



Database Application for Vital Events
A LexisNexis® VitalChek® Network Inc. Product

Funeral Home Training Exercises

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[Logging Into the DAVE™ Application](#)

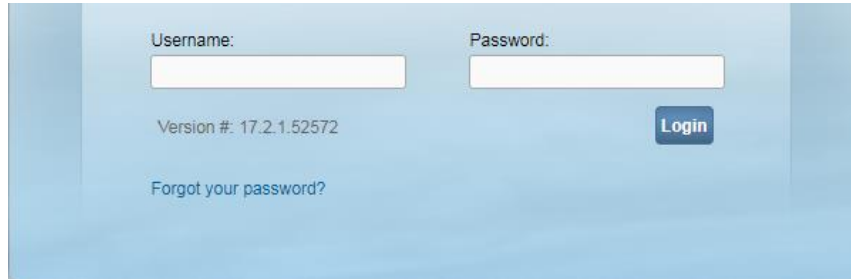
[Exercise 1: Logging Into DAVE](#)

Skills Learned: in this exercise, you will learn how to log into the **DAVE** (Database Application for **V**ital **E**vents) Application:

1. Double click the **DAVE** icon on your desktop or select the **DAVE** Favorite (Bookmark) from within your web-browser.



2. Enter **User Name** and **Password**.
3. Click the **Login** button.



Username:

Password:

Version #: 17.2.1.52572

[Forgot your password?](#)

Login

4. 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:



West Virginia - Vital Records
Department of Health and Human Resources

Select your Office:

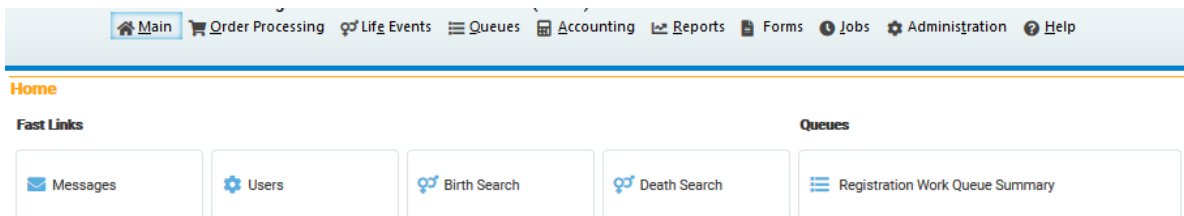
Boone Memorial Hospital

St Francis Hospital

Version #: 21.2.0.69386

Cancel

You should now be logged into the **DAVE** application where the **Main Menu** and **Fast Links** sections are displayed:



[Main](#) [Order Processing](#) [Life Events](#) [Queues](#) [Accounting](#) [Reports](#) [Forms](#) [Jobs](#) [Administration](#) [Help](#)

Home

Fast Links

[Messages](#) [Users](#) [Birth Search](#) [Death Search](#)

Queues

[Registration Work Queue Summary](#)

Exercise 2: Current Activities

Skills Learned: Basic navigation within the **Current Activities** pane.

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.

1. Click on the **Certification Required** link to open the **Search by Registration Work Queue** page, allowing access to the records in the queue.

Current Activities

Queue Name	Type ↓	Count	Age of Oldest in Days
Certification Required	Death	18	70
Medical Certification Requested	Death	17	81
Medical Pending	Death	1	81
			Total Queues : 3

2. At this time, simply look around on the page. 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. Filter:

All	Case Id	File Number	Registrant	Date of Event ↑	Data Provider
<input type="checkbox"/>	4602		Test, Sandra	JUN-21-2017	Abbey Funeral Chapel
<input type="checkbox"/>	3488		McCertification, Test	MAY-15-2017	
<input type="checkbox"/>	3443		Three, Stephen Test	MAY-12-2017	A Legacy Funeral Home
<input type="checkbox"/>	3810		Testcasetwo Jr, Onesevenzeronineone Workorder	MAY-25-2017	Abbey Funeral Chapel
<input type="checkbox"/>	3813		Testcasesix, Onesevenzeronineone	MAY-26-2017	Abbey Funeral Chapel
					Total Records : 5

Actions

Register Event
Abandon Case
Certify Registration

Add

Comments

Print

Queue List

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

Exercise 3: The Messages Pane

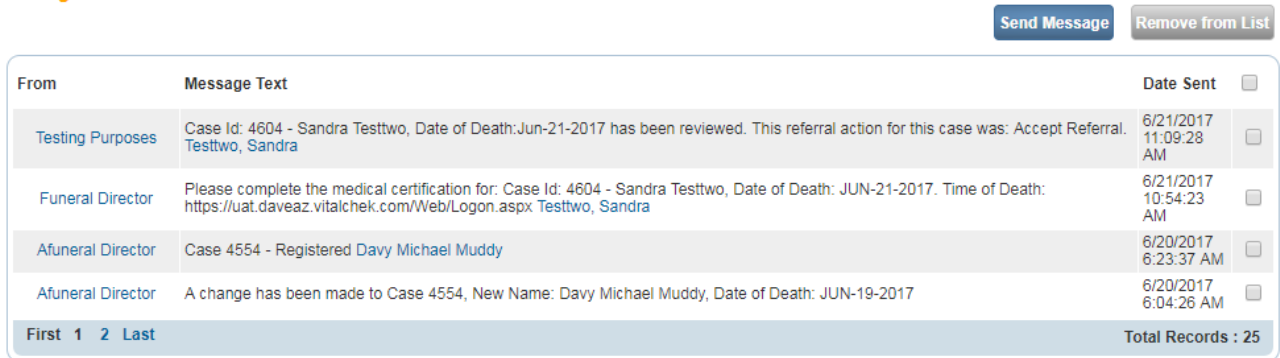
Skills Learned: Basic Navigation within the **Messages** pane

One fast link that appears when you first login to the **DAVE** application is the **Messages** Link. Some **Messages** are 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.

1. Click on any of the underlined links in the **From** column of the **Messages** pane to read that particular message.

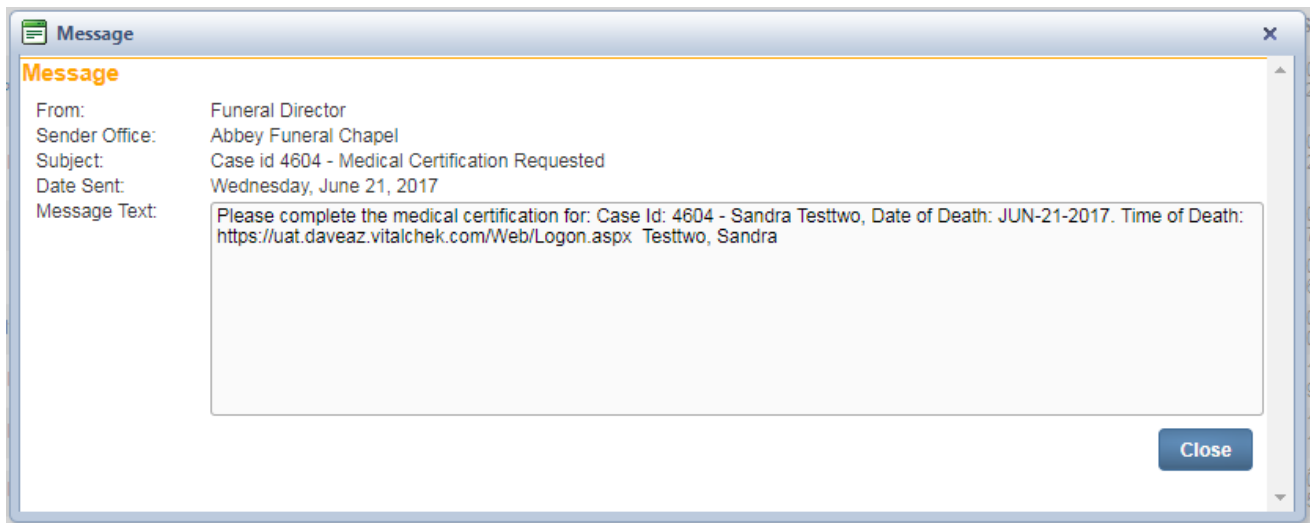
Messages



From	Message Text	Date Sent	
Testing Purposes	Case Id: 4604 - Sandra Testtwo, Date of Death:Jun-21-2017 has been reviewed. This referral action for this case was: Accept Referral. Testtwo, Sandra	6/21/2017 11:09:28 AM	<input type="checkbox"/>
Funeral Director	Please complete the medical certification for: Case Id: 4604 - Sandra Testtwo, Date of Death: JUN-21-2017. Time of Death: https://uat.daveaz.vitalchek.com/Web/Logon.aspx Testtwo, Sandra	6/21/2017 10:54:23 AM	<input type="checkbox"/>
Afuneral Director	Case 4554 - Registered Davy Michael Muddy	6/20/2017 6:23:37 AM	<input type="checkbox"/>
Afuneral Director	A change has been made to Case 4554, New Name: Davy Michael Muddy, Date of Death: JUN-19-2017	6/20/2017 6:04:26 AM	<input type="checkbox"/>

First 1 2 Last Total Records : 25

2. 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.



3. Place a checkmark in the checkbox next to the **Date Sent** column header.

Notice that the **Remove from List** button is now active.

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

Date Sent	<input checked="" type="checkbox"/>
6/21/2017 11:09:28 AM	<input checked="" type="checkbox"/>
6/21/2017 10:54:23 AM	<input checked="" type="checkbox"/>
6/20/2017 6:23:37 AM	<input checked="" type="checkbox"/>
6/20/2017 6:04:26 AM	<input checked="" type="checkbox"/>
6/20/2017 5:56:10 AM	<input checked="" type="checkbox"/>
6/2/2017 2:53:39 PM	<input checked="" type="checkbox"/>

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

Remove from List

Date Sent	<input type="checkbox"/>
6/21/2017 11:09:28 AM	<input type="checkbox"/>
6/21/2017 10:54:23 AM	<input checked="" type="checkbox"/>
6/20/2017 6:23:37 AM	<input type="checkbox"/>
6/20/2017 6:04:26 AM	<input checked="" type="checkbox"/>
6/20/2017 5:56:10 AM	<input type="checkbox"/>
6/2/2017 2:53:39 PM	<input type="checkbox"/>

4. Remove the checkmark from the checkbox next to the **Date Sent** column header and place a checkmark in any of the boxes next to a single message.

Now click the **Remove from List** button to remove a single message from the list.

Again, once removed, messages cannot be restored.

Exercise 4: Change Password

Skills Learned: in this exercise, you will learn how to change your DAVE system 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 must be changed when you login for the first time.

To change your password,

1. From the **Main Menu**, select **Main -> Change Password**.
2. Enter your old or temporary password into the **Old Password** text entry box.
3. 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.

Change Password

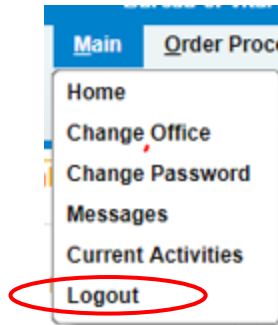
Old Password:	<input type="text"/>
New Password:	<input type="text"/>
Confirm Password:	<input type="text"/>
<hr/>	
Security Question	What is your favorite color? ▼
Security Answer	*****

4. Re-enter the new password in the **Confirm Password** text entry box. NOTE: you must enter the exact same password both times.
5. Select the **Security Question** you wish from the Security Question dropdown.
6. Enter a **Security Answer**.
7. Click the **Save** button.

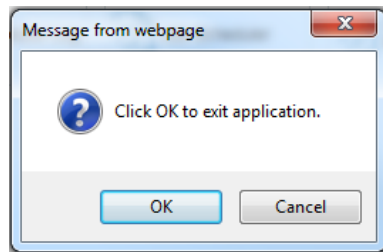
Exercise 5: Logging out of the DAVE™ Web-Base Application

Skills Learned: Logging out of the **DAVE™** application.

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



2. 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.



You can also directly select the **Logout Button**, always displayed and located in the far upper right of the screen.



If you select this option for logout, you will not receive the “**Click OK to exit application**” prompt. You will simply be logged out.

4. Once logout is complete, you will be returned to the **Login** page.

General Death Registration Page Functionality

Page Controls and Navigation

Skills Learned: In these exercises you will learn how to navigate through **DAVE** using the various controls and icons provided. Mastery of these controls will speed you on your way to more efficient death record processing. The following exercises are designed to help you gain that mastery.

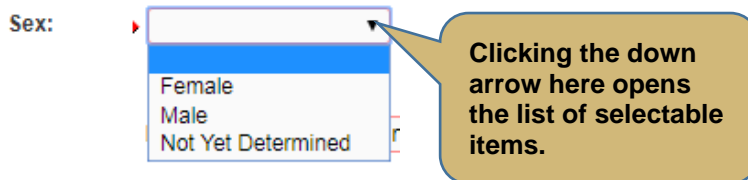
Exercise 1: Dropdown Lists

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, prevents spelling errors.

