

# WEAVE Online

## When and How to Use Active through Cycle Option

In this Section:

- Where to Find the Active through Cycle Option
- When to Use the Active through Cycle Option
- How to Use the Active through Cycle Option

### Where to Find the Active through Cycle Option

The Active through Cycle option is found near the bottom of each of the following screens: Goal, Objective, Measure, Target and Action Plan Tracking.

#### Goal Screen

The Goal Screen interface includes tabs for Design, HTML, and Preview. It features a form with the following elements: 'Established in Cycle' dropdown set to '2015-2016'; 'Active through Cycle' dropdown set to 'Keep Active' (circled in red); 'Show in this Cycle?' radio buttons for 'Yes' (selected) and 'No'; 'Entry Status' radio buttons for 'Draft / In Progress' and 'Final' (selected); an 'Editing Log' text area; and 'Save', 'Cancel', and 'Delete' buttons at the bottom.

#### Objective Screen

The Objective Screen interface includes tabs for Design, HTML, and Preview. It features a form with the following elements: 'Entry Status' radio buttons for 'Draft / In Progress' and 'Final' (selected); an 'Editing Log' text area; 'Established in Cycle' dropdown set to '2015-2016'; 'Active through Cycle' dropdown set to 'Keep Active' (circled in red); and 'Save', 'Cancel', and 'Delete' buttons at the bottom.

#### Measure Screen

The Measure Screen interface includes tabs for Design, HTML, and Preview. It features a form with the following elements: a 'Select Related Objectives' section with '1: Create WEAVE Training Materials' and an 'Edit Relationships' button; 'Established in Cycle' dropdown set to '2015-2016'; 'Active through Cycle' dropdown set to 'Keep Active' (circled in red); 'Entry Status' radio buttons for 'Draft / In Progress' and 'Final' (selected); an 'Editing Log' text area; and 'Save', 'Cancel', and 'Delete' buttons at the bottom.

#### Target Screen

The Target Screen interface includes tabs for Design, HTML, and Preview. It features a form with the following elements: 'Established in Cycle' dropdown set to '2014-2015'; 'Active through Cycle' dropdown set to 'Keep Active' (circled in red); 'Entry Status' radio buttons for 'Draft / In Progress' (selected) and 'Final'; an 'Editing Log' text area; a 'Copy Edits Forward' button; and 'Save', 'Cancel', and 'Delete' buttons at the bottom.

#### Action Plan Tracking Screen

The Action Plan Tracking Screen interface includes a form with the following elements: an 'include in reports' checkbox (checked); 'Established in Cycle' dropdown set to '2015-2016'; 'Active through Cycle' dropdown set to 'Keep Active' (circled in red); 'Entry Status' radio buttons for 'Draft / In Progress' and 'Final' (selected); an 'Editing Log' text area; a 'Copy Edits Forward' section with a 'Select Fields' button; and 'Save', 'Cancel', and 'Delete' buttons at the bottom.

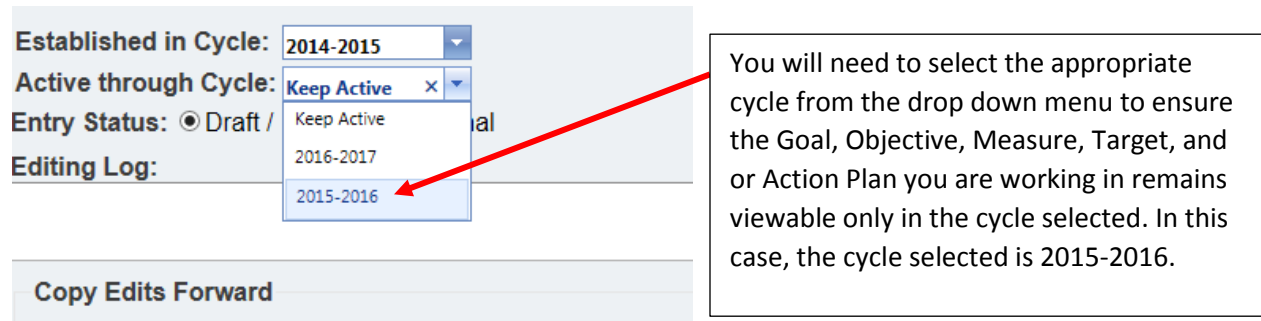
# WEAVE Online

## When and How to Use the Active through Cycle Option

After you have reviewed and assessed each of your Goals, Objectives, Measures and Targets, you will need to decide if all the elements of your plan will need to stay viewable in the current cycle or need to go forward into the new planning cycle.

### How to Keep Active in closing cycle

If you want your Goal(s), Objective(s), Measure(s) and Target(s) to be viewable only in the cycle you are closing and not go forward to the new cycle, you will need to select the appropriate cycle.



Established in Cycle: 2014-2015

Active through Cycle: Keep Active x

Entry Status: ☒ Draft / ☐ In Progress ☐ Final

Editing Log:

2016-2017

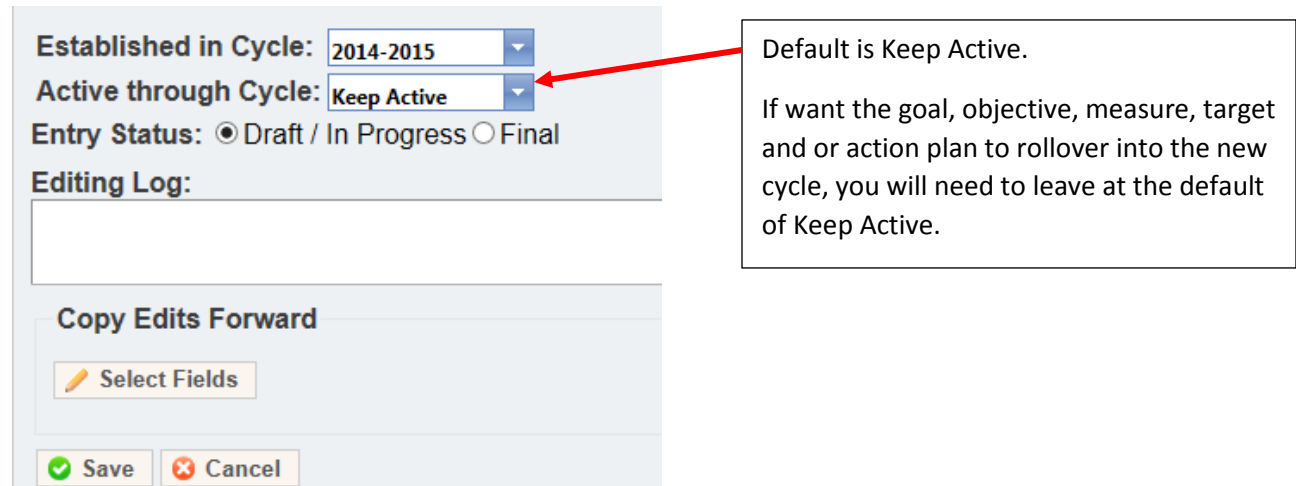
2015-2016

Copy Edits Forward

You will need to select the appropriate cycle from the drop down menu to ensure the Goal, Objective, Measure, Target, and or Action Plan you are working in remains viewable only in the cycle selected. In this case, the cycle selected is 2015-2016.

### How to roll over into new cycle

If you want the goal, objective, measure, target, and or action plan to roll over into the new cycle, you will need to leave at the default of **Keep Active**.



Established in Cycle: 2014-2015

Active through Cycle: Keep Active x

Entry Status: ☒ Draft / ☐ In Progress ☐ Final

Editing Log:

Copy Edits Forward

Select Fields

Save Cancel

Default is Keep Active.

If want the goal, objective, measure, target and or action plan to rollover into the new cycle, you will need to leave at the default of Keep Active.

As you work within WEAVE, please remember to save often. If your application has been idle (you have not navigated between pages or pressed "save") for 70 minutes a popup box will begin a countdown of 20 minutes until an automatic session timeout. If you do not extend your session, you will be logged out of the application and will lose any unsaved work.