

## Starting a new Incident

- 1. Locate the "Canadian Incident Action Plan Program" shortcut on your desktop or task bar and run it.
- 2. Set the Incident Name and/or Incident Number
- 3. Confirm the start and end time of the current Operational Period is correct or adjust as needed.
- 4. Select the ICS role you're currently filling
- Click on "File" > "Save As..." to save the incident file within CIAPP. All changes going forward from here will be automatically saved.



			,	
Canac	lian Incide	nt Action	Plan Producer	
File	Edit	IAP	Operations	Log
New Incident Open Recent Incidents			nt , nt l	
Sa	ave As.			
E	owse (		uentroluer	ivit
_				

## Start Internet Sync

- Click on "Network / Internet" > "Internet Sync"
- 2. Select "Start a new Sync"
- 3. Copy the encryption key
- 4. Click OK to begin the internet sync
- 5. Share the sync key with others

nternet Task Sync	Task Sync   ① Learn mo			
○ Do not sync				
Join an Ongoing Sync You will need to get the task ID and encryption key from your colleague. Each	n task has a unique encry	ption key.		
# #2 ng info • Start a new Sync		#3		
Encryption Key	/D1ul xonvbsa6B	lie.		