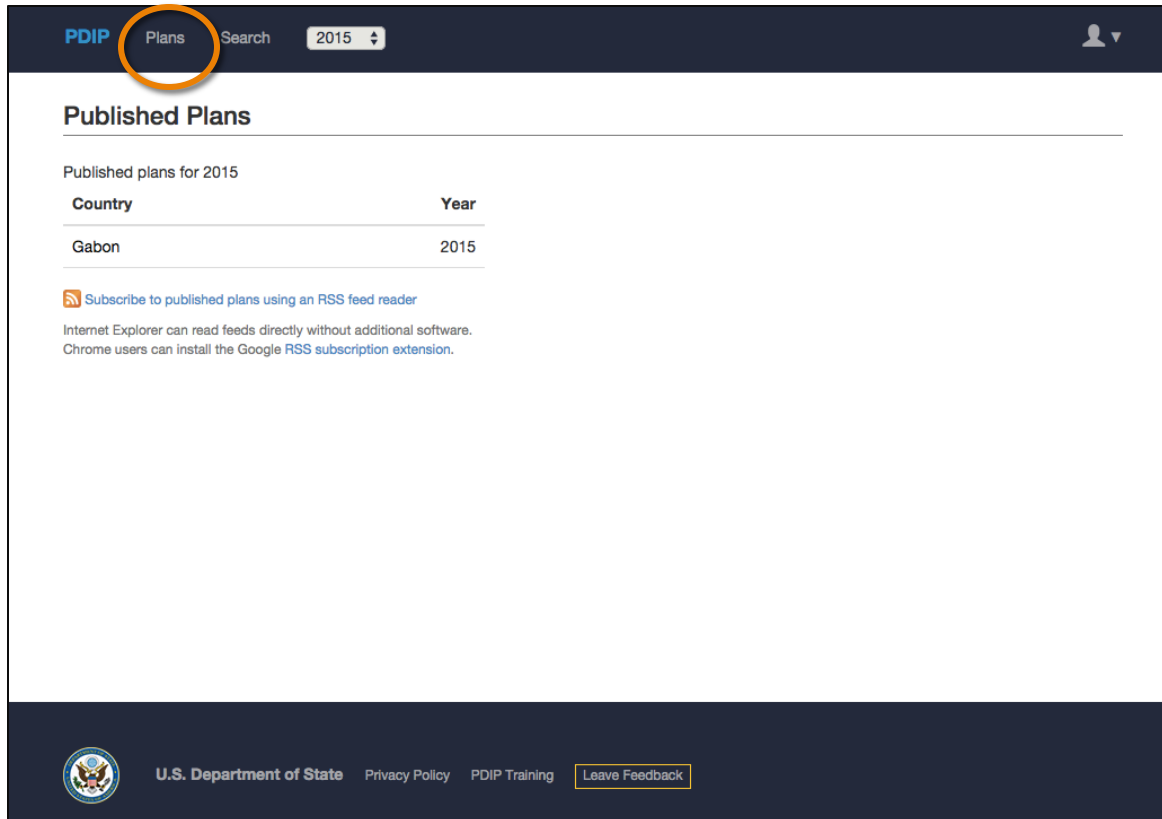


PDIP Training Module



Submitting a PDIP

Instructions for Submitting a PDIP



- **PDIP Main Page**
- Once logged into the application, you will be able to review, edit and submit plans. Click the “Plans” link on the navigation bar.

(The “Plans” link at the top left of the navigation bar will take you to a new screen where you will see your plans.)

Instructions for Submitting a PDIP

The screenshot shows the PDIP web application interface. At the top, there's a dark blue header with 'PDIP' in white, followed by 'Plans', 'Search', and a dropdown menu set to '2015'. On the right of the header is a user profile icon. Below the header, the main content area is divided into sections. On the left, under 'Mission Plans', there's a sub-header 'GAB, COM MISSION PLANS FOR 2015'. Below this, there are two tables: 'Draft Plans' and 'Completed Plans'. The 'Draft Plans' table has columns 'Country', 'Year', 'Version', and 'Status', and contains one row for 'Comoros' with year '2015', version '0.5', and status 'Modified'. The 'Completed Plans' table has the same columns and contains one row for 'Gabon' with year '2015', version '1.0', and status 'Published'. To the right of these tables, there's a section for 'U.S. Mission to Comoros' with the title '2015 PDIP for Comoros'. Below the title is a table with mission details: 'Mission: U.S. Mission to Comoros (view mission ICS plans)', 'Country: Comoros', 'Fiscal Year: 2015', and 'Version Number: 0.5 (Modified)'. Below this table are three goals: 'Goal 1 – Strengthening Democratic Institutions', 'Goal 2 – Spur Economic Growth, Trade, and Investment', and 'Goal 3 – Advance Peace and Security'. At the bottom of this section, it says 'This is version 0.5, Modified by Bill Mosby at 2014-09-23 19:48Z' and a 'Help' link. Above the 'Check In' button, there are three buttons: 'Edit', 'Check In', and 'Delete Version'. The 'Check In' button is highlighted with an orange circle.

Country	Year	Version	Status
Comoros	2015	0.5	Modified

Country	Year	Version	Status
Gabon	2015	1.0	Published

Mission:	U.S. Mission to Comoros (view mission ICS plans)
Country:	Comoros
Fiscal Year:	2015
Version Number:	0.5 (Modified)

► **Goal 1** – Strengthening Democratic Institutions

► **Goal 2** – Spur Economic Growth, Trade, and Investment

► **Goal 3** – Advance Peace and Security

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- **Checking-In to Submit**
- A plan must be checked-in in order to submit it.

(A plan must be checked-in in order for it to be submitted. Once a plan is checked-in a “Submit” button will appear at the top right next to the “Edit” button.)

