




How to Change a Resident's Program

Description


Use this function when a Resident changes to a different program

The system will:

-  Change the program on the Resident's profile page
-  End any previous program's recurring charges as of the day before the effective date of the program change
-  Create a recurring charge for the new program as of the effective date of the program change

Step by Step

- 1 Navigate to the Resident's profile page
- 2 Click the **Change Program** button
- 3 Specify the **New Program**
- 4 Specify the **Effective Date**
- 5 Verify the information and check the box to **Confirm Program**
- 6 Click **Save**

| | | | |
|---|---|------------------|-------|
| <input type="button" value="Save"/> <input type="button" value="Cancel"/> | | | |
| ▼ Resident Information | | | |
| First Name | Dr. John | Last Name | Adams |
| Community | iaRetirement - GTA | Suite | 706 |
| Current Program | <u>Wellness Program</u> | | |
| ▼ Specify New Program | | | |
| Please Specify the New Program | <input type="text" value="Wellness Program"/>  | | |
| Effective Date | <input type="text" value="6/26/2013"/> [9/30/2013] | | |
| Confirm Program | <input checked="" type="checkbox"/> | | |
| <input type="button" value="Save"/> <input type="button" value="Cancel"/> | | | |