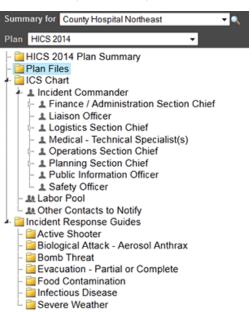# Manage Plan Files

The *Plan Files* area shows all files associated with the selected plan, including each file's name and the incident response guides and/or positions with which it is associated. If you view a file from this area, it will be in read-only format.

> *Tip: You can also access files from the ICS Chart and Incident Response Guide areas of the Summary and the Library.*

Helpful Links

Juvare.com

Juvare Training Center

Announcements

Community Resources

To add a file to the plan, you must associate it with a position or an IRG. To remove a file from the plan, you must remove its association with all positions and IRGs.

To change IRGs associated with a file

1. Point to **Planning** and click **Plan Summary**. The *Summary for (facility/domain)* page opens.
2. Select the appropriate domain or facility from the **Summary for** drop-down list.
3. If appropriate, select a different plan.
4. Select **Plan Files**. The right area shows all files for this plan.
5. Select the file in the table.
6. On the right, click **Change IRGs**. The *Select File Response Guides* window opens.
7. Select the guides you want to associate and clear check boxes to remove that association.
8. Click **OK**. The window closes.

To change ICS positions associated with a file

1. Point to **Planning** and click **Plan Summary**. The *Summary for (facility/domain)* page opens.
2. Select the appropriate domain or facility from the **Summary for** drop-down list.
3. If appropriate, select a different plan.
4. Select **Plan Files**. The right area shows all files for this plan**.**
5. Select the file in the table.
6. On the left, click **Change Positions**. The *Select File Positions* window opens.
7. Select the positions you want to associate and clear check boxes to remove that association.
8. Select **Labor Pool** and **Other Contacts to Notify**, as appropriate.
9. Click **OK**. The window closes.
   *Tip: To associate all positions, click **Select All**. To remove all associations, click **Deselect All**.*