



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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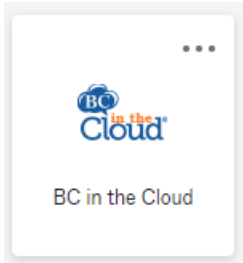
Summary

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.

A screenshot of a web browser displaying the 'BC in the Cloud' application. The browser's address bar shows the URL 'https://app.bcinthecloud.com/prod2/m/main.jsp?pagelId=43139880&applId=43145866&tabId=43145500'. The application's navigation menu is open on the left, showing options like 'BIA', 'Plans', 'Processes', 'Employees', 'Process Teams', and 'To-Dos'. A red arrow points from the 'Plans' menu item to a callout box that says 'Go to the plan tab or select Manage Plans.' Another red arrow points from the callout box to the 'Manage Plans' option in the main content area. The main content area is titled 'My Planning Items' and contains two sections: 'My Processes' and 'My To-Dos'. Both sections show a table with columns for various attributes and a 'No records to display' message. The 'My Processes' table has columns for 'Process Status', 'Process', 'Process Creator', 'Requested RTO', 'Updated At', and 'Updated By'. The 'My To-Dos' table has columns for 'Status Summary', 'To-Do Summary', 'Workflow Actions', and 'Task Link'.

Step 3. Select the Plan you wish to update.

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

Plans

Keywords:

Search for Plans that match ALL criteria

Business Entity is one of

DDS equals

Plan Name contains

Search Clear

Plan	Status	Next Update Date	Continuity Coordinator(s)	Updated At	Updated By	count attach
Industrial Affairs Department Plan	Created	09-00-00	Office-Chief Security Officer	06/16/2017, 10:47 AM	LAGprocessbuilder Trainer	13
Office of Human Relations Plan	Created	00-00-00		05/25/2017, 11:15 AM	SoD Prod 1 Admin 1	0
OMB Office of Management and Budget	Created	00-00-00		05/25/2017, 11:16 AM	SoD Prod 1 Admin 1	0
ZZZ Continuity of Operations Test Plan	Created	11-02-01	/DTI-Security Office-Chief Security Officer	06/29/2017, 9:34 AM	SoD Prod 1 Admin 1	9
ZZZ MG COOP Plan	Expired	11-02-01	/DTI-Security Office-Chief Security Officer	06/25/2017, 8:58 AM	Server Side User	0
ZZZ SOD Test Plan	Created	11-02-01	/DTI-Security Office-Chief Security Officer	06/20/2017, 8:21 AM	SoD Prod 3 Admin 3	2

Step 4. Go to the Documents Tab.

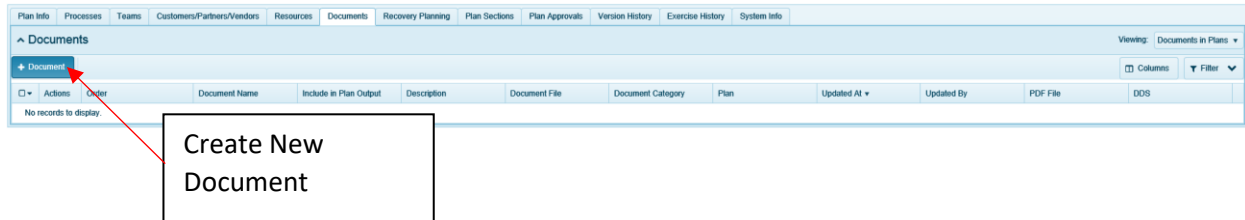
Plan Info Processes Teams Customers/Partners/Vendors Resources Documents Recovery Planning Plan Sections Plan Approvals Version History Exercise History System Info

