

Deferred Maintenance/ Resource Planning Master Plan 2 (MP2)
Online Instructions for ICPS
September 1, 2005

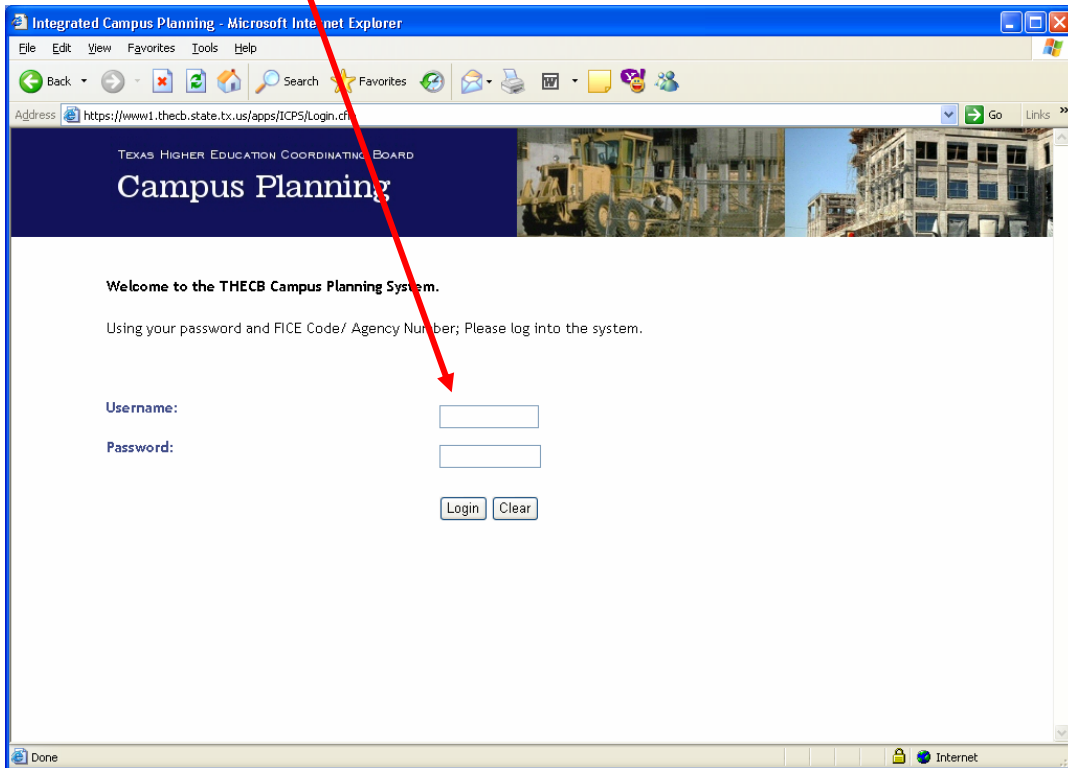
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If all required fields have data, the “Add” or “Update” MP Button located at the bottom of the page may be selected to save inputted work.

If you receive an error message, please send the screenshot electronically to the programmer at the THECB.

I. LOGGING ON TO THE INTEGRATED CAMPUS PLANNING SYSTEM (ICPS)

- A. Go to the log on page for the ICPS system <https://www1.thecb.state.tx.us/apps/ICPS/Login.cfm> and log on.
- B. Enter your Username and Password and press the ‘Login’ button.
Contact your System Administrator if you have any problems (see list below).



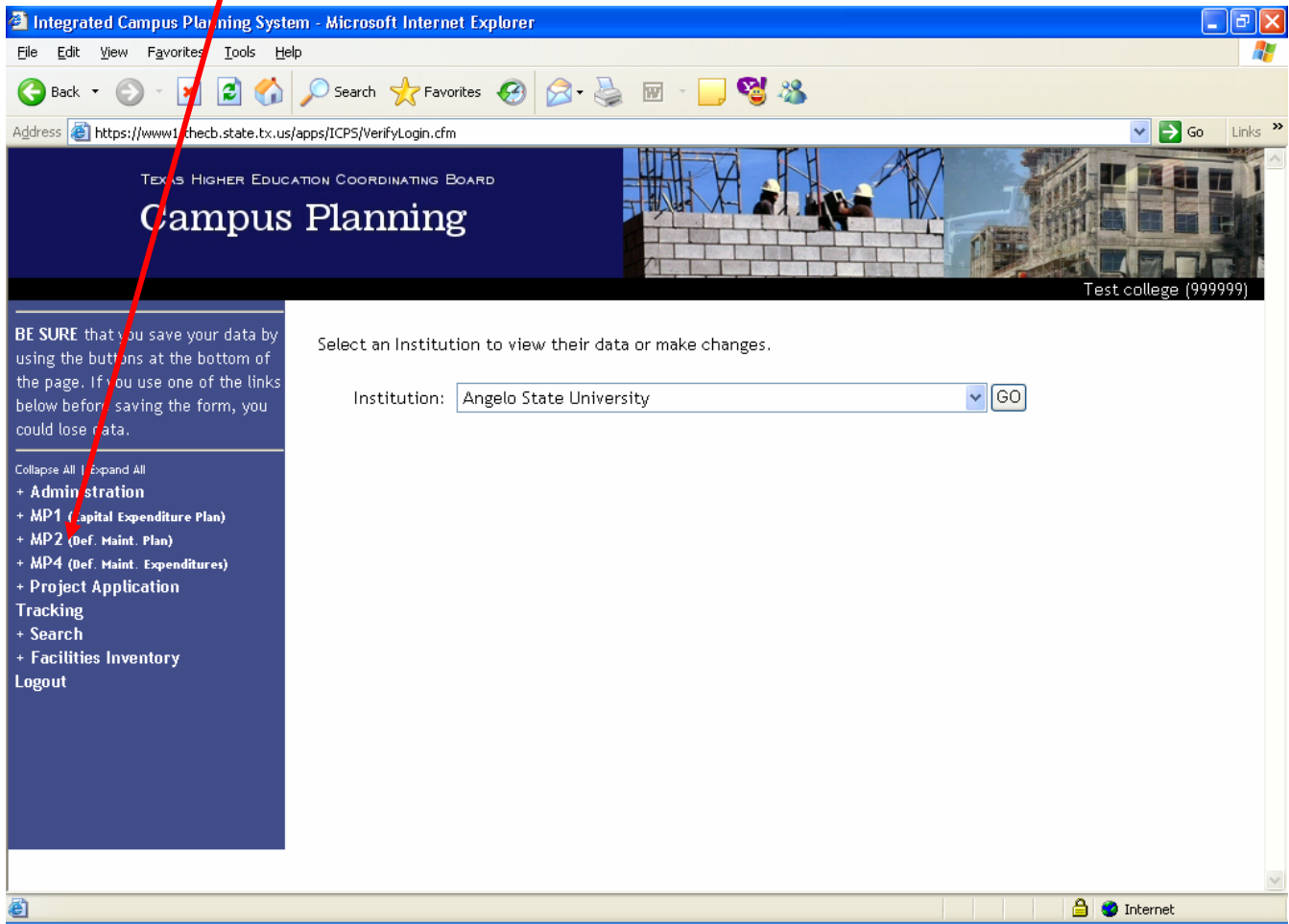
System

The University of Texas
Texas A&M University
University of Houston
Texas Tech University
University of North Texas
Texas State University
Stephen F. Austin State University
Texas Southern University
Texas Woman's University
Midwestern State University
Texas State Technical Colleges

Administrator

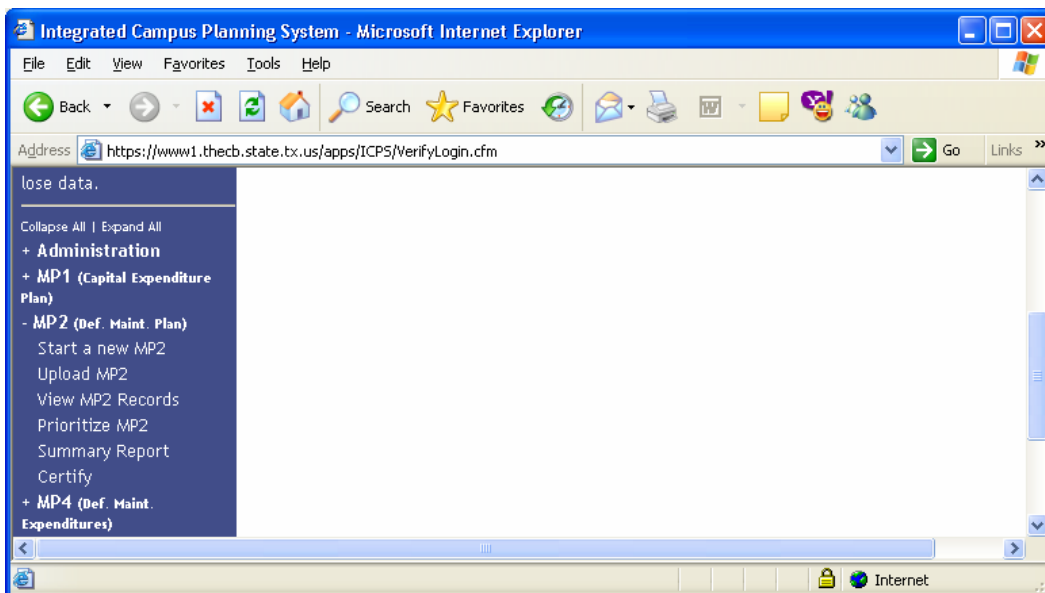
Gary Barnard
Tim Donathen
Vergel Gay
Mike Ellicott
Pat Howell
Lamar Urbanovsky
Marlin Young
Jim Anderson
Harold Johnson
Juan Sandoval
Mike Buck