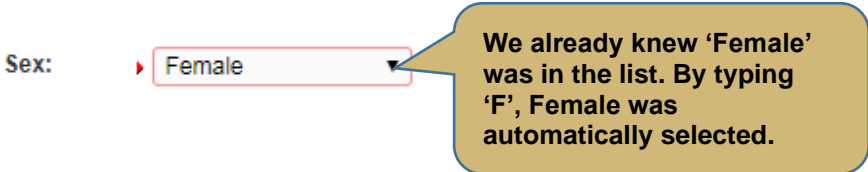
1. One of the first dropdown lists you are likely to encounter is the **Sex** dropdown list on the main **Start/Edit New Case** page. To view all items in the list simply click on the down-arrow on the right side of the control.



2. 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.



3. It's 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'.

General Death Registration Page Functionality

4. Once the list is highlighted, it is possible to navigate up and down through the list using the directional arrow keys on your keyboard. You can tell a list is highlighted by the blue shading that is placed around the outside of the field.

Not Highlighted: Sex: Highlighted: Sex:

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

Sex:

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

Sex:

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

Sex:

General Death Registration Page Functionality

Exercise 2: Standard Date Format

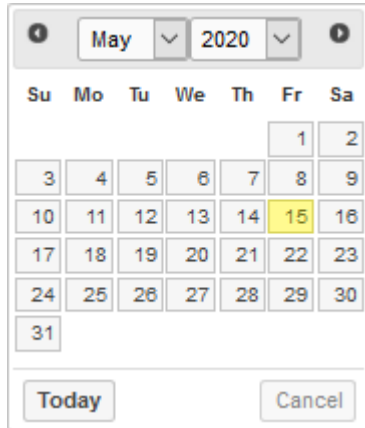
Skills Learned: In this exercise you will learn how to properly key dates into the **DAVE** system. While processing death registrations, you will frequently be inputting dates. **DAVE** allows you much flexibility in using several different date formats: are illustrated below:

Input Formats	Typed As:	System Converts to:
MM-DD-YYYY	<input type="text" value="02052014"/>	<input type="text" value="Feb-05-2014"/>
MM/DD/YYYY	<input type="text" value="02/05/2014"/>	<input type="text" value="Feb-05-2014"/>
MMDDYYYY	<input type="text" value="02052014"/>	<input type="text" value="Feb-05-2014"/>
MonDDYYYY	<input type="text" value="Feb052014"/>	<input type="text" value="Feb-05-2014"/>
Mon/DD/YYYY	<input type="text" value="Feb/05/2014"/>	<input type="text" value="Feb-05-2014"/>
Mon-DD-YYYY	<input type="text" value="Feb-05-2014"/>	<input type="text" value="Feb-05-2014"/>

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 that allows you to enter a 3-letter abbreviation for the Month. The MonDDYYYY format also supports Mon/DD/YYYY and Mon-DD-YYYY formats.

Exercise 3: Using Calendars

Skills Learned: In this exercise you will learn how to use the **Calendar control** to input dates without typing them in manually.



1. In addition to manual date entry, you can also click on the **Calendar icon** next to a date entry box to bring up a **Calendar control**.
2. 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 drop-down lists we have seen, clicking on the down-arrow next to the month control (January, in this example) will reveal all the items in the list.
3. Once we have selected the correct Month and Year, clicking on the Day of the month will auto-populate the Date for us.

In addition to manually dropping down the list, we can just type the first letter of the month we are interested in or use the up and down arrows on the keyboard to scroll through the list until we find the month we want to select.

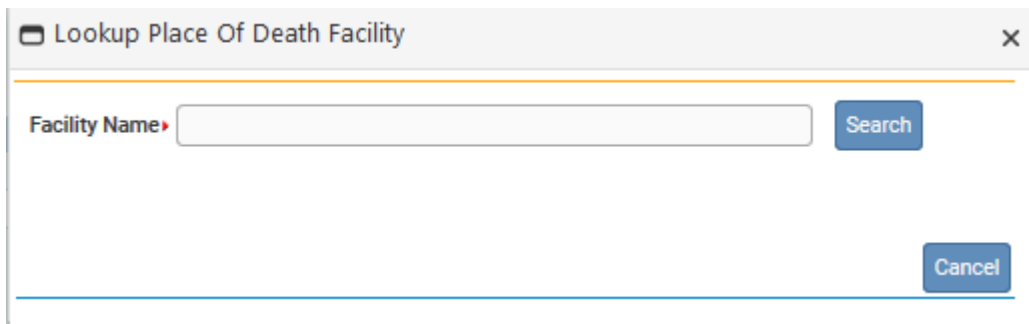
Keyboard Shortcut: Once a date control has been selected or tabbed into, pressing the f12 key will automatically place the current system date into the control.

Exercise 4: Lookup Controls

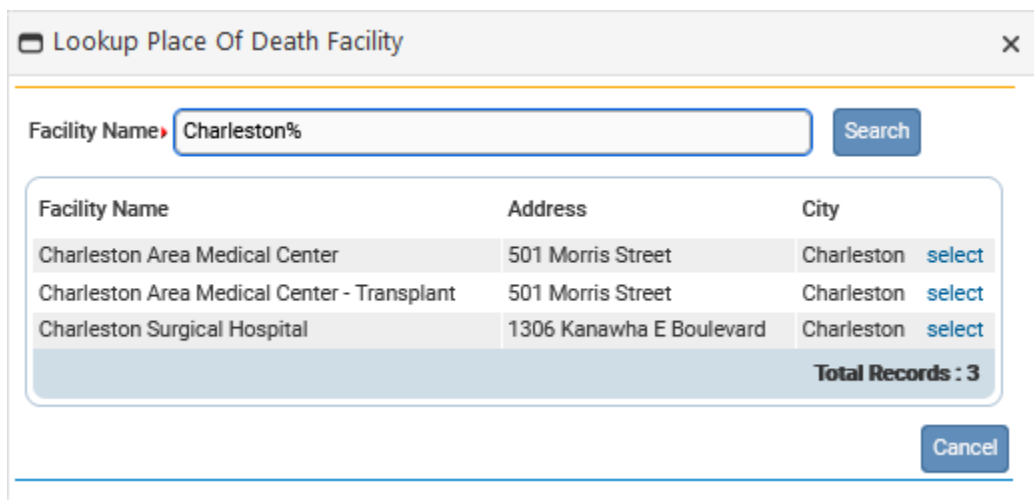
Skills Learned: In this exercise you will learn how to use **Lookup Controls**. **Lookup Controls** are searchable lists that display a grid of selectable data. **Lookup Controls** are all labeled, so you will know one when you see it.

1. The **Lookup Icon** is a control displayed as a small magnifying glass next to fields in which a lookup can be performed. Wherever a **Lookup Icon** is displayed a **Eraser Icon** control is also displayed.

2. Selecting the **Lookup Icon** will display a pop-up control to search for a lookup the value that should be entered into the select field. For example, selecting the Place of Death **Lookup Icon**, will display the Lookup Place of Death Facility pop-up.



3. A Facility Name is should be entered into the search field. Wildcard searches can be utilized for Lookups. Simply enter a % at the end of the search criteria to perform a wildcard search. In the below example I entered “charleston%” and selected Search, which returned a data grid of results for facility names which start with “charleston”.



Facility Name	Address	City	
Charleston Area Medical Center	501 Morris Street	Charleston	select
Charleston Area Medical Center - Transplant	501 Morris Street	Charleston	select
Charleston Surgical Hospital	1306 Kanawha E Boulevard	Charleston	select

Total Records : 3

General Death Registration Page Functionality


4. From the data grid list, select a facility. Notice that all of the controls on the **Place of Death** page have now been auto-filled.

Place Of Death

Type of place of death Other Specify

Facility Name  

Address

Street Number	Pre Directional	Street Name or PO Box, Rural Route, etc.	Street Designator	Post Directional	Apt #, Suite #, etc
<input type="text" value="501"/>	<input type="text" value=""/>	<input type="text" value="Morris"/>	<input type="text" value="Street"/>	<input type="text" value=""/>	<input type="text" value=""/>
Zip Code	City or Town	County	State	Country	
 <input type="text" value="25301"/>	<input type="text" value="Charleston"/>	<input type="text" value="Kanawha"/>	<input type="text" value="West Virginia"/>	<input type="text" value="United States"/>	

Exercise 5: Registration Status Bar

Skills Learned: In this exercise you will learn about the **Registration Status Bar**. The **Registration Status Bar** helps you keep track of missing data that can prevent a death record from being properly registered. It's also a valuable tool for tracking the status of a death case.

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



102 :Sarah Jones JUL-08-2021
/New Event/New Event/Not Registered/NA/NA/NA

2. 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 validate page button) or event occurs (e.g. cremation clearance required).

The initial status assigned to a new electronic case is **New Event/New Event/Not Registered/Unsigned/Uncertified/NA**. (The status shown in the example above.) 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. Sometimes a death record may contain values which are valid however cause soft edit rule failures, therefore it is also possible to have a registered record have a Personal Valid with exceptions or Medical Valid with exceptions status or any combination of valid and valid with exceptions.


Exercise 6: Validate Page and the Validation Frame

Skills Learned: In this exercise you will learn how to validate death records and prepare them for registration.

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

6801 :Atest Casefortesting JUL-17-2017
/New Event/New Event/Not Registered/Unsigned/Uncertified/NA



Pronouncement

Date of Death ▾ JUL-17-2017  Date of Death Modifier ▾
Time of Death : ▾ Time of Death Modifier ▾

Validate Page **Next** **Clear** **Save** **Return**


When you click on the **Validate Page** button, the **Validation Frame** will list all of the errors associated with that page. The list of Validation Results specific to data entry issues regarding the page will be displayed directly below the *Validate Page*, *Next*, *Clear*, *Save* and *Return* buttons.

Validation Results List All Errors Save Overrides Hide

Error Message	Override	Goto Field	Popup
DR_6221: Time of death cannot be left blank. Enter the exact time of death (hours and minutes) according to local time. One minute after 12 midnight is entered as "12:01 a.m." of the new day. If the exact time of death is unknown, the time should be approximated by the person who pronounces death.			

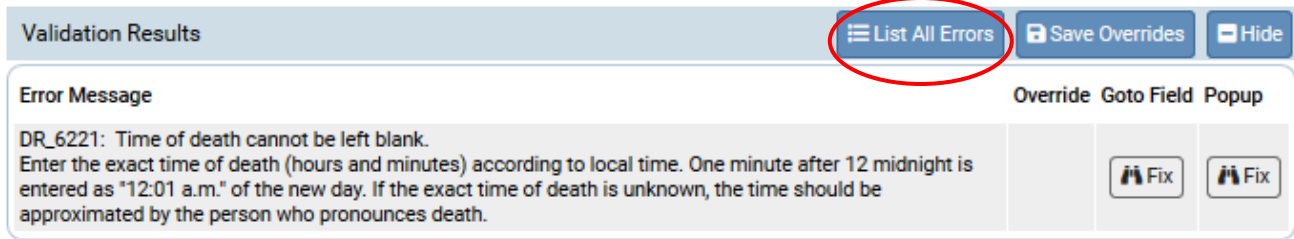
The fields on the specific page which contain errors will be highlighted. Those highlighted in red must be corrected before the record can be signed or certified and registered.

Pronouncement

Date of Death ▾ MAY-15-2020  Date of Death Modifier ▾
MMM-dd-yyyy
Time of Death : ▾ Time of Death Modifier ▾


2. If you click on the **List All Errors** button the system will display all errors associated with the entire death case, including those errors which exist for the current page.

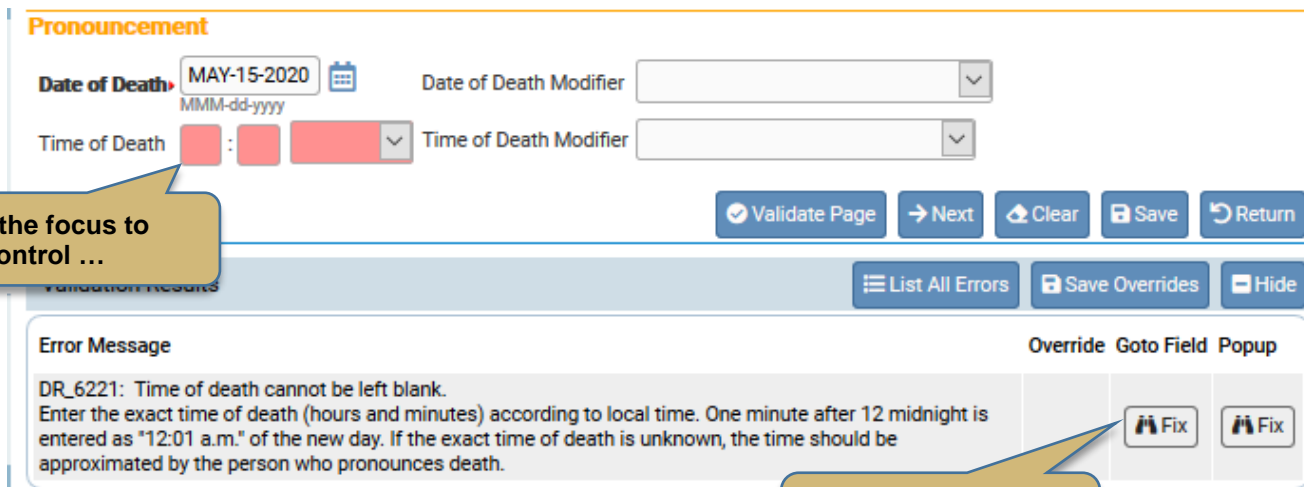
General Death Registration Page Functionality




3. 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.

