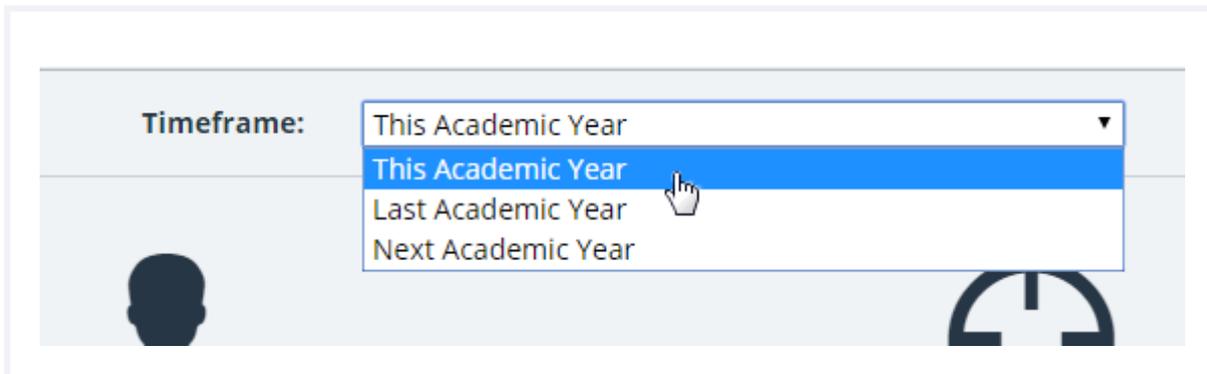


Planning Dashboard

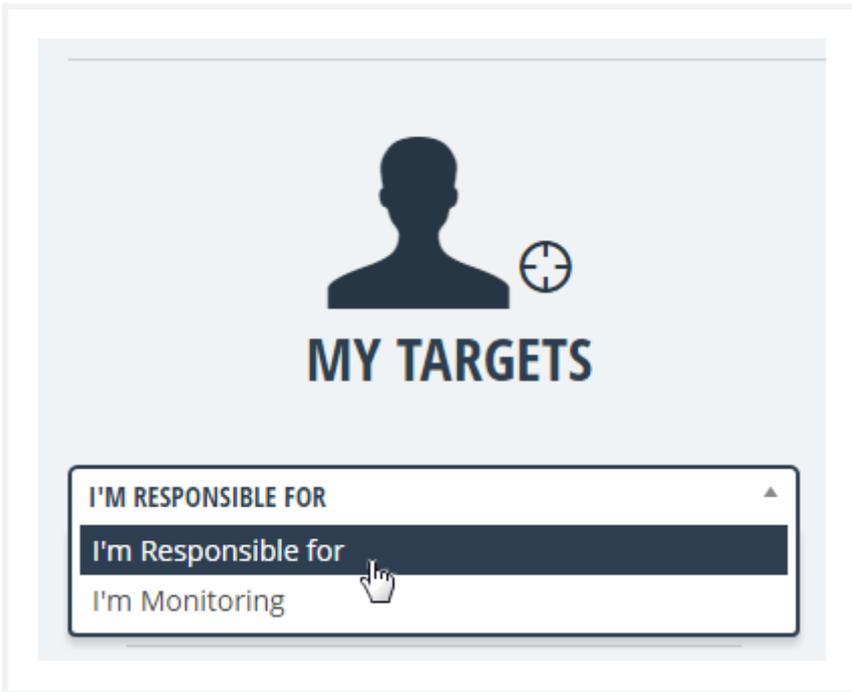
The Planning Dashboard shows you a summary of all your Targets and Plans if you are part of a team. The steps below outline how to view Targets relating to you and also how to view any Development Plans that you have access to.

Viewing Targets related to me

Step one: From the Planning page choose the time frame from the drop down menu at the top of the page. This checks the date on each Target and only brings back ones in your selected range.



Step two: Change the drop down under My Targets accordingly depending on whether you would like to view Targets you are responsible for or Targets you are set to monitor. Alternatively you can view all Targets by using the dropdown under the All Targets heading.



Step three: You can then click on the red **View** button.



