How to Add Qualitative Outcomes to the Annual Report System

1. Login to the Strategic Planning Reporting System by entering your username into the “Goalkeeper Name” field, entering your password into the “Password” field, and clicking the “Login” button.

2. Click the “Annual Report System” button.
   
   a. Please Note: this screen in the system also displays a broadcast message that is used to communicate with the campus community. As you notice in this example the Strategic Planning Committee is asking all users of the system to review their dollar amounts and evaluation methods of their action plans.

3. Select the planning cycle you wish to add your Qualitative Outcome to by making a selection from the drop down list located in the “Planning Years” field.
4. Select the Key Priority you wish to associate your Qualitative Outcome to by making a selection from the drop down list located in the “Key Priority” field.

5. Select the year you wish to associate your Qualitative Outcome to by making a selection from the drop down list located in the “Choose a Plan Year” field.

6. Click the “Qualitative Outcomes” button.
7. Select the action plan associated with the Qualitative Outcome you wish to add by making a selection from the drop down list located in the “Choose an Action” field. *Please Note: Qualitative Outcomes are attached to Strategies so the Action Plan selected must have a Strategy.*

8. Once a selection has been made in the “Choose and Action” field, all associated Strategies will appear in the “Strategies you have entered for this Action and Year” field. *Please Note: this field cannot be edited and is only for reference.*
9. Enter the Qualitative Outcome you wish to add in the “Enter 3 to 5 Bullet Points” field. (Please keep entries short but descriptive)
10. Click the “Submit” button.

11. Once the “Submit” button is clicked, you should see a “Your Qualitative Outcome Value has been recorded in the database” message.
   a. Click the “here” link in the phrase “Click here to add or edit another Qualitative Outcome” to add another outcome for the same year and key priority.
   b. Click the “Return to Choose System” button to return to the main menu (Two Options: Strategic Planning Reporting System or Annual Report System).
   c. Click the “Return to Main” button to return back to the screen where you can select the planning cycle.
   d. Click the “Logoff” button to exit the Strategic Planning Report System.