

**Note: The results can be sorted by clicking on the column header. This will sort the results in ascending order. An arrow will appear next to the header indicating the column that is being sorted. Click on the arrow or heading again and the results will be sorted in descending order.**

### 1.3.2 Investments Module Process Browser

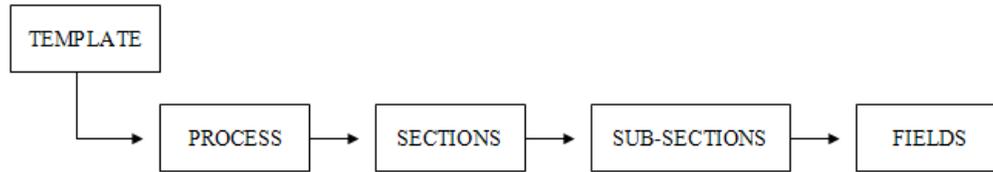
eCPIC is delivered to an Agency with one Template called, IT Investment BY#### (the Budget year). For each new budget year, a new Template is added. The Template delivered cannot be edited or deleted; nor can agencies create their own Templates.

Each Template contains a default Process which contains all of the necessary OMB Exhibit 300 fields needed for the Budget Year. The fields are separated by Sections and Sub-Sections according to the Circular A-11 Guidance distributed by OMB

TEMPLATE	DEFAULT PROCESS
IT Investment BY2005	Full Business Case
IT Investment BY2006	Full Business Case
IT Investment BY2007	Exhibit 300 BY07
IT Investment BY2008	Exhibit 300 BY08 ( <i>Includes Parts I, II, III, and IV of A-11</i> )
	Exhibit 300 DME BY08 ( <i>Includes Parts I and II of A-11</i> )
	Exhibit 300 O&M BY08 ( <i>Includes Parts I and III of A-11</i> )
	Exhibit 300 E-Gov BY08 ( <i>Includes Parts I and IV of A-11</i> )
	Exhibit 300 Non-IT BY08 ( <i>Includes Part I of A-11</i> )
	Exhibit 53 BY08 ( <i>Includes Exhibit 53 of A-11 Section 53</i> )
IT Investment BY2009	Exhibit 300 BY09 ( <i>Includes Parts I, II, III, and IV of A-11</i> )
	Exhibit 300 DME/Mixed BY09 ( <i>Includes Parts I and II of A-11</i> )
	Exhibit 300 O&M BY09 ( <i>Includes Parts I and III of A-11</i> )
	Exhibit 300 E-Gov BY09 ( <i>Includes Parts I and IV of A-11</i> )
	Exhibit 300 Non-IT BY09 ( <i>Includes Part I of A-11</i> )
	Exhibit 53 BY09 ( <i>Includes Exhibit 53 of A-11 Section 53</i> )
IT Investment BY2010	Exhibit 300 BY10 ( <i>Includes Parts I, II, III, and IV of A-11</i> )
	Exhibit 300 DME/Mixed BY10 ( <i>Includes Parts I and II of A-11</i> )
	Exhibit 300 O&M BY10 ( <i>Includes Parts I and III of A-11</i> )
	Exhibit 300 E-Gov BY10 ( <i>Includes Parts I and IV of A-11</i> )
	Exhibit 300 Non-IT BY10 ( <i>Includes Part I of A-11</i> )
	Exhibit 53 BY10 ( <i>Includes Exhibit 53 of A-11 Section 53</i> )

When users create an investment (*business case*), they must associate it with a Template in order to access a Process. From within the Process, users can update and track the

investment throughout its life cycle. An Agency has the capability to create custom designed Processes, Sections, Sub-Sections, and Fields.

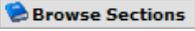


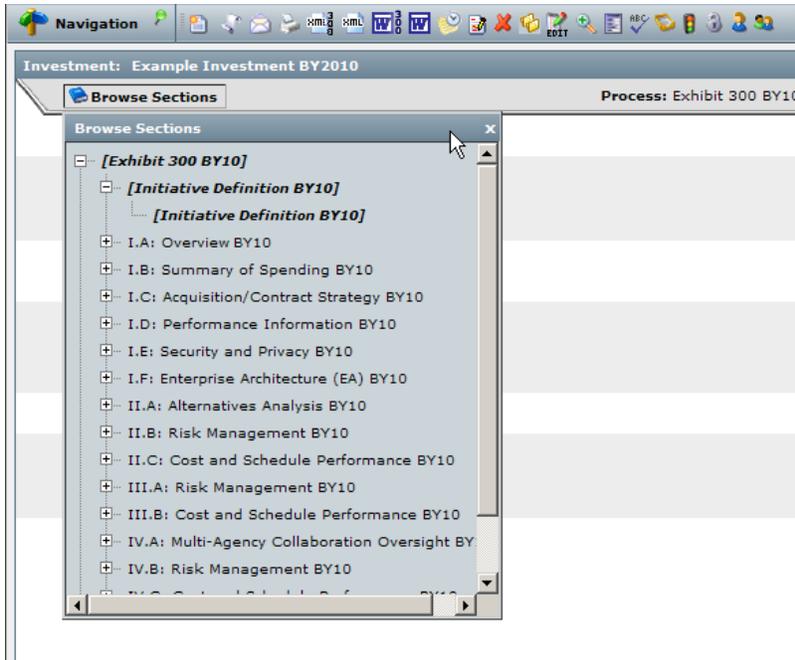
To assist the user in easily navigating to different investments, processes, sections, etc. – hierarchical drop-down lists have been incorporated into eCPIC’s navigation. These drop-down lists display the various options available within a module. By selecting one of the choices (*investment, revision number, process, section, sub-section, etc.*) users will “jump” to that area of the application.

