Facility Management Screen

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.

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: