

# Share Facility Details with JX Networks

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As an administrator, you identify which networks see your facilities in Juvare Exchange.

Sharing facility details means the name, location, and basic details appear on the Juvare Exchange dashboard. The networks with which you share this information can see the facilities on the map, and click the map icon for details.

Sharing facilities is distinct from sharing information about incidents. If an incident occurs at a shared facility, you still need to decide whether to share that information with Juvare Exchange.

## To share facility details with 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 you want to share. The *Details for [YourFacilityName]* opens 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 **Associated JX Networks**. The *JX Networks* window opens.
5. Search or scroll to select the check box for networks with which you want to share facility details.
6. If appropriate, select the **Associate all domain facilities with these networks** check box to automatically share details for all facilities in your domain with the selected networks.

**Note:** You can repeat this procedure on individual facilities to add or remove facility details from various networks.

7. Click **Save**.