

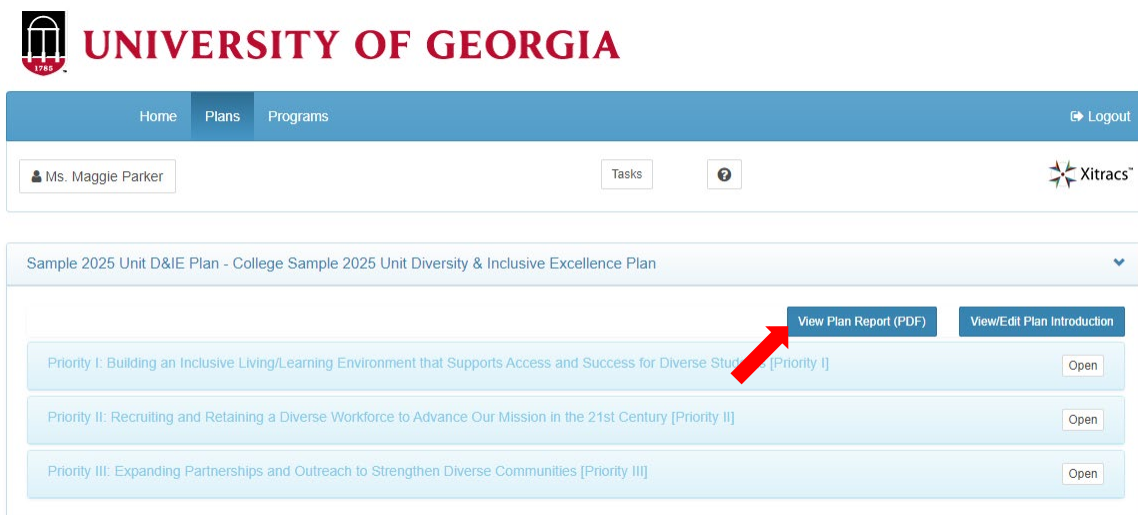
Produce a PDF of the Unit Diversity & Inclusive Excellence Plan

The Xitracs Portal allows you to produce a PDF of the Unit Diversity & Inclusive Excellence Plan in its entirety, and also in smaller pieces.

NOTE: In the Xitracs Portal, the Annual Targets and Annual Performance fields are in an outline format for entry. However, when a PDF report is produced for the Strategic Plan, these will be transformed into a more digestible format (see below).

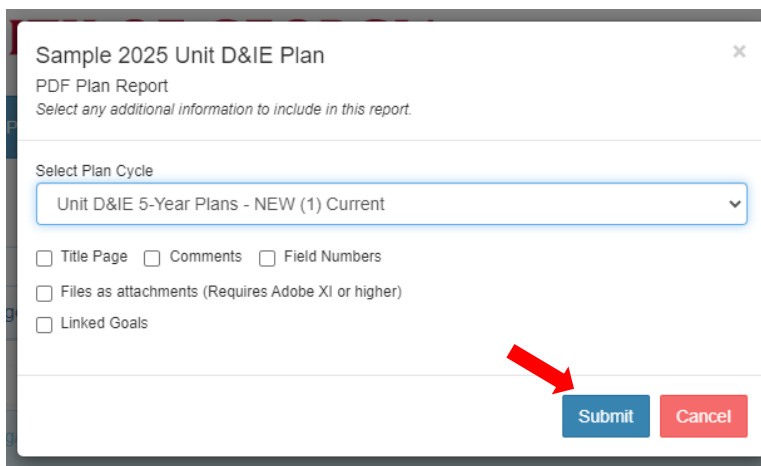
Export a PDF of the Entire Unit Diversity & Inclusive Excellence Plan

From the Plan view, click on the *View Plan Report* button.



The University has created a uniform report for Diversity & Inclusive Excellence Plans, so you don't need to click on any of the radio buttons below.

Click *Submit* to download the PDF report.

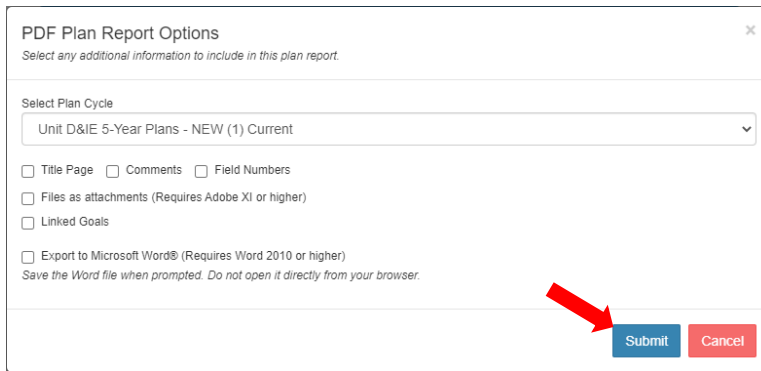


Export a PDF of One Strategic Priority
From the Strategic Priority view, click on the *View PDF* button.