4. If you want to hide the displayed list of errors then just click on the **Hide** button. Just re-click on the **Validate Page** button to view the errors again.

5. To fix an error, click on the  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.



'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.

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

General Death Registration Page Functionality

Validation Results List All Errors Save Overrides Hide

Error Message	Override	Goto Field	Popup
DR_6221: Time of death cannot be left blank. Enter the exact time of death (hours and minutes) according to local time. One minute after 12 midnight is entered as "12:01 a.m." of the new day. If the exact time of death is unknown, the time should be approximated by the person who pronounces death.	<input type="checkbox"/>	Fix	Fix

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

Validation Popup

Validation Popup

DR_6221: Time of death cannot be left blank.
Enter the exact time of death (hours and minutes) according to local time. One minute after 12 midnight is entered as "12:01 a.m." of the new day. If the exact time of death is unknown, the time should be approximated by the person who pronounces death.

Pronouncement

Date and Time of Death or found dead

Date of Death: MAY-15-2020 Time of Death | : | ▼

MMM-dd-yyyy

Save Cancel

7. Correct the error and click the **Save** button to submit your changes. The popup will close and your changes to the item will now be displayed on the page. Click the **Close** button if you want to close the popup without making any changes.

8. 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_3006: When indicating neoplasms as a cause of death indicate the following: 1- primary site or that primary site is unknown, 2- benign or malignant, 3-cell type or that cell type is unknown, 4- grade of neoplasm and 5-part or lobe of an organ affected. Verify you have specified the primary site, cell type or if the cancer has metastasized for the cancer reported in line a.	<input type="checkbox"/>	fix	fix
DR_3010: The condition you reported on the lowest line in Part I usually develops as a complication of another more specific condition. Please verify the condition reported on the lowest line in Part I.	<input type="checkbox"/>	fix	fix
DR_3028: The last cause reported is unacceptable. Please enter the medical conditions that led to this terminal event. Mechanistic terminal events such as the last entry preferably should not be either the only cause or underlying cause in a cause-of-death statement. Please enter the medical conditions that led to this terminal event.	<input type="checkbox"/>	fix	fix

9. Put 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.

General Death Registration Page Functionality

Validation Results	List All Errors	Save Overrides	Hide
Error Message	Override	Goto Field	Popup
DR_3006: When indicating neoplasms as a cause of death indicate the following: 1- primary site or that primary site is unknown, 2- benign or malignant, 3-cell type or that cell type is unknown, 4- grade of neoplasm and 5-part or lobe of an organ affected. Verify you have specified the primary site, cell type or if the cancer has metastasized for the cancer reported in line a.	<input checked="" type="checkbox"/>	fix	fix
DR_3010: The condition you reported on the lowest line in Part I usually develops as a complication of another more specific condition. Please verify the condition reported on the lowest line in Part I.	<input type="checkbox"/>	fix	fix
DR_3028: The last cause reported is unacceptable. Please enter the medical conditions that led to this terminal event. Mechanistic terminal events such as the last entry preferably should not be either the only cause or underlying cause in a cause-of-death statement. Please enter the medical conditions that led to this terminal event.	<input type="checkbox"/>	fix	fix

Important Note: Not all errors can be overridden!

10. There are two types of errors in DAVE: Hard and 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.

Certifier

Certifier Type [Red]

Certifier Name [Yellow]

License Number MD12345 Intern/Resident (If Not Licensed)

First Adoctor Middle n Last Namehere Suffix

Title Doctor of Medicine Other Specify

Certifier Address

Edit Certifier Address

Street Number 123 Pre Directional N Street Name, Rural Route, etc. Main Street Designator Street Post Directional Apt #, Suite #, etc.

Zip Code 85004 City or Town Sentinel State Arizona Country United States

Date Signed

Validate Page Clear Save Return

Red or 'Hard' edits cannot be overridden and must be corrected.

Yellow, or 'Soft' edits can be overridden.

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

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

General Death Registration Page Functionality

Medical Certification

- ✘ Pronouncement
- ✘ Place of Death
- Cause of Death
- ✘ Other Factors
- ✔ Injury
- ✘ Certifier

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.

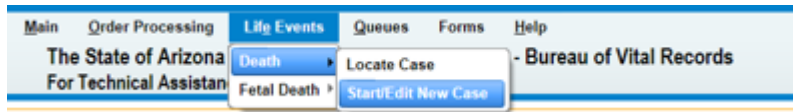
Once you have clicked the *Validate Page* button on any page the system will evaluate all pages and mark them accordingly with the red, yellow or green arrows.

Start/Edit New Case

Skills Learned: In this exercise you will learn how to use the **Personal Information** pages of the **DAVE™** application to process and sign a death record.

Exercise 1: Decedent Page

1. From the Main Menu, select **Life Events -> Death -> Start/Edit New Case**.



2. This will bring up the **Start/Edit New Case** page. Notice that **First:**, **Last:**, **Date of Death:**, **Date of Birth:**, and **Sex:**, are all marked with red arrows (▶). Fields with a red arrow next to them are required entries and must be completed before you will be allowed to perform a search.

Death Start/Edit New Case

Decedent's Information

First: ▶ <input type="text"/>	Last: ▶ <input type="text"/>	Date of Death: ▶ <input type="text"/>
Sex: ▶ <input type="text"/>	SSN: <input type="text"/>	Date of Birth: <input type="text"/>
Case Id: <input type="text"/>	ME Case Number: <input type="text"/>	Medical Record Number: <input type="text"/>
Place of Death Location Type: <input type="text"/>	Place of Death: <input type="text"/>	

Note: Before you will be allowed to create a new Death Record you must first search for an existing record. This is to prevent the creation of duplicate Death Records.

3. Once you have filled in the required items, click the **Search** button to proceed or, if you need to, click on the **Clear** button to clear all entries and start over.
4. If no matching records are found, you will be allowed to begin creating a new record by clicking the **Start New Case** button. To begin a new search, click the **New Search** button...

Start/Edit New Case as Funeral Home

Death Search Results

There are no cases that match the criteria you have entered.
If this is a new case, select the Start New Case button or select the New Search button to perform a new search.

[Start New Case](#) [New Search](#)

If no matching records were found, click the “Start New Case” button to create a new death record.

To begin a new search with new criteria, click the “New Search” button.

5. If a matching event was found, as would be the case when a funeral home was completing a case started by a medical facility or physician, click on the underlined link in the **Decedent’s Name** column.

Death Search Results

<u>Case Id</u>	<u>Decedent’s Name</u>	<u>Date of Death</u>	<u>Sex</u>	<u>Place of Death</u>	<u>Date of Birth</u>	<u>Preview</u>
6800	test, Sandra n	JUN-09-2017	Female	Maricopa	APR-28-1923	Preview

Total Records : 1

[Start New Case](#) [New Search](#)

To initiate a new search using different criteria, click on the **New Search** button.

6. For the purposes of this exercise, select **Start New Case**.

Note: All of the column headers on the Results page are underlined links. Clicking on any of these links will resort the table data accordingly.

7. Clicking on the **Start New Case** button will display the **Decedent** page, as shown below. The **Death Registration Menu** expands down the left side of the case.

Start/Edit New Case as Funeral Home

Death Registration Menu 101 :Pam Lewis JUL-08-2021
/New Event/New Event/Not Registered/Unsigned/Uncertified/NA

Personal Information

Decedent

Resident Address
Place of Death
Family Members
Informant
Disposition
Decedent Attributes

Medical Certification

Pronouncement
Cause of Death
Other Factors
Injury
Certifier

Registrar

Identifiers

Other Links

Assign Status
Attachments
Comments
Event and Issuance History
Geo Codes
Decedent's MRE
Issue this Record
Request Funeral Home
Nosology
Print Forms
Refer to Medical Examiner

Will OCME be responsible for final disposition? ▾

Decedent's Legal Name

Prefix First Middle Other Middle Last Suffix
 Pam Lewis

Decedent's Maiden Name

Last

Aliases

[Add/Edit Alias Names](#)

Sex Social Security Number None Unknown
Female

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

Decedent's Birth Place

City or Town County State Country
 United States

Ever in US Armed Forces?

8. **Will OCME be responsible for final disposition?** defaults to **No**. This option is greyed out and can only be changed by a Medical Examiner who will be fully responsible for completion of the record.
9. Complete the **Decedent** page. **First**, **Middle**, and **Last** are self-explanatory. **Suffix** is used to capture generational suffixes such as Jr., III, etc....
10. If the decedent is a married female, then place her original maiden name before her first marriage in the **Decedent Maiden Name** control.
11. If the decedent was known by more than one name then click the **Add/Edit Alias Names** on the **Aliases** section.

Aliases

[Add/Edit Alias Names](#)

This will launch the **Aliases** pop-up page:

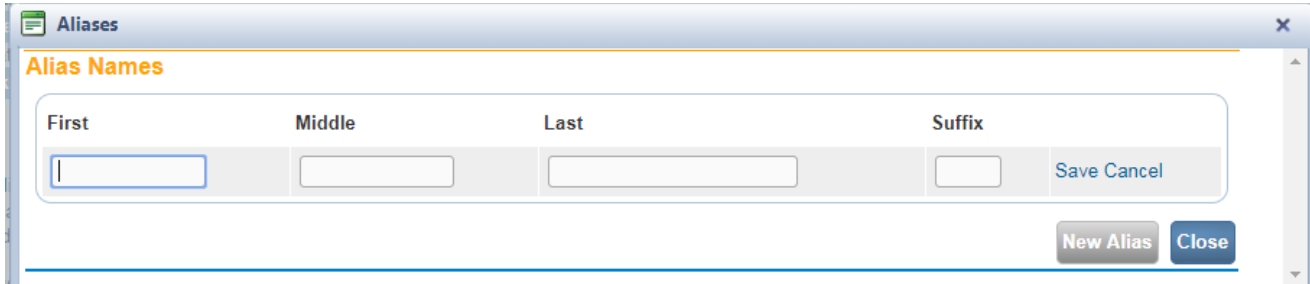
Aliases

Alias Names

No aliases entered for this decedent yet.

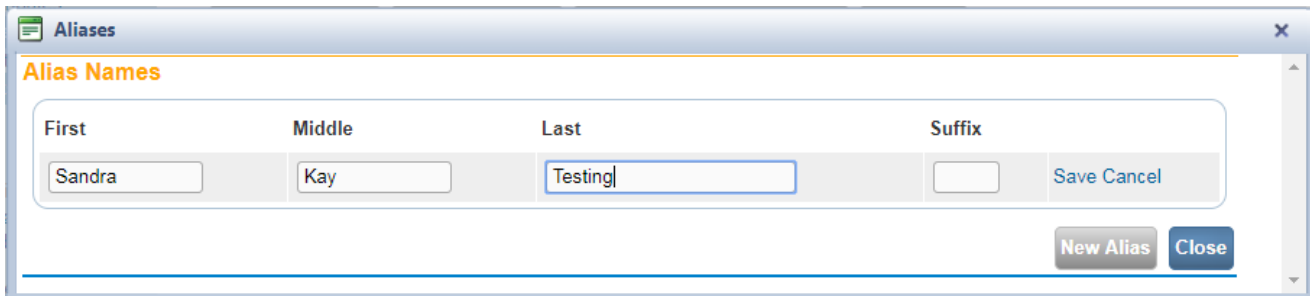
Start/Edit New Case as Funeral Home

To add a new alias, click the **New Alias** button. Otherwise, click **Close** to return to the **Decedent** page. Clicking the **New Alias** button will open the **Alias Name** page shown below.



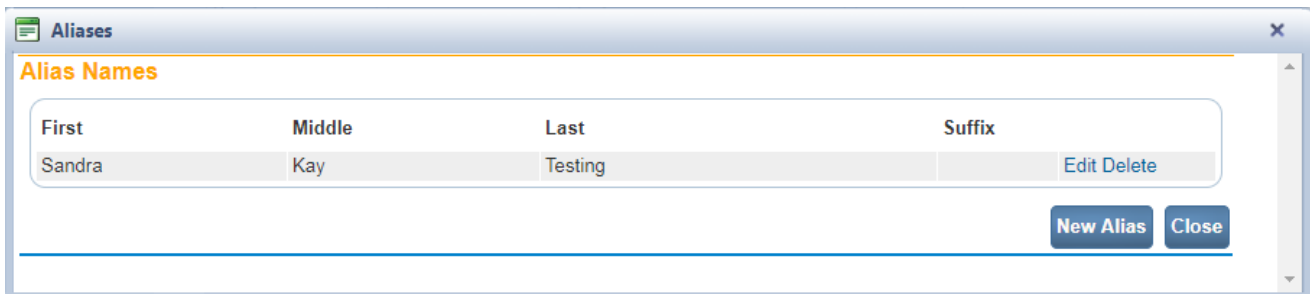
The screenshot shows a window titled "Aliases" with a sub-header "Alias Names". Below the header is a form with four input fields labeled "First", "Middle", "Last", and "Suffix". The "First" field is currently selected. To the right of the fields are "Save" and "Cancel" links. At the bottom right of the window are "New Alias" and "Close" buttons.

Once you have entered the **New Alias** information, click on the **Save** link to save your changes. Click **Cancel** to close the page without saving changes.



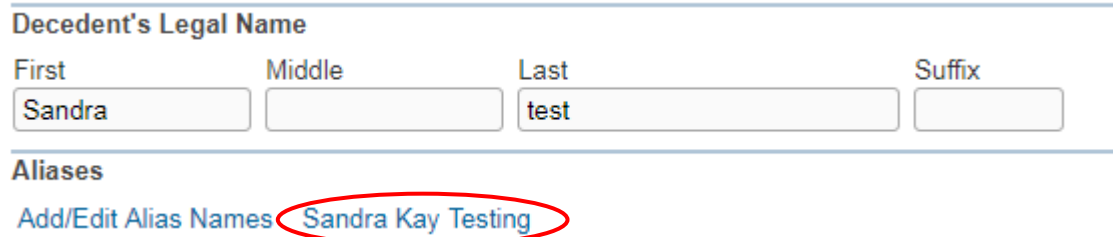
The screenshot shows the same "Aliases" window. The "First" field now contains "Sandra", the "Middle" field contains "Kay", and the "Last" field contains "Testing". The "Save" link is now highlighted in blue. The "New Alias" and "Close" buttons remain at the bottom right.

Saving the changes above will cause the page to refresh and display the **Alias Name** summary page shown below. Click the close button to return to the **Decedent** page.



The screenshot shows the "Aliases" window displaying the summary for the alias "Sandra Kay Testing". The fields are now populated with the saved values. To the right of the "Suffix" field are "Edit" and "Delete" links. The "New Alias" and "Close" buttons are still present at the bottom right.

Notice that the **Aliases** tab now displays the newly added **Alias**:



The screenshot shows two sections. The first is "Decedent's Legal Name" with input fields for "First" (Sandra), "Middle" (empty), "Last" (test), and "Suffix" (empty). The second section is "Aliases" with a link "Add/Edit Alias Names" followed by a red circle around the text "Sandra Kay Testing".

Start/Edit New Case as Funeral Home

- The **Sex** dropdown list will be pre-populated based on the selection that was made on the **Search** page.
- Enter the decedent's Social Security Number in the **Social Security Number** control. If decedent has no SSN then select the **None** radio button. If the decedent's SSN is not known, select the **Unknown** radio button.
- The **Verify SSN** link sits to the right of the **Minutes**. When this link is selected, the **DAVE™** application establishes a connection with the Social Security Administration and verifies the given SSN against information in their database. However, before the SSN can be verified, the decedent's **Name, Social Security Number Date of Birth and Sex** must also be filled in. If None is selected the SSN will auto fill with zeros (000-00-0000) if Unknown is selected the SSN will auto fill with nines (999-99-9999). In both cases the **Verify SSN** will be disabled.

The screenshot shows a registration form with the following fields and controls:

- Sex:** A dropdown menu set to "Female".
- Social Security Number:** A text input field with a placeholder "____-____-____" and two radio buttons labeled "None" and "Unknown".
- Date of Birth:** A text input field containing "APR-28-1923" with calendar and time zone icons.
- Age:** A text input field.
- Under 1 Year:** A section with "Months" and "Days" input fields.
- Under 1 Day:** A section with "Hours" and "Minutes" input fields.
- Verify SSN:** A blue link circled in red, located to the right of the "Minutes" field.
- SSN Verification Status:** A label showing "UNVERIFIED (0)".

When the **Verify SSN** link is activated, the **Decedent** page will refresh and SSN Verification Status will change from **UNVERIFIED(0)** to **PENDING (0)** message displayed. This indicates that communication has been initiated with SSA. Once the SSN has been verified, or failed verification, the page will refresh once more with an appropriate message.

This screenshot is identical to the previous one, but the **SSN Verification Status** label now displays "Pending (0)" in red text, which is circled in red. The **Verify SSN** link remains circled in red.

- The **Age** controls must be completed before registration can occur. In the **Age** control, enter the decedent's age at time of death. If the decedent was **Under 1 Year** old at the time of death then leave the **Age** control empty and fill in the **Months** and **Days** controls. If decedent was **Under 1 Month** old at the time of death, then fill in the **Hours** and **Minutes** controls, instead.
- The **Decedent's Birth Place** tab is used to capture the decedent's birthplace.
- Lastly, select **Yes** or **No** from the **Ever in US Armed Forces?** dropdown list.
- Click the **Validate Page** button to check this page for errors, the **Next** button to proceed to the **Resident Address** 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**.

Exercise 2: Residence Address

Skills Learned: In this exercise you will learn how to complete the **Resident Address** page.

1. Make sure that the **Resident Address** page reflects the decedent's last known address.

2856 :John Doe MAY-17-2020
/New Event/New Event/Not Registered/Unsigned/Uncertified/NA

Resident Address

Address

Street Number Directional Street Name, Rural Route, etc. Street Designator Post Directional Apt #, Suite #, etc.

Zip Code City/Town County State Country

Inside City Limits

If Decedent Lived at Address Above For Less Than Two Years Enter Prior Address Here

Validate Page Next Clear Save Return

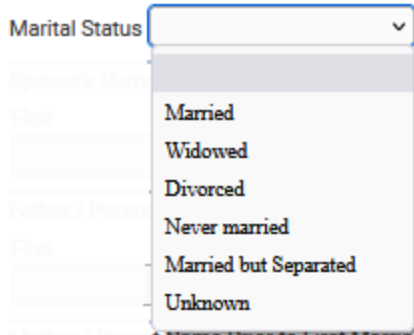
Use the directional indicator controls for addresses. Do not type directional indicators in the Street Name text box.

2. 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.
3. If the street address has a **Post-Directional** indicator, i.e. *East 42nd St. SW*, then indicate that by selecting **SW** from the **Post-Directional** dropdown list. Do NOT type the **Post-Directional** indicator in the **Street Name** text box.
4. Select a value for **Inside City Limits** from the dropdown list.
5. If decedent has lived at the current address for less than 2 years, enter previous address in the textbox provided.
7. Click the **Validate Page** button to check this page for errors, the **Next** button to proceed to the **Family Members** 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**.

Exercise 3: Family Members

Skills Learned: In this exercise you will learn how to complete the **Family Members** page.

- 1. First, make a selection from the **Marital Status** dropdown list.



Above the **Surviving Spouse Name** field is a dropdown list entitled **Marital Status**. The decedent's marital status must be entered here. If status is not known, then select **Unknown**.

- 2. Most of the text entry controls on this page are self-explanatory. One thing to keep in mind is that if the **Spouse Name** is that of the wife then her maiden name must be used in the **Last** name field.

Likewise, the decedent's **Mother's Maiden Name Prior to First Marriage** must also be used.

Family Members

Marital Status Other Specify

Spouse's Name

First	Middle	Last (name prior to first marriage)	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Father / Parent Name Prior to First Marriage

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

Mother / Parent Name Prior to First Marriage

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

Remember: If surviving spouse is the wife, then her Maiden name must be entered. Likewise, decedent's mother's maiden name must also be used.

Start/Edit New Case as Funeral Home

3. Here are a few of the errors you may run across when working on the **Family Members** page.

6802 :Sandra test JUN-09-2017

/Personal Invalid/Medical Invalid/Not Registered/Unsigned/Uncertified/NA/Personal Pending/Medical Pending/FIPS Coding Required

Family Members

Marital Status

Spouse's Name

First Middle Last (if wife, name prior to first marriage) Suffix

Father's Name

First Middle Last Suffix

Mother's Maiden Name Prior to First Marriage

First Middle Last Suffix

Last Name of Surviving Spouse

Validation Results

Error Message

Override Goto Field Popup

DR_0849: Surviving spouse'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="Goto Field"/>	<input type="button" value="fix"/> <input type="button" value="Popup"/>
DR_0855: Surviving spouse's maiden surname is same as decedent's (husband) last name. Verify if the surviving spouse's maiden last name is truly the same as the decedent's (husband) last name. The maiden surname is not normally the same as the decedent's (husband) last name.	<input type="checkbox"/>	<input type="button" value="fix"/> <input type="button" value="Goto Field"/>	<input type="button" value="fix"/> <input type="button" value="Popup"/>
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="button" value="fix"/> <input type="button" value="Goto Field"/>	<input type="button" value="fix"/> <input type="button" value="Popup"/>
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="button" value="fix"/> <input type="button" value="Goto Field"/>	<input type="button" value="fix"/> <input type="button" value="Popup"/>
DR_8192: First name of mother cannot be left blank. Enter a first name for the mother. If unknown, enter unknown.	<input type="checkbox"/>	<input type="button" value="fix"/> <input type="button" value="Goto Field"/>	<input type="button" value="fix"/> <input type="button" value="Popup"/>

DR_0855 was generated because the spouse's maiden name is the same as the decedent's last name. Notice that this is a soft edit failure: this error can be overridden and the record registered as is.

DR_0870 was generated because the decedent's father's last name was left blank. This is a hard edit failure and must be corrected before the record can be registered.

DR_0886 was generated because the decedent's mother's maiden name was left blank. This is a hard edit failure and must be corrected before the record can be registered.

All Last Name fields must be completed. If unknown, then type 'Unknown'. The text entry boxes are case-sensitive, so capitalize 'Unknown' to avoid errors.

Start/Edit New Case as Funeral Home

4. Click the **Validate Page** button to check this page for errors, the **Next** button to proceed to the **Informant** 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**.

Start/Edit New Case as Funeral Home

Exercise 4: Informant

Skills Learned: In this exercise you will complete the **Informant** page. The **Informant** page is used to gather information concerning the person reporting the death.

1. Enter the informant's name in the **Informant Name** fields.

2856 :John Doe MAY-17-2020
/New Event/New Event/Not Registered/Unsigned/Uncertified/NA

Informant

Informant Name

First Middle Last Suffix

Relationship to Decedent Other specify

Address

Copy From Decedent Resident Address

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

Zip Code City or Town State Country

United States

Informant Phone Number

Validate Page Next Clear Save Return

2. Also on the **Informant Name** tab, make a selection from the **Relationship to Decedent** dropdown list.

Informant

Informant Name

First Middle Last Suffix

Relationship to Decedent Other specify

Address

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

Zip Code City or Town State Country

United States

Validate Page Next Clear Save Return

3. If the appropriate relationship cannot be found in the list then select **Other** and fill in the correct relationship in the **Other Specify** text entry box.

Start/Edit New Case as Funeral Home

Relationship to Decedent

4. Complete the **Address** by entering the informant's address information.
5. Click the **Validate Page** button to check this page for errors, the **Next** button to proceed to the **Disposition** 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**.


Exercise 5: Disposition

Skills Learned: In this exercise you will learn how to complete the **Disposition** page.



1. Most of the controls on the **Disposition** page will be system filled and should only be changed if necessary.

Disposition



Method of disposition Other Specify

Date of disposition 
MMM-dd-yyyy

Place of disposition

Place of Disposition  



City or Town State Country

Funeral Director  

License Number

First Middle Last Suffix


Funeral Home

Business Registration Number Lookup  

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

Zip Code City or Town State Country

Select Method of Disposition and Date of Disposition here.

2. Make a selection from the **Method of Disposition** dropdown list. In the example above, we have chosen **Donation/Burial**. If the method used does not appear on the list then select Other and enter the correct method of disposition in the **Other** text entry box.
3. Next, enter a valid **Date of disposition** using one of the valid **DAVE™ MM-DD-YYYY** formats or the Calendar control by clicking on the Calendar icon .

Start/Edit New Case as Funeral Home

4. The **Place of disposition Lookup** (🔍) control will be filtered based on the selection made for Method of Disposition, above. For example, if method selected was burial then the lookup will include a list of cemeteries. If cremation, a list of crematories. If the **Place of Disposition** is not found in the list, you may manually key in the appropriate value.

Place of Disposition 🔍 ↩

5. Enter a Facility Name, if you do not know the spelling on the facility you can use the % sign as a wildcard. Click the **Search** button to return the search results. Since the first place of disposition is a donation facility the search results will bring back the list of valid donation facilities.

