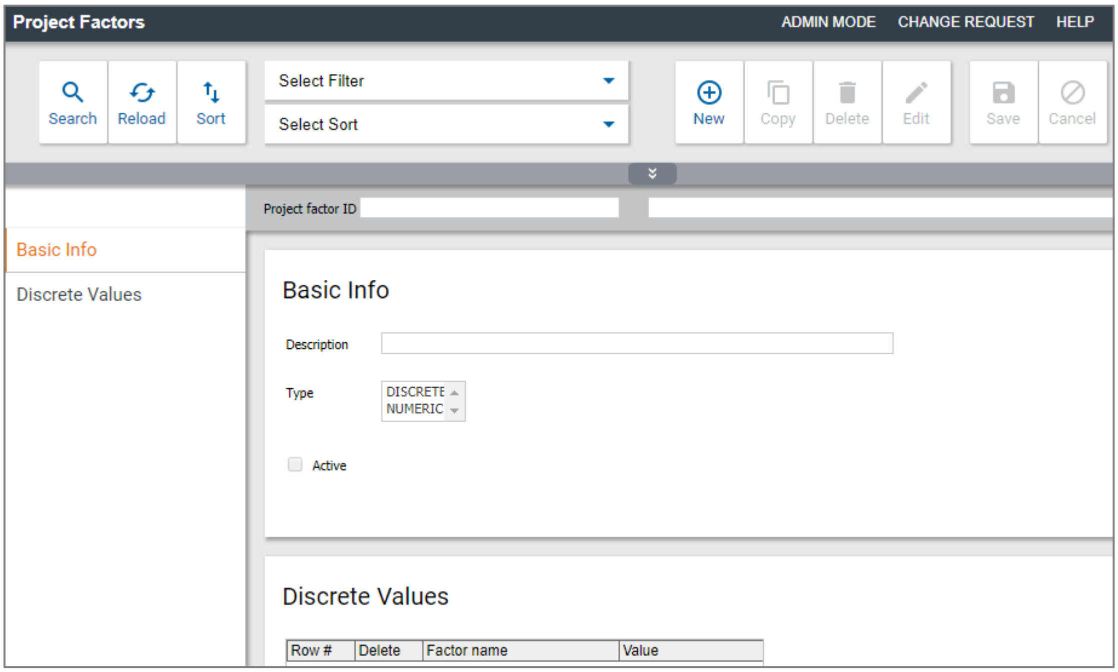
   Note: Approval Types are defined on the Capital Approval Types screen.

10. Upon entering the Capital Project Type information, click **Save** to save.

Capital Project Factors

1. Open the Capital Project Factors screen.

   The Project Factors page displays.



2. Click **New** to create a new Project Factor.

3. Select a Project Factor ID.

4. On the Basic Info tab, enter a description and select Discrete or Numeric for the Type. Check the Active box if you would like this factor to be active.

   Use the Discrete type if you would like to use text to define a value instead of a number, for example: none-0, low-1, medium-2, high-3.

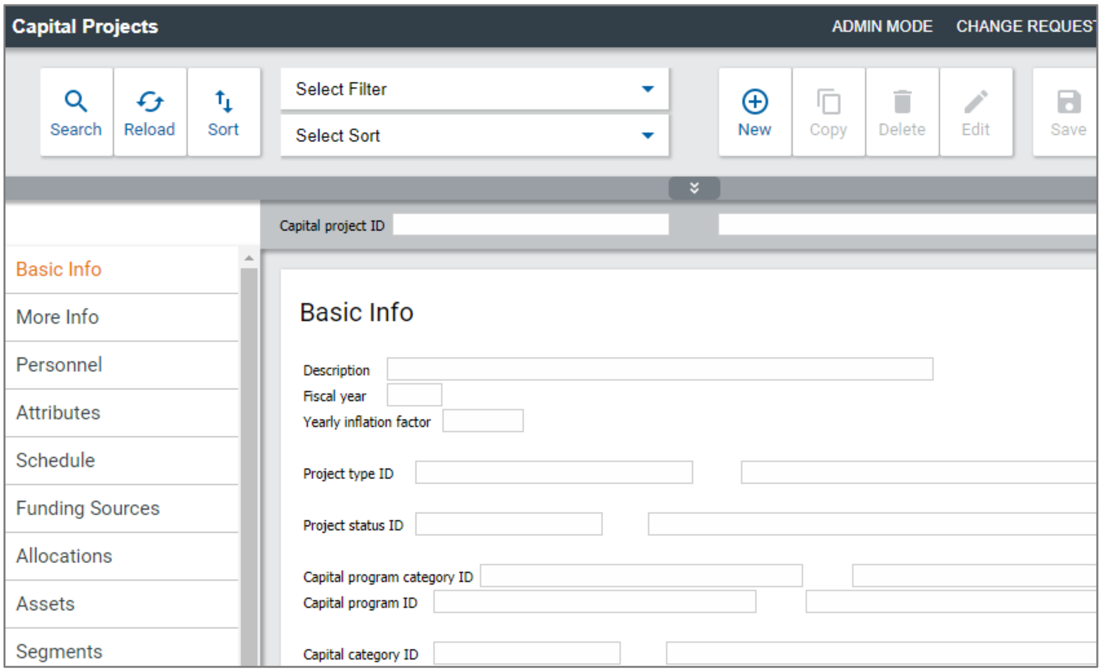
5. On the Discrete Values tab, enter a factor name and apply a value for any factors that were set to Discrete for the type.

6. Click **Save** in the header to save your project factor information.

Capital Projects

1. Open the Capital Projects screen.

   The Capital Projects screen displays.



   *The **Capital Projects** screen enables you to define and activate Capital Projects with support for tracking many project data sets such as funding sources, schedule, approvals, risks, allocations, personnel, and savings.*

2. Click **New** to create a new Capital Project.

3. Input the following field:

   - **Capital Project ID:** Enter a unique identifier for a Capital Project ID or allow one to be automatically generated when the Project Type ID is specified and that type determines the auto-numbering format. This is a required field. The maximum field length is 30 characters. When the **Capital Project ID** already exists, its description displays to the right of the ID.

4. On the Basic Info tab, define Capital Projects by completing the following fields:

   - **Description:** Enter the text description of the Project you are creating. The maximum field length is 60 characters. This field is optional but recommended.
   - **Fiscal Year:** Optionally enter the fiscal year in which the project was created.
   - **Yearly inflation factor:** Optionally enter an inflation factor to be used for adjusting the budget on the Schedule tab.

- **Project Type ID:** Select a Project Type ID from the drop-down list. Required field. Selecting a type may automatically generate the Project ID, may load default attributes and may load required approval stages if specified on the type.
- **Project Status ID:** Select a Project Status ID from the drop-down list. Required field. The status reflects the state of the whole approval process for the project. On project origination the status should be one reflecting a state of DRAFT.
- **Capital Program Category ID:** Optionally select a Program Category ID from the drop-down list. Capital program categories are defined on the Capital Program Categories screen.
- **Capital Program ID:** Optionally select a Program ID from the drop-down list. Capital programs are defined on the Capital Programs screen.
- **Capital Category ID:** Optionally select a Category ID from the drop-down list. Capital categories are defined on the Capital Categories screen.
- **Capital Priority ID:** Optionally select a Priority ID from the drop-down list. Capital priorities are defined on the Capital Priorities screen.

5. On the More Info tab the key dates of latest status changes are reflected. The date of each stage of approval completion is automatically recorded when the state changes.

6. The Personnel tab contains the following information:

   - **Key personnel associated with the project:** Optionally list user IDs of personnel in the key project roles of: Initiator, Champion, Sponsor, and/or Project manager.
   - **Current approver:** Automatically populated with the employee ID of the person specified as next in the line of required approvers based on the stages of approval defined for the project on the Approvals tab.
   - **Project last modified:** Automatically populated with the user ID of the last modifier of the project along with the date and time of that modification.

7. On the Attributes tab, optionally create a list of specific attributes by selecting the Attribute IDs from the drop-down list. Selecting an attribute will lookup default attribute values for Name, Text value, Numeric value, Comments, and Path and file name. Text area is a Free-form area for input type of TEXTAREA and accepts both uppercase and lowercase letters. Maximum field length for Text area is 4,000 characters. Input types are defined on the Default Attributes tab of the Capital Project Types screen. These values along with Date value may all be directly entered and saved with the record. Check the **Delete** box to delete an entire row from this list when clicking **Save**.

   Note: Attribute IDs are defined on the Capital Attributes screen and only Attributes with Used on Projects checked will be allowed.

8. On the Schedule tab optionally create a list of **Project Phase IDs** from the drop-down list. **Total project length (months)** displays the length of the project, in months and calculated as (latest "planned completion date" - earliest "planned start date")/30. Duration is automatically rounded to two decimal places. Check the **Apply inflation factor to phase budgets** box to apply the inflation factor to the budgets. For each line optionally enter **Budget, Planned start date, Actual start date, Planned completion date,** and **Actual completion date.** Check the **Delete** box to delete an entire row from this list upon clicking the **Save** button.

   Note: Project Phase IDs are defined on the Capital Project Phases screen.

9. On the Funding Sources tab optionally create a list of Funding Sources. For each line choose a **Funding source type ID** from the drop-down list and a **Funding Source ID** from the drop-down list. For each line optionally also enter **Target percent, Amount funded, Amount available** and **Amount used**. Check the **Delete** box to delete an entire row from this list upon clicking the **Save** button.

