Agency

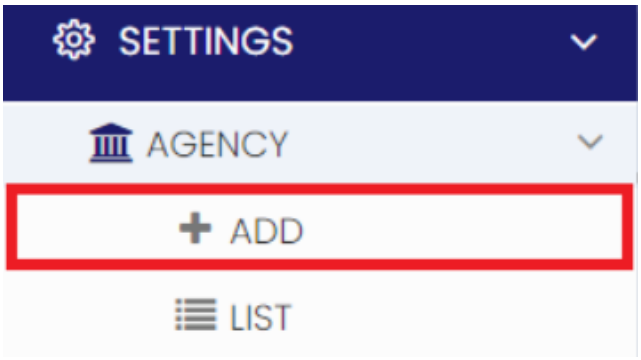
An Adult Day Care agency is an organization that provides a wide range of medical and non-medical services to patients in Adult Day Care Center. These agencies offer personalized care for patients to receive quality care while maintaining their independence.

Adding Agency

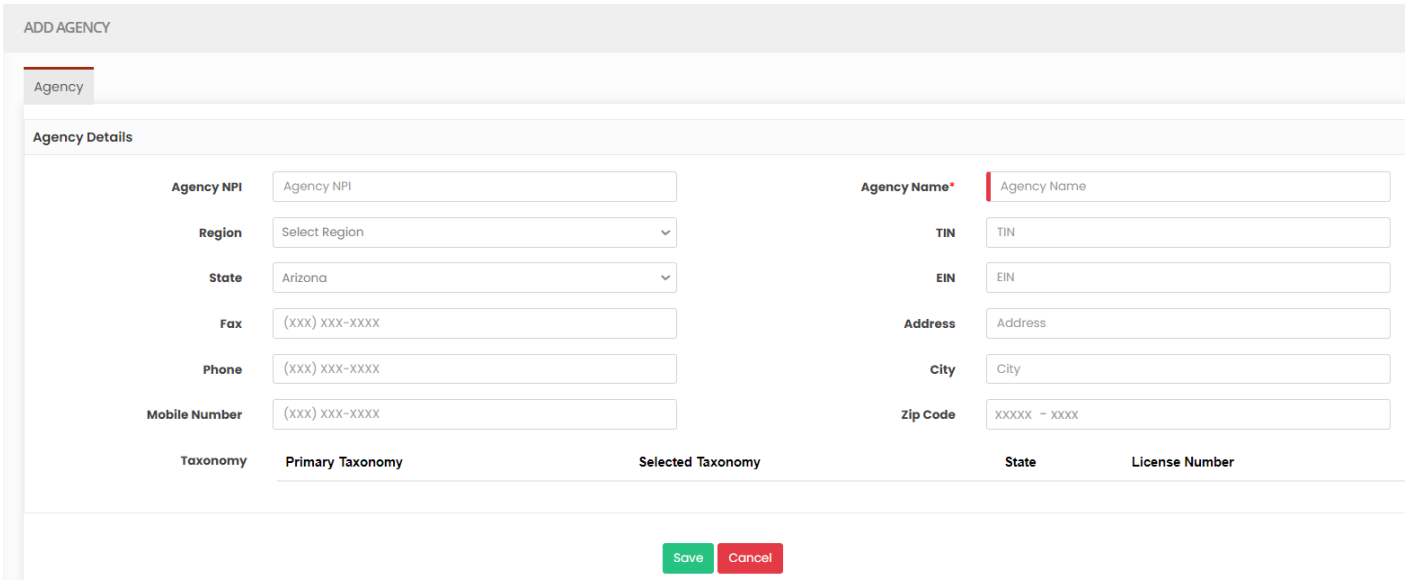
> Note: All Fields marked with * are mandatory and must be filled out, otherwise the system will generate an error indicating that the required information is missing.

> **Settings >> Agency >> +Add option**

Locate the +Add option under Agency Tab.



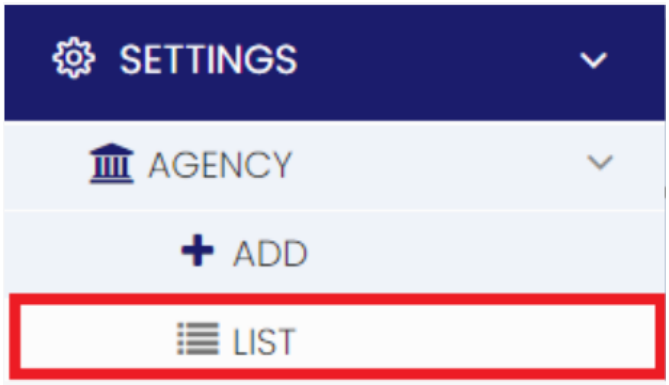
Now, update the required information in Agency Details and Click Save option.



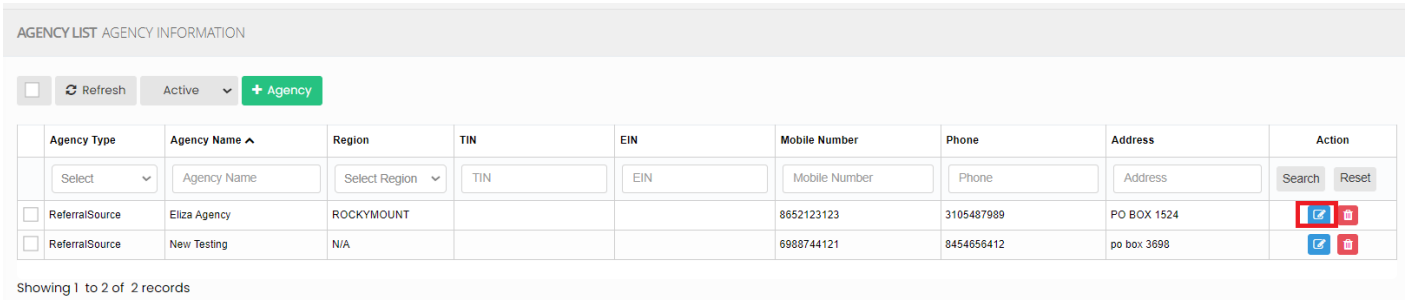
Editing Agency

> **Settings >> Agency >> List**

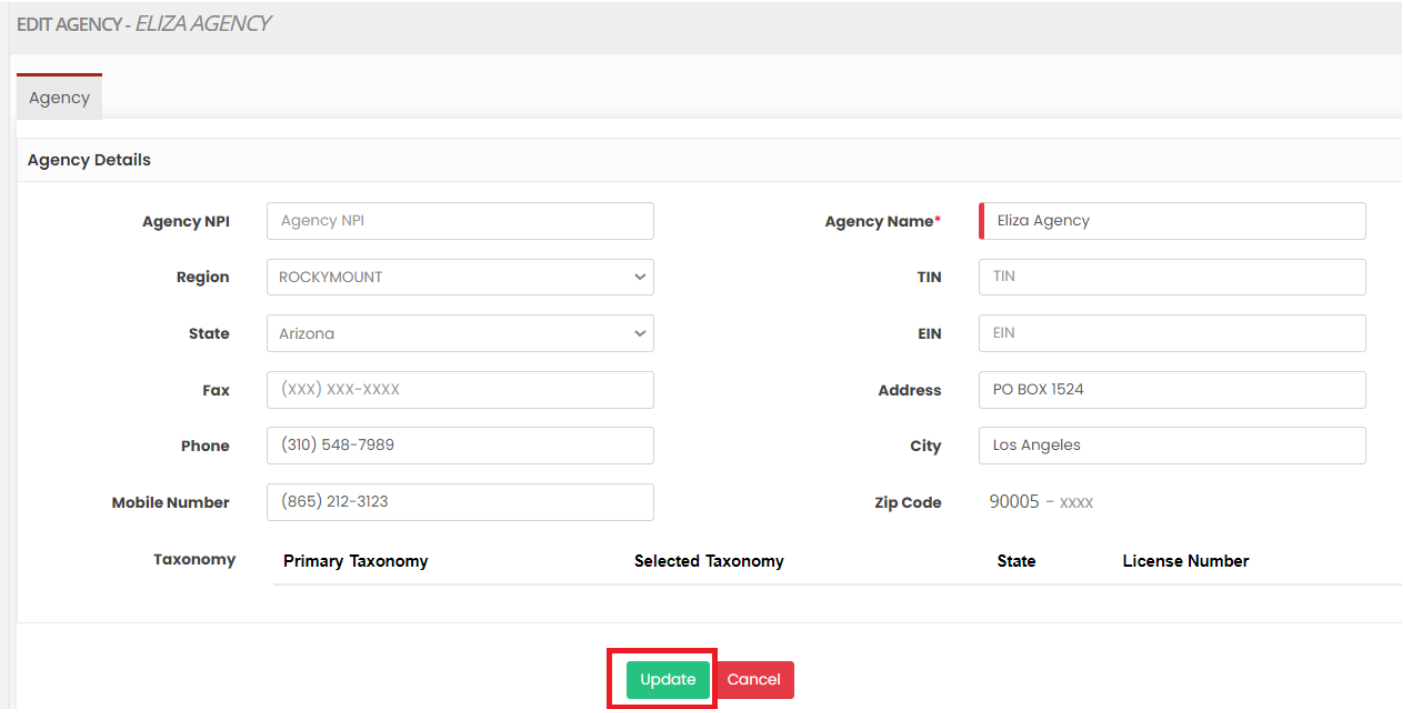
Locate list option under Agency Tab.



