

Decedents by County of Death Report

in the Oregon Vital Events Registration System (OVERS) to provide notification to the County Clerk

Job Details: This job will create a list of people who died in their county of residence for county vital records staff to provide to the County Clerk for updating voter registration as required by <u>ORS 247.570</u>. This list includes the death information required to be sent the County Clerk. It is based on the date the funeral director signed the electronic or hybrid death record, or the date the state registered the fully paper record.

Job Frequency: Process this job on a weekly basis.

1. Select Jobs from the menu bar then select 'Decedents By County of Death'.

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The State of Oregon - Oregon Health Authority OVERS TEST						Decedents By County of Death			
Fast Links									
Messages	Cur	rent Activities	F Birth	n Search	Drd	er Search	5	Death Search	

- 2. Enter the Beginning and Ending Date parameter.
 - If the scheduled process day for the report is Friday, the beginning date should be last Friday's date and the ending date should be Thursday's date. Overlapping dates with previous reports are not recommended; this will cause duplicate records to output.
 - The current date should not be used as the Ending Date. If used, records signed later in that day will not be included in the report.

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		e State of Oreg ERS Assistance				у					
	Job Sch	eduler - Deceden	ts by County	of Death							
	Paramet	ere									
1	Beginnir	ng Date 🕨 FEB-02-20	18 📰								
4	Ending [Date FEB-08-20	18 📰								
	Office) (elastiama.	County Vital R	ecords 🗸							
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3. Under the Schedule section, click on the 'Run Once' and 'Run now' buttons then click Save.

Schedule		
Run Once		
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O Schedule Specific Days		

4. On the Job Scheduler – Decedents by County of Death screen, click on 'job schedule log' link.

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5. Click on the **Refresh** button after a minute.

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	State of Oregon	Oregon Hea	Ith Author	rity						
OVER	RS TEST									
Job Scheduler Lo	g									
Job Schedule Id:	342152									
Job Name:	Decedents By Count	y of Death								
Job Status:	Running									
Queue Name:	WTOHAAPPL05									
Schedule:	Run Once									
Start Date:	OCT-05-2017 11:23	AM								
Complete Date:										
Duration:	0 days, 0 hours, 0 m	inutes, 14 secon	ds elapsed so	o far.						
Parameters:	-									
Log:	Job starting, sched	uler ver 17.1.1.5	2675					OCT-05-2	2017 11:24 AM	
									Tot	al Records : 1
										Refresh

6. When the job completes, under the 'Duration' description line, a new description of 'Output' and link to the report and 'Job completed' with the completion date and time stamp will display in the Log window.

	REPORT_DECEDENTS_BY_COUNTY_OF_DEATH_283.pdf 65.1k	
Parameters:	•	
Log:	Job starting, scheduler ver 17.1.1.52675	OCT-05-2017 11:24 AM
	Job completed.	OCT-05-2017 11:24 AM
		Total Records :
		Refresh

7. Click on the **Output File Name** and save the .pdf file. Provide this report to the **County Clerk**.

NOTE: If a county resident dies in another county, the Secretary of State will be notified of those deaths and will report them to the County Clerk.