

## **Transcript of Our plan video 2 – level summary**

Welcome to this Ignite Hub video. Today, Reann will explain the level information section of Our Plan.

The first section is on level information, coloured blue in the Our Plan spreadsheet. These columns show basic information about the units meeting in your area.

You can find the names of every unit, district and division, including level number. Filter by section, you can see unit meeting times and days at a glance, and you can fill in whether there's a parent rota for that unit, information which otherwise can't be found on GO.

These columns, division, district, and level name will tell you every unit and what district or division they're in. This is useful to see the make-up of your county, district, or division at a glance. This column status reason will show if the unit is active or closing. You can then see the date and time that a unit meets, as well as the unit postcode. If a cell is blank or has a '0', that information is missing on GO.

The Our Plan spreadsheet here shows the unit fee and unit fee frequency. But GO doesn't make you fill this information in, so it might be missing from the units. Every section is shown for the units too, and if you click here, you can filter the spreadsheet to only show certain sections.

For example, if you want to see how many rainbows your county or district has and if you want to clear the filter, just click here.

And finally, there is an empty column to fill in if a unit has a parent or carer rota, as this information is and cannot be held on GO.

Thank you for joining us. We hope you enjoyed it. We would love to hear your thoughts. So please fill in the feedback form on the Ignite Hub web page.