Program Edit General Screen

Home > Program Management – Search > Edit

Business Purpose:

The **Program – Edit (General)** page displays all the attributes or general information of a Shelter Program. This includes the program Name, Facility that the Program belongs to, Description, Phone #, Health Information Custodian, Type (Bed or Service), Status, Budget Category, Space Capacity, Funding Capacity, Male/Female, Minimum Age, Maximum Age, Sector, Payout Method, funding Sub Type, Bed Sector Group, Bed Type, Bed Frequency, Program Area, Program Model, Program Capacity Type, Service Program Type, Intake Form, Public Name, Referral Message, Show the Indigenous Identity field in Intake, Show the Racial Category field in Intake, Show the Military/RCMP History field in Intake, Show the Refugee Status field in Intake, Show Support Needs, Show Housing Essentials, Show Income, Show Identification, Show Client Contacts, Show Benefit Status, Show Length of Homelessness, Enable End of Service, Indigenous Serving, Allow Bed Request, Allow Referral To, Location Is Confidential, Disable the Auto-expiring of Bed Requests from Service Intake, Participate on the By-Name List, Show Notice of Collection and Show Call Note.

How to Edit an existing Program:

1. From the **Program Management – Search** screen, click the Edit action to the left of the Program you want to edit will take you to the **Program – Edit** page.

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

3. Click the 🖫 Save action button to save all the updates.

4. Click on the ❌ Close action button to go back to the Program Management – Search screen.

How to create a New Program:

1. From the **Program Management – Search** screen, click the ▭ New Program action button to create a New Program.

2. Enter all the General Information fields either as free text or by selecting from the respective field dropdowns.

3. Click the action button to save all the updates.

4. Click on the action button to go back to the **Program Management – Search** screen.

Important Notes:

1. By default, the Maximum Age is set at *100* years.

2. By default, the Payment Method is set to *Cash*.

3. Program Name, Facility, Type, Status, Male/Female and Payment Method fields are mandatory.