

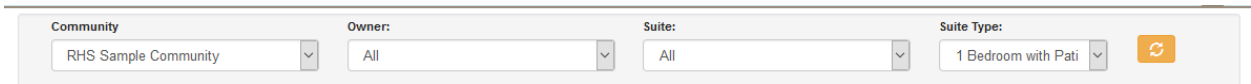
How-To: Wait List Finder

Description

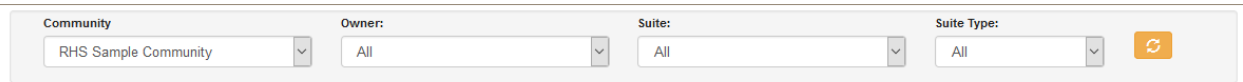
Use this function to find prospects, wait list records, and residents with wait list records for particular suites, suite types, and floor plans.

Step by Step

- 1 Navigate to the Wait List Finder tab
- 2 The filters at the top will default the **Community** to that of the user and the **Owner** to *All*
- 3 Select a particular **Suite** or **Suite Type** to view all Prospects, Wait List records, and Residents with a particular suite preference




- 4 Depending on your organization’s requirements, you may see all or some of the following tabs:
 - Prospect On Wait List** – These are prospects with a **Status of Wait List**
 - Prospect with Preferred Suite** – Prospects that have a **Preferred Suite** on their prospect file, with or without a wait list management record
 - Wait List Management List** – Prospects with at least one active **Wait List Management** record
 - Resident Wait List** – Residents with at least one active **Wait List Management** record



[Prospect on Waitlist 6](#)
[Prospect with Preferred Suite 65](#)
[Wait List Management List 46](#)
[Resident Wait List 2](#)

Record	Suite	Suite Type	Preferred Floor Plan	Alternate Floor Plans	Wait List Date	Wait List Number
Deposit, Danny (Danny Deposit)			1 Bedroom	Studio;1 Bedroom;2 Bedroom;Penthouse	6/20/2016	
Donaldson, Feryn (Feryn Donald)			1 Bedroom	Studio	5/4/2016	
Down, Robert (Robert & Judy)			1 Bedroom	Studio Plan A;1 Bedroom Plan B		
Edwards, Jill			Studio	Studio;1 Bedroom;2 Bedroom;Penthouse	5/10/2016	10PM
Karlson, Kelly (Kelly Karlson)						
Lastname, First name (First nam	Test1000	2 Bedroom with Walkout	1 Bedroom	1 Bedroom Plan C;Studio;1 Bedroom		
Paton, Dave and Susanne (Hele	204	Devonshire - One Bedroom Model				
Wray, John and Norma (John an						

- 5 To view a particular record, click on the record name with the eyeball icon  Adams, Michelle (Michelle Adam)
- 6 Contact RHS Support to include the Medical Approval and Financial Approval flags on the Wait List Finder, if applicable for your organization