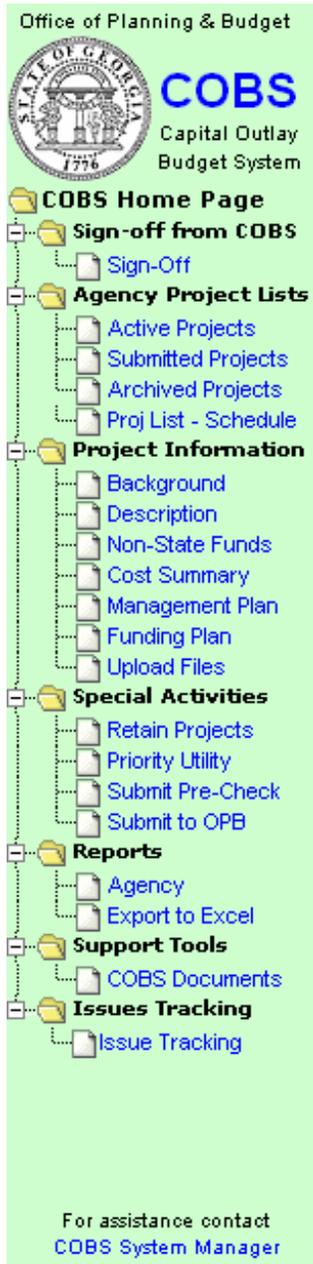


## Capital Outlay Budget System [COBS] Quick Reference Sheet



---

### Login and Password

Each agency has a **COBS Agency Coordinator**. The Coordinator is responsible for submitting the Request for Access form located under **Support Tools** on the COBS home page.

---

### Browser

Users must access the COBS application using **Microsoft Internet Explorer 6.0 or higher**. Other web browsers are not supported and may result in problems with data entry or display of the application. All personnel having access to COBS should be familiar in the use of Internet Explorer.

**NOTE:** Be aware that after 30 minutes of inactivity, the application will timeout and any data entry not saved will be lost. Users will be required to login again if timeout should occur.

---

### Support

For general assistance with data entry fields or explanation of capital outlay budgeting requirements contact the OPB Capital Budgeting staff: Ron Nawrocki, 404-656-6364, email [Ron.Nawrocki@opb.state.ga.us](mailto:Ron.Nawrocki@opb.state.ga.us)

For technical problems with the application such as inability to log in or data entry and saving problems, use the **Issues Tracking** function at the bottom of the menu.

---

### Printing

Users can print all displayed project lists and data screens. In order to print all parts of the screen, do the following:

- 1) **File, Print**
- 2) In the Printer dialog box appears, select **"Options"**
- 3) Select **"As laid out on screen"**
- 4) **Print**

---

### Navigation

The main menu bar is on the left side of all COBS screens. This menu bar with its various tabs, shown to the left, is the primary means to navigate within COBS.

---

### COBS Agency Coordinator

The **COBS Agency Coordinator** has unique duties and access to several special features and functions within COBS, and is the only individual within an agency that can:

- **Request COBS access for other individuals for that agency**
- **Retain projects**
- **Run the Priority Assignment Utility**
- **Submit projects to OPB**

Your COBS Agency Coordinator is identified when you log on to COBS.

---