Compliance Assist becomes PLANNING with a new user interface!

Major Changes Include:

✓ **Change of Name** – We will no longer refer to this tool as "Compliance Assist." It is now "Planning." It has a new URL: https://utk.campuslabs.com/planning/dashboard.

✓ **The Home Page IS your Dashboard page** – No extra clicks!
  - You will see your "Dashboard" in the center of the screen.
  - You will see "Announcements" and the "Plans" you have access to on the right column.
  - You will see three small navigator tabs in the left column:
      - 🏠 This will take you to the "Dashboard" page
      - 🎄 This will take you to the "Plans" page
      - ⚙ This will take you to "Settings" (limited functionality for most users)

✓ The "**Dashboard**" will list all forms that you have created and/or are working on! You may click on your forms here to continue editing them without having to go to the "Plans" page.
  - The "My Items" tab will list all forms you have created.
  - The "Responsible Items" tab will list all forms that a different creator has named you responsible for helping to complete.
  - The "Contributor" tab will list all forms that you have access to as a contributor – this is determined by your user permissions.

✓ The "**Plans**" page will be your all-access page for your department's forms, reports, and documents. It is broken down like this:
  - The **right column** has a drop-down menu to choose the academic year you want to work in. You may view forms from previous academic years by choosing the appropriate year. It then has a drop-down menu to choose the plan you are working in (i.e. Acad Assessment). It will then list your department under the "My Units" tab. Additionally, you can view other programs' reports under the "Institution" tab. Both tabs now also include a handy search function!
  - The **main page** will have three tabs:

      🎄 Plan Items
      This will have the list of all forms for your department. **NOTE:** Forms will no longer have icons. Rather, in this list you will see the Form Name written out below the title you give the form, as well as the goal(s) that the form has been related to (if applicable).

      📄 Reports
      This will list all reports run by your department.

      ■ Documents
      This can house any supporting documents that you upload.

Other Noteworthy Changes Include:
  - When you click on an existing form, you will automatically be able to edit it – no extra clicks for this!
  - The text editor for large text boxes will appear embedded within text box in the form – no extra clicks to open the editor box!
  - AUTO-SAVE – all edits will be saved automatically with no need to click a save button.