


# View/Edit/Inactivate an Establishment

Complete the following steps to view and/or edit an establishment. **Note:** For additional information place cursor over the information icon .

1. Select the “View Establishment List” button in the “For Manual Data Entry” section on the “Injury Tracking Application” screen, **or**
2. Select the “View Establishment List” option from the dropdown “Navigation Menu” to display the list of establishments connected to your account.
3. To edit an establishment, select the establishment name in the “Name” column. When the Establishment opens, select the “Edit Details” button in the “Establishment Details” section.
4. Update information as needed, paying close attention to any required fields (marked in red and with an asterisk).
5. Select the “Save” button.
6. To inactivate an establishment, on the “View Establishment” screen, select the “Remove” button and select a “Removal Reason” from the dropdown list.
7. Select the “Remove Establishment” button.