

# BUILDING A TABLE OF CONTENTS IN LDRPS 10

Click on Document and Report Manager

The screenshot shows the LDRPS Home Page with the following navigation menu items:

- Dictionary
- Plans
- Document and Report Manager** (circled in red)
- Administration
- Publish Plans

The page title is "Welcome to LDRPS Living Disaster Recovery Planning System". The user is identified as "Dawn Moen (IDMMOEN)".

Then you will need to scroll down and find Table of Contents on the left hand side and click on All.

The screenshot shows the "Document and Report Manager" interface. The left sidebar has "Table of Contents" selected, with "All" circled in red. The main area displays a table of contents with the following data:

Group Name	Description	Category	Category
Application Recovery	Application Recovery	ITD	ITD TOCs
Business Process	Business Process	Standard	Standard LDRPS Table of Contents
Crisis Management	Crisis Management	Standard	Standard LDRPS Table of Contents
Don't know	Bismarck District Administration	LDRPS 9	Migrated Table of Contents
Global Default	Global Default	Recovery	Recovery
Interim Reports	Bismarck District Administration	LDRPS 9	Migrated Table of Contents
ITD Management Table of Cont...	ITD Management Table of Conte...	ITD	ITD TOCs
ITD S/390	ITD S/390 Table of Contents	ITD	ITD TOCs
ITD Telecom	ITD Telecom Table of Contents	ITD	ITD TOCs
JQ Test TOC	This is Janell's test toc.	Test TOC	This is a test TOC.
NDID Tower Plan - Table of Co...	Table of contents for NDID Tower...	Continuity of O...	Table of contents for NDID Tower (5th floor State Capitol Building) plan.
Risk Management	Risk Management COOP	Standard	Standard LDRPS Table of Contents
Site Event Management	Site Event Management	Standard	Standard LDRPS Table of Contents
TEST RISK MANAGEMENT 2	TESTING 2	Recovery	Recovery
TEST TABLE OF CONTENTS 200...	TESTING TOC'S 2008-09-03	Test TOC	This is a test TOC.
WSI	WSI Continuity of Operations	Standard	Standard LDRPS Table of Contents
WSI Teams	Short version without appendices	Team Contents	WSI Teams
WSI TESTING	TESTING ADDING TOC'S	Recovery	Recovery
ZZ0000000001	CMT - Emerg Resp Quick Referen...	LDRPS 9	Migrated Table of Contents
ZZ0000000002	CMT - Resumption/Recovery Qui...	LDRPS 9	Migrated Table of Contents

Below the table is the "Table of Contents Details" form for "Application Recovery":

Created on: 5/18/2006 11:29:00 AM by: StrohlSystems  
Last Updated on: 8/26/2008 1:36:22 PM by: ILALEE

Form fields:

- Group Name: Application Recovery
- Category: ITD, ITD TOCs (with Browse and Clear buttons)
- Description: Application Recovery
- Agency Number: [Dropdown] Add

At the bottom, it shows "Record 1 of 382" and a search bar.

Then click on the plus symbol for a new record.

The screenshot shows the LDRPS Document and Report Manager interface. At the top, there is a navigation bar with the LDRPS logo and the Strohl Systems logo. Below the navigation bar, there is a sidebar on the left with a tree view of categories. The main area displays a 'Table of Contents' table with columns for Group Name, Description, Category, and Category. Below the table, there is a 'Table of Contents Details' form with fields for Group Name, Category, Description, Agency Number, and Agency Subsection Number. A plus symbol (+) is visible in the top right corner of the form area, which is highlighted by an arrow from the text above.

Group Name	Description	Category	Category
Application Recovery	Application Recovery	ITD	ITD TOC's
Business Process	Business Process	Standard	Standard LDRPS Table of Contents
Crisis Management	Crisis Management	Standard	Standard LDRPS Table of Contents

Table of Contents Details

Agency Number: Enter the OMB number of the Agency.

