Plan Information

Revision History

Date	Revision	Change by	Revision #
03/22/18	Document Creation w. cover page	Lori Gorman	V1
4/11/22	Update BCIC access instructions	Lori Gorman	V2

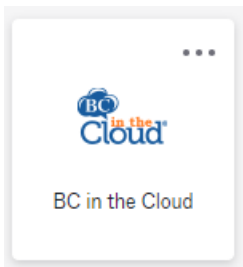**TABLE OF CONTENTS**

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Summary

The Plan Info tab details generic information related to plan information, ownership, plan updates status. This tab is updated by the COOP Coordinators to include the related plan owner, Continuity Coordinators, Location, and Business Entity(s). The plan updates section includes auto generated fields such as the update frequency (365 days), when the last approval occurred, and then the Next Updates are scheduled to occur.

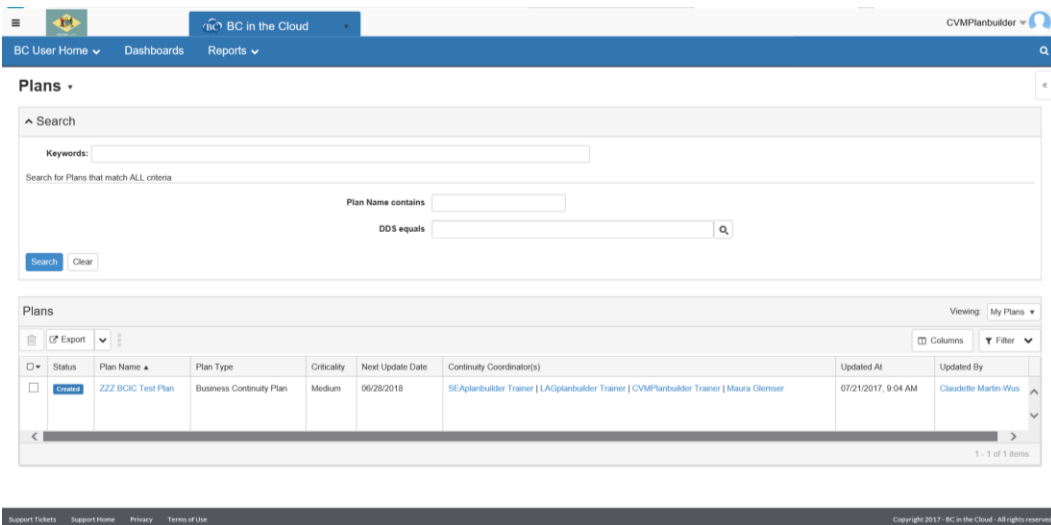## Log into BCIC and Access your Plan

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.
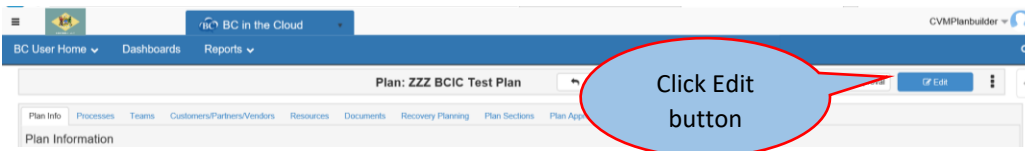
Step 2. Locate the Plan to be updated.

Go to the plan tab or select Manage Plans.

Step 3. Select the Plan you wish to update by clicking on the plan name.

Updating Plan Info Tab

Step 1. Click Edit button on Plan Info Tab

Update the following:

- Plan Owner
- Continuity Coordinator(s)
- Location
- Floor Number
- Update Frequency (days) – enter 365

    *Note: Next Update Date will update automatically

Click Magnifying glass

Click Magnifying glass

Enter Floor Number

Enter 365

*Note: All Continuity Coordinators assigned to the plan will receive an expiration email if the plan is not updated and approved prior to the expiration date.

Hello CVMPlanbuilder Trainer, Maura Glemser,

Your **ZZZ BCIC Test Plan** Plan is required to be reviewed as part of the annual requirements. Please log into BC in the Cloud to make the necessary updates and initiate the approval process.

The plan must be completed and all approvers must sign off by 07/21/2017.

