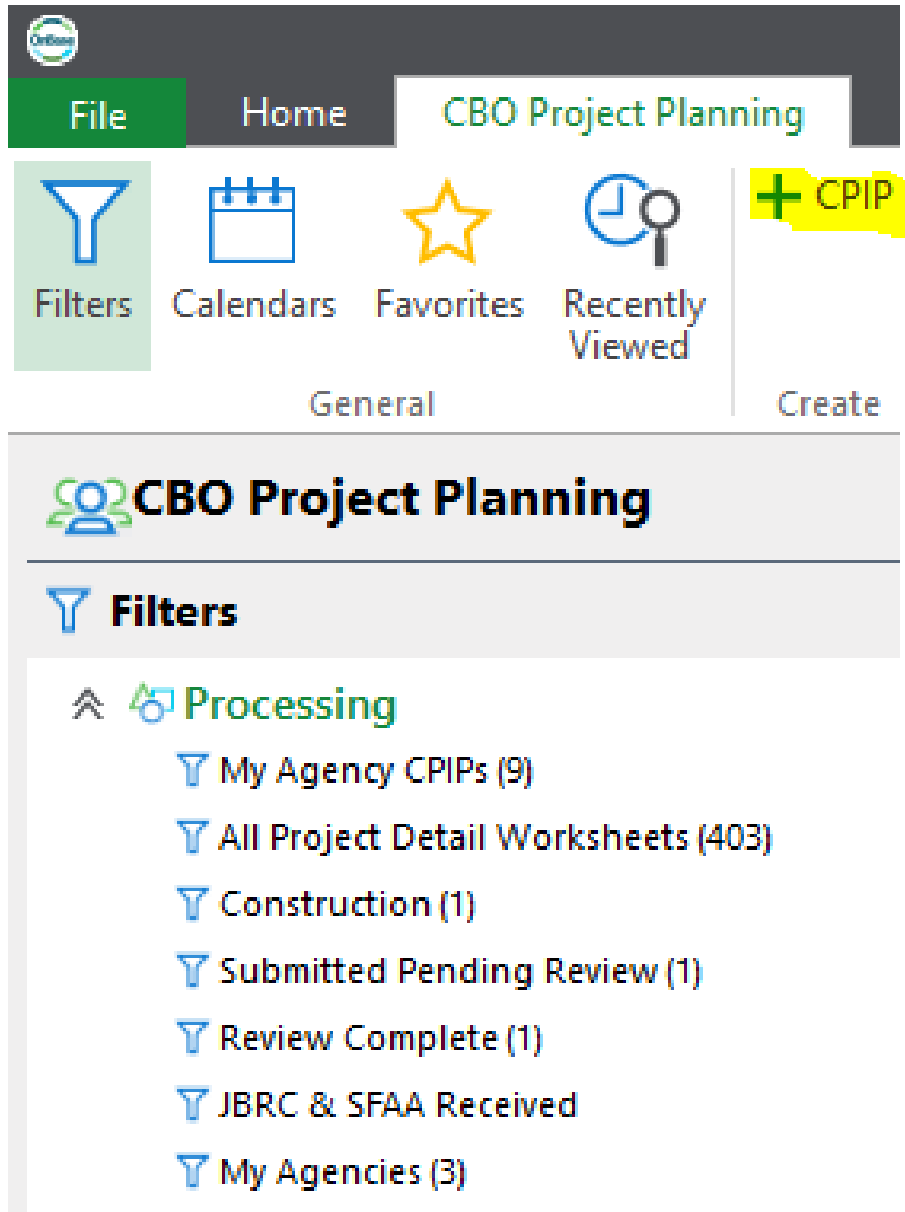


## CPIP Creation Instructions:

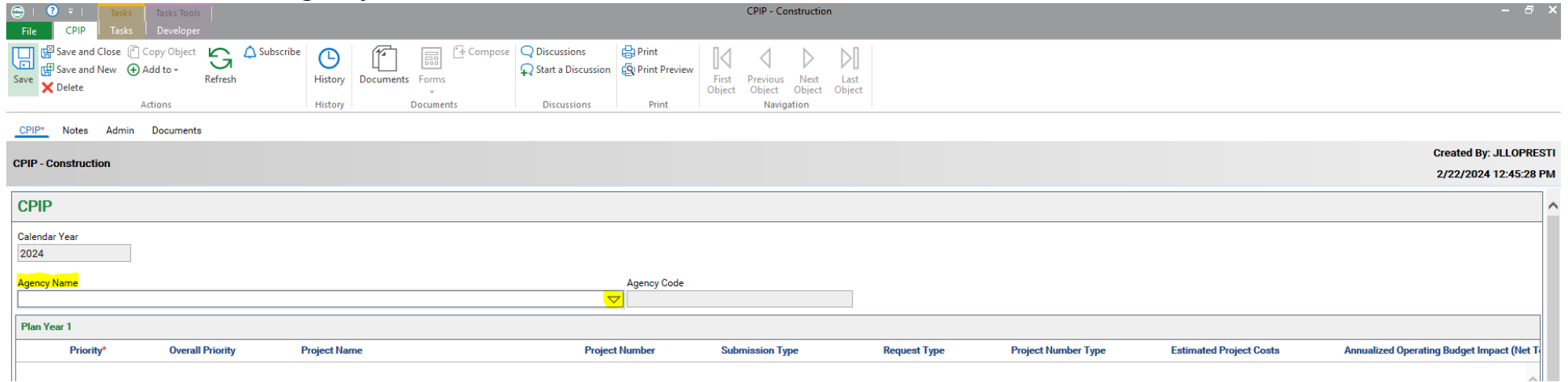
Click +CPIP



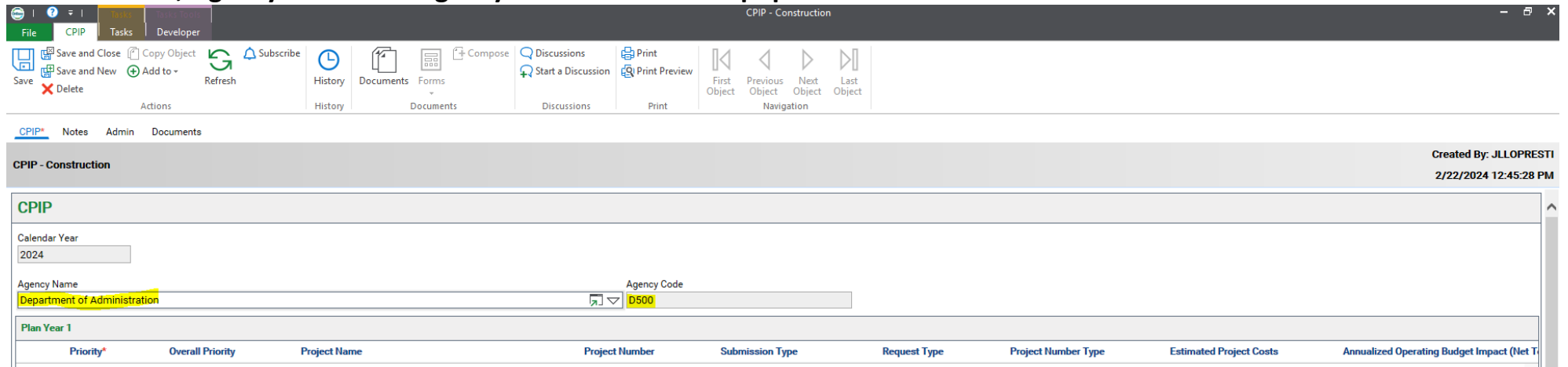
The screenshot shows the top navigation bar of the 'CBO Project Planning' application. The 'File' tab is active, and the 'Home' tab is also visible. Below the navigation bar, there are four main sections: 'Filters' (represented by a funnel icon), 'Calendars' (represented by a calendar icon), 'Favorites' (represented by a star icon), and 'Recently Viewed' (represented by a magnifying glass icon). To the right of these sections is a yellow button with a plus sign and the text '+CPIP'. Below the navigation bar, there is a header for 'CBO Project Planning' with a user icon. Underneath the header, there is a 'Filters' section with a list of filter categories: 'Processing' (with an expandable arrow), 'My Agency CPIPs (9)', 'All Project Detail Worksheets (403)', 'Construction (1)', 'Submitted Pending Review (1)', 'Review Complete (1)', 'JBRC & SFAA Received', and 'My Agencies (3)'. The '+CPIP' button is highlighted in yellow, indicating it is the focus of the instructions.