Table of Contents Detail

\* Group Name:

\* Category:  [Browse](#) [Clear](#)

\* Description:

\* Agency Number:  [Add](#)

\* Agency Subsection Number:  [Add](#)

Next type in the Group Name, then you will need to click the Browse to select a Category for your Table of Contents.

The screenshot shows the LDRPS Document and Report Manager interface, similar to the previous one, but with the 'Group Name' field in the 'Table of Contents Detail' form filled with the text 'Test TOC'. The 'Agency Number' and 'Agency Subsection Number' fields are also filled with '11000' and '110150' respectively. The 'Browse' button next to the 'Category' field is highlighted, indicating the next step in the process.

Group Name	Description	Category	Category
Application Recovery	Application Recovery	ITD	ITD TOC's
Business Process	Business Process	Standard	Standard LDRPS Table of Contents
Crisis Management	Crisis Management	Standard	Standard LDRPS Table of Contents

Table of Contents Details

Group Name: Enter a name for the report group

Table of Contents Detail

\* Group Name:

\* Category:  [Browse](#) [Clear](#)

\* Description:

\* Agency Number:  [Add](#)

\* Agency Subsection Number:  [Add](#)

Then the screen below will come up for you to select a category. If one of the categories already in the list does not meet your needs hit the plus sign to add a new category. Once you have the category selected you wish to use click on the Ok button.

The screenshot displays a software window titled "Table of Contents Category". It features a table with the following data:

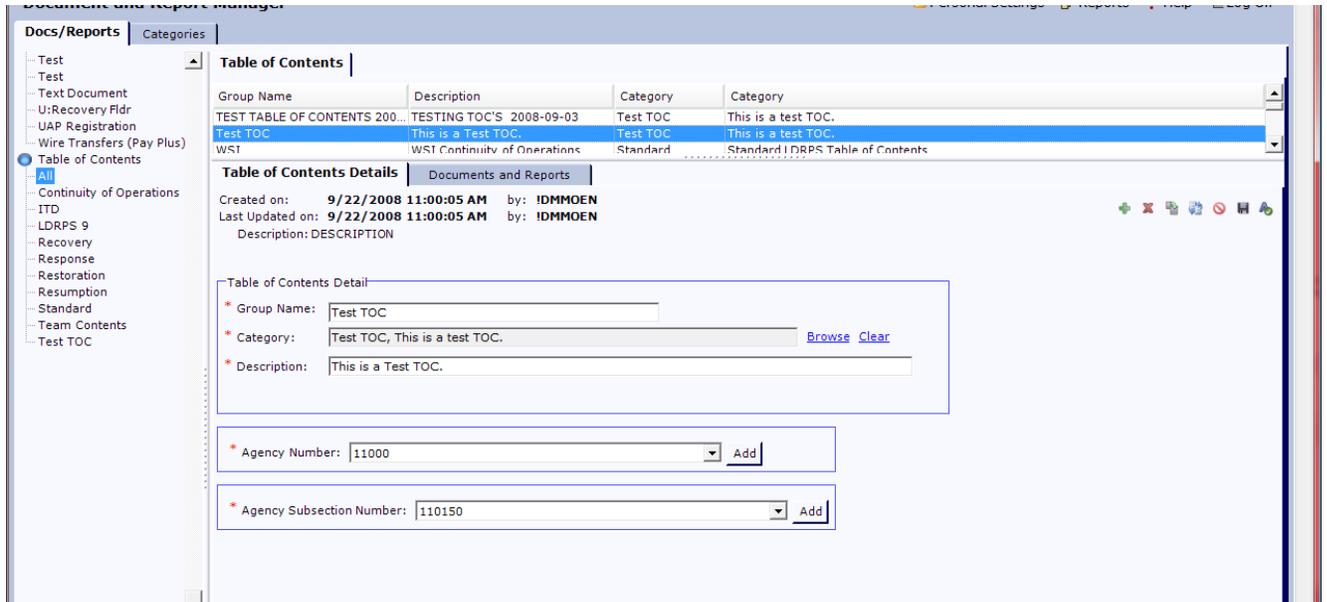
Category Name	Description
Continuity of Op...	Table of contents for NDID Tower (5th floor State Capitol Building) plan.
ITD	ITD TOCs
LDRPS 9	Migrated Table of Contents
Recovery	Recovery
Response	Response
Restoration	Restoration
Resumption	Resumption
Standard	Standard LDRPS Table of Contents
Team Contents	WSI Teams
Test TOC	This is a test TOC.

Below the table is a section titled "Table of Contents Category Details" which contains a form with the following fields:

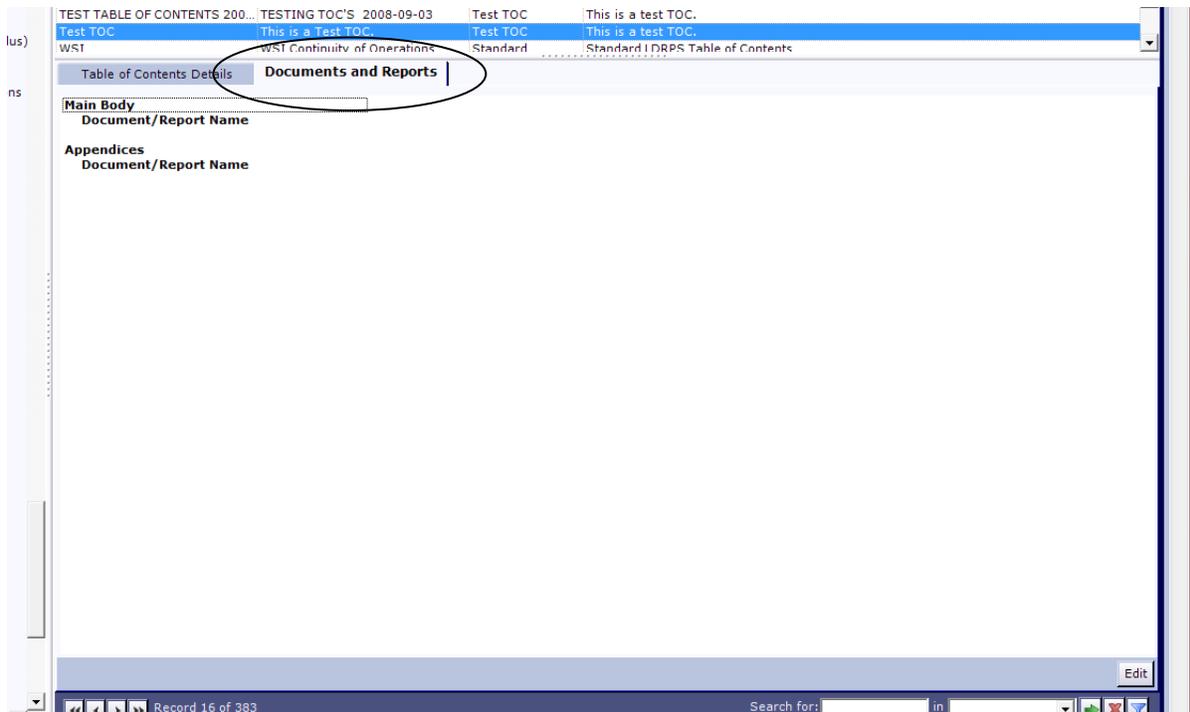
- Category Name:
- Description:

The interface also includes a status bar at the bottom with navigation icons, a search field, and "OK" and "Cancel" buttons. A red arrow points from the text above to the "OK" button.

