

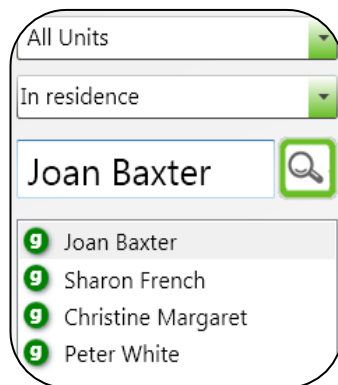
## Office – Editing a Service User’s Status



Click on the Office icon



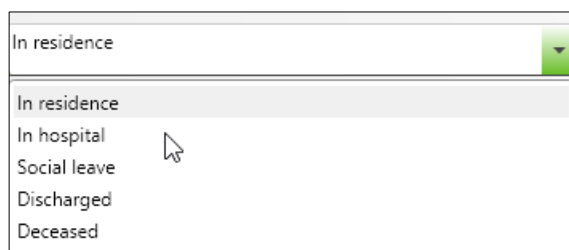
Select the **Service Users** icon.



**Select a resident** from the list you wish to transfer.



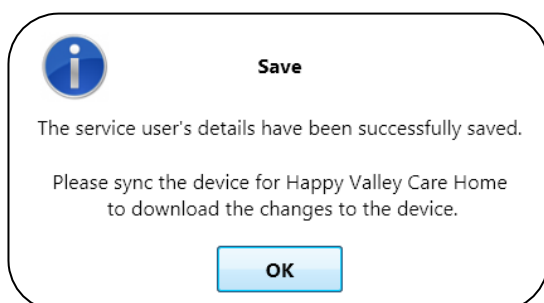
Click on the **Edit Status** icon.



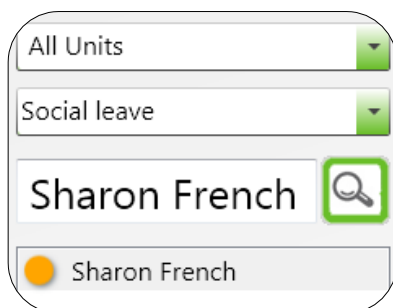
Select the **status** from the drop-down menu.



Click Save.



Once saved, **Save** will appear. Click on **OK**.



Residents staying **In Residence** will appear in green.  
Residents **in Hospital** or on a **Social Leave** will appear in amber.

All Units

Deceased

Christine

Christine Margaret

Residents who have been **Discharged** will appear in grey.  
Residents who have **Deceased** will appear in red.

Social leave

In residence

In hospital

Social leave

Discharged

Deceased

When bringing a service user back into residence from **In Hospital/Social Leave** all administrations whilst the service user was out of residence will be marked accordingly.

Note: Sync device then log out and back in for changes to take effect.