

# Manage Incident Files

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During an incident, the [Files](#) tab on the **Incident Dashboard** provides access to documents associated with the incident. According to permissions, you and other responders can add and edit files, change the ICS positions assigned to files, and rename files as necessary.

## To add a file

1. From the *Home* page, locate the incident and click **View**.
2. On the *Incident Dashboard*, click the **Files** tab.
3. On the left, at the bottom of the list of files, click **Add File**. The *Add File* window opens.
4. Take one of these actions.

If the file is you want to add is located...	Then...
On your computer,	<ul style="list-style-type: none"><li>• For <b>Location</b>, select <b>From local or network drive</b>.</li><li>• To the right of the <i>File to upload</i> field, click <b>Browse</b>. Your browser's file navigation window opens.</li><li>• Navigate to locate and select the file you want to add.</li><li>• Click <b>Open</b>.</li><li>• For <b>Comments</b>, enter notes or details about your edits.</li></ul>
In your eICS library,	<ul style="list-style-type: none"><li>• For <b>Location</b>, select <b>From facility library</b>.</li><li>• In the library, navigate to locate and select the file you want to add.</li></ul>

5. In the **Associated Position** list, click the position with which you want to associate the file. You can choose an active or inactive position, your position, or **All Positions**.
6. Click **OK**.

## To change the ICS positions for a file

If the file is associated with all ICS Positions, the associations cannot be changed.

1. From the *Home* page, locate the incident and click **View**.
2. On the *Incident Dashboard*, click the **Files** tab.
3. On the left, select the file for which you want to change positions.
4. On the right, click the **Associations to ICS Positions** drawer.
5. If the file is associated with some, but not all ICS Positions, select the check boxes for positions you want associated with the file and clear the check boxes for positions you do not want associated with the file.
6. Click **Save**.

## To rename a file

1. From the *Home* page, locate the incident and click **View**.
2. On the *Incident Dashboard*, click the **Files** tab.
3. On the left, select the file you want to rename.
4. On the right, in the **General** drawer, click **Rename**. The *Rename File* window opens.
5. For **New Name**, enter or edit the name of the file.
6. Click **OK**.

### Helpful Links

[Juvare.com](#)  
[Juvare Training Center](#)  
[Announcements](#)  
[Community Resources](#)