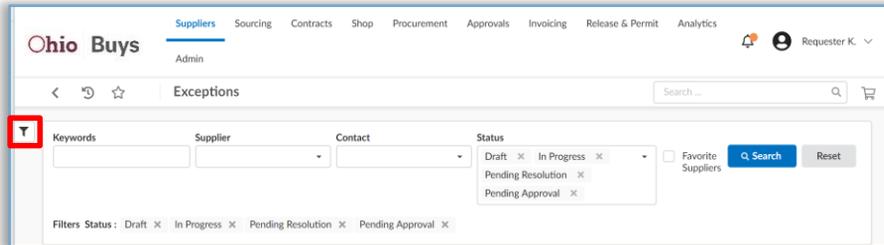


Step-by-Step Instructions for Closing an Improvement Plan

1 Log in to Ohio Buys. From any page in Ohio Buys, go to the Main Menu Navigation Bar, click on **Suppliers**, and select **Improvement Plans** from the drop-down menu.

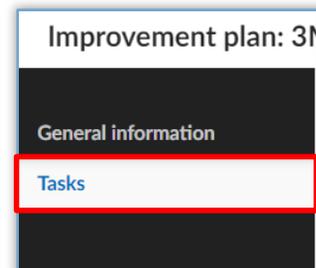
2 From the Improvement Plans page, you can search for existing improvement plans by **Keyword**, **Supplier**, **Contact**, or **Status** in the search bar at the top of the page. You can also do a more advanced search by clicking the filter icon () to the left of the search bar.



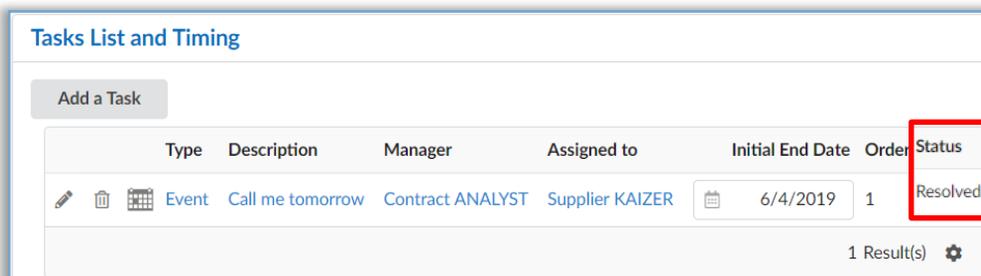
From here, you can also search by **Status**, **Organizations**, **Progress Plan Commodities**, and **Dates**.

3 Once you have found your improvement plan, click the **Pencil icon** () to view and edit it.

4 Navigate to the **Tasks** tab on the left side of the screen.



5 Review the tasks in the improvement plan for completion. Tasks that have been resolved should have, or be updated to a **Status of Resolved**.



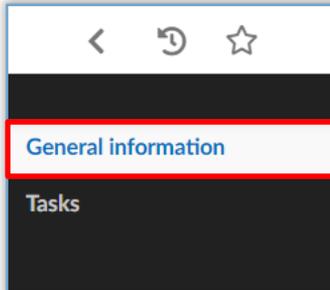
Tasks List and Timing							
Add a Task							
Type	Description	Manager	Assigned to	Initial End Date	Order	Status	
  	Event	Call me tomorrow	Contract ANALYST	Supplier KAIZER	 6/4/2019	1	Resolved

1 Result(s) 

Step-by-Step Instructions for Closing an Improvement Plan

6

Once all assigned tasks in an improvement plan are completed and updated to **Resolved**, the improvement plan can be closed. Navigate to the **General Information** tab.



7

Update the **Status** of the improvement plan to **Completed**. Then click **Save and Close**.

A screenshot of a web form titled 'Plan identity'. It contains several input fields: 'Label *' with the value '3M2 Improvement Plan' and a language dropdown set to 'en'; 'Supplier *' with a dropdown menu showing '3M2'; 'Start Date' with a calendar icon and the value '6/3/2019'; and a 'Status' dropdown menu. The 'Status' dropdown is open, showing options: 'Completed', 'Draft', 'In progress', and 'Completed'. The bottom 'Completed' option is highlighted with a red rectangular border, and a mouse cursor is pointing at it.