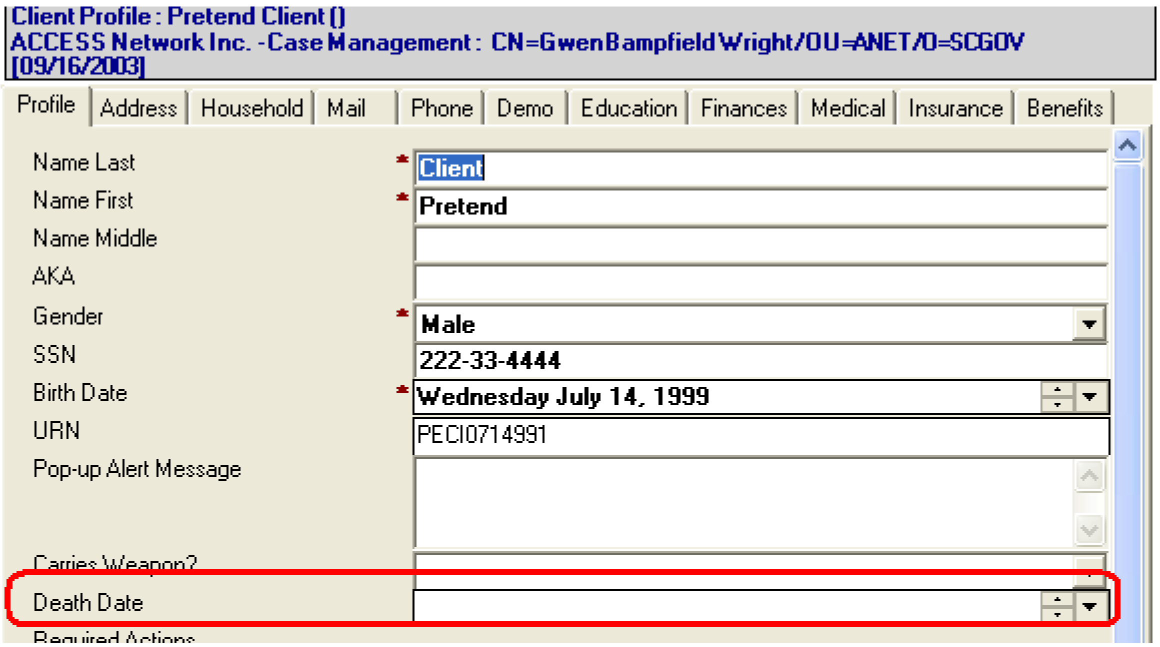
Steps to Document a Client as Deceased in Provide Enterprise; PE Release 3.5 and 4.2

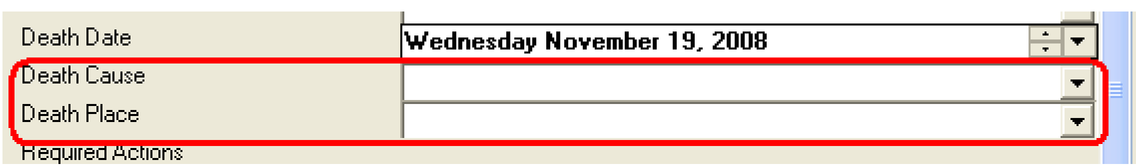
To Document a client as deceased, follow the steps below:

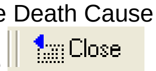
1) Open the Client Profile.
2) Click on the 

button.
3) Find the field "Death Date", circled in the figure below and enter the date of death.



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



5) Enter the Death Cause and Death Place.
6) Click the 

button to save the client profile and back out of the file.