



## Resources

## Revision History

<b>Date</b>	<b>Revision</b>	<b>Change by</b>	<b>Revision #</b>
3/23/18	Document Creation	Heather Volkomer	V1
4/5/18	Minor modifications	Sandee Alexander	V2
10/15/19	Minor modifications	Lori Gorman	V3

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## Accessing the Resources Tab

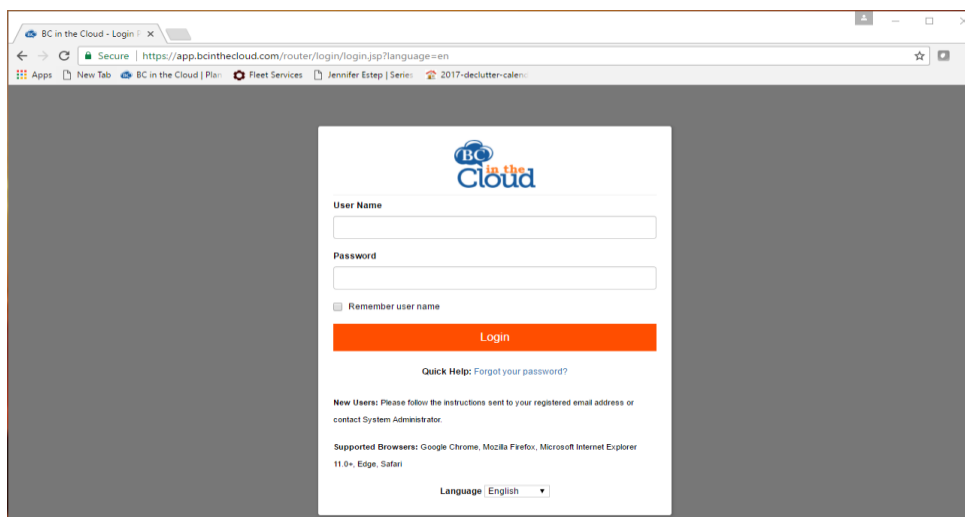
### Step 1. Log into the tool.

Go to the website: <https://app.bcinthecloud.com>.

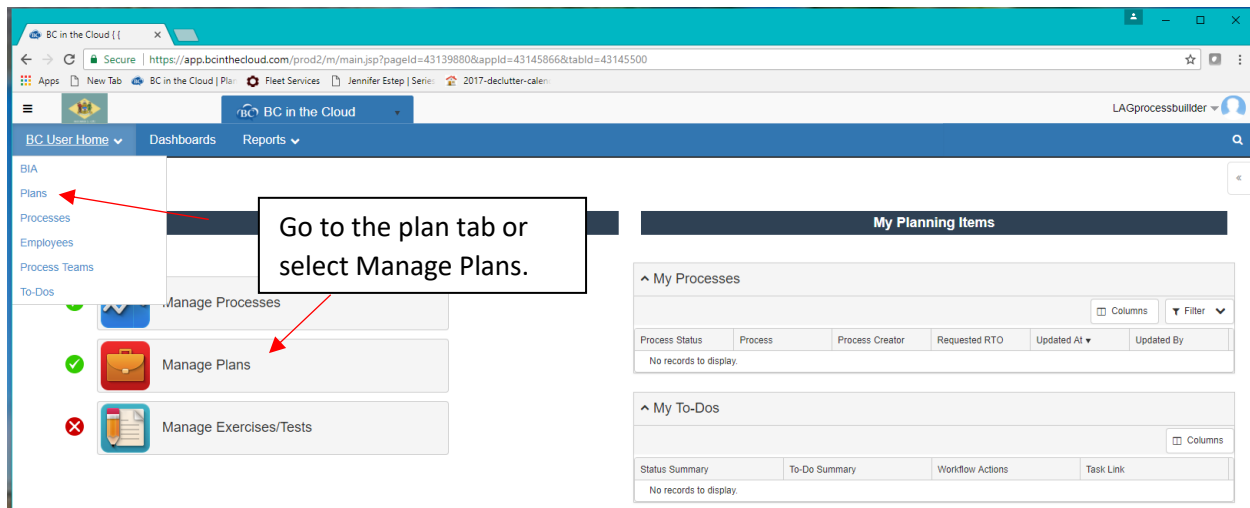
Enter your User Name: **firstname.lastname**

Enter your Password.

Click on Login.



### Step 2. Locate the Plan to be updated.



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

The screenshot shows the 'Plans' page in the BC in the Cloud application. At the top, there is a search bar with the text 'Search for Plans that match ALL criteria'. Below the search bar are three filter fields: 'Business Entity is one of', 'DDS equals', and 'Plan Name contains'. A 'Search' button and a 'Clear' button are located below these filters. Below the search area is a table of plans. The table has columns for Status, Plan Name, DDS, Business Entity, Next Update Date, Continuity Coordinator(s), Updated At, Updated By, and count attach. The table contains 7 rows of data, with the first row being 'DTI - Security Policy & Outreach' and the last row being 'ZZZ SOD Test Plan'. The 'ZZZ SOD Test Plan' row is highlighted in blue, indicating it is the selected plan.

