

PLAN OF WORK ONLINE REPORTING

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

The screenshot shows the CAHE website interface. On the left is a side menu with three main sections: "Your Content" (containing "Your Plans of Work", "Create a Plan of Work", and "Create Impact Report"), "Read Plans of Work" (containing "Browse by topic" and "Browse by specialist"), and "Online Help" (containing "Specialist Area Descriptions at a Glance"). An arrow points to the "Create a Plan of Work" link. The main content area shows the breadcrumb "You are here: » CAHE » 2007-11 POW", a green login message, the title "2007-2011 Plans of Work / Impact Reports", and a welcome message for Kimberly Jo Hand. Below this is a "My Plan" section with a link to "plan abstract".

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.

This close-up shows the "Online Help" section of the side menu, which includes the link "Specialist Area Descriptions at a Glance". An arrow points to this link.

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.

This screenshot shows the "Find Plan by Topic" interface. The side menu is visible on the left, with an arrow pointing to the "Specialist Area Descriptions at a Glance" link. The main content area has the breadcrumb "You are here: » CAHE » 2007-11 POW" and the title "Select the State-Level Plan to Connect To". Below the title is an explanatory paragraph: "Each agent plan of work needs to be associated with a specialist plan of work. There are two ways to find the plan of work you want: by topic, or by specialist." There are two tabs: "Find Plan By Topic" (selected) and "Find Plan By Specialist". A list of specialist areas is shown below, including "Agriculture and Natural Resources", "Community, Resource, and Economic Development", "Human Capital", "Program and Project Support, Administration, and Communication" (expanded to show "Civil Rights" and "Program and Project Support, Administration, and Communication"), and "Specialist Area Descriptions at a Glance".

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.

Plan	Specialist	Select
Civil Rights Civil Rights compliance by all county and Native American serving offices in mandated by law and is directly tied to Extension's receipt of federal funding.	Lori Osborn	Select

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!!!

Microsoft Internet Explorer provided by Clovis Community College

Address: http://cahedev.nmsu.edu:82/edit_plan.php?plan_type=1&county=1&ref_id=7

New Mexico State University

You are here: »CAHE »2007-11 POW

Create New County Plan

[Impact Reports](#) | [Plan Details](#)

Use the interface below to fill out the plan template.

[Save New County Plan](#)

Plan Title
 Max 255 characters.

Situation Statement
Include a situation statement with desired future, questions, problems, and potential solutions.

- ▶ [Show sample situation statements](#)
- ▶ [Show specialist plan situation statement](#)

Target Audience and What You Will Do (Actions)

Click on these to see examples, or to view what the specialist you selected actually put in for their situation statement!

For example, click on “Show specialist plan situation statement” and you will get:

- ▶ [Show sample target audience statements](#)
- ▼ [Hide specialist plan target audience statement](#)

Target Audiences What will Happen: Civil rights compliance work in ongoing. Compliance includes plans of work and program participation data that continues throughout the year to ensure nondiscrimination in program delivery, the conduct of educational programs for faculty and staff on civil rights topics, the conduct of innovative programs and the corrective action taken when discrimination occurs or noncompliance is documented. **Who will be Reached:** For the civil rights specialist, the target audiences are the faculty and staff in county and tribal Extension offices. For county agents, depending on whether they supervise staff, target audiences will include staff they supervise and all residents of their geographic area with specific attention paid to under-served and under-represented audiences.

Short-Term Objectives

k. Once you have saved your plan, you will be taken to the following screen where you can see what you just typed in.

Plan created.

This impact report has been sent to the following email addresses: khand@nmsu.edu, losborn@nmsu.edu

Civil Rights (Bernalillo County)

[Impact Reports](#) | [Plan Details](#)

This county-level plan is managed by Kimberly Jo Hand.

Plan Abstract

Situation Statement
 Civil Rights needs to be addressed.

Target Audience
 All county agents, county and tribal Extension offices.

Create Your Plan of Work – “Find Plan by Specialist”

You will initially select all of your Plan of Work.

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

The screenshot shows the top navigation bar with 'NEW MEXICO STATE UNIVERSITY' and 'STATE'. Below it, a breadcrumb trail reads 'You are here: » CAHE » 2007-11 POW'. A green message box says 'Login information validated. Welcome!'. The main heading is '2007-2011 Plans of Work / Impact Reports'. Below that, it says 'Welcome back, Kimberly Jo Hand. Below is a list of your current plans of work:'. A 'My Plan' section shows 'plan abstract'. On the left sidebar, under 'Your Content', 'Create a Plan of Work' is circled and pointed to by an arrow.

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.

The screenshot shows the 'Create a Plan of Work' page. The breadcrumb trail is 'You are here: » CAHE » 2007-11 POW'. The heading is 'Create a Plan of Work'. Below it, the question 'What type of plan would you like to create?' is followed by two bullet points: 'Create a state-level (specialist) plan of work.' and 'Create a county-level (agent) plan of work.'. The first option is selected. On the left sidebar, an arrow points to the 'Create a Plan of Work' option under 'Your Content'.

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.

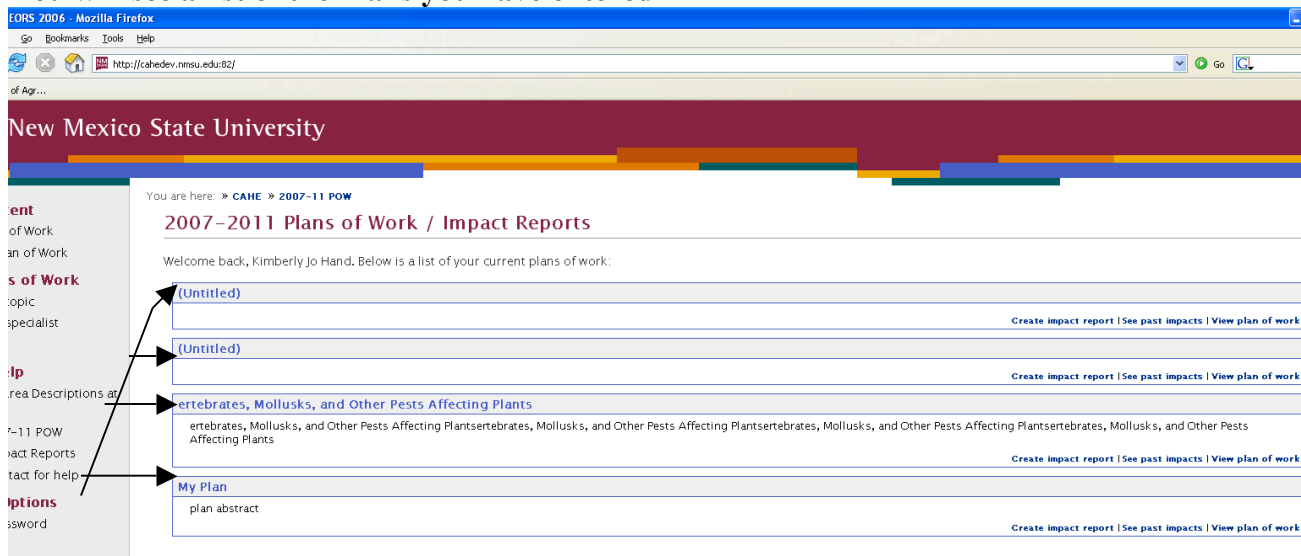
The screenshot shows the 'Find Plan by Specialist' page. The breadcrumb trail is 'You are here: » CAHE » 2007-11 POW'. The heading is 'Select the State-Level Plan to Connect To'. Below it, the text says 'Each agent plan of work needs to be associated with a specialist plan of work. There are two ways to find the plan of work you want: by topic, or by specialist.'. There are two tabs: 'Find Plan By Topic' and 'Find Plan By Specialist'. The 'Find Plan By Specialist' tab is selected. Below the tabs, there is a list of specialist areas: 'Agriculture and Natural Resources', 'Community, Resource, and Economic Development', 'Human Capital', and 'Program and Project Support, Administration, and Communication'. Below the list, there is a table with columns 'Specialist', 'Plan', and 'Select'. The table contains one row: 'Osborn, Lori', 'Civil Rights', and 'Civil Rights compliance by all county and Native American serving offices in mandated by law and is directly tied to Extension's receipt of federal funding.'. A large arrow points from the 'Find Plan by Specialist' tab to the table.

Specialist	Plan	Select
Osborn, Lori	Civil Rights Civil Rights compliance by all county and Native American serving offices in mandated by law and is directly tied to Extension's receipt of federal funding.	Select

- 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

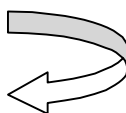
On the next screen, you will see the following links on the right side of the screen. Click Edit Plan Details to make changes to the Plan (objectives, etc)



[| Edit plan details](#)

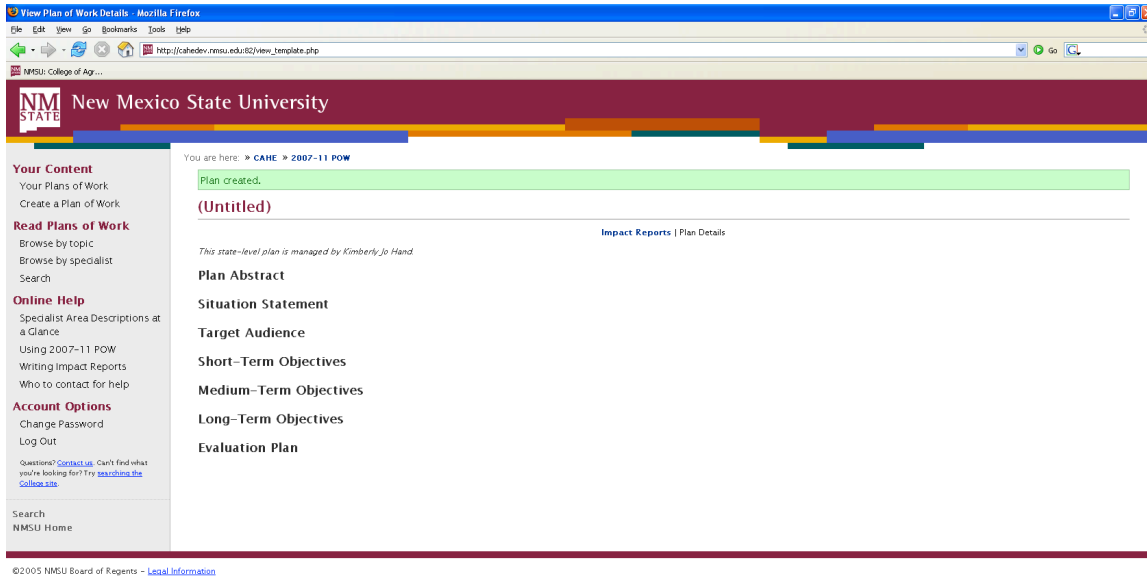
Plan Abstract

- [See plan details](#)
- [Edit plan details](#)
- [Add impact report](#)
- [Delete this plan of work](#)

