

How to Copy a Decision Package (DP) within BDS

1. From the BDS Menu, select “**Other Budget Management Options**” and then click on “**Decision Package Control.**” This will take you to the *Decision Package Management* screen.
2. From this screen, select the DP that you want to copy.
3. Under the “*FILE*” dropdown, click on “**Save As**”. This brings up the *New Decision Package* screen.
4. From here you will create your new DP. At the bottom of the screen the system will automatically check “*Include Data*” and “*Include Text*” so that it will be copied into the new DP.
5. Once you have filled in all the data, click on “**SAVE**” at the bottom of the page to save the DP and return to the *Decision Package Management* screen.
6. You can now go to the DP that you copied from and use the delete feature to remove the incorrect DP.