II. Click on MP2 (Def. Main. Plan) to SUBMIT MP2 RECORDS.



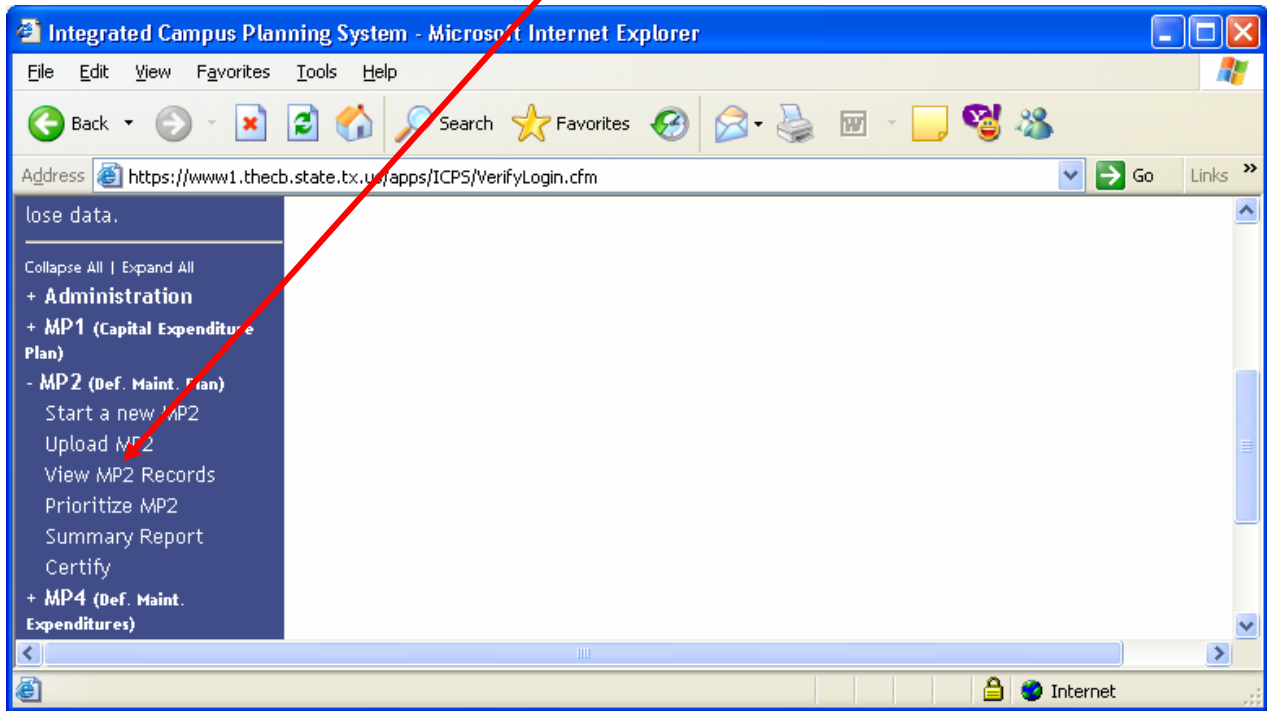
A drop down list should appear as shown below. This drop down list or menu will allow you to submit your MP2 Records for the current fiscal year in a variety of ways. An institution may:

- A. Use last year's Records to submit Records for the current fiscal year;
- B. Start a new MP2 Record; or
- C. Upload MP2 Records.

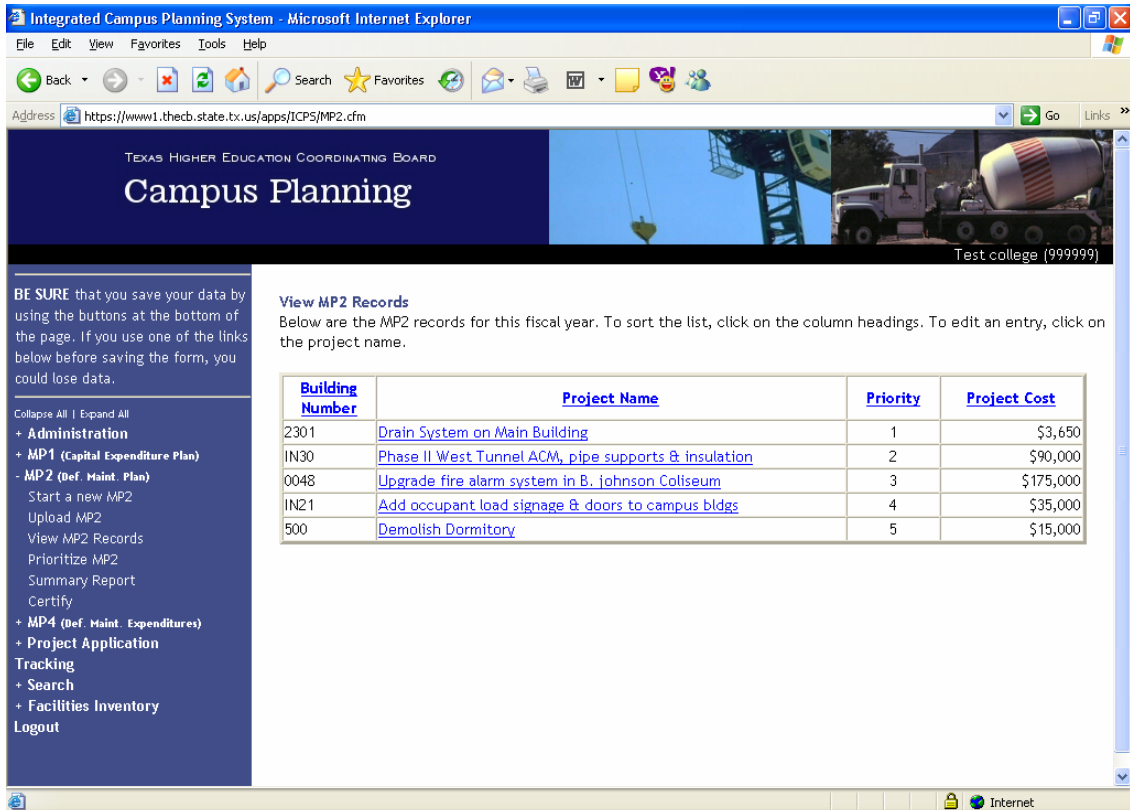


A. USING LAST YEAR'S RECORDS TO SUBMIT FOR THE CURRENT FISCAL YEAR.

For easier input, a copy of all MP2 Records from the previous year have been transferred to FY 2006. This means all data you entered last year has been carried over. To view the Records that have been transferred over, select "View MP2 Records."



You will be directed to a screen similar to the following screen that contains all the MP2 Records that have been carried over. These are now considered the current fiscal year MP2 Records.



Each record from last year's MP2 report has been carried over. Each Record will need to be:

1. Updated;
2. Moved to the MP4; OR
3. Deleted.

1. TO UPDATE AN MP2 RECORD:

- a. Select and click on the Record you wish to view. For example, to select the 'Drain System on Main Building' MP2 Record, select and click on that title.

The screenshot shows the 'Integrated Campus Planning System' web application in Microsoft Internet Explorer. The browser address bar shows the URL: <https://www1.thecb.state.tx.us/apps/ICP5/MP2.cfm>. The page header includes the Texas Higher Education Coordinating Board logo and the text 'Campus Planning'. Below the header, there is a navigation menu on the left and a main content area. The main content area is titled 'View MP2 Records' and contains a table of records. A red arrow points to the first record in the table, 'Drain System on Main Building'.

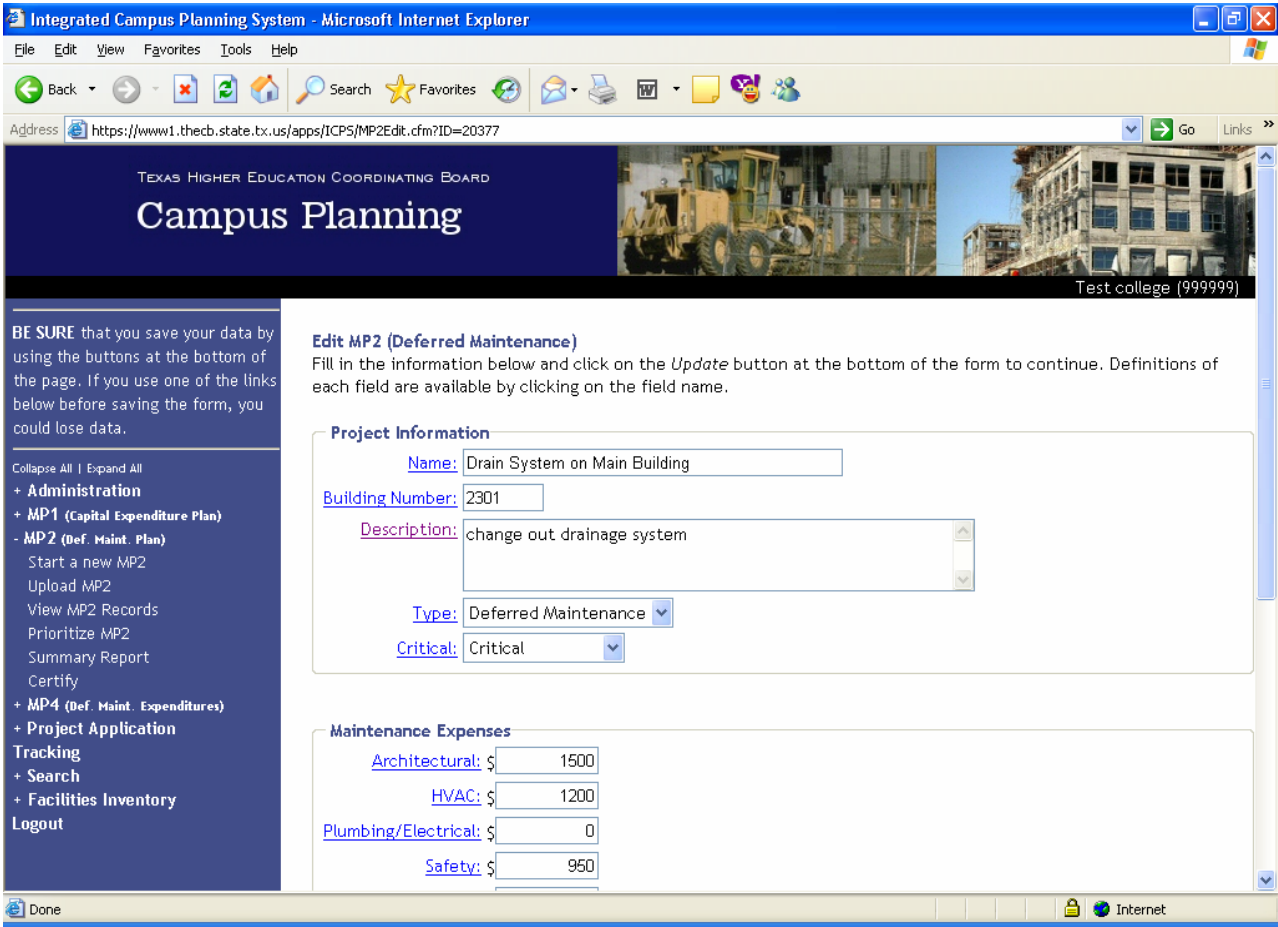
BE SURE that you save your data by using the buttons at the bottom of the page. If you use one of the links below before saving the form, you could lose data.

View MP2 Records
Below are the MP2 records for this fiscal year. To sort the list, click on the column headings. To edit an entry, click on the project name.

<u>Building Number</u>	<u>Project Name</u>	<u>Priority</u>	<u>Project Cost</u>
2301	Drain System on Main Building	1	\$3,650
IN30	Phase II West Tunnel ACM, pipe supports & insulation	2	\$90,000
0048	Upgrade fire alarm system in B. Johnson Coliseum	3	\$175,000
IN21	Add occupant load signage & doors to campus bldgs	4	\$35,000
500	Demolish Dormitory	5	\$15,000

b. You will be directed to a screen similar to the one shown below. The MP2 Record will contain the information carried over from the previous year. Please change or correct any information on this Record.

DO NOT INCLUDE COMMAS OR PUNCTUATION WHEN ENTERING THE NUMBER FIELDS.



c. You will notice the Deferred Maintenance Five Year Plan will now reflect the years 2006 through 2010. You will need to add the amounts corresponding to each year and verify the amounts match the TOTAL COST under Maintenance Expenses. This will need to be done on each Record.

