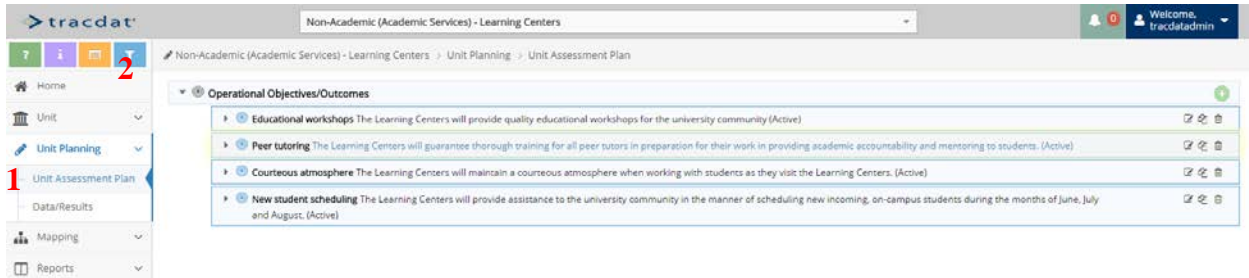
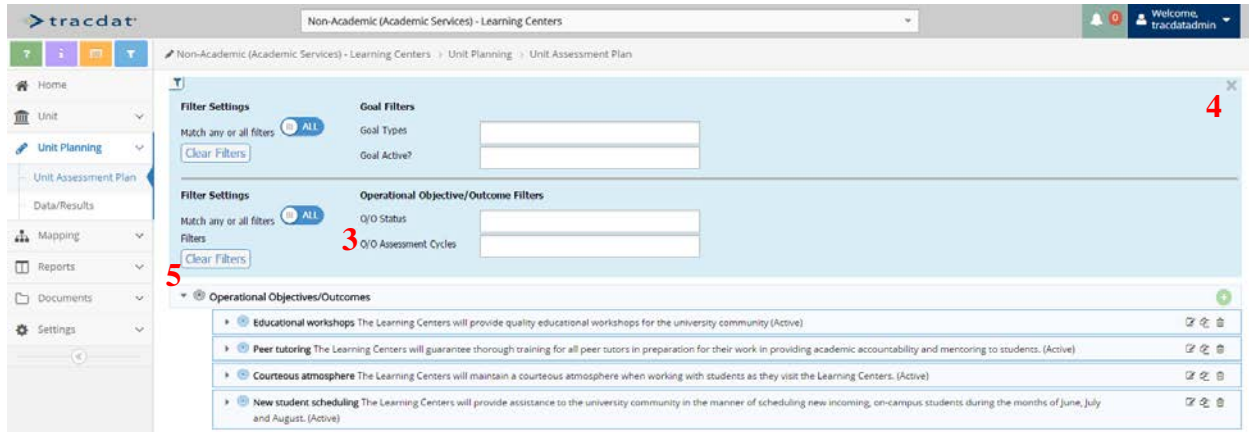


USING FILTERS TO DISPLAY ONLY CHOSEN YEARLY O/O'S

1. From the home page, go to your unit's "Unit Assessment" Plan page.
2. Click on the blue "filter" symbol at the top left of the page.



3. Click in the "Outcome Assessment Cycle" field and choose this assessment year.



4. Only the O/O's chosen for this assessment year will be displayed. Click the x in the top right corner to close the filter.

5. TO DISPLAY ALL O/O's at any time. Click on the blue "filter" symbol and click on the "Clear Filters" button. All active O/O's will be displayed again.