Lookup Place Of Disposition

Facility Name ▶ **Search**

Facility Name	Address	City	
ABC Donation Place of Disposition	125 NE Donation Avenue	Adamana	select

Total Records : 1

Cancel

6. Click the **Select** link to fill in the **Place of Disposition**:

Lookup Place Of Disposition

Facility Name ▶ **Search**


Facility Name	Address	City	
ABC Donation Place of Disposition	125 NE Donation Avenue	Adamana	select

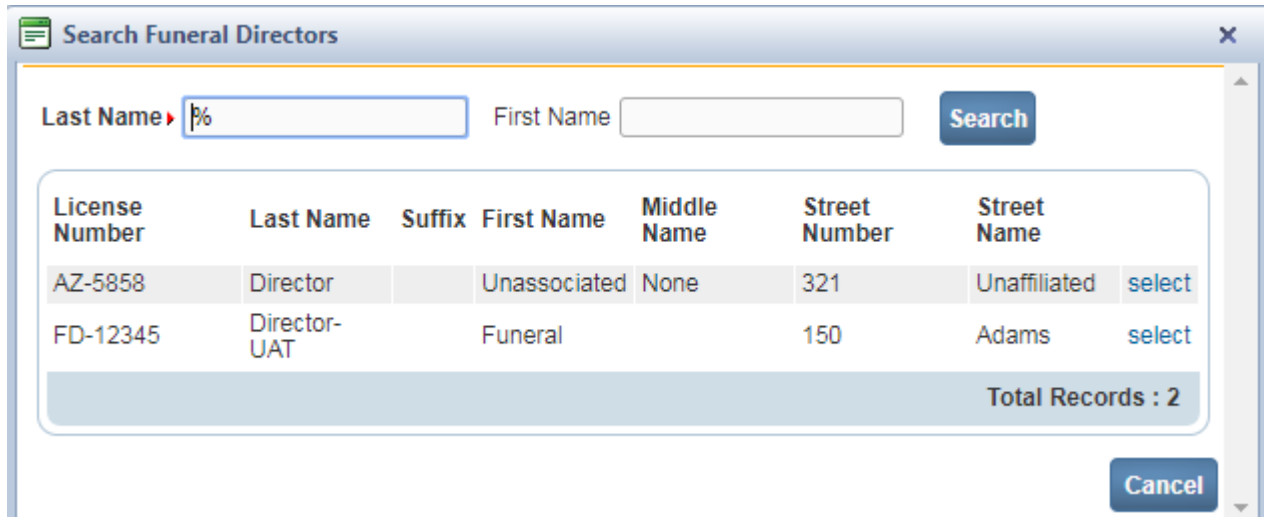
Total Records : 1

Cancel

7. If the current user is a Funeral Director, then the funeral director control will be system filled with the user's profile information. If it is necessary to change the funeral

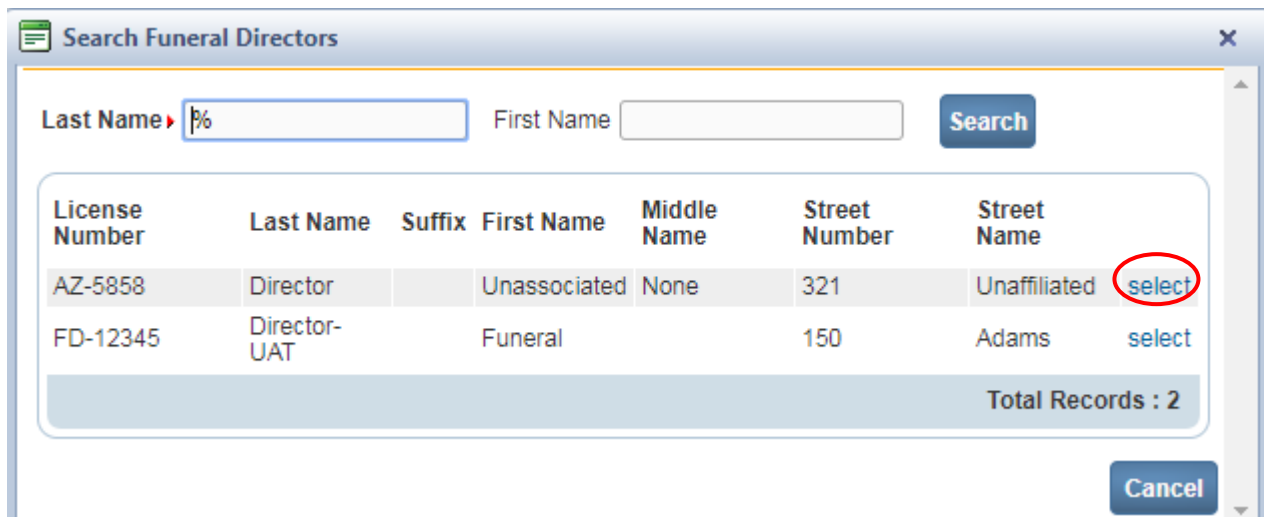
Start/Edit New Case as Funeral Home

director information, as would be the case when one funeral director is keying a case on behalf of another, then click on the **Funeral Director** tab's **Lookup** () control to bring up a list of directors to choose from.

A screenshot of a 'Search Funeral Directors' dialog box. It features search input fields for 'Last Name' (containing '%') and 'First Name', and a 'Search' button. Below the inputs is a table with columns: License Number, Last Name, Suffix, First Name, Middle Name, Street Number, and Street Name. Two records are listed: one with License Number AZ-5858 and another with FD-12345. Each record has a 'select' link to its right. A 'Total Records : 2' summary is at the bottom, along with a 'Cancel' button.

License Number	Last Name	Suffix	First Name	Middle Name	Street Number	Street Name	
AZ-5858	Director		Unassociated	None	321	Unaffiliated	select
FD-12345	Director-UAT		Funeral		150	Adams	select

8. Click the **Select** link to fill in the Funeral Director:

A screenshot of the 'Search Funeral Directors' dialog box, identical to the previous one. In this version, the 'select' link for the first record (AZ-5858) is circled in red to indicate it should be clicked.

License Number	Last Name	Suffix	First Name	Middle Name	Street Number	Street Name	
AZ-5858	Director		Unassociated	None	321	Unaffiliated	select
FD-12345	Director-UAT		Funeral		150	Adams	select

9. When logged in as a Funeral Home user, the **Funeral Home** tab is auto-populated with the office selected at login, and disabled.

Start/Edit New Case as Funeral Home

Funeral Home

Business Registration Number Lookup

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

Zip Code City or Town State Country

All controls are disabled.

10. Click the **Validate Page** button to check this page for errors, the **Next** button to proceed to the **Decedent Attributes** 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**.

Exercise 6: Decedent Attributes

Skills Learned: In this exercise you will learn how to complete the **Decedent Attribute** page. All information entered on this page should be relative to the decedent.

1. In the two text-entry boxes at the top of the page, enter the **Decedent's Usual Occupation** and **Decedent's Kind of Business/Industry**. Next, enter the **Decedent's education** level in the number box provided.

Decedent Attributes

Decedent's Usual Occupation (do not use retired) Kind of Business / Industry

Decedent's education

Ancestry

Decedent of Hispanic Origin? (Check the box that best describes whether the decedent is Spanish/Hispanic/Latino or whether the decedent is not Spanish/Hispanic/Latino)

No, not Spanish/Hispanic/Latino Yes, Puerto Rican Yes, Other Spanish/Hispanic/Latino
 Yes, Mexican, Mexican American, Chicano Yes, Cuban

Race

Decedent Race (Check one or more races to indicate what the decedent considered himself or herself to be)

White Chinese Vietnamese Samoan
 Black or African American Filipino Other Asian Other Pacific Islander
 American Indian or Alaska Native Japanese Native Hawaiian Other (Specify)
 Asian Indian Korean Guamanian or Chamorro

Use these textboxes to enter the decedent's occupation and industry.

Select Decedent's education level from this dropdown list.

Start/Edit New Case as Funeral Home

- Make a selection from the **Hispanic Origin** Check boxes. If you select **Yes, other Spanish/Hispanic/Latino**, then manually enter the appropriate ancestry in the **Other Specify** control. If you select an invalid combination such as No, Not Spanish/Hispanic/Latino and one of the Yes, values an edit will inform you when validating the record.

Ancestry

Decedent of Hispanic Origin? (Check the box that best describes whether the decedent is Spanish/Hispanic/Latino. Check the 'No' box if decedent is not Spanish/Hispanic/Latino)

- No, not Spanish/Hispanic/Latino Yes, Puerto Rican Yes, Other Spanish/Hispanic/Latino
 Yes, Mexican, Mexican American, Chicano Yes, Cuban

- Make a selection from the **Race** tab. You can select any number of checkboxes.

Race

Decedent Race (Check one or more races to indicate what the decedent considered himself or herself to be)

- White Chinese Vietnamese Samoan
 Black or African American Filipino Other Asian Other Pacific Islander
 American Indian or Alaska Native Japanese Native Hawaiian Other (Specify)
 Asian Indian Korean Guamanian or Chamorro

- If you select **Other Asian (specify)**, **Other Pacific Islander (specify)**, or **Other (specify)**, then the **Race** tab will expand and display a text entry control that must be also completed. If you select **American Indian or Alaska Native** a drop down will enable and you must specify the tribe.

Race

Decedent Race (Check one or more races to indicate what the decedent considered himself or herself to be)

- White Chinese Vietnamese Samoan
 Black or African American Filipino Other Asian Other Pacific Islander
 American Indian or Alaska Native Japanese

 Asian Indian Korean Native Hawaiian Other (Specify)
 Guamanian or Chamorro

- 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**.

Exercise 7: Sign-Affirm

Skills Learned: In this exercise you will learn how to Affirm a Death Record.

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.

1. To Affirm a death record, place a checkmark in the **Affirm the following:** checkbox and click the **Affirm** button.

Death Registration Menu

6802 :Sandra Test JUN-09-2017
/Personal Valid/Medical Invalid/Not Registered/Unsigned/Uncertified/NA/Medical Pending/Signature Required/FIPS Coding Required

Personal Information

- ✓ Decedent
- ✓ Resident Address
- ✓ Family Members
- ✓ Informant
- ✓ Disposition
- ✓ Decedent Attributes
- Sign

Medical Certification

- × Place of Death

Affirmations

Affirm the following:

- By submitting this information, I affirm under the penalty of perjury that I am the authorized signer whose name will appear on this certificate.
- I affirm the personal information is correct.

Affirm **Clear** **Return**

Select "Sign" from the Other Links menu to access this page.

Place an "X" in the affirmation checkboxes and then select the Affirm button.

2. Clicking the **Affirm** button will cause the page to refresh and let you know that the Authentication was successful

Affirmations

Authentication successful.

Clear **Return**

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

Exercise 8: Locate Case

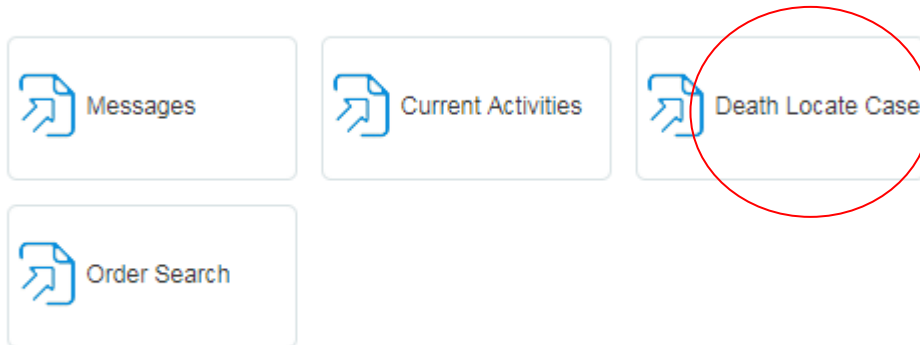
Skills Learned: In this exercise you will learn how to locate cases in the **DAVE™** system. Please note that, when searching for existing cases, only those records “owned” by the user or facility currently using the application will be returned.

The **Locate Case** page is used by data providers such as funeral directors, physicians and medical examiners to locate registered and unregistered cases ‘owned’ by the office to which the current user is associated. These cases can be opened for review or editing purposes for a jurisdictionally defined period of time even after they have been formally registered.

1. From the **DAVE™ Main Menu**, select **Life Events -> Death -> Locate Case**:

You can also get to it from the Fast Links Page.

Fast Links



2. The **Locate Case** page offers many different identifiers on which to base a search. While there is no minimum requirement on the number of identifiers to use, it is recommended that as much information be included as possible. This will help to narrow your search results.

Death Locate Case

Decedent's Information




First:	<input type="text"/>	Last:	<input type="text"/>	Date of Death:	<input type="text"/>	<input type="button" value="..."/>
Sex:	<input type="text"/>	SSN:	<input type="text"/>	Date of Birth:	<input type="text"/>	<input type="button" value="..."/>
Case Id:	<input type="text"/>	ME Case Number:	<input type="text"/>	Medical Record Number:	<input type="text"/>	
Place of Death Location Type:	<input type="text" value="County"/>	Place of Death:	<input type="text"/>			<input type="button" value="..."/>

3. In the example below, we are searching only on **Last** name. Enter the decedent's last name and click the **Search** button.