Thank you!
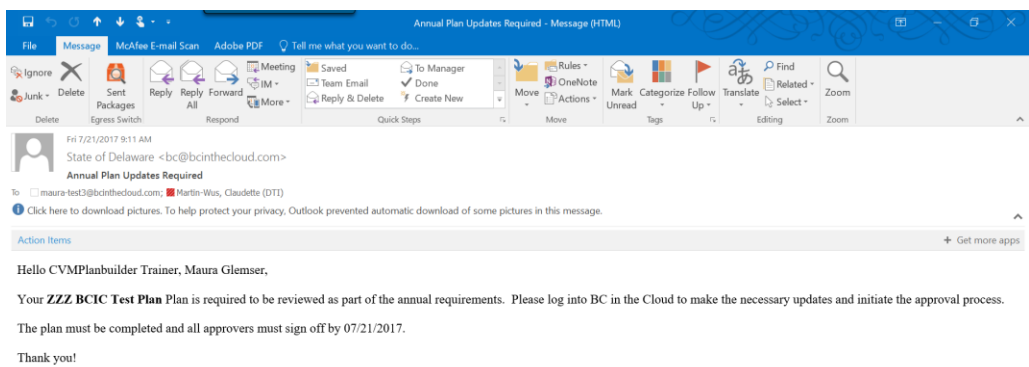
Plan Owner Assignment Steps

Step 1. Click the magnifying glass next to Plan Owner field
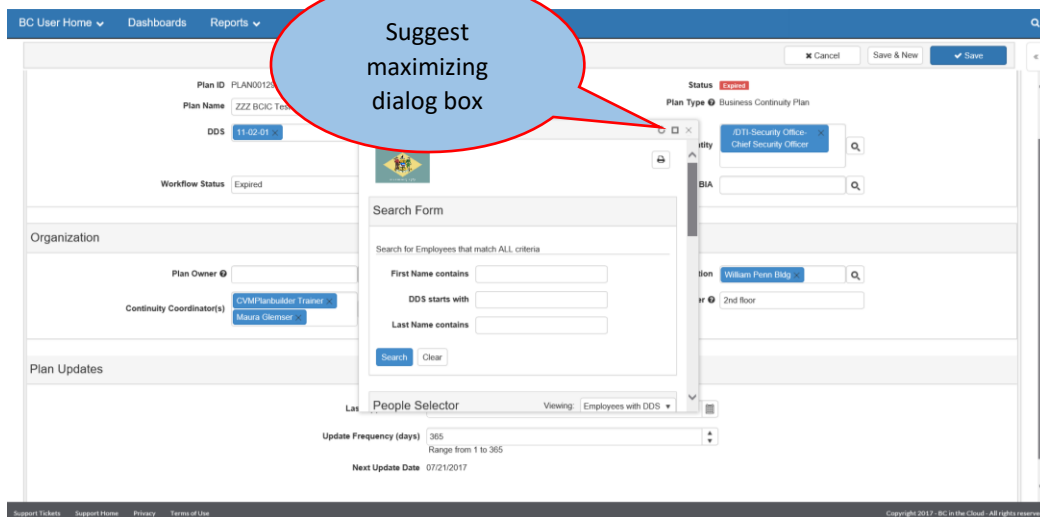
Step 2. Enter a combination of search criteria, sort, or scroll to find the Plan Owner name

