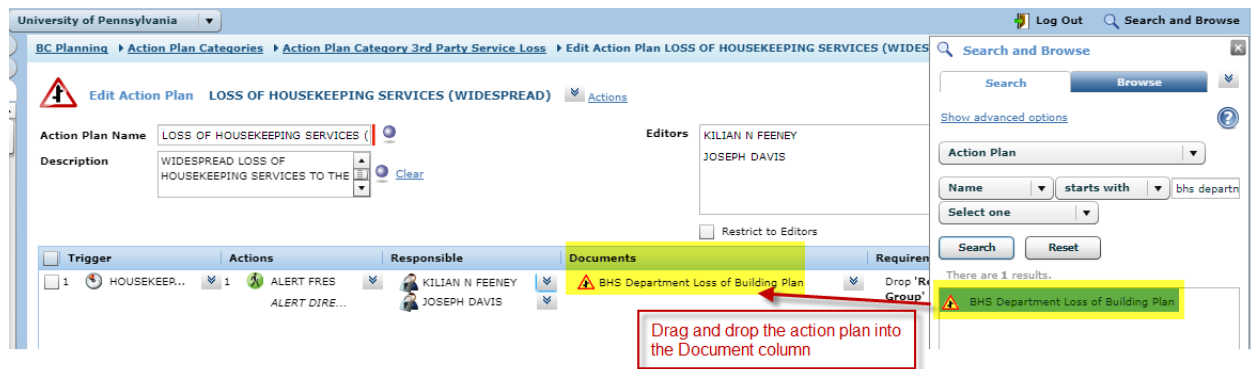


Linking Action Plans In Shadow-Planner

You may create a link within an Action Plan to another plan stored in Shadow-Planner. Here's how to do it:

- Open the action plan you want to link another action plan too. [Double click the action plan or from Chevron menu select Edit.]
- Search for the action plan you want to link into the action plan opened in a) above from the Search window
- Drag and drop it in the Documents column, as below.



The screenshot shows the 'Edit Action Plan' interface for 'LOSS OF HOUSEKEEPING SERVICES (WIDESPREAD)'. The 'Documents' column is highlighted in yellow. A red box with an arrow points to the 'BHS Department Loss of Building Plan' document in the 'Documents' column. A search window is open on the right, showing search results for 'BHS Department Loss of Building Plan'.

Trigger	Actions	Responsible	Documents	Requirements
1	HOUSEKEEP...	KILIAN N FEENEY JOSEPH DAVIS	BHS Department Loss of Building Plan	Drop 'Re Group'

- Save the action plan