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

I. Logging on the Integrated Campus Planning System (ICPS)………………………………………………………………………………2
II. Submitting MP2 RECORDS………………………………………………………………………………………………………………………………3
   A. Using last year’s records to submit records for FY 2006…………………………………………………………………………………4
      1. To update an MP2 RECORD………………………………………………………………………………………………………………5
      2. To move a record to MP4…………………………………………………………………………………………………………………………8
      3. To delete a record from the current fiscal year MP2 Records………………………………………………………………………...11
   B. To start a new MP2 record to submit for the current fiscal year………………………………………………………………………...14
   C. To upload a new MP2 record or a file of MP2 records……………………………………………………………………………………...17
III. Prioritize the current fiscal year MP2 records………………………………………………………………………………………………21
IV. Viewing a summary of the current fiscal year MP2 records…………………………………………………………………………………24
V. Certifying the MP2 RECORDS………………………………………………………………………………………………………………….26
VI. Troubleshooting……………………………………………………………………………………………………………………………………...29
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 Administrators -
  - The University of Texas: Gary Barnard
  - Texas A&M University: Tim Donathen
  - University of Houston: Vergel Gay
  - Texas Tech University: Mike Ellicott
  - University of North Texas: Pat Howell
  - Texas State University: Lamar Urbanovsky
  - Stephen F. Austin State University: Marlin Young
  - Texas Southern University: Jim Anderson
  - Texas Woman's University: Harold Johnson
  - Midwestern State University: Juan Sandoval
  - Texas State Technical Colleges: 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.
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.**

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.
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.
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.
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
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.**

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**

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