

ATTACHMENT 1

How to Use the Clone Report Feature in OLDC

The Clone Report feature in OLDC allows the user to populate the fields of a current year's form with the data from a prior year's form. Follow the steps below in order to copy all of the information from your FY 2020 Model Plan into your FY 2021 Model Plan.

Step 1: Log into OLDC and click on the Report Form Entry link at the top left of the screen.

Step 2: This will take you to the Program and Grantee Selection screen.

1. In the Program Name dropdown box, select **Low Income Home Energy Assistance**.
2. In the Grantee Name dropdown box, select the grantee name.
3. In the Report Name drop down box, select **Model Plan (ACF-122)**.
4. Click the blue Enter button.

Step 3: Once you click the blue Enter button, you will be taken to the Reporting Period Selection screen.

1. Click on the radio button next to the dates 10/1/2020 - 9/30/2021. This is the FY 2021 model plan reporting period.
2. In the Select Action dropdown box, click on Clone Report.
3. Click the blue Enter button.

Step 4: Once you've clicked the blue Enter button, additional options will appear on the same screen. Scroll down to continue.

1. Select the radio button next to 10/1/2019 - 9/30/2020. This is your FY 2020 Plan and it is the information that you want to copy to your FY 2021 Plan.
2. Click the "Clone" button.

Step 5: If you've followed the above steps properly, you will see a pop-up message indicating that your report has been cloned successfully. Click the OK button and your FY 2021 plan will come up, with all of the information from the FY 2020 plan already populated.

Step 6: Go through every entry and section and update the information to reflect the program for FY 2021. Pay special attention to dates.