Facility Management Screen

Updated on April 2018
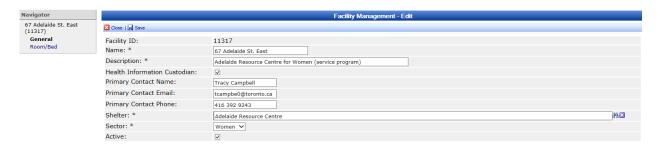
Home > Facility Management - Edit > Edit Room
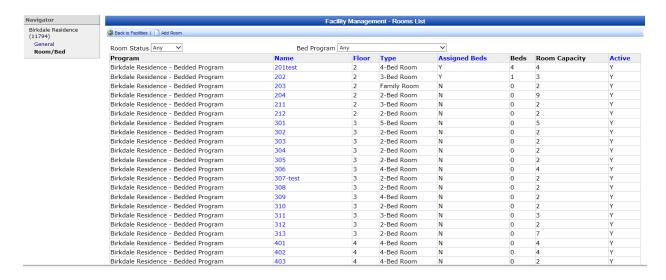
Business Purpose:

The **Facility Management – Edit Room** page allows the user to update the existing room information of 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.

Navigator	Facility Management - Edit	
67 Adelaide St. East (11317)	☒ Close | 🖫 Save	
General	Facility ID:	11317
Room/Bed	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.

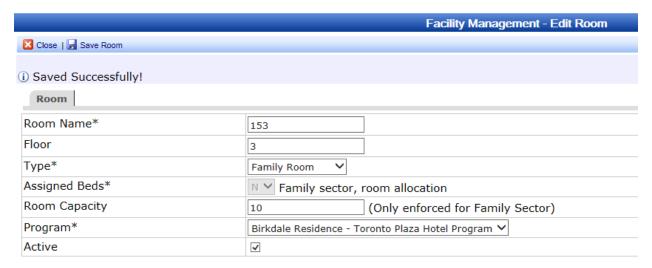| Navigator	Facility Management - Rooms List							
Birkdale Residence (11794)	⊕ Back to Facilities | ▯ Add Room							
General	Room Status: Any			Bed Program: Any				
Room/Bed	**Program**	**Name**	**Floor**	**Type**	**Assigned Beds**	**Beds**	**Room Capacity**	**Active**
	Birkdale Residence - Bedded 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

3. Click on the room **Name** column to view or edit the details of the Room and the **Facility Management – Edit Room** screen will be displayed.

Facility Management - Edit Room

❌ Close | 💾 Save Room

Room	
Room Name*	153
Floor	
Type*	Family Room ⌄
Assigned Beds*	N ⌄ Family sector, room allocation
Room Capacity	4 (Only enforced for Family Sector)
Program*	Birkdale Residence - Toronto Plaza Hotel Program ⌄
Active	☑

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

5. Click on the 💾 Save action button to save all the updates.

Facility Management - Edit Room

❌ Close | 💾 Save Room

ⓘ Saved Successfully!

Room	
Room Name*	153
Floor	3
Type*	Family Room ⌄
Assigned Beds*	N ⌄ Family sector, room allocation
Room Capacity	10 (Only enforced for Family Sector)
Program*	Birkdale Residence - Toronto Plaza Hotel Program ⌄
Active	☑

6. Click on the ❌ Close action button to go back to the **Facility Management – Rooms List** screen.

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'.

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.