Status	Plan Name	DDS	Business Entity	Next Update Date	Continuity Coordinator(s)	Updated At	Updated By	count attach
Created	DTI - Security Policy & Outreach	11-02-01	/DTI-Security Office-Chief Security Officer		SoD Prod 1 Admin 1	06/16/2017, 10:47 AM	LAGprocessbuilder Trainer	13
Created	Industrial Affairs Department Plan	00-00-00			SoD Prod 1 Admin 1	05/25/2017, 11:15 AM	SoD Prod 1 Admin 1	0
Created	Office of Human Relations Plan	00-00-00			SoD Prod 1 Admin 1	05/25/2017, 11:16 AM	SoD Prod 1 Admin 1	0
Created	OMB Office of Management and Budget	00-00-00			SoD Prod 1 Admin 1	05/25/2017, 11:16 AM	SoD Prod 1 Admin 1	0
Created	ZZZ Continuity of Operations Test Plan	11-02-01	/DTI-Security Office-Chief Security Officer	06/28/2018	SEApianbuilder Trainer   LAGpianbuilder Trainer   Maura Glemser   LAGprocessbuilder Trainer	06/29/2017, 9:34 AM	SoD Prod 1 Admin 1	9
Expired	ZZZ MG COOP Plan	11-02-01	/DTI-Security Office-Chief Security Officer	06/25/2017	Maura Glemser	06/25/2017, 8:58 AM	Server Side User	0
Created	ZZZ SOD Test Plan	11-02-01	/DTI-Security Office-Chief Security Officer	02/27/2018	HLVPianbuilder Trainer   SEApianbuilder Trainer   LAGpianbuilder Trainer   CVMpianbuilder Trainer	06/20/2017, 8:21 AM	SoD Prod 3 Admin 3	2

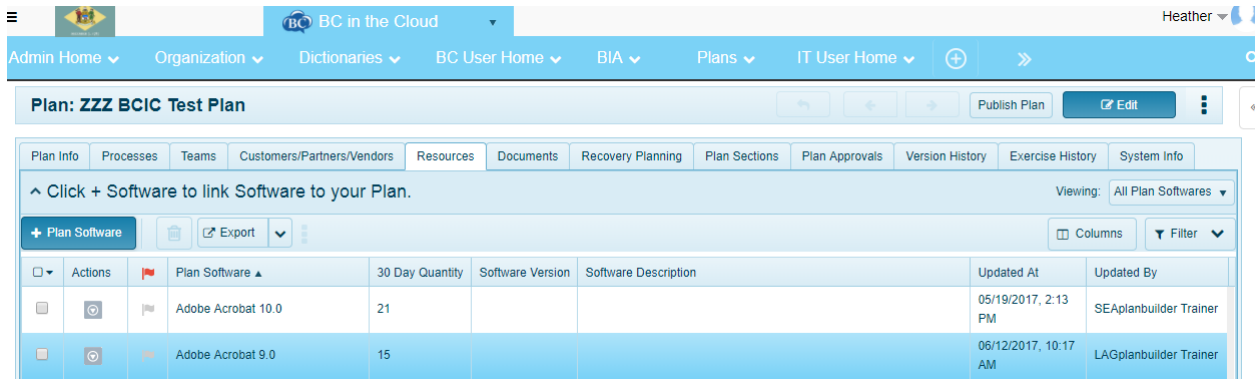
**Step 4. Click on the Resources tab**

The screenshot shows the 'Plan: ZZZ BCIC Test Plan' page. At the top, there is a navigation bar with buttons for 'Publish Plan' and 'Edit'. Below the navigation bar is a tabbed interface with tabs for 'Plan Info', 'Processes', 'Teams', 'Customers/Partners/Vendors', 'Resources', 'Documents', 'Recovery Planning', 'Plan Sections', 'Plan Approvals', 'Version History', 'Exercise History', and 'System Info'. The 'Resources' tab is selected and highlighted in blue. Below the tabs, there is a message that says 'Click + Software to link Software to your Plan.' and a 'Viewing: All Plan Softwares' dropdown menu.

## Attach Software to Plan


\*Note: Software, is pre-loaded into BCIC. Additional software needed should be reported to your assigned BCDR liaison or [BCDR\\_Team@delaware.gov](mailto:BCDR_Team@delaware.gov). When selecting software with a version number, be sure to consider if a specific version is required for application needs. Whenever possible, it is better to select generic software that would allow for whatever current version is available.

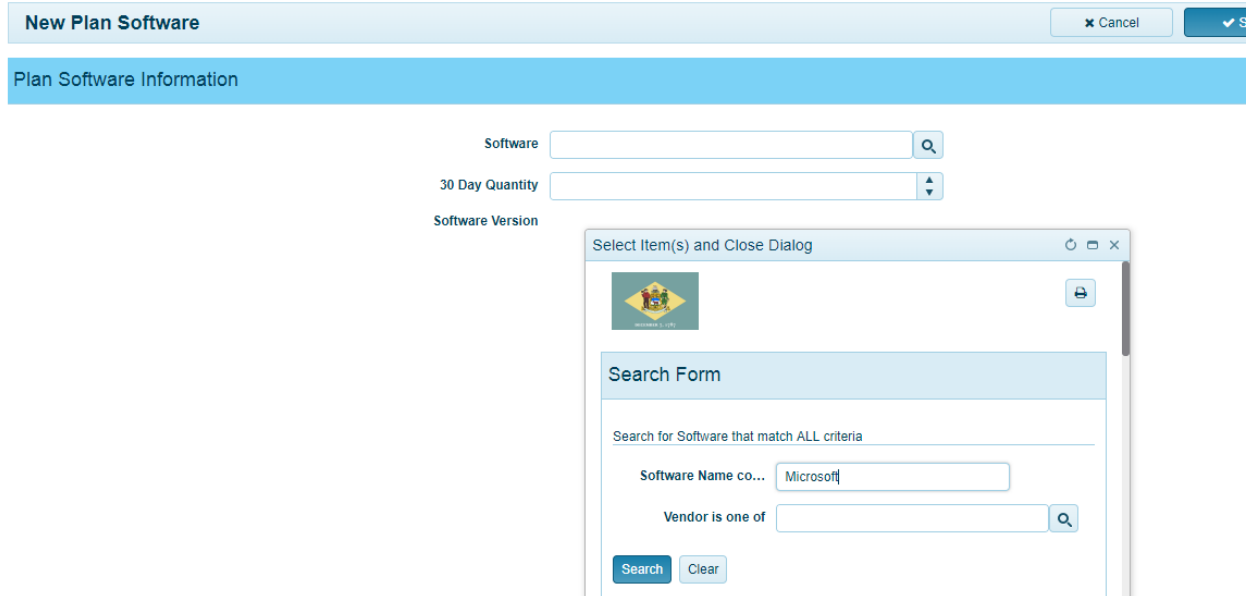
**Step 1. Click + Plan Software Button (  ).**



