

## Facility Management Screen

Updated on April 2018

1. [Home](#) > [Facility Management - Edit](#) > [New Room](#)
2. [Home](#) > [Facility Management - Edit](#) > [Edit Room](#)

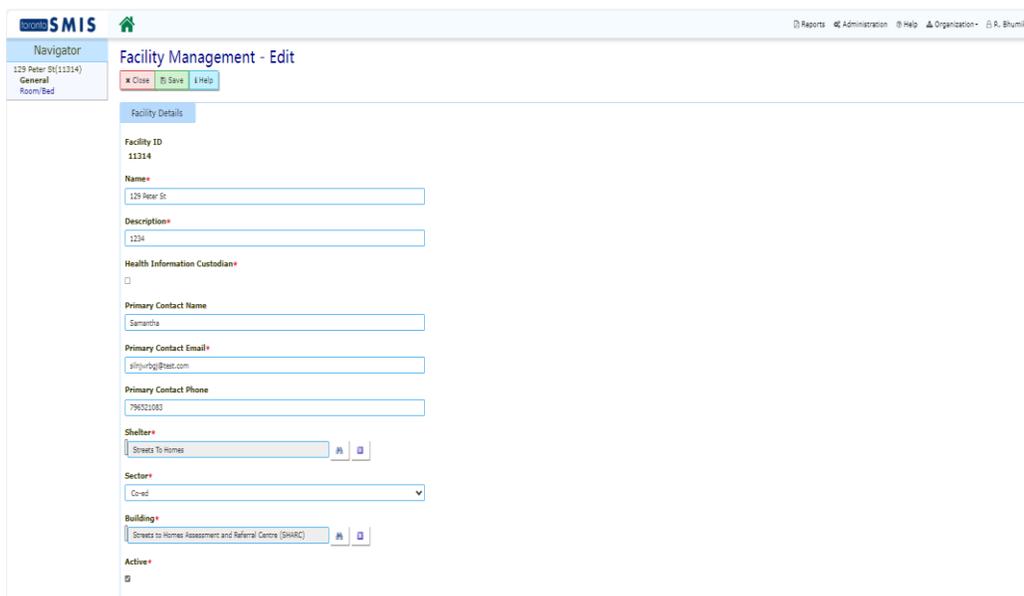
### 1. [Home](#) > [Facility Management - Edit](#) > [New Room](#)

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.



The screenshot shows the 'Facility Management - Edit' page in the SMIS system. The page has a header with the SMIS logo and navigation links. A left sidebar contains a 'Navigator' menu with options like '129 Peter St (11314)', 'General', and 'Room/Bed'. The main content area is titled 'Facility Management - Edit' and contains a form for editing facility details. The form includes fields for Facility ID (11314), Name (129 Peter St), Description (1224), Health Information Custodian (checkbox), Primary Contact Name (Samantha), Primary Contact Email (s@p@p@p.com), Primary Contact Phone (796521083), Shelter (Streets To Homes), Sector (Co-ed), Building (Streets to Homes Assessment and Referral Centre (SHARC)), and Active (checkbox). There are also buttons for 'Close', 'Save', and 'Help' at the top of the form.

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 Bedded Program	1	1	1-Bed Room	Y	3	1	Y				fedo, lora	2024/08/24
Streets to Homes Bedded Program	164		N/A	Y	0	25	Y				P. Bhumika	2024/10/01
Streets to Homes Bedded Program	301	1	4-Bed Room	Y	0	4	Y				P. Bhumika	2024/10/01
Streets to Homes Bedded Program	gphh		1-Bed Room	Y	0	0	N		2022/03/12		M. Ryan	2022/03/12
Streets to Homes Bedded Program	99	9th	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	Dormitory	Y	23	25	N	Program Deactivation	2020/05/12		P. Bhumika	2024/10/02
Streets to Homes Bedded Program	S24 Bedded Program	02	Dormitory	Y	13	27	Y				K. Jamie	2020/10/28