   Note: Funding Source type IDs are defined on Funding Source Types screen and Funding Source IDs are defined on the Funding Sources screen.

10. On the Allocations tab optionally create a list of years of one of the **Year types** selected from the drop-down list of either SEQUENCE i.e. 1, 2, 3; CALENDAR i.e. 2013, 2014 or FISCAL year. For each line enter the corresponding year value in the corresponding **Plan year** column. For each line entered optionally enter numeric values for **Amounts funded, Amounts available** or **Amounts used**. Check the **Delete** box to delete an entire row from this list upon clicking **Save**.

11. On the Assets tab optionally create a list of **Equipment IDs** from the drop-down list. For each line optionally enter any **Comments**. Check the **Delete** box to delete an entire row from this list upon clicking the **Save** button.

12. On the Risks tab optionally create a list of Risks. For each line choose a **Risk Potential ID** from the drop-down list and a **Risk Impact ID** from the drop-down list. For each line optionally also enter **Description** and **Mitigation** comments. Check the **Delete** box to delete an entire row from this list upon clicking the **Save** button.

    Note: Risk Potential Type IDs are defined on the Risk Potential Types screen and Risk Impact Type IDs are defined on the Risk Impact Types screen.

13. On the Savings tab optionally create a list of **Benefit Type IDs** from the drop-down list. For each line optionally enter **Description, Savings amount**, and any **Comments**. Check the **Delete** box to delete an entire row from this list when clicking **Save**.

    Note: Benefit Type IDs are defined on the Capital Project Benefit Types screen.

14. On the Notes tab optionally enter any **Notes**. Notes are saved with Logged in User ID and date and time of note and may not be edited later. Previously created Notes are saved sequentially.

15. On the Files tab optionally enter any **File names** with the path to the file and **Description**. Check the **Delete** box to delete an entire row from this list when clicking **Save**.

    Note: When adding a report link, use the following steps to get the link to use in the Add Link pop-in.

    - From your web browser, copy the part of the report's URL that identifies the report. This contains the folder name (seen below as Shop Activity) and the name of the report (Work Order Detail.rpt).

      For example:

      - http://host/icapp/reporting/Shop Activity/Work Order Detail.rpt

        becomes

      - Shop Activity/Work Order Detail.rpt

16. On the Approvals tab, optionally create a list of specific **Approvals** by selecting the Approval IDs from the drop-down list. **Order** and **Approval state** are required fields when creating an Approval IDs list. **Order** is the order in which approvals must be obtained. This field must be greater than zero and numbers do not have to be in consecutive order. Duplicate approval order numbers are acceptable. **Approval state** is the **s**tatus of the approval. Check the **Delete** box to delete an entire row from this list upon clicking the **Save** button.

    Note: Approval IDs are defined on the Capital Approvals screen and only Approvals with **Used on Capital Projects** checked will be allowed.

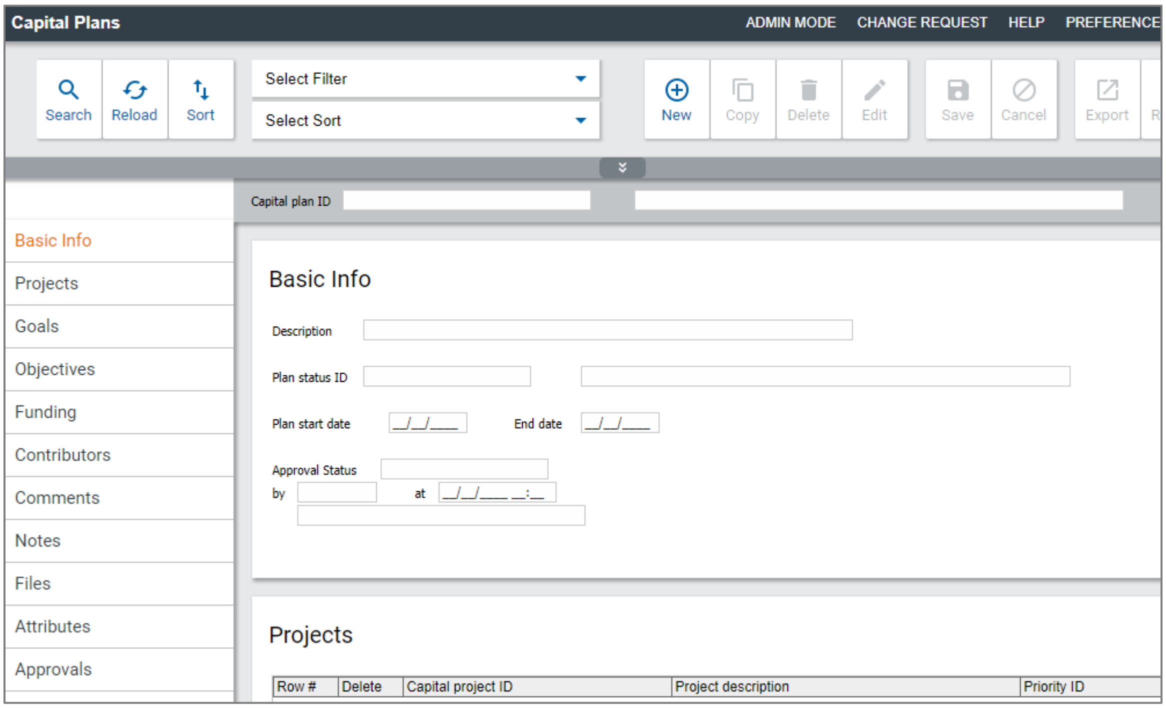
17. The Approval History tab displays **Approval type IDs**, **Approval state**, **Old Approval state**, **Date and time**, **Employee ID**, and **Employee name**. More information about the Approval History tab will be available in an upcoming release.

18. The Funding Schedule tab displays the **Funding Schedule** and **Purchasing** information.

Capital Plans

1. Open the Capital Plans screen.

   The Capital Plans screen displays.



   *The **Capital Plans** screen enables you to combine Capital Projects Types into a single Plan with support for tracking many overall data sets such as schedule and approvals.*

2. Click **New** to create a new Capital Plan.

3. Input the following field:

   - **Capital Plan ID:** Enter a unique identifier for a Capital Plan ID. This is a required field. The maximum field length is 30 characters. When the **Capital Plan ID** already exists, its description displays to the right of the ID.

4. On the Basic Info tab, define Capital Project Types by completing the following fields:

   - **Description:** Enter the text description of the Plan you are defining. The maximum field length is 60 characters. This field is optional but recommended.
   - **Number of years in Plan:** Optionally enter an integer to represent number of years in plan.
   - **Plan Status ID:** Select a Plan Status ID from the drop-down list. Required field.

     Note: Attribute IDs are defined on the Capital Plan Status screen

- **Approval:** Select an approval ID from the drop-down list. This is a required field. When selecting an approval of type APPROVED or DENIED, **by** is set to the employee ID associated to the logged in used and **at** is set to current date and time. These fields are required but may be changed from defaults. When selecting an approval of type PENDING, no other fields are required.

5. On the Projects tab optionally specify one or more Project IDs by selecting the Project IDs from the drop-down list. For each Project selected optionally enter a **Priority ID** selected from the drop-down list and enter an optional **Start Year**.

   Note: Project IDs are defined on the Capital Projects screen. Check the **Delete** box to delete an entire row from this list upon clicking the **Save** button.

6. On the Years tab optionally create a list of years of one of the **Year types** selected from the drop-down list of either SEQUENCE i.e. 1, 2, 3; CALENDAR i.e. 2013, 2014 or FISCAL year. For each line enter the corresponding year value in the corresponding **Plan year** column. For each line entered optionally enter numeric values for **Amount expected, Amount available**, and/or **Amount used**. Check the **Delete** box to delete an entire row from this list upon clicking the **Save** button.

7. On the Comments tab optionally enter any **Comments**. Comments may be edited on any update.

8. On the Notes tab optionally enter any **Notes**. Notes are saved with Logged in User ID and date and time of note and may not be edited later. Previously created Notes are saved sequentially.

9. On the Files tab optionally enter any **File names** with the path to the file and **Description**. Check the **Delete** box to delete an entire row from this list upon clicking the **Save** button.

10. On the Attributes tab, optionally create a list of specific attributes by selecting the Attribute IDs from the drop-down list. Selecting an attribute will lookup default attribute values for name, text value, numeric value, comments, and path and file name. These values along with date value may all be directly entered and saved with the record. Check the **Delete** box to delete an entire row from this list upon clicking the **Save** button.

    Note: Attribute IDs are defined on the Capital Attributes screen and only Attributes with Used on Capital Plans checked will be allowed.

