







# How to Reverse a Notice

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## Description

Use this function if a Notice has been given by a Resident and you would like to reverse the Notice.

The system will automatically:

-  Cancel the original Census Notice
-  Create a new Census indicating the reversal
-  Resume the Lease and lift the suspended dates
-  Return the Resident Status to Present
-  Return the Suite Status to Occupied
-  Remove the Notice Dates from the Resident Page

## Step by Step

- 1** Navigate to the Resident's record page
- 2** Click **Notice**
- 3** Select *Notice – Reversal* for the **Notice Type**
- 4** Select *Returning* for the **Reason Code**
- 5** Specify an **Effective Date**
- 6** Click **Save**

Reverse a Notice

▼ Resident Information

First Name: Sophia

Community: [iaRetirement - GTA](#)

▼ Notice

Transaction Type: Notice

Notice Type: Notice - Reversal

Specify the reason code: Returning

Specify the destination: --None--

Specify if moving to a competitor:

Effective Date: 2/22/2013 [ 2/22/2013 ]

- 7 Check the new **Census Status Code**
- 8 Check the **Resident Status**

Resident

R-17931

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**Census**

Cen

Action	Audit No.	Start Date	Community	Suite	Stay Type	Lease No.	Census Status Code
<a href="#">Edit</a>   <a href="#">Del</a>	<a href="#">10935</a>	2/22/2013	<a href="#">iaRetirement - GTA</a>	<a href="#">312</a>	Permanent	12503	Present
<a href="#">Edit</a>   <a href="#">Del</a>	<a href="#">10936</a>	2/22/2013	<a href="#">iaRetirement - GTA</a>	<a href="#">312</a>	Permanent	12503	Notice - Cancelled
<a href="#">Edit</a>   <a href="#">Del</a>	<a href="#">10937</a>	2/22/2013	<a href="#">iaRetirement - GTA</a>	<a href="#">312</a>	Permanent	12503	Notice - Reversal

▼ General

Resident Type	Sharing Resident
Status	Present
Community	<u>iaRetirement - GTA</u>
Suite	<u>312</u>