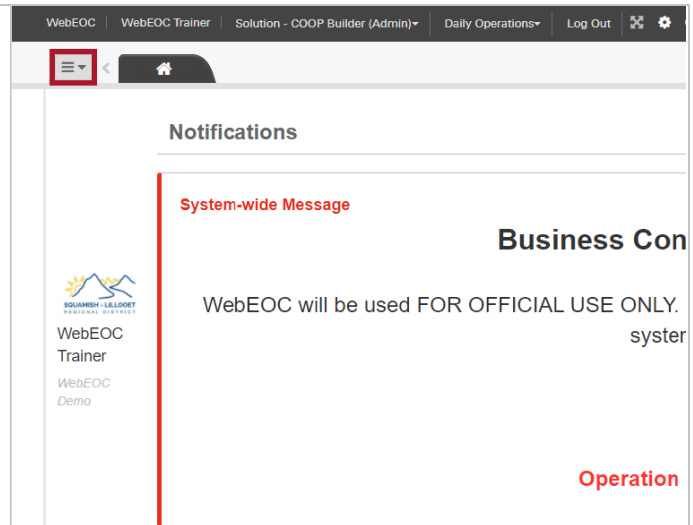


1.



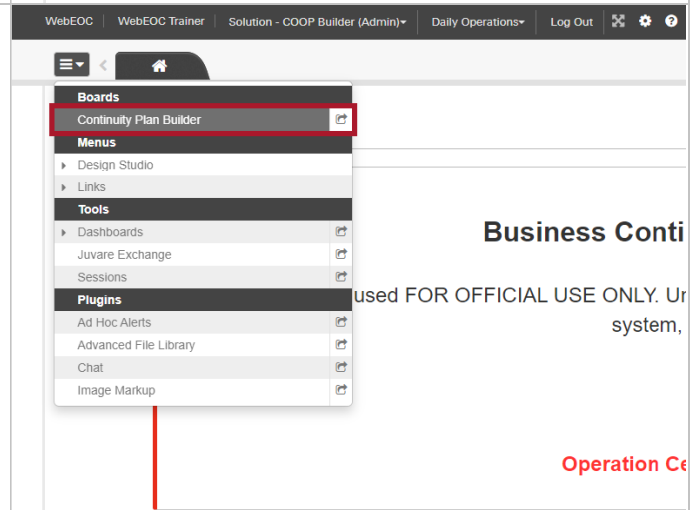
Click to open the **Control Panel**.



2.



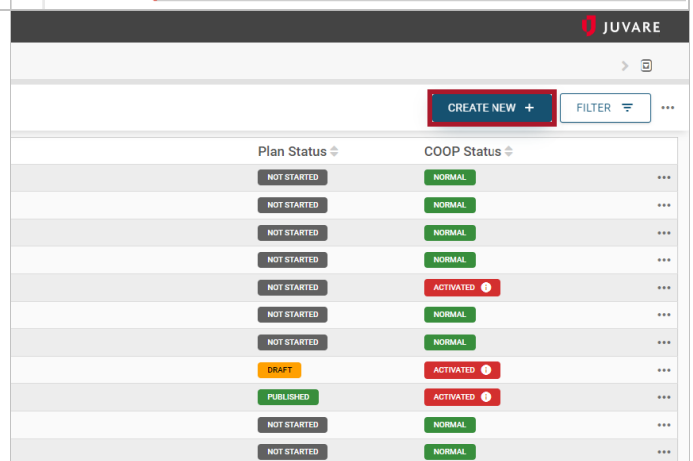
In the menu, select the **Continuity Plan Builder** board.



3.