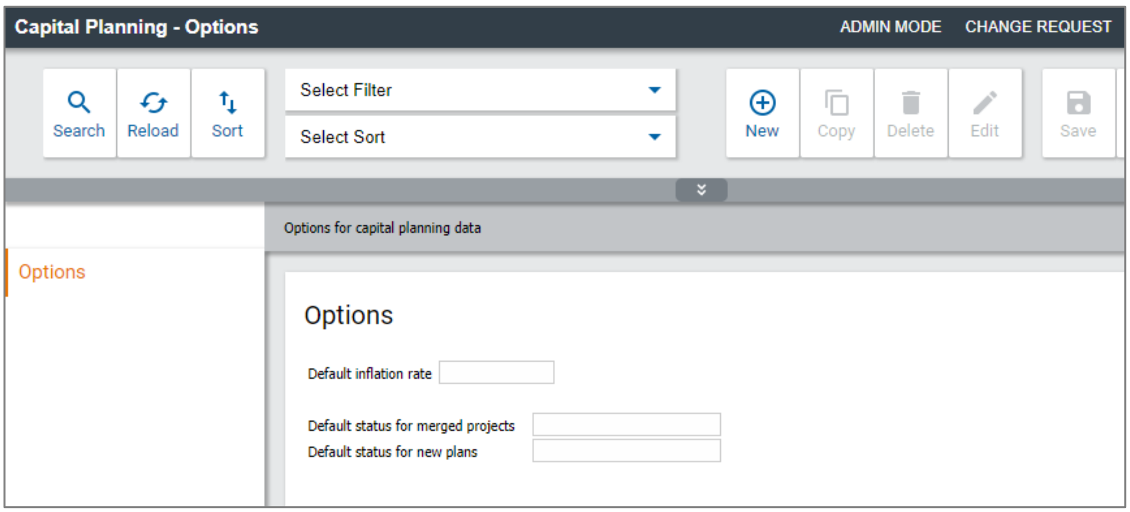
11. On the Approvals tab, optionally create a list of specific approvals by selecting the Approval IDs from the drop-down list. Selecting an approval mimics the behavior of the **Approval** fields on the Basic Info tab. **Comments** may also be added. Check the **Delete** box to delete an entire row from this list upon clicking the **Save** button.

Note: Approval IDs are defined on the Capital Approvals screen and only Approvals with Used on Capital Plans checked will be allowed.

Capital Planning – Options

1. Open the Capital Planning Options screen.

   The Options screen displays.

2. Click **New** to create a new options.

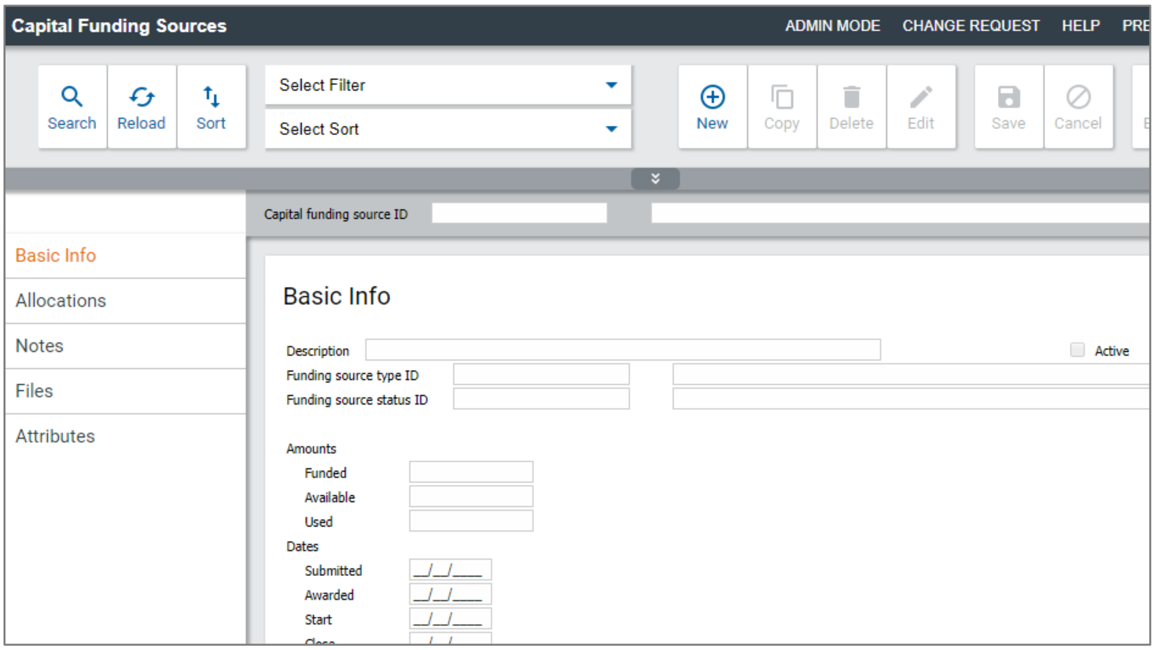
3. Input the following fields:

   - **Default Inflation rate:** The default inflation rate for the equipment unit.
   - **Default status for merged projects:** The default status for the merged projects. This field only allows Merged to be selected and is not required.
   - **Default status for new plans:** The default status for new plans. This field only allows **Draft** to be selected and is not required.

Capital Funding Sources

1. Open the Capital Funding Sources screen.

   The Funding Sources screen displays.



   *The **Funding Sources** screen enables you to define Funding Sources to be used on Capital Projects screen.*

2. Click **New** to create a new funding source.

3. Input the following field:

   - **Funding Source ID:** Enter a unique identifier for a Funding Source ID. This is a required field. The maximum field length is 20 characters. When the **Funding Source ID** already exists, its description displays to the right of the ID.

4. On the Basic Info tab, define funding sources by completing the following fields:

   - **Description:** Enter the text description of the source you are defining. The maximum field length is 60 characters. This field is optional but recommended.
   - **Active:** Check this box to activate the funding source ID. Defaults to blank (not active).
   - **Source Type ID:** Select a source type ID from the drop-down list. Required field.
   - **Source Status ID:** Select a source type ID from the drop-down list. Required field.
   - **Amounts:** All values are optional and not validated

        - Funded: Optional numeric field, maximum of 4 decimal places
        - Available: Optional numeric field, maximum of 4 decimal places
        - Used: Optional numeric field, maximum of 4 decimal places
    - **Dates:** All values are optional and only required to be valid dates.
        - Submitted: Optional Date field
        - Awarded: Optional Date field
        - Start: Optional Date field
        - Close: Optional Date field
        - Expired: Optional Date field
    - **External identifier:** Optional user entered field of up to 255 characters

5. On the Allocations tab optionally create a list of years of one of the **Year types** selected from the drop-down list of either SEQUENCE i.e. 1, 2, 3; CALENDAR i.e. 2013, 2014 or FISCAL year. For each line enter the corresponding year value in the corresponding **Plan year** column. For each line entered optionally enter numeric values for **Amount funded, Amount available** and/or **Amount used**. Check the **Delete** box to delete an entire row from this list upon clicking the **Save** button.

6. On the Notes tab optionally enter any **Notes**. Notes are saved with Logged in User ID and date and time of note and may not be edited later. Previously created Notes are saved sequentially.

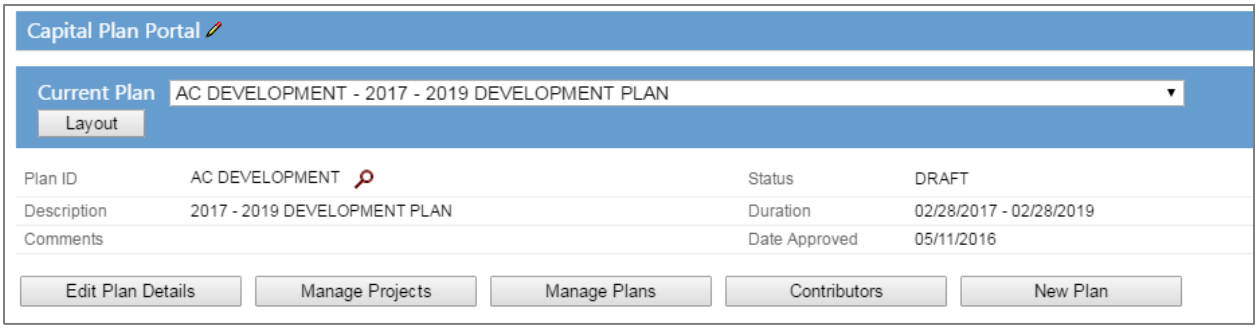
7. On the Files tab optionally enter any **File names** with the path to the file and **Description**. Check the **Delete** box to delete an entire row from this list upon clicking the **Save** button.

8. On the Attributes tab, optionally create a list of specific attributes by selecting the Attribute IDs from the drop-down list. Selecting an attribute will lookup default attribute values for name, text value, numeric value, comments, and path and file name. These values along with date value may all be directly entered and saved with the record. Check the **Delete** box to delete an entire row from this list upon clicking **Save**.

    Note: Attribute IDs are defined on the Capital Attributes screen, and only attributes with **Used on Funding Sources** checked will be allowed

3. Capital Plan Portal

A Capital Planning Portal is available and was designed to help manage multiple capital projects and assist in the planning of resources for the overall capital plan.



Choose the plan you would like to view by selecting from the drop-down list of available plans.

General Portal Information

Edit Plan Details

Clicking the **Edit Plan Details** button displays the Plan Details pop-in which allows you to edit the plan description, view, and modify the status, start and end date, and the approval status. It also displays who approved the plan and when it was approved. The Approval Status pop-in can be launched from this pop-in which allows you to add details to or change the approval status.

