

Facility Management Screen

Updated on April 2018

- 1. Home > Facility Management Edit > New Room
- 2. Home > Facility Management Edit > Edit Room
- 1. <u>Home > Facility Management Edit > New Room</u>

Business Purpose:

The **Facility Management – New Room** page allows the user to add a new room to 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.

Provide Facility Management - Edit Provide Provide Pro	toronto SMIS	*	🗋 Reports	a; Administr	cion ® H	elp ≜Organi	ration -	A P., Bhumika-
Facility Dealls Facility JD 1314 Name 132 Face Sc Description* 123 Hable Information Custodian* Sectority Contact Name Sectority Contac	Navigator 129 Peter St(11314) General Room/Bed	Facility Management - Edit						
8	Boom/Bed	Rolity Details Facility ID 11314 Name 11314 Name 1137 Description* 1138 Health Information Custedian* Primary Contact Name Security Primary Contact Finals Primary Contact Finals Primary Contact Finals Security Sector* Cond Cond Extension Sector* Cond Cond Sector* Cond Cond Sector* Cond Cond Sector* Cond Cond Sector* Sector* Sector* Sector*						

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





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Navigator 129 Peter St(11314) General Room/Bed	Facility Management - Room	ns List											
	Rooms List Filters Room Status - Al - Kine - Inactive -	m date)					Bed An	l Program V	n	v			
	Rooms List	Name	floor 1		Arright Rade	Rede	Room Canacity	Arting	Passon Not Active	Data Turned Inactive	Data Back in Camina	Last Undated by	Excel
	Streets to Homes Bedded Program	1	1 1	1-Bed Room	Y	3	1	Y	ALL OF THE ALL OF			fedo, lora	2024/08/14
	Streets to Homes Bedded Program	16e		N/A	Y	0	25	Y				R. Bhumika	2024/10/01
	Streets to Homes Bedded Program	301	1 4	4-Bed Room	Y	0	4	Y				R, Bhumika	2024/10/01
	Streets to Homes Bedded Program	gghh	:	1-Bed Room	Y	٥	0	N		2022/03/12		M., Ryan	2022/03/12
	Streets to Homes Bedded Program	99	gfh :	2-Bed Room	Y	0	1	N	Deep Cleaning	2024/08/28	2024/08/31	zhang, qing	2024/08/28
	Streets to Homes Bedded Program	Respite	01 0	Dormitory	Y	23	25	N	Program Deactivation	2020/05/12		R, Bhumika	2024/10/02
	Streets to Homes Bedded Program	S2H Bedded Program	02 0	Dormitory	Y	13	27	Y				K., Jamie	2020/10/28

3. Click on the Add Room action button and the **Facility Management – New Room** screen will be displayed.

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Navigator 129 Peter St(11314) General Room/Bed	Facility Management - New Room					
	Room Kame +					
	Type* Assigned Bake (B16) (*)					
	Ram Gapachy @256					
	Active (cluck the loce if active)					
	Data Back in Service *					

- 4. Enter Room Name, Floor and Room Capacity.
- 5. Using the dropdowns, select the Type and Program.
- 6. Assigned Beds

default selection Y – for Singles sector, bed allocation default selection N – for Family Sector

7. Check off the Active field will disable following fields:





- a. Reason is Not Active
- b. Date Back in Service
- c. Further Details (Optional)

toronto SMIS	*
Navigator 129 Peter St(11314) General Room/Bed	Facility Management - New Room
	Room
	Room Name *
	TestRoom
	Floor
	3
	Туре*
	4-Bed Room 🗸
	Assigned Beds* • Info
	Singles sector, bed allocation
	Y V
	(Only enforced for Family Sector)
	rive
	Program** Streets to Homes - 129 Peter Street - Warming Centre
	Active (check the box if active)
	Reason is Not Active*
	Select a Reason
	Date Back in Service*
	Further Details (Optional)

8. Click on the Save Room action button to save the new Room information and room will be added to the Room List of selected Program.





toronto SMIS	A
Navigator 129 Peter St(11314) General Room/Bed	Facility Management - Edit Room
	() Saved Successfully!
	Room Name * TestRoom
	Floor 3
	Type* 4-Bed Room
	Assigned Beds* O Info
	Room Capacity O Info 0
	Program** Streets to Homes - 129 Peter Street - Warming Centre
	Active (check the box if active)
	Reason is Not Active* Select a Reason *
	Eurther Details (Ontional)

- 9. Click on the ***** close action button to go back to the **Facility Management – Rooms List** screen.
- **10.** To view the newly added Room, filter the list by selecting the Program from the dropdown list.





