

Office – Adding a New Resident



Click on the Office icon



Select the **Service Users** icon.



Click on the **Add** icon.

Click to Upload

Service User - Add

Title:

Forename:

Middle Name:

Surname:

Date of Birth: 19

Gender:

NHS Number:

☐ NHS number not known

Input their personal details. To upload a photo, click on the **Camera** where it says, '**Click to Upload**'.

Home Information

Name:

Address Line 1:

Address Line 2:

Address Line 3:

Address Line 4:

Postcode:

Telephone:

Room:

The home's address is already saved.
Select the **Unit** and **Room** they are moving into.

Status

Service User

Choose their **status** by selecting from the drop down at the top of the window.

Notes Do NOT insert Service User details e.g. name, NHS number.

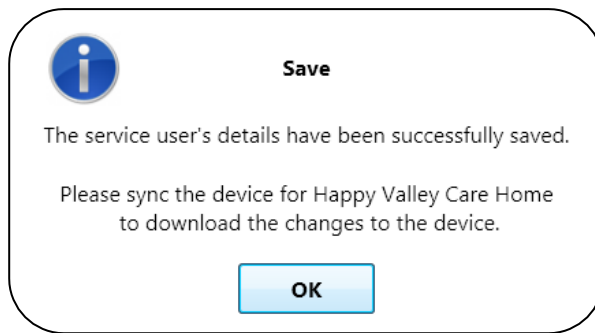
Allergies

Information from Pharmacy

Type in any **Notes, Additional Information** and/or **Allergies** by clicking in the white boxes.



Click **Save**.



Once saved, a **Save** box will appear.
Click **OK**.