

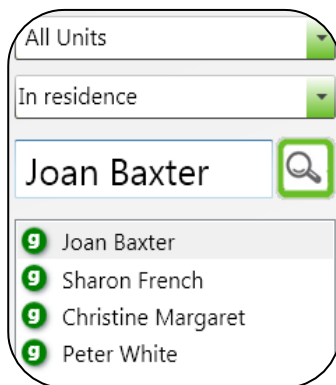
Office – Editing a Service User



Click on the Office icon



Select the **Service Users** icon.



Select a resident from the list you wish to transfer.



Click on the **Edit** icon.

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

Insert notes about the resident

Home Information

Name: Happy Valley Care Home

Address Line 1: 1 High Street

Address Line 2: Downtown

Address Line 3: Happy Valley

Address Line 4:

Postcode: AB1 1CD

Telephone:

Room: 02

Allergies

02
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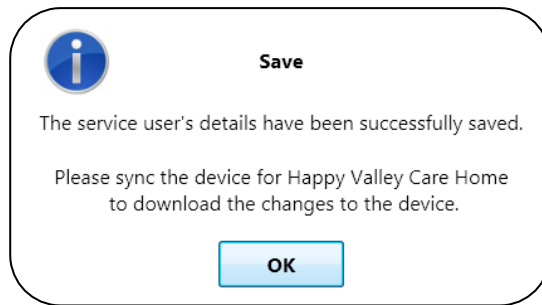
Select what you would like to edit, e.g.: Room/Unit they are staying in. Information available for editing appears in a white box.

There is a separate quick reference guide on how to transfer a resident from one unit to another.

Any other information must be changed by the pharmacy.



Click Save.



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