DO NOT INCLUDE COMMAS OR PUNCTUATION WHEN ENTERING THE NUMBER FIELDS.

The screenshot shows a web browser window titled "Integrated Campus Planning System - Microsoft Internet Explorer". The address bar displays "https://www1.thecb.state.tx.us/apps/ICP5/MP2Edit.cfm?ID=20377". The page content includes a navigation menu on the left with options like "View MP2 Records", "Prioritize MP2", "Summary Report", "Certify", "MP4 (Def. Maint. Expenditures)", "Project Application", "Tracking", "Search", "Facilities Inventory", and "Logout". The main content area has a "Type: Deferred Maintenance" dropdown and a "Critical: Critical" dropdown. Below this is a "Maintenance Expenses" section with the following data:

Category	Amount
Architectural	\$ 1500
HVAC	1200
Plumbing/Electrical	\$ 0
Safety	\$ 950
L&M Requirement	\$ 0
Other	\$ 0
Total Cost	\$ 3650

Below the expenses is a "Deferred Maintenance Five Year Plan" section with the following data:

Year	Amount
2005	\$ 2000
2006	\$ 1800
2007	\$ 0
2008	\$ 0
2009	\$ 0

At the bottom of the form are four buttons: "Update", "Move to MP4", "Clear Changes", and "Delete". A red arrow points from the "Update" button to the instruction below.

d. Select the UPDATE button to save the Record.

2. TO MOVE A RECORD TO MP4

- a. Select and click on the Record you wish to view. For example, to select the 'Drain System on Main Building' MP2 Record, select and click on that title.

BE SURE that you save your data by using the buttons at the bottom of the page. If you use one of the links below before saving the form, you could lose data.

Collapse All | Expand All

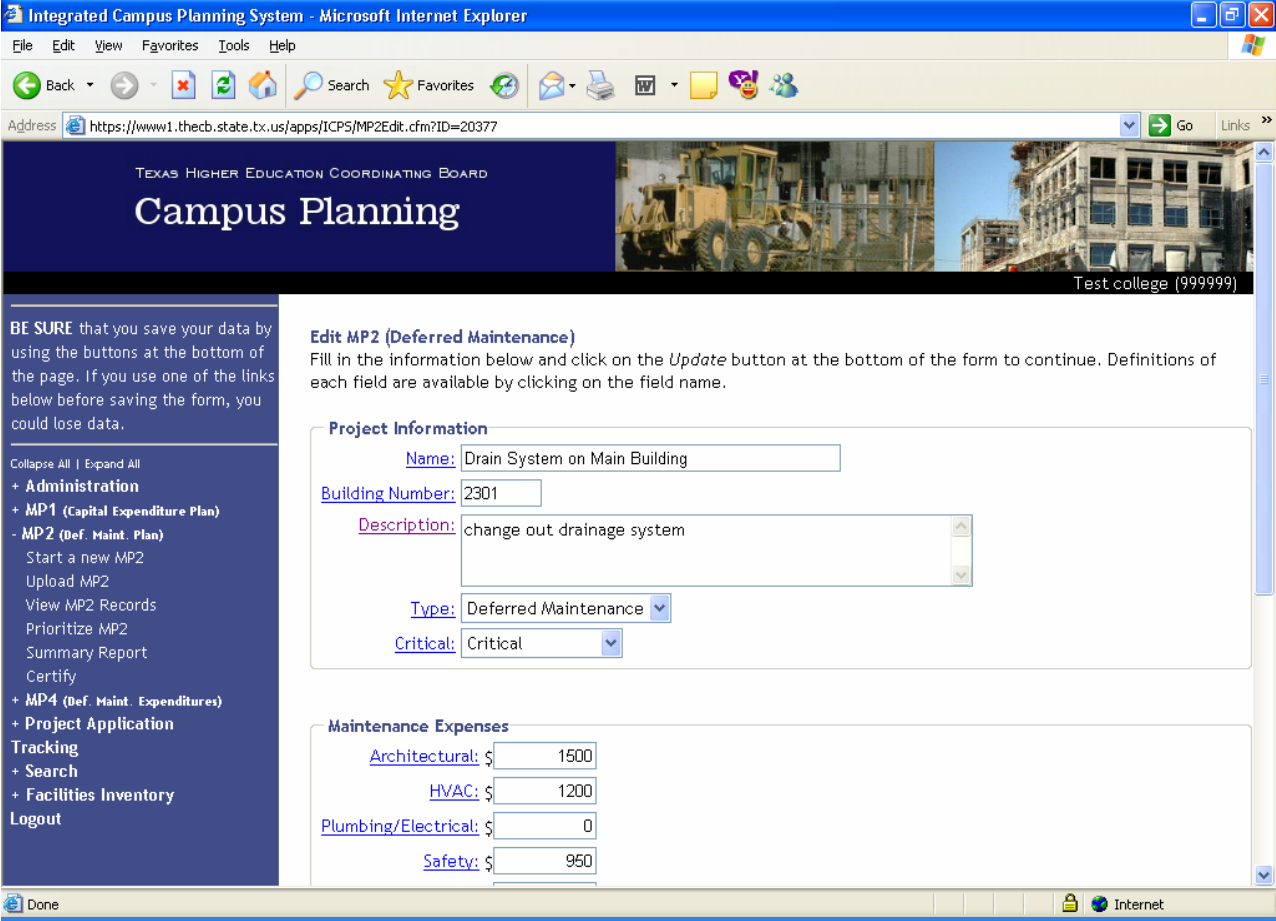
- + Administration
- + MP1 (Capital Expenditure Plan)
- MP2 (Def. Maint. Plan)
 - Start a new MP2
 - Upload MP2
 - View MP2 Records
 - Prioritize MP2
 - Summary Report
 - Certify
- + MP4 (Def. Maint. Expenditures)
- + Project Application Tracking
- + Search
- + Facilities Inventory
- Logout

View MP2 Records
Below are the MP2 records for this fiscal year. To sort the list, click on the column headings. To edit an entry, click on the project name.

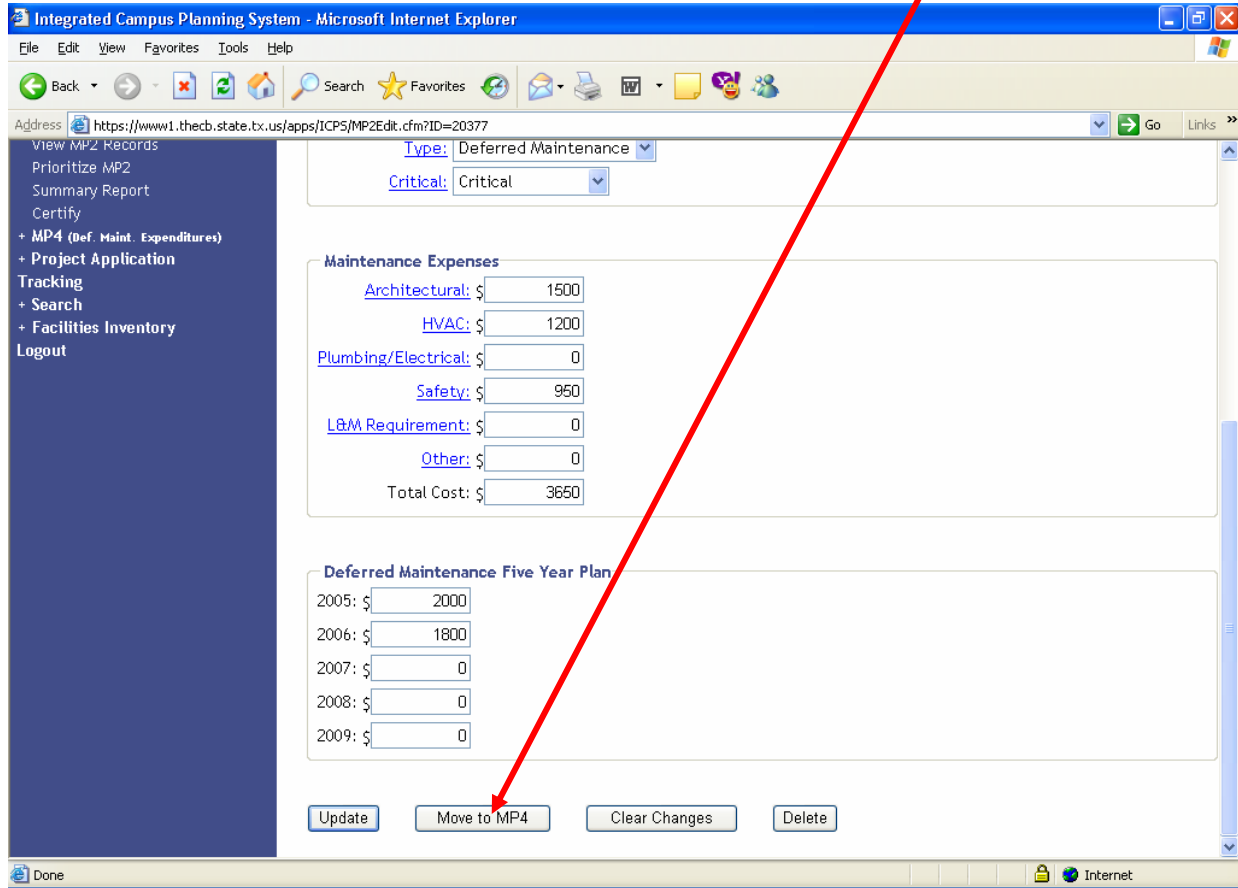
<u>Building Number</u>	<u>Project Name</u>	<u>Priority</u>	<u>Project Cost</u>
2301	Drain System on Main Building	1	\$3,650
IN30	Phase II West Tunnel ACM, pipe supports & insulation	2	\$90,000
0048	Upgrade fire alarm system in B. Johnson Coliseum	3	\$175,000
IN21	Add occupant load signage & doors to campus bldgs	4	\$35,000
500	Demolish Dormitory	5	\$15,000

b. You will be directed to a screen similar to the one shown below. The MP2 Record will contain the information carried over from the previous fiscal year. Please change or correct the information as needed to move to MP4.

DO NOT INCLUDE COMMAS OR PUNCTUATION WHEN ENTERING THE NUMBER FIELDS.



c. After changes have been made, select and click the MOVE TO MP4 button. This will remove the MP2 Record to the MP4 Records.



3. TO DELETE A RECORD FROM THE CURRENT FISCAL YEAR MP2 RECORDS.

- a. Select and click on the Record you wish to delete. For example, to delete the 'Drain System on Main Building' MP2 Record, select and click on that title.

The screenshot shows a web browser window titled "Integrated Campus Planning System - Microsoft Internet Explorer". The address bar shows the URL "https://www1.thehb.state.tx.us/apps/ICP5/MP2.cfm". The page header includes "TEXAS HIGHER EDUCATION COORDINATING BOARD" and "Campus Planning". A navigation menu on the left lists various options, including "View MP2 Records". The main content area is titled "View MP2 Records" and contains a table of records. A red arrow points to the first record in the table, "Drain System on Main Building".

BE SURE that you save your data by using the buttons at the bottom of the page. If you use one of the links below before saving the form, you could lose data.

