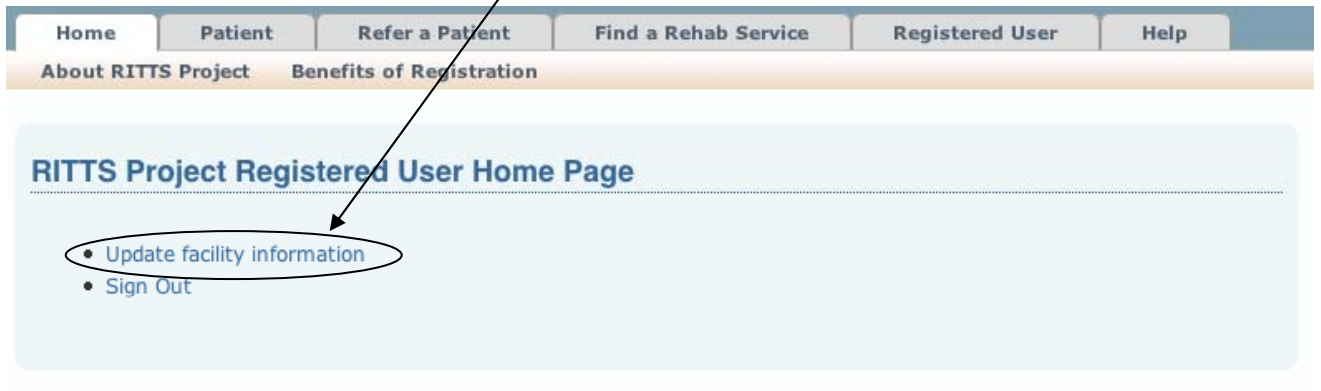


# RITTS Tutorial: FACILITY ADMINISTRATOR – UPDATING FACILITY INFORMATION

If you are a facility administrator, click on the *Update facility information* link on your homepage after logging in.



Enter the new facility information into the fields provided.

## Edit a facility

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[Back to registered user's home page.](#)

Fields marked with an asterisk (\*) indicate the information required to proceed.

**\* Facility Name:**

**Phone:**

*As follow: 555 555-5555*

**Website:**

*Start with: http://*

**Street Address:**

**Contact Name:**

**Contact Title:**

**Contact Phone:**

*As follow: 555 555-5555 555555*

**Contact Fax:**

*As follow: 555 555-5555*

**Contact Email:**

**Admitting Email:**

**Inclusion:**

When you have finished, click the *Update* button.

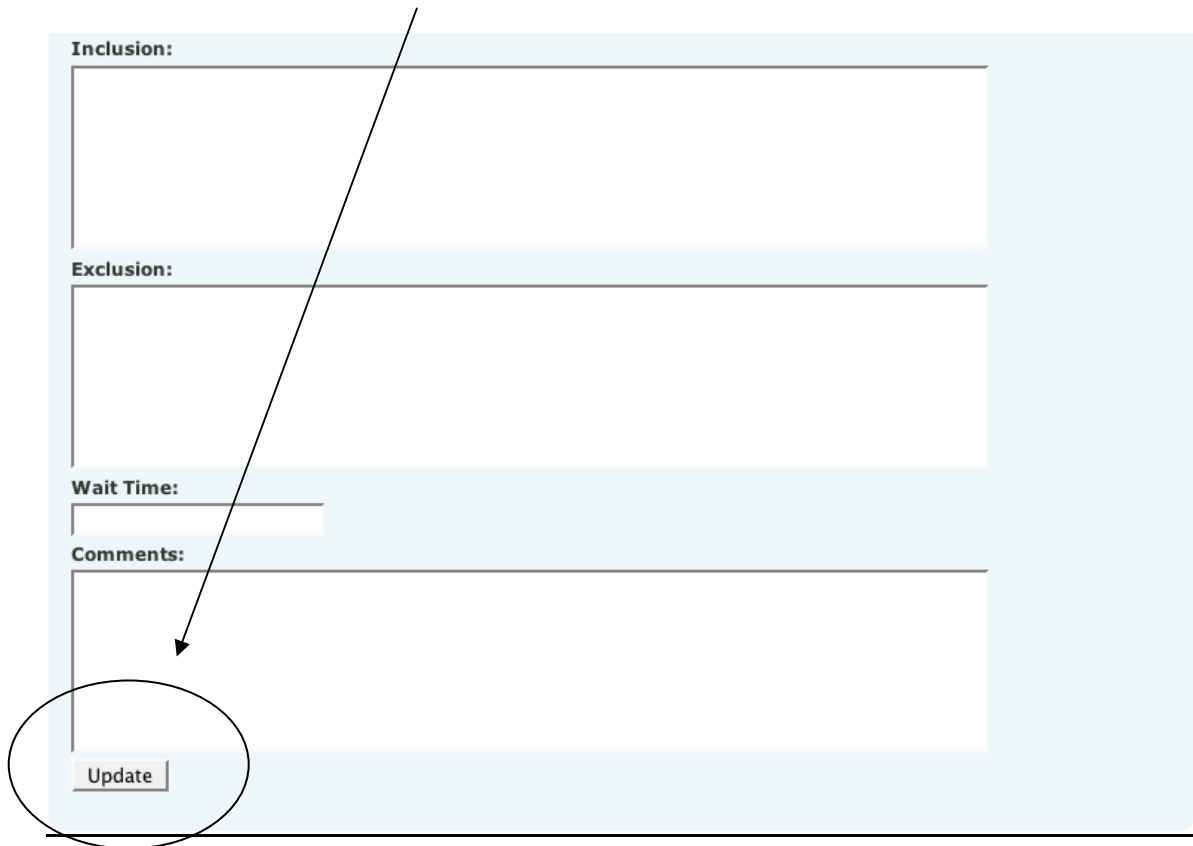
**Inclusion:**

**Exclusion:**

**Wait Time:**

**Comments:**

**Update**

The image shows a light blue form with four distinct sections. The first section is labeled 'Inclusion:' and contains a large empty rectangular box. The second section is labeled 'Exclusion:' and also contains a large empty rectangular box. The third section is labeled 'Wait Time:' and contains a smaller empty rectangular box. The fourth section is labeled 'Comments:' and contains a large empty rectangular box. At the bottom left of the form, there is a small rectangular button labeled 'Update'. A black arrow originates from the text 'When you have finished, click the Update button.' and points directly to the 'Update' button. The button itself is circled with a black oval.