

# OVERS User Guide

*Electronic Registration System for  
Birth & Fetal Death Records*

This manual is intended as a technical guide for using the *Electronic birth and fetal death registration system*. For definitions and rules for completing the Oregon birth certificate see the companion instructions located at <http://www.oregon.gov/DHS/ph/chs/registration/instructions.shtml>.

Duplication and distribution is permitted.

## Facility Edition

Last Revised: November 24, 2008



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## Appendix 1: Glossary of Icons and Controls

There are several different types of **icons** and **controls** used in **OVERS**. 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 **OVERS** 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 drop-down list to auto-fill information relevant to the entity selected within the drop-down list.

**Auto-populate Tool Tip**: this is an on-screen 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 on-screen control containing several other controls. There are two drop-down 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.

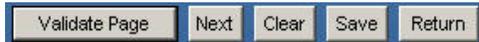


**Calendar Icon**: this is an on-screen control that can be clicked on using your mouse’s left click button. This icon is used in conjunction with Date Entry text boxes. Clicking on this icon will bring up the Calendar control that can be used to select a specific date.



**Checkboxes**: these are universal, on-screen controls that can be clicked on using your mouse’s left click button. Checkboxes are used for making selections among various on-screen 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

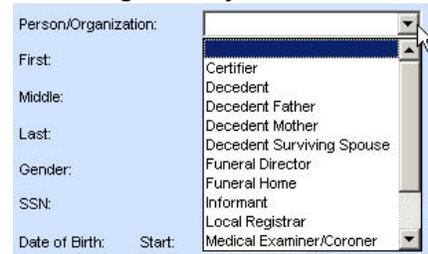
box with your mouse. Clicking on unchecked checkboxes will place a checkmark (☑) in the checkbox. Clicking on a checked checkbox will remove the checkmark.



- **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.



- **Drop-down 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 drop-down. Clicking on any item in the list will select it and cause it to be displayed in the text box portion of the control.



- **Eraser Icons** are used in conjunction with **Place Name** lookup tools. If a facility was added to a record in error, selecting the Eraser icon will remove the facility name from the page.



- **Fix Icons:** this is an on-screen icon that appears only in the **OVERS 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.



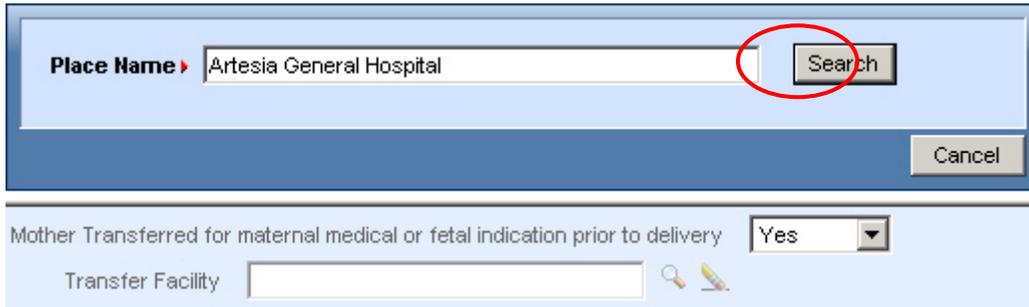
- **Radio Buttons:** these are universal controls that can be selected using your mouse's left click button. Clicking on a radio button will fill in (●) it's circle. Unlike **Checkboxes**, which allow for multiple selections, only one **Radio Button** per group of buttons may be selected at one time. 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 someone'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.

 - **Search Icons** will launch the **Place Name** lookup tool, shown below. **Place Name** lookups are used to **Search** for facilities such as Hospitals, Birthing Centers, Funeral Homes, etc.



The screenshot shows a software interface for searching facilities. The top part is a light blue box with a label 'Place Name' and a right-pointing arrow. Next to it is a text input field containing 'Artesia General Hospital'. To the right of the input field is a 'Search' button, which is circled in red. Below the input field and search button is a 'Cancel' button. The bottom part of the interface is a white box with a label 'Mother Transferred for maternal medical or fetal indication prior to delivery' and a dropdown menu showing 'Yes'. Below this is a 'Transfer Facility' text input field with search and edit icons to its right.

 - **Validation Arrow-Green**: this is a display only icon. Clicking on it has no effect. This icon is used in the **Birth Registration Menu** and indicates that a **OVERS** 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 **Birth Registration Menu** and indicates that a **OVERS** 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 **Birth Registration Menu** and indicates that a **OVERS** 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 **OVERS** 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.



