Initially, you will be selecting all of your Plan of Work Specialist Areas. You are able to select your Plans of Works by selecting State Specialists and selecting their plan, or by selecting the Specialist Area from the list.

Functions
You will have the capability to:
• Add/Edit/View/Print each Plan of Work
• Add/Edit/View/Print each Impact Report
Create Your Plan of Work – “Find Plan by Topic”
You will initially select all of your Plan of Work.

1. Select your Plan of Work Specialist Area
   
   a. Select “Create a Plan of Work” from the side menu

   b. Select “Create a state level (specialist) plan of work” if you are a specialist or “Create a county-level (agent) plan of work” if you are an agent.

   c. Select the county you are in from the pull down list of counties.

   d. You can find your specialist area by using the “find plan by topic” tab on the left, or you can select it by selecting a specialist’s plan. First we will look at the “Find Plan by Topic” tab.
e. First select a Theme by clicking on the Theme title or the arrow beside it. The Theme is the first topic area you will see.

f. Next select the Program Area by clicking on the title or the arrow.

g. Next select the Specialist Area.

h. Click on “Show available plans in this topic area” and you will see all of the available Plans (plans submitted by specialists) that you can choose from.

i. You will see a list of the available plans, select one of them by clicking on the “Select” button.

j. After selecting the plan, you will be taken to the input screen where you can input your plan data. DON’T FORGET TO CLICK ON THE SAVE BUTTON WHEN YOU ARE DONE, there is one at the top and one at the bottom, either one will work!!!
For example, click on “Show specialist plan situation statement” and you will get:

k. Once you have saved your plan, you will be taken to the following screen where you can see what you just typed in.
Create Your Plan of Work – “Find Plan by Specialist”
You will initially select all of your Plan of Work.

1. Select “Create a Plan of Work” from the side menu

m. Select “Create a state level (specialist) plan of work” if you are a specialist or “Create a county-level (agent) plan of work” if you are an agent.

n. Select the county you are in from the pull down list of counties.

o. You can find your specialist area by using the “Find Plan by Specialist” tab on the left, or you can select it by selecting a specialist’s plan. First we will look at the “Find Plan by Topic” tab.
p. Select the letter to find your specialist, for Osborn, for example, select “O” to see Lori Osborn’s Civil Rights Plan of Work

q. After selecting the Specialist Area, you will be taken to the input screen where you input your plan information. Your plan title should be a descriptive title that makes it easy to determine what the plan might encompass.

r. After inputting your information, click on the SAVE button at the bottom of the page. Failure to do so will lose all of your work!!!
Edit a Plan of Work

Click on “Your Plans of Work” on the sidebar
You will see a list of the Plans you have entered

To edit a plan, click on edit the Plan title

On the next screen, you will see the following links on the right side of the screen. Click Edit Plan Details to make changes to the Plan (objectives, etc)
Add an Impact Report
Click on “Your Plan of Work” link on the sidebar

Click on the title of the Plan you want to add an impact to

Click on the “Add impact report” link on the right of the screen
You will see the ADD IMPACT screen below. Select the type of objective you are entering (short, medium, long, none). To view the objective you input for the plan, click on the “Show your objective” link.

Click on Create Impact Report button to save changes to your impact report.
Edit an Impact Report

Click on “Your plan of work” link on the sidebar

Click on the title of the Plan you want to add an impact to

2007–2011 Plans of Work / Impact Reports

Welcome back, Kimberly Jo Hand. Below is a list of your current plans of work:

- [Untitled]
- [Untitled]
- [Untitled]
- [Untitled]
- 2007–2011 Plans of Work
- 2007–2011 Plans of Work
- 2007–2011 Plans of Work
- 2007–2011 Plans of Work
- 2007–2011 Plans of Work
- 2007–2011 Plans of Work
- 2007–2011 Plans of Work
- 2007–2011 Plans of Work
- 2007–2011 Plans of Work

Click on the EDIT link to edit the impact.