

Add New Building

Purpose: Access the **Building Table** to add a new building.

Step	Action
1.	Navigate to Facility Table: Main Menu > Set up SACR > Foundation Tables > Facilities > Building Table
	Favorites Main Menu > Set Up SACR > Foundation Tables > Facilities > Building Table
	Building Table
	Enter any information you have and click Search. Leave fields blank for a list of all values.
	Find an Existing Value Add a New Value
	Maximum number of rows to return (up to 300): 300 Building: begins with Description: begins with Shart Description:
	Short Description: begins with Include History Correct History Case Sensitive
	Search Clear Basic Search Basic Search Sove Search Criteria
2.	Click the Add a New Value tab.
	Building Table
	Eind an Existing Value Add a New Value
	Building:
	Add



Step	Action
3.	Enter the 3 character code for the new building and click the Add button. <i>Result:</i> The Building Table for the new building displays. Building Table
	Building: NEW Find View All First 🖪 1 of 1 🕨 Last
	*Effective Date: 10/19/2010 3 Status: Active - *Description: *Short Description:
	Save E Notify E Add Update/Display Include History Correct History
4.	 Complete the following: Effective Date - Enter or select the appropriate effective date. Status - Select the appropriate status (Active or Inactive). Description - The building name (e.g. New Education Workshop) Short Description - The building code (e.g. NEW).
5.	Click the Save button.