

# MAST Training: Job Aid

## Reactivate a Facility



### Objective

Train facility managers to reactivate a facility object.



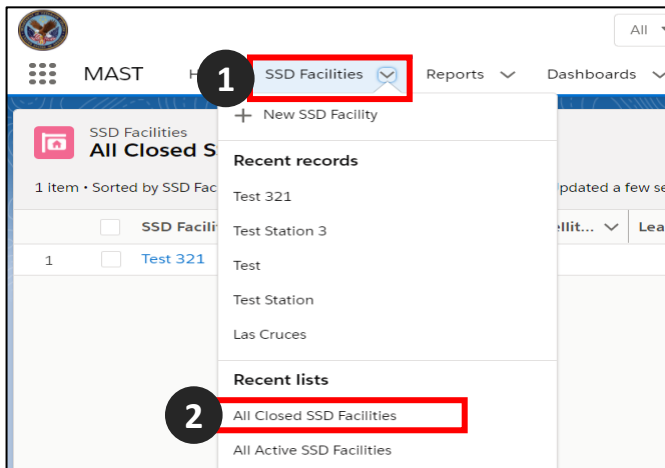
### Audience

User: Facility Managers

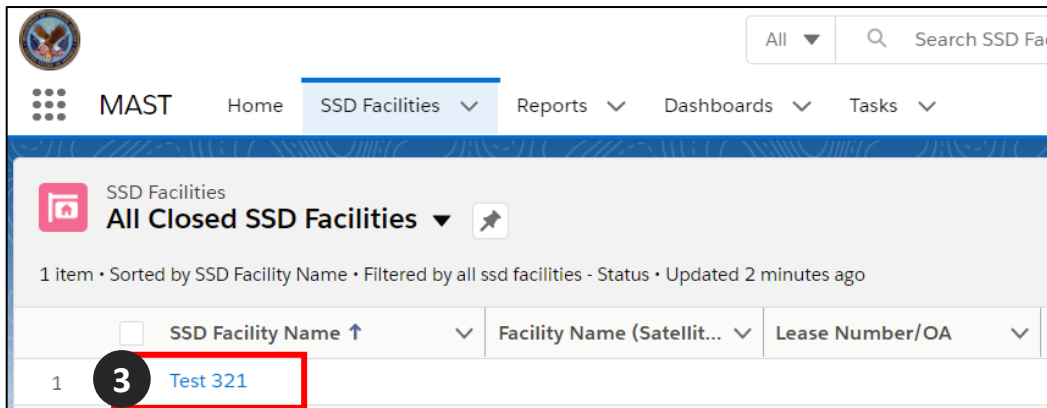
### Instructions

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.

SSD Facility  
Test 321

Details History Related

Station Information

Station Name	Albuquerque	SSD Facility Name	Test 321
Station Number	340		
Building Name		Status	Closed

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

Details History Related

Station Information

\* Station Name: Albuquerque

\* SSD Facility Name: Test 321

\* Station Number: 340

Building Name

\* Address: 123 st

\* State: Alabama

\* Status: Closed

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.

SSD Facilities

All Active SSD Facilities

6 Items • Sorted by SSD Facility Name • Filtered by all ssd facilities - Status • Updated a

	SSD Facility Name ↑	Facility Name (Sate...
1	Las Cruces	
2	Test	
3	Test 321	

**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!