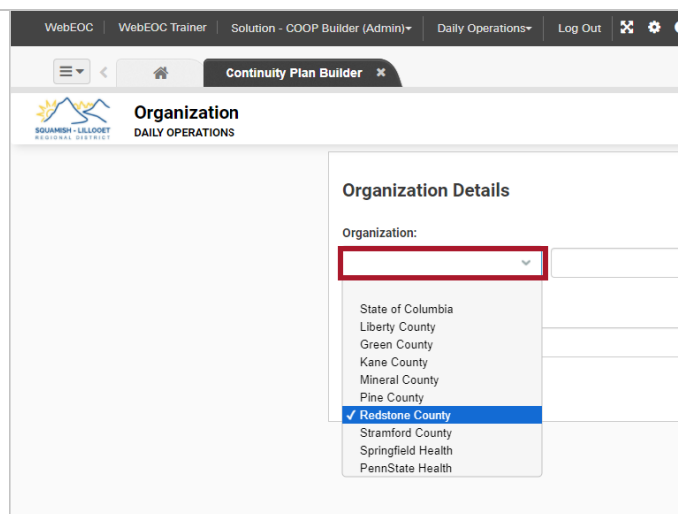
On the upper right, click **CREATE NEW +**.



4.



Select the **Organization**, including the county, department, division, office, and unit.



WebEOC | WebEOC Trainer | Solution - COOP Builder (Admin) | Daily Operations | Log Out

Continuity Plan Builder

Organization
DAILY OPERATIONS

Organization Details

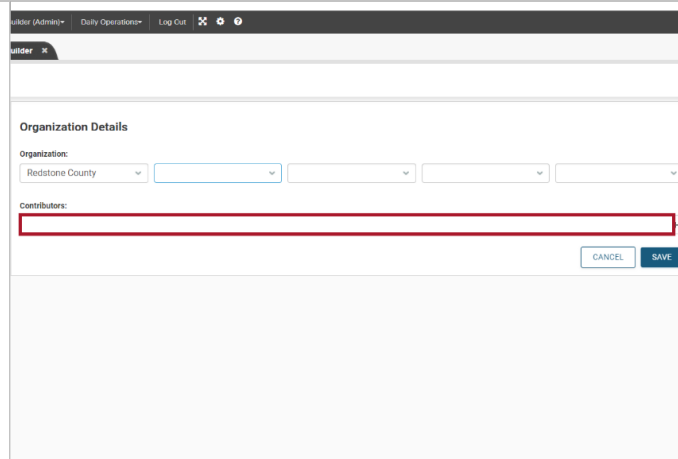
Organization:

- State of Columbia
- Liberty County
- Green County
- Kane County
- Mineral County
- Pine County
- Redstone County**
- Stramford County
- Springfield Health
- PennState Health

5.



Select the **Contributors**. These are the positions that have access to this organization.



Contributor (Admin) | Daily Operations | Log Out

Contributor

Organization Details

Organization:

Redstone County

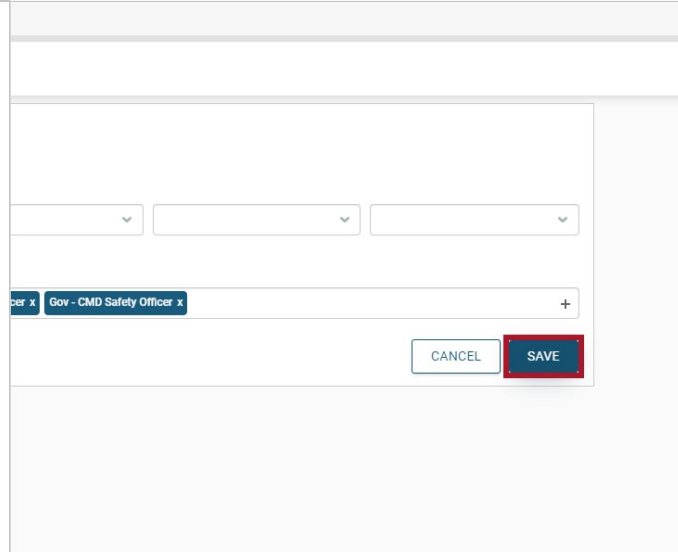
Contributors:

CANCEL SAVE

6.



