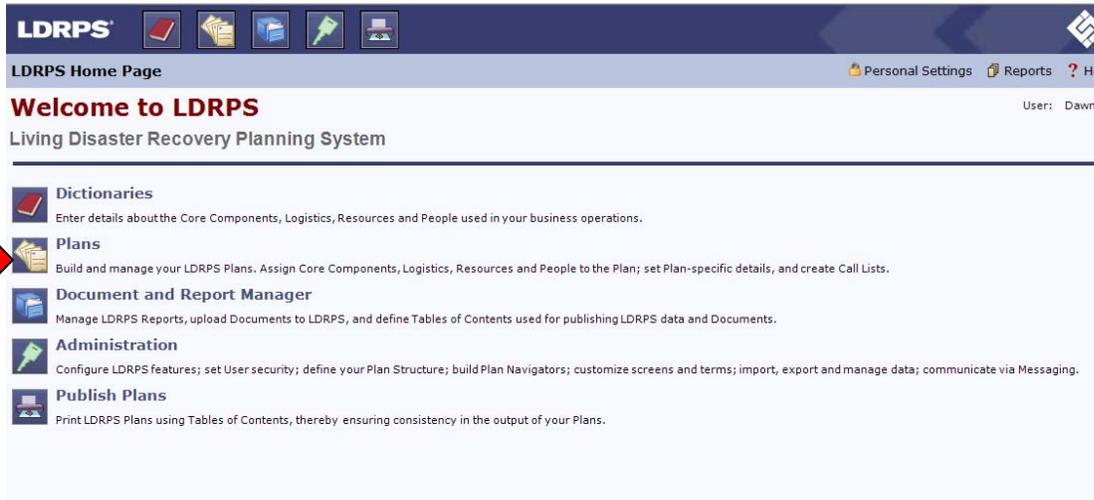


Instructions for removing the Plan-Specific Appendices

If you are having problems with your Appendices printing twice following these instructions to remedy that situation.

Log in to LDRPS. Click on the Plans icon.



