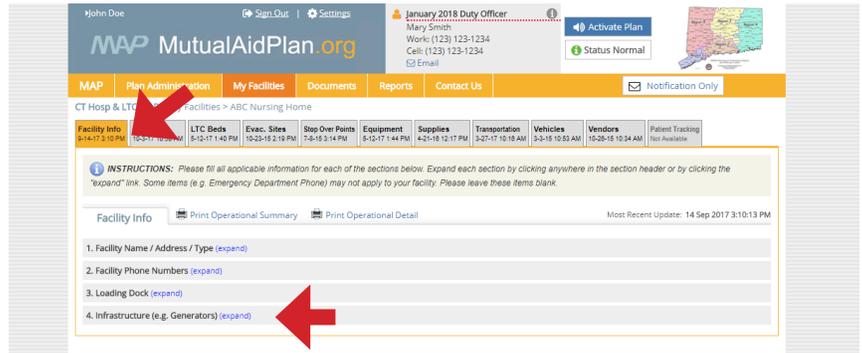


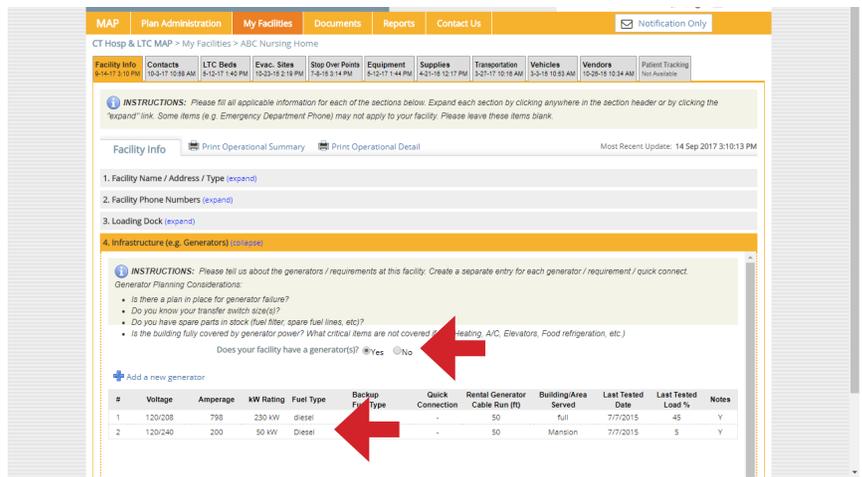
# Quick Reference Guide

## ► Adding / Updating Generator Information

1. Login to your facility.
2. Go to the Facility info tab and choose #4 Infrastructure (Generator).



3. Choose either Yes or No, if your facility has a Generator.
4. If "Yes" then click on the blue plus sign to add a new generator.
5. If your generator information is already listed and you want to update information "click" on the generator information listed below and edit.



6. Complete as much information on this screen as possible.
7. Hit "Save and Close"
8. Update every 6 months.