Start/Edit New Case as Funeral Home

Death Locate Case

Decedent's Information

First: Last: Date of Death: 
Sex: SSN: Date of Birth: 
Case Id: ME Case Number: Medical Record Number:
Place of Death Location Type: Place of Death: 

4. Searching on **Last** name only returns the following results:

Death Search Results

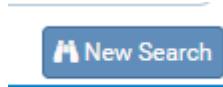
Case Id	Decedent's Name	Date of Death	Sex	Place of Death	Date of Birth	
535	Test, April	MAR-13-2017	Female	Maricopa	MAY-15-1945	Preview
297	Test III, Fune T.	JAN-09-2017	Male	Maricopa	APR-02-1937	Preview
537	Test, May	MAR-13-2017	Female	Pima	MAY-15-1945	Preview
376	Test, New	JAN-26-2017	Female	Maricopa	JAN-26-2001	Preview
340	Test, One	JAN-19-2017	Male	Maricopa	APR-04-1930	Preview
296	Test, Owl	JAN-09-2017	Male	Maricopa	MAY-15-1941	Preview
508	Test, Pages	MAR-01-2017	Male	Maricopa	MAY-15-1945	Preview
512	Test, Request	MAR-01-2017	Male	Maricopa	MAY-15-1945	Preview
6802	Test, Sandra	JUN-09-2017	Male	Maricopa	APR-28-1923	Preview
6800	test, Sandra n	JUN-09-2017	Female	Maricopa	APR-28-1923	Preview

First 1 2 Last

Total Records : 19

Start/Edit New Case as Funeral Home

- Click the **New Search** button in the lower, right-hand corner of the **Results** window.



- For this search, enter both the decedent's **First** and **Last** name and then click the **Search** button

Death Locate Case

Decedent's Information

First:	<input type="text" value="Sandra"/>	Last:	<input type="text" value="Test"/>	Date of Death:	<input type="text"/>	<input type="button" value="📅"/>
Sex:	<input type="text" value=""/>	SSN:	<input type="text" value=""/>	Date of Birth:	<input type="text"/>	<input type="button" value="📅"/>
Case Id:	<input type="text" value=""/>	ME Case Number:	<input type="text" value=""/>	Medical Record Number:	<input type="text" value=""/>	
Place of Death Location Type:	<input type="text" value="County"/>	Place of Death:	<input type="text" value=""/>			

- Notice that this search greatly reduced the number of records returned making it easier to locate the exact record needed.

Death Search Results

Case Id	Decedent's Name	Date of Death	Sex	Place of Death	Date of Birth	
6802	Test, Sandra	JUN-09-2017	Male	Maricopa	APR-28-1923	Preview
6800	test, Sandra n	JUN-09-2017	Female	Maricopa	APR-28-1923	Preview
389	Testing, Sandra	JAN-31-2017	Male	Maricopa	APR-28-1923	Preview

Total Records : 3

Start/Edit New Case as Funeral Home

8. The **Results** page is used to retrieve records that have been started and need to be reviewed/edited. However, in the example above, there were three (3) potential matching records. Locate and click the **Preview** link in the far right column of the **Results** window. The example below shows what happens when you click this link. Clicking on this link will open a preview pane that provides a brief summary of the record.

Death Search Results

Case Id	Decedent's Name	Date of Death	Sex	Place of Death	Date of Birth	Preview
2768	Tester, Franklin Test	MAY-08-2020	Male	Marion	SEP-22-1958	Preview
2810	Tester, Janet	MAY-12-2020	Female	Marion	JUL-12-1940	Select

Total Records : 2

New Search

Preview

File Number: File Date:
Case Id: 2810 Medical Record Number: ME Case Number:
Decedent's Name: Janet Tester Date of Death: MAY-12-2020
Spouse's Name: Marital Status: Widowed
Sex: Female Date of Birth: JUL-12-1940 SSN: Unknown
City or Town of Death: Indianapolis County: Marion
Place of Death: Indianapolis City Hospital
Residence: Indianapolis Indiana, United States
Mother's Maiden Name: Mary Ellen Parker
Funeral Director: Funeral Director Indiana
Funeral Home: Chapel Lawn Funeral Home And Memorial Gardens, 8178 S. Cline Ave., Crown Point
Medical Certifier: Medical Certifier
Date Entered: MAY-12-2020 Last Update Made By: Funeral Director Indiana
Status: /Personal Valid/Medical Valid/Not Registered/Signed/Certified/NA/Local Affirmation Required

9. If, after examining the preview pane, you are confident that you have located the desired record, then click on the decedent name link in the **Decedent's Name** column to open the record for review and/or editing.

Death Search Results

Case Id	Decedent's Name	Date of Death	Sex	Place of Death	Date of Birth	Preview
6802	Test, Sandra	JUN-09-2017	Male	Maricopa	APR-28-1923	Preview
6800	test, Sandra H	JUN-09-2017	Female	Maricopa	APR-28-1923	Preview
389	Testing, Sandra	JAN-31-2017	Male	Maricopa	APR-28-1923	Preview

Total Records : 3

New Search

10. With the record open, it can now be reviewed and/or edited.

11. Another feature of the **Locate Case** page is the **Soundex** button. Using **Soundex** you can locate records even when you are unsure of the spelling of the decedent's name.

Soundex

Remember, only those records "owned" by the current user's facility will be returned.

Other Links

Exercise 1: Print Forms - Work Copy

Skills Learned: In this exercise you will learn how to send working copies of a completed death certificate to an installed printer.

Note: The ability to print Work Copies is based on user security privileges. Typically, Physicians, Medical Personnel, Funeral Directors, and Medical Examiners will be printing Work Copies.

1. Under the Other Links Menu select **Print Forms**.
2. Locate the **Working Copy** link.

The screenshot shows a web application interface for death registration. On the left is a 'Death Registration Menu' with categories: Personal Information (Decedent, Resident Address, Family Members, Informant, Disposition, Decedent Attributes), Medical Certification (Pronouncement, Place of Death, Cause of Death, Other Factors, Injury, Certifier), Other Links, and Comments. The 'Print Forms' link is highlighted in red. The main content area shows '2856 :John Doe MAY-17-2020' and a breadcrumb trail. Below this, 'Print Forms' is listed with a link to 'Working Copy'. A 'Return' button is in the top right. An orange callout box points to the 'Working Copy' link.

Select any of the Print Form links to print that document. Grayed out forms cannot be printed until the record status allows for printing.

If a form is grayed out there will be an explanation (red text) as to the action or actions that must occur before printing will be permitted.

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

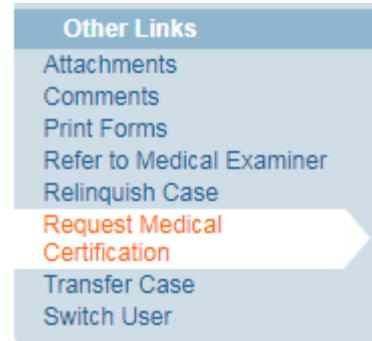
The screenshot shows a 'File Download' dialog box with the text: 'Do you want to open or save WorkingCopy.pdf from qa-daveaz.risk.regn.net?'. It has buttons for 'Open', 'Save', 'Cancel', and a close 'x' button.

Select "Open" to display and print the document.

Exercise 2: Request Medical Certification

The **Request Medical Certification** page is used when the Funeral Home director has finished inputting their data and is ready to hand the case off to a physician for certification. A medical facility clerk may also use the **Request Medical Certification** feature to notify a physician that a case is ready for review and biometric authentication.



1. From the Main Menu, select **Death Registration Menu** -> **Other Links** -> **Request Medical Certification**.





2. This will display the **Request Medical Certification** page as shown below:

Request Medical Certification

Certifier Information

Certifier Name:  

Facility/Office Name:  

First Name:

Middle:

Last:

Office:



Message

3. Notice, that the **Message** text entry box shown above is pre-filled with a formatted message requesting medical certification. This message can be left as is, edited or deleted and replaced entirely.

Other Links

Request Medical Certification

Certifier Information

Certifier Name:  

Facility/Office Name:  

First Name:

Middle

Last

Office:

Message

Please complete the medical certification for: Case Id: 6802 - Sandra Test,
Date of Death: JUN-09-2017. Time of Death:
<https://uat.daveaz.vitalchek.com/Web/Logon.aspx>

Clear

Save

Return

4. Next, select a certifier to assign the case to by clicking on the **Certifier Name**

Selector Button ().

5. From the **Search Certifiers** enter the last name of the certifier and click the **search** button. If you don't know the spelling of the Certifier you can put in a % sign as a wildcard. Select a Certifier from the list by clicking on the corresponding **select** link. This will close the **Search Certifiers** dialog and insert the certifier name into the **Name** text entry box.

Lookup Certifier

Last Name First Name



License Number	Last Name	Suffix	First Name	Middle Name	Street Number	Street Name	
MD5678	Allen	III	Gary	Bradford	1750	Medical	select
MD666666E	Beck	Jr.	Kent	Walter	0100	Hacker	select
MD399	Certifier		Medical	Doctor	125	Wolfrun	select
123	Doctor		A	Good	123	Some	select
321654987	Doctor	Sr.	Doctor	Doctor	6546	Easy As Pie	select
MD-8965	Doctor		Medical	Arizona	659	Main	select
MD-2334R	Doctor		Sandy		123	Main	select
MD-09876	Examiner		Averygood	Medical	123	Main	select
ME-89656	Examiner		Medical	Arizona	956	Main	select
ME-34838	Examiner		Sandy	Medical	123	Main	select


First [1](#) [2](#) [3](#) Last Total Records : 22

Other Links

Request Medical Certification

Certifier Information

Certifier Name:  

Facility/Office Name:  

First Name:

Middle

Last

Office:


Message

Please complete the medical certification for: Case Id: 6802 - Sandra Test,
Date of Death: JUN-09-2017. Time of Death:
<https://uat.daveaz.vitalchek.com/Web/Logon.aspx>

Clear

Save

Return

6. Next, select a Facility to assign the case to by clicking on the **Facility/Office Name Selector Button** ().

7. From the **Lookup Medical Facilities** enter the name of the facility and click the **search** button. If you don't know which facilities this certifier is associated to you can put in a % sign as a wildcard. Select a Facility from the list by clicking on the corresponding **select** link. This will close the **Lookup Medical Facilities** dialog and insert the Facility name into the **Facility** text entry box.

Lookup Certifier

Last Name First Name **Search**

License Number	Last Name	Suffix	First Name	Middle Name	Street Number	Street Name	
MD5678	Allen	III	Gary	Bradford	1750	Medical	select
MD666666E	Beck	Jr.	Kent	Walter	0100	Hacker	select
MD399	Certifier		Medical	Doctor	125	Wolfrun	select
123	Doctor		A	Good	123	Some	select
321654987	Doctor	Sr.	Doctor	Doctor	6546	Easy As Pie	select
MD-8965	Doctor		Medical	Arizona	659	Main	select
MD-2334R	Doctor		Sandy		123	Main	select
MD-09876	Examiner		Averygood	Medical	123	Main	select
ME-89656	Examiner		Medical	Arizona	956	Main	select
ME-34838	Examiner		Sandy	Medical	123	Main	select



First [1](#) [2](#) [3](#) Last Total Records : 22

Cancel

Other Links

Request Medical Certification

Certifier Information

Certifier Name:  

Facility/Office Name:  

First Name: A

Middle Good

Last Doctor

Office: Arizona Heart Hospital

Message

Please complete the medical certification for: Case Id: 6802 - Sandra Test,
Date of Death: JUN-09-2017. Time of Death:
<https://uat.daveaz.vitalchek.com/Web/Logon.aspx>

Clear

Save

Return

6. Select **Clear** to clear all entries and begin again, **Save** to save your changes and request certification or **Return** to leave this page without saving your changes and return to the previous page.

Exercise 3: Relinquish Case

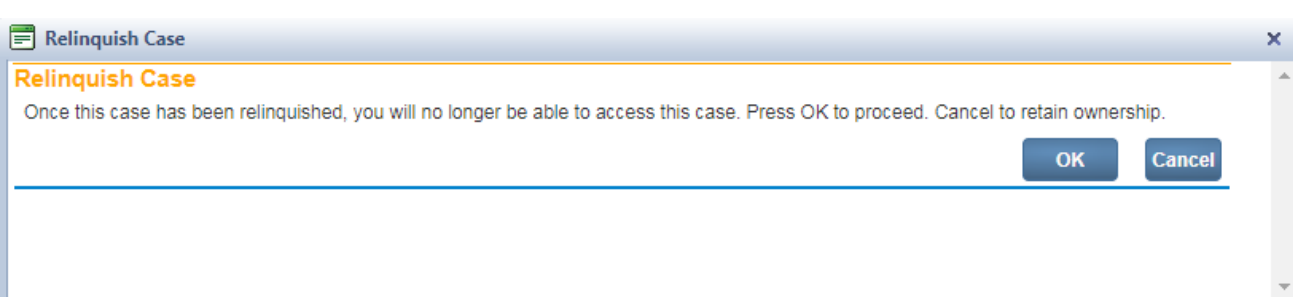
Skills Learned: Once a Physician, Medical Examiner or Funeral Home Director has taken “ownership” of a record no other similar user will be allowed “write access” to the record. That is, only the medical facility, physician’s office, medical examiner office, or funeral home director that “owns” the record 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.

