

Working with eRezLife Software

Search for Info About Your Residents:

- Under 'People', click on 'advanced search'
- Select Residence Area to narrow search
- Select a specific resident
- View information such as:
 - Email,
 - Birthday,
 - Hometown,
 - Medical conditions, etc.

Run Reports in Excel:

- Under 'People', click on 'advanced search'
- Select Residence Area to narrow search
- Select all or specific residents
- Click 'export selected students'
- Choose desired fields to export

Tips:

- Use the search tool to find photos of your residents in order to help you remember names in your community!
- Be mindful of your location when accessing eRezLife i.e. are you in a public location?

Reminders:

- All information obtained on eRez is to be kept confidential and is to be used for work-related purposes only.
- Before sending email communication to residents ensure you have followed proper protocol:
 - Identify your name, position, email address
 - Send to RLM for review
 - Identify an 'unsubscribe' option

eRez Lingo:

IR = Incident Report

Forms = Fillable templates relating to a specific topic i.e. Program Evaluation, Weekly Report, etc.

Reports = Data available to be pulled from eRez on specific fields i.e. Event attendance over the course of a term, etc.