

CBAT Job Aide: Printing A Departmental Capital Projects Report

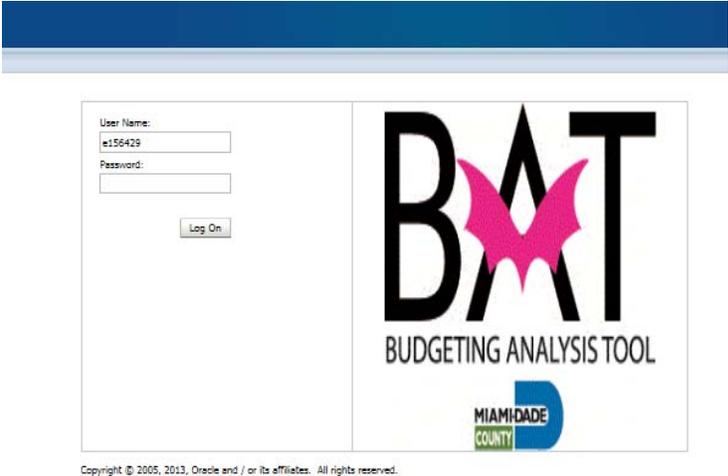
This job aide will guide the user through the steps to print a capital departmental report that captures **ALL** active capital projects as shown in both in the Proposed and Adopted budget books.

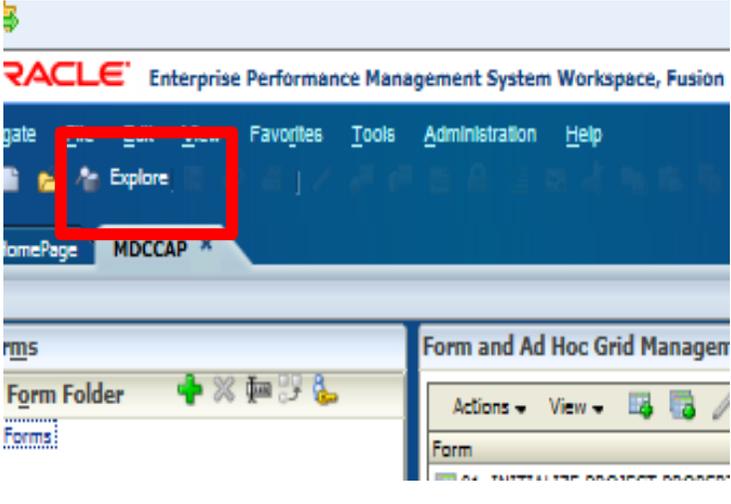
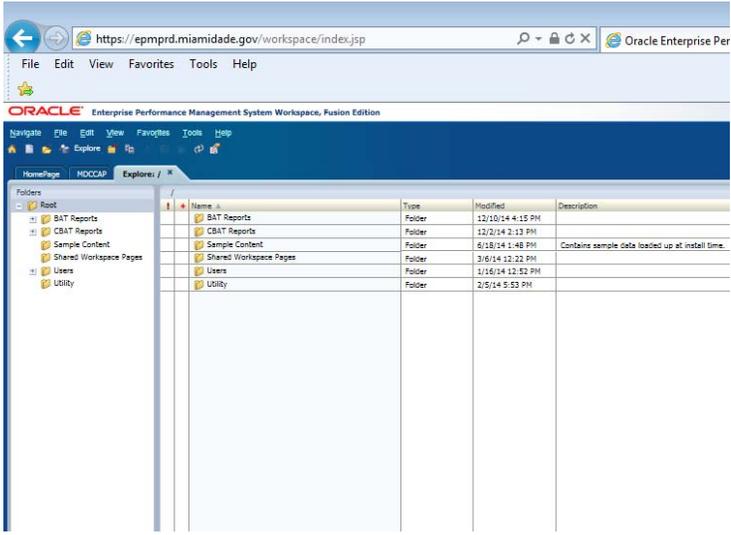
NOTE: You can only select one department at a time. This reporting function is not programmed for multiple departmental selections at this time.

