

Resident and Room Management

This help sheet explains how to create LifeShare accounts for residents and assign them to rooms in LifeShare, thus ensuring that the LifeShare box in each room shows the appropriate resident's LifeShare messages and photos.

How Rooms Work in LifeShare

LifeShare boxes are tied to the rooms at your facility. Once you assign a resident to a room, that resident's LifeShare messages and photos will start showing up on the LifeShare box that is assigned to that room. **This allows you to always keep that same LifeShare box in that room and simply move residents into and out of the rooms using the LifeShare web application.**

Log into the LifeShare web application, navigate to the Residents tab, and click Rooms to see a listing of all of the rooms at your facility. If a room is set up to house two residents, then it will be listed twice (for example, as 502A and 502B).

The screenshot shows the LifeShare web application interface. At the top, there is a navigation bar with the LifeShare logo, user information (Hello, Melissa Signorelli), and links for My Account, Help, and Logout. Below this is a secondary navigation bar with links for CommunityShare, Residents, and Reports. The main content area is divided into two sections: Resident Management and Rooms. The Resident Management section has a sidebar with links for Rooms, Groups, and Messages. The Rooms section contains a table with columns for Name, Group, Resident, LifeShare Email, and LifeShare Device Id. The table lists three rooms: 501, 502A, and 502B. Room 502A and 502B are grouped under the label 'Room with 2 beds'. Room 502B has a resident named Madeline assigned to it. A 'Create New Resident Account' button is visible at the bottom right of the Rooms section. Below the Rooms section is a section for Residents Without Rooms, listing Steve Jones, Mary Parker, and Jane Smith with their respective LifeShare email addresses.

Name	Group	Resident	LifeShare Email	LifeShare Device Id
501	Cypress Grove Care Center - HC			201210290131
502A	Cypress Grove Care Center - HC			201404010430
502B	Cypress Grove Care Center - HC	Madeline	madeline@lifesharemail.com	201404010723

Residents Without Rooms

Steve Jones	steve.jones@lifesharemail.com
Mary Parker	mary.parker@lifesharemail.com
Jane Smith	jane.smith@lifesharemail.com

Creating New Resident Accounts

Creating a resident account in LifeShare does two things - it creates the unique LifeShare email address for that resident, and it allows you to assign that resident to their room.

To create a new resident account:

- Click the Residents tab and click Rooms.
- If the resident does not already have an account, click Create New Resident Account at the bottom of the Rooms list.
- Select the appropriate room, type in the resident's name and phone number (optional), then click Save.

**Before you create a Resident, search for the resident's name in the Residents Without Rooms list at the bottom of the Rooms page. If the resident already has an account, assign them to a room by clicking on their name, selecting the appropriate room, and clicking Save.*

Changing Room Assignments

You may need to periodically move residents from one room to another, or move them out of rooms completely if they are leaving your facility.

To move a resident from one room to another:

- Click the Residents tab and click Rooms.
- Locate the room the resident is moving to, and click the room number to open it.
- Click the Assign a Resident to This Room button.
- Click on the name of the resident who is moving into that room.

To move a resident out of room:

- Click the Residents tab and click Rooms.
- Locate the resident's account, and click on their account name.
- Click the Move Out of Room button.
- If the resident is leaving your facility, check the box for "Disable Account." If they will still be at your facility, leave that box unchecked.
- Click Yes, Move Out.

If you did not choose to disable their account, that resident will appear in the Residents Without Rooms list. If needed, you can assign that resident to a new room in the future by clicking on their account, selecting the new room, and clicking Save.