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



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



Exercise 4: Transfer Case **Skills**

Learned: From time to time, it may be necessary for a facility such as a Funeral Home or Hospital to transfer ownership of a case to another, similar facility. For example, if the

Other Links

decedent had multiple survivors and burial arrangements were made at multiple sites, one of those sites might have to transfer ownership of the case to the one, appropriate site.

In this case, the transferring home would use the **Transfer Case** page to relinquish ownership to the firm responsible for interment.

1. From the **Death Registration Menu**, select **Other Links -> Transfer Case**.

Notice, that on the **Transfer Case** page there are two options: **Transfer Personal Ownership** and **Transfer Medical Ownership**.

The **Transfer Case** page, shown below, can be used by both Funeral Home personnel and Medical Facility personnel.

In either case, only one option will be available. In the example below, **Transfer Personal Ownership** is available because the user was signed in as a Funeral Director.

Medical Facility staff would not be able to transfer **Personal Ownership**, but would be able to transfer **Medical Ownership**.

Death Registration Menu
Personal Information
Decedent
Resident Address
Family Members
Informant
Disposition
Decedent Attributes
Sign
Medical Certification
Place of Death
Other Links
Attachments
Comments
Print Forms
Refer to Medical Examiner
Relinquish Case
Transfer Case
Switch User

Transfer Case

Transfer Personal Ownership To:
Abel Funeral Services

Transfer Medical Ownership To:
Arizona Heart Hospital

Message

The following case has been transferred to your facility: Case Id: 6802 - Sandra Test, Date of Death: JUN-09-2017 transferred by Abel Funeral Services.

Clear Save Return

There are two types of ownership: Personal, which is controlled at the Funeral Home, and Medical, which is controlled by the governing medical facility. Each option's availability is dynamically controlled based on user security profile.

2. To **Transfer Personal Ownership**, place a checkmark in the **Transfer Personal Ownership To:** check box.

Place a checkmark here to transfer personal ownership of this case.



Other Links

Transfer Case

Transfer Personal Ownership To:

Charleston Mortuary Service, Inc.

Transfer Medical Ownership To:

Message

The following case has been transferred to your facility:
Case Id 104 – Jason Lewis, Date of Death: JUL-09-2021
referred by Charleston Mortuary Service, Inc.

- From the **Lookup Office to transfer personal ownership to** enter the name of the office and click the **search** button. If you don't know how to spell the office you can put in a % sign as a wildcard. Select an office from the list by clicking on the corresponding **select** link. This will close the **Lookup Office to transfer personal ownership to** dialog and insert the Office name into the **Office** text entry box

Facility Name	Address	City	
Affordable Funeral And Cremation Center	308 Buckhannon Pike	Nutter Fort	select
Allen Funeral Home	2837 Main Street	Hurricane	select
Central Funeral Home	150 Main	Portland	select
Charleston Mortuary Service, Inc.	1101 Bigley Avenue	Charleston	select
Cooke Funeral Home Crematorium	2005 20th Street	Nitro	select
Eackles-Spencer & Norton Funeral Home	256 Halltown Road	Harpers Ferry	select

Total Records : 6

- Finally, select **Clear** to clear all entries and begin again, **Save** to save your changes and transfer ownership of the record, or **Return** to leave this page without saving your changes and return to the previous page.

Other Links

Transfer Case

Transfer Personal Ownership To:

Charleston Mortuary Service, Inc

Transfer Medical Ownership To:

Message

The following case has been transferred to your facility:
Case Id 104 – Jason Lewis, Date of Death: JUL-09-2021
referred by Charleston Mortuary Service, Inc.

Note: the Message box is pre-filled and can be left as is, edited, or deleted and replaced entirely.

Other Links

Exercise 5: Amendments

Skills Learned: In this exercise you will learn how to submit an amendment request.

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

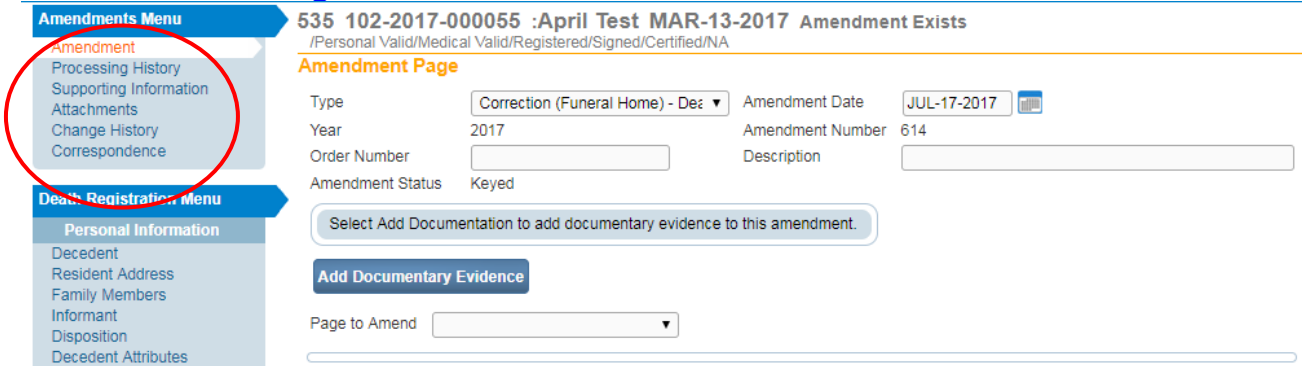
1. To access the **Other Links -> Amendments**.



Amendments link, select

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

2. Notice, when the **Amendments** link is selected, the **Amendments Menu** is added above the **Death Registration Menu**.



3. The first step in processing an amendment is to make a selection from the amendment **Type** dropdown list on the **Amendment Page**:



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

Other Links

Amendment Page

Type	Correction (Funeral Home) - De: <input type="text"/>	Amendment Date	JUL-18-2017 <input type="text"/>
Year	2017	Amendment Number	618
Order Number	<input type="text"/>	Description	funeral home correction
Amendment Status	Keyed (Requires Affirmation)		

5. The page will refresh and display the new **Page to Amend** control.

Amendment Page

Type	Correction (Funeral Home) - De: <input type="text"/>	Amendment Date	JUL-18-2017 <input type="text"/>
Year	2017	Amendment Number	618
Order Number	<input type="text"/>	Description	funeral home correction
Amendment Status	Keyed (Requires Affirmation)		
Page to Amend	<input type="text"/>		

6. Make a selection from the **Page to Amend** dropdown list.

Amendment Page

Type	Correction (Funeral Home) - De: <input type="text"/>	Amendment Date	JUL-18-2017 <input type="text"/>
Year	2017	Amendment Number	618
Order Number	<input type="text"/>	Description	funeral home correction
Amendment Status	Keyed (Requires Affirmation)		
Page to Amend	<input type="text"/>		

- Death - Decedent
- Death - Family Members
- Death - Informant
- Death - Other Factors
- Death - Place of Disposition
- Death - Resident Address
- Death - Decedent Attributes
- Death - Medical Info Identifiers

7. The application will refresh and display the selected page

Other Links

Amendment Page

Type	<input type="text" value="Correction (Funeral Home) - De:"/>	Amendment Date	<input type="text" value="JUL-18-2017"/>
Year	<input type="text" value="2017"/>	Amendment Number	<input type="text" value="618"/>
Order Number	<input type="text"/>	Description	<input type="text" value="funeral home correction"/>
Amendment Status	<input type="text" value="Keyed (Requires Affirmation)"/>		
Page to Amend	<input type="text" value="Death - Decedent"/>		

Decedent

Decedent's Legal Name

First	Middle	Last	Suffix
<input type="text" value="John"/>	<input type="text"/>	<input type="text" value="Smith"/>	<input type="text"/>

Aliases

[Add/Edit Alias Names](#)

Sex	Social Security Number	<input type="radio"/> None <input type="radio"/> Unknown				
<input type="text" value="Male"/>	<input type="text" value="459-84-6465"/>					
Date of Birth	Years	Months	Days	Hours	Minutes	SSN Verification Status
<input type="text" value="JAN-21-1940"/>	Age <input type="text" value="77"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	UNVERIFIED (0)

Decedent's Birth Place

City or Town	County	State	Country
<input type="text" value="Scottsdale"/>	<input type="text" value="Maricopa"/>	<input type="text" value="Arizona"/>	<input type="text" value="United States"/>

Ever in US Armed Forces?

Decedent Maiden Name

8. Make any necessary changes and select the Save button. The **Item In Error / Item As It Should Appear** grid control will be displayed showing both the original value and the new value of the field(s) being amended. Note that if there was no original value then the "Item In Error" column will be blank.

Other Links

Amendment Page

The Amendment has not been affirmed. Please select Amendment Affirmation to Affirm the amendment.

Type Amendment Date

Year Amendment Number

Order Number Description

Amendment Status

Page to Amend

Item In Error	Item as it Appears	Item as it Should be	Edit	Delete
Decedent-First Name	John	James	Edit	Delete
Decedent-Middle Name		John	Edit	Delete
Decedent-Name Suffix		Sr.	Edit	Delete
Decedent-Date of Birth	JAN-21-1940	JAN-21-1950	Edit	Delete
Decedent-Age Years	77	67	Edit	Delete

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

9. From the Amendments Menu, select **Amendment Affirmation**.

Amendments Menu 4217 102-2017-000271 :John Smith JUN-12-2017
/Personal Valid/Medical Valid/Registered/Signed/Certified/NA

Amendment Page

The Amendment has not been affirmed. Please select Amendment Affirmation to Affirm the amendment.

Type Amendment Date

Year Amendment Number

Order Number Description

Amendment Status

Page to Amend

Item In Error	Item as it Appears	Item as it Should be	Edit	Delete
Decedent-First Name	John	James	Edit	Delete
Decedent-Middle Name		John	Edit	Delete
Decedent-Name Suffix		Sr.	Edit	Delete
Decedent-Date of Birth	JAN-21-1940	JAN-21-1950	Edit	Delete
Decedent-Age Years	77	67	Edit	Delete

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

10. Place a checkmark next to the Affirmation statement and select the **Affirm** button.

Amendments Menu 4217 102-2017-000271 :John Smith JUN-12-2017
/Personal Valid/Medical Valid/Registered/Signed/Certified/NA

Affirmations

Affirm the following:

I certify that this change truthfully reports personal information to the best of my knowledge and is submitted for inclusion on the vital record.

[Affirm](#) [Clear](#) [Return](#)

Other Links

11. The page will refresh and display an **Authentication successful** message.

The screenshot shows the 'Amendments Menu' on the left with 'Amendment Affirmation' selected. The main content area displays the record ID '4217 102-2017-000271 :John Smith JUN-12-2017' and the status 'Authentication successful.' There are 'Clear' and 'Return' buttons at the bottom right.

12. From the Amendments Menu, select the Amendment link. Note that the Amendment Status is now set to "Pending."

The screenshot shows the 'Amendment Page' with the 'Amendment Affirmation' menu item selected. The 'Amendment Status' is 'Pending', which is circled in red. A table lists items in error, comparing the current state to the correct state.

Item In Error	Item as it Appears	Item as it Should be
Decedent-First Name	John	James
Decedent-Middle Name		John
Decedent-Name Suffix		Sr.
Decedent-Date of Birth	JAN-21-1940	JAN-21-1950
Decedent-Age Years	77	67

Buttons for 'Save', 'Clear', and 'Return' are visible at the bottom right.

Exercise 6: Refer To Medical Examiner

Access to the Refer to Medical Examiner page is dependent upon user's security privileges. Typically, funeral directors and Medical Examiners have access to this page. You may not have access to this page.

The purpose of the **Refer to Medical Examiner** page is to notify a medical examiner of a death that was due or may have been due to unnatural causes.

1. From the **Death Registration Menu**, select **Other Links**, **Refer to Medical Examiner**.

The screenshot shows a web application interface for death registration. On the left is a 'Death Registration Menu' with categories: Personal Information, Decedent, Medical Certification, and Other Links. The 'Other Links' section is expanded, and 'Refer to Medical Examiner' is circled in red. The main content area shows details for a decedent named Tate Lane, born JUL-08-2021. Fields include: Will OCME be responsible for final disposition? (No), Decedent's Legal Name (Prefix, First: Tate, Middle, Other Middle, Last: Lane, Suffix), Decedent's Maiden Name (Last), Aliases (Add/Edit Alias Names), Sex (Male), Social Security Number (with None/Unknown options), Date of Birth (with Age breakdown: Years, Months, Days, Hours, Minutes), SSN Verification Status (UNVERIFIED (0)), Decedent's Birth Place (City or Town, County, State, Country: United States), and Ever in US Armed Forces? (dropdown).

