

## Facility Management Screen

Updated on April 2018

[Home](#) > [Facility Management - Edit](#) > [New Room](#)

### Business Purpose:

The **Facility Management – New Room** page allows the user to add a new room to a particular program.

### How to:

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

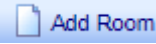
The screenshot shows the 'Facility Management - Edit' form. The left sidebar (Navigator) shows '67 Adelaide St. East (11317)' with 'General Room/Bed' selected. The main form contains the following fields:

- Facility ID: 11317
- Name: \* 67 Adelaide St. East
- Description: \* Adelaide Resource Centre for Women (service program)
- Health Information Custodian:
- Primary Contact Name: Tracy Campbell
- Primary Contact Email: tcampbe0@toronto.ca
- Primary Contact Phone: 416 392 9243
- Shelter: \* Adelaide Resource Centre
- Sector: \* Women
- Active:

2. Click on the **Room/Bed** option from the Navigator and **Facility Management – Rooms List** screen will be displayed.

The screenshot shows the 'Facility Management - Rooms List' screen. The left sidebar (Navigator) shows 'Birkdale Residence (11794)' with 'General Room/Bed' selected. The main area displays a table with filters for 'Room Status' (Any) and 'Bed Program' (Any). The table contains the following data:

Program	Name	Floor	Type	Assigned Beds	Beds	Room Capacity	Active
Birkdale Residence - Bedded Program	201test	2	4-Bed Room	Y	4	4	Y
Birkdale Residence - Bedded Program	202	2	3-Bed Room	Y	1	3	Y
Birkdale Residence - Bedded Program	203	2	Family Room	N	0	2	Y
Birkdale Residence - Bedded Program	204	2	2-Bed Room	N	0	9	Y
Birkdale Residence - Bedded Program	211	2	3-Bed Room	N	0	2	Y
Birkdale Residence - Bedded Program	212	2	2-Bed Room	N	0	2	Y
Birkdale Residence - Bedded Program	301	3	5-Bed Room	N	0	5	Y
Birkdale Residence - Bedded Program	302	3	2-Bed Room	N	0	2	Y
Birkdale Residence - Bedded Program	303	3	2-Bed Room	N	0	2	Y
Birkdale Residence - Bedded Program	304	3	2-Bed Room	N	0	2	Y
Birkdale Residence - Bedded Program	305	3	2-Bed Room	N	0	2	Y
Birkdale Residence - Bedded Program	306	3	4-Bed Room	N	0	4	Y
Birkdale Residence - Bedded Program	307-test	3	2-Bed Room	N	0	2	Y
Birkdale Residence - Bedded Program	308	3	2-Bed Room	N	0	2	Y
Birkdale Residence - Bedded Program	309	3	4-Bed Room	N	0	2	Y
Birkdale Residence - Bedded Program	310	3	2-Bed Room	N	0	2	Y
Birkdale Residence - Bedded Program	311	3	3-Bed Room	N	0	3	Y
Birkdale Residence - Bedded Program	312	3	2-Bed Room	N	0	2	Y
Birkdale Residence - Bedded Program	313	3	2-Bed Room	N	0	7	Y
Birkdale Residence - Bedded Program	401	4	4-Bed Room	N	0	4	Y
Birkdale Residence - Bedded Program	402	4	4-Bed Room	N	0	4	Y
Birkdale Residence - Bedded Program	403	4	4-Bed Room	N	0	2	Y

- Click on the  **Add Room** action button and the **Facility Management – New Room** screen will be displayed.

Facility Management - New Room	
Close   Save Room	
Room	
Room Name*	<input type="text"/>
Floor	<input type="text"/>
Type*	<input type="text" value="v"/>
Assigned Beds*	N <input type="text" value="v"/> Family sector, room allocation
Room Capacity	<input type="text"/> (Only enforced for Family Sector)
Program*	<input type="text" value="v"/>
Active	<input type="checkbox"/>

- Enter Room Name, Floor and Room Capacity.
- Using the dropdowns, select the Type and Program.
- Check off the **Active** field.

Facility Management - New Room	
Close   Save Room	
Room	
Room Name*	<input type="text" value="RoomTest"/>
Floor	<input type="text" value="2"/>
Type*	1-Bed Room <input type="text" value="v"/>
Assigned Beds*	N <input type="text" value="v"/> Family sector, room allocation
Room Capacity	<input type="text" value="15"/> (Only enforced for Family Sector)
Program*	TimeContProgram3 <input type="text" value="v"/>
Active	<input checked="" type="checkbox"/>

- Click on the **Save** action button to save the new Room information and room will be added to the Room List of selected Program.

**Facility Management - Edit Room**

✖ Close | Save Room

i Saved Successfully!

Room

Room Name*	<input type="text" value="RoomTest"/>
Floor	<input type="text" value="2"/>
Type*	1-Bed Room <span style="float: right;">▼</span>
Assigned Beds*	<span style="border: 1px solid gray; padding: 2px;">N</span> <span style="font-size: small;">Family sector, room allocation</span>
Room Capacity	<input type="text" value="15"/> <span style="font-size: small;">(Only enforced for Family Sector)</span>
Program*	TimeContProgram3 <span style="float: right;">▼</span>
Active	<input checked="" type="checkbox"/>

- Click on the ✖ **Close** action button to go back to the **Facility Management – Rooms List** screen.
- To view the newly added Room, filter the list by selecting the Program from the dropdown list.

**Facility Management - Rooms List**

🏠 Back to Facilities | + Add Room

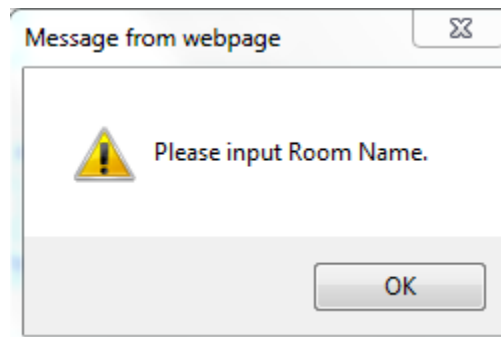
Room Status Any ▼

Bed Program TimeContProgram3 ▼

Program	Name	Floor	Type	Assigned Beds	Beds	Room Capacity	Active
TimeContProgram3	<a href="#">Room6</a>	5	1-Bed Room	N	0	1	Y
TimeContProgram3	<a href="#">Room7</a>	6	1-Bed Room	N	0	2	Y
TimeContProgram3	<a href="#">Room8</a>	7	2-Bed Room	N	0	2	Y
TimeContProgram3	<a href="#">Room9</a>	5	2-Bed Room	N	0	2	Y
TimeContProgram3	<a href="#">Room10</a>	3	1-Bed Room	N	0	3	Y
TimeContProgram3	<a href="#">Room5</a>	5	2-Bed Room	N	0	5	Y
TimeContProgram3	<a href="#">TimeContRoom1</a>	1	2-Bed Room	N	0	4	Y
TimeContProgram3	<a href="#">RoomTest</a>	2	1-Bed Room	N	0	15	Y
TimeContProgram3	<a href="#">Room3</a>	5	2-Bed Room	N	0	5	Y
TimeContProgram3	<a href="#">TCRoom2</a>	5	6-Bed Room	N	0	1	Y

**Important Notes:**

1. The mandatory fields are: **Room Name**, **Type** and **Program**. A message box is displayed when user tries to save with an empty mandatory field.



2. Assigned Beds is a read-only field and default value depends on the sector. For family sector, it has a value of 'N' and for singles, it has a value of 'Y'.

Assigned Beds\* N Family sector, room allocation

Assigned Beds\* Y Singles sector, bed allocation

3. When saving the room information and if Active field is checked off, SMIS checks space capacity and if adding this room will exceed the space capacity for active beds in the program, an error message will be displayed and it would not allow the user to save the new room information.

Facility Management - Edit Room

Close | Save Room

✖ Adding this bed or room will exceed the space capacity (30) for active beds in the program - Family Residence - AL Site (Internal Referral Only).

Room	
Room Name*	<input type="text" value="111"/>
Floor	<input type="text"/>
Type*	2-Bed Room
Assigned Beds*	<span style="border: 1px solid red; border-radius: 50%; padding: 2px;">N</span> Family sector, room allocation
Room Capacity	<input type="text" value="3"/> (Only enforced for Family Sector)
Program*	Family Residence - AL Site (Internal Referral Only)
Active	<input checked="" type="checkbox"/>