## **Creating a Plan**

- 1. The point has now been reached where a Plan can be created
- 2. Click on the blue Add Plan link under the Request to create a new plan



1. In the box that opens the user should name the plan and add any description they may want



- 2. Click on the blue OK button when finished and the Plan has been created
- 3. Open the plan and begin the planning process by clicking on the blue *Open* button next to the new plan

Add Request		
•	request 1	Show Info
		open
Add Plan		
	<ul> <li>original</li> </ul>	Show Info
	Clone	open

1. Note that users are free to have as many plans as desired within a single *Request* however, each plan should be designed to fulfill the entire *Request* as only a single *Plan* per *Request* may be *Published* (approved) in the system

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