View MP2 Records
Below are the MP2 records for this fiscal year. To sort the list, click on the column headings. To edit an entry, click on the project name.

<u>Building Number</u>	<u>Project Name</u>	<u>Priority</u>	<u>Project Cost</u>
2301	Drain System on Main Building	1	\$3,650
IN30	Phase II West Tunnel ACM, pipe supports & insulation	2	\$90,000
0048	Upgrade fire alarm system in B. Johnson Coliseum	3	\$175,000
IN21	Add occupant load signage & doors to campus bldgs	4	\$35,000
500	Demolish Dormitory	5	\$15,000

- b. You will be directed to a similar screen shown below.
 The MP2 Record will contain the information carried over from the previous year MP2 report.

Integrated Campus Planning System - Microsoft Internet Explorer

Address: <https://www1.thecb.state.tx.us/apps/ICP5/MP2Edit.cfm?ID=20377>

TEXAS HIGHER EDUCATION COORDINATING BOARD
Campus Planning

Test college (999999)

BE SURE that you save your data by using the buttons at the bottom of the page. If you use one of the links below before saving the form, you could lose data.

Edit MP2 (Deferred Maintenance)
 Fill in the information below and click on the *Update* button at the bottom of the form to continue. Definitions of each field are available by clicking on the field name.

Project Information

Name: Drain System on Main Building

Building Number: 2301

Description: change out drainage system

Type: Deferred Maintenance

Critical: Critical

Maintenance Expenses

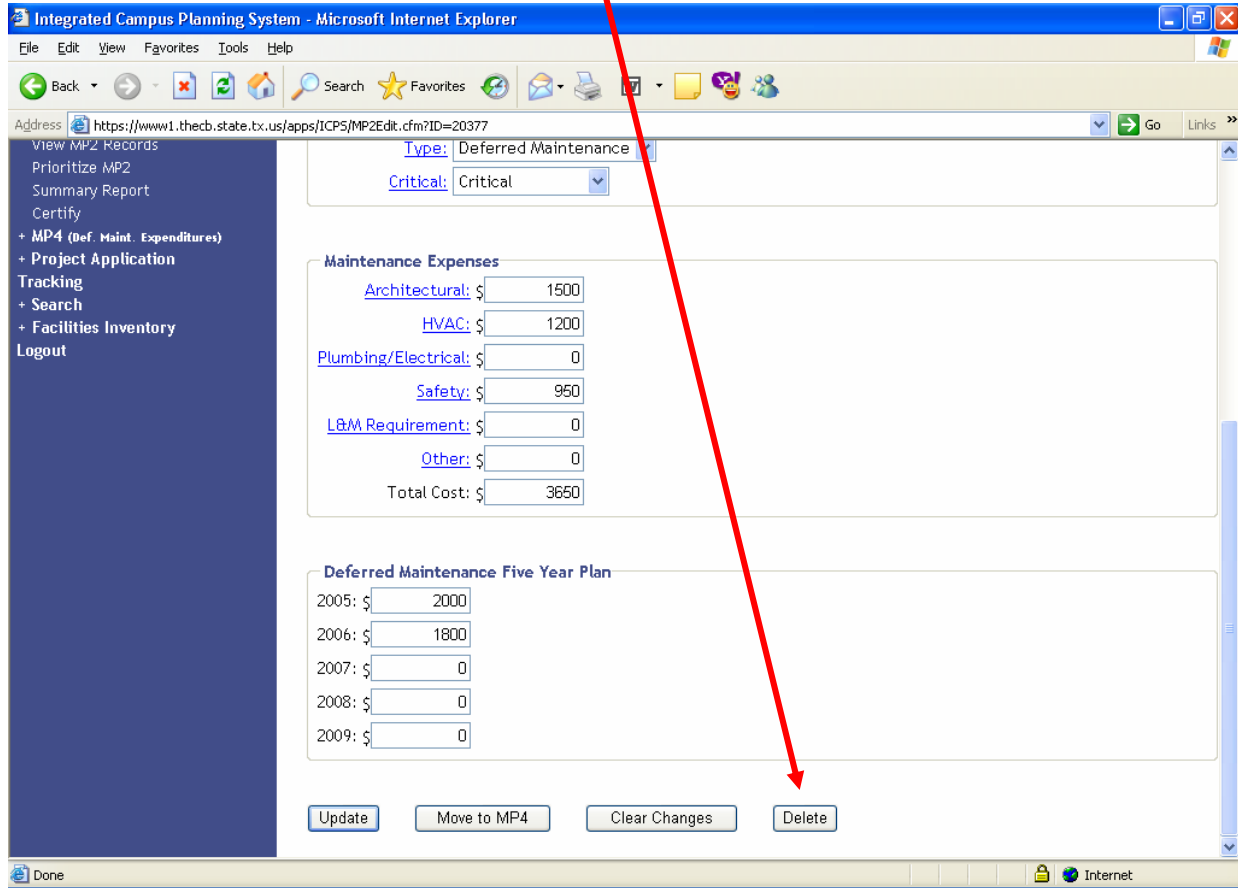
Architectural: \$ 1500

HVAC: \$ 1200

Plumbing/Electrical: \$ 0

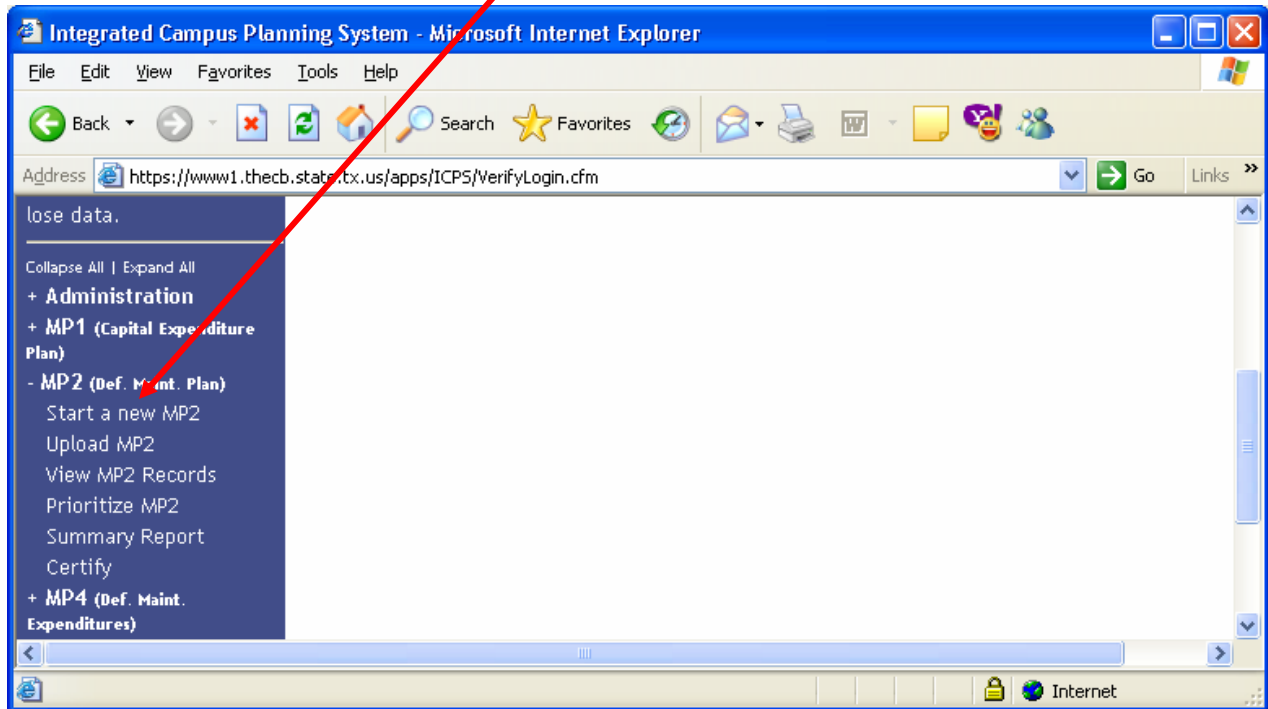
Safety: \$ 950

- c. Select and click the DELETE button. This will remove the MP2 Record from the current fiscal year MP2 Records.



B. TO START A NEW MP2 RECORD TO SUBMIT FOR FY 2006.

1. Select and click on the START A NEW MP2 link.



2. You will be directed to the following screen. Enter information into the Project Information section. All fields are mandatory:

- Name
- Building Number
- Description
- Type
- Critical

BE SURE that you save your data by using the buttons at the bottom of the page. If you use one of the links below before saving the form, you could lose data.

Add MP2 (Deferred Maintenance)
Fill in the information below and click on the *Add* button at the bottom of the form to continue. Definitions of each field are available by clicking on the field name.

Project Information

Name:

Building Number:

Description:

Type: (Select One)

Critical: (Select One)

Maintenance Expenses

Architectural: \$

HVAC: \$

Plumbing/Electrical: \$

Safety: \$

3. Enter in all maintenance expenses related to the project in the Maintenance Expenses section. For example, if the project needs \$50,000 in architectural maintenance and \$10,000 maintenance concerning safety issues, enter 50000 into the ARCHITECTURAL field and 10000 in the SAFETY field.

DO NOT INCLUDE COMMAS OR PUNCTUATION WHEN ENTERING THE NUMBER FIELDS.

Integrated Campus Planning System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://www1.thecb.state.tx.us/apps/ICPS/MP2Edit.cfm?ID=0&MPSet=MP2> Go Links

View MP2 Records
Prioritize MP2
Summary Report
Certify
+ MP4 (Def. Maint. Expenditures)
+ Project Application Tracking
+ Search
+ Facilities Inventory
Logout

Type: (Select One)
Critical: (Select One)

Maintenance Expenses

Architectural: \$
HVAC: \$
Plumbing/Electrical: \$
Safety: \$
L&M Requirement: \$
Other: \$
Total Cost: \$

Deferred Maintenance Five Year Plan

2005: \$
2006: \$
2007: \$
2008: \$
2009: \$

Add Move to MP4 Clear Changes

4. Enter in the Deferred Maintenance Five Year Plan figures. It is mandatory that the Maintenance Expenses and the Deferred Maintenance Five Year Plan TOTAL COSTS match.

5. Click the ADD button when the Record is ready to be added to the FY 2006 MP2 Records.

C. TO UPLOAD A NEW MP2 RECORD OR A FILE OF MP2 RECORDS.

Before beginning, you will need to make sure the file being uploaded matches EXACTLY with the file specifications outlined below.