The screenshot shows the 'Plan: ZZZ BCIC Test Plan' interface. At the top, there are navigation tabs: Plan Info, Processes, Teams, Customers/Partners/Vendors, Resources, Documents, Recovery Planning, Plan Sections, Plan Approvals, Version History, Exercise History, and System Info. Below the tabs, there is a header with the plan name and buttons for 'Publish Plan' and 'Edit'. A sub-header reads 'Click + Software to link Software to your Plan.' Below this, there is a '+ Plan Software' button and an 'Export' button. A table lists software items:

Actions	Plan Software	30 Day Quantity	Software Version	Software Description	Updated At	Updated By
	Adobe Acrobat 10.0	21			05/19/2017, 2:13 PM	SEApplanbuilder Trainer
	Adobe Acrobat 9.0	15			06/12/2017, 10:17 AM	LAGplanbuilder Trainer

**Step 2. Click the magnifying glass next to Software field. When the “Select Item(s) and Close Dialog” box opens, type in the name of the software you are searching for and click on the  button.**



The screenshot shows the 'New Plan Software' dialog box. It has a title bar 'New Plan Software' with 'Cancel' and 'OK' buttons. Below the title bar, there is a section 'Plan Software Information' with three input fields: 'Software', '30 Day Quantity', and 'Software Version'. The 'Software' field has a magnifying glass icon. A 'Select Item(s) and Close Dialog' window is open over the 'Software' field. It contains a search form with the following fields:

- Search for Software that match ALL criteria
- Software Name co...: Microsoft
- Vendor is one of: [empty]
- Buttons: Search, Clear

**Step 3. Find the name of the software you would like to attach to your plan and click on the name of the software to add it.**


Software Selector							Viewing: All Software
							Columns
Software Name ▲	Software Category	Software Version	Software Description	DDS	Software Number	Updated By	
Microsoft Access	Desktop			00-00-00	SW000196	SoD Prod 1 Admin 1	

**Step 4. Add the quantity needed of the selected software to support your division for 30 days. When finished, click on the  button.**

**New Plan Software**
 

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Plan Software Information

Software  

30 Day Quantity

Software Version

A green box will always appear when an item is saved to a plan in BCIC. Make sure you verify the box appears.

BC in the Cloud

Success!  
 Plan Software "Microsoft Access" has been updated.

---

Plan Software: Microsoft Access

Plan Software Info System Info

Plan Software Information

Plan ZZZ BCIC Test Plan

Software Microsoft Access


30 Day Quantity 5

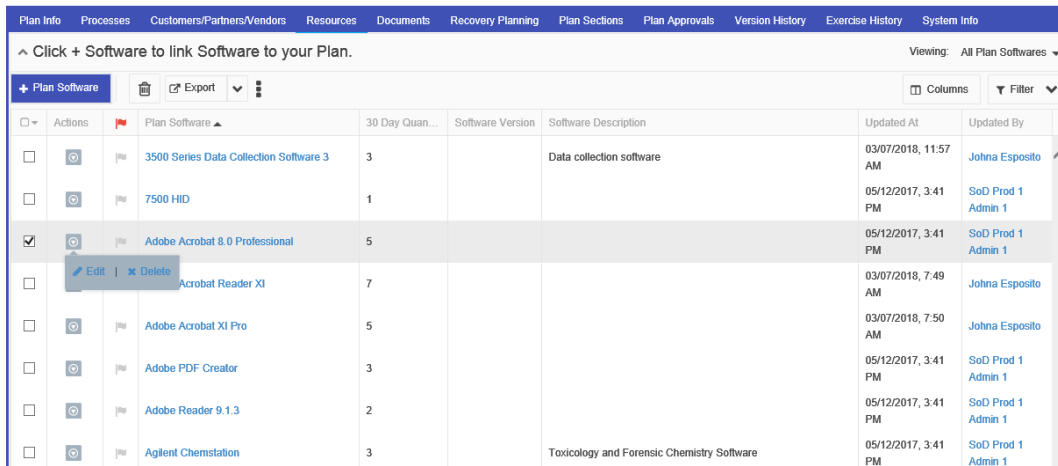
Software Version









The Software has been added to your plan.

Plan: ZZZ BCIC Test Plan								Publish Plan	Edit
Plan Info Processes Teams Customers/Partners/Vendors Resources Documents Recovery Planning Plan Sections Plan Approvals Version History Exercise History System Info									
Click + Software to link Software to your Plan.								Viewing: All Plan Softwares	
+ Plan Software								Export	Columns
Actions	Plan Software ▲	30 Day Quantity	Software Version	Software Description	Updated At	Updated By			
	Adobe Acrobat 10.0	21			05/19/2017, 2:13 PM	SEApianbuilder Trainer			
	Adobe Acrobat 9.0	15			06/12/2017, 10:17 AM	LAGplanbuilder Trainer			
	Adobe Pagemaker 7.0	15	7.0		05/24/2017, 10:36 AM	LAGplanbuilder Trainer			
	Microsoft Access	5			03/23/2018, 4:02 PM	Heather Volkomer			

## Editing Software Attached To Your Plan

**Step 1. Check the box next to the software you would like to edit and select “edit” from within the “Actions” button (  ).**



Plan Software	30 Day Quan...	Software Version	Software Description	Updated At	Updated By
<input type="checkbox"/>  3500 Series Data Collection Software 3	3		Data collection software	03/07/2018, 11:57 AM	Johna Esposito
<input type="checkbox"/>  7500 HID	1			05/12/2017, 3:41 PM	SoD Prod 1 Admin 1
<input checked="" type="checkbox"/>  Adobe Acrobat 8.0 Professional	5			05/12/2017, 3:41 PM	SoD Prod 1 Admin 1
<input type="checkbox"/>  Acrobat Reader XI	7			03/07/2018, 7:49 AM	Johna Esposito
<input type="checkbox"/>  Adobe Acrobat XI Pro	5			03/07/2018, 7:50 AM	Johna Esposito
<input type="checkbox"/>  Adobe PDF Creator	3			05/12/2017, 3:41 PM	SoD Prod 1 Admin 1
<input type="checkbox"/>  Adobe Reader 9.1.3	2			05/12/2017, 3:41 PM	SoD Prod 1 Admin 1
<input type="checkbox"/>  Agilent Chemstation	3		Toxicology and Forensic Chemistry Software	05/12/2017, 3:41 PM	SoD Prod 1 Admin 1

