



Database Application for Vital Events
A ChoicePoint® Product

Oregon Medical Examiner User's Guide

December 2006



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Introduction

Welcome to the DAVE™ Training and User Guide

VitalChek's **DAVE™** application is a sophisticated, electronic vital record management system. The **DAVE™** gui (graphical user interface – pronounced 'gooey') uses familiar web structures and techniques to open, close, and navigate through the application. Within the infrastructure of the **DAVE™** application there are powerful 'engines' that are used to search, validate, and set status codes used to monitor the quality and completeness of vital records data.

This guide will lead the user through all of the **DAVE™** pages and provide step-by-step details on how to perform individual tasks. Each step is accompanied by screen prints that highlight and summarize the important information discussed in the steps. You will find an extensive table of contents at the beginning of this manual and an appendix of important definitions and useful information at the end of this manual.

Web Browsers

DAVE™ is a thin client application utilizing state of the art features found in current versions of Microsoft's Internet Explorer (IE) web-browser. Therefore, client use of the most current version of IE is a requirement.

Web Back Button

The Back button on the IE web browser tool bar should generally be **avoided** when working in the **DAVE™** application. However, one acceptable use of the IE's Back button is to return to the Search Results page after viewing a possible match. The use of your IE's back button in other capacities may result in the loss of data.

Where the functionality is supported, **DAVE™** provides a button or similar feature that can be used to return to a previously viewed page.

! As a rule, you should not use Internet Explorer's 'Back' button while working in the DAVE™ application. Use the page specific 'Back', 'Return', or 'Cancel' buttons instead.

General System Navigation

Page Controls and Navigation

The DAVE™ system contains many controls that are familiar to most PC users. Additionally, the DAVE™ system includes some custom controls created by VitalChek to simplify the job of entering and processing vital records data.

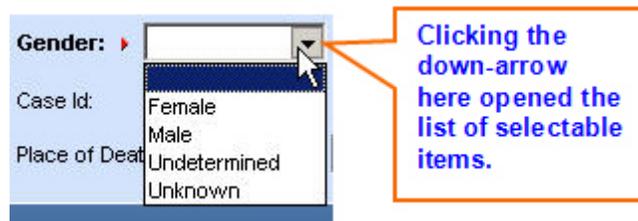
Dropdown Lists

Dropdown lists provide you with a pre-defined list of choices. This eliminates the need to manually type in data, prevents inappropriate items from being entered, and prevents spelling errors.

One of the first dropdown lists you are likely to encounter is the **Gender** dropdown list on the main **Start/Edit New Case** page. To view all items in the list simply click on the down-arrow on the right side of the control.



Notice that clicking on the down arrow will reveal the list of items that can be selected from that control. Some dropdown lists will have more selectable items than can be displayed on one page. In those cases, a scroll bar will appear on the left side of the list.



It is possible to select an item from the list without actually dropping the list down. If you already know the item you want to select, just tab to the dropdown and type the first letter in the name of the item.



If more than one word in the list starts with the same letter, typing that letter again will scroll through the list for you. For example, typing 'U' in this example would display 'Undetermined'. Typing it again will display 'Unknown'.

Once the list is highlighted, it is possible to navigate up and down through the list using the directional arrow keys on your keyboard.

With the list highlighted and 'Female' selected, press the down-arrow button on your keyboard.



Pressing the down-arrow with 'Female' highlighted scrolls down the list to 'Male'. Now press the up-arrow button.



Pressing the up-arrow with 'Male' highlighted scrolls back up the list to 'Female'.



Additionally, once a dropdown list has been selected, using the Alt-DownArrow key combination on your keyboard will open the list. Using Alt-UpArrow will close the list.

Standard Date Format

While processing vital records, you will frequently find yourself inputting dates. DAVE™ allows you much flexibility in using several different date formats:

	If you type:		System will display:
1. MM-DD-YYYY:		→	
2. MM/DD/YYYY:		→	
3. MMDDYYYY:		→	
4. MonDDYYYY:		→	

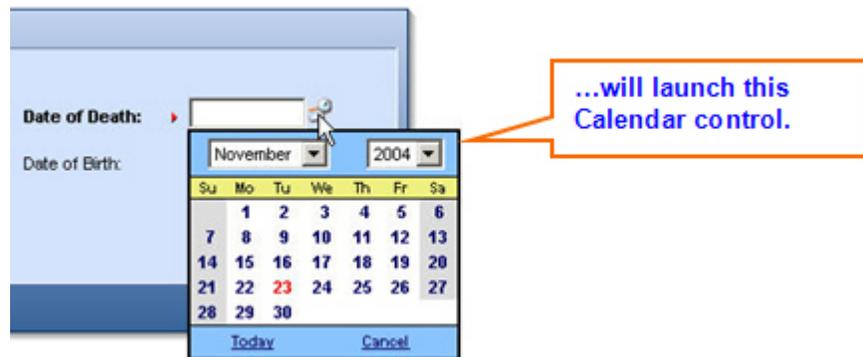
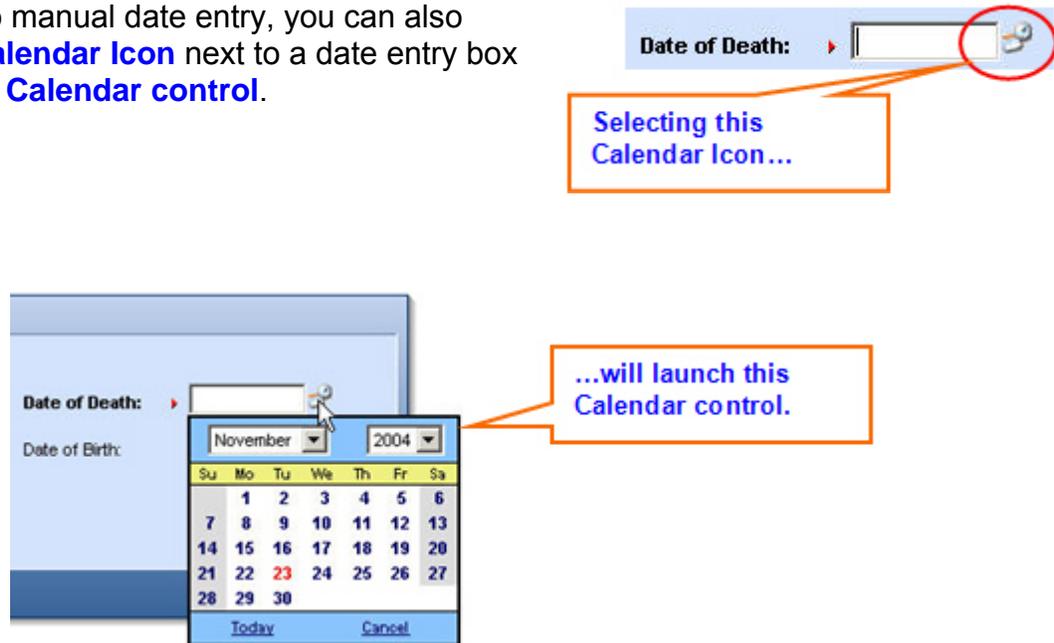
In all cases you must use 2 digits each for Month and Day and 4 digits for Year. The only exception is the MonDDYYYY format which allows you to enter a 3 letter abbreviation for the Month. The MonDDYYYY format also supports Mon/DD/YYYY and Mon-DD-YYYY formats.

Calendars Controls

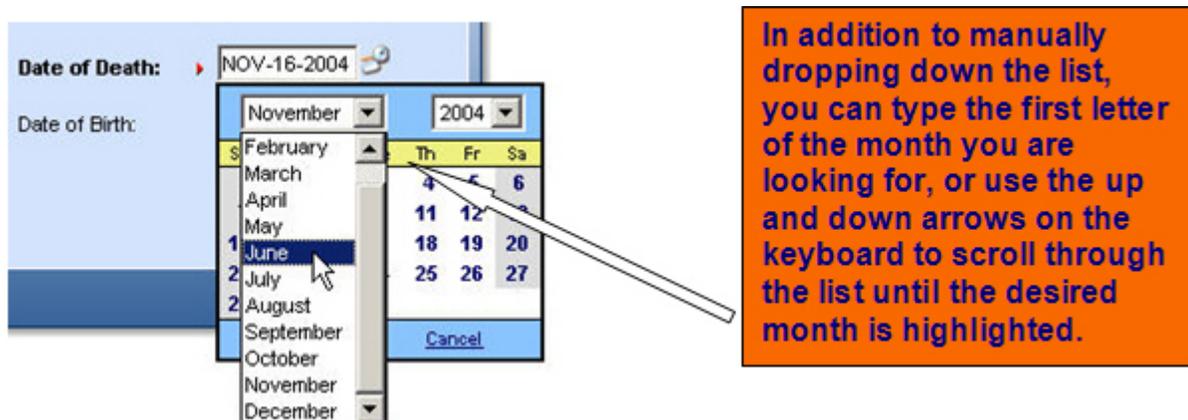
As noted above, dates must be keyed into the DAVE™ system using one of 4 specific formats. However, DAVE™ also includes a custom date control that simplifies the process of entering dates.

Anywhere you see a date entry control, you will also see the **Calendar Icon**: .

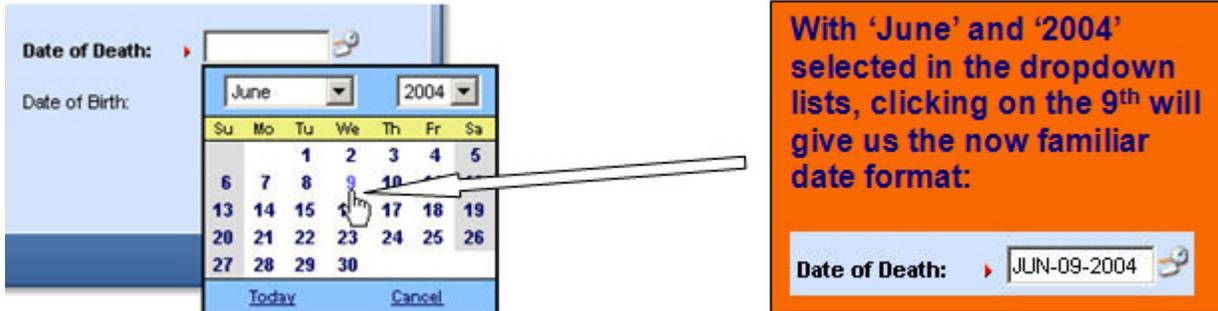
In addition to manual date entry, you can also select the **Calendar Icon** next to a date entry box to bring up a **Calendar control**.



By default, the current Month, Day, and Year are pre-selected. The current month is pre-selected in the Month dropdown list, the current year is pre-selected in the Year dropdown list and the current day is highlighted in red. As with other dropdown lists we have seen, clicking on the down-arrow next to the month control (November, in this example) will reveal all the items in the list.



Once we have selected the correct Month and Year, clicking on the Day of the month will auto-populate the Date for us.



Date of Death:

Date of Birth:

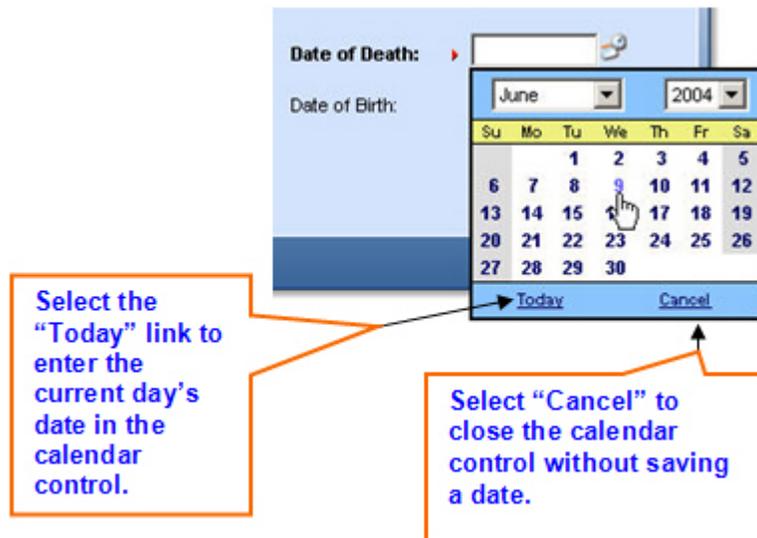
June 2004

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Date of Death:

With 'June' and '2004' selected in the dropdown lists, clicking on the 9th will give us the now familiar date format:

Also, clicking on the **Today** link on the calendar control will automatically enter the current date into the calendar control. Selecting **Cancel** will close the control without saving a date.



Date of Death:

Date of Birth:

June 2004

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Select the "Today" link to enter the current day's date in the calendar control.

Select "Cancel" to close the calendar control without saving a date.

Keyboard Shortcut: Once a date control has been selected or tabbed into, pressing the f12 key will automatically place the current system date into the control.

Lookup Controls and Auto Populate

Lookup Controls are DAVE™ specific controls. **Lookup Controls** are like expanded dropdown lists that display a grid of selectable data. **Lookup Controls** are all labeled, so you will know one when you see it.

Similar to dropdown lists, click on the **Lookup** () button on the right end of the control.

10 :Bob Smith SEP-05-2005

Pronouncement

Date of Death Modifier [dropdown] Date of Death SEP-05-2005

Time of Death Modifier [dropdown] Time of Death 08 : 49 PM

Pronounced Dead [text]

Pronouncer

License Number 102 **Lookup** 

First Middle Last Suffix

Medical Physician

Title Other Specify

Doctor of Medicine [dropdown]

Date Signed [text]

Validate Page Next Clear Save Return

Once the **Lookup** control has been expanded, just click on any entry's **Select** link to fill in the control.

10 :Bob Smith SEP-05-2005

Pronouncement

Date of Death Modifier [dropdown] Date of Death SEP-05-2005

Time of Death Modifier [dropdown] Time of Death 08 : 49 PM

Pronounced Dead [text]

Pronouncer

License Number 102

First Middle Last Suffix

Medical Physician

Title Other Specify

Doctor of Medicine [dropdown]

Date Signed [text]

Validate Page Next Clear Save Return

Search for Pronouncer

Last Name [text]

License Number	Last Name	Suffix	First Name	Middle Name	
4473	Bateman		Timothy	R	select
4225	Beckworth		Dennis	D	select
5190	Berenson		Matthew	C	select
9879SB	Black	Jr	Sirius		select
654654AD	Dumbledore		Albus		select
5028	Gilmer		Jeremy	J	select
9876SHQ	Granger		Hermione		select
1679	.Innes		Michael	F	select

Clear Cancel

Notice that all of the controls on the **Pronouncer** tab have now been auto-filled.

The screenshot shows a software window titled "10 :Bob Smith SEP-05-2005". The main content area is titled "Pronouncement" and contains several input fields. The "Date of Death" is set to "SEP-05-2005" and the "Time of Death" is "08 : 49 PM". The "Pronounced Dead" field is empty. The "Pronouncer" tab is selected and highlighted with a red circle. Below it, the "License Number" is "4473" and the "Lookup" field contains "Timothy R Bateman". The name is split into "First" (Timothy), "Middle" (R), "Last" (Bateman), and "Suffix" (empty). The "Title" is "Doctor of Medicine" and "Other Specify" is empty. The "Date Signed" field is empty. At the bottom right, there are buttons for "Validate Page", "Next", "Clear", "Save", and "Return".

The Registration Header

The **Registration Header** helps you keep track of missing data that can prevent a death record from being properly registered. It is also a valuable tool for tracking the status of a death case.

The **Registration Header** can be viewed from any of the pages of information in the **Death Registration Menu**. Simply locate the blue bar at the top of the information window that displays the case number, decedent name, and date of death.

Registration Header: Selecting the blue header bar or the blue-arrow icon will open the header.

10 :Bob Smith SEP-05-2005
New Event/New Event/New Event/Not Registered/Unsigned/Unpronounced/Uncertified/NA

Decedent

Will medical institution be responsible for final disposition? No

Decedent's Legal Name

Prefix	First	Middle	Other Middle	Last	Suffix
	Bob			Smith	

Decedent's Maiden Name

Last

Clicking on this bar or the darker blue arrow at the upper right corner will expand the header and reveal the statuses associated with this particular record.

The **DAVE™** application provides work flow and data quality management through the assignment of statuses. The death registration process involves many steps that are completed by several parties. In order to track these steps the **DAVE™** system assigns one or more statuses to the record when an action is performed (e.g. Select the register button) or event occurs (e.g. validation rule failure).

The initial status assigned to a new electronic case is **New Event/New Event/ New Event/ Not Registered/Unsigned/Uncertified/Unpronounced/NA**. (The status shown in the example above.)

The initial status of a paper record keyed by a registration office user is **New Event/New Event/ New Event/ Not Registered/NA/NA/NA/NA**. The goal of all parties in the registration process is to obtain a 'perfect' status. A perfect status would indicate the highest data quality and completion of all steps in the registration process (e.g., Personal Valid/Fact of Death Valid/Medical Valid/Registered).

Sometimes a death record may contain values which are valid, however, those values cause soft edit rule failures. Therefore, it is also possible to have a registered record have a Personal Valid with exceptions /Fact of Death valid with exceptions/Medical Valid with exceptions /Registered status or any combination of valid and valid with exceptions.

Selecting either the **Registration Header** or the blue arrow a second time will close the header.

Validate Page and the Validation Frame

Once you have entered information into the system you can validate that information by clicking on the **Validate Page** button.

In this example, we've clicked on the **Validate Page** button without filling in all the required fields. Fields marked in red must be completed before a valid status can be assigned to the registration.

Use your mouse to drag this line up to see a list of all the validation errors.

When **Validate Page** finds errors, you can view those errors in the **Validation Frame**, shown here

Error Message	Override	Goto Field
DR_0059: Decedent SSN cannot be left blank. Enter a valid SSN for Decedent. If decedent does not have an SSN select the appropriate checkbox.		fix DB

When you select the **Validate Page** button, the **Validation Frame** will list all of the errors associated with that page. If you then select the **List All Errors** button the system will display all errors associated with the entire death case.

The screenshot shows a window titled "Validation Results" with a table of error messages. A callout box points to the "List Page Errors" button, which is circled in red. The callout text reads: "As you can see, selecting 'List All Errors' reveals quite a bit more information. Note also, that the button now says 'List Page Errors'." The table contains the following error messages:

Error Message	Override	Goto Field	Popup
DR_1563: Certification Affirmation Required. Before this record can be certified and biometric checked.			fix
DR_2566: Medical Certifier type cannot be left blank. Select the appropriate entry to indicate the medical certifier type.			fix
DR_3029: Cause of Death – Line a cannot be left blank. Enter the immediate cause of death: the disease, injury or complication directly causing death. The interval between this condition and death should be equal to or less than that between any other condition and death in Part I. If cause of death is Pending		fix	fix
DR_5000: Autopsy Performed cannot be left blank. Enter a valid value for Autopsy Performed. Autopsy Performed must be either "Yes" or "No" or "Unknown"; it cannot be blank.		fix	fix
DR_5011: Referred to ME cannot be left blank Indicate whether this case was referred to an ME/coroner. All non-natural case must be certified by a Medical Examiner.		fix	fix
DR_5013: Type of Place of Death cannot be left blank. Enter a valid value for the Type of Place of Death. Select an entry from the dropdown list for the Type of Place of Death.		fix	fix
DR_5023: Place of death city cannot be left blank. Enter the valid city for place of death.		fix	fix
DR_6215: Date Pronounced cannot be left blank. Verify that Date Pronounced is correct. The Date Pronounced cannot be blank.		fix	fix
DR_6218: The time of death modifier cannot be left blank. Enter the appropriate modifier for the time of death.		fix	fix

Notice that the **List All Errors** button has now become the **List Page Errors** buttons. Clicking this button will reduce the list to those errors associated only with the currently displayed page.

To hide the displayed list of errors, click on the **Hide** button. Re-click on the **Validate Page** button to view the errors again.

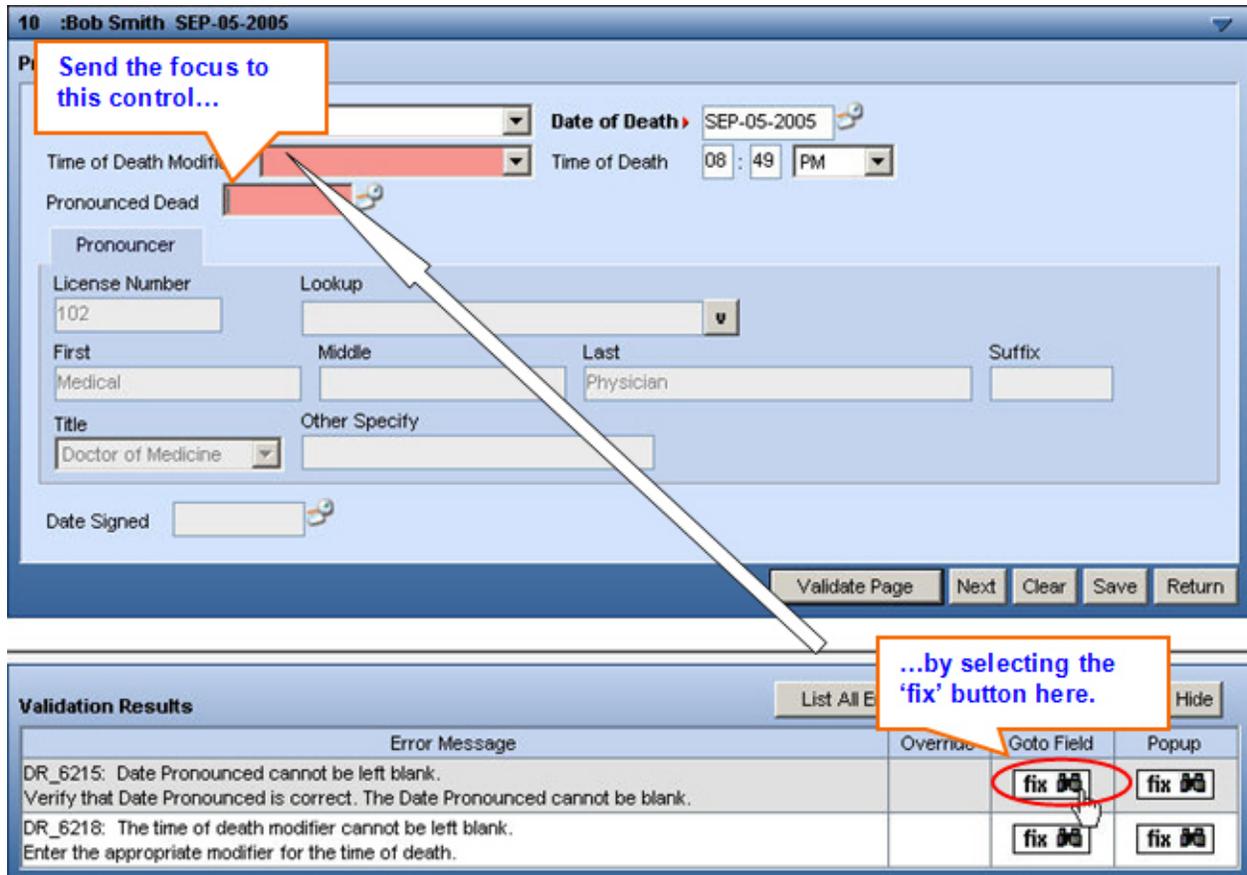
The screenshot shows the 'Pronouncement' form for patient Bob Smith on SEP-05-2005. The form includes fields for Date of Death Modifier, Date of Death (SEP-05-2005), Time of Death Modifier, Time of Death (08:49 PM), Pronounced Dead, Pronouncer (License Number 102, First Medical, Last Physician, Title Doctor of Medicine), and Date Signed. At the bottom of the form are buttons for 'Validate Page', 'Next', 'Clear', 'Save', and 'Return'.

Below the form is the 'Validation Results' section, which contains a table of errors. The 'List All Errors' and 'Save Overrides' buttons are visible. The 'Hide' button is circled in red. The table lists two errors: DR_6215 (Date Pronounced cannot be left blank) and DR_6218 (The time of death modifier cannot be left blank). Each error row has 'fix' buttons and a 'Popup' button.

Error Message	Override	Goto Field	Popup
DR_6215: Date Pronounced cannot be left blank. Verify that Date Pronounced is correct. The Date Pronounced cannot be blank.		fix	fix
DR_6218: The time of death modifier cannot be left blank. Enter the appropriate modifier for the time of death.		fix	fix

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To fix an error, click on the **fix**  button in the **Goto Field** column. This will place the cursor or focus in the field that needs to be corrected. Use this option if you are on a page with many errors to correct.



The screenshot shows a web application interface for a patient record. The top bar displays '10 :Bob Smith SEP-05-2005'. The main form contains fields for 'Date of Death' (SEP-05-2005), 'Time of Death' (08:49 PM), 'Pronounced Dead', 'Pronouncer' (License Number: 102, Title: Doctor of Medicine), and 'Date Signed'. A red box highlights the 'Date Pronounced' field, with a callout bubble stating 'Send the focus to this control...'. Below the form is a 'Validation Results' table with columns for 'Error Message', 'Override', 'Goto Field', and 'Popup'. The table lists two errors: 'DR_6215: Date Pronounced cannot be left blank.' and 'DR_6218: The time of death modifier cannot be left blank.'. The 'Goto Field' column contains 'fix' buttons with icons, one of which is circled in red and pointed to by a callout bubble stating '...by selecting the 'fix' button here.'.

Error Message	Override	Goto Field	Popup
DR_6215: Date Pronounced cannot be left blank. Verify that Date Pronounced is correct. The Date Pronounced cannot be blank.		fix 	fix 
DR_6218: The time of death modifier cannot be left blank. Enter the appropriate modifier for the time of death.		fix 	fix 

'Focus' determines which onscreen element is the target of action. If a text box 'has the focus' then anything typed on the keyboard appears in the text box. If a dropdown list 'has the focus' the down-arrow will open the list and the up-arrow will close the list.

Another method of correcting mistakes is to click on the **fix**  button in the **Popup** column...

Validation Results				List All Errors	Save Overrides	Hide
Error Message	Override	Goto Field	Popup			
DR_6215: Date Pronounced cannot be left blank. Verify that Date Pronounced is correct. The Date Pronounced cannot be blank.		fix 	fix 			
DR_6218: The time of death modifier cannot be left blank. Enter the appropriate modifier for the time of death.		fix 	fix 			

...to launch a popup window containing the error to be corrected:

Validation Popup

DR_6215: Date Pronounced cannot be left blank.
Verify that Date Pronounced is correct. The Date Pronounced cannot be blank.

Pronouncement

Pronounced Dead 

Save **Close**

Validation Results				List All Errors	Save Overrides	Hide
Error Message	Override	Goto Field	Popup			
DR_6215: Date Pronounced cannot be left blank. Verify that Date Pronounced is correct. The Date Pronounced cannot be blank.		fix 	fix 			
DR_6218: The time of death modifier cannot be left blank. Enter the appropriate modifier for the time of death.		fix 	fix 			

Correct the error and click the **Save** button to submit your changes. The popup will close and your changes entered on the page beneath. Click the **Close** button if you want to close the popup without making any changes.

Sometimes, a death registration can be processed even with certain errors present in the registration. In those cases, a checkbox will be provided in the **Override** column.

Validation Results				List All Errors	Save Overrides	Hide
Error Message	Override	Goto Field	Popup			
DR_1555: Decedent Residence city cannot be left blank. Enter the decedent's city of residence.		fix 	fix 			
DR_1559: Decedent's Residence ZIP code cannot be left blank. Enter a valid ZIP code for the Decedent Residence.	<input type="checkbox"/>	fix 	fix 			
DR_1560: Decedent Residence Address Inside City Limits cannot be left blank. The value entered for Decedent Residence Address Inside City Limits must be "Yes", "No", or "Unknown"; it cannot be blank. If uncertain if address is in city or town limits, check the 'unknown'	<input type="checkbox"/>	fix 	fix 			

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Place a checkmark (☑) in the **Override** box and click the **Save Overrides** button. This allows you to process a death registration even if some errors are present.

Validation Results				List All Errors	Save Overrides	Hide
Error Message	Override	Goto Field	Popup			
DR_1555: Decedent Residence city cannot be left blank. Enter the decedent's city of residence.	<input type="checkbox"/>	fix	fix			
DR_1559: Decedent's Residence ZIP code cannot be left blank. Enter a valid ZIP code for the Decedent Residence.	<input checked="" type="checkbox"/>	fix	fix			
DR_1560: Decedent Residence Address Inside City Limits cannot be left blank. The value entered for Decedent Residence Address Inside City Limits must be "Yes", "No", or "Unknown"; it cannot be blank. If uncertain if address is in city or town limits, check the 'unknown'	<input type="checkbox"/>	fix	fix			

Important Note: Not all errors can be overridden!

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There are two types of errors in **DAVE™**: (1) Hard and (2) Soft. Hard edits are highlighted onscreen in red. Soft edits are highlighted in yellow. In the example below we have used a lower-case 'n' for middle initial and left out the last name entirely.

The screenshot shows a web form titled "Decedent" with the following fields and annotations:

- Decedent's Legal Name:** Prefix, First (Jane), Middle (n), Other Middle, Last (highlighted in red), Suffix.
- Aliases:** Add/Edit Alias Names.
- Gender:** Female.
- Social Security Number:** 123-32-1445.
- Date of Birth:** OCT-31-1954.
- Age:** 50.
- Decedent's Birth Place:** City or Town (Boston), State (Massachusetts), Country (United States).
- Ever in US Armed Forces?:** No.

Annotations:

- A yellow box highlights the Middle field with the text: "Yellow or 'Soft' edits can be overridden by clicking in the Override box in the Validation frame below."
- A red box highlights the Last field with the text: "Red or 'Hard' edits cannot be overridden and must be corrected before death registration can be completed."

Buttons at the bottom: Validate Page, Next, Clear, Save, Return.

The screenshot shows the "Validation Results" section with the following table:

Error Message	Override	Goto Field
DR_0038: Decedent's middle name is not in proper case. All names should be entered in 'proper' case. Please verify entry of name.	<input type="checkbox"/>	fix
DR_0047: Decedent's last name cannot be left blank. Enter the Decedent's last name. If the last name is unknown, enter 'unknown' in the last name and leave remaining names blank.	<input type="checkbox"/>	fix

Buttons: List All Errors, Save Overrides, Hide.

Notice that the **Last** name textbox is highlighted in red. Death registration will not be allowed until this error is fixed.

Middle initial is highlighted in yellow. By using the **Override** feature you can accept a lower case 'n' for middle initial and still process a death registration.

You may have noticed that certain pages on the Death Registration Menu are marked with either a red, yellow or green arrow.

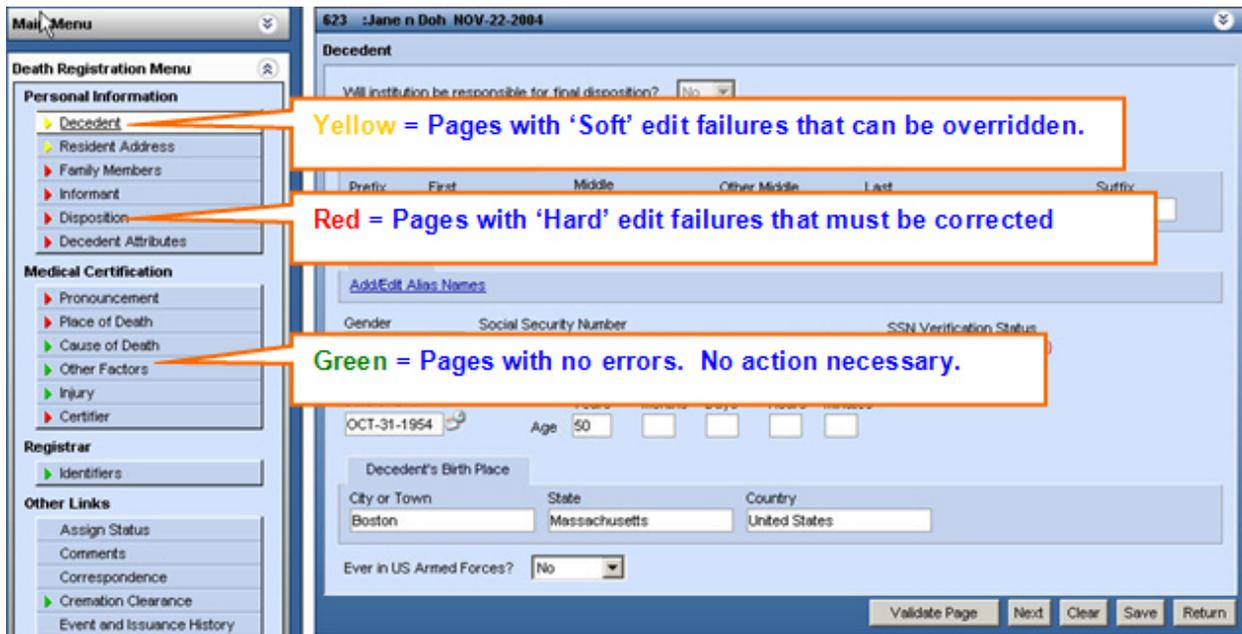
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These arrows are your indication as to which pages contain errors and which pages are complete.

For example, pages marked with a red arrow  contain hard edits that must be corrected before registration can be completed.

Pages marked with a yellow error  contain errors that can be overridden or errors that have already been overridden.

Pages marked with a green arrow  contain no errors.



Yellow = Pages with 'Soft' edit failures that can be overridden.

Red = Pages with 'Hard' edit failures that must be corrected

Green = Pages with no errors. No action necessary.

Once you have clicked the *Validate Page* button on any page, the system will evaluate all pages and mark them accordingly with the red, yellow, or green arrows.

Potential Duplicates

When the **Validation** button is activated from any of the **Death Registration Menu** pages, the **DAVE™** system runs a search for potential duplicate records. This is done to prevent the creation of duplicate death registrations.

The screenshot shows a web application window titled '394 :marcus test DEC-01-2005'. The main section is 'Decedent' with various input fields. Below it is a 'Validation Results' section with a table of error messages. The table has columns for 'Error Message', 'Override', 'Goto Field', and 'Popup'. The message 'DR_0055: One or more records currently exist for this decedent. Please verify this case is not a duplicate. [Potential Duplicates](#)' is highlighted with a red circle.

Error Message	Override	Goto Field	Popup
DR_0040: Decedent's first name is not in proper case. All names should be entered in 'proper' case. Please verify entry of name.	<input type="checkbox"/>	fix	fix
DR_0044: Decedent's last name is not in proper case. All names should be entered in 'proper' case. Please verify entry of name.	<input type="checkbox"/>	fix	fix
DR_0055: One or more records currently exist for this decedent. Please verify this case is not a duplicate. Potential Duplicates	<input type="checkbox"/>	fix	fix
DR_0059: Decedent SSN cannot be left blank. Enter a valid SSN for Decedent. If decedent does not have an SSN select the appropriate checkbox.	<input type="checkbox"/>	fix	fix
DR_0061: Age cannot be left blank.	<input type="checkbox"/>	fix	fix

If **DAVE™** finds potential duplicates, an error message will appear in the **Validation Results** frame containing the following message and link:

“DR_0055: One or more records currently exist for this decedent. Please verify this case is not a duplicate. [Potential Duplicates](#)”

This is a close-up of the error message row from the validation results table. The message text is 'DR_0055: One or more records currently exist for this decedent. Please verify this case is not a duplicate. [Potential Duplicates](#)'. The link 'Potential Duplicates' is circled in red.

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Click on the [Potential Duplicates](#) link to open the [Duplicate Resolution](#) page. This page lists all of the records in the [DAVE™](#) database that have been identified as potential duplicates. Notice that not all of the records are accessible. Access to the records in the [DAVE™](#) database is based on the user's security profile.

Case Id	Decedent's Name	Date of Death	Gender	Place of Death	Date of Birth	
393	Test, Marcus	DEC-01-2005	Male			Preview
392	Test, Marcus	DEC-01-2005	Male	New York		Preview
391	Test, Marcus	DEC-01-2005	Male	New York		Preview

Total records : 3

[Return to Rule Failures](#)

Click on the [Preview](#) link to open a [Preview](#) window. This will display a summary of the record to help you determine whether or not the record you are currently working on is, in fact, a duplicate record. If the [Preview](#) window does not provide enough information, then click on the [Decedent's Name](#) link to open the actual record.

Case Id	Decedent's Name	Date of Death	Gender	Place of Death	Date of Birth	
393	Test, Marcus	DEC-01-2005	Male			Preview
392	Test, Marcus	DEC-01-2005	Male	New York		Preview
391	Test, Marcus	DEC-01-2005	Male	New York		Preview

Total records : 3

[Return to Rule Failures](#)

Preview

Case Id: 393	ME Case Number:
Decedent's Name: Marcus Test	Date of Death: DEC-01-2005
Gender: Male	Date of Birth:
City of Death:	SSN:
Place of Death:	Borough:
Decedent Residence: United States	
Funeral Home Director:	
Funeral Home:	
Medical Certifier:	
Date Entered: DEC-01-2005	Last Updated By: Jane Austen
Status: /Personal Invalid/Fact of Death Invalid/Medical Invalid/Not Registered/NA,NA,NA,NA/FIPS Coding Required/GIS Coding Required/Potential Duplicate	

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When you have finished looking over the opened record, click the **Return** link at the bottom of the page to return to the **Duplicate Resolution** window

393 :Marcus Test DEC-01-2005

Decedent

Will medical institution be responsible for final disposition?

Infant Identifier

Decedent's Legal Name

Prefix	First	Middle	Other Middle	Last	Suffix
	Marcus			Test	

Aliases

[Add/Edit Alias Names](#)

Gender Social Security Number None Unknown

Date of Birth Age Years Months Days Hours Minutes [Verify SSN](#) SSN Verification Status **UNVERIFIED (0)**

Decedent's Birth Place

City or Town	State	Country
		United States

Ever in US Armed Forces?

Validate Page Next Clear Save **Return**

If you are certain that the record you are working on is not a duplicate, then select the **Return to Rule Failures** button to return to the new record.

Duplicate Resolution

Case Id	Decedent's Name	Date of Death	Gender	Place of Death	Date of Birth	
393	Test, Marcus	DEC-01-2005	Male			Preview
392	Test, Marcus	DEC-01-2005	Male	New York		Preview
391	Test, Marcus	DEC-01-2005	Male	New York		Preview

Total records : 3

Return to Rule Failures

DAVE™ User's Guide – Introduction

Place a checkmark in the checkbox located in the **Override** column and click the **Save Overrides** button.

394 :marcus test DEC-01-2005

Decedent

Will medical institution be responsible for final disposition?

