

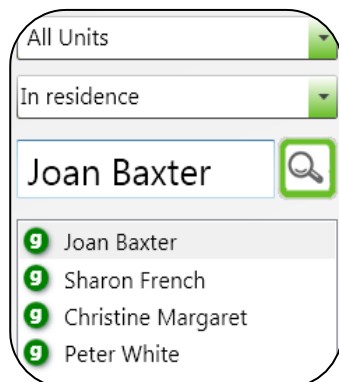
Office – Transferring a Resident to another unit



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.

Home Information

Name:

Address Line 1:

Address Line 2:

Address Line 3:

Address Line 4:

Postcode:

Telephone:

Room:

Select which **Unit** you wish to move them to.

Home Information

Name:

Address Line 1:

Address Line 2:

Address Line 3:

Address Line 4:

Postcode:

Telephone:

Room:

1

2

3

4

5

Select which **Room** you wish to move them to.



Click Save.