**Note: Some drop-downs are populated based on selections from associated drop-downs. For these drop-downs, be sure to wait until the screen reloads before making a selection. The application needs time to populate the appropriate choices based on the selection made.**

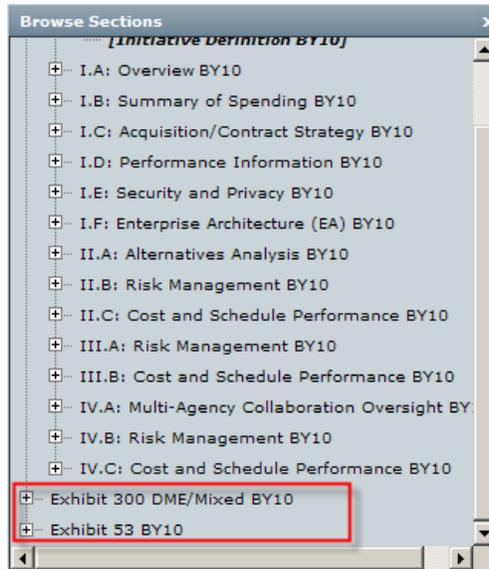
When viewing an investment, users have the ability to open a process browser to navigate through processes, sections, and sub-sections that they have been provided permission to access. These processes are configured and managed by the eCPIC System Administrator. When an individual field is configured to exist within multiple processes, the data for that field only needs to be input once in order for the field to be populated. Data is shared across every Process that uses the same Fields

In order to navigate between eCPIC processes, sections, or subsections within the current investment:

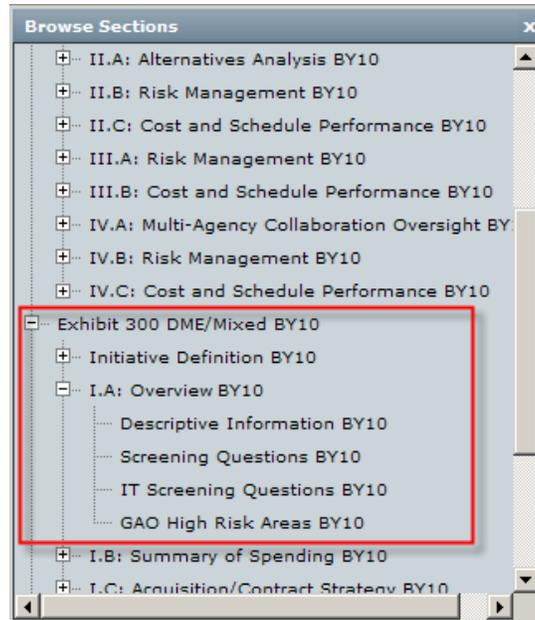
1. Click on the browse section (  ) icon to open the process browser. The list of available processes will be displayed below in a tree format



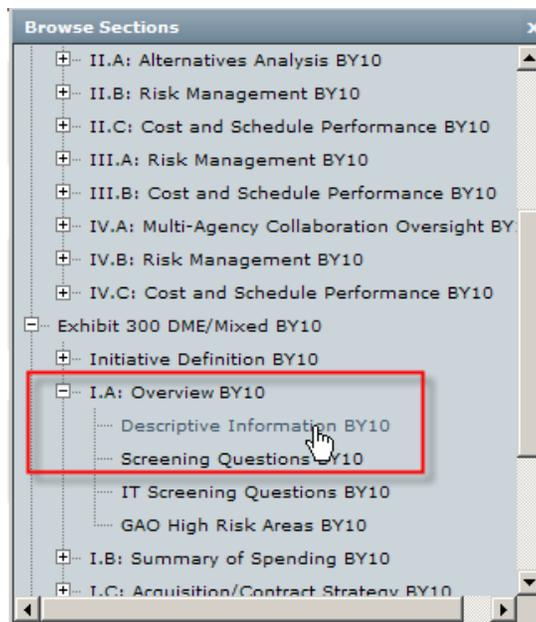
2. A list of available process will be displayed



3. Click on the ( + ) icon to expand a process and view the sections under that process. Likewise, clicking on the ( + ) for each section will display all of the subsections under that section.



4. To navigate to a process, section, or sub-section click on the name



5. Click on the (X) icon to close the process browser panel without navigating away from the current location