MAST Training: Job Aid
Reactivate a Facility

Objective

Train facility managers to reactivate a facility object.
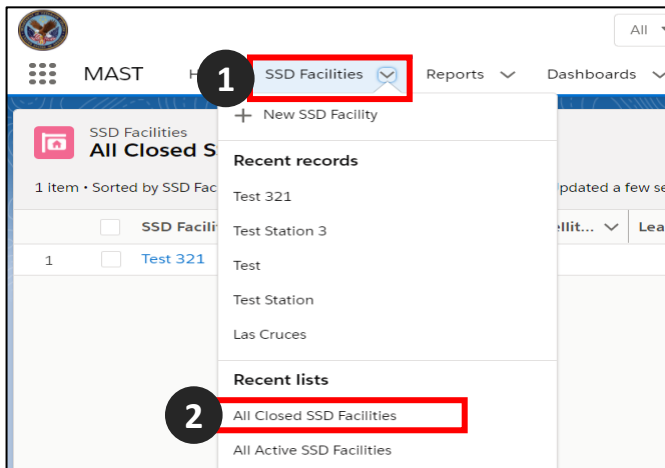
Audience

User: Facility Managers
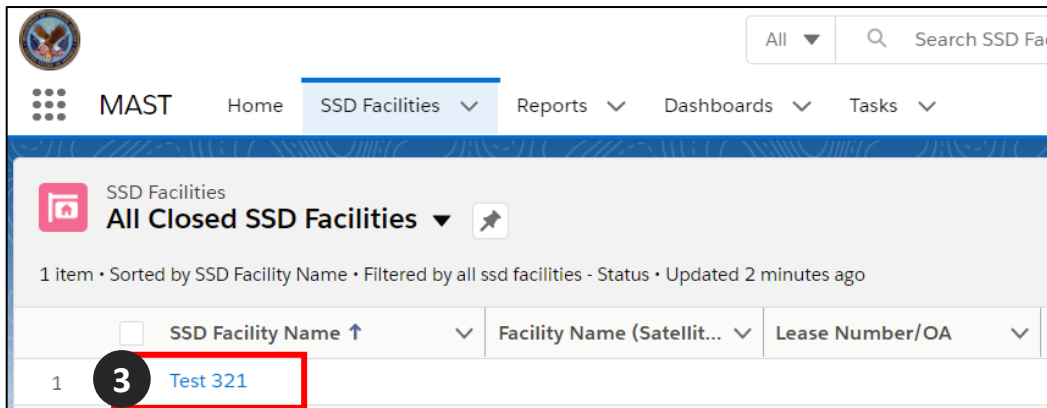
Instructions

Pre-Step: Access the **MAST** Homepage via https://va.my.salesforce.com/
1. **Click** on the **SSD Facilities** tab.
2. **Use** the dropdown arrow to select the **All Closed SSD Facilities** queue.

3. **Click** on the **SSD Facility Name** to select the facility that needs to be reopened.

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4. **Click** on the pencil to the right of the **Status** field to edit it.

5. **Update** the status from "**Closed**" to "**Active**".
6. **Update** any other fields that need to be changed.
7. **Click Save.**

8. **Go** back to the **SSD Facility** tab and use the dropdown to go to the **All Active SSD Facilities** queue and verify that the updated facility is now showing up here.

Post-Step: There is 1 potential post step.

(1) **Add Facility POCs** *(covered in the Add a Facility Point of Contact job aid).*

✓ You have completed reactivating a facility!