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Generating Directory Reports of WIC Local Agencies/Clinics

Use the **Report** button on the [WIC Local Agency/Clinic Management page](#) to create a Microsoft Excel report listing the contact information for those local agencies and clinics that meet your entered search criteria.

To search for and generate a directory report for local agencies and clinics, you must have access to the FNS-648 form. The specific directory information contained in your reports will depend on your location and the program/form combinations to which you have access.

Note: The **Report** function returns a directory report listing both local agencies and clinics together. To generate a list of either local agencies only or clinics only for a given **Location** and/or **Parent Id**, use the **Search** function described in [Searching for WIC Local Agencies/Clinics](#).

This topic contains the following subtopics:

- [How to Generate Reports of WIC Local Agencies or Clinics](#)
- [Report Generating Tips](#)

How to Generate Directory Reports of WIC Local Agencies or Clinics

To generate directory reports listing the contact information for WIC local agencies and clinics, use the following steps:

1. Open the WIC Local Agency/Clinic Management page using the instructions in [Working with](#)

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1. Open the WIC Local Agency/Clinic Management page using the instructions in [Working with WIC Local Agencies/Clinics](#).

By default, the WIC Local Agency/Clinic Management page automatically displays all possible search results to which you have access in the [Search Results tab](#) the first time that the page opens within a given FPRS session.

If you perform any new searches on the WIC Local Agency/Clinic Management page, the results of your latest search remain listed in the **Search Results** tab until you **Clear** them.

2. Select your report list criteria using one or more of the following fields and check box:
 - **Location** (drop-down list): the location level of the local agency/clinic. Select one of the following three options:
 - **US level**
 - **Region level**: selecting this option displays the **Region** drop-down list, from which you can select an FNS region.
 - **State level**: selecting this option displays the **State** drop-down list from which you can select a United States state or territory.
 - **Parent Id** (drop-down list): the numeric identifier of the parent organization of the local agency/clinic and the parent organization name.
 - **Is Active** (check box): if selected, limits the search to only those local agencies/clinics that are active.

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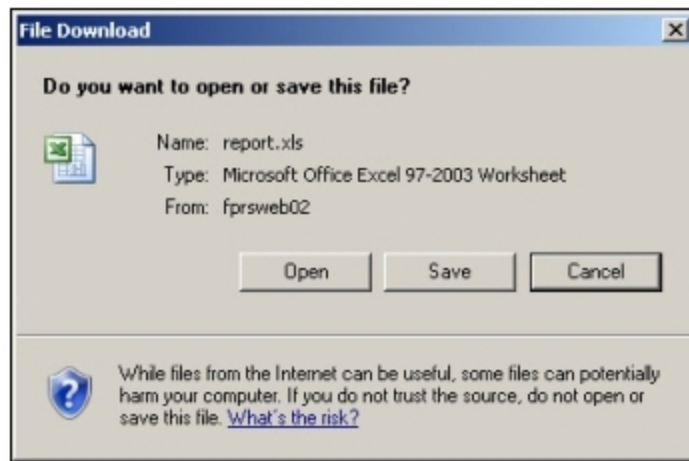
WIC Local Agency/Clinic Management

Type	Local Agency
Location	US level
Parent Id	0199001 - POARCH BAND OF CREEK INDIANS
<input checked="" type="checkbox"/> Is Active	
<input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Report"/> <input type="button" value="Add New"/>	

Local Agency/Clinic Management Report Fields and Buttons

- Click **Report** to perform a combined local agency and clinic search based on the selected criteria and to generate a report listing the results.

Result: FPRS generates the Excel report, and opens the File Download dialog box.



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File Download Dialog Box

4. Click **Open** to open the Excel report listing the results of your local clinic and agency search.

	A	B	C	D	E	F	G	H	I	
1				WIC LA Clinic Directory						
2				District of Columbia						
3	Id	Name	Address	City	State	Zip	Phone	Active		
4	1191701006	Unity Health Care	3020 14th St., NW	Washington	DC	20009-0000	(202) 518-6459	Y		
5	1191701007	Children's National Medical Center	111 Michigan Ave., NW	Washington	DC	20018-2970	(202) 476-5594	Y		
6	1191701008	Mary's Center for Maternal & Child Care	2333 Ontario Road, NW	Washington	DC	20009-0000	(202) 232-6679	Y		
7	1191701009	Howard University Hospital	2041 Georgia Ave., NW	Washington	DC	20066-0000	(202) 865-4942	Y		
8	1192901001	COMMODITY FOOD PROGRAM	1660 L STREET NW SUITE 91	WASHINGTON	DC	20036	(202) 673-6800	N		

Local Agency and Clinic Directory Report

OR

Click **Save** to save a copy of the report on either a local or network drive.

