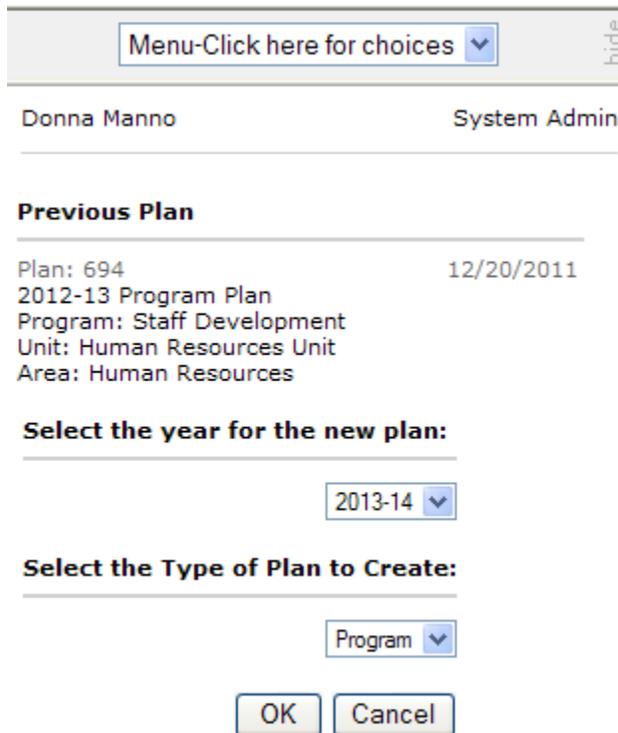


How to Rollover a Plan

From the Home Page, select "Start a New Plan." From the screen that appears, select Rollover a previous plan. From that screen, go to the bottom and select My Submitted Plans. Select by highlighting the plan you want to rollover, when the following screen appears, if the year and type of plan are correct, select OK.



The screenshot shows a web interface with a grey header bar containing a dropdown menu labeled "Menu-Click here for choices" and a "hide" link. Below the header, the user's name "Donna Manno" and role "System Admin" are displayed. A section titled "Previous Plan" lists details for a plan: "Plan: 694" with a date of "12/20/2011", "2012-13 Program Plan", "Program: Staff Development", "Unit: Human Resources Unit", and "Area: Human Resources". Below this, a section titled "Select the year for the new plan:" features a dropdown menu set to "2013-14". Another section titled "Select the Type of Plan to Create:" has a dropdown menu set to "Program". At the bottom, there are "OK" and "Cancel" buttons.

Menu-Click here for choices hide

Donna Manno System Admin

Previous Plan

Plan: 694 12/20/2011
2012-13 Program Plan
Program: Staff Development
Unit: Human Resources Unit
Area: Human Resources

Select the year for the new plan:

2013-14 ▼

Select the Type of Plan to Create:

Program ▼

OK Cancel