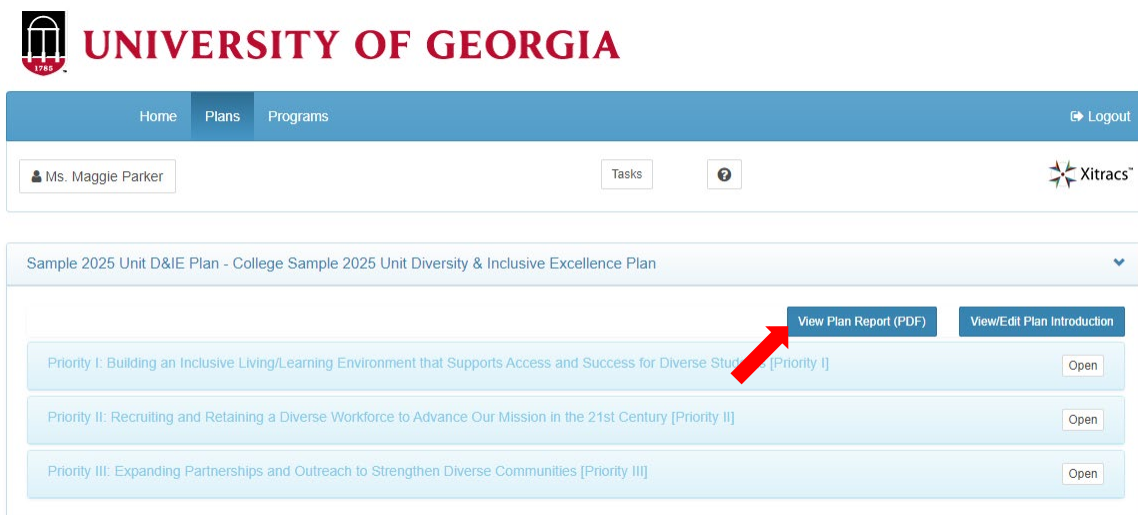# Produce a PDF of the Unit Diversity & Inclusive Excellence Plan

The Xitracs Portal allows you to produce a PDF of the Unit Diversity & Inclusive Excellence Plan in its entirety, and also in smaller pieces.

NOTE: In the Xitracs Portal, the Annual Targets and Annual Performance fields are in an outline format for entry. However, when a PDF report is produced for the Strategic Plan, these will be transformed into a more digestible format (see below).
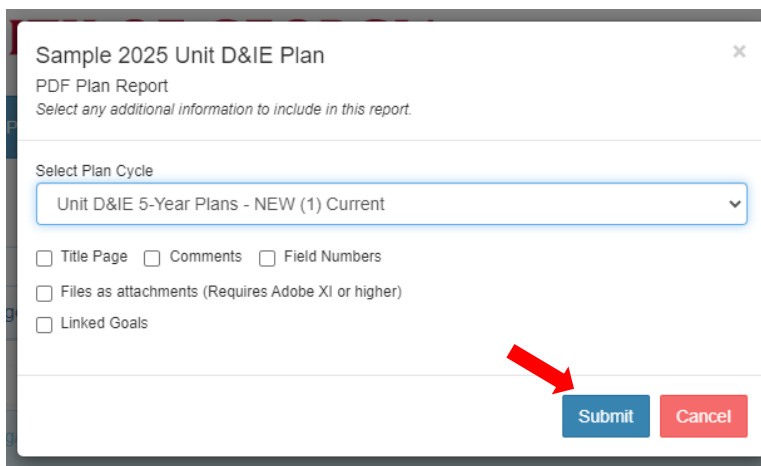
Export a PDF of the Entire Unit Diversity & Inclusive Excellence Plan

From the Plan view, click on the *View Plan Report* button.

The University has created a uniform report for Diversity & Inclusive Excellence Plans, so you don't need to click on any of the radio buttons below.

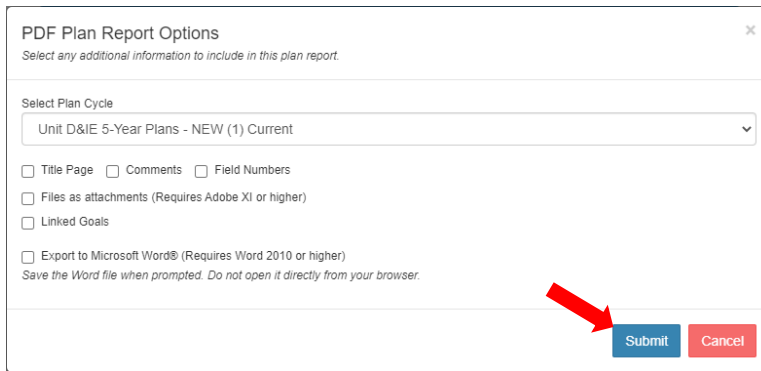Click *Submit* to download the PDF report.

Export a PDF of One Strategic Priority

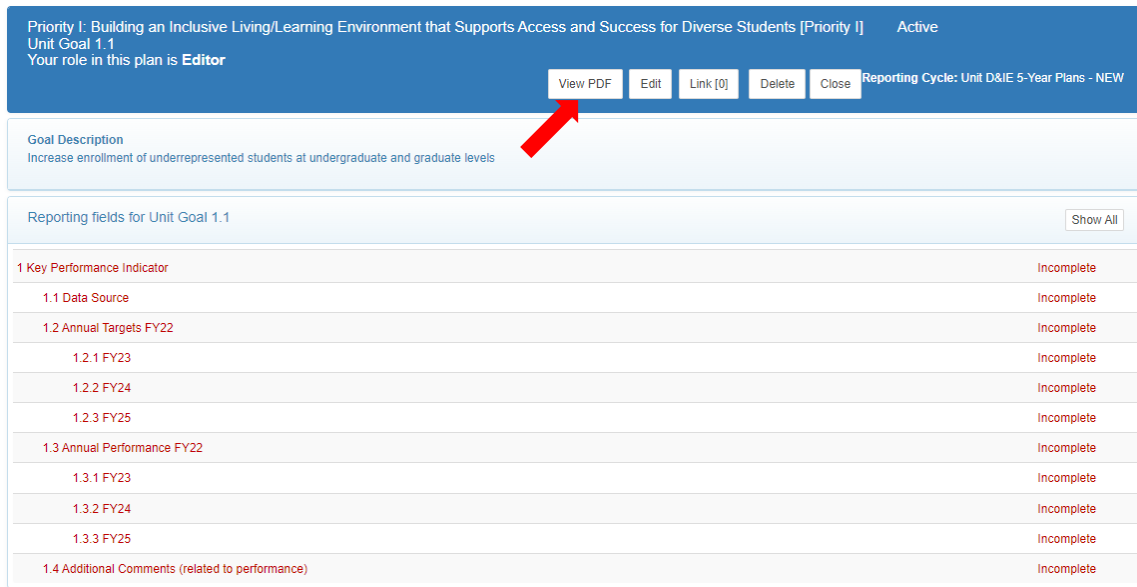From the Strategic Priority view, click on the *View PDF* button.

The University has created a uniform report for Unit Diversity & Inclusive Excellence Plans, so you don't need to click on any of the radio buttons below.

Export a PDF of Just One Unit Goal

From the Goal view, click on the *View PDF* button.

The University has created a uniform report for Unit Diversity & Inclusive Excellence Plans, so you don't need to click on any of the radio buttons below.