**Step 2. Make changes and click on the  button.**



BC User Home ▾ Dashboards Reports ▾

Adobe Acrobat 8.0 Professional

Plan Software Information


Software Adobe Acrobat 8.0 Professional

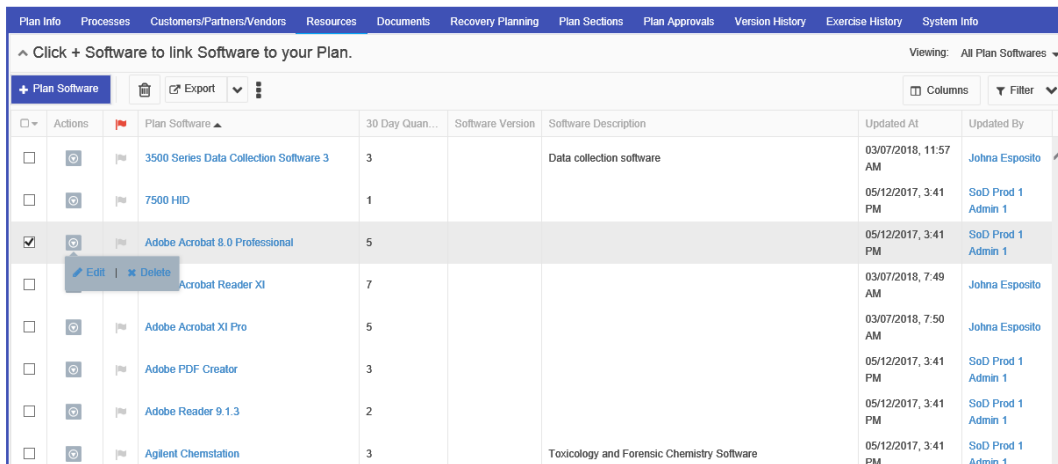
30 Day Quantity 5

Software Version



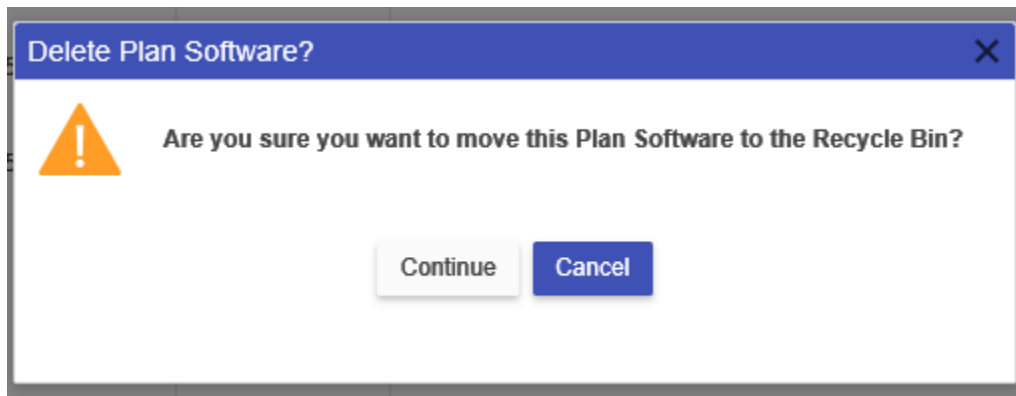
## Detaching Software from Your Plan

There are two ways to detach software from your plan you can either put a check mark in the box next to the software you would like to detach and click the trash can icon at the top of the view or select “delete” from within the “Actions” button (  ). \*This is does not delete the software from the dictionary, only removes the link to your plan.\*

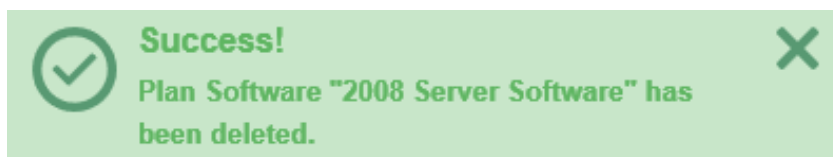


Actions	Plan Software	30 Day Quan...	Software Version	Software Description	Updated At	Updated By
<input type="checkbox"/>	3500 Series Data Collection Software 3	3		Data collection software	03/07/2018, 11:57 AM	Johna Esposito
<input type="checkbox"/>	7500 HID	1			05/12/2017, 3:41 PM	SoD Prod 1 Admin 1
<input checked="" type="checkbox"/>	Adobe Acrobat 8.0 Professional	5			05/12/2017, 3:41 PM	SoD Prod 1 Admin 1
<input type="checkbox"/>	Acrobat Reader XI	7			03/07/2018, 7:49 AM	Johna Esposito
<input type="checkbox"/>	Adobe Acrobat XI Pro	5			03/07/2018, 7:50 AM	Johna Esposito
<input type="checkbox"/>	Adobe PDF Creator	3			05/12/2017, 3:41 PM	SoD Prod 1 Admin 1
<input type="checkbox"/>	Adobe Reader 9.1.3	2			05/12/2017, 3:41 PM	SoD Prod 1 Admin 1
<input type="checkbox"/>	Agilent Chemstation	3		Toxicology and Forensic Chemistry Software	05/12/2017, 3:41 PM	SoD Prod 1 Admin 1

Step 2. Click “CONTINUE” when you receive the “Delete Plan Software” message below.