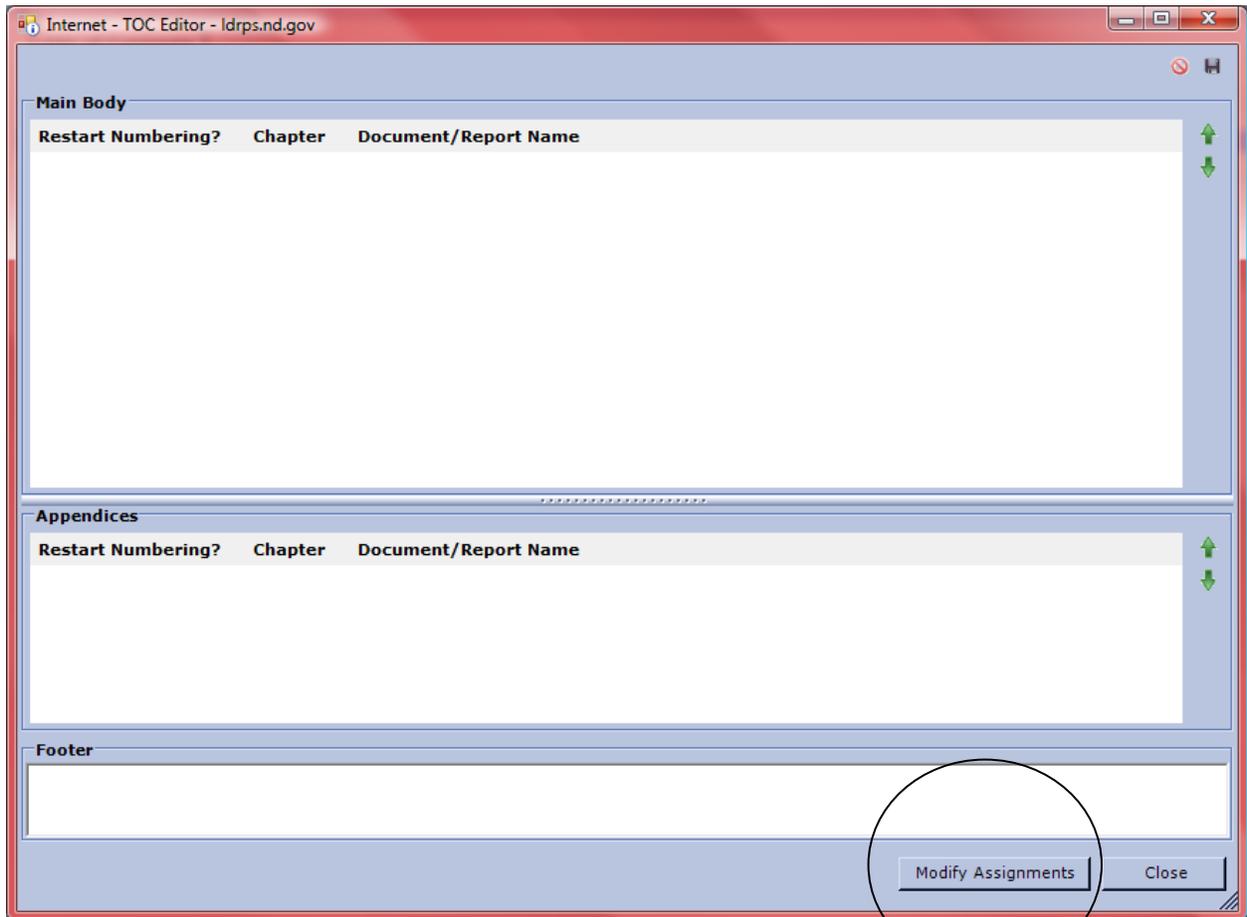
Then enter your description. Your Agency Number and Agency Subsection Number should automatically be filled for you. If they are not there then select the correct ones for the drop down arrow.



Next select the Documents and Reports tab. Then hit the Edit button.



Hit the Modify Assignments to begin selecting reports and documents to be added to your table of contents.



Begin selecting Reports you want in your table of contents. It is recommended you have a good idea what reports you are looking for before you get to this point. In order to add documents click on the Document tab at the top to select documents.

Internet - Records assigned to Table of Contents record [Test TOC] - ldrps.nd.gov

**Report** | Document

Assigned | All

Report Name	Description	Standard	File Name	File Size	Report Category
<input type="checkbox"/> Accounts with Access to All Plans	This report highlights the user acco...	<input checked="" type="checkbox"/>	Accounts with...	12288	Security
<input type="checkbox"/> Accounts with Record Deletion Righ...	This report identifies the users who...	<input checked="" type="checkbox"/>	Accounts with...	12288	Security
<input type="checkbox"/> All Customers Directory	This report lists organizational detai...	<input checked="" type="checkbox"/>	All Customers...	60416	Customer C
<input type="checkbox"/> All Customers in Plans Directory	This report lists organizational detai...	<input checked="" type="checkbox"/>	All Customers i...	67584	Customer C
<input type="checkbox"/> All Vendors Directory	This report lists Vendor Organizatio...	<input checked="" type="checkbox"/>	All Vendors Dir...	60928	Vendor Org
<input type="checkbox"/> All Vendors in Plans Directory	This report lists Vendor Organizatio...	<input checked="" type="checkbox"/>	All Vendors in...	67584	Vendor Org
<input type="checkbox"/> Alternate Site Details	This report lists all the characteristi...	<input checked="" type="checkbox"/>	Alternate Site...	22528	Locations
<input type="checkbox"/> Alternate Site in Plan Details	This report lists all the characteristi...	<input checked="" type="checkbox"/>	Alternate Site i...	26624	Locations
<input type="checkbox"/> Alternate Site Usage Strategy	This report shows how plans intend...	<input checked="" type="checkbox"/>	Alternate Site...	66048	Locations
<input type="checkbox"/> Alternate Sites Resource Assignme...	This report lists the resources assig...	<input checked="" type="checkbox"/>	Alternate Sites...	113664	Locations
<input type="checkbox"/> Alternate Sites with Overbooking P...	This report lists the resource capabi...	<input checked="" type="checkbox"/>	Alternate Sites...	168448	Locations
<input type="checkbox"/> Application & Data Backup Profile	This report focuses on the data bac...	<input checked="" type="checkbox"/>	Application & D...	22640	Application

**Report Details** | Table of Contents Section Details | Checked Out

Created on: **1/5/2007 9:28:00 AM** by: **StrohSystems**  
 Last Updated on: **1/5/2007 9:28:00 AM** by: **StrohSystems**

