Agenda

This conference call presentation will cover the following:

1. **Birth Local Registration**
   a. Local acceptance and reassignment
   b. Local batch print

2. **Death Local Acceptance**
   a. New Workflow Process
   b. Local Acceptance Queue

3. **Keyboard Shortcuts**

4. **Diacritical Marks**
Local Acceptance – Birth Registration

TxEVER local acceptance processes feature:

• The local acceptance and re-assignment, and

• The local batch print.
Local acceptance
Local acceptance: review/accept record

[Image of a screenshot of a Texas Department of State Health Services page showing a local acceptance queue with names and dates.]

9/26/2018
Local acceptance: reject/reassign home birth
Local print: birth records and amendments
Local print: birth records and amendments
Local print: select record
Local print: print record from PDF
Local Acceptance – Death Registration

**TxEVER local acceptance processes feature:**

- A New Workflow Process, and
- A better designed Local Acceptance Queue.
Local Acceptance –
Local Acceptance Queue

To complete the death registration, records accepted by a Local Registrar will be forwarded to their local print queue.

Printed records will automatically be assigned a Local File Number, Local File Date and Time, and the Local Registrar’s electronic signature.

The screenshot below showcases the Local Print Queue.
Local Acceptance – Local Acceptance Queue

Step 1: Select Death Module Tab to Complete the Death Registration Process.

Step 2: Click “Function” then select Local Acceptance Queue.
Local Acceptance – Local Acceptance Queue

Step 3: Click Drop down and select the Record you want to accept.
Your office will receive notification via email of this record being assigned. Verify everything is correct according to that email.

Step 4: Review the Data and click the Green Check Mark (✔️) to accept the record.
Local Acceptance –
Local Acceptance Queue

System Check: The system will double check you are wish to accept the record.

Step 5: Click “Yes”
Local Acceptance – Local Acceptance Queue

System Verify: The system will let you know the record accepted Successfully.

Step 6: Click “Ok”
Local Acceptance – Local Print Queue

Step 7: Click “Function” then select “Local Print Queue”
Local Acceptance – Local Print Queue

Step 8: Click the Drop Down Arrow and select “Newly Registered Records”
Local Acceptance – Local Print Queue

Step 9: Ensure “All previously not printed.” is selected and Click “Submit”
Local Acceptance – Local Print Queue

Step 10: Select specific records to print or select all by clicking in the top box. Click “Print”
Local Acceptance – Local Print Queue

Helpful Tip: Only records with the Check Mark will be printed.

Helpful Tip: Records printed here will be automatically assigned a Local File Number and Local File Date and Time.
Local Acceptance – Local Print Queue

System Verify: The system will let you know the record is successfully marked and that the PDF version will open next.

Step 11: Click “Ok”
Local Acceptance – Local Print Queue

With this PDF Version, you will be able to verify the Local File Number, Local File Date, and the Local Registrar’s Electronic Signature.

Step 12: Print or Save the PDF version for your records.
# Keyboard Shortcuts

<table>
<thead>
<tr>
<th>Shortcut</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>T</td>
<td>Enters current date in any date field.</td>
</tr>
<tr>
<td>T + up/down</td>
<td>Enters the current date and you can populate a day before or after.</td>
</tr>
<tr>
<td>Tab</td>
<td>Moves forward from one box/field to another box/field.</td>
</tr>
<tr>
<td>Shift Tab</td>
<td>Moves backward from one box/field to another box/field.</td>
</tr>
<tr>
<td>Enter</td>
<td>Activates the next button on the page.</td>
</tr>
<tr>
<td>1st Letter of a Word</td>
<td>Enters selection from pick list of a dropdown list. Scroll through that letter.</td>
</tr>
<tr>
<td>Space Bar</td>
<td>Selects a radio button or check box.</td>
</tr>
<tr>
<td>Arrow Keys</td>
<td>Moves from one radio button to the next.</td>
</tr>
<tr>
<td>Down Arrow</td>
<td>Opens a dropdown list.</td>
</tr>
<tr>
<td>Escape</td>
<td>Closes a dropdown list.</td>
</tr>
<tr>
<td>Ctrl + S</td>
<td>Saves the current record.</td>
</tr>
<tr>
<td>State Abbreviations</td>
<td>Selects the associated state by typing the first letter.</td>
</tr>
</tbody>
</table>
Diacritical Marks

TxEVER will allow Diacritical Marks. Press and hold the “ALT” key and type the 3 digit code. Release the “ALT” key and the diacritical mark will appear. Example: ALT+128 = Ç

<table>
<thead>
<tr>
<th>ALT Code</th>
<th>Diacritical Mark</th>
<th>ALT Code</th>
<th>Diacritical Mark</th>
</tr>
</thead>
<tbody>
<tr>
<td>128</td>
<td>Ç</td>
<td>212</td>
<td>È</td>
</tr>
<tr>
<td>142</td>
<td>Ä</td>
<td>214</td>
<td>Í</td>
</tr>
<tr>
<td>144</td>
<td>É</td>
<td>216</td>
<td>Í</td>
</tr>
<tr>
<td>153</td>
<td>Ö</td>
<td>222</td>
<td>Ì</td>
</tr>
<tr>
<td>154</td>
<td>Ü</td>
<td>224</td>
<td>Ò</td>
</tr>
<tr>
<td>165</td>
<td>Ñ</td>
<td>227</td>
<td>Ò</td>
</tr>
<tr>
<td>181</td>
<td>Á</td>
<td>229</td>
<td>Ö</td>
</tr>
<tr>
<td>182</td>
<td>Â</td>
<td>233</td>
<td>Ú</td>
</tr>
<tr>
<td>183</td>
<td>À</td>
<td>235</td>
<td>Ù</td>
</tr>
<tr>
<td>199</td>
<td>Å</td>
<td>237</td>
<td>Ý</td>
</tr>
<tr>
<td>211</td>
<td>È</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Thank you