









Use the following buttons to navigate through Post-16 Plan-it:

<p>Home Button Returns you to the main menu at any time (this may also be your school/college logo)</p>	 back to home
<p>Logout Logs you out securely from the website. We suggest that you close the browser down once you logout.</p>	
<p>Maximise Drop Down List This will open the drop down list of options under the heading</p>	
<p>Minimise Drop Down List This button will minimise the options under the heading.</p>	
<p>Export Report to CSV Format This will export a report to a Spreadsheet like Excel.</p>	export to .csv 
<p>Add Button Located in various areas of the administrative tools, this allows you to add or edit data in its respective area.</p>	
<p>Save Button When editing or changing any data this will save your work. Please ensure that you click this after any data changes, as it will not be saved otherwise.</p>	
<p>Cancel Button Cancels any changes made to data, and restores it to the last saved state</p>	
<p>Support Button If you encounter any errors or difficulty in Plan-it which you are unable to resolve, this will open up a support form which will be sent direct to our support desk.</p>	