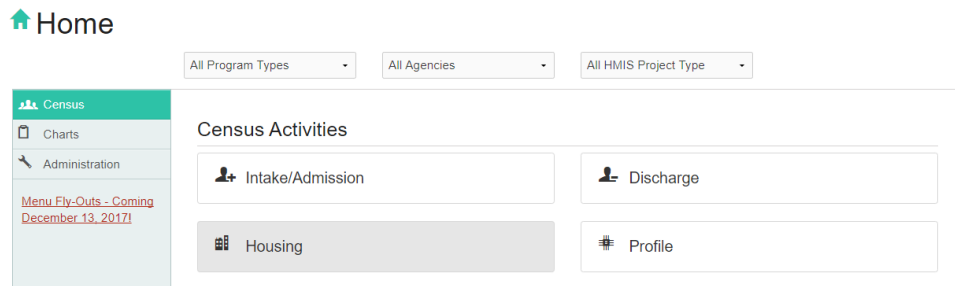


From time to time AWARDS users may have to transfer a client from one bed in AWARDS to another. This is a process that can be done by the user within the Housing Module using the “Swap” functionality, rather than sending in a Help Desk Ticket.

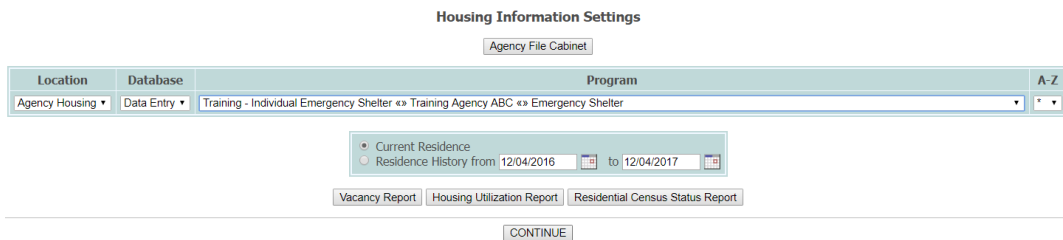
It is important to note that the “Swap” functionality should NOT be used to correct incorrect bed placements, but rather to reflect actual client movement. If you need to correct an incorrect placement contact the Help Desk for assistance.

To Update housing records by “swapping” the bed of one client with that of another client, or to move a client from their current bed into a vacant bed complete the following steps

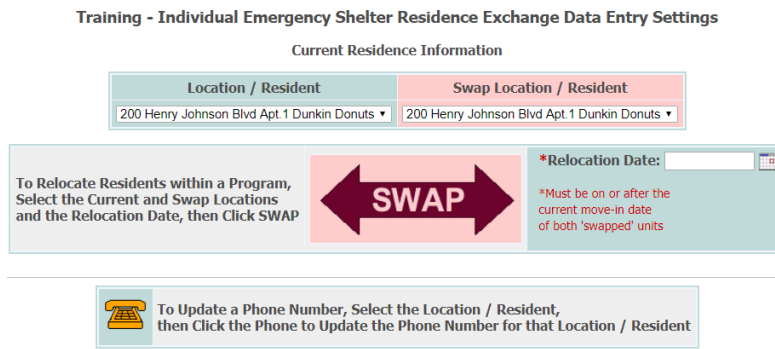
1. From the AWARDS Home Page Select the Housing Module



2. Select “Data Entry” from the **Database** drop-down menu
3. Select the project for which the housing record is to be updated from the **Program** drop-down menu
4. Select the **Current Residence** radio button



5. Click CONTINUE. The *Residence Exchange Data Entry Settings* page is displayed.



MOVING CLIENTS BETWEEN BEDS

6. Select the location/resident combination for which the “swap” is going to be performed from the **Location/Resident** drop-down menu

