
Shelter List Screen

Updated on August 2017

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Business Purpose:

The **Shelter Management - List** page displays a listing of all Shelters. The displayed columns are Facility **Name**, **Description**, **Status**, **Type** and **Phone**.

How to:

1. From the Home screen, click the  [Shelter Management](#) icon or the [Shelter Nav](#) Button at the top RHS of the Home screen, to get to the **Shelter Management** screen.
2. Click on any Shelter **Name** to go to the **Shelter Management > General** attribute screen for that Shelter.
3. Click on the **Name** or **Status** column headings to sort the data accordingly, first in ascending order then descending order.
4. At the top or bottom of the listing, click on any of the page numbers, or Next/Last to go any of the desired pages.
5. Select the number of records to show per page using the provide dropdown at the top RHS of the listing. The default is 20 records per page.
6. Click on the  [Close](#) action button to go back to the [Home](#) screen.

Important Notes: