





How to Record a Resident Absence



Description

Use this function to record a resident's temporary long-term absence due to vacation, hospital or postponed Move-In.

The system will:

-  Change the **Absence Type** on the Resident profile
-  Create a **Census** record to record the absence and subsequent return
-  Remove the Resident from the **Evacuation Status Report**
-  Exclude the Resident from the **Meal Ticket** Resident selection

The system will NOT:

-  Create an absence rebate
-  Stop billing any **Lease** or **Recurring Charge**

Note: Resident Absence is Resident specific. If both a Resident and 2nd Occupant are absent, this function must be completed for both.

Step by Step

- 1** Navigate to the Resident's profile page
- 2** Click the **Absence** button
- 3** Under **Absence Type**, select *Hospital, Vacation, Postponed Move-In, or Present* (for returning residents)
- 4** Specify the **Effective Date**
- 5** Verify your data and click **Confirm Absence**
- 6** Click **Save**

Save Cancel

▼ Resident Information

First Name	June	Last Name	Betel
Community	<u>laRetirement – Palm Springs</u>	Suite	<u>158</u>

▼ Absence - Please Enter Absence on 2nd Occupant if Appropriate

Absence Type | Vacation | ▾

Effective Date | 1/13/2014 | [1/13/2014]

Confirm Absence |