



HT31: HOW TO ADD A CHORE

1. Search for the client in the Client Search box using three or more characters from their first or last name (or alias).
2. On the Client List page, click on the name of the client to whom you would like to assign a chore. NOTE: A client must be booked in to a bed to be assigned a chore.
3. On the Client - Vitals page, click the Client Management menu and select Chores.
4. On the Client - Chores List page, click the Add Chore button.
5. Select the stay for which the chore is assigned and the type of chore.
6. Confirm the start. If needed, you can change this date manually. If applicable, enter the end date.
7. If applicable, enter a description of the chore.
8. If applicable, enter how many hours and minutes the client spent on the chore in the Expended Hours and Expended Minutes fields. This information can be modified at a later date.
9. Click the Save button.