The CPIP document is created but not saved.

Click the  to select Agency Name.



Once selected, Agency Name and Agency Code fields will be populated.



Click  Save at the top. **If Save or Save and Close is not selected, Project Detail Worksheets cannot be created.**

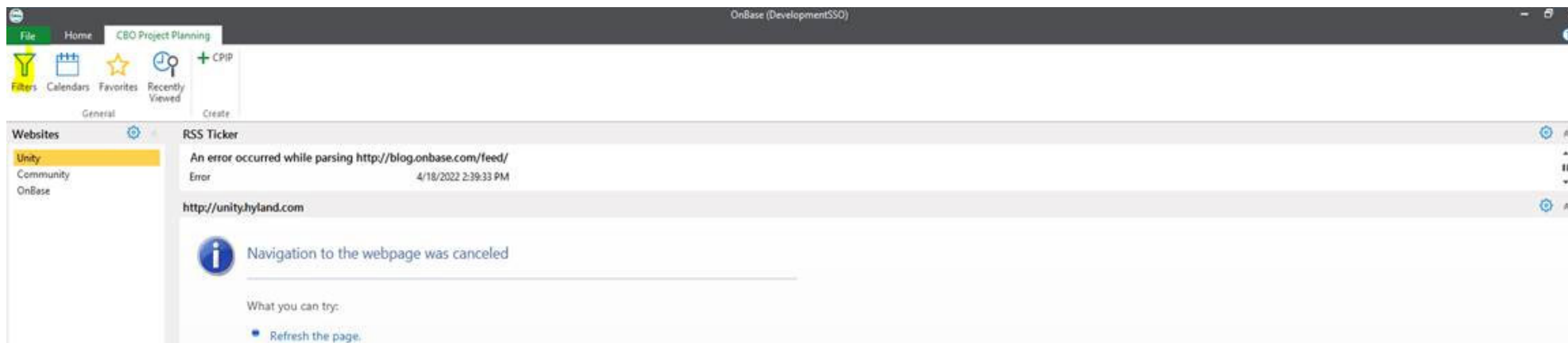
The CPIP will now be reflected in the Construction filter.

## Subsequent Log In Instructions:

### Click CBO Project Planning tab



### Click Filters



Processing Options will appear  
Click on the Construction filter to access the CPIP created.  
Double click on the CPIP to open

The screenshot shows the top navigation bar of the 'CBO Project Planning' application. The 'File' tab is active. Below the navigation bar, there are icons for 'Filters', 'Calendars', 'Favorites', and 'Recently Viewed'. A '+ CPIP' button is also visible. The main header area displays 'CBO Project Planning' with a user icon. Below this, the 'Filters' section is expanded, showing a list of filter categories: 'Processing', 'My Agency CPIPs (9)', 'All Project Detail Worksheets (403)', 'Construction (1)', 'Submitted Pending Review (1)', 'Review Complete (1)', 'JBRC & SFAA Received', and 'My Agencies (3)'. The 'Construction (1)' filter is highlighted in yellow.