
Facility Management Screen

Updated on March 2018

[Home](#) > [Facility Management - Edit](#) > [Edit Room](#) > [Beds List](#)

Business Purpose:

The **Facility Management – Beds List** page displays a list of all the Beds that belongs to a particular Room. The **Room** tab displays the following fields: **Program Name, room Name, Floor, Type, Assigned Beds, Room Capacity** and is **Active, Reason Not Active, Date Turned Inactive, Date Back in Service, Last Updated by, Last Update Date**. In the **Bed Filters** tab there is an ability to filter the Bed List by All, Active, Inactive, Permanently Offline, Temporarily Offline, Temporarily Deactivated (Unknown return date). In the **Bed List** tab, it displays the **Bed Name, Type** and is **Active, Reason Not Active, Date Turned Inactive, Date Back in Service, Last Updated by, Last Update Date** fields.

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.

Navigator

129 Peter St(11314)
General
Room/Bed

Facility Management - Edit

✕ Close 💾 Save 🆘 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

Shelter*

Streets To Homes



Sector*

Co-ed

Building*

Streets to Homes Assessment and Referral Centre (SHAR)



Active*

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

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	P, Bhumika	2024/10/18
Streets to Homes - 129 Peter Street - Warming Centre	roomtest	2	4-Bed Room	Y	0	4	Y				P, 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		P, Bhumika	2024/10/16
Streets to Homes - 129 Peter Street - Warming Centre	TestRoom	3	4-Bed Room	Y	0	0	Y				P, 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

- 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.

Navigator

129 Peter St(11314)
General
Room/Bed

Facility Management - Edit Room

✕ Close

Save Room

Beds

Help

Room

Room Name *

ECWA - bedded program

Floor

2

Type*

Dormitory

Assigned Beds* [Info](#)

Y

Room Capacity [Info](#)

14

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)

- 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
i 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

Excel

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

5. Click on the + Add Bed action button to add a new bed.
6. Click on the ← Back to Room action button to go back to the **Facility Management – Edit Room** screen.

Important Notes:

1. Each of the column headings except for **Type** column can be clicked to sort the records (For example, when you click on the **Name**, the records will be sorted in either ascending or descending order)