LOS ANGELES COMMUNITY COLLEGES
Institutional Effectiveness System

Campus Administrator
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ONLINE PROGRAM REVIEW is a program that the campus sets up and maintains through the SAP portal. It allows the campus to create custom program reviews based on different needs within the college.

HOME: This is the default screen that is displayed each time the user logs in. The text displayed on the home screen changes depending on the role of the user. Campus Administrator will only be able to set up data for their own campus.
**MAINTAIN CATEGORIES** - This screen is divided into two sections; maintain question and maintain report categories. You can add and delete question categories in the maintain question categories screen. You can add and delete report categories in the maintain report categories screen.

**HOW TO MAINTAIN QUESTION or REPORT CATEGORIES:**

1. Choose Maintain Categories from the left navigation panel
2. Go to Maintain Question or Maintain Report Categories tab
3. Click the Add Report Category button
4. Enter the Question or Report category in the table and click the Save button - confirmation that question or report category was added will be displayed at the bottom of the screen
HOW TO DELETE QUESTION or REPORT CATEGORIES:

1. Choose Maintain Categories from the left navigation panel
2. Go to Maintain Question or Maintain Report Categories tab
3. Select the category to be deleted by highlighting that line
4. Click the Delete button – Delete confirmation message will be displayed in a pop up screen. Click the Yes button. Confirmation that the question or report category has been deleted will be displayed at the bottom of the screen.
<table>
<thead>
<tr>
<th>Report Category Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continuous Quality Management</td>
</tr>
<tr>
<td>Employee Demographics</td>
</tr>
<tr>
<td>Enrollment</td>
</tr>
<tr>
<td>FTES</td>
</tr>
<tr>
<td>Report category</td>
</tr>
<tr>
<td>Scheduling</td>
</tr>
<tr>
<td>Student Demographics</td>
</tr>
<tr>
<td>Student details</td>
</tr>
</tbody>
</table>

Report Category has been successfully deleted
**QUESTION LIBRARY-** This screen is used to create, edit, and delete questions in the question library. You can view the questions by campus, category and status.

**HOW TO CREATE A QUESTION:**

1. Choose Question Library screen from the left navigation panel
2. Click the Create Question button
3. Enter Question details (i.e. Question Type, Category, Title, Question Text and Answer type)
4. Save by clicking the Save Question button – a confirmation message will be displayed at the bottom of the screen

Question ID 70 has been successfully saved.
HOW TO DELETE A QUESTION:

1. Choose Question Library screen from the left navigation panel
2. Select the question to be deleted by highlighting that row
3. Click the Delete Question button - Delete confirmation message will be displayed in a pop up screen. Click Yes. Confirmation that the question has been deleted will be displayed at the bottom of the screen.

   Question ID 73 is successfully deleted.

HOW TO EXPORT QUESTION LIBRARY TO EXCEL

1. Click the Question Library from the left navigation panel
2. Click the Export to Excel button; another pop up screen will come up, choose open
3. The entries from the table will now appear in a spreadsheet
HOW TO EDIT A QUESTION:

1. Click the Question Library from the left navigation panel
2. Select the question that has to be modified from the list of all questions by highlighting that row
3. Click the Edit Question button
4. Modify the Question text
5. Click the Save Question Button – confirmation message will be displayed at the bottom of the screen

Question ID 5 has been successfully saved.
HOW TO PREVIEW A QUESTION:

1. Click the Question Library from the left navigation panel
2. Select the question you want to preview from the list by highlighting that row
3. Click the Preview Question button – question and answer set up will be displayed
HOW TO FILTER QUESTIONS BASED ON CATEGORIES AND STATUS:

1. Click the Question Library from the left navigation panel.
2. Select the category you want to view from the drop down values. Question library is then filtered to only display selected category.

3. Select the status you want to view from the drop down values. Question library is then filtered to only display selected status.

[Diagram of Question Library page]

[Table of Questions with Categories and Statuses]
**LEVELS:** This screen is used to create, delete, edit, expand, collapse, and move hierarchy levels for a particular campus and year. There are five sub-levels that can be created under each level.

**HOW TO CREATE A MAIN LEVEL:**

1. Click Levels from the left navigation panel
2. Click the Create Main Level button
3. Enter level value
4. Click the Save button
HOW TO CREATE A SUB-LEVEL:

1. Select a level to which a sub level has to be added by highlighting that row
2. Click the Add Sub Level button
3. Enter the level name and click the Save button – confirmation message will be displayed at the bottom of the screen

Sub Level "Associate Dean Social Science" has been successfully created.
HOW TO DELETE A LEVEL:

1. Select the level which has to be deleted by highlighting that row
2. Click the Delete Level button. Delete confirmation message will be displayed in a pop up screen. Click Yes. The level will now be deleted.
HOW TO EDIT A LEVEL:

1. Select the level for which the description has to be modified.
2. Click the Edit Level button
3. Change the description of the level
4. Click the Save button. Level is changed to new description

HOW TO EXPAND and COLLAPSE LEVELS:

1. Select a particular level and click the Expand All button. All the levels under the main level appear
2. Select the level and click the Collapse All button. The expanded levels should now show in collapse mode.
HOW TO CUT AND COPY LEVEL(S):

1. Select the level that needs to be moved by highlighting that row
2. Click the cut and copy button – a confirmation message to move item will be displayed. Click Ok.
3. Select the level you want to copy the item to by highlighting that row
4. Click the Paste Button – confirmation message will appear at the bottom of the screen

Selected Level has been successfully moved.
You have selected the level: Associate Dean, EOPS to copy. It will also copy all the sub levels under this level. Please select the target level and click on Paste button.
**REPORT PARAMETERS** - This screen is used to enter report parameters for a particular level based on campus and year. All report parameters (Department ID, Subject Code, Section Number, Building and Room) are entered using Value Selector (F4 functionality).

**HOW TO ENTER VALUES FOR A PARAMETER:**

1. Click Report Parameters from the left navigation panel
2. Select a field where you want to enter the value and click the drop down icon
3. Click on the Start Search button or enter the value of the parameter (i.e. subject code) and then click on the Start Search button
4. Select the subject code and click ok button
5. The selected value for the subject code will be displayed
6. Click the Cancel button if the user doesn’t want to save these values. Click the Save button to save the parameters
HOW TO CHANGE EXISTING PARAMETER VALUE:

1. Click Report Parameters from the left navigation panel
2. Delete the value and enter the new value(s).
3. Click the Save button – confirmation message will be displayed at the bottom of the screen

Report Parameters have been successfully saved.
**MODULES** - This screen is used to create modules, assign questions to a module and assign reports to questions within a module. This screen is divided into three sections:

- Maintain Modules
- Assign Questions
- Assign Reports

In the **maintain modules** screen, you can add, change, and delete a module.

**HOW TO ADD A MODULE:**

1. Select Modules link in the left navigation panel

2. Modules screen will come up
3. Click the Add Module button
4. Enter the Module name and select the module type
5. Save by clicking the Save Module button – a confirmation message will be displayed at the bottom of the screen
HOW TO CHANGE A MODULE:

1. Select Modules link in the left navigation panel. Maintain modules screen will appear in the right side. You will see your campus and the current year selected as default values. You can change the year if you want to create a module for different year.
2. Select the module and click the Change Module button. Change the name of the module and click the Save Module button.

3. Module name should be changed – a confirmation message will be displayed at the bottom of the screen.
HOW TO DELETE A MODULE:

1. Select Modules link in the left navigation panel.
2. Select the module and click the Delete Module button.
3. Delete confirmation message will be shown in a pop screen. Click the Yes button.

4. Selected module should be deleted and the confirmation message will be shown at the bottom of the screen.
You can add and delete Questions to a Module

HOW TO VIEW/ASSIGN A QUESTION TO A MODULE

1. Select Modules link from the left navigation panel.
2. Select the module and click the View/Assign Questions button. You will see the list of assigned questions to the selected module if any. Otherwise you will see the table with no questions.
3. To assign a question, click the view/assign questions button. Click the add questions button.
4. Another screen will come up. Questions can be searched based on campus, category, title, ID, and accreditation standard. Select question(s) by clicking on the box and click the add questions button.

5. Selected questions should be added and the confirmation message will be shown at the bottom of the screen.
HOW TO ADD REPORTS TO A QUESTION

1. Select Modules link from the left navigation panel
2. Select the module and click on View/Assign Questions button - you will see the list of assigned reports to the selected questions if any. Otherwise, you will see the table with no reports.
3. Select a question and Click on View/Assign Reports button - you will see the list of assigned questions to the selected module if any. Otherwise, you will see the table with no questions.
4. Click add reports button to add reports to the selected question. Select report(s) and click on add reports button.

