Training in Creating a Procedure
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 add your School/Center or Department PROCEDURES into the system for use in your Mission Continuity Plans...

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

(click now to continue this exercise).
Click on each of the highlighted areas to learn more about setting up your Mission Continuity PROCEDURES in the Shadow-Planner system.
Actions

Actions include Viewing, Editing, and Deleting your PROCEDURE documents.

CLICK ANYWHERE TO CONTINUE
Document Name

Remember that PROCEDURES may be used repeatedly, in different parts of your plans. Choose Document Names that will be easily identifiable for quick entry and updating.

CLICK ANYWHERE TO CONTINUE
Description:
A brief description of your Procedure. This field is optional.

CLICK ANYWHERE TO CONTINUE
Document Type

Best Practice is to use the Internal Document type. This insures that the text of the PROCEDURE document itself is embedded in your Mission Continuity Plans and reports.
Edit Content

This will open a new window, allowing you to embed your PROCEDURE document into the Shadow-Planner system, using an on-screen word processor.

Source document text can be cut-and-pasted into this screen.

Tip: If pasting text from MS Word, use the Paste from Word icon rather than the ordinary Paste icon. This will ensure that the text retains any formatting but without any hidden Word-specific instructions that could result in errors.
References

Allow you to create links to other parts of your Mission Continuity Plans.

For future use.

CLICK ANYWHERE TO CONTINUE
Document Class / Display In

Document Class will default to PROCEDURES. Display In will default to have BCP checked.

These settings should not be changed.

CLICK ANYWHERE TO CONTINUE
Editors

Will default to the individual who created the specific PROCEDURE document. Best Practice is to leave the default or clear the field.
CLICK ANYWHERE TO CONTINUE

Restrict to Editors

Will restrict the ability to edit or update the specific PROCEDURE document to only those listed in the Editors field.

This field should be left unchecked.
Description:
A brief description of your Editors list. This field is optional.
Checkboxes
These checkboxes are all optional.
Note that all Mission Continuity records are securely and automatically backed up to an off-site location.
CLICK ANYWHERE TO CONTINUE

**Edit Ruleset**

Allows changes to views and access of a particular PROCEDURE document.

Note: Rulesets should not be changed from their default settings.
CLICK ANYWHERE TO CONTINUE

Save/Cancel

Options for Saving or Canceling the addition of your PROCEDURE document into the Shadow-Planner system.