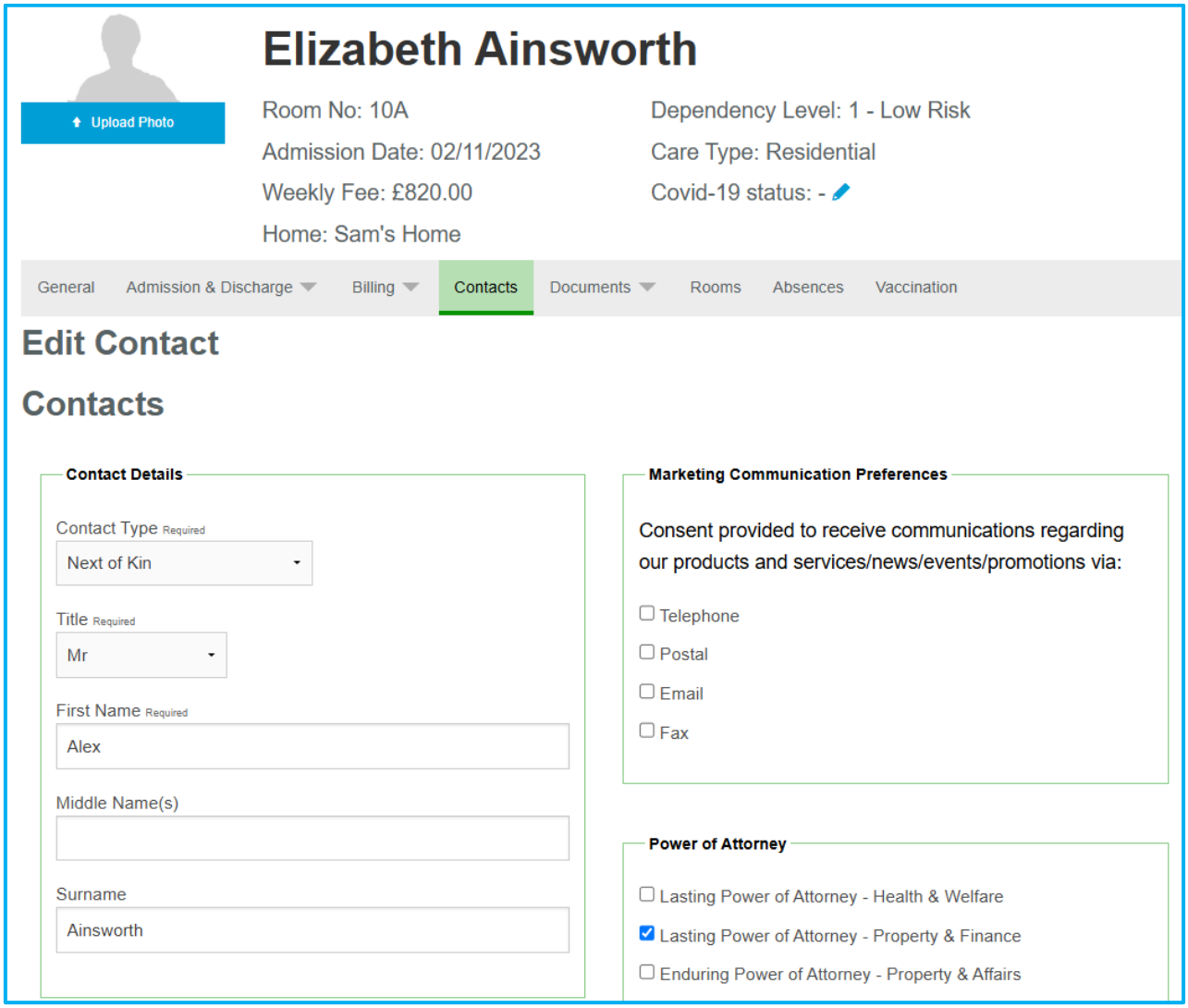
resident contacts in CoolCare.

In CoolCare you can insert as many contacts onto a resident record as necessary. In addition to the standard types of contacts, such as their Next of Kin and Family, you can also specify other types of contacts such as their Doctor, Social Worker or another Professional.

creating and amending resident contacts.

