

HOUSES

ADDING

1. Navigate to the ADMIN tab.
2. Find "User Privileges," > Manage
3. Search for your account, by Login name or First or Last name Example: John Doe > Login Name "jdoe"
4. Click your username that appears in blue. **jdoe**
5. Click Add Caseload located under your currently assigned houses.
6. Scroll or search the house you wish to add in the Caseload search bar.
7. Hover and highlight the house you want, click Add under the action column.
8. If it has been added, the house will disappear. Close this pop-up with the small gray x in upper right corner.
9. If the house appears under your caseload, it has been successfully added.
10. Scroll to the bottom, click Save!

User Privileges

Manage

Login Name TF

First Name

Last Name

Add Caseload

If you do not Save, the house will not appear.

You will now be notified of any Scommms and T-logs pertaining to this house.

HOUSES

Navigation menu with two tabs: **Admin** (selected) and **Sections**. The **Admin** tab contains the following items:

- To Do
- Individual Home Page
- Individual
- Reporting
- Health

REMOVING

1. Navigate to the ADMIN tab.
2. Find "User Privileges," > Manage
3. Search for your account, by Login name or First or Last name Example: John Doe > Login Name "jdoe"
4. Click your username that appears in blue. **jdoe**
5. Click "Remove" to the right of the Supported Living Program you would like to remove.
6. Scroll to the bottom, click Save!

User Privileges

Manage

Login Name T*

First Name

Last Name

Remove

If you do not Save, you will continue to be notified of T-logs, Scommms, and Appointments regarding this house.