

Tutorial

Objective: Adding and Removing Facilities in the Events/General tab.

Step 1: In the **Events** section

- a. Click the **General** tab.
- b. Click the **Binoculars** next to the **Facility** field. (Fig. A)

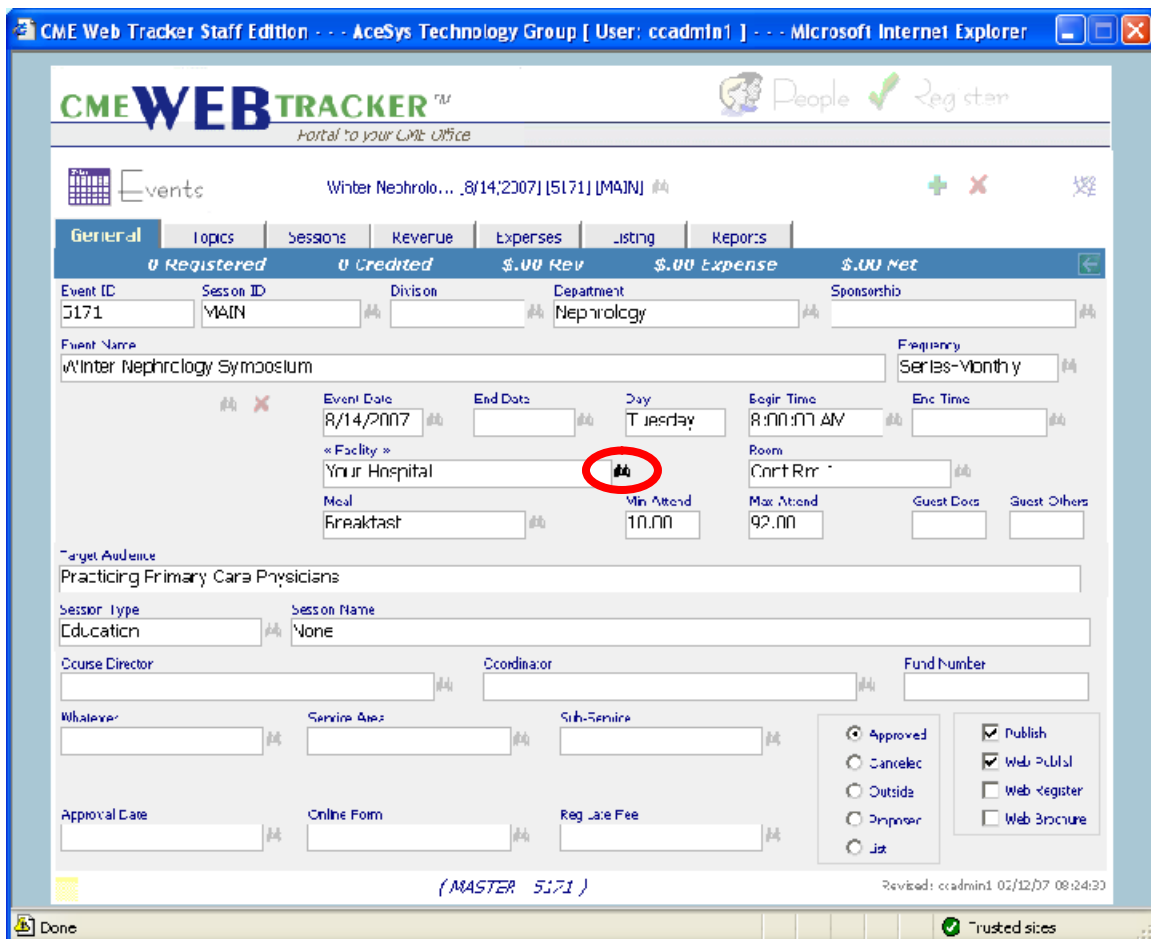


Fig. A

Tutorial

Step 2: The **Find Facility Name** dropdown appears.

