

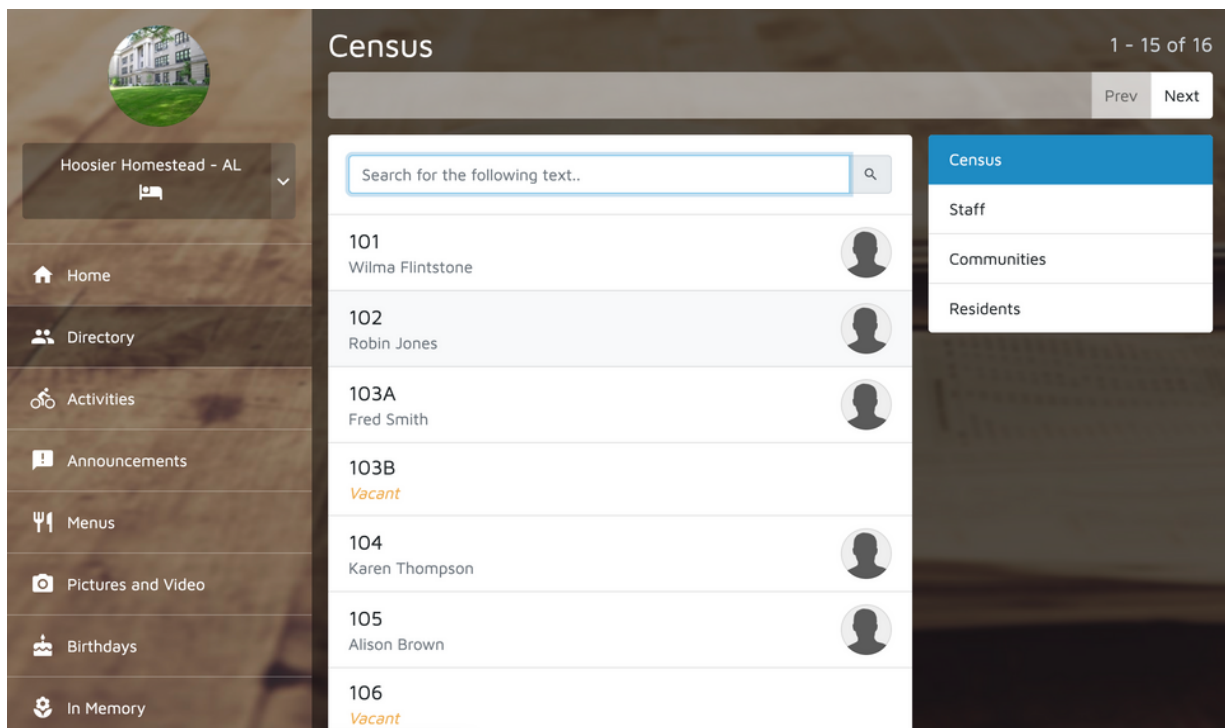
Resident and Room Management

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 assigned to that room. **This allows you to always keep the same LifeShare box in a 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 Directory tab, and click Census 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 103A and 103B).





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 Directory tab and click Census.
- Select the appropriate room by clicking on it.
- Click the "Move In" button in the top right-hand corner and select "Create a New Resident."
- Type in the resident's name and phone number (optional), then click Save.

**If the resident you wish to move into a room already has an account, click on the "Move In" button and choose "Select an Existing Resident" instead. A list of all resident accounts will appear and you can select the appropriate resident by clicking on his/her name.*

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 Directory tab and click Census.
- Locate the room the resident is moving to and click the room number to open it.
- Click the "Move In" button and choose "Select an Existing Resident."
- Click on the name of the resident who is moving into the selected room.

To move a resident out of room:

- Click the Directory tab and click Census.
- Locate the resident's room, and click on their name.
- Click the "Move Out" button.
- If the resident is leaving your facility, select the box to remove the resident from the list of active resident accounts. If they will still be at your facility, do not select the box.
- Click Yes.

If you did not choose to disable their account, that resident will appear in the Residents tab. If needed, you can reassign that resident to a new room by clicking on the Directory tab, choosing Census, selecting a room, selecting "Move In" and "Select an Existing User," and then clicking on their account.