
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](#)

[1. Home > Facility Management - Edit > Edit Room > Beds List > New Bed](#)

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.

toronto **SMIS** 

Navigator
129 Peter St(11314)
General
Room/Bed

Facility Management - Edit

Facility Details

Facility ID
11314

Name*

Description*

Health Information Custodian*

Primary Contact Name

Primary Contact Email*

Primary Contact Phone

Shelter*

Sector*

Building*

Active*

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

toronto **SMIS** Reports Administration Help Organization R. Bhumika

Navigator
129 Peter St(11314)
General
Room/Bed

Facility Management - Rooms List

[Back to Facilities](#) [Add Room](#) [Help](#)

Rooms List Filters

Room Status

All

Active

Inactive

Permanently Offline

Temporarily Offline

Temporarily Deactivated (Unknown return date)

Bed Program
Any

Rooms List [Excel](#)

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

- 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.

toronto **SMIS**

Navigator
129 Peter St(11314)
General
Room/Bed

Facility Management - Edit Room

Close Save Room Beds Help

Saved Successfully!

Room

Room Name *
Respite

Floor
01

Type*
Dormitory

Assigned Beds* Info
Y

Room Capacity Info
25

Program**
NewDummyProgram

Active (check the box if active)

Reason is Not Active*
Select a Reason

Date Back in Service*

Further Details (Optional)

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

toronto **SMIS** Reports Administration Help Organization P., Bhumika

Navigator
129 Peter St(11314)
General
Room/Bed

Facility Management - Beds List

Back to Room Add Bed Help

Room

Program	Room Name	Floor	Type	Assigned Beds	Room Capacity	Active	Reason Not Active	Date Turned Inactive	Date Back in Service	Last Updated by	Last Update Date
NewDummyProgram	Respite	01	Dormitory	Y	25	N	Program Deactivation	2020/05/12		C., James	2024/10/15

Bed Filters

Bed Status

- All
- Active
- Inactive
 - Permanently Offline
 - Temporarily Offline
 - Temporarily Deactivated (Unknown return date)

Bed List [Excel](#)

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

- 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**.

Facility Management - New Bed

[Close](#) [Save Bed](#) [Help](#)

Room

Program	Room Name	Floor	Type	Assigned Beds	Room Capacity	Active	Reason Not Active	Date Back in Service	Date is Not Active	Last Updated by	Last Update Date
NewDummyProgram	Respite	01	Dormitory	Y	25	Y				P., Bhumika	2024/10/18

Bed

Bed Name

Type

- 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.

Facility Management - Edit Bed

Saved Successfully!

Room

Program	Room Name	Floor	Type	Assigned Beds	Room Capacity	Active	Reason Not Active	Date Back in Service	Date is Not Active	Last Updated by	Last Update Date
NewDummyProgram	Respite	01	Dormitory	Y	25	Y				P, Bhumika	2024/10/18

Bed

Bed Name *

Type *

Active (check the box if active)

Reason is Not Active *

Date Back in Service *

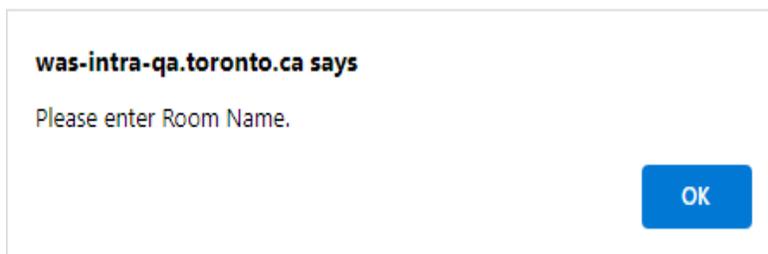
Further Details (Optional)

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

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

Important Notes:

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



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

Room

Program	Room Name	Floor	Type	Assigned Beds	Room Capacity	Active	Reason N
545 Lakeshore Blvd. W. Mens	401	1	2-Bed Room	Y	29	Y	

Bed

Bed Name *

Type*

Mat
▼

Active (check the box if active)

Reason is Not Active*

Select a Reason
▼

Date Back in Service*

📅

Further Details (Optional)

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



Navigator

HFS - 545 Lakeshore Blvd.
W. Men(13211)
General
Room/Bed

Facility Management - New Bed

[← Close](#) [Save Bed](#) [i Help](#)

Adding this bed or room will exceed the space capacity (19) for active beds in the program - 545 Lakeshore Blvd. W. Mens.

