

2023/24 Portable Inventory Instructions

Introduction

This document has been created to assist school districts with updating their inventory of portable and modular structures throughout the province.

School Districts are to complete the update of all Portable Inventory records in [MyCAPS](#) by Friday, September 29, 2023 at 5:00 pm Pacific Time.

If you have any questions, please contact: CapitalManagementBranch@gov.bc.ca

MyCAPS contains many portable records already. Before creating a new portable record, please ensure it does not already exist in MyCAPS. If the portable record is pre-existing in MyCAPS, the record can be edited by school district MyCAPS users to reflect any changes that may have occurred.

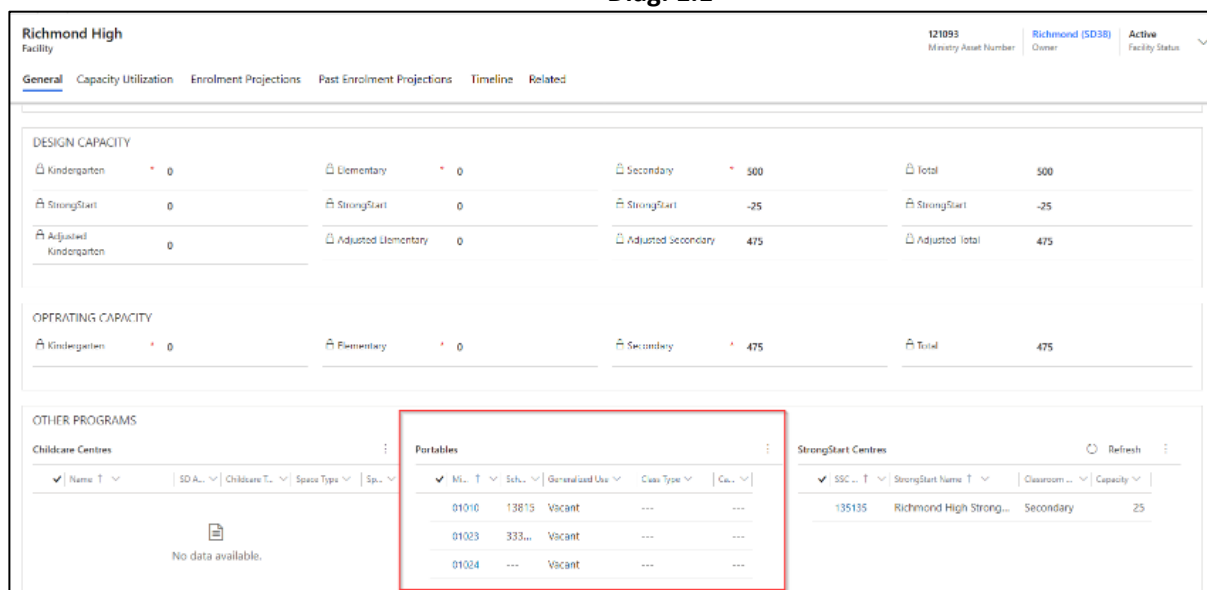
Create a Portable Record

Portables are records in the MyCAPS system that are completely managed by School District users. In this regard users have the ability to create and edit these records at their convenience.

Steps:

1. Navigate to the Facility record, which is the location of the Portable.
2. Scroll down to the Portable sub-grid at the bottom of the Facility record ([Diag. 1.1](#))
3. Click the ellipses on the sub-grid and select “+ New Portable”

Diag. 1.1



The screenshot displays the 'Richmond High' Facility record in the MyCAPS system. The 'General' tab is selected, showing various capacity and enrollment data. At the bottom, the 'OTHER PROGRAMS' section includes a 'Portables' sub-grid. This sub-grid is highlighted with a red box and contains the following data:

MS...	Sch...	Generalized Use	Class Type	Cap...
01010	13615	Vacant	---	---
01023	333...	Vacant	---	---
01024	---	Vacant	---	---

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4. Fill in the required information on the Portable form.
5. Save the record.
6. Email capitalmanagementbranch@gov.bc.ca to declare completion of portable inventory update.

Note: Depending on the Class type that you select the capacity field that appears will show a different number (Diag. 1.2)

Although you can create a Portable record directly from the “Portable” list, it is advisable that you create the record from the Facility record so that the Portable is automatically attached to the correct facility.

Portables need only be added to MyCAPS if it is attached to a School facility.

Diag 2.2

New Portable

--- Ministry Asset Number --- School District

General

Facility * **Richmond High**

Generalized Use * **General Instruction**

Current Type **Secondary**

School District Asset Number ---

Class Type * **Elementary**

Capacity **25**

Comments ---

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Inventory Field Names	Instruction
Facility	Select the school facility name from the lookup menu by clicking your cursor in the 'Facility' field and typing the facility name. If the facility is available, MyCAPS should display it. You can then select the facility by clicking on it in the facility list that appears. Portables need only be added to MyCAPS if they are associated with a school 'Facility' with declared enrolment. This field is mandatory
Current Type (locked for editing)	This field will auto-populate based on the 'Facility' record selected.
School District Asset Number	This is a free form field and can be used to enter the school district portable inventory number associated with the specific portable. This field is <u>not</u> mandatory.
Generalized Use	Select the current primary usage type of the structure. <ul style="list-style-type: none"> • 'General Instruction' --> classrooms, music rooms, multipurpose rooms, Special Education, fine arts • 'Childcare' • 'Vacant' • 'Other Educational Instruction' • 'StrongStart' • 'Capital Project Temporary Accommodation' • 'Non-Instructional' • 'Leased'
Class Type	If 'General Instruction', or 'Capital Project Temporary Accommodation' is selected as the 'Generalized Use category', the 'Class Type' field will appear. This is a drop-down field, and it <u>is</u> mandatory.
Portable Use Description	If 'Other Educational Instruction', 'Non-Instructional', or 'Leased' is selected as the 'Generalized Use category', the 'Portable Use Description' field will appear. This is a free form field, and it <u>is</u> mandatory.
Comments	Input additional information on the structure if deemed important to capture on this inventory, or relevant for school district inventory needs/references. VFA ID can be entered here if desired.
Ministry Portable Number	Auto generated upon completion of a portable record.