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Navigator Peter St(11314) neral om/Bed	Facility Management - Rooms Li	st													
	Rooms List Filters														
	Room Status — 🗌 All						Be	ed Progran Streets to H	n omes - 129 Peter Street -	Warming Centre 🗸					
	Active														
	Permanently Offline														
	Temporarily Deactivated (Unknown return date)														
	Rooms List														E E
	Program	Name	Floor	Туре	Assigned Beds	Beds	Room Capaci	ity Activ	e Reason Not Active	Date Turned Inactive	Date Bao	k in Service l	.ast Updated	by Last Up	idated Da
	Streets to Homes - 129 Peter Street - Warming Centre	ECWA - bedded program	2	Dormitory	Y	19	14	Y					R., Erin	2021/1	1/24
													_		





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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2. Assigned Beds is a read-only field and default value depends on the sector. For family sector, it has a value of 'N' and for singles, it has a value of 'Y'.



3. When saving the room 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 room information.





oronto SMIS	A
Navigator	Facility Management - New Room
Gerrard St. E. nily)(14097) eneral oom/Bed	x Close E. Suchon Inep
(Adding this bed or room will exceed the space capacity (4) for active beds in the program - testprogcpacity.
	Room
	Room Name *
	testroom
	Floor
	Type*
	2-Bed Room
	Assigned Beds* O Info
	N ¥
	Room Capacity O Info
	20
	Program**
	testoreesenin V
(Active (check the box if active)
	Ø
	Reason is Not Active*
	Dete Back in Constant
	Further Datails (Ontional)

4. When Active Checkbox is unchecked on a new room, the relevant fields are enabled.





toronto SMIS	*
Navigator	Facility Management - New Room
S - 545 Lakeshore Blvd. Men(13211) General Room/Bed	× Close Save Room = Beds i Help
	Room
	Room Name *
	Floor
	Туре*
	`
	Assigned Beds* O Info
	Y ¥
	Room Capacity O Info
	Program**
	~
	Active (check the box if active)
	Reason is Not Active*
	Select a Reason
	Date Back in Service*

5. If 'Reason is Not Active'= Program Deactivation, then 'Date Back in Service' is disabled

Active (check the box if active)	
Reason is Not Active*	
Program Deactivation × *	
Date Back in Service*	
Further Details (Optional)	

6. When Active Checkbox is checked on a new room, the relevant fields are disabled.





Navigator	Facility Management - New Room
HFS - 545 Lakeshore Blvd. W. Men(13211) General Room/Bed	x Close E Save Room ⊨= Beds i Help
	Room
	Room Name *
	Floor
	Type*
	···· v
	Assigned Beds* OInfo
	Y 🗸
	Room Capacity O Info
	Program**
	Active (check the herr if active)
	Reason is Not Active*
	Select a Reason *
	Date Back in Service*
	Eusther Details (Ontional)

2. <u>Home > Facility Management - Edit > Edit Room</u>

Business Purpose:

The **Facility Management – Edit Room** page allows the user to update the existing room information 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.



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toronto SMIS	
Navigator	Facility Management - Edit
9 Peter St(11314) General Soom/Bed	× Close 🖹 Save i Help
	Facility Details
	Facility ID
	11314
	Name*
	129 Peter St
	Description*
	1234
	Health Information Custodian*
	Primary Contact Name
	Samantha
	Primary Contact Email*
	silnjwrbgj@test.com
	Primary Contact Phone
	796521083
	Chaltast
	Streets To Homes
	Sector*
	Co-ed
	Building *
	Streets to Homes Assessment and Referral Centre (SHARC)
	Active*

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





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Navigator 29 Peter St(11314) General	Facility Management - Rooms I	List											
Room/Bed	Poomr List Eiltern												
	Rooms List Pitters							0-40	_				
								Anv		~			
	Artive												
	Dermanently Offline												
	Temporarily Offline												
	Temporarily Deactivated (Unknown return dat	te)											
	Rooms List												
	Rooms List												E E
	Rooms List Program	Name	Floor	Туре	Assigned Beds	Beds	Room Capa	city Active	Reason Not Active	Date Turned Inactive	Date Back in Service	Last Updated by	Last Updated D
	Rooms List Program Streats to Homes - 129 Peter Streat - Warming Centre	Name roomtest2	Floor 2	Type 1-Bed Room	Assigned Beds Y	Beds 0	Room Capa	city Active	Reason Not Active Deep Cleaning	Date Turned Inactive 2024/10/17	Date Back in Service 2024/10/25	Last Updated by R. Bhumika	Last Updated D 2024/10/17
	Rooms List Program Streats to Homes - 129 Peter Streat - Warming Centre Streats to Homes - 129 Peter Streat - Warming Centre	Name roomtest2 roomtest	Floor 2 2	Type 1-Bed Room 4-Bed Room	Assigned Beds Y Y	Beds 0	Room Capar 11 4	<mark>city Active</mark> N Y	Reason Not Active Deep Cleaning	Date Turned Inactive 2024/10/17	Date Back in Service 2024/10/25	Last Updated by R, Bhumika R, Bhumika	Last Updated D 2024/10/17 2024/10/15
	Rooms List Program Streats to Homes - 129 Peter Street - Warning Centre Streats to Homes - 129 Peter Street - Warning Centre Streats to Homes - 129 Peter Street - Warning Centre	Name roomtest2 roomtest regtest1	Floor 2 2 4	Type 1-Bed Room 4-Bed Room 4-Bed Room	Assigned Beds Y Y Y	Beds 0 0 0	Room Capacitation 11 4 11	<mark>city Active</mark> N Y N	Reason Not Active Deep Cleaning Program Deactivation	Date Turned Inactive 2024/10/17 2024/10/16	Date Back in Service 2024/10/25	Last Updated by R., Bhumika R., Bhumika R., Bhumika	Last Updated D 2024/10/17 2024/10/15 2024/10/16
	Rooms List Program Streats to Homes - 129 Peter Street - Warming Centre Streats to Homes - 129 Peter Street - Warming Centre Streats to Homes - 129 Peter Street - Warming Centre Streats to Homes - 129 Peter Street - Warming Centre	Name roomtest2 roomtest1 ECWA - bedded program	Floor 2 2 4 2	Type 1-Bed Room 4-Bed Room 4-Bed Room Dormitory	Assigned Beds Y Y Y Y	Beds 0 0 21	Room Capar 11 4 11 14	city Active N Y N Y	Reason Not Active Deep Cleaning Program Deactivation	Date Turned Inactive 2024/10/17 2024/10/16	Date Back in Service 2024/10/25	Last Updated by P., Bhumika P., Bhumika P., Bhumika R., Erin	Last Updated D 2024/10/17 2024/10/15 2024/10/16 2021/11/24
	Rooms List Program Streets to Homes - 129 Peter Street - Warming Centre Streets to Homes - 129 Peter Street - Warming Centre Streets to Homes - 129 Peter Street - Warming Centre Streets to Homes - 129 Peter Street - Warming Centre	Name roomtest2 rogtest1 ECWA - bedded program TestRoom	Floor 2 2 4 2 3	Type 1-Bed Room 4-Bed Room 4-Bed Room Dormitory 4-Bed Room	Assigned Beds Y Y Y Y	Beds 0 0 21	Room Capar 11 4 11 14 0	city Active N Y N Y	Reason Not Active Deep Cleaning Program Deactivation	Date Turned Inactive 2024/10/17 2024/10/16	Date Back in Service 2024/10/25	Last Updated by P., Bhumika P., Bhumika P., Bhumika R., Erin P., Bhumika	Last Updated D 2024/10/17 2024/10/15 2024/10/16 2021/11/24 2024/10/02
	Rooms List Program Streats to Homes - 129 Peter Street - Warming Centre Streats to Homes - 129 Peter Street - Warming Centre Streats to Homes - 129 Peter Street - Warming Centre Streats to Homes - 129 Peter Street - Warming Centre Streats to Homes - 129 Peter Street - Warming Centre TestProgram	Name roomtest2 roomtest regtest1 ECWA - beddad program TestRoom 4a	Floor 2 2 4 2 3 2	Type 1-Bed Room 4-Bed Room 4-Bed Room Dormitory 4-Bed Room 2-Bed Room	Assigned Beds Y Y Y Y Y	Beds 0 0 21 0 0	Room Capae 11 4 11 14 0 0	city Active N Y N Y Y Y	Reason Not Active Deep Cleaning Program Deactivation	Date Turned Inactive 2024/10/17 2024/10/16	Date Back in Service 2034/10/25	Last Updated by R, Bhumika R, Bhumika R, Bhumika R, Erin P, Bhumika zhang, qing	Last Updated D 2024/10/17 2024/10/15 2024/10/16 2021/11/24 2021/11/24 2024/10/02 2024/28/28