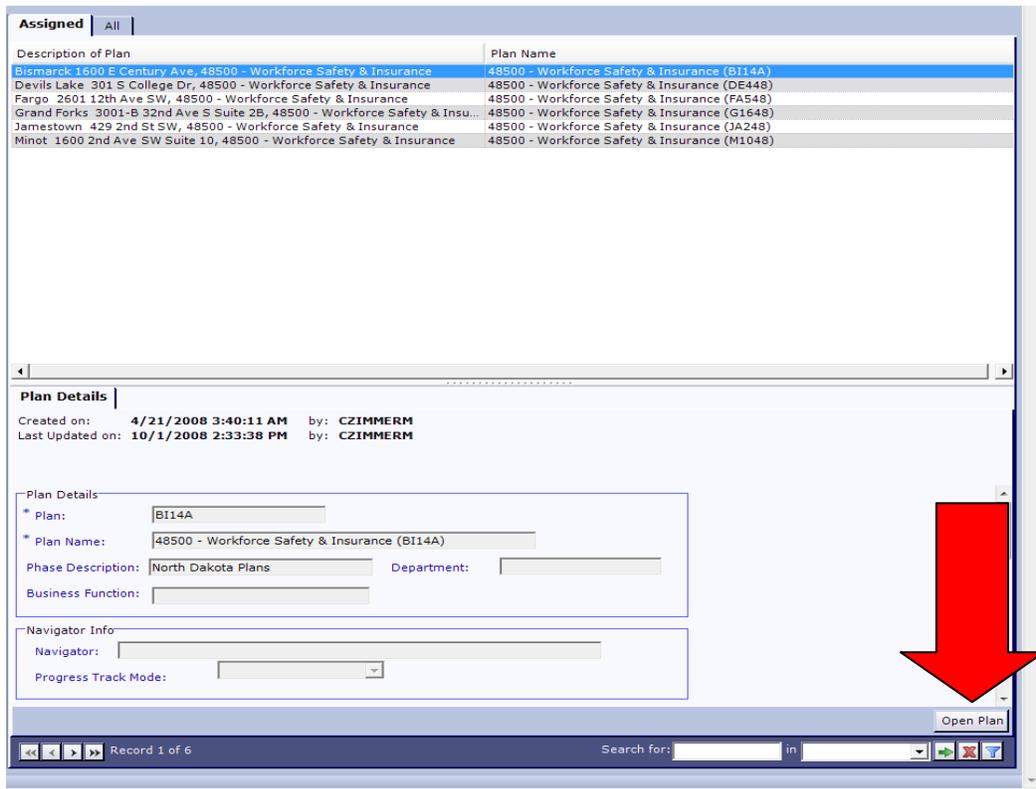
LDRPS Home Page

Welcome to **LDRPS**
Living Disaster Recovery Planning System

User: Dawn

- Dictionaries**
Enter details about the Core Components, Logistics, Resources and People used in your business operations.
- Plans**
Build and manage your LDRPS Plans. Assign Core Components, Logistics, Resources and People to the Plan; set Plan-specific details, and create Call Lists.
- Document and Report Manager**
Manage LDRPS Reports, upload Documents to LDRPS, and define Tables of Contents used for publishing LDRPS data and Documents.
- Administration**
Configure LDRPS features; set User security; define your Plan Structure; build Plan Navigators; customize screens and terms; import, export and manage data; communicate via Messaging.
- Publish Plans**
Print LDRPS Plans using Tables of Contents, thereby ensuring consistency in the output of your Plans.

Highlight one your plans to check and see if it needs to be updated. Click on Open Plan.



Assigned | All

Description of Plan	Plan Name
Bismarck 1600 E Century Ave, 48500 - Workforce Safety & Insurance	48500 - Workforce Safety & Insurance (B114A)
Devils Lake 301 S College Dr, 48500 - Workforce Safety & Insurance	48500 - Workforce Safety & Insurance (DE448)
Fargo 2601 12th Ave SW, 48500 - Workforce Safety & Insurance	48500 - Workforce Safety & Insurance (FA548)
Grand Forks 3001-B 32nd Ave S Suite 2B, 48500 - Workforce Safety & Insu...	48500 - Workforce Safety & Insurance (G1648)
Jamestown 429 2nd St SW, 48500 - Workforce Safety & Insurance	48500 - Workforce Safety & Insurance (JA248)
Minot 1600 2nd Ave SW Suite 10, 48500 - Workforce Safety & Insurance	48500 - Workforce Safety & Insurance (M1048)

Plan Details

Created on: 4/21/2008 3:40:11 AM by: CZIMMERM
Last Updated on: 10/1/2008 2:33:38 PM by: CZIMMERM

Plan Details

* Plan: B114A
* Plan Name: 48500 - Workforce Safety & Insurance (B114A)
Phase Description: North Dakota Plans Department:
Business Function:
Navigator Info
Navigator:
Progress Track Mode:
Open Plan

Record 1 of 6 Search for: in

Then click on the Publish Plan tab. Below it shows that this plan has an Appendices and a Plan Specific Appendices.

4A) Personal Settings Reports ? Help Log Off

ery | Call List | **Publish Plan** | Plan Review

Choose Table of Contents

Default Assigned To Plan

Select From List

WSI

Appendices

Document/Report Name	
Recovery Sites for WSI.doc.....	19
State Office Building Recovery Site.....	20
Off-Site Command Center.doc.....	21
Offsite Storage.....	22
Server Specific Information.doc.....	23
Daily Back.doc.....	24
Critical Order of Server Recovery.doc.....	25
San Drive Configuration.....	26
IS R6000 Dr.xls.....	27
H2FilenetCapture.doc.....	28
Software Inventory (IS).....	29
I4ISDesktop Instructions For Windows XP.doc.....	30
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Phone and Data Jack Info 3rd Floor.....	36
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EAP - Medical Contacts.....	38
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GateKeeper Contract.....	41
Business Resumption Plan.....	42
Sample Relocation Timeline.....	43
HR Resource Continuation Plan.....	44
WSI Pandemic Operations Plan.....	45

Plan-Specific Appendices

Document Name	
Business Resumption Plan.....	
Computer Room Plan.....	
Critical Order of Server Recovery.doc.....	
Daily Back.doc.....	
EAP - Medical Contacts.....	
Fourth Floor Building Plan.....	
H2FilenetCapture.doc.....	
HR Resource Continuation Plan.....	
I4ISDesktop Instructions For Windows XP.doc.....	
IS R6000 Dr.xls.....	
Local Services (Transportation, Hotels, Delivery).....	
Media Contact Fax Numbers.....	