Click **Save**.



Contributor (Admin) | Daily Operations | Log Out

Contributor

Organization Details

Organization:

Redstone County

Contributors:

Gov - CMD Safety Officer

CANCEL SAVE

7.



To edit the organization's plan, locate the record and, on that row, click the **ellipsis**.

Plan Status		COOP Status	
NOT STARTED		NORMAL	...
NOT STARTED		NORMAL	...
NOT STARTED		NORMAL	...
NOT STARTED		NORMAL	...
NOT STARTED		ACTIVATED	...
NOT STARTED		NORMAL	...
NOT STARTED		NORMAL	...
DRAFT		ACTIVATED	...
NOT STARTED		NORMAL	...
PUBLISHED		ACTIVATED	...
NOT STARTED		NORMAL	...
NOT STARTED		NORMAL	...

8.



Click **View Organization**.

Plan Status		COOP Status	
NOT STARTED		NORMAL	...
NOT STARTED		NORMAL	...
NOT STARTED		NORMAL	...
NOT STARTED		NORMAL	...
NOT STARTED		ACTIVATED	...
NOT STARTED		NORMAL	...
NOT STARTED		NORMAL	...
DRAFT		ACTIVATED	...
NOT STARTED		NORMAL	...
PUBLISHED		ACTIVATED	...
NOT STARTED		NORMAL	...
NOT STARTED		NORMAL	...

Activate
View Organization
 Delete

9.



Locate a section of the plan and, on that row, click the **ellipsis**.

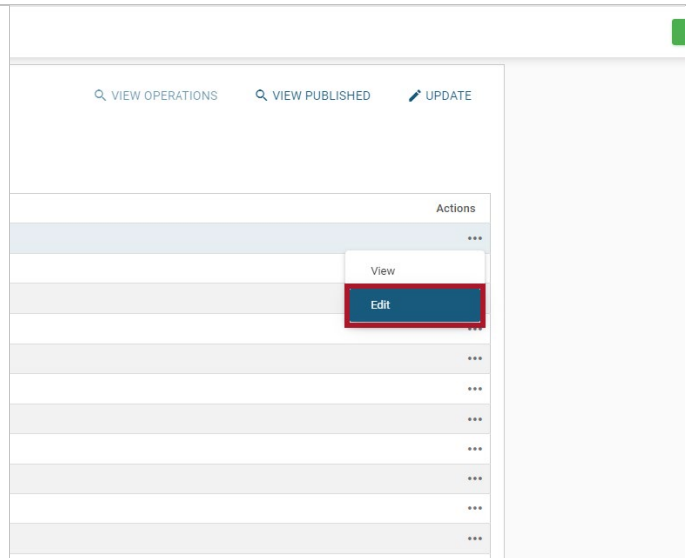
VIEW OPERATIONS VIEW PUBLISHED UPDATE

Actions	
...	...
...	...
...	...
...	...
...	...
...	...

10.



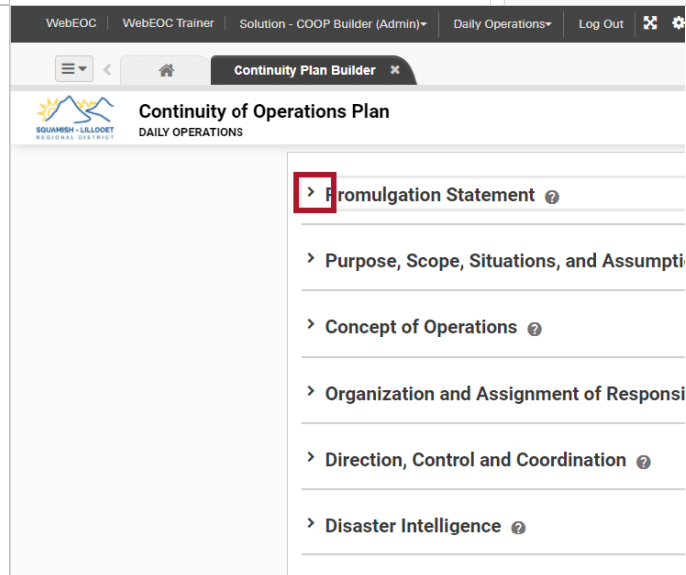
Click **Edit** or **Add**.



