toronto SMIS
Shelter Management Information System

TORONTO

Program List Screen

Updated on February 2018

Home > Program Management - Search

Business Purpose:

The **Program Management - Search** page displays a listing of all Programs. There are search/filtering criteria for **Status**, Program **Type** and **Facility.** The lower part of the page shows a listing with columns for Program **Name**, **Type**, **Acc**, **Status**, **Facility**, **Vacancy**, **Incoming & Holds**, **Occupancy** and **Capacity**.

How to:

1. From the Home screen, click the Program Management icon or the Program Nav Button at the top RHS of the Home screen, to get to the **Program Management – Search** screen.

2. Click on any Program **Name** to go to the **Program Management -** General screen for that Program.

3. Click on any Program **Occupancy** count to go to the **Program Management -** Client (listing) screen for that Program.

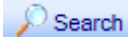
4. Click on any Program **Incoming & Holds** count to go to the **Program Management – Service Queue** (listing) screen for that Program.

5. Click on Edit to the left of the Program **Name** if you want to edit the General Program attributes. This edit function is limited to roles with Program administration rights.

6. Click on any column heading to sort the data accordingly, first in ascending order then descending order.

7. At the top or bottom of the listing, click on any of the page numbers, or Next/Last to go any of the desired pages.

8. Select the number of records to show per page using the provide dropdown at the top RHS of the listing. The default is 20 records per page.

9. Using the dropdowns for **Status**, Program **Type** and/or **Facility** to filter down to the Program listing you want by clicking the 

action button.

10. Click on the action button to reset the default for the 3 search criteria (dropdowns).

11. Click on the action button to go back to the Home screen.

12. Click on the action button to add a new Program to SMIS. This add function is limited to roles with system administration rights.

Important Notes:

1. By default, only Active status are shown at first on the screen. This can be changed with the search criteria under the **Status** dropdown.