

How to Mark an Individual as Deceased

This guide will provide written instructions on how to mark a constituent as **deceased**.

To mark someone as **deceased**:

Step 1

Perform a **constituent search** for the individual you would like to mark as deceased and click into their **constituent profile**.



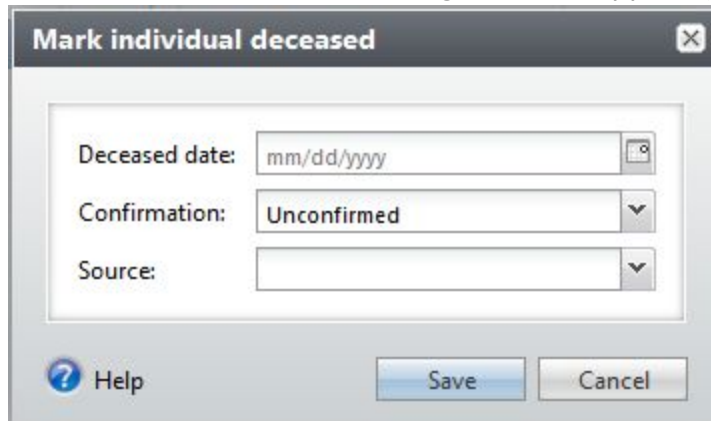
Step 2

Next, click on the **personal info** tab, then in the **personal information section** click **mark deceased** (next to the **edit** button).



Step 3

In the mark individual deceased dialog box that appears, you will have three things to fill out:



The dialog box titled "Mark individual deceased" contains three input fields: "Deceased date:" with a text box containing "mm/dd/yyyy" and a calendar icon; "Confirmation:" with a dropdown menu set to "Unconfirmed"; and "Source:" with a dropdown menu. At the bottom, there is a "Help" button with a question mark icon, and "Save" and "Cancel" buttons.

deceased date — if you know when the person passed away enter that date, otherwise just enter today's date

confirmation — leave as *unconfirmed*

source — chose the option from the **drop down** menu that best describes how you can about the information of this constituent's death

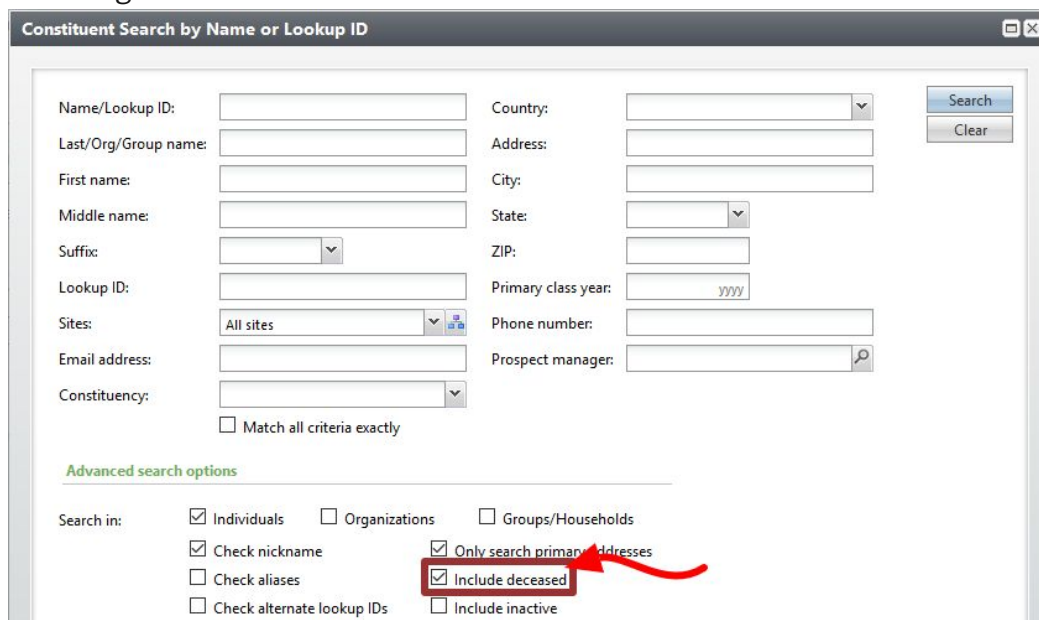
Then select **save**. You'll be taken to a *deceasing options* page but you do not have to do anything here.



The page shows a header "Wayne, Mr. Bruce (Batman) - Deceasing Options" with a sub-header "Constituencies for Wayne, Mr. Bruce (Batman) (0)". Below this is a table with columns "Description", "Date from", and "Date to". The table is currently empty.

Searching for deceased constituents

One thing to note: once you have marked an individual as deceased, if you need to **search** for them in the future you will need to check the **include deceased** in the *advanced search options* to find them again.



The dialog box "Constituent Search by Name or Lookup ID" has various search criteria fields. Under "Advanced search options", the "Include deceased" checkbox is checked and highlighted with a red box and a red arrow pointing to it.