How to Add a New Facility in AuxDataII

1. Log in to AuxData and navigate to "Facilities"
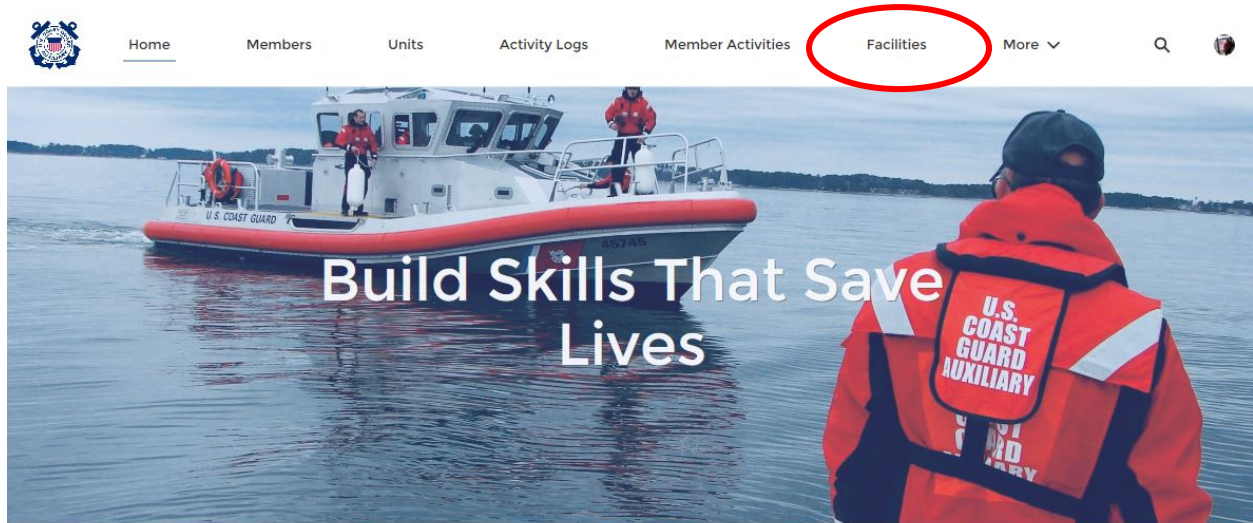
2. Click "New" to add a new facility record.

3. Choose the type of facility you are entering and click Next.

4. Enter all of the appropriate Facility information and click "Save" at the bottom of the New Facility field.

5. Follow the "USER GUIDE- How to Request and Approve a Facility Inspection in AuxDataII" to request a facility inspection and send the information to the DIRAUX office.