



## How-to Guide: Switch Between Active Plans

**Audience:** Plan Owners, Plan Approvers

Welcome to Plato! This guide will help you switch between active plans, ensuring a smooth experience with your project management. Follow these steps to seamlessly navigate between active plans on Plato.

### Step-by-Step Instructions

1

Sign in to Plato

Sign in to your Plato account. After successfully logging in, you will be directed to the My Dashboard page.



2

Access the Active Plans dropdown

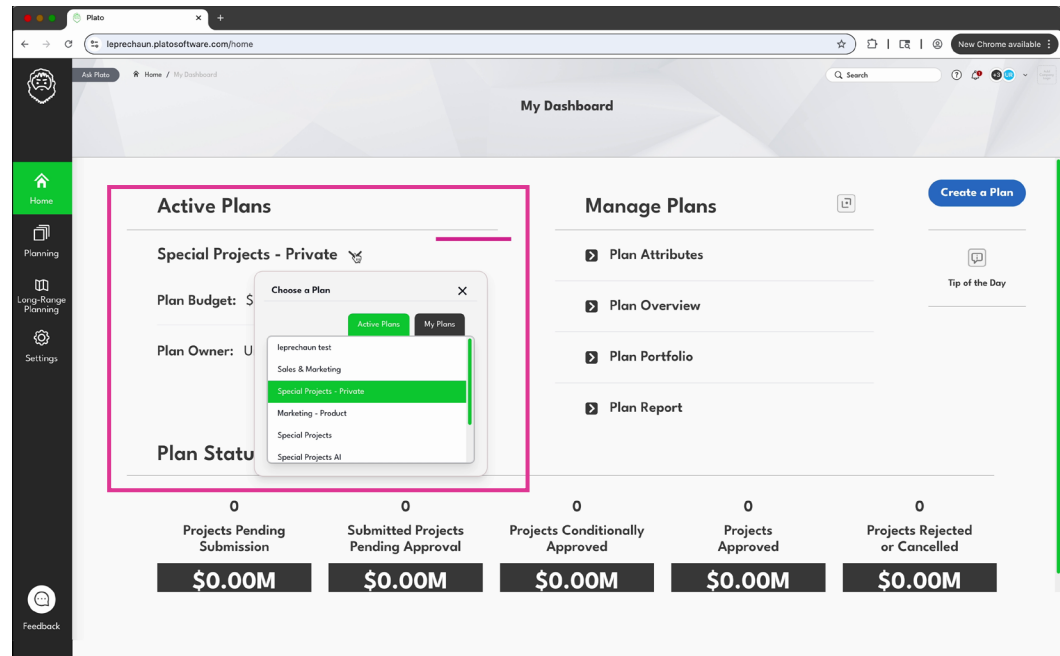
On the My Dashboard home page, click on the dropdown arrow button near the title of your plan. This will open the "Choose a Plan" dropdown menu, which displays a list of your plans.

## Switch Between Active Plans and My Plans

Use the tab feature to switch between your “Active Plans” and “My Plans” section containing your private plans. Select the plan you wish to work on from the list.

## Dashboard Insights Update

Once you switch to a different plan, all insights and statistics on your dashboard will automatically update to reflect the newly selected plan.



## Need Further Assistance?

If you encounter any issues navigating Plato or need additional support in switching between active plans, please use our Help section or contact our support team for assistance.

## Contact Us

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