- a. Notice that there is not a Green Plus or Red X to add or take away a Facility. This dropdown is only for selection purposes.
- b. Click the word **“Facility”** (Fig. B)

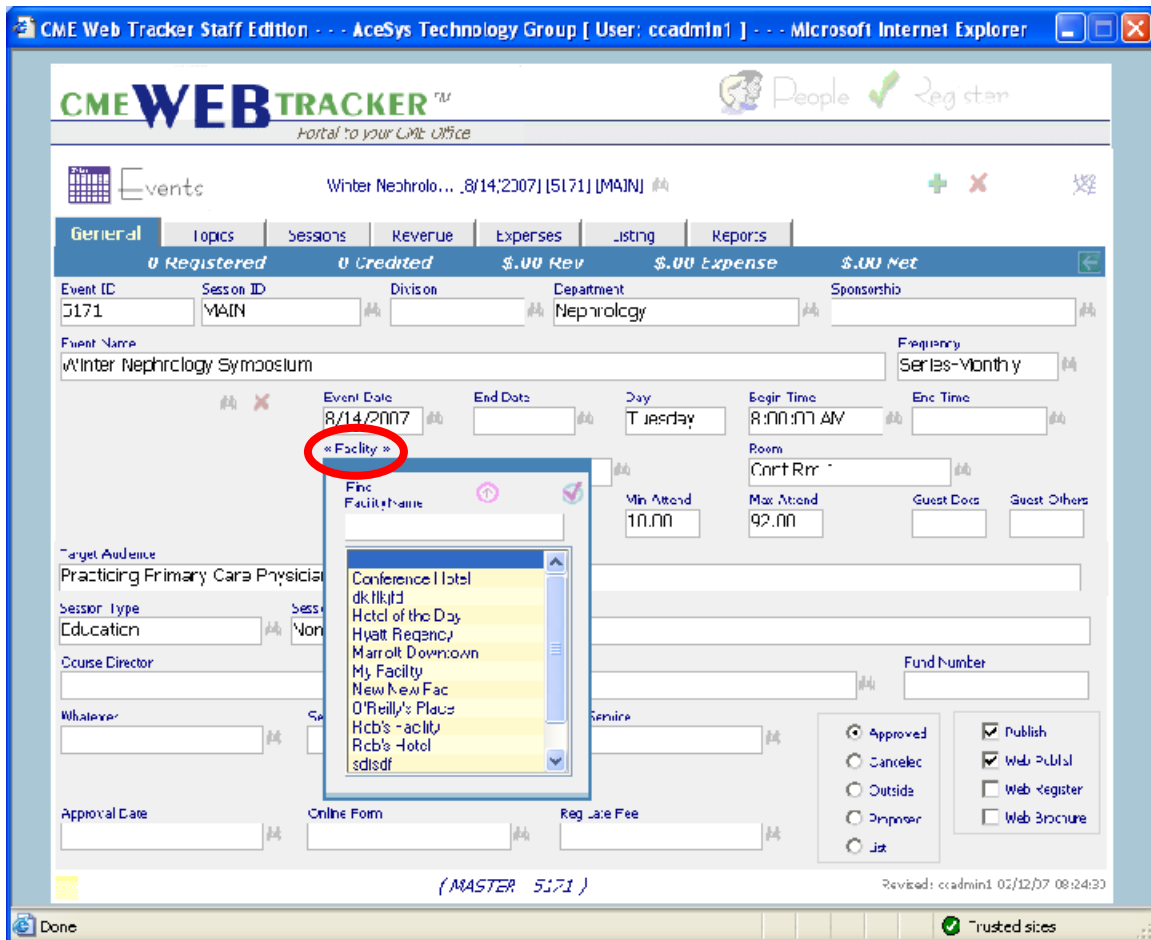


Fig. B

Tutorial

Step 3: The **Facility Maintenance** popup appears. This is where you can add and take away from the dropdown.