Infant Identifier

Decedent's Legal Name

Prefix	First	Middle	Other Middle	Last	Suffix
<input type="text"/>	marcus	<input type="text"/>	<input type="text"/>	test	<input type="text"/>

Aliases

[Add/Edit Alias Names](#)

Gender Social Security Number

None Unknown

Date of Birth Years Months Days Hours Minutes SSN Verification Status

Validation Results

Error Message	Override	Goto Field	Popup
DR_0040: Decedent's first name is not in proper case. All names should be entered in 'proper' case. Please verify entry of name.	<input type="checkbox"/>	<input type="button" value="fix"/> <input type="button" value="GO"/>	<input type="button" value="fix"/> <input type="button" value="GO"/>
DR_0044: Decedent's last name is not in proper case. All names should be entered in 'proper' case. Please verify entry of name.	<input type="checkbox"/>	<input type="button" value="fix"/> <input type="button" value="GO"/>	<input type="button" value="fix"/> <input type="button" value="GO"/>
DR_0055: One or more records currently exist for this decedent. Please verify this case is not a duplicate Potential Duplicates	<input checked="" type="checkbox"/>	<input type="button" value="fix"/> <input type="button" value="GO"/>	<input type="button" value="fix"/> <input type="button" value="GO"/>
DR_0059: Decedent SSN cannot be left blank. Enter a valid SSN for Decedent. If decedent does not have an SSN select the appropriate checkbox.	<input type="checkbox"/>	<input type="button" value="fix"/> <input type="button" value="GO"/>	<input type="button" value="fix"/> <input type="button" value="GO"/>
DR_0061: Age cannot be left blank.	<input type="checkbox"/>	<input type="button" value="fix"/> <input type="button" value="GO"/>	<input type="button" value="fix"/> <input type="button" value="GO"/>

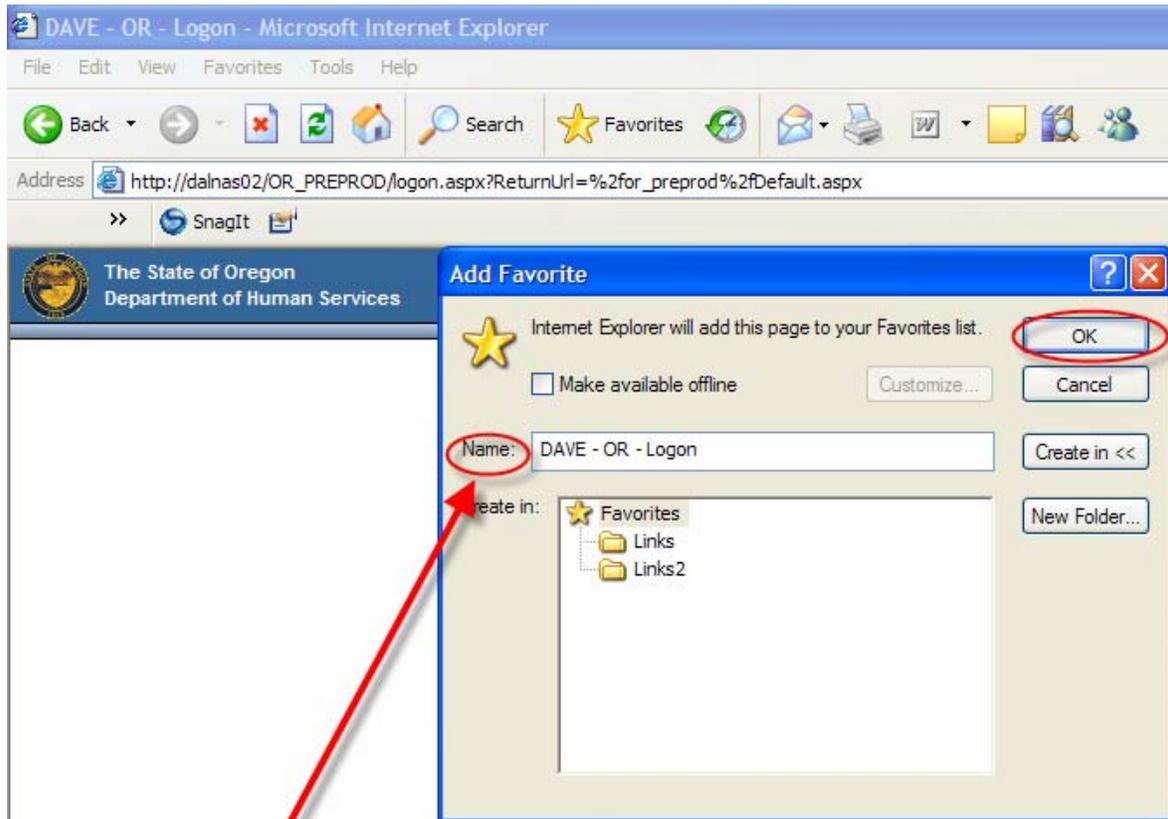
Main

Logging Into the DAVE™ Application

DAVE™ is a web-based application. All of your work in the DAVE™ system will be done using Microsoft's Internet Explorer (IE) web-browser. Once you have accessed the system and have reached the login page you should add the DAVE™ login page to your list of IE Favorites. Favorites are internet shortcuts that allow you to navigate to a specific website quickly and easily.

Creating an IE Favorite

You will be provided with a URL (Uniform Resource Locator) that will take you to the DAVE™ login page. Once that page is displayed in your browser, then select **Favorites -> Add To Favorites** from the IE toolbar. This will launch the **Favorites** dialog shown below:

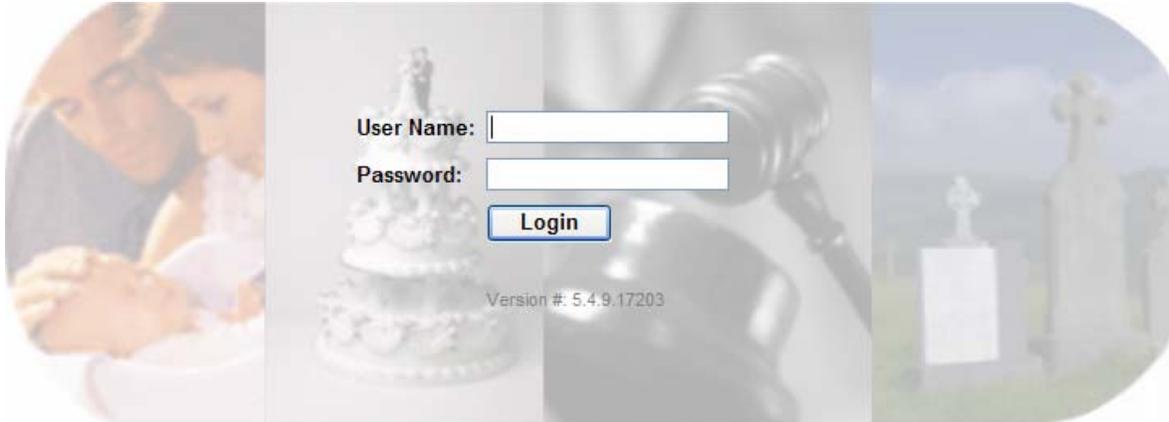


The **Name** field will automatically be filled in for you. To save the **Favorite** click the **OK** button. You will now be able to select the DAVE™ website from your list of stored **Favorites**.

Desktop Shortcuts

Another way to provide for quick access to the **DAVE™** application is to create a **Desktop shortcut**. First, navigate to the **DAVE™** login page, shown below. Then, from the IE toolbar select **File -> Send -> Shortcut to Desktop**. This will create an IE icon on your desktop that, when selected, will automatically launch Internet Explorer and open the **DAVE™** login page.

Using either a **Desktop shortcut** or a pre-assigned IE **Favorite**, access the main **DAVE™** login page shown below:

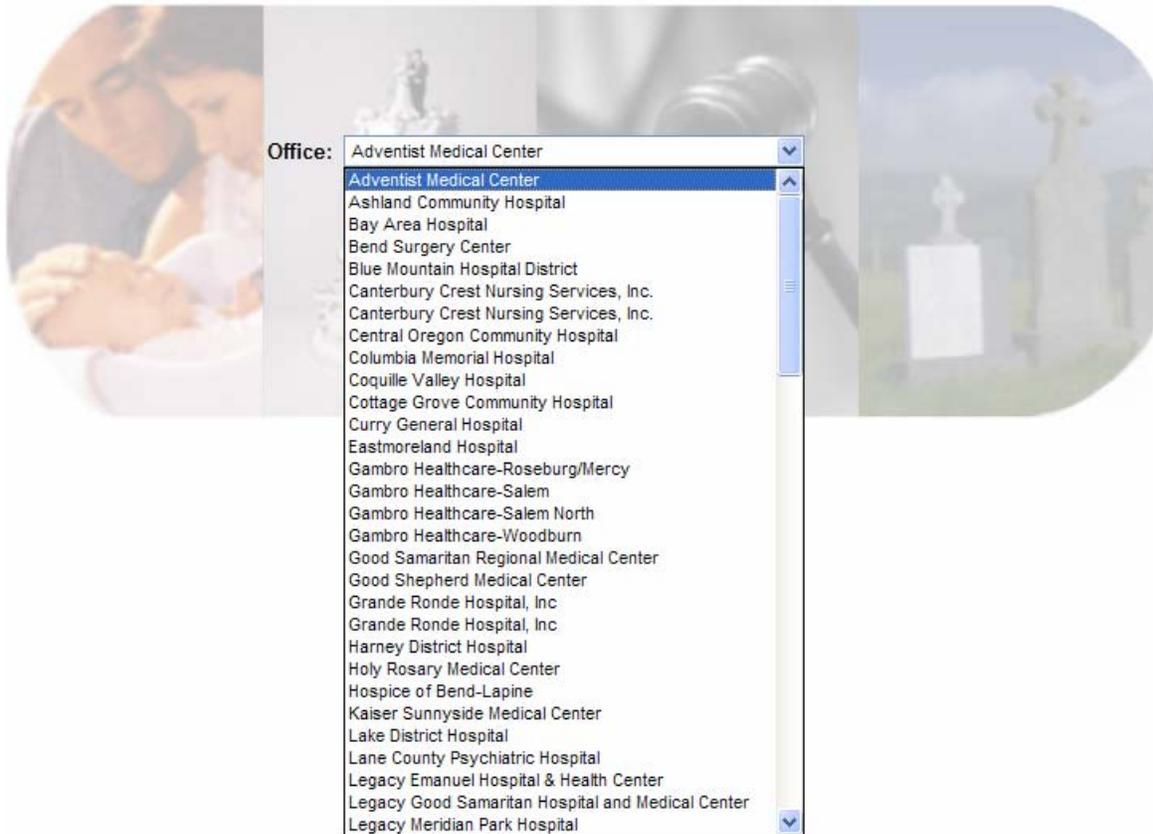


Your system administrator will assign a unique **User Name** and **Password** for you to use when accessing the **DAVE™** system.

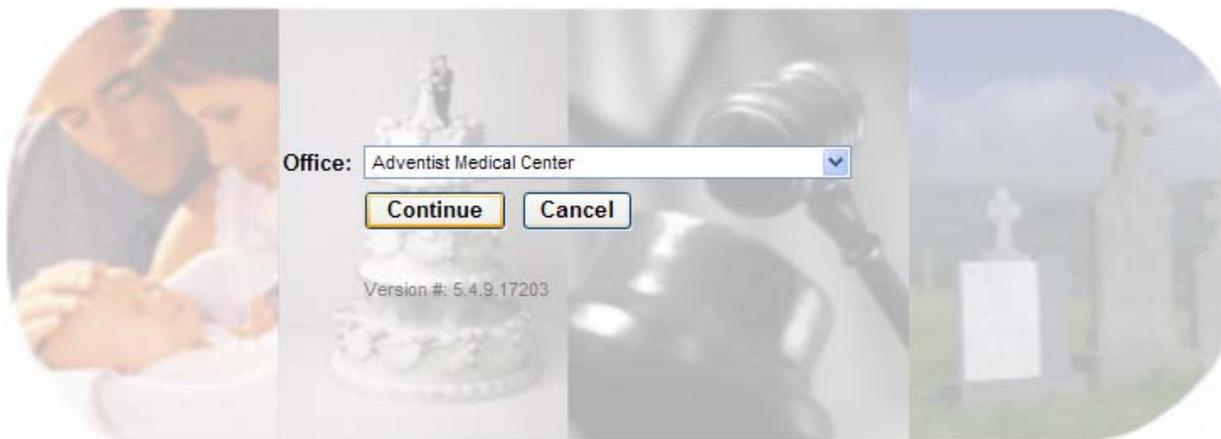
Enter your assigned username in the **User Name:** field and your password in the **Password:** field and click the **Login** button. Later, you will learn how to change your password.



If your **User Name** is associated with more than one office or location, then you must also make a selection from the **Office:** dropdown list, shown below:



Once you have made your office selection, if necessary, click the **Continue** button to finish logging into the **DAVE™** application.



DAVE™ User's Guide – Main

You should now be logged into the DAVE™ application **Main Menu** page with the **Current Activities** and **Messages** frames displayed:

The screenshot displays the DAVE application's Main Menu interface. On the left is a vertical navigation pane with a 'Main Menu' header and a list of items: Main, Life Events, Queues, Forms, and Help. The main content area is divided into two sections. The top section, titled 'Current Activities', contains a table with columns for Queue Name, Count, and Age of Oldest in Days. The bottom section, titled 'Messages', contains a table with columns for From, Message Text, Date Sent, and a checkbox. Both section titles are circled in red in the original image.

Main Menu

- Main
- Life Events
- Queues
- Forms
- Help

Current Activities

Queue Name	Count	Age of Oldest in Days
Signature Required	1	16

Total Queues : 1

Messages

From	Message Text	Date Sent	<input type="checkbox"/>
Registrar Supervisor	Case 2938 - Registered	11/3/2005 10:45:00 AM	<input type="checkbox"/>
Registrar Supervisor	Case 2913 - Registered	11/3/2005 10:10:01 AM	<input type="checkbox"/>
Registrar Supervisor	Case 2905 - Registered	11/3/2005 9:50:48 AM	<input type="checkbox"/>
Registrar Supervisor	Case 2887 - Registered	11/3/2005 9:36:02 AM	<input type="checkbox"/>
Registrar Supervisor	Case 2877 - Registered	11/2/2005 3:23:06 PM	<input type="checkbox"/>
Medical Physician	Case Id: 1582 - Test Meeker, Date of Death: has been certified.	11/2/2005 2:09:03 PM	<input type="checkbox"/>
Registrar Supervisor	Case 2865 - Registered	11/2/2005 8:05:42 AM	<input type="checkbox"/>
Registrar Supervisor	Case 2841 - Registered	11/1/2005 4:19:21 PM	<input type="checkbox"/>
Registrar Supervisor	Case 2814 - Registered	11/1/2005 3:44:10 PM	<input type="checkbox"/>
Registrar Supervisor	Case 2789 - Registered	11/1/2005 3:10:28 PM	<input type="checkbox"/>

First 1 2 3 4 5 6 7 8 9 10 ... Last

Total records : 113

Home

After successfully logging in, you will be presented with a user specific **Home** page. Each home page is unique to each user and shows a listing of vital records in need of attention. Essentially, your home page serves as a 'to do' list or reminder list of activities that you need to be working on.

Below is an example of the home page that a Registration Supervisor would see.

Notice on the left of the page is the **Main Menu**. From here, you will navigate throughout the **DAVE™** application.

The **Current Activities** pane displays a listing of the **Queues** that contain records requiring immediate attention. (See **Queues**, elsewhere in this training guide, for more information about **Queues**.) In the example below, there is 1 record in the signature queue needing attention. This record is 16 days old.

Clicking on the **Signature Required** link shown below would open the **Search by Registration Work Queue** page, allowing access to the records in the queue.

Current Activities		
Queue Name	Count	Age of Oldest in Days
Signature Required	1	16
Total Queues : 1		

We will look at how to access and edit records in the **DAVE™** system elsewhere in this manual.

Search by Registration Work Queue

Queue: Search Type: Value:

Display rows per page.

All	Case Id	Event Type	File Number	Registrant	Date of Event	Data Provider
<input type="checkbox"/>	842	Death		Test, Marcus	OCT-18-2005	Chapel of Chimes Funeral Home

Total records : 1

Actions
[Assign To Another Queue](#)
Abandon Case
[Request Medical Certification](#)

Add
[Correspondence](#)
[Comments](#)

Print
[Print Queue List](#)

Click the **Return** button to close this page and return to the **Main Menu**.

The other pane that appears when you first login to the **DAVE™** application is the **Messages** pane. Some **Messages** are text messages sent from User to User, while others are system generated and appear with no interaction from the user.

The **Messages** pane is a grid control that displays all of the messages that have been sent to the user or current office (the office selected at login.) To read a message, click on the underlined link in the **From** column. The **Message Text** column displays all or a portion of the text of the message that was sent. **Date Sent** displays the date and time the message was sent. Notice that the **Remove from List** button is grayed out.

Clicking on any of the underlined links in the **From** column of the **Messages** pane will open that message for reviewing.

From	Message Text	Date Sent	<input type="checkbox"/>
Registrar Supervisor	Case 2938 - Registered	11/3/2005 10:45:00 AM	<input type="checkbox"/>
Registrar Supervisor	Case 2913 - Registered	11/3/2005 10:10:01 AM	<input type="checkbox"/>
Registrar Supervisor	Case 2905 - Registered	11/3/2005 9:50:48 AM	<input type="checkbox"/>
Registrar Supervisor	Case 2887 - Registered	11/3/2005 9:38:02 AM	<input type="checkbox"/>
Registrar Supervisor	Case 2877 - Registered	11/2/2005 3:23:06 PM	<input type="checkbox"/>
Medical Physician	Case Id: 1582 - Test Meeker, Date of Death: has been certified.	11/2/2005 2:09:03 PM	<input type="checkbox"/>
Registrar Supervisor	Case 2865 - Registered	11/2/2005 8:05:42 AM	<input type="checkbox"/>
Registrar Supervisor	Case 2841 - Registered	11/1/2005 4:19:21 PM	<input type="checkbox"/>
Registrar Supervisor	Case 2814 - Registered	11/1/2005 3:44:10 PM	<input type="checkbox"/>
Registrar Supervisor	Case 2789 - Registered	11/1/2005 3:10:28 PM	<input type="checkbox"/>

First 1 2 3 4 5 6 7 8 9 10 ... Last

Total records : 113

The **Message** window is a popup that appears on top of the main **DAVE™** page. After the **Message** has been read, click the **Close** button.

Message

From: Medical Oregon
Sender Office: State Medical Examiner Office
Subject: Case 74 - Take Control of Case
Date Sent: Tuesday, August 22, 2006
Message Text: Case Id: 74 - Marcus Test, Date of Death: Aug-22-2006 has been reviewed. This referral action for this case was: Take Control of Case.

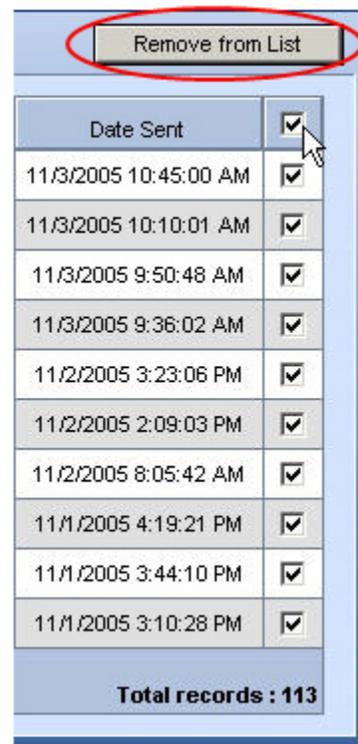
Close

To remove a message from the **Messages** pane, place a checkmark in the checkbox next to the **Date Sent** column.

To remove all messages from the list, place a checkmark in the checkbox next to the **Date Sent** column header.

Notice that the **Remove from List** button is now active. Clicking the **Remove from list** button will remove any checked message from the list. If the checkbox next to the **Date Sent** column header is selected, all messages will be removed from the list.

Do not click on the **Remove from List** button unless you are sure you want to remove all of these messages from the list.



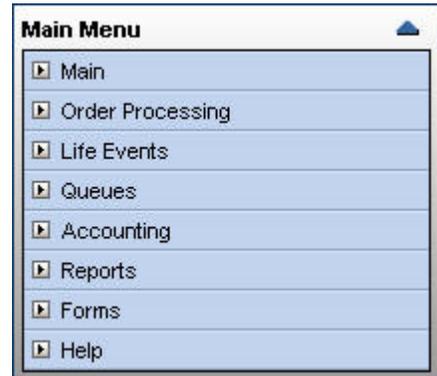
Note:
Deleted messages cannot be restored. Do not delete messages unless you are sure that you will not need them.

You may return to the **Home** page from anywhere in the **DAVE™** application by selecting **Main -> Home**.

Main Menu

One thing to notice about the **Main Menu** is that it is dynamically created based on the profile of the user. In other words, no two types of users will have the same **Main Menu** options.

This is the **Main Menu** of a Registration Supervisor



This is the **Main Menu** of a Funeral Director



In the [Life Events](#) section we will see how menus such as the Death Registration and Birth Registration menus also vary according to user profile.

Change Office

Some users may have access to records in more than one office or location. For example, a physician might serve as a resident in one hospital but work as a Medical Examiner in another. In this case, the physician would have one login, but would have access to multiple offices using that login. By selecting the **Change Office** link from the **Main Menu** the physician can quit working on cases in one hospital and begin working on cases in the other.

To change offices,

From the **Main Menu**, select **Main -> Change Office**

Click 'OK' on the pop-up window



The login page will refresh and display the **Office:** dropdown list, shown below. Select the desired office from the list.

At the login page, select the new office from the dropdown list, re-enter your password, and click **Login**.



You may now work cases from the new location or office.

Change Password

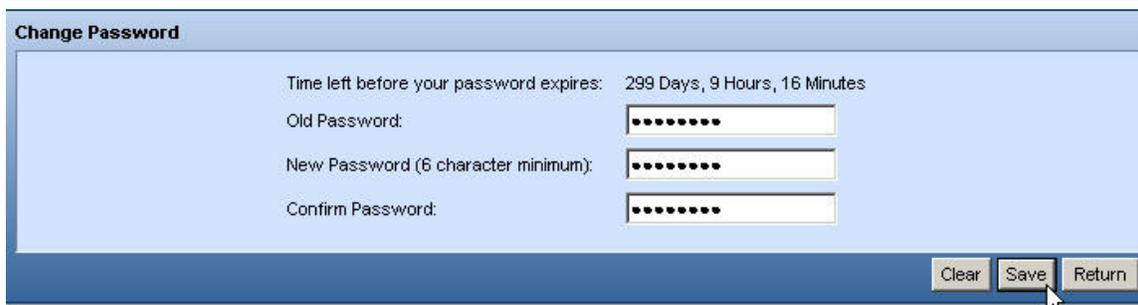
Your supervisor will provide you with a password that will enable you to login to the **DAVE™** system. This is just a temporary password and should be changed when you login for the first time.

To change your password,

From the **Main Menu**, select **Main -> Change Password**.

Enter your old or temporary password into the **Old Password** text entry box.

Enter your new password into the **New Password** text entry box. Passwords must be at least 6 characters in length and should be a combination of letters, number, uppercase and lowercase characters.



The screenshot shows a 'Change Password' dialog box with a light blue background and a dark blue border. At the top left, the title 'Change Password' is displayed. Below the title, the text 'Time left before your password expires: 299 Days, 9 Hours, 16 Minutes' is shown. There are three text entry fields: 'Old Password:', 'New Password (6 character minimum):', and 'Confirm Password:'. Each field contains a series of black dots representing masked characters. At the bottom right of the dialog box, there are three buttons: 'Clear', 'Save', and 'Return'. A mouse cursor is pointing at the 'Save' button.

Re-enter the new password in the **Confirm Password** text entry box. NOTE: you must enter the exact same password both times.

Click the **Save** button.

Messages

Throughout the course of your work day you will work on many cases. Some cases will be complete and others will be missing important data. Using DAVE™ messaging, you will be able to send messages to any logged in user to request that information.

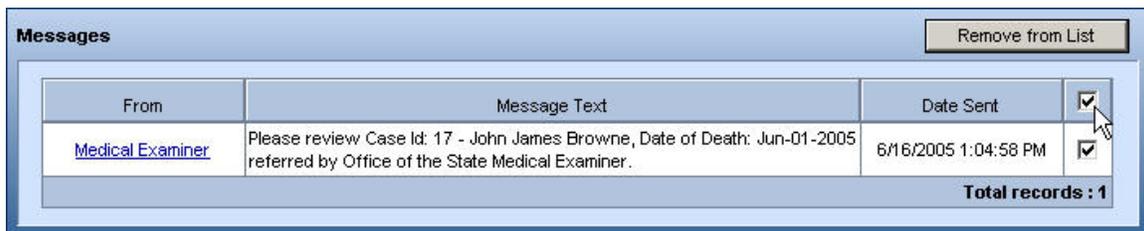
For example, you have a customer at the counter asking for a Death Certificate, but the Medical Examiner has not signed off on the case yet. Using the Messages utility you can send a message to the ME requesting that they complete the sign-off. Then, once they have certified the case they can message you back and let you know that the case has been signed. Additionally, performing certain actions within the DAVE™ application will automatically trigger some, pre-programmed messages.

To send and receive messages,

From the **Main Menu**, select the **Main -> Messages**.

(Note: the **Messages** panel automatically displays when you login to the system.)

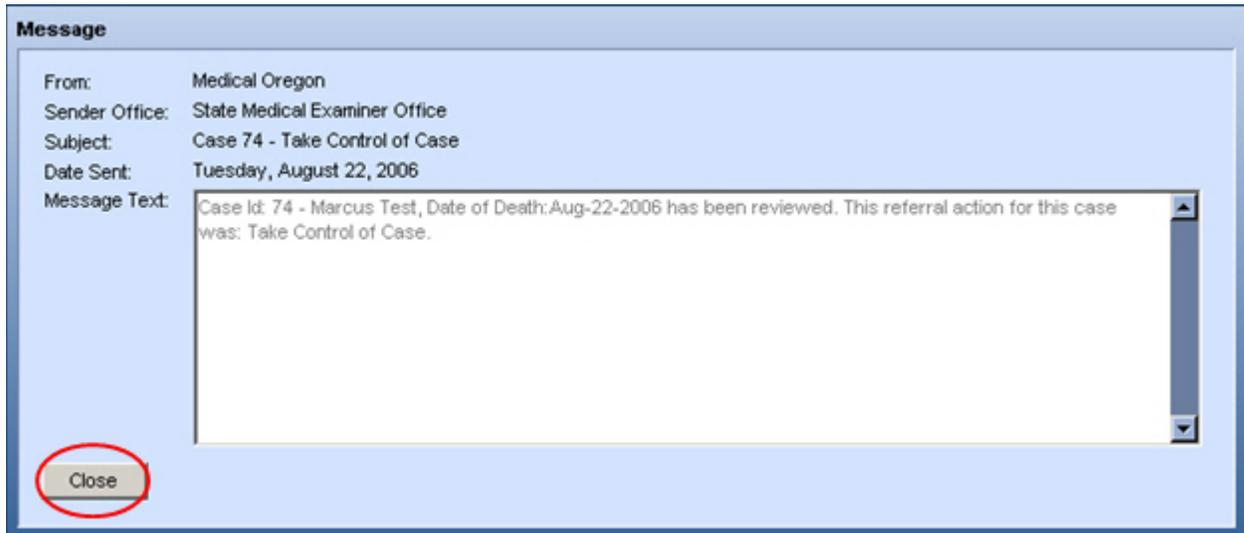
The **Messages** panel displays. The **From** column contains the name of the user that has sent the message. Click on the user name to open the message. Note: longer messages will not completely fit in the preview pane and will need to be opened to be read in their entirety.



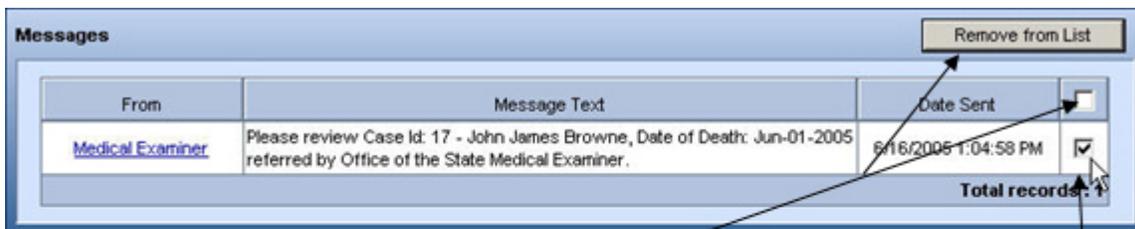
From	Message Text	Date Sent	<input type="checkbox"/>
Medical Examiner	Please review Case Id: 17 - John James Browne, Date of Death: Jun-01-2005 referred by Office of the State Medical Examiner.	6/16/2005 1:04:58 PM	<input checked="" type="checkbox"/>

Total records : 1

When you are done reading the message, click the **Close** button to close the message window and return to the **Main Menu**.



To delete a message, return to the **Main Menu** view and select a message by placing a checkmark in the corresponding checkbox. Then, click the **Remove from List** button to delete the message. Placing a checkmark in the checkbox to the right of the **Date Sent** column will check all messages. Do this only if you want to delete all messages.



Placing a checkmark here and pressing the 'Remove from List' button will delete all of your messages.

Placing a checkmark here and pressing the 'Remove from List' button will delete only this message.

Logout

Whenever you are going to be away from your desk or workstation, whether you're going home for the day or just going to lunch, you should always log out of the DAVE™ system.

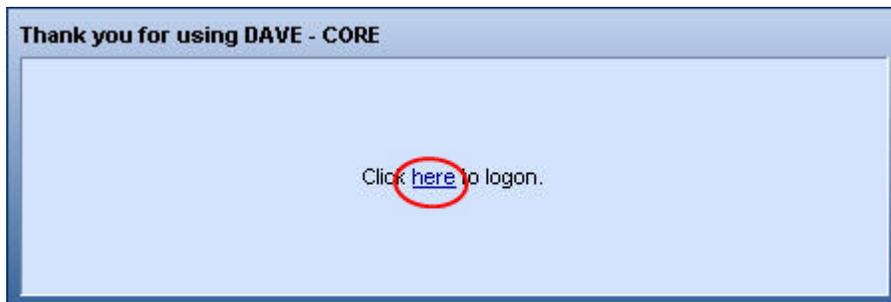
To logout of the DAVE™ system,

From the **Main Menu** select **Main -> Logout**.



You will be prompted to “**Click OK to exit application**”. Click the **OK** button to exit. If you do not want to logout of the application, click the **Cancel** button, instead.

From the “**Thank you for using DAVE™**” window, shown below, you can select the [here](#) link to return to the DAVE™ Login page.



Automatic Time-Out Feature

If the user allows the DAVE™ application to sit idle an extended period of time, a time-out warning will appear at the top of the screen.



Once this warning appears, the user will have 60 seconds to click the [here](#) link to avoid being logged out of the system.

Life Events

In this section you will learn about the various Life Event processing modules found in the DAVE™ application. Life Events represent the bulk of what Vital Records processing is all about. Life Events include Birth, Death, Fetal Death, ITOP and Marriage and Divorce.

Death

VitalChek's DAVE™ application includes a fully functional Electronic Death Registration System, or EDRS. The DAVE™ EDRS allows both State staff and state partners such as Funeral Homes and Hospitals to initiate, update, and process death records. For example, a death record can be started by the Funeral Home, the Attending Physician, or an employee of the local registrar's office.

By enabling state partners to initiate and update vital records, state staff workers are free to work on other issues. Additionally, this gives the partners a vested interest in the overall death record process, making them active participants instead of just 'interested parties'.

Search

Most of your time will be spent working on pre-existing death records. These could be complete or incomplete records that were started by a funeral home or another member of the state's office staff. The DAVE™ system provides a powerful search engine that can be used to locate a specific record, helping to eliminate the possibility of pulling up and working on an erroneous record.

Search By Identifier

The DAVE™ application offers several different ways to search for a record. First, let's look at how to "Search By Identifier". "Identifiers" are individual data elements within a record. These consist of demographic data concerning the decedent, information about the involved partners, or even information relevant to the state itself. To begin a "Search By Identifier", follow these steps:

DAVE™ User's Guide – Life Events: Death

From the Main Menu select **Life Events -> Death -> Search**.

Search for a death record

Search by Identifier:
Enter one of these items

File Number: Year:
Number:
Case Id:
ME Case Number:
File Date:
Date of Death: Start:
End:
Place of Death Location Type:
Place of Death:
Maximum records to return:

OR Search by Registrant or Data Provider:
Enter one or more persons/organizations. Last name is required.

First Search Person/Organization

Person/Organization:
First:
Middle:
Last:
Gender:
SSN:
Date of Birth: Start:
End:

Notice that there are two search options: **Search by Identifier** **OR** **Search by Registrant or Data Provider**.

Search for a death record

Search by Identifier:
Enter one of these items

File Number: Year:
Number:
Case Id:
ME Case Number:
File Date:
Date of Death: Start:
End:
Place of Death Location Type:
Place of Death:
Maximum records to return:

OR Search by Registrant or Data Provider:
Enter one or more persons/organizations. Last name is required.

First Search Person/Organization

Person/Organization:
First:
Middle:
Last:
Gender:
SSN:
Date of Birth: Start:
End:

Once you have entered the search criteria, select the Search button to retrieve matching records.

Search by Identifier using **File Number**, **Case Id**, or **ME Case Number** will always return a single registration. However, you must know at least one of the searchable identifiers.

Search by Identifier:
Enter one of these items

File Number: Year:

Number:

Case Id:

ME Case Number:

File Date:

Date of Event: Start: End:

Place of Death Location Type:

Place of Death:

In order to **Search by Identifier**, you must type in at least one of the identifiers shown on the left side of the page. In this example, we are searching for **Case Id**: number 569.

Click on the **Search** button at the bottom of the page to execute the search and display the **Results** page shown below.

Results

Case Id	SFN	Decedent's Name	Date of Death	Gender	Place of Death	Date of Birth	
569		Smith, Bob	SEP-27-2005	Male	Anchorage, Anchorage	NOV-04-1935	Preview

Total records : 1

Note: Search by Identifier will only work when you have specific, record related data. If you do not have any of this information then you will have to use the other search option: Search by Registrant or Data Provider.

In the example above, we used the **Search by Identifier** function to find a record based on its **Case ID**. However, there are other identifiers that can be used to locate records:

File Number: a file number is composed of two elements: **Year:** and **Number:**. **Year** represents the year in which the death occurred. **Number** is the unique number assigned to the record in question. Searching on either of these without the other will generate a system error.

ME Case Number: the unique number assigned to a record by a medical examiner. NOTE: not all records will have a corresponding **ME Case Number**.

Search by Identifier:
Enter one of these items

File Number: Year:
Number:

Case Id:

ME Case Number:

Medical Record Number:

File Date:

Date of Death: Start:
End:

Place of Death Location Type: City

Place of Death:

Medical Record Number: If the registration in question has a known, unique Medical Record Number, key that here.

File Date: the exact date on which death occurred. When searching by **File Date**, all records filed on that date will be returned.

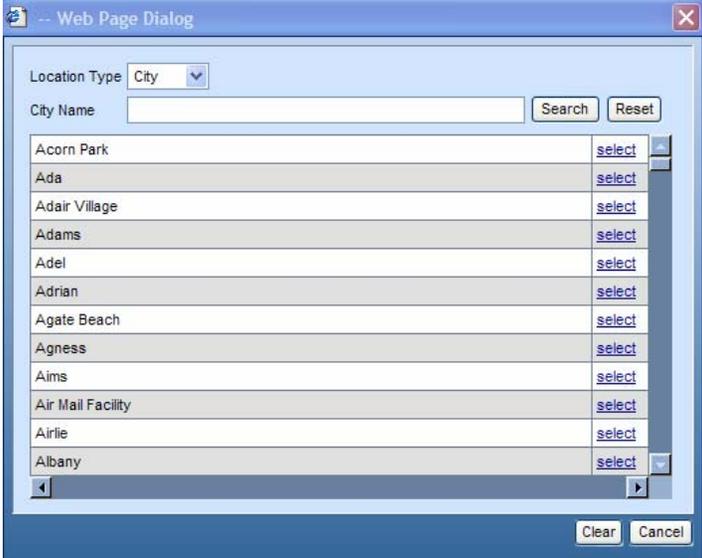
Date of Event: **Date of Event** allows you to search through a range of dates. By using both a **Start:** and **End:** date, the system will return all records with a **File Date** that falls within that range. If only a **Start:** date is used, then the system will look for an exact match, only.

Place of Death Location Type: is used in conjunction with the next control, **Place of Death**. The selection made here will determine the choices available below.

Place of Death: The choices available from the **Place of Death** control are based on the selection made in the **Place of Death Location Type** above.

DAVE™ User's Guide – Life Events: Death

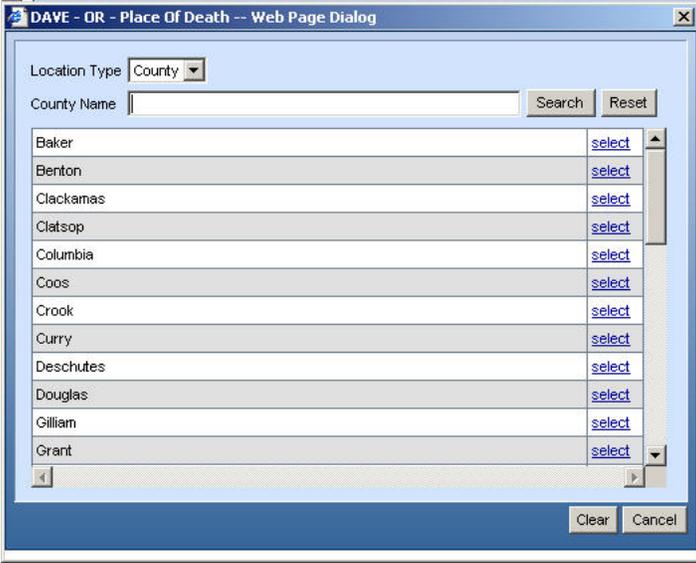
For example, if **City** is selected in **Place of Death Location Type**, then clicking on the **Place of Death** lookup button () will display a list of cities to choose from:



The screenshot shows a "Web Page Dialog" window. At the top, "Location Type" is set to "City". Below it is a "City Name" input field with "Search" and "Reset" buttons. A list of cities is displayed, each with a "select" link to its right. The cities listed are: Acorn Park, Ada, Adair Village, Adams, Adel, Adrian, Agate Beach, Agness, Aims, Air Mail Facility, Airlie, and Albany. At the bottom right are "Clear" and "Cancel" buttons.

City Name	Action
Acorn Park	select
Ada	select
Adair Village	select
Adams	select
Adel	select
Adrian	select
Agate Beach	select
Agness	select
Aims	select
Air Mail Facility	select
Airlie	select
Albany	select

If **County** is selected in **Place of Death Location Type**, then clicking on the **Place of Death** lookup button () will display a list of counties to choose from:



The screenshot shows a "DAVE - OR - Place Of Death -- Web Page Dialog" window. At the top, "Location Type" is set to "County". Below it is a "County Name" input field with "Search" and "Reset" buttons. A list of counties is displayed, each with a "select" link to its right. The counties listed are: Baker, Benton, Clackamas, Clatsop, Columbia, Coos, Crook, Curry, Deschutes, Douglas, Gilliam, and Grant. At the bottom right are "Clear" and "Cancel" buttons.

