

Archive a Facility

SafeTec has made it easy for you to archive a facility and the documents assigned to that facility.

Archive Facility

1. On the main menu, click the **Facility Management** button.

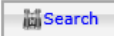


2. Search for the facility you wish to archive and click the blue link to open that record.

Menu > Facility Search

 Search

Facility 

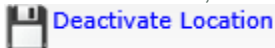
 Search

 Export to Excel

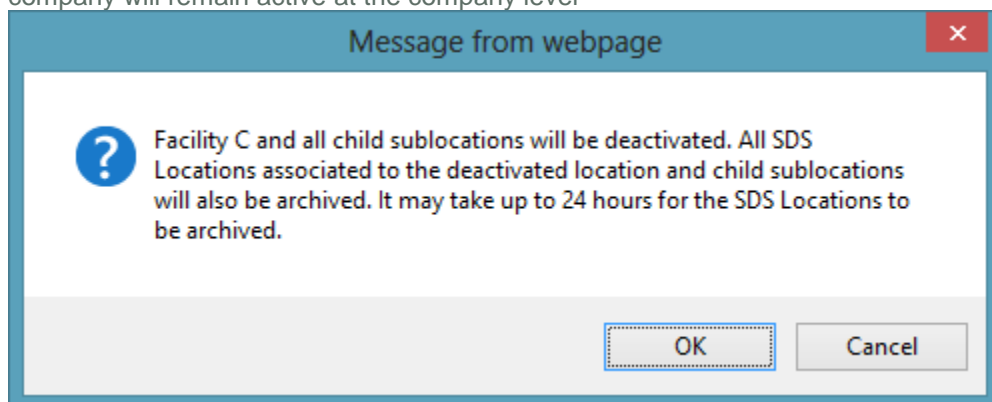
Facility Name	City	State	Contact Name	Active
Facility B				<input checked="" type="checkbox"/>
Facility C				<input checked="" type="checkbox"/>
Facility D				<input checked="" type="checkbox"/>




3. On the Detail tab, click the **Deactivate Location** button.



4. The system will display a warning. When you archive a facility, SafeTec will also:
 - Archive all sublocations
 - Archive all documents at a location level for this facility. The documents that are active for the company will remain active at the company level



5. If you are comfortable archiving this facility, sublocations, and documents at the facility, click the **OK** button.
 - **WARNING:** Please note that while there is a way to reactivate the facility, it will also reactivate all documents at that facility. If you had stopped using a chemical and had marked it as archived at this facility, this chemical will be reactivated when the facility is reactivated.
6. You will see a confirmation that your facility has been archived.

 The record was successfully updated.

Reactivate a Facility

If you wish to reactivate the facility, you can use the following steps.


WARNING: Please note that while there is a way to reactivate the facility, it will also reactivate all documents at that facility. This will include documents you had archived at that facility as no longer in use prior to archiving the facility.


1. On the main menu, click the **Facility Management** button.





2. Search for the facility you wish to activate and click the blue link to open that record.





Menu > Facility Search

 Search

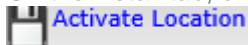
Facility 

 Search


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Inventory Configuration	Facility Name	City	State	Contact Name	Active
	Facility A	Vancouver	MI	John E. Contact	<input checked="" type="checkbox"/>
	Facility B				<input checked="" type="checkbox"/>
	Facility D				<input checked="" type="checkbox"/>
	Facility C				<input type="checkbox"/>

3. On the Detail tab, click the **Activate Location** button.



4. You will see a confirmation that your facility has been activated.

 The record was successfully updated.
The location has been successfully activated and any associated SDS Locations will not be archived.