

Updating a Plan Document

Abstract

In this guide you will learn how to update an existing plan document to include any changes to the planned land units.

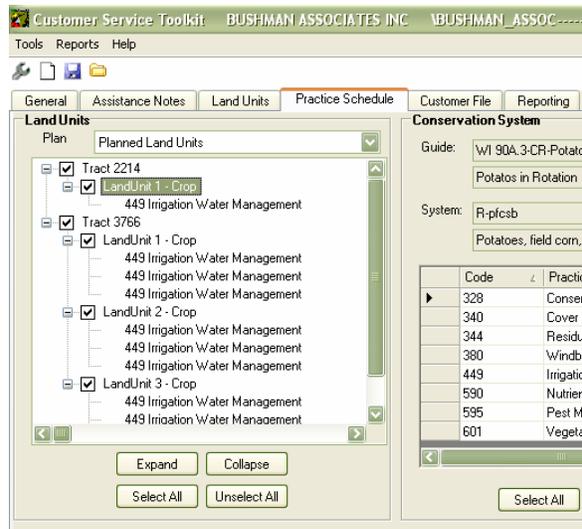
Steps: Schedule Practices – Go thru Plan Wizard – Rename to Overwrite - Set Page Breaks – Save & Print.

Details

Schedule Practices

1. Go to the **Practice Schedule** tab.
 Add or remove practices as needed.
 Schedule practices for newly added fields.

2. In the **Land Units** area **select** the land units that will be included in the plan document by **placing** a check mark in the check box.



Go thru Plan Wizard

3. Select Template:
 Use the default option and **Click Next**.
4. Select Participants:
 Decision Maker is already selected.
 Add more if desired.
Click Next.
5. Set Plan Document Preferences:
Click Next.

Rename to Overwrite

6. In the *Save Excel File As* window, the *File Name* defaults to *NewPlan.xls*.

Change this to the exact same name of the Plan Document to be replaced.



This can be easily done by **clicking** on the file name above. This will change the name in the File Name blank below.

7. **Click** the **Open** button.
8. Say **Yes** to the Overwrite request.
9. The plan document opens in Excel.

Set the Page Breaks

10. Move page breaks (blue, horizontal lines) up so they don't dissect text or tables.

Save and Print