Manage Projects

Manage Plans

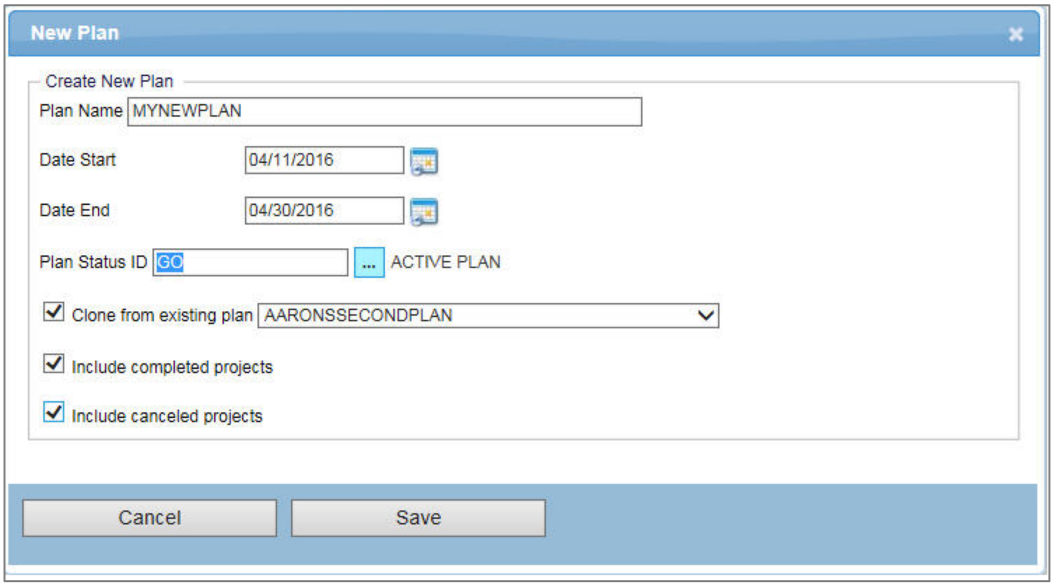
Clicking the **Manage Plans** button displays the Manage Plans pop-in which allows you to add or remove any associated child plans. Adding a plan is done through the Add Plans pop-in which can be accessed from this pop-in. This allows you to filter and select plans to associate with the selected plan.

Contributors

Clicking the **Contributors** button displays the Contributors pop-in which allows you to add new contributors to a capital plan and to manage their rights to edit the plan. The user that created the plan will always be a contributor with edit rights. There are no restrictions on the user that can be added as a contributor, but they should be users within the system. You can also review who last updated the plan from the Contributors pop-in.

New Plan

Clicking the **New Plan** button launches the New Plan pop-in. From this pop-in you can create a plan by specifying the name, start and end date, and status of the plan. You can also clone a new plan from an existing plan. The ability to clone completed projects and canceled projects with the cloned plan is available by checking the corresponding boxes.



Customize Main Page

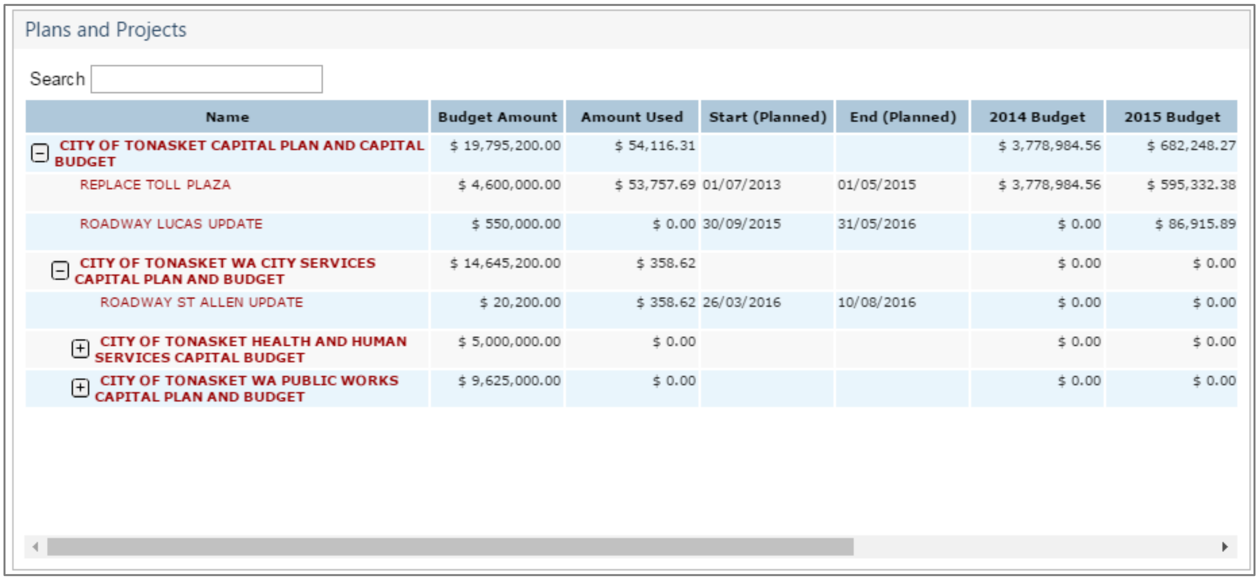
The Capital Plans portal main page uses a gadget layout. Click the **Layout** button to customize your portal view.

To learn more about customizing your gadget layout and standard gadgets, refer to the *General Application Information* guide.

Gadgets specific to this portal are:

- Projects- Shows all capital projects associated with plan
- Plans and Projects- Shows hierarchy of plans and projects along with budget information
- Plan Metrics- Shows visualizations of plan information including plan budget, project budgets, and project costs
- Goals- Shows goals associated with a plan
- Documents- All files associated with a plan
- Plan Notes- Allows you to add notes and view all notes for the plan
- Plan Calendar- Shows calendar with significant dates and milestones for the plan

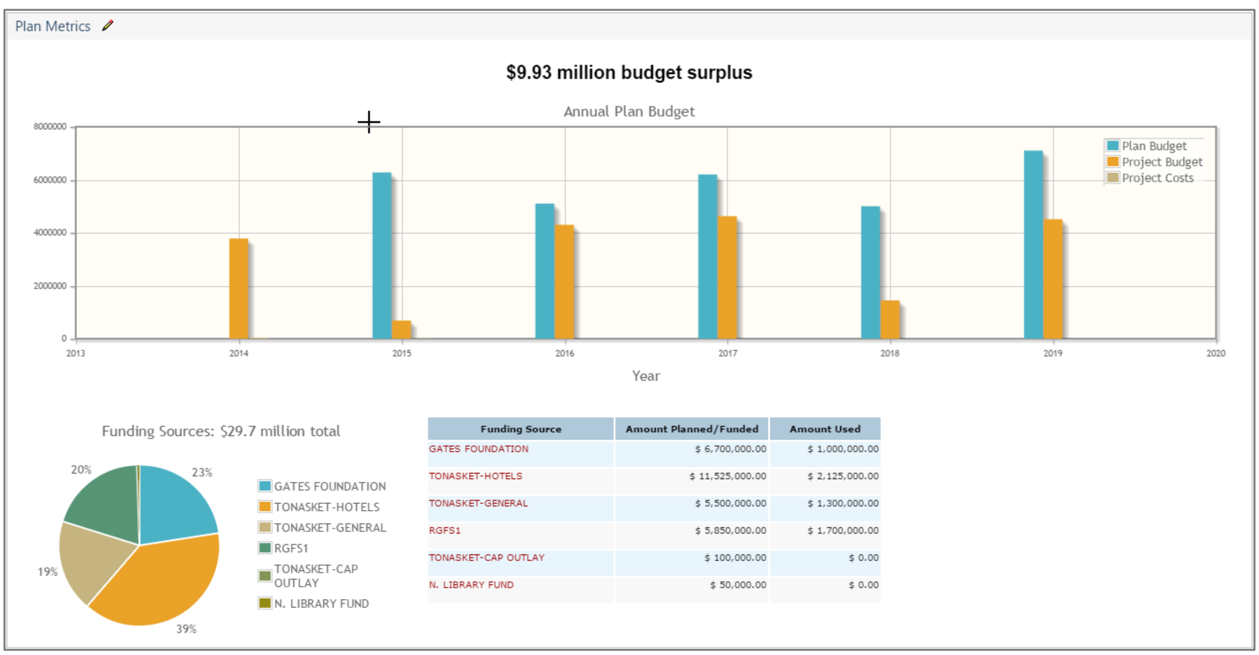
Plans and Projects Gadget



Name	Budget Amount	Amount Used	Start (Planned)	End (Planned)	2014 Budget	2015 Budget
CITY OF TONASKET CAPITAL PLAN AND CAPITAL BUDGET	$ 19,795,200.00	$ 54,116.31			$ 3,778,984.56	$ 682,248.27
REPLACE TOLL PLAZA	$ 4,600,000.00	$ 53,757.69	01/07/2013	01/05/2015	$ 3,778,984.56	$ 595,332.38
ROADWAY LUCAS UPDATE	$ 550,000.00	$ 0.00	30/09/2015	31/05/2016	$ 0.00	$ 86,915.89
CITY OF TONASKET WA CITY SERVICES CAPITAL PLAN AND BUDGET	$ 14,645,200.00	$ 358.62			$ 0.00	$ 0.00
ROADWAY ST ALLEN UPDATE	$ 20,200.00	$ 358.62	26/03/2016	10/08/2016	$ 0.00	$ 0.00
CITY OF TONASKET HEALTH AND HUMAN SERVICES CAPITAL BUDGET	$ 5,000,000.00	$ 0.00			$ 0.00	$ 0.00
CITY OF TONASKET WA PUBLIC WORKS CAPITAL PLAN AND BUDGET	$ 9,625,000.00	$ 0.00			$ 0.00	$ 0.00

This gadget shows the hierarchy list of capital plans and projects and allows you to drill-down into plans and project screens to modify the details. It displays the budgeted amount, amount used and yearly budget, as well as the start and end date for associated plans and projects.

