







How to change a 'Client Address'. Not the 'client move' function is for a permanent change of address.

Find your client on elms, click 'Client Move'



Clients & Orders ▾ Stock ▾ Session Select ▾ Utilities ▾ Links



Client Orders Send Event Client Move Other Addresses Events Print

Example, Referrer Elms2

Update Client Details - [SEFTON] South Sefton Store (SEFTON) (S

Have you checked that all of the client details are correct? Remember weight, GP, height (children) phone number can change.

Main Details

Client Code

TES0004 E H

Title

MR

Gender *

Male ▾

Forename *

TEST

Surname *

TEST

Address

SEFTON COMMUNITY EQUIPMENT STORE
UNIT 2C, BECHERS DRIVE
LIVERPOOL

Postcode *

L9 5AY

Mobile No

07777 777777 7777

SMS Allowed

No ▾

☐ Unknown

Back

Update

Refresh

Clients who are moving into a HOME ONLY click on the **BLUE line**. To search for the home. Remember the service does not supply to Nursing Homes.

For all other change of address please click **'Continue'**.

https://sefton.ethiteonline.com/web/elms2test.wsc/web/mobile.html

e/ms

Clients & Orders ▾ Stock ▾ Session Select ▾ Utilities ▾ Links

Example, Referrer Elms2

Client Move - [SEFTON] South Sefton Store (SEFTON) (S


Working with client: TEST, TEST. [TES0004]

Is the address you wish to add a care home?
If so, please click on the link below to find and select the home.
Otherwise, click Continue to proceed to the next screen.

IMPORTANT if the client d searching.






Back Continue

Please search using the client's new **'Postcode'**

Clients & Orders ▾Stock ▾Session ▾Select ▾Utilities ▾Links

Example, ReferrerElms2

Update Client Address - [SEFTON] South Sefton Store (SEFTON) (S)



Working with client: TEST, TEST. [TES0004]

Please enter the new address details for the client.

Move Back To Previous Address

[IMPORTANT If The Client Is Resident In A Home Please Apply The Home Code By Clicking Here And Searching.](#)

Address Type

Property Type

Owner

Address

Name

Postcode: *

Tel No

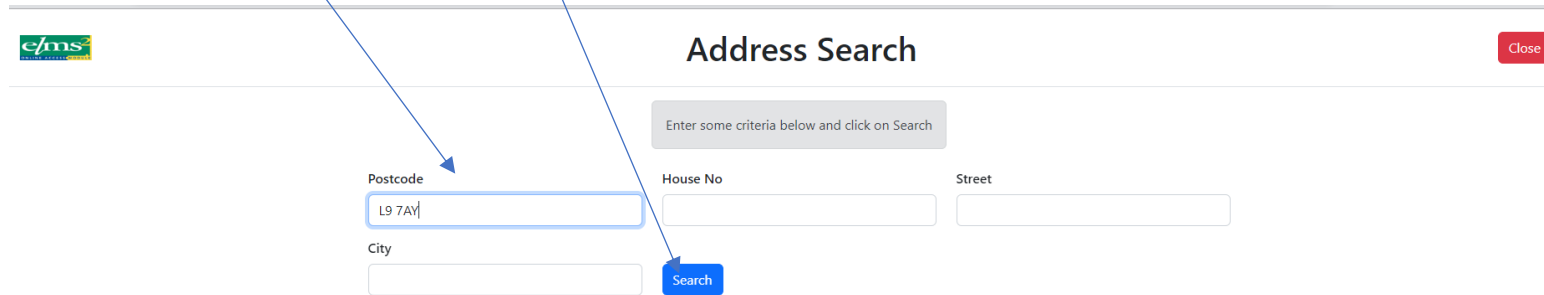
.. . . .