	Program Streats to Homes - 129 Pater Street - Warming Centre Streats to Homes - 129 Pater Street - Warming Centre Streats to Homes - 129 Pater Street - Warming Centre Streats to Homes - 129 Pater Street - Warming Centre Streats to Homes - 129 Pater Street - Warming Centre Streats to Homes - 129 Pater Street - Warming Centre Streats to Homes - 129 Pater Street - Warming Centre Streats to Homes - 129 Pater Street - Warming Centre TestProgram	Name roomtest2 roomtest regtest1 ECWA - bedded program TestRoom 4 a testroomp	Floor 2 4 2 3 3 2 3	Type 1-Bed Room 4-Bed Room 4-Bed Room 4-Bed Room 2-Bed Room 1-Bed Room	Assigned Beds Y Y Y Y Y Y Y Y	Beds 0 0 21 0 0 0	Room Capae 11 4 11 14 0 0 0	city Active N Y N Y Y Y Y Y	Reason Not Active Deep Cleaning Program Deactivation	Date Turned Inactive 2024/10/17 2024/10/16	Date Back in Service 2034/10/25	Last Updated by R, Bhumika R, Bhumika R, Bhumika R, Erin R, Bhumika 2hang, qing C, James	Last Updated D 2024/10/17 2024/10/15 2024/10/16 2021/11/24 2021/11/24 2022/10/02 2022/08/28 2022/04/29
	Program Streats to Homes - 129 Pater Street - Warming Centre Streats to Homes - 129 Pater Street - Warming Centre Streats to Homes - 129 Pater Street - Warming Centre Streats to Homes - 129 Pater Street - Warming Centre Streats to Homes - 129 Pater Street - Warming Centre Streats to Homes - 129 Pater Street - Warming Centre Streats to Homes - 129 Pater Street - Warming Centre Streats to Homes - 129 Pater Street - Warming Centre TestProgram NewOummyProgram	Name roomtest2 roomtest regtest1 ECWA - bedded program TestRoom 4 a testroomp roomtest3	Floor 2 2 4 2 2 3 3 3 3 3 3	Type 1-Bed Room 4-Bed Room 4-Bed Room 4-Bed Room 2-Bed Room 1-Bed Room 1-Bed Room	Assigned Beds Y Y Y Y Y Y Y Y Y	Beds 0 0 21 0 0 1 0 0 0 0 0 0 0 0 0 0 0 0 0	Room Capael 11 4 14 14 0 0 1 1 0	city Active N Y N Y Y Y Y	Reason Not Active Deep Cleaning Program Deactivation Fire	Date Turned Inactive 2024/10/17 2024/10/16 2024/10/16 2024/10/17	Date Back in Service 2024/10/25	Last Updated by P, Bhumika P, Bhumika P, Bhumika R, Erin P, Bhumika Lang, qing C, James P, Bhumika	Last Updated D 2024/10/15 2024/10/15 2024/10/16 2021/11/24 20224/10/02 20224/10/02 20224/08/28 2022/04/29 2022/04/29
	Program Streats to Homes - 129 Peter Street - Warming Centre Streats to Homes - 129 Peter Street - Warming Centre Streats to Homes - 129 Peter Street - Warming Centre Streats to Homes - 129 Peter Street - Warming Centre Streats to Homes - 129 Peter Street - Warming Centre Streats to Homes - 129 Peter Street - Warming Centre Streats to Homes - 129 Peter Street - Warming Centre TestProgram New.OurmnyProgram New.OurmnyProgram	Name roomtest2 roomtest regtest1 ECWA - become program TestRoom 4 a testroomp roomtest3 ggbh	Floor 2 2 4 2 2 3 3 3 3 3	Type 1-Bed Room 4-Bed Room 4-Bed Room 0-ormitory 4-Bed Room 1-Bed Room 1-Bed Room 1-Bed Room 1-Bed Room 1-Bed Room	Assigned Beds Y Y Y Y Y Y Y Y Y Y	Beds 0 0 21 0 0 1 0 0 0 0 0 0 0 0 0 0 0 0 0	Room Capae 11 4 11 14 0 0 0 1 1 0 0 0	city Active N Y N Y Y Y Y N N	Reason Not Active Deep Cleaning Program Deactivation Fire	Date Turned Inactive 2024/10/17 2024/10/16 2024/10/16 2024/10/17	Date Back in Service 2024/10/25 2024/10/25	Last Updated by R. Bhumila R. Bhumila R. Bhumila R. Erin R. Erin Zhang, qing C. James R. Bhumika C. James	Last Updated D 2024/10/15 2024/10/15 2024/10/16 2021/11/24 2024/10/02 2024/08/28 2022/04/29 2024/10/17 2024/10/15