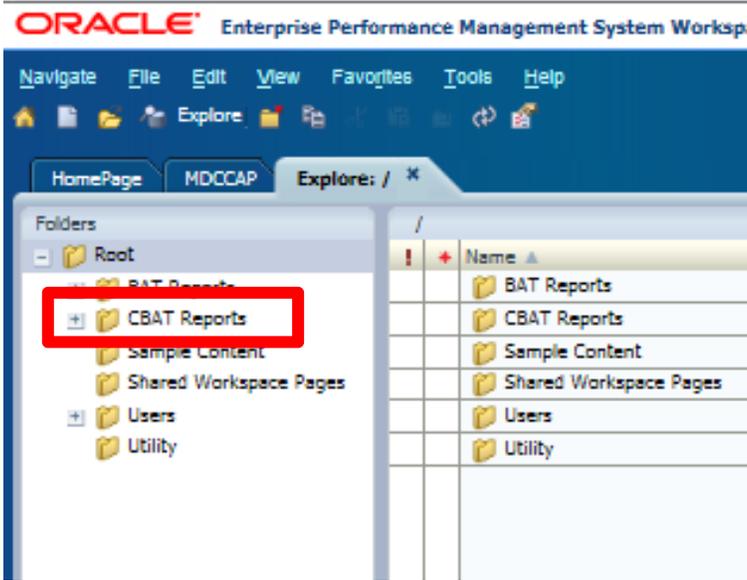
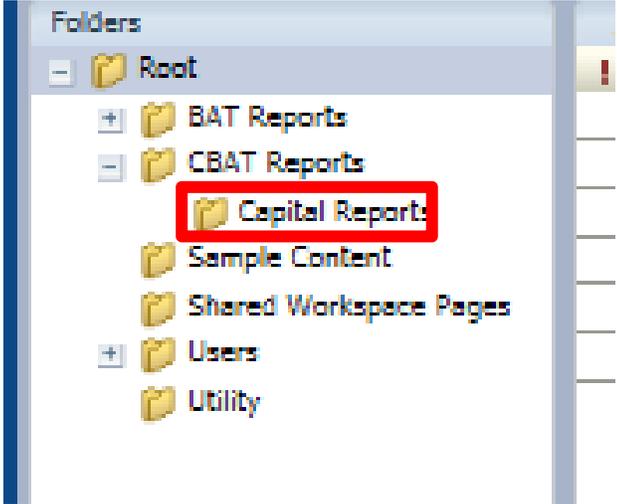
Important: This is **NOT** a report to print individual capital projects.

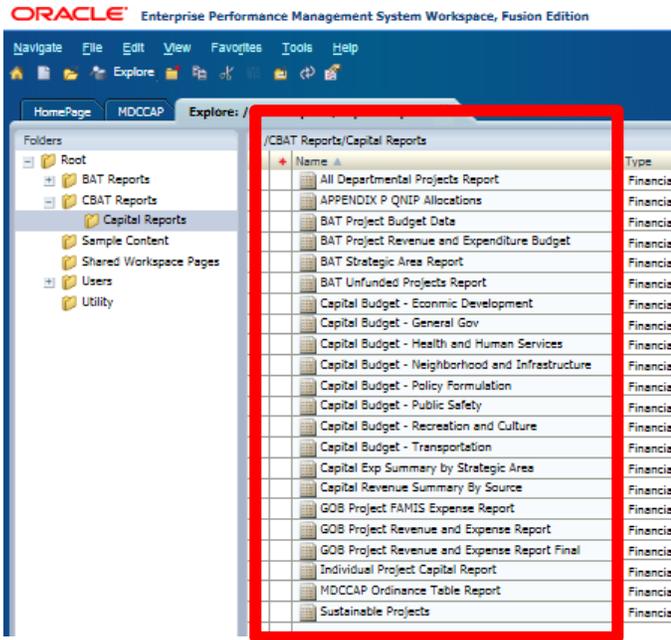
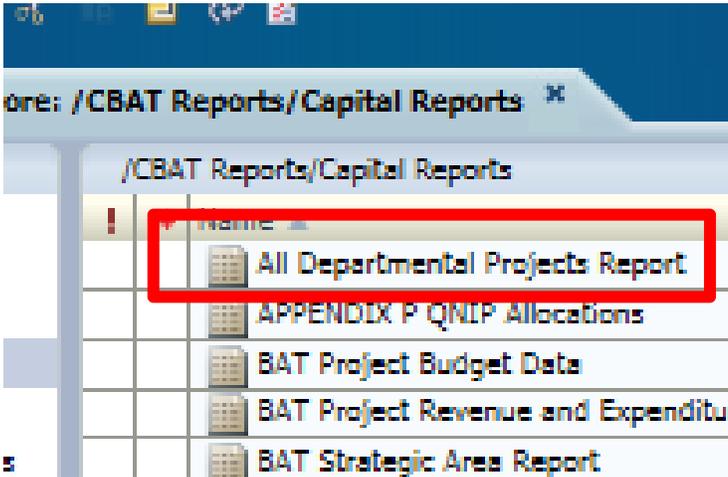
In the steps below you will:

