How to Add New Facilities to E-PLUS

Summary: To add a new facility to an active event, the facility you create must be associated with that event. If it is not, your end users will not see that facility as an option to select from the Patient Search/ Emergency Census applications. Follow all steps in this document to create a new facility for your end users to use.

Step 1: Create New Facility
1. Using the waffle menu in the top-right corner select Tenant Administration.
2. On the left-hand side of the screen a menu will appear. Select the Emergency Administration icon, which looks like a doctor's bag.
3. Select Facility Management from the Emergency Administration tab.
   a. Facility Management will display all active and inactive facilities associated with your organization (and sub-organization if applicable).
4. Select Add Facility which is located underneath all the facilities that are listed.
   a. The Create Facility window will appear. Fill in all required fields and add as much additional information as possible.
   b. Leave the location unchanged.
   c. The organization field cannot be edited as it is linked to the location.
   d. Save your changes.

Step 2: Link New Facility to the Disaster Event
1. From the Emergency Administration tab, select Event Management.
   a. Event Management will display all active and inactive events to which your organization is linked.
2. On the right-hand side of the screen select the Edit button that corresponds to the appropriate active event.
   a. The Edit Event window will appear.
3. Select the Edit button beside Facilities.
   a. The Select Facilities window will appear.
      i. Use the search bar to type in the facility(s) name(s).
      ii. Select the box beside the facility's name and Select Done.
      iii. You will return to the Edit Event window.
4. Select Update once all facilities have been linked to the active event.

Once these steps are complete, the user will be able to log in and select the appropriate facility from the Patient Search and Emergency Census applications.

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