

## **Editing a Saved Facility**

**Goal:** Learn to edit a saved facility's attributes in CROWNWeb.

**Estimated Time:** 15 to 20 minutes

# Table of Contents

Course Goals.....	3
Before You Begin.....	4
Edit a Saved Facility .....	5
Troubleshooting.....	6
Summary .....	7
Frequently Asked Questions .....	8
Demonstration.....	9
Pop-up Blocker Instructions .....	10
Quiz .....	11
Editing a Saved Facility Quiz.....	12
Pop-up Blocker Instructions .....	13
For More Information .....	14
Quick Start Guides.....	14
Online Help .....	14
Field-by-Field Descriptions.....	14

## Course Goals

By completing this course, you will be able to:

- **Search** for a saved facility.
- **Edit** data for a facility that you have scope over.

## Before You Begin...

Before you can complete this procedure, the following conditions must be met:

- Only a **Network Facility Editor** can edit or delete facility information.
- The facility must be within your Network.

Let's get started!

## Edit a Saved Facility

The following interactive tutorial will guide you through **editing a saved facility** in CROWNWeb.

### 1. Click Facilities

From the CROWNWeb *Home Page*, click **Facilities**. The *Search Facilities* screen displays.

### 2. Click Saved Facilities

Click **Saved Facilities** in the sub-menu. The *Saved Facility Record* screen displays a list of all facility records that have been saved.

### 3. Click CROWN Fac ID

Click the **CROWN Fac ID** for the desired facility. The *Facility Details (Saved)* screen displays.

### 4. Click Edit

Click **Edit Facility**. The *Edit Facility Details (Saved)* screen displays.

### 5. Click Save or Submit

Make desired changes and then click **Save** or **Submit**.

### 6. If Edits Saved

If you clicked **Save**, the *Edit Facility Details - (Saved)* screen displays.

### 7. If Edits Submitted

If you clicked **Submit**, the *Facility Details - (Submitted)* screen displays.

## Troubleshooting

Commonly experienced problems, recognized solutions, and other key information:

- Only a **Network Facility Editor** can make edits to the facility record.
- After the facility has been submitted to CROWNWeb, both **Facility Editors** and **Network Facility Editors** can make edits to the information.

## Summary

To summarize **editing** a saved facility:

1. From the CROWNWeb Home Page, click **Facility**.
2. Click **Saved Facilities**.
3. Click the **CROWN Fac ID** of the desired facility
4. Click **Edit Facility**.
5. Make desired changes and then click **Save** or **Submit**.

## Frequently Asked Questions

To view Frequently Asked Questions for this topic, click the following link:

[ACCESS FAQs](#)

Enter the words “**edit facility**” (or any other applicable keyword) to view FAQ content for that topic.



## Demonstration

The **Editing a Saved Facility** demonstration will allow you to watch the task of editing or deleting a saved facility in the system.

- Click the **View Demonstration** button below; or
- Click the **Bypass Demonstration** button to skip the demonstration and advance to the **Editing a Saved Facility** Quiz.

### View Demonstration

[Bypass Demonstration – To Quiz](#)

[Help on Pop-up Blocker](#)

## **Pop-up Blocker Instructions**

To turn off pop-up blocker for your web browser when you get the “**Pop-up blocked.**” message...

Go to the top menu bar and select:

**Tools > Pop-up Blocker > Always Allow Pop-ups from This Site...**

[Return to Demonstration](#)

## Quiz

The **Editing a Saved Facility** Quiz will test your knowledge on editing or deleting a saved facility in CROWNWeb.

- Click the **Take Quiz** button below to take the **Editing a Saved Facility** Quiz;  
or
- Click the **Bypass Quiz** button to skip the quiz and advance to the end of the tutorial.

[Take Quiz](#)

[Bypass Quiz – End Tutorial](#)

[Help on Pop-up Blocker](#)

## Editing a Saved Facility Quiz

**Q. After a facility has been submitted in CROWNWeb, only a Network Facility Editor can edit facility information.**

True / False

**Answer:** False. A **Facility Editor** can also edit a facility's information after it has been submitted.

**Q. Once a facility has been submitted in CROWNWeb, it cannot be deleted.**

True / False

**Answer:** True. A submitted facility cannot be deleted in CROWNWeb.

**Q. What do you click on to view a facility's details in CROWNWeb?**

- A. CROWN Editor ID
- B. CROWN UPI
- C. CROWN Fac ID
- D. CROWN Admin ID

**Answer:** C. CROWN Fac ID

## **Pop-up Blocker Instructions**

To turn off pop-up blocker for your web browser when you get the “**Pop-up blocked.**” message...

Go to the top menu bar and select:

**Tools > Pop-up Blocker > Always Allow Pop-ups from This Site...**

[Return to Quiz](#)

## **For More Information**

### **Quick Start Guides**

The CROWNWeb Quick Start Guides provide short and simple instructions on tasks users can perform in CROWNWeb, including how to edit a saved facility.

Click the link below to access the CROWNWeb Quick Start Guides.

[\*\*GO TO QUICK START GUIDES\*\*](#)

### **Online Help**

The CROWNWeb Online Help is a resource that contains instruction on all facets of the CROWNWeb system, including how to edit a saved facility.

Click the link below to access the CROWNWeb Online Help.

[\*\*GO TO ONLINE HELP\*\*](#)

### **Field-by-Field Descriptions**

The CROWNWeb Field-by-Field Descriptions are an online resource that contains details on every field on screens in the CROWNWeb system.

Click the link below to access the Edit Facility Field-by-Field Descriptions.

[\*\*GO TO FIELD DESCRIPTIONS\*\*](#)

Thank you for taking this tutorial!

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