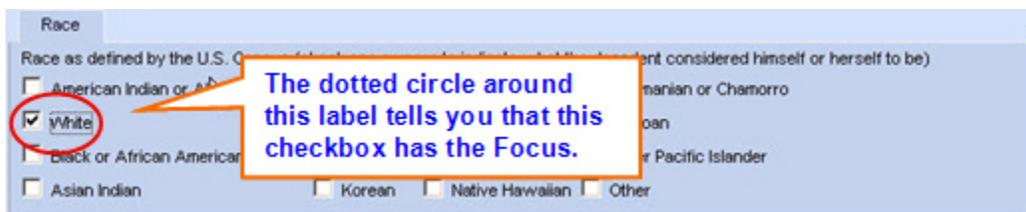
The screenshot shows an address form with fields for Street Number (1234), Pre Directional (E), Street Name (Springfield), Post Directional (SW), Street Designator (Drive), and Apartment Number. Below these are fields for City or Town (New York), County (empty), and State (New York). A red circle highlights the empty County text box, and a callout box points to it 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, but now the State text box contains "New York" and is highlighted with a blue selection bar. A red circle highlights the State text box, and a callout box points to it 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 with a list of options: American Indian or Alaska Native, White, Black or African American, Asian Indian, Korean, Native Hawaiian, and Other. The "White" checkbox is selected, and a red circle highlights its label. A callout box points to it 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** – A keyboard shortcut is a key or combination of keys that provides an alternative to standard ways of performing an action. The EBRS interface includes several key board shortcuts as described below.

Shortcut Key(s)	Activates this Control	To Perform this Function
F12	Date Fields	Enters current date in any date field
Tab	Any dialog box, button control, or check box	Moves <u>forward</u> from one dialog box, button control, or check box to another field, button, or check box
Shift+Tab	Dialog box, button control, or check box	Moves <u>backward</u> from one dialog box, button control, or checkbox to another text field, button, or checkbox
Enter	Any button control	Activates the next button on the page
1 <sup>st</sup> letter of word	Dropdown lists	Enters selection from the pick list of a dropdown list control. For dropdown lists with more than one selection beginning with the same letter, repeat the 1 <sup>st</sup> letter until the correct select appears in the dropdown list window.
Space bar	Radio button or check box	Selects a radio button or check box
Arrow key	Radio button	Moves from one radio button to the next
Alt+Down Arrow	Dropdown List	Opens a dropdown list
Alt+Up Arrow	Dropdown List	Closes a dropdown list
%	Any dialog search box	Wildcard symbol that stands for one or more <a href="#">characters</a> in a search string.

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 **Drop-down 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

**4. Using Special Characters in Oregon Vital Events Registration System - The OVERS system will allow you to enter and search for names that contain common international letters.**

Special characters can be typed by holding down the **Alt** key while also typing the 4-digit number code corresponding with the character. For instance, if you want to type the name Nuñez, you would first type the letters **N** and **u**. To type the ñ you would hold down the **Alt** key while typing the numbers 0241. Once you’ve typed the special character, you can complete the name by typing as usual.

The table below contains a complete list of the special characters recognized by OVERS with their corresponding keyboard codes.

Code		Code		Code		Code	
Á	Alt+0193	Ê	Alt+0202	Ñ	Alt+0209	Ú	Alt+0218
á	Alt+0225	ê	Alt+0234	ñ	Alt+0241	ú	Alt+0250
Â	Alt+0194	Ë	Alt+0203	Ó	Alt+0211	Û	Alt+0219
â	Alt+0226	ë	Alt+0235	ó	Alt+0243	û	Alt+0251
Ä	Alt+0196	Í	Alt+0205	Ô	Alt+0212	Ü	Alt+0220
ä	Alt+0228	í	Alt+0237	ô	Alt+0244	ü	Alt+0252
Ã	Alt+0195	Î	Alt+0206	Ö	Alt+0214	Ý	Alt+0221
ã	Alt+0227	î	Alt+0238	ö	Alt+0246	ý	Alt+0253
É	Alt+0201	Ï	Alt+0207	Õ	Alt+0213	ÿ	Alt+0159
é	Alt+0233	ï	Alt+0239	õ	Alt+0245		