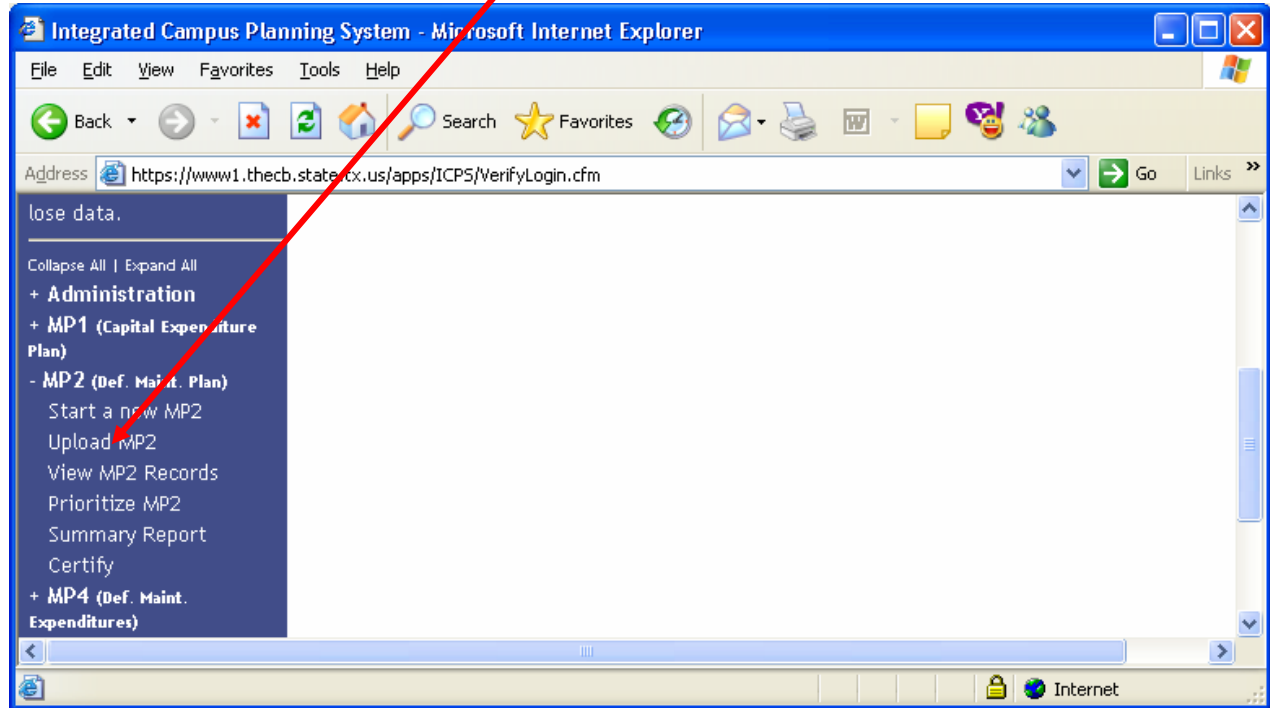
In order to use the upload feature of ICPS, you must format the data for upload. Please remember the following when preparing your files:

- Files must be in ASCII text
- TAB delimited
- Do NOT include field names in the first row
- Any numerical data types must have a number. Enter a zero if zero or a blank is desired.
- Data will be loaded for the current reporting year.

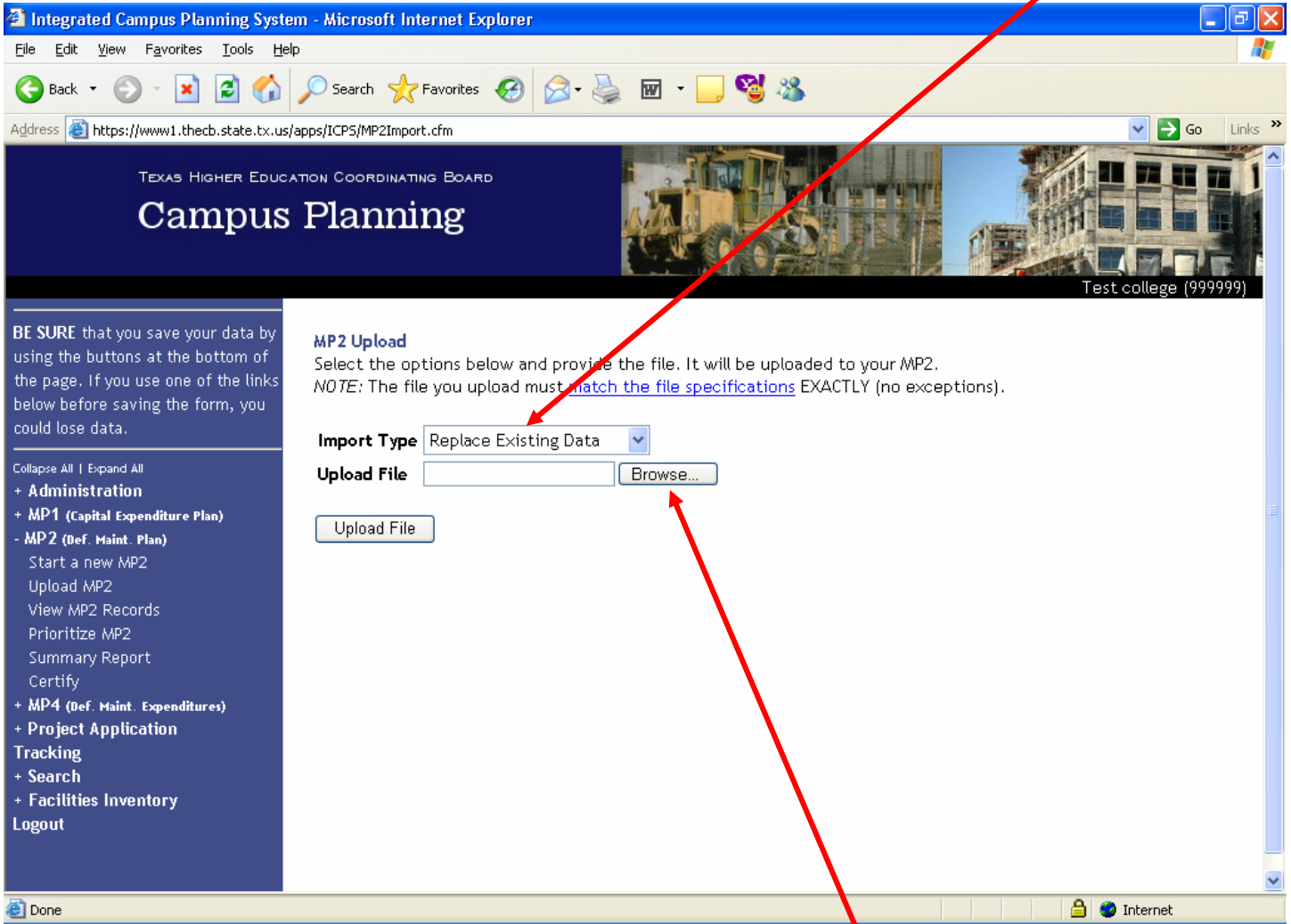
MP 2/MP4 File Specifications
Field Name Data Type Description

Field Name	Data	Type Description
Proj_Name	VarChar(150)	Project Name
Proj_Type	VarChar(100)	Project Type. Deferred Maintenance or Demolition
Proj_Desc	VarChar(1000)	Project Description
BuildingNum	Varchar(10)	Building Number
Priority	Int	Priority (Use one number once)
TotalCost	Int	Total cost of the project
Critical	Int	Critical, Non-Critical or Critical-Auxiliary
Architect	Int	Architectural Fees
HVAC	Int	HVAC Costs
PE	Int	Plumbing and Electrical Costs
Safety	Int	Safety Costs
LM	Int	Legislative and Mandated Costs
OtherCost	Int	Other Costs
YR1 (MP2 Only)	Int	Expenditure plan for year 1
YR2 (MP2 Only)	Int	Expenditure plan for year 2
YR3 (MP2 Only)	Int	Expenditure plan for year 3
YR4 (MP2 Only)	Int	Expenditure plan for year 4
YR5 (MP2 Only)	Int	Expenditure plan for year 5
Deleted	Bit	1 = Recorded Deleted, 0 = Record Active
LastUpdated	Date/Time	Date/Time record last updated

