



Frequently Asked Questions

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Process

Q: Why is my process name cut off in the Published Plan?

A: The process name field is limited to 100 characters. Names that exceed that length will be truncated in the Output report.

Documents

Q: What is the limit to the number and size of documents that can be included in my plan?

A: Each plan cannot exceed 50MB. This includes all plan data including documents. The number and size of the documents are limited to the overall size of the plan.

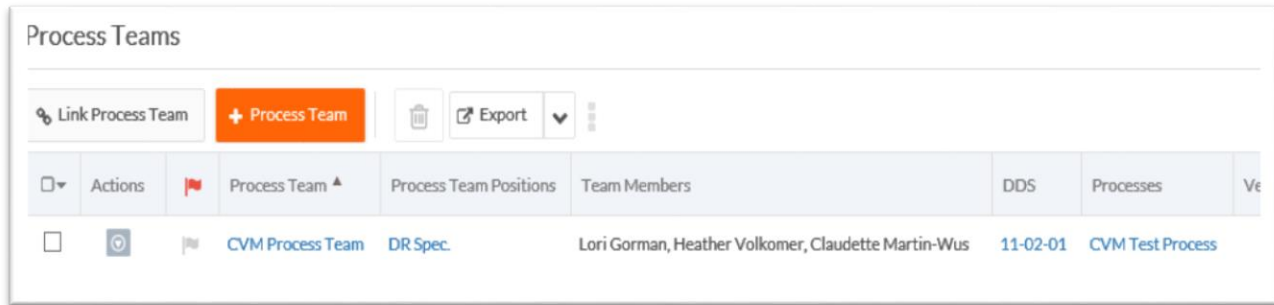
Q: What types of files can be attached at documents?

A: BCIC will include all Microsoft supported programs including Excel, Word, PDF, Visio, etc..

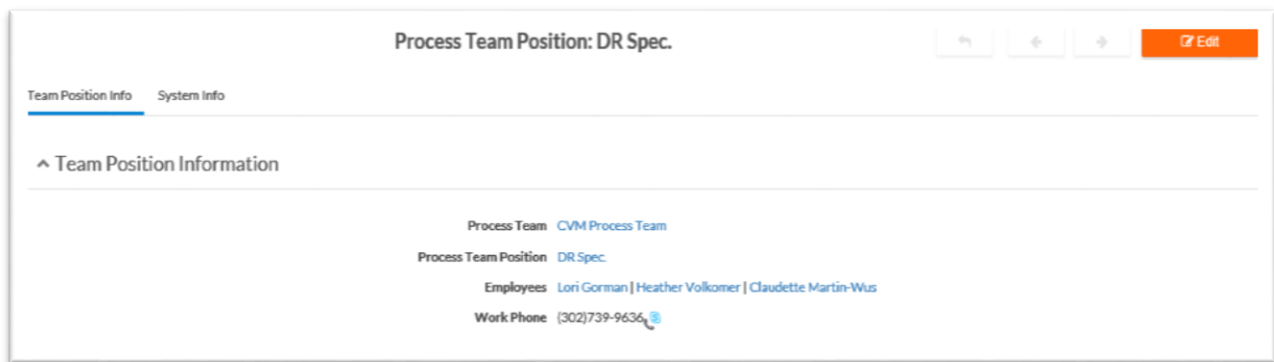
Employees – Process Builder


Q: How can I tell if an employee has not yet been assigned to at least one process team in my plan?

A: Process Builder: As a process builder, navigate to a team assigned to a process.

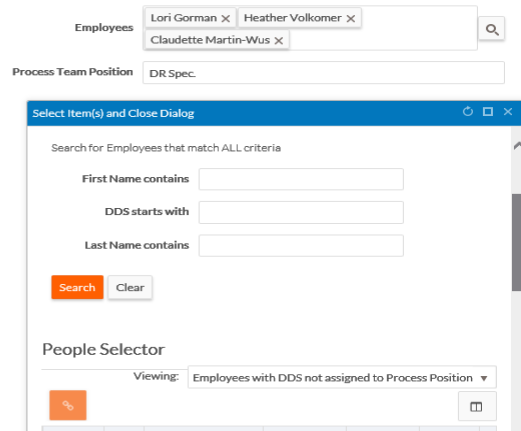


Open the Process Team Positions and click on “EDIT”.



