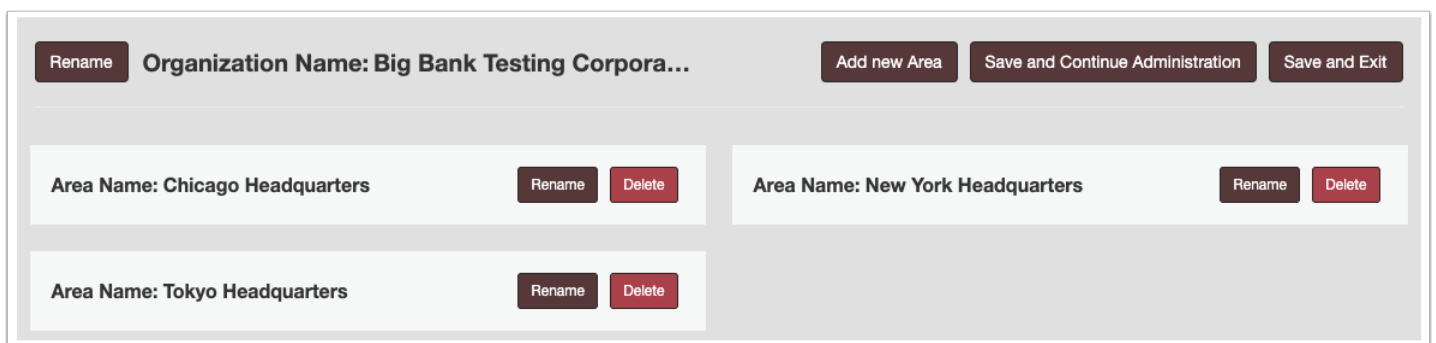


Renaming, Adding, and Managing Areas

Brief notes about Areas:

- Areas and Teams are the main focus for planning in the system
- Teams are assigned to Areas, and Areas are part of the Organization
- An Area can be any part the Organization you want to call out
- The system uses the term "Area" but it could be a: Division, region, vertical, unit, or any group you want to identify
- Create and name Areas to meet your needs



The screenshot displays the Administration interface for an organization named "Big Bank Testing Corpora...". At the top, there are three buttons: "Rename", "Add new Area", "Save and Continue Administration", and "Save and Exit". Below this, there are three area management cards. Each card shows the "Area Name" and two buttons: "Rename" and "Delete". The areas listed are "Chicago Headquarters", "New York Headquarters", and "Tokyo Headquarters".

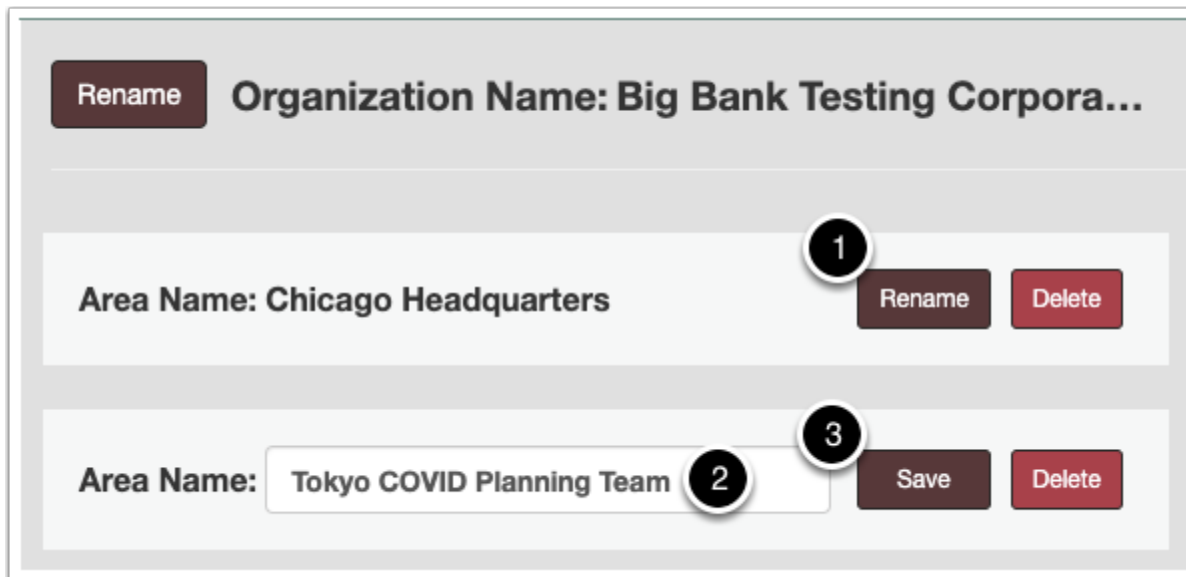
Begin by clicking the "Administration" icon on the Home screen