Plan Metrics Gadget



Funding Source	Amount Planned/Funded	Amount Used
GATES FOUNDATION	$ 6,700,000.00	$ 1,000,000.00
TONASKET-HOTELS	$ 11,525,000.00	$ 2,125,000.00
TONASKET-GENERAL	$ 5,500,000.00	$ 1,300,000.00
RGFS1	$ 5,850,000.00	$ 1,700,000.00
TONASKET-CAP OUTLAY	$ 100,000.00	$ 0.00
N. LIBRARY FUND	$ 50,000.00	$ 0.00

This gadget allows you to view annual plan budgets, funding source tables, annual project budget by project types, and other metrics. It provides options to show or hide any metric section.

Annual Plan Budget Bar Graph: Shows a breakdown of the plan budget across each year of a plan's lifetime. This includes the roll-up of child plan data and the following information:

- Plan Budget- Represents all planned funding.
- Project Budget- Represents total plan budget which includes all project's phase budgets.
- Projects Costs- Represents total plan costs which is calculated from the total costs for each project including:
    - Project work orders
    - All pending commercial line items for purchase order and requisitions

Plan Funding Sources: Shows a breakdown of a plan's funding sources, including any child plan's funding sources.

Annual Project Budget by Project Type: Bar graph showing project budget by project type.

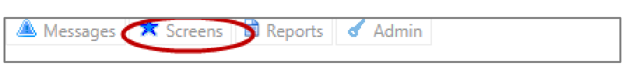
Total Budget by Project Type: Bar graph showing total budget by project type.

Goals Gadget

This gadget provides instant visual feedback and allows easy updates to the progress of goals and objectives for a capital plan. These goals can be associated with capital projects giving a comprehensive view of the overall effort. Goals are high level, while objectives are specific and numeric. The use of SMART objectives is recommended.

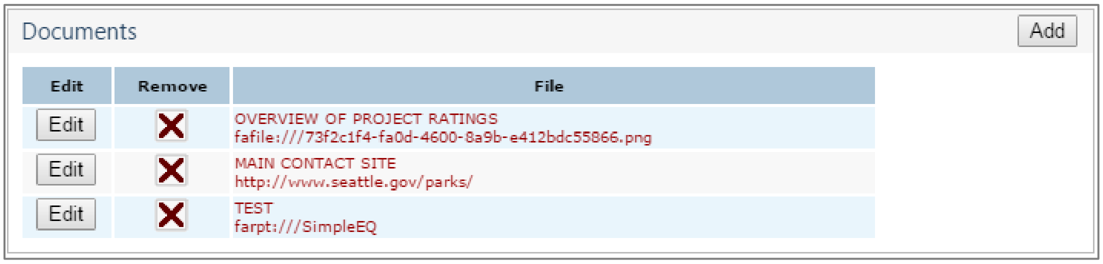
Goals are defined from the Enterprise Portal Goals screen. To locate this page, do the following:

1. Click the **Screens** shortcut button to access Enterprise Portal.



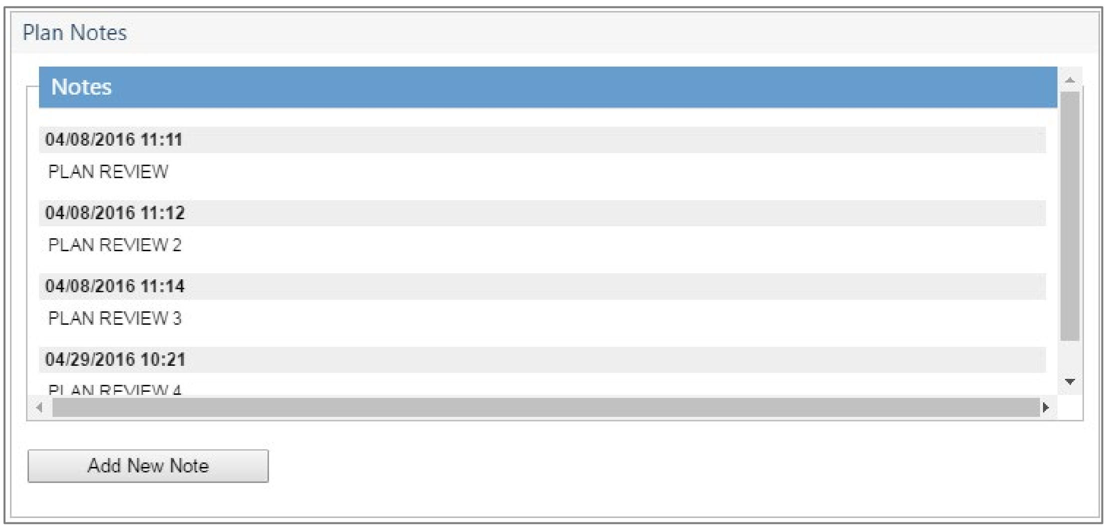
2. Open the Capital Planning Goals screen.
3. Go to the Capital Planning Goals and Objectives section for additional configuration details.

Documents Gadget



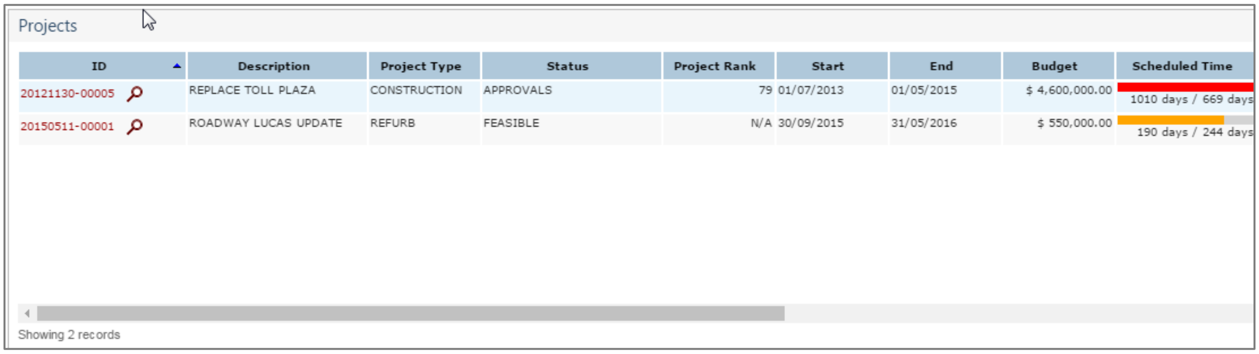
This gadget allows you to view and access document files associated with a capital plan. To add a document, click **Add** and you will be given the options for uploading your file. This gadget also provides the ability to edit or remove document files.

Notes Gadget



This gadget allows you to view and manage notes associated with a capital plan. To add a new note, click **Add New Note**. A pop-in will display where you can enter and save your note.

Projects Gadget



Projects

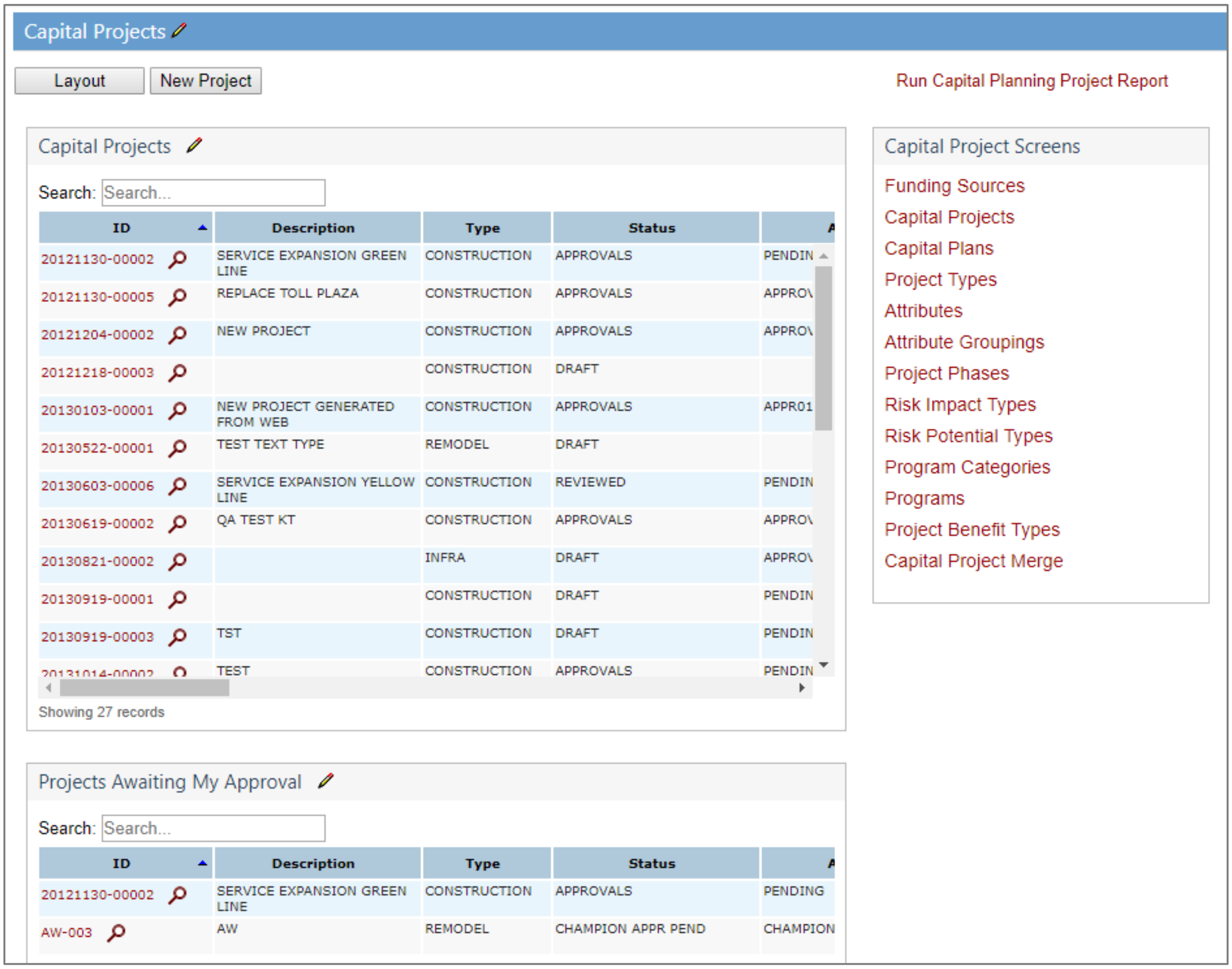
ID	Description	Project Type	Status	Project Rank	Start	End	Budget	Scheduled Time
20121130-00005	REPLACE TOLL PLAZA	CONSTRUCTION	APPROVALS	79	01/07/2013	01/05/2015	$ 4,600,000.00	1010 days / 669 days
20150511-00001	ROADWAY LUCAS UPDATE	REFURB	FEASIBLE	N/A	30/09/2015	31/05/2016	$ 550,000.00	190 days / 244 days