Open the employee lookup function by clicking on  in the “Employees” field. The box below will open up. Be sure that your “People Selector” has been changed to “Employees with DDS not assigned to Process Position”.

Team Position Information



Based on the view selected, any employee that is highlighted reflects employees who have not yet been assigned to a team.

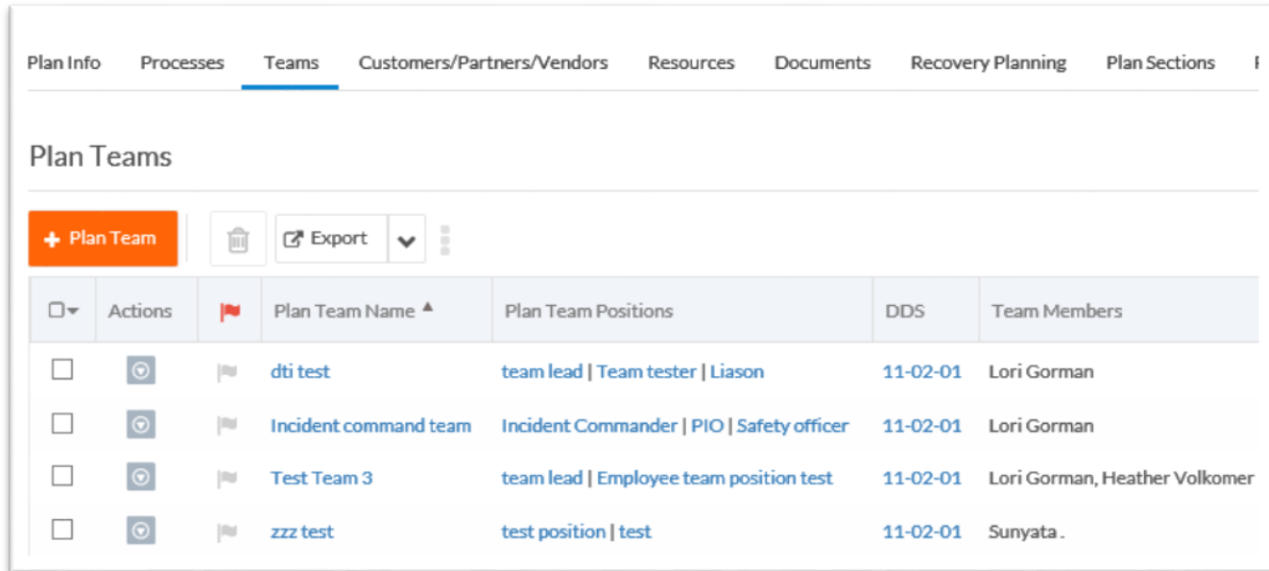
People Selector Viewing: Employees with DDS not assigned to Process Position

<input type="checkbox"/>	DDS	Employee ID ▲	Employee	First Na...	Last Name	Wor
<input type="checkbox"/>	11-02-01	[REDACTED]	zzz Test	zzz	Test	
<input type="checkbox"/>	11-02-01	[REDACTED]	Darryl Jones	Darryl	Jones	(302
<input type="checkbox"/>	11-02-01	[REDACTED]	Danka Prilepkova	Danka	Prilepkova	(302

Employees – Plan Builder

Q: How can I tell if an employee has not yet been assigned to at least one plan team in my plan?

A: Plan Builder: As a plan builder, navigate to a plan team.



<input type="checkbox"/>	Actions		Plan Team Name ▲	Plan Team Positions	DDS	Team Members
<input type="checkbox"/>			dti test	team lead Team tester Liason	11-02-01	Lori Gorman
<input type="checkbox"/>			Incident command team	Incident Commander PIO Safety officer	11-02-01	Lori Gorman
<input type="checkbox"/>			Test Team 3	team lead Employee team position test	11-02-01	Lori Gorman, Heather Volkomer
<input type="checkbox"/>			zzz test	test position test	11-02-01	Sunyata .


Open the Process Team Positions and click on “EDIT”.

