Manage IRG Files

During planning, you can manage files associated with an IRG by adding and removing them. For details on editing a file, refer to Check Out and Edit a File.

To add a file

1. Point to **Planning** and click **Plan Summary**. The *Summary for (facility/domain)* page opens.
2. Select the appropriate facility from **Summary for**.
3. Select the **Plan**. The area on the left shows the plan's components.
4. On the left, click the appropriate IRG.
5. Open the **Files** drawer.
6. Click **Add**.
7. Locate the file in your organization's library and click **OK**.

    Tip: Alternatively, you can upload a file to your library when you add it to the IRG.

To remove a file

1. Point to **Planning** and click **Plan Summary**. The *Summary for (facility/domain)* page opens.
2. Select the appropriate facility from **Summary for**.
3. Select the **Plan**. The area on the left shows the plan's components.
4. On the left, click the appropriate IRG.
5. Open the **Files** drawer.
6. Select the file you want to remove.
7. Click **Remove**.