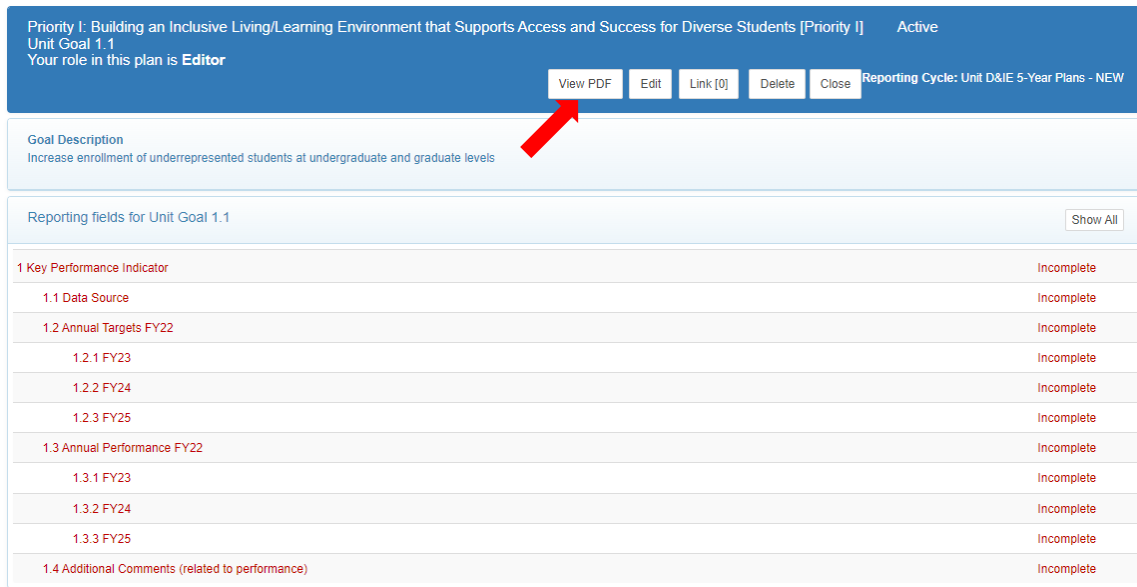
The screenshot shows the University of Georgia Xitrac interface. At the top, there is a navigation bar with 'Home', 'Plans', and 'Programs' tabs, and a 'Logout' button. Below this, a user profile for 'Ms. Maggie Parker' is visible, along with 'Tasks' and a help icon. The main content area displays a strategic priority: 'Priority I: Building an Inclusive Living/Learning Environment that Supports Access and Success for Diverse Students [Priority I]'. Below the priority title, there are buttons for 'Narrative', 'Add Goal', 'View PDF', and 'Close'. A red arrow points to the 'View PDF' button. Underneath, two unit goals are listed: 'Unit Goal 1.1: Increase enrollment of underrepresented students at undergraduate and graduate levels' and 'Unit Goal 1.2: Increase need-based student scholarships for undergraduate and graduate education'. Each goal has a 'View Goal' button and navigation arrows.

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The screenshot shows a dialog box titled 'PDF Plan Report Options'. It contains a dropdown menu for 'Select Plan Cycle' with 'Unit D&IE 5-Year Plans - NEW (1) Current' selected. Below the dropdown are several unchecked checkboxes: 'Title Page', 'Comments', 'Field Numbers', 'Files as attachments (Requires Adobe XI or higher)', 'Linked Goals', and 'Export to Microsoft Word® (Requires Word 2010 or higher)'. A note below the last checkbox reads: 'Save the Word file when prompted. Do not open it directly from your browser.' At the bottom right of the dialog, there are 'Submit' and 'Cancel' buttons. A red arrow points to the 'Submit' button.

Export a PDF of Just One Unit Goal
From the Goal view, click on the *View PDF* button.



Priority I: Building an Inclusive Living/Learning Environment that Supports Access and Success for Diverse Students [Priority I] Active
Unit Goal 1.1
Your role in this plan is **Editor**

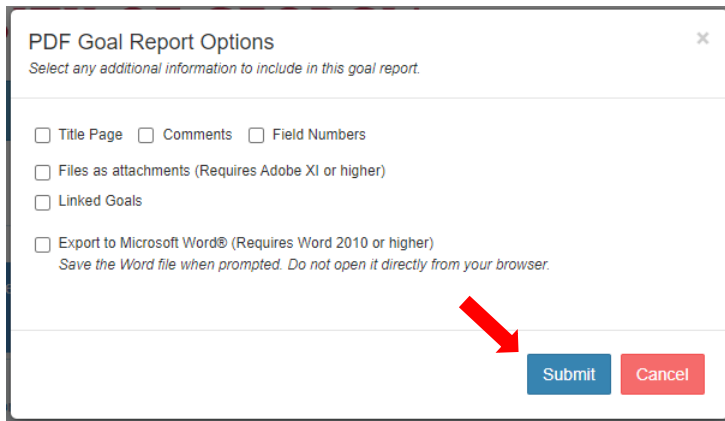
View PDF Edit Link [0] Delete Close Reporting Cycle: Unit D&E 5-Year Plans - NEW

Goal Description
Increase enrollment of underrepresented students at undergraduate and graduate levels

Reporting fields for Unit Goal 1.1 Show All

1 Key Performance Indicator	Incomplete
1.1 Data Source	Incomplete
1.2 Annual Targets FY22	Incomplete
1.2.1 FY23	Incomplete
1.2.2 FY24	Incomplete
1.2.3 FY25	Incomplete
1.3 Annual Performance FY22	Incomplete
1.3.1 FY23	Incomplete
1.3.2 FY24	Incomplete
1.3.3 FY25	Incomplete
1.4 Additional Comments (related to performance)	Incomplete

The University has created a uniform report for Unit Diversity & Inclusive Excellence Plans, so you don't need to click on any of the radio buttons below.



PDF Goal Report Options ×

Select any additional information to include in this goal report.

Title Page Comments Field Numbers

Files as attachments (Requires Adobe XI or higher)

Linked Goals

Export to Microsoft Word® (Requires Word 2010 or higher)
Save the Word file when prompted. Do not open it directly from your browser.

Submit Cancel