

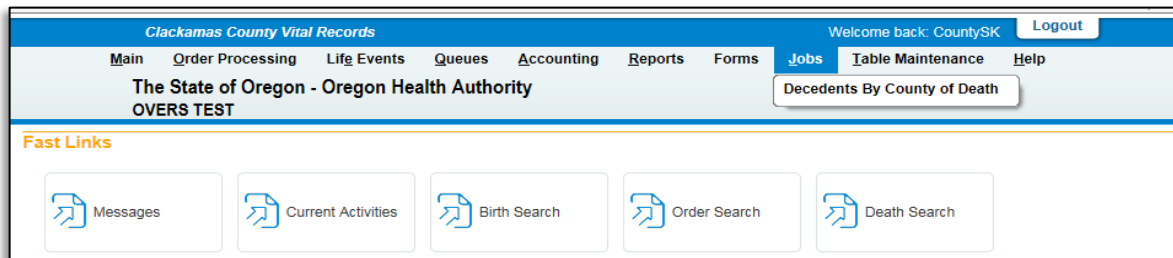
Decedents by County of Death Report

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. 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.

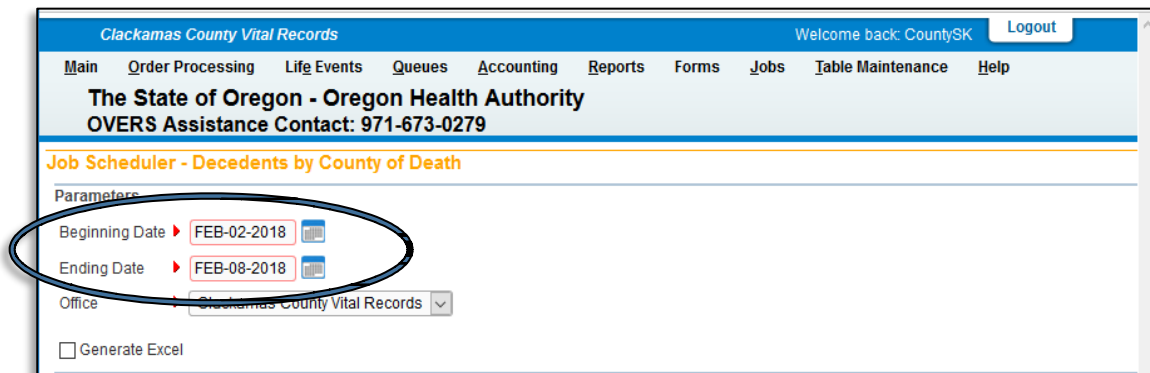
Job Frequency: Process this job on a weekly basis.

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



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.



3. Under the **Schedule** section, click on the **'Run Once'** and **'Run now'** buttons then click **Save**.

Office: Clackamas County Vital Records

Generate Excel

Schedule

Run Once

Run now Run: Starting on: [Date] [Time] [AM/PM]

Schedule Regular Interval

Schedule Specific Days

Save

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

Clackamas County Vital Records

Main Order Processing Life Events Queues Accounting Reports Forms

The State of Oregon - Oregon Health Authority
OVERS TEST

Job Scheduler - Decedents By County of Death

Job schedule successfully created.

Check the [job schedule log](#) for results.

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

Clackamas County Vital Records

Welcome back: CountySK Logout

Main Order Processing Life Events Queues Accounting Reports Forms Jobs Table Maintenance Help

The State of Oregon - Oregon Health Authority
OVERS TEST

Job Scheduler Log

Job Schedule Id: 342152

Job Name: Decedents By County 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 minutes, 14 seconds elapsed so far.

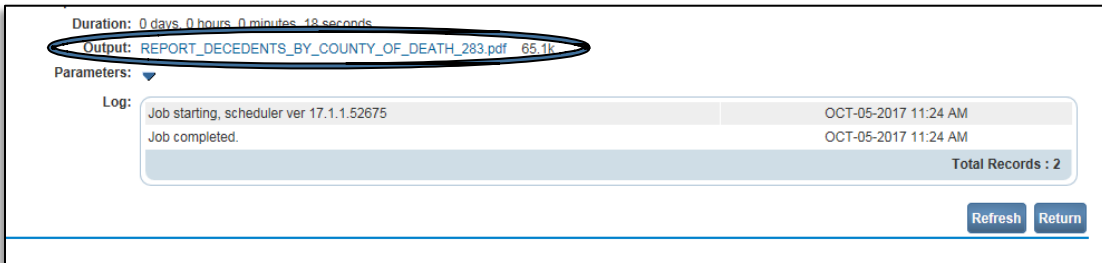
Parameters:

Log: Job starting, scheduler ver 17.1.1.52675 OCT-05-2017 11:24 AM

Total Records : 1

Refresh **Return**

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.



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.