eICS™ Quick Reference Guide

Manage Plan Access

Overview

In Electronic ICS (eICS), the domain administrator configures plans based on Emergency Management standards, such as HICS or NIMS, and then, determines which plans are available and/or locked for the facilities they administer.
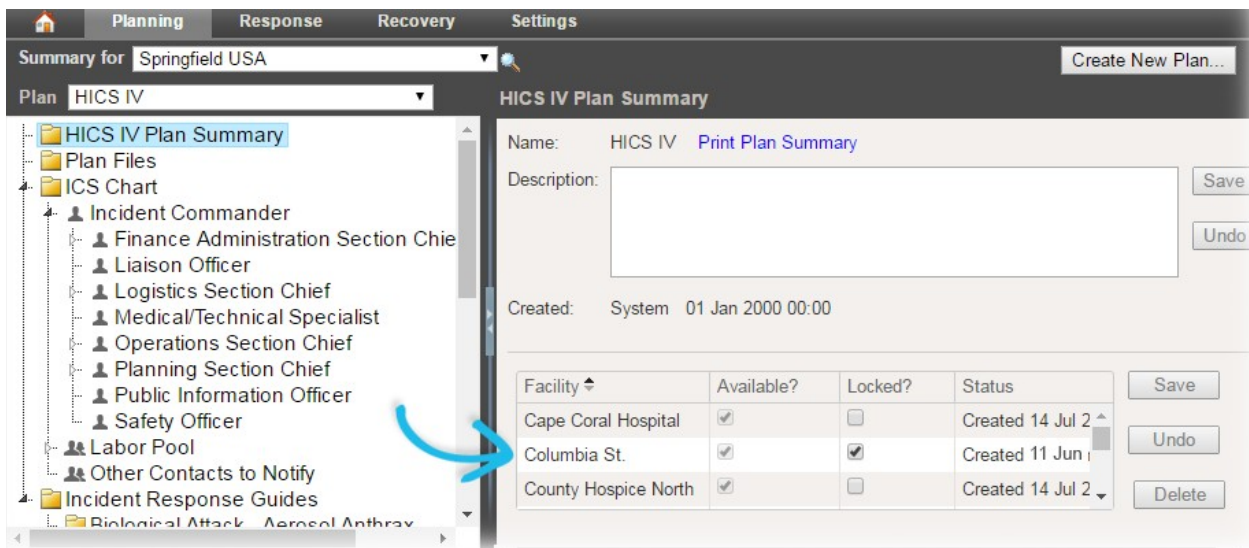
Available plans are copied, by the domain or facility administrator, and edited to meet the needs of the facility. This may include adding or deleting files and incident response guides.

Plans that are locked can still be copied, and all attributes except for the ICS Chart can be edited. This restriction on editing the ICS Chart means the administrator cannot modify the chain of command, rename positions, or create new groups in the labor pool.

To Manage Plan Access

> **Note**: Only the Domain Administrator has appropriate permissions to perform this procedure.

1. On the *Home* page, point to the **Planning** menu and click **Plan Summary**. The *Plan Summary* page opens.

2. In the **Summary for** list, click the name of the domain.

3. In the **Plan** list, click the name of the plan.

4. On the right, locate the name of the facility for which you want to manage plan access.

5. On that row, to make the plan available, select the **Available?** check box. Or, to deny facility access to the plan, clear the **Available?** check box.

6. Also on that row, to deny editing of the ICS Chart, select the **Locked?** check box. Or to allow editing of the ICS Chart, clear the **Locked?** check box.

7. Click **Save**.

Juvare envisions a future in which communities are resilient in the face of danger. With precise, vigilant, and connected solutions, Juvare fosters networks of mutual assistance that help organizations bounce forward. For more information, contact Juvare Support at 877-771-0911 or support@juvare.com.