Facility Management Screen

Updated on Oct 2024

1. **Home > Facility Management - Edit > Edit Room > Beds List > New Bed**
2. **Home > Facility Management - Edit > Edit Room > Beds List > Edit Bed**

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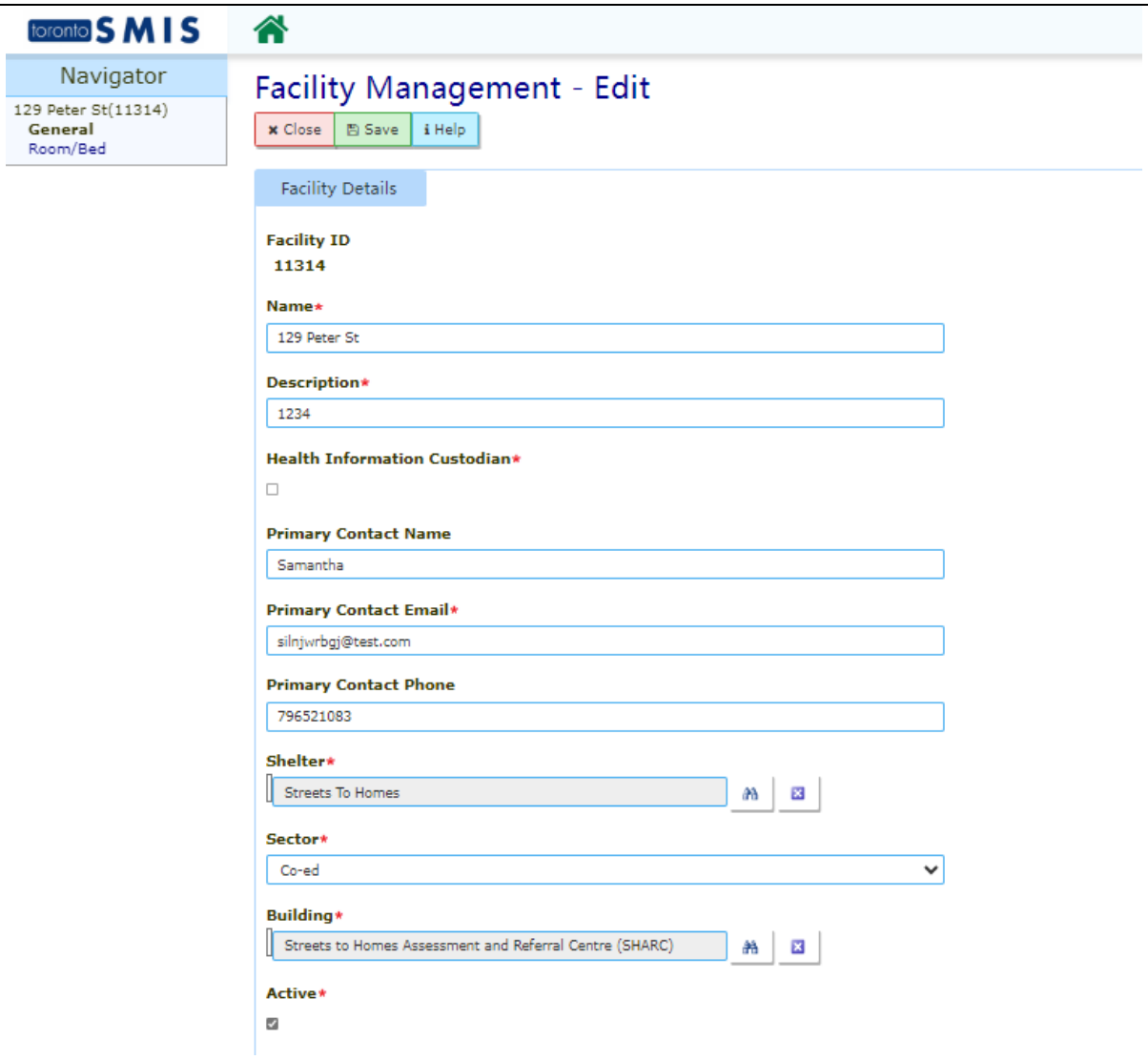
Business Purpose:

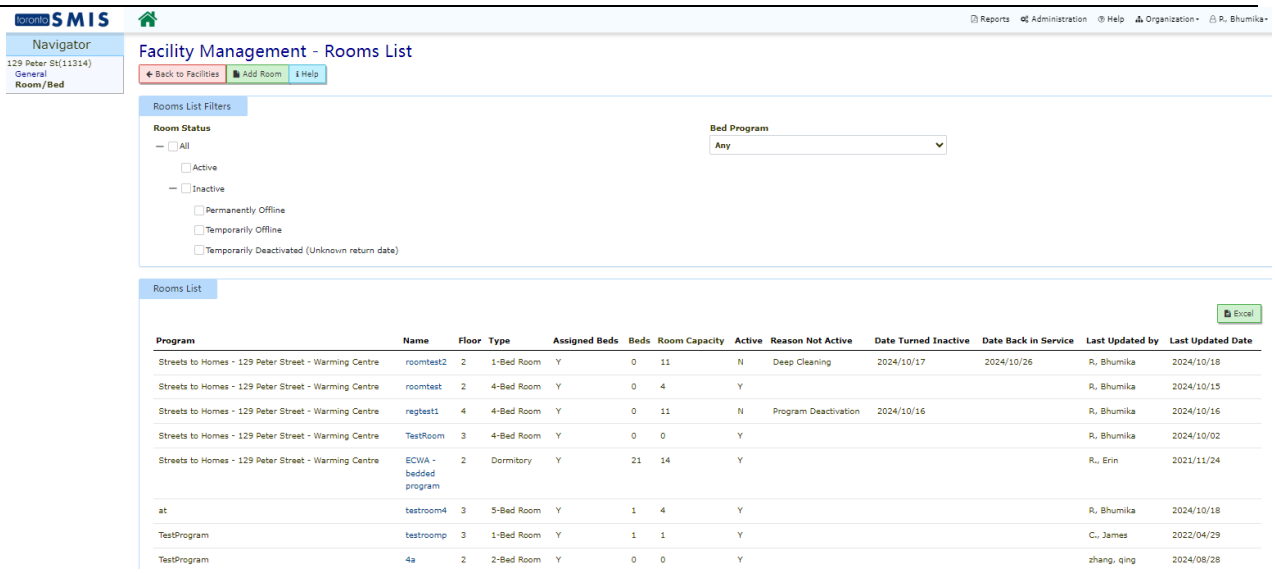
The **Facility Management – New Bed** page allows the user to create or add a new bed into a particular program.

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.

