To Create a Comparison Grid  <8.4.4>

1. At “enter key” prompt, type in name of grid. This can be anything. Eg. JUDD1 or JUDD 2 etc. Remember what you are comparing – roofing: gross sq. feet / ceiling: flooring / electrical dist.: gross sq. feet.

2. At “enter heading” prompt, type in “ceilings” etc. At second “enter heading” prompt, press <ENTER> to bypass.

3. At “enter column 1” prompt, type in summary codes for ceilings you want to include. Eg. 1023/1024/1026/1028/102z <ENTER>

4. At “enter heading 2” prompt, type in name of second column. Eg. “flooring.”

5. At “enter column 2” prompt type in flooring summary codes you want to include. Eg. 1031/1032/1034 etc.

6. Bypass all remaining prompts until “modifications” prompt. Type <F> <I> <ENTER> <ENTER> to return to the Verification Menu. (*Note building gross sq. ft. will appear on each grid without having to select this.)

7. From Verification Menu select “6” <ENTER> for Cycle File Grid Summary

8. At “with grid key” prompt, type in name of grid generated previously. Eg. JUDD1

9. At “with funding resp” prompt, type in appropriate funding responsibility. Eg. <1> <6> <9> <ENTER>

10. At “with building abv” prompt, enter abbreviation of building or buildings you want to compare. If you bypass this prompt, all buildings in the funding responsibility will be compared.

11. At “with summary code” prompt, bypass <ENTER>

12. At “use floor” prompt <ENTER>

13. At “hardcopy” prompt, <y> if you want a hold queue number to print a hard copy.

14. Return to main menu. Select <10> <ENTER> and follow prompts to print hold queue.