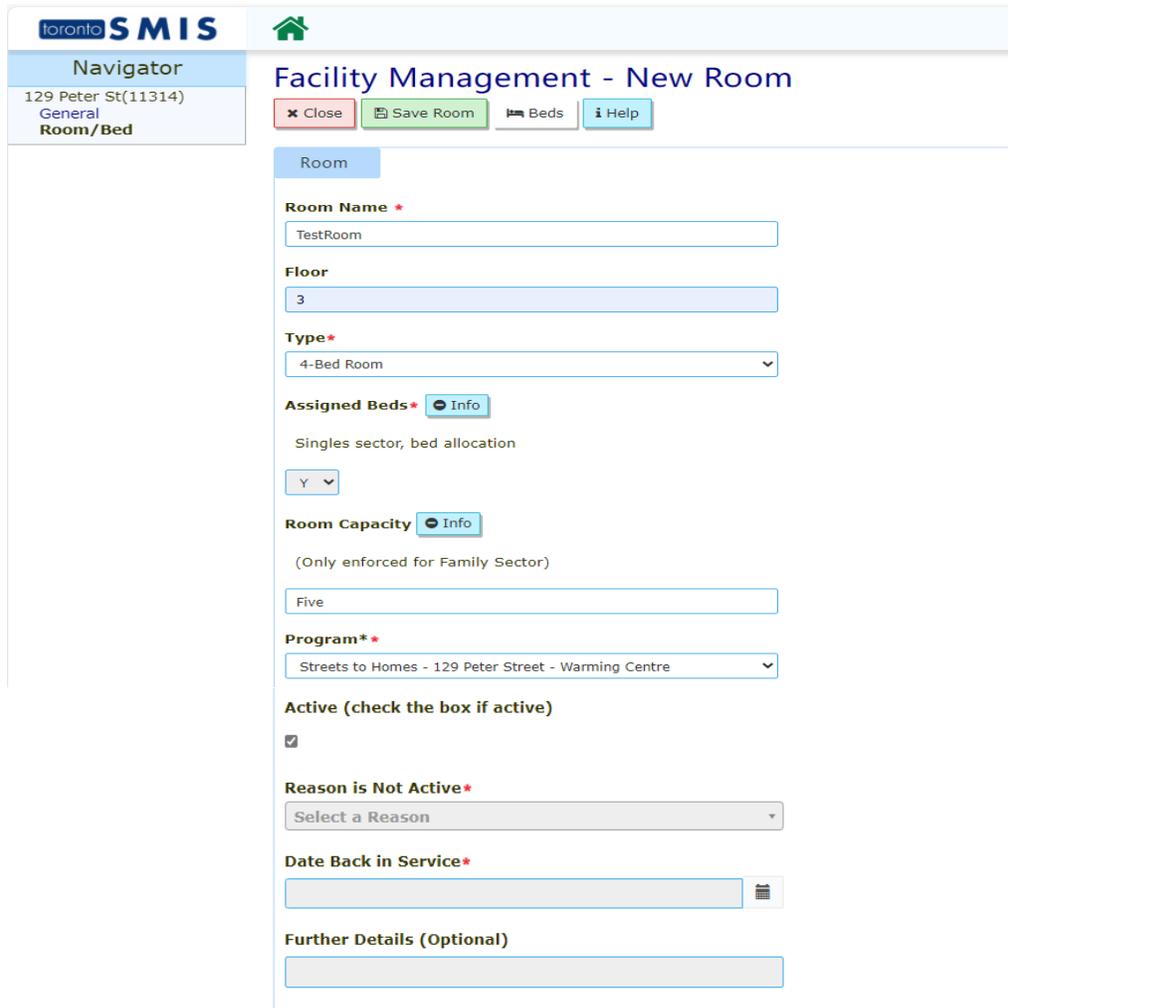
- Click on the  action button and the **Facility Management – New Room** screen will be displayed.

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

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

- Check off the **Active** field will disable following fields:

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

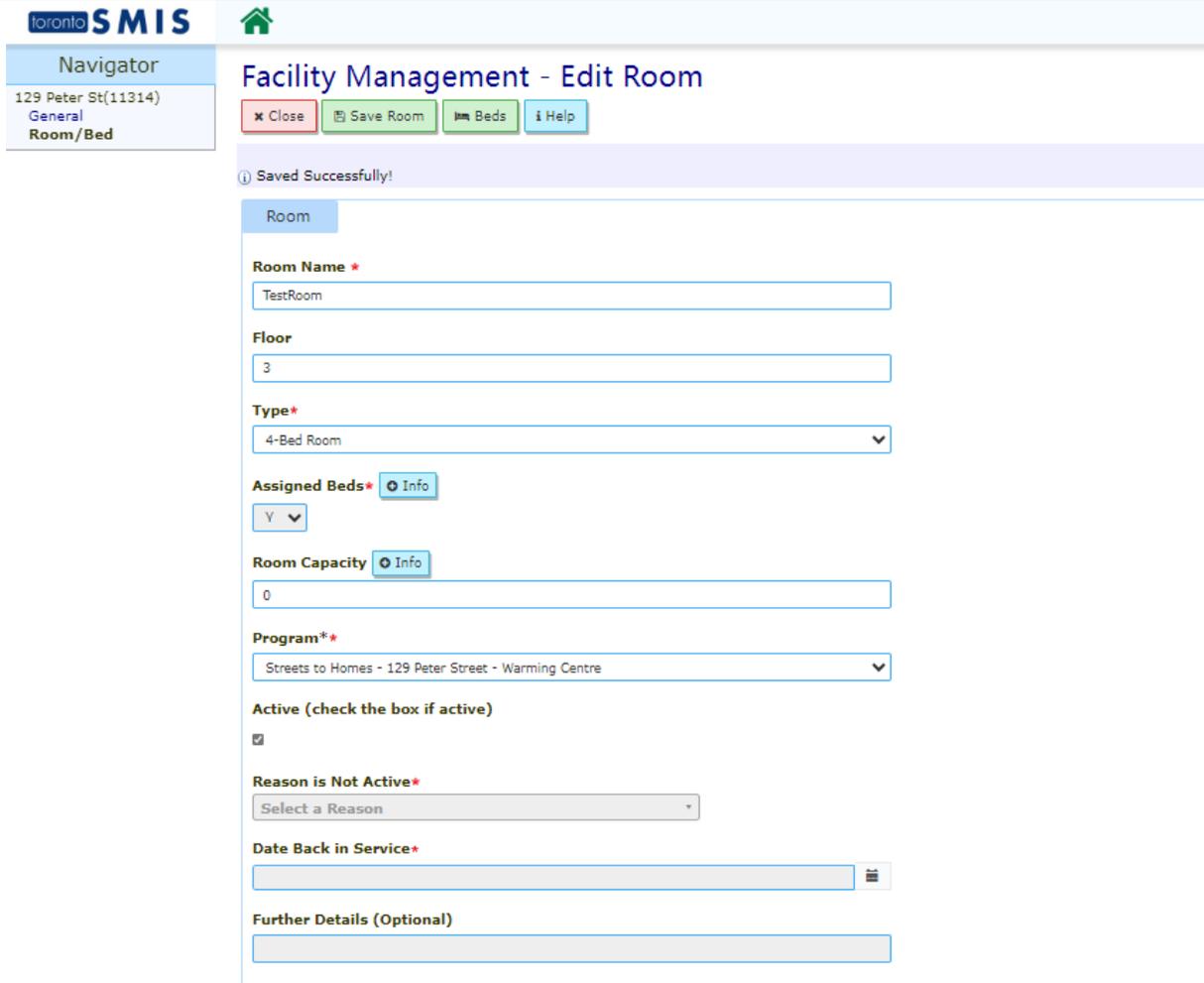


The screenshot shows the 'Facility Management - New Room' form in the SMIS application. The form is titled 'Room' and contains several fields and sections:

- Room Name \***: Text input field containing 'TestRoom'.
- Floor**: Text input field containing '3'.
- Type\***: Dropdown menu showing '4-Bed Room'.
- Assigned Beds\***: Section with an 'Info' icon. Below it, the text 'Singles sector, bed allocation' is displayed, followed by a dropdown menu showing 'Y'.
- Room Capacity**: Section with an 'Info' icon. Below it, the text '(Only enforced for Family Sector)' is displayed, followed by a text input field containing 'Five'.
- Program\*\***: Dropdown menu showing 'Streets to Homes - 129 Peter Street - Warming Centre'.
- Active (check the box if active)**: A checked checkbox.
- Reason is Not Active\***: Dropdown menu showing 'Select a Reason'.
- Date Back in Service\***: Text input field with a calendar icon.
- Further Details (Optional)**: Text input field.

At the top of the form, there are buttons for 'Close', 'Save Room', 'Beds', and 'Help'. The 'Save Room' button is highlighted in green.

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



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)**

9. Click on the  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.

### 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

Streets to Homes - 129 Peter Street - Warming Centre

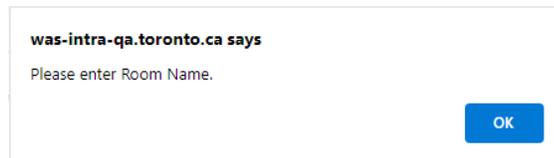
#### Rooms List

Excel

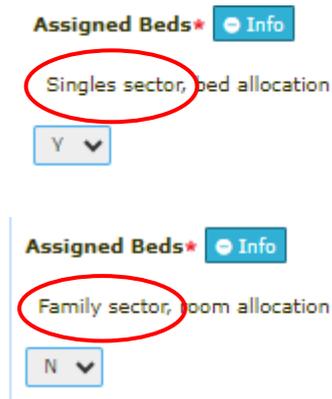
Program	Name	Floor	Type	Assigned Beds	Beds	Room Capacity	Active	Reason Not Active	Date Turned Inactive	Date Back in Service	Last Updated by	Last Updated Date
Streets to Homes - 129 Peter Street - Warming Centre	ECWA - bedded program	2	Dormitory	Y	19	14	Y				R., Erin	2021/11/24
Streets to Homes - 129 Peter Street - Warming Centre	TestRoom	3	4-Bed Room	Y	0	0	Y				P. Bhumika	2024/10/02

