

## Facility Management Screen

Updated on April 2018

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### Business Purpose:

The **Facility Management – New Bed** page allows the user to create or add a new bed into 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 the following columns: Program, Name, Floor, Type, Assigned Beds, Beds, Room Capacity, and Active. The table contains 25 rows of data for various rooms at Birkdale Residence.

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

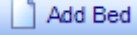
**Room**

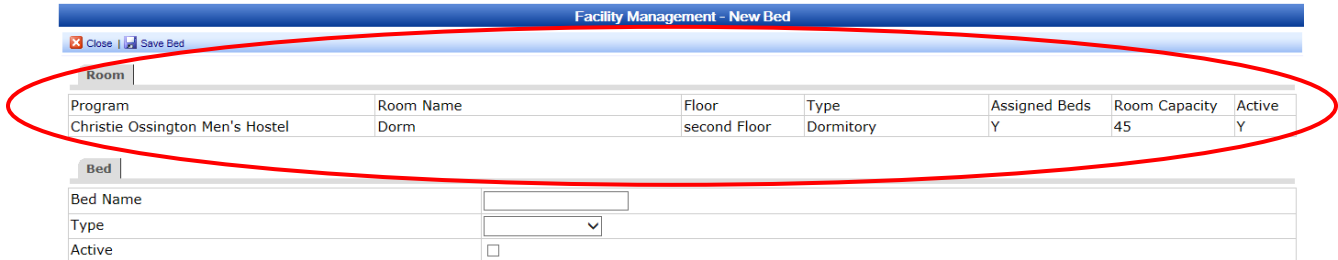
Program	Room Name	Floor	Type	Assigned Beds	Room Capacity	Active
Christie Ossington Men's Hostel	Dorm	second Floor	Dormitory	Y	45	Y

**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

- Click on the  **Add Bed** action button to add a new bed and the **Facility Management – New Bed** screen will be displayed. **Room** tab displays the following fields: **Program** name, **Room Name**, **Floor**, **Type**, **Assigned Beds**, **Room Capacity** and is **Active**.



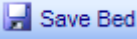
Program	Room Name	Floor	Type	Assigned Beds	Room Capacity	Active
Christie Ossington Men's Hostel	Dorm	second Floor	Dormitory	Y	45	Y

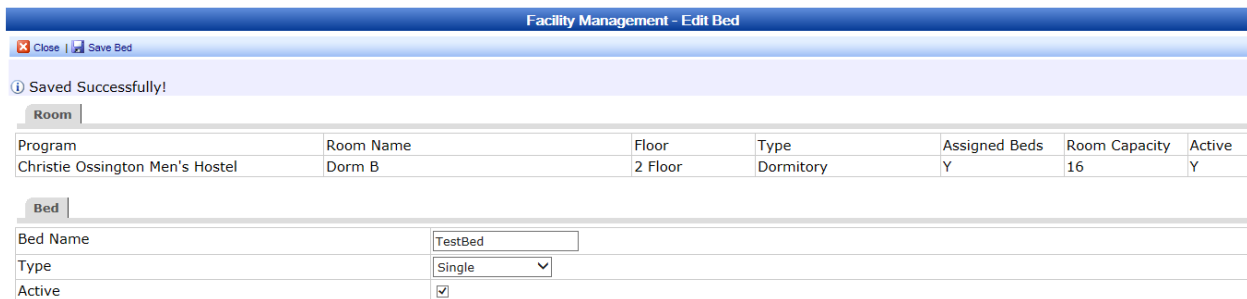
Bed

Bed Name:

Type:

Active:

- In the Bed tab, enter **Bed Name** and select Bed **Type** from the dropdown list.
- Check off the **Active** field.
- Click on the  **Save Bed** action button to save the new Bed information.



Saved Successfully!

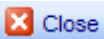
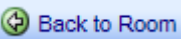
Program	Room Name	Floor	Type	Assigned Beds	Room Capacity	Active
Christie Ossington Men's Hostel	Dorm B	2 Floor	Dormitory	Y	16	Y

Bed

Bed Name:

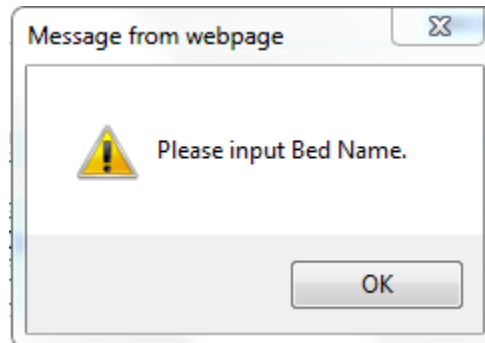
Type:


Active:

- Click on the  **Close** action button to go back to the **Facility Management – Beds List** screen.
- Click on the  **Back to Room** action button to go back to the **Facility Management – Edit Room** screen.


### Important Notes:

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



2. The  **Beds** action button is visible only if Assigned Beds has a value of 'Y' otherwise it would not be shown on the screen.


Facility Management - Edit Room

Close | Save Room | 

**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"/>

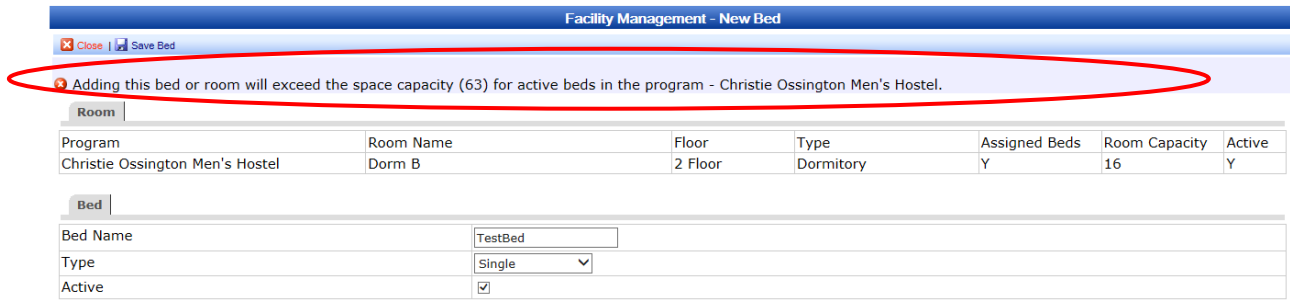
Facility Management - Edit Room

Close | Save Room | 

**Room**

Room Name*	212
Floor	2
Type*	2-Bed Room
Assigned Beds*	N Family sector, room allocation
Room Capacity	2 (Only enforced for Family Sector)
Program*	Birkdale Residence - Bedded Program
Active	<input checked="" type="checkbox"/>

3. When saving the bed information and if Active field is checked off, SMIS checks space capacity and if adding this bed 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 bed information.



The screenshot shows the 'Facility Management - New Bed' form. At the top, there are 'Close' and 'Save Bed' buttons. Below them, a red oval highlights an error message: 'Adding this bed or room will exceed the space capacity (63) for active beds in the program - Christie Ossington Men's Hostel.' Below the error message is a 'Room' section with a table showing room details. Below that is a 'Bed' section with input fields for 'Bed Name', 'Type', and 'Active'.

Program	Room Name	Floor	Type	Assigned Beds	Room Capacity	Active
Christie Ossington Men's Hostel	Dorm B	2 Floor	Dormitory	Y	16	Y

Bed Name	TestBed
Type	Single
Active	<input checked="" type="checkbox"/>