

View, Add, and Edit Facilities

These instructions detail how administrative users can view, add, and edit facilities. Note that the facilities are associated with infants and mothers, not with contacts.

View Facility




1. Log in to the Perinatal Hepatitis B application and click the **Sys Admin > Facilities** menu link.
2. Select the facility type from the Facility Type drop-down list to narrow the list of facilities.
3. Locate the facility in the list and click on the row in the Facilities List section. The Facility Detail page opens with the facility's information displayed.






Add a New Facility

1. Log in to the Perinatal Hepatitis B application and click the **Sys Admin > Facilities** menu link.



2. Scroll down to the bottom of the Facilities page and click the **Add New Facility** button ().
3. Enter information in all the required fields (marked with asterisks) and click the **Save Page** icon ().
4. To cancel without saving any changes, click the **Cancel** icon ().

Edit a Facility

1. Log in to the Perinatal Hepatitis B application and click the **Sys Admin > Facilities** menu link.
2. To narrow the list of facilities, select a Facility Type from the drop-down list.
3. Locate the facility in the list and click on the row. The Facility Detail page opens with the details pre-populated in the fields.
4. Click the **Edit** icon () to edit the information.
5. Click the **Save Page** icon to save the changes.
6. To cancel without saving any changes, click the **Cancel** icon ().
7. To return to the list of facilities, click the **Return to the Previous Page** icon ().