Showing 2 records

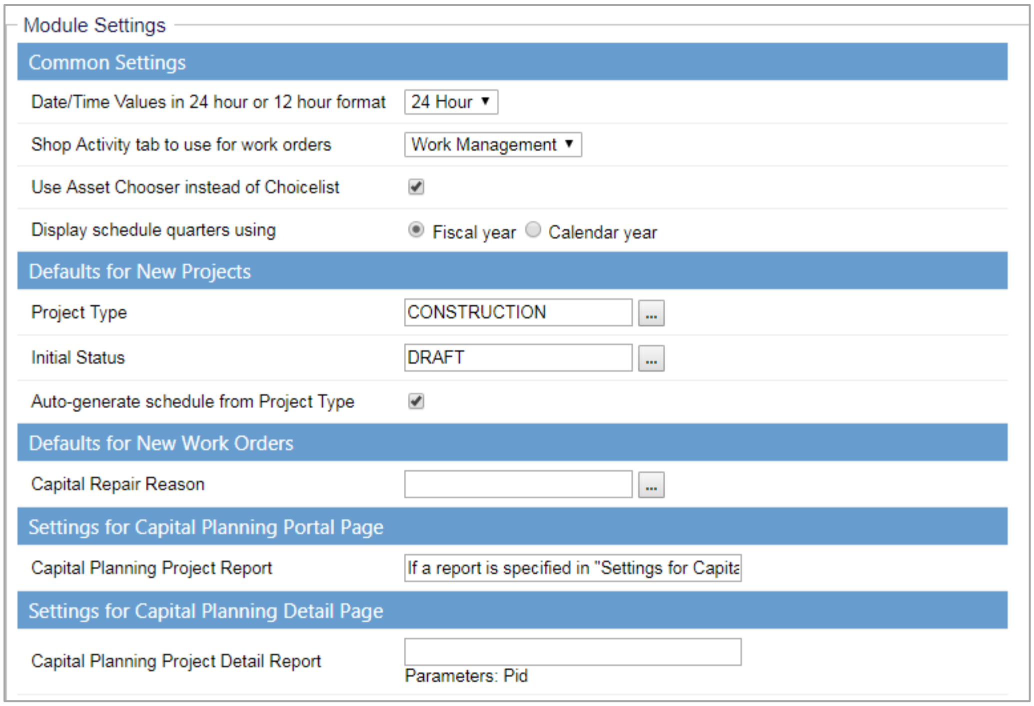
This gadget displays a list of capital projects associated with the selected capital plan and allows you to drill-down into project screens to modify the details. It displays the description, project type, status, rank, budget, amount used and percentage used, as well as the start and end date for associated projects.

4. Capital Projects Portal

A Capital Projects portal is available and was designed to streamline the flow for requesting new and managing existing capital projects.

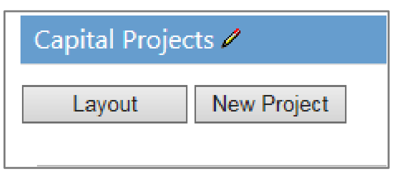


Module settings for Capital Projects can be accessed by clicking the pencil icon next to the Capital Projects heading. Review the following image for the settings that can be modified on the Module Settings detail.

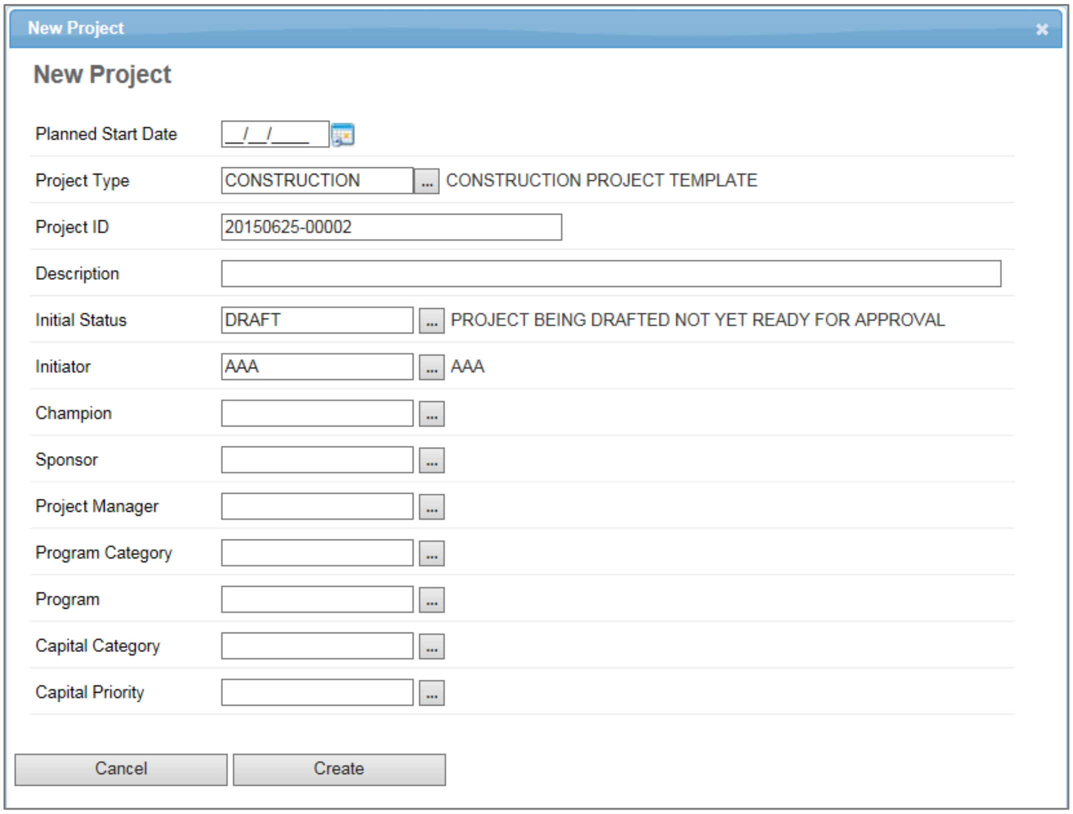


Start New Project

1. Click **New Project** and fill in the requested information in the pop-in to create a new capital project.

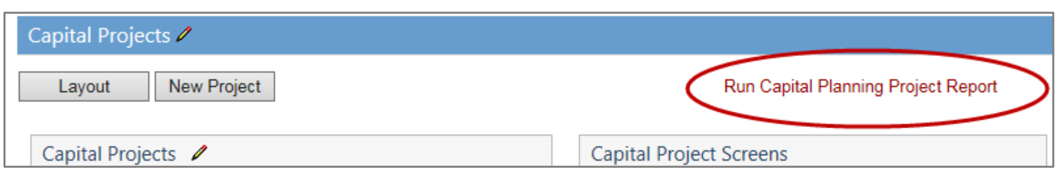


2. Click **Create** when finished.



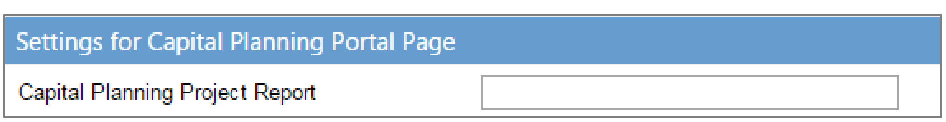
Run Capital Planning Project Report

Click the **Run Capital Planning Project Report** link and the Capital Planning Project Report runs.



If the shortcut is not visible, do the following:

1. Click the Edit Pencil next to the Capital Projects portal header.
2. Enter a report <FILENAME.rpt> in the Capital Planning Project Report field.



3. Click **Save.**

View Project Details

Project details can be viewed by clicking the Project ID for the desired project.

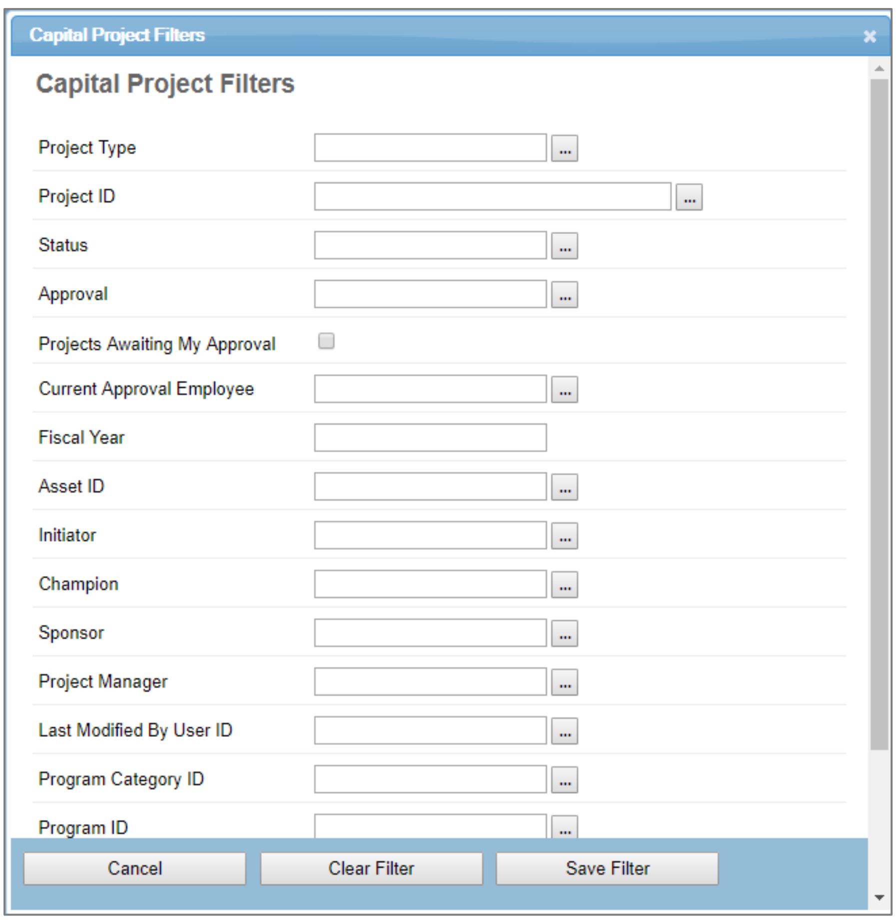
Capital Project Filters

Use the Capital Project Filters pop-in to set a filter for use in the Capital Projects portal. These filters are available for filtering lists of projects to a more focused group of projects.

To set a filter:

1. Click the pencil icon on the gadget you need to filter.

   The Capital Project Filters pop-in displays.



2. Enter the information needed for the filter. Fields available for filtering include the following: Project Type, Project ID, Status, Approval, Projects Awaiting My Approval, Current Approval Employee, Fiscal Year, Asset ID, Initiator, Champion, Sponsor, Project

Manager, Last Modified By User ID, Program Category ID, Program ID, Category ID, Priority ID, External Identifier.

3. Click **Save Filter** to save the filter and apply it to the list.

4. Click the edit pencil to edit the filter as necessary. While in the filter pop-in, click **Clear Filter** and **Save Filter** to clear the filters and see the whole list.

Capital Projects Portal Main Page

The Capital Projects portal main page uses a gadget layout. The following information provides specifics on some of the gadgets available for the Capital Projects portal.

To learn more about customizing your gadget layout and standard gadgets, refer to the *General Application Information* guide.

Gadgets specific to this portal are:

- Projects: Shows all capital projects associated with plan
- Plans and Projects: Shows hierarchy of plans and projects along with budget information
- Plan Metrics: Shows visualizations of plan information including plan budget, project budgets, and project costs
- Goals: Shows goals associated with a plan
- Documents: All files associated with a plan

Standard gadgets also supported by this portal are:

- Metrics: For user-defined KPIs
- URL: For custom URL content that can be injected into an iframe
- Ad Hoc Query Reports: Run reports defined in the Ad Hoc query module

Capital Projects Gadget

This gadget displays a list of your capital projects and important information that can be viewed at a glance. Use the **Search** field to filter the list. The list updates as you type in the field.

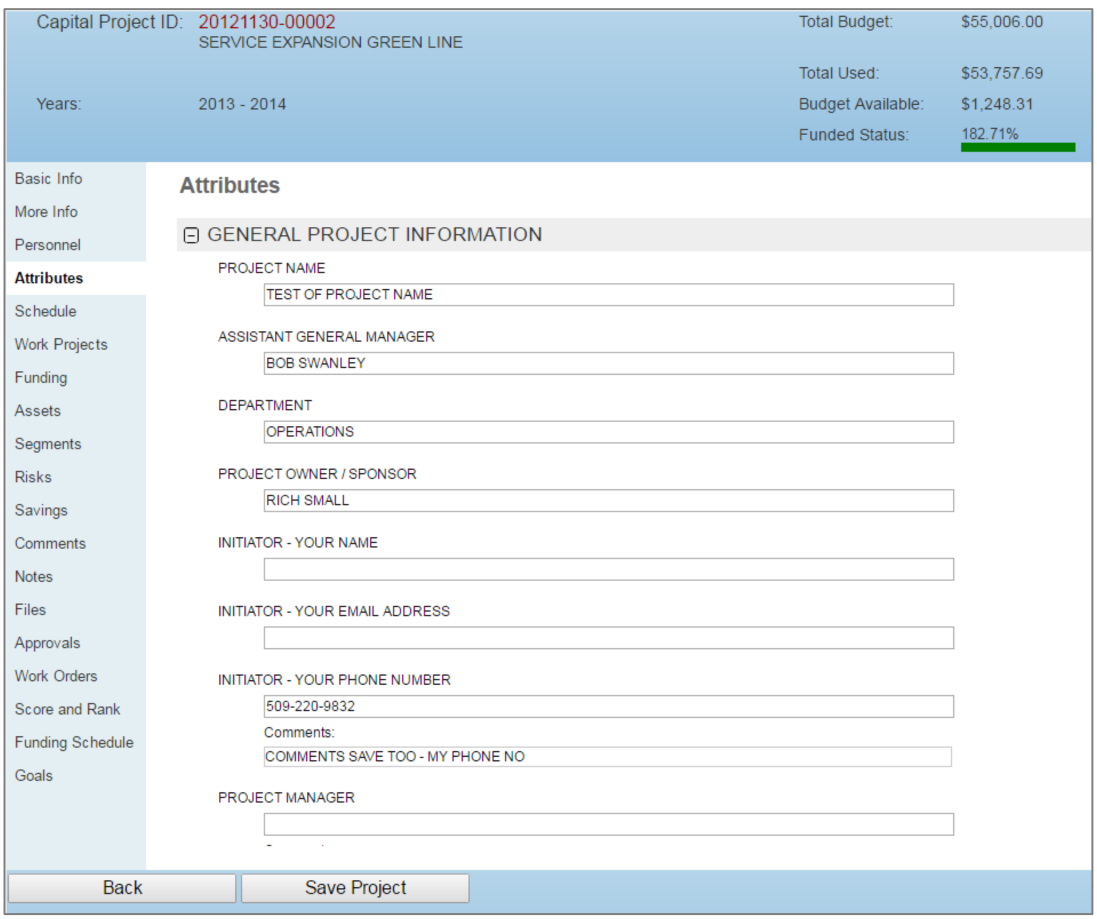
Click the edit pencil to edit filters for this list. For more information, refer to the Capital Project Filters section.

Capital Project Details Page

Click the project ID to be taken to the Capital Project page where information can be viewed, added, or modified by clicking the appropriate category in the left column.

Tabs can be hidden through the tab title. In order to hide a tab, go to the tab you would like to hide. Shift click on the title at the top of the page. Select **Deny View**.

The Years in the header represent calendar years but can be set to display Fiscal Years by going to the Capital Project – Setup – Options screen.



The categories available for viewing or modification include:

- **Basic Info-** Details about the project including description, project status, categories, priority and account ID.
- **More Info-** Key dates of latest status changes on the project.
- **Personnel-** Displays the project initiator, champion, sponsor, project manager and who last modified the project.
- **Attributes-** Allows you to define general project information in the following categories: general project information; priority, funding and impact; characteristics; planning; financial; and procurement.
- **Schedule-** Visual display of the dates surrounding the concept definition, design and engineering, procurement, implementation and administration. Allows you to edit the dates and details by clicking the **Edit** button. Linear work orders can also be created using linear assets that were added on the Assets tab. You can also create a multi-asset work order directly from the Edit page by doing the following:
    i. Click the **Action** button.
    ii. Check the Group under Multi-asset Work Order checkbox.
    iii. Select at least one asset and fill out any remaining details before clicking **Create Work Order(s)** button.
        - Location used when creating work orders can be specified:
            - Creating work orders under a multi-asset work order will use the work location specified for the entire process.
            - Creating work orders individually will use the location specified for each asset.
    iv. Click **Save Project** and the child work orders will be associated with the capital project.
- **Work Projects-** Lists your work projects and allows you to add New or existing projects to the list. Clicking the Edit icon for a work project line-item allows you to directly edit the project. The table displays the work project, status, phase ID, description, as well as who owns and created the project.
    - Costs from work projects are rolled into the associated capital project costs. These costs include the multi-asset work orders under work projects.
- **Funding-** Allows you to define funding source types, funding sources, percentages and amounts funded.

    - Funding Source ID choice-list filters based on the funding source type if available and will filter out funding sources already on the project.
    - The funding source amount funded is shown once set on project. Note: This field can be made hidden using UI rights if your organization does not wish for project managers to see this.
    - Changes to the target percentage to fund the project from a funding source will auto-calculate the amount expected from each funding source and show this value.
        - If the amount expected is below the funding source amount funded, it will populate this value into the amount funded to the project. If the amount expected is greater than the funding source amount, the amount funded will cap and a warning icon will be shown.
    - When setting percentages on how much to fund the project with what source, you can use the control **Equalize Project Funding Between All Sources** to set all funding sources to an equal share. This is intended to help when first setting funding sources.
    - If the budget is changed on the phases from the Schedule tab and funding sources have been set for the project, a warning will be shown to remind users they may wish to recalculate the funding amounts. Clicking on the warning will bring the user to the funding tab and a warning icon will be shown next to the **Calculate Funding** button.
        - Clicking the button will force the percent targets for each funding source to be recalculated based on the new total budget.
- **Assets-** Allows you to select assets to apply to a capital project or modify existing assets that are associated with the project.
    - Multiple assets can be selected at once.
    - Assets can be added by clicking the Add Assets button. The Add Assets dialog allows you to select assets, select linear assets, or perform an asset selection query.

        The asset chooser allows a user to specify a linear range from where assets are selected.
    - The budget allocation equalizer feature uses the provided linear range (segment, marker, offset) from the record as the length to use when calculating its budget percentage. If an asset record does not have a valid linear range, the asset's length is used instead. If there is a non-linear asset in the table, it splits the budget evenly across all of the records.

  - If both linear and non-linear assets exist on the project, you can specify what percentage of the budget you would like allocated to each asset. Linear assets will then be allocated by length for their assigned percentage and linear assets will be allocated evenly for their given percentage.

- **Segments-** Add segments to be viewed on a map to see where work is being done. Define the length and markers for the segment.

- **Map-** View assets and work orders that have been assigned to a capital projects according to their mapped locations. You can also use mapping filters to filter the projects or assets shown and use the pin button set a center point location for the project.

- **Risks-** Define or view the risk associated with a project by including impact and possible mitigation.

- **Savings-** Define or view the savings and other benefits associated with a project.

- **Comments-** Enter any comments that will display with the project.

- **Notes-** View existing notes or add a new note to be displayed with the project.

- **Files-** Add or view files to associate with the project.

- **Approvals-** View the type, state and details regarding the approvals associated with the project. Approvals can be deleted or added.

- **Work Orders-** Add, edit or delete work orders to a capital project. A direct hyperlink to associated Work Orders is available. If you do not see the hyperlink, go to the Capital Projects portal settings page which is accessed by clicking the pencil next to the Capital Projects title on the Capital Projects main page. Ensure that the “Shop Activity tab to use for work orders” is set to either a Work management or Supervisor setting.

- **Score and Rank-** Rate projects based on project type factors including marketability, accessibility, profitability, safety, and employee morale. See the Capital Project Factors section for details about setting up project factors. See the Capital Project Types section to define what factors are relevant to that project.

- **Funding Schedule-** View or define the project phase ID, capital funding source ID, percent of funding source within phase and percent of phase within funding source.

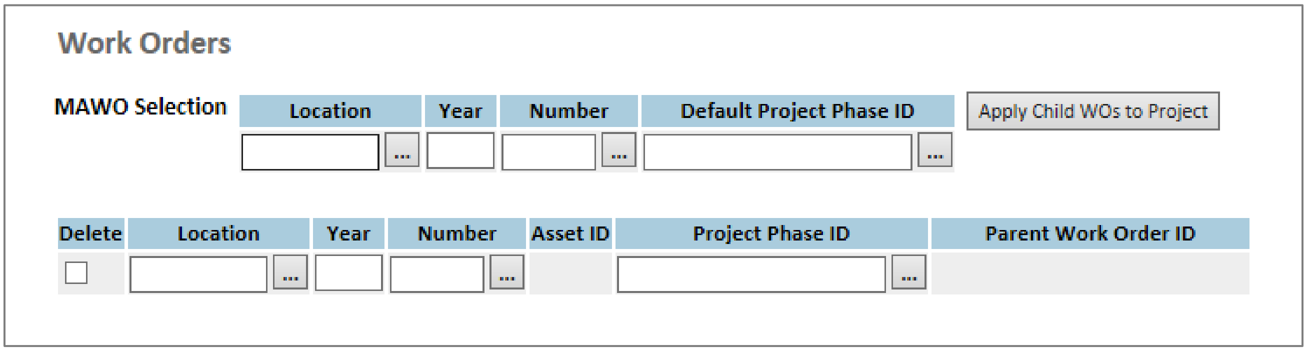
- **Goals-** Add goals to help planners select projects that align with their objectives.

Approvals Gadget

This allows the user to enter or edit approvals for the projects. Click the edit pencil to edit filters for this list. For more information, refer to the Capital Project Filters section.

This should only be used to record approvals once given. The organization should be responsible for managing the approval workflows.

Work Orders Gadget

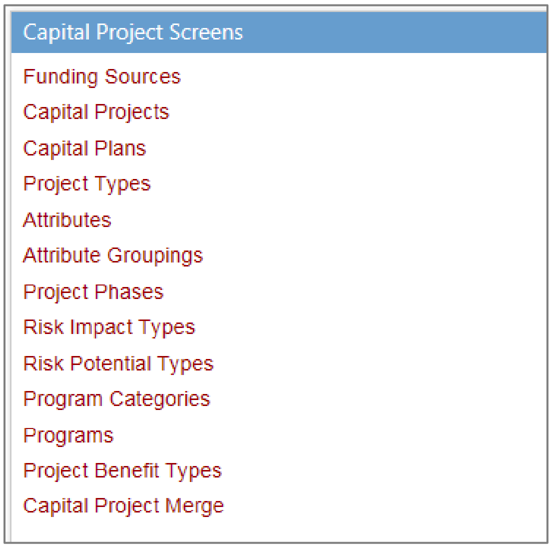


This allows the user to create work orders associated with a planning project. The creation of Multi-asset Work Orders is also possible and all child work orders can be applied to the project by clicking the **Apply Child WOs** to Project button.

Fill in the appropriate information and click **Save Project** to commit the new Work Order associations.

Capital Project Screens Gadget

This gadget allows you to access the Capital Project Screens by clicking on the provided links.

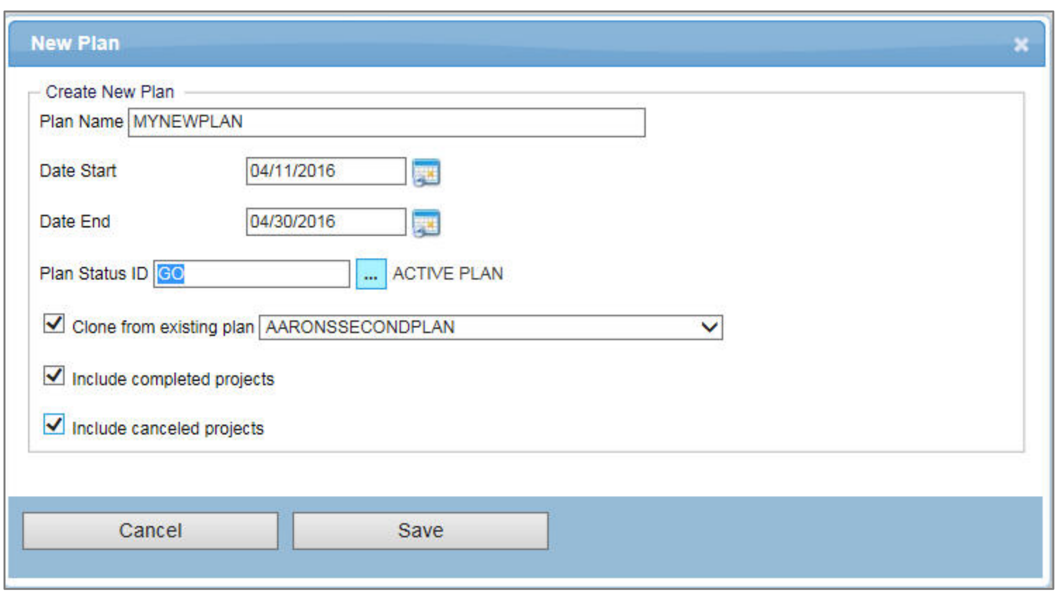


Metrics Gadget

This gadget allows you to view annual plan budgets, funding source tables, annual project budget by project types, and other metrics. It provides options to show or hide any metric section.

Create and Clone Plans Gadget

This gadget allows you to create plans or clone existing plans. The approval value for these plans defaults to the value set in the portal settings.



Map gadget

Use the Map gadget to view projects and their associated work orders on a map. This gadget is only available is mapping is licensed and set up.

For more information on using maps, refer to the *Mapping Administrator and User Guide*.