2. The **Office name** will be prefilled and disabled.

Other Links

Refer To Medical Examiner

Office Name

Message

Please review Case Id: 103 - Tate Lane, Date of Death:
JUL-08-2021 referred by Charleston Mortuary Service,
Inc.. Time of Death: [https://wv-
vitalevents.ncsl.hi.state.wv.us/cases/103/](#)

Note that the Message field is pre-filled as shown above. This message can be used as presented, edited as needed, or deleted and replaced in its entirety. Select the **Save** button to complete the referral process. The next time the Medical Examiner logs in, this case will appear in their work queue.

Work Queues

Skills Learned: In this exercise you will learn how to navigate through the various work queues in the system. For this exercise we will be working from the **Main Menu**, not the **Death Registration Menu**. From the **Main Menu**, select **Queues**. **Queues** contain registrations, orders, or amendments having a work queue status. Queues are used to group death cases together based on the amount of work that has been done with them and the amount of work that still needs to be done. This is done primarily through the assignment of a work queue status when a validation rule fails.

Exercise 1: Work Queues - Summary

1. From the **Main Menu**, select **Queues**, **Work Queue Summary**. This will bring up a listing of all the available work queues containing cases. 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 columns content.

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

Registration Work Queue Summary

<u>Queue Name</u>	<u>Type ↓</u>	<u>Count</u>	<u>Age of Oldest in Days</u>
Cremation Clearance Rejected	Death	3	47
Death Potential Duplicate	Death	1	75
Hold	Death	4	88
Personal Pending	Death	34	193
Signature Required	Death	3	77
Affirmation Required	Fetal Death	8	67
Personal Pending	Fetal Death	55	88
			Total Queues : 7

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

3. Click on any **Queue Name** to view a list of the death cases currently in that queue. In the example shown here there are thirty-four (34) cases in the **Personal Pending – Death** queue.

Adding Users

Registration Work Queue Summary

Queue Name	Type ↓	Count	Age of Oldest in Days
Cremation Clearance Rejected	Death	3	47
Death Potential Duplicate	Death	1	75
Hold	Death	4	88
Personal Pending	Death	34	193
Signature Required	Death	3	77
Affirmation Required	Fetal Death	8	67
Personal Pending	Fetal Death	55	88
Total Queues : 7			

4. Click on any **Registrant** name link to access that case for review or editing.

Search by Registration Work Queue

Queue: Search Type: Value:
 Display rows per page. Filter:

All	Case Id	File Number	Registrant	Date of Event ↑	Data Provider
<input type="checkbox"/>	6805		Testcase, Another	JUL-18-2017	A Legacy Funeral Home
<input type="checkbox"/>	6804		Taylor, Suanne	JUL-18-2017	A Legacy Funeral Home
<input type="checkbox"/>	4581		Unknown, Unknown	JUN-21-2017	A Legacy Funeral Home
<input type="checkbox"/>	4439		Cremationreject, Death	JUN-15-2017	A Legacy Funeral Home
<input type="checkbox"/>	4354		Grows, Elise	JUN-14-2017	A Legacy Funeral Home
<input type="checkbox"/>	3951		Case, Two	JUN-02-2017	A Legacy Funeral Home
<input type="checkbox"/>	3937		Case, Harry	JUN-02-2017	A Legacy Funeral Home
<input type="checkbox"/>	3925		Jumper, Julie	JUN-01-2017	A Legacy Funeral Home
<input type="checkbox"/>	3910		Mack, Mary Joan	JUN-01-2017	A Legacy Funeral Home
<input type="checkbox"/>	3934		Testb, Test	JUN-01-2017	A Legacy Funeral Home
First 1 2 3 4 Last					Total Records : 34

Actions

- Register Event
- Abandon Case
- Request Medical Certification
- Certify Registration

Add

- Comments

Print

- Queue List

Adding Users

Exercise 2: Work Queues - Search

Skills Learned: In this exercise you will learn how to search for cases based on their queue status.

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

NOTE: The actual work queues presented will vary based on user type and user security setup. Also, a work queue will not be displayed if there are no cases in the queue.

Search by Registration Work Queue

Queue: Search Type: Value:
Display rows per page. Filter:

2. 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 rows per page. Filter:

3. To narrow your search you may use a combination of search parameters. However, you must always make a selection from the **Queue** dropdown list. In the example below, we searched using **Queue**, **Search Type** = Case Number and **Value** (Case ID) = 4439

Search by Registration Work Queue

Queue: Search Type: Value:
Display rows per page. Filter:

All	Case Id	File Number	Registrant	Date of Event ↑	Data Provider
<input type="checkbox"/>	4439	Cremationreject, Death		JUN-15-2017	A Legacy Funeral Home

Total Records : 1

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

Adding Users

3. 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 rows per page.

Filter:

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**: Automatically populates information in one field based on data entered in another. For example, based on data entered in the *Date of Birth* field, selecting the *Auto-populate* button calculates the age and populates the *Age* field.



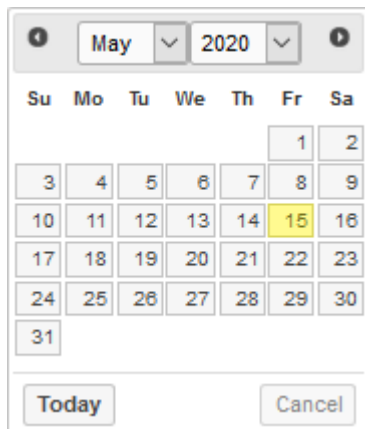
 **Calendar Icon**: Launches the interactive Calendar and is placed next to date entry fields.

The Interactive Calendar is an alternative to manually entering the date.

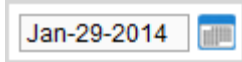
1. Launch the calendar by selecting the Calendar Icon next to the date entry field:



2. Select a *Month* and *Year* from the dropdown menus.



3. Select the specific day. Once the day is chosen, the calendar will close and enter the date into the date field.



Note: Selecting the calendar's *Today* link enters the current date in the date field. Pressing the F12 button on your keyboard does this as well.



Checkboxes: Checkboxes allow users to make one or more selections from a variety available options. To select or de-select a checkbox, simply click inside the box .

Note: If a *Checkbox* or *Radio Button* has focus:
- Use the Spacebar to “press” and select the button, or
- Use the Enter key to “press” and select the button.



Buttons initiate various functions within the application. They are used to navigate the application, accept data input, write information to the database, and trigger the processing of underlying system code.



Fix Icon: Appears in the DAVE™ Validation frame only. Selecting this icon will place the focus or cursor in the item containing invalid information.

Marital Status

Label Control: Identifies a nearby text box or other control. Indicates what type of information is expected in that control.



More Icon: A DAVE™ specific element that returns more information than what is currently displayed.



LOV Icon: A search tool used in the DAVE™ application.



LOV Eraser Icon: Removes values selected using the LOV search tool.



Place Search Icon: Launches a popup that facilitates the entry of city, state, county and/or country.

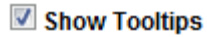


Radio Buttons: Allows the user to choose only one of a predefined set of options



Required Controls: All controls accompanied by small red arrows are mandatory and must be completed or attempts to save the page will cause a pop up error message to appear. The data must be completed before the user can continue.

Appendices



Show Tooltips Checkbox: The Show Tooltips checkbox under the Help menu controls whether 'hint' text is displayed when hovering over an icon or control.

Date of Birth

Text Box Control: Allows user to enter information that will be used by the program. Can be formatted to accept only text, a combination of text and numbers, numbers only, or dates.

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

Table Paging: When a table of data contains more rows than can be displayed on a single page, DAVE™ provides a set of controls located at the bottom of the search results page that displays the page currently selected, the total number of pages of search results, and links to the other search result pages.

Death Search Results

Case Id	SFN	Decedent's Name ↓	Date of Death	Sex	Place of Death	Date of Birth	
194		Alley, J	OCT-11-2016	Male	Burnside	DEC-01-1990	Preview
514	2016000021	Andy, Pete	OCT-28-2016	Female		APR-04-1987	Preview
176	2016000009	Anthony 33rd, Susan B.	OCT-09-2016	Female	Burnside	APR-17-1956	Preview
480		arerules, Joey	OCT-27-2016	Male		APR-14-1990	Preview
526	2016000022	Attacque, Blaccque Jacque	OCT-31-2016	Male	Burnside	JAN-21-1940	Preview
227		Bake, Clam	OCT-12-2016	Male	Burnside	JAN-21-1940	Preview
332		Beaches, Sandy	OCT-18-2016	Female	Burnside	JAN-01-2000	Preview
155		Ben, Benjamin Isa	OCT-07-2016	Male	Burnside	JAN-21-1940	
151		Binka, Inka metadeug	OCT-07-2016	Male		JAN-21-1940	Preview
427		Black, Franklin	OCT-25-2016	Female		SEP-25-1950	Preview

First 1 2 3 4 5 6 7 8 9 10 ... Last Total Records : 212

[New Search](#)

The number of the selected page appears as bold text. The **First** and **Last** links allow users to easily jump to the beginning or ending of the search results.

In addition to providing links to quickly access the **First** page, pages **1 – 10**, and the **Last** page of the search results, the total amount of pages available for selection can be easily revealed by selecting the ellipsis link (...).

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

First ... 11 12 13 14 15 16 17 18 19 20 Last

If the number of records returned is greater than the system preference for the maximum records allowed, DAVE™ will display a warning message encouraging the user to refine search criteria. The message below was displayed on the search results page when a user attempted to search for all death records within a 2 year time span.

The number of records found matching the criteria entered is greater than the value specified for "Maximum records to display:". Please refine your search criteria or increase the system preference value for "Max Rows to Return".

Please note: Increasing this number will negatively impact system performance. Therefore, it is recommended that the user key additional search criteria in order to limit the number of matching events instead of viewing all matching events. Total Records : 10,677

Not all pages will require table paging. In some cases it will be more useful to show a very large result set and use scroll bars to see the records that extend below the browser window.

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✓ - **Validation Checkmark-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.

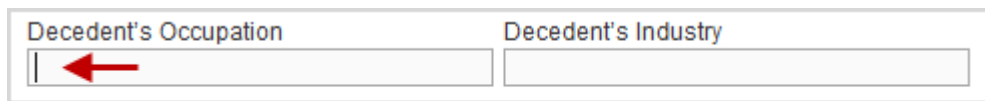
✗ - **Validation X Symbol-Red**: this is a display only icon. Clicking on it has no effect. This icon is used in the **Death Registration Menu** and indicates that a **DAVE** information page contains invalid information that must be corrected before certification will be allowed.

⚠ - **Validation Caution Symbol-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.

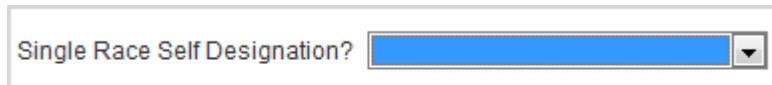
Appendix 2 - Usage and Common Conventions

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.

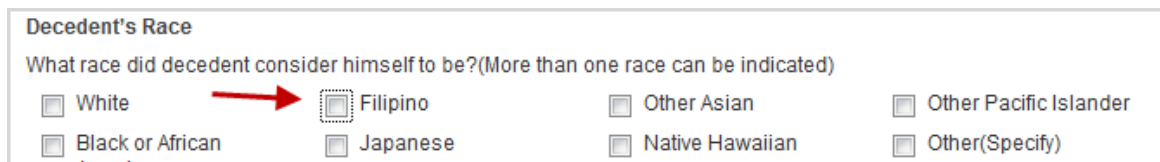
1. **Focus – Focus** determines which control on the page will receive the action. For example, if an empty text box has the focus then a flashing cursor will appear in the far left hand side of the box. Anything you type will appear in the text box.



If a Dropdown menu has focus it will be highlighted in blue. Once the dropdown is opened, a user can choose from a list of values.



A Checkbox or Radio Button will be surrounded by a dotted line when it receives focus. The box can then be selected by the user by pressing the keyboard space bar.



Passing the Focus: Moving between these controls is a matter of passing the focus. This is accomplished by using the following keyboard shortcuts:

- The *Tab* key advances the focus forward

Appendices

- *Alt+Tab* (holding down the *Alt* key while pressing *Tab*) passes the focus back to the previous control.

Every page is structured a little differently. Exactly where *Tab* and *Alt+Tab* send the focus will vary, but it should always advance 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

Did You Know?

Using **Alt-Left Arrow** is the same as using your web browser's 'Back' button.
Using **Alt Right Arrow** will trigger your browser's 'Forward' button.

4. Standard Date Formats:

DAVE™ uses a standard date format but is flexible enough to recognize and convert other formats users may enter. Formats accepted for conversion are illustrated below:

Appendices

Input Formats	Typed As:	System Converts to:
MM-DD-YYYY	<input type="text" value="02