- a. Click the **Green Plus** icon to add a new **Facility**. (Fig.C)

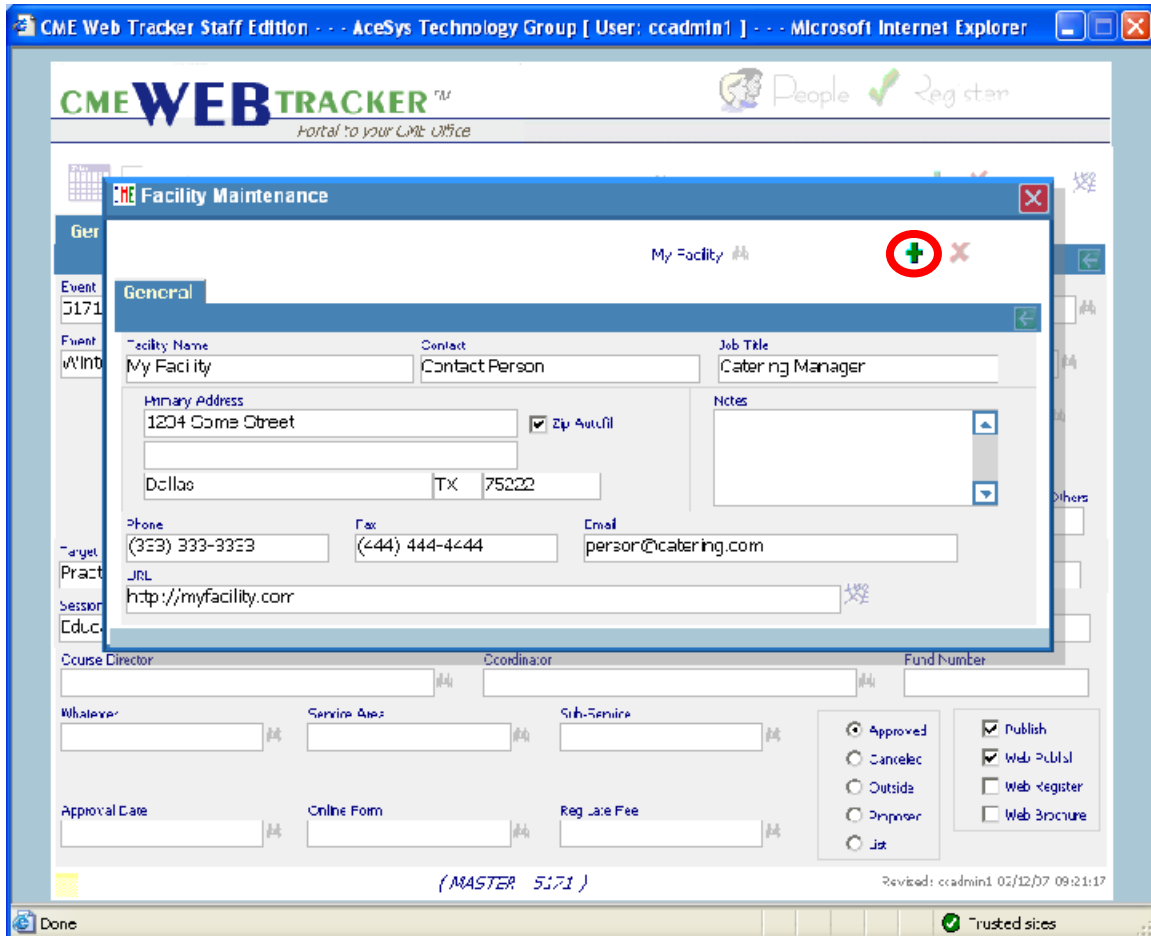


Fig. C

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Step 4: The Facility Maintenance screen now appears blank and is ready to be completed with new Facility information.

