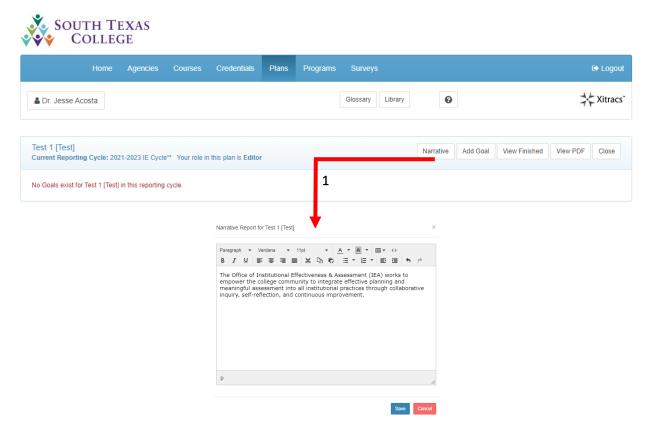
Editing your Xitracs IE Plan

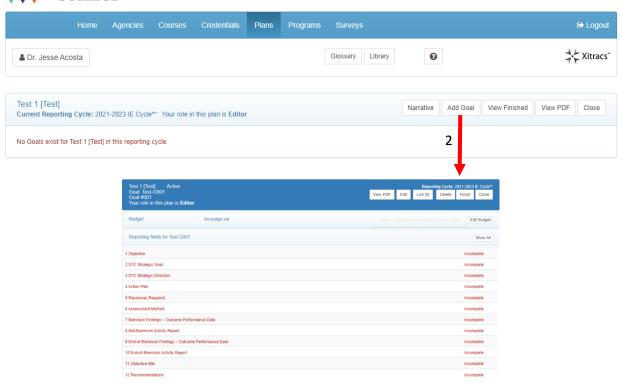
This section is intended to be a step-by-step guide on how you can go about editing your IE plan. The Document, "..." provides even more details in terms of what content to include in each individual field within Xitracs. You might wish to reference that guide while you follow through this one.

1. After opening up one of your IE plans, you can begin editing its contents. Select "Narrative" in your IE plan page. A textbox will open that allows you to include your department/division Mission Statement.

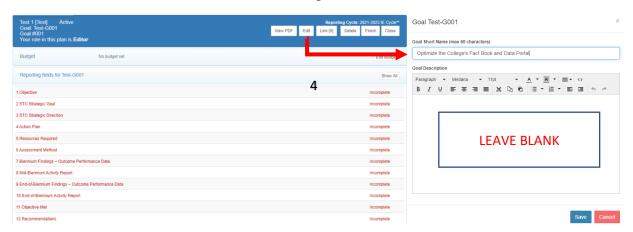


2. Add a new goal or objective to your IE plan by selecting "Add Goal"

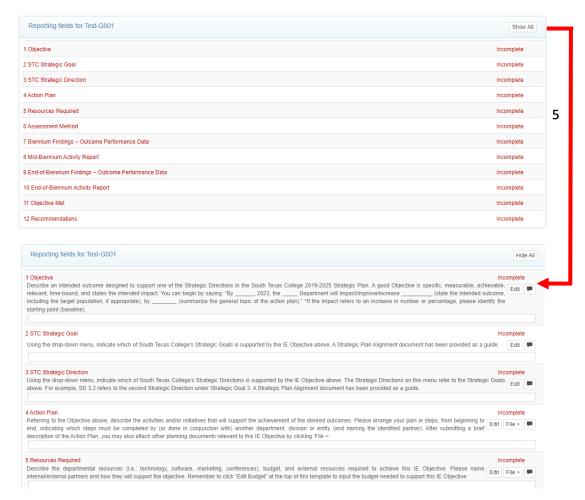




- **3.** Optional: Once your IE plan is complete, you can also create a PDF version of your IE plan by selecting "View PDF"
- **4.** After selecting a goal to add, you can start off by giving the Goal a title. Select "Edit", delete the default goal title (e.g., Goal #001), and input your own short title.
 - a. The textbox labeled "Goal Description" below should be left blank.



- 5. Select "Show All" to reveal the "Edit" tabs for each section of your IE plan.
 - a. "Show All" will also reveal brief instructions for inputting information into each section.



- **6.** Select "Edit" to modify each individual section. Once, complete, please check "Mark as complete" (located at the bottom of the textbox) when you believe your IE plan is ready for others to view.
 - a. Note that some sections will produce a textbox where you will input/write the requested information for your IE plan; other sections will provide a drop-down menu where you will select the option that best applies to your plan.

