

How to access and print Action Plans

1. Open marin.elumenapp.com
2. Make sure you are in your **Department Coordinator** role
3. Click on the **Strategic Planning** tab and look at the row of tab directly below and click on **Action Plans**.
4. Use the filters below to select the **department (organization)** and the **term**.
5. Click on the small square to the left of the name of the action plan and look above to see the summary tab.
6. Click on the **Summary** tab

The screenshot shows the user interface for Action Plans. At the top, the user is identified as Robyn Wood, a Department Coordinator in the Fine & Visual Arts department. Navigation tabs include Strategic Planning, SLOs & Assessments, Curriculum, Org Management, and Reports. The main navigation bar includes Dashboard, Planner, Initiatives, Assessments, Action Plans, and RFI. Below this, there are filter sections for Organization (Fine & Visual Arts), Show (Planned), Courses (ARCH101, ... (176)), Planned By (College of Marin), and Terms (Fall 2018 Credit/Noncredit). A toolbar offers options to Clone, Summary, and Download Resource Requests as CSV. A table lists action plans with columns for Action Plan, Description, Status, and Status Summary. One action plan is visible: 'reflection fall 2018' with description 'reflection questions' and status 'Not Started'.

7. The formatting will change to look like the screen shot below.
8. The Summary tab will show you how many action plans were completed.
9. The **Detail** tab will show another filter screen to fill out. Make sure to check the completed box to see only those action plans that have been completed. This will save you paper! Also, make sure the correct department is chosen for the organization tab.
10. Look at the top of the screen to see two icons for saving/printing the report.

This screenshot shows the detailed view of an action plan. At the top right, there are download icons for PDF and CSV. The main content area displays the action plan title 'reflection fall 2018' and description 'reflection questions'. Below this are fields for Status (Not Started) and Status Summary. A navigation bar at the bottom includes Summary, Detail, and Budget Management tabs. Below the tabs are filter sections for Expected Action (All), Action Type (All), Organization (Fine & Visual Arts), Courses/Contexts (All), and Term (Fall 2018 Credit/Noncredit). There are also checkboxes for Completed (checked) and Resource Req (unchecked), and a pagination control showing 'Previous 1 Next'. A metadata table is displayed below the filters:

Organization:	Course:	Section:	Date:	Term:	Effective:	Respondent:
Fine & Visual Arts	ARCH102 - History of Architecture III	010	12-21-2018 21:07	Fall 2018 Credit/Noncredit	<input type="checkbox"/>	Anonymous

At the bottom, there are two lines of text: 'Expected Action: Answers to the reflection questions are for department discussion and are only shared with your' and 'Action Type: Reflection'.