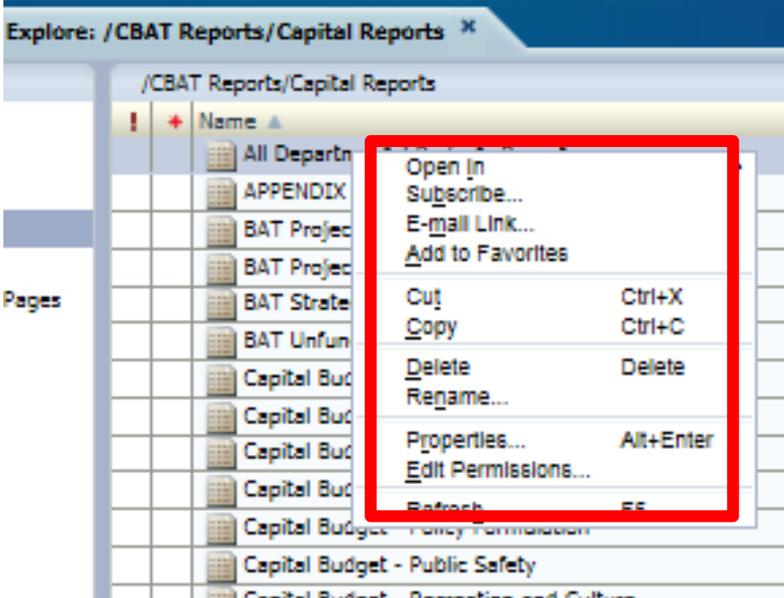
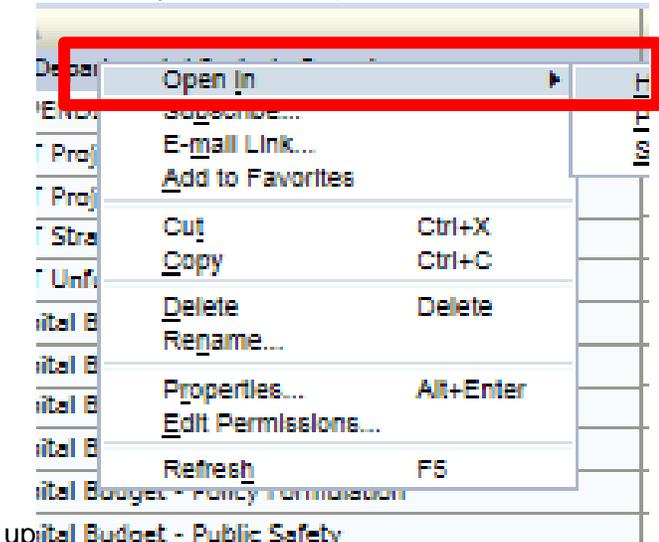
- Learn to navigate thru the capital reporting forms
- Select a report
- Identify a department
- View the report
- Print a report

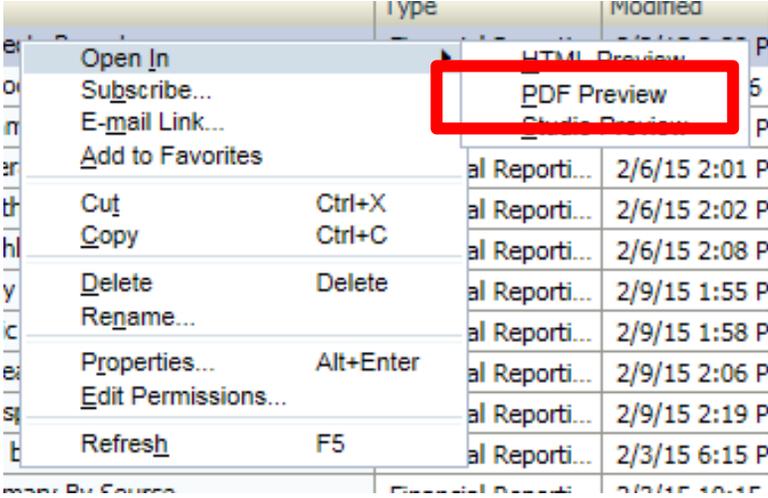
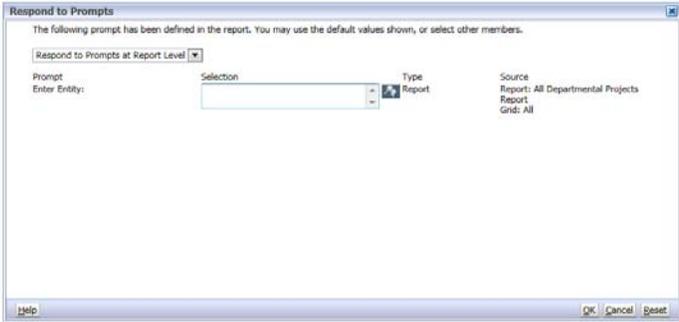
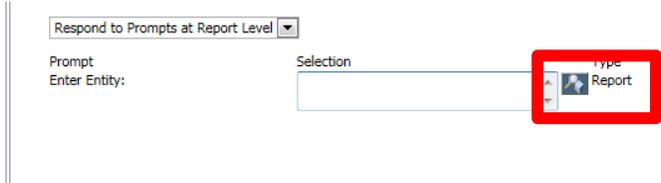
Step	Action	Notes
1.	<p>To access capital reports, you must be logged on the BAT system.</p> <p>Please remember that -</p> <ul style="list-style-type: none"> • your user name is your employee ID • your password is the password you selected 	
2.	<p>When you have logged into the system, below is what you will see.</p> <p>On your right-hand side under Quick Links you will see the MDCCAP application. Click on MDCCAP to start the process.</p> 	

