Facility List Screen

Updated on February 2017

Home > Facility Management

Business Purpose:

The **Facility Management** page displays a listing of all Facilities. The displayed columns are Facility **Name**, **Description**, **Contact Name**, **HIC?** and **Active?**. There is also an Edit option for all users who are authorized to edit the Facility details and its Rooms/Beds.

How to:

1. From the Home screen, click the 🏠   Facility Management icon or the Facility Nav Button at the top RHS of the Home screen, to get to the **Facility Management** screen.

2. Click on any Facility **Name** to go to the **Facility Management – Facility Details** screen for that Facility.

3. Click on Edit to the left of the Facility **Name** if you are authorized and want to edit the General Facility attributes or Rooms/Beds within this Facility. This edit function is limited to roles with Facility administration rights.

4. Click on any column heading to sort the data accordingly, first in ascending order then descending order.

5. 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.

6. 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.

7. Click on the ❌ Close action button to go back to the Home screen.

8. Click on the New Facility action button to add a new Facility to SMIS. This add function is limited to roles with system administration rights.

Important Notes:

1. HIC means Health Information Custodian.