Room

Program	Room Name	Floor	Type	Assigned Beds	Room Capacity	Active	Reason Not
545 Lakeshore Blvd. W. Mens	401	1	2-Bed Room	Y	29	Y	

Bed

Bed Name *

xcxz

Type*

Mat

Active (check the box if active)

Reason is Not Active*

Select a Reason

Date Back in Service*

Further Details (Optional)

- 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.

toronto SMIS Reports Administration Help Organization P, Bhumi

Navigator
HFS - 545 Lakeshore Blvd.
W. Men(13211)
General
Room/Bed

Facility Management - New Bed

Close Save Bed Help

Warning: Adding this bed or room will exceed the space capacity (19) for active beds in the program - 545 Lakeshore Blvd. W. Mens.

Room

Program	Room Name	Floor	Type	Assigned Beds	Room Capacity	Active	Reason Not Active	Date Back in Service	Date is Not Active	Last Updated by	Last Update Date
545 Lakeshore Blvd. W. Mens	401	1	2-Bed Room	Y	29	Y				P, Bhumika	2024/10/18

Bed

Bed Name *

Type*

Active (check the box if active)

- 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 Beds Help

Room

Room Name *

Floor

Type*

Assigned Beds* Info
Singles sector, bed allocation

Room Capacity Info
(Only enforced for Family Sector)

Facility Management - Edit Room

Room

Room Name *

Floor

Type*

Assigned Beds*

Room Capacity

- 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.

[Reports](#)
[Administration](#)
[Help](#)
[Organization](#)
[P. Bhumik](#)

Navigator

HFS - 545 Lakeshore Blvd. W. Men(13211)

General

Room/Bed

Facility Management - New Bed

Adding this bed or room will exceed the space capacity (19) for active beds in the program - 545 Lakeshore Blvd. W. Mens.

Room

Program	Room Name	Floor	Type	Assigned Beds	Room Capacity	Active	Reason Not Active	Date Back in Service	Date is Not Active	Last Updated by	Last Update Date
545 Lakeshore Blvd. W. Mens	401	1	2-Bed Room	Y	29	Y				P. Bhumika	2024/10/18

Bed

Bed Name *

Type*

Active (check the box if active)

For the full SMIS help manual, go to: [SMIS Help Manual](#)

[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.

toronto **SMIS** 

Navigator
129 Peter St(11314)
General
Room/Bed

Facility Management - Edit

Facility Details

Facility ID
11314

Name*

Description*

Health Information Custodian*

Primary Contact Name

Primary Contact Email*

Primary Contact Phone

Shelter*

Sector*

Building*

Active*

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

toronto **SMIS** Reports Administration Help Organization R. Bhumika

Navigator
129 Peter St(11314)
General
Room/Bed

Facility Management - Rooms List

[Back to Facilities](#) [Add Room](#) [Help](#)

