





# Planning and Modelling system Frequently Asked Questions



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**Q8: I have some draft plans that I want to delete.**

**A8:** There is currently no feature in PaM that enables you to delete unwanted plans. You are able to have as many draft plans as needed, but recommend you make note of the version number of the plan you are working on. There is also an option to store comments against each plan. This is accessed via the 'Comments' button in the edit plan screen.

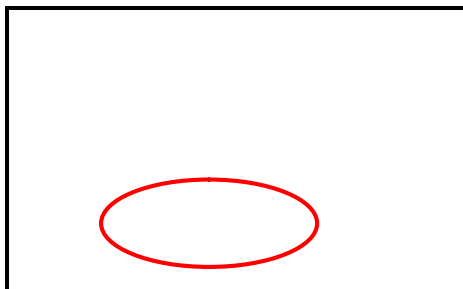
**Q9: I have created many draft plans but am now unable to find these.**

**A9:** Have you selected the correct Planning Year date, have you selected 'Draft' under the Status Filter drop down box, and have you then clicked on the Summary button? The results (plans) will then be displayed in the bottom half of the screen. Click on the version number in the table to open up the plan.

The screenshot shows the PaM system interface. The 'Summary Statement of Activity' tab is selected. The 'Planning Year' is set to 2007/2008 and the 'Provider' is LSC London (GL) London West (130). The 'Status Filter' is set to Draft. The 'Summary' button is highlighted. A table below shows a single draft plan with version number 1.

Version #	Status	Number of FE Learners	
		16-18	Adult
1	Draft		

**Q10: I'm trying to promote a plan, but when I drop the Status drop-down box in the plan, there is no option in the list to select Promoted.**



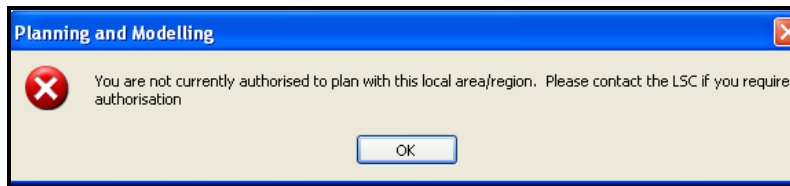
**A10:** Have you checked to ensure no other plan has already been promoted. At the Summary Statement of Activity tab, select the correct Planning Year date, select 'Promoted' under the Status Filter drop down box, and then click on the Summary button. Any promoted plans should appear in the bottom half of the screen. If you need to have these demoted, you will need to contact the Local LSC the plan was promoted to.

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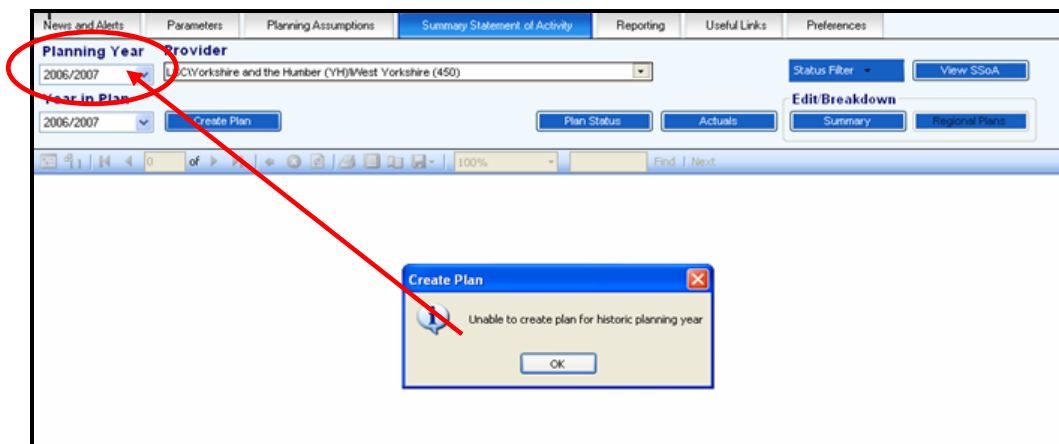
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**Q11:** I'm trying to create a plan, and have selected the Region/LSC in the Provider drop down box, but get a not authorised to plan with this local area/region message.



**A11:** You will need to contact the Local LSC/Region you are trying to plan with, as you may not already have been set-up with them within PaM, in order to plan.

**Q12:** I'm trying to create a plan for Planning Year 2006/2007, but I get a 'cannot create plan for historic planning year' message.



**A12:** This is because the Current Planning Year is 2007/2008. Ensure the Planning Year is set to 2007/2008, select a local area office in the 'Provider' drop down box, then click Create Plan. When the new plan opens, click Show Plan 2006/2007 towards the bottom of the page. You can then enter your numbers for 2006/2007. Please note your numbers for projected out-turn 2006/07 and your planned figures for 2007/08 need to be entered under a single plan. If you have already promoted a plan containing only one year, you will need to contact the local area office to have the plan demoted back to draft.