5. Selected report(s) should be added to the question and confirmation message will be shown at the bottom of the page
HOW TO PREVIEW A REPORT:

1. Select Modules link from the left navigation panel
2. Select the module and click on View/Assign Questions button
3. Select a question and Click on View/Assign Reports button
4. Select the report and click Preview report button
5. Report details should be shown in the pop up window
HOW TO EXPORT REPORTS TO EXCEL

1. Select Modules link from the left navigation panel
2. Select the module and click the View/Assign Questions button
3. Select a question and Click the View/Assign Reports button
4. Click the Export Report List to Excel button
5. Report details should be shown in the popup window in excel format
HOW TO ADD SAME REPORT TO A QUESTION MULTIPLE TIMES:

1. Select Modules link from the left navigation panel
2. Select the module and click the View/Assign Questions button
3. Select a question and Click the View/Assign Reports button
4. Click Add Reports button to add reports to the selected question
5. Select the already added report and click the Add Reports button
6. Change the parameters before saving
7. Selected report(s) should be added to the question and confirmation message will be shown at the bottom of the page.

### Add Reports

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>E1C - Enrollment by Time of Day</td>
<td>DEC</td>
<td>Enrollment</td>
</tr>
<tr>
<td>3</td>
<td>F1A - FTE sections by year</td>
<td>SAP</td>
<td>Scheduling</td>
</tr>
<tr>
<td>4</td>
<td>F1E - FTES/FTFYF ratio</td>
<td>DEC</td>
<td>Employee Demographics</td>
</tr>
<tr>
<td>5</td>
<td>E1D - Average class size</td>
<td>PROTOCOL</td>
<td>FTES</td>
</tr>
<tr>
<td>9</td>
<td>F1D - FTEs by FTEF type</td>
<td>BW</td>
<td>Student Demographics</td>
</tr>
<tr>
<td>14</td>
<td>S1J - Retention rate by Academic year</td>
<td>DEC</td>
<td>Enrollment</td>
</tr>
<tr>
<td>15</td>
<td>S1K - Success rate by Academic year</td>
<td>PROTOCOL</td>
<td>Enrollment</td>
</tr>
<tr>
<td>18</td>
<td>ID - Instructor: WSCH/TFTE</td>
<td>PROTOCOL</td>
<td>FTES</td>
</tr>
<tr>
<td>22</td>
<td>S1B - Headcount by Age Group</td>
<td>PROTOCOL</td>
<td>Student Demographics</td>
</tr>
<tr>
<td>23</td>
<td>S1C - Headcount by Gender</td>
<td>SAP</td>
<td>Scheduling</td>
</tr>
<tr>
<td>28</td>
<td>S1I - Headcount by Unit load</td>
<td>BW</td>
<td>Enrollment</td>
</tr>
<tr>
<td>30</td>
<td>E1A - Enrollment by Academic year</td>
<td>BW</td>
<td>Employee Demographics</td>
</tr>
<tr>
<td>33</td>
<td>C1B - Course sections taught</td>
<td>DEC</td>
<td>Enrollment</td>
</tr>
</tbody>
</table>

---

Reports added successfully! Report parameters From Year and To Year are defaulted to the selected academic year.
HOW TO CHANGE REPORT PARAMETERS:

1. Select Modules link from the left navigation panel
2. Select the module and click the View/Assign Questions button
3. Select a question and Click the View/Assign Reports button
4. Change report parameters such as sequence number, years, semester and campus wide
5. Click the save reports button-updated parameters should be saved and the confirmation message should be shown at the bottom of the screen
HOW TO DELETE A QUESTION FROM A MODULE

1. Select Modules link from the left navigation panel
2. Select the module and click the View/Assign Questions button
3. Select a question and Click the Delete Question button  
   Note* you cannot delete a question if program review is already initiated

4. Delete confirmation message will be shown for deletion. Click the Yes button to delete the selected question.
HOW TO DELETE A REPORT FROM A QUESTION:

1. Select Modules link from the left navigation panel
2. Select the module and click the View/Assign Questions button
3. Select a question and Click the View/Assign Reports button
4. Select the report and click the delete report button to delete the report

