

IWeb 5.17.5

Add a Facility

These instructions detail how to add a new facility. Note that you must be a Registry-level user.

- 1. Log in as a Registry user.
- 2. Click the Facilities > Search/Add menu link.



 On the Facility Maintenance page that opens, select the organization name from the dropdown list and click **Search**.

Organization (IRMS) ID/Name:	ODH TEST SITE (TRAINING) (603)	•
Organization (IRMS) ID:		
Organization (IRMS) Name:		
Inactive Status:	select *	
Facility Name:		
VFC PIN.	select- *	
Facility City:		
Phone:		
District/Region:		

4. All facilities currently associated with the selected organization appear in the Search Results list. Verify that the new facility is not in the list, then click **Add** to add the new facility.

Select	Facility Name	VFC PIN	Phone	City	State	ZIP
-	ODH TEST SITE (TRAINING)	22151	(703)848-7320	COLUMBUS	OH	43215
-	ORDERING TEST SITE	762016		COLUMBUS	OH	43085

- 5. On the Facility Maintenance Update page that opens, enter at least the required information, including:
 - Facility Name
 - Organization (IRMS)
 - Facility Designation

Facility Maintenance Update	- M-
Facility Name:	
Facility Display Name	
Organization (IRMS):	100066 - AL ORGANIZATION
External Facility Inventory ID:	
Street Address:	O P.O. Box
	Physical Address:
	Street
Street Address 2	
City:	
State:	-select- V
Zip Code:	
County/Parish:	-select-
Phone Number:	
Phone Number Extension:	
Fax Number.	
Email:	
Primary Contact First Name:	
Primary Contact Last Name:	
Inactive	
District/Region:	
Automatic Ownership Blocked:	
Comments:	
Enable Waiting Room	
VFC Status:	-select-
VFC PIN	
Disable VFC/Publicly Supplied Functionality.	
Administration of public vaccine to VFC ineligible patients:	-select- V
Facility Designation:	🗹 Facility
	Employer

6. Add the additional information as needed. When finished, click **Save**.