

## QRG - Edit Member Enrollment Date

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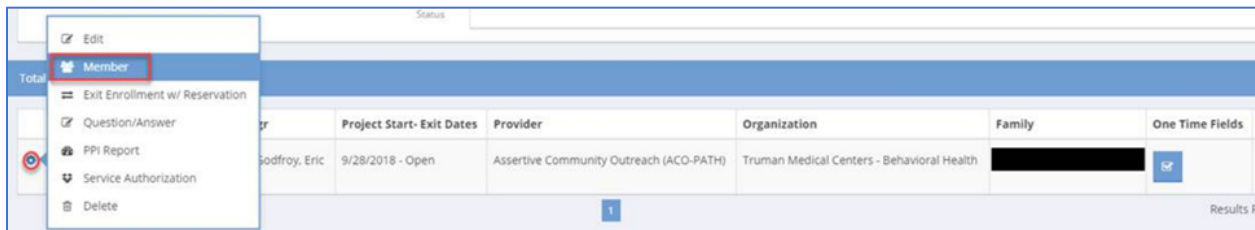
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**WHAT IS A QRG** – QRG stands for **Quick Reference Guide**. Quick Reference Guides are short 1-8 page documents that provide concise practical information and advice on specific topics. Sometimes known as “cheat sheets” quick reference guides are designed for users who know the material or task but need something in front of them to remind them of the steps.

**WHO THIS GUIDE IS FOR** – The Member Enrollment Dates tells us which family member was enrolled in the program and what dates they were enrolled. Difference in dates occur when family members join at a later date (example: new baby) or leave early (example: adult children).

#### STEP 1 – Project Enrollment > Gear > Member



#### STEP 2 – Select Add/Edit Members



#### STEP 3 – Check the box next to client’s name > Edit > **SAVE**