Step 5: To delete a Facility

- a. In the **Facility Maintenance** popup
- b. Click the **Binoculars** to select a **Facility** you wish to take away from the dropdown. (Fig. D)

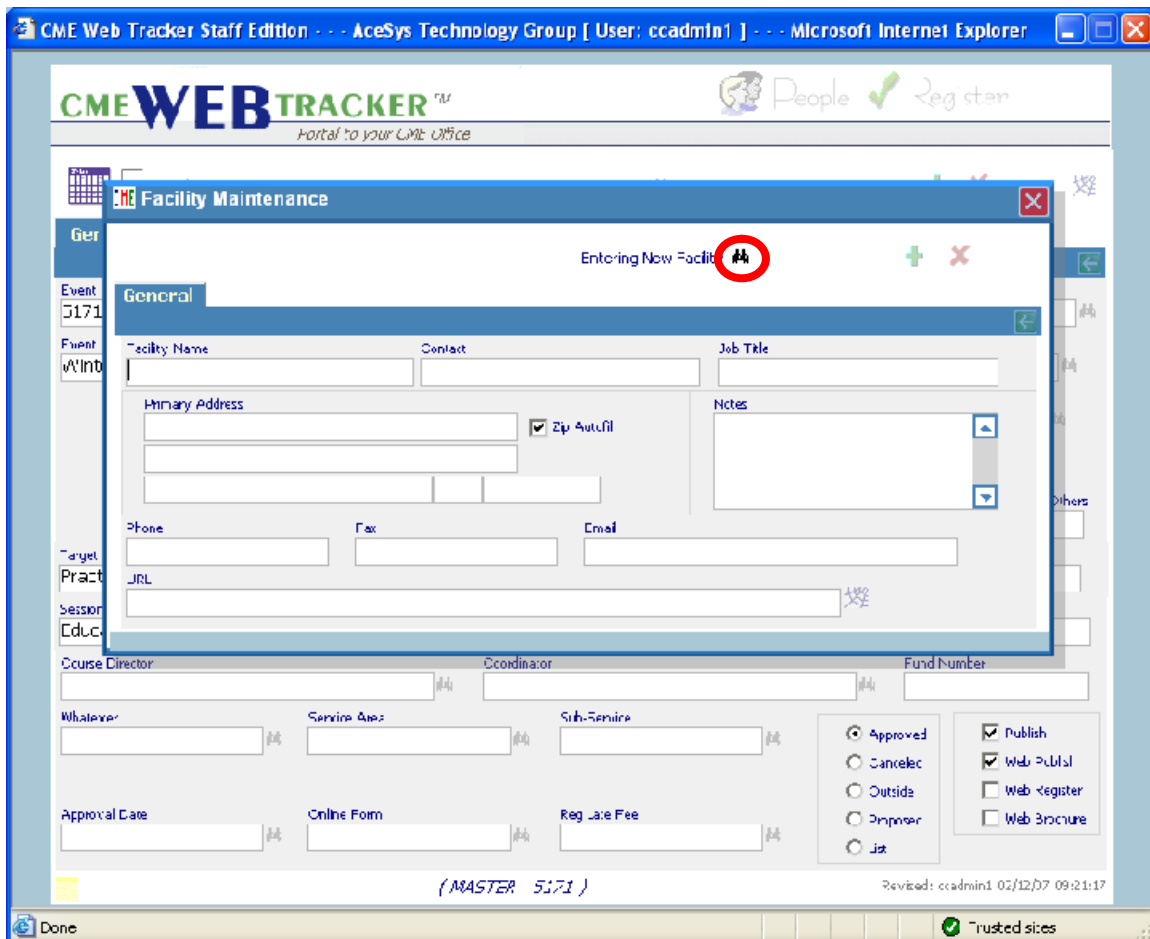


Fig. D

Tutorial

- Step 5:** The **Find Facility Name** popup appears.
- Find and click on the **Facility** you want to **Delete**.
 - Click the **Pink Checkmark** to select the facility. (Fig.E)

