

Getting Started

Log in to DAVE:

<https://or-vitalevents.hr.state.or.us/OVERS/logon.aspx>

To initiate a case from your office OR to pick up a case that has been initiated:

Life Events > Birth > Start/Edit New Case



To save data and navigate between screens:

Validate Page Next Clear Save Return

Click **Next** to save info and move on to next screen
Click **Clear** to erase info from current screen
Click **Save** to save info and remain on current screen
Only click **Return** to go to a previous Menu category
Return will **not** always go back to the previous screen)

To get to a previous screen, be sure to **Save** info on current screen, then click on desired screen in the **Menu** section.

Don't use the Back or Forward browser arrows and don't use the Enter key.

Entering a New Birth Record



Main Menu

Birth Registration Menu

Parent Information

- Child
- Mother
- Mother Address
- Mother Attributes
- Mother Health
- Marital Status
- Informant

Facility Information

- Place of Birth
- Prenatal
- Pregnancy Factors
- Labor
- Delivery
- Newborn
- Newborn Factors
- Attendant/Certifier

Other Registries

- Hearing Screening
- Metabolic Screening
- Immunization

Other Links

- Comments
- Event and Issuance History
- Validate Registration

Certifying the BIRTH CERTIFICATE

To validate the entire record, click on **Validate Registration** under **Other Links** in the Menu.

If there are no errors, green arrows will appear next to each screen in the **Parent Information** and **Facility Information** sections of the Menu, and a screen marked **Certify** will appear below the **Attendant/Certifier** screen on the Menu.

If there are errors, either yellow or red arrows will appear next to the screens, and a list of errors will display.

If the error is yellow, amend the field (if applicable) and click **Save**, OR click the **Override** box in the error message and click the button marked **Save Override**.

If the error is red, you must amend the entry on the screen and click **Save**.

When all errors have been corrected, click **Validate Registration** again. All arrows will be either green or yellow (indicating that the override has been accepted), and the screen marked **Certify** will appear.

To certify, click on the **Certify** link in the Menu. Check the box next to the affirmation statement, then click the **Affirm** button. The screen will prompt you to sign with the biometric device.

Checking Status of the Record

Click on the blue bar at the top of the record.

Legal Valid means all Legal Information is okay.

Medical Valid means all Medical screens are okay.

With Exceptions means an override has been accepted.

Certified means a birth certifier has signed electronically.

Registered means the record is registered, and certified copies can be made.

When a record is **Certified**, but **Not Registered**, State review is required.

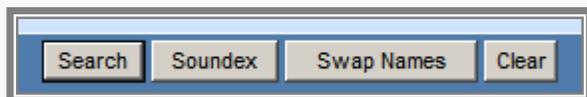
Searching:

For orders, search from the menu under [Order Processing/Search](#):



- Use any one of the fields to search
- Use the **wildcard %** to widen your search on a text field – e.g. **john%** will pick up both **John** and **Johnson**
- Use the [Soundex](#) button if not sure of a text spelling and it will search all similar words or names
- Use the date range to find orders within a month, week or day
- Dates can be entered by typing mm/dd/yyyy OR using F12 to enter today's date OR using the drop-down calendar buttons

For birth information, search from the menu under [Life Events/Birth/Locate Case](#):



- Use [Soundex](#) and the wildcard **%** as in orders
- Use the [Swap Names](#) button if you are not sure which is first and which is last – e.g. **Dylan Thomas** or **Thomas Dylan**

Other Links

Other Links

- Select **Print Forms** to print paternity forms, adoption forms, or working copies of birth certificates
- Select **Comments** to enter notes for the State certification staff.
- Select **Link Plural Delivery** when entering plural births

After Completing a Record

Amendments

Amendments

Once a case has been registered at the state office, the **Amendments** link will appear in your **Other Links** Menu. Amendments can be requested electronically for up to 6 months after the certificate has been entered and certified through EBRS.

Troubleshooting

Problems or Questions?

Contact User Support, 971-673-0279, Monday through Friday, 8:00 a.m. to 5:00 p.m.