Order Plan Appendices Show Published Plan Publish

The documents are going to be published twice. This plan needs to be updated.

WSI Pandemic Operations Plan..... 45

Plan-Specific Appendices

Document Name

Business Resumption Plan.....

Computer Room Plan.....

Critical Order of Server Recovery.doc.....

Daily Back.doc.....

EAP - Medical Contacts.....

Fourth Floor Building Plan.....

H2FilenetCapture.doc.....

HR Resource Continuation Plan.....

I4ISDesktop Instructions For Windows XP.doc.....

IS R6000 Dr.xls.....

Local Services (Transportation, Hotels, Delivery).....

Media Contact Fax Numbers.....

MOU Capitol.....

MOU Interiors by France.....

Off-Site Command Center.doc.....

Offsite Storage.....

Phone and Data Jack Info 3rd Floor.....

Phone and Data Jack Info 4th Floor.....

Records Keepers Data Storage Contract.....

Recovery Sites for WSI.doc.....

Sample Relocation Timeline.....

Server Specific Information.doc.....

Software Inventory (IS).....

State Office Building Recovery Site.....

Technical Recovery Information.doc.....

Third Floor Building Plan.....

WSI Pandemic Operations Plan.....

In order to stop your appendices from printing twice click back on your General Recovery tab. Next click on Documents under Resources.

48500 - Workforce Safety & Insurance (BI14A)

Personal Settings Reports ? Help Log

Plan Home Page Component Recovery **General Recovery** Lists Publish Plan Plan Review

Assigned In Plan All

Description	Description	Document Category	Document Category	Document PDF Conversion Status [Document PDF]
Appendix Page		LDRPS 9 Migration	Migrated Document	ConversionSuccess
Business Resumption Plan		LDRPS 9 Migration	Migrated Document	ConversionSuccess
Computer Room Plan		LDRPS 9 Migration	Migrated Document	ConversionSuccess
Critical Order of Server Recovery.doc		LDRPS 9 Migration	Migrated Document	ConversionSuccess
Daily Back.doc		LDRPS 9 Migration	Migrated Document	ConversionSuccess
EAP - Medical Contacts		Appendices	Appendices	ConversionSuccess
Essential Services Contact List		LDRPS 9 Migration	Migrated Document	ConversionSuccess
Evacuation Procedures		LDRPS 9 Migration	Migrated Document	ConversionSuccess
Fourth Floor Building Plan		LDRPS 9 Migration	Migrated Document	ConversionSuccess
H2FilenetCapture.doc		LDRPS 9 Migration	Migrated Document	ConversionSuccess
HR Resource Continuation Plan		LDRPS 9 Migration	Migrated Document	ConversionSuccess
I4ISDesktop Instructions For Windows XP.doc		LDRPS 9 Migration	Migrated Document	ConversionSuccess
Individual Teams and Their Responsibilities		LDRPS 9 Migration	Migrated Document	ConversionSuccess
IS R6000 Dr.xls		LDRPS 9 Migration	Migrated Document	ConversionSuccess
ITD Disaster Notification Form		LDRPS 9 Migration	Migrated Document	ConversionSuccess
Local Services (Transportation, Hotels, Delivery)		LDRPS 9 Migration	Migrated Document	ConversionSuccess
Maintenance of the Business Continuity Plan.doc		LDRPS 9 Migration	Migrated Document	ConversionSuccess
Media Contact Fax Numbers		LDRPS 9 Migration	Migrated Document	ConversionSuccess
MOU Capitol		LDRPS 9 Migration	Migrated Document	ConversionSuccess
MOU Interiors by France		LDRPS 9 Migration	Migrated Document	ConversionSuccess
ND COOP Facility Recovery & Restoration		Plan assistant for al	Plan assistant for a	ConversionSuccess

Document Details Assignment Specific Document Details Checked Out

Created on: 8/3/2006 10:01:59 AM by: CZIMMERM

Last Updated on: 9/27/2008 9:43:18 PM by: LdrpsSystemUser

Highlight a document that is appearing twice in your table of contents. Then click the Assignment Specific Document Details tab.