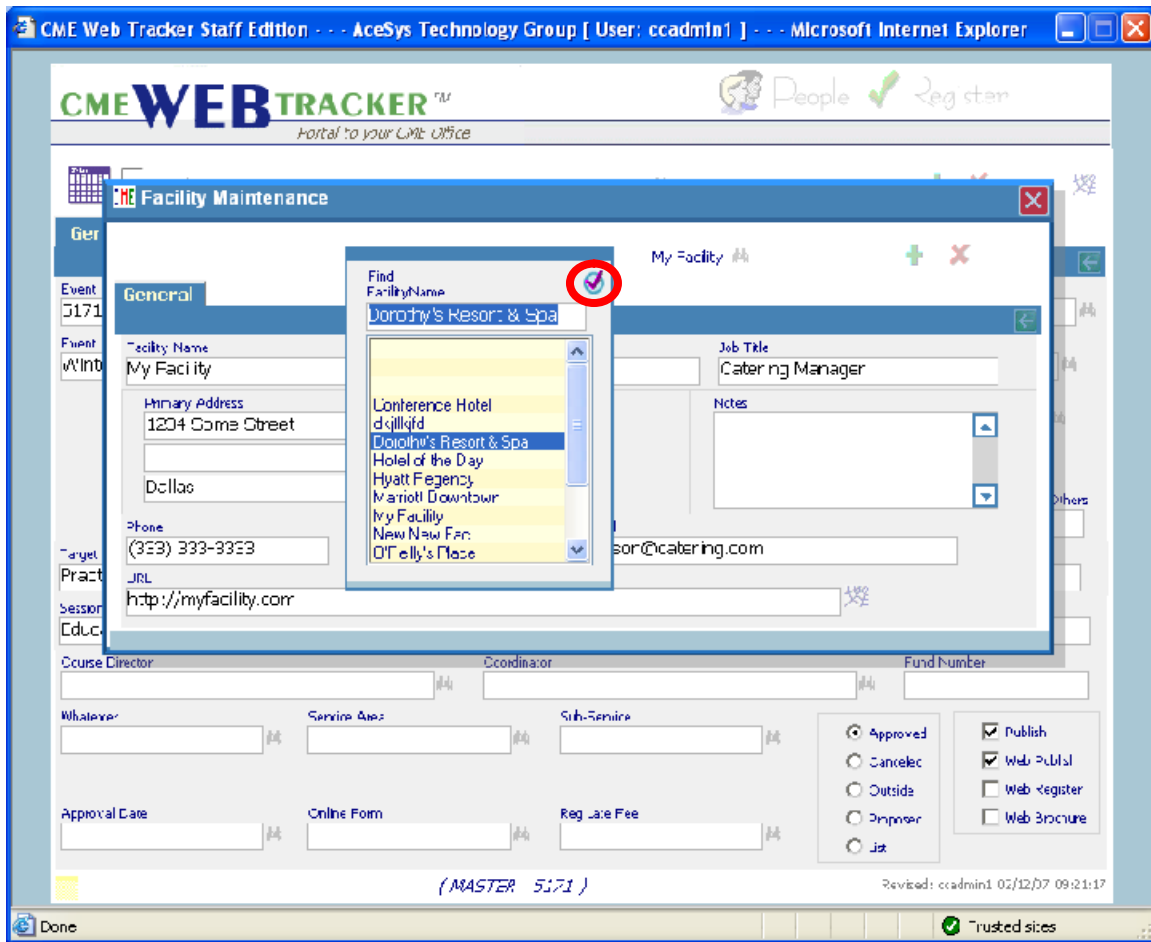


Fig. E

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Step 6: Click the **Red X** icon to **Delete** this **Facility**. (Fig.F)

