Edit a Plan

As an administrator, you can edit your facility's plans, including its description, files, depth chart, and incident response guides.
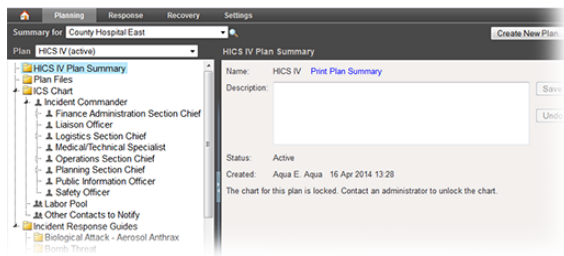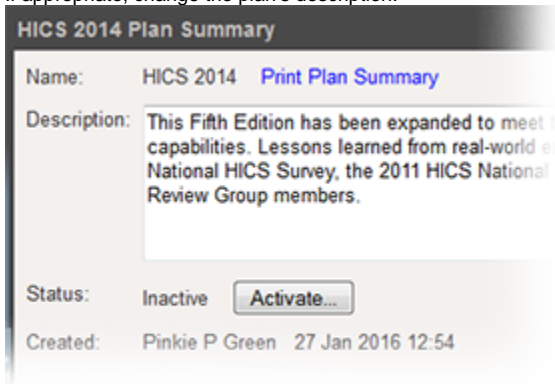

Helpful Links
Juvare.com
Juvare Training Center
Announcements
Community Resources

To edit a plan

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 left area shows the plan's components.
4. If appropriate, change the plan's description.

5. As needed, make your changes to the plan's files, depth chart including your labor pool and other contacts to notify, and incident response guides.
6. If appropriate to the element or drawer, remember to save your changes.