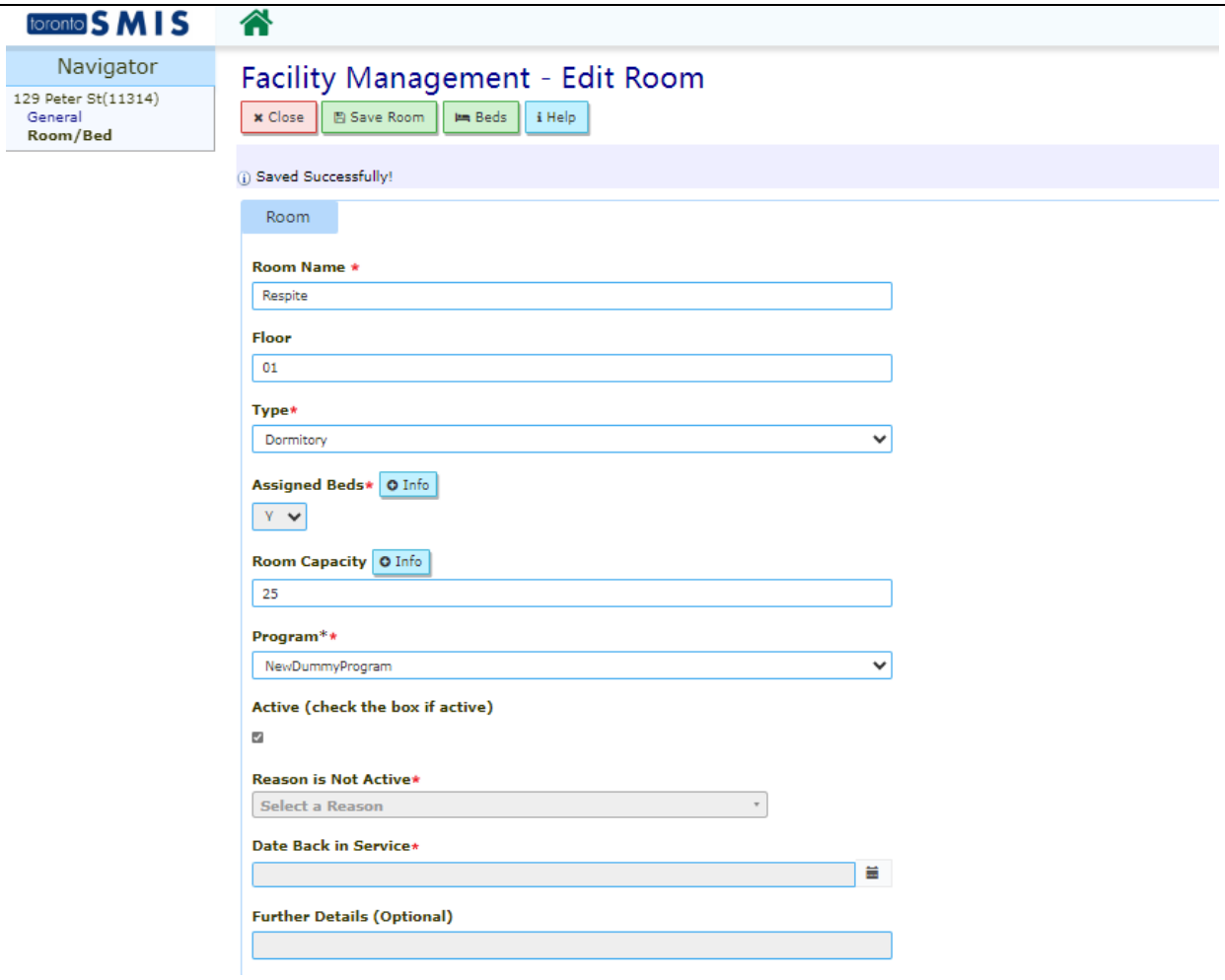


2. Click on the **Room/Bed** option from the Navigator and **Facility Management – Rooms List** screen will be displayed.

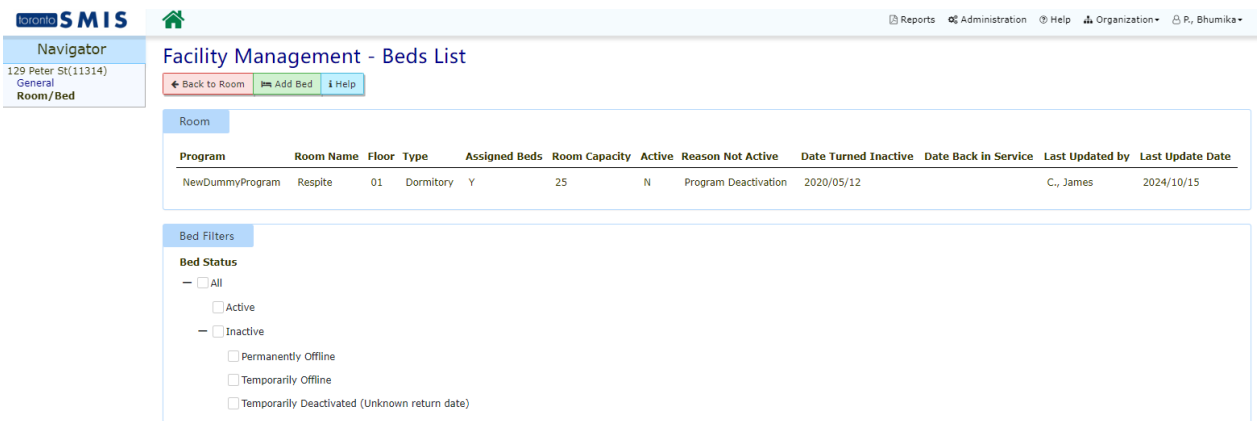


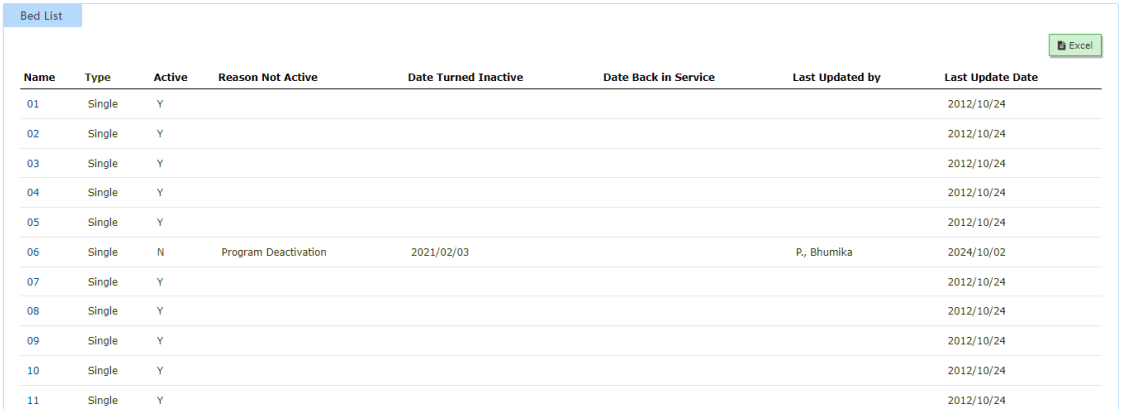
Program	Name	Floor	Type	Assigned Beds	Beds	Room Capacity	Active	Reason Not Active	Date Turned Inactive	Date Back in Service	Last Updated by	Last Updated Date
Streets to Homes - 129 Peter Street - Warming Centre	roomtest2	2	1-Bed Room	Y	0	11	N	Deep Cleaning	2024/10/17	2024/10/26	R, Bhumika	2024/10/18
Streets to Homes - 129 Peter Street - Warming Centre	roomtest	2	4-Bed Room	Y	0	4	Y				R, Bhumika	2024/10/15
Streets to Homes - 129 Peter Street - Warming Centre	regtest1	4	4-Bed Room	Y	0	11	N	Program Deactivation	2024/10/16		R, Bhumika	2024/10/16
Streets to Homes - 129 Peter Street - Warming Centre	TestRoom	3	4-Bed Room	Y	0	0	Y				R, Bhumika	2024/10/02
Streets to Homes - 129 Peter Street - Warming Centre	ECWA - bedded program	2	Dormitory	Y	21	14	Y				R,, Erin	2021/11/24
at	testroom4	3	5-Bed Room	Y	1	4	Y				R, Bhumika	2024/10/18
TestProgram	testroomp	3	1-Bed Room	Y	1	1	Y				C,, James	2022/04/29
TestProgram	4a	2	2-Bed Room	Y	0	0	Y				zhang, qing	2024/08/28

3. 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.



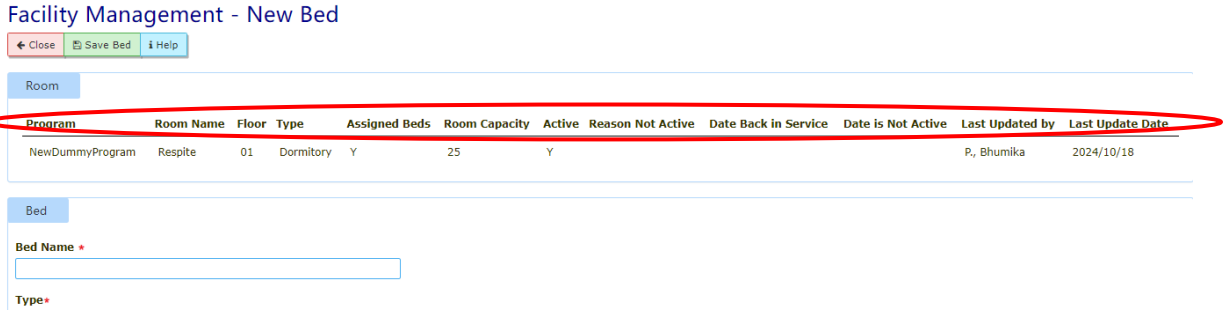
4. Click on the Beds action button to view the Beds list and the **Facility Management – Bed List** screen will be displayed.





