



# **Program List Screen**

Updated on February 2017

# Home > Program Management - Search

## **Business Purpose:**

The **Program Management - Search** page displays a listing of all Programs. There are search/filtering criteria for **Status**, Program **Type** and **Facility**. The lower part of the page shows a listing with columns for Program Name, Type, Status, Facility, Occupancy, Queue, Capacity (actual), Capacity (funding), Vacancy.

### How to:

- From the Home screen, click the Program Management icon or the Program Nav Button at the top RHS of the Home screen, to get to the Program Management – Search screen.
- 2. Click on any Program Name to go to the Program Management General screen for that Program.
- 3. Click on any Program Occupancy count to go to the Program Management -Client (listing) screen for that Program.
- **4.** Click on any Program **Queue** count to go to the **Program Management -**Queue (listing) screen for that Program.
- Click on Edit to the left of the Program Name if you want to edit the General Program attributes. This edit function is limited to roles with Program administration rights.
- 6. Click on any column heading to sort the data accordingly, first in ascending order then descending order.
- **7.** At the top or bottom of the listing, click on any of the page numbers, or Next/Last to go any of the desired pages.
- **8.** Select the number of records to show per page using the provide dropdown at the top RHS of the listing. The default is 20 records per page.
- **9.** Using the dropdowns for **Status**, Program **Type** and/or **Facility** to filter down to the Program listing you want by clicking the *Search* action button.





- **10.** Click on the Reset action button to reset the default for the 3 search criteria (dropdowns).
- **11.**Click on the Close action button to go back to the Home screen.
- **12.** Click on the New Program action button to add a new Program to SMIS. This add function is limited to roles with system administration rights.

### **Important Notes:**

**1.** By default, only Active status are shown at first on the screen. This can be changed with the search criteria under the **Status** dropdown.