

# Manage Account

help.grandcare.com → technical help → online care portal overview → view accounts → manage account

## Overview

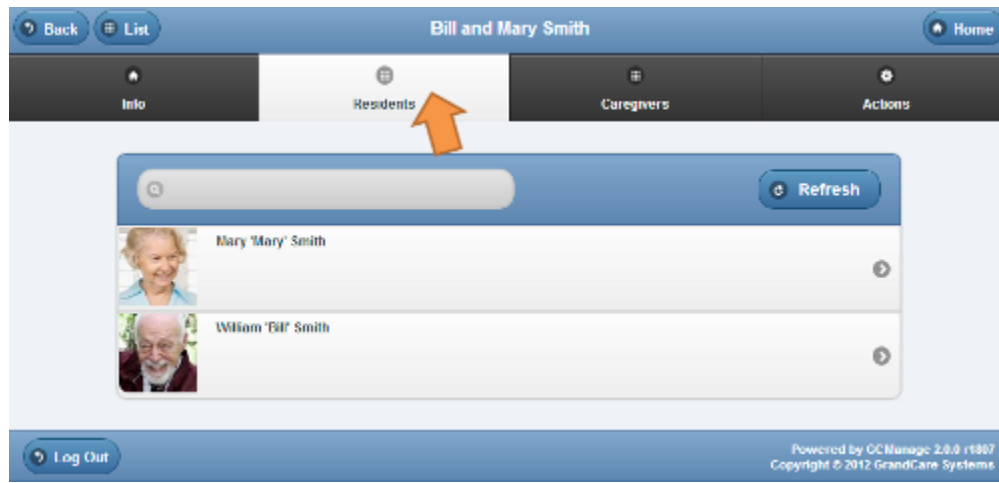
Users at the Account Admin level or above can access the Manage Account Screen, which provides the ability to view and access information and settings for the account. From the Account Details screen, click the "Manage Account" button to access this screen.

## Info Tab



The screenshot displays the 'Manage Account' interface for 'Bill and Mary Smith'. The top navigation bar includes 'Back', 'List', and 'Home' buttons. Below this, there are tabs for 'Info', 'Residents', 'Caregivers', and 'Actions'. The 'Info' tab is selected, and an orange arrow points to it. The left sidebar contains an 'Info Menu' with 'General Info' (highlighted in orange) and 'Log' options. The main content area is titled 'Bill and Mary Smith [DEMO]' and includes a 'View Dashboard' button. The 'Information' section shows the address: 327 N Main St, Apt. 1, West Bend, WI 53095, and notes that 'Community Features Enabled'. The 'Assigned System' section lists '314834 - Bill and Mary Smith' with a green status indicator and a '31a' label. The 'Parent Group' is 'GC Development' (West Bend, WI - (262) 338-6147), and the 'Parent Distributor' is 'GrandCare Systems' (West Bend, WI - (262) 338-6147). The footer contains a 'Log Out' button and copyright information: 'Powered by GCManage 2.0.0 r1987 Copyright © 2012 GrandCare Systems'.

## Residents Tab



## Caregivers Tab



## Actions Tab

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