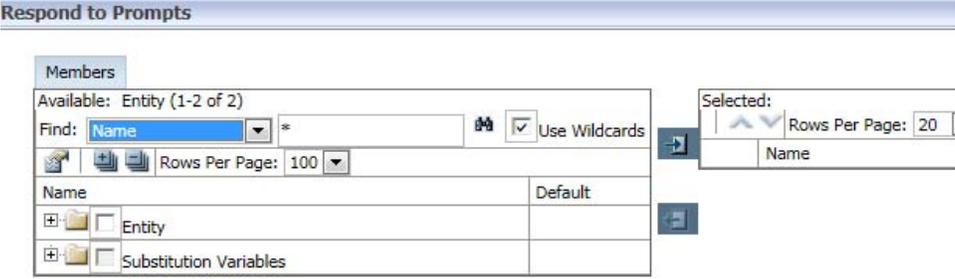
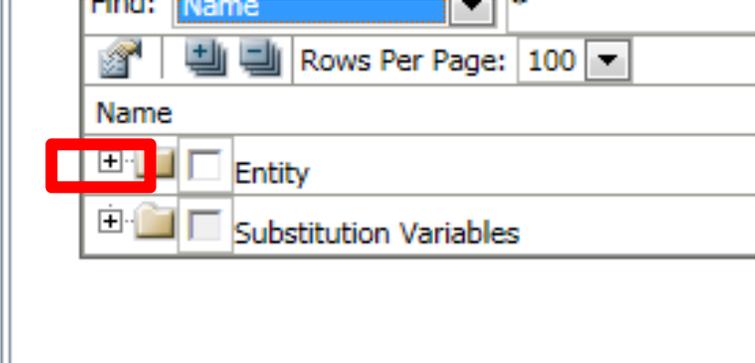
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3.	<p>On the left hand side of the screen in the blue box will see "EXPLORE".</p> <p>Click on the EXPLORE" icon.</p> 																													
4.	<p>You will see the screen change</p>  <table border="1" data-bbox="472 1339 1052 1675"> <thead> <tr> <th>Name</th> <th>Type</th> <th>Modified</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>BAT Reports</td> <td>Folder</td> <td>12/10/14 4:15 PM</td> <td></td> </tr> <tr> <td>CBAT Reports</td> <td>Folder</td> <td>12/2/14 2:12 PM</td> <td></td> </tr> <tr> <td>Sample Content</td> <td>Folder</td> <td>8/28/14 1:48 PM</td> <td>Contains sample data loaded up at install time.</td> </tr> <tr> <td>Shared Workspace Pages</td> <td>Folder</td> <td>3/6/14 12:22 PM</td> <td></td> </tr> <tr> <td>Users</td> <td>Folder</td> <td>1/16/14 12:52 PM</td> <td></td> </tr> <tr> <td>Utility</td> <td>Folder</td> <td>2/5/14 9:53 PM</td> <td></td> </tr> </tbody> </table>	Name	Type	Modified	Description	BAT Reports	Folder	12/10/14 4:15 PM		CBAT Reports	Folder	12/2/14 2:12 PM		Sample Content	Folder	8/28/14 1:48 PM	Contains sample data loaded up at install time.	Shared Workspace Pages	Folder	3/6/14 12:22 PM		Users	Folder	1/16/14 12:52 PM		Utility	Folder	2/5/14 9:53 PM		
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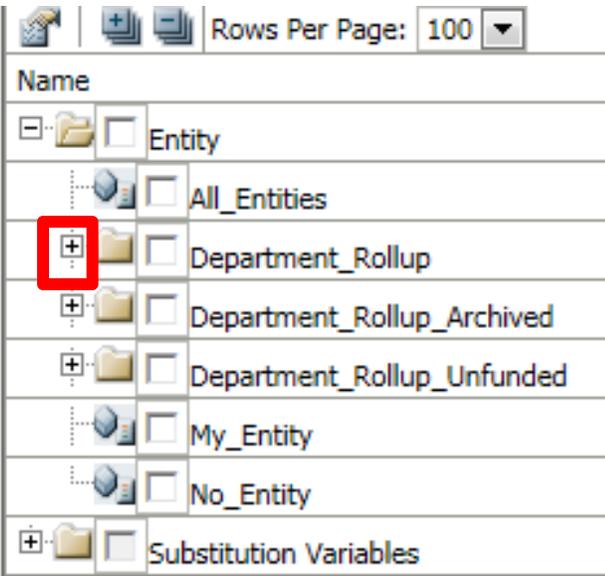
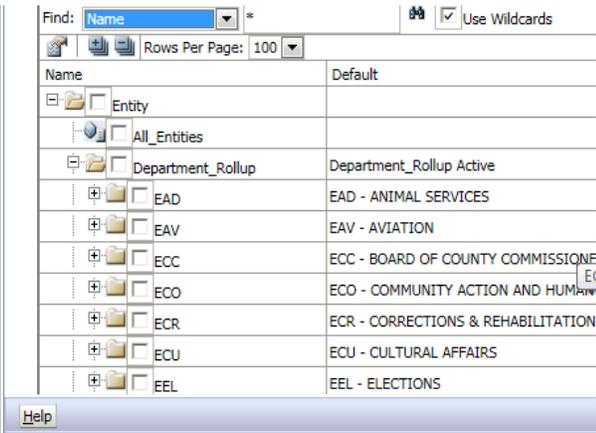
Step	Action	Notes
5.	<p>On the left hand side you will see a file that says “CBAT Reports”.</p> <p>Click on the + next to “CBAT Reports to expand the file</p>  <p>The screenshot shows the Oracle Enterprise Performance Management System Worksp interface. The 'Folders' pane on the left is expanded to show the 'CBAT Reports' folder, which is highlighted with a red box. The main pane on the right shows a list of folders including 'BAT Reports', 'CBAT Reports', 'Sample Content', 'Shared Workspace Pages', 'Users', and 'Utility'.</p>	
6	<p>Now click on the “Capital Reports” icon.</p>  <p>The screenshot shows the 'Folders' pane with the 'Capital Reports' folder highlighted with a red box. The folder structure includes 'Root', 'BAT Reports', 'CBAT Reports', 'Capital Reports', 'Sample Content', 'Shared Workspace Pages', 'Users', and 'Utility'.</p>	

