

Edit Position Contact Information

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Contact information for a position in the ICS chart can be edited from the *Plan Summary* (during planning) or Incident Dashboard (during response).

You can add, change, or remove contact information for a particular position. Use this feature to specify the telephone, radio, or other device that is assigned to a position as part of your command kit. The individual filling the position uses the device during the incident, and this contact information may be shared with candidates and other contacts.

When the individual assigned to the position first accesses the dashboard for a new incident, the contact information specified at the position level is available to be selected as preferred contact methods. In addition, if an authorized user changes this information here, the change is reflected within the position information in the incident dashboard.

During planning, the information can be edited from the *Plan Summary*. During an incident, authorized users can edit this information from the **ICS Chart** tab in the [Incident Dashboard](#).

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To edit position contact information

1. Do one of the following:
 - Open the incident dashboard and click the **ICS Chart** tab.
 - Point to **Planning** and select **Plan Summary**. In **Summary for** select the facility or domain, and in **Plan** select and the appropriate plan.
2. On the left, click the name of the position you want to edit. The position details appear on the right.
3. In the dashboard, click the **General Info** drawer and then the **Edit Default Position Contact Numbers** link. The *Edit Position Contact Information* window opens.
4. In the *Plan Summary*, click the **Position Contact Information** drawer.
5. Enter or edit one or more of the following:
 - Phone
 - Radio
 - Direct Connect
6. Click **OK**.