Step 3. Verify the software has been deleted by viewing the confirmation message:













# Attach Asset/Equipment to a Plan

Assets already existing in BCIC



**Step 1. Click + Plan Asset/Equipment Button (  ).**

^ Click + Asset/Equipment to link Asset/Equipment to your Plan. Viewing: All Plan Asset/Equipment

**+ Plan Asset/Equipment**    Columns  Filter



<input type="checkbox"/>	Actions	ID	Plan Asset/Equipment	Asset/Equipment Description	30 Day Quantity	Asset/Equipment DDS
<input type="checkbox"/>		44365046	14' Table		1	00-00-00
<input type="checkbox"/>		44365343	2500 lb. Pressure Washer		1	00-00-00
<input type="checkbox"/>		43956841	5 foot table	Table	5	00-00-00
<input type="checkbox"/>		45960936	5 Shelf Bookcase 2MG	rtherijtykrgrwtulejuytj	6	11-02-01
<input type="checkbox"/>		46383092	chair	stationary stacked chairs	25	11-02-01
<input type="checkbox"/>		45960940	test 010818 printer	this is a test printer record only	4	11-02-01

**Step 2. Click on the magnifying glass to search the Asset/Equipment dictionary for the item you would like to add to your plan.**

**New Plan Asset/Equipment**  



Plan Asset/Equipment Information

Plan ZZZ BCIC Test Plan

Asset/Equipment   


30 Day Quantity

**Step 3. Enter the item you would like added to your plan. In this example, "Table". Click on  .**

**New Plan Asset/Equipment**  

Plan Asset/Equipment Information

Select Item(s) and Close Dialog





**Search Form**

Search for Asset/Equipment that match ALL criteria

Asset/Equipment...

Asset/Equipment...

**Asset/Equipment Selector** Viewing: All Asset/Equipment

Step 4. Find the desired item and click on the Asset/Equipment Name to select it.

The screenshot shows a web application interface with a blue header bar containing 'BC User Home', 'Dashboards', and 'Reports'. Below the header is a 'New Plan Asset/Equipment' dialog box. The dialog has a title bar with 'Cancel' and 'Save' buttons. The main content area is titled 'Select Item(s) and Close Dialog' and contains a 'Search Form' and an 'Asset/Equipment Selector' table.

**Search Form**

Search for Asset/Equipment that match ALL criteria

Asset/Equipment Name contains:

Asset/Equipment Type is one of:

**Asset/Equipment Selector** Viewing: All Asset/Equipment

ID	Asset/Equipment Name	DDS	Asset/Equipment Ty...	Description	Related Plan	Updated At	Updated...
43886197	14' Table	00-00-00	Asset		DTI - Chief Information Officer	02/15/2018, 1:43 PM	Sandra Alexander
43886361	14' Table	00-00-00	Asset		DNREC Office of the Secretary Plan	02/15/2018, 1:43 PM	Sandra Alexander
43886354	5 foot table	00-00-00	Asset	Table	DHSS DPH Laboratory	02/15/2018, 1:43 PM	Sandra Alexander

Step 5. Add the 30 day quantity needed and click on the  button.

The screenshot shows the 'New Plan Asset/Equipment' dialog box with the 'Plan Asset/Equipment Information' section expanded. The 'Plan' dropdown is set to 'ZZZ BCIC Test Plan'. The 'Asset/Equipment' dropdown is set to '14' Table'. The '30 Day Quantity' is set to '8'. There are 'Cancel' and 'Save' buttons at the top right.

Plan: ZZZ BCIC Test Plan

Asset/Equipment: 14' Table

30 Day Quantity: 8

Step 6. Verify the asset/equipment has been added by viewing the confirmation message:

A green banner with a white checkmark icon on the left, the text 'Success! 14' Table added.' in the center, and a white 'X' icon on the right.

Adding new assets/equipment in the system.

**Step 1. Click + Plan Asset/Equipment Button (  ).**

^ Click + Asset/Equipment to link Asset/Equipment to your Plan. Viewing: All Plan Asset/Equipment

+ Plan Asset/Equipment Export Columns Filter

Actions	ID	Plan Asset/Equipment	Asset/Equipment Description	30 Day Quantity	Asset/Equipment DDS
<input type="checkbox"/>	44365046	14' Table		1	00-00-00
<input type="checkbox"/>	44365343	2500 lb. Pressure Washer		1	00-00-00
<input type="checkbox"/>	43956841	5 foot table	Table	5	00-00-00
<input type="checkbox"/>	45960936	5 Shelf Bookcase ZMG	rtherjtykrgrwufejuytuj	6	11-02-01
<input type="checkbox"/>	46383092	chair	stationary stacked chairs	25	11-02-01
<input type="checkbox"/>	45960940	test 010818 printer	this is a test printer record only	4	11-02-01

**Step 2. Click on the + sign to add new Assets/Equipment to the system.**

**New Plan Asset/Equipment** Cancel Save

Plan Asset/Equipment Information

Plan [ZZZ BCIC Test Plan](#)

Asset/Equipment

30 Day Quantity

**Step 3. Add the new asset/equipment name and description in the “new asset/equipment” box and click  .**

**New Asset/Equipment** Refresh Close

Quick Create

Asset/Equipment ID ASSET05264

DDS

+ Asset/Equipment Name

Description

Asset/Equipment Type -- Please select --

Vendor(s)

Save Cancel

**Step 4. Update the 30 day quantity needed and click .**

New Plan Asset/Equipment

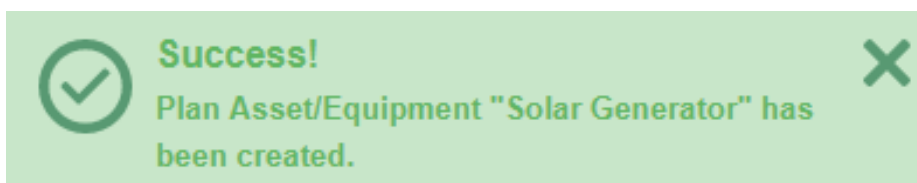
Plan Asset/Equipment Information

Plan [ZZZ BCIC Test Plan](#)

Asset/Equipment Solar Generator

30 Day Quantity

**Step 5. Verify the asset/equipment has been added by viewing the confirmation message:**



## Editing Asset/Equipment Attached To Your Plan

Step 1. Select “edit” from within the “Actions” button (  ).

Click + Asset/Equipment to link Asset/Equipment to your Plan. Viewing: All Plan Asset/Equipment

+ Plan Asset/Equipment Columns Filter

<input type="checkbox"/>	Actions	ID	Plan Asset/Equipment	Asset/Equipment Description	30 Day Quantity	Asset/Equipment DDS
<input type="checkbox"/>		44365046	14' Table		1	00-00-00
<input checked="" type="checkbox"/>		44365343	2500 lb. Pressure Washer		1	00-00-00
<input type="checkbox"/>		41	5 foot table	Table	5	00-00-00
<input type="checkbox"/>		45960936	5 Shelf Bookcase 2MG	rtherilykgrwfulujuytj	6	11-02-01
<input type="checkbox"/>		46383092	chair	stationary stacked chairs	25	11-02-01
<input type="checkbox"/>		45960940	test 010818 printer	this is a test printer record only	4	11-02-01

Step 2. Make changes and click on the  button.

BC User Home ▾ Dashboards Reports ▾

**2500 lb. Pressure Washer**

Plan Asset/Equipment Information

Asset/Equipment


Asset/Equipment Description

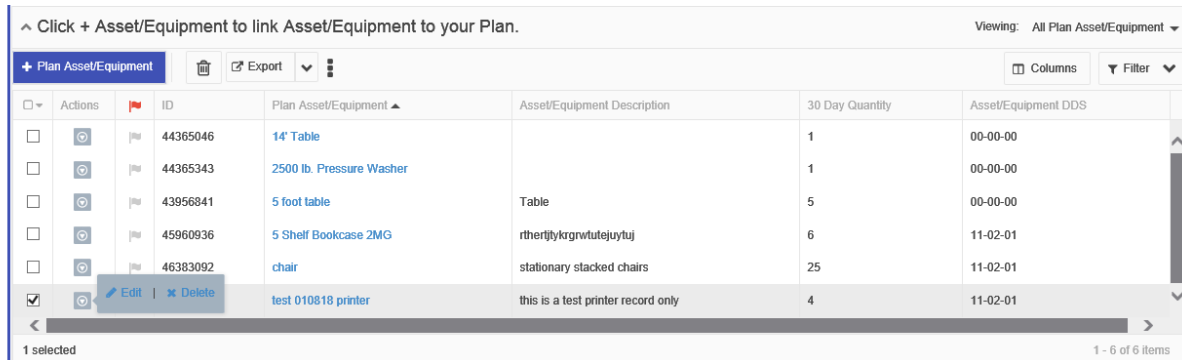
30 Day Quantity

Step 3. Verify the asset/equipment has been edited by viewing the confirmation message:



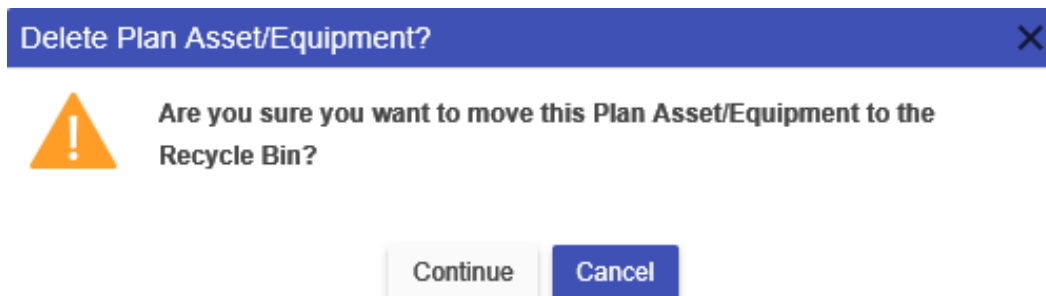
## Detaching Asset/Equipment from Your Plan

There are two ways to detach an asset/equipment item from your plan you can either put a check mark in the box next to the asset/equipment you would like to detach and click the trash can icon at the top of the view or select “delete” from within the “Actions” button (  ). \*This action does not delete the asset/equipment from the dictionary, only removes the link to your plan.\*

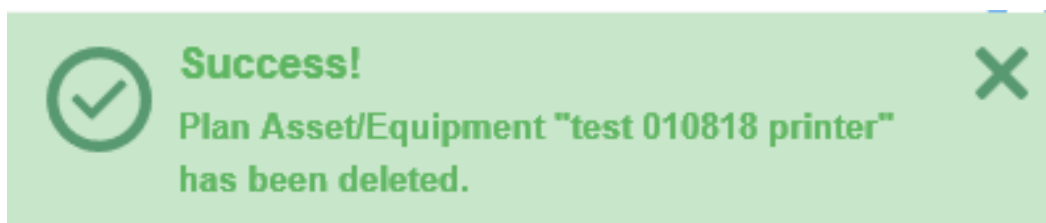


<input type="checkbox"/>	Actions	ID	Plan Asset/Equipment	Asset/Equipment Description	30 Day Quantity	Asset/Equipment DDS
<input type="checkbox"/>		44365046	14' Table		1	00-00-00
<input type="checkbox"/>		44365343	2500 lb. Pressure Washer		1	00-00-00
<input type="checkbox"/>		43956841	5 foot table	Table	5	00-00-00
<input type="checkbox"/>		45960936	5 Shelf Bookcase 2MG	rtherjtlykrgrwtutejuytuj	6	11-02-01
<input type="checkbox"/>		46383092	chair	stationary stacked chairs	25	11-02-01
<input checked="" type="checkbox"/>	Edit   <b>Delete</b>		test 010818 printer	this is a test printer record only	4	11-02-01

Step 2. Click “CONTINUE” when you receive the “Delete Plan Asset/Equipment” message below.



