

## Facility Management Screen

Updated on March 2018

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### Business Purpose:

The **Facility Management – Beds List** page displays a list of all the Beds that belongs to a particular Room. The **Room** tab displays the following fields: **Program Name**, room **Name**, **Floor**, **Type**, **Assigned Beds**, **Room Capacity** and is **Active**. In the **Bed** tab, it displays the **Bed Name**, **Type** and is **Active** fields.

### How to:

- 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.

**Facility Management - Edit**

Close Save

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:

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

**Facility Management - Rooms List**

Back to Facilities Add Room

Room Status: Any Bed Program: Any

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 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 | Beds

**Room**

Room Name*	Dorm
Floor	second Floor
Type*	Dormitory
Assigned Beds*	Y Singles sector, bed allocation
Room Capacity	45 (Only enforced for Family Sector)
Program*	Christie Ossington Men's Hostel
Active	<input checked="" type="checkbox"/>

- Click on the **Beds** action button to view the Beds list and the **Facility Management – Bed List** screen will be displayed.

**Facility Management - Beds List**

Back to Room | Add Bed

**Room**

Program	Room Name	Floor	Type	Assigned Beds	Room Capacity	Active
Christie Ossington Men's Hostel	Dorm	second Floor	Dormitory	Y	45	Y

**Bed**

50 items found, displaying 1 to 20. [First/Prev] 1, 2, 3 [Next/Last]

Name	Type	Active
01T	Bunk	Y
02B	Bunk	Y
03T	Bunk	Y
04B	Bunk	Y
05T	Bunk	Y
06B	Bunk	Y
07T	Bunk	Y
08B	Bunk	Y
09T	Bunk	Y
10B	Bunk	Y
11T	Bunk	Y
12B	Bunk	Y
13T	Bunk	Y
14B	Bunk	Y
15T	Bunk	Y
16B	Bunk	Y
17T	Bunk	Y

- Click on the **Add Bed** action button to add a new bed.
- Click on the **Back to Room** action button to go back to the **Facility Management – Edit Room** screen.

### Important Notes:

1. Each of the column headings except for **Type** column can be clicked to sort the records (For example, when you click on the **Name**, the records will be sorted in either ascending or descending order)
2. The total number of records is shown at the top and bottom of every page.