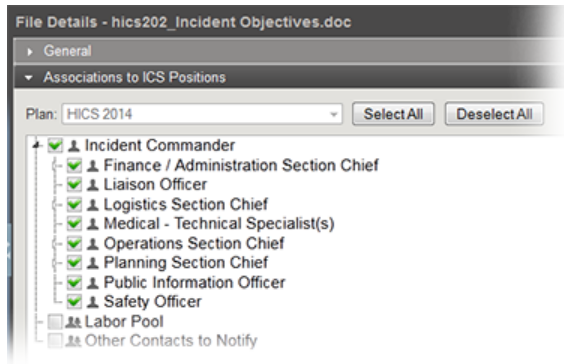


Manage ICS Positions for a File

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You can add to or change the ICS positions associated with a file.



Helpful Links

[Juvare.com](#)

[Juvare Training Center](#)

[Announcements](#)

[Community Resources](#)

To add or change ICS positions for a file

1. Point to **Planning** and click **Library**. The *Library* page opens.
2. For **Library for**, select the appropriate domain or facility.
3. On the left, navigate to the location that contains the file.
4. Click the file.
5. On the right, click the **Associations to ICS Positions** drawer. The drawer shows the positions currently associated with the file for the selected plan and those you can add.
6. If you are in the **Resource Documents** library, select the applicable plan.
7. To associate a position with the file, select the position's check box.
8. To remove a position's association with the file, clear that position's check box.
9. To associate all positions with the file, click **Select All**.
10. To remove all associations, click **Deselect All**.
11. Click **Save**.