Facility Management Screen

Updated on April 2018

Home > Facility Management – Edit > Rooms List

Business Purpose:

The **Facility Management – Rooms List** page displays a list of all the Rooms that belongs to a particular Program. These includes the **Program** Name, room **Name**, **Floor**, **Type**, **Assigned Beds**, **Bed**, **Room Capacity** and **Active** fields.

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.

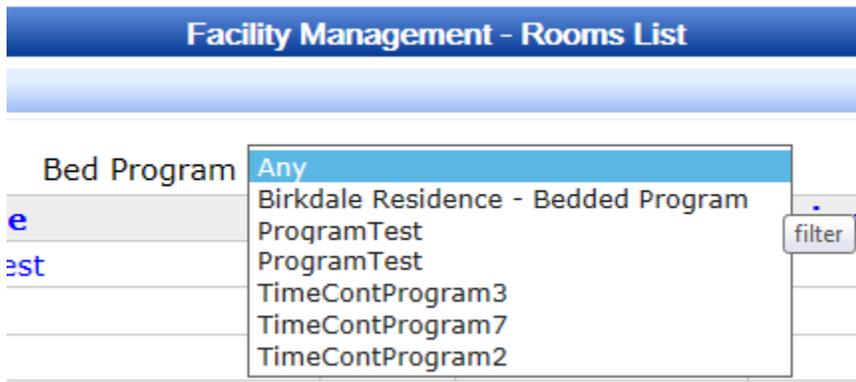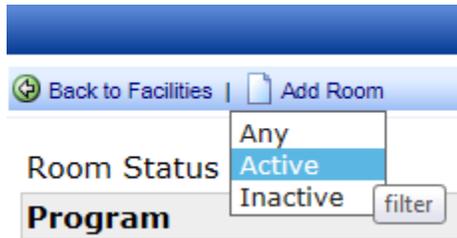| Navigator	Facility Management - Edit
67 Adelaide St. East (11317)	☒ Close | 📄 Save
General	Facility ID: 11317
Room/Bed	Name: * 67 Adelaide St. East
	Description: * Adelaide Resource Centre for Women (service program)
	Health Information Custodian: ☑
	Primary Contact Name: Tracy Campbell
	Primary Contact 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. You can filter the list by selecting **Room status** and/or **Bed Program** from dropdown lists.

4. After filtering, a list is displayed as per specified filter criteria.

5. Click on the ☐ Add Room action button to add a new room.

6. Click on the room **Name** to view or edit the Room information.

7. Click on the [Back to Facilities] action button to go back to the **Facility Management** screen.

Important Notes:

1. Each of the column headings except for Program, Beds and Room capacity columns can be clicked to sort the records (For example, when you click on the **Floor**, the records will be sorted in either ascending or descending order)

2. By default, room list displays any status at first on the screen. This can be changed with the filter criteria Room Status and Bed program dropdowns.