# Features of BPAS

This guide outlines the features of BPAS that aim to increase system usability and ease.

Announcement Screen

The announcement screen serves as an important resource for BPAS users to stay up to date on system and process information including biennial budget news, timeline reminders, system updates, expected downtimes, and more. View BPAS announcements by simply logging into BPAS; announcements appear on the homepage.
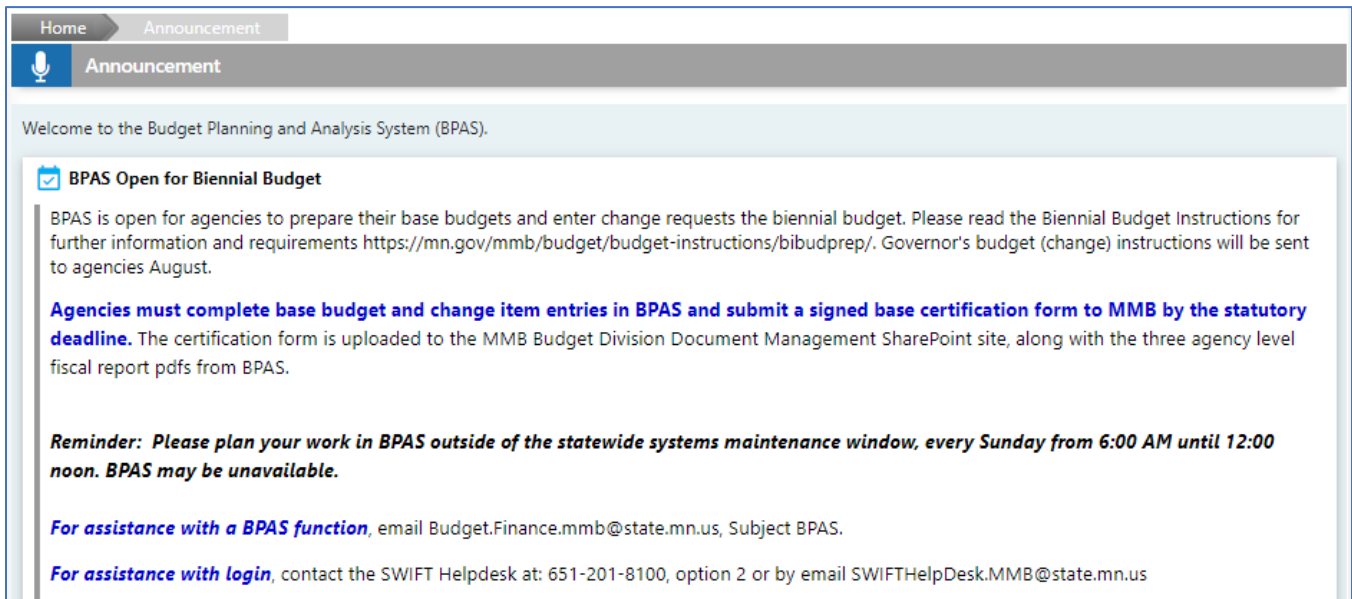
Icons

Icons are small graphics used to illustrate certain BPAS functionality. Users will see icons throughout BPAS. and notable icons include:

Arrows

The **down** and **side** arrows indicate that the content section can be collapsed and expanded. Use this functionality to show/hide sections as needed to help navigate large pages.

Padlock

The **open** padlock icon indicates the user has write access to Current and Estimated years'—and possibly Actual year—data for the selected Scenario.

The **close** padlock icon indicates the user has read access only.

Plus/Minus Sign

The plus and minus icons on the appropriation budgeting table indicate that the row can be expanded (+) to view data at lower levels in the account hierarchy (category and account) or collapsed (-) to view the data summarized at the higher levels (group and type).

Unsaved Data

The **unsaved data** icon will appear after a change has been made to a table. This icon indicates the table now includes unsaved data and users need to save or cancel changes prior to navigating to another screen.

Edit, View, Delete
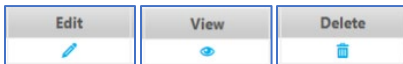
Actions including **Edit**, **View**, and **Delete** each have an icon that, once clicked on, will prompt that action. The trashcan icon deletes the associated information. The system will generate a confirmation message prior to moving forward with the deletion. Clicking the pencil icon opens a text box so the field can be edited. The eye icon will download a PDF of the associated information.

Auto-populate

The auto-populate icon indicates that the search box will auto-populate search results after the three values are entered into the search.
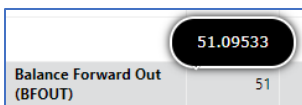
Tooltips

Tooltips are messages that appear when a mouse is hovered over text, icons, or buttons. Tooltips are helpful because they provide additional information about the text, icon, or button. BPAS users will see tooltips on buttons, budget data and icons.

Buttons
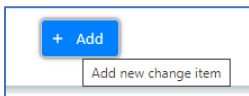
All buttons in BPAS, whether they are active (blue) or not-active (grey) will include a tooltip. Hover over the tooltip to get more information about that button.

Budget Data

Actual and Budget data amounts have tooltips so users can see the full dollar amount or non-rounded amount when applicable. Hover over the amount value to view the tooltip.

Icons

Several icons have tooltips to clarify what the icon stands for. Hover over the icon to view the icon's purpose.

Search Functionality

Search boxes are available to users when they need to look up an appropriation on the Appropriation Entry, Edit screen and in the Directories module. All search boxes in BPAS feature auto-complete functionality so users can type in any three characters of their search (appropriation ID, name, etc.), and the system will list all records that include those three characters. This is helpful so users can find the record they need even if they do not know the exact ID or name.

Keyboard Shortcuts

Keyboard shortcuts are an excellent way to work more efficiently. These shortcuts will work with all browsers. Here are common keyboard shortcuts that are helpful in BPAS. Below are keyboard shortcuts for Windows.

Zoom

Zoom In to take a closer look at the page or zoom out for a larger view of the page. To Zoom In, press **Ctrl** and **+**. To Zoom Out, press **Ctrl** and **-.**

Print

Print the current page you are viewing by pressing **Ctrl** and **p**.

Undo

Undo the latest change in the textbox by pressing **Ctrl** and **z.**

Select All

Select all text in the textbox by pressing **Ctrl** and **a**.

Copy / Paste

Copy the selected text by pressing **Ctrl** and **c**. Paste that same text in another textbox by pressing **Ctrl** and **p**.