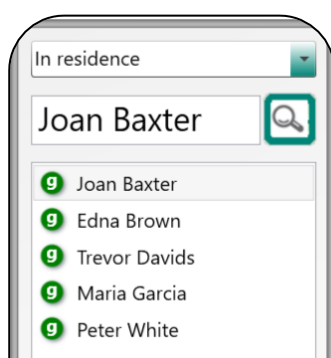


Office – Marking a Resident as Deceased



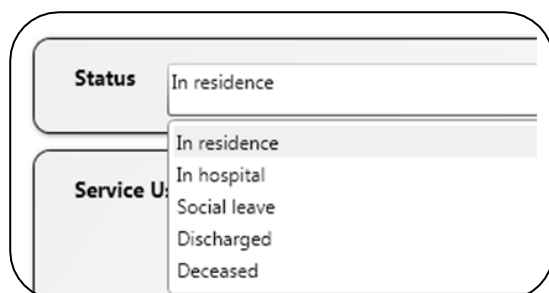
Click on the Office icon



Select a **resident** from the list.



Click the Edit Status button.



Select the **Deceased** status from the drop-down menu.



Click on the **Save** icon.

Deceased Service User

Please enter date and time of death

Date of death:

Select a date 15

Time of death:

11:49

Additional comments:

Once saved, the **Deceased Service User** box will appear. Enter the date, time and any additional comments if necessary. Click **Ok**.

Save

The service user's details have been successfully saved.
Change the status filter to view this service user.

Please sync the device for Happy Valley Care Home to download the changes to the device.

The **Save** box will appear. **Sync** device then click **Ok**. The resident's traffic light status should now appear red.