1. Select and click on the UPLOAD MP2 link.

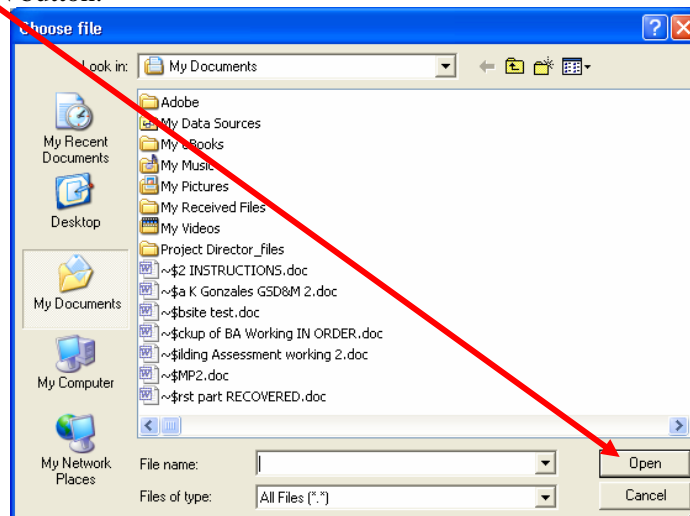


2. You will be directed to the following screen. Select the Import Type – Replace Existing Data or Append Existing Data.

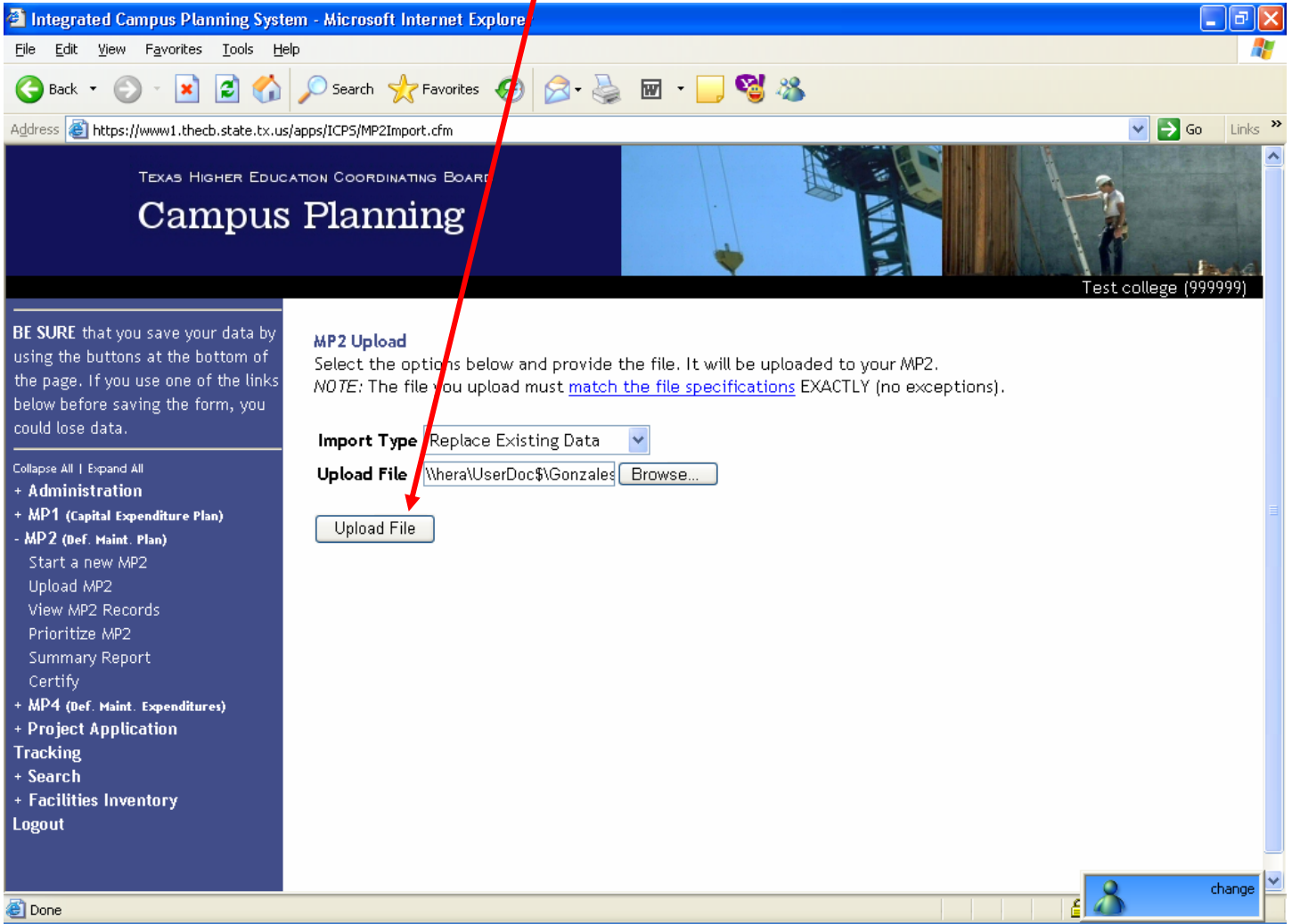


3. Begin the upload process by selecting and clicking the BROWSE button to find your file to upload.

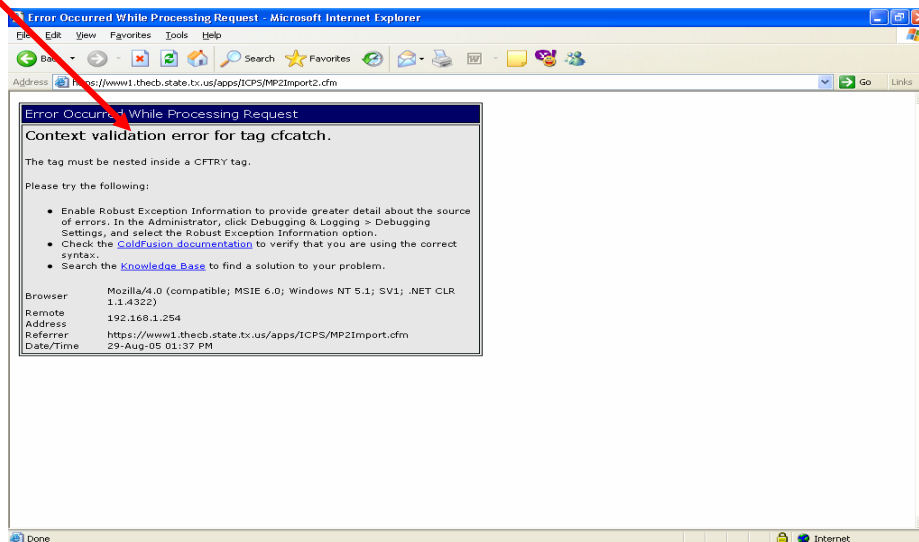
4. A screen similar to the following screen will appear. Select the file to be uploaded. Select and click the OPEN button.



5. The following screen will appear with the link of your file located in the UPLOAD FILE field. Select and click the UPLOAD FILE button.



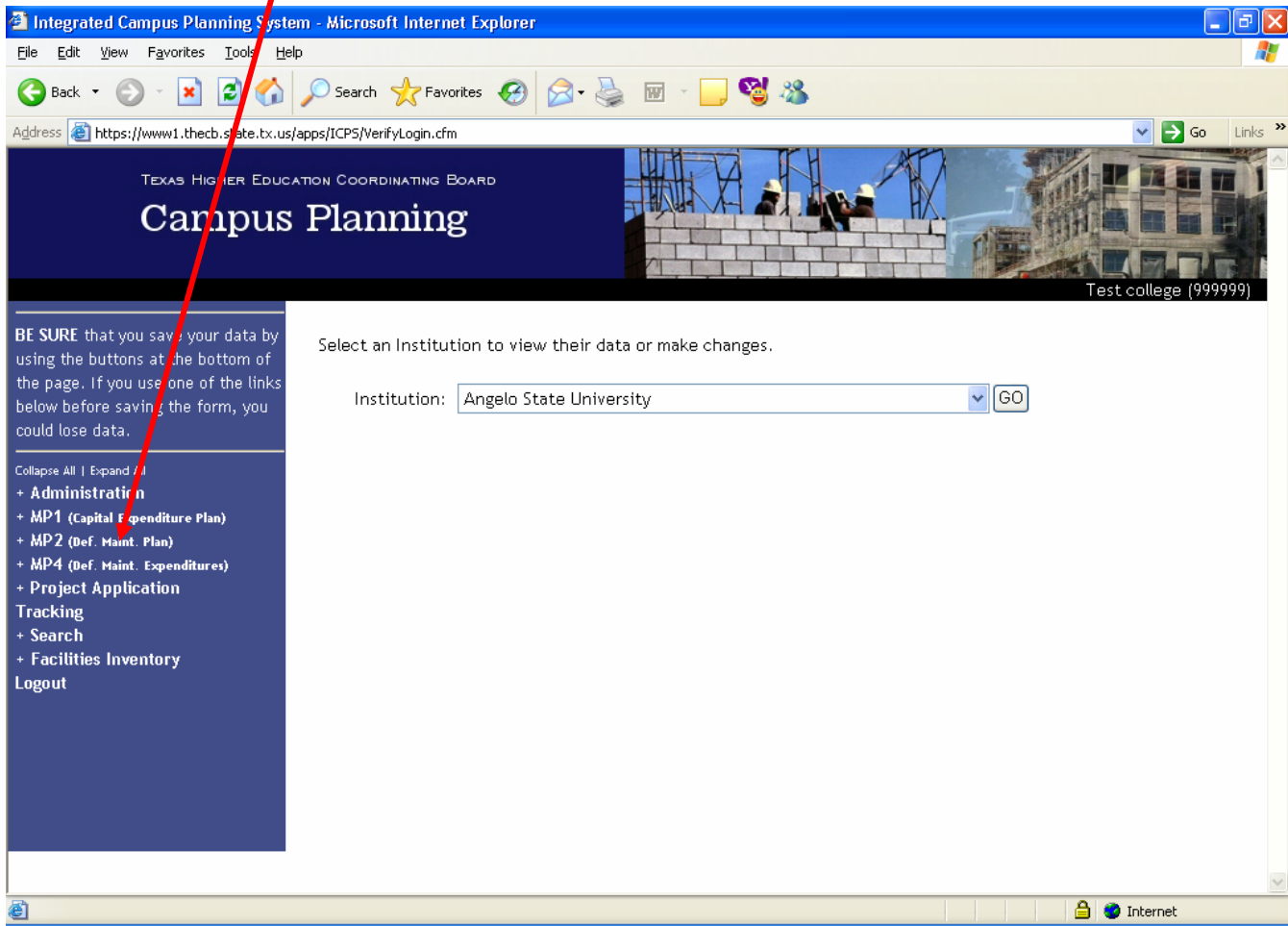
6. After completing the upload, you should be able to view the MP2 Records uploaded. If you receive the following error, please refer back to the MATCH THE FILE SPECIFICATIONS notes located in the instructions above or follow the link located on the above screen.



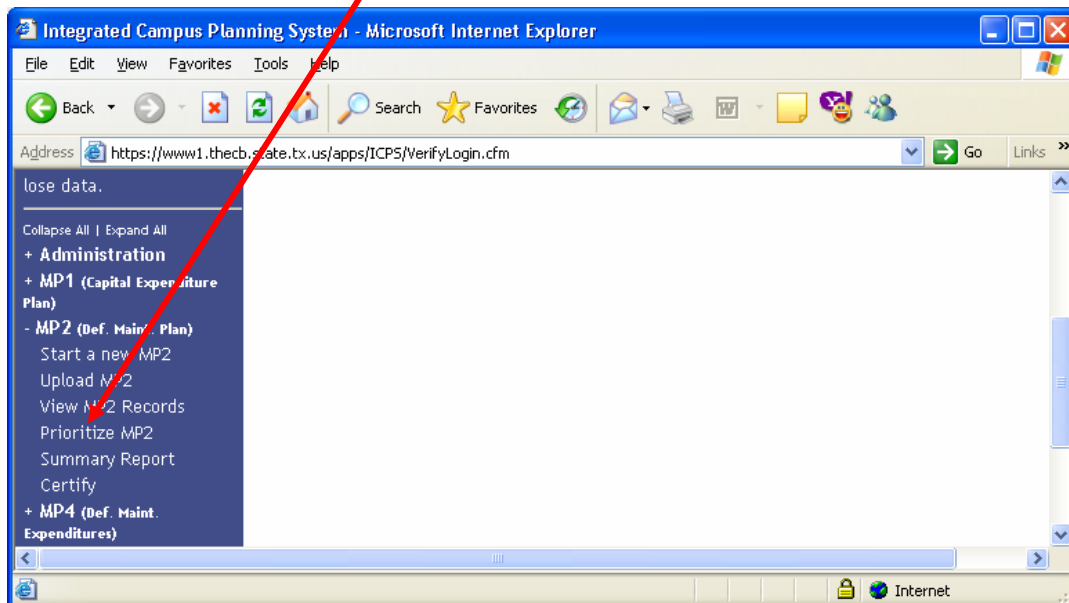
III. PRIORITIZE THE FY 2006 MP2 RECORDS

You *MUST* follow these steps each time a change is made to ensure the priorities are updated.

