

## Facility Management Screen

Updated on March 2018

[Home](#) > [Facility Management - Edit \(General\)](#)

### Business Purpose:

The **Facility Management – Edit (General)** page displays all the attributes or general information of a Facility. This includes the **Facility ID**, **Facility Name**, **Description**, is the program a **Health Information Custodian**, **Primary Contact Name**, **Primary Contact Email**, **Primary Contact Phone**, **Shelter** that the Facility belongs to, **Sector** and is the facility **Active** fields.

### How to:

1. From the **Facility Management** screen, click the Edit action to the left of the Facility you want to edit will take you to the **Facility Management – Edit** page.

Navigator	Facility Management - Edit
67 Adelaide St. East (11317)	 Close    Save
<b>General</b>	Facility ID: 11317
Room/Bed	Name: * 67 Adelaide St. East
	Description: * Adelaide Resource Centre for Women (service program)
	Health Information Custodian: <input checked="" type="checkbox"/>
	Primary Contact Name: Tracy Campbell
	Primary Contact Email: tcampbe0@toronto.ca
	Primary Contact Phone: 416 392 9243
	Shelter: * Adelaide Resource Centre  
	Sector: * Women <input type="button" value="v"/>
	Active: <input checked="" type="checkbox"/>

2. Enter or update all the General Information fields.
3. Click the  Save action button to save all the updates.
4. Click on the  Close action button to go back to the **Facility Management** screen.

### Important Notes: