KENNESAW STATE UNIVERSITY
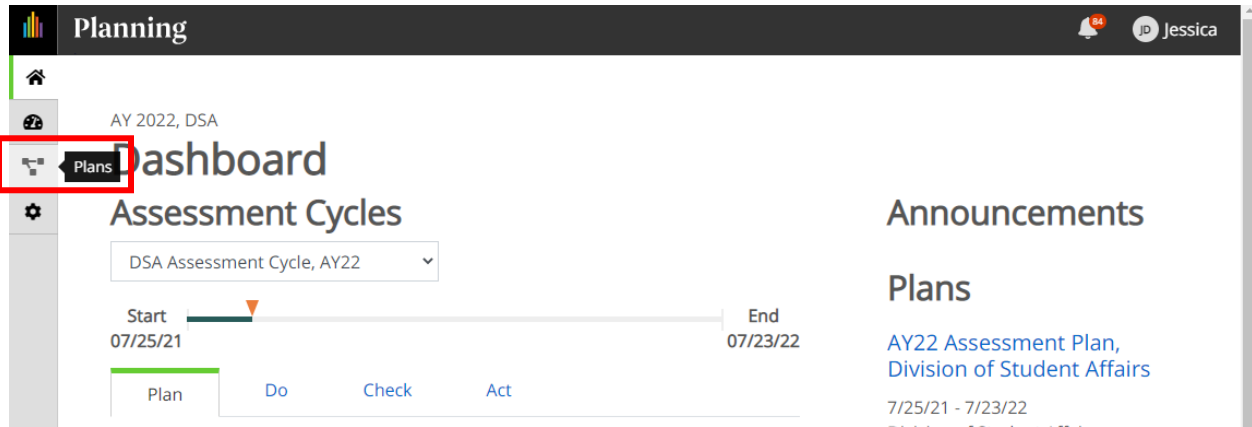U N I V E R S I T Y
DIVISION OF STUDENT AFFAIRS

Adding Plan Items to your Annual Report

This guide will walk you through how to add Plan Items to your department or unit Annual Report. If you are unable to add new Plan Items and you feel you should be able to, please contact SPAA@kennesaw.edu.

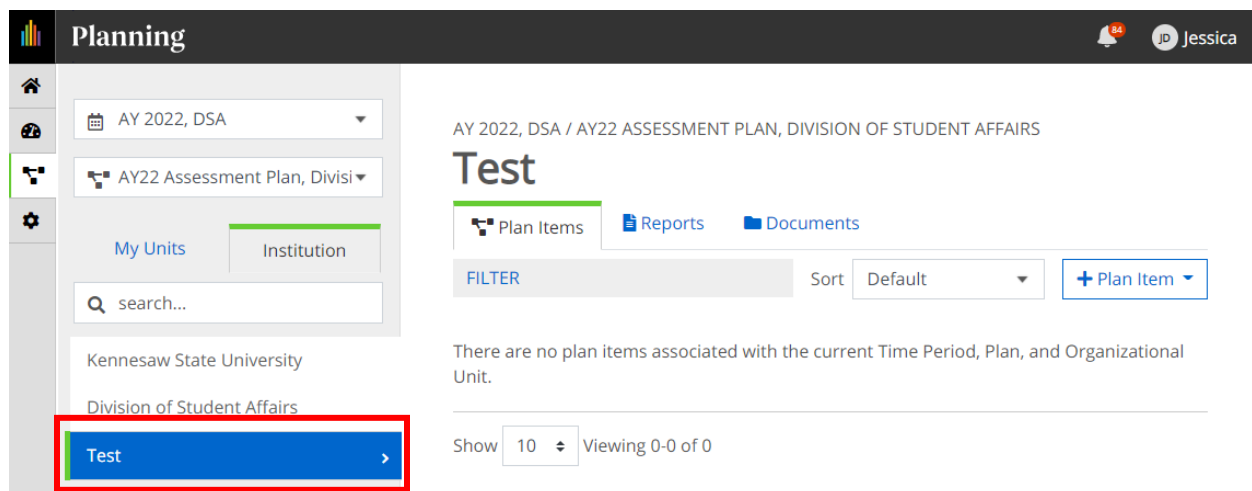**Step 1. Navigate to the Plans area of the site**