Name	Type	Active	Reason Not Active	Date Turned Inactive	Date Back in Service	Last Updated by	Last Update Date
01	Single	Y					2012/10/24
02	Single	Y					2012/10/24
03	Single	Y					2012/10/24
04	Single	Y					2012/10/24
05	Single	Y					2012/10/24
06	Single	N	Program Deactivation	2021/02/03		P., Bhumika	2024/10/02
07	Single	Y					2012/10/24
08	Single	Y					2012/10/24
09	Single	Y					2012/10/24
10	Single	Y					2012/10/24
11	Single	Y					2012/10/24

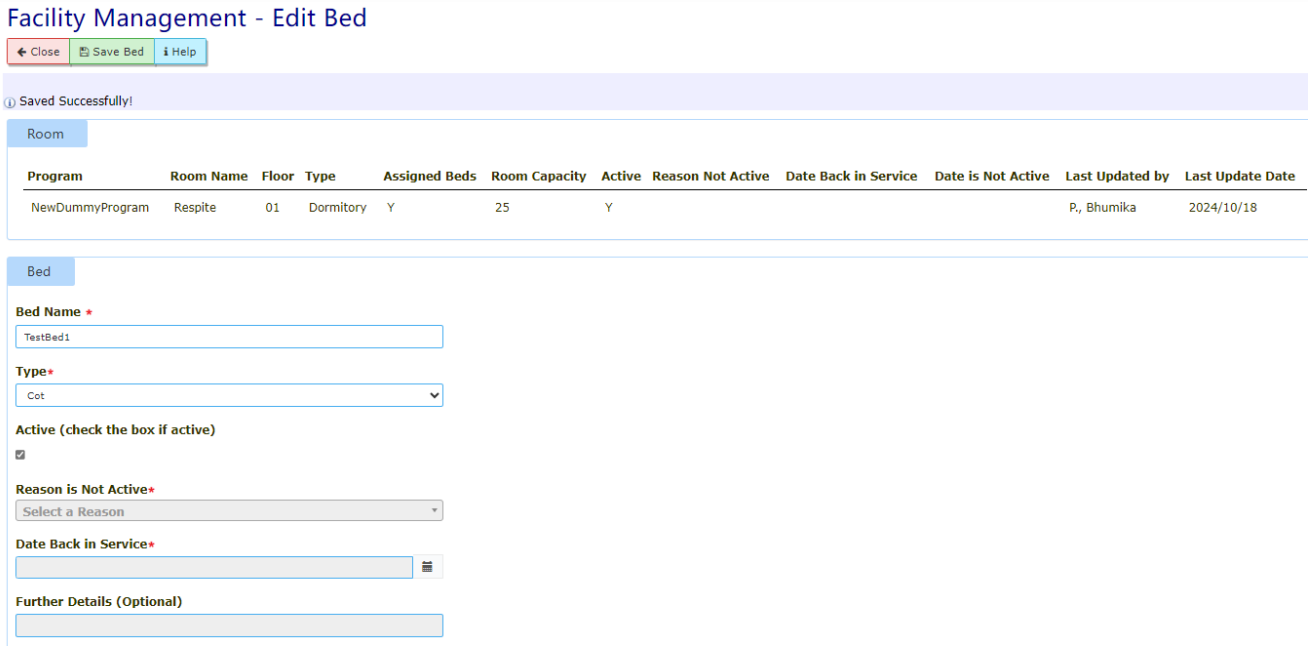
5. Click on the Add Bed action button to add a new bed and the **Facility Management – New Bed** screen will be displayed. **Room** tab displays the following fields: **Program** name**, Room Name, Floor, Type, Assigned Beds, Room Capacity**, is **Active, Reason Not Active, Date Back in Service, Date is Not Active, Last Updated by** and **Last Update date.**



6. In the Bed tab, enter **Bed Name** and select Bed **Type** from the dropdown list.

7. Check off the **Active** field.

8. Click on the Save Bed action button to save the new Bed information.

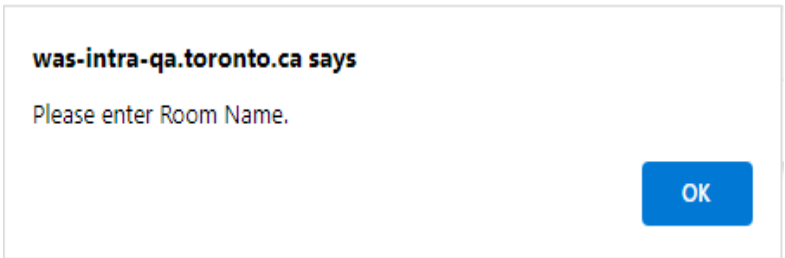


9. Click on the Close action button to go back to the **Facility Management – Beds List** screen.

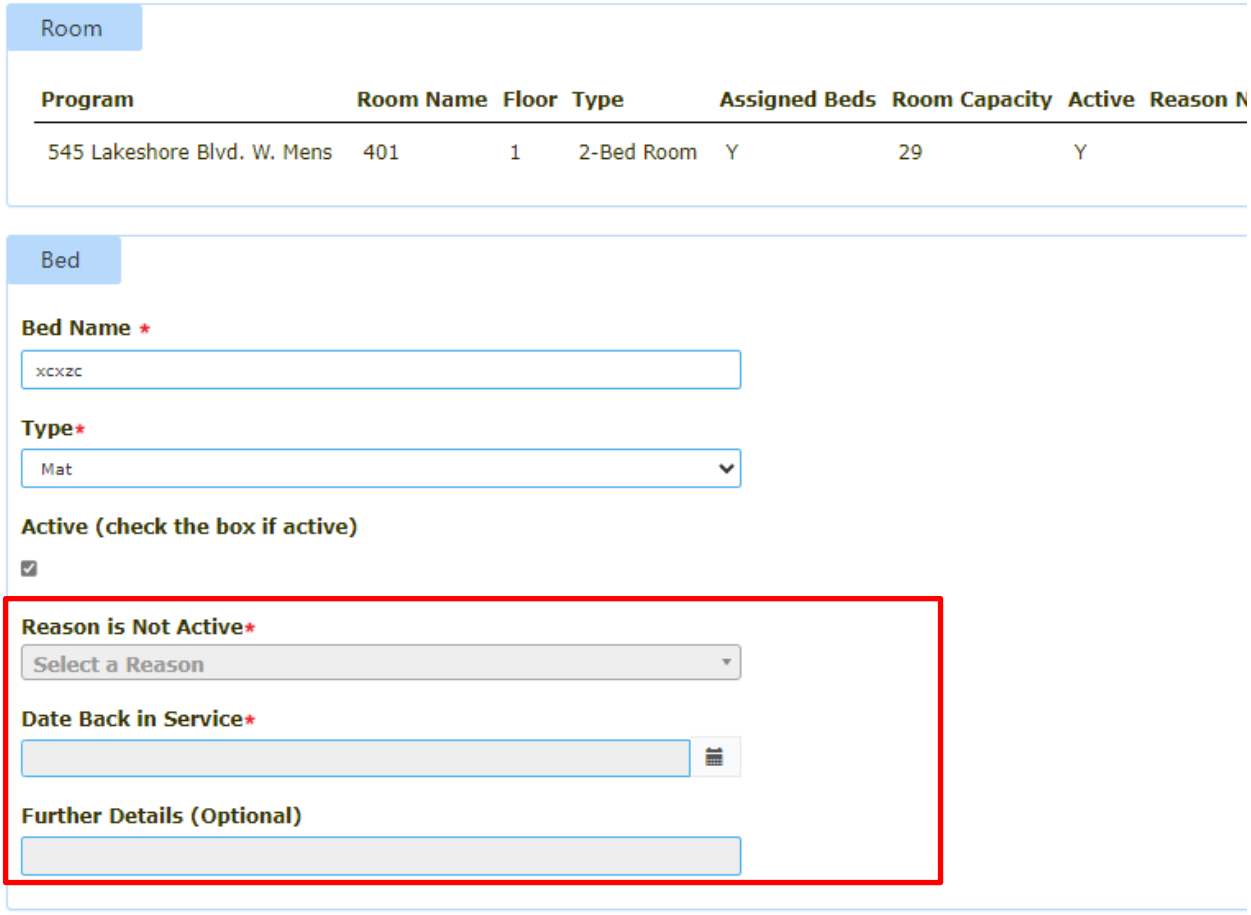
10. Click on the Back to Room action button to go back to the **Facility Management – Edit Room** screen.

Important Notes:

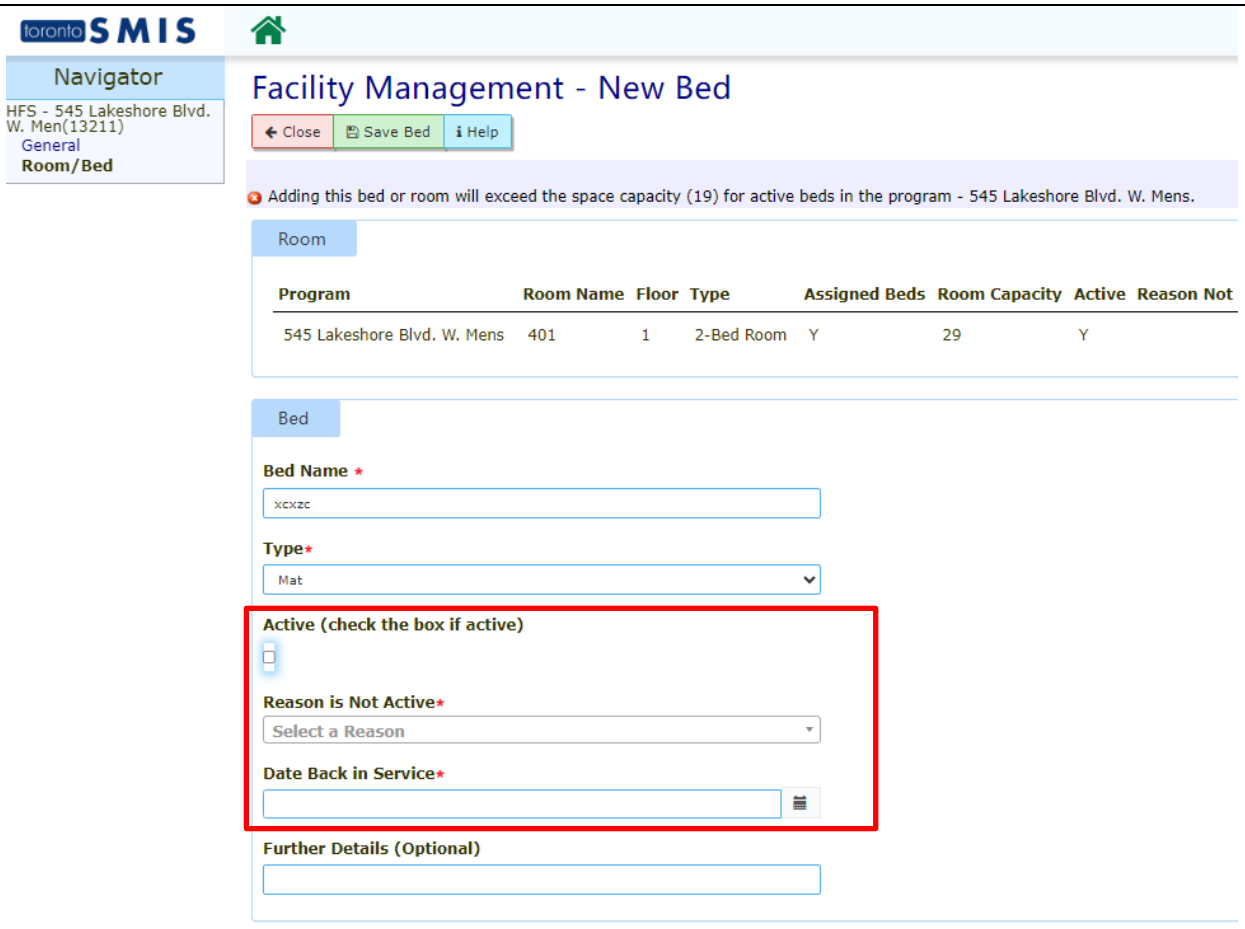
1. The mandatory fields are: **Room Name**, **Type** and **Program**. A message box is displayed when user tries to save with an empty mandatory field.



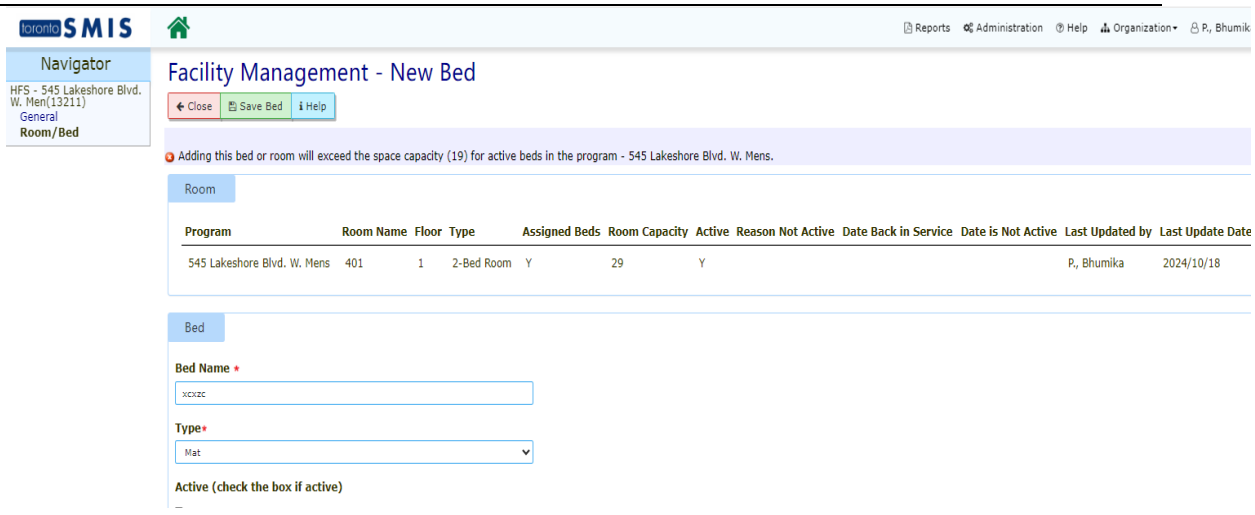
2. When Active Checkbox is checked on a New Bed,
The relevant fields are disabled.



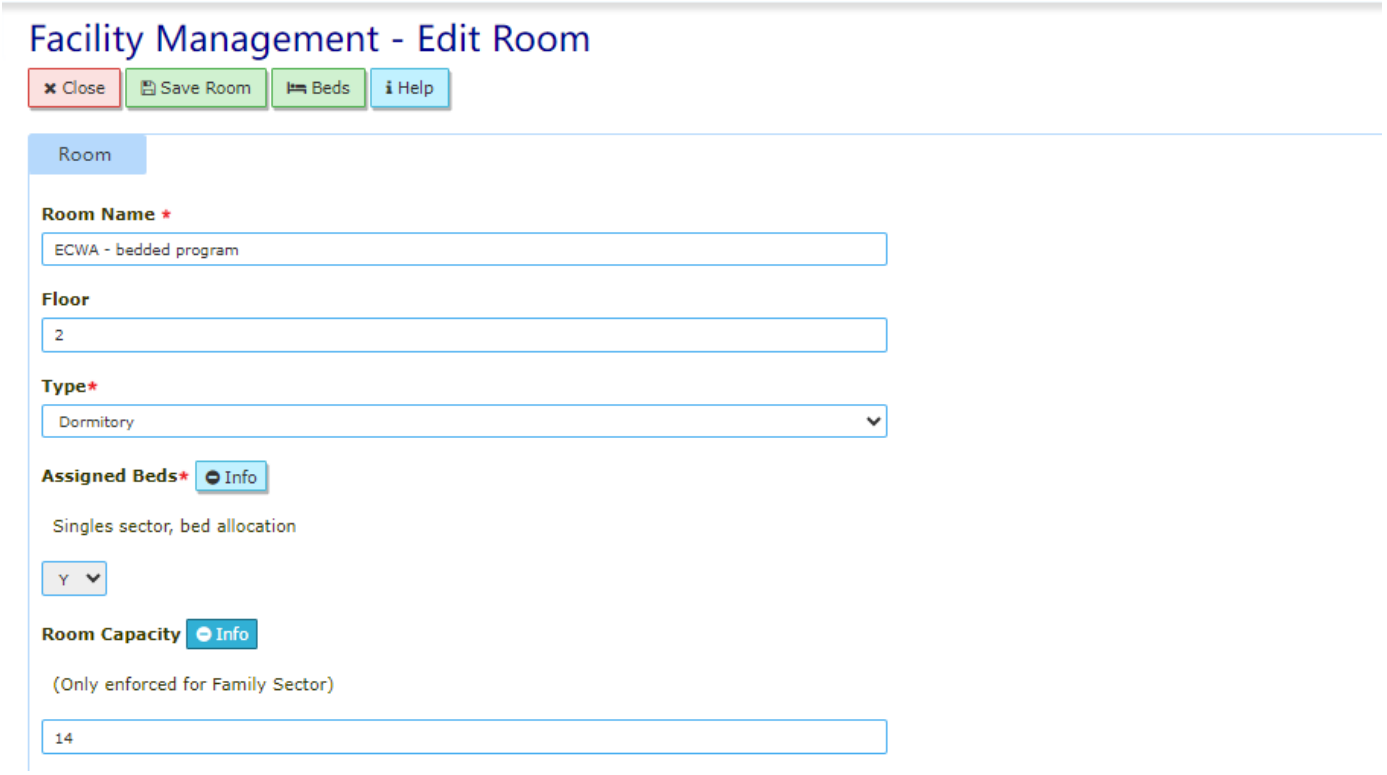
3. When Active Checkbox is unchecked on a new bed,
The relevant fields are editable and mandatory.