5. A confirmation message will be shown for deletion. Click the Yes button to delete the selected report. A confirmation will be displayed at the bottom of the screen.
### Institutional Effectiveness System

#### Maintain Modules

<table>
<thead>
<tr>
<th>Module Name</th>
<th>Module Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>H1PR - Humanities</td>
<td>Program Review</td>
</tr>
<tr>
<td>H1Val - Humanities</td>
<td>Validation</td>
</tr>
<tr>
<td>M1PR - Mathematics</td>
<td>Program Review</td>
</tr>
<tr>
<td>M1Val - Mathematics</td>
<td>Validation</td>
</tr>
</tbody>
</table>

#### Questions

<table>
<thead>
<tr>
<th>Question Id</th>
<th>Question Title</th>
<th>Sequence</th>
<th>Campus</th>
<th>Question Type</th>
<th>Question Category</th>
<th>Answer Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>23</td>
<td>WSCI/FTET Trends</td>
<td>1</td>
<td>Harbor</td>
<td>Validation</td>
<td>Program Resources</td>
<td>Textbox</td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>Strengths</td>
<td>2</td>
<td>Pierce</td>
<td>Validation</td>
<td>Scan</td>
<td>Textbox</td>
<td></td>
</tr>
</tbody>
</table>

#### Reports

<table>
<thead>
<tr>
<th>Report Id</th>
<th>Report Title</th>
<th>Report Type</th>
<th>Report Category</th>
<th>Report Sequence</th>
<th>Report From Year</th>
<th>Report To Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>FTE - FTE/FTET</td>
<td>DEC</td>
<td>Employee Demographics</td>
<td>1</td>
<td>2010-2011</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>FTE - FTE/FTET</td>
<td>DEC</td>
<td>Employee Demographics</td>
<td>2</td>
<td>2009-2010</td>
<td></td>
</tr>
</tbody>
</table>

Report deleted successfully!
VARIANTS — This screen is used to create variants, assign modules to variants and assign planning objects to variants. Campus and year are selected using dropdown list. This screen is divided into three sections.

- Maintain Variants — add, change and delete variants
- Assign Modules — delete, and save modules to a variant
- Assign Planning Objects — add and delete planning objects to a variant

HOW TO ADD A VARIANT:

1. Choose Variants from the left navigation panel—you will see your campus and the current year selected as default values. You can change the year if you want to create a variant for a different year
2. Click the Add Variant button
3. Type in variant name and choose variant type.
4. Click Save Variant button
5. New variant should be added and the confirmation message will be shown in the bottom of the screen
HOW TO CHANGE A VARIANT:

1. Select Variants from the left navigation panel
2. Select a variant and click the Change Variant button
3. Change the name of the variant and click the Save Variant button
4. Variant name should be changed and a confirmation message will be shown at the bottom of the screen
HOW TO VIEW MODULES ASSOCIATED WITH A VARIANT:

1. Select Variants from the left navigation panel
2. Select a Variant and click on View/Assign Modules button - you will see the list of assigned modules to the selected Variant if any. Otherwise you will see the table with no modules.
HOW TO ASSIGN MODULES TO A VARIANT:

1. Select Variants from the left navigation panel
2. Select the variant and click the View/Assign Modules button. You will see the list of assigned modules to the selected variant if any. Otherwise you will see the table with no modules.
3. Click the Add Modules button to add modules to the selected variant
4. List of modules will be shown based on the filter criteria on the top
5. Select module(s) and click the Add Modules button to add selected module(s) to the variant

6. Selected module(s) should be added to the variant and a confirmation message will be shown at the bottom of the screen
HOW TO DELETE A VARIANT:

1. Select Variant from the left navigation panel
2. Select a variant and click the Delete Variant button
3. Delete confirmation message will display in a pop up screen
4. Click the Yes button to delete the selected variant

5. Selected variant should be deleted and a confirmation message will be shown at the bottom of the screen
HOW TO DELETE A MODULE FROM A SELECTED VARIANT:

1. Select a variant and click the View/Assign Modules button. Select a module and click the Delete Module button. Delete confirmation message will be displayed in a pop screen.
2. Click the Yes button to delete the selected module.

