

Manage JX Networks

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As an administrator, you can edit the JX networks you manage to change the name, contact details, or members. If necessary, you can also delete these networks.

JX networks consist of members, including participants, JX user groups, and other networks, that can view and filter information in Juvare Exchange.

On the JX networks page, you see three tabs for different types of networks:

- **Managed Networks** are networks that you or another administrator in your organization created. As the network owner, you can edit these networks to change the name or add and remove members.
- **Connected Networks** are networks in which you, through your participant, JX user groups, or JX networks, belong as a direct or indirect member.
- **All Networks** are networks that are currently registered in Juvare Exchange.

To manage JX networks

1. On the main menu, point to **Planning** and in the list, click **Facilities**. The *Facility Administration* page opens.
2. On the left, click the name of the facility for which you want to create a network. The *Details for YourFacility* appears on the right.
3. Toward the bottom, click **Details**. The *Details* drawer opens and when Juvare Exchange has been enabled for the domain and facility, you see two network links.
4. Click **JX Network Management**. The *JX Network Management* window opens.
5. On the *Managed Networks*, *Connected Networks*, or *All Networks* tab, to the right of any network you have the right to edit, click the edit icon. The network page expands.
6. Edit or update the **Name**, **Contact name**, **Contact email**, **Description**, or **Members** as needed.

Note: Network names should be highly descriptive so that other people can locate and select the networks with which they want to share information. The recommended format is "location – purpose" (for example, *SE Wisconsin – Emergency Response*).

7. If appropriate, click **Delete Network**. A confirmation window opens.
8. Click **Delete**.