Result: The Microsoft Windows Save As dialog box opens.

OR

Click **Clear** to reset the drop-down list fields and the check box to their default selections.

4. To perform another search, close the Excel window (if open), and repeat Steps 2 and 3 of this procedure.

Report Generating Tips

- Selecting a **Type** of either **Local Agency** or **Clinic** does not affect the report; the report will always list both local agencies AND clinics.

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OR

Click **Clear** to reset the drop-down list fields and the check box to their default selections.

- To perform another search, close the Excel window (if open), and repeat Steps 2 and 3 of this procedure.

Report Generating Tips

- Selecting a **Type** of either **Local Agency** or **Clinic** does not affect the report; the report will always list both local agencies AND clinics.
- The more specific your criteria, the fewer results your report will list.
- Clicking **Search** with the following criteria selected generates a report listing all possible local agency and clinic results:
 - A **Location** of **US level**
 - A **Parent Id** of **All**
 - The **Active** check box cleared (not selected)

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Searching for WIC Local Agencies/Clinics

Use the **Search** button on the [WIC Local Agency/Clinic Management page](#) to return a list of those agencies and clinics that meet your selected search criteria.

To search for local agencies or clinics, you must have access to the FNS-648 form. The results your search returns will depend on your location and the program/form combinations to which you have access.

Note: The **Search** function allows you to search for either local agencies or clinics, but not both at the same time. To generate a report listing both the WIC local agencies and clinics for a given **Location** and/or **Parent Id**, use the **Report** function described in [Generating Reports of WIC Local Agencies/Clinics](#).

This topic contains the following subtopics:

- [How to Search for WIC Local Agencies or Clinics](#)
- [The Search Results Tab](#)
- [Local Agency/Clinic Management Search Tips](#)

How to Search for WIC Local Agencies or Clinics

To search for WIC local agencies or clinics, use the following steps:

1. Open the WIC Local Agency/Clinic Management page using the instructions in [Working with WIC Local Agencies/Clinics](#).

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By default, the WIC Local Agency/Clinic Management page automatically displays all possible search results to which you have access in the [Search Results tab](#) the first time that the page opens within a given FPRS session.

If you perform any new searches on the WIC Local Agency/Clinic Management page, the results of your latest search remain listed in the **Search Results** tab until you **Clear** them.

2. Select your search criteria using one or more of the following fields and check box:
 - **Type** drop-down list: the WIC entity type, either **Local Agency** or **Clinic**.
 - **Location** drop-down list: the location level of the local agency or clinic. Select one of the following three options:
 - **US level**
 - **Region level:** selecting this option displays the **Region** drop-down list, from which you can select an FNS region.
 - **State level:** selecting this option displays the **State** drop-down list from which you can select a United States state or territory.
 - **Parent Id** drop-down list: the numeric identifier of the parent organization of the local agency or clinic and the parent organization name.
 - **Is Active** (check box): if selected, limits the search to only those local agencies or clinics that are active.
3. Click **Search** to perform the local agency or clinic search based on the selected criteria.

Result: FPRS returns the list of agencies matching the submitted search criteria in the [Search Results tab](#), and displays the number of records found by the search to the right of the **Clear** button.

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OR

Click **Clear** to reset the drop-down list fields and the check box to their default selections, and to remove all search results from the **Search Results** tab (if applicable).

WIC Local Agency/Clinic Management

Type:

Location:

Parent Id:

Is Active

Found: 14 record(s)

Search Results

Id	Name	Address	City	State	Start	End	UpdateDate	UpdateBy	
3592101003	First Nations Community Healthsource	5608 Zuni SE	Albuquerque	NM	198810	999999	3/9/2006 11:31:23 PM	CONVERT	[Modify] [Deactivate]
3592101005	First Choice Community Healthcare	North Valley Office, 1231 Candelana NW	Albuquerque	NM	198810	999999	3/9/2006 11:31:44 PM	CONVERT	[Modify] [Deactivate]
3592101006	WIC Administrative Office, Region I	515 W. High Street	Grants	NM	200604	999999	2/9/2007 9:00:16 AM	CONVERT	[Modify] [Deactivate]
3592101007	WIC Administrative Office, Region II	605 Letrado Street	Santa Fe	NM	198810	999999	3/9/2006 11:31:42 PM	CONVERT	[Modify] [Deactivate]
3592101017	WIC Administrative Office, Region III	7704 2nd Street	Albuquerque	NM	199201	999999	3/9/2006 11:31:37 PM	CONVERT	[Modify] [Deactivate]
3592101018	WIC Administrative Office, Region IV	#9 East Challenger St. RIAC	Roswell	NM	200604	999999	2/9/2007 9:00:17 AM	CONVERT	[Modify] [Deactivate]
3592101019	WIC Administrative Office, Region V	1170 N. Solano, Suite K	Las Cruces	NM	200604	999999	2/9/2007 9:00:17 AM	CONVERT	[Modify] [Deactivate]
3592101020	WIC State Office	2040 S Pacheco Street, Room 152	Santa Fe	NM	200604	999999	2/9/2007 9:00:16 AM	CONVERT	[Modify] [Deactivate]
3599002009	Eight Northern Pueblo, NM	P.O.Box 969	San Juan Pueblo	NM	198810	999999	3/9/2006 11:32:00 PM	CONVERT	[Modify] [Deactivate]
3592101001	LA CASA DE BUENA SALUD	PO BOX 816	PORTALES	NM	198810	200604	3/9/2006 11:31:22 PM	CONVERT	[Modify] [Reactivate]

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Sample WIC Local Agency Search Results

4. To perform another search, click **Clear** and repeat Steps 2 and 3 of this procedure.

The Search Results Tab

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When you perform a local agency or clinic search, FPRS displays the **Search Results** tab and populates the tab's list with the results of your search. Even if your search returns no results, FPRS displays the **Search Results** tab with an empty list.

Search Results									
Id	Name	Address	City	State	Start	End	UpdateDate	UpdateBy	
0991701001	TVCCA WIC Program	401 West Thames Street, Unit 201	Norwich	CT	198810	999999	3/9/2006 11:32:02 PM	CONVERT	[Modify] [Deactivate]
0991701002	Bridgeport Health Department	WIC Program, 752 E. Main Street	Bridgeport	CT	198810	999999	3/9/2006 11:31:47 PM	CONVERT	[Modify] [Deactivate]
0991701005	Hartford Health Department	WIC Program (Main Office), 131 Coventry Street	Hartford	CT	198810	999999	3/9/2006 11:32:03 PM	CONVERT	[Modify] [Deactivate]
0991701007	The Hospital of St. Raphael	New Haven WIC Program, 1401 Chapel Street	New Haven	CT	198810	999999	3/9/2006 11:31:38 PM	CONVERT	[Modify] [Deactivate]
0991701008	Stamford WIC Program	888 Washington Boulevard, PO Box 10152	Stamford	CT	198810	999999	3/9/2006 11:31:42 PM	CONVERT	[Modify] [Deactivate]
0991701009	Waterbury Hlth Dept. WIC Program	95 Scovill Street	Waterbury	CT	198810	999999	3/9/2006 11:31:34 PM	CONVERT	[Modify] [Deactivate]
0991701015	Meriden WIC Program	Meriden Health Department, 165 Miller Street	Meriden	CT	198810	999999	3/9/2006 11:31:33 PM	CONVERT	[Modify] [Deactivate]
0991701016	Access/Windham WIC Program	1315 Main Street, Suite 2	Willimantic	CT	198810	999999	3/10/2008 1:19:00 PM	James Burton	[Modify] [Deactivate]
0991701019	Bristol Hospital WIC Program	9 Prospect Street	Bristol	CT	198810	999999	9/23/2008 7:19:00 AM	James Burton	[Modify] [Deactivate]
0991701020	Danbury WIC Program	McLean House, 13 Main Street	Danbury	CT	198810	999999	3/9/2006 11:31:27 PM	CONVERT	[Modify] [Deactivate]

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Results List in the Search Results Tab

The Search Results list displays the following:

- **Id** (column heading): the unique numeric identifier of the local agency or clinic.
- **Name** (column heading): the local agency or clinic name.
- **Address** (column heading): the street address of the local agency or clinic.
- **City** (column heading): the city of the local agency or clinic.
- **State** (column heading): the United States state or territory to which the local agency or clinic belongs.

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- **Start:** the date on which the local agency or clinic became active, in YYYYMM format, where Y = a digit of the four-digit year and M = a digit of the two-digit month.
- **End:** the date on which the local agency or clinic became inactive, in YYYYMM format, where Y = a digit of the four-digit year and M = a digit of the two-digit month.

Note: An **End** date value of "999999" indicates that there is no set end date; that is, the item is active indefinitely.

- **UpdateDate:** the date and time on which the local agency's or clinic's active/inactive status was last modified.
- **UpdateBy:** the user ID of the person or process who last modified the local agency's or clinic's active/inactive status.
- [[View](#)] (link): click to open the **FNS-648** tab with the **Action Type** of **View**; from this tab you can view the existing information for a local agency or clinic.
- [[Modify](#)] (link): click to open the **FNS-648** tab with the **Action Type** of **Modification**; from this tab you can modify the existing information for a local agency or clinic.
- [[Deactivate](#)] (link): click to change the selected active local agency or clinic's status to inactive.

OR

- [[Reactivate](#)] (link): click to change the selected inactive local agency or clinic's status to active.

Note: The [View](#) link is only available to users with view rights to the FNS-648. Users with entry, certify, or post rights have access to the [Modify](#), [Deactivate](#) or [Reactivate](#) links. Users with view rights do not have access to the [Modify](#), [Deactivate](#) or [Reactivate](#) links.

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- The more specific your criteria, the fewer results your search will return.
- Clicking **Search** with the following criteria selected returns all possible local agency or clinic results, depending on the **Type** selected:
 - A **Location** of US level
 - A **Parent Id** of All
 - The **Is Active** check box cleared (not selected)

WIC Local Agency/Clinic Management

Type:

Location:

Parent Id:

Is Active

Found: 14 record(s)

Search Results

Id	Name	Address	City	State	Start	End	UpdateDate	UpdateBy	
3592101003	First Nations Community Healthsource	5608 Zuni SE	Albuquerque	NM	198810	999999	3/9/2006 11:31:23 PM	CONVERT	[Modify] [Deactivate]
3592101005	First Choice Community Healthcare	North Valley Office, 1231 Candelaria NW	Albuquerque	NM	198810	999999	3/9/2006 11:31:44 PM	CONVERT	[Modify] [Deactivate]
3592101006	WIC Administrative Office, Region I	515 W. High Street	Grants	NM	200604	999999	2/9/2007 9:00:16 AM	CONVERT	[Modify] [Deactivate]
3592101007	WIC Administrative Office, Region II	605 Letrado Street	Santa Fe	NM	198810	999999	3/9/2006 11:31:42 PM	CONVERT	[Modify] [Deactivate]
3592101017	WIC Administrative Office, Region III	7704 2nd Street	Albuquerque	NM	199201	999999	3/9/2006 11:31:37 PM	CONVERT	[Modify] [Deactivate]
3592101018	WIC Administrative Office, Region IV	#9 East Challenger St. RIAC	Roswell	NM	200604	999999	2/9/2007 9:00:17 AM	CONVERT	[Modify] [Deactivate]
3592101019	WIC Administrative Office, Region V	1170 N. Solano, Suite K	Las Cruces	NM	200604	999999	2/9/2007 9:00:17 AM	CONVERT	[Modify] [Deactivate]
3592101020	WIC State Office	2040 S Pacheco Street, Room 152	Santa Fe	NM	200604	999999	2/9/2007 9:00:16 AM	CONVERT	[Modify] [Deactivate]
3599002009	Eight Northern Pueblo, NM	P.O.Box 969	San Juan Pueblo	NM	198810	999999	3/9/2006 11:32:00 PM	CONVERT	[Modify] [Deactivate]
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3592101020	WIC State Office	2040 S Pacheco Street, Room 152	Santa Fe	NM	200604	999999	2/9/2007	9:00:16 AM	CONVERT	[Modify] [Deactivate]
3599002009	Eight Northern Pueblo, NM	P.O.Box 969	San Juan Pueblo	NM	198810	999999	3/9/2006	11:32:00 PM	CONVERT	[Modify] [Deactivate]
3592101001	LA CASA DE BUENA SALUD	PO BOX 816	PORTALES	NM	198810	200604	3/9/2006	11:31:22 PM	CONVERT	[Modify] [Reactivate]

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Sample Local Agency Search Results

- If there are no WIC local agencies or clinics that match your submitted criteria, the **Search Results** tab list will be empty.