Change the name of an Area

To change the Name of an existing Area:

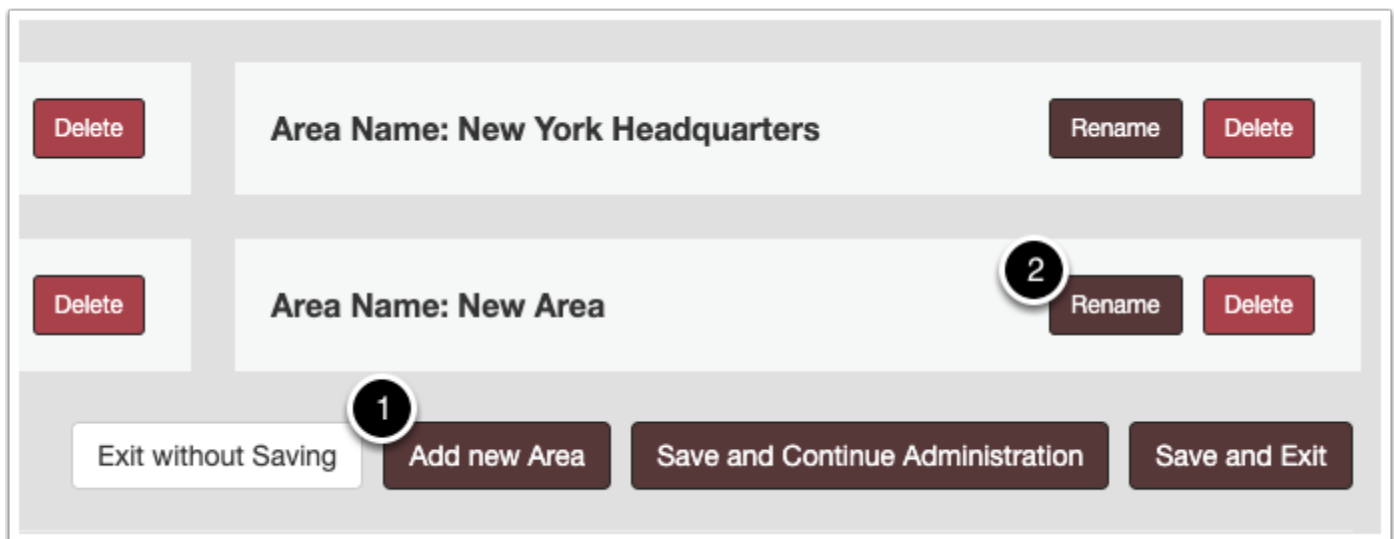
1. Click the "Rename" button
2. Type in a new name for the Area
3. Click the "Save" button



Create a new Area

To create a new Area for your Organization:

1. Click "Add new Area" button
2. Click the "Rename" button (to the right of the Area)



Create a new Area (continued)

1. Type in a name for the new Area
2. Click the "Save" button

The screenshot displays a user interface for managing areas. It features two rows of area information. The first row shows an area named "New York Headquarters" with a "Delete" button on the left and "Rename" and "Delete" buttons on the right. The second row shows an area named "Global COVID19 Planning Team" with a "Delete" button on the left, a text input field containing the name, a "Save" button, and another "Delete" button on the right. Callout circles with numbers 1 and 2 point to the text input field and the "Save" button respectively. Below the rows are four buttons: "Exit without Saving", "Add new Area", "Save and Continue Administration", and "Save and Exit".

Click the "Save and Exit" button when you are done managing Areas

The screenshot shows a close-up of the bottom navigation bar. It contains four buttons: "Exit without Saving", "Add new Area", "Save and Continue Administration", and "Save and Exit".

Note: The Adaptive BC Toolkit™

If you are an Adaptive BC Toolkit™ user, you will note that only Areas are visible in the Coronavirus Planning System™

Departments and non-pandemic Teams are not visible in the Coronavirus Planning System™

You will need to log into the Adaptive BC Toolkit™ to see, manage, and work with individual Departments

www.AdaptiveBCToolkit.com

