

Building Profile

Overview

This file contains one record for each combination of district and building referenced in the database. This file contains specific information which identifies and describes each building within a district, region and AEA. Within one district, region and AEA, there are many buildings.

Uniform Data Entry Procedure

At this time, there are no Uniform Data Entry Procedures related to Building Profile.

Access to Screen

From the Main Menu, select Building under the Agencies section or select the Building button from Region/Sector/Zone or District screen.

Modify a Building Profile

Note:

- Central Processing Center security level is necessary to modify the fields for District Number, Building Number and Legal Name.
- The Central Processing Center and the Bureau of Children, Family and Community Services have developed a protocol for assigning building numbers for buildings that are not listed in the Directory. Please consult with the CPC prior to adding any new Buildings to an AEA's file.

1. Select Building from under the Agencies column or click on the Building button from the AEA or Region screen.

2. Click on the New button to add a record.

Note: To inactivate a building, select it, and "uncheck" the box for active by using the space bar when in this field. When two or more districts merge, one of the districts may retain the original district number, and the other(s) may assume that one as well. Buildings in one or more districts may need to be changed according to the new district alignment.

3. Enter changes in contact persons, address, and phone numbers, etc., as needed.
 4. Enter an "N" in the Public/Non-Public field, if the building is a "non-public" building.
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