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.





toronto SMIS	
Navigator	Facility Management - Edit Room
General Room/Bed	X Close Save Room Beds i Help
	Room
	Room Name *
	roomtest2
	Floor 2
	Type*
	1-Bed Room 🗸
	Assigned Beds* O Info
	Y 🗸
	Room Capacity O Info
	11
	Program** Streets to Homes - 129 Deter Street - Warming Centre
	Active (check the bax if active)
	Reason is Not Active*
	Deep Cleaning x *
	Date Back in Service*
	2024/10/17
	Further Details (Optional)
	tdrtrtertrt

- **4.** Enter or update all the fields either as free text or by selecting from the respective field dropdowns.
- 5. Click on the 'Save Room' action button to save all the updates.

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toronto SMIS	
Navigator 129 Peter St(11314) General Room/Bed	Facility Management - Edit Room
	Room Room Name * roomtest2 Floor
	2 Type*
	1-Bed Room ✓ Assigned Beds★ ♥ Info Y ✓
	Room Capacity O Info 11 Processor*:
	Active (check the box if active)
	Reason is Not Active* Deep Cleaning × *
	Date Back in Service* 2024/10/25
	Date Turned Inactive 2024/10/17
	Further Details (Optional) tdrtrtertrt

6. Click on the close action button to go back to the Facility Management – Rooms List 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. Assigned Beds is a read-only field and default value depends on the sector. For family sector, it has a value of 'N' and for singles, it has a value of 'Y'.

Assigned Beds* • Info
Singles sector, bed allocation
Y ¥
Assigned Beds* • Info
Family sector, room allocation
N 🗸
Room Capacity O Info
(Only enforced for Family Sector)

3. When Active Checkbox is unchecked on an Edit Room,





the relevant fields are enabled.

toronto SMIS		
Navigator Birkdale Residence - TPH Co-Ed(14271) General Room/Bed	Facility Management - Edit Room	
	Room	
	S51-CI	
	Floor	
	5	
	Type*	
	2-Bed Room	
	Assigned Beds* O Info	
	Room Capacity O Info	
	2	
	Program**	
	Birkdale Recidence - Toronte Plaza Hotel - SOUTH (Cored)	_
	Active (check the box if active)	
	Reason is Not Active*	
	Select a Reason	
	Date Back in Service*	
	Further Details (Optional)	

4. If 'Reason is Not Active'= Program Deactivation, then 'Date Back in Service' is disabled





Active (check the box if active)	
Reason is Not Active*	
Program Deactivation x *	
Date Back in Service*	
Further Details (Optional)	

5. When Active Checkbox is checked on a new room, the relevant fields are disabled.





Navigator Birkdale Residence - TPH Co-Ed(14271) General Room (Bed	Facility Management - Edit Room * Close Save Room i Help
Kooliny bea	Room
	Koom
	Room Name *
	551-CI
	Floor
	5
	Type*
	2-Bed Room 🗸
	Assigned Beds* Info
	Room Capacity O Info
	2
	Program**
	Birkdale Residence - Toronto Plaza Hotel - SOUTH (Co-ed) 🗸
	Active (check the box if active)
	Reason is Not Active*
	Select a Reason
	Date Back in Service*
	Further Details (Optional)