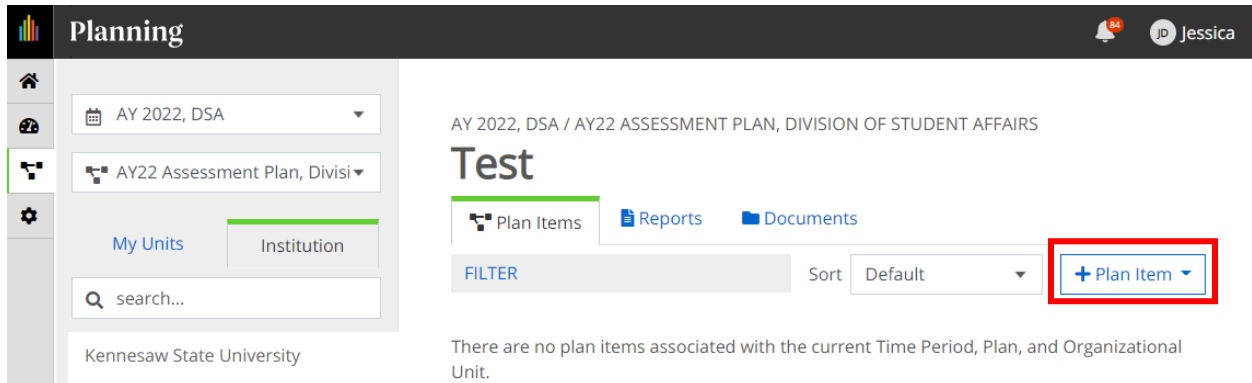**Step 2. Select the appropriate Time Period and Plan**
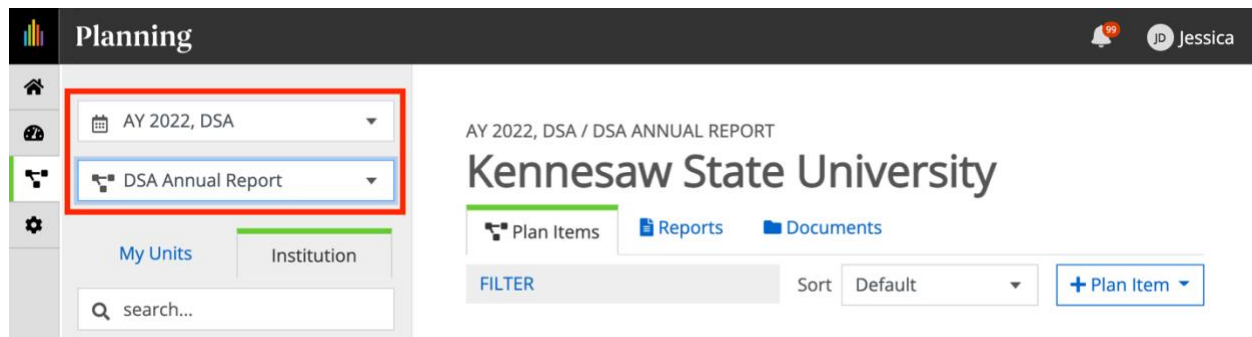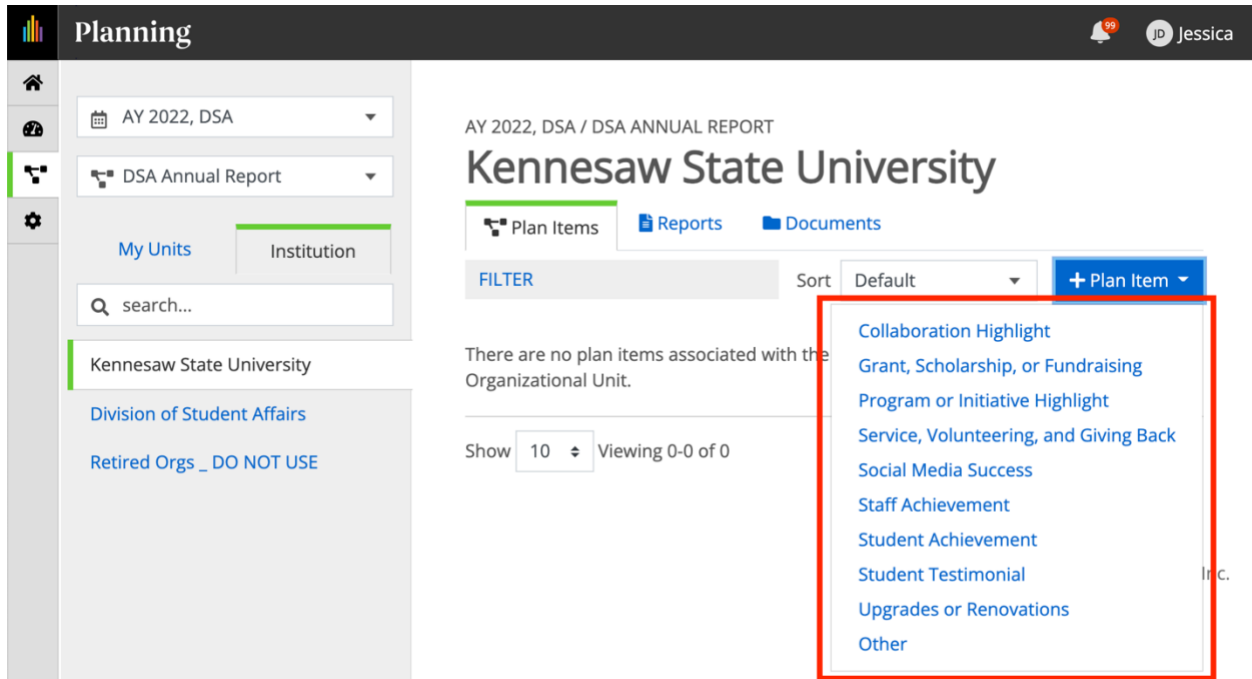

Step 3. Select your Department/Unit.
Note: Departments/Units are nested under their corresponding Senior Leadership Team Portfolio within the Division of Student Affairs.

Step 4. Click the "+ Plan Item" button

Step 5. Select the type of Plan Item you would like to create

Step 6. Enter Plan Item Information

When a new Plan Item is added, the system will open the Plan Item to allow the user to enter the required information. You may enter this information now and select the blue "Done" button or return at a later time to enter this information by leaving the fields blank and selecting the blue "Done" button.

   a. Note: If an item was inadvertently added to your plan, you may click the blue "Delete" text to the left of the "Done" button.

Step 7. Repeat steps 4 through 6 until all necessary Plan Items have been added.

Last Updated: 11/12/2021