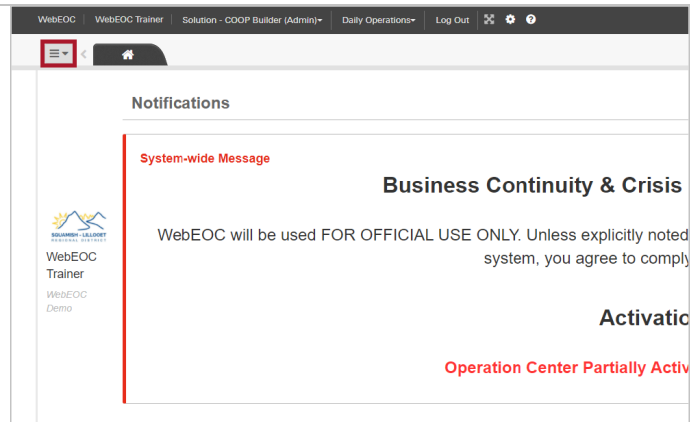


1.



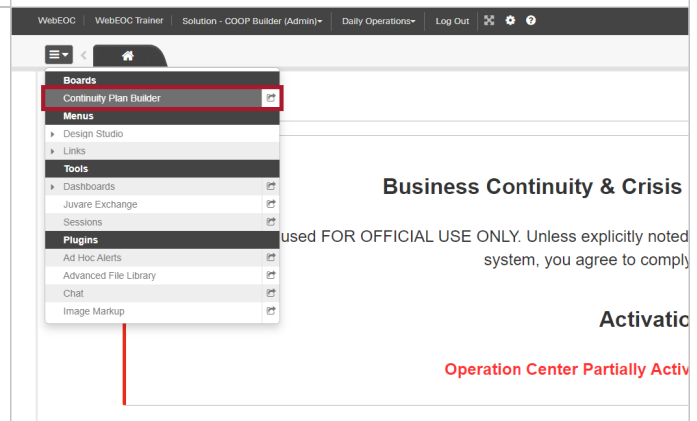
Click to open the **Control Panel**.



2.



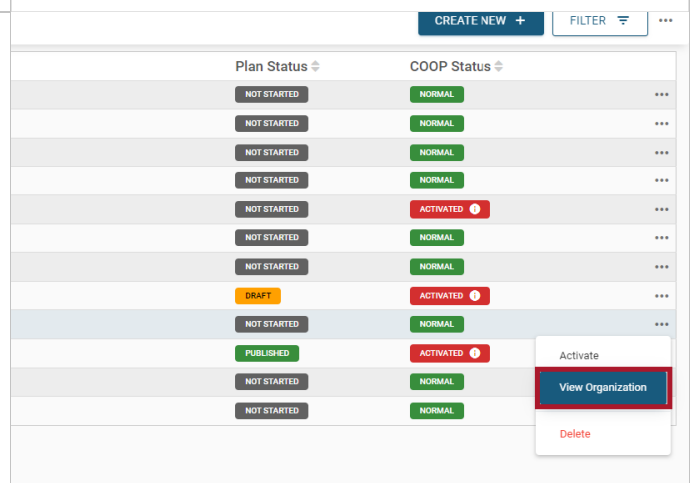
In the menu, select the **Continuity Plan Builder** board.



3.



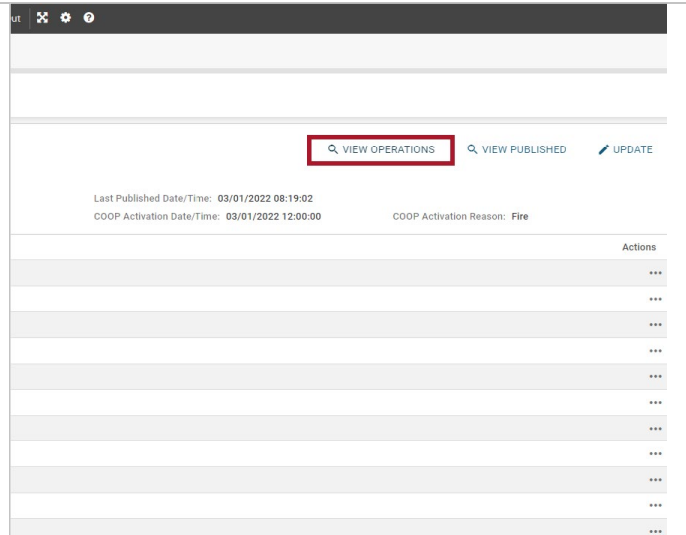
Locate the organization and on that row, click the ellipsis. In the menu, click **View Organization**.



4.



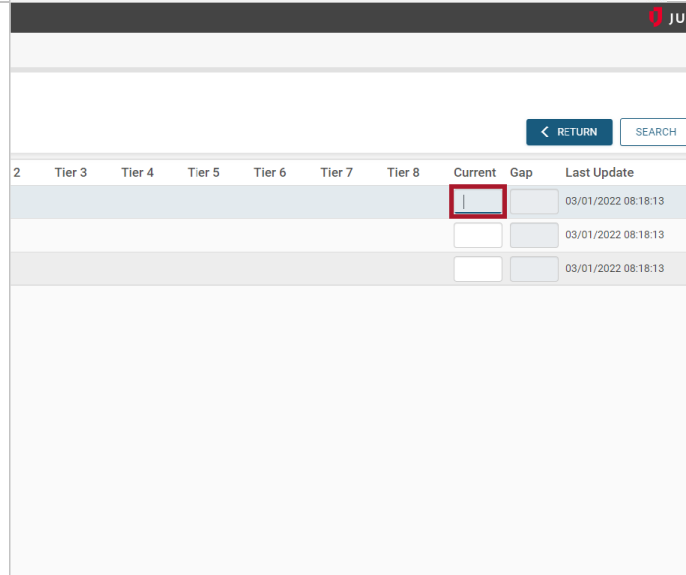
If the organization is activated and you want to view the current operational status of the plan, near the top, click **View Operations**.



5.



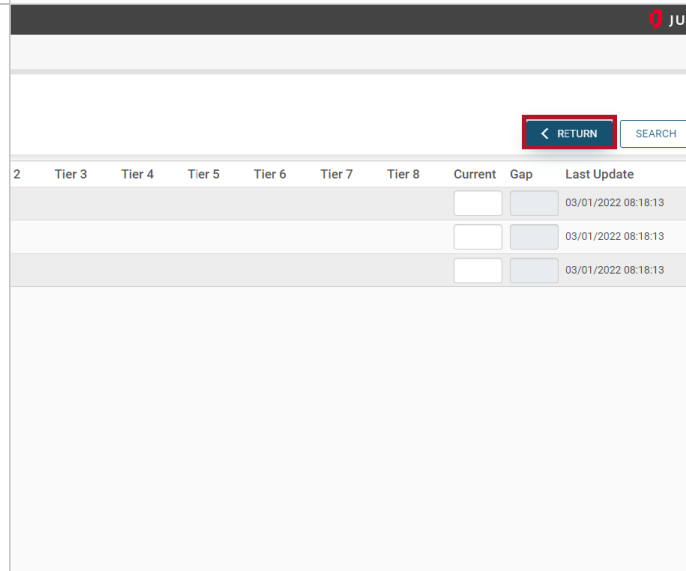
Make updates as appropriate.



6.



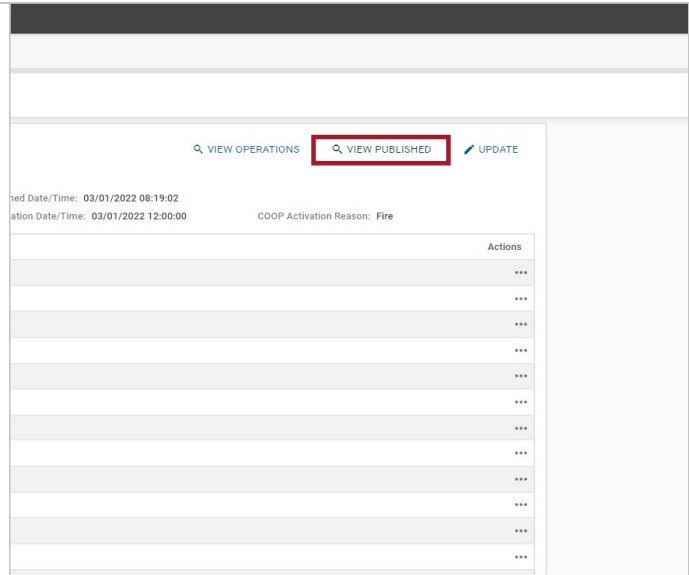
To go back to the Organization Details, click **< RETURN**.



7.



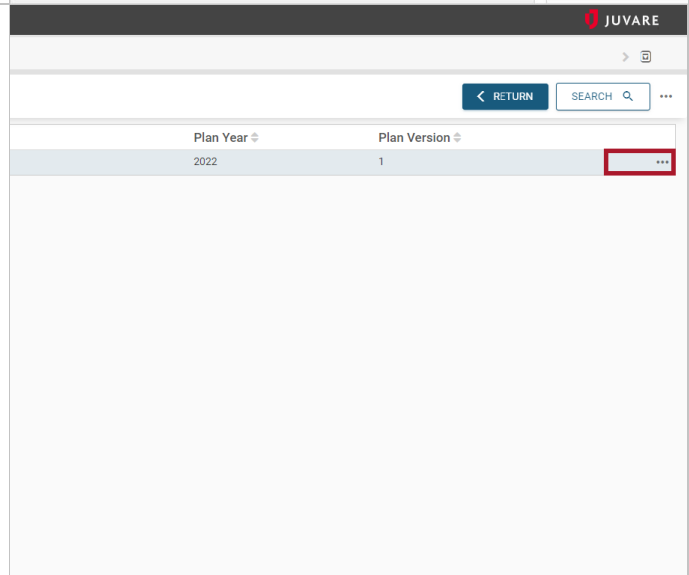
Click **View Published**.



8.



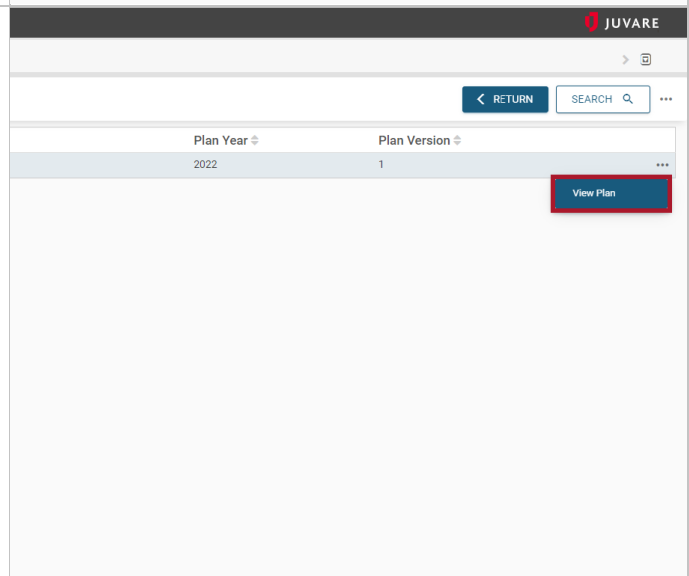
Locate the plan and, on that row, click the **ellipsis**.



9.



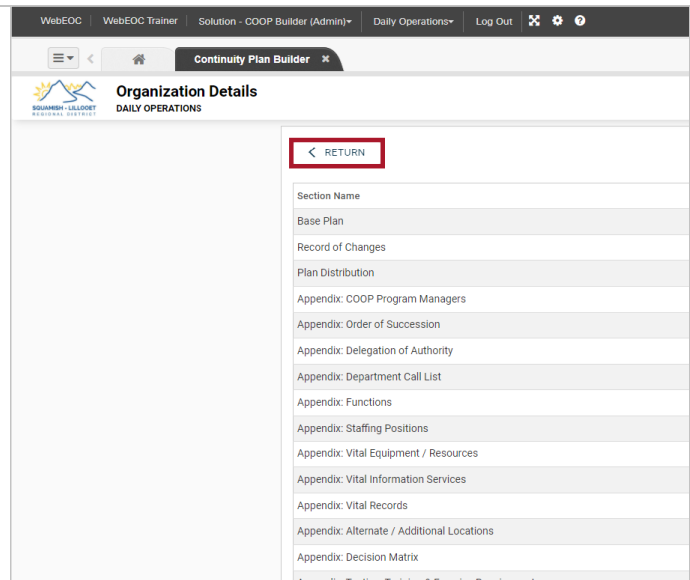
Click **View Plan**.



10.



That's it. You are done.



The screenshot shows the 'Continuity Plan Builder' interface. At the top, there's a navigation bar with links: WebEOC, WebEOC Trainer, Solution - COOP Builder (Admin), Daily Operations, and Log Out. Below this is a breadcrumb trail: Continuity Plan Builder. The main header area displays the 'Organization Details' section for 'SOUTHVIEW - LALLOUET REGIONAL DISTRICT'. A list of sections is visible on the right, including: Section Name, Base Plan, Record of Changes, Plan Distribution, Appendix: COOP Program Managers, Appendix: Order of Succession, Appendix: Delegation of Authority, Appendix: Department Call List, Appendix: Functions, Appendix: Staffing Positions, Appendix: Vital Equipment / Resources, Appendix: Vital Information Services, Appendix: Vital Records, Appendix: Alternate / Additional Locations, and Appendix: Decision Matrix. A red box highlights a '< RETURN' button at the top of the list.