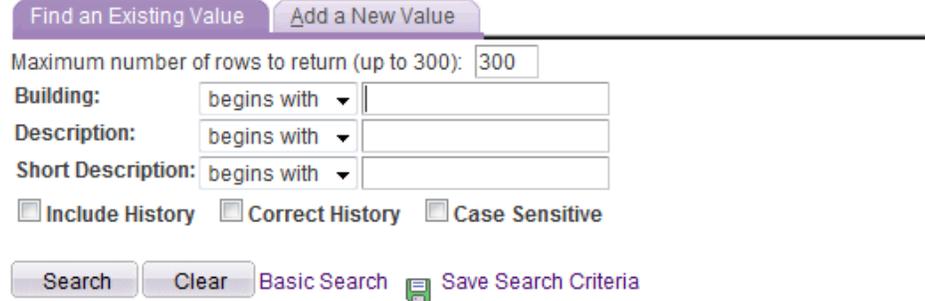
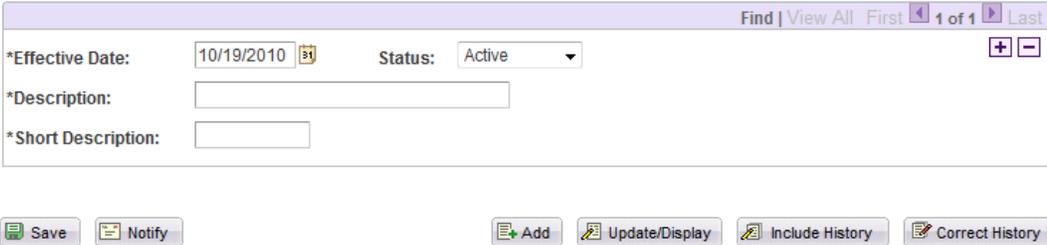


Add New Building

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

Step	Action
1.	<p>Navigate to Facility Table: Main Menu > Set up SACR > Foundation Tables > Facilities > Building Table</p> <p></p> <p>Building Table</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p></p>
2.	<p>Click the Add a New Value tab.</p> <p>Building Table</p> <p></p>

Step	Action
3.	<p>Enter the 3 character code for the new building and click the Add button.</p> <p>Result: The Building Table for the new building displays.</p> <p>Building Table</p> <p>Building: NEW</p> 
4.	<p>Complete the following:</p> <ul style="list-style-type: none"> • 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.	<p>Click the Save button.</p>