

Manage Position Files

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During planning and while responding to an incident, you can view files associated with the ICS position and add and remove file associations as needed. Managing files helps you maintain an accurate and complete ICS chart and can help ensure candidates assigned to positions have ready access to the documentation they need during an incident.

To add a file

1. Point to **Planning** and click **Plan Summary**.
2. In **Summary for**, select the appropriate domain or facility.
3. In **Plan**, select the appropriate plan.
4. On the left, select the position. The position's details are shown on the right.
5. Open the **Position Files** drawer.
6. Click **Add**.
7. Locate the file in your organization's library and click **OK**.

Tip: You can also associate a file with the position by uploading a new file to your library.

To remove a file

1. Point to **Planning** and click **Plan Summary**.
2. In **Summary for**, select the appropriate domain or facility.
3. In **Plan**, select the appropriate plan.
4. On the left, select the position. The position's details are shown on the right.
5. Open the **Position Files** drawer.
6. Select the file you want to remove.
7. Click **Remove**.

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