11.



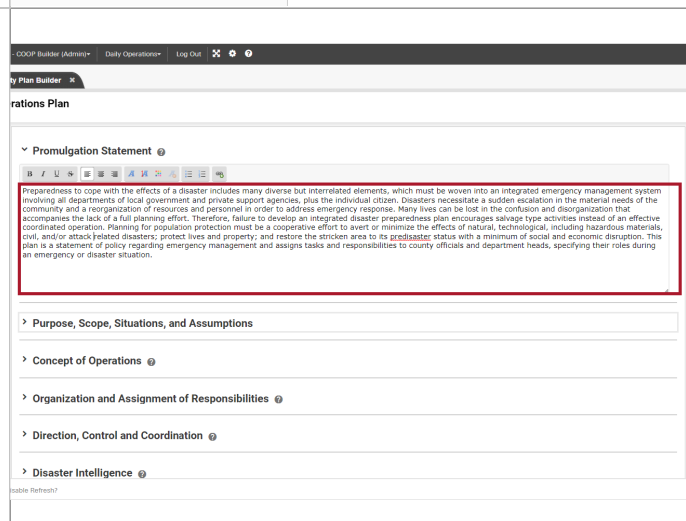
On the Base Plan, expand and collapse each section as needed by selecting the **chevron**.



12.



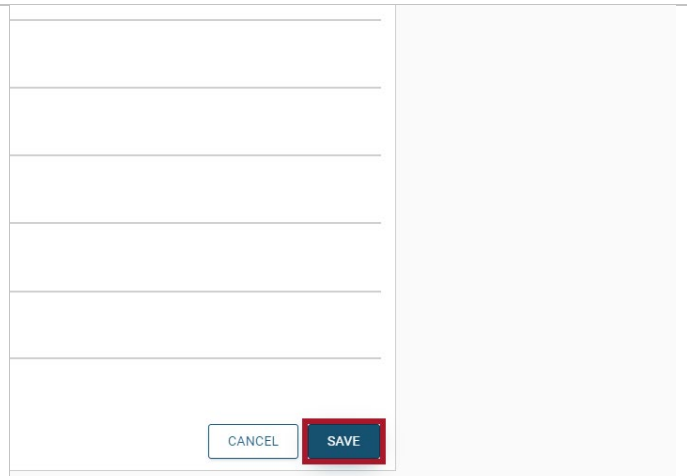
Enter content or required information.



13.



At the bottom, click **Save**.

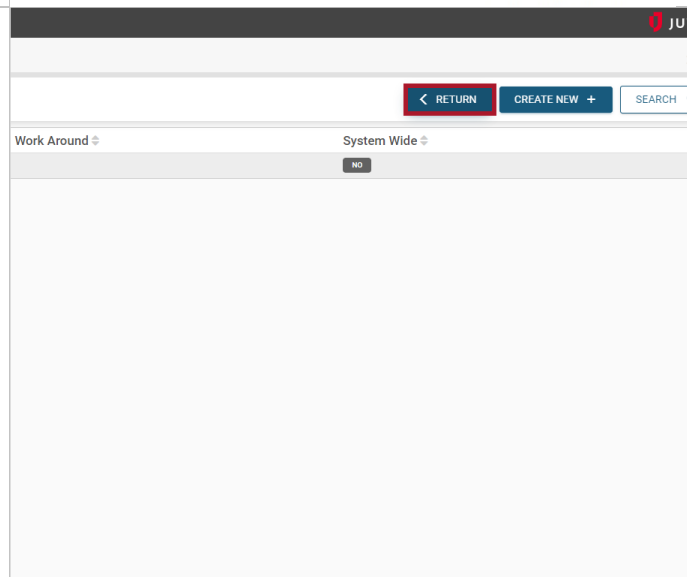


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14.



