How to Sign Out a resident in Manage.

swift

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Swift Manage is where you can Sign Out a resident. This includes the ability to mark as deceased, move to a different facility, remove from room or delete a resident.
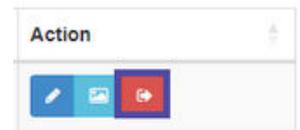
How to Sign out a resident:

Step 1 - Login to Swift Manage https://manage.swiftnetworks.tv

Step 2 - Select Resident Services > Residents.

Step 3 - Search or scroll for your chosen resident.

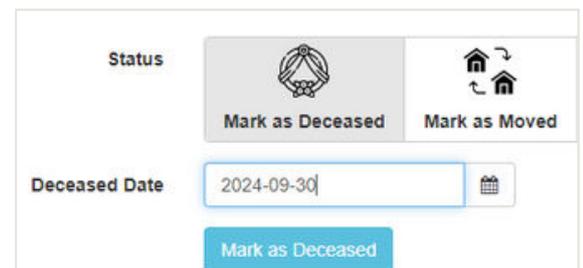**Step 4** - Under the Action column, choose the red Sign Out icon.

Step 5 - Select a Sign Out status, as appropriate.

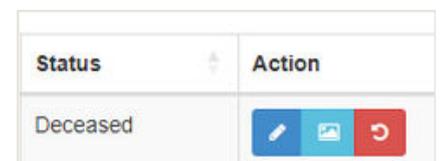**Mark as Deceased:**

Step 1 - Select Mark as deceased*.

Step 2 - Enter a Deceased Date > Mark as Deceased.

Step 3 - Confirm the action with Yes.

The resident status will change from Active to Deceased.

If this action needs to be reverted, click on the red revert icon under the Action column.

*After 7 days from a resident marked as deceased or transferred out of the facility, paired family members are sent an email with a link to download and/or remove shared images. After 90 days, all shared My Family images are automatically deleted. My Community content will remain active.

To move a resident to another room within the facility, please refer to our guide on 'How to add or edit resident details in Manage'.

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Move to a different Facility:

Step 1 - Select Move to a different Facility*.

Step 2 - Enter a Moved Date and Move Type.

Step 3 - If Moving to Swift (i.e. another facility within your organisation) select Moving to another Swift facility, enter the Site name from the dropdown menu, then Mark as Moved.

Step 4 - If Moving to other Facility (i.e. returning home or another organisation) select Moving to other Facility, then Mark as Moved.

Step 5 - Confirm the action with Yes.

The resident status will change to Moved.

If this action needs to be reverted, click on the red revert icon under the Action column.

Delete a Resident:

Step 1 - Select Delete Resident > Delete.

Step 2 - Confirm the action with Yes.

The resident status will change to Deleted.

Delete is a permanent action and cannot be reverted.

To move a resident to another room within the facility, please refer to our guide on 'How to add or edit resident details in Manage'.