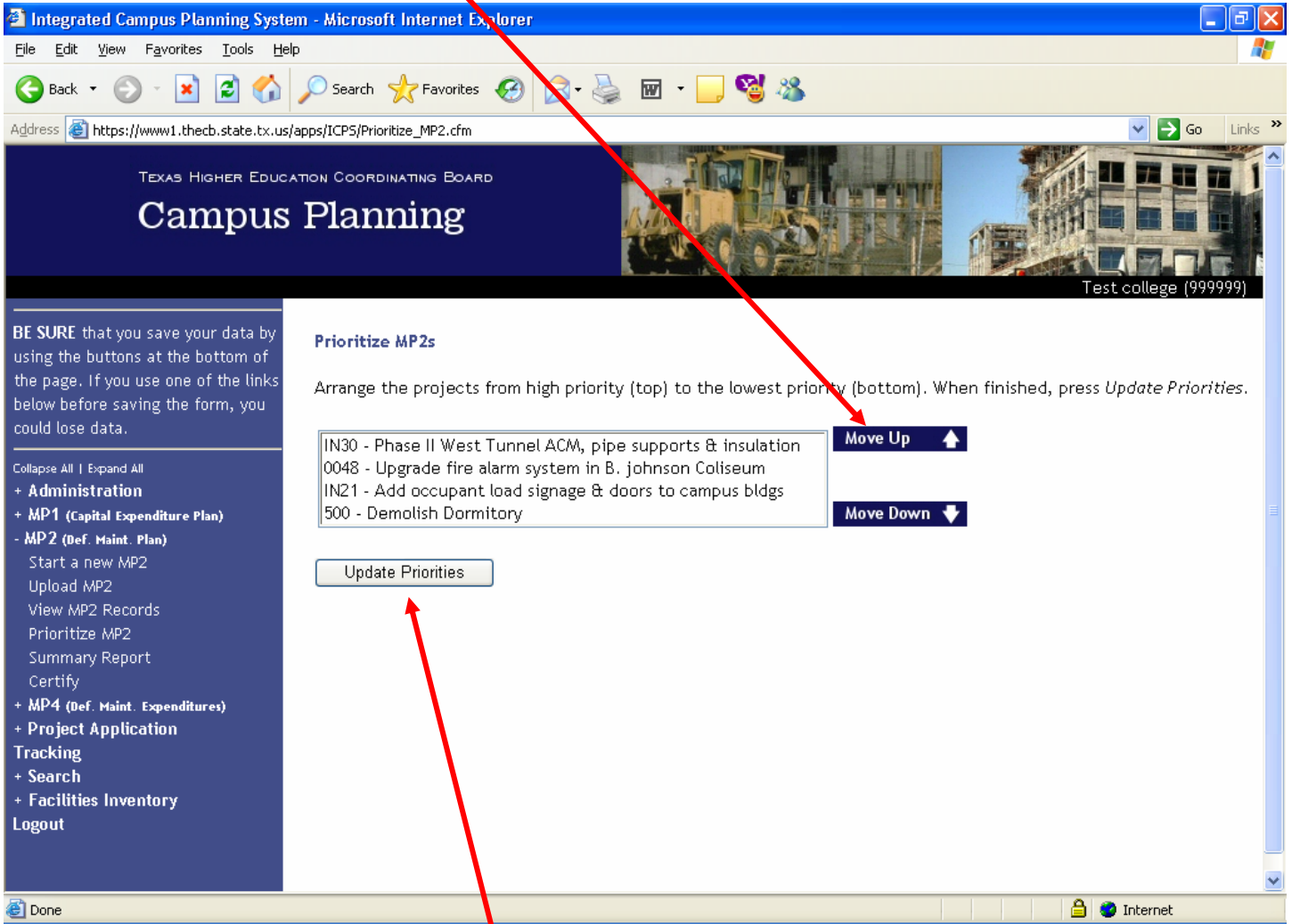
A. Select the MP2 (Def. Maint. Plan) link.



B. Select and click the PRIORITIZE MP2 link.



C. A screen will appear similar to the one shown below. Here you are able to prioritize the FY 2006 MP2 Records by clicking on the MOVE UP and MOVE DOWN buttons.



D. When the order of the projects are listed from HIGH PRIORITY (top) to the LOWEST PRIORITY (bottom), select and click the UPDATE PRIORITIES button.

E. After this has been done, a screen showing all the FY 2006 MP2 Records (listed by priority) will appear.

BE SURE that you save your data by using the buttons at the bottom of the page. If you use one of the links below before saving the form, you could lose data.

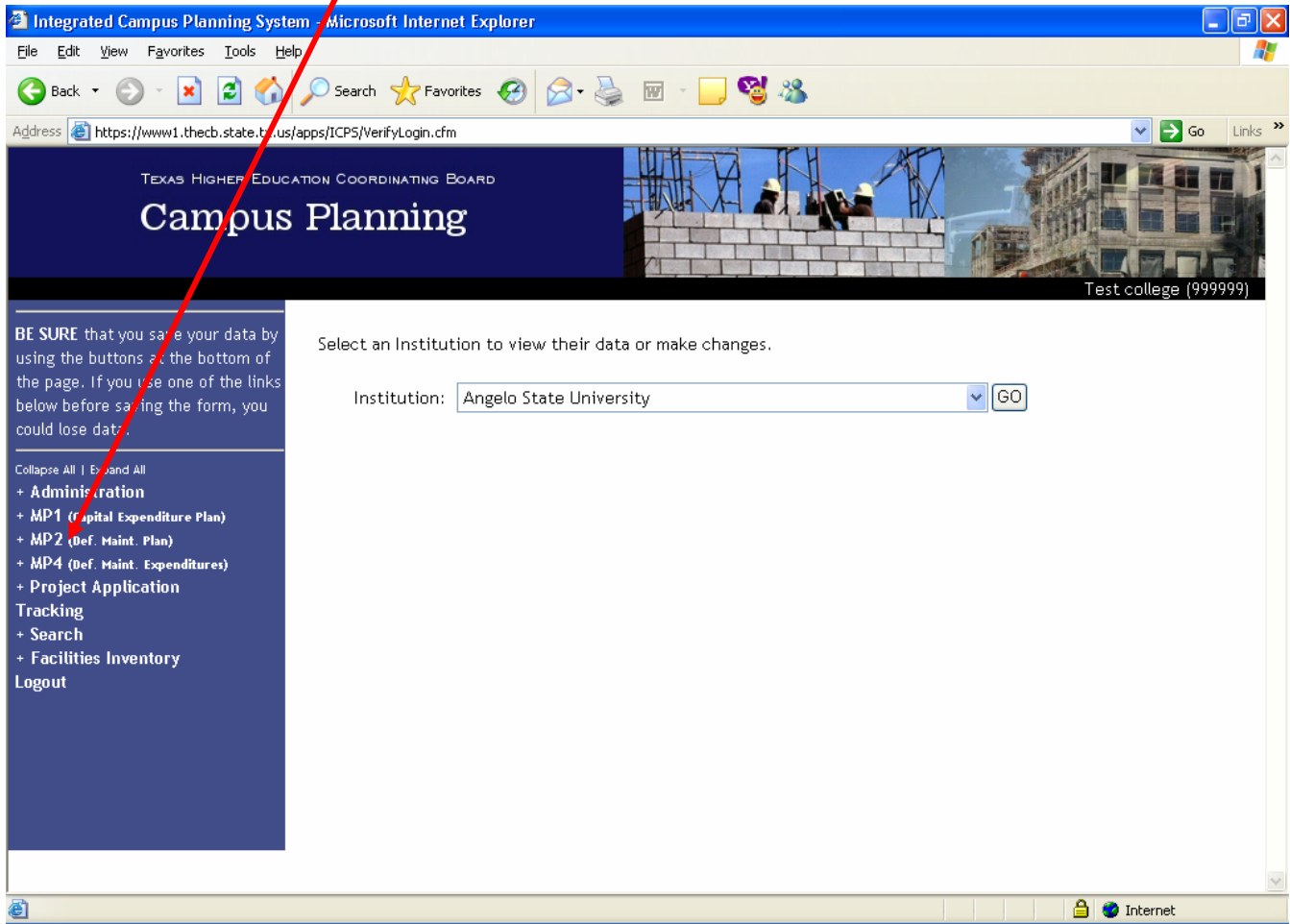
MP Priorities Updated

View MP2 Records
Below are the MP2 records for this fiscal year. To sort the list, click on the column headings. To edit an entry, click on the project name.

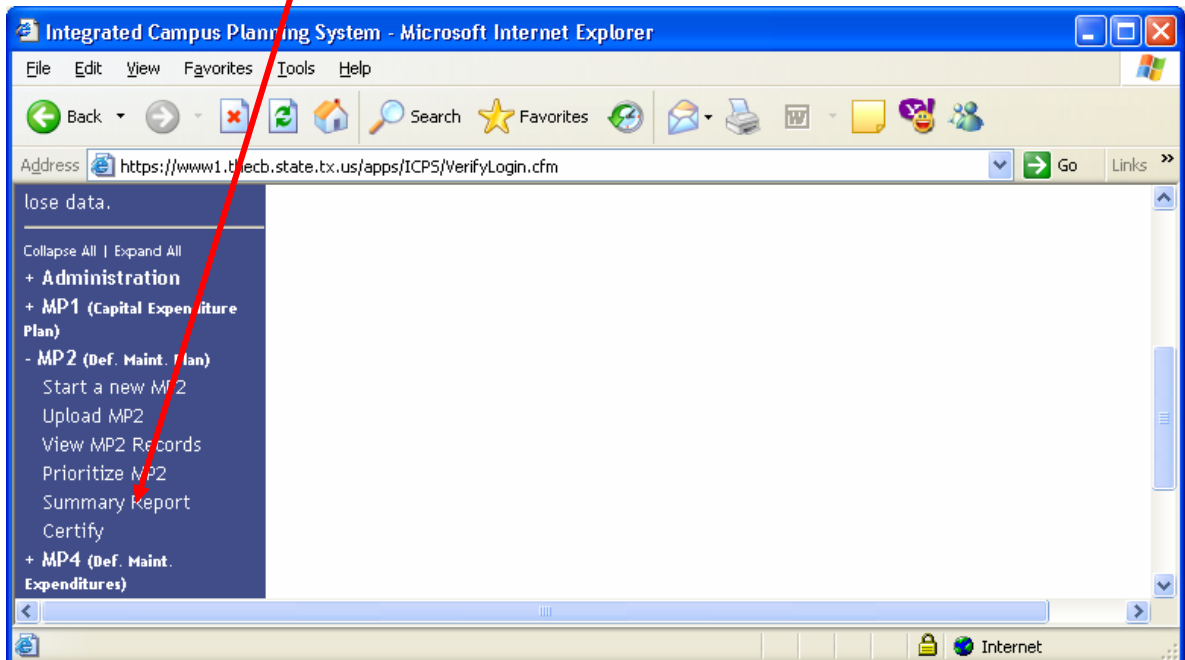
<u>Building Number</u>	<u>Project Name</u>	<u>Priority</u>	<u>Project Cost</u>
IN30	Phase II West Tunnel ACM, pipe supports & insulation	1	\$90,000
0048	Upgrade fire alarm system in B. Johnson Coliseum	2	\$175,000
IN21	Add occupant load signage & doors to campus bldgs	3	\$35,000
500	Demolish Dormitory	4	\$15,000

IV. VIEWING A SUMMARY OF THE FY 2006 MP2 RECORDS.

A. Click on MP2 (Def. Main. Plan).



B. Select and click the SUMMARY REPORT link.



C. A screen similar to the one below will appear containing a summary of the FY 2006 MP2 Records.

Integrated Campus Planning System
Texas Higher Education Coordinating Board
Fiscal Year 2005 Test college (999999)

Assesment of Deferred Maintenance and Demolition Needs (MP2) Summary Report

Building Number	Project Name	Type	Pri	Critical?	Arch	HVAC	P&E	Safety	L&M	Other	Total Cost
IN30	Phase II West Tunnel ACM, pipe supports & insulation	Deferred Maintenance	1	Non-Critical	\$0	\$0	\$0	\$0	\$90,000	\$0	\$90,000
0048	Upgrade fire alarm system in B. Johnson Coliseum	Deferred Maintenance	2	Critical	\$0	\$0	\$0	\$175,000	\$0	\$0	\$175,000
IN21	Add occupant load signage & doors to campus bldgs	Deferred Maintenance	3	Non-Critical	\$5,000	\$0	\$0	\$30,000	\$0	\$0	\$35,000
500	Demolish Dormitory	Demolition	4	Critical	\$0	\$0	\$0	\$15,000	\$0	\$0	\$15,000
Totals (4 Projects)					\$5,000	\$0	\$0	\$220,000	\$90,000	\$0	\$315,000

