





How to Change Suites on a Move-In Planner

Description

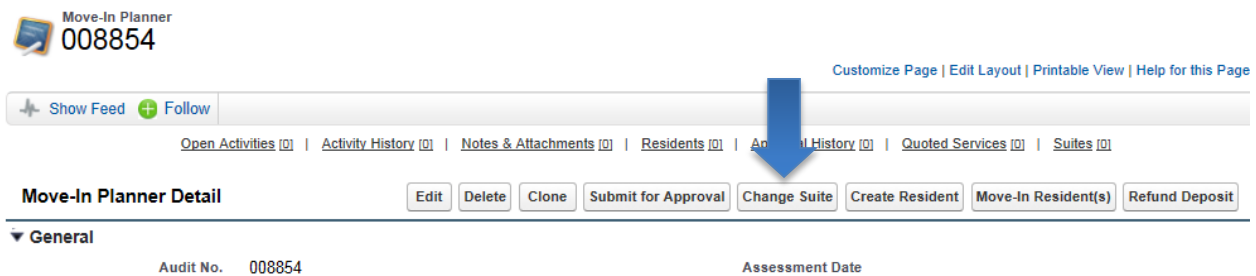
To change a suite assigned on a Move-In Planner already created for a future resident, use the **Change Suite** wizard to reserve a vacant or currently occupied suite.

The system will update:

-  The **Suite** on the Move-In Planner
-  The **Suite** on the Resident Profile(s) if created
-  The **Suite** on the Lease if created
-  The **Suite Status** and **Suite Booking** information on the Suite tab

Step by Step

- 1 Go to the Move-In Planner tab and click **Change Suite**



Move-In Planner
008854

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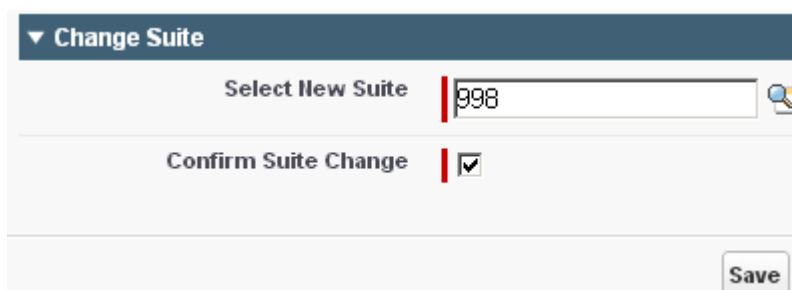
Open Activities [0] | Activity History [0] | Notes & Attachments [0] | Residents [0] | Appointment History [0] | Quoted Services [0] | Suites [0]

Move-In Planner Detail Edit Delete Clone Submit for Approval **Change Suite** Create Resident Move-In Resident(s) Refund Deposit


General

Audit No. 008854 Assessment Date

- 2 Specify the **New Suite** and click the magnifying glass to validate the information
- 3 Review your information and check **Confirm Suite Change**
- 4 Click **Save**



Change Suite

Select New Suite 

Confirm Suite Change

Save