
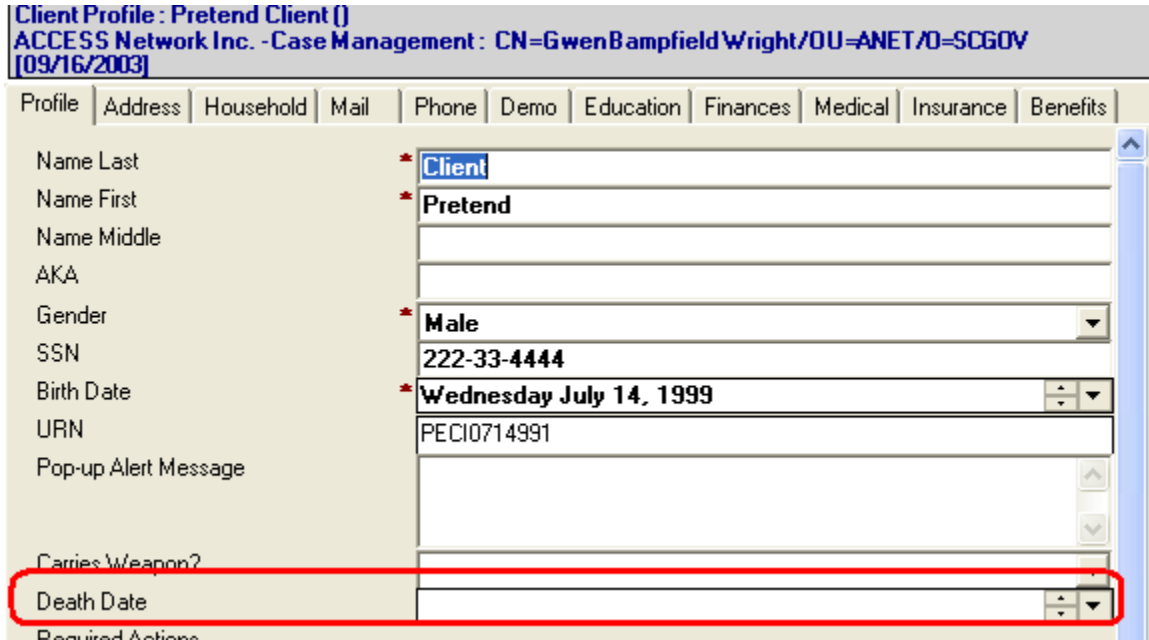


Steps to Document a Client as Deceased in Provide Enterprise; PE Release 3.5 and 4.2

To Document a client as deceased, follow the steps below:

- 1) Open the Client Profile.
- 2) Click on the  button.
- 3) Find the field "Death Date", circled in the figure below and enter the date of death.

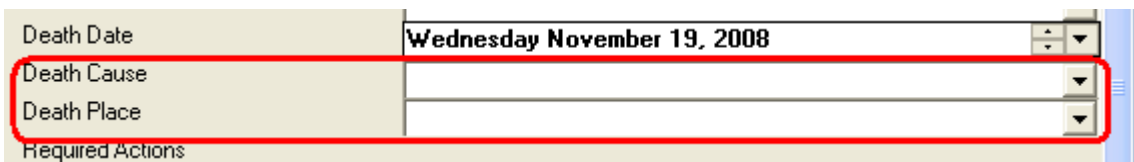


Client Profile : Pretend Client ()
ACCESS Network Inc. -Case Management : CN=GwenBampfied Wright/OU=ANET/O=SCGOV
[09/16/2003]


Profile | Address | Household | Mail | Phone | Demo | Education | Finances | Medical | Insurance | Benefits

Name Last	* Client
Name First	* Pretend
Name Middle	
AKA	
Gender	* Male
SSN	222-33-4444
Birth Date	* Wednesday July 14, 1999
URN	PEC10714991
Pop-up Alert Message	
Carries Weapon?	
Death Date	
Required Actions	

- 4) After you have entered the "Death Date", you will see two additional fields appear (seen below):



Death Date	Wednesday November 19, 2008
Death Cause	
Death Place	
Required Actions	

- 5) Enter the Death Cause and Death Place.
- 6) Click the  button to save the client profile and back out of the file.