County Name	Action
Baker	select
Benton	select
Clackamas	select
Clatsop	select
Columbia	select
Coos	select
Crook	select
Curry	select
Deschutes	select
Douglas	select
Gilliam	select
Grant	select

For all of these searches, once you have keyed the search criteria click the **Search** button to proceed.

Search by Registrant or Data Provider

Searching by Identifier looks for data elements relevant to a specific case. **Search by Registrant of Data Provider** allows you to enter more general, entity related data for your search. For example, you can input the decedent's name, gender, data of birth or other demographic data. You can also search using state partner data, i.e., Funeral Home director, Attending Physician, etc... You can also search using criteria from more than one person related to the death record.

Make a selection from the **Person/Organization** dropdown list. In the example below, we selected **Decedent**.

Search by Registrant or Data Provider:
Enter one or more persons/organizations. Last name is required.

First Search Person/Organization

Person/Organization: Decedent

First: Bob

Middle:

Last: Smith

Gender:

SSN:

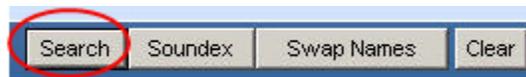
Date of Birth: Start: End:

More

Here we are searching based on Decedent First and Last name.

Enter the decedent **First** and **Last** name in their corresponding controls.

Click the **Search** button to execute the search and retrieve matching records.



If only one entry matching our search criteria exists in the database, only one case will appear in the search **Results** box.

DAVE™ User's Guide – Life Events: Death

Results

Case Id	SFN	Decedent's Name	Date of Death	Gender	Place of Death	Date of Birth	
35		Smith, Bob	Jul-18-2005	Male	Anchorage	Jul-18-1950	Preview

Total records : 1

New Search

Search by Registrant or Data Provider:
Enter one or more persons/organizations. Last name is required.

First Search Person/Organization

Person/Organization:

First:

Middle:

Last:

Gender:

SSN:

Date of Birth: Start: End:

Second Search Person/Organization

Person/Organization:

First:

Middle:

Last:

Gender:

SSN:

Date of Birth: Start: End:

More

However, what if you do not know the decedent's name? What if you know only the decedent's gender, but you also know which Funeral Director filed the certificate? In this case you can search using the name of the funeral home AND the decedent's gender.

From the **Person / Organization:** dropdown list select **Funeral Director** and then type in the first and last name of any funeral director that has been added as a user in the system.

Locate and click the **More** button. A **Second Search Person/Organization** tab will appear.

In the second set of text box controls, select **Decedent** from the **Person/Organization** dropdown list, enter the decedent's **Last** name "Smith", and select **Male** from the **Gender** dropdown list.

Click the **Search** button.

The result of this search will be all of the male decedents with in the system, with a last name of Smith, who are associated with Funeral Director Vicky Thompson.

The More button can be used to add multiple search entities. Adding multiple search entities will help narrow the list of results returned. However, adding too many entities can result in no results being returned.

Results

Case Id	SFN	Decedent's Name	Date of Death	Gender	Place of Death	Date of Birth	
554		2_testdeca01	JAN-01-2004	Male			Preview
555		2_testdec2	JAN-01-2004	Male			Preview
569		Doh, Jonathan	NOV-18-2004	Male	Queens	JUL-27-1957	Preview
558		Smith, John	NOV-02-2004	Male		NOV-12-1953	Preview
573		Teseres, Marcus	NOV-17-2004	Male		NOV-02-1973	Preview
575		Testbz, Marcus	NOV-18-2004	Male			Preview
574		Testbz, Marcus	NOV-18-2004	Male			Preview
572		Testcc, Marcus	NOV-17-2004	Male		NOV-01-1973	Preview
576		Testll, Marcus	NOV-18-2004	Male		NOV-15-1973	Preview
549		Testw, Marcus	NOV-17-2004	Male		NOV-01-1950	Preview

Total records : 10

New Search

As you can see, this search returned 10 records. You will want to build your searches to be as specific as possible to minimize the number of entries found.

Wildcard Searches

Sometimes you may not be sure of the spelling of a name or maybe you only have a partial piece of information to use to locate a record. In these cases, **Wildcard Searches** can be used to locate records.

Wildcards are computer characters used to represent any missing or unknown value when searching for records.

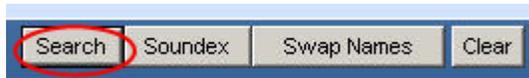
Using the **Search by Registrant or Data Provider** search tabs, input the information that you do have followed by a “%” sign. In this example, we were not sure of the spelling of decedent’s first name, but we did know that the name begins ‘Bo’.

After typing in ‘Bo’ we follow that up with a percent sign (%).

In this case, the % sign tells **DAVE™** that we want to view all records with decedent’s whose first name starts with ‘Bo’.

Next, repeat these steps for the **Last** name field by entering ‘sm%’.

Click the **Search** button to execute this search and view the records returned.



Search by Registrant or Data Provider:
Enter one or more persons/organizations. Last name is required.

First Search Person/Organization

Person/Organization: Decedent

First: bo%

Middle:

Last: sm%

Gender:

SSN:

Date of Birth: Start: End:

Second Search Person/Organization

Person/Organization:

First:

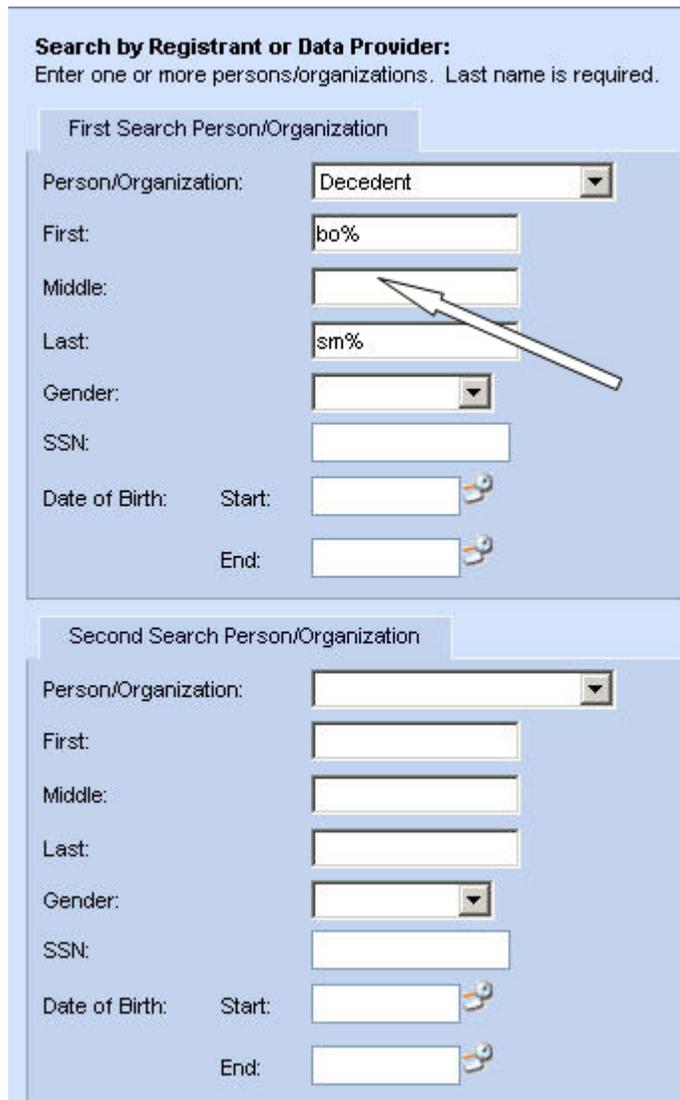
Middle:

Last:

Gender:

SSN:

Date of Birth: Start: End:

A screenshot of the search interface showing two search sections. The first section, 'First Search Person/Organization', has a dropdown menu set to 'Decedent', a 'First' field with 'bo%', an empty 'Middle' field, a 'Last' field with 'sm%', an empty 'Gender' dropdown, an empty 'SSN' field, and 'Date of Birth' fields with empty 'Start' and 'End' boxes. A mouse cursor is pointing at the 'Middle' field. The second section, 'Second Search Person/Organization', has an empty dropdown menu, empty 'First', 'Middle', and 'Last' fields, an empty 'Gender' dropdown, an empty 'SSN' field, and empty 'Start' and 'End' boxes for 'Date of Birth'.

As you can see from the **Results** page displayed below, wildcard searches have the potential to return many rows. Again, build your searches carefully so that they return the fewest number of records possible, while still returning the case you are looking for.

DAVE™ User's Guide – Life Events: Death

Results

Case Id	SFN	Decedent's Name	Date of Death	Gender	Place of Death	Date of Birth	
208		Smith, Bob	SEP-10-2005	Male		OCT-18-1935	Preview
197	2005000705	Smith, Bob	SEP-10-2005	Male		OCT-18-1935	Preview
196		Smith, Bob	SEP-10-2005	Male		OCT-18-1935	Preview
195		Smith, Bob	SEP-10-2005	Male		OCT-18-1935	Preview
201		Smith, Bob	SEP-10-2005	Male		OCT-18-1935	Preview
199		Smith, Bob	SEP-10-2005	Male		OCT-18-1935	Preview
198	2005000706	Smith, Bob	SEP-10-2005	Male		OCT-18-1935	Preview
212		Smith, Bob	SEP-10-2005	Male		OCT-18-1935	Preview
221		Smith, Bob	SEP-10-2005	Male		OCT-18-1935	Preview
220		Smith, Bob	SEP-10-2005	Male		OCT-18-1935	Preview

[First](#) [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) ... [Last](#)

Total records : 4439

Wildcard searches will work only when using Search by Registrant or Data Provider. They *will not* work with Search by Identifier.

Wildcard searches can be performed against any of the criteria shown here: First Name, Middle, Last Name, or SSN.

Soundex Searches

The searches above assume that you know how to spell the name of the decedent. For those times when you are unsure of the spelling of a name, you can use a **Soundex** search to locate a record. **Soundex** searches look for records with familiar sounding names to them. The **Soundex** button is located at the bottom of the main **Search** page next to the **Search** button.



From the main search page enter a partial name or sound-alike name into the **First** and **Last** name box under **Search By Registrant or Data Provider**.

In this example, the name we are looking for is 'Bob Smith'. However, using **Soundex** we should be able find the case using a sound-alike name of 'baub smith'.

Search by Registrant or Data Provider:
Enter one or more persons/organizations. Last name is required.

First Search Person/Organization

Person/Organization: Decedent

First: baub

Middle:

Last: smith

Gender:

SSN:

Date of Birth: Start:

Middle:

Last:

Gender:

SSN:

Date of Birth: Start: End:

More

Search Soundex Swap Names Clear

The actual name we are looking for is 'Bob Smith'. Using Soundex we can find the record even if we use the incorrect spelling of 'baub'.

Now, select the **Soundex** button, instead of the **Search** button.



Notice that, even though we used a sound-alike name, **Soundex** was able to find the registration we were looking for.

Results

Case Id	SFN	Decedent's Name	Date of Death	Gender	Place of Death	Date of Birth	
35		Smith, Bob	Jul-18-2005	Male	Anchorage	Jul-18-1950	Preview

Total records : 1

New Search

Search by Registrant or Data Provider:
Enter one or more persons/organizations. Last name is required.

First Search Person/Organization

Person/Organization: Funeral Director

First: vicki

Middle:

Last: thompson

Gender:

SSN:

Date of Birth: Start: End:

Second Search Person/Organization

Person/Organization: Decedent

First: baub

Middle:

Last: smithe

Gender:

SSN:

Date of Birth: Start: End:

Soundex can also be used to search for Decedent's, Funeral Homes, Funeral Directors or any combination of Person/Organization; *even when names have been misspelled.*

In this example, we have misspelled **Funeral Director** Vicky Thompson and the decedent's **First** and **Last** names, but **Soundex** found the registration anyway.

Results

Case Id	SFN	Decedent's Name	Date of Death	Gender	Place of Death	Date of Birth	
35		Smith, Bob	Jul-18-2005	Male	Anchorage	Jul-18-1950	Preview

Total records : 1

New Search

Like Wildcards, Soundex cannot be used with Search by Identifier.

Swap Names

The **Swap Names** feature to search for cases when there is some ambiguity between the First and Last names. The **Swap Names** button is located at the bottom of the main search page next to the **Soundex** button.

In certain cultures, a person's family name often comes before their given name. When this is the case, a standard search can sometimes fail to retrieve a record.

In the example shown here, we are searching for a decedent named **Kim Po**.

However, based on information we received from an applicant we have used **Po** as the **First** name and **Kim** as the **Last** name.

The screenshot shows a search form titled "Search by Registrant or Data Provider: Enter one or more persons/organizations. Last name is required." The form is set to "First Search Person/Organization". The "Person/Organization" dropdown is set to "Decedent". The "First" field contains "Po" and the "Last" field contains "Kim", both of which are circled in red. Other fields include "Middle", "Gender", "SSN", "Date of Birth" (with "Start" and "End" sub-fields), and a "More" button. At the bottom, there are four buttons: "Search" (circled in red), "Soundex", "Swap Names", and "Clear".

Clicking the **Search** button and initiating a standard search did not return the desired record:

The screenshot shows a "Results" section with a message box containing the text: "There are no records that match the criteria you have entered." A "New Search" button is located at the bottom right of the results area.

Search by Registrant or Data Provider:
Enter one or more persons/organizations. Last name is required.

First Search Person/Organization

Person/Organization:

First:

Middle:

Last:

Gender:

SSN:

Date of Birth: Start: End:

However, using the same search criteria we can find the record by using the **Swap Names** feature.

Using **Swap Names** found the record even though the names were out of order.

Results

Case Id	SFN	Decedent's Name	Date of Death	Gender	Place of Death	Date of Birth	
7253		Po, Kim	NOV-30-2005	Female		NOV-29-1970	Preview

Total records : 1

Like Wildcards and Soundex, Swap Names cannot be used with Search by Identifier.

Search Results

Now that we have found some records, examine the results of our searches and learn how to access death records once you have found them.

Search by Registrant or Data Provider:
Enter one or more persons/organizations. Last name is required.

First Search Person/Organization

Person/Organization: Decedent

First: baub

Middle:

Last: smith

Gender:

SSN:

Date of Birth: Start: End:

Second Search Person/Organization

Person/Organization:

First:

Middle:

Last:

Gender:

SSN:

Date of Birth: Start: End:

More

Search Soundex Swap Names Clear

Previously, we performed a search that retrieved all decedents with a **Soundex** equivalent name of “Bob Smith”.

This search returned the records shown on the next page. Now, let's take a closer look at those results and how we can work with them.

Notice that, in the search results below, 4439 records were returned, sorted by decedent's last name. Searching for common names like Bob Smith, results in so many records being returned that this sort order is not very useful.

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Results

Case Id	SFN	Decedent's Name	Date of Death	Gender	Place of Death	Date of Birth	
208		Smith, Bob	SEP-10-2005	Male		OCT-18-1935	Preview
197	2005000705	Smith, Bob	SEP-10-2005	Male		OCT-18-1935	Preview
196		Smith, Bob	SEP-10-2005	Male		OCT-18-1935	Preview
195		Smith, Bob	SEP-10-2005	Male		OCT-18-1935	Preview
201		Smith, Bob	SEP-10-2005	Male		OCT-18-1935	Preview
199		Smith, Bob	SEP-10-2005	Male		OCT-18-1935	Preview
198	2005000706	Smith, Bob	SEP-10-2005	Male		OCT-18-1935	Preview
212		Smith, Bob	SEP-10-2005	Male		OCT-18-1935	Preview
221		Smith, Bob	SEP-10-2005	Male		OCT-18-1935	Preview
220		Smith, Bob	SEP-10-2005	Male		OCT-18-1935	Preview

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Total records : 4439

However, all of the column headers in the results page are [underlined links](#). These links allow you to change the sort order of the **Results** page. This can be very helpful in locating the specific case that you are looking for. In the example below, we have changed the sort order by selecting the **Date of Death** column header:

Results

Case Id	SFN	Decedent's Name	Date of Death	Gender	Place of Death	Date of Birth	
208		Smith, Bob	SEP-10-2005	Male		OCT-18-1935	Preview
197	2005000705	Smith, Bob	SEP-10-2005	Male		OCT-18-1935	Preview
196		Smith, Bob	SEP-10-2005	Male		OCT-18-1935	Preview
195		Smith, Bob	SEP-10-2005	Male		OCT-18-1935	Preview
201		Smith, Bob	SEP-10-2005	Male		OCT-18-1935	Preview
199		Smith, Bob	SEP-10-2005	Male		OCT-18-1935	Preview
198	2005000706	Smith, Bob	SEP-10-2005	Male		OCT-18-1935	Preview
212		Smith, Bob	SEP-10-2005	Male		OCT-18-1935	Preview
221		Smith, Bob	SEP-10-2005	Male		OCT-18-1935	Preview
220		Smith, Bob	SEP-10-2005	Male		OCT-18-1935	Preview

[First](#) [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) ... [Last](#)

Total records : 4439

Previewing a Record

Still not sure if you have the correct case? Simply locate the [Preview](#) link in any of the entries and click on it. This will open a [Preview](#) page of that particular registration.

The screenshot displays a search results interface. At the top, a table lists search results with columns for Case Id, SEN, Decedent's Name, Date of Death, Gender, Place of Death, Date of Birth, and a Preview link. A callout box points to the Preview link in the first row of the table, containing the text: "Select the Preview link to open the preview window below." Below the table is a pagination control showing "First 1 2 3 4 5 6 7 8 9 10 ... Last" and a "Total records : 4439" indicator. A "New Search" button is located at the bottom right of the results section.

The "Preview" section below the table provides detailed information for the selected case (Case Id: 23):

- File Number:** Case Id: 23
- File Date:** Medical Record Number:
- Decedent's Name:** Bob Smith
- ME Case Number:** Date of Death: SEP-05-2005
- Gender:** Male
- Date of Birth:** OCT-13-1935
- SSN:**
- City or Town of Death:**
- Census Area:**
- Place of Death:**
- Residence:** Some City United States
- Funeral Home Director:** Joe Randolf GrandTrou
- Funeral Home:**
- Medical Certifier:**
- Date Entered:** SEP-25-2005
- Last Updated By:**
- Status:** New Event/New Event/New Event/Registered/NANANANANA

This preview panel helps you determine whether or not you have selected the right case.

Death Registration Menu

The **Death Registration Menu** provides links to a series of pages that are used for gathering all the information needed to Pronounce, Sign and Certify a death record.

Not all pages will be available to all users. For example, the **Medical Certification** pages will be available to physicians, but not funeral home directors. The role based security setup in the **DAVE™** application controls which pages are available to each user.

The list of pages in the **Death Registration Menu** is broken down into sub-menus. Again, not all sub-menus will be available to all users. Sometimes, a sub-menu may be available to multiple user role types, but a different set of pages will be available to each. The first category, **Personal Information**, contains those pages necessary to gather personal information about the decedent.

Personal Information

Here is where we begin to gather information about the decedent.

Decedent

The first page in the **Personal Information** sub-menu is the **Decedent** page. This page is available to all users, but write access is restricted based on user type and system security privileges. Any grayed out fields indicate that the current user does not have “write-access” to the information in these fields.

50 :Bubba Gump NOV-29-2006

Decedent

Will institution be responsible for final disposition? ▾

Decedent's Legal Name

Prefix First Middle Other Middle Last Suffix

Maiden Name

Last

Aliases

[Add/Edit Alias Names](#)

Gender ▾ Social Security Number None Unknown

Date of Birth Age Years Months Days Hours Minutes SSN Verification Status **UNVERIFIED (0)**

Decedent's Birth Place

City or Town State Country

Ever in US Armed Forces? ▾

Will medical institution be responsible for final disposition? In the example above, **No** was selected. However, if no funeral director is going to be associated with the record then we would have selected **Yes**. If a funeral home will be responsible for final disposition, then a funeral home user will complete the **Decedent** page.

In the **Decedent's Legal Name** tab enter the decedent's first, middle and last name. Additionally, if a prefix is desired then enter that in the **Prefix** field. Lastly, if the decedent has a name suffix, such as Junior or Senior, enter that suffix in the **Suffix** field.

Maiden Name is available only if the decedent is a female and should only be completed if the decedent was married at the time of death.

The **Aliases** tab will allow you to enter any other names by which the decedent was known. For example, William is often shortened to Bill. In this case, you would enter "William" in the **Decedent's Legal Name** tab, but "Bill" in the **Aliases** tab. Select the **Add/Edit Alias Names** link to launch a pop-up the window shown below. Click the New Alias button to proceed.

Alias Names

No aliases entered for this decedent yet.

[New Alias](#) [Close](#)

Enter the alias name using the **First**, **Middle**, **Other Middle**, **Last** and/or **Suffix** controls as needed. Select the **Save** button to save the new alias.

Alias Names

First	Middle	Other Middle	Last	Suffix	
Tester			Death		Save Cancel

[New Alias](#) [Close](#)

The page will refresh and display the new alias. Select the **Edit** link to change this alias, the **Delete** button to remove this alias from the system, or, if the decedent was known by more than one alias, the **New Alias** button to add another alias name. If there are no more aliases to enter, select the **Close** button.

Alias Names

First	Middle	Other Middle	Last	Suffix	
Tester			Death		Edit Delete

[New Alias](#) [Close](#)

The **Alias Names** window will close and the new alias will appear on the **Aliases** tab.

Aliases

[Add/Edit Alias Names](#) [Tester Death](#)

Gender – make a valid selection from the dropdown list.

Social Security Number – enter the decedent's social security number. It is not necessary to enter the hyphens between the 3rd and 4th numbers or the 5th and 6th numbers. Once you have tabbed out of this control the **DAVE™** system will automatically format the entry. Select the **None** radio button if the decedent does not

have an SSN. Select **Unknown** if the decedent has an SSN but it has not been provided.

SSN Verification Status consists of 2 controls: a Verify SSN link and a notification message. The **Verify SSN** link is used to notify the SSA that the decedent has passed and that any benefits currently being paid should be discontinued. Select the **Verify SSN** link to begin the notification process. Initially, the message displayed will be **Unverified (0)** with the number in parenthesis representing the number of attempts that have been made to contact the SSA. A maximum of 5 attempts can be made. If, after 5 attempts, verification cannot be established, the **Verify SSN** link will be disabled. If errors are detected, then a context sensitive message will be displayed containing the information that needs to be corrected. Once verification has been completed, the message will change to **Verified**.

Using either the calendar control () or manual date entry, key in the decedent's **Date of Birth**. Please see the **General System Navigation** section of this manual for more information on using calendar controls and date formats.

After keying in **Date of Birth**, select the auto-populate control (). Depending on the date of birth entered, **DAVE** will automatically calculate and display the correct age as follows:

If the decedent was more than one year old at time of death...



Date of Birth									
JAN-01-1980			Age	Years	Months	Days	Hours	Minutes	
				<input type="text"/>					

...then the age in years will auto-populate in the **Years** control.



Date of Birth									
JAN-01-1980			Age	Years	Months	Days	Hours	Minutes	
				26	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

If decedent is **Under 1 Year** but more than 1 day old...



Date of Birth									
JAN-01-2006			Age	Years	Months	Days	Hours	Minutes	
				<input type="text"/>					

...then the age will auto-populate in the **Months** and **Days** controls.

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Date of Birth								
JAN-01-2006	Age	Years	Months	Days	Hours	Minutes	Under 1 Year	Under 1 Day
			10	28				

However, if decedent is **Under 1 Day** old...

Date of Birth								
NOV-28-2006	Age	Years	Months	Days	Hours	Minutes	Under 1 Year	Under 1 Day

...then selecting the auto-populate button will have no effect and manual entry of **Hours** and **Minutes** is required.

Use the **Decedent's Birth Place** tab control to capture the decedent's place of birth.

Lastly, make a valid selection from the **Ever in US Armed Forces?** dropdown list.

With all entries complete, use the **Validate Page** button at the bottom of the page to validate all entries for this record without leaving the page. Use the **Next** button to save your entries and proceed to the **Resident Address** page. Use **Clear** to clear all of your entries and start over. Use the **Save** button to save your data without leaving this page or validating any data. The **Return** button will return you to the **Main Menu**.

Decedent Attributes

The **Decedent Attributes** page is used to collect information relative to the decedent's occupation, education, ancestry and race. This is information that is vital to other state and federal agencies and can impact funding of various programs. Therefore, it is crucial that the information collected be as accurate as possible..

In the first two text entry boxes enter the **Decedent's Occupation** and **Decedent's Industry**. This information can be important in calculating work place mortality statistics and should be as specific as possible.

The **Decedent's education** dropdown provides a pick list of education levels to choose from. Again, this information may be used by other agencies within your state to determine funding for various programs and/or initiatives.

The screenshot shows the 'Decedent Attributes' form. At the top, a title bar reads '37 :Test One AUG-04-200'. The form is divided into several sections:

- Decedent's occupation**: Text box containing 'Laborer'.
- Decedent's industry**: Text box containing 'Construction'.
- Decedent's education**: Dropdown menu showing '8th grade or less; none'.
- Ancestry**: Section titled 'Decedent of Hispanic Origin (more than one choice can be indicated)'. It contains six checkboxes: 'No, not Spanish/Hispanic/Latino' (checked), 'Yes, Puerto Rican', 'Yes, other Spanish/Hispanic/Latino', 'Yes, Mexican, Mexican American, Chicano', 'Yes, Cuban', and 'Unknown'.
- Race**: Section titled 'Check one or more races to indicate what the decedent considered himself or herself to be.'. It contains twelve checkboxes: 'White' (checked), 'Black or African American', 'American Indian or Alaska Native, checkbox specify', 'Asian Indian', 'Chinese', 'Filipino', 'Japanese', 'Korean', 'Vietnamese', 'Other Asian, specify', 'Native Hawaiian', 'Guamanian or Chamorro', 'Samoan', 'Other Pacific Islander, specify', 'Other, specify', and 'Unknown'.

Callouts in orange boxes with arrows point to the form fields:

- Top callout: 'Use these text boxes to enter the decedent's occupation and industry.' (points to 'Decedent's occupation' and 'Decedent's industry').
- Right callout: 'Select decedent's education level from this list.' (points to 'Decedent's education').

At the bottom right of the form are buttons: 'Validate Page', 'Next', 'Clear', 'Save', and 'Return'.

In the **Ancestry** tab select the one button that best describes the decedent. If unknown, select **Unknown**.

Ancestry

Decedent of Hispanic Origin (more than one choice can be indicated).

<input type="checkbox"/> No, not Spanish/Hispanic/Latino	<input type="checkbox"/> Yes, Puerto Rican	<input type="checkbox"/> Yes, other Spanish/Hispanic/Latino
<input type="checkbox"/> Yes, Mexican, Mexican American, Chicano	<input type="checkbox"/> Yes, Cuban	<input type="checkbox"/> Unknown

The next step in completing the **Decedent Attributes** page is to select at least one option from the **Race** tab. Note, if needed, you can select more than one race option.

Race

Race as defined by the U.S. Census (check one or more to indicate what the decedent considered himself or herself to be)

<input checked="" type="checkbox"/> White	<input type="checkbox"/> Chinese	<input type="checkbox"/> Vietnamese	<input type="checkbox"/> Samoan
<input type="checkbox"/> Black Or African American	<input type="checkbox"/> Filipino	<input type="checkbox"/> Other Asian, Specify	<input type="checkbox"/> Other Pacific Islander, Specify
<input type="checkbox"/> American Indian Or Alaska Native, Specify	<input type="checkbox"/> Japanese	<input type="checkbox"/> Native Hawaiian	<input type="checkbox"/> Other, Specify
<input type="checkbox"/> Asian Indian	<input type="checkbox"/> Korean	<input type="checkbox"/> Guamanian Or Chamorro	<input type="checkbox"/> Unknown

Lastly, if **American Indian or Alaskan Native, Specify** or any of the **Other** options in the **Race** tab are selected then you must complete the corresponding **If Other** text boxes.

If any of these options are selected then you must also complete the corresponding 'Other' box(es) below.

Race

Race as defined by the U.S. Census (check one or more to indicate what the decedent considered himself or herself to be)

<input type="checkbox"/> White	<input type="checkbox"/> Chinese	<input type="checkbox"/> Vietnamese	<input type="checkbox"/> Samoan
<input type="checkbox"/> Black Or African American	<input type="checkbox"/> Filipino	<input checked="" type="checkbox"/> Other Asian, Specify	<input checked="" type="checkbox"/> Other Pacific Islander, Specify
<input checked="" type="checkbox"/> American Indian Or Alaska Native, Specify	<input type="checkbox"/> Japanese	<input type="checkbox"/> Native Hawaiian	<input checked="" type="checkbox"/> Other, Specify
<input type="checkbox"/> Asian Indian	<input type="checkbox"/> Korean	<input type="checkbox"/> Guamanian Or Chamorro	<input type="checkbox"/> Unknown

Text boxes for 'Other' options are present below the form.

Use the **Validate Page** button to validate all entries for this record without leaving the page. Use **Clear** to clear all of your entries and start over. Use the **Save** button to save your data without leaving this page or validating any data. The **Return** button will return you to the **Main Menu**.

Medical Certification

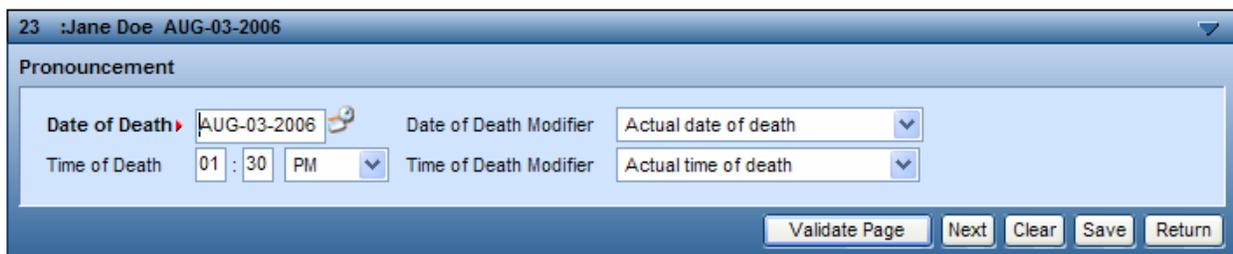
In the previous section we looked at **Personal Information** sub-menu pages. Those pages are used to collect information relative to the decedent. Now, we are going to take a close look at the **Medical Certification** sub-menu.

The **Medical Certification** sub-menu is, generally speaking, only available to Physicians, Medical Facility staff workers, and those Internal Staff members who have a need to review and/or edit the information found in these pages.

Pronouncement

The **Pronouncement** page is where the official date and time of death are recorded. Additionally, this page is also used to capture the pronouncer's information.

Under **Date and Time of Death** there are two entries to complete: **Date of Death** and **Time of Death**.



23 :Jane Doe AUG-03-2006

Pronouncement

Date of Death > AUG-03-2006 Date of Death Modifier Actual date of death

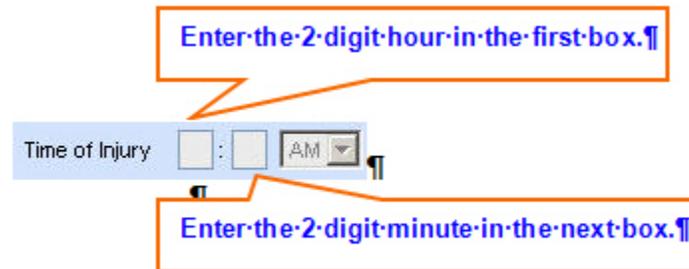
Time of Death 01 : 30 PM Time of Death Modifier Actual time of death

Validate Page Next Clear Save Return

In the **Date of Death** field, enter the exact month, day and year that death occurred.

Use the calendar control () or one of the valid **DAVE™** MM-DD-YYYY date formats. To enter the current date, just press your keyboard's 'f12' button key.

The **Time of Death** entry consists of 3 controls: 2 number entry boxes and one **AM/PM** dropdown list. In the first number entry box enter the 2-digit hour of the death. For example, if death occurred at 6:09 am, enter '06' in the first number box.



In the second number entry box enter the 2 digit minute at which death occurred. If death occurred at 6:09 am, enter '09' in the 2nd number box. To complete the **Time of Death** entry, make a valid selection from the **AM/PM/Military** dropdown list.

Complete the **Date of Death Modifier** by selecting a death registration death date *type*.

The screenshot shows a window titled "23 :Jane Doe AUG-03-2006" with a "Pronouncement" section. The "Date of Death" is set to "AUG-03-2006" and the "Time of Death" is "01 : 30 PM". The "Date of Death Modifier" dropdown is open, showing options: "Actual date of death", "Approximate date of death", "Court determined date of death", "Presumed date of death", and "Unknown date of death". Buttons for "Next", "Clear", "Save", and "Return" are visible.

Next, complete the **Time of Death Modifier** by selecting a death registration death time *type*.

The screenshot shows the same window as above, but the "Time of Death Modifier" dropdown is open, showing options: "Actual time of death", "Approximate time of death", "Court determined time of death", "Presumed time of death", and "Unknown time of death".

Lastly, use the **Validate Page** button to validate all entries for this record without leaving the page. Use **Clear** to clear all of your entries and start over. Use the **Save** button to save your data without leaving this page or validating any data. The **Return** button will return you to the **Main Menu**.

Place of Death

The **Place of Death** page is used to capture data relative to where the decedent actually passed away. This could be a hospital, home address or other location.

From the **Type of Place of Death** dropdown list, select the type of place that best matches the location where death occurred.

Next, use the **Lookup** control () to choose the actual facility where death occurred. The Places provided in the Lookup control are filtered based on the place Type selected above.

12 :Bob Smith JUL-04-2006

Place Of Death

Type of place of death: Hospital-Inpatient (dropdown) Other Specify: [text box]

Facility name: [dropdown] (highlighted with a red circle)

Address

Street Number: [text box] Pre Directional: [dropdown] Street Name or PO Box, Rural Route, etc.: [text box] Street Designator: [dropdown] Post Directional: [dropdown] Apt #, Suite #, etc.: [text box]

City or Town: [text box] County: [text box] State: [text box] Country: [text box] Zip Code: [text box]

Medical Record Number: [text box]

Search Places

Name: [text box]

Name	Address	City	
Adventist Medical Center	10123 SE Market	Portland	select
Ashland Community Hospital	280 Maple	Ashland	select
Bay Area Hospital	1775 Thompson	Coos Bay	select
Bend Surgery Center	1501 NE Medical Center	Bend	select
Blue Mountain Hospital District	170 Ford	John Day	select
Canterbury Crest Nursing Services, Inc.	10575 SW Canterbury	Tigard	select
Canterbury Crest Nursing Services, Inc.	10575 SW Canterbury	Tigard	select
Columbia Memorial Hospital	2111 Exchange	Astoria	select
Coquille Valley Hospital	940 E 5th	Coquille	select

Buttons: Clear, Cancel, Return

Click the **Select** link to add a facility. Notice that the **Facility's** information automatically populates the page controls:

If you had select **Other** from the **Type of place of death** dropdown list then you must also fill in the **Other Specify** and manually complete the **Address** tab control.

Lastly, complete this page by adding a **Medical Record Number**, if one exists. This is not a mandatory entry.

Click the **Validate Page** button to check this page for errors, the **Next** button to proceed to the **Cause of Death** page, the **Clear** button to clear all entries, the **Save** button to save changes without leaving this page, or the **Return** button to return to the **Main Menu**.

Use the dropdown list to select the type of place of death and the lookup control () to fill in the facility's data.

Cause of Death

The **Cause of Death** page is used to describe the conditions under which the decedent died. Attention to detail and specificity is essential when completing this page. The cause of death as listed will be used by various state agencies to track everything from workplace safety to the spread of contagious diseases.

Using the **Cause of Death** text boxes the pronouncer enters the cause(s) of death, the interval onset to death and any other contributing factors.

Notice that there are 4 **Cause of Death** text boxes. To the right of each Cause of Death text box there is a corresponding **Approximate Interval Onset to Death**. For each cause of death listed in Lines a-d, an approximate interval between onset and death must be filled in.

The screenshot shows the 'Cause of Death' form for patient Bobby Butler, dated AUG-02-2006. The form includes instructions from the NCHS and a table for listing causes of death. Two callout boxes highlight key requirements: 'For every Cause of Death listed...' and '...a corresponding Approximate Interval Onset to Death must be listed.' The form shows 'Renal failure' in Line a with a 1-hour interval, and 'Kidney disease' in Line b with a 2-week interval. Lines c and d are currently empty.

Line	Cause of Death	Approximate Interval Onset to Death
Line a	Renal failure	1 hour
Line b	Kidney disease	2 weeks
Line c		
Line d		

Again, be as specific as possible, using as many of the lines a-d necessary to give a complete picture of the cause(s) of death. You do not have to use every line on the page, but any lines you do use must be filled in sequentially. You cannot complete **Line a** and move to **Line c** without first completing in **Line b** as well.

Listed below in the **Validation Results** window are some of the errors you might run across while completing the **Cause of Death** page.

Cause of Death

Enter the chain of events- diseases or complications- that directly caused the death. DO NOT enter terminal events such as cardiac arrest, respiratory arrest or ventricular fibrillation without showing the etiology. DO NOT ABBREVIATE. Enter only one cause on a line. Add additional lines if necessary.

Sequentially list conditions, if any, leading to the cause listed on line a. Enter the UNDERLYING CAUSE (disease that initiated the events resulting in death) LAST.

Cause of Death	Approximate Interval Onset to Death
Line a: Heart Attack Immediate Cause (Final disease or condition resulting in death)	1 hour
Line b: Due or as a consequence of	1 year
Line c: heart disease Due or as a consequence of	
Line d: Due or as a consequence of	

Other significant conditions: Morbid obesity.

Buttons: Validate Page, Next, Clear, Save, Return

Validation Results

Buttons: List All Errors, Save Overrides, Hide

Error Message	Override	Goto Field
DR_3004: Interval for line c cannot be left blank. Provide the best estimate of the interval between the presumed onset of each condition and death. The terms 'approximately' and 'unknown' may be used. Do leave the interval blank. If unknown, enter 'unknown.'		fix
DR_3030: The Cause of Death Line b cannot be blank if Line c and/ or Line d are not blank. Enter a valid value condition for the Cause of Death Line b or move the entries up one line. Cause of Death Line b must be entered if Line c or Line d are entered.		fix
DR_3034: Cause of Death Time Interval Line b should be blank if Cause of Death Line b is blank. Remove the time interval for Cause of Death Line b. If a cause of death line item (b-d) is blank then the corresponding time interval (b-d) must be blank.		fix

DR_3004 was caused by leaving the **Approximate Interval Onset to Death** box empty, even though a cause of death was listed in **Line c**.

DR_3030 was caused by listing an **Approximate Interval Onset to Death** in **Line b** without a corresponding cause of death.

DR_3034 indicates that the **Approximate Interval Onset to Death** box should be blank if the corresponding cause of death line is also blank. As you can see, some errors can generate multiple error messages.

Notice that all of these errors create hard edit failures, indicated by red shading, indicating that these errors must be corrected before the record can be certified.

Other errors can be caused by using abbreviations or by not being specific enough in describing the cause of death.

