



# How-to Guide: View Your Archived Plans

Audience: Plan Owners, Plan Approvers

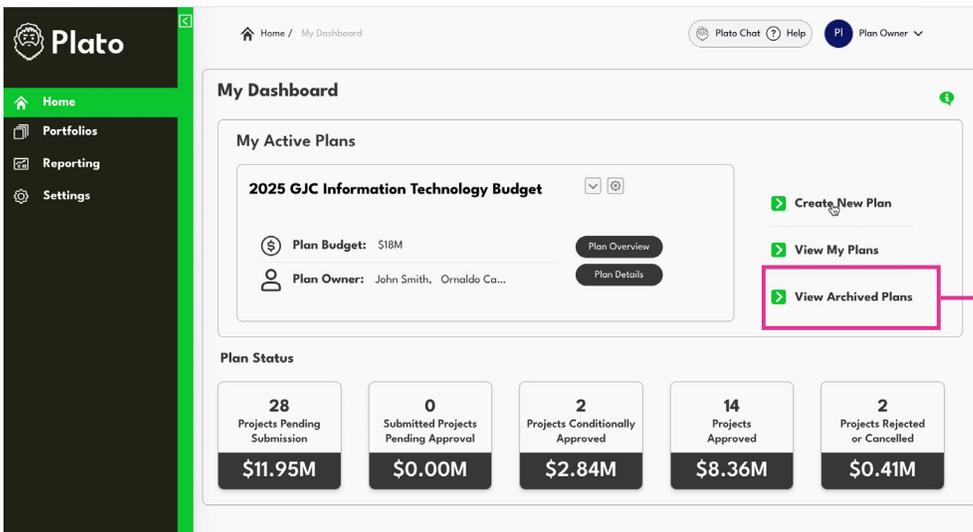
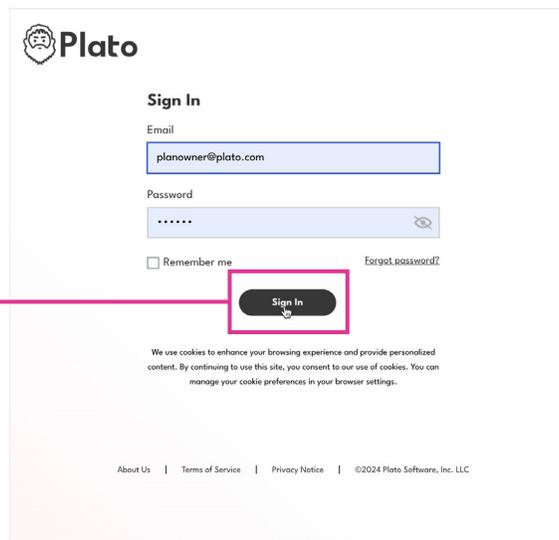
Welcome to Plato! This guide will help you view your archived plans, ensuring a smooth and efficient project management experience. Follow these steps to seamlessly access your archived plans on Plato.

## Step-by-Step Instructions

1

### Sign in to Plato

Sign in to your Plato account. You will be directed to the My Dashboard home page.



2

### Access the “Archived Plans” Option

On the My Dashboard home page, click on the Archived Plans button.

# 3

## Explore Your Archived Plans

A new dropdown screen will appear, displaying a list of your archived plans.

### Archived Plans

In the Archived Plans section, you can:

The screenshot shows the Plato software interface. On the left is a dark sidebar with the Plato logo and navigation options: Home, Portfolios, Reporting, and Settings. The main content area is titled 'Archived Plans' and features a search bar at the top right. Below the search bar is a table with five rows of archived plans. Each row includes columns for Plan Name, Plan Year, Archive Date, Status, and a delete icon. The Status column for each row shows a green checkmark and the word 'Archived', with a 'Make Active' button next to it. Three callout boxes with pink lines point to specific elements: one points to the first row of the table with the text 'Analyze or update private plans as needed.'; another points to the 'Make Active' button in the first row with the text 'Change plans from private to public.'; and a third points to the search bar with the text 'Search for specific plans.' A fourth callout points to the table with the text 'View details such as budget, plan name, and version.'

PLAN NAME	PLAN YEAR	ARCHIVE DATE	STATUS	
2023 GJC Information Technology Budget	2023	06/30/2024	✓ Archived	Make Active
2022 GJC Information Technology Budget	2022	06/30/2023	✓ Archived	Make Active
2021 GJC Information Technology Budget	2021	06/30/2022	✓ Archived	Make Active
2020 GJC Information Technology Budget	2020	06/30/2021	✓ Archived	Make Active
2019 GJC Information Technology Budget	2019	06/30/2020	✓ Archived	Make Active

### Need Further Assistance?

If you encounter any issues navigating Plato or need further assistance in creating a new plan, please refer to our help section or contact support for additional guidance.

### Contact Us

- ✉ support@platosoftware.com
- 🌐 platosoftware.com