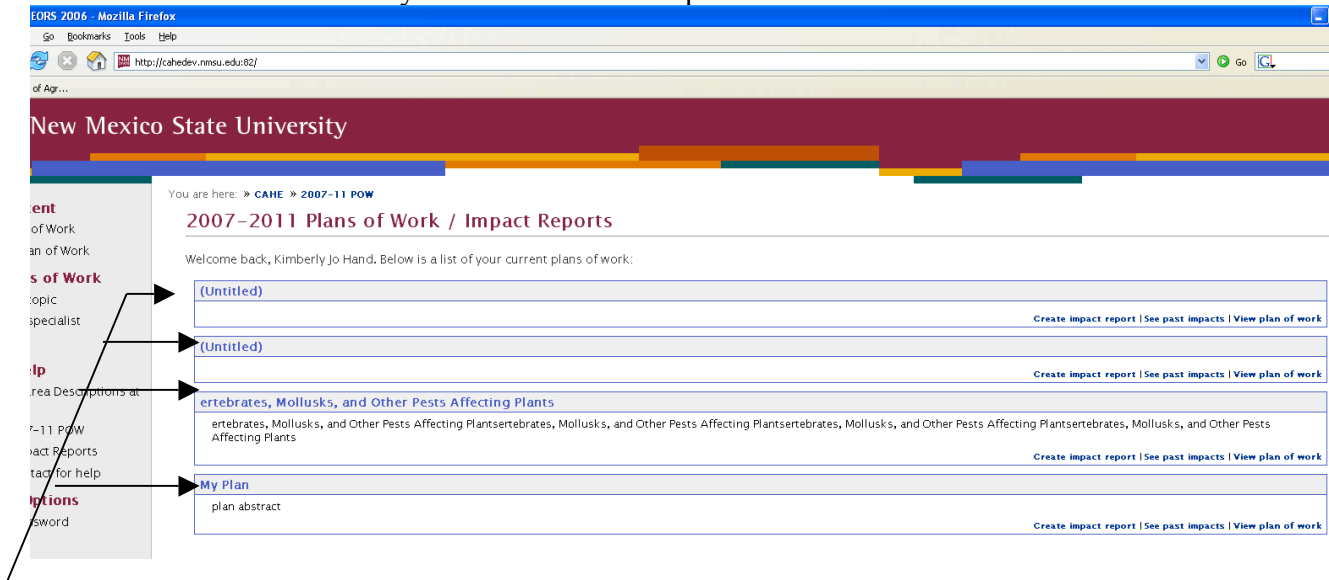


Add an Impact Report

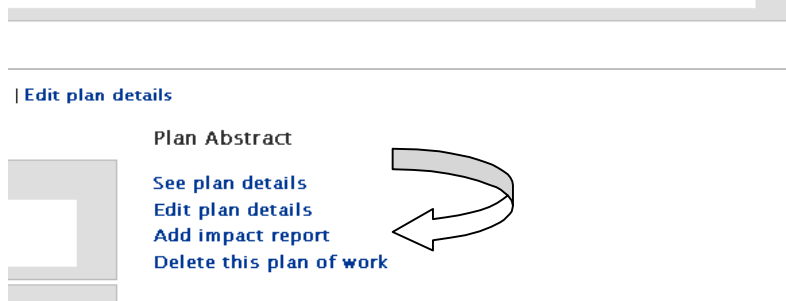
Click on “Your Plan of Work” link on the sidebar



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.

iversity

IE » 2007-11 POW

Impact Reports | Add impact report | Plan Details | Edit plan details

Report below:

For plan (Untitled)

Objective Addressed

- Short-Term Objectives
▶ Show your short-term objectives
- Medium-Term Objectives
▶ Show your medium-term objectives
- Long-Term Objectives
▶ Show your long-term objectives
- NONE (for administrative messages to RSS subscribers)

Impact Report

Create Impact Report

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

View Plan of Work Details - Mozilla Firefox
http://calhedev1.nmsu.edu/IC2/view_template.php

NMSU College of Agr...

NM STATE New Mexico State University

You are here: » CAHE » 2007-11 POW

Your Content
Your Plans of Work
Create a Plan of Work
Read Plans of Work
Browse by topic
Browse by specialist
Search
Online Help
Specialist Area Descriptions at a Glance
Using 2007-11 POW
Writing Impact Reports
Who to contact for help
Account Options
Change Password
Log Out
Questions? [Contact us](#) Can't find what you're looking for? Try [searching the Calhed site](#)

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Plan created.

(Untitled)

Impact Reports | Plan Details

This state-level plan is managed by Kimberly Jo Hand.

Plan Abstract

Situation Statement

Target Audience

Short-Term Objectives

Medium-Term Objectives

Long-Term Objectives

Evaluation Plan

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

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2-11 POW
act Reports
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ssword

You are here: » CAHE » 2007-11 POW

2007-2011 Plans of Work / Impact Reports

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

(Untitled)	Create impact report See past impact
(Untitled)	Create impact report See past impact
ertebrates, Mollusks, and Other Pests Affecting Plants	Create impact report See past impact
My Plan	Create impact report See past impact

Click on the EDIT link to edit the impact.

Your Content
Your Plans of Work
Create a Plan of Work
Read Plans of Work
Browse by topic
Browse by specialist
Search
Online Help
Specialist Area Descriptions at a Glance
Using 2007-11 POW

(Untitled)

Impact Reports | [Add impact report](#) | [Plan Details](#) | [Edit plan details](#)

Impact Reports 1 - 1 of 1

Improved farm safety by 40%
(Progress towards the short-term objectives.)
[Edit - Permalink](#) - Posted March 15, 2006, 1:27 pm

1 - 1 of 1

Plan Abstract
[See plan details](#)
[Edit plan details](#)
[Add impact report](#)
[Delete this plan of work](#)

Owner
Kimberly Jo Hand