Use the **Validate Page** button to validate all entries for this record without leaving the page. Use the **Next** button to save your entries and proceed to the next page. Use **Clear** to clear all of your entries and start over. Use the **Save** button to save your data without leaving this page or validating any data. The **Return** button will return you to the **Main Menu**.

Other Factors

The **Other Factors** page contains any other information relevant to the death: **Autopsy Performed**, **Tobacco Use**, etc...

37 :Test One AUG-04-2006

Other Factors

Autopsy Performed

Autopsy findings available to complete cause of death

If Female, specify pregnancy status

Did tobacco use contribute to death

Manner of Death

Was Medical Examiner or Coroner contacted? ME Case Number

Validate Page Next Clear Save Return

From the **Autopsy Performed** dropdown list select either **Yes** or **No**, accordingly.

If **Yes** is selected from **Autopsy Performed**, then you must make a selection from the **Autopsy findings available to complete cause of death** dropdown list.

Complete the **If Female, specify pregnancy status** section

Select **Yes**, **No**, **Probably**, or **Unknown** from the **Tobacco** use dropdown list.

Complete the **Manner of Death** section

Finish the page by making a selection from the **Was Medical Examiner or Coroner contacted?** dropdown list and, if applicable, entering a case number in the **ME Case Number** field.

Click the **Validate Page** button to check this page for errors, the **Next** button to proceed to the **Injury** page, the **Clear** button to clear all entries, the **Save** button to save changes without leaving this page, or the **Return** button to return to the **Main Menu**.

Injury

If you are logged in as a Medical Examiner or an Internal Office User AND the decedent died of non-natural causes, then you will need to complete the **Injury** page.

The **Injury** page, shown below, will only be displayed if the manner of death was accident, homicide, or suicide.

The screenshot shows a web-based form titled "Injury" for a case involving Jane Doe on August 3, 2006. The form is organized into several sections:

- ME Case Number:** AUG-03-2006
- Date of Injury:** AUG-03-2006
- Time of Injury:** 10 : 15 AM
- Injury at Work:** No
- Place of Injury:** Home
- Place of Injury Description:** Home
- Location of Injury:**
 - Street Number: 1234
 - Pre Directional: NE
 - Street Name or PO Box, Rural Route, etc.: Fleet
 - Street Designator: Avenue
 - Post Directional: NE
 - Apt #, Suite #, etc.: (empty)
 - City or Town: Briarwood
 - County: Clackamas
 - State: Oregon
 - Country: United States
 - Zip Code: 97034
- Describe how injury occurred:** Fall from ladder
- Injury Activity:** During unspecified activity
- If transportation injury, Specify:** (empty)

At the bottom right of the form are buttons for "Validate Page", "Next", "Clear", "Save", and "Return".

Place date fatal injury occurred in the **Date of Injury** control, without respect to actual date of death.

Place time fatal injury occurred in the **Time of Injury** control, without respect to actual time of death.

If injury occurred on the job, select **Yes** from the **Injury at Work** dropdown list.

Make a selection from **Place of Injury** dropdown list.

In the **Place of Injury Description** text box, manually type in the actual location where injury occurred.

Complete the **Location of Injury** tab by providing the address at which fatal injury occurred.

Provide the circumstance surrounding the injury in the **Describe how injury occurred** text box control.

Make a valid selection from the **Injury Activity** dropdown list by selecting the option that best describes the injury incurred.

If fatal injury was the result of a transportation mishap, then make a selection from the **If Transportation Accident, Specify** dropdown list. If **Other** is selected from the list, then complete the **Other Specify** text box control. If injury is not transportation related then leave both of these controls blank.

Click the **Validate Page** button to check this page for errors, the **Next** button to proceed to the **Certifier** page, the **Clear** button to clear all entries, the **Save** button to save changes without leaving this page, or the **Return** button to return to the **Main Menu**.

Certifier

The **Certifier** page, shown below, is used to gather information on the person legally responsible for providing the decedent's cause of death.

If the current user is a medical certifier, then the **Certifier** controls will be system filled with the user's information. If it is necessary to change the certifier information, as would be the case when one certifier was keying the case on behalf of another, then select the **Lookup** button and select the appropriate certifier. If the user is not a medical certifier then the **Certifier** controls will be blank upon initial display of the certifier page.

Make a selection from the **Certifier Type** dropdown list. **Certifier Type** represents the role the certifier played in completing the case. If the certifier provided the cause of death only, select **Certifying Physician**. If certifier also pronounced death (provided date, time and place of death) select **Pronouncing and Certifying Physician**. If death registration was completed by a medical examiner, select **Medical Examiner/Coroner**.

A screenshot of a web form showing a dropdown menu for 'Certifier Type'. The menu is open, displaying four options: 'Certifying Physician' (highlighted in blue), 'Medical Examiner', 'Physician's Assistant', and 'Nurse Practitioner'. The background shows parts of other form fields: 'License Number' with the value 'ML-2464' and 'Certifier Name'.

Click on the **Lookup** button to key in the certifier's Last and First name:

A screenshot of a 'Certifier Search' dialog box. It contains two text input fields: 'Last Name' and 'First Name'. Below the fields are three buttons: 'Search', 'Clear', and 'Cancel'.

After accessing the correct certifier, click the **Select** link to auto-populate **Certifier Name** and **Certifier Address** tab controls.

A screenshot of the 'Certifier' form in a web browser window. The window title is '23 :Jane Doe AUG-03-2006'. The form has several sections:

- Certifier Type**: A dropdown menu.
- License Number**: A text field containing 'ML-2464' and a 'Lookup' button.
- Medical Oregon**: A text field containing 'Medical Oregon' and an 'Intern' checkbox.
- Certifier Name**: A tabbed section with fields for 'First' (Medical), 'Middle', 'Last' (Oregon), and 'Suffix'.
- Title**: A dropdown menu set to 'Medical Examiner' and an 'Other Specify' text field.
- Certifier Address**: A tabbed section with an 'Edit Certifier Address' checkbox. Below it are fields for 'Street Number' (13309), 'Pre Directional' (SE), 'Street Name, Rural Route, etc.' (84th), 'Street Designator' (Ave), 'Post Directional', 'Apt #, Suite #, etc.' (Suite 100), 'City or Town' (Clackamas), 'State' (Oregon), 'Country' (United States), and 'Zip Code' (97015).
- Date Signed**: A text field with a calendar icon.

At the bottom of the form are buttons for 'Validate Page', 'Next', 'Clear', 'Save', and 'Return'.

The **Certifier Address** is system filled with a medical facility address or the office address in physician table. Sometimes it may be necessary to change this address, as would be the case when a physician works from multiple offices. To change the **Certifier Address**, select the **Edit Certifier Address** checkbox. The address will be cleared and the controls enabled to allow new address entry.

The **Date Signed** control will be system filled upon successful Biometric Authentication by the certifier.

Click the **Validate Page** button to check this page for errors, the **Next** button to proceed to the **Affirmation** page, the **Clear** button to clear all entries, the **Save** button to save changes without leaving this page, or the **Return** button to return to the **Main Menu**.

Certify

An affirmation is used to record the fact that the medical certifier is accepting legal responsibility for the accuracy of the information provided. In many jurisdictions these are legally binding statements made under the penalty of perjury. In the DAVE™ application, these affirmations are validated through Biometric Authentication.

The DAVE™ application uses fingerprint verification for **Biometric Authentication**. Before a user may electronically sign a certificate, the user must complete a biometric enrollment process. This process involves the identity verification of the user and then the capture of one or more fingerprints. These samples are stored in the DAVE database in a “biometric template” and are used for future comparison during authentication. Once enrollment and storage are complete, the DAVE application authenticates a user by matching the template against the current fingerprint scan. Comparison of the current scan and the template results in a simple binary yes/no match.

To access the **Certify** section, select **Death Registration Menu -> Medical Certification** sub-menu, then select **-> Certify**.

To **Certify** a death record, place a checkmark in the **Affirm the following:** checkbox(es) and click the **Affirm** button.

1038 :Bob Smith Jun-14-2006

Affirmations

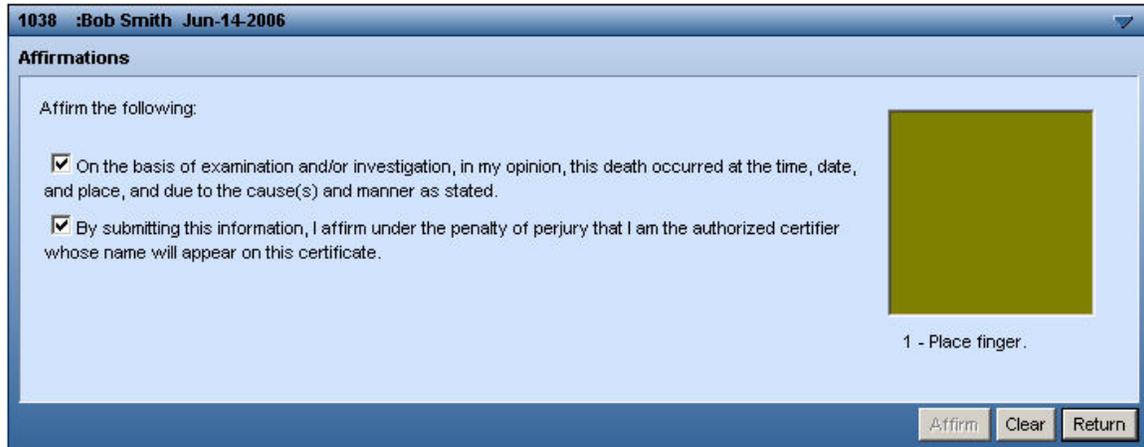
Affirm the following:

- On the basis of examination and/or investigation, in my opinion, this death occurred at the time, date, and place, and due to the cause(s) and manner as stated.
- By submitting this information, I affirm under the penalty of perjury that I am the authorized certifier whose name will appear on this certificate.

Buttons: Affirm, Clear, Return

Place an 'X' in each of the affirmation boxes and then click on the **Affirm** button.

Selecting the **Affirm** button will cause the page to refresh and the instruction **1 – Place finger** to display.



1038 :Bob Smith Jun-14-2006

Affirmations

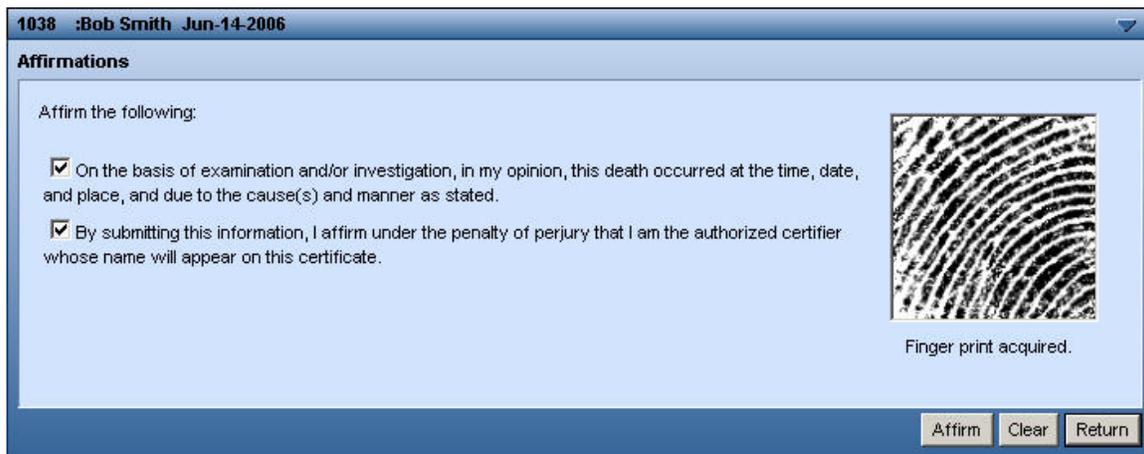
Affirm the following:

- On the basis of examination and/or investigation, in my opinion, this death occurred at the time, date, and place, and due to the cause(s) and manner as stated.
- By submitting this information, I affirm under the penalty of perjury that I am the authorized certifier whose name will appear on this certificate.

1 - Place finger.

Affirm Clear Return

Place a biometrically enrolled finger on the fingerprint scanner. The scanner will 'read' your fingerprint and display it onscreen. Once the fingerprint has been read the message Finger print acquired will be displayed.



1038 :Bob Smith Jun-14-2006

Affirmations

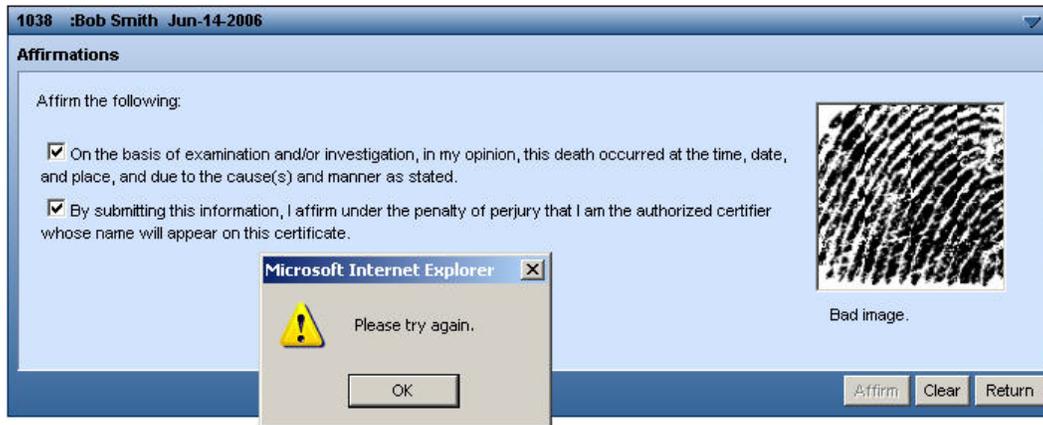
Affirm the following:

- On the basis of examination and/or investigation, in my opinion, this death occurred at the time, date, and place, and due to the cause(s) and manner as stated.
- By submitting this information, I affirm under the penalty of perjury that I am the authorized certifier whose name will appear on this certificate.

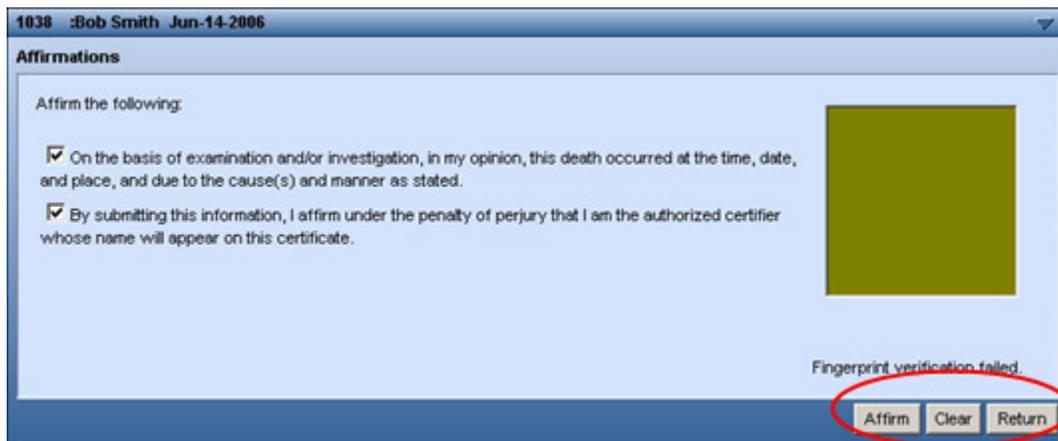
Finger print acquired.

Affirm Clear Return

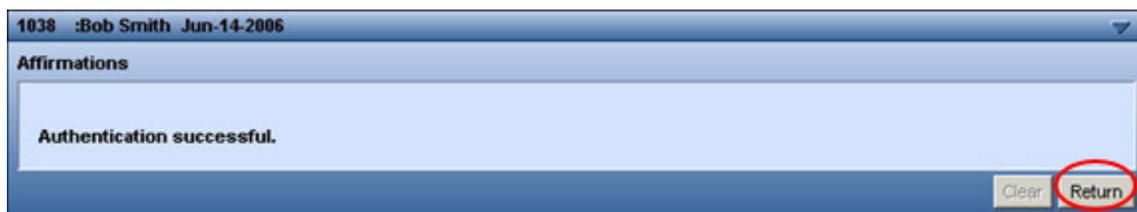
If the fingerprint could not be read, an error message will be displayed.



If the fingerprint could be read, but did not match any prints on record, a different error will appear:



If the fingerprint can be read and matched to a user enrolled print in the DAVE database then the record will be officially signed/affirmed and an **Authentication Successful** message displayed:



Click the **Return** button to return to the **Decedent** page of the **Death Registration Menu**.

Other Links

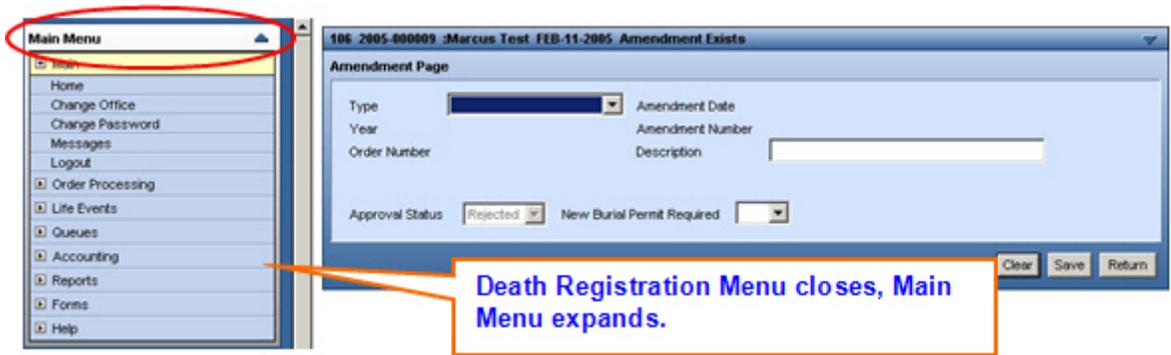
Amendments

From time to time, it may be necessary to make changes to a certified death record. These changes are called amendments.

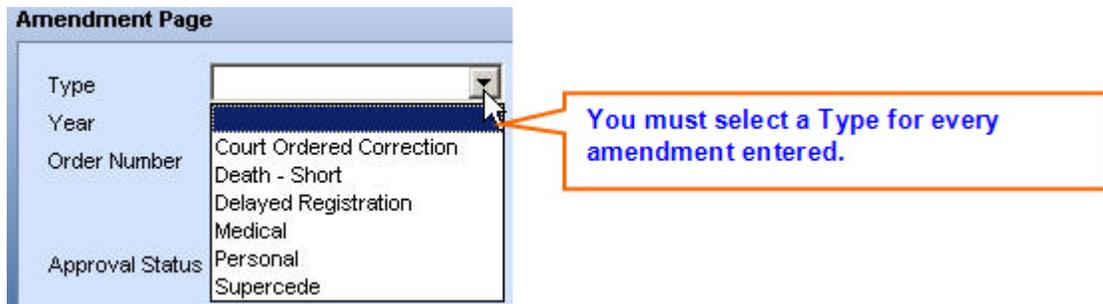
To access the **Amendments** link, select **Other Links -> Amendments**.

Note: Access to the Amendments link is restricted based on user security privileges. You may or may not be able to access this page.

Notice that when the **Amendments** link is selected, the **Death Registration Menu** is removed from the page and only the **Main Menu** is displayed.



The first step in processing an amendment is to select an amendment **Type** from the dropdown list:



Add a description of the amendment in the **Description** text entry control and click **Save**.

An "Item" grid control will display once an amendment "Type" has been selected. Initially, the grid control is empty. Add Items to the control by selecting the "New Item" button.

Amendment Page

Type: Court Ordered Correction Amendment Date: AUG-09-2005
Year: 2005 Amendment Number: 166
Order Number: Description: [Empty Text Box]

Item In Error Item as it Appears Item as it Should be Edit Delete

New Item

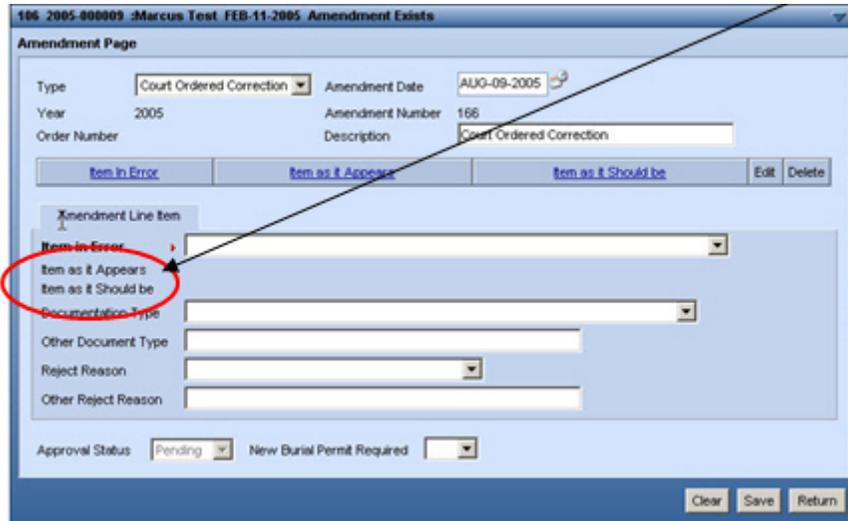
Approval Status: Pending New Burial Permit Required: [Dropdown]

Clear Save Return

Add new Amendment Items by clicking this button.

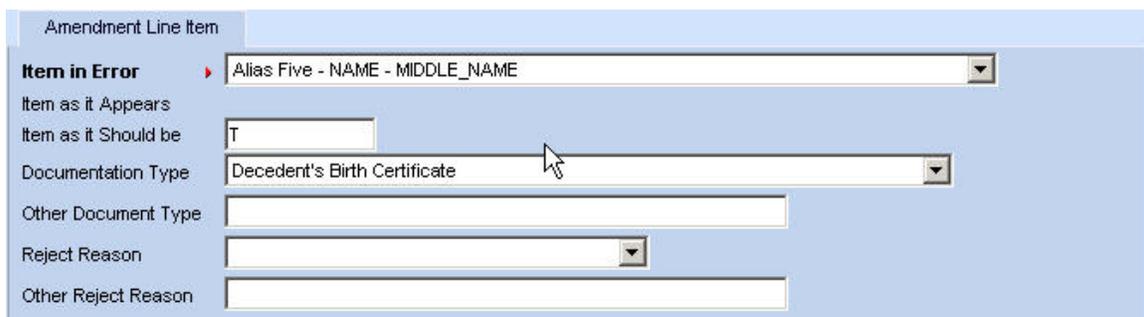
The page will refresh and the **Amendment Date** calendar control will automatically fill in with the current system date. In addition, new controls appear onscreen. These controls consist of an **Item** grid control, a **New Item** button, an **Approval Status** control, and a **New Burial Permit Required** dropdown list.

Next click the **New Item** button to refresh the page and display the **Amendment Line Item** tab. From the **Item In Error** dropdown list, select the item on this record that needs to be amended. This will cause line item tab to refresh, displaying the **Item As It Appears** and the **Item as it Should be** controls.



The **Item As it Appears** control will display the current value of the item to be changed. If there is no current value, then it will remain blank. In either case, place the desired value in the **Item As it Should be** text box.

From the **Documentation Type** dropdown list, select the category that best describes the documentation being used to justify the amendment. If the documentation type does not appear in the list, manually type it into the **Other Documentation Type** text control. To save the amendment, click the **Save** button.



The **Amendments** page allows the user to add multiple amendments to a record. If one of those amendments needs to be rejected, then select the amendment from the **Item In Error** list, select a reject reason from the **Reject Reason** dropdown or, if the reason is not included in the dropdown list, enter the reason in the **Other Reject Reason** text box.

Approval Status is automatically filled in with a status of **Pending**. The next page in the amendment process, the **Amendment Processing History** page, is used to accept and finalize the amendments.

If a new burial permit is required as a result of this amendment, select **Yes** from the **New Burial Permit** dropdown list. Otherwise, set it to **No**. If Yes is selected then you will need to check the **Expedited Permit Required** box on the next page: **Amendment Processing History**.

106 2005-000009 :Marcus Test FEB-11-2005 Amendment Exists

Amendment Page

Type: Amendment Date:

Year: 2005 Amendment Number: 166

Order Number: Description:

Item in Error	Item as it Appears	Item as it Should be	Edit	Delete
Alias Five - NAME - MIDDLE_NAME		T	Edit	Delete

Amendment Line Item

Item in Error

Item as it Appears

Item as it Should be

Documentation Type

Other Document Type

Reject Reason

Other Reject Reason

Approval Status: New Burial Permit Required:

Click the **Save** button. The page will refresh and display the new **Amendment** with a **Pending** status.

Notice that an amendment item now appears in the **Item** grid control.

The screenshot shows the 'Amendment Page' for '106 2005-000009 :Marcus Test FEB-11-2005 Amendment Exists'. The page includes fields for Type (Court Ordered Correction), Amendment Date (AUG-09-2005), Year (2005), Amendment Number (166), Order Number, and Description (Court Ordered Correction). Below these is a grid control with columns: Item in Error, Item as it Appears, Item as it Should be, Edit, and Delete. The grid contains one row: Alias Five - NAME - MIDDLE_NAME, (blank), T, Edit, Delete. Below the grid is the 'Amendment Line Item' tab, which is currently empty. At the bottom, the Approval Status is set to 'Pending' (circled in red) and New Burial Permit Required is set to 'No'. Buttons for Clear, Save, and Return are at the bottom right.

Continue adding items by filling in the **Amendment Line Item** tab and clicking the **Save** button with each item added.

This screenshot shows the 'Amendment Page' with the 'Amendment Line Item' tab filled out. The 'Item in Error' dropdown is set to 'Alias Five - NAME - NAME_SUFFIX'. The 'Item as it Appears' field contains 'Jr.'. The 'Item as it Should be' field is empty. The 'Documentation Type' dropdown is set to 'Decedent's Birth Certificate'. The 'Other Document Type' field is empty. The 'Reject Reason' dropdown is set to '08 Court Order Must Be Certified...'. The 'Other Reject Reason' field is empty. The 'Approval Status' is 'Pending' and 'New Burial Permit Required' is 'No'. The 'Save' button at the bottom right is circled in red.

Notice that the **Item** grid control now displays two Amendments to this death registration.

Amendment Page

Type: Amendment Date:

Year: 2005 Amendment Number: 166

Order Number: Description:

Item In Error	Item as it Appears	Item as it Should be	Edit	Delete
Alias Five - NAME - MIDDLE_NAME		T	Edit	Delete
Alias Five - NAME - NAME_SUFFIX		Jr.	Edit	Delete

Approval Status: New Burial Permit Required:

Use the **Clear** button to clear all entries related to the current amendment being added, the **Save** button to save the amendment to the **Item** grid or the **Return** button to close this page and return to the **Death Registration Menu**. When all amendments have been entered and are displayed in the **Item** grid, select **Amendment Processing History** from the **Amendments** menu to proceed to the next step.

Amendment Processing History

The **Amendment Processing History** page is setup to support the processing of paper amendment requests.

Notice that the **Main Menu** collapses and the **Amendments Menu** opens.

Date Received is system filled with the current system date. However, this field is editable and can be changed if necessary.

If **New Burial Permit Required** on the **Amendment Page** above was set to yes, then a checkmark will automatically be placed in the **Expedited Permit Required** box.

Many times requests for amendments are made that cannot be granted. In these cases, a rejection notice is mailed to the individual(s) requesting the change. If the notice of rejection is returned by the USPS as undeliverable, then a checkmark should be placed in the **Returned As Undeliverable** checkbox. Also, complete the **Date Returned** control to indicate the date on which the rejection letter was returned.

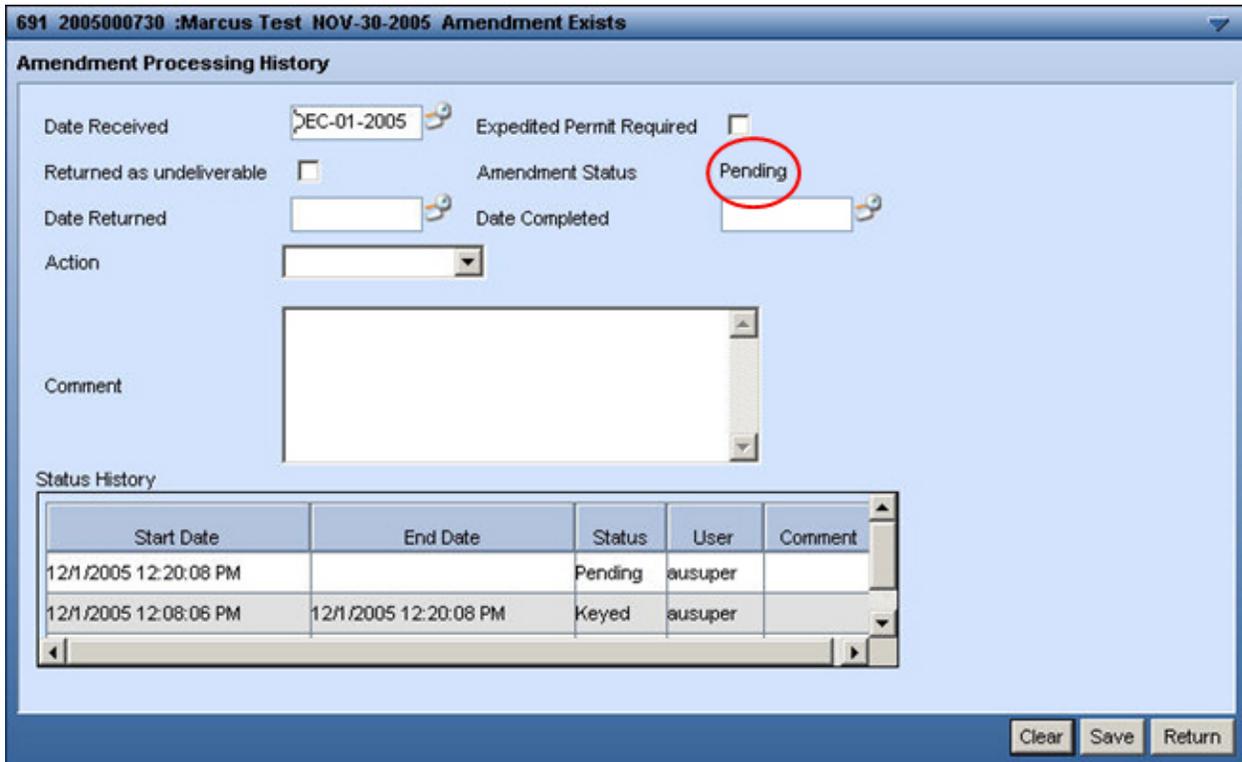
Amendment Status is a system filled, non-updateable field. When an amendment request is first entered, the status defaults to **Keyed**. As the amendment is processed the status will change accordingly.

Date Completed will be auto-filled with the date the amendment was either approved or rejected.

From the **Action** dropdown list, select **Data Entry Complete**. Available actions include **Approve**, **Reject**, **Data Entry Complete**, etc... However, not all actions are available at all times. The first **Action** to be taken should always be **Data Entry Complete**.

Then, as the amendment is processed further, additional actions will be available. At each step in the amendment process a valid action must be assigned.

Click the **Save** button. The page will refresh. Notice that the status has now changed to **Pending**.



691 2005000730 :Marcus Test NOV-30-2005 Amendment Exists

Amendment Processing History

Date Received: DEC-01-2005 Expedited Permit Required:

Returned as undeliverable: Amendment Status: **Pending**

Date Returned: Date Completed:

Action:

Comment:

Status History

Start Date	End Date	Status	User	Comment
12/1/2005 12:20:08 PM		Pending	ausuper	
12/1/2005 12:08:06 PM	12/1/2005 12:20:08 PM	Keyed	ausuper	

Clear Save Return

While it is not necessary to enter a **Comment** as part of the amendment process, it is recommended. Detailed comments can provide much needed information to the next user working on the amendment and can help eliminate needless rejections or invalid approvals. To add a comment, simply click anywhere inside the **Comment** text box and begin keying in your comment.

The **Status History** table provides an ongoing listing of all amendments and their respective statuses. No entry into this field is needed (or possible.) The table automatically updates each time an amendment status changes. Compare the screenshot in step 1 to the screenshot in step 13 and you will notice that the **Status** changed from **Keyed** to **Pending**.

Use the **Clear** button to clear onscreen entries related to the amendment, the **Save** button to save changes and update the **Status History** table or the **Return** button to close the **Amendments Menu** and return to the **Death Registration Menu**.

Amendment Supporting Information

All amendments to paper death certificates require either examination of documentation, or the retrieval of a copy of the original certificate. The Amendment Supporting Information page is used to capture types of supporting documentation used justify the amendment.

From the **Amendments Menu**, select **Supporting Information**:

691 2005000730 :Marcus Test NOV-30-2005 Amendment Exists

Amendment Supporting Information

Court Information

Court Name	<input type="text"/>	State Location of Court	<input type="text"/>
Superior Court District	<input type="text"/>	Court Docket Number	<input type="text"/>
County Location of Court	<input type="text"/>	Court Date	<input type="text"/>

Adoption

Adoption Case Number	<input type="text"/>	Agency Handling Adoption	<input type="text"/>
City Where Adoption Granted	<input type="text"/>	Who signed Adoption	<input type="text"/>
Adoption City Geocode	<input type="text"/>	Adoption Type	<input type="text"/>

Paternity

Paternity Case Number	<input type="text"/>	PaternityDate	<input type="text"/>
Paternity Form Approved	<input type="text"/>		

Delayed

Document Type and Issuer	Date Issued
<input type="text"/>	<input type="text"/>

Documentation Reviewed by First: Last:

For court ordered amendments or other amendments that required judicial intervention, complete the **Court Information** tab. For the purposes of this exercise, complete this tab with information relevant to your jurisdiction.

If applicable to processing the amendment, complete the **Adoption** tab as well.

For amendments related to paternity, complete the **Paternity** tab by providing the case number, date filed, and indicate if the paternity form was approved by selecting **Yes** or **No** from the **Paternity Form Approved** dropdown list.

If the a registration filing is delayed beyond the registration time limit, the that death registration is said to be delayed. The **Delayed** tab is used to capture the documentation used to support the filing of a delayed death. For each piece of documentation listed, an **Issuance Date** must also be included.

Also part of the **Delayed** tab is the **Documentation Reviewed by** control. Here, the **First** and **Last** name of the person reviewing the supporting documentation must be provided.

To complete this page, select the **Clear** button to clear all entries and start over, **Save** to save your work, or **Return** to return to the **Death Registration Menu** without saving your changes.

Amendment Change History

The **Amendment Change History** page provides a summary of all changes and enables the user to add or edit comments associated with the amendments.

To access this page, select the **Amendment Change History** link from the **Amendments Menu**.

This will open a popup window displaying the amendments and their associated **Comments**.



The screenshot shows a 'Comments' popup window. At the top, it displays the following information:

- State File Number: 000009
- Registrant Name: Marcus Test
- Event Type: Death
- Event Date: FEB-11-2005

Below this information is a table with the following columns: Comment Type, Date Entered, Entered By, Comment, and a column for actions (Edit/Delete).

Comment Type	Date Entered	Entered By	Comment	
Change History	02/11/2005	iuser1	Decedent - Person - Gender- Date : FEB-11-2005 formerly, 5	Edit Delete

At the bottom of the window, there are two buttons: 'New Comment' (circled in red) and 'Close'.

To add a new comment, click on the **New Comments** button.

This will display the **Enter New Comment** tab. Make a selection from the **Comment Type** dropdown list and then add your comment to the **Comment** text entry control.

Comments

State File Number: 000009
Registrant Name: Marcus Test
Event Type: Death
Event Date: FEB-11-2005

Comment Type	Date Entered	Entered By	Comment	
Change History	02/11/2005	iuser1	Decedent - Person - Gender- Date : FEB-11-2005 formerly, 5	Edit Delete

Enter New Comment

Comment Type: [Dropdown Menu]

Comment: [Text Entry Control]

Maximum text length: 4000 Characters left: 4000

[Save](#)
[Clear](#)
[Cancel](#)

[New Comment](#) [Close](#)

Use the **Save** button to save your comment and close the popup window, the **Clear** button to clear all comments, or the **Cancel** button to close the **Comments** window without saving any changes.

Once you have clicked the **Save** button your changes will appear in the **Comments** popup window.

Comments

State File Number: 000009
Registrant Name: Marcus Test
Event Type: Death
Event Date: FEB-11-2005

Comment Type	Date Entered	Entered By	Comment	
Change History	02/11/2005	iuser1	Decedent - Person - Gender- Date : FEB-11-2005 formerly, 5	Edit Delete
Back office	08/09/2005	dregistrar	Change to suffix rejected	Edit Delete

Enter New Comment

Comment Type: [Dropdown Menu]

Comment: [Text Entry Control]

Maximum text length: 4000 Characters left: 4000

[Save](#)
[Clear](#)
[Cancel](#)

[New Comment](#) [Close](#)

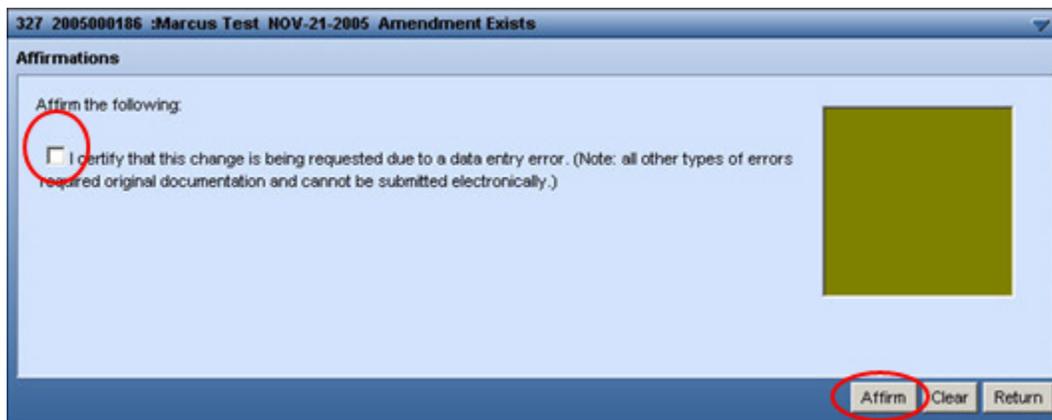
Click the **Close** button to close the popup and return to the **Amendments Menu**.

Amendment Affirmation

Skills Learned: In this exercise you will learn how to affirm and amendment.

NOTE: In many jurisdictions, death certificate amendments require signed statements, letters, or affidavits by a funeral home attesting that the amendment is being requested due to a data entry error. The Affirmation described here is used to replace that paper-intensive process. Therefore, for every electronic amendment request, the Funeral Director must affirm the request using the procedures described below.

From the **Amendment Menu**, select **Amendment Affirmation**. The affirmation page shown below will display.



Place a checkmark in the **Affirm the Following** checkbox and click the **Affirm** button.