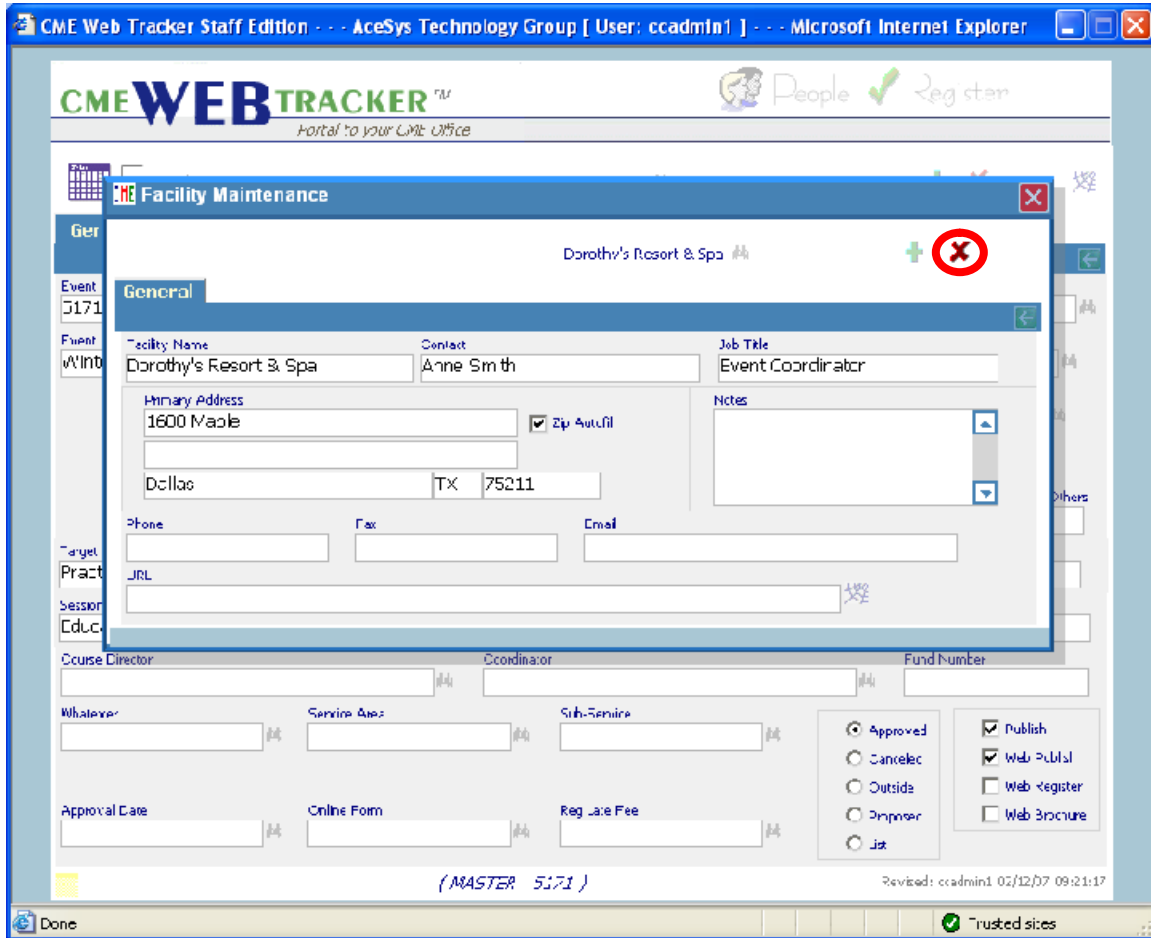


Fig. F

Tutorial

- Step 7:** A popup appears with the name of the **Facility** you want to **Delete** asking “Are You Sure?”
- Click **OK**.
 - The **Facility** has now been taken out of the dropdown. ([Fig. G](#))

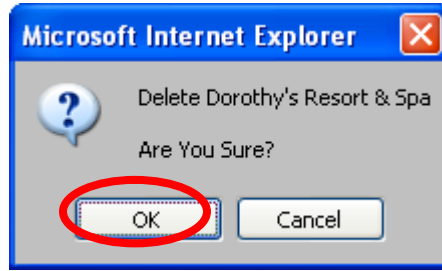


Fig. G

Result: You have now successful Added and Removed a Facility from the Facility dropdown.

Note: Selections that you make in the **Facility Maintenance** area do not impact the Facility Displayed on the **Events/General** screen.