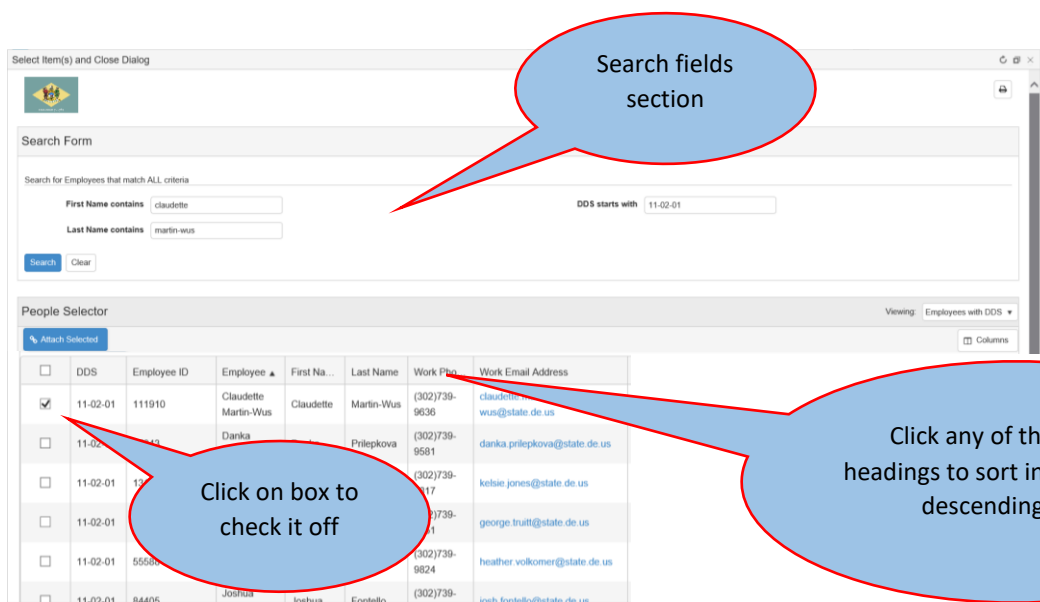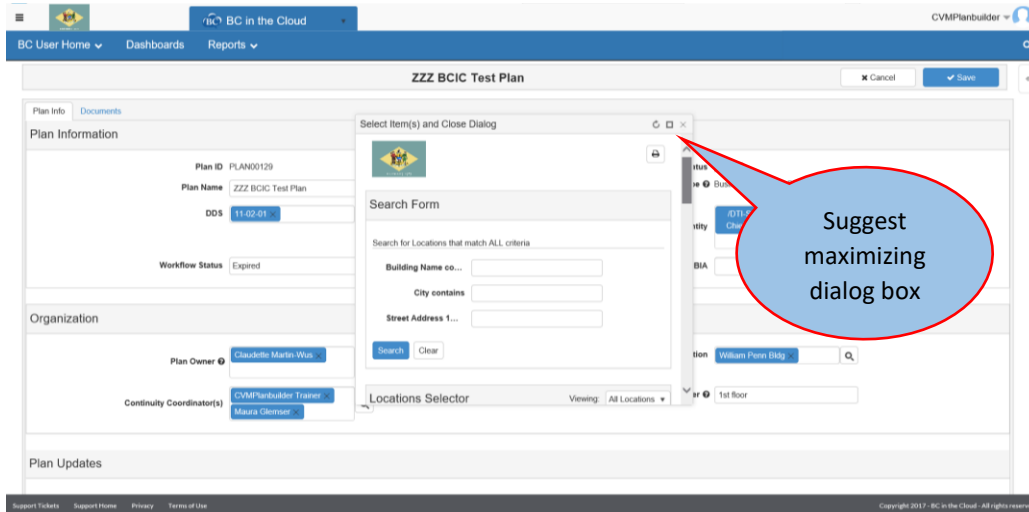**Step 3. Click the checkbox next to the correct name**

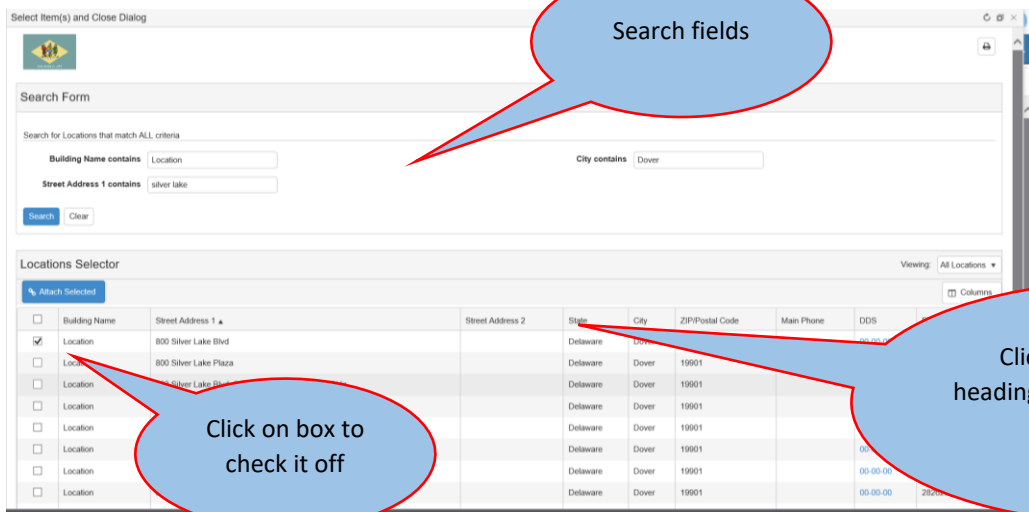**Step 4. Click the Attach Selected button**

Location Assignment Steps

Step 1. Click the magnifying glass next to the Location field

Suggest maximizing dialog box

Step 2. Enter any combination of search criteria, sort, or scroll to find the desired location

Step 3. Click the checkbox next to the correct record

Step 4. Click the Attach Selected button

Search fields

Click any of the column headings to sort in ascending or descending order

Click on box to check it off

*Note: Building names not assigned in the tool will show as "Location" or with the address

Step 5. Click Save

Click Save