

## **Quick Reference: Separating Families with the Divorce Process**

If a Constituent record has been created, you must unlink the Constituent record in the Alumni/Development application to process a divorce. If you attempt to process a divorce with a linked Constituent record in another application, such as Registrar, Accounts Receivable, Dean's Office or Summer School, you will receive an error stating that you must unlink the Constituent record in Alumni/Development. However, if a Constituent record has not been created, then you can perform the divorce process in applications other than Alumni/Development.

To unlink Constituent records in Alumni/Development:

1. Open the Alumni/Development application.

## 2. Click **Maintenance** > Link / Delete Constituent. The Constituent Link / Unlink / Delete screen appears.

Constituent Link / Unlink / Delete	
Constituent Info Salutations	
Constituent	Spouse
I.D.	I.D.
Set New Marital Status To	Set New Marital Status To
Constituent primary address	Spouse primary address
Address Uptions	Keep spouse address as primary
Delete constituent address	Delete spouse address
	Link Unlink Swap Delete <b>Close</b>
	NUM



3. Locate the Constituent record that you want to unlink using the search icon. When you click the Constituent record, the Constituent and Spouse I.D. fields are populated with the linked Constituent record. If the Spouse I.D. field is not automatically populated, this indicates that the Constituent record that you chose is not linked to another Constituent record.

Constituent	Conven					
Consuderit	Spouse					
LD. 46616	I.D. 46617					
Paul Willus	Paul Willus					
Set New Marital Status To Divorced 💌	Set New Marital Status To Divorced 💌					
Constituent primary address	Spouse primary address					
88 Willson St Milford, MA USA	88 Willson St Millord, MA USA					
Address Options						
Keep constituent address as primary	Keep spouse address as primary					
Delete constituent address	Delete spouse address					
	Link Unlink Swap Delete Close					

On this screen you can set the new marital status and edit the Constituent and Spouse Primary Addresses. Click **Unlink** when all necessary changes have been entered.

LD. 46616	Spouse L.D. (46517 Paul Wilkus					
Set New Marital Status To Divorced  Constituent primary address Married B8 Wilson St Separated USA Widowed xx (None)	Set New Marital Status To Divorced  Spouse primary address 88 Wallson St Millord, MA USA					
Address Options  (	<ul> <li>Keep spouse address as primary</li> <li>Delete spouse address</li> </ul>					
	Lick Unfort Supp Debte Choo					





4. After you click **Unlink**, you receive a screen stating that the Constituent records have been unlinked.

Senior Status Message	X
The constituents have been s	successfully unlinked.
	ОК

5. Open another application, such as Registrar, Accounts Receivable, Dean's Office or Summer School, to confirm that the Address tab on the Applicant's record now displays separate P1 and P2 addresses.

ame Address Info1 Info Display Options 7 Active Only () All Ap	2 All Accts. Registrar S	cation Family I.D. 00	ry GPA/Rank Attend is 106058 <u></u>	lance Progra arent Web Ac	m Medico counts	al Mec	dia Cust	om Comm	ents Web I Tasks
C Na	ame	Code	Address Type	Stmt (Loans	) Active	In Use	Grades	Primary	New
Paul Willus		🄄 Parent 1		Original	<ul> <li>Image: A start of the start of</li></ul>	<b>~</b>	<b>~</b>	<b>~</b>	Edit
Mary Willus		🄚 Parent 2		Original	~	~	<b>~</b>	~	Deactivate
				1					
					-				Lopy
								1	Print
Address Telephone Numbers 38 Willson St Tel No: difford, MA Fax No:		🕼 E-Mail Father: Mother:							
Paul			Send Grades S	Send Mail	Primary V	Con	itract		
Comments			Linked to:	Paul Willus (	46616)				
			÷						