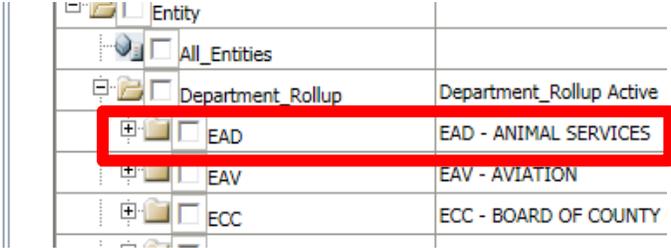
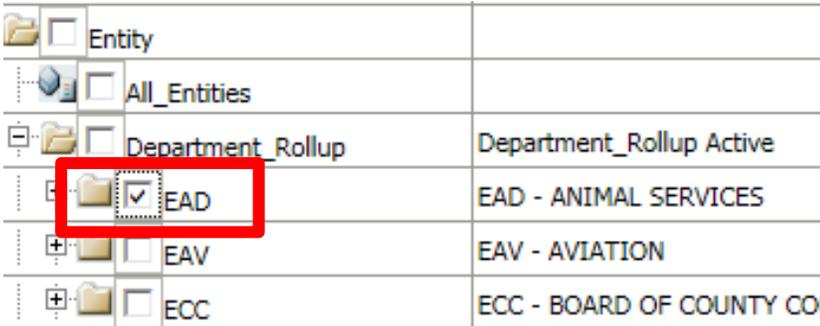
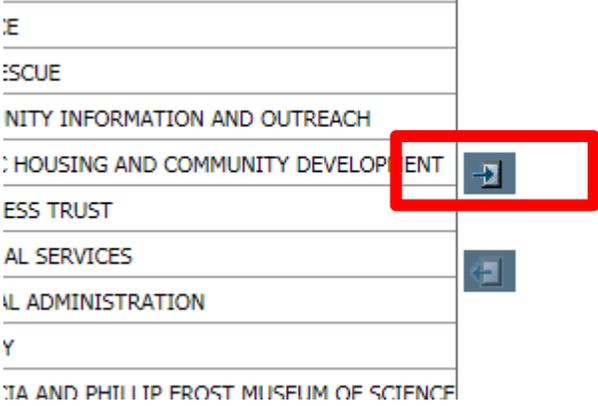
Step	Action	Notes
7	<p>You will see the screen change to the right</p> 	
8	<p>To print a report to see <u>ALL</u> your department's capital projects, click on "All Departmental Projects Report" so that it is highlighted in grey.</p> 	