The screenshot shows a list of documents with columns for 'Description', 'Document Category', and 'Conversion Status'. The 'Fourth Floor Building Plan' is highlighted. Below the list, the 'Document Details' section is visible, with the 'Assignment Specific Document Details' tab selected and circled in red.

Notice the check mark next to the Include as an Appendix. Uncheck that box so the document does not show up twice.

The screenshot shows the 'Assignment Specific Document Details' tab for the 'Fourth Floor Building Plan' document. The 'Include as an Appendix' checkbox is checked, and a red arrow points to it. The document details show it was created on 8/6/2008 5:04:02 AM by CZIMMERM and last updated on 9/26/2008 7:21:20 PM by LdrpsSystemUser.

Description	Description	Document Category	Document Category	Document PDF Conv
<input checked="" type="checkbox"/> Appendix Page		LDRPS 9 Migration	Migrated Document	ConversionSuccess
<input checked="" type="checkbox"/> Business Resumption Plan		LDRPS 9 Migration	Migrated Document	ConversionSuccess
<input checked="" type="checkbox"/> Computer Room Plan		LDRPS 9 Migration	Migrated Document	ConversionSuccess
<input checked="" type="checkbox"/> Critical Order of Server Recovery.doc		LDRPS 9 Migration	Migrated Document	ConversionSuccess
<input checked="" type="checkbox"/> Daily Back.doc		LDRPS 9 Migration	Migrated Document	ConversionSuccess
<input checked="" type="checkbox"/> EAP - Medical Contacts		Appendicies	Appendicies	ConversionSuccess
<input checked="" type="checkbox"/> Essential Services Contact List		LDRPS 9 Migration	Migrated Document	ConversionSuccess
<input checked="" type="checkbox"/> Evacuation Procedures		LDRPS 9 Migration	Migrated Document	ConversionSuccess
<input checked="" type="checkbox"/> Fourth Floor Building Plan		LDRPS 9 Migration	Migrated Document	ConversionSuccess
<input checked="" type="checkbox"/> H2FilenetCapture.doc		LDRPS 9 Migration	Migrated Document	ConversionSuccess
<input checked="" type="checkbox"/> HR Resource Continuation Plan		LDRPS 9 Migration	Migrated Document	ConversionSuccess
<input checked="" type="checkbox"/> I4ISDesktop Instructions For Windows XP.doc		LDRPS 9 Migration	Migrated Document	ConversionSuccess
<input checked="" type="checkbox"/> Individual Teams and Their Responsibilities		LDRPS 9 Migration	Migrated Document	ConversionSuccess
<input checked="" type="checkbox"/> IS R6000 Dr.xls		LDRPS 9 Migration	Migrated Document	ConversionSuccess
<input checked="" type="checkbox"/> ITD Disaster Notification Form		LDRPS 9 Migration	Migrated Document	ConversionSuccess
<input checked="" type="checkbox"/> Local Services (Transportation, Hotels, Delivery)		LDRPS 9 Migration	Migrated Document	ConversionSuccess
<input checked="" type="checkbox"/> Maintenance of the Business Continuity Plan.doc		LDRPS 9 Migration	Migrated Document	ConversionSuccess
<input checked="" type="checkbox"/> Media Contact Fax Numbers		LDRPS 9 Migration	Migrated Document	ConversionSuccess
<input checked="" type="checkbox"/> MOU Capitol		LDRPS 9 Migration	Migrated Document	ConversionSuccess
<input checked="" type="checkbox"/> MOU Interiors by France		LDRPS 9 Migration	Migrated Document	ConversionSuccess
<input checked="" type="checkbox"/> ND COOP Facility Recovery & Restoration		Plan assistant for al	Plan assistant for al	ConversionSuccess

Document Details | **Assignment Specific Document Details** | Checked Out

Created on: 8/6/2008 5:04:02 AM by: CZIMMERM
 Last Updated on: 9/26/2008 7:21:20 PM by: LdrpsSystemUser

Document Plan Specific Details

Include as an Appendix:

Then click Save and move on to the next document.