Place a biometrically enrolled finger on the fingerprint scanner. The scanner will 'read' your fingerprint and display it onscreen. Once the fingerprint has been read the message Finger print acquired will be displayed.

327 2005000186 :Marcus Test NOV-21-2005 Amendment Exists

Affirmations

Affirm the following:

I certify that this change is being requested due to a data entry error. (Note: all other types of errors required original documentation and cannot be submitted electronically.)



Finger print acquired.

Buttons: Affirm, Clear, Return

If the fingerprint can be read and matched to a user enrolled print in the **DAVE™** database then the record will be officially signed/affirmed and an **Authentication Successful** message displayed:

Affirmations

Authentication successful.

Buttons: Clear, Return

Replacement Certificates

In this section you will learn how to use the **Amendments** process to request a **Replacement Certificate** of a certified record. Replacement certificates are required when it has been determined that the facts of death have been reported incorrectly.

Note: the ability to request Replacement Certificates is based on user security privileges and is typically limited to users with a Medical Examiner profile. You may or may not have access to this feature.

Access the record containing errors to be corrected. Then, from the **Death Registration Menu**, select **Other Links → Amendments**.

From the **Amendment Page**, locate the **Type** dropdown list and select **Replacement Certificate**.

The screenshot shows a web browser window with the title "7139 2005001356 :Automated Testing O'Data NOV-28-2005 Amendment Exists". The main content area is titled "Amendment Page". It contains a form with the following elements:

- Type:** A dropdown menu with a list of options: "Administrative Error", "Affidavit of Correction", "Court Ordered Correction", and "Replacement Certificate". The "Replacement Certificate" option is currently selected and highlighted.
- Amendment Date:** An empty text input field.
- Amendment Number:** An empty text input field.
- Description:** A larger empty text input field.
- Approval Status:** A dropdown menu with a single visible option.

At the bottom right of the form, there are three buttons: "Clear", "Save", and "Return".

The page will refresh and include a **Replacement Certificate** button. Place a description of the change to be made in the **Description** text box and click the **Replacement Certificate** button.

7139 2005001356 :Automated Testing O'Data NOV-28-2005 Amendment Exists

Amendment Page

Type	Replacement Certificate	Amendment Date	DEC-15-2005
Year	2005	Amendment Number	1829
Order Number		Description	Replacement Certificate
Approval Status	Pending		

Replacement Certificate

Clear Save Return

DAVE™ User's Guide – Life Events: Death

Selecting the **Replacement Certificate** button will cause the page to refresh and display a scrolling window containing all of the pages found on the **Medical Certification** sub-menu.

7139 2005001356 :Automated Testing O'Data NOV-28-2005 Amendment Exists

Pronouncement

Date of Death Modifier: Actual Date of Death Date of Death: NOV-28-2005
Time of Death Modifier: Actual Time of Death Time of Death: 08:57 PM
Pronounced Dead: NOV-29-2005

Pronouncer Name

License Number: 102 Lookup: Medical Physician
First: Medical Middle: Last: Physician Suffix:
Title: Doctor of Medicine Other Specify:
Date Signed:

Place Of Death

Type of place of death: Hospital-Inpatient Other Specify:
Facility name: Fairbanks Memorial Hospital

Address

Street Number	Pre Directional	Street Name or PO Box, Rural Route, etc.	Post Directional	Street Designator	Apt #, Suite #, etc
2801		DeBarr			

City or Town	Census Area	State	Country	Zip Code
Anchorage	Anchorage	Alaska	United States	99508

Medical Record Number:

Cause of Death

[NCHS Recommendations for Entry of Cause of Death](#)

Enter the chain of events- diseases, injuries, or complications- that directly caused the death. DO NOT enter terminal events such as cardiac arrest, respiratory arrest or ventricular fibrillation without showing the etiology. DO NOT ABBREVIATE. Enter only one cause on a line. Add additional lines if necessary.

Sequentially list conditions, if any, leading to the cause listed on line a. Enter the UNDERLYING CAUSE (disease or injury that initiated the events resulting in death) LAST.

Line b: [Text Box] [Dropdown] [Text Box]
Due or as a consequence of

Line c: [Text Box] [Dropdown] [Text Box]
Due or as a consequence of

Line d: [Text Box] [Dropdown] [Text Box]
Due or as a consequence of

Other significant conditions: [Text Box] [Dropdown]

From among the pages displayed, locate the error to be corrected.

Other Factors

Autopsy Performed

Autopsy findings available to complete cause of death

If Female, specify pregnancy status

Did tobacco use contribute to death

Manner of Death

Was Medical Examiner or Coroner contacted? ME Case Number

Injury

Date of Injury Time of Injury

Injury at Work

Place of Injury

Place of Injury Description - At home, factory, street, etc.

Injury Location

Street Number	Pre Directional	Street Name or PO Box, Rural Route, etc.	Post Directional	Street Designator	Apt #, Suite #, etc.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

City or Town	Census Area	State	Country	Zip Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="United States"/>	<input type="text"/>

Describe how injury occurred

If transportation injury, Specify Other Specify

Certifier

Certifier Type Copy Pronouncer to Certifier

License Number Lookup

Certifier Name

First	Middle	Last	Suffix
<input type="text" value="Medical"/>	<input type="text"/>	<input type="text" value="Physician"/>	<input type="text"/>

Title Other Specify

Certifier Address Edit Certifier Address

Street Number	Pre Directional	Street Name, Rural Route, etc.	Post Directional	Street Designator	Apt #, Suite #, etc.
<input type="text" value="2801"/>	<input type="text"/>	<input type="text" value="DeBarr"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

City or Town	State	Country	Zip Code
<input type="text" value="Anchorage"/>	<input type="text" value="Alaska"/>	<input type="text" value="United States"/>	<input type="text" value="99508"/>

Date Signed

DAVE™ User's Guide – Life Events: Death

For the purposes of this exercise, locate the **Pronouncement** page and changed the **Pronounced Dead** date.

Pronouncement

Date of Death Modifier: Actual Date of Death | **Date of Death**: NOV-28-2005

Time of Death Modifier: Actual Time of Death | Time of Death: 08 : 57 PM

Pronounced Dead: NOV-29-2005

Pronouncer Name: [Redacted]

License Number: 102 | Lookup: Medical Physician

First: Medical | Middle: [Redacted] | Last: Physician | Suffix: [Redacted]

Title: Doctor of Medicine | Other Specify: [Redacted]

Date Signed: [Redacted]

Here we have changed the **Pronounced Dead** date from **Nov-29-2005**, to **Nov 30 2005**.

Pronouncement

Date of Death Modifier: Actual Date of Death | **Date of Death**: NOV-28-2005

Time of Death Modifier: Actual Time of Death | Time of Death: 08 : 57 PM

Pronounced Dead: NOV-30-2005

Pronouncer Name: [Redacted]

License Number: 102 | Lookup: Medical Physician

First: Medical | Middle: [Redacted] | Last: Physician | Suffix: [Redacted]

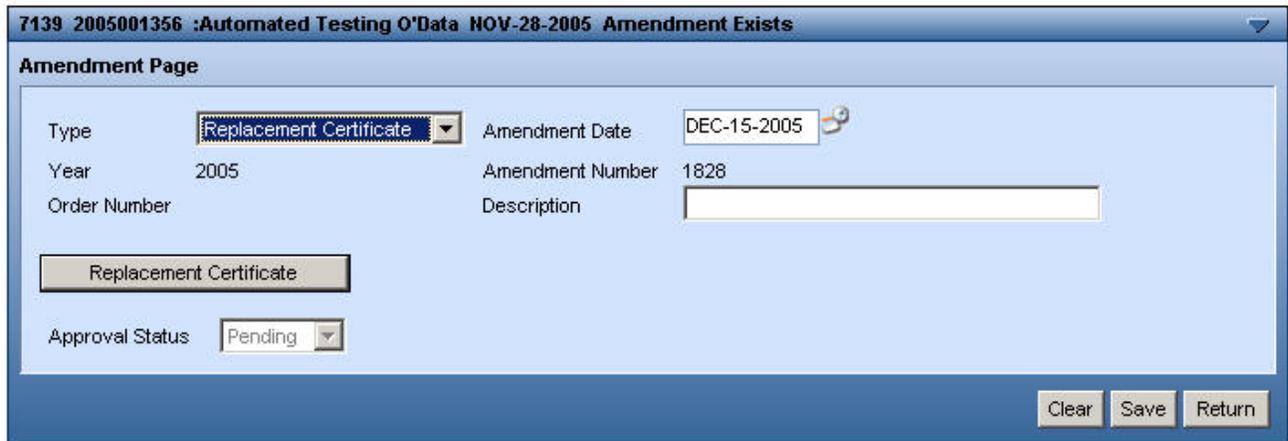
Title: Doctor of Medicine | Other Specify: [Redacted]

Date Signed: [Redacted]

At the bottom of the scrolling window, locate and click the **Save** button:



Return to the **Amendments Menu** and select **Processing History**:

A screenshot of a web application window titled '7139 2005001356 :Automated Testing O'Data NOV-28-2005 Amendment Exists'. The main content area is titled 'Amendment Page' and contains the following fields:

- Type: Replacement Certificate (dropdown menu)
- Amendment Date: DEC-15-2005 (text field)
- Year: 2005 (text field)
- Amendment Number: 1828 (text field)
- Order Number: (empty text field)
- Description: (empty text field)
- Approval Status: Pending (dropdown menu)

Below the 'Type' dropdown is a button labeled 'Replacement Certificate'. At the bottom right of the form are three buttons: 'Clear', 'Save', and 'Return'.

From the **Amendment Processing History** page, locate the **Action** dropdown list and select **Data Entry Complete**. Enter any applicable comments in the **Comment** box and click the **Save** button.

7139 2005001356 :Automated Testing O'Data NOV-28-2005 Amendment Exists

Amendment Processing History

Date Received: DEC-15-2005

Returned as undeliverable:

Amendment Status: Keyed

Date Returned:

Date Completed:

Action: Data Entry Complete

Comment: Enter applicable comments here.

Status History

Start Date	End Date	Status	User	Comment
12/15/2005 9:18:29 AM		Keyed	akuser	

Clear Save Return

When the page has refreshed, select **Approve** from the **Action** dropdown list, enter any appropriate comments and, again, click the **Save** button.

7139 2005001356 :Automated Testing O'Data NOV-28-2005 Amendment Exists

Amendment Processing History

Date Received: DEC-15-2005

Returned as undeliverable: Amendment Status: Pending

Date Returned: Date Completed:

Action: Approve

Comment:

Start Date	End Date	Status	User	Comment
12/15/2005 2:00:26 PM		Pending	akuser	Enter applicable co...
12/15/2005 9:18:29 AM	12/15/2005 2:00:26 PM	Keyed	akuser	
12/15/2005 9:18:29 AM		Pending	akuser	

Buttons: Clear Save Return (Save is circled in red)

When the page refreshes this time, the **Status** of the **Amendment** will change to **Complete** and the onscreen controls will be disabled for this amendment.

7139 2005001356 :Automated Testing O'Data NOV-28-2005 Amendment Exists

Amendment Processing History

Date Received: DEC-15-2005

Returned as undeliverable: Amendment Status: Complete

Date Returned: Date Completed:

Action:

Comment:

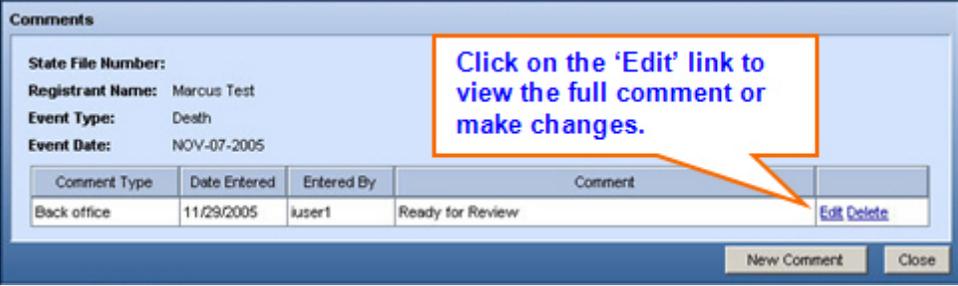
Start Date	End Date	Status	User	Comment
12/15/2005 2:01:16 PM		Complete	akuser	
12/15/2005 2:01:16 PM		Complete	akuser	
12/15/2005 2:00:26 PM	12/15/2005 2:01:16 PM	Pending	akuser	Enter applicable co...
12/15/2005 9:18:29 AM	12/15/2005 2:00:26 PM	Keyed	akuser	

Buttons: Clear Save Return (Save is circled in red)

Comments

During the process of preparing and finalizing a death record it is sometimes necessary to store comments or remarks about the case. These comments can serve as reminders or as instructions to others who will work on the case.

Click on **Comments** in the **Other Links** sub-menu. The **Comments** window will pop-up on top of the currently displayed page.



The screenshot shows a window titled "Comments" with the following details:

- State File Number:
- Registrant Name: Marcus Test
- Event Type: Death
- Event Date: NOV-07-2005

Comment Type	Date Entered	Entered By	Comment	
Back office	11/29/2005	luser1	Ready for Review	Edit Delete

Buttons: [New Comment](#) [Close](#)

A callout box points to the "Edit Delete" link with the text: "Click on the 'Edit' link to view the full comment or make changes."

In this case, we were on the main Decedent page when we clicked the Comments link. The Decedent page can be seen behind the Comments window.

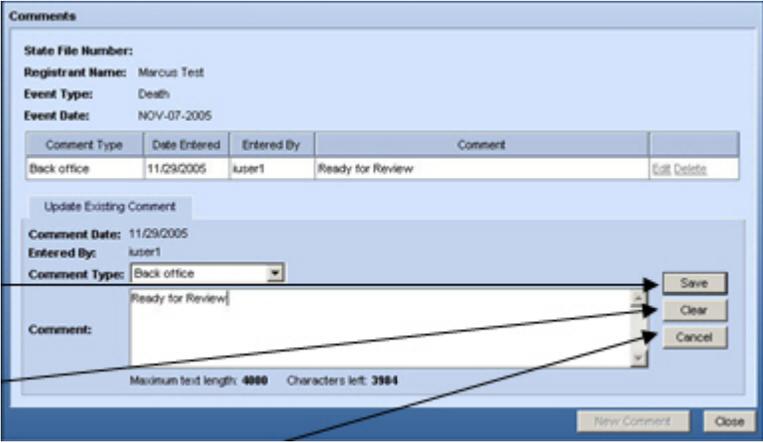
Clicking on the **Edit** link will open the **Update Existing Comment** tab for you to view and, if necessary, edit the comment.

If you do edit the Comment, click on the **Save** button to save your changes.

To clear and re-enter the comments, click **Clear**.

To exit without saving changes, click **Cancel**.

Click the **Delete** link to remove the comment from the system.



The screenshot shows the "Comments" window with the "Update Existing Comment" tab selected. The details are the same as in the previous screenshot. Below the table, the "Update Existing Comment" section includes:

- Comment Date: 11/29/2005
- Entered By: luser1
- Comment Type: Back office (dropdown menu)
- Comment: Ready for Review (text area)

Buttons: [Save](#), [Clear](#), [Cancel](#)

Maximum text length: 4000 Characters left: 3984

Buttons: [New Comment](#) [Close](#)

To add a new comment, click on the **New Comment** button located at the bottom of the **Comments** window.

The screenshot shows a window titled "Comments" with the following details:

- State File Number:
- Registrant Name: Marcus Test
- Event Type: Death
- Event Date: NOV-07-2005

Comment Type	Date Entered	Entered By	Comment	
Back office	11/29/2005	luser1	Ready for Review	Edit Delete

At the bottom right, there is a "New Comment" button circled in red and a "Close" button.

The **Enter New Comment** tab will open allowing you to enter your new comment. As before, click on **Save** to save your comment, **Clear** to clear the text box and start over or **Cancel** to close the tab without saving.

Select a **Comment Type** from the drop-down arrow, then enter a comment.

The "Enter New Comment" tab is shown with a "Comment Type" dropdown menu. The menu is open, showing the following options:

- confidential medical
- late reason
- Registration

Note: comments are limited to 4000 characters. Fortunately, **DAVE™** keeps track of how many characters you've used and displays that information for you.

The "Enter New Comment" tab is shown with a text box containing the following text:

This is a new Comment. Notice that this comment is so long that you can only see a portion of it in the 'Comment' column above. You would need to click on the edit button in order to view the entire comment. However, clicking on edit does not require that you actually change the message. You can simply click the Cancel button to close the edit field without making any changes.

Maximum text length: **4000** Characters left: **3617**

Callouts:

- Total number of characters allowed.
- Total number of characters left.

Buttons: Save, Clear, Cancel

NOTE: The ability to Edit or Delete comments is determined by the individual user's security configuration. You may or may not be able to Edit or Delete existing comments.

Cremation Clearance

Note: The Cremation Clearance page is not used for the State of Oregon.

When cremation is to be used for final disposition, the **Cremation Clearance** page must be completed. However, there are two different ways to complete the Cremation Clearance page: as a funeral director or as a medical examiner.

Select **Cremation Clearance** from the **Death Registration Menu - Other Links** sub-menu. This form must be completed before final disposition will be authorized.

First, lets look at the steps necessary to complete the **Cremation Clearance** page from the perspective of a Funeral Home Director/User.

From the **Other Links** sub-menu, select **Cremation Clearance**. This page must be completed before final disposition will be authorized.

The screenshot shows a web browser window titled "84 :Meena Test SEP-27-2005" displaying the "Cremation Clearance" form. The form is divided into several sections:

- Authorizing Individual Name:** Includes fields for First and Last names, a dropdown for Relationship to Decedent, and an Other Specify field.
- Authorizing Individual Address:** Includes fields for Pre Directional, Street Name or PO Box, Rural Route, etc., Post Directional, Street Designator, Apt #, Suite #, etc., City or Town, State, Country (pre-filled with United States), and Zip Code.
- Office Name:** A text field containing "Office of the State Medical Examiner".
- Cremation Clearance Status:** A dropdown menu set to "Requested" and an ME Case Number field.
- Cremation Clearance Authorized By:** Fields for First, Middle, and Last names.
- Cremation Reject Reason:** A large text area for input.

A callout box with an orange border and blue text points to the "Pre Directional" and "Post Directional" dropdown menus, stating: "These controls are not available to Funeral Directors." A red bracket is also visible under the "Cremation Clearance Authorized By" section.

At the bottom right of the form are buttons for "Clear", "Save", and "Return".

The **Authorizing Individual Name** should be the family member or person who requested cremation. In addition to filling in the authorizing individual's name, a selection must be made from the Relationship to Decedent dropdown list.

Authorizing Individual Name

First Last

Relationship to Decedent Other Specify

Authorizing Individual Address

Street Number Pre Directional

City or Town

Phone Number

Rural Route, etc. Directional Designator Suite #, etc.

Country Zip Code

Relationship to Decedent

Enter death registration authorizing party relation cd id

executrix
Spouse
executor
Nephew
Legal Representative
Grandfather
Daughter
great grandfather
Grandson
great grandparent

Complete the **Authorizing Individual Address** tab by filling in all the applicable address text boxes. If the street address has a **Pre-Directional** indicator, i.e. *East 42nd St.* then indicate that by selecting **E** from the **Pre-Directional** dropdown list. Do NOT type the **Pre-Directional** indicator in the **Street Name** text box.

If the street address has a **Post-Directional** indicator, i.e. *East 42nd St. SW*, then indicate that selecting **SW** from the **Post-Directional** dropdown list. Do NOT type the **Post-Directional** indicator in the **Street Name** text box.

Make a selection from the **Cremation Clearance Status** dropdown list. For Funeral Home users, there is only one option available in the **Cremation Clearance Status** dropdown list: **Requested**.

Cremation Clearance Status

Cremation Clearance Authorized by

First Middle

Cremation Reject Reason

NOTE: The remaining fields on this page: ME Case Number, Cremation Clearance Authorized by, and Cremation Reject Reason can only be completed by a Medical Examiner.

Select the **Clear** button to clear your entries and start over, **Save** to save changes and return to the **Main Menu** or **Return** to return to the **Main Menu** without saving changes.

Now, let's look at the steps necessary to complete the **Cremation Clearance** page from the perspective of a Medical Examiner/User.

From the **Other Links** sub-menu, select **Cremation Clearance**. This page must be completed before final disposition will be authorized.

The **Authorizing Individual Name** will be system filled. The controls on this tab are not accessible by Medical Examiner users.

The **Authorizing Individual Address** tab will also be system filled. The controls on this tab are not accessible by Medical Examiner users.

Make a selection from the **Cremation Clearance Status** dropdown list.

If one has been assigned, enter the **ME Case Number**.

Cremation Clearance Authorized By will be system filled with the name of the official authorizing the cremation.

If the cremation cannot be authorized, explain why in the **Cremation Reject Reason** text box control.

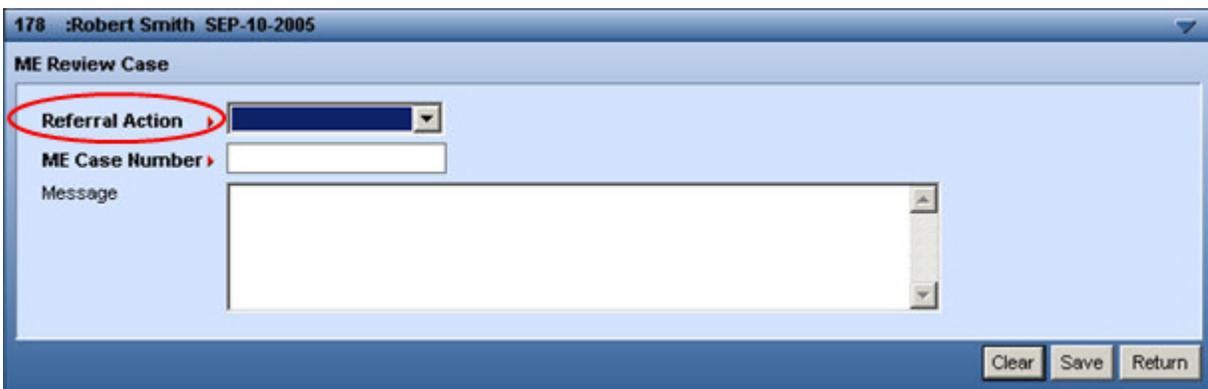
Select the **Clear** button to clear your entries and start over, **Save** to save changes and return to the **Main Menu** or **Return** to return to the **Main Menu** without saving changes.

ME Review Case

ME Review Case page to accept, decline, pend, or take ownership of a record.

The **ME Review Case** page provides the ability for a medical examiner or coroner to accept a referral, decline a referral, take control of a case or to set the referral action to pending.

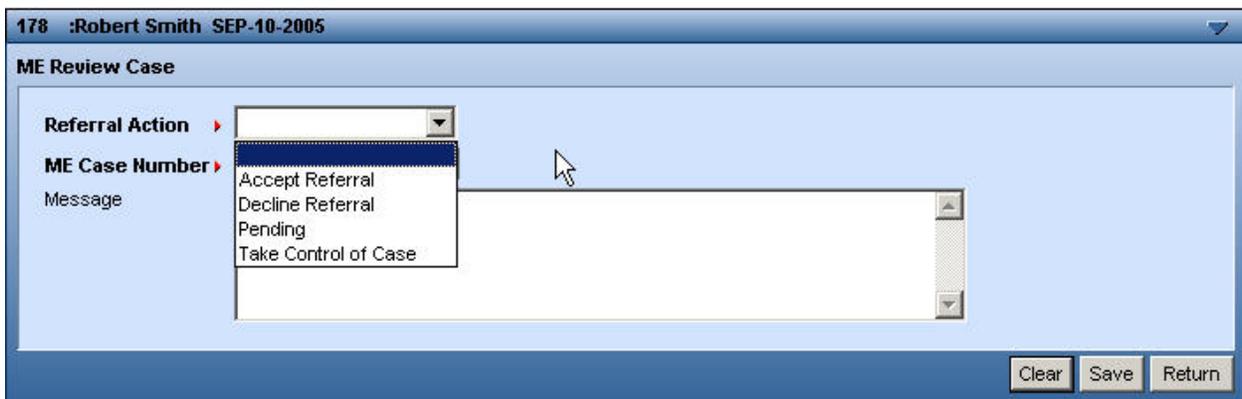
From the **Death Registration Menu**, select **Other Links -> ME Review Case**. Notice that both **Referral Action** and **ME Case Number** are marked with red arrows (▶) indicating that these are mandatory fields.



The screenshot shows a web browser window titled "178 :Robert Smith SEP-10-2005". The main content area is titled "ME Review Case". It contains three input fields: "Referral Action" (a dropdown menu), "ME Case Number" (a text box), and "Message" (a large text area). The "Referral Action" and "ME Case Number" labels are followed by a right-pointing arrow (▶). The "Referral Action" field and its label are circled in red. At the bottom right of the form are three buttons: "Clear", "Save", and "Return".

Note: Access to the ME Review Case page is restricted based on user security privileges. You may or may not be able to access this page.

Make a selection from the **Referral Action** dropdown list:



The screenshot shows the same "ME Review Case" form as above, but with the "Referral Action" dropdown menu open. The dropdown list contains four options: "Accept Referral", "Decline Referral", "Pending", and "Take Control of Case". A mouse cursor is pointing at the "Decline Referral" option. The "ME Case Number" and "Message" fields are empty. The "Clear", "Save", and "Return" buttons are visible at the bottom right.

About Referral Actions:

- a. **Accept Referral** is used for cases referred to ME that can occur at any point in the registration process including after filing.
- b. **Decline** is used to deny taking ownership or control of a record.
- c. **Pending** is used to handle those cases where the ME determines that additional discussion is needed with the physician before making a determination on the case or when the cause of death is inadequate or incomplete.
- d. **Take Control of Case** is used when the ME/Coroner is not the medical owner of the case, however, he/she determines that the case falls under ME jurisdiction. Once the ME/Coroner user accepts or takes control of a case then he/she is responsible for completing and certifying the medical information.

Note that once a selection has been made from the **Referral Action** dropdown list, a system message is automatically entered into the **Message** box. This message can be used as is, edited, or deleted entirely.

178 :Robert Smith SEP-10-2005

ME Review Case

Referral Action ▶ Accept Referral

ME Case Number ▶

Message

Case Id: 178 - Robert Smith, Date of Death: Sep-10-2005 has been reviewed.
This referral action for this case was: Accept Referral.

Clear Save Return

As noted above, **ME Case Number** is marked by a red arrow (▶), and is a mandatory field. Enter the appropriate case number and select **Clear** to clear all entries and start over, **Save** to save your changes and take the referral action selected, or **Return** to return to the **Death Registration Menu** without saving your changes.

178 :Robert Smith SEP-10-2005

ME Review Case

Referral Action ▶ Accept Referral ▼

ME Case Number ▶ 12345

Message

Case Id: 178 - Robert Smith, Date of Death: Sep-10-2005 has been reviewed.
This referral action for this case was: Accept Referral.

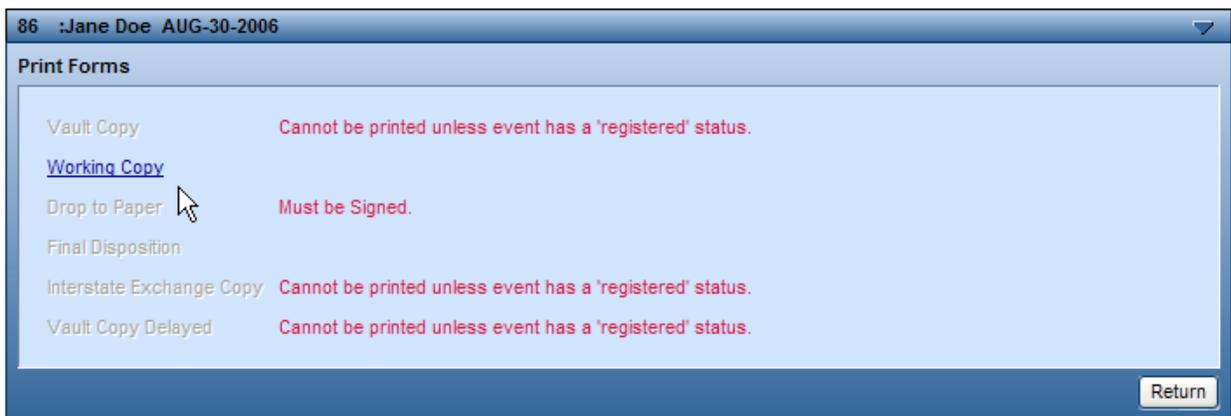
Clear Save Return

Print Forms

The DAVE™ system includes a fully functional print engine that you can use to send working copies or permanent, vault copies of completed death certificates to your locally installed printed.

To print available forms from within the DAVE application, select **Death Registration Menu -> Other Links -> Print Forms**.

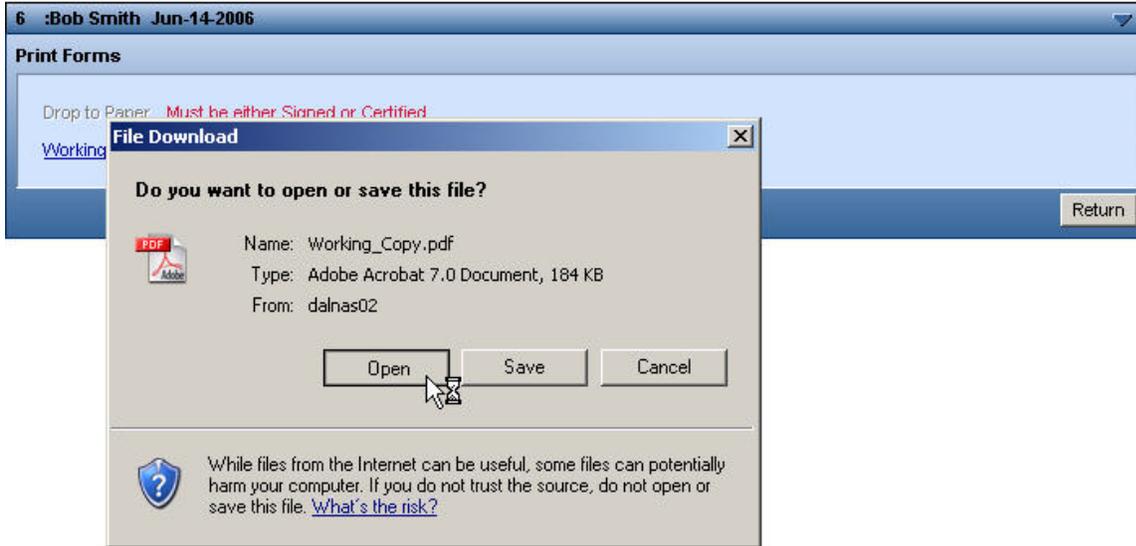
Note: Access to the Print Forms link is based on user security configuration. Also, available forms will vary according to user and user-type.



The **Print Forms** window displays forms available for printing as underlined links. Click on any available link to proceed.

DAVE™ User's Guide – Life Events: Death

Selecting any printable form will launch the MS Windows **File Download** dialog. Select **Open** to download and view the form in Adobe Acrobat “.pdf” format.



With the form open, use the Adobe Acrobat print function to send the form to a locally installed printer.

4242342
I.D. TAG NO.

OREGON DEPARTMENT OF HUMAN SERVICES
CENTER FOR HEALTH STATISTICS
CERTIFICATE OF DEATH

STATE FILE NUMBER

TO BE COMPLETED BY FUNERAL FACILITY	1. Legal Name Sarah Smith				2. Death Date August 01, 2006	
	3. Sex Female	4. Age 34 years	5. Social Security Number 274-83-7487		6. County of Death	
	7. Birthdate January 05, 1972		8. Birthplace Addair Village, Oregon		9. Decedent's Education Master's degree	
	10. Was Decedent of Hispanic Origin? No		11. Decedent's Race(s) Black or African American		12. Was Decedent Ever in U.S. Armed Forces? No	
	13. Residence: Number and Street 1234 N McNeil NE Drive			14. City/Town Salem		
	15. Residence County Marion		16. State or Foreign Country Oregon		17. Zip Code + 4 97314	
	18. Inside City Limits? Yes		19. Marital Status at Time of Death Unknown			
	20. Spouse's Name Prior to First Marriage				21. Usual Occupation Engineer	
	22. Kind of Business/Industry Aerospace				23. Father's Name Smith	
	24. Mother's Name Prior to First Marriage Jones				25. Informant's Name Mary Johnson	
	26. Telephone Number Not Available		27. Relationship to Decedent Cousin		28. Mailing Address 6789 N Hines N Road Austin, TX 78729	
	29. Place of Death		30. Facility Name			
	31. Location of Death		32. City/Town or Location of Death		33. State	
	34. Zip Code + 4		35. Method of Disposition			
	36. Place of Disposition		37. Location			
38. Name and Complete Address of Funeral Facility						
39. Date of Disposition TBD		40. Funeral Director's Signature			41. OR License Number	
42. Registrar's Signature		43. Date Received		44. Local File Number		
45. Amendment						

Vault Copy

Vault copies can only be printed when the death has been successfully registered. Vault copies are the permanent record of the death registration.

Note: The ability to print Vault Copies is based on user security privileges and the status of the registration itself. Typically, only state staff will be printing Vault Copies.

Select **Death Registration Menu** -> **Other Links** -> **Print Forms**.

Locate the underlined **Vault Copy** link (if underlined and available to print).



Clicking on any form link will open the **File Download** dialog box and launch the document for printing.



Select 'Open' to display and print the document.

Once the document displays, you can use the Adobe application to print the certificate.

Number Paper Document

The purpose of the **Number Paper Document** process is to number a paper death certificate for a registration that was not initiated in the **DAVE™** system. The number paper document feature provides the ability to print a system assigned State File Number (SFN), file date and other jurisdictionally determined information on a paper death certificate.

Typically, the **Number Paper Document** process begins when a funeral director enters the state registration office and presents a completed death certificate that he has completed on his own, without using the **DAVE™** application.

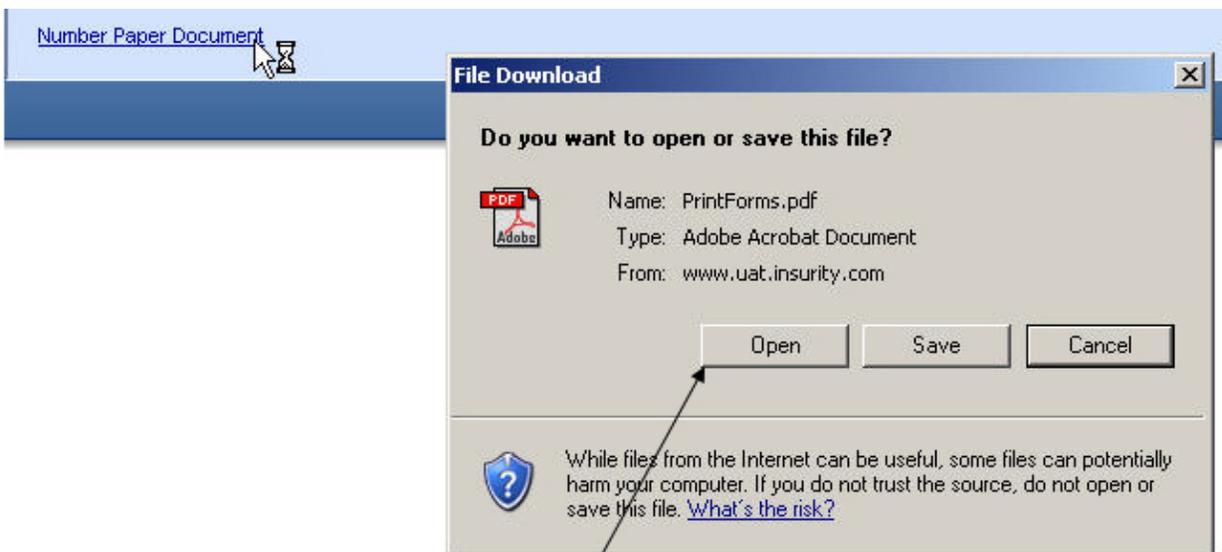
Upon receipt of the death certificate, the registration clerk will use the **Start/Edit New Case** feature to perform a search to determine if the case has been entered into the **DAVE™** application. This is done to prevent the entry of duplicate records.

If no matching records are found then the clerk will click the **Start New Case** button.

From the **Decedent** page the user will select **Other Links -> Print Forms**.

Select **Number Paper Document** from the **Print Forms** window. Upon selection of the **Print Forms** link, the next sequential file number will be system assigned and the file date will be updated with the current date.

Select **Open** from the **File Download** dialog box.



When the .pdf file opens you will see the following message:

PLACE THE DEATH CERTIFICATE INTO THE
PRINTER AND PRINT THIS FORM.

(THESE INSTRUCTIONS WILL NOT PRINT)

Insert the numbered security paper into your printer as instructed and print the form as usual. The onscreen instructions shown above will not print, just the SFN, file date and any other jurisdictionally determined information.

Drop to Paper

The [Drop to Paper](#) link is used to print a paper death certificate for a registration for a case that was started in the [DAVE™](#) system, but which will have to be completed manually.

[DAVE™](#) uses the [Drop to Paper](#) link to provide the ability for authorized users to print a death certificate when either the personal information or the medical certification has been authenticated and it is known that the other information will be completed manually.

For example, if the user is a Funeral Director and the record has a Signed status, or, if the user is a Medical Certifier and the record has a status of Pronounced and Certified, then the [Drop to Paper](#) link will be enabled. However, drop to paper should only be used if the certification process is to be completed outside of the [DAVE™](#) application.

Once a certificate is 'dropped to paper', previously authenticated signatures are printed along with all filled-in data. The paper document is then considered the official source of the death certificate information. At this point, [DAVE™](#) locks all "authenticated" information from further update in order to ensure the paper document matches the electronic record. Authorized users, such as state users still have the ability to update 'locked' items once the paper document is filed.

To access the [Drop to Paper](#) link, select [Death Registration Menu -> Other Links -> Print Forms](#).

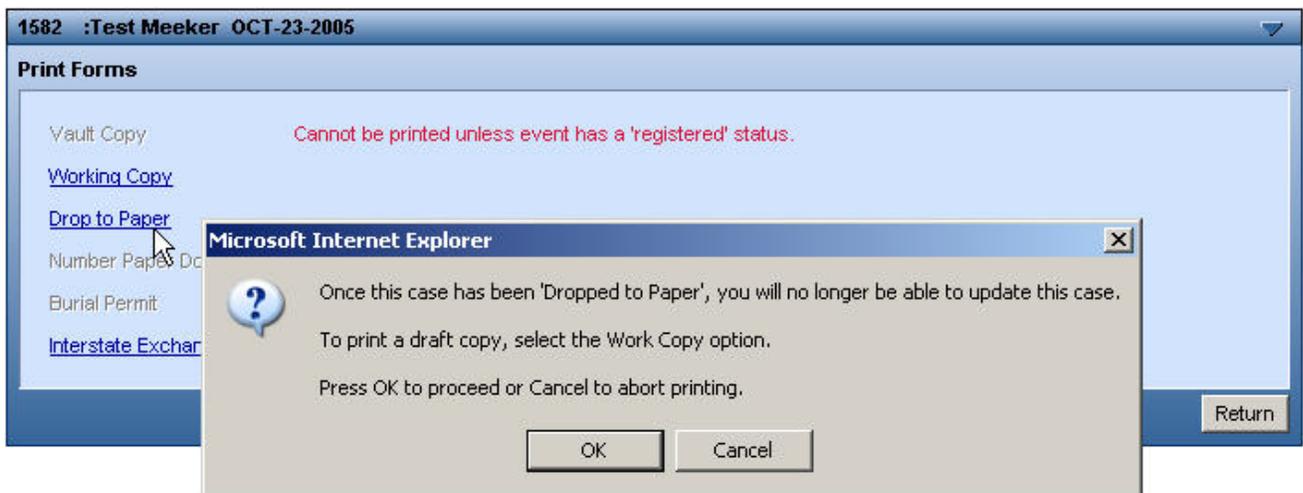


NOTE: Access to the Drop To Paper link is limited by both user security configuration AND the status of the record in question. Even with the proper security profile, you may or may not have access to the Drop to Paper link.