WIC Local Agency/Clinic Management

Type:

Location:

Parent Id:

Is Active

Found: 0 record(s)

Search Results

Id	Name	Address	City	State	Start	End	Update	Date	Update	By
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Working with WIC Local Agencies/Clinics

This topic contains the following subtopics:

- [Requirements for Working with WIC Local Agencies/Clinics](#)
- [How to Access WIC Local Agencies/Clinics](#)
- [The WIC Local Agency/Clinic Management Page](#)

Requirements for Working with WIC Local Agencies/Clinics

FPRS users with view rights to the FNS-648 form can search for and generate a report of WIC local agencies or clinics. Users with entry, certify, and post rights have additional permissions that include modify, deactivate/reactivate, or add new WIC local agencies or clinics.

How to Access WIC Local Agencies/Clinics

To begin working with WIC local agencies and clinics, do the following:

1. Click **FNS-648** on the [FPRS main menu](#).

Result: The WIC Local Agency/Clinic Management page opens.

Note: If **FNS-648** does not appear on your FPRS main menu bar and you believe that it should, please contact your regional office for assistance.

2. To continue working with WIC local agencies and clinics, use the instructions in one of the following topics:

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The WIC Local Agency/Clinic Management Page

By default, the WIC Local Agency/Clinic Management page automatically displays all possible search results to which you have access in the [Search Results tab](#) the first time that the page opens within a given FPRS session.

If you perform any new searches on the WIC Local Agency/Clinic Management page, the results of your latest search remain listed in the **Search Results** tab until you **Clear** them.

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WIC LA Clinic |

WIC Local Agency/Clinic Management

Type:

Location:

Parent Id:

Is Active

Found: 2521 record(s)

Search Results

Id	Name	Address	City	State	Start	End	UpdateDate	UpdateBy	
0991701001	TVCCA WIC Program	401 West Thames Street, Unit 201	Norwich	CT	198810	999999	3/9/2006 11:32:02 PM	CONVERT	[Modify] [Deactivate]
0991701002	Bridgeport Health Department	WIC Program, 752 E. Main Street	Bridgeport	CT	198810	999999	3/9/2006 11:31:47 PM	CONVERT	[Modify] [Deactivate]
0991701005	Hartford Health Department	WIC Program (Main Office), 131 Coventry Street	Hartford	CT	198810	999999	3/9/2006 11:32:03 PM	CONVERT	[Modify] [Deactivate]
0991701007	The Hospital of St. Raphael	New Haven WIC Program, 1401 Chapel Street	New Haven	CT	198810	999999	3/9/2006 11:31:38 PM	CONVERT	[Modify] [Deactivate]
0991701008	Stamford WIC Program	888 Washington Boulevard, PO Box 10152	Stamford	CT	198810	999999	3/9/2006 11:31:42 PM	CONVERT	[Modify] [Deactivate]
0991701009	Waterbury Hlth Dept. WIC Program	95 Scovill Street	Waterbury	CT	198810	999999	3/9/2006 11:31:34 PM	CONVERT	[Modify] [Deactivate]
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WIC LA Clinic

WIC Local Agency/Clinic Management

Type:

Location:

Parent Id:

Is Active

Search Clear Report Found: 2521 record(s)

