

Quick Reference Guide (QRG)



Planning Tool Print

LEAs/External Users

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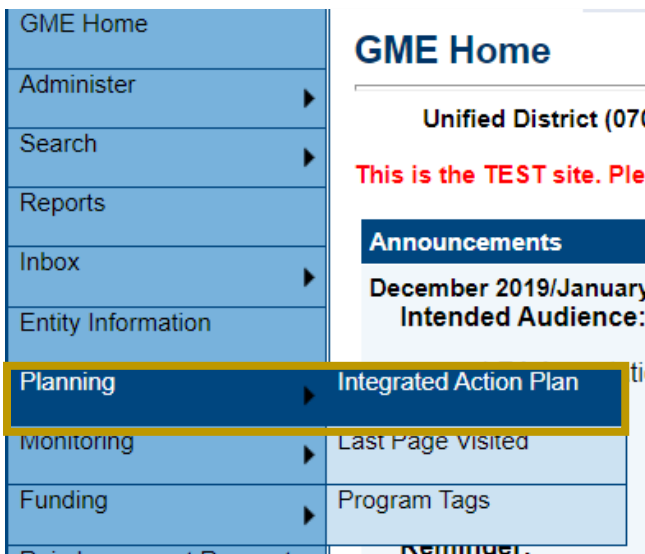
User Role Requirement

Depending on the Planning Tool that you would like to print (LEA one – LIAP, or School one – SIAP), you need to have the appropriate role(s) to be able to access it. There are two roles associated with the Planning Tool:

- **LEA Plan Update:** allows a user to initiate, edit, save and revise a district-level plan. This role enables the user to view all school (site) plans as well. This role is necessary for LIAP.
- **School Plan Update:** allows a user to initiate, edit, save and revise a school-level (site-level) plan. This role is assigned per each school (site) the user needs to access.

Printing option is available only from within the **Sections**.

Accessing the LIAP/SIAP



As detailed in [Planning Tool training documents](#), log into Grants Management Enterprise (GME) via ADEConnect. In GME, select your organization’s name (hyperlink on GME Home). Then hover over **Planning** and select **Integrated Action Plan**.

* For additional step-by-step process on accessing the appropriate (LIAP or SIAP) **Sections** page of the plan, refer to the training materials mentioned above.

Printing Pages or Sections of LIAP/SIAP

1. Once on the **Sections** page, select the [Print](#) hyperlink in the **Print Select Items** column. This hyperlink appears for every page of the Sections (except [Create Comment](#) page) in addition to every section itself. You can print the entire Planning Tool (LIAP or SIAP) by selecting [Print](#) hyperlink on the **All** line.

Description (View Sections Only View All Pages)	Validation	Print <input type="checkbox"/> Select Items
All	Messages	Print
<input type="checkbox"/> History Log		Print
History Log		Print
Create Comment		
<input type="checkbox"/> School Planning Team	Messages	Print
School Planning Team (REQUIRED)	Messages	Print
<input type="checkbox"/> Comprehensive Needs Assessment	Messages	Print

* If you need to print specific pages only, check off the Print Select Items check box located in the column’s header.

2. Once you select the [Print](#) hyperlink, you will be directed to **Print Request** page. On this page, confirm the information displayed by selecting the Print button.

Print Request

Unified District Public District - FY 2021

This is the TEST site. Please be sure to complete your work on the LIVE site.