Instructions for Submitting a PDIP

The screenshot shows the PDIP Mission Plans interface. At the top, there's a navigation bar with 'PDIP', 'Plans', 'Search', and a year selector set to '2015'. Below this, the 'Mission Plans' section is active. It displays 'GAB, COM MISSION PLANS FOR 2015'. On the left, there are two tables: 'Draft Plans' and 'Completed Plans'. In the 'Draft Plans' table, the row for 'Comoros' with version '0.5' and status 'Checked In' is highlighted, and the 'Status' column header is circled in orange. The 'Completed Plans' table shows a plan for 'Gabon' with version '1.0' and status 'Published'. To the right of the tables, there's a detailed view for the 'U.S. Mission to Comoros 2015 PDIP for Comoros'. This view includes a table with fields: Mission (U.S. Mission to Comoros), Country (Comoros), Fiscal Year (2015), and Version Number (0.5 (Checked In)). Below this table, there are three goals listed: Goal 1 - Strengthening Democratic Institutions, Goal 2 - Spur Economic Growth, Trade, and Investment, and Goal 3 - Advance Peace and Security. At the bottom of the detailed view, it says 'This is version 0.5, Checked In by Bill Mosby at 2014-09-25 18:53Z' and a 'Help' link. The footer of the page includes the U.S. Department of State logo, links for 'Privacy Policy', 'PDIP Training', and a 'Leave Feedback' button.

Country	Year	Version	Status
Comoros	2015	0.5	Checked In

Country	Year	Version	Status
Gabon	2015	1.0	Published

Mission:	U.S. Mission to Comoros (view mission ICS plans)
Country:	Comoros
Fiscal Year:	2015
Version Number:	0.5 (Checked In)

► **Goal 1** – Strengthening Democratic Institutions

► **Goal 2** – Spur Economic Growth, Trade, and Investment

► **Goal 3** – Advance Peace and Security

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- **PDIP Check In Confirmation**
- This notification will pop up (shown on the next slide) to confirm that you would like to check in a plan after you're finished working on it.

(Once a plan is checked in it will say "Checked In" on the far right of the plan title line.)

Instructions for Submitting a PDIP

Confirm Action

Please confirm that you want to perform this action.

Submit **Cancel**

Mission Plans

GAB, COM MISSION PLAN

Draft Plans

Country	Year	Version	Status
Comoros	2015	0.5	Checked In

Completed Plans

Country	Year	Version	Status
Gabon	2015	1.0	Published

2015 PDIP for Comoros

Mission:	U.S. Mission to Comoros (view mission ICS plans)
Country:	Comoros
Fiscal Year:	2015
Version Number:	0.5 (Checked In)

► **Goal 1** – Strengthening Democratic Institutions

► **Goal 2** – Spur Economic Growth, Trade, and Investment

► **Goal 3** – Advance Peace and Security

This is version 0.5, Checked In by Bill Mosby at 2014-09-25 18:53Z [Help](#)

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- **Confirm Action**
- You must confirm that you'd like to submit the plan before it is submitted.

(Confirming the action will submit your plan for approval.)

Instructions for Submitting a PDIP

The screenshot displays the PDIP (Policy Development and Implementation Process) interface. At the top, there is a navigation bar with 'PDIP', 'Plans', 'Search', and a year selector set to '2015'. Below this, the 'Mission Plans' section is active, showing 'GAB, COM MISSION PLANS FOR 2015'. A 'Draft Plans' table lists a plan for 'Comoros' with 'Year: 2015', 'Version: 0.5', and 'Status: Submitted'. The 'Submitted' status is circled in orange. To the right, a 'Recall' button is visible. Below the draft plans, a 'Completed Plans' table shows a plan for 'Gabon' with 'Year: 2015', 'Version: 1.0', and 'Status: Published'. Further right, the details for the 'U.S. Mission to Comoros 2015 PDIP for Comoros' are shown, including a table with fields: Mission (U.S. Mission to Comoros), Country (Comoros), Fiscal Year (2015), and Version Number (0.5 (Submitted)). Below this table are three goals: Goal 1 – Strengthening Democratic Institutions, Goal 2 – Spur Economic Growth, Trade, and Investment, and Goal 3 – Advance Peace and Security. At the bottom of the details section, it states 'This is version 0.5, Submitted by Bill Mosby at 2014-09-25 19:41Z' with a 'Help' link. The footer contains the U.S. Department of State logo, 'U.S. Department of State', 'Privacy Policy', 'PDIP Training', and a 'Leave Feedback' button.

PDIP Plans Search 2015

Mission Plans

GAB, COM MISSION PLANS FOR 2015

[Expand all](#) | [Collapse all](#) | [Help](#) [Recall](#)

Draft Plans

Country	Year	Version	Status
Comoros	2015	0.5	Submitted

Completed Plans

Country	Year	Version	Status
Gabon	2015	1.0	Published

U.S. Mission to Comoros

2015 PDIP for Comoros

Mission:	U.S. Mission to Comoros (view mission ICS plans)
Country:	Comoros
Fiscal Year:	2015
Version Number:	0.5 (Submitted)

► **Goal 1** – Strengthening Democratic Institutions

► **Goal 2** – Spur Economic Growth, Trade, and Investment

► **Goal 3** – Advance Peace and Security

This is version 0.5, Submitted by Bill Mosby at 2014-09-25 19:41Z [Help](#)

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- **Saving Edits in PDIP**
- Once you have submitted your plan, the application will take you back to your “Mission Plans” page where the status of your plan will go from “Checked In” to “Submitted.”

(Once a plan is submitted, it will go to an Approver for review.)

The PDIP Training link is located in the application footer.



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Privacy Policy

PDIP Training

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For more information, please email
PDIPinfo@state.gov