Training - Individual Emergency Shelter Residence Exchange Data Entry Settings

Current Residence Information

Location / Resident	Swap Location / Resident
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> 200 Henry Johnson Blvd Apt.1 Dunkin Donuts 200 Henry Johnson Blvd Apt.1 Dunkin Donuts 200 Henry Johnson Blvd Apt.10 VACANT 200 Henry Johnson Blvd Apt.11 VACANT 200 Henry Johnson Blvd Apt.12 Gone Fishing 200 Henry Johnson Blvd Apt.2 Iced Coffee 200 Henry Johnson Blvd Apt.3 Ali Gator 200 Henry Johnson Blvd Apt.4 Artie Choke 200 Henry Johnson Blvd Apt.5 Tim Tom 200 Henry Johnson Blvd Apt.6 Green Grass 200 Henry Johnson Blvd Apt.7 VACANT 200 Henry Johnson Blvd Apt.8 VACANT 200 Henry Johnson Blvd Apt.9 VACANT </div>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> 200 Henry Johnson Blvd Apt.1 Dunkin Donuts </div>

To Relocate Residents within a Program, Select the Current and Swap Locations and the Relocation Date, then Click SWAP

SWAP →

*Relocation Date:
 *Must be on or after the current move-in date of both 'swapped' units

☎ To Update a Phone Number, Select the Location / Resident, then Click the Phone to Update the Phone Number for that Location / Resident

7. Select the location/resident combination with which the “swap” is going to occur from the **Swap Location/Resident** drop-down menu

Training - Individual Emergency Shelter Residence Exchange Data Entry Settings

Current Residence Information

Location / Resident	Swap Location / Resident
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> 200 Henry Johnson Blvd Apt.3 Ali Gator </div>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> 200 Henry Johnson Blvd Apt.1 Dunkin Donuts 200 Henry Johnson Blvd Apt.1 Dunkin Donuts 200 Henry Johnson Blvd Apt.10 VACANT 200 Henry Johnson Blvd Apt.11 VACANT 200 Henry Johnson Blvd Apt.12 Gone Fishing 200 Henry Johnson Blvd Apt.2 Iced Coffee 200 Henry Johnson Blvd Apt.3 Ali Gator 200 Henry Johnson Blvd Apt.4 Artie Choke 200 Henry Johnson Blvd Apt.5 Tim Tom 200 Henry Johnson Blvd Apt.6 Green Grass 200 Henry Johnson Blvd Apt.7 VACANT 200 Henry Johnson Blvd Apt.8 VACANT 200 Henry Johnson Blvd Apt.9 VACANT </div>

To Relocate Residents within a Program, Select the Current and Swap Locations and the Relocation Date, then Click SWAP

← SWAP

*Relocation Date:
 *Must be on or after the current move-in date of both 'swapped' units

☎ To Update a Phone Number, Select the Location / Resident, then Click the Phone to Update the Phone Number for that Location / Resident

8. Enter the date the “swap” occurred in the **Relocation Date** field
 - a. The date of the “swap” must be on or after the move in dates for both clients

Training - Individual Emergency Shelter Residence Exchange Data Entry Settings

Current Residence Information

Location / Resident	Swap Location / Resident
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> 200 Henry Johnson Blvd Apt.3 Ali Gator </div>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> 200 Henry Johnson Blvd Apt.1 Dunkin Donuts </div>

To Relocate Residents within a Program, Select the Current and Swap Locations and the Relocation Date, then Click SWAP

← SWAP →

*Relocation Date:
 *Must be on or after the current move-in date of both 'swapped' units

☎ To Update a Phone Number, Select the Location / Resident, then Click the Phone to Update the Phone Number for that Location / Resident

9. Click on the **SWAP** button in the center of the page *The RESIDENCE SWAP RESULTS* page is displayed in view only mode for confirmation the “swap” was successful

Training - Individual Emergency Shelter Residence Exchange Data Entry Settings

Current Residence Information

Location / Resident	Swap Location / Resident
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> 200 Henry Johnson Blvd Apt.3 Ali Gator </div>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> 200 Henry Johnson Blvd Apt.1 Dunkin Donuts </div>

To Relocate Residents within a Program, Select the Current and Swap Locations and the Relocation Date, then Click SWAP

← SWAP →

*Relocation Date:
 *Must be on or after the current move-in date of both 'swapped' units

☎ To Update a Phone Number, Select the Location / Resident, then Click the Phone to Update the Phone Number for that Location / Resident

Residence Swap Results

Resident	New Location
Dunkin Donuts	200 Henry Johnson Blvd Apt.3
Ali Gator	200 Henry Johnson Blvd Apt.1

Housing