Training in Creating Reports
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
Then select the REPORT you would like to run...

*(double-click* **Complete Report: Plans, Procedures, Call Lists** to continue).

To run a REPORT of your School/Center or Department Mission Continuity Plans...
To continue running this report, click the [Generate Report] button...
(click to continue)
Now click the Select One drop-down to see your search options...
Click the [Generate] button to continue...
Followed by a completion message allowing you to either view or archive the report.

[View] will produce a printable report version.

[Archive] will save the completed report in Shadow-Planner.