Edit a Facility

As a Domain Administrator, you can edit the details for a facility. You can also add or edit Command Center information and customized Incident Dashboard tabs. Although most details of a facility are editable, a few restrictions apply. Regardless of your permissions, you cannot change a facility's domain. Additionally, only specifically authorized users can change a facility's business type.

To edit a facility's general information

1. Point to **Planning** and click **Facilities**. The *Facility Administration* page opens.
2. On the left, click the name of the facility you want to edit. Information about that facility opens on the right.
3. On the *General* drawer, edit this information.

Field	Description
Name	Name of the facility.
Report Name	Name of the associated report.
Domain	Domain to which the facility belongs.
Address	Physical address of the location.
Location	Latitude and longitude of the location.
Business Type	Type of business with which domain is associated.
Type	Type of building with which the facility is identified.
Incident Sharing	Allows individual incidents and pieces of incident information associated with this facility to be shared.

4. Click **Save**.

To edit a facility's details

1. Point to **Planning** and click **Facilities**. The *Facility Administration* page opens.
2. On the left, select the facility you want to edit. Information about that facility opens on the right.
3. Toward the bottom, click the **Details** drawer.
4. On the *Details* drawer, edit this information.

Field	Description
Facility Group	Parent system or group to which this facility belongs.

Availa ble Plans	Incident command plans available for this facility.
Busin ess Type	Type of business with which domain is associated.
Notific ations	Ad-hoc notifications is a premium plug-in that allows you to send voice, text, or email notifications at any time regardless of an incident.
Region	Health systems, facility groups, coalitions, and/or domains that form networks and have the ability to coordinate incident response.
Voice Notific ations	Indicates whether voice notifications are enabled or disabled.
Com mand Cente r Details	Phone, Fax, and Location for the facility's known command center.
Incide nt Dash board Tabs	Click **Add Tab** and enter the Name and URL for additional tabs to appear on the incident dashboard. **Note**: If a site you are adding is likely to contain non-secure or mixed content, an icon appears next to the website name and the **URL** field is outlined in the same color as the icon. The system also generates a warning message when you save this information.

5. Click **Save**.