## 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'.



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.

toronto **SMIS**

Navigator  
355 Gerrard St. E.  
(Family)(14097)  
General  
Room/Bed

### Facility Management - New Room

**Adding this bed or room will exceed the space capacity (4) for active beds in the program - testprogcapacity.**

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)**

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

toronto **SMIS**

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

### Facility Management - New Room

Close Save Room Beds Help

**Room**

**Room Name \***

**Floor**

**Type\***

**Assigned Beds\*** Info

**Room Capacity** Info

**Program\*\***

**Active (check the box if active)**

**Reason is Not Active\***

**Date Back in Service\***

**Further Details (Optional)**

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

**Active (check the box if active)**

**Reason is Not Active\***

**Date Back in Service\***

**Further Details (Optional)**

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

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

### Facility Management - New Room

Close Save Room Beds Help

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**Room**

**Room Name \***

**Floor**

**Type\***

**Assigned Beds\*** Info

**Room Capacity** Info

**Program\*\***

**Active (check the box if active)**

**Reason is Not Active\***

**Date Back in Service\***

**Further Details (Optional)**

## [2. Home > Facility Management - Edit > Edit Room](#)

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.

**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	2024/10/25	R. Bhumika	2024/10/17
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	ECWA - bedded program	2	Dormitory	Y	21	14	Y				R. Erin	2021/11/24
Streets to Homes - 129 Peter Street - Warming Centre	TestRoom	3	4-Bed Room	Y	0	0	Y				R. Bhumika	2024/10/02
TestProgram	4a	2	2-Bed Room	Y	0	0	Y				zhang, qing	2024/08/28
TestProgram	testroomp	3	1-Bed Room	Y	1	1	Y				C. James	2022/04/29
NewDummyProgram	roomtest3	3	1-Bed Room	Y	0	0	N	Fire	2024/10/17	2024/10/25	R. Bhumika	2024/10/17
NewDummyProgram	gghh		1-Bed Room	Y	0	0	Y				C. James	2024/10/15
NewDummyProgram	gg	gfh	2-Bed Room	Y	1	1	Y				C. James	2024/10/15

- 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

**Room**

**Room Name \***  
roomtest2

**Floor**  
2

**Type\***  
1-Bed Room

**Assigned Beds\*** Info  
Y

**Room Capacity** Info  
11

**Program\*\***  
Streets to Homes - 129 Peter Street - Warming Centre

**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)**  
tdrttrtrtrt

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.

toronto **SMIS**

129 Peter St(11314)  
General  
Room/Bed



## Facility Management - Edit Room

✕ Close Save Room Beds Help

Room

**Room Name \***  
roomtest2

**Floor**  
2

**Type\***  
1-Bed Room

**Assigned Beds\*** Info  
Y

**Room Capacity** Info  
11

**Program\*\***  
Streets to Homes - 129 Peter Street - Warming Centre

**Active (check the box if active)**

**Reason is Not Active\***  
Deep Cleaning

**Date Back in Service\***  
2024/10/25

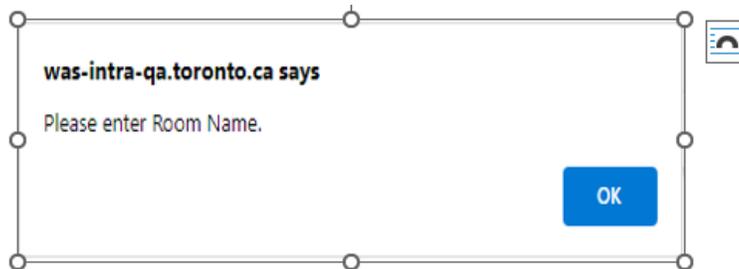
**Date Turned Inactive**  
2024/10/17

**Further Details (Optional)**  
tdrttrtrtr

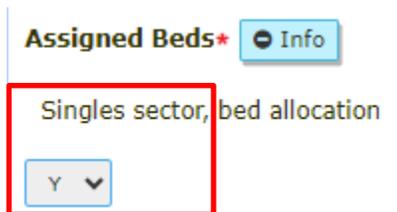
- Click on the ✕ Close action button to go back to the **Facility Management – Rooms List** screen.

### 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'.



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

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

**Room**

**Room Name \***  
551-C1

**Floor**  
5

**Type\***  
2-Bed Room

**Assigned Beds\*** [Info](#)  
N

**Room Capacity** [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)**

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\***

**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 Help

**Room**

**Room Name \***

**Floor**

**Type\***

**Assigned Beds\*** Info

**Room Capacity** Info

**Program\*\***

**Active (check the box if active)**

**Reason is Not Active\***

**Date Back in Service\***  
Calendar

**Further Details (Optional)**