Begin at the Strategic Plan Home page at: <http://cwe.ccsds.org/fm/sp/default.aspx>

**To View or Edit an Area’s Objective or Goals**

1. To view the description of your area’s objectives and goals of the Plan in a list format, click on: “YourArea” Content under the Admin Links on the left side of the webpage.
2. To edit the objective or goals, click on the edit icon under the “Edit” column. Three fields can be edited here:
	1. The title
	2. The order in which the item being edited will appear in the list. Note the Objective should always be “1”
	3. The content (description) of the item being edited.

From this edit window, you can Edit the fields, Save, Cancel, Paste, Cut, Copy, Delete Item or Attach a file.

To edit, place cursor in field and edit like any word processor. Click “Save” when done.

1. To add a goal, click on “+ Add new item” at bottom of window and enter data in proper fields.

**To View or Edit an Area’s Related CCSDS Technical Strategic Goals, Documents and Links**

1. To view the list format of your Area’s goals related to the CCSDS Technical Strategic Goals, documents and links, click on: “YourArea” Links under the Admin Links. Then click on the “+” next to the “Document Type” to expand the list of each type of document .
2. To edit Area Goals related to CCSDS Strategic Goals, click “+” next to Document Type: 1-Related CCSDS Technical Strategic Goals. Click on the edit icon next to the goal to be edited. Edit the first field (Book Title or Goal Numbers) for changing the CCSDS Strategic Goals associated with this goal. Save changes.

Note: To add another Area Goal, contact ccsds tech support.

1. To edit a document name or associated link or goal, click on the “+” next to the document type to expand the list. Then click on the edit icon next to the document to be edited. The following fields can be edited:
	1. Book Title
	2. Book URL
	3. Area Goal (related)
	4. Document Type

Save changes.

1. To Add a Document, click on the “+ Add new item” at the bottom of the page. Enter the Book Title, Book URL (if there is one), Related Area Goal, and Document type. Save changes.
2. To change a document from “in production” to “existing” status, open the edit window for the “in production” document. Edit the Book Title, URL, and document type. Save changes.