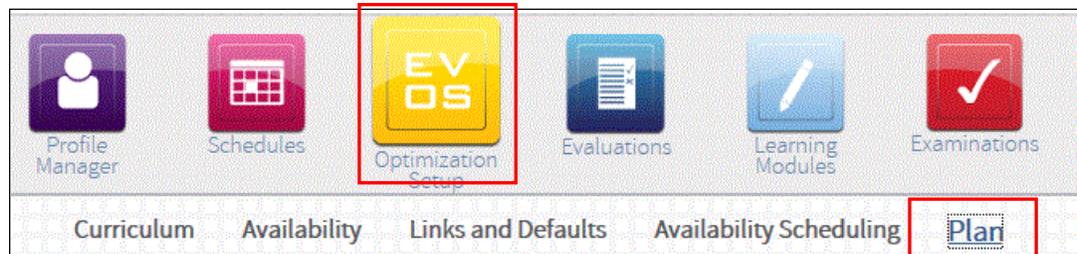


E*Value Quick Start

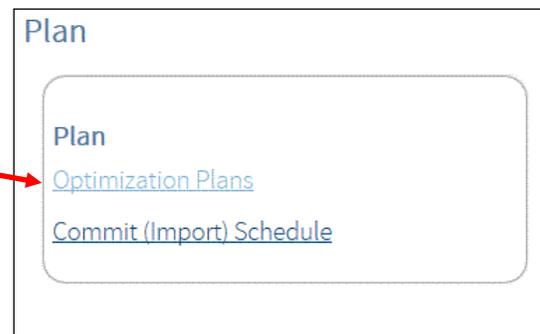
Opening and Closing Optimization Plan Date and Time

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.

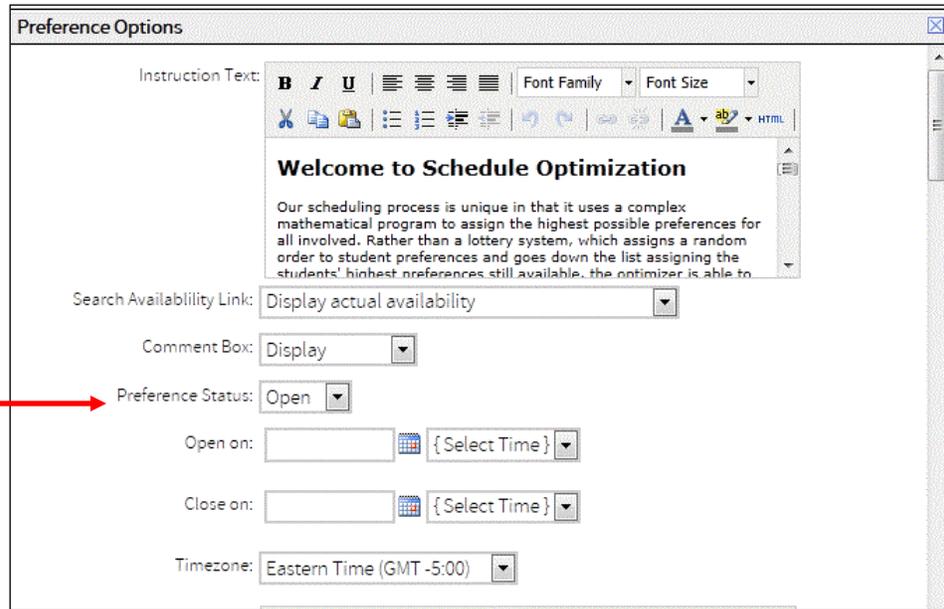


3. Choose Optimization Plan and click on **edit icon** in the **Preference Options** column.

The image shows the 'Manage Optimization Plans' page. It has a title 'Manage Optimization Plans' and an 'Add New' button. Below the title is a section for 'Current Optimization Plans' with a 'Show Old Optimization Plans' checkbox. The table below lists several optimization plans with columns for Plan Description, Program Preferences, Preference Options, Manage Students, Emphasize Students, Student Preferences, Plan Actions, and Schedule Draft Actions. A red arrow points to the edit icon in the 'Preference Options' column for the first row, 'Advanced Studies 2013-2014'.

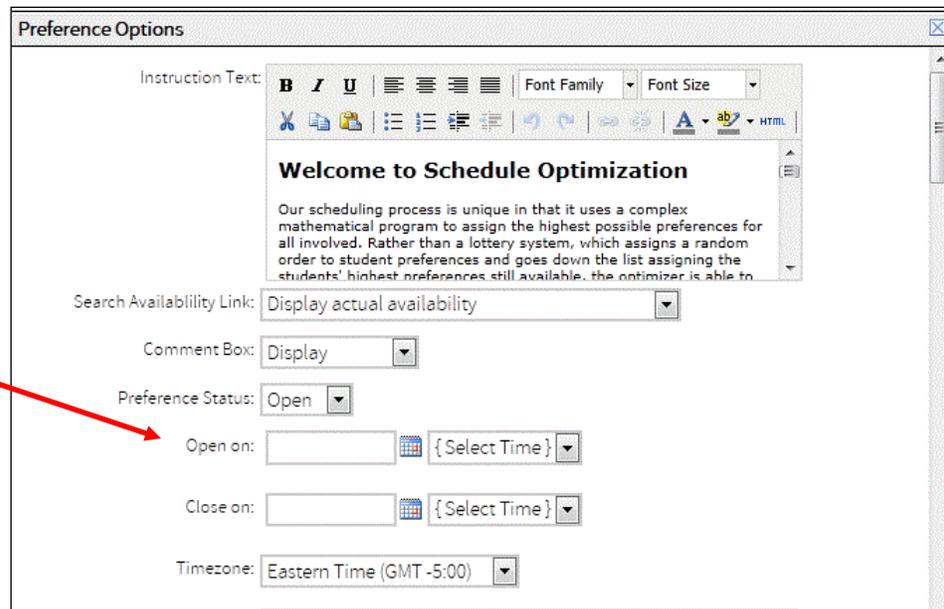
Plan Description	Program Preferences	Preference Options	Manage Students	Emphasize Students	Student Preferences	Plan Actions	Schedule Draft Actions
Advanced Studies 2013-2014							
CCE 2013-2014							
zAdvanced Studies TEST							
zCCE TEST							
zFCE TEST							

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



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



7. Click **Save Preference Options**.

