Manage JX Networks

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As an administrator, you can edit the JX networks you manage to change the name, contact details, or members. If necessary, you can also delete these networks

JX networks consist of members, including participants, JX user groups, and other networks, that can view and filter information in Juvare Exchange.

On the JX networks page, you see three tabs for different types of networks:

- Managed Networks are networks that you or another administrator in your organization created. As the network owner, you can edit these
 networks to change the name or add and remove members.
- Connected Networks are networks in which you, through your participant, JX user groups, or JX networks, belong as a direct or indirect
 member.
- All Networks are networks that are currently registered in Juvare Exchange.

To manage JX networks

- 1. On the main menu, point to Planning and in the list, click Facilities. The Facility Administration page opens.
- 2. On the left, click the name of the facility for which you want to create a network. The Details for YourFacility appears on the right.
- 3. Toward the bottom, click **Details**. The *Details* drawer opens and when Juvare Exchange has been enabled for the domain and facility, you see two network links.
- 4. Click JX Network Management. The JX Network Management window opens.
- 5. On the Managed Networks, Connected Networks, or All Networks tab, to the right of any network you have the right to edit, click the edit icon. The network page expands.
- 6. Edit or update the Name, Contact name, Contact email, Description, or Members as needed.

Note: Network names should be highly descriptive so that other people can locate and select the networks with which they want to share information. The recommended format is "location – purpose" (for example, SE Wisconsin – Emergency Response).

- 7. If appropriate, click **Delete Network**. A confirmation window opens.
- 8. Click Delete.