

The Virginia Learning Center



VIRGINIA DEPARTMENT OF
SOCIAL SERVICES

Illustration of how to:

How to Build a facility and a room within the facility

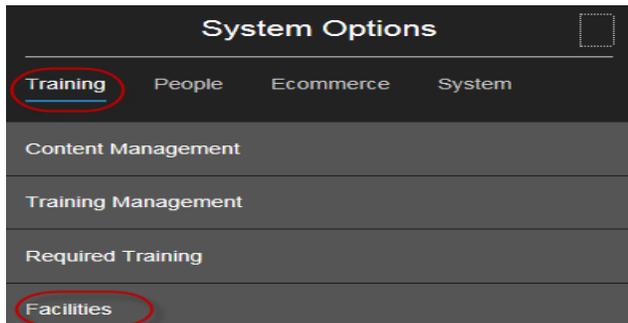
Step 1: Click on My Responsibilities



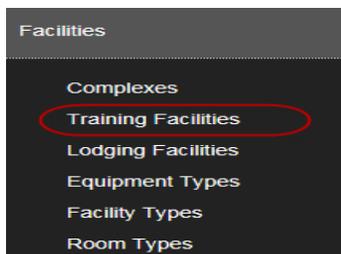
Step 2: Click on the area illustrated by red circle



Step 3: Click on Training, then Facilities



Step 4: Click on Training Facilities



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Illustration of how to:

How to Build a facility and a room within the facility

Step 5: Choose create new from the drop down and click go

Training Facilities

Facilities contain rooms where classroom course sections are held. Search for, create and manage facilities and rooms.

[Simple Search](#) | [Advanced Search](#)

To perform a search, enter keywords in the Search Text field. Then make selections using the search criteria options, and click Search. Use the Advanced Search for more specific search criteria for your search.

Search Text

Search Type

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Illustration of how to:

How to Build a facility and a room within the facility

Step 6: Fill in blanks to Create a New Facility, then click create

New Facility

Facilities contain rooms where classroom course sections are held. Search for, create and manage facilities and rooms.

[Summary](#) [Rooms](#) [Image](#) [Activity](#) [Content Sharing](#)

[Edit Summary](#) [Comments](#)

Enter new or change existing summary information about the item and then select Create or Save. The system uses the information to find the item when users perform searches.

*** Name**

*** Description**

*** Keywords**

*** Facility Type**

Address

City

U.S. State

Non-U.S. State/Province

Country

Postal Code

Complex

Contact Name

Contact Phone

Contact Fax

Contact Email

Additional Information

[Check Spelling](#)

[Create](#) [Cancel](#)

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Illustration of how to:

How to Build a facility and a room within the facility

Step 7: Under the Manage Rooms tab, click create new from the drop down menu and click go

My House

The facility was created.

Facilities contain rooms where classroom course sections are held. Search for, create and manage facilities and rooms.

Summary **Rooms** Image Activity Content Sharing

Manage Rooms

Use the Page menu to create new rooms. Use the Action menu to edit existing rooms or perform other tasks.

Create New

Records found: 0

Step 8: Add information in all fields and click create

My House

Facilities contain rooms where classroom course sections are held. Search for, create and manage facilities and rooms.

Summary **Rooms** Image Activity Content Sharing

Edit Summary Comments

Enter new or change existing summary information about this item. The system also uses summary information to find the item when users perform searches.

* Name/Number Living Room

* Description Living Room

* Keywords Living Room

* Room Type Training Room

* Capacity 15

Additional Information No food allowed

Check Spelling

Create Cancel