Documents

Revision History

Date	Revision	Change by	Revision #
03/19/18	Document Creation	Heather Volkomer	V1
4/11/22	Update BCIC access instructions	Lori Gorman	V2

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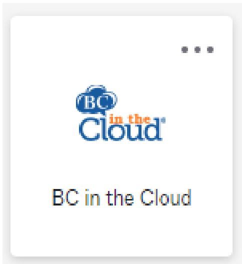
Summary

Documents can be added and stored within BCIC to support the COOP plan. Documents can be included in the COOP Plan output or not.

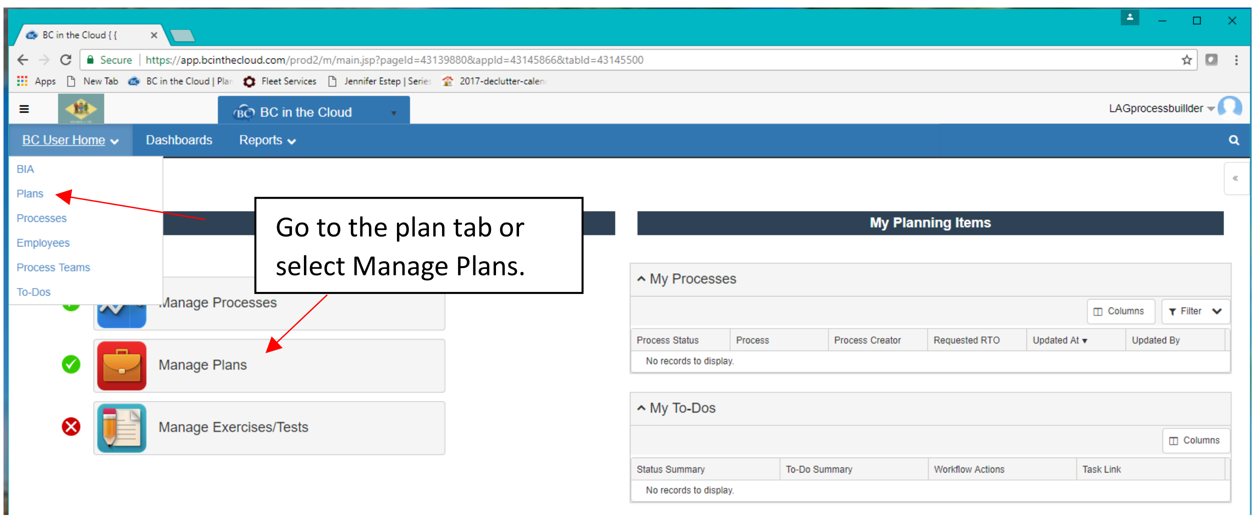
Accessing Documents Tab

Step 1. Log into the tool.

This application has been added to Delaware's SSO platform. Log into https://ID.Delaware.gov using your normal network credentials. Select the BCIC tile pictured below.