- Navigate to **Residents – Resident Records**
- Select the resident or find them using the search bar
- Select the **Contacts** tab
- Click **+Insert** to add a new contact, or select an existing contact to amend their record
- Make sure that all required fields are filled in and click **Save**



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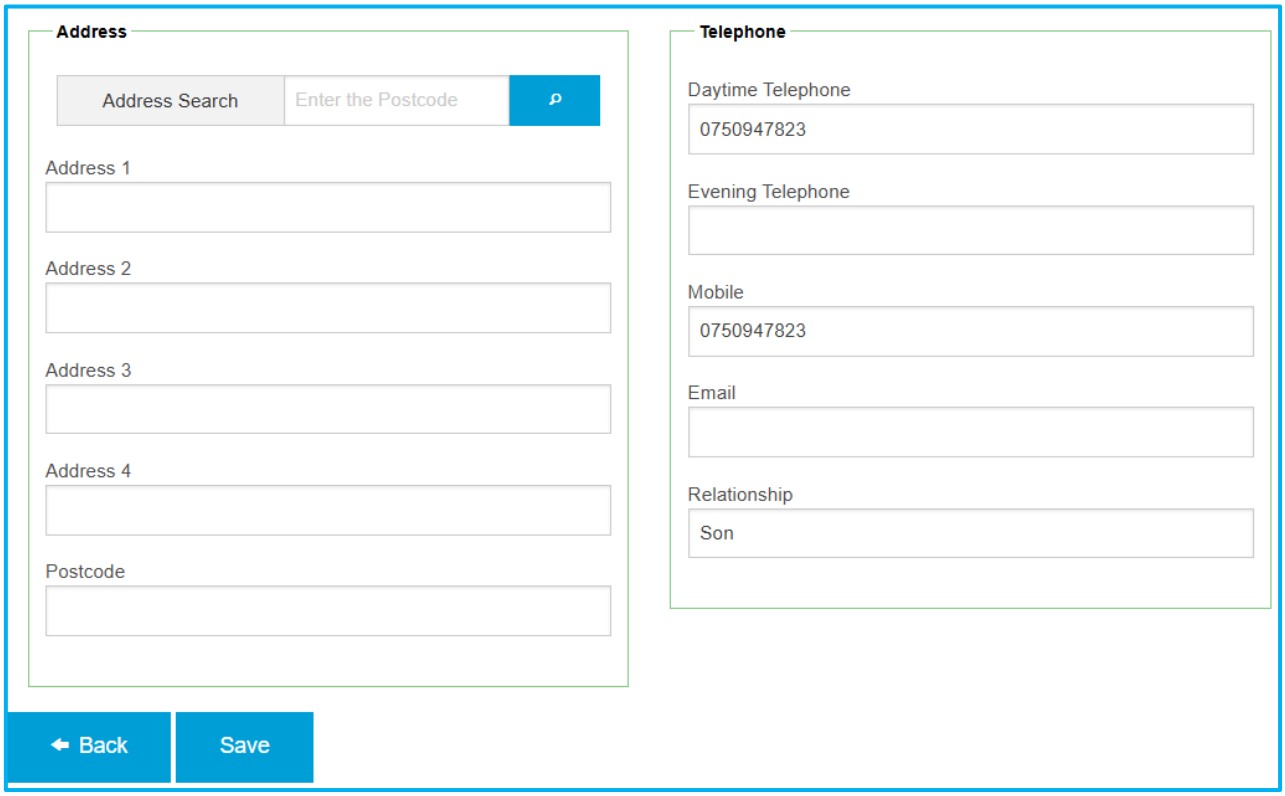
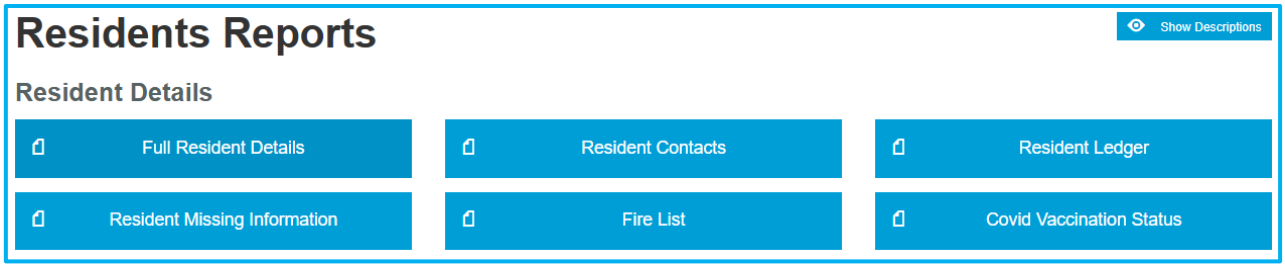


resident contacts report.

There is a report that will export all the contact information for all residents on CoolCare into a CSV file. This is particularly helpful if you require it for sending bulk communications out to all the resident contacts.

To run this report, follow the navigational steps below:

- Navigate to **Residents - Reports**
- Select the **Resident Contacts** report, under the Resident Details section



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