From the **Print Forms** page, locate and click on the **Drop to Paper** link:

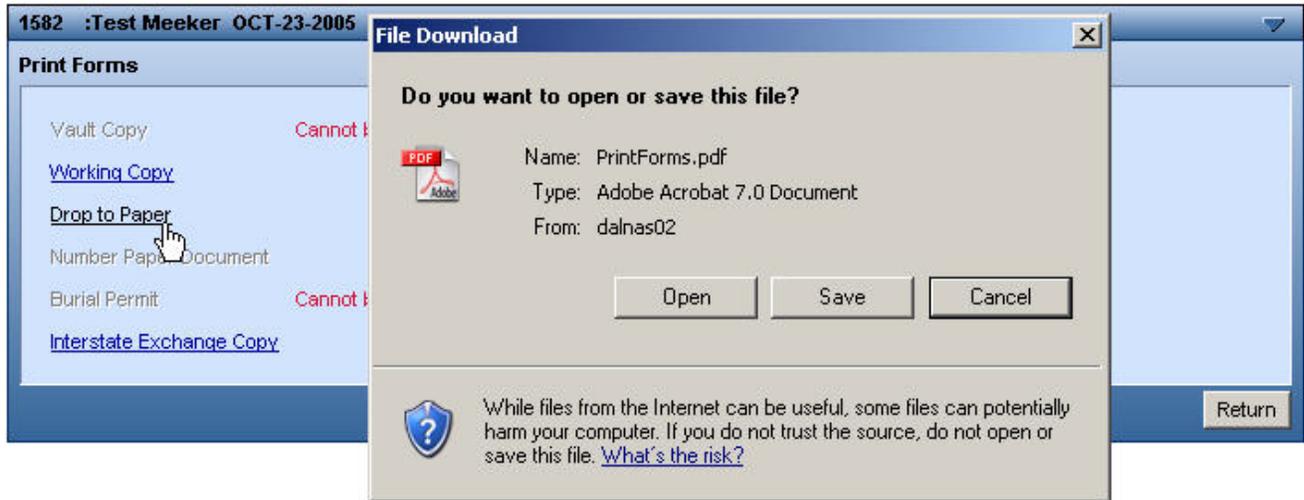


Remember, once a record has been dropped to paper, **DAVE™** locks all “authenticated” information from further update in order to ensure the paper document matches the electronic record. The system will produce a warning to that effect. Select **OK** to proceed.



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Selecting **OK** above will launch the **File Download** page shown below. Select **Open** to launch the Adobe Acrobat application to view and print the certificate.



Once the document displays, you can use the Adobe application to print the certificate.

OREGON DEPARTMENT OF HUMAN SERVICES CENTER FOR HEALTH STATISTICS CERTIFICATE OF DEATH			
23 I.D. TAG NO.			STATE FILE NUMBER
1. Legal Name First: Stephen Middle: Last: One Suffix:		2. Death Date August 07, 2006	
3. Sex Male	4. Age 125 years	5. Social Security Number 888-88-8888	6. County of Death Multnomah
7. Birthdate December 19, 1880	8. Birthplace Houston, Texas		9. Decedent's Education Doctorate degree
10. Was Decedent of Hispanic Origin? No		11. Decedent's Race(s) White	12. Was Decedent Ever in U.S. Armed Forces? No
13. Residence: Number and Street 5 Fifth		14. City/Town Houston	
15. Residence County Harris	16. State or Foreign Country Texas	17. Zip Code + 4 55555	18. Inside City Limits? No
19. Marital Status at Time of Death Never married		20. Spouse's Name Prior to First Marriage	
21. Usual Occupation Nothing		22. Kind of Business/Industry Nothing	
23. Father's Name Father Father		24. Mother's Name Prior to First Marriage Mother Mother	
25. Informant's Name Sister Sister	26. Telephone Number Not Available	27. Relationship to Decedent Sister	28. Mailing Address 5 Fifth Houston, TX 55555
29. Place of Death Hospital-Inpatient		30. Facility Name Adventist Medical Center	
31. Location of Death 10123 SE Market		32. City/Town or Location of Death Portland	33. State Oregon
		34. Zip Code + 4 97216	
35. Method of Disposition Burial		36. Place of Disposition A Funeral Home, Cemetery, and Crematory Test	
37. Location Portland, Oregon			
38. Name and Complete Address of Funeral Facility Aasum-Dufour Funeral Home 805 Ellsworth SW St Albany, Oregon 97321			
39. Date of Disposition August 07, 2006	40. Funeral Director's Signature Funeral Director		41. OR License Number FD-5645
42. Registrar's Signature		43. Date Received	44. Local File Number

Certificates can only be dropped to paper once. Afterwards, the link is disabled.



Relinquish Case

Once a Physician, Medical Examiner or Funeral Home Director has taken “ownership” of a record no other user will be allowed “write access” to the record. That is, only that physician, medical examiner, or funeral home director can make changes to the record.

The **Relinquish Case** link allows a user to relinquish control of the record so that a different user can login and make changes.

From the **Death Registration** Menu select **Other Links, Relinquish Case**.

From the **Relinquish Case –Web Page Dialog**, select **OK** to relinquish control or **Cancel** to retain ownership of the record.



To regain control of the record, access it from the **Life Events -> Death -> Search** link. A dialog will pop up asking the user if they want to take ownership of the record.

Validate Registration

The **Validate Registration** page does not have any controls such as click buttons or text entry boxes. This page serves as a Final Review of the Death Registration and is intended to show the user any outstanding issues such as missing or invalid data.

Clicking on the **Validate Registration** link on the **Other Links** sub-menu causes the **DAVE™** application to internally review every page of information that has been submitted. When the review is finished, the page will refresh with a display of all the errors that were found. (see below)

From the **Death Registration Menu**, select **Other Links -> Validate Registration**.

As you can see, **DAVE™** found many errors with this particular registration.

Validation Results		Save Overrides	
Error Message	Override	Goto Field	Popup
DR_0061: Age cannot be left blank. Enter Age at time of Death in Years, Months, Days, Hours, or Minutes. All items cannot be blank.	<input type="checkbox"/>	fix	fix
DR_0062: Decedent Age is invalid Enter a valid age in hours and minutes. If the date of death is the same as the date of birth then age in hours and/or minutes cannot both be blank.	<input type="checkbox"/>	fix	fix
DR_0075: Birthplace city cannot be left blank. Enter the decedent's city of birth. If unknown, enter "unknown."	<input type="checkbox"/>	fix	fix
DR_0079: Decedent in Armed Forces cannot be left blank. Decedent in Armed Forces must be "Yes", "No", or "Unknown".	<input type="checkbox"/>	fix	fix
DR_0840: Marital Status cannot be left blank. Enter a valid value for Decedent's Marital Status.	<input type="checkbox"/>	fix	fix
DR_0870: Father's last name is invalid. Enter a valid last name for the Father. The Father's last name cannot be blank. If unknown, enter "Unknown".	<input type="checkbox"/>	fix	fix
DR_0886: Mother's last name prior to first marriage is invalid. Enter a valid maiden last name for the Mother. The Mother's last name prior to first marriage cannot be blank. If unknown, enter "Unknown".	<input type="checkbox"/>	fix	fix
DR_1006: Informant's last name is invalid. Enter a valid last name for the Informant. The Informant's last name cannot be blank.	<input type="checkbox"/>	fix	fix
DR_1017: Informant Relationship cannot be left blank. Enter the relationship of the informant supplying the personal information to the decedent.	<input type="checkbox"/>	fix	fix
DR_1019: Informant's city cannot be left blank. Enter the informant's city.	<input type="checkbox"/>	fix	fix
DR_1024: Informant's address street name cannot be left blank A valid street name for the informant's address is required. Enter the street name of the informant's address. Do not record a rural route number or PO Box number. If the name is unknown, enter 'unknown'.	<input type="checkbox"/>	fix	fix
DR_1025: Informant's address street number cannot be left blank. A valid street number for the Informant's address is required. Enter the building number assigned to the informant's address. Do not record a rural route number or PO Box number. If the number is unknown, enter 'unknown'.	<input type="checkbox"/>	fix	fix
DR_1026: Informant Residential ZIP code cannot be left blank. Enter a valid ZIP code for the Informant Residential Address.	<input type="checkbox"/>	fix	fix
DR_1030: Relationship of person authorizing disposition cannot be left blank Enter a valid value for authorizing relationship. Select from the dropdown list the relationship of the person	<input type="checkbox"/>	fix	fix

More than just a listing of edit failures, the Validate Registration page also enables you to find the listed errors and correct them. There are two different ways to locate and correct errors:

Notice in the figure below the two columns to the far right of the error grid entitled **Goto Field** and **Popup**. Inside of each cell is the **fix** icon ().

Error Message	Override	Goto Field	Popup
DR_0061: Age cannot be left blank. Enter Age at time of Death in Years, Months, Days, Hours, or Minutes. All items cannot be blank.	<input type="checkbox"/>	fix	fix

Clicking on the **fix** icon within any error messages **Goto Field** column will close the Validate Registration page and open the page that contains the actual error.

The screenshot shows a web form titled "Decedent" for a person named Leah Test, dated AUG-26-2005. The form includes fields for legal name, gender, social security number, date of birth, and birth place. Several fields are highlighted in red to indicate errors: the "Date of Birth" field (containing "AUG-26-2005"), the "Age" field (with sub-fields for Years, Months, Days, Hours, and Minutes), and the "Decedent's Birth Place" section (with sub-fields for City or Town, State, and Country). A dropdown menu for "Ever in US Armed Forces?" is also highlighted in red. A callout box with an orange border and arrow points to the "fix" icon in the "Goto Field" column of the error message table below the form, stating: "Selecting the fix icon in the Goto Field column closed the Validate Registration page and opened the page containing the error. In this case, the Decedent page was opened."

Notice that the **Date of Birth** and **Age** entry text boxes are highlighted in red. Red indicates that these are 'hard' edit failures that must be corrected before registration can occur.

Notice also that the **Decedent's Birth Place** tab and the **Ever in US Armed Forces?** dropdown list are also highlighted in red. Using the **Goto Field** fix option enables the user to fix multiple errors one the same page at one time.

The other option for correcting errors is the **fix** icon in the **Popup** column.

Error Message	Override	Goto Field	Popup
DR_0061: Age cannot be left blank. Enter Age at time of Death in Years, Months, Days, Hours, or Minutes. All items cannot be blank.		fix	fix

Clicking on the **fix** icon in the **Popup** column will cause a window to pop onscreen allowing the user to correct that particular error.

Field	Popup
	fix

Clicking the **fix** icon in the **Popup** column closed the **Validate Registration** page and opened this popup window containing only the error(s) to be corrected.

Notice that the only error that can be corrected using the **Popup** option is the specific error listed in that single row of the **Validate Registration** error control. This feature is useful if there are only one or two errors to correct.

If there are multiple errors to correct then it is best to use the **Goto Field** option as that will display an entire page and all of its related errors at once.

Once all listed errors have been corrected, click on the **Validate Registration** link once again to verify that no errors remain.

Which Correction Option is Best?

Use the **Goto Field** option when you have multiple errors to correct. **Goto Field** displays entire pages at a time enabling you to fix many errors at once.

Use the **Popup** option when there are only one or two errors to correct.

Queues

As death registration cases work their way through the DAVE™ system, they will pass from one work queue to another. **Queues** are categories or status levels associated with death records.

Work Queues - Overview

From the **Main Menu**, select **Queues**. This will bring up a listing of all the available work queues containing cases. **Queues** contain registrations, orders, or amendments having a work queue status. If a queue does not contain any cases it will not be displayed in the list. Additionally, if a user does not have security access to a specific queue it will not appear in the list.

The default sort order is by **Queue Name**. However, the column headers summary tables are all underlined links. Clicking on any of these links will re-order the table based on that column's content.

Select any of the column headers to re-sort the Work Queue Summary.

<u>Queue Name</u>	<u>Count</u>	<u>Age of Oldest in Days</u>
FIPS Coding Required	34	36
GIS Coding Required	61	36
ICD Coding Required	61	36
Medical Certification Requested	7	32
Medical Pending	15	33
Personal Pending	28	36
Potential Duplicate	26	36
Registration Approval Required	1	29
Signature Required	2	29
Temp Registration Work Queue 2	1	12
		Total Queues : 10

Count indicates how many cases are in the queue. **Age of Oldest in Days** indicates the age of the oldest case in the queue.

Click on any **Queue Name** to view a list of the death cases currently in that queue. In the example shown here there are 2 cases in the **Registration Approval Required** queue.

DAVE™ User's Guide – Queues

Registration Approval Required	1	29
Signature Required	2	29
Temp Registration Work Queue 2	1	12
		Total Queues : 10

Click on the **Registrant** name link to display that record for review or editing.

Search by Registration Work Queue

Queue: [Registration Approval Required](#) Search Type: Value:

Display 20 rows per page [Show All Rows](#) [Search](#) [Clear](#)

All	Case Id	Event Type	File Number	Registrant	Date of Event	Data Provider
<input type="checkbox"/>	49	Death		One, Stephen	AUG-07-2006	Aasum-Dufour Funeral Home

Total records : 1

Actions

[Assign To Another Queue](#) [Remove From Queue](#) [Comments](#) [Register Event](#) [Abandon Case](#) [Return](#)

Add

[Correspondence](#) [Print Queue List](#)

Now, lets examine how to search for cases based on their queue status.

From the **Main Menu** select **Queues -> Registration Work Queues**. This will open the **Search by Work Queue** window.

NOTE: The actual work queues available will vary based on user type and user security setup.

Search by Registration Work Queue

Queue: Search Type: Value:

Display 20 rows per page. [Search](#) [Clear](#)

Select one of the available options from the **Queue**, or **Search Type** dropdown list or enter a value to search for in the **Value** text-entry box.

Search by Registration Work Queue

Queue: Search Type: Value:

Display 20

Potential Duplicate
Registration Approval Required
Signature Required
GIS Coding Required
Medical Certification Requested
FIPS Coding Required
Personal Pending
Temp Registration Work Queue 2
Medical Pending
ICD Coding Required

Search Clear

To narrow your search you can use all three or a combination of the three search parameters. However, you must always make a selection from the **Queue** dropdown list.

Search by Registration Work Queue

Queue: Search Type: Value:

Display 20 rows per page.

Search Clear

You must enter at least one of the above search parameters, but can also use any combination of the three.

Click the **Search** button to execute the search or the **Clear** button to clear your search parameters and start over.

Search by Registration Work Queue

Queue: Search Type: Value:

Display 20 rows per page.

Search Clear

Now, let's take a look at how to use the **Assign to Another Queue** functionality to move a death record from one work queue to another.

DAVE™ User's Guide – Queues

Sometimes, there may be many records in a single queue. In order to help evenly distribute the work load and more efficiently process records, cases can be moved into temporary work queues that are then assigned to specific personnel.

Search by Registration Work Queue

Queue: Search Type: Value:

Display rows per page.

All	Case Id	Event Type	File Number	Registrant	Date of Event	Data Provider
<input type="checkbox"/>	18	Death		Test, Marcus	SEP-27-2005	
<input type="checkbox"/>	36	Death		Test, Meena	SEP-28-2005	Frank E Campbell Funeral Chapel

Total records : 2

Actions
[Assign To Another Queue](#)
[Register Event](#)
[Abandon Case](#)

Add
[Correspondence](#)
[Comments](#)

Print
[Print Queue List](#)

If a death case needs to be moved from one queue to another, put a checkmark (☑) in the checkbox next to the case to be re-assigned and click the **Assign To Another Queue** link.

All	Case Id	Event Type	File Number	Registrant	Date of Event	Data Provider
<input type="checkbox"/>	18	Death		Test, Marcus	SEP-27-2005	
<input checked="" type="checkbox"/>	36	Death		Test, Meena	SEP-28-2005	Frank E Campbell Funeral Chapel

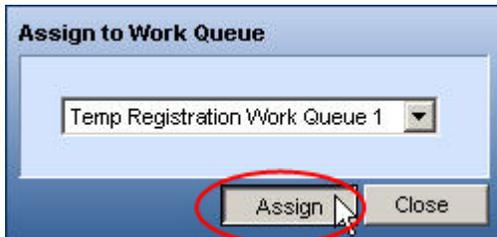
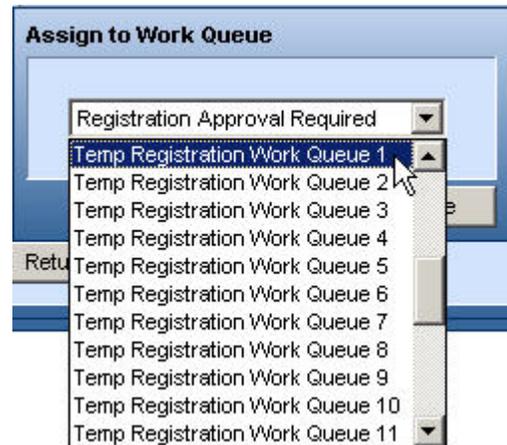
Total records : 2

Actions
[Assign To Another Queue](#)
[Register Event](#)
[Abandon Case](#)

Add
[Correspondence](#)
[Comments](#)

Print
[Print Queue List](#)

A dropdown list of the available queues will open.



Once the appropriate queue has been selected, click on the **Assign** button to move the case to the new queue. Again, this will vary based on user type and user security setup.

If the Assign button is grayed out then that case cannot be moved to the selected queue.

Abandon Case

Abandon Case is used by the registration office when it is determined that a record is an orphaned record; one that was started by a funeral home or medical certifier but never completed.

Additionally, the **Abandoned** status will be system assigned when it is determined that the jurisdictionally defined time limit has been exceeded for completion of cases.

To **Abandon** a case, put a checkmark in the checkbox next to the case to be abandoned.

Search by Registration Work Queue

Queue: Search Type: Value:

Display rows per page.

All	Case Id	Event Type	File Number	Registrant	Date of Event	Data Provider
<input type="checkbox"/>	18	Death		Test, Marcus	SEP-27-2005	
<input checked="" type="checkbox"/>	36	Death		Test, Meena	SEP-26-2005	Frank E Campbell Funeral Chapel

Total records : 2

Actions
[Assign To Another Queue](#)
[Register Event](#)
[Abandon Case](#)

Add
[Correspondence](#)
[Comments](#)

Print
[Print Queue List](#)

Select the **Abandon Case** link. Upon selection of the **Abandon Case** link and the redraw of the page, the record will become disabled. No further work may be performed on a case once it has been abandoned.

To access the various queues found within the **DAVE™** application, select **Queues** from the **Main Menu**. In the following sections, we will examine the three different types of **Work Queues: Registration, Order, Issuance, and Amendment**.

Registration Work Queues

Death registration cases in the **Registration Work Queues** represent records that are still missing certain pieces of information or that still require one or more layers of processing.

Sometimes these are cases that cannot be registered due to missing information. In many cases, though, a record can be missing some data or processing and still be registered. For example, a record that is still waiting on **FIPS coding** will be found in a **Registration Work Queue**, but can still be registered.

However, cases in the **Cause of Death Pending** queue cannot be registered until they have been moved from that queue.

Other registration work queues include:

- **Potential Duplicate**
- **Registration Approval Required**
- **Signature Required**
- **GIS Coding Required**
- **Medical Certification Requested**
- **FIPS Coding Requested**
- **Personal Pending**
- **Temp Registration Work Queues**
- **Medical Pending**
- **ICD Coding Requested**

To access the registration related queues, select **Queues -> Registration Work Queues** from the **Main Menu**. This will open the **Search by Registration Work Queue** page shown below.

The screenshot shows a web interface titled "Search by Registration Work Queue". It features a "Queue:" dropdown menu with a list of sub-queues: Potential Duplicate, Registration Approval Required, Signature Required, GIS Coding Required, Medical Certification Requested, FIPS Coding Required, Personal Pending, Temp Registration Work Queue 2, Medical Pending, and ICD Coding Required. To the right of the dropdown are fields for "Search Type:" and "Value:". Below the dropdown is a "Display" field with the value "20". At the bottom right are "Search" and "Clear" buttons.

Clicking on the **Queue:** dropdown lists will reveal a listing of all the various sub-queues that represent the **Registration Work Queue**. From here you can search from specific records within this queue.

Next, make a selection from the **Search Type:** dropdown list; either a search by state file number (**SFN**) or **Case Number**.

The screenshot shows the 'Search by Registration Work Queue' form. The 'Queue' dropdown is set to 'Cause of Death Pending'. The 'Search Type' dropdown is open, showing 'Case Number' and 'SFN' as options. The 'Value' field is empty. The 'Display' field is set to '20 rows per page'. 'Search' and 'Clear' buttons are visible.

Lastly, enter the numeric value corresponding to either the **Case Number** or **SFN** that you wish to search for and click the **Search** button.

The screenshot shows the search form with 'Case Number' selected in the 'Search Type' dropdown. The 'Value' field contains the number '128'. The 'Search' button is circled in red.

This search yields the following results:

The screenshot shows the search results table with one record. The 'All' column has a checkbox circled in red. The 'Registrant' column contains 'Smith, Bob', which is also circled in red. A callout box with an orange border contains the text: 'Clicking either of these links will open the death registration record for editing.' The table has columns for All, Case Id, Event Type, File Number, Registrant, Date of Event, and Data Provider. Below the table are 'Actions' (Assign To Another Queue, Abandon Case), 'Add' (Correspondence, Comments), and 'Print' (Print Queue List) links. The total records are 1.

All	Case Id	Event Type	File Number	Registrant	Date of Event	Data Provider
<input type="checkbox"/>	128	Death		Smith, Bob	SEP-10-2005	

Total records : 1

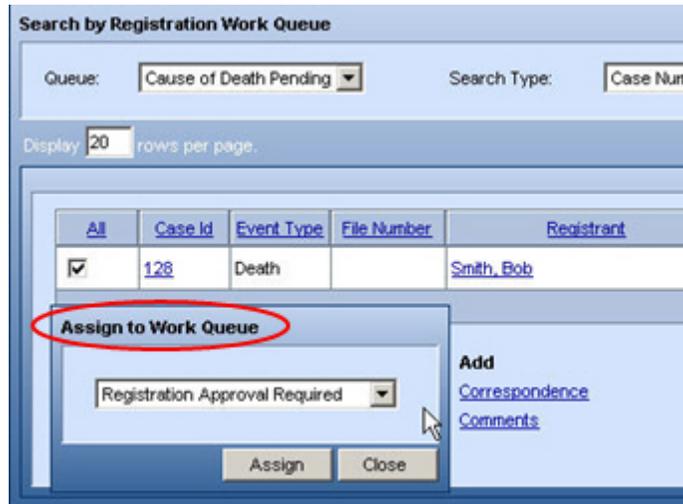
The user can now open the record by clicking on the **CaseID** number or the **Registrant** name. Additionally, the following functions can be performed by placing a checkmark in the checkbox under in the **All** column and clicking one of the links:

Note: It is possible to view all the records in a specific queue by making a selection from the Queue dropdown list and NOT making a selection from the Search Type and Value controls. If you do this then all records in that queue will be displayed. However, if any selection is made from the Search Type dropdown list then a corresponding entry must be made in the Value control or an error will be generated.

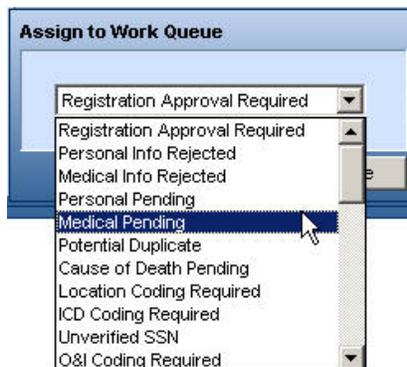
Actions – these links allow you to process actions against a record or case

Assign to Another Queue

Place a checkmark in the **All** column of the record to be accessed, then click on the **Assign to Another Queue** link. The **Assign to Work Queue** window will display on the page.



From the dropdown list, select the **Work Queue** that the record is to be moved to and click the **Assign** button. This will re-assign the record to a different queue.



Abandon Case

Occasionally, it may become necessary to abandon a record. Perhaps the case has been in the system too long without being completed or maybe the record is a duplicate of another record. If a case needs to be abandoned, the place a checkmark in the checkbox in the **All** column and click the **Abandon Case** button.

All	Case Id	Event Type	File Number	Registrant	Date of Event	Data Provider
<input type="checkbox"/>	128	Death		Smith, Bob	SEP-10-2005	

Total records : 1

Abandoning a case will disable the Case Id and Registrant links.

The page will refresh and the selection links under **Case ID** and **Registrant** become disabled.

Important Note: Once a case has been abandoned it cannot be edited or restored. Abandoning is permanent.

Add Correspondence

Occasionally, it is necessary for the State to correspond with its vital records partners or with vital records applicants. For example, most jurisdictions have Query Letters that they regularly send to Funeral Homes or Medical Offices requesting additional information that is needed in order to complete and certify a record.

Also, local offices often send letters to customers notifying them of a 'no record found' situation or simply to notify them that they are not eligible to receive a certified copy of a record. To facilitate the sending of these letters, the DAVE™ system include a **Correspondence** feature.

The **Correspondence** feature allows the state to build 'template' documents that contain standard wording and 'blanks' that can be filled in with customer or partner specific information. For example, the State may build a correspondence template explaining that an applicant is not eligible to receive a record. The main body of the letter will always be the same, but the applicant information will always be different. So the template is built containing the standard wording, but the recipient information is left blank. Using the **Correspondence** feature, the template is stored in the system and, when needed, is printed from a record with information specific to that record or applicant.

From the **Search by Registration Work Queue** page, locate and click the **Correspondence** link.

The **Correspondence** dialog will open and display a listing of correspondences that have been issued on this record.

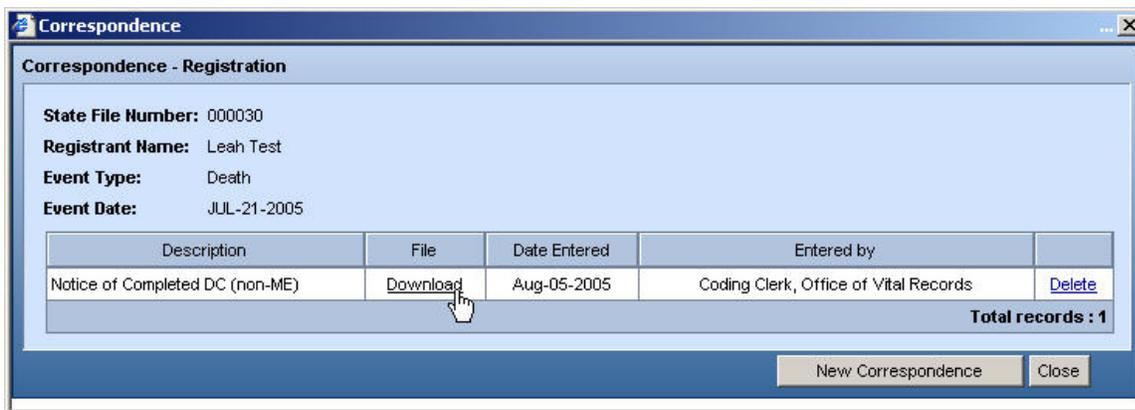


In the example above, no correspondences have yet been sent. To initiate a new correspondence, click the **New Correspondence** button.

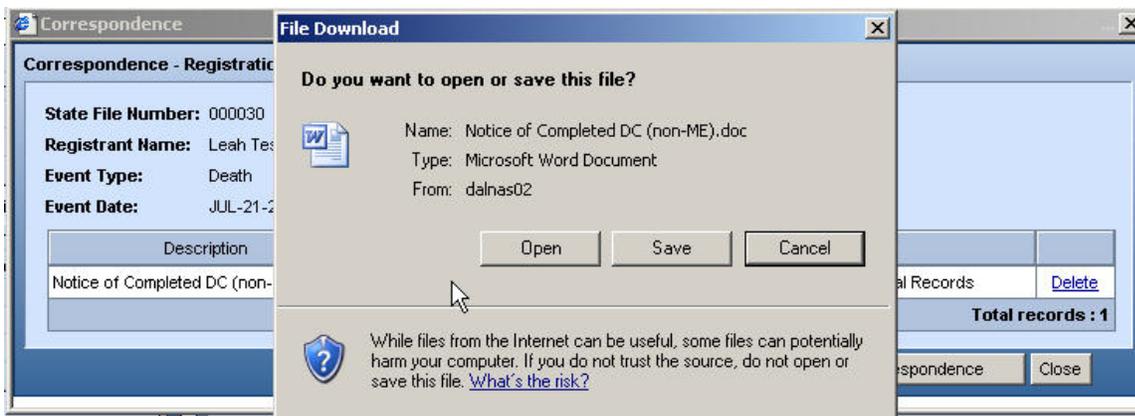
The **New Correspondence – Registration** dialog will open and display a list of the correspondence documents available in the system. Click the **Select** link to continue.



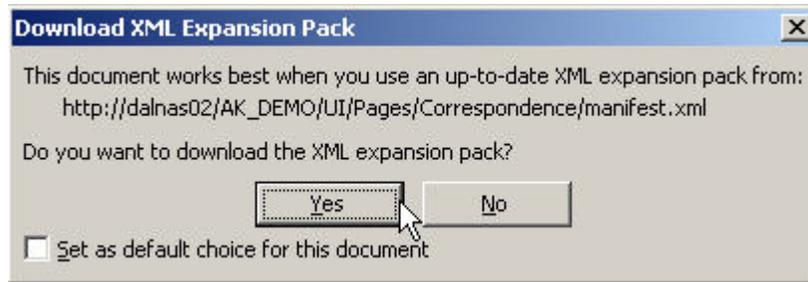
From the **File** column, select **Download** to download the available 'Notice of Completed DC (non-ME)' file.



This will bring up the **File Download** dialog. Select **Open** to continue.



The first time that a user accesses a correspondence letter, they will be prompted to download an XML expansion pack from the Insurity office in Richardson, TX. Select **Yes** to continue.



Selecting **Yes** above will launch the actual MSWord template and auto-fill the record specific data. The correspondence is now ready to be printed and mailed. The letter can also be saved to a hard disk for future use.

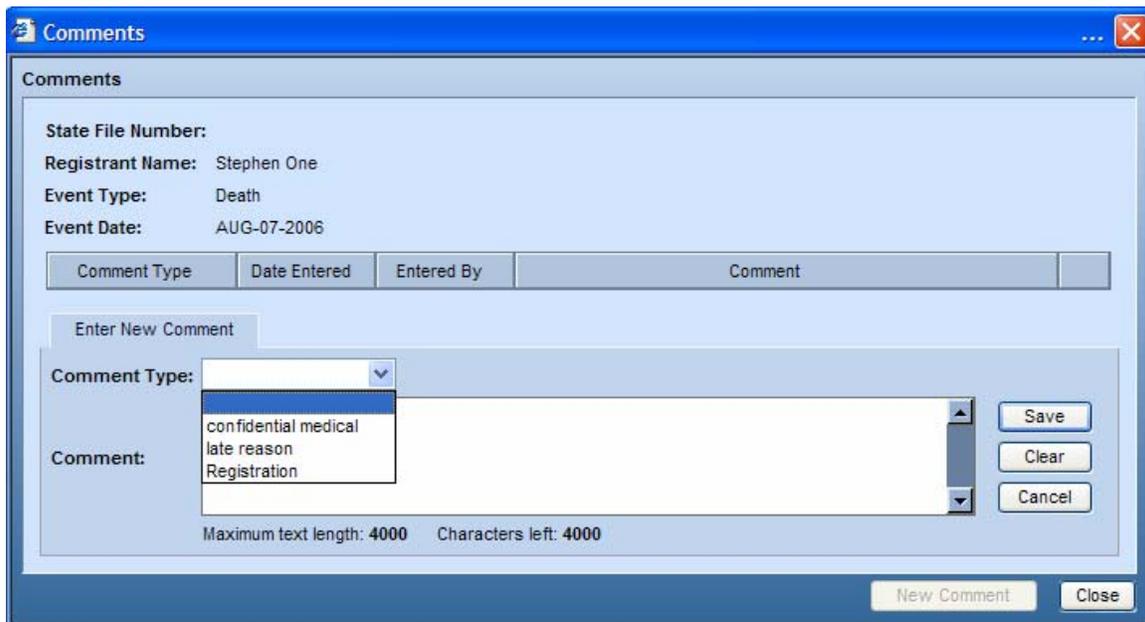
Comments

Comments are messages that you can associate with a particular record. These might be reminder notes to yourself concerning special conditions associated with the record or notes left behind so that other users will be aware of those special conditions.

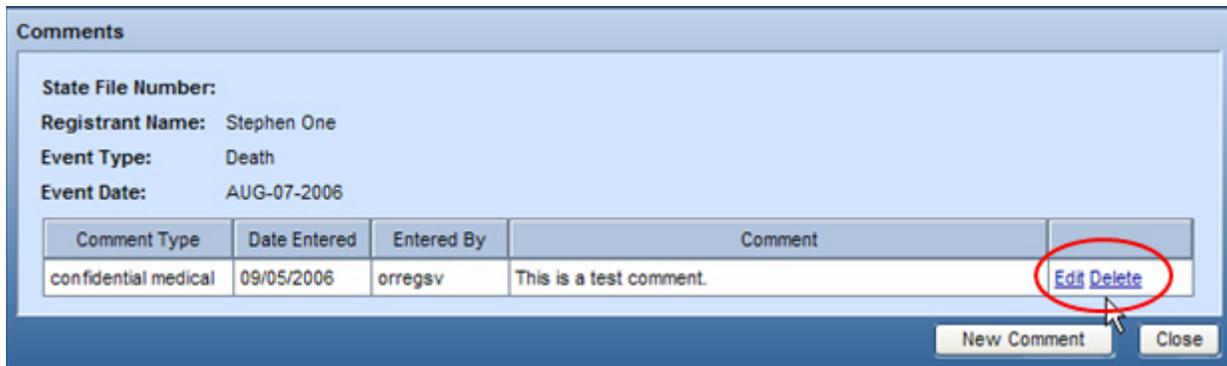
Selecting the **Comments** link will open the dialog shown below. Here you will see a listing of previously left comments. Select the **New Comment** link to leave a new comment.



First, select a comment type from the **Comment Type** dropdown list. Every comment must be associated with a **Comment Type**. For the sake of this example, we have selected **Confidential Medical** as our type. Tab over to the **Comment** text box and add your new comment. Comments can be up to 4000 characters in length. Keep in mind, though, that spaces count as characters.



Once you have added your comment, click the **Save** button to save your comment, **Clear** to empty the **Comment** text box and start over, or **Cancel** to close the **Comments** dialog without saving your comment.



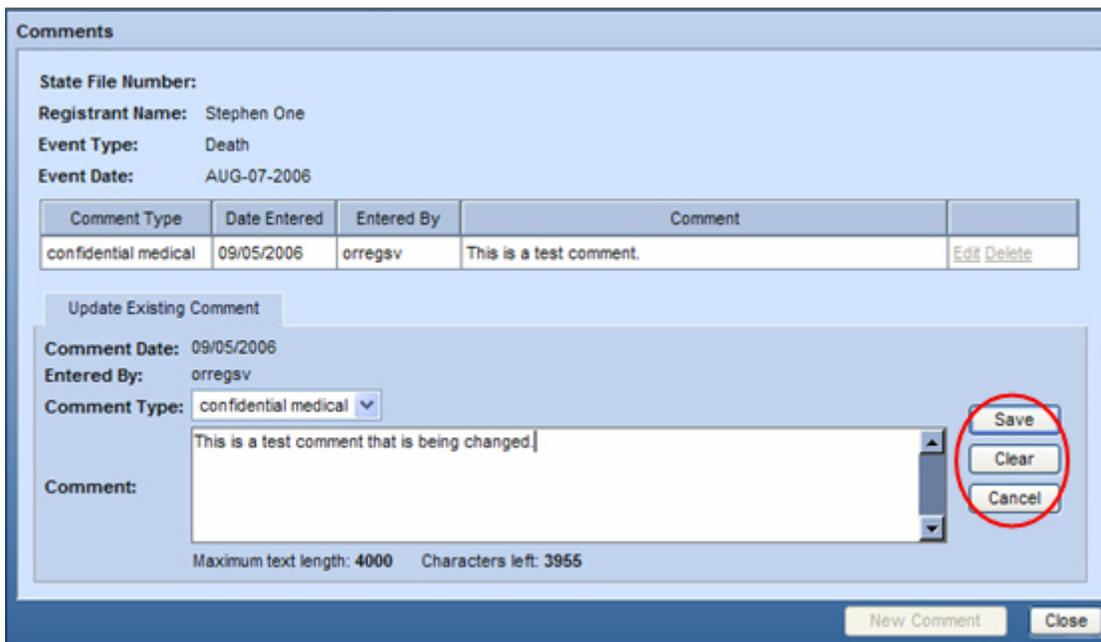
The screenshot shows a 'Comments' dialog box with the following details:

- State File Number:
- Registrant Name: Stephen One
- Event Type: Death
- Event Date: AUG-07-2006

Comment Type	Date Entered	Entered By	Comment	
confidential medical	09/05/2006	orregsv	This is a test comment.	Edit Delete

Buttons at the bottom: **New Comment**, **Close**. The **Edit Delete** links in the table are circled in red.

Once you have saved your message, it will appear in the **Comments** list. Notice that you can either **Edit** or **Delete** the link now. Click on the **Edit** or **Delete** link to change or remove the comment. By using these links, you can change the comment, add to it, or clear it out entirely.



The screenshot shows the 'Comments' dialog box in 'Update Existing Comment' mode. The table from the previous screenshot is visible at the top. Below it, the 'Update Existing Comment' section contains:

- Comment Date: 09/05/2006
- Entered By: orregsv
- Comment Type: confidential medical (dropdown)
- Comment: This is a test comment that is being changed. (text box)

Buttons at the bottom right: **Save**, **Clear**, **Cancel**. The **Save**, **Clear**, and **Cancel** buttons are circled in red. At the bottom of the dialog are **New Comment** and **Close** buttons. A status bar at the bottom indicates 'Maximum text length: 4000 Characters left: 3955'.

