



The [\[Deactivate\]](#) link enables the user to edit the End Time of a selected Local Agency or Clinic. The End Time cannot be later than the Current Time. The Start Time is grayed out and cannot be modified. Deactivating a Local Agency will also deactivate all Clinics under this Local Agency.

The [\[Reactivate\]](#) link enables the user to edit the Start Time of the selected Local Agency or Clinic. The Start Time cannot be later than the Current Time and also cannot be before the Parent Agency's Start Time. The End Time is grayed out and defaults to 999999. Reactivating a Local Agency will not automatically reactivate its Clinics. They must be reactivated separately by selecting the [\[Reactivate\]](#) link at the end of the Clinic record. Remember to click on the Save icon  to complete the reactivate/deactivate process or the Cancel icon  to start over.

6.1.4 Generate WIC Local Agency and Clinic Directory Report

The user's permissions and search criteria decide what information will be shown on the WIC Local Agency and Clinic Directory Report after clicking the [Report](#) function.

The WIC Local Agency and Clinic Directory Report is an Excel file which lists the following: Id, Name, Address, City, State, Zip, Phone, and Status of selected Local Agencies and Clinics. The records are sorted in the following order: Region, State, Status, and Id. For each state, all active Local Agencies are listed and ordered by Id before the inactive ones. Clinics under a Local Agency are listed under their Parent Local Agency following the same rule: active ones listed first and sorted by Id, followed by the inactive ones sorted by Id.

	A	B	C	D	E
1	WIC LA Clinic Directory				
2	District of Columbia				
3	Id	Name	Address	City	
4	1191701006	Unity Health Care	3020 14th St., NW	Washington	
5	1191701007	Children's National Medical Center	111 Michigan Ave., NW	Washington	
6	1191701008	Mary's Center for Maternal & Child Care	2333 Ontario Road, NW	Washington	
7	1191701009	Howard University Hospital	2041 Georgia Ave., NW	Washington	
8	1192901001	COMMODITY FOOD PROGRAM	1660 L STREET NW SUITE 91	WASHINGTON	