

# WEAVE Online

## Adding and Editing Data in New Cycle

After you have entered/edited data elements (such as Mission, Goals, Objectives, Measures, Targets, and Action Plans) for the most recent cycle, you can begin adding/editing your data for the next new cycle. The cycle selection button at the top of the page will give you the option of choosing your next cycle. Before starting, make sure you have chosen the correct next cycle.

Cycle and Entity Selection:	
2009-2010 (Current)	▼
2010-2011 (Future)	▲
2009-2010 (Current)	≡
2008-2009 (Previous)	▼

### In this Section:

- Allow Data to Exist in the Next Cycle/Future Cycle
- Prevent Unneeded Data from “Being Active” in the Next /Future Cycle
- Review and Refine Data Elements
- Add New Data
- Double Check Your Work

## Allow Data to Exist in the Next Cycle/Future Cycle

If you have Mission, Goals, Objectives, Measures, Targets or Action Plans that exist in the current cycle that you would like to have in the next cycle *and beyond*, choose the ‘Active through Cycle’ setting of ‘Keep Active’.

Established in Cycle:	2008 - 2009 ▼
Active through Cycle:	Keep Active ▼
	Keep Active
	2009 - 2010
	2008 - 2009

These data will now be active in any existing next cycles and will be copied automatically into any cycle created in the future.

You will not need to copy/paste or re-enter this data. Once in the new cycle, you will be able to make edits to these data elements *without affecting the current cycle*.

**NOTE: Do not change the ‘Established in Cycle’ without first reviewing related data that may be affected. Please ask Cynthia Price if you have questions.**

## Prevent Unneeded Data from Being Active in the Next/Future Cycle

If you have Mission, Goals, Objectives, Measures, Targets or Action Plans that should NOT be in the next cycle, adjust the ‘Active through Cycle’ so that it matches the current cycle.

These data will then be active through the end of the current cycle and will not exist in any next or future cycles. For example: If the objective or measure in the current cycle (ex. 09-10) is significantly different from what you plan to have in the future cycle, you should prevent that data from being active in a next cycle. In this case, the data element would only be active through the end of 2009-2010 and would not be in any subsequent cycle.

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Established in Cycle: 2008 - 2009

Active through Cycle: 2009 - 2010

Keep Active

2009 - 2010

2008 - 2009

**NOTE: Please be aware that modifying the 'Active through Cycle' status of an Objective, Measure, Target or Action Plan may create orphaned data within the application. Users should consult with Cynthia Price if they have any questions.**

## Review and Refine Data Elements

When a new cycle is created, all data elements (Mission/Purpose, Goals, Objectives, Measures, Targets and Action Plans) that have their 'Active through Cycle' set to 'Keep Active' will automatically exist in a new cycle.

If these data elements need minor changes, the changes can be made via editing. *Edits in one cycle do not affect the data in any other cycle.* If you correct a spelling mistake in one cycle, it is not automatically made in other cycles.

## Add New Data

- If new data elements (Goals, Objectives, Measures, Targets and Action Plans are needed, add them.
- Ensure that relationships between Measures and Objectives are accurate.
- Ensure Targets are appropriate to Measures and Objectives
- Add any new Action Plans.

## Double Check Your Work

Run the Detailed Assessment Report on your entity(ies) to make sure that all:

- Goals have Objectives
- Objectives have Measures,
- Measures have Targets, and
- Each objective has an implementation Action Plan
- Run the Detailed Assessment Report (DAR) to check your work.

## For More Information

- **For a click-by-click review of data entry and running reports, please see The WEAVEonline Tutorial located within Help > Getting Started!**
- **If you have questions, please contact Cynthia Price.**