Once you have edited the comment, click the **Save** button to save your changes, **Clear** to empty the Comment text box and start over, or **Cancel** to close the **Comments** dialog without saving your comment.

Comments

State File Number:
Registrant Name: Stephen One
Event Type: Death
Event Date: AUG-07-2006

Comment Type	Date Entered	Entered By	Comment	
confidential medical	09/05/2006	orregsv	This is a test comment that is being changed.	Edit Delete

New Comment

Select **Close** to exit the **Comments** dialog and return to the **Death Registration Menu**.

Registration Work Queue Summary

Each work queue category has a corresponding summary page. These summaries can be selected from the **Main Menu** as shown below:

<u>Queue Name</u>	<u>Count</u>	<u>Age of Oldest in Days</u>
Cause of Death Pending	1	15
FIPS Coding Required	53	22
GIS Coding Required	53	22
ME Review Complete	1	20
Potential Duplicate	27	22
Total Queues : 5		

Clicking on the **Registration Work Queue Summary** link will display the page shown above.

Queue Name displays the names of the various queues that comprise the **Registration Work Queue**. **Count** indicates the number of records in the corresponding queue. **Age of Oldest in Days** indicates the age of the oldest record in that queue. Note that all of these column headers are underlined links, indicating that the table can be resorted by clicking on those links.

The summary queue can be valuable when a user does not have enough information to search for a record. Also, the summary page can be used as a 'to-do' list of records that need to be worked.

Clicking on any of the queue links shown...

<u>Queue Name</u>	<u>Count</u>	<u>Age of Oldest in Days</u>
Cause of Death Pending	1	15
FIPS Coding Required	53	22
GIS Coding Required	53	22
ME Review Complete	1	20
Potential Duplicate	27	22
Total Queues : 5		

... will display that links' specific work queue. (see below) Using the techniques discussed above, the records within that queue can be accessed for editing and processing.

Search by Registration Work Queue

Queue: Potential Duplicate Search Type: Value:

Display rows per page.

All	Case Id	Event Type	File Number	Registrant	Date of Event	Data Provider
<input type="checkbox"/>	1	Death		Test, Marcus	SEP-26-2005	Frank E Campbell Funeral Chapel
<input type="checkbox"/>	4	Death		Test, Marcus	SEP-26-2005	

Table Maintenance

The **Table Maintenance** feature of the **DAVE™** application is used by administrative personnel to add **Users**, **Data Providers**, **Facilities**, and other entities to the system. Additionally, **Table Maintenance** is also used to add **System Codes**, **Status Codes**, **File Numbers**, **Reports**, and other system based information. The term “**Table Maintenance**” refers to the fact that all of this system information is stored in the **DAVE™** database tables.

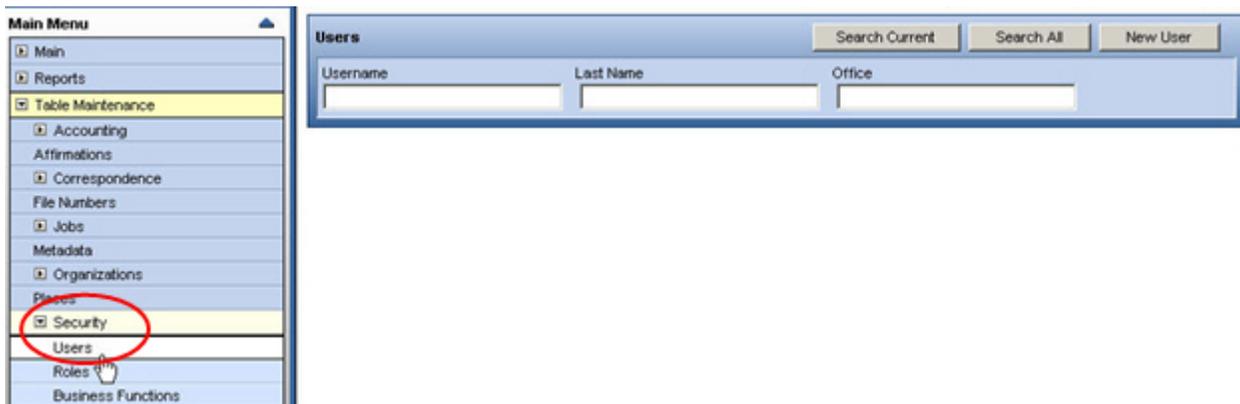
For example, the **Table Maintenance -> Security -> Users** feature would be used to add, edit, or remove users from the system. As information is added, edited, or deleted, the underlying **DAVE™** database tables are modified accordingly.

As mentioned above, only administrative personnel will have access to the **Table Maintenance** features of the **DAVE™** application. To perform **Table Maintenance** operations, log in using a system administrator **User Name** and **Password**. Then, select **Main Menu -> Table Maintenance**.

Security

Users

The **DAVE™** application features a simple, user-friendly interface for viewing, editing, and creating system users. To access this feature, select **Main Menu -> Table Maintenance -> Security -> Users**. The **Users** search page shown below will display. From this page, users can search for a specific user, return a listing of all users in the system, or create new users through the **DAVE™ New User** setup wizard.



Note: the ability to select the various Table Maintenance features is based on user security privileges. You may or may not have access to these pages.

Search Current

To search for specific users within the system, enter either the **Username** or the user's **Last Name** and select the **Search Current** button:

The screenshot shows a search interface with fields for Username (containing 'iadmin') and Last Name. The 'Search Current' button is highlighted with a red circle. A callout box points to this button.

The result of this search will be a listing of all users whose Username contains the string "iadmin".

As seen in the search results table below, **3 Total Records** were returned by this search.

The screenshot shows the search results table with three records. The 'Total records : 3' text at the bottom right is circled in red.

<u>Userid</u>	<u>User Name</u>	<u>Last Name</u>	<u>Office</u>	<u>Password Expiration</u>	<u>Login Tries</u>	<u>Start Date</u>	<u>End Date</u>
2	iadmin	Admin	Office of Vital Records		0	1/1/1900	
960	wiadmin	admin	Office of Vital Records	11/6/2006	0	10/7/2006	
960	wiadmin	admin	Brooklyn Office of Vital Records	11/6/2006	0	10/7/2006	

Total records : 3

Notice that each of the column headers in the above search results table are underlined links. Selecting any of these column header links will re-sort the results table according to that particular column's contents. The default sort order is by **Userid**.

In the example below, we have selected the **Office** link to re-sort the table of results:

DAVE™ User's Guide – Table Maintenance

Users

Username: Last Name: Office:

Userid	User Name	Last Name	Office	Password Expiration	Logon Tries	Start Date	End Date
960	wiadmin	admin	Brooklyn Office & Vital Records	11/6/2006	0	10/7/2006	
2	iadmin	Admin	Office of Vital Records		0	1/1/1900	
960	wiadmin	admin	Office of Vital Records	11/6/2006	0	10/7/2006	

Total records : 3

Search Current can also be used to search for user, based on **Last Name**...

Users

Username: Last Name: Office:

Userid	User Name	Last Name	Office	Password Expiration	Logon Tries	Start Date	End Date
332	CSmith9	Smith	Testing Hospital	7/1/2006	0	7/2/2006	
342	KSmith M	Smith Moore	Testing Hospital	7/5/2006	0	7/6/2006	
369	lsmith12	smith	Testing Hospital	7/17/2006	0	7/18/2006	

Total records : 3

...or **Office**.

Users Search Current Search All New User

Username: Last Name: Office:

Userid	User Name	Last Name	Office	Password Expiration	Logon Tries	Start Date	End Date
949	ABurakgazi	Burakgazi	Metropolitan Hospital Center	9/1/2007	0	9/21/2006	
12	AlexMD	Doctore	Metropolitan Hospital Center	3/17/2008	0	2/18/2005	
261	almondg	Almond	Metropolitan Hospital Center	7/16/2008	0	6/16/2006	
883	APuplampu	Puplampu	Metropolitan Hospital Center	8/1/2009	0	8/23/2006	
405	ARodriguez	Rodriguez	Metropolitan Hospital Center	9/1/2010	0	7/26/2006	
412	ASoman	Soman	Metropolitan Hospital Center	7/1/2008	0	7/26/2006	
398	AValbuena	Valbuena	Metropolitan Hospital Center	7/1/2010	0	7/25/2006	
125	avallejo	Vallejo	Metropolitan Hospital Center	5/15/2008	0	5/15/2006	
795	BMoon	Moon	Metropolitan Hospital Center	8/1/2007	0	8/17/2006	
483	BShrestha	Shrestha	Metropolitan Hospital Center	8/1/2007	0	8/1/2006	

First [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) Last Total records : 61

Additionally, **Search Current** can be used with a combination of any of the three search criteria to yield very specific results. In the following example we have used **Search Current** to return a listing of all users with a **Last Name** of **Moon** and an office association of **Metropolitan Hospital Center**:

Users Search Current Search All New User

Username: Last Name: Office:

Userid	User Name	Last Name	Office	Password Expiration	Logon Tries	Start Date	End Date
795	BMoon	Moon	Metropolitan Hospital Center	8/1/2007	0	8/17/2006	

Total records : 1

Search All

To return a listing of all users currently setup in the system, leave the search criteria controls empty and select **Search All**:

The screenshot shows the 'Users' management interface. At the top right, there are three buttons: 'Search Current', 'Search All', and 'New User'. The 'Search All' button is circled in red, and a mouse cursor is pointing at it. Below the buttons are three input fields for 'Username', 'Last Name', and 'Office', all of which are currently empty.

As shown below, this search returned **989 Total Records**.

The screenshot shows the 'Users' management interface with a table of user records. The table has the following columns: UserId, User Name, Last Name, Office, Password Expiration, Logon Tries, Start Date, and End Date. The 'Search All' button is also visible at the top right. At the bottom right of the interface, the text 'Total records : 989' is circled in red.

UserId	User Name	Last Name	Office	Password Expiration	Logon Tries	Start Date	End Date
888	aadzic	Adzic	Bellevue Hospital Center	7/1/2010	0	7/1/2006	
581	aashford	Ashford	Harlem Hospital		0	8/7/2006	
60	abadmin	Burton	Bellevue Hospital Center	12/2/2006	0	12/2/2005	7/13/2006
857	abedrosian	Bedrosian	Bellevue Hospital Center	7/1/2009	0	7/1/2006	
758	abelfield	Belfield	New York Weill Cornell Medical Center	7/1/2007	0	7/1/2006	7/1/2007
949	ABurakgazi	Burakgazi	Metropolitan Hospital Center	9/1/2007	0	9/21/2006	
50	aburton	Burton	Bellevue Hospital Center	10/17/2006	0	10/17/2005	
55	aburtoncl	Theclerk	Bellevue Hospital Center	11/10/2008	0	11/10/2005	
417	acarmel	Carmel	New York Weill Cornell Medical Center	7/1/2007	0	7/1/2006	7/1/2007
419	acercek	Cercek	New York Weill Cornell Medical Center	7/1/2007	0	7/1/2006	7/1/2007

First [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) ... [Last](#)

Total records : 989

Update User

Regardless of the search method employed, notice that the **UserId** displayed for each user is actually an underlined link. Selecting any of these **UserId** links will open the **User Summary** page, enabling the user to view or edit the existing user's setup.

<u>Userid</u>	User Name	Last Name	Office	Password Expiration	Logon Tries	Start Date	End Date
<u>888</u>	aadzic	Adzic	Bellevue Hospital Center	7/1/2010	0	7/1/2006	
<u>58</u>	aashford	Ashford	Harlem Hospital		0	8/7/2006	
<u>60</u>	abadmin	Burton	Bellevue Hospital Center	12/2/2006	0	12/2/2005	7/13/2006

Selecting the **UserId** link above, opened the summary page shown here. Selecting any of the links on this page, **Update Login Information**, **Update User**, etc., will open a new window enabling the user to make specific changes to that aspect of the user's setup record. Select the **Biometric Enrollment** button at the bottom of the page to biometrically enroll or update the user's biometric registration.

Select Return to return to the previously seen User page.

User Summary

User Id: 888	Name: Aleksandar Adzic	Work Number: (212) 562-4311 Ext.	Medical License:
User Name: aadzic	Title: Doctor of Medicine	Cell Number:	NPI Number:
Password Exp.: 07/01/2010	User Address:	Home Number:	Funeral Director License:
Start Date: 07/01/2006	462 First Avenue	Fax Number:	
End Date:	New York, New York 10016	E-mail: WILL.GORE@VITALCHEK.COM	
Logon Attempts: 0	Preferred Contact: E-mail		

[Update Login Information](#)
[Update User](#)
[Update Contact Information](#)
[Update Licenses](#)

Bellevue Hospital Center

User Type Physician Total records : 1	Office Bellevue Hospital Center Total records : 1	Roles External Physician Role Total records : 1	Additional Business Functions No data found.
--	--	--	--

[Update Offices/Roles/Business Functions](#)

Select Biometric Enrollment to enroll or update the user's biometric registration.

Select the **Return** button to return to the main **User** page.

New User

The DAVE™ application includes a **User Setup** wizard designed to simplify the process of adding new users. Using the setup wizard, new users can be added in just a few minutes with multiple layers of security. System security is actually built as you add your new users.

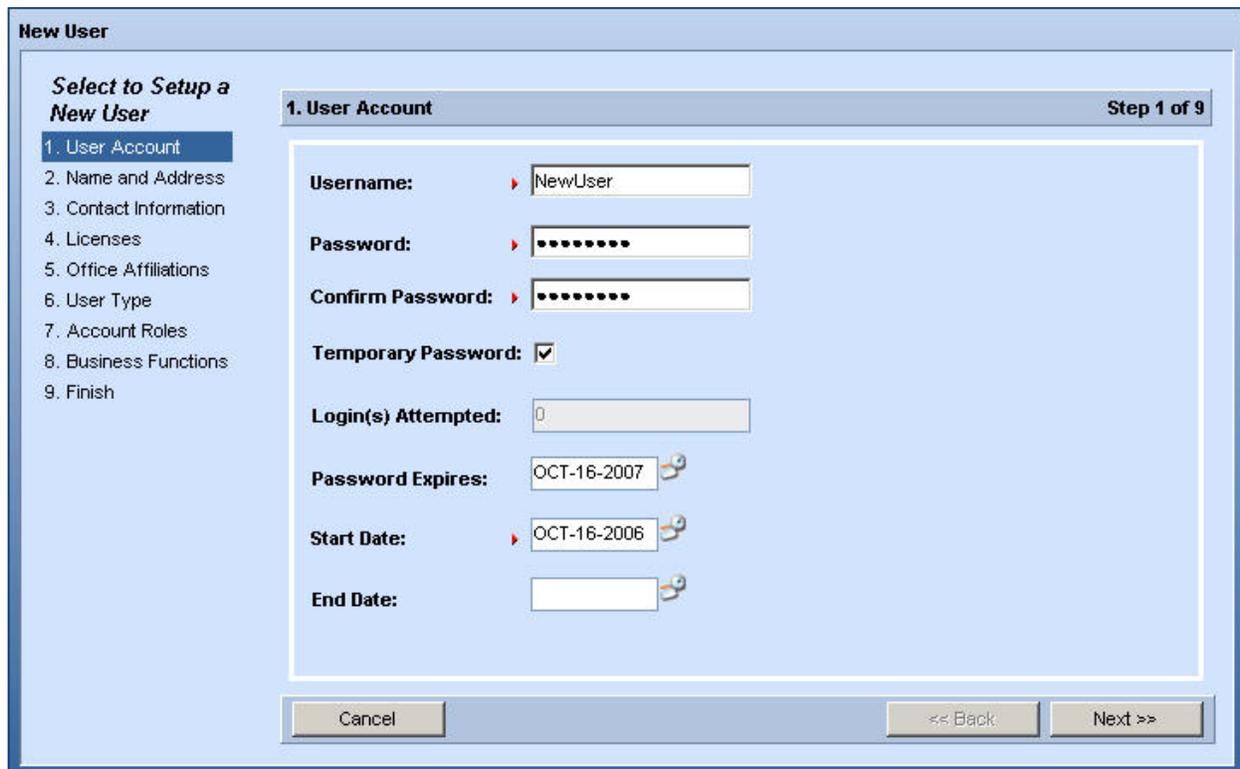
Accessing the Wizard

From the main **Users** page, shown below, select the **New User** button to launch the setup wizard.



The screenshot shows the 'Users' management page. At the top right, there are three buttons: 'Search Current', 'Search All', and 'New User'. The 'New User' button is circled in red. Below the buttons are three input fields labeled 'Username', 'Last Name', and 'Office'.

You have now accessed the **New User** creation wizard and should see the **User Account** page shown below. Please note that it is not always necessary to fill out every box on every page. Only those items marked by red arrows (▶) are mandatory entries which must be completed.



The screenshot shows the 'New User' wizard, Step 1 of 9: '1. User Account'. On the left, there is a navigation menu with steps 1 through 9. Step 1 is highlighted. The main area contains the following fields:

- Username:** ▶ NewUser
- Password:** ▶ [Redacted]
- Confirm Password:** ▶ [Redacted]
- Temporary Password:**
- Login(s) Attempted:** 0
- Password Expires:** OCT-16-2007
- Start Date:** ▶ OCT-16-2006
- End Date:** [Redacted]

At the bottom, there are three buttons: 'Cancel', '<< Back', and 'Next >>'.

1. User Account

First, enter the new user's **Username**. The **Username** must be between 6 and 10 characters in length and may not contain any spaces. In addition, *user names are case sensitive*, so take care in how they are set up. Note that this entry box is marked by a red arrow (▶) and must be completed for every user.

New User

Select to Setup a New User

1. User Account
2. Name and Address
3. Contact Information
4. Licenses
5. Office Affiliations
6. User Type
7. Account Roles
8. Business Functions
9. Finish

1. User Account Step 1 of 9

Username: ▶ NewUser

Password: ▶ ••••••

Confirm Password: ▶ ••••••

Temporary Password:

Login(s) Attempted: 0

Password Expires: OCT-16-2007

Start Date: ▶ OCT-16-2006

End Date:

Cancel << Back Next >>

Items marked with red arrows are required entries.

These are the pages you will work through as you set up new users.

The next two boxes are for **Password** entry. The password entered must be the same in both text entry boxes. Passwords must be at least 6 characters long and, like user names, *passwords are case sensitive*. Note that both of these entries are marked by red arrows (▶) and must be completed for every user.

New User

Select to Setup a New User

- 1. User Account
- 2. Name and Address
- 3. Contact Information
- 4. Licenses
- 5. Office Affiliations
- 6. User Type
- 7. Account Roles
- 8. Business Functions
- 9. Finish

1. User Account Step 1 of 9

Username: Username must be between 6 and 10 characters long.

Password:

Confirm Password:

Temporary Password:

Login(s) Attempted:

Password Expires:

Start Date:

End Date:

Temporary Password – When a new user is created, a temporary password is assigned. Additionally, if a user forgets or misplaces their password then a temporary password can be assigned. Placing a checkmark in the **Temporary Password** field will flag the account and require that the user change their password the next time they sign in.

Login Attempts keeps track of the number of unsuccessful user login attempts. Once the count reaches 3, the account will be locked. A system administrator can reset this number by returning to this screen and resetting the value to 0. At the same time, the system administrator should also create a new password for the user and select the **Temporary Password** box. As described above, tagging a password as temporary will require the user to create a new password the next time they log into the system.

Note: When a new user is created, the Login Attempts entry box is system filled with a zero. It is neither required nor possible to make an entry here.

In the **Password Expires** entry box, enter the date on which the user's password will expire. All dates must be entered using one of the following formats:

- a. **MONDDYYYY** – where “MON” represents the letter abbreviation of the month's name, “DD” represents the two-digit day of the month, and “YYYY” represents a 4 digit entry for the year

- b. **MM/DD/YYYY** - where “MM” represents the 2 digit month number, “DD” represents the two-digit day of the month, and “YYYY” represents a 4 digit entry for the year
- c. **MM-DD-YYYY** - where “MM” represents the 2 digit month number, “DD” represents the two-digit day of the month, and “YYYY” represents a 4 digit entry for the year
- d. **MMDDYYYY** - where “MM” represents the 2 digit month number, “DD” represents the two-digit day of the month, and “YYYY” represents a 4 digit entry for the year

New User

Select to Setup a New User

- 1. User Account
- 2. Name and Address
- 3. Contact Information
- 4. Licenses
- 5. Office Affiliations
- 6. User Type
- 7. Account Roles
- 8. Business Functions
- 9. Finish

1. User Account Step 1 of 9

Username:

Password:

Confirm Password:

Temporary Password:

Login(s) Attempted:

Password Expires:

Start Date:

End Date:

Regardless of the format used to enter a date, dates will always be displayed using the MON-DD-YYY format.

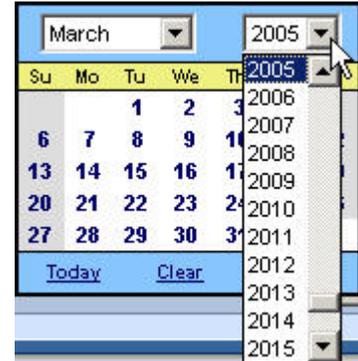
Cancel << Back Next >>

Another method for entering dates is to use the **Calendar Control**. By clicking on the calendar icon (📅) you will bring up the **Calendar Control** shown below. By default, the current Month, Day, and Year are pre-selected.

Click on the **Month** dropdown list and select the desired month from the list.



Next, click on the **Year** dropdown list and select the desired year.



Lastly, once the correct month of the correct year is displayed, select the desired day of the month and the correctly formatted date will automatically populate the date field.



Calendar Control Hints: To quickly key in the current day's date, click on the 'Today' link on the bottom of the control. Click 'Clear' to clear out a previously selected date or click 'Cancel' to close the control without saving any changes.

DAVE™ User's Guide – Table Maintenance

In the **Start Date** and **End Date** fields, enter the date that the password will take effect and the day on which it will expire, respectively. Try using the Calendar control for error-proof entries. Note: **Start Date** must be earlier than **End Date**. If **Start Date** is the same as **End Date** or later than **End Date** then you will receive an error message.

Helpful Hint: Placing the focus in any date entry box and pressing f12 will automatically place the current date in that field.

The screenshot shows a web-based wizard titled "New User" with a sidebar on the left listing steps from "1. User Account" to "9. Finish". The main area is titled "1. User Account" and "Step 1 of 9". It contains several input fields: "Username" with the value "NewUser", "Password" and "Confirm Password" both masked with dots, "Temporary Password" with a checked checkbox, "Login(s) Attempted" with the value "0", "Password Expires" with a date picker showing "OCT-16-2007", "Start Date" with a date picker showing "OCT-16-2006", and "End Date" with an empty date picker. At the bottom are three buttons: "Cancel", "<< Back", and "Next >>".

"Cancel" will return you to the Users page without saving any changes.

Once the mandatory fields are completed, select the "Next" button to proceed with new user setup.

When all of the mandatory fields have been entered, select the **Next** button to proceed to the **Name and Address** page, or **Cancel** to exit the **User Setup** wizard without saving changes.

2. Name and Address

On the **Name and Address** page, notice that the **<<Back** button is now enabled. The **<<Back** button allows you to return to the previous page or pages if you need to make changes or corrections. This button is displayed but not active on the **User Account** page.

On the **User Name** tab, make the following entries:

- a) **Prefix** – contains entries such as Mr., Mrs., Ms., Sister, Father, etc...
- b) **First** – User's First Name
- c) **Middle** – User's Middle Name or Middle Initial
- d) **Last** – User's Last Name
- e) **Suffix** – contains entries such as Jr., III, etc...
- f) **Title** – contains entries such as Dr., MD, DO, etc. If the user is a Medical Certifier then a title should always be selected.

The screenshot shows a web form titled "New User" with a sidebar on the left listing steps 1 through 9. Step 2, "Name and Address", is selected. The form is divided into two main sections: "User Name" and "Address".

User Name Section:

- Prefix: []
- First: [New] (marked with a red arrow)
- Middle: []
- Last: [User] (marked with a red arrow)
- Suffix: []
- Title: [] (dropdown menu)

Address Section:

- Street Number: [1234]
- Pre Directional: [] (dropdown menu)
- Street Name: [Main]
- Street Designator: [Street] (dropdown menu)
- Post Directional: [] (dropdown menu)
- Suite Number: []
- City or Town: [New York]
- County: [New York]
- State: [NY]
- Country: [United States]
- Zip Code: [10011]

At the bottom of the form are buttons for "Cancel", "<< Back", and "Next >>".

Important: Note that First and Last name are marked by red arrows (▶), indicating that these are required fields and must be completed.

On the **User Address** tab, make the following entries:

- a) **Street Number** – house street number
- b) **Pre Directional** – street pre-directional indicator (if applicable)
- c) **Street Name** – name of street where user lives
- d) **Post Directional** – street post-directional indicator (if applicable)
- e) **Street Designator** – Street, Blvd, Drive, etc...
- f) **Suite Number** – Apartment number or suite number (if applicable)
- g) **City or Town** – City or Town in which user lives
- h) **County** – County in which user lives
- i) **State** – User's state of residence
- j) **Country** – User's country of residence
- k) **Zip Code** – User's Zip Code using Zip or Zip+4

New User

Select to Setup a New User

2. Name and Address Step 2 of 9

1. User Account
2. Name and Address
3. Contact Information
4. Licenses
5. Office Affiliations
6. User Type
7. Account Roles
8. Business Functions
9. Finish

User Name

Prefix **First** Middle **Last** Suffix
New User

Title

Address

Street Number Pre Directional **Street Name** Street Designator Post Directional Suite Number
1234 Main Street

City or Town County **State** Country **Zip Code**
New York New York NY United States 10011

Cancel << Back Next >>

Important: Note that Street Name, City or Town, State, and Zip Code are marked by red arrows (▶), indicating that these are required fields and must be completed.

When you are finished inputting data, select the **Next>>** button to proceed with User setup, the **<<Back** button to change/update data on a previous page, or **Cancel** to exit the User Setup Wizard without saving changes

3. Contact Information

The **Contact Information** page is used to gather User related phone numbers and an e-mail address. Please note that the only field marked with a red arrow (▶) is **E-Mail**. Therefore, none of the other entries are required. However, filling in some or all of this data will help to create a more robust and useful EDRS system.

The screenshot shows a web-based form titled "New User" with a sidebar menu on the left. The sidebar menu includes the following items: "1. User Account", "2. Name and Address", "3. Contact Information" (highlighted in blue), "4. Licenses", "5. Office Affiliations", "6. User Type", "7. Account Roles", "8. Business Functions", and "9. Finish". The main content area is titled "3. Contact Information" and "Step 3 of 9". It contains the following fields:

- Work Number: (555) 555-1212 Ext. 1234
- Cell Number: (555) 555-1213
- Home Number: (555) 555-1214
- Fax Number: (555) 555-1215 Ext.
- E-mail: ▶ useremail@user.com
- Preferred Method of Contact: E-Mail (dropdown menu)

At the bottom of the form are three buttons: "Cancel", "<< Back", and "Next >>".

Enter the user's work phone number (if applicable) in the **Work Number** box. Notice that tabbing into any of the phone number entry boxes causes a phone number entry template to appear. Extension can be entered if one exists, but is not required. If no extension exists, then leave it blank.

Enter the user's cell phone number (if applicable) in the **Cell Number** box. Notice that tabbing into any of the phone number entry boxes causes a phone number entry template to appear.

Enter the user's home phone number (if applicable and desired) in the **Home Number** box. Notice that tabbing into any of the phone number entry boxes causes a phone number entry template to appear.

Enter the user's fax number (if applicable) in the **Fax Number** box. Notice that tabbing into any of the phone number entry boxes causes a phone number entry template to appear. Extension can be entered if one exists, but is not required. If no extension exists then leave it blank.

Enter a valid e-mail address in the **E-mail** box. Note that the **E-Mail** field is marked with a red arrow (▶) and is, therefore, a required field. Valid e-mail addresses always

consist of a 'username,' followed by an '@' symbol, and end with the domain name of a mail server. Never use spaces in an e-mail address.

From the **Preferred Method of Contact** dropdown list, select the 'user's' contact preference.

Once all entries are completed, select the **Next>>** button to proceed with User setup, the **<<Back** button to change/update data on a previous page, or **Cancel** to exit the User Setup Wizard without saving changes.

4. Licenses

The **Licenses** page is used to gather user-related, professional licensing information. Not all users possess or require licenses to perform their duties. Therefore, none of these fields are marked with a red arrow (▶) and all of them can be disregarded. However, it is strongly recommended that this information be included for all users who are licensed.

New User

Select to Setup a New User

- User Account
- Name and Address
- Contact Information
- Licenses**
- Office Affiliations
- User Type
- Account Roles
- Business Functions
- Finish

4. Licenses Step 4 of 9

Medical License: 12345

Medical License Start Date: OCT-16-2006

Medical License End Date: OCT-16-2007

NPI Number: 23456

NPI Number Start Date: OCT-16-2006

NPI Number End Date: OCT-16-2007

Funeral Director License: 34567

FD License Start Date: OCT-16-2006

FD License End Date: OCT-16-2007

Buttons: Cancel, << Back, Next >>

Callout 1: If any of the Number fields are completed...

Callout 2: ...then a corresponding Start Date must also be added.

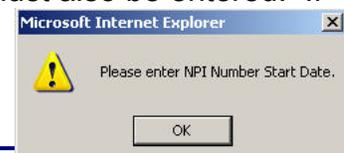
Enter the user's medical license number (if applicable) in the **Medical License Number** box.

If a medical license number is entered then a **Medical License Start Date** must also be entered. If not, this error message will be generated:



If a **Medical License Start Date** has been entered, then a **Medical License End Date** can also be entered. Though End Dates are not required entries, they can help you keep track of those Data Providers whose licensing credentials have expired. Enter the user's NPI number (if applicable) in the **NPI Number** box.

If an NPI number is entered, then an **NPI Number Start Date** must also be entered. If not, this error message will be generated:



If an **NPI Number Start Date** has been entered, then an **NPI Number End Date** can also be entered. Though End Dates are not required entries, they can help you keep track of those Data Providers who licensing credentials have expired.

Enter the user's funeral director's license number (if applicable) in the **Funeral Director's License Number** box.

If a funeral director's license number is entered then a **Funeral Director's License Number Start Date** must also be entered. If not, this error message will be generated:



If a **Funeral Director's License Start Date** has been entered, then a **Funeral Director's License End Date** can also be entered. Though End Dates are not required entries, they can help you keep track of those Data Providers who licensing credentials have expired

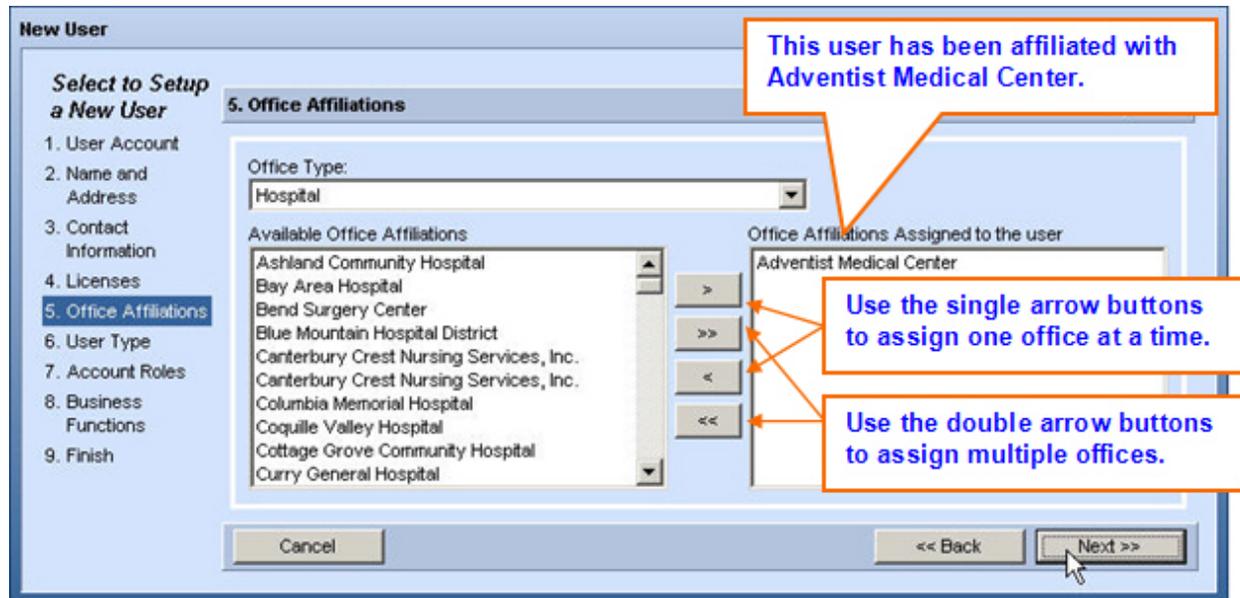
Once all necessary entries are completed, or if you simply do not wish to enter any of the data, click on the **Next>>** button to proceed with User setup or the **<<Back** button to change/update data on a previous page. Select **Cancel** to exit the **User Setup** wizard without saving changes.

Important Note: If a License End Date has passed and that User/Data Provider tries to enter or update a record, the update will fail until the License End Date is extended.

5. Office Affiliations

The **Office Affiliations** page is used to associate the User to a particular facility type. For example, if the user were a physician, then they would be associated with office types such as Birthing Centers, Hospitals, Clinics, etc... If the user were a state employee working at the registration office then they would be associated with the office type of Central Registration Office.

All users must have at least one office affiliation, though they may have more.



Select an appropriate office type from the **Office Type** dropdown list.

Select the appropriate available office(s) from the **Available Office Affiliations** dropdown list. To select a single office, single-click on the desired office and click the '>' button to move the office from the **Available Office Affiliations** list on the left, to the **Office Affiliations Assigned to the User** list on the right.

Multiple selections can be made by holding down the 'ctrl' key on your keyboard while single-clicking multiple selections. Once all desired selections have been highlighted, click the '>' button to move the office(s) from the **Available Office Affiliations** list on the left to the **Office Affiliations Assigned to the User** list on the right.

To move all the available offices from the **Available Office Affiliations** list on the left to the **Office Affiliations Assigned to the User** list on the right, click on the '>>' button. All available offices will be associated with the user.

If you made a mistake you can move offices from the **Office Affiliations Assigned to the User** list on the right, back to the **Available Office Affiliations** list on the left by

using the '<' button. Clicking the '<<' button will move all office selections back to the **Available Office Affiliations** list.

Select the **Next>>** button to proceed with User setup, the **<<Back** button to change/update data on a previous page, or **Cancel** to exit the **User Setup** wizard without saving changes.

6. User Type

Similar to **Office Affiliations**, the **User Type** page is used to associate the user to specific user type(s). For example, if the user were a Physician, then they would be given the **User Type** of Physician.

Note, the user must be assigned a **User Type** for every office with which they are affiliated. For example, if the user is affiliated with more than one hospital, then their user type at each hospital must be defined. Their user type will probably be the same at each hospital, but each must be entered separately.

New User

Select to Setup a New User

1. User Account
2. Name and Address
3. Contact Information
4. Licenses
5. Office Affiliations
- 6. User Type**
7. Account Roles
8. Business Functions
9. Finish

6. User Type

Please select User type for each Office Affiliation

User Type:

Offices:

Remove	User Type	Office Affiliation
<input type="checkbox"/>	Medical Certifier	Adventist Medical Center

Total records : 1

These dropdown lists are populated based on choices made on the Office Affiliations page.

Select the appropriate **User Type** from the **User Type** dropdown list.

Note: the **Offices** dropdown list is populated based on the offices that the user was affiliated with on the **Office Affiliations** page. Select the first office from the list and click the **Add** button. A spreadsheet control will display the selected **User Type** and **Offices**.

New User

Select to Setup a New User

- User Account
- Name and Address
- Contact Information
- Licenses
- Office Affiliations
- User Type**
- Account Roles
- Business Functions
- Finish

6. User Type Step 6 of 9

Please select User type for each Office Affiliation

User Type:

Offices:

Remove	User Type	Office Affiliation
<input type="checkbox"/>	Medical Certifier	Adventist Medical Center

Total records : 1

Continue selecting offices from the **Offices** dropdown list and adding them to the spreadsheet by clicking the **Add** button. Alternatively, you can automatically populate the spreadsheet control with all affiliated offices by selecting **All** from the **Offices** dropdown list and clicking the **Add** button.

To remove any erroneous entries place a checkmark in the **Remove** checkbox and click on the **Remove** button.

New User

Select to Setup a New User

- User Account
- Name and Address
- Contact Information
- Licenses
- Office Affiliations
- User Type**
- Account Roles
- Business Functions
- Finish

6. User Type

Please select User type for each Office Affiliation

User Type:

Offices:

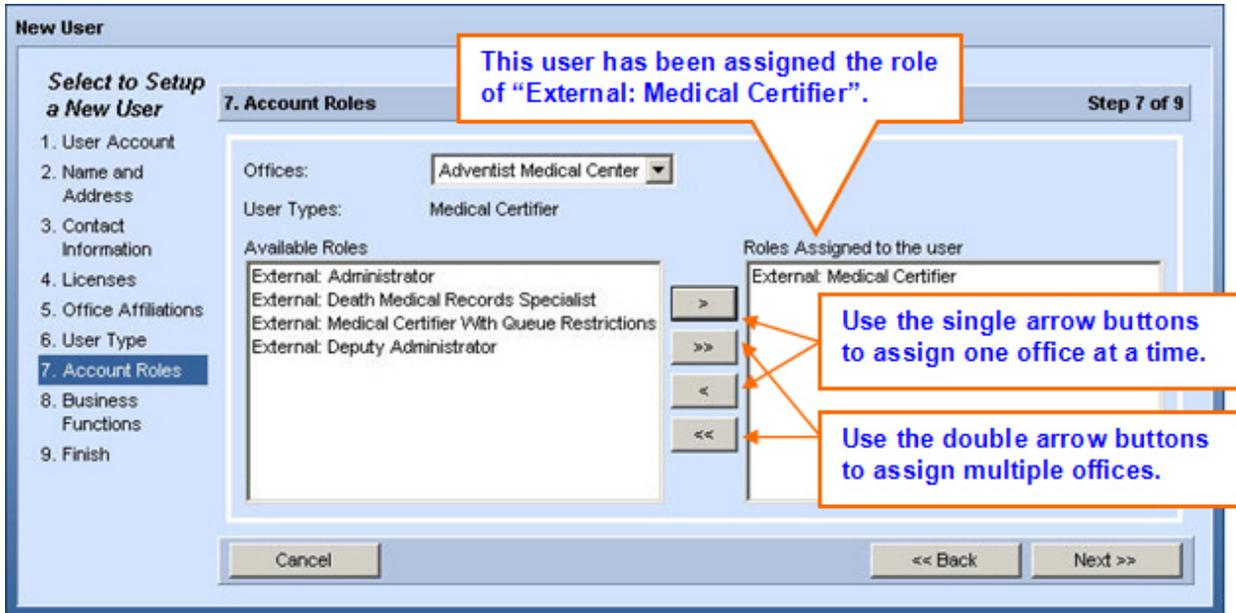
Remove	User Type	Office Affiliation
<input checked="" type="checkbox"/>	Medical Certifier	Adventist Medical Center

Total records : 1

Once a **User Type** has been assigned to all affiliated offices, select the **Next>>** button to proceed with User setup, the **<<Back** button to change/update data on a previous page, or **Cancel** to exit the **User Setup** wizard without saving changes.

