

Manage Facility Labels

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Labels allow you to categorize your provider facilities by the type of facility, services provided, and more. You can assign one or more labels to each provider. These labels are especially useful when you create an incident and want to search for specific types of provider facilities.

Labels are also useful when managing response for an incident that affects multiple regions.

To add a facility label

1. On the upper right, click **System Settings**.
2. On the left, under *Labels*, click **Facility Labels**. The *Facility Labels* page opens.
3. Click **New Facility Label**. The *New Facility Label* window opens.
4. Enter the label's **Name**.
5. Click **Save**.

To edit a facility label

1. On the upper right, click **System Settings**.
2. On the left, under *Labels*, click **Facility Labels**. The *Facility Labels* page opens.
3. Click the edit icon for the label you want to change. The *Edit Facility Label* window opens.
4. Change the label **Name**.
5. Click **Save**.

To delete a facility label

1. On the upper right, click **System Settings**.
2. On the left, under *Labels*, click **Facility Labels**. The *Facility Labels* page opens.
3. Click the delete icon for the label you want to delete.
4. Click **Yes** in the confirmation window.