

Filter Overview:

The below view reflects each filter in an open status.

My PIP Submissions, My Agency PIP Submissions, and Search are explained below.

Filters:

The screenshot displays the CBO Project Planning application interface. At the top, there is a navigation bar with tabs for 'File', 'Home', and 'CBO Project Planning'. Below this is a ribbon with various icons and labels: 'Home', 'Personal Page', 'Favorites', 'Custom Queries', 'Query History', 'My Checkouts', 'Trash Can', 'Forms', 'Templates', and 'Report'. The main content area is titled 'CBO Project Planning' and features a 'Filters' sidebar on the left. The sidebar lists several filter categories, each with a list of sub-filters and their respective counts. The filters are: 'CPIP Processing' (18 sub-filters), 'My PIP Submissions' (12 sub-filters), 'My Agency PIP Submissions' (14 sub-filters), and 'Search' (2 sub-filters). Each filter category has a small icon and a 'Filter' button next to it.

Filters

- CPIP Processing**
 - My Agency CPIPs (18)
 - All Project Detail Worksheets (278)
 - Construction (3)
 - Submitted Pending Review (0)
 - Review Complete (0)
 - JBRC & SFAA Received
- My PIP Submissions**
 - PIP Submissions Open (46)
 - PIP Submissions Closed (3)
 - Requests - In-Progress (0)
 - Requests - Changes Required (0)
 - Requests - Initial Review (0)
 - Requests - CBO Review (0)
 - Requests - Awaiting Approval (5)
 - Requests - CBO Rejected (0)
 - Requests - Disapproved (0)
 - Requests - Withdrawn (0)
- My Agency PIP Submissions**
 - PIP Submissions Open (46)
 - PIP Submissions Closed (3)
 - Requests - In-Progress (0)
 - Requests - Changes Required (0)
 - Requests - Initial Review (0)
 - Requests - CBO Review (0)
 - Requests - Awaiting Approval (5)
 - Requests - CBO Rejected (0)
 - Requests - Disapproved (0)
 - Admin Approval (0)
 - JBRC Staff Approval (0)
 - JBRC Approval (5)
 - SFAA Approval (4)
- Search**
 - Search PIPs
 - Search PIP Request(s)

My PIP Submissions:

-  **PIP Submissions Open:** PIPs that have been created in OnBase will be reflected in the [PIP Submissions Open](#) filter in “Open” status until approved for closure.
-  **PIP Submissions Closed:** PIPs that have been established and approved for closure in OnBase will move from the [PIP Submissions Open](#) filter and “Open” status to the [PIP Submission Closed](#) filter and “Closed” status.
-  **Requests – In Progress:** Requests that have been created in OnBase will be reflected in the [Requests – In Progress](#) filter and “In-Progress” status until Finalized.
-  **Requests – Changes Required:** Requests that have been Finalized but CBO determined that additional review is needed will move to the [Requests – Changes Required](#) filter and “Changes Required” status.
-  **Requests – Initial Review:** Requests that have been Finalized will move from the [Requests – In Progress](#) filter and “In-Progress” status to the [Requests – Initial Review](#) filter and “Initial Review” status until CBO completes an initial review of the submission and determines the approval level required. Once an initial review is completed the approval level required is added to the submission.
-  **Requests – CBO Review:** Once CBO completes an initial review of the submission and adds the approval level required, the Request then moves from the [Requests – Initial Review](#) filter and “Initial Review” status to the [Requests – CBO Review](#) filter and “CBO Review” status.
-  **Requests – Awaiting Approval:** Once CBO completes a full review of the submission in “CBO Review” status, the Request then moves from the [Requests – CBO Review](#) filter and “CBO Review” status to the [Requests – Awaiting Approval](#) filter and “CBO Review Complete” status.
-  **Requests – CBO Rejected:** If CBO completes a full review of the submission in “CBO Review” status and CBO determines that it cannot move forward for approval, the Request then moves from the [Requests – CBO Review](#) filter and “CBO Review” status to the [Requests – CBO Rejected](#) filter and “CBO Rejected” status. A Request in this status cannot be restarted.
-  **Requests – Disapproved:** If JBRC/SFAA has determined that the submission cannot be approved, the Request then moves from the [Requests – Awaiting Approval](#) filter and “CBO Review Complete” status to the [Requests – Disapproved](#) filter and “Disapproved” status. A Request in this status cannot be restarted.
-  **Requests – Withdrawn:** Requests that are in “In-Progress” status should be moved to “Withdrawn” status if the Request needs to be deleted or needs to remain in the system to be reviewed at a later date.

My Agency Submissions:

-  **PIP Submissions Open:** PIPs that have been created in OnBase will be reflected in the [PIP Submissions Open](#) filter in “Open” status until approved for closure.
-  **PIP Submissions Closed:** PIPs that have been established and approved for closure in OnBase will move from the [PIP Submissions Open](#) filter and “Open” status to the [PIP Submission Closed](#) filter and “Closed” status.
-  **Requests – In Progress:** Requests that have been created in OnBase will be reflected in the [Requests – In Progress](#) filter and “In-Progress” status until Finalized.
-  **Requests – Changes Required:** Requests that have been Finalized but CBO determines that additional review is needed will move to the [Requests – Changes Required](#) filter and “Changes Required” status.
-  **Requests – Initial Review:** Requests that have been Finalized will move from the [Requests – In Progress](#) filter and “In-Progress” status to the [Requests – Initial Review](#) filter and “Initial Review” status until CBO completes an initial review of the submission and determines the approval level required. Once an initial review is completed the approval level required is added to the submission.
-  **Requests – CBO Review:** Once CBO completes an initial review of the submission and adds the approval level required, the Request then moves from the [Requests – Initial Review](#) filter and “Initial Review” status to the [Requests – CBO Review](#) filter and “CBO Review” status.
-  **Requests – Awaiting Approval:** Once CBO completes a full review of the submission in “CBO Review” status, the Request then moves from the [Requests – CBO Review](#) filter and “CBO Review” status to the [Requests – Awaiting Approval](#) filter and “CBO Review Complete” status.
-  **Requests – CBO Rejected:** If CBO completes a full review of the submission in “CBO Review” status and CBO determines that it cannot move forward for approval, the Request then moves from the [Requests – CBO Review](#) filter and “CBO Review” status to the [Requests – CBO Rejected](#) filter and “CBO Rejected” status. A Request in this status cannot be restarted.
-  **Requests – Disapproved:** If JBRC/SFAA has determined that the submission cannot be approved, the Request then moves from the [Requests – Awaiting Approval](#) filter and “CBO Review Complete” status to the [Requests – Disapproved](#) filter and “Disapproved” status. A Request in this status cannot be restarted.
-  **Admin Approval:** Requests that are in the [Requests – Initial Review](#) filter and “Initial Review” status, [Requests – CBO Review](#) filter and “CBO Review” status, and [Requests – Awaiting Approval](#) filter and “CBO Review Complete” status and determined by CBO to require only Department of Administration approval will be reflected in this filter.

-  **JBRC Staff Approval:** Requests that are in the [Requests – Initial Review](#) filter and “Initial Review” status, [Requests – CBO Review](#) filter and “CBO Review” status, and [Requests – Awaiting Approval](#) filter and “CBO Review Complete” status and determined by CBO to require JBRC Staff approval will be reflected in this filter.
-  **JBRC Approval:** Requests that are in the [Requests – Initial Review](#) filter and “Initial Review” status, [Requests – CBO Review](#) filter and “CBO Review” status, and [Requests – Awaiting Approval](#) filter and “CBO Review Complete” status and determined by CBO to require JBRC approval will be reflected in this filter.
-  **SFAA Approval:** Requests that are in the [Requests – Initial Review](#) filter and “Initial Review” status, [Requests – CBO Review](#) filter and “CBO Review” status, and [Requests – Awaiting Approval](#) filter and “CBO Review Complete” status and determined by CBO to require SFAA approval will be reflected in this filter.

Search:

-  **Search PIPs:** PIPs that have been created in OnBase in “Open” and “Closed” status can be searched in this filter. If a filtered PIP is selected and opened, the PIP will open and display all request types created for the PIP in its entirety.
-  **Search PIP Requests:** Requests that have been created in OnBase in “Open” and “Closed” status can be searched in this filter. If a filtered Request is selected and opened, the Request will open and display the Request in its entirety.