4. The selected module will be deleted from the variant and a confirmation message will be shown at the bottom of the screen.
Planning Objects - you can add and delete planning objects to a variant

HOW TO ADD PLANNING OBJECTS:

1. Select Variant from the left navigation panel
2. Select a Variant and click the View/Assign Planning Objects button – you will see the list of assigned objects to the selected variant if any. Otherwise, you will see the table with no objects.
3. Click the Add Planning Objects button
4. Select the planning object and click the ok button – confirmation message will be displayed at the bottom of the screen

NOTE: You can add planning objects to a Program Review Variant only
Planning Objects added successfully!
ASSIGN VARIANTS – This screen is used to assign a Program Review and Validation Variant, Validation and Program Review Manager at a particular level. Campus and Year is selected using drop down list. Hierarchy of levels is displayed in a table.

1. Enter the following details: Program Review Manager Id, Validation Manager ID, Program Review Variant and Validation Variant and click the Save button
2. Confirmation message that the variants have been assign will be shown at the bottom of the screen

HOW TO CHANGE PARAMETERS ON ASSIGN VARIANTS

1. Go to Assign Variants from the left navigation panel
2. Select the row you want to change i.e. Program Review Manager Id; enter a different Manager ID and click the Save button - This change can only take place if the Program Review is not initiated. Once the Program Review is initiated you cannot change the Manager IDs or the Variants
TEAMS – The screen is used to assign users to the level used in Program Review for a particular campus and year. All the Program Review and Validation Teams are displayed in a form of a table.

HOW TO ADD A PR MEMBER

1. Select Teams from the left navigation panel
2. Click the Expand All button
3. Select a Level that has variants assigned to it
4. Go to PR Team Member tab and click the Add Member button
5. Choose a member from the team user ID field drop down menu. Click Ok
6. Click the Save button - confirmation will be displayed at the bottom of the screen

User Abbie Patterson has been added to the Program Review team.
PROGRAM REVIEW - This screen allows the Super and Campus Administrator to search for all Program Reviews as well as search for Program Reviews at a particular level based on the campus and year selected.

The list of Program Reviews is displayed in a table after a click of the button Search Programs. A Program Review is selected and initiated by clicking the button Initiate Program. When the Program Review is initiated, email is sent to the Program Review Manager and Program Review Team Members. Email will have the link to the portal that allows users to access Program Review.

Program Review can be any one of the following status:
- Ready for Review
- Review - In Progress
- Validation - In Progress
- Completed
- Validation Rejected
- Forced Completed

HOW TO SEARCH A PROGRAM:

1. Choose Program Review from the left navigation panel
2. Select the Levels by highlighting that row then click the Search Programs button. You can also use Search All Programs button to see all the Programs available
HOW TO INITIATE A PROGRAM:

1. Choose Program Review screen from the left navigation panel
2. Select the Level then click the Search Programs button
3. Select a Program you want to initiate and click the Initiate Program button. Click the Yes button when prompted to initiate Program
4. Status of the program must change to 'Review in Progress' and emails are sent to Program Review Manager
**PLANNING OBJECT FIELDS** — This screen is used to add, change and delete Planning Object Fields. Fields can be of type Text, Numeric, Date, Table, Dropdown and Integer. While defining the ‘Numeric’ data type, you can specify the number of decimal places, use of ‘1000 separator’ and ‘$’ sign. Each type has a different format.

**HOW TO CREATE A PLANNING OBJECT FIELD:**

1. Choose Planning Object Fields from the left navigation panel
2. Click the Add Planning Object Field. Another screen will come up with a form.
3. Enter a description in Field Name box and select data type from the Data Type field menu and click the Save Planning Object Field button
4. A confirmation message will be displayed at the bottom of the screen

**HOW TO DELETE A PLANNING OBJECT FIELD:**

1. Choose Planning Object Fields from the left navigation panel
2. Highlight row to be deleted then click the Delete Planning Object Field button. A Delete confirmation message will be displayed in a pop screen (please note if the item is already assigned to Planning Objects you will not be able to delete it).
3. Click the Yes button to delete the selected field
4. A confirmation message will be displayed at the bottom of the screen

Planning Object Field has been successfully deleted.