Step 3. Verify the asset/equipment has been deleted by viewing the confirmation message:









## Attach Supplies to a Plan

Supplies already existing in BCIC

**Step 1. Click + Plan Supplies Button (  ).**

Click + Supplies to link Supplies to your Plan. Viewing: All Plan Supplies

  Columns Filter

Actions	Plan Supply	Description	30-Day Quan...	Packagi...	Updated At	Updated By
<input type="checkbox"/>	 ZZZ Test Supply		25		04/06/2017, 11:38 AM	Lori Gorman
<input type="checkbox"/>	 ZZZ 2 test supply		1000		04/06/2017, 11:42 AM	Lori Gorman
<input type="checkbox"/>	 Basic Office Supply Kit	Pens, TrashCan, Paper Clips, Envelopes, Folders, Binder clips, Highlighter, Mouse Pad, Pencil & Shar	60	Package	01/08/2018, 2:14 PM	LAGprocessbuilder Trainer
<input type="checkbox"/>	 Copy Paper		1	Box	02/07/2018, 11:01 AM	LAGprocessbuilder Trainer

1 - 4 of 4 items

**Step 2. Click on the magnifying glass to search the Supply dictionary for the item you would like to add to your plan.**


**New Plan Supply**

Plan Supply Information

Supply

Packaging

30-Day Quantity


**Step 3. Enter the item you would like added to your plan. In this example, "Bag, emergency response". Click on .**



**New Plan Supply** ✕ Cancel ✔ Save

Plan Supply Information

Select Item(s) and Close Dialog ✕



**Search Form**

Search for Supplies that match ALL criteria

Supply Name cont...

Vendor(s) is one of  🔍

Search Clear

---

**Supplies Selector** Viewing: All Supplies ▾

**Step 4. Find the desired item and click on the Supply Name to select.**

BC User Home ▾ Dashboards Reports ▾

**New Plan Supply** ✕ Cancel ✔ Save

Plan Supply Information

Select Item(s) and Close Dialog ✕

Supply Name Cont...

Vendor(s) is one of  🔍

Search Clear

---

**Supplies Selector** Viewing: All Supplies ▾

Supply ID	Supply Name ▲	Descripti...	DDS	Location	Updated...
SPL01742	Bag, Emergency Response Equipment		00- 00- 00		Lori Gorman

**Step 5. Add the quantity needed of the selected supply to support your division for 30 days. When finished, click on the ✔ Save button.**

BC User Home ▾ Dashboards Reports ▾

**New Plan Supply** ✕ Cancel

Plan Supply Information

Supply

Packaging  Package ▾

30-Day Quantity  3 ▾

**Step 6. Verify the supply has been added by viewing the confirmation message:**



Adding new supplies in the system.

**Step 1. If a supply you need in your plan does not exist in the system, you can add your new supply buy clicking the + Plan Supplies Button (  ).**

^ Click + Supplies to link Supplies to your Plan. Viewing: All Plan Supplies ▾

▾

▾  ▾

<input type="checkbox"/>	Actions	Plan Supply	Description	30-Day Quan...	Packagi...	Updated At	Updated By
<input type="checkbox"/>	<input type="button" value="⊕"/>	ZZZ Test Supply		25		04/06/2017, 11:38 AM	Lori Gorman
<input type="checkbox"/>	<input type="button" value="⊕"/>	ZZZ 2 test supply		1000		04/06/2017, 11:42 AM	Lori Gorman
<input type="checkbox"/>	<input type="button" value="⊕"/>	Basic Office Supply Kit	Pens, TrashCan, Paper Clips, Envelopes, Folders, Binder clips, Highlighter, Mouse Pad, Pencil & Shar	60	Package	01/08/2018, 2:14 PM	LAGprocessbuilder Trainer
<input type="checkbox"/>	<input type="button" value="⊕"/>	Copy Paper		1	Box	02/07/2018, 11:01 AM	LAGprocessbuilder Trainer

1 - 4 of 4 items

**Step 2. Click on the + sign to create a new supply for the item you would like to add to your plan.**

**New Plan Supply** ✕ Cancel

Plan Supply Information

Supply

Packaging  -- Please select -- ▾

30-Day Quantity  ▾

**Step 3. Add the new supply name and description in the "new supply" box and click  .**

**New Supply** ⌵ ⌵

Quick Create


Supply ID SPL01842

• Supply Name Rechargeable flashlights

• DDS 11-02-01 ✕ 🔍







Description Rechargeable flashlight

Save Cancel

**Step 4. Update the “packaging” and 30-Day Quantity fields by clicking on the supply name or select “edit” from within the “Actions” button (  ).and click Save . Verify supply has been added to the plan.**


^ Click + Supplies to link Supplies to your Plan. Viewing: All Plan Supplies ⌵

+ Plan Supply 🗑️ 📄 Export ⋮ 📄 Columns 🔍 Filter ⌵

<span>⌵</span>	Actions	Plan Supply	Description	30-Day Quantity	Packaging	Updated At	Updated By
<input type="checkbox"/>		ZZZ Test Supply		25		04/06/2017, 11:38 AM	Lori Gorman
<input type="checkbox"/>		ZZZ 2 test supply		1000		04/06/2017, 11:42 AM	Lori Gorman
<input type="checkbox"/>		Bag, Emergency Response Equipment				03/28/2018, 11:36 AM	HLV Tester
<input type="checkbox"/>		Basic Office Supply Kit	Pens, TrashCan, Paper Clips, Envelopes, Folders, Binder clips, Highlighter, Mouse Pad, Pencil & Shar	60	Package	01/08/2018, 2:14 PM	LAGprocessbuilder Trainer
<input type="checkbox"/>		Copy Paper		1	Box	02/07/2018, 11:01 AM	LAGprocessbuilder Trainer
<input type="checkbox"/>		Rechargeable flashlights	Rechargeable flashlights	1	Carton	04/03/2018, 3:06 PM	Heather Volkomer

1 - 6 of 6 items

## Editing Supplies Attached To Your Plan

**Step 1. Check the box next to the supplies you would like to edit and select “edit” from within the “Actions” button (  ).**

