

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

Filter / Your School/Center or Department, All, All / Plan Liaisons /Your School/C

Log Out Search and Browse

My Details

BC Planning

Contacts

- Call List
- External Contacts
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- Logins
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- Reporting

Action Plans

- Action Plans
- Recovery Plans

Libraries

Contact Groups > Call List Contact Group

Contact Group Call List Actions

Contact Groups (0) Contacts (99)

Search in List

P...	Name	Version	Updated	Actions
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Delete Add Group Add List Edit Ruleset

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!

Filter / Your School/Center or Department, All, All / Plan Liaisons/Your School/C

Log Out Search and Browse

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BC Planning

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Documents

Resources and Assets

Reports

Contact Groups Add Contact Group

Add New Contact Group to Call List

Name

Description

Leaders Drop contacts here

Editors Drop contacts here

Restrict to Editors

Contact Group Type

Login

List

Email

Staff

Print

External ID

Edit Ruleset You may apply availability and editability rulesets. The default perspective ruleset will be captured from the current screen filter.

Legend: Mandatory fields Drag and drop only Drag and drop possible

Save Save and Add Save and Continue Cancel

Click on each of the highlighted areas to learn more about setting up your Mission Continuity CALL LISTS in the Shadow-Planner system.

Filter / Your School/Center or Department, All, All / Plan Liaisons /Your School/C

Log Out Search and Browse

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- Act

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Libraries

Contact Groups Call List Contact Group

Contact Group Call List Actions

Contact Groups (1) Contacts (99)

Search in List Page 1 of 1 Records 25/page

P...	Name	Version	Updated	Actions
<input type="checkbox"/>	School/Center or Dept -- 001 -- Anita Gelburd	1	22-07-2013	

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.

Delete Add Group Add List Edit Ruleset

Filter / Your School/Center or Department, All, All / Plan Liaisons /Your School/C

Log Out Search and Browse

My Details

BIA

BC Planning

Contacts

Call List

External Contacts

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Logins

Roles

Documents

Resource Type

Reporting

Action Plan

Action

Reco

Contact Groups > Call List Contact Group > School/Center or Dept -- 001 -- Anita Gelburd Contact Group

Contact Group School/Center or Dept -- 001 -- Anita Gelburd Actions

Contact Groups (0) **Contacts (0)**

Search in List

<input type="checkbox"/>	Priority	Name	Actions
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We haven't yet populated our CALL LIST.
Click the Contact tab now so that we can add individuals to this CALL LIST.

Reporting

Libraries

Delete Add Group Add List Edit Ruleset

Filter / Your School/Center or Department, All, All / Plan Liaisons /Your School/C

Log Out Search and Browse

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Contact Groups (0) Contacts (0)

Search in List

Updated Actions

Remove from Group Delete from System Add Contact Edit Ruleset Editors

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).

Filter / Your School/Center or Department, All, All / Plan Liaisons /Your School/C Log Out Search and Browse

My Details
BIA
BC Planning
Contacts
Call List
External Contacts
Internal Contacts
Logins
Roles
Communications Team
Documents
Resources Assets
Reports
Reporting
Libraries

Contact Groups > Roles Contact Group > Communications Team Contact Group

...into the work area for the CALL LIST.

Search in List

Priority	First Name	Last Name	Company
	JAN M.	PAWLICKI	
	JANE L.	PABLOS	
	JANE Z.	PORTNOY	
	JANEL L.	PETZKO	
	JANET G.	PERRY	
	JANET R.	PLANTAN	
	JANET ROTHENBERG	PACK	
	JANG-JUNE	PARK	
	JANICE A.	PRINGLE	
	JANICE MARIE	PANESAR	
	JANICE T.	PAVLOVICH	
	JANICE T.	PETNER	
	JANINE	POLITZ	
	JANINE M.	PRITCHARD	
	JANSON	PAN	
	Netter Center for Community Partnerships (0155...		

To add an individual to a CALL LIST, simply drag-and-drop the icon for the individual...

Remove from Group Delete from System Add Contact Edit Ruleset Editors

Filter / Your School/Center or Department, All, All / Plan Liaisons /Your School/C

Log Out Search and Browse

My Details
BIA
BC Planning
Contacts
Call List
External Contacts
Internal Contacts
Logins
Roles
Communications Team
Documents
Resources Assets
Reports
Reporting Libraries

Contact Groups Roles Contact Group Communications Team Contact Group

Contact Group Communications Team Actions
Individuals responsible for internal & external communications in the ca

Contact Groups (0) Contacts (0)

Search in List

Pri...	First Name	Last Name	Company
	JANET R.	PLANTAN	

The process can be repeated for all individuals who will need to be included in this CALL LIST.

Search and Browse

Search Browse

Show advanced options

Contact

First name starts with jan

AND

Last name starts with p

Search Reset

There are 16 results.

- JAN M. PAWLICKI
- JANE L PABLOS
- JANE Z. PORTNOY
- JANEL L PETZKO
- JANET G PERRY
- JANET R. PLANTAN
- JANET ROTHENBERG PACK
- JANG-JUNE PARK
- JANICE A PRINGLE
- JANICE MARIE PANESAR
- JANICE T PAVLOVICH
- JANICE T. PETNER
- JANINE POLITZ
- JANINE M PRITCHARD
- JANSON PAN
- Nette

Remove from Group Delete from System Add Contact Edit Ruleset Editors

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