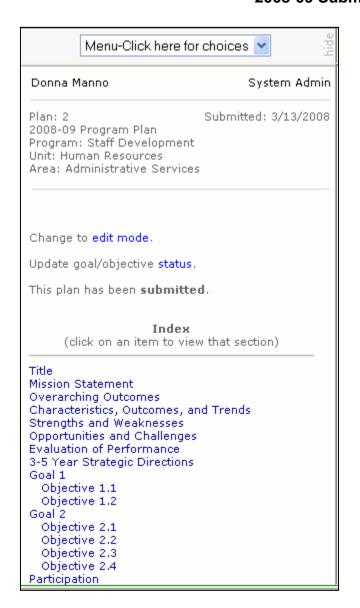
Status Reports for 2008-09 Submitted Plans



Instructions

User levels have been changed for managers only. Only managers are authorized to make status updates for ALL submitted plans associated with their areas.

Status

The screen to the left is what you will see when you open a 2008-09 submitted plan.

Select status to do updates to your goals and objectives. Navigate to a goal/ objective and use the drop down box to update the status.

Use the <u>Comment</u> link for narrative. **Note:** Before entering information please insert date, i.e. 12/12/08. Dates are needed for tracking purposes and are not automatically inserted.

Status reports should be done as frequently as needed, but at least every quarter.