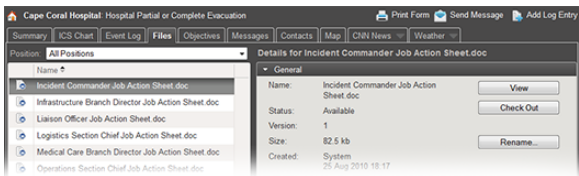


Incident Dashboard Files

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The **Files** tab of the Incident Dashboard includes files that were originally assigned to the IRG and any others that you or other authorized users add during the incident.



Helpful Links

- [Juvare.com](#)
- [Juvare Training Center](#)
- [Announcements](#)
- [Community Resources](#)

When an incident is created in eICS, your facility's library is copied to the incident and immediately available to all participants. Files that are added via the dashboard are saved to this incident's library. They are not saved to the facility's library. As in the *Library* (under *Planning*), you can check out and check in files and, if appropriate, discard a check out for a file.

To access these features, go to the incident's dashboard and click the **Files** tab.

When you first open the **Files** tab, the view defaults to files associated with your position. Use the **Positions** field at the top of the tab to change the view.

On the left, select the file you want to view; the details for the file appear on the right.

Elements

Element	Description	Actions
List and Details	Files related to the specified position	<ul style="list-style-type: none">Search File NamesAdd File
General	<ul style="list-style-type: none">NameStatusVersionSize	<ul style="list-style-type: none">View FileCheck Out/InDiscard Check OutRename
Associations to ICS Positions	File's associations to ICS positions	
Version History	History of the file's version, including version numbers	View Version