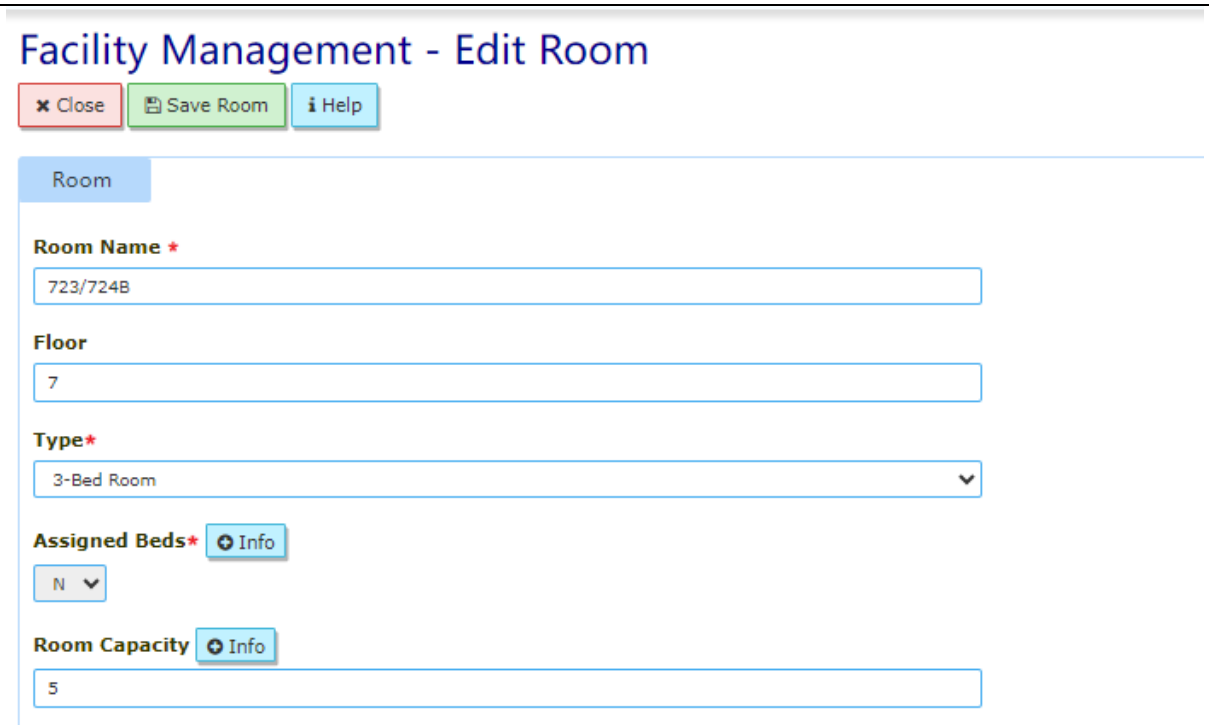


4. When saving the bed information and if Active field is checked off, SMIS checks space capacity and if adding this room will exceed the space capacity for active beds in the program, an error message will be displayed, and it would not allow the user to save the new bed information.



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





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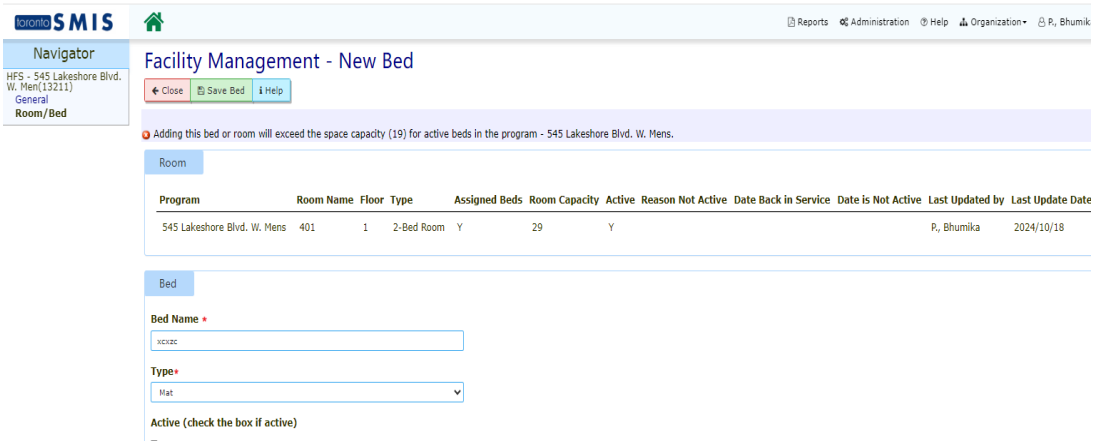


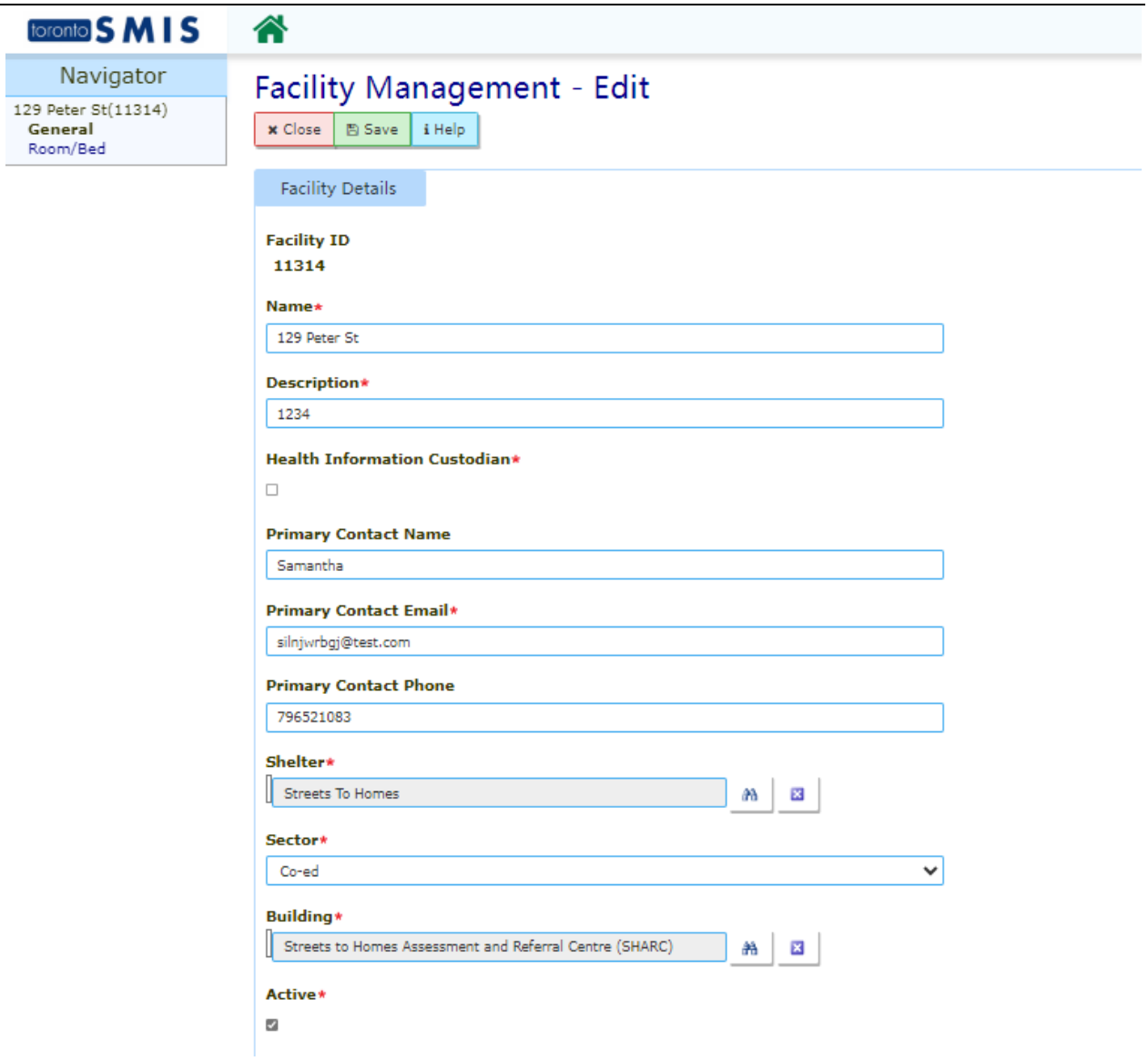
2. Home > Facility Management - Edit > Edit Room > Beds List > Edit Bed

Business Purpose:

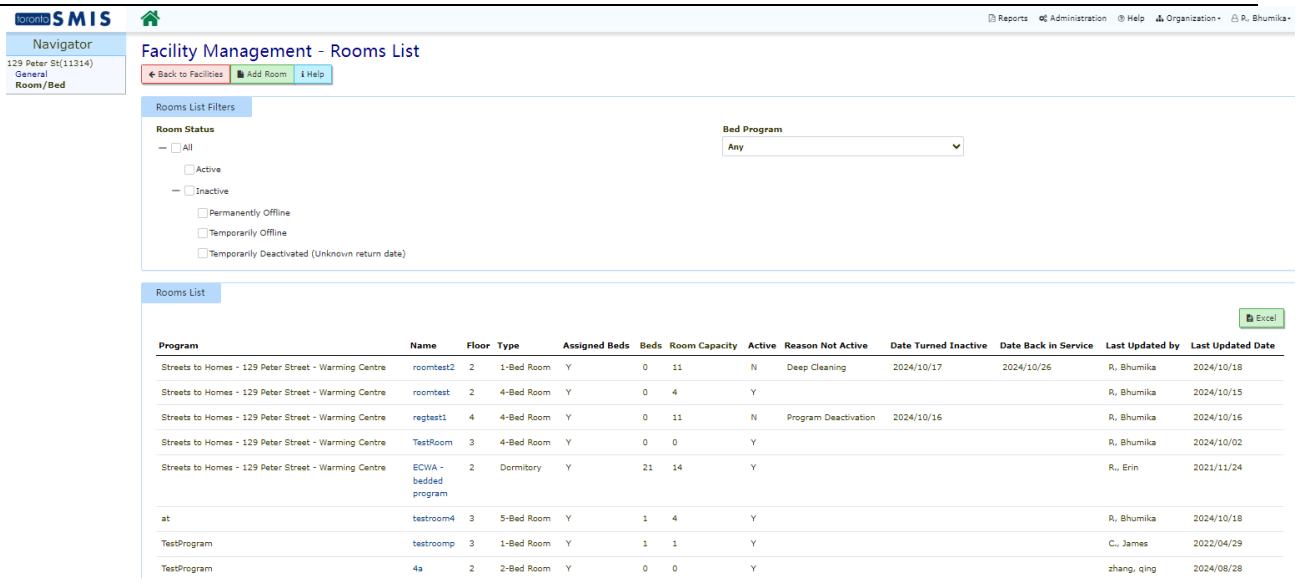
The **Facility Management – Edit Bed** page allows the user to edit an existing bed of a particular program.

How to:

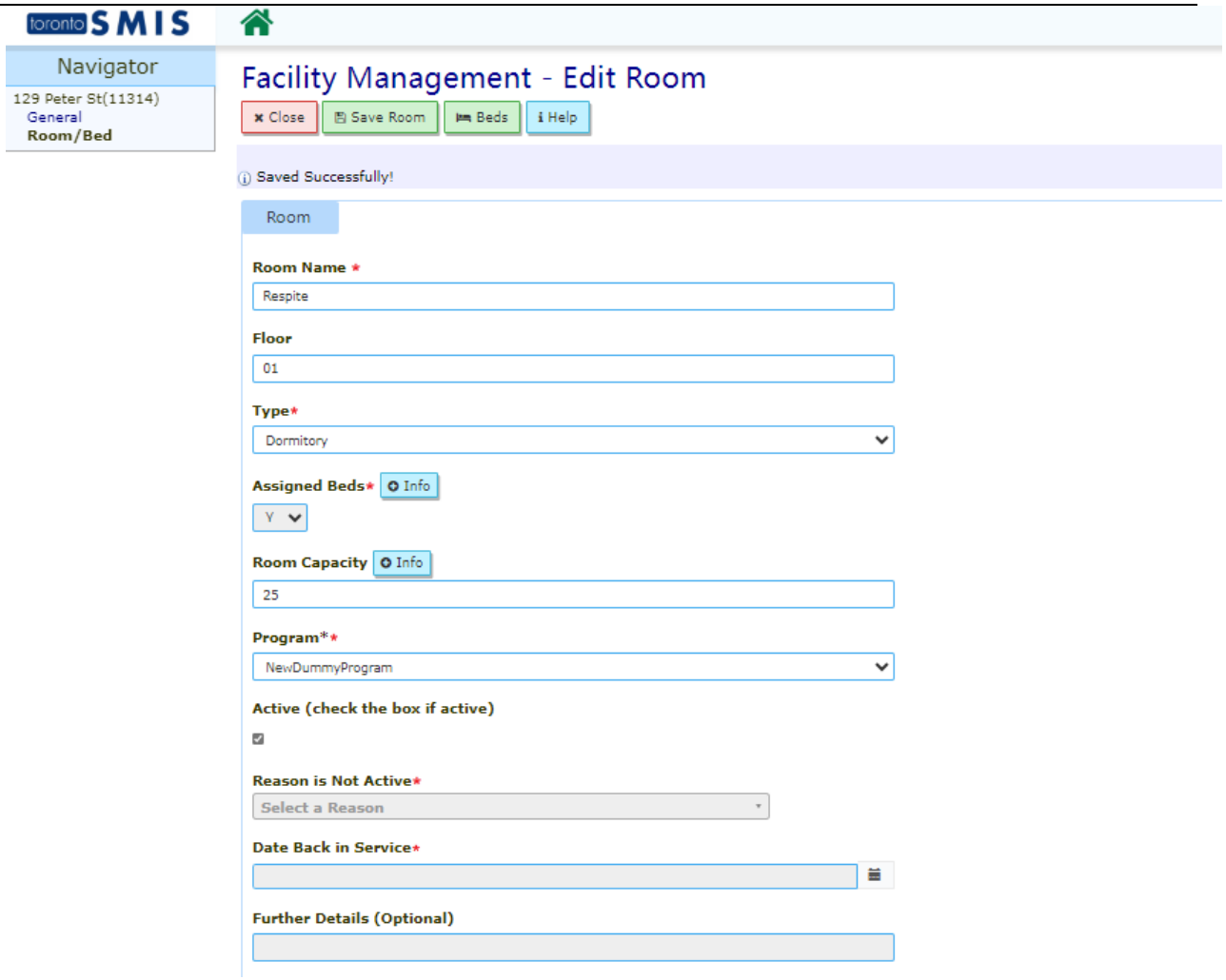
1. From the **Facility Management** screen, click the Edit action to the left of the Facility you want to edit will take you to the **Facility Management – Edit** page.



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



3. 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.



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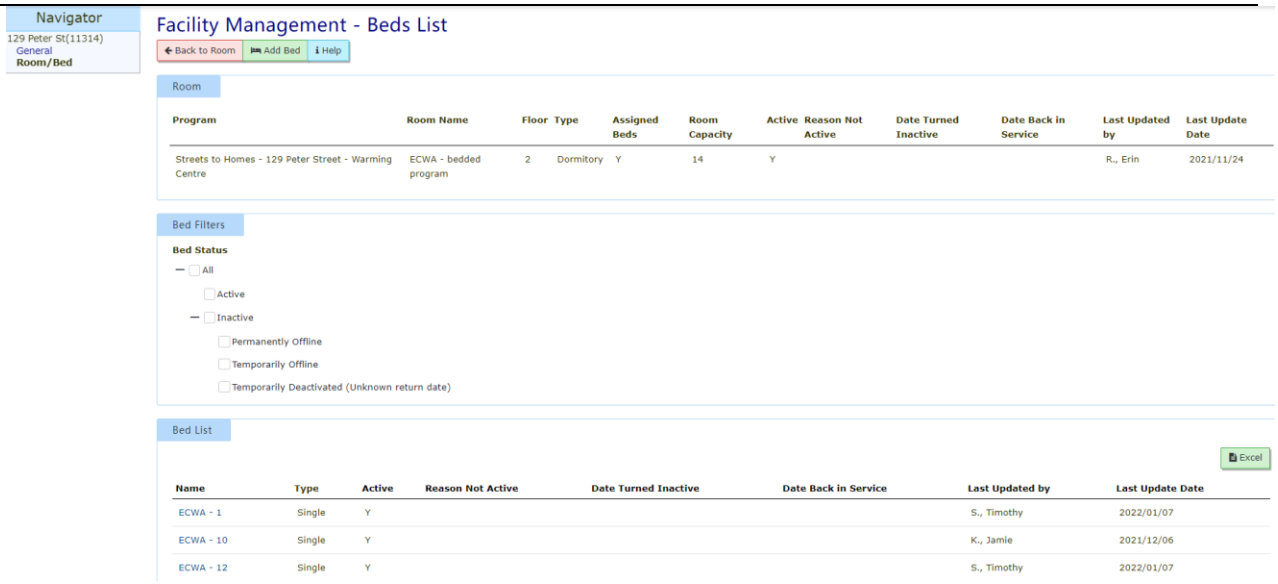
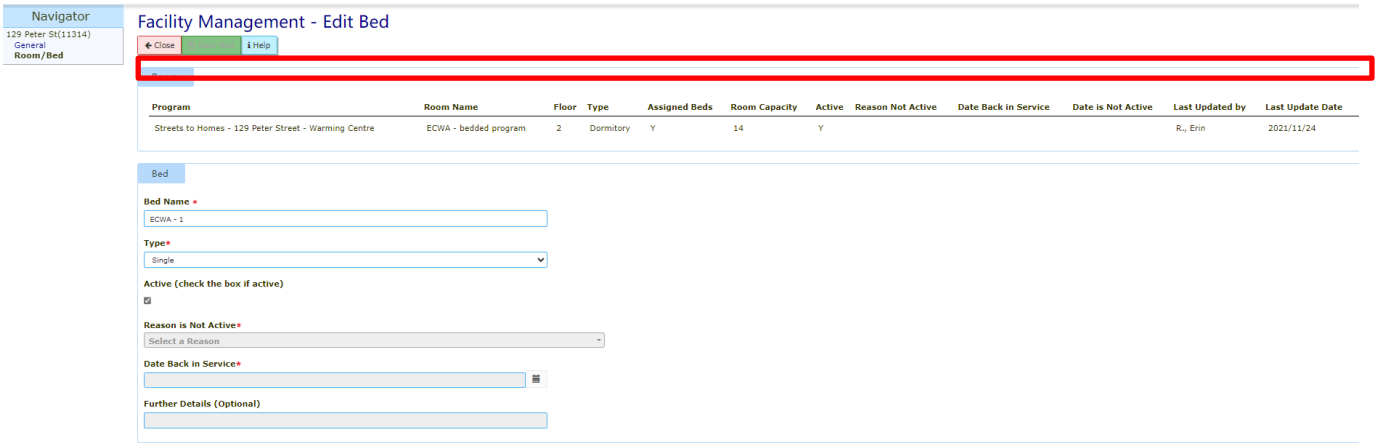
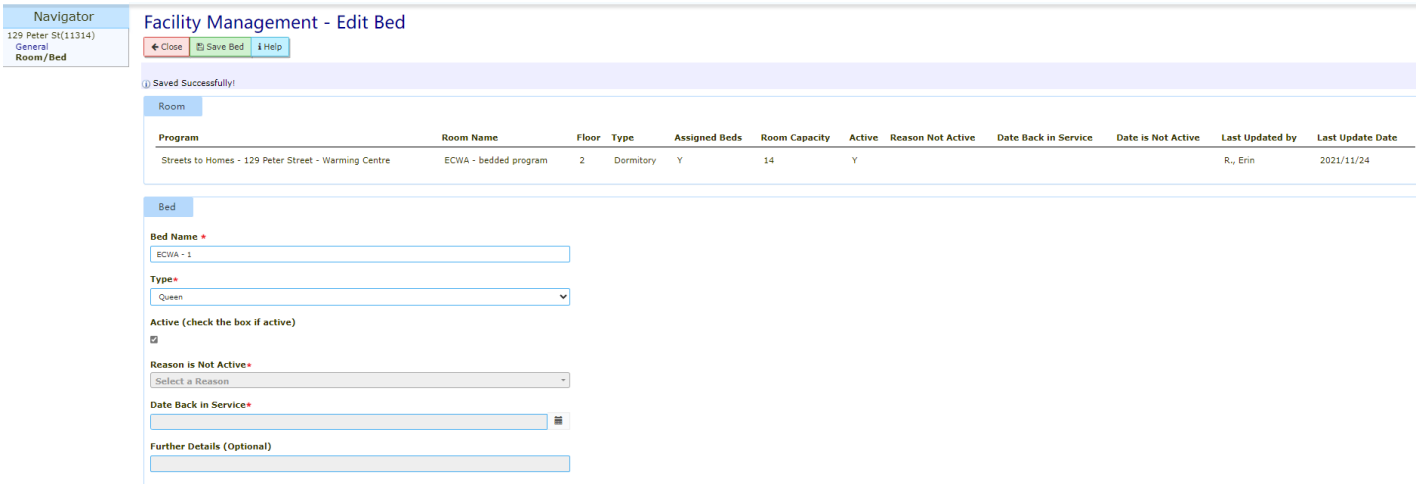


5. Click on the bed **Name** column to view or edit the details of a Bed and the **Facility Management – Edit Bed** screen will be displayed. **Room** tab displays the following fields: **Program** name**, Room Name, Floor, Type, Assigned Beds, Room Capacity**, is **Active**, **Reason Not Active, Date Back in Service, Date is Not Active, Last Updated by, Last Update Date.**



6. In the Bed tab, enter or update all the fields by selecting from the respective dropdowns and checkbox.

7. Click on the Save Bed action button to save all the updates.

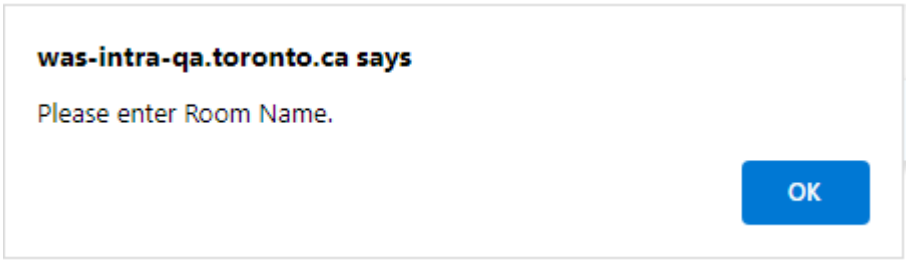


8. Click on the ← Close action button to go back to the **Facility Management – Beds List** screen.

9. 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: **Room Name**, **Type** and **Program**. A message box is displayed when user tries to save with an empty mandatory field.



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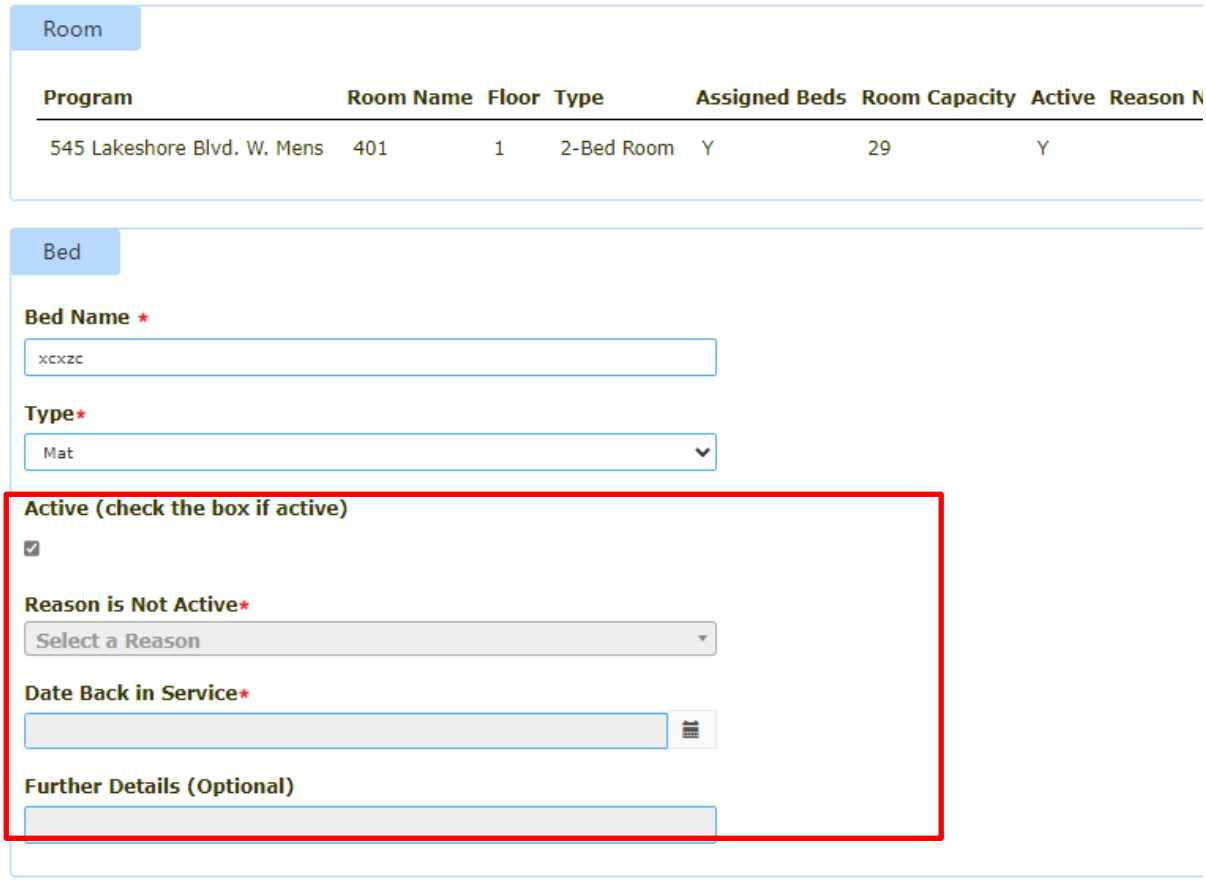

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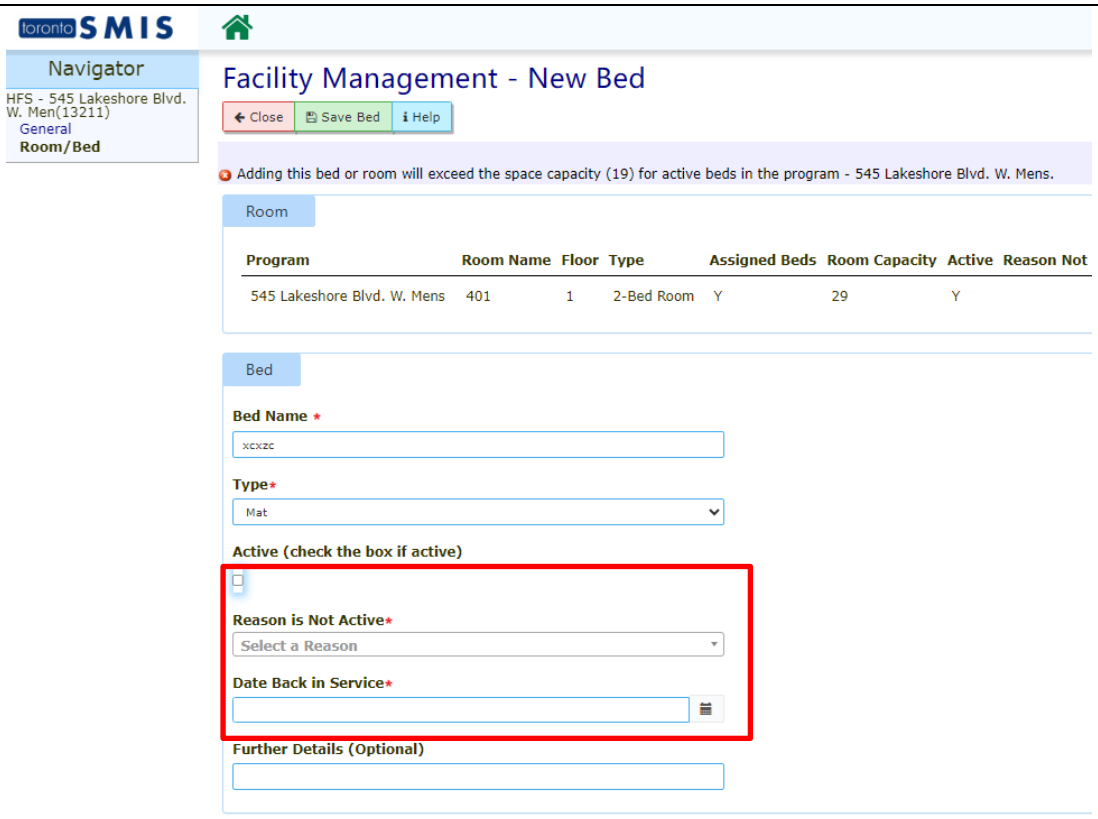
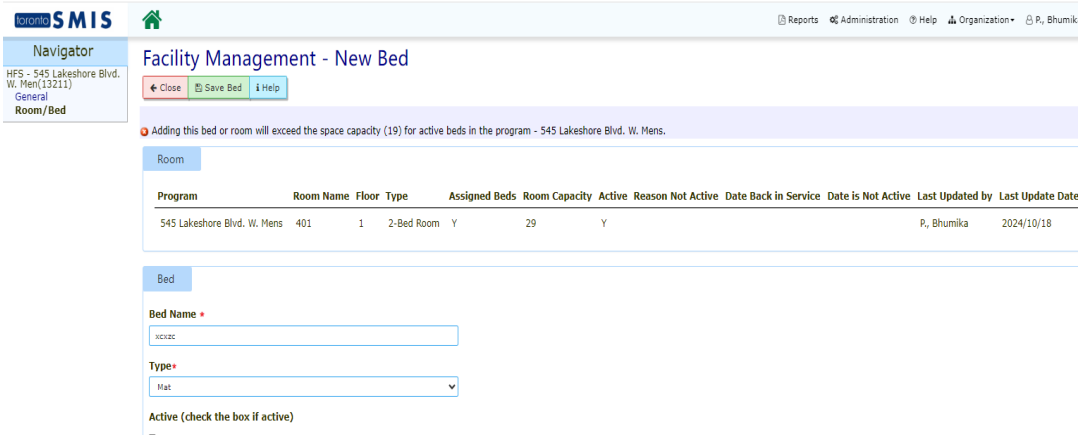
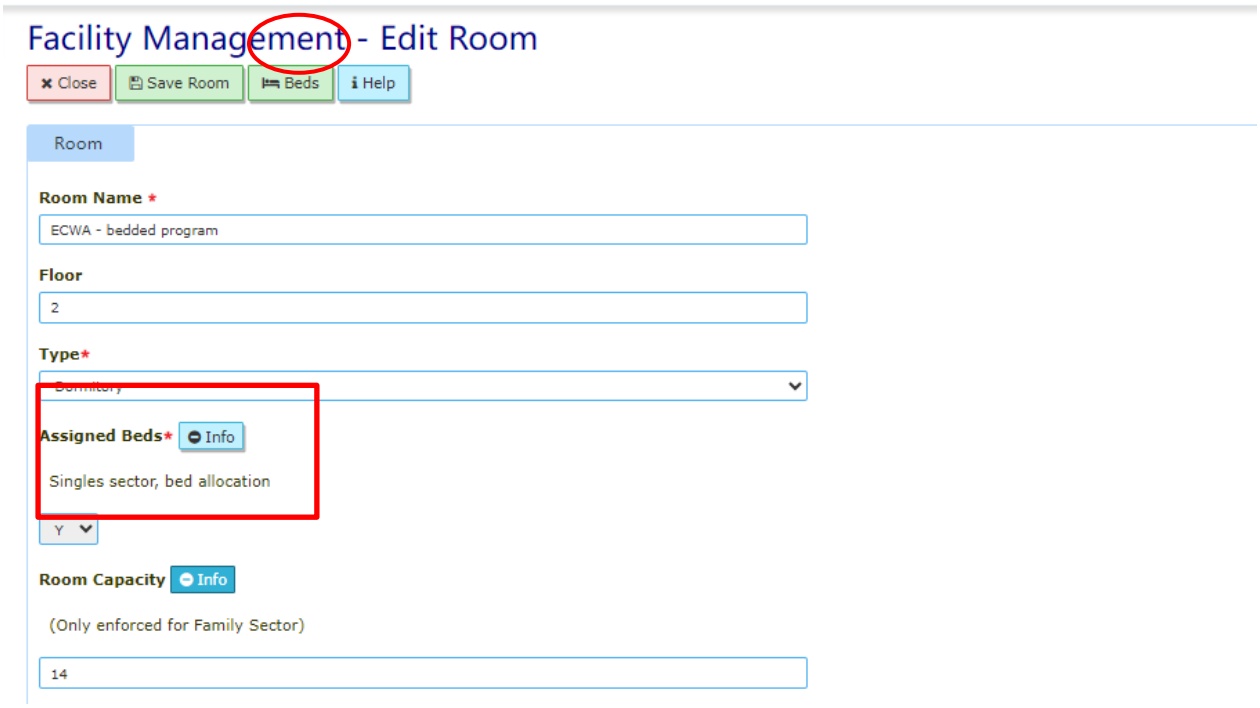
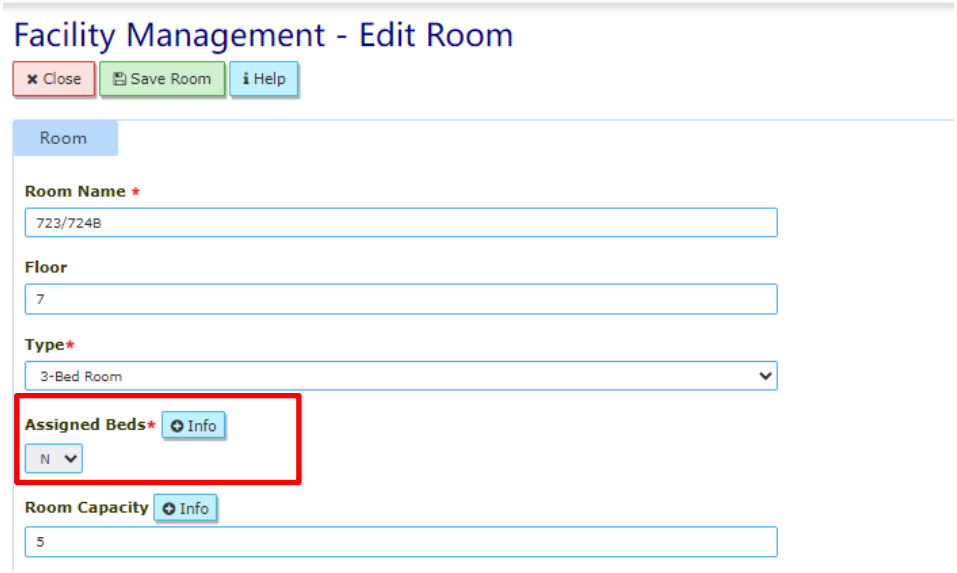


4. When Active checkbox is unchecked and value for ‘Reason is Not Active’ field is ‘Program Deactivation’ then ‘Date Back in Service’ field is disabled.

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