Documents

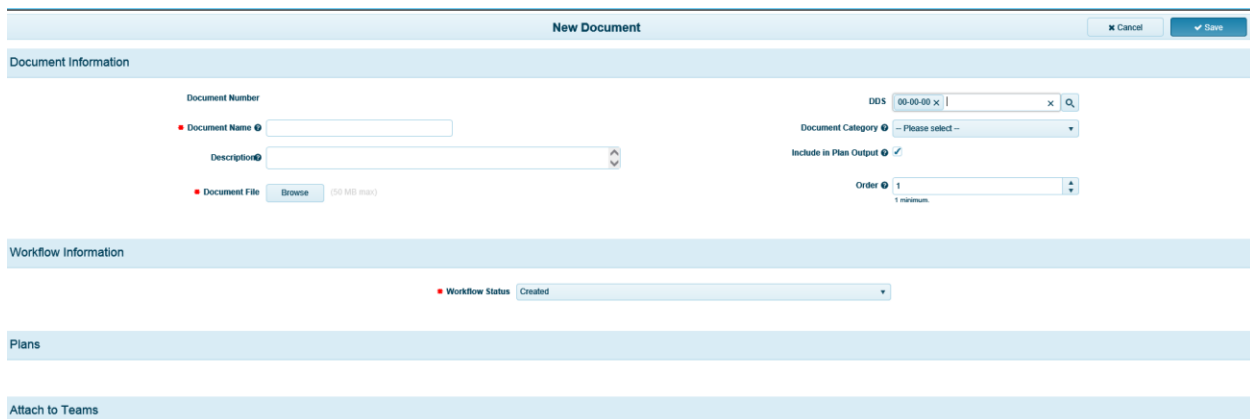
Document	Order	Document Name	Include in Plan Output	Description	Document File	Document Category	Plan	Updated At	Updated By	PDF File	DOS
No records to display.											

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.



The "New Document" form has a "Document Information" section with the following fields:

- Document Number: DDS 00-00-00 x |
- Document Name: [Text input field]
- Description: [Text input field]
- Document File: [Browse button] (50 MB max)
- Document Category: -- Please select --
- Include in Plan Output:
- Order: 1 (1 minimum)

Below this section are sections for "Workflow Information" (Workflow Status: Created), "Plans", and "Attach to Teams".

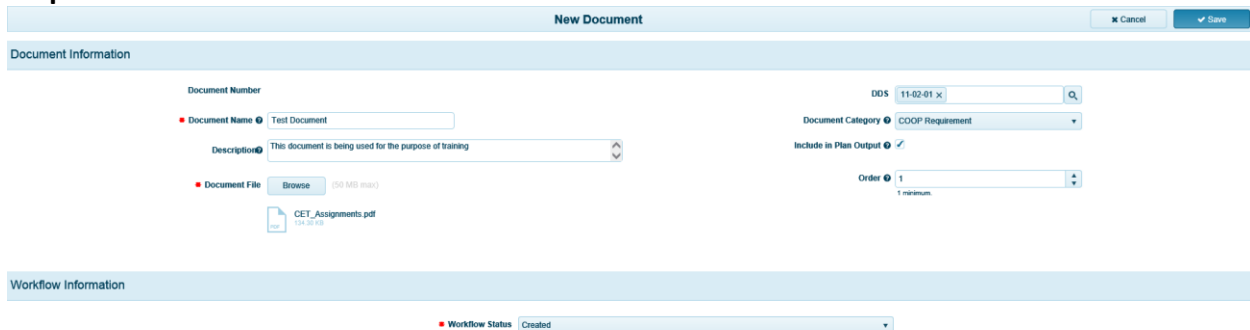
*Note: the order field must be different than the other document order numbers.

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.



The "New Document" form is shown with the following updated values:

- Document Number: DDS 11-02-01 x |
- Document Name: Test Document
- Description: This document is being used for the purpose of training
- Document File: [Browse button] (50 MB max) with a selected file "CET_Assignments.pdf" (134.30 KB)
- Document Category: COOP Requirement
- Include in Plan Output:
- Order: 1 (1 minimum)


The "Workflow Information" section shows "Workflow Status: Created".

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.

Actions	Order	Document Name	Include in Plan Output	Description	Document File	Document Category	Plan	Updated At	Updated By	PDF File	DDS
<input type="checkbox"/>	2	Test Document 2	<input checked="" type="checkbox"/>	This document is to be used for training purposes	ConferencingUsersGuideSkype.pdf (1560 KB)	Recovery	test	03/19/2018, 2:05 PM	Heather Volkmer	file.pdf (1560 KB)	11-02-01
<input checked="" type="checkbox"/>	1	Test Document	<input checked="" type="checkbox"/>	This document is being used for the purpose of training	CET_Assignments.pdf (134 KB)	COOP Requirement	test	03/19/2018, 2:03 PM	Heather Volkmer	file.pdf (134 KB)	11-02-01

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.

Test Document [Cancel] [Save]

Document Information

Document Number 46821223

Document Name

Description

Document File (50 MB max)

(134 KB) CET_Assignments.pdf

PDF File (134 KB)

DDS

Document Category

Include in Plan Output

Order (1 minimum)

Plans

Plan

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

New Document [Cancel] [Save]

Document Information

Document Name

Description

Document File (50 MB max)

CET_Assignments.pdf

DDS

Document Category

Include in Plan Output

Order (1 minimum)

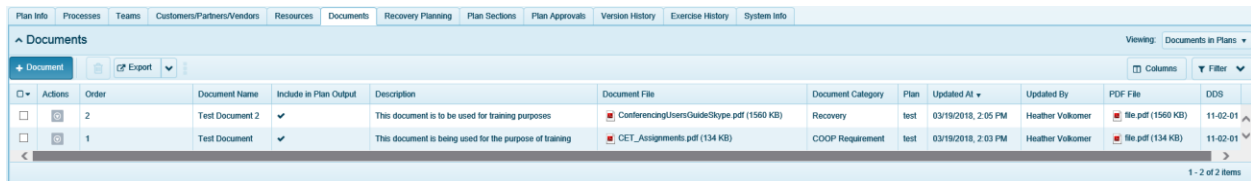
Workflow Information

Workflow Status


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.

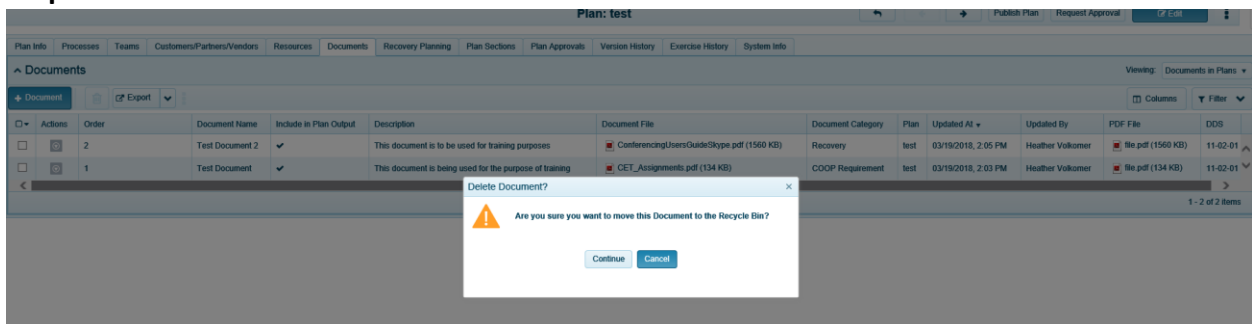
Step 1: Navigate to the Documents tab.



Actions	Order	Document Name	Include in Plan Output	Description	Document File	Document Category	Plan	Updated At	Updated By	PDF File	DDS
<input type="checkbox"/>	2	Test Document 2	✓	This document is to be used for training purposes	ConferencingUsersGuideSkype.pdf (1560 KB)	Recovery	test	03/19/2018, 2:05 PM	Heather Volkomer	file.pdf (1560 KB)	11-02-01
<input type="checkbox"/>	1	Test Document	✓	This document is being used for the purpose of training	CET_Assignments.pdf (134 KB)	COOP Requirement	test	03/19/2018, 2:03 PM	Heather Volkomer	file.pdf (134 KB)	11-02-01

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.