^ Click + Supplies to link Supplies to your Plan. Viewing: All Plan Supplies

+ Plan Supply Columns Filter

<input type="checkbox"/>	Actions	Plan Supply	Description	30-Day Quantity	Packaging	Updated At	Updated By
<input type="checkbox"/>		ZZZ Test Supply		25		04/06/2017, 11:38 AM	Lori Gorman
<input type="checkbox"/>		ZZZ 2 test supply		1000		04/06/2017, 11:42 AM	Lori Gorman
<input checked="" type="checkbox"/>		Bag, Emergency Response Equipment				03/28/2018, 11:37 AM	HLV Tester
<input type="checkbox"/>		Emergency Response Equipment				03/28/2018, 11:36 AM	HLV Tester
<input type="checkbox"/>		Basic Office Supply Kit	Pens, TrashCan, Paper Clips, Envelopes, Folders, Binder clips, Highlighter, Mouse Pad, Pencil & Shar	60	Package	01/08/2018, 2:14 PM	LAGprocessbuilder Trainer
<input type="checkbox"/>		Copy Paper		1	Box	02/07/2018, 11:01 AM	LAGprocessbuilder Trainer

1 selected 1 - 6 of 6 items

**Step 2. Make changes and click on the  button.**

**Bag, Emergency Response Equipment** Cancel Save

Plan Supply Information

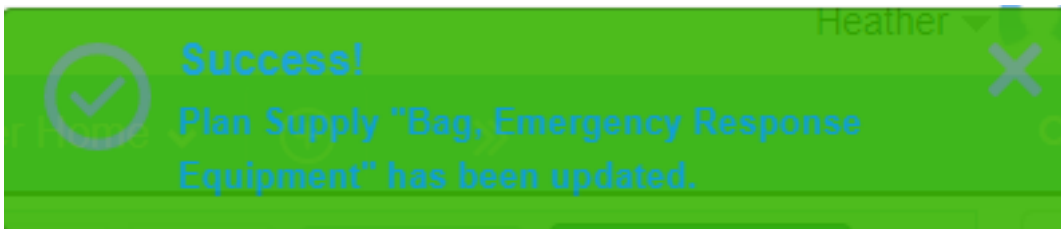
Plan  x Q

Supply  Q


Packaging

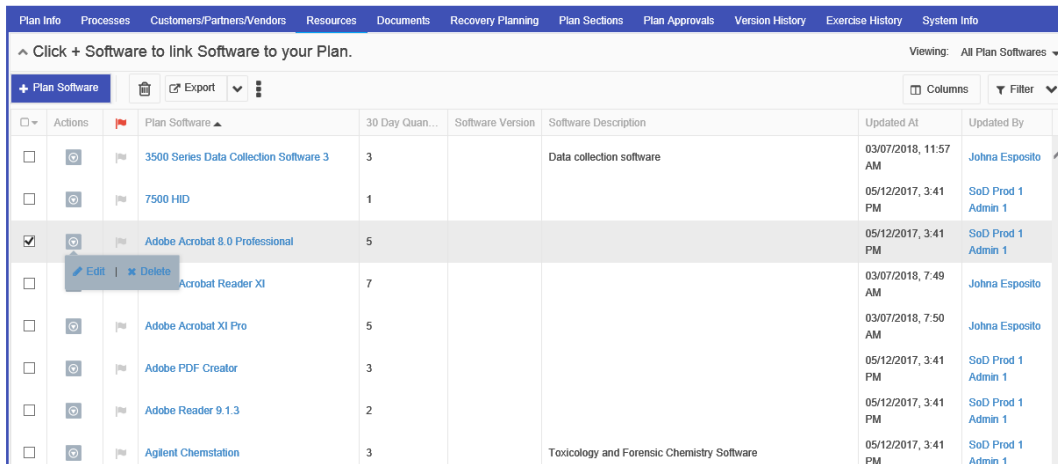
30-Day Quantity

**Step 3. Verify the supply has been updated by viewing the confirmation message:**



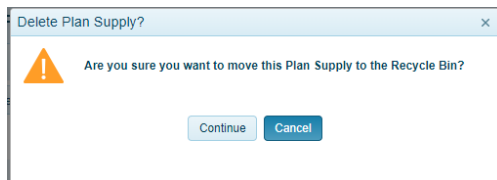
## Detaching Supplies From Your Plan

**Step 1. Put a check mark in the box next to the supply you would like to detach and select “delete” from within the “Actions” button (  ). \*This does not delete the Supply from the dictionary, only removes the link to your plan.\***



Actions	Plan Software	30 Day Quan...	Software Version	Software Description	Updated At	Updated By
<input type="checkbox"/>	3500 Series Data Collection Software 3	3		Data collection software	03/07/2018, 11:57 AM	Johna Esposito
<input type="checkbox"/>	7500 HID	1			05/12/2017, 3:41 PM	SoD Prod 1 Admin 1
<input checked="" type="checkbox"/>	Adobe Acrobat 8.0 Professional	5			05/12/2017, 3:41 PM	SoD Prod 1 Admin 1
<input type="checkbox"/>	Acrobat Reader XI	7			03/07/2018, 7:49 AM	Johna Esposito
<input type="checkbox"/>	Adobe Acrobat XI Pro	5			03/07/2018, 7:50 AM	Johna Esposito
<input type="checkbox"/>	Adobe PDF Creator	3			05/12/2017, 3:41 PM	SoD Prod 1 Admin 1
<input type="checkbox"/>	Adobe Reader 9.1.3	2			05/12/2017, 3:41 PM	SoD Prod 1 Admin 1
<input type="checkbox"/>	Agilent Chemstation	3		Toxicology and Forensic Chemistry Software	05/12/2017, 3:41 PM	SoD Prod 1 Admin 1

**Step 2. Click “CONTINUE” when you receive the “Delete Plan Software” message below.**



**Step 3. Verify the supply has been deleted by viewing the confirmation message:**