Search Results

Id	Name	Address	City	State	Start	End	UpdateDate	UpdateBy	
0991701001	TVCCA WIC Program	401 West Thames Street, Unit 201	Norwich	CT	198810	999999	3/9/2006 11:32:02 PM	CONVERT	[Modify] / [Deactivate]
0991701002	Bridgeport Health Department	WIC Program, 752 E. Main Street	Bridgeport	CT	198810	999999	3/9/2006 11:31:47 PM	CONVERT	[Modify] / [Deactivate]
0991701005	Hartford Health Department	WIC Program (Main Office), 131 Coventry Street	Hartford	CT	198810	999999	3/9/2006 11:32:03 PM	CONVERT	[Modify] / [Deactivate]
0991701007	The Hospital of St. Raphael	New Haven WIC Program, 1401 Chapel Street	New Haven	CT	198810	999999	3/9/2006 11:31:38 PM	CONVERT	[Modify] / [Deactivate]
0991701008	Stamford WIC Program	888 Washington Boulevard, PO Box 10152	Stamford	CT	198810	999999	3/9/2006 11:31:42 PM	CONVERT	[Modify] / [Deactivate]
0991701009	Waterbury Hlth Dept. WIC Program	95 Scovill Street	Waterbury	CT	198810	999999	3/9/2006 11:31:34 PM	CONVERT	[Modify] / [Deactivate]
0991701015	Menden WIC Program	Meriden Health Department, 165 Miller Street	Meriden	CT	198810	999999	3/9/2006 11:31:33 PM	CONVERT	[Modify] / [Deactivate]
0991701016	Access/Windham WIC Program	1315 Main Street, Suite 2	Willimantic	CT	198810	999999	3/10/2008 1:19:00 PM	James Burton	[Modify] / [Deactivate]
0991701019	Bristol Hospital WIC Program	9 Prospect Street	Bristol	CT	198810	999999	9/23/2008 7:19:00 AM	James Burton	[Modify] / [Deactivate]
0991701020	Danbury WIC Program	McLean House, 13 Main Street	Danbury	CT	198810	999999	3/9/2006 11:31:27 PM	CONVERT	[Modify] / [Deactivate]

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WIC Local Agency/Clinic Management Page

The WIC Local Agency/Clinic Management Page contains the following fields, buttons, and check box:

- **Type** (drop-down list): the WIC entity type, either **Local Agency** or **Clinic**.
- **Location** (drop-down list): the location level of the local agency or clinic.
- **Parent Id** (drop-down list): the numeric identifier of the parent organization of the local agency or clinic and

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- **Parent Id** (drop-down list): the numeric identifier of the parent organization of the local agency or clinic and the parent organization name. Selecting a specific agency/clinic parent using the **Parent Id** drop-down list displays the **Add New** button.
- **Is Active** (check box): if selected, limits the search to only those local agencies or clinics that are active.
- **Search** (button): click to perform a search based on the selected criteria.
- **Clear** (button): click to reset the drop-down list fields and check box to their default selections and to remove all search results from the [Search Results tab](#) (if applicable).
- **Report** (button): click to generate a directory report listing all of the contact information for those local agencies and clinics meeting the selected criteria in the **Location** and **Parent Id** drop-down list fields. For more information on generating reports, refer to [Generating Directory Reports of WIC Local Agencies/Clinics](#).
- **Add New** (button): click to open the **FNS-648** tab with the **Action Type** of **Addition**; from this tab you can create and save a new local agency or clinic.

Note: The **Add New** (button) is only available to users with entry, certify, or post rights to the FNS-648.

WIC Local Agency/Clinic Management

Type Local Agency

Location US level

Parent Id 0199001 - POARCH BAND OF CREEK INDIANS

Is Active

Local Agency/Clinic Management Search Fields and Buttons

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- **Report** (button): click to generate a directory report listing all of the contact information for those local agencies and clinics meeting the selected criteria in the **Location** and **Parent Id** drop-down list fields. For more information on generating reports, refer to [Generating Directory Reports of WIC Local Agencies/Clinics](#).
- **Add New** (button): click to open the **FNS-648** tab with the **Action Type** of **Addition**; from this tab you can create and save a new local agency or clinic.

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WIC Local Agency/Clinic Management

Type	Local Agency
Location	US level
Parent Id	0199001 - POARCH BAND OF CREEK INDIANS
<input checked="" type="checkbox"/> Is Active	

Local Agency/Clinic Management Search Fields and Buttons

Note: The selection of **Region level** or **State level** from the **Location** drop-down list displays another drop-down list from which a specific region or state can be selected. For more information on the secondary state and region drop-down lists, refer to [Searching for WIC Local Agencies/Clinics](#).