Select the Agency from List and Click Edit option on the right side of the screen.



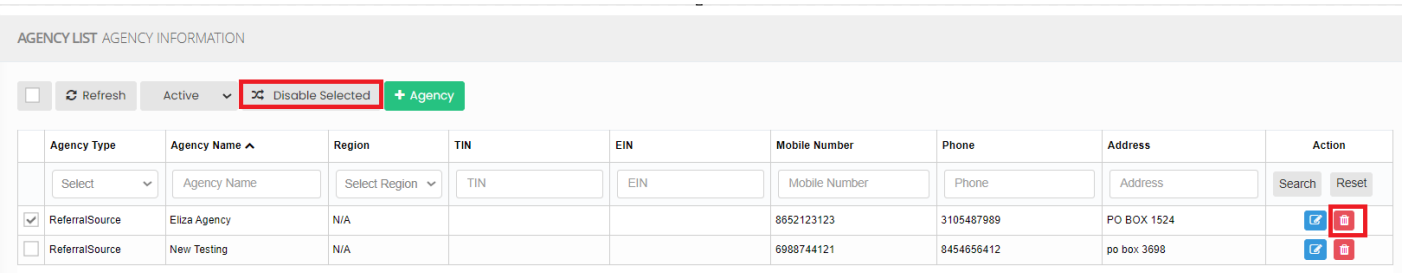
Now Edit the required information and Click Update option.



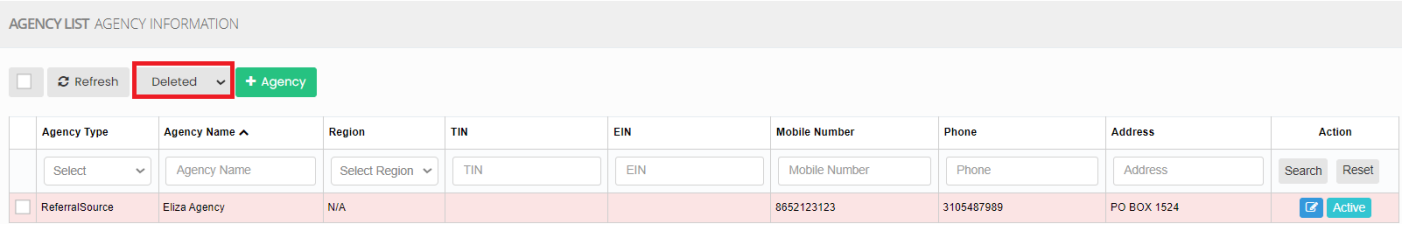
Delete Agency

> **Settings >> Agency >> List**

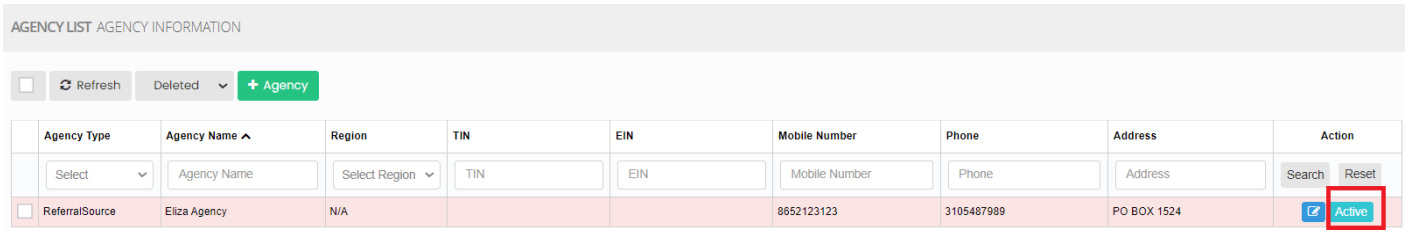
Select the Agency from the list using the check box and click Delete or Disable Selection option on the screen.



Now, the Agency gets deleted and we can view the Agency under Deleted list.



The user can also Restore the deleted Agency by using the option Active on the right side of the screen.



Revision #5
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