Rooms List Filters

Room Status

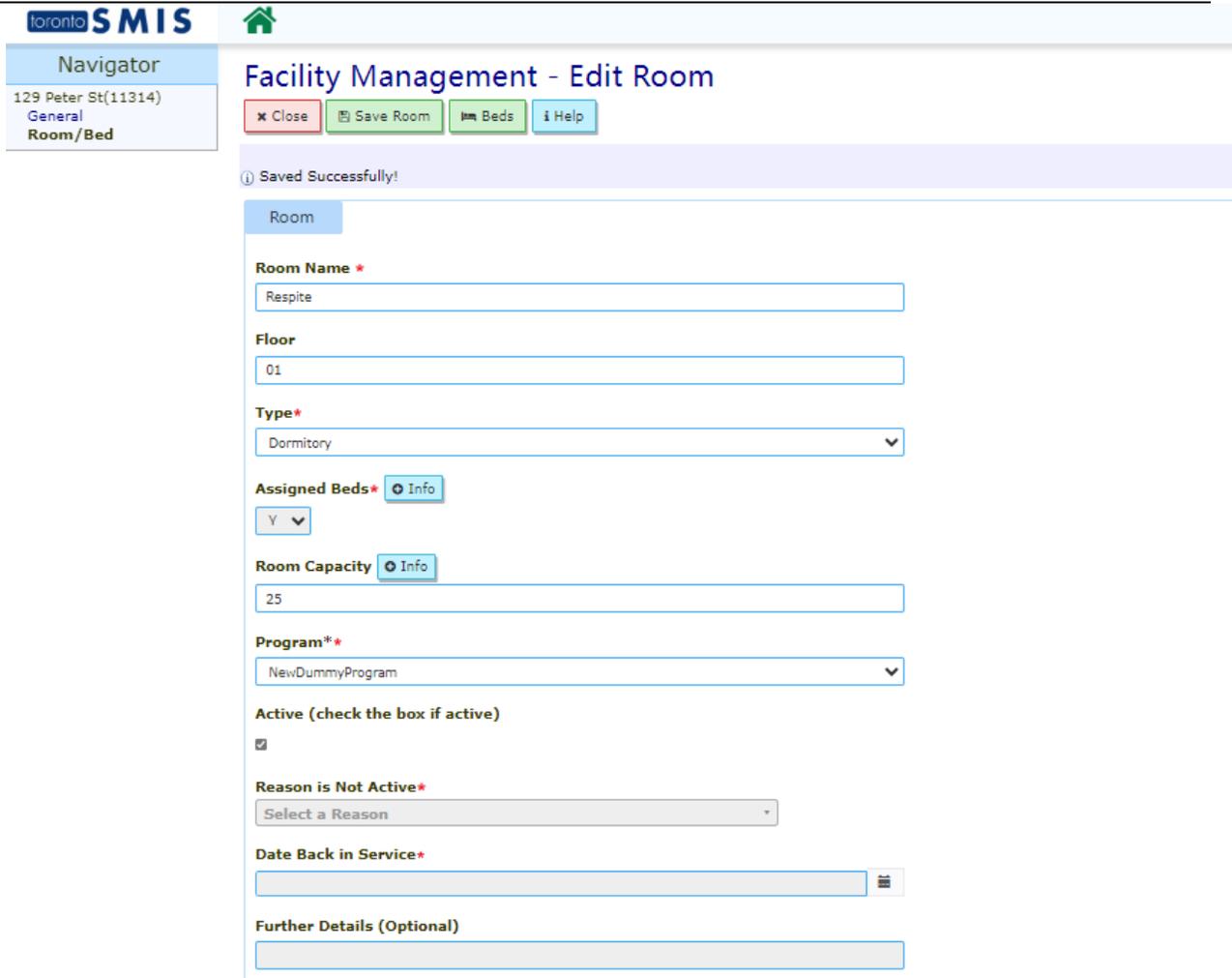
- All
- Active
- Inactive
 - Permanently Offline
 - Temporarily Offline
 - Temporarily Deactivated (Unknown return date)

Bed Program
Any

Rooms List [Excel](#)

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	ECHIA - 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

- 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.



toronto **SMIS** 

Navigator
129 Peter St(11314)
General
Room/Bed

Facility Management - Edit Room

 Saved Successfully!

Room

Room Name *

Floor

Type*

Assigned Beds*

Room Capacity

Program**

Active (check the box if active)

Reason is Not Active*

Date Back in Service*

Further Details (Optional)

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

Navigator
129 Peter St(11314)
General
Room/Bed

Facility Management - Beds List

← Back to Room Add Bed Help

Room

Program	Room Name	Floor	Type	Assigned Beds	Room Capacity	Active	Reason Not Active	Date Turned Inactive	Date Back in Service	Last Updated by	Last Update Date
Streets to Homes - 129 Peter Street - Warming Centre	ECWA - bedded program	2	Dormitory	Y	14	Y				R., Erin	2021/11/24

Bed Filters

Bed Status

All

Active

Inactive

Permanently Offline

Temporarily Offline

Temporarily Deactivated (Unknown return date)

Bed List

Name	Type	Active	Reason Not Active	Date Turned Inactive	Date Back in Service	Last Updated by	Last Update Date
ECWA - 1	Single	Y				S., Timothy	2022/01/07
ECWA - 10	Single	Y				K., Jamie	2021/12/06
ECWA - 12	Single	Y				S., Timothy	2022/01/07

Excel

- 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**.

