

## **GVAdvance/GVPlan Frequently Asked Questions**

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### **Who should I contact for access to and/or questions about how to use/navigate the GVAdvance/GVPlan system?**

- Contact Phuong Vo ([votru@gvsu.edu](mailto:votru@gvsu.edu))

### **What does “Historical” mean in the titles of some GVPlan units, colleges, etc.?**

- Due to the way some colleges/units have been reorganized (e.g., mergers, splits), it was not possible to simply move one entity to another. In those cases, the previous entity was left alone and labeled “Historical” so that users can still access (if needed) data/information that was previously entered. New information should not be entered for any entities labeled as Historical. In some cases (depending on the reorganization), a new entity would have been created, and that is where new information should be entered. If users need help finding their unit/entity, please contact Phuong Vo ([votru@gvsu.edu](mailto:votru@gvsu.edu)).

### **Where can I access information previously entered for the 2016-2021 Strategic Plan?**

- Use the drop-down menus or the search bar to navigate to the entity (e.g., unit, college, etc.) of interest and select that entity.
- Within the GVPlan menu, select 2016-2021 and click “Load Cycle”
- Under the first GVPlan column, click on “Objectives”
- Click on the little carets to expand the text for a specific item (e.g., 1.A.1)
  - You can also click on the “View” button to view more detailed reporting on a specific priority area/outcome/objective

### **What happens when I push “Save and Finalize” on the information I entered?**

- Finalizing the information means that you are completely done entering the information and want to “lock” in that information - you will not be able to make any more edits to the information entered.

**What happens when I push the “Publish this Plan” button under the first column within GVPlan?**

- The “Publish this Plan” button pushes any information that has been “Finalized” within GVPlan onto the Strategic Plan Search website (<https://www.gvsu.edu/strategicplan-index.htm>). Any additional information entered and finalized (e.g., Progress Updates) will be automatically sent to the Strategic Plan Search website (even after the Publish this Plan button has been selected).
- Additionally, the button becomes a “View Published Plan” button, which you can select to see how the entered information appears on the Strategic Plan Search website.

**What is the difference between External and Internal visibility?**

- External visibility means that the KPI is viewable by all GVAdvance users and will be published online (on the Strategic Plan Search website: <https://www.gvsu.edu/strategicplan-index.htm>). Internal visibility means that the KPI is viewable only within the originating entity and won't be published online even when you finalize everything and push the “Publish this Plan” button. For example, if there is something that you want to track for internal use for your entity only and do not want it to be shared with the entire university, then you would mark it internal.