

# Generate a Library Summary Report

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During planning, you can generate and print a *Library Summary* report, showing the folders in your facility's library structure and the files that reside within each. Details found in the report include the name of each file, its version, the user who last updated the file, and the date/time of the last update.

County Hospital Lakeside - Library Summary Report  
Prepared by: Yellow Curry 13 Feb 2016 13:34

Name	Version	Last Update
HICS 2014\HICS Forms and Reports		
hics201_Incident Briefing.doc	1	System 01/27/2016 14:39
hics202_Incident Objectives.doc	1	System 01/27/2016 14:39
hics203_Organizational Assignment List.doc	1	System 01/27/2016 14:39
hics204_Branch Assignment List.doc	1	System 01/27/2016 14:39
hics205_Incident Communications Plan_Internal.doc	1	System 01/27/2016 14:39

**Note:** The library summary report can be very useful when you want to verify your contacts and ICS positions have access to the documentation they need, such as Hazard Vulnerability Analyses (HVA), emergency operations plans, and job action sheets for ICS roles.

## To generate the report

1. Point to **Planning** and click **Library**. The *Library for (facility/domain)* page opens.
2. In **Library for**, select the appropriate domain or facility. The page displays the library.
3. At the top right, click **Print**. The application generates the report and it opens in a new browser tab or window. From here, you can download or print it.

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