Manage IRG Files

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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.
- Select the appropriate facility from Summary for.
 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.

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