



## Create and Edit a Facility

Background: The database hierarchy identifies the facilities as they exist under a Parent Facility. This process guides you through how to create and edit facilities within the hierarchy.

**Notice:** This functionality may not be available to all users. Contact your system administrator if you have additional questions.

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### To Do and Notice:

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#### **Create a Facility**

1. Click on the blue Select Facility globe found at the top of the screen.
2. Select the Facility that will be one level higher than the facility you are about to create.
3. Navigate to **Administration** and click on the **Administration** heading.
4. In the Facility Information area, select **Create Facility** to create a new region, zone, site, or facility.
5. Enter the information about the facility in the fields provided.  
**Notice:** You may use **External ID** as a facility identifier. Information entered here will be displayed next to the facility name in the database hierarchy tree.
6. Check the boxes to indicate **Is Production Unit** and **Is Service Unit**.
7. Press **Done** when finished.

#### **Edit a Facility**

1. Navigate to Administration and click on the **Administration** heading.
2. Under Facility Information choose **Edit Facility Information**.

**Notice:** To create additional facilities, repeat steps Create a Facility above using the Select Facility globe found at the top of the screen to position yourself at the level that will be one level higher than the facility you are about to create.

**So What?** Facilities can be created and maintained in Administration.