

MAST Training: Job Aid

Create or Manage a Facility



Objective

To provide facility managers with steps on how to create and manage facility objects.



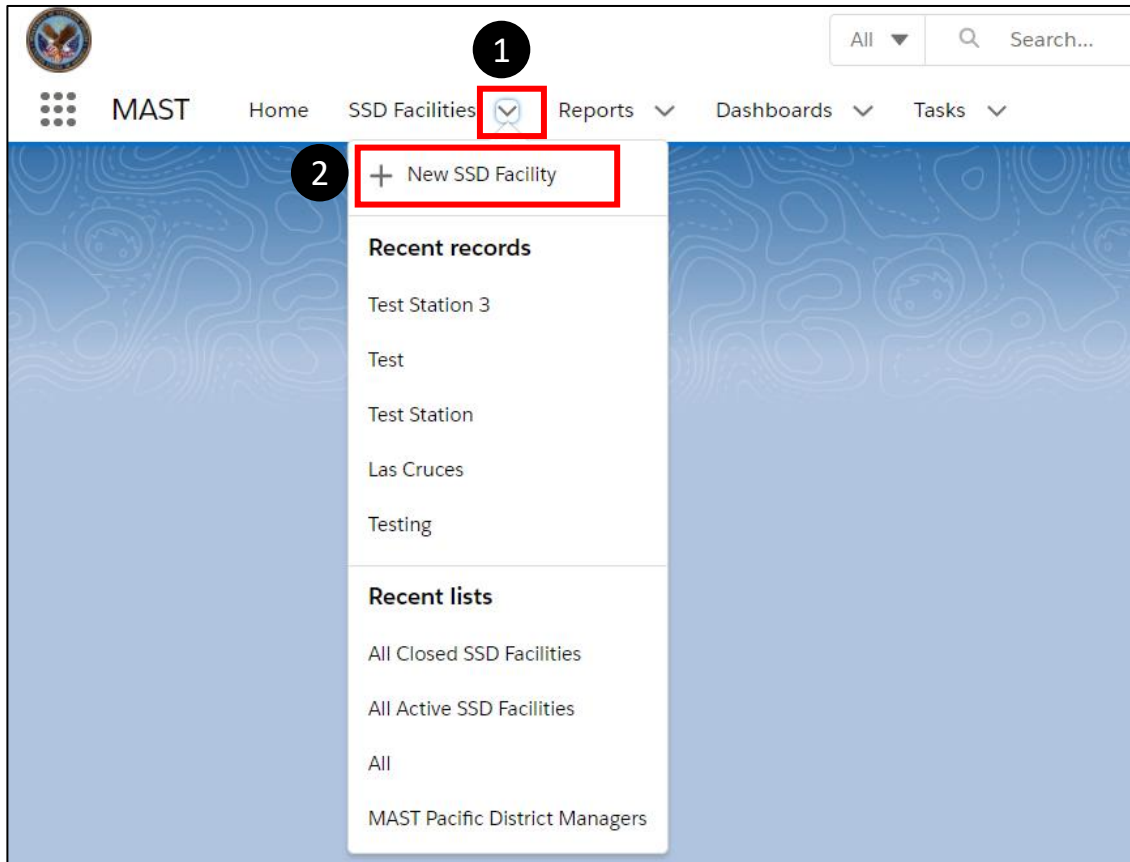
Audience

User: Facility Managers

Instructions

Pre-Step: Access the **MAST** Homepage via <https://va.my.salesforce.com/>

1. Click on the dropdown arrow next to the **SSD Facilities** tab.
2. Select **New SSD Facility**. The facility form should appear in a popup.



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3. **Enter** in all the required fields (these are marked with a red asterisk)

Note: **Facility Name** should start with the 3-digit station number, followed by the station name (i.e. "346-Seattle RO", "346-Lakewood Outbased Office")

4. **Fill** out any additional optional fields.
 - VSO/Union:** Enter in the appropriate information in this free text field for name of union.
 - Ann Lease w/Ops:** Enter in details in this free text field.
 - Ann TI & Other:** Enter in details in this free text field.

Note: Optional fields are not required to create or maintain a facility object.

5. **Click Save** to create your new facility.

Post-Step: There are 2 potential post steps.

- (1) **Select "All"** from the **SSD Facility** tab dropdown to view your new facility.
- (2) Create facility POCs (*Covered in the Create a Facility POC job aid*).

New SSD Facility

3

Station Information

* Station Name: --None--

* SSD Facility Name: [Text Field]

* Station Number: --None--

Building Name: [Text Field]

* Status: Active

* Address: [Text Field]

* City: [Text Field]

* State: --None--

* Zipcode: [Text Field]

* Satellite/Outbsd: --None--

* Central Office: --None--

* District: --None--

Related Account: Search Accounts... [Search Icon]

4

Facility Information

* Facility Type: --None--

Number of VA Employees: [Text Field]

Lease Number/OA: [Text Field]

Lease Expiration Date: [Calendar Icon]

Rentable Square Footage (RSF): [Text Field]

* Usable Square Footage (USF): [Text Field]

Amount/Year: [Text Field]

Parking: [Text Field]

Ann TI & Other: [Text Field]

Tenant Improvement Expiration: [Calendar Icon]

Guard Services/Year: [Text Field]

Lease Terms: [Text Field]

5

Security Information

Security System Name: [Text Field]

Last Security Assessment: [Calendar Icon]

Security Year Installed: [Calendar Icon]

Security Warranty Expiration: [Calendar Icon]

Other

* Divisions Represented: [Text Field]

Structure: [Text Field]

VSO: [Text Field]

VSO Square Footage: [Text Field]

Union: [Text Field]

Union Square Footage: [Text Field]

Cancel Save

✓ You have completed creating/managing a facility!