Report Details

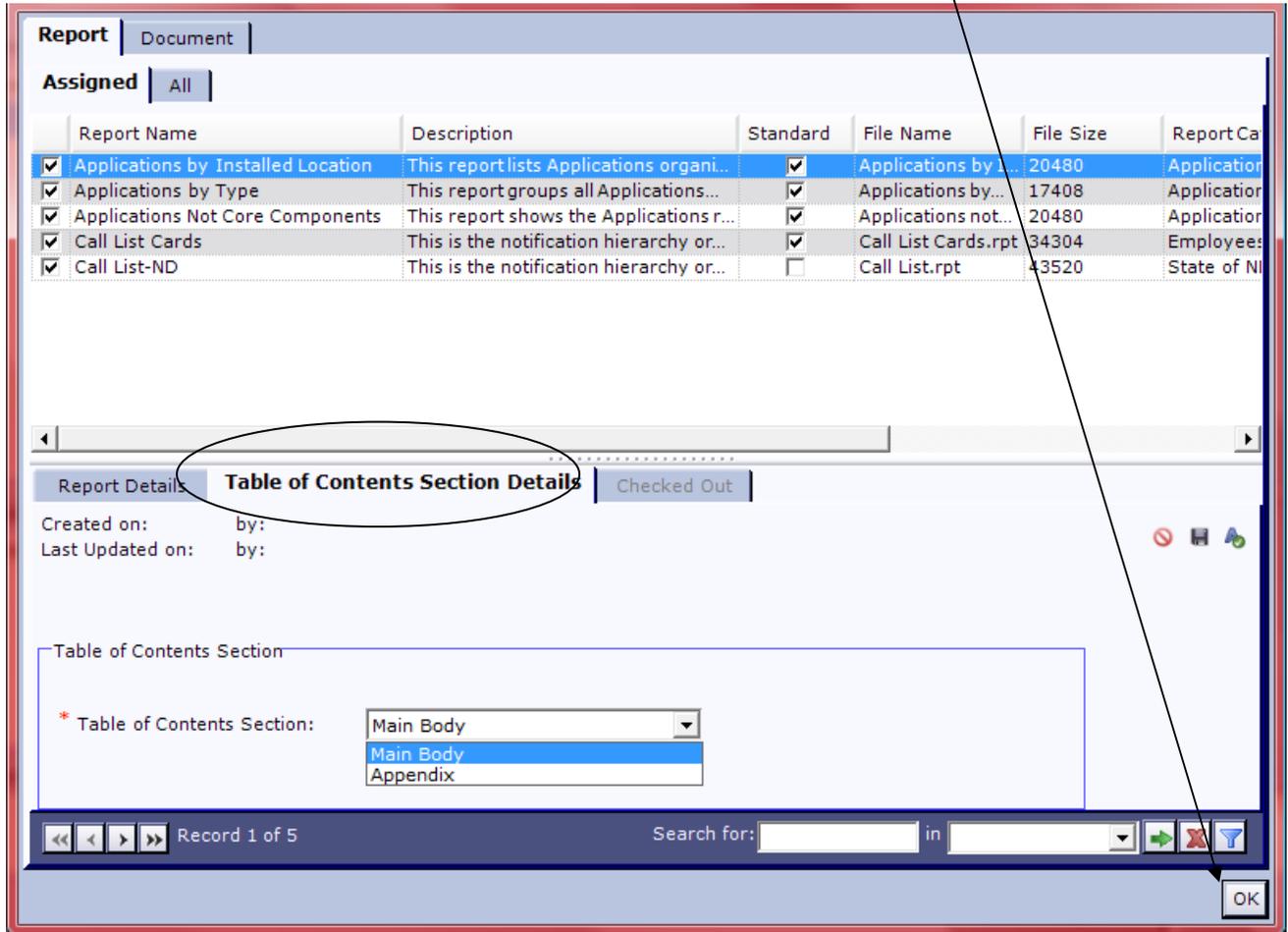
\* Report Name:

View | Add File | Check In | Check Out | Undo Check Out

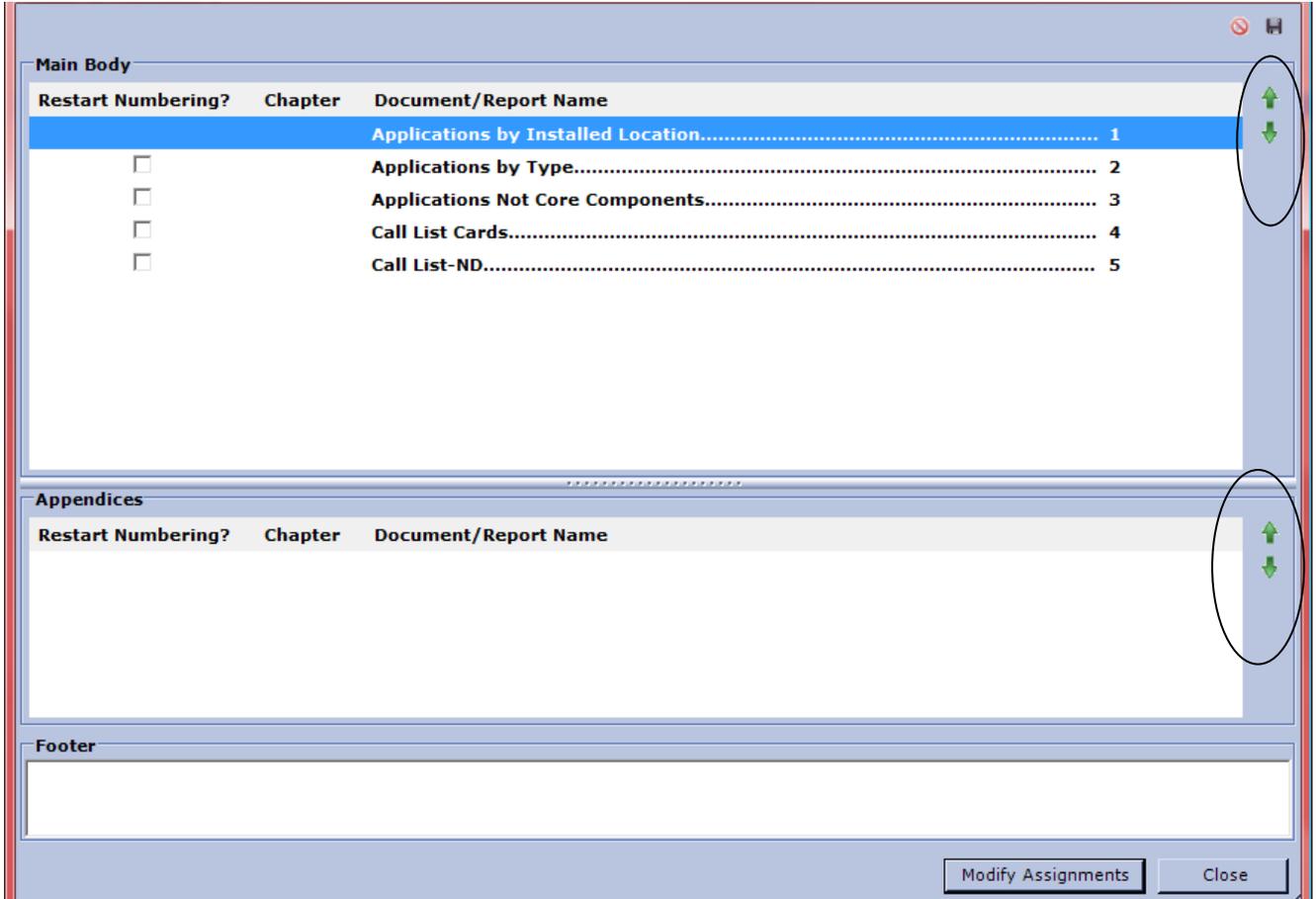
Record 1 of 344 | Search for:  in

OK

After you have selected the reports and documents you want in your table of contents you can decide if you want certain reports or documents in the appendix. Highlight a report or document as shown below. Then click on the Table of Contents Section Details. From the drop down you can choose between Main Body or Appendix. Then hit save. The reports or documents will automatically be put in the Main Body. After you have completed adding your reports and documents click on OK.



The reports and documents are going to show up in the order you selected them. You can move them around with the green arrows on the right side of the screen. You can also Restart Numbering and add Chapters if you wish. After you have completed the order you would like them in then select Close.



Then this is the screen will show you have your table of contents will publish your plan.

The screenshot displays the LDRPS Document and Report Manager interface. The main content area shows a table of contents with the following data:

Group Name	Description	Category	Category
TEST TABLE OF CONTENTS 200...	TESTING TOC'S 2008-09-0...	Test TOC	This is a test TOC.
Test TOC	This is a Test TOC.	Test TOC	This is a test TOC.
WST	WST Continuity of Operations	Standard	Standard LDRPS Table of Contents

Below the table, the 'Table of Contents Details' section is visible, showing a 'Main Body' and 'Appendices' with the following structure:

- Main Body**
  - Document/Report Name
  - Applications by Type..... 1
  - Applications Not Core Components..... 2
  - Call List Cards..... 3
  - Call List-ND..... 4
  - \*-4130 PACE & Ag PACE Loan Process..... 5
  - \*Bomb Threat Response Plan..... 6
- Appendices**
  - Document/Report Name
  - Applications by Installed Location..... 7

The interface includes a navigation pane on the left, a search bar at the bottom, and a status bar at the very bottom showing 'Record 16 of 383' and 'Internet | Protected Mode: Off'.