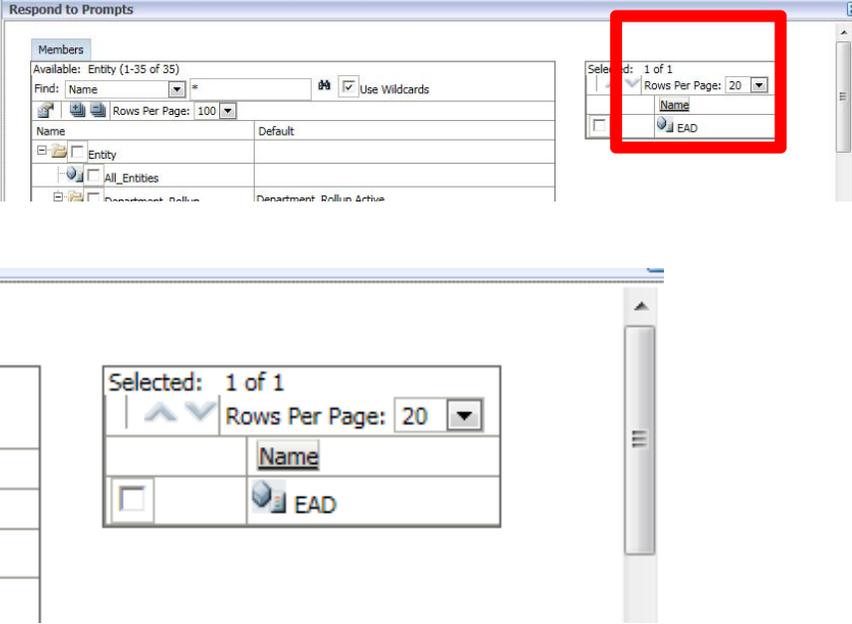
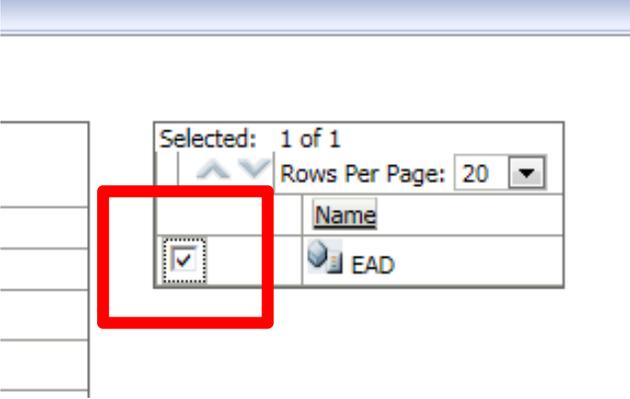
Step	Action	Notes
9	<p>Right click on the “All Departmental Projects Report” icon and you will see a small box appear to the right pop up.</p> 	
10.	<p>Click on “Open In” and you will see another box to the right pop</p> 	

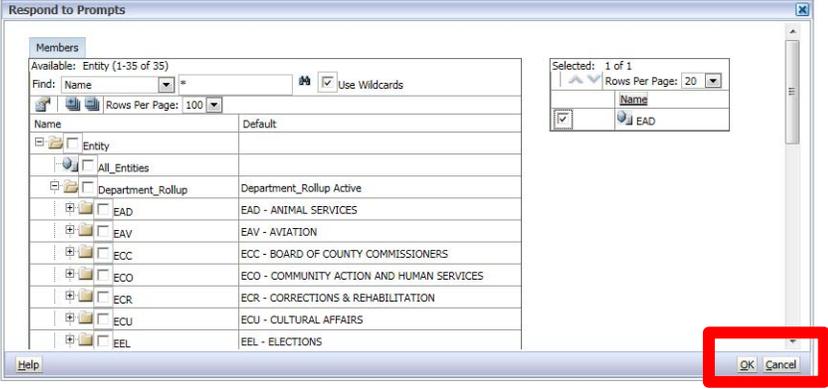
Step	Action	Notes
11	<p>Now click on the “PDF Preview” icon.</p> 	
12	<p>Next, you will see the following screen appear</p>  <p>Click on the icon to the right of the box</p> 	

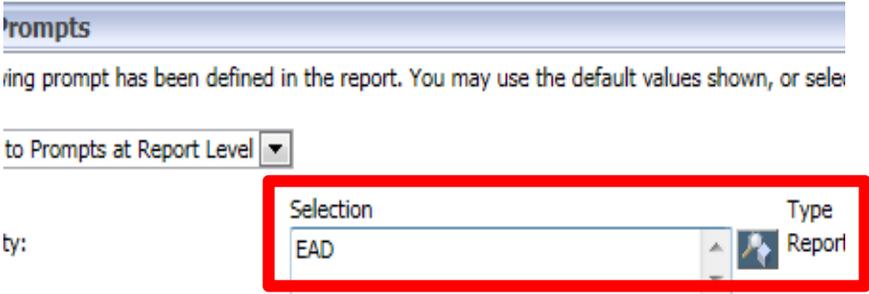
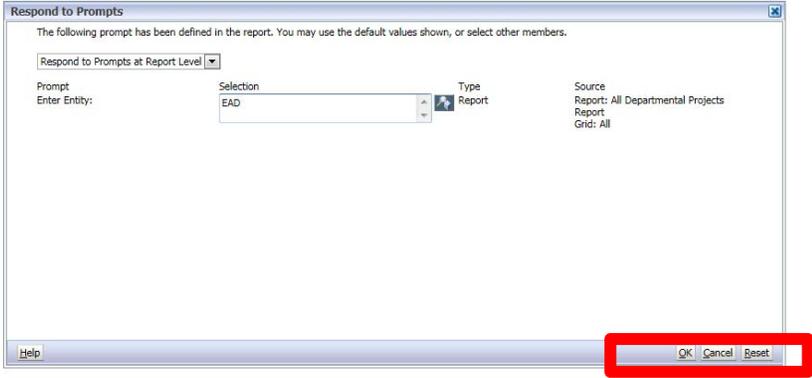
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13	<p>Next, you will see the screen below appear</p> 	
14.	<p>Click on the + next to “Entity” folder to expand the file</p> 	

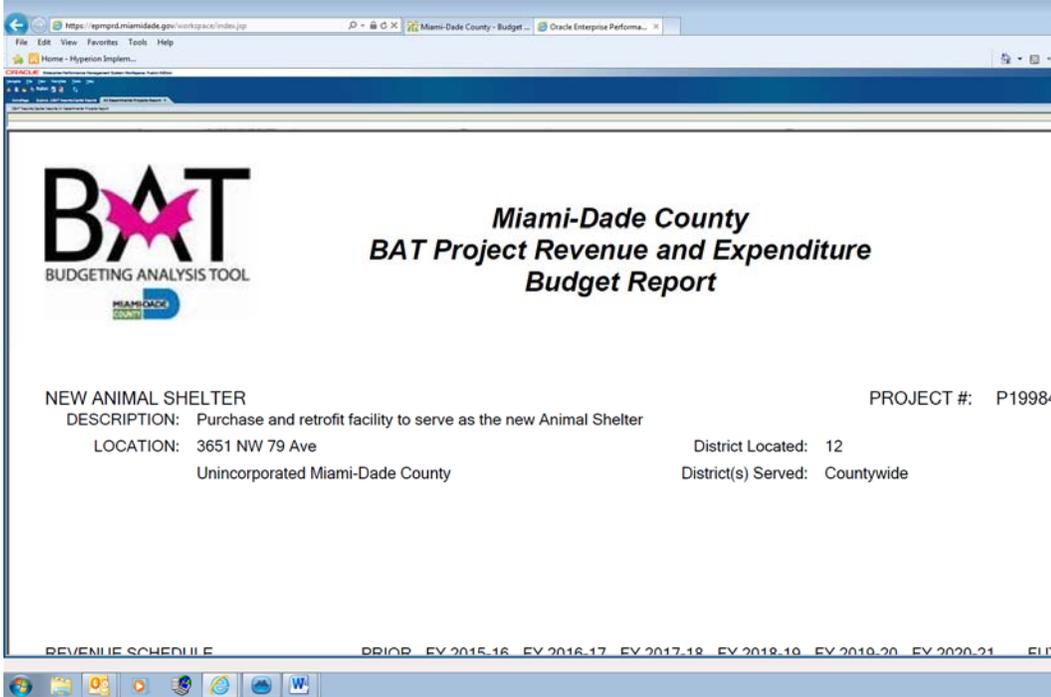
Step	Action	Notes
15	<p>Now you will see the folder expanded.</p> <p>IMPORTANT NOTE: “Department_Rollup” is <u>ONLY</u> for active capital projects</p> <p>Click on the + next to “Department_Rollup” folder to expand the file</p> 	
16	<p>Now you will see that the folder has expanded again.</p> <p>Scroll down and find the two letter code for your department</p> 	

