

# Employment Ontario Information System (EOIS)



## EOIS-CaMS Modifying Plan Items Desk Aid

From the Service Plan home page, click on the Plan Content tab.

The screenshot shows the 'Service Plan Home' page with a navigation menu at the top containing 'Home', 'Client Summary', 'Plan Content', 'Plan Summary', 'Administration', and 'Events'. The 'Plan Content' tab is highlighted with a red circle. Below the navigation, there is a 'Case Details' section with a dropdown arrow. The details include: Primary Client: mister green, Plan Reference Number: 5977102, Program: Employment Service, and Status: Open.

Click the toggle next to the sub-goal that contains the Plan Item you want to edit.

The screenshot shows the 'Plan Content' page with a navigation menu at the top containing 'Home', 'Client Summary', 'Plan Content', 'Plan Summary', 'Administration', and 'Events'. The 'Plan Content' tab is highlighted. Below the navigation, there is a 'Plan Content' section with a 'New Sub-Goal' button and refresh/print icons. A table lists sub-goals with columns: Name of Sub-Goal, Start Date, End Date, Status, and Outcome. The 'Job Search' sub-goal is highlighted with a red circle, and its toggle button (a right-pointing triangle) is also circled in red.

Name of Sub-Goal	Start Date	End Date	Status	Outcome
Job Search	06/12/2018	06/12/2018	Not Started	

Click the Action Button next to the relevant Plan Item and select Edit Plan Item.

The screenshot shows the 'Job Search' details page. At the top, it displays 'Job Search' with dates '06/12/2018' and '06/12/2018', and status 'Not Started'. Below this is a 'Details' section with a dropdown arrow. The details include: Name: Job Search, Outcome: Outcome, Type: Employment Service, and Owner: Owner. Below the details is a 'Plan Items' section with a dropdown arrow. A table lists plan items with columns: Name, Start Date, End Date, Status, and Outcome. The 'Research Employers' plan item is highlighted with a red circle, and its toggle button (a right-pointing triangle) is also circled in red. To the right of the table, there is a blue button labeled 'Edit Plan Item...' and a grey button labeled 'Delete Plan Item...'.

Name	Start Date	End Date	Status	Outcome
Research Employers			Not Started	

Make the necessary edits and then click Save

The screenshot shows the 'Modify Plan Item' form. At the top, it displays 'Modify Plan Item' with a red asterisk indicating a required field. Below this is a 'Primary Client' section with 'mister green'. Below the primary client is a 'Details' section with a dropdown arrow. The details include: Name: Research Employers, Outcome: Outcome, Expected Start Date: 06/12/2018, Expected End Date: 06/12/2018, Actual Start Date, Actual End Date, Estimated Cost, Actual Cost, Expected Outcome: Increased Knowledge, and Good Cause. Below the details is a 'Comments' section with a dropdown arrow. At the bottom right, there are two buttons: 'Save' and 'Cancel'. The 'Save' button is highlighted with a red circle.