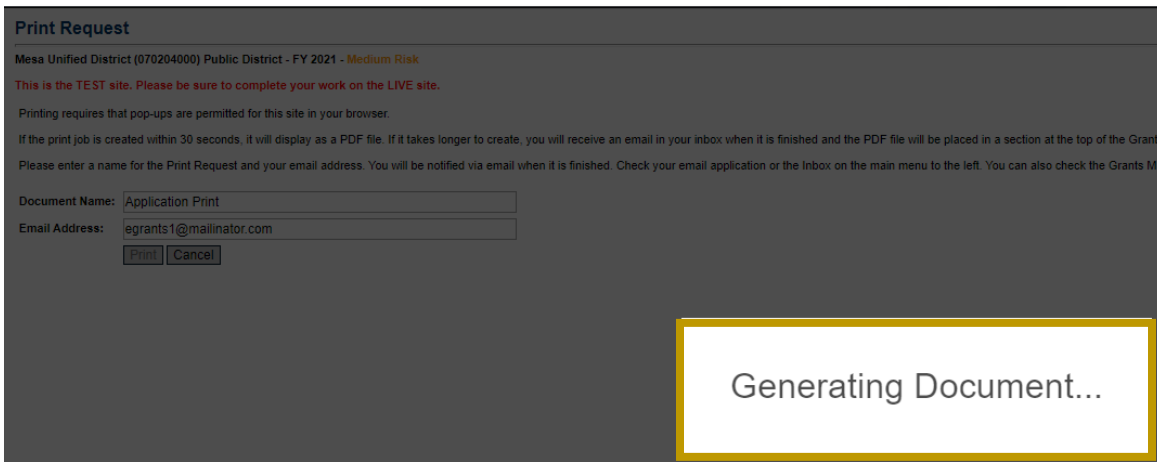
Printing requires that pop-ups are permitted for this site in your browser.

If the print job is created within 30 seconds, it will display as a PDF file. If it takes longer to create

Please enter a name for the Print Request and your email address. You will be notified via email

Document Name:

Email Address:



Print Request

Mesa Unified District (070204000) Public District - FY 2021 - Medium Risk

This is the TEST site. Please be sure to complete your work on the LIVE site.

Printing requires that pop-ups are permitted for this site in your browser.

If the print job is created within 30 seconds, it will display as a PDF file. If it takes longer to create, you will receive an email in your inbox when it is finished and the PDF file will be placed in a section at the top of the Grants

Please enter a name for the Print Request and your email address. You will be notified via email when it is finished. Check your email application or the Inbox on the main menu to the left. You can also check the Grants Ma

Document Name:

Email Address:

Generating Document...

3. You will see a pop-up window informing you about your document being generated.

4. One of two actions will follow:

- a) The requested document will open on your screen in a new tab as a PDF.
- b) If the requested document is too large to generate on your screen or your pop-up in the browser is blocked, you will see the following message displayed:

Print Request

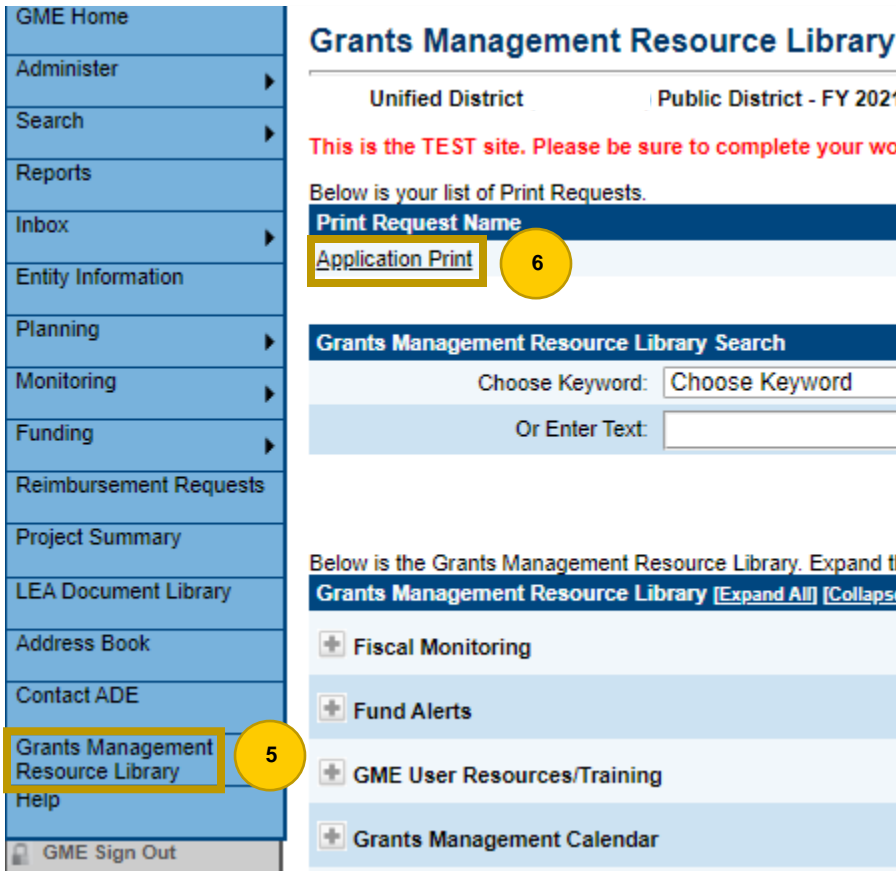
..... Unified District Public District - FY 2021

This is the TEST site. Please be sure to complete your work on the LIVE site.