0000 00000 0000

Cancel

Update

Enter the client's new postcode and click 'Search'



The screenshot shows the 'Address Search' form. A blue arrow points from the instruction 'Enter the client's new postcode' to the 'Postcode' input field, which contains 'L9 7AY'. Another blue arrow points from the instruction 'click Search' to the 'Search' button. The form includes a 'Close' button in the top right corner and a grey instruction box that says 'Enter some criteria below and click on Search'.

Address Search Close

Enter some criteria below and click on Search

Postcode:

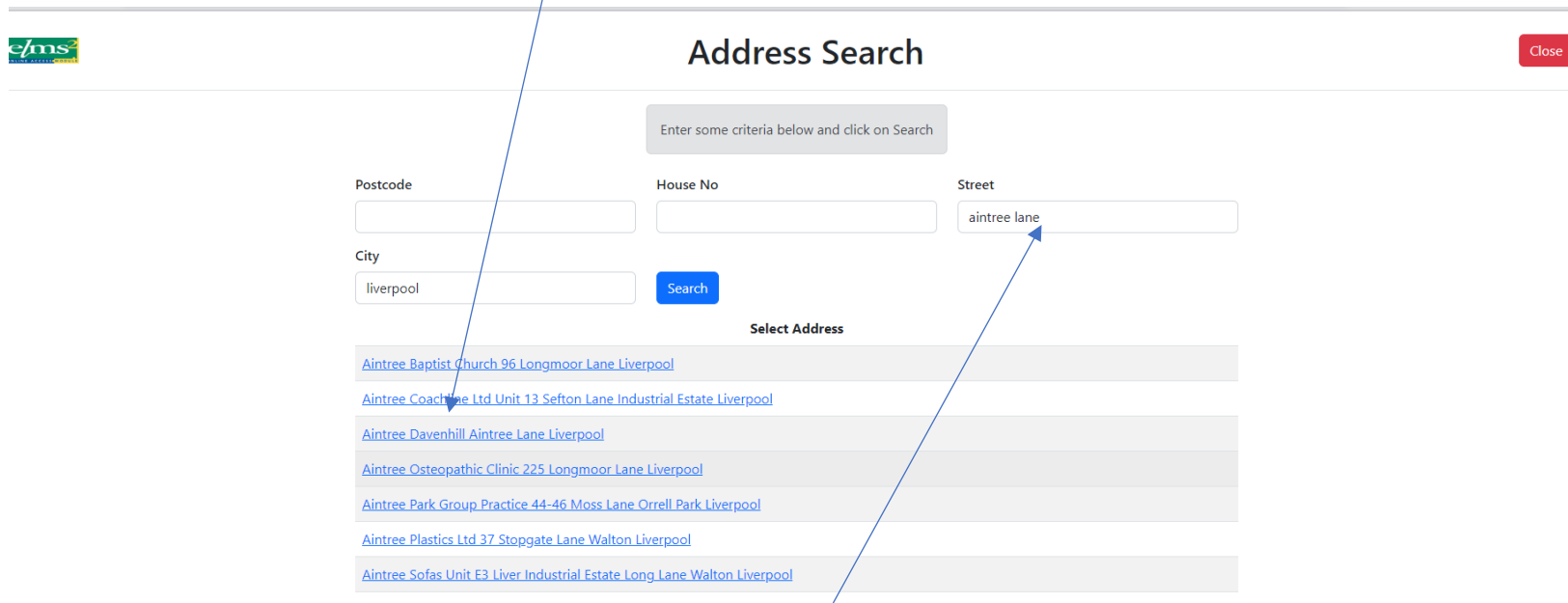
House No:

Street:

City:

Search

Click to select your client's address from the address list.



The screenshot shows the 'Address Search' form with the 'Postcode' field set to 'liverpool' and the 'Street' field set to 'aintree lane'. The 'Search' button is highlighted. Below the form, a list of addresses is displayed under the heading 'Select Address'. A blue arrow points from the instruction 'Click to select your client's address from the address list.' to the first item in the list: 'Aintree Baptist Church 96 Longmoor Lane Liverpool'.

Address Search Close

Enter some criteria below and click on Search

Postcode:

House No:

Street:

City:

Search

Select Address

- [Aintree Baptist Church 96 Longmoor Lane Liverpool](#)
- [Aintree Coach Hire Ltd Unit 13 Sefton Lane Industrial Estate Liverpool](#)
- [Aintree Davenhill Aintree Lane Liverpool](#)
- [Aintree Osteopathic Clinic 225 Longmoor Lane Liverpool](#)
- [Aintree Park Group Practice 44-46 Moss Lane Orrell Park Liverpool](#)
- [Aintree Plastics Ltd 37 Stopgate Lane Walton Liverpool](#)
- [Aintree Sofas Unit F3 Liver Industrial Estate Long Lane Walton Liverpool](#)

If you can't find your client address, please check the postcode, you can also search by Street & City.

Elms will auto fill the new address.

mine.com/web/elmsz/test.wsc/web/module.html

Working with client: TEST, TEST. [TES0004]

Please enter the new address details for the client.

Move Back To Previous Address

[IMPORTANT If The Client Is Resident In A Home Please Apply The Home Code By Clicking Here And Searching.](#)

Address Type

Property Type

Owner

Address

Name

[Postcode:](#) *

Tel No

Mobile No

Subarea

Notes

6 Aintree Lane
Liverpool
Sefton

L10 2JL

07777 777777 7777

Cancel

Update

You will need to enter the following details from the drop-down boxes. See below.

Working with client: TEST, TEST. [TES0004]

Please enter the new address details for the client.

Move Back To Previous Address

[IMPORTANT If The Client Is Resident In A Home Please Apply The Home Code By Clicking Here And Searching.](#)

Address Type

Property Type

Owner

Address

Carer

Elms Current Address

Elms Delivery Address

Elms Invoicing Address

Client NOK address

Elms Previous Address

Enter the Address type.

Is this going to be their New Current Address?

Or is it a just a New Elms Delivery Address? You can also add a temporary delivery address when creating the booking.

Is this the client NOK Address.?

leumecommune.com/web/elems/elems.wsc/web/module.html

Working with client: TEST, TEST. [TES0004]

Please enter the new address details for the client.

Move Back To Previous Address

[IMPORTANT If The Client Is Resident In A Home Please Apply The Home Code By Clicking Here And Searching.](#)

Address Type

Property Type

Owner

Address

Name

Elms Current Address

Dual Registered Home

Housing Association

HOTEL

NURSING HOME

Owner Occupier

With Family

Landlord Owned

RESIDENTIAL HOME

School

Enter the Property Type.

From the list below.


[IMPORTANT If The Client Is Resident In A Home Please Apply The Home Code By Clicking Here And Searching.](#)

Address Type	<input type="text" value="Elms Current Address"/>
Property Type	<input type="text" value="Owner Occupier"/>
Owner	<input type="text"/>
Address	<input type="text" value="6 Aintree Lane
Liverpool
Sefton"/>
Name	<input type="text"/>
Postcode: *	<input type="text" value="L10 2JL"/>
Tel No	<input type="text"/>
Mobile No	<input type="text" value="07777 777777 7777"/>
Subarea	<input type="text"/>
Notes	<input type="text"/>

Has your client telephone number changed. If so, please enter the new telephone number.

Click '**Update**' please do this Twice to save the new address.

When you search for your client again you will see that the client address has changed.

Clients & Orders ▾Stock ▾SessionSelect ▾Utilities ▾Links

Add Client

Example, ReferrerElms2

Client Search - [SEFTON] South Sefton Store (SEFTON) (S)

Code

Surname

test

Forename

Date Of Birth

+/-

Address

Postcode

[IMPORTANT if the client is resident in Gender, please apply the home code by clicking here and searching.](#)

Search

Cancel