How Do I 
Copy One Active Plan to Multiple Employees

1. Log in MyBiz+ and select the *Apply Actions(s) to Multiple Employees* link in Key Services under Manager Functions.

2. Select ‘DoD - Rating Official’ and then select the ‘Start’ button.

3. Select ‘Copy One Active Plan to Multiple Employees’ from the ‘Available Actions’ listed and then select the ‘Start’ button.
4. Select the employees to which the action should be applied and then select the ‘Next’ button.

5. Select the Plan to Copy by entering the Employee Name or Appraisal ID of the plan you wish to copy, select the ‘Find’ button, select the record and then select the ‘Apply Filter’ button. The selected employee and appraisal will be reflected in columns below, select ‘Next’ button.
6. Complete the Plan Setup Details and select the ‘Copy’ button to execute the action.

7. A Status Log appears that notifies the Rating Official what plans were successfully created. Select ‘Return to Available Actions’ or the MyBiz+ link to continue.