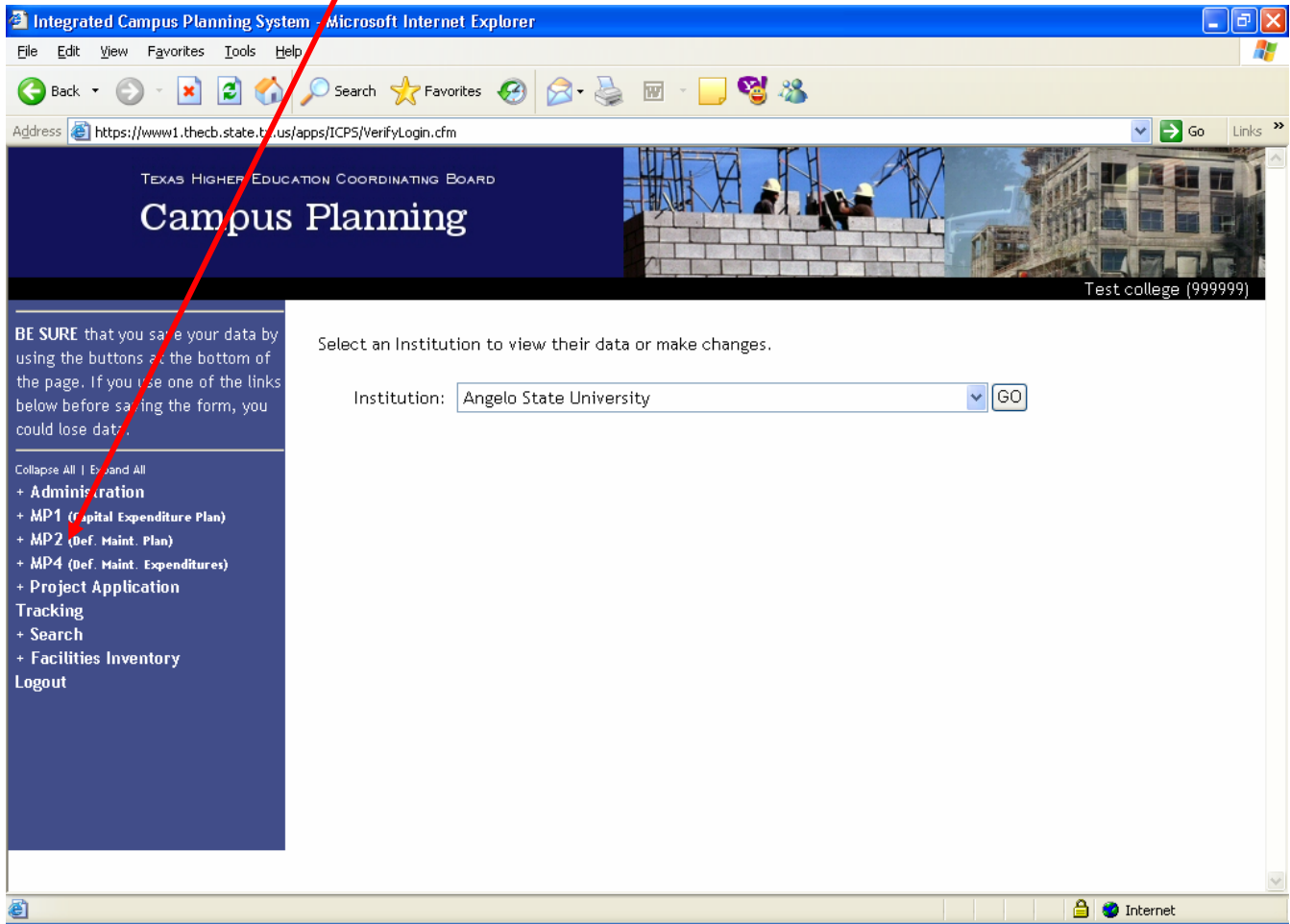
Totals by Project Type

Critical Type	Deferred Maintenance		Demolition		Totals	
	Number of Projects	Total Cost	Number of Projects	Total Cost	Number of Projects	Total Cost
Critical	1	\$175,000	1	\$15,000	2	\$190,000
Critical-Auxiliary	0	\$0	0	\$0	0	\$0
Non-Critical	2	\$125,000	0	\$0	2	\$125,000
Totals	3	\$300,000	1	\$15,000	4	\$315,000

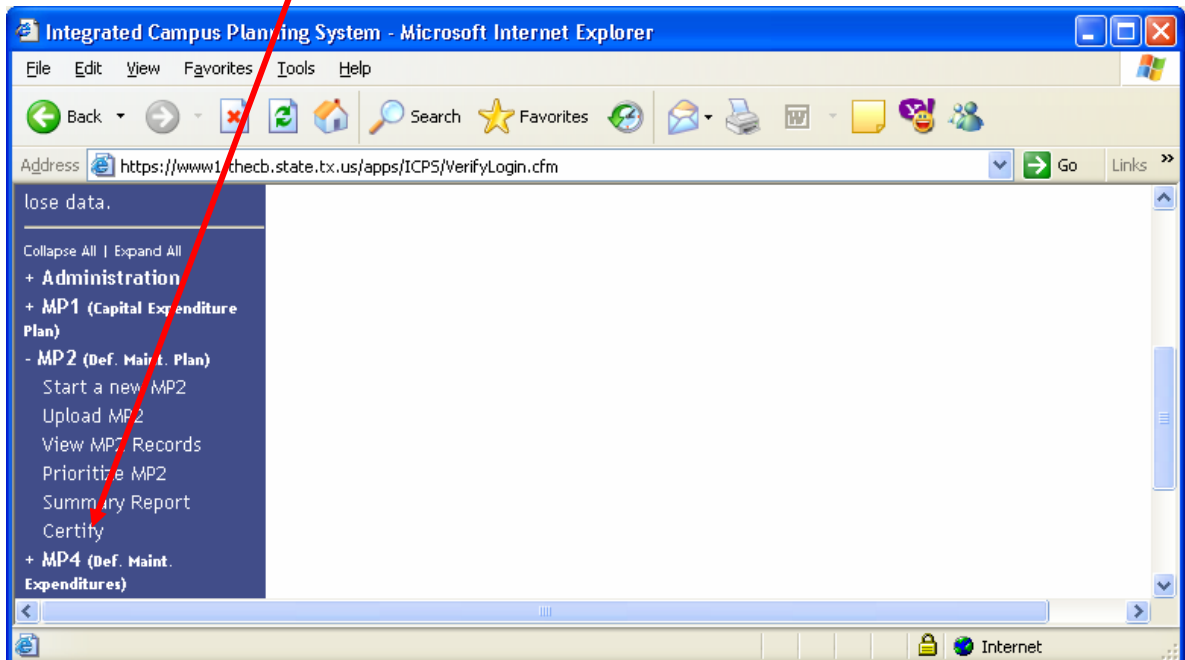
1 of 1

V. CERTIFYING THE FY 2006 MP2 RECORDS.

A. Click on MP2 (Def. Main. Plan).



B. Select and click the CERTIFY link.



C. A screen similar to the one below will appear containing the certification for the FY 2006 MP2 Records. Fill in the Institutional Contact Information and select the CERTIFY button.

Integrated Campus Planning System
Texas Higher Education Coordinating Board
Fiscal Year 2005

Campus Planning

Test college (999999)

BE SURE that you save your data by using the buttons at the bottom of the page. If you use one of the links below before saving the form, you could lose data.

Collapse All | Expand All

- + Administration
- + MP1 (Capital Expenditure Plan)
- MP2 (Def. Maint. Plan)
 - Start a new MP2
 - Upload MP2
 - View MP2 Records
 - Prioritize MP2
 - Summary Report
 - Certify
- + MP4 (Def. Maint. Expenditures)
- + Project Application Tracking
- + Search
- + Facilities Inventory
- Logout

Certify MP2

To certify your institution's Deferred Maintenance Plan, fill out your contact information below then click on *Certify*. Then print the resulting PDF and have it signed by the president of your institution.

Institutional Contact Information

Name:

Title:

Phone Number:

E-Mail:

Integrated Campus Planning System
Texas Higher Education Coordinating Board
Fiscal Year 2005

Test college (999999)

Assesment of Deferred Maintenance and Demolition Needs (MP2) Summary Report

Building Number	Project Name	Type	Pri	Critical?	Arch	HVAC P&E	Safety	L&M	Other	Total Cost
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Internet

D. A screen similar to the one below will appear. Print out the certification form and return the signed form to the Higher Education Coordinating Board.

Integrated Campus Planning System
Texas Higher Education Coordinating Board

Fiscal Year 2005 Test college (999999)

Please print the following certification form and return it to the Texas Higher Education Board.

Master Plan Certification

I have reviewed the data listed below and I certify that the data reported below is complete and accurate.

Institutional Contact

Name: System Admin
Title:
Phone:
E-Mail:

Assesment of Deferred Maintenance and Demolition Needs (MP2) Summary Report

Building Number	Project Name	Type	Pri	Critical?	Arch	HVAC	P&E	Safety	L&M	Other	Total Cost
IN30	Phase II West Tunnel ACM, pipe supports & insulation	Deferred Maintenance	1	Non-Critical	\$0	\$0	\$0	\$0	\$90,000	\$0	\$90,000
0048	Upgrade fire alarm system in B. Johnson Coliseum	Deferred Maintenance	2	Critical	\$0	\$0	\$0	\$175,000	\$0	\$0	\$175,000
IN21	Add occupant load signage & doors to campus bldgs	Deferred Maintenance	3	Non-Critical	\$5,000	\$0	\$0	\$30,000	\$0	\$0	\$35,000
500	Demolish Dormitory	Demolition	4	Critical	\$0	\$0	\$0	\$15,000	\$0	\$0	\$15,000
Totals (4 Projects)					\$5,000	\$0	\$0	\$220,000	\$90,000	\$0	\$315,000

VI. Troubleshooting

- A. To save your data, select ADD or UPDATE buttons to save inputs.
- B. You get an error after hitting ADD or UPDATE.
 - 1. Make sure totals add up and match in Finance fields
 - 2. Make sure all fields in Project Information are filled out
 - Name
 - Building Number
 - Description
 - Type
 - Critical
 - 3. Do not include commas or punctuation in number fields.
- C. Priorities are not in order or contain zeros as a priority rank.
 - 1. Click on PRIORITIZE MP2 and select UPDATE PRIORITIES
- D. You get an error after uploading a file.
 - 1. Recheck fields to ensure a match with the file specifications.
- E. Your changes are not saved.
 - 1. Make sure you select the ADD or UPDATE button to save changes.

For any other issues, contact the Resource Planning office at 512.427.6110.