7. Account Roles

Now that we have affiliated our users with general office types and specific offices, we must define the roles that they will fulfill within those offices.



Select an office from the **Offices** dropdown list. Again, this dropdown list is populated based on the office affiliations assigned on [Page 5: Office Affiliations](#). At least one user role must be assigned for each affiliated office.

User Types is automatically filled in and displayed based on the user type assigned on the previous page.

Select the appropriate available role(s) from the **Available Roles** list. To select a single role, single-click on the desired role and click the '>' button to move the role from the **Available Roles** list on the left to the **Roles Assigned to the User** list on the right.

Multiple selections can be made by holding down the 'ctrl' key on your keyboard while single-clicking multiple selections. Once all selections have been highlighted click the '>' button to move the role(s) from the available roles list on the left to the **Roles Assigned to the User** list on the right.

To move all the available offices from the available roles list on the left to the **Roles Assigned to the User** list on the right, click on the '>>' button. All available roles will be associated with the user.

If you made a mistake you can move offices from the **Roles Assigned to the User** list on the right back to the **Available Roles** list on the left by using the '<' button. Clicking the '<<' button will move all role selections back to the **Available Roles** list.

After assigning at least one user role to each affiliated office, select the **Next** button to proceed with User setup, the **<<Back** button to change/update data on a previous page, or **Cancel** to exit the **User Setup** wizard without saving changes.

8. Business Functions

On the previous page, a **Role** was assigned to the User. Each role has a pre-defined set of **Business Functions** associated with it. These **Business Functions** define not only how the user will use the **DAVE™** application, they also define and establish the user's security within the system.

However, there may be situations in which a user needs access to functions outside of those normally associated with their pre-defined role. For example, a user with the pre-defined role of Registration Clerk may also be responsible for geo-coding. This is where the **Business Functions** setup page comes into play.

Locate the **Offices:** dropdown list. This list is populated based on the choices made on the **Office Affiliations** setup page.

New User

Select to Setup a New User

1. User Account
2. Name and Address
3. Contact Information
4. Licenses
5. Office Affiliations
6. User Type
7. Account Roles
- 8. Business Functions**
9. Finish

8. Business Functions Step 8 of 9

Offices: Adventist Medical Center ▼

User Types: Medical Certifier

Roles: External: Medical Certifier

Available Business Functions

- ** Ability to override Hard Edit Rules
- ** Amendment Unit Specialist OR Status View
- ** Amendment Unit Specialist OR System Code View
- ** Amendment Unit Supervisor OR Status View
- ** Amendment Unit Supervisor OR System Code View
- ** Certification Unit Specialist OR Status View
- ** Certification Unit Specialist OR System Code View
- ** Certification Unit Supervisor OR Status View
- ** Certification Unit Supervisor OR System Code View
- ** County Certification Unit Specialist OR Status View

Additional Business Functions: Assigned to the user

Cancel << Back Finish

The **Available Business Functions** control lists all of the available functions that can be assigned to a user. Select a single function by clicking on it. The function will be highlighted in blue. To select multiple functions, click on one function, press and hold down the 'ctrl' button on your keyboard, and click on additional functions. All selected functions will be highlighted in blue. Once you have made all of the appropriate selections, click on the down-arrow ('v') button to move them to the **Additional Business Functions Assigned to the user** control.

Note: This is an optional setup feature. If no additional Business Functions are needed then simply click the 'Finish' button to complete the user setup.

To remove Business Functions from the Additional Business Functions Assigned to the user control, highlight the function by clicking on it and press the up-arrow ('^') button. The function will move back to the **Available Business Functions** list.

Note: It is possible, but not advisable, to assign all Business Functions to a user. Simply click the double-down arrow button ('vv') to assign all functions to a user. Use the double-up arrow ('^^') to undo this and move all available functions back to the Available Business Functions list.

Remember, adding additional **Business Functions** effects system security. Be sure that the user has a legitimate need for the functions before adding it.

New User

Select to Setup a New User

1. User Account
2. Name and Address
3. Contact Information
4. Licenses
5. Office Affiliations
6. User Type
7. Account Roles
- 8. Business Functions**
9. Finish

8. Business Functions Step 8 of 9

Offices:

User Types: Medical Certifier

Roles: External: Medical Certifier

Available Business Functions

- ** State Registrar OR Status View
- ** State Registrar OR System Code View
- ** System Administrator OR Status View
- ** System Administrator OR System Code View
- Accounting Menu
- Activity Edit
- Activity View
- Advanced Metadata Setup Edit
- Advanced Metadata Setup View
- Affirmations Setup Edit

Additional Business Functions Assigned to the user

- Account Setup Edit
- Account Setup View

Buttons: Cancel, << Back, Finish

Two additional Business Functions have been added to this User's setup.

Some business functions are preceded by double-asterisks (**). These functions are referred to as **Allowable Options** and are covered elsewhere in this manual.

Available Business Functions

- ** Ability to override Hard Edit Rules
- ** Amendment Unit Specialist OR Status View
- ** Amendment Unit Specialist OR System Code View
- ** Amendment Unit Supervisor OR Status View
- ** Amendment Unit Supervisor OR System Code View
- ** Certification Unit Specialist OR Status View
- ** Certification Unit Specialist OR System Code View
- ** Certification Unit Supervisor OR Status View
- ** Certification Unit Supervisor OR System Code View
- ** County Certification Unit Specialist OR Status View

Once you have assigned all of the desired business functions, select the **Finish** button to save your User setup data and return to the **Users** page, the **<<Back** button to change/update data on a previous page, or **Cancel** to exit the **User Setup** wizard without saving changes.

When the setup is complete, you will be taken to the **User Summary** page, shown below. From here, any of the user setup pages can be edited by clicking on the relevant link. This is also the page you will see when you choose to update/edit the information on an existing user.

User Summary Return

User Id: 85	Name: Any User	Work Number: (555) 555-1212	Medical License: 12345
User Name: anyuser	Title:	Cell Number: (555) 555-1213	NPI Number: 23456
Password Exp.: 07/31/2005	User Address:	Home Number: (555) 555-1214	Funeral Director License: 34567
Start Date: 07/07/2005	1234 Main Street	Fax Number: (555) 555-1215	
End Date: 07/31/2005	New York, NY 10011	E-mail: user@isp.net	
Logon Attempts: 0		Preferred Contact: E-mail	

[Update Login Information](#) [Update User](#) [Update Contact Information](#) [Update Licenses](#)

Bellevue Hospital Center

User Type	Office	Roles	Additional Business Functions
Physician	Bellevue Hospital Center	External: Physician Role	Bus AccessControl Activity Edit
Total records : 1	Total records : 1	Total records : 1	Bus AccessControl Security Domain Edit
			Total records : 2

[Update Offices](#) [Update Roles](#) [Update Business Functions](#)

[Biometric Enrollment](#)

Select any of these links to go back to a specific User Setup page to make changes/edit.

Select the **Biometric Enrollment** button to launch the biometric application described in the next section. Click the **Return** button to go back to the **Users** page.

Biometric Enrollment

The **DAVE™** application uses fingerprint verification for **Biometric Authentication**.

A biometric is best defined as measurable human physiological and/or behavioral characteristics used to verify identity. In practice, biometric authentication systems typically combine a username and PIN with a fingerprint or other biometric identification mechanism. Combining these two authentication factors – “something you know” and “something you are,” provides a higher level of security. **DAVE™** uses fingerprint verification since it is highly reliable and fingerprint devices tend to be small, have a relatively low cost, and are easily integrated.

Before a user may electronically sign a certificate, the user must complete a biometric enrollment process. This process involves the identity verification of the user and then the capture of one or more fingerprints. These samples are stored in the **DAVE™** database in a “biometric template” and are used for future comparison during authentication. Once enrollment and storage are complete, the **DAVE™** application authenticates a user by matching the template against the current fingerprint scan. Comparison of the current scan and the template results in a simple binary yes/no match.

Click the **Biometric Enrollment** button in the lower, left-hand corner of the **User Summary** page (shown above) to register one or more of this user's fingerprints. **Biometric Enrollment** is only necessary if the user will be Signing, Certifying or Pronouncing a vital record.



Finger	Enrollment Date
--------	-----------------

[Biometric Setup Files](#)

Before a user can be enrolled, the system administrator must have the proper software installed on their PC and the PC must be equipped with a biometric enrollment fingerprint reader. The **DAVE™** application currently supports fingerprint devices manufactured by Targus and APC, only. Contact the customer support desk to verify that the fingerprint devices in your office are compatible with **DAVE™**.

Once you have verified that your fingerprint devices are compatible, you will need to install the proper software on your PC. This software only needs to be installed once and should only be installed on those PCs that will be equipped with fingerprint scanning devices.

NOTE: DO NOT install the software that comes with the fingerprint device. DAVE™ specific software must be installed instead. Software must be installed by qualified personnel.

To install the software, locate and click the [Biometric Setup Files](#) link as shown below:

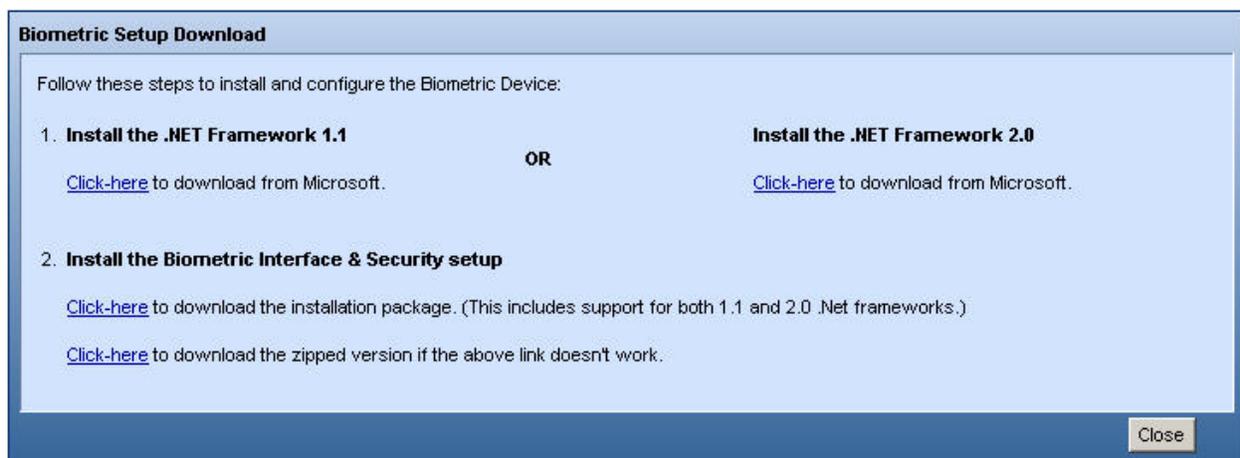


The [Biometric Setup Download](#) page will pop-up on-screen. There are two steps:

1. [Install the .NET Framework 1.1](#) OR [Install the .NET Framework 2.0](#) software.
2. [Install the Biometric Interface & Security setup](#) software

First, click the [Click-here](#) link to download and install the [.NET Framework 1.1](#) or [.NET Framework 2.0](#) files.

NOTE: You must first check with your System / Network Administrator before choosing which Framework to install. The .NET Framework selected can impact the performance of other programs you have installed on your local PC or Laptop.



A new web-browser will be launched and will automatically connect with the MS download site. When prompted, click the **Download** button to download and install the selected **Microsoft .NET Framework Redistributable Package**.

Microsoft .NET Framework Version 1.1 Redistributable Package

Quick Info		Download
File Name:	dotnetfx.exe	
Version:	1.1	
Date Published:	3/30/2004	
Language:	English	
Download Size:	23698 KB	
Estimated Download Time:	57 min @ <input type="text" value="Dial-up (56K)"/>	

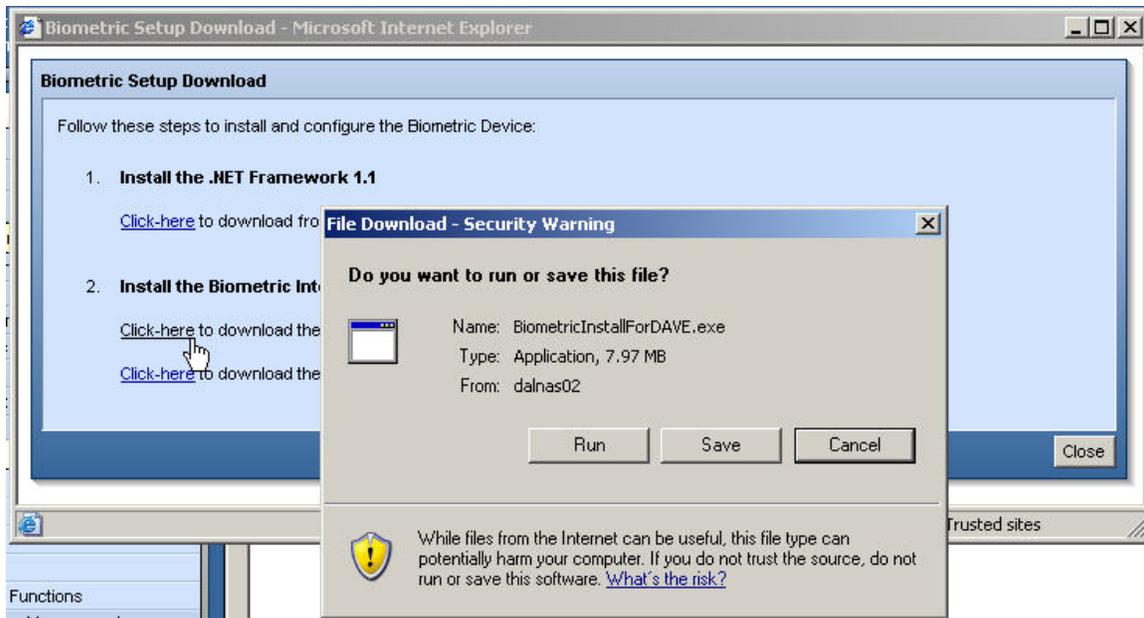
Quick Description
The .NET Framework version 1.1 redistributable package includes everything you need to run applications developed using the .NET Framework.

On This Page

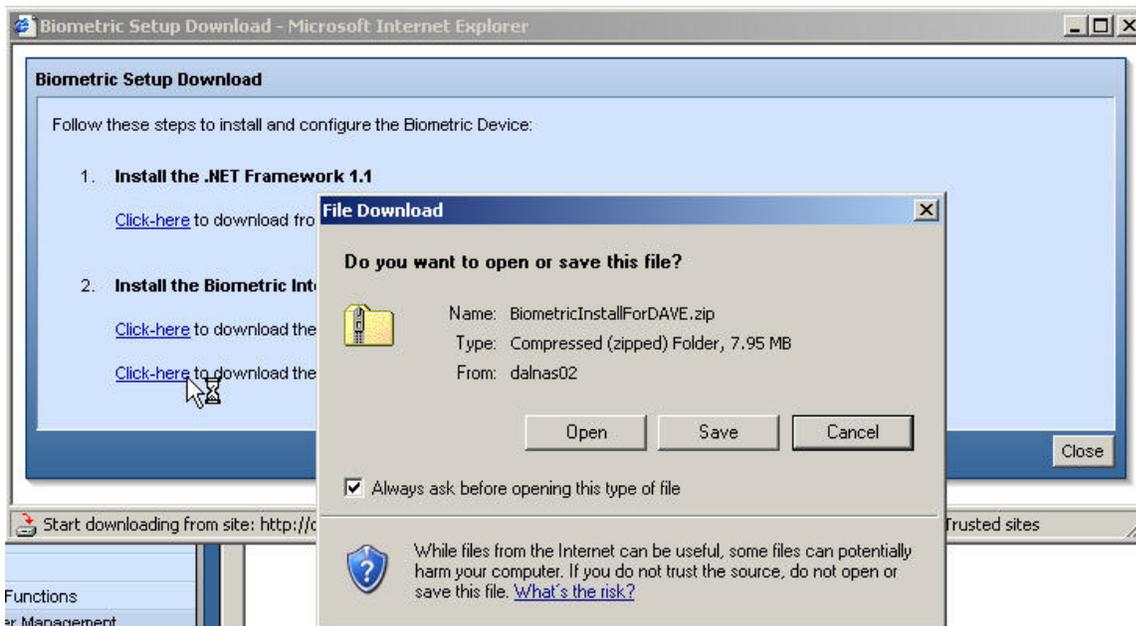
- ↓ [Overview](#)
- ↓ [System Requirements](#)
- ↓ [Instructions](#)
- ↓ [Similar Downloads](#)

When the **.NET Framework** package has been installed, return to the **Biometric Setup Download** page and select the **Click-here** link to **Install the Biometric Interface & Security setup** software. Two links are provided. The first link is attached to an executable file. If your network security will allow you to download and run applications directly, then click the first link.

A **File Download** dialog will pop onscreen. Select **Run** to run the executable and install the **Biometric Setup** files.



If your network security will not allow you to download and run applications directly from the server, then click the 2nd link, [Click-here to download the zipped version if the above link doesn't work](#), to download a compressed file containing the setup files. These files will have to be unpacked and installed manually. If you cannot complete this procedure yourself, contact your network administrator for assistance.



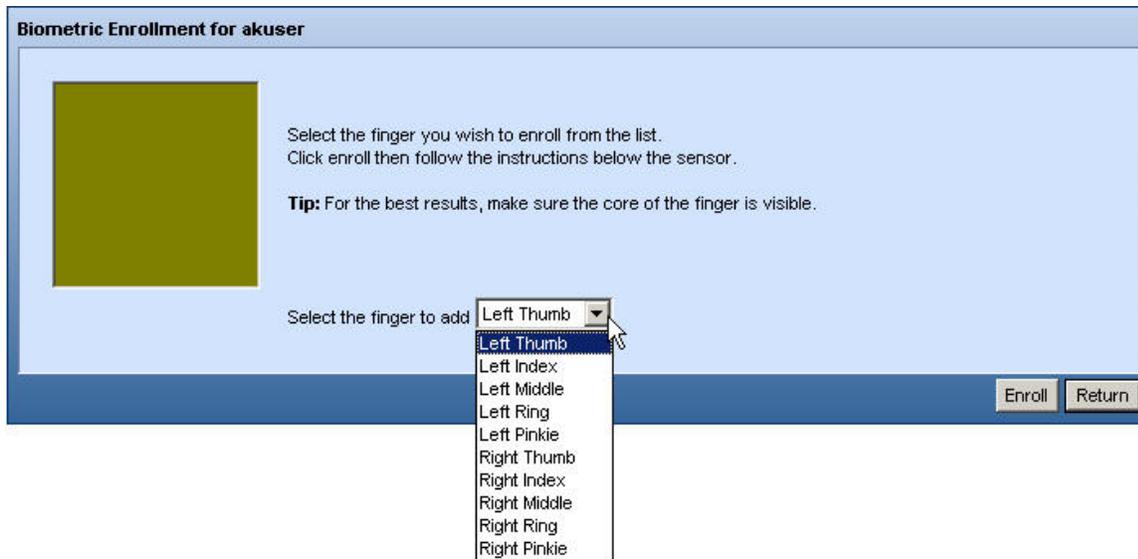
Once the software and the fingerprint device have been installed, return to the [Biometric Enrollment](#) page and click the [Add a Finger](#) button.

DAVE™ User's Guide – Table Maintenance

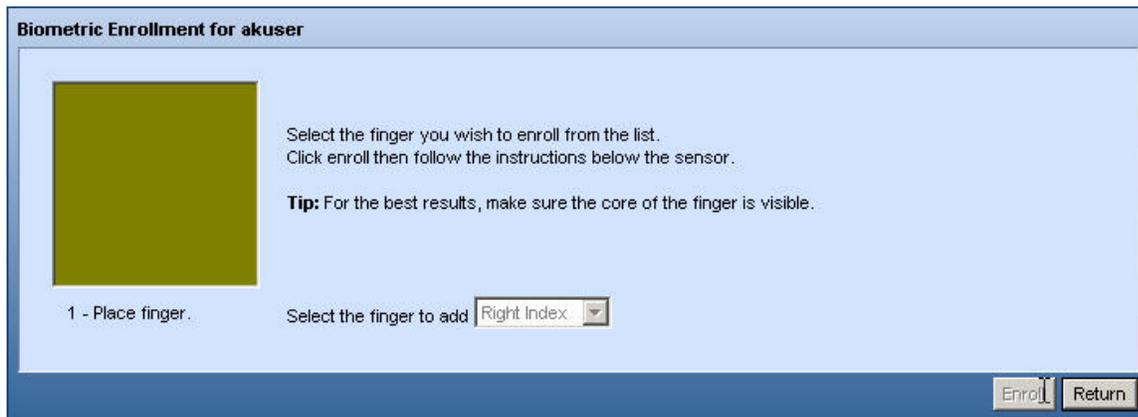
Biometric Enrollment for akuser

Finger	Enrollment Date	
		Biometric Setup Files

The **Biometric Enrollment** page will refresh displaying a large, dark green square and a dropdown list. From the **Select the finger to add** dropdown list, select the finger to be enrolled.



With the finger selected from the list, click the **Enroll** button. The following label will appear underneath the green square: **1 – Place Finger**.



Place the finger to be enrolled on the metallic, gold colored pad on the fingerprint device. The **DAVE™** application will 'read' the fingerprint and display it onscreen in place of the green square. After the device has read the fingerprint once, the label will change to read: **2 – Lift and replace finger**.

Biometric Enrollment for akuser



Select the finger you wish to enroll from the list.
Click enroll then follow the instructions below the sensor.

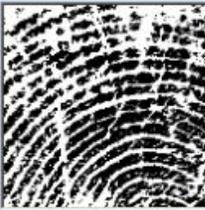
Tip: For the best results, make sure the core of the finger is visible.

2 - Lift and replace finger.

Select the finger to add

Carefully lift and replace the user's finger so that the same portion of the finger touches the pad again. It will be necessary to repeat this action up to 8 times in order to obtain a usable impression of the user's finger.

Biometric Enrollment for akuser



Select the finger you wish to enroll from the list.
Click enroll then follow the instructions below the sensor.

Tip: For the best results, make sure the core of the finger is visible.

3 - Lift and replace finger.

Select the finger to add

When the system has been able to successfully read and store the fingerprint a new label will appear: **Enrollment Finished**.

Biometric Enrollment for akuser



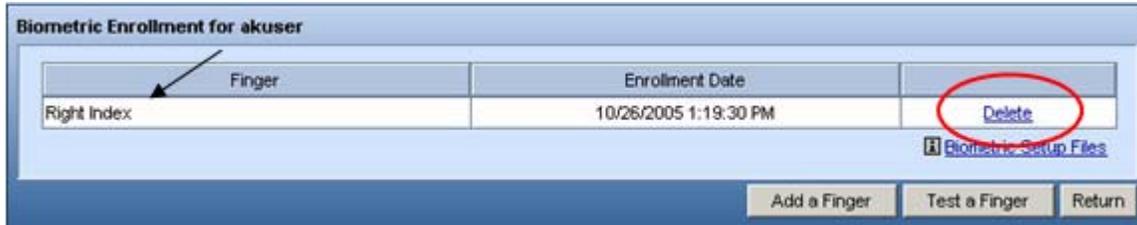
Select the finger you wish to enroll from the list.
Click enroll then follow the instructions below the sensor.

Tip: For the best results, make sure the core of the finger is visible.

Enrollment finished.

Select the finger to add

The page will automatically refresh and display a table of successfully registered fingerprints on the **Biometric Enrollment** page.

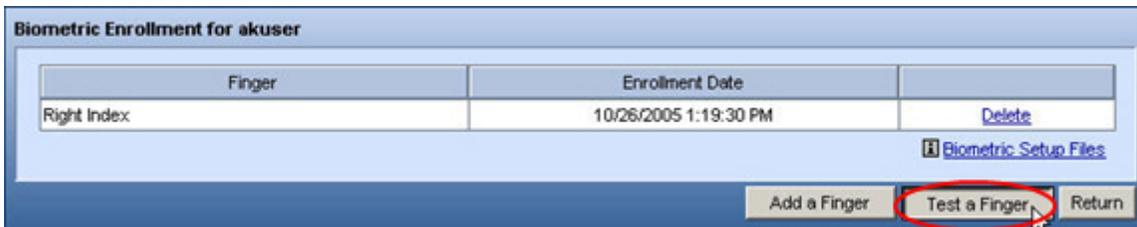


As shown above, this user has successfully enrolled a **Right Index** finger. This print can be deleted by clicking the **Delete** button.

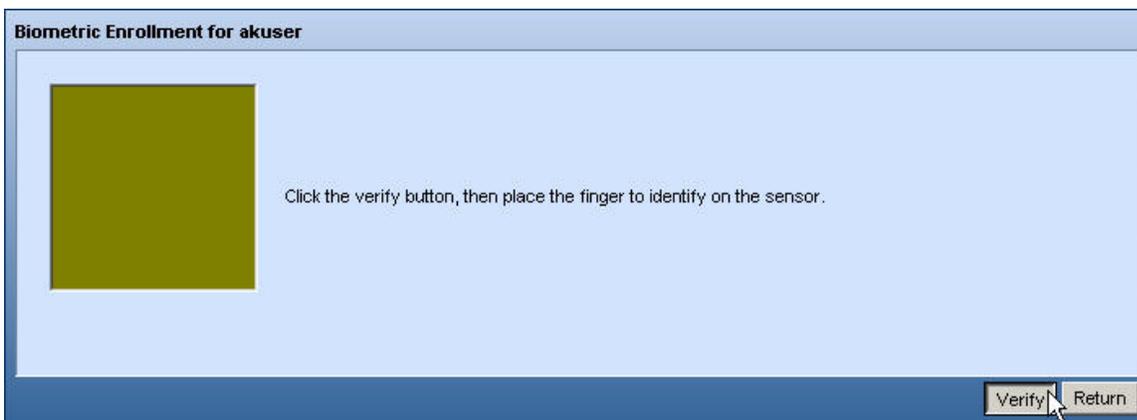
Test a Finger

The **DAVE™** application also allows the user to test a finger to determine whether or not it has been successfully enrolled.

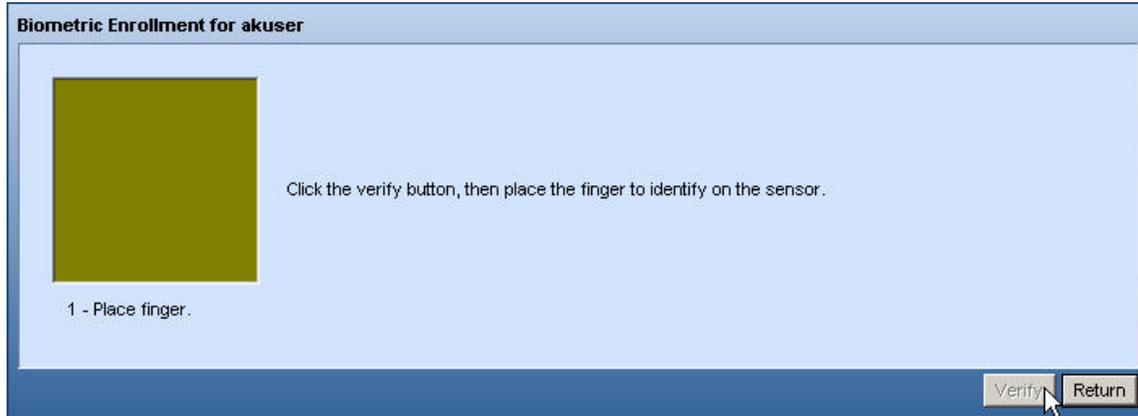
From the **Biometric Enrollment** page, select the **Test a Finger** button.



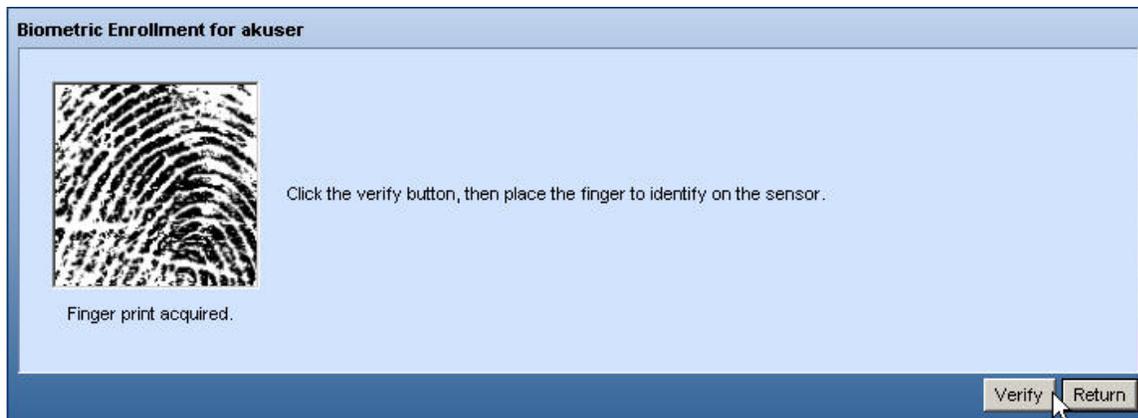
The now familiar green square will appear onscreen with instructions to click the **Verify** button...



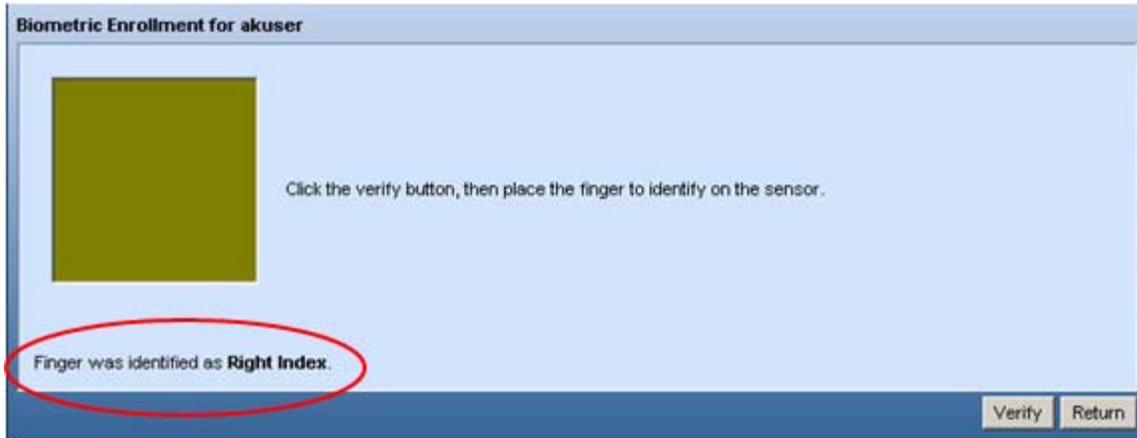
...and then place the finger to identify on the sensor:



DAVE™ will read the fingerprint and attempt to match it to a print on file in the DAVE™ database.



If a match is found then the page will refresh and a success message posted on the bottom of the page. If no match is found then an error message will be generated instead.



Appendices

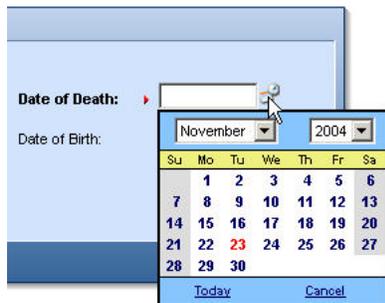
Appendix 1: Glossary of Icons and Controls

There are several different types of **icons** and **controls** used in **DAVE™**. Many of these are industry-standard or universal controls that you may already be familiar with from using other programs and/or websites. Others, are **DAVE™** specific controls that you will not find anywhere else.



- Auto-populate Button – this is a control that can be clicked on using your mouse's left click button. This control is used in conjunction with a dropdown list to auto-fill information relevant to the entity selected within the dropdown list.

Auto-populate - **Auto-populate Tool Tip**: this is an onscreen tool-tip that appears whenever the cursor is allowed to 'hover' over an Auto-populate button. This is simply a visual indicator that the auto-populate feature can be used.



Calendar Control: this is an onscreen control containing several other controls. There are two dropdown lists, one for selecting the month and the other for selecting the year. The default calendar displayed will be for the current month and year with the current day displayed in red. Clicking on any day of any date will cause that date to be displayed in the corresponding **Date Entry** text box using a MMDDYYYY format.



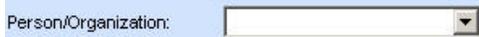
- Calendar Icon: this is an onscreen control that can be clicked on using your mouse's left click button. This icon is used in conjunction with Date Entry text boxes. Clicking on this icon will bring up the Calendar control that can be used to select a specific date.



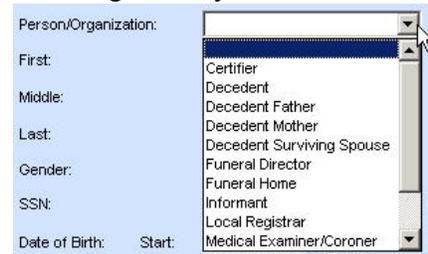
- Checkboxes: these are universal, onscreen controls that can be clicked on using your mouse's left click button. Checkboxes are used for making selections among various onscreen options. More than one checkbox can be selected at a time. (This compares to **Radio Buttons** which can only be selected one at a time.) **Checkboxes** exist in two states: **Checked** and **Unchecked**. To Check a checkbox just click in the box with your mouse. Clicking on unchecked checkboxes will place a checkmark (☑) in the checkbox. Clicking on a checked checkbox will remove the checkmark.



- **Click Buttons:** these are universal controls that can be clicked on using your mouse's left click button. They are used to accept data inputs, write information to databases and usually trigger the processing of underlying system code.



- **Dropdown Lists:** these are universal controls that can be selected from using your mouse's left click button. Clicking on the down-arrow button will cause a list of selectable options to dropdown. Clicking on any item in the list will select it and cause it to be displayed in the text box portion of the control.



- **Fix Icons:** this is an onscreen icon that appears only in the **DAVE™ Validation Frame**. Clicking on this icon will send the cursor to an item containing invalid information so that it may be corrected.



- **Labels** –are universal controls. Actually, most controls have labels. A **Label** tells you what type of information is displayed in a control or what type of information to place in a control. In our example here, the textbox control has a label containing the word **First:**. That tells you to place the Decedent's first name in this box.



- **Radio Buttons:** these are universal controls that can be selected using your mouse's left click button. Clicking on a radio button will fill in (●) it's circle. Unlike **Checkboxes**, which allow for multiple selections, only one **Radio Button** per group of buttons may be selected at one time. For example, you might use a radio button to select a brand of car to purchase, but use checkboxes to add all the features you want.



- **Text Entry Boxes:** these are universal controls used to capture information. **Text Entry Boxes** can be formatted to accept only text, a combination of text and numbers, numbers only, or dates. In this example, the **Text Box** is being used to capture a person's **First** name. In this case, the text entry box is formatted to prevent the entry of any numbers or special characters. Some **Text-Entry Boxes** are display only.

▶ - **Validation Arrow-Green:** this is a display only icon. Clicking on it has no effect. This icon is used in the **Death Registration Menu** and indicates that a **DAVE™** information page contains valid information.

▶ - **Validation Arrow-Red:** this is a display only icon. Clicking on it has no effect. This icon is used in the **Death Registration Menu** and indicates that a **DAVE™** information page contains invalid information that must be corrected before certification will be allowed.

▶ - **Validation Arrow-Yellow:** this is a display only icon. Clicking on it has no effect. This icon is used in the **Death Registration Menu** and indicates that a **DAVE™** information page contains information that may be invalid and must be corrected or overridden before certification will be allowed.

Appendix 2: Usage and Common Conventions

This appendix consists of useful tips and tricks to help you become a more efficient user of the **DAVE™** application. These hints will actually help you with almost any Windows based application.

1. Focus – Focus determines which control on the page will receive the action. For example, if an empty text box has the focus then a flashing cursor will appear in the far left hand side of the box. Anything you type will appear in the text box.

The screenshot shows an address form with fields for Street Number (1234), Pre Directional (E), Street Name (Springfield), Post Directional (SW), Street Designator (Drive), Apartment Number, City or Town (New York), County (highlighted with a red circle and a flashing cursor), State (New York), and Inside City Limits (Yes). A callout box points to the County field with the text: "The flashing cursor tells you that this textbox has the Focus."

If a pre-filled textbox has the focus then the text in that box will be highlighted. If you type here with the text highlighted, the current text will be deleted.

The screenshot shows the same address form as above. The State field, which contains "New York", is highlighted in blue. A callout box points to the highlighted text with the text: "The high-lighted text tells you that this textbox has the Focus."

If a **Checkbox** or **Radio Button** receives the focus then a dotted line will surround the control's label

The screenshot shows a "Race" selection form. The "White" checkbox is selected, and its label "White" is surrounded by a dotted line. A callout box points to the dotted line with the text: "The dotted circle around this label tells you that this checkbox has the Focus."

2. Passing the Focus There are two ways to pass the focus to a control: clicking on the control with your mouse or pressing the **Tab** key until the desired control is highlighted. The most common way of placing the focus on a control is by clicking on the control

with your mouse. This is also the slowest and least efficient way of passing the focus from one control to the next.

Instead, learn to use **Tab** and **Alt-Tab** to pass the focus back and forth among the controls. Using **Tab** will advance the focus forwards. **Alt-Tab**, which is triggered by holding down the **Alt** key while pressing the **Tab** key, will pass the focus back to the previous control.

Every page is structured a little differently. Exactly where **Tab** and **Alt-Tab** sends the Focus will vary, but it should always advance you logically from one control to the next.

3. Keyboard Shortcuts – Now that you understand what **Focus** is and how to pass it from one control to the next, let's see how you can use it to become a more efficient **DAVE™** user.

If a **Text Entry Box** has the **Focus**, then just start typing to fill in the box. **Note:** If the text entry box already contains text, then when it receives the focus that text will be highlighted. Anything typed while the text is highlighted will replace the old text.

If a **Checkbox** or **Radio Button** has the **Focus**, then pressing the spacebar will check or uncheck the control.

If a **Dropdown List** receives the **Focus** then you have several options:

- Use the mouse to click on the down-arrow to reveal the list of selectable options. However, try to avoid using the mouse.

- If you know the first letter of the option you want to select then just type that letter. The focus will then shift down to the first option in the list beginning with that letter. If there are multiple selections beginning with that letter then keep typing it until your desired option shows up. Then, **Tab** off of the list to save that selection.

- Use the **Up** and **Down Arrows** on your keyboard to scroll through the list of options. When the correct option is highlighted, use the **Tab** key to save that selection and move to the next control.

- Hold down the **Alt** key and press the **Down-Arrow** button on your keyboard to reveal the list. Then, using either your mouse or the **Up** and **Down Arrows**, make your selection and **Tab** off to the next control or hit the **Enter** button..

If a Click Button receives the focus you have two options:

- Use the **Spacebar** to “press” the button, or
- Use the **Enter** key to “press” the button

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