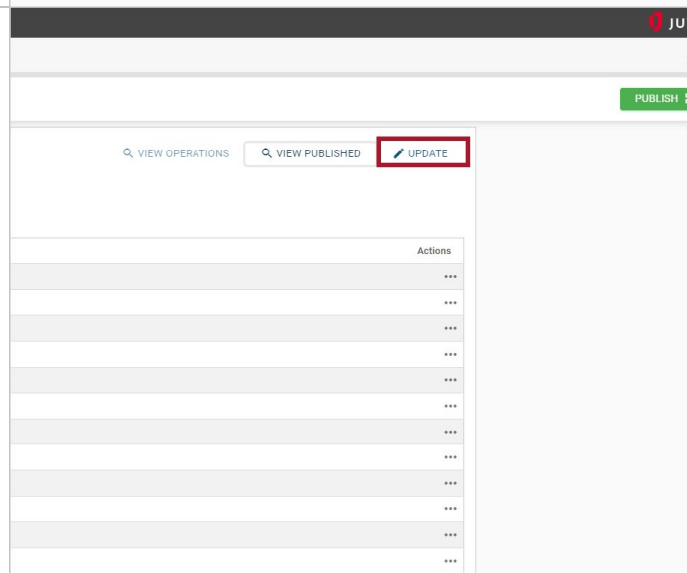
To go back to the Organization Details page, click **< RETURN**.



15.



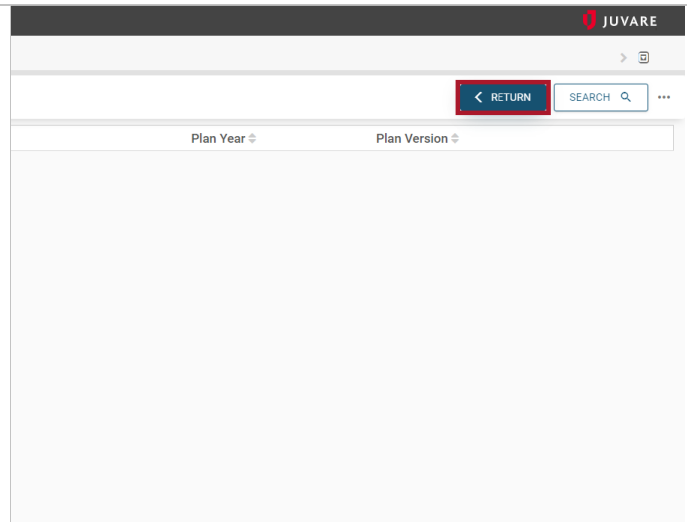
To change the Organization Details, click **Update**, make the changes, and click **Save**.



16.



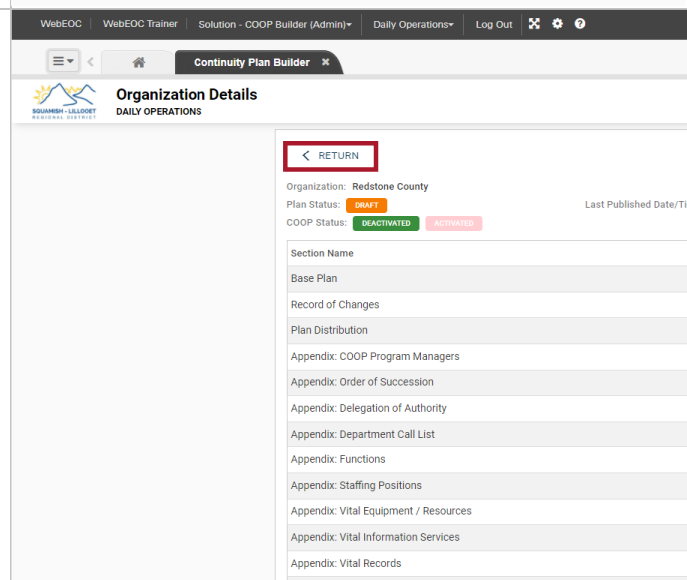
To go back to Organization Details, click **< RETURN**.



17.



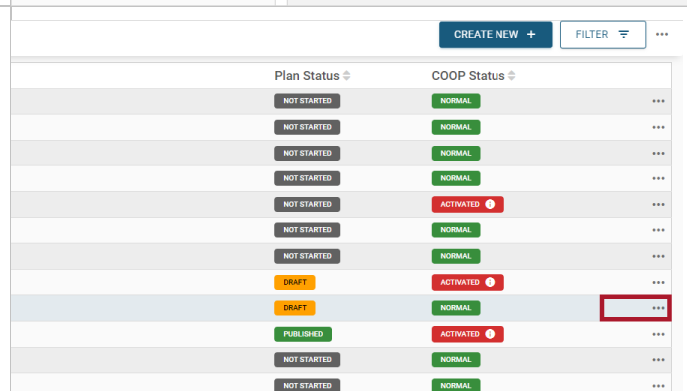
To go back to *Organizations*, click **< RETURN**.



18.



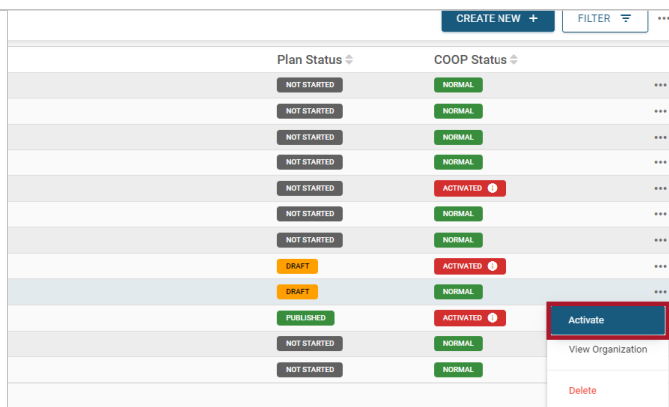
To activate a COOP Plan, on that row, click the **ellipsis**.



19.



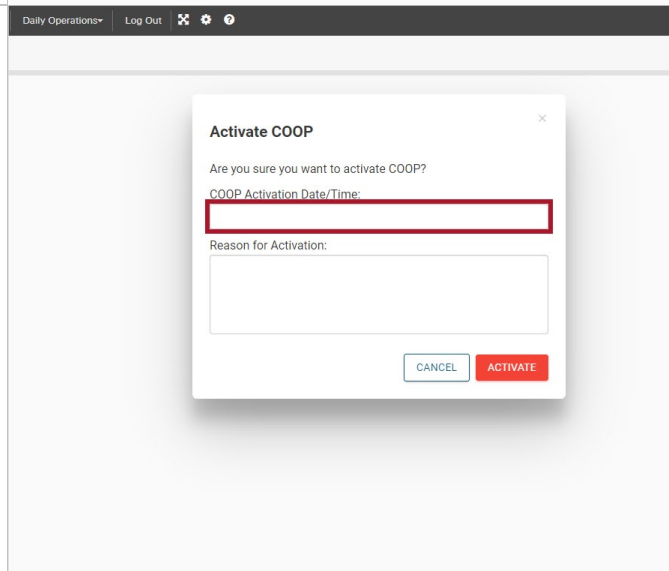
Click **Activate**. The *Activate COOP* window opens.



20.



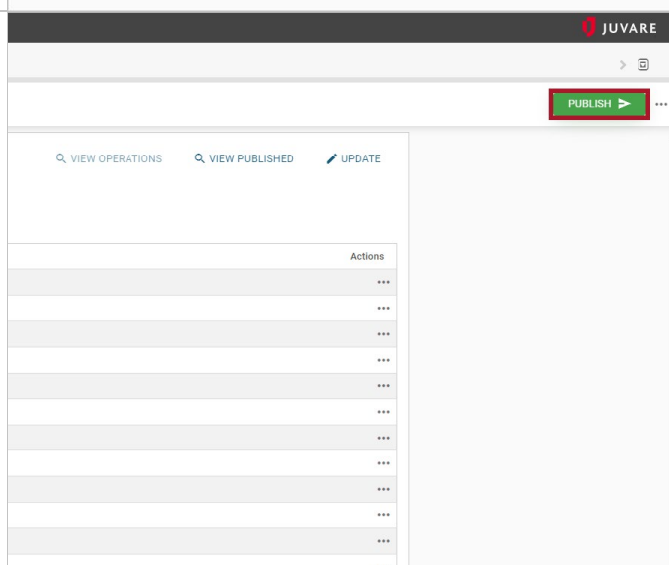
Enter the required information and click **Activate**.



21.



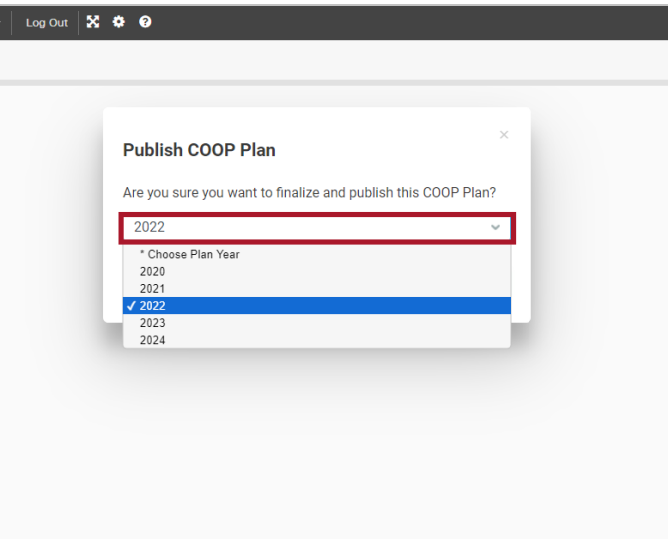
To publish a COOP plan, on the *Organization Details* page, click **Publish**. The *Publish COOP Plan* window opens.



22.



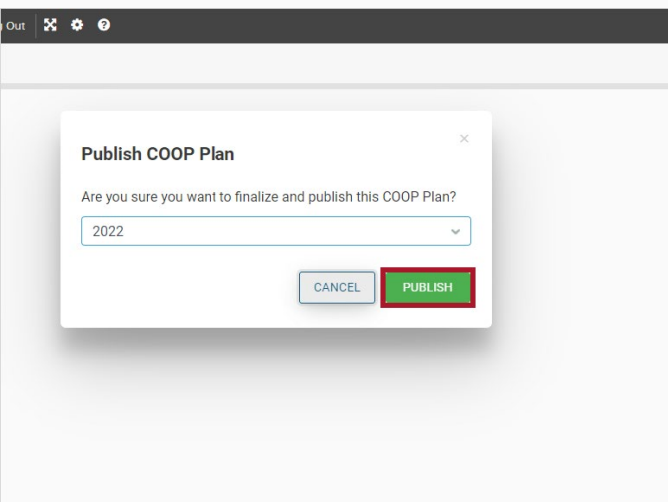
For **Choose Plan Year**, select a year.



23.



Click **Publish**.



24.



That's it. You are done.

