Office – Adding a New Resident

Click on the Office icon

Select the **Service Users** icon.

Click on the **Add** icon.

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

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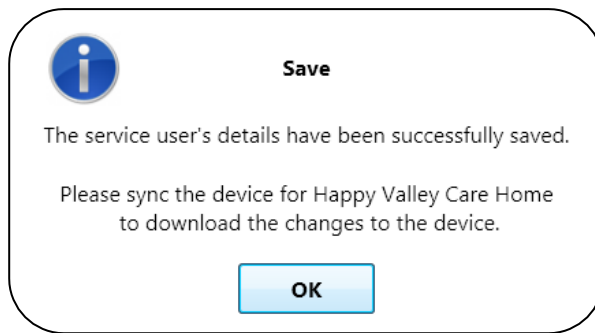

Choose their **status** by selecting from the drop down at the top of the window.

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**.