Navigator
129 Peter St(11314)
General
Room/Bed

Facility Management - Edit Bed

Close Help

Room

Program	Room Name	Floor	Type	Assigned Beds	Room Capacity	Active	Reason Not Active	Date Back in Service	Date is Not Active	Last Updated by	Last Update Date
Streets to Homes - 129 Peter Street - Warming Centre	ECWA - bedded program	2	Dormitory	Y	14	Y				R., Erin	2021/11/24

Bed

Bed Name *

ECWA - 1

Type *

Single

Active (check the box if active)

Reason is Not Active *

Select a Reason

Date Back in Service *

Further Details (Optional)

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

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

Navigator
129 Peter St(11314)
General
Room/Bed

Facility Management - Edit Bed

← Close Save Bed Help

(1) Saved Successfully!

Program	Room Name	Floor	Type	Assigned Beds	Room Capacity	Active	Reason Not Active	Date Back in Service	Date is Not Active	Last Updated by	Last Update Date
Streets to Homes - 129 Peter Street - Warming Centre	ECWA - bedded program	2	Dormitory	Y	14	Y				R., Erin	2021/11/24

Bed

Bed Name *
ECWA - 1

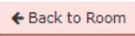
Type*
Queen

Active (check the box if active)

Reason is Not Active*
Select a Reason

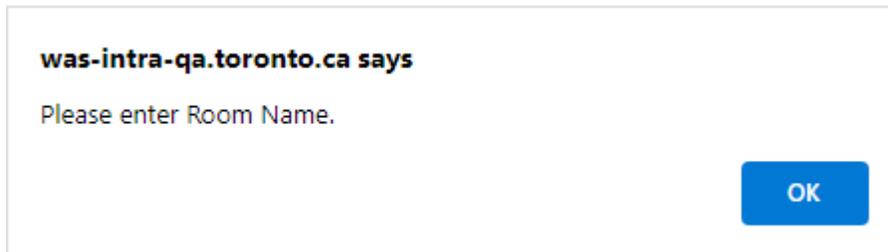
Date Back in Service*
[Calendar icon]

Further Details (Optional)
[Text area]

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

Important Notes:

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



- When Active Checkbox is checked on an Edit Bed, The relevant fields are disabled.

Room

Program	Room Name	Floor	Type	Assigned Beds	Room Capacity	Active	Reason N
545 Lakeshore Blvd. W. Mens	401	1	2-Bed Room	Y	29	Y	

Bed

Bed Name *

Type*

Mat

Active (check the box if active)

Reason is Not Active*

Select a Reason

Date Back in Service*

Further Details (Optional)

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

toronto **SMIS**

Navigator

HFS - 545 Lakeshore Blvd.
W. Men(13211)
General
Room/Bed

Facility Management - New Bed

[← Close](#) [Save Bed](#) [Help](#)

Adding this bed or room will exceed the space capacity (19) for active beds in the program - 545 Lakeshore Blvd. W. Mens.

Room

Program	Room Name	Floor	Type	Assigned Beds	Room Capacity	Active	Reason Not
545 Lakeshore Blvd. W. Mens	401	1	2-Bed Room	Y	29	Y	

Bed

Bed Name *

Type*

Active (check the box if active)

Reason is Not Active*

Date Back in Service*

Further Details (Optional)

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

toronto **SMIS** Reports Administration Help Organization P. Bhumik

Navigator

HFS - 545 Lakeshore Blvd.
W. Men(13211)
General
Room/Bed

Facility Management - New Bed

[← Close](#) [Save Bed](#) [Help](#)

Adding this bed or room will exceed the space capacity (19) for active beds in the program - 545 Lakeshore Blvd. W. Mens.

Room

Program	Room Name	Floor	Type	Assigned Beds	Room Capacity	Active	Reason Not Active	Date Back in Service	Date is Not Active	Last Updated by	Last Update Date
545 Lakeshore Blvd. W. Mens	401	1	2-Bed Room	Y	29	Y				P. Bhumika	2024/10/18

Bed

Bed Name *

Type*

Active (check the box if active)

- 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

Room

Room Name *
ECWA - bedded program

Floor
2

Type*
Dormitory

Assigned Beds* 
Singles sector, bed allocation

Y

Room Capacity 
(Only enforced for Family Sector)

14

Facility Management - Edit Room

Room

Room Name *
723/724B

Floor
7

Type*
3-Bed Room

Assigned Beds* 
N

Room Capacity 
5

