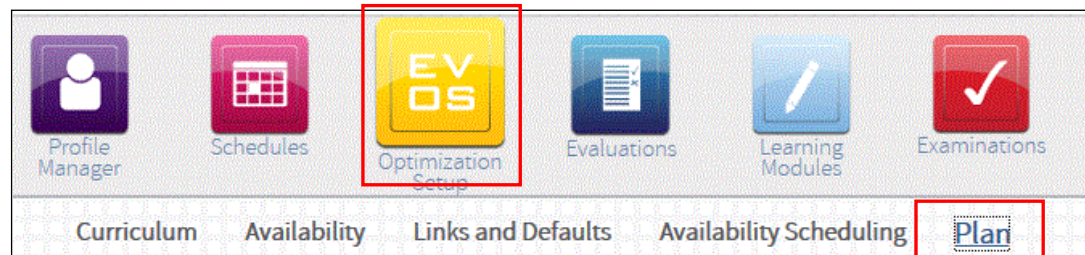


E*Value Quick Start

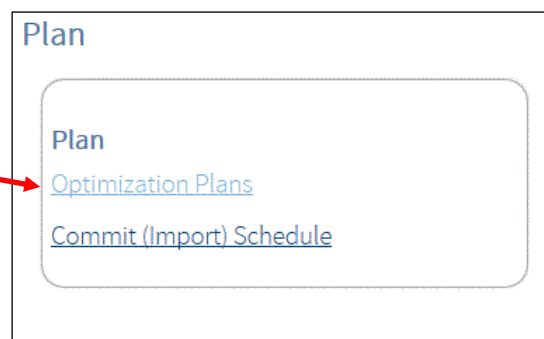
Opening and Closing Optimization Plan Date and Time

You can set Optimization Plan opening and closing date and time.

1. After you log into E*Value, click on the **Optimization Setup** tile in the top navigation bar to see **Optimization Menu Bar** then click on **Plan**.



2. Click on **Optimization Plans** in the **Plan** Menu.



3. Choose Optimization Plan and click on **edit icon** in the **Preference Options** column.

Current Optimization Plans											Add New	
Plan Description	Program Preferences	Preference Options	Manage Students	Emphasize Students	Student Preferences	Plan Actions	Schedule Draft Actions					Show Old Optimization Plans <input type="checkbox"/>
Advanced Studies 2013-2014												
CCE 2013-2014												
zAdvanced Studies TEST												
zCCE TEST												
zFCE TEST												

4. Use scroll bar if necessary and locate Open/Close fields.

The 'Preference Options' dialog box contains the following fields:

- Instruction Text: Rich text editor with 'Welcome to Schedule Optimization' and a paragraph about the scheduling process.
- Search Availability Link: Dropdown menu set to 'Display actual availability'.
- Comment Box: Dropdown menu set to 'Display'.
- Preference Status: Dropdown menu set to 'Open'.
- Open on: Date and time selection field.
- Close on: Date and time selection field.
- Timezone: Dropdown menu set to 'Eastern Time (GMT -5:00)'.

5. To change status immediately use **Preference Status** drop down list.

6. Use **Date and Time** fields to enter future dates for opening and closing

This screenshot is identical to the one above, showing the 'Preference Options' dialog box with the same fields and a red arrow pointing to the 'Open on' and 'Close on' fields.

7. Click **Save Preference Options**.

The bottom of the dialog box shows a 'Preview' button and two buttons: 'Save Preference Options' and 'Cancel'.