HOW TO DELETE ANSWERS IN PLANNING OBJECT FIELD:

1. Choose Planning Objects Fields from the left navigation panel
2. Highlight row to be viewed/changed then click the View/Change Planning Object Field button.
3. Select the answer to be deleted then click the Delete Answer button. Click Yes when
   prompted to confirm deletion. A confirmation message will be
   Possible Answer has been successfully deleted
PLANNING OBJECTS - This screen is used to add and delete Planning Objects. Planning Object fields can be assigned and deleted to a Planning Object. You can also define linkages to a Planning Object. Linkages can be Area Link, Internal Link or External Link. You can specify the maximum and minimum number of linkages.

HOW TO CREATE A PLANNING OBJECT:

1. Choose Planning Objects from the left navigation panel
2. Click the Create Planning Object button and enter the Instructions and define the parameters for planning object and click the Save Planning Object button.
3. New Planning Object is now created and displayed on the table

HOW TO ADD PLANNING OBJECT FIELD(S) TO PLANNING OBJECT:

1. Choose Planning Objects from the left navigation panel
2. Click the Create Planning Object button and define the parameters for planning object and click the Add Field To PO button. A row will be added to the Planning Object table
3. Press F4
4. Click the Start Search button
5. Enter Values in the Planning Object Name and Alignment Order fields.
6. Click the Save Planning Object button

HOW TO DELETE PLANNING OBJECT FIELD(S) TO PLANNING OBJECT

1. Choose Planning Objects from the left navigation panel
2. Select the Planning Object, click the View/Change Planning Object button parameters for planning object
3. Select the answer to be deleted then click the Delete Answer button. Click Yes when prompted to confirm deletion. A confirmation message will be displayed Possible Answer has been successfully deleted
**IMPACT PRESET ENTITIES** - This screen is used to define the Preset Entities that will be used in the user screen. A maximum of 10 preset entities can be defined for a particular campus and year.

**HOW TO ADD PRESET ENTITIES:**

1. Choose Impact Preset Entities from the left navigation panel
2. Enter the Preset Entities data and click the Save button. A confirmation message will be displayed: *Preset Entities have successfully been saved.*

**HOW TO EDIT PRESET ENTITIES:**

1. Choose Impact Preset Entities from the left navigation panel
2. Change the Preset Entities with the new data and click the Save button. A confirmation message will be displayed: *Preset Entities have successfully been saved.* Please note that you will not be able to edit a Preset Entity if it's being used in Program Review.

**HOW TO DELETE PRESET ENTITIES:**

1. Choose Impact Preset Entities from the left navigation panel
2. Delete the Preset Entities data and click the Save button. A confirmation message will be displayed: *Preset Entities have successfully been saved.* Please note that you will not be able to delete a Preset Entity if it's being used in Program Review.
HOW TO DELETE FIELDS FROM PLANNING OBJECTS:

1. Choose Planning Objects from the left navigation panel
2. Select the Planning Object, then click the View/Change Planning Object button
3. Select a Planning Object Field and click the Delete Field from PO button. Click Yes when prompted to confirm deletion. A confirmation message will be displayed - **Planning Object Field is successfully deleted.** Please note that you cannot delete or edit a planning object if it's mandatory or being used in program review.

HOW TO DELETE PLANNING OBJECTS:

1. Choose Planning Objects from the left navigation panel
2. Select a Planning Object, and then click the Delete Planning Object button. Click Yes when prompted to confirm deletion. Please note that you cannot delete a Planning Object if it’s being used in Program Review.
HOW TO DEFINE INTERNAL LINK(S) BETWEEN PLANNING OBJECTS:

1. Choose Planning Objects from the left navigation panel
2. Select the Planning Object, and then click the Define Linkage button
3. Use F4 key and click on Start Search
4. Select a Planning Object and click the OK button
5. In the Link column select a link and define the max and min linkages then click the Save Planning Object button
HOW TO DELETE LINK FOR PLANNING OBJECT

1. Choose Planning Objects from the left navigation panel
2. Select the Planning Object then click the View/Change Planning Object button
3. Select a link from the linkages and click the Delete Link From PO button. Click the Yes button when prompted to confirm deletion. Please note that you cannot delete a linkage if it’s being used in Program Review.
HOW TO RESET A PROGRAM:

1. Choose Program Review from the left navigation panel.
2. Select the desired set of Levels then click the Search Programs button.
3. Select a Program you want to reset and click the Reset Program button. Click Yes when prompted to confirm reset. A confirmation message will be displayed.