Client End of Service Edit screen

Updated on January 2024

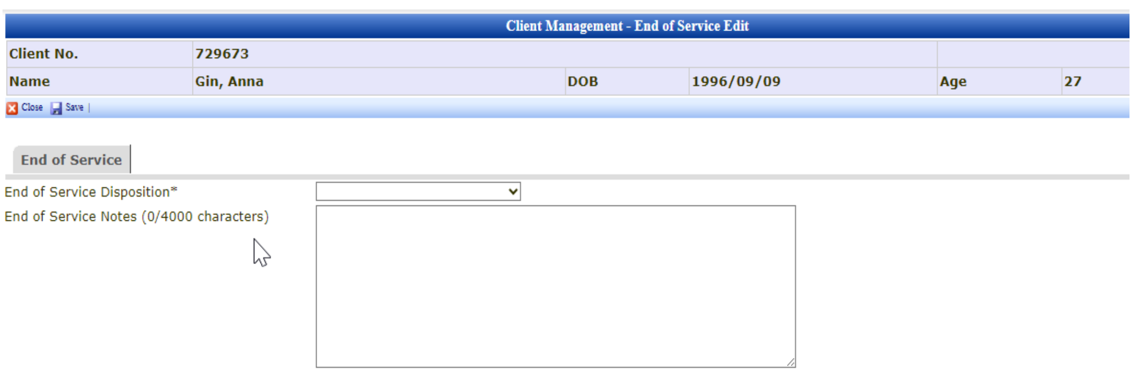
Home > Client Management (Search Client) > End of Service Edit

Business Purpose:

The **Client Management – End of Service Edit** page displays two required fields: **End of Service Disposition***, **End of Service Reason*** and optional **End of Service Notes** field. End of Service edit page allows the user to exit/end the intake service program.

How to:

1. Clicking on the End Service or Update **Actions** link will drill down into that individual End of Service Edit detail screen.



2. Select one of the **End of Service Disposition*** options by clicking on drop-down arrow.
3. Select one of the **End of service Reason*** options by clicking on the drop-down arrow.
4. Enter a text up to 4000 characters in the **End of Service Notes** textbox and save it. The user will be taken to the Client Management – End of Service page.

Important Notes:

1. After selecting the **End of Service Disposition*** option on the Client Management – End of Service Edit page, the **End of Service Reason*** field will appear.