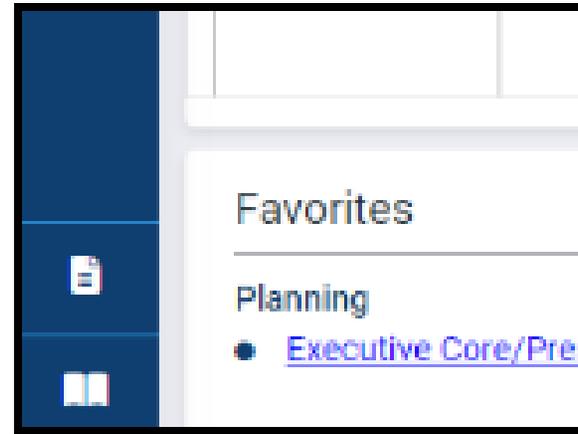


Pulling A Unit Plan from SPOL

Step 1. Once you log in to SPOL, select the Report icon at the bottom left of the screen.



Step 2. From the Planning Reports Menu, select "Strategic Planning by Planning Unit"

Step 3. In the boxes that appear, select:

Planning Year: **2023-2024**

Planning Unit: Select your Unit from the Drop Down Menus

Objective: Select **All**

True/False: Select False for "Show SWOT" and "Show Objective Type."

Step 4. Click **View Report** (blue button), you can then download reports as word, excel, or pdf.

