Program Edit General Screen

Updated on March 2017

Home > Program Management – Search > Edit

Business Purpose:

The **Program – Edit (General)** page displays all the attributes or general information of a Shelter Program. This includes the program Name, Facility that the Program belongs to, Description, Phone #, is the program a Health Information Custodian, Type (Bed or Service), Status, (maximum) Space Capacity, Funding Capacity, Male/Female, Minimum Age, Maximum Age, Payout method, funding Sub Type, Bed Sector Group, Bed Type, and Bed Frequency.

How to Edit an existing Program:

1. From the **Program Management – Search** screen, click the Edit action to the left of the Program you want to edit will take you to the **Program – Edit** page.

2. Enter or update all the General Information fields either as free text or by selecting from the respective field dropdowns.

3. Click the 🖫 Save action button to save all the updates.

4. Click on the ❌ Close action button to go back to the **Program Management – Search** screen.

How to create a New Program:

1. From the **Program Management – Search** screen, click the 🗋 New Program action button to create a New Program.

2. Enter all the General Information fields either as free text or by selecting from the respective field dropdowns.

3. Click the 🖫 Save action button to save all the updates.

4. Click on the ❌ Close action button to go back to the **Program Management – Search** screen.

Important Notes:

1. By default, the Maximum Age is set at *100* years.

2. By default, the Payment Method is set to *Cash*.

3. Program Name, Facility, Type, Status, Male/Female and Payment Method fields are mandatory.