Training in Creating a Call List
Mission Continuity Program

To view the full training module, go to Knowledge Link and search for the module entitled Mission Continuity Program: Shadow-Planner Application
To create School/Center or Department CALL LISTS in the system for use in your Mission Continuity Plans...

From here, you can simply click on the [ADD LIST] button

(click now to continue this exercise).

TIP: Remember that you must NOT use the [ADD GROUP] button!
Click on each of the highlighted areas to learn more about setting up your Mission Continuity CALL LISTS in the Shadow-Planner system.
Once a CALL LIST folder has been created, you can DOUBLE-CLICK on the folder to open it...

double-click the folder name to continue.
We haven’t yet populated our CALL LIST.

Click the Contact tab now so that we can add individuals to this CALL LIST.
From here, you can simply click on the Search and Browse icon to look up the individual(s) who should be included in this CALL LIST.

(click now to continue this exercise).
...into the work area for the CALL LIST.

To add an individual to a CALL LIST, simply drag-and-drop the icon for the individual...
The process can be repeated for all individuals who will need to be included in this CALL LIST.