

Link2Feed Manager Guide: Marking Neighbors Deceased

When a client is marked as deceased, their information and all information associated with them will be archived in Link2Feed. There is no need to create new profiles for associated members, as this will only generate a message for creating a duplicate profile.

Marking Head of Household as Deceased

Before marking the head of household as deceased, you will need to designate the new head of household. **If the new head of household is not currently a member of the household,** you will need to add them as a household member.

If the new head of household is currently a member of the household, you will first need to complete their full profile.

To do this, scroll to the household members and click the “Switch to Full Profile” button for the household member you would like to promote.

Household Members					+ Add
Name	Relationship	Gender	Age	Date of Birth	
Bilbo Baggins	Friend	Male	36	Apr 05 1985	

This will open their full profile:

✓ PERSONAL

✓ PROFILE

✓ MONTHLY INCOME

✓ DIETARY CONSIDER...

✓ TEFAP

✓ SERVICES

✓ NOTES

Personal Information

[See Client in View Mode](#)

i Click here to switch to the primary client of this household.

First Food Bank Visit

Oct 20 2021

Status

Active

*** Last Name**

Baggins

*** First Name**

Bilbo

You must complete and save their full profile to continue. Once their profile is filled out, return to the existing household. You can do this from the “Personal” tab of the household member by clicking the blue banner:

PERSONAL PROFILE MONTHLY INCOME DIETARY CONSIDER... TEFAP

Personal Information

See Client in View Mode

Click here to switch to the primary client of this household.

First Food Bank Visit **Status**

Active

To mark the existing Head of Household as deceased, locate the blue ID number on the “Personal” tab. Clicking the ID number will open an option to “Mark as Deceased.”

the White, Gandalf 138559

Mark Deceased

Clicking “Mark Deceased” will then give you a pop-up to confirm your action:

Mark Deceased

Are you sure you want to mark this client as deceased?

You cannot undo this action. The client data will be kept, but the client will no longer show up in searches, and if part of a larger household will be removed from that household.

After clicking the “Mark Deceased” button, the Head of Household will be marked deceased, and all their information archived. The system will then promote a household member to be the new Head of Household.

If you need to alter the new Head of Household, you may go to the Household Member listing and choose the “Promote to Head of Household” button for the appropriate member:



A screenshot of a web interface showing a table of household members. The table has columns for Name, Relationship, Gender, Age, and Date of Birth. The first row shows 'Bilbo Baggins' as a Friend, Male, 36, born Apr 05 1985. To the right of the table is an '+ Add' button. Below the table are icons for edit, delete, promote, and archive. A red arrow points to the promote icon, which is also highlighted with a red box.

Name	Relationship	Gender	Age	Date of Birth
Bilbo Baggins	Friend	Male	36	Apr 05 1985

Marking Household Member as Deceased

To mark a household member as deceased, simply access their profile from the household member listing by clicking the “Switch to Full Profile” button:

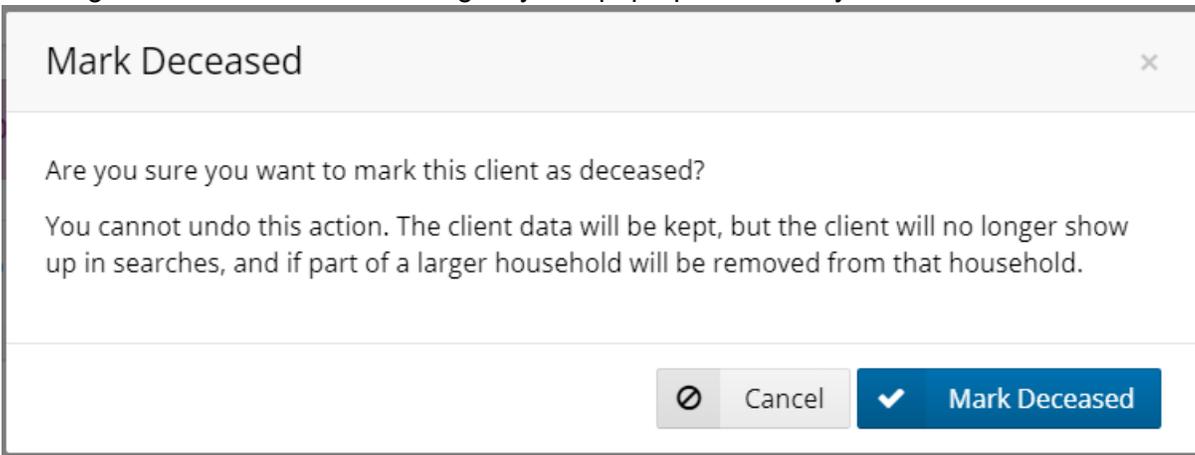


A screenshot of the same household members table. A red arrow points to the 'Switch to Full Profile' icon (a person silhouette) in the row for Bilbo Baggins, which is also highlighted with a red box.

To mark the client as deceased, locate the blue ID number on the “Personal” tab. Clicking the ID number will open an option to “Mark as Deceased.”



Clicking “Mark Deceased” will then give you a pop-up to confirm your action:



After clicking the “Mark Deceased” button, the household member will be marked deceased, and all their information archived.