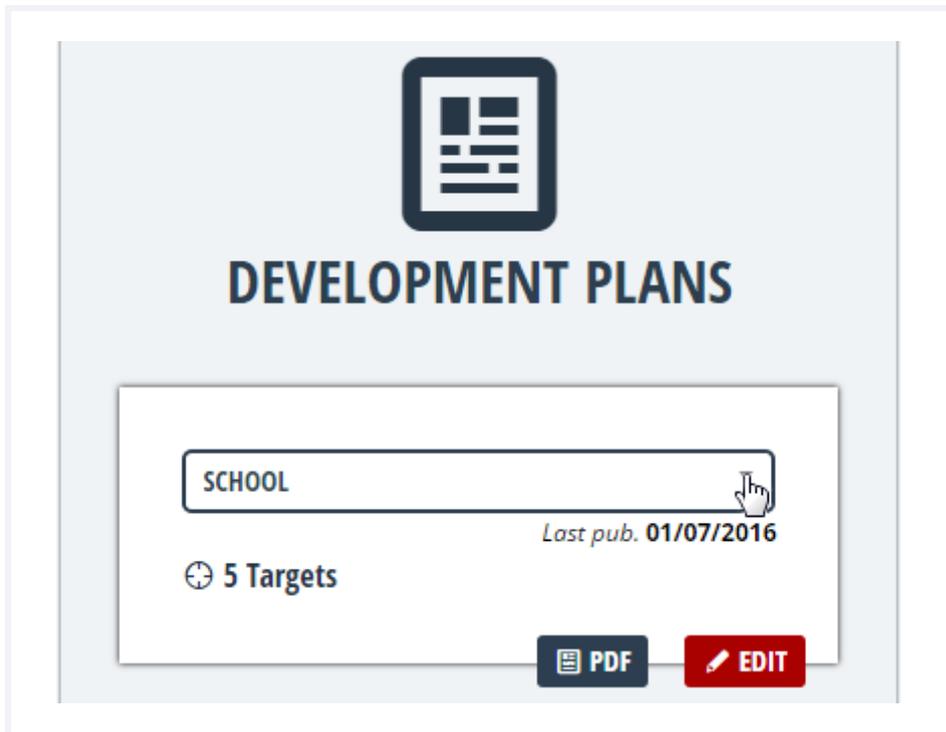
(The number in the button indicates the number of Targets available).

Step four: This will take you to a list of Targets related to your search. You can then go into the Targets and update them using the Details option. There are additional filters available on this page if you need to narrow your search.

Responsible	Type	Parent Target	Priority	Deadline ▲	Status	Options
Oliver Farley (OF)	Target	-	Medium	31/08/17	Not Started	▼ Details ✕

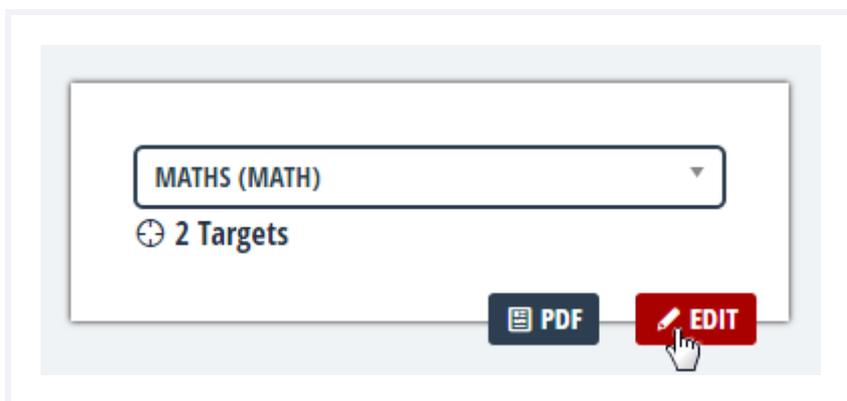
Viewing Development Plans related to me

If you have access to either the school or any team Development Plans you will see a drop down menu under the Development Plans heading. This menu will allow you to select any teams with Development Plans that you are able to view or edit.



To edit a plan

Step one: Select the team from the drop down menu under Development Plans, and then click the red **Edit** icon



Step two: Add or remove targets using the relevant options. You can also change the plan view options here.

Use the hands to **drag items in to the desired order**

ID	Name	remove	Hand
34	Maths Year One	remove	Hand
35	Maths Year Two	remove	Hand

If you don't have access to any plans you will see a View all Dev Plans option. Click this to be taken to a page which shows you all published plans in your school. If a plan isn't appearing here then it hasn't been published by the Head or Team Leader.

Need any more help?



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