

How to add or edit resident details in Manage.



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Swift Manage is where you can add and edit all resident details for Swift Care. This includes Resident name, room number, date of birth, and location (room).

How to add a Resident:

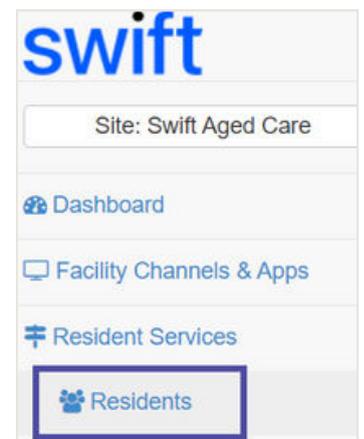
Step 1 - Login to Swift Manage <https://manage.swiftnetworks.tv>

Step 2 - Select Resident Services > Residents.

Step 3 - Choose +Add Resident. 

Step 4 - Enter Title, First and Last name, Date of birth, Location.

Step 5 - Select Submit.



A Pairing Code is automatically generated for your resident.

How to edit a Resident:

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

Step 2 - Select Resident Services > Residents.

Step 3 - Under the Action column, select the pencil (Edit) icon.

Step 4 - Make any required changes to Location (room), Name, Title or Date of Birth.

Step 5 - Select Submit.