Step	Action	Notes																								
17	<p>Once you have found your department's two letter code, click on the box until you see a check mark appear.</p> <p>NOTE: You can only select one department at a time. This reporting function is not programmed for multiple departmental selections at this time.</p>  <table border="1" data-bbox="365 510 1036 758"> <tr><td>Entity</td><td></td></tr> <tr><td>All_Entities</td><td></td></tr> <tr><td>Department_Rollup</td><td>Department_Rollup Active</td></tr> <tr><td>EAD</td><td>EAD - ANIMAL SERVICES</td></tr> <tr><td>EAV</td><td>EAV - AVIATION</td></tr> <tr><td>ECC</td><td>ECC - BOARD OF COUNTY</td></tr> </table>  <table border="1" data-bbox="321 856 1141 1182"> <tr><td>Entity</td><td></td></tr> <tr><td>All_Entities</td><td></td></tr> <tr><td>Department_Rollup</td><td>Department_Rollup Active</td></tr> <tr><td>EAD</td><td>EAD - ANIMAL SERVICES</td></tr> <tr><td>EAV</td><td>EAV - AVIATION</td></tr> <tr><td>ECC</td><td>ECC - BOARD OF COUNTY CO</td></tr> </table>	Entity		All_Entities		Department_Rollup	Department_Rollup Active	EAD	EAD - ANIMAL SERVICES	EAV	EAV - AVIATION	ECC	ECC - BOARD OF COUNTY	Entity		All_Entities		Department_Rollup	Department_Rollup Active	EAD	EAD - ANIMAL SERVICES	EAV	EAV - AVIATION	ECC	ECC - BOARD OF COUNTY CO	
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18	<p>Now scroll down until you see two arrows on your right-hand side</p> <p>Click on the arrow pointing to the right</p>  <table border="1" data-bbox="321 1423 919 1829"> <tr><td>IE</td><td></td></tr> <tr><td>ESCU</td><td></td></tr> <tr><td>UNITY INFORMATION AND OUTREACH</td><td></td></tr> <tr><td>HOUSING AND COMMUNITY DEVELOPMENT</td><td></td></tr> <tr><td>ESS TRUST</td><td></td></tr> <tr><td>AL SERVICES</td><td></td></tr> <tr><td>AL ADMINISTRATION</td><td></td></tr> <tr><td>Y</td><td></td></tr> <tr><td>IA AND PHILIP FROST MUSLIUM OF SCIENCE</td><td></td></tr> </table>	IE		ESCU		UNITY INFORMATION AND OUTREACH		HOUSING AND COMMUNITY DEVELOPMENT		ESS TRUST		AL SERVICES		AL ADMINISTRATION		Y		IA AND PHILIP FROST MUSLIUM OF SCIENCE								
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Step	Action	Notes
19	<p>Now you will see in the box to your right, your department appear</p>  <p>The screenshot shows the 'Respond to Prompts' dialog box. On the left, there's a 'Members' section with search filters. On the right, a table displays search results. A red box highlights the 'Selected: 1 of 1' and 'Rows Per Page: 20' area, and a table with columns 'Name' and 'EAD'.</p>	
20	<p>Click on the box until you see a check mark appear</p>  <p>The screenshot shows the same dialog box as in step 19, but with a red box highlighting a checkmark in the selection column of the table.</p>	

Step	Action	Notes
21	<p>Click on the OK icon located at the bottom right-hand side of the box</p> 	
22		

Step	Action	Notes
23	<p>Once you have clicked on the OK icon located at the bottom right-hand side of the box it will bring you back to the box below where you will see your two letter department code</p> 	
24	<p>If your two letter department code appears in the box then click on the OK icon located at the bottom right-hand side of the box</p>  	

Step	Action	Notes
25	<p>Within a few minutes, you should see your departmental project report for <u>ALL</u> your projects</p> 	
26	<p>To print your report, simply click on the print icon on your screen</p> 