The Print Request is taking a long time to complete. It has been submitted for completion and you will be notified via email when it is complete.

Print jobs will appear as links near the top of the page in the "Grants Management Resource Library" Section of GME. These links will remain for five days

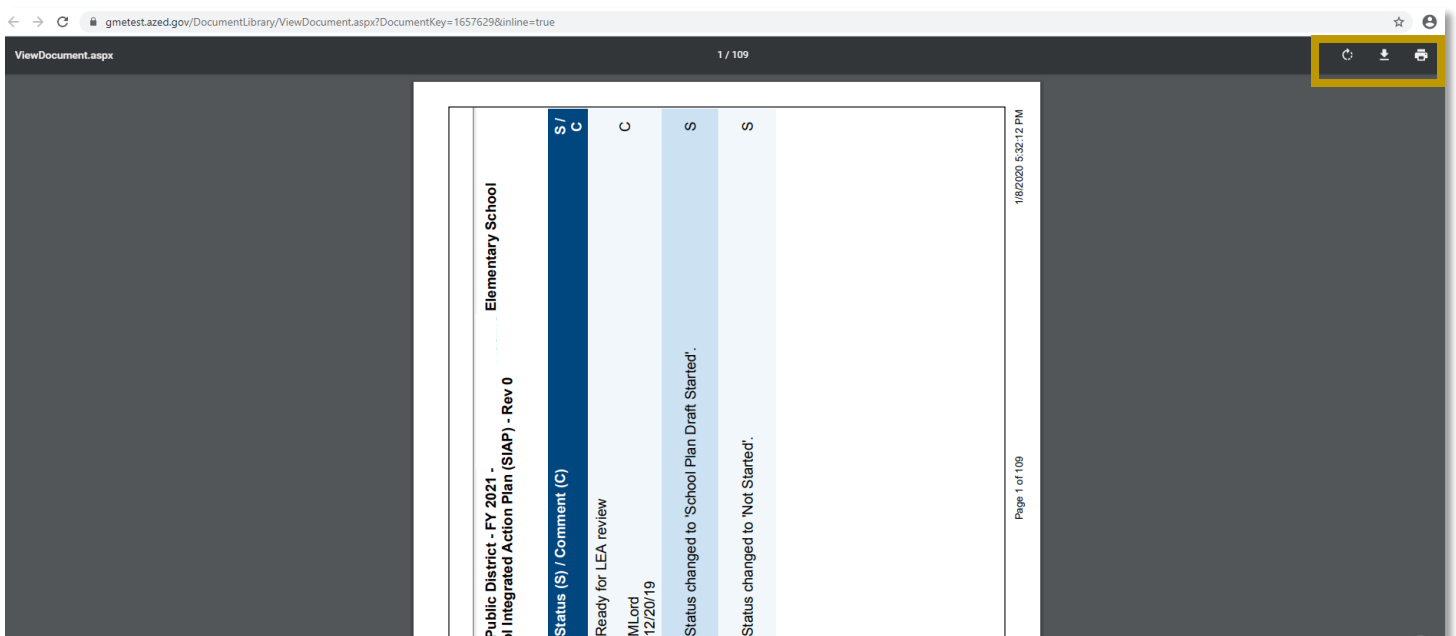
[Return to School Integrated Action Plan \(SIAP\)](#)



5. In both cases, the document will be saved in GME for your reference for 5 days (unless you delete it earlier). Navigate through the main menu to Grants Management Resource Library.

6. Select the hyperlink with the Print Request Name to open your PDF document.

* Once the PDF is opened, on the top ribbon of your browser, you can choose to rotate, download or save it.



Status (S) / Comment (C)
Elementary School
Public District - FY 2021 - of Integrated Action Plan (SIAP) - Rev 0
Ready for LEA review
MLord 12/20/19
Status changed to 'School Plan Draft Started'.
Status changed to 'Not Started'.