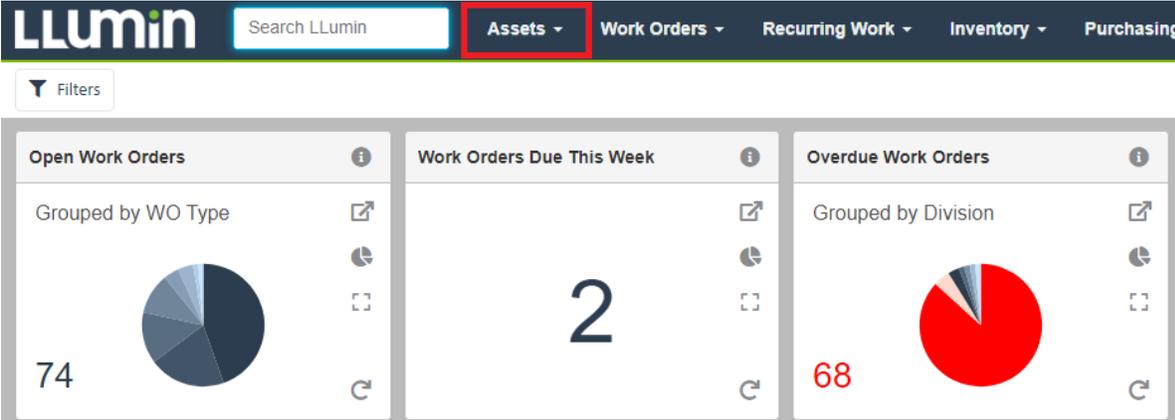# How to Create a Facility View

The **Facility View** feature provides a visual overview of all the Departments, Workcells, and Assets within your facilities, allowing for an organized and comprehensive representation of your operations.
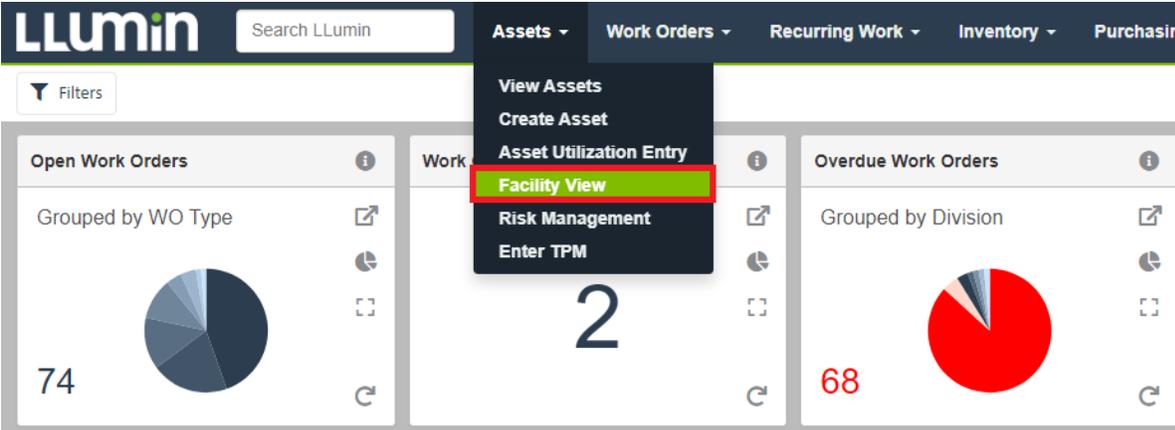
Instructions

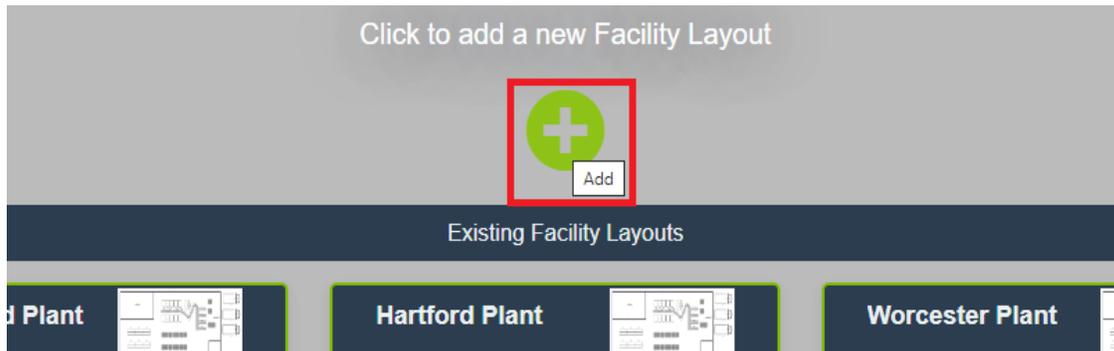To create a new Facility View, perform the following steps:

1. Go to the menu bar and select **Assets**.
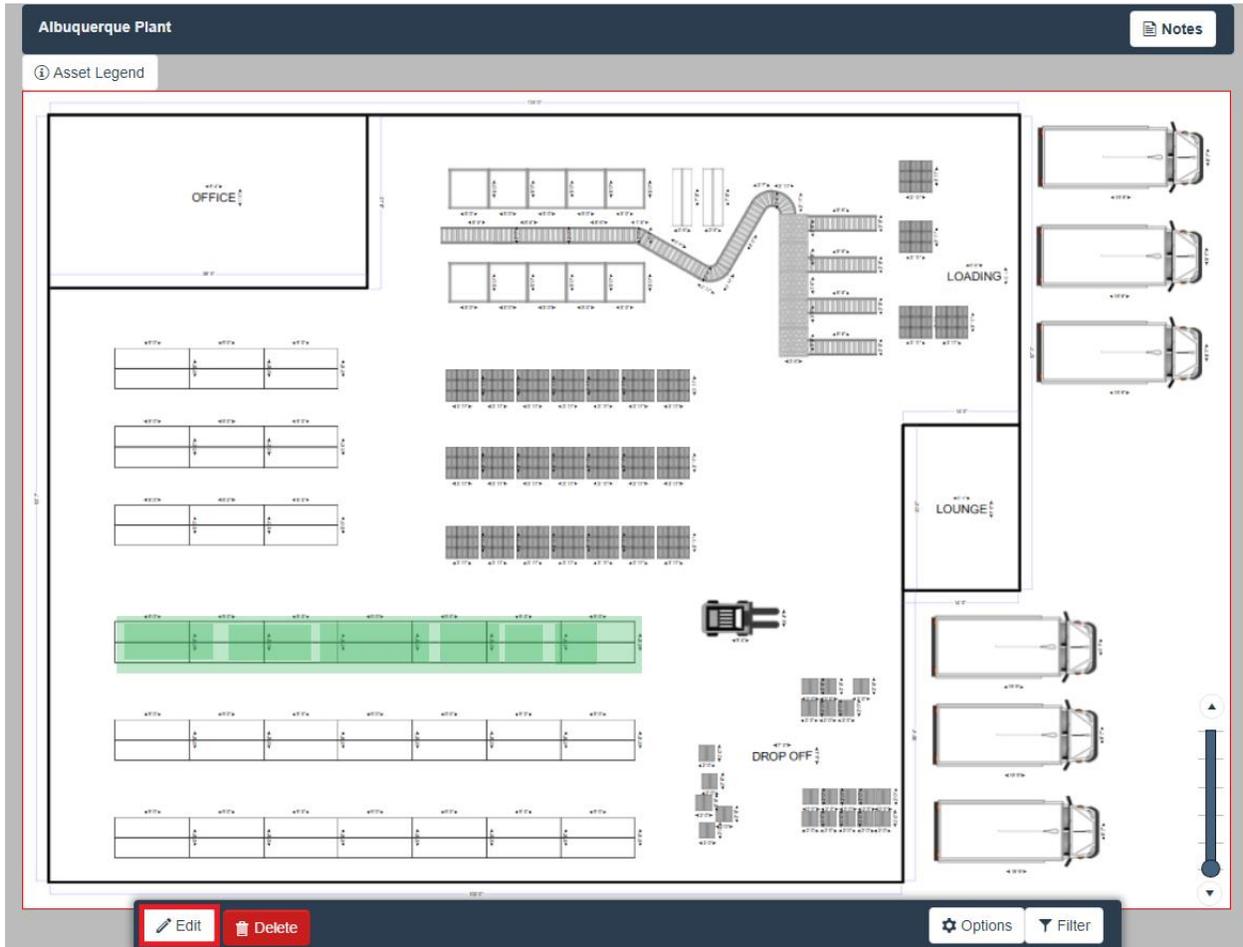

2. Select **Facility View**.

3. On the next screen, select the **Add** button to create a new Facility Layout**.**
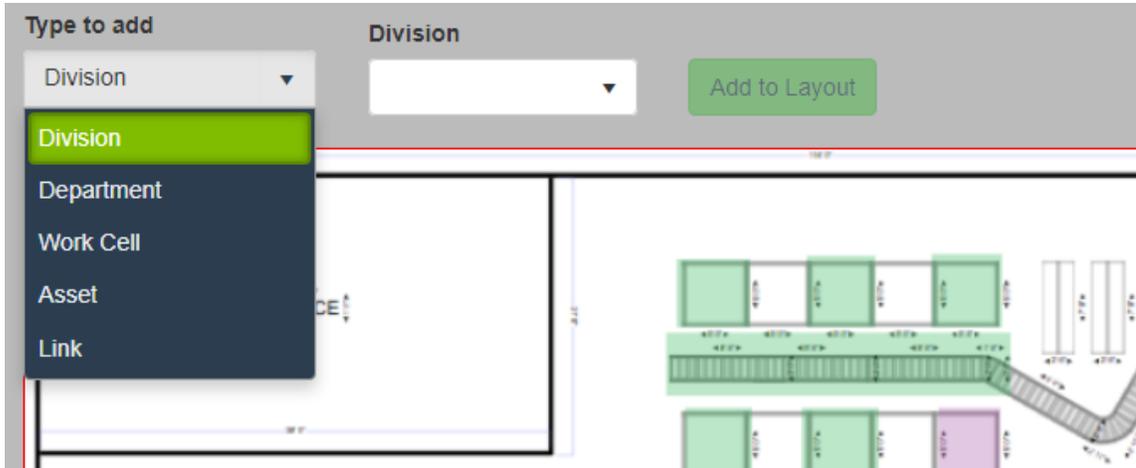

4. On the **Create a Facility View** screen, fill in the Description field with details about the facility.
5. Click **Select a File** to upload a floor plan for the view.
6. Once you've filled out the necessary fields, click **Create**.

7. In the newly created Facility View, click **Edit** at the bottom of the screen to start customizing the layout.

8. Use the **Type to add** dropdown to choose what you want to add to the view: Division, Department, Workcell, or Asset.

   NOTE: Options may vary depending on your initial selections, but these are the typical options available.

9. Click **Add to Layout**. A color-coded box representing the selected item will appear on the floor plan.

10. Resize and reposition the colored box on the image to accurately reflect its location. You can also use the zoom function for more precise placement.

11. Repeat steps 8 and 9 to add more items as needed for your facility view.

12. Once you've completed adding and positioning all items, click **Save** to update the facility view.