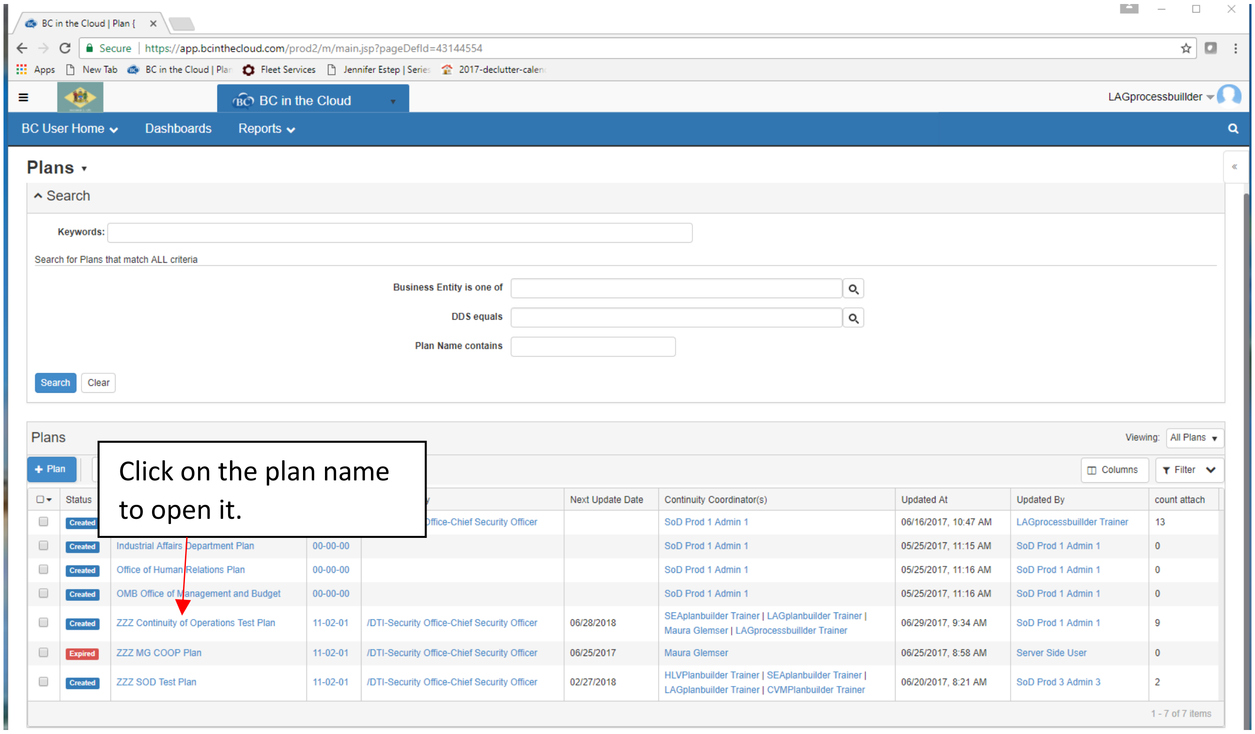


Step 2. Locate the Plan to be updated.

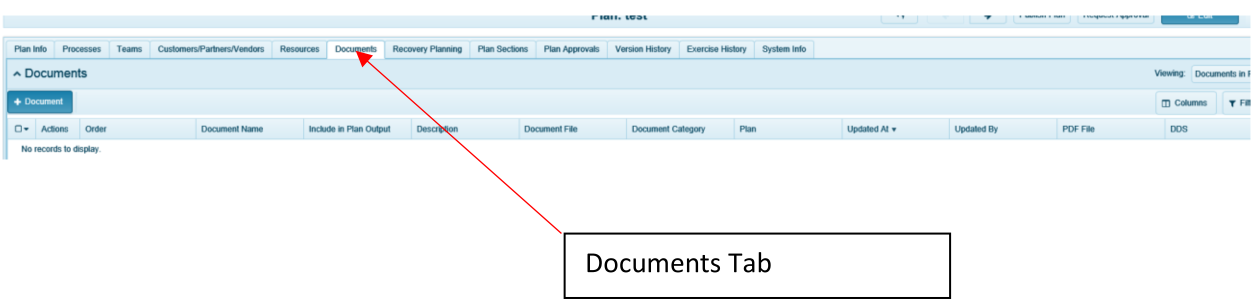


Step 3. Select the Plan you wish to update.

Select the plan you wish to update by clicking on the plan name.

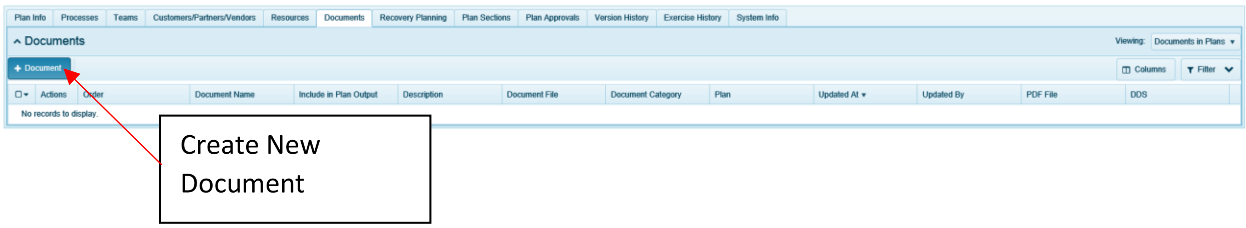


Step 4. Go to the Documents Tab.

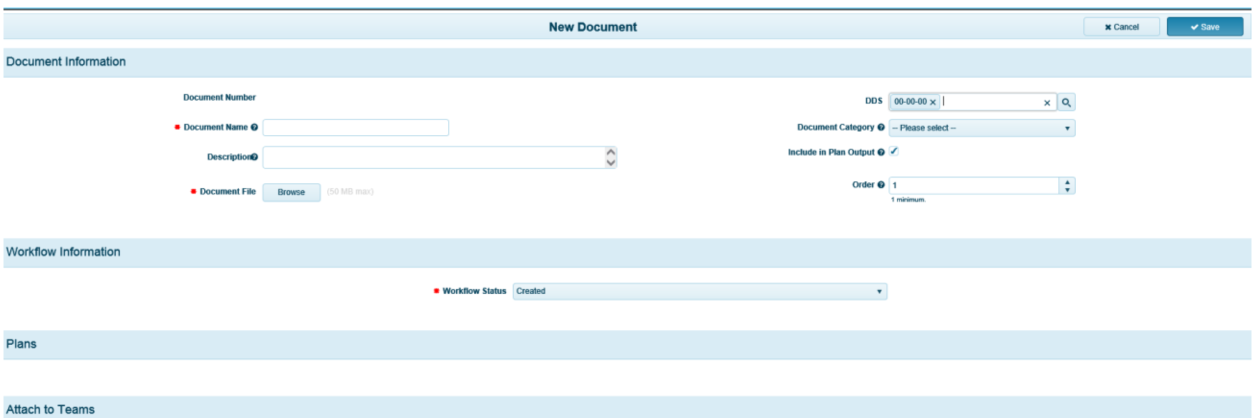


Creating a New Document

Step 1. Click on the  button.



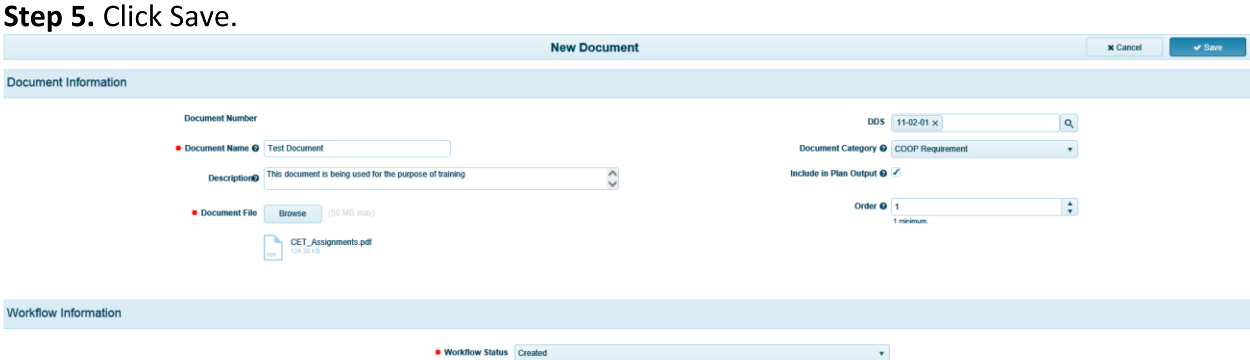
Step 2. Your agency's DDS will auto-assign in the respective field. Assign the Document Name, Description, Category and Order fields.



*Note: the order field must be different than the other document order numbers.

If you do not want the document to be included in the plan output, uncheck the in the box titled "Include in Plan Output".

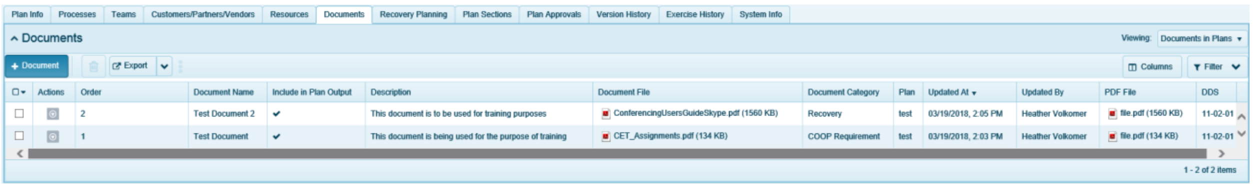
Step 3. Use the Browse button to navigate to the location in which your document is saved.
Step 4. Select the document, verifying the document name is included as shown below
Step 5. Click Save.



Editing a Document

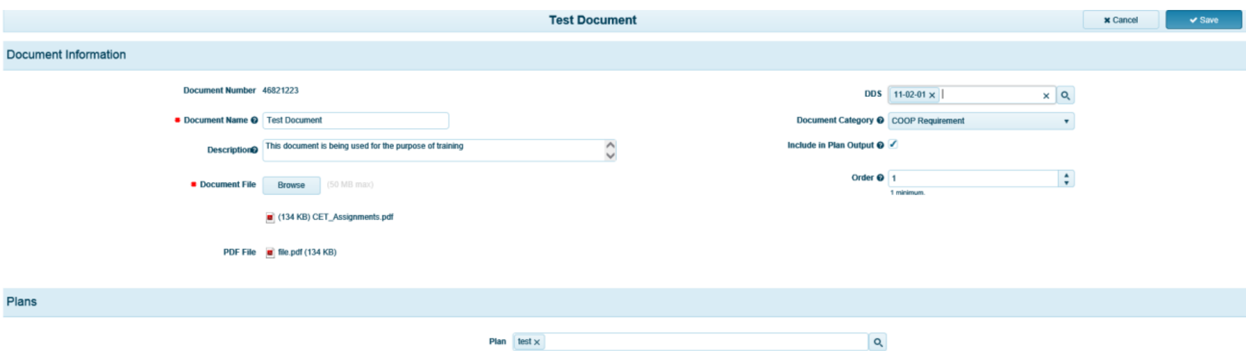
View document details by viewing the screen on the Documents tab. Here you can view document information such as order, name, documents to be included in the plan output, category and date added. You can click directly on the document file name to view the document.

Step 1: Navigate to the Documents tab.

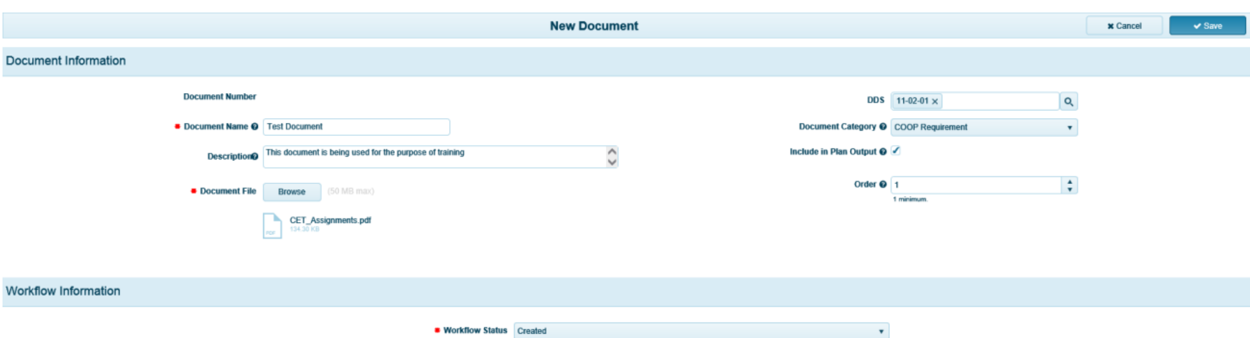


Step 2: In order to edit a document, click on the actions  button and select "edit".

Step 3: Change the data in any of the fields or change the document itself. The only field you cannot change is "document number". This field is auto-generated by the system.



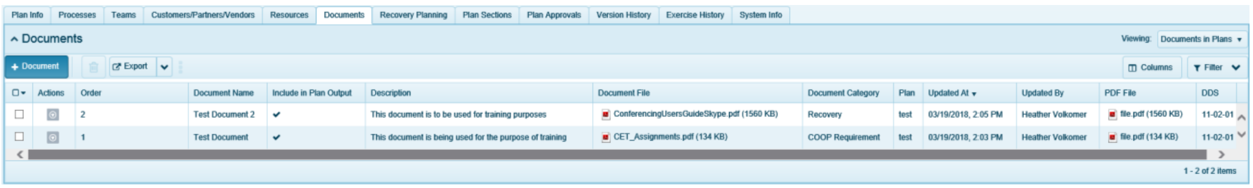
Step 4: After changes are made, click the "Save" button.



Deleting a Document

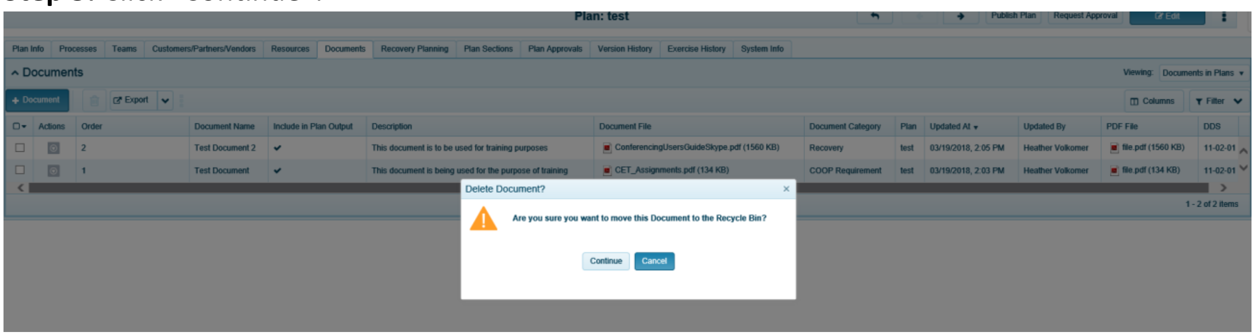
Delete documents starting on the Documents tab. Here you can view document information such as order, name, documents to be included in the plan output, category and date added. You can click directly on the document file name to view a document.

Step 1: Navigate to the Documents tab.



Step 2: In order to delete a document, click on the actions button and select "delete" or check the box next to the Document Name you wish to delete and the trashcan icon will appear at which time you click the trashcan icon to delete the document.

Step 3: Click "Continue".



A box will appear in the upper right hand corner of your screen verifying the deletion.