Edit or Delete IRG Locations

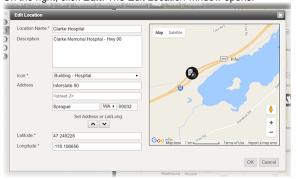
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During *Planning*, you can edit or delete locations on an IRG to make sure locational information about relevant buildings, landmarks, people, vehicles, or weather is readily available in case an incident occur. Locations provide visual context that helps participants safely and successfully handle their objectives and navigate the incident.

To edit a location

- 1. On the Home page, point to Planning and select Plan Summary.
- 2. From Summary for, select the domain or facility.
- 3. On the left, select the IRG (for example, Active Shooter or Chemical Incident).
- 4. Click the Locations drawer.
- 5. In the list of locations, click the location you want to edit.
- 6. On the right, click Edit. The Edit Location window opens.



7. Take any of these actions.

If you want to	Then
Change the name and/or description,	In the Location Name and/or Description field, enter the information you want associated with this location.
Change the icon,	In the Icon list, select the icon you want to use for this location.
Change the address,	 In the Address fields, enter the street number and name, city, state, and ZIP Code. Click the down arrow.
Change latitude and /or longitude,	 In the Latitude and/or Longitude fields, enter a different numeric degree. Or reposition the icon on the map. Click the up arrow.

8. Click OK. The Edit Location window closes.

To delete a location

- 1. On the Home page, point to Planning and select Plan Summary.
- 2. From Summary for, select the domain or facility.
- 3. On the left, select the IRG (for example, Active Shooter or Chemical Incident).
- 4. Click the Locations drawer.
- 5. In the list of locations, click the location you want to delete.
- 6. Click **Delete**. The *Delete Location* window opens.
- 7. Click Yes.

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