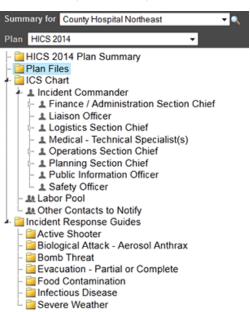
Manage Plan Files



The *Plan Files* area shows all files associated with the selected plan, including each file's name and the incident response guides and/or positions with which it is associated. If you view a file from this area, it will be in read-only format.

Tip: You can also access files from the ICS Chart and Incident Response Guide areas of the Summary and the Library.



To add a file to the plan, you must associate it with a position or an IRG. To remove a file from the plan, you must remove its association with all positions and IRGs.

To change IRGs associated with a file

- 1. Point to **Planning** and click **Plan Summary**. The *Summary for (facility/domain)* page opens.
- 2. Select the appropriate domain or facility from the Summary for drop-down list.
- 3. If appropriate, select a different plan.
- 4. Select Plan Files. The right area shows all files for this plan.
- 5. Select the file in the table.
- 6. On the right, click Change IRGs. The Select File Response Guides window opens.
- 7. Select the guides you want to associate and clear check boxes to remove that association.
- 8. Click **OK**. The window closes.

To change ICS positions associated with a file

- 1. Point to Planning and click Plan Summary. The Summary for (facility/domain) page opens.
- 2. Select the appropriate domain or facility from the Summary for drop-down list.
- 3. If appropriate, select a different plan.
- 4. Select Plan Files. The right area shows all files for this plan.
- 5. Select the file in the table.
- 6. On the left, click Change Positions. The Select File Positions window opens.
- 7. Select the positions you want to associate and clear check boxes to remove that association.
- 8. Select Labor Pool and Other Contacts to Notify, as appropriate.
- 9. Click OK. The window closes.

Tip: To associate all positions, click Select All. To remove all associations, click Deselect All.

Helpful Links Juvare.com Juvare Training Center Announcements Community Resources