Plan Team Position: team lead

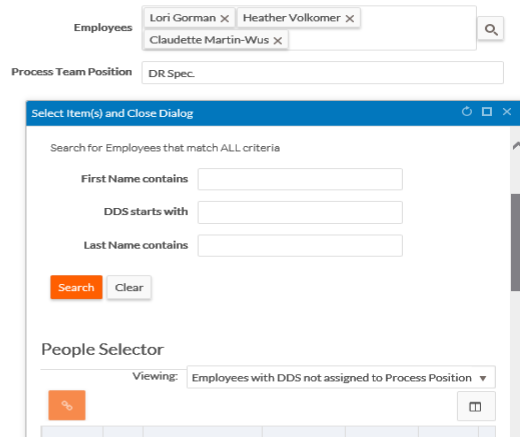


Employees [Lori Gorman](#)

Plan Team Position [team lead](#)




Open the employee lookup function by clicking on  in the “Employees” field. The box below will open up. Be sure that your “People Selector” has been changed to “Employees with DDS not assigned to Process Position”.

Team Position Information



Based on the view selected, any employee that is highlighted reflects employees who have not yet been assigned to a team.

People Selector Viewing: Employees with DDS not assigned to Process Position

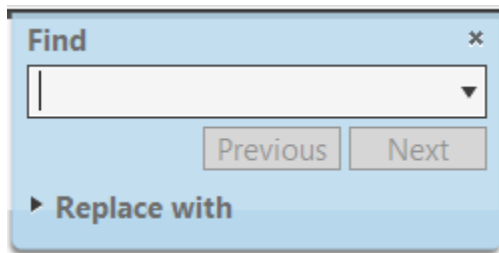
<input type="checkbox"/>	DDS	Employee ID ▲	Employee	First Na...	Last Name	Wor
<input type="checkbox"/>	11-02-01		zzz Test	zzz	Test	
<input type="checkbox"/>	11-02-01		Darryl Jones	Darryl	Jones	(302
<input type="checkbox"/>	11-02-01		Danka Prilepkova	Danka	Prilepkova	(302

Plan Output

Q: How can I search for information within my final plan output?

A: Your plan output will be provided to you in pdf format. Within a pdf you can search the entire contents of the document. Follow these instructions:

1. Press **Ctrl+F**.
2. The following box will appear.



3. Type in a term to search and click on NEXT.
4. Continue to click on NEXT until you find the instance of the term you were searching.

Teams

Q. What is the difference between Plan Teams and Process Teams?

A. Process level teams are assigned directly to a process and their information displays in the *Section 3.0: Process Dependencies* of the published plan. Plan level teams are built at a plan level and are **NOT** assigned to specific processes. Their information displays in *Section 4.0: Plan Teams and Tasks* in the published Plan as well as *Section 2.3.1: Telecommuting* (VPN access as defined in the employee records). Organizations that choose to build at a Plan level are not able to view Process Teams. Organizations that choose to build at a process level may view both process and plan level teams.

The chart below compares Plan vs. Process level teams.

Capability	Plan Level Teams	Process Level Teams
Team linked directly to a process	No	Yes
Information displays in <i>Section 3.0: Process Dependencies</i> in the published plan	No	Yes
Information displays in <i>Section 4.0: Plan Teams and Tasks</i>	Yes	No
Employees assigned to plan teams displays in <i>Section 2.3.1: Telecommuting</i> showing employee VPN access	Yes	Yes
Tasks assigned directly to the team	Yes	No- process teams refer to those tasks assigned directly to the Process
Users able to view/assign plan level teams	Yes	Yes
Users able to view/assign process level teams	No	Yes
Teams shared across the tool.	No- plan teams are only created within a plan and are not linked to any other tables with the plan. However, updating plan teams does update <i>Section 2.3.1: Telecommuting</i> in the published plan as this report is populated based on the plan teams.	Yes- Process teams may be assigned to multiple processes. When a process team is updated, the update is reflected everywhere that process team is referenced.

System Related

Q. How long does items that are deleted remain in the Recycle Bin?

A. BCIC permanently removes items from the recycle bin after 30 days. Until an item is permanently deleted or purged, it can be restored.