

TracDat 101

How to Add a Status

The screenshot shows the TracDat Enterprise v4.6 web application. The browser address bar shows 'TracDat Enterprise v4.6'. The page title is 'ative.jsp'. The navigation menu includes 'Home', 'Program/Unit', 'Program/Unit Recommendation', 'Status', 'Reports', and 'Documents'. The 'Status' tab is highlighted with a red circle. The main content area shows a table of recommendations with columns for 'Recommendation Priority' and 'select'. The 'select' link for the second recommendation is highlighted with a green circle. A modal window titled 'Select Plan of Action/Task' is open, showing a dropdown menu for 'Plan of Action' and a table with columns 'Type' and 'Plan of Action'. The 'select' link for the first row in the table is highlighted with a blue circle.

Type	Plan of Action	select
Staffing - Other	Will update applications and ask for recommendations from counselors.	select

To add a status,

1. Click on the Status tab (red circle)
2. Select the recommendation to add a status (green circle)
3. Select your plan of action [you may only have one plan of action, and that's okay.] (blue circle)

Now you will see a new screen where you can type in your status. You will:

4. Type a status in the "Status" box. This is where you explain what is happening *right now* with your recommendation. If you are still in the development or discovery phase – that's okay. (Example: *Completed staffing request form and will meet with VP to discuss revising job description for student support position.*)
5. Select a recommendation progress from the drop down box.
6. Select a reporting year.
7. Save.