Document Recovery | **General Recovery** | Call Lists | Publish Plan | Plan Review

Assigned | In Plan | All

Description	Description	Document Category	Document Category	Document PDF Conversion Status [Document PDF Co...
<input checked="" type="checkbox"/> Appendix Page		LDRPS 9 Migration	Migrated Document	ConversionSuccess
<input checked="" type="checkbox"/> Business Resumption Plan		LDRPS 9 Migration	Migrated Document	ConversionSuccess
<input checked="" type="checkbox"/> Computer Room Plan		LDRPS 9 Migration	Migrated Document	ConversionSuccess
<input checked="" type="checkbox"/> Critical Order of Server Recovery.doc		LDRPS 9 Migration	Migrated Document	ConversionSuccess
<input checked="" type="checkbox"/> Daily Back.doc		LDRPS 9 Migration	Migrated Document	ConversionSuccess
<input checked="" type="checkbox"/> EAP - Medical Contacts		Appendices	Appendices	ConversionSuccess
<input checked="" type="checkbox"/> Essential Services Contact List		LDRPS 9 Migration	Migrated Document	ConversionSuccess
<input checked="" type="checkbox"/> Evacuation Procedures		LDRPS 9 Migration	Migrated Document	ConversionSuccess
<input checked="" type="checkbox"/> Fourth Floor Building Plan		LDRPS 9 Migration	Migrated Document	ConversionSuccess
<input checked="" type="checkbox"/> H2FileNetCapture.doc		LDRPS 9 Migration	Migrated Document	ConversionSuccess
<input checked="" type="checkbox"/> HR Resource Continuation Plan		LDRPS 9 Migration	Migrated Document	ConversionSuccess
<input checked="" type="checkbox"/> I4ISDesktop Instructions For Windows XP.doc		LDRPS 9 Migration	Migrated Document	ConversionSuccess
<input checked="" type="checkbox"/> Individual Teams and Their Responsibilities		LDRPS 9 Migration	Migrated Document	ConversionSuccess
<input checked="" type="checkbox"/> IS R6000 Dr.xls		LDRPS 9 Migration	Migrated Document	ConversionSuccess
<input checked="" type="checkbox"/> ITD Disaster Notification Form		LDRPS 9 Migration	Migrated Document	ConversionSuccess
<input checked="" type="checkbox"/> Local Services (Transportation, Hotels, Delivery)		LDRPS 9 Migration	Migrated Document	ConversionSuccess
<input checked="" type="checkbox"/> Maintenance of the Business Continuity Plan.doc		LDRPS 9 Migration	Migrated Document	ConversionSuccess
<input checked="" type="checkbox"/> Media Contact Fax Numbers		LDRPS 9 Migration	Migrated Document	ConversionSuccess
<input checked="" type="checkbox"/> MOU Capitol		LDRPS 9 Migration	Migrated Document	ConversionSuccess
<input checked="" type="checkbox"/> MOU Interiors by France		LDRPS 9 Migration	Migrated Document	ConversionSuccess
<input checked="" type="checkbox"/> ND COOP Facility Recovery & Restoration		Plan assistant for al	Plan assistant for al	ConversionSuccess

Document Details | **Assignment Specific Document Details** | Checked Out

Created on: 8/6/2008 5:04:02 AM by: CZIMMERM
Last Updated on: 9/26/2008 7:21:20 PM by: LdrpsSystemUser

Include as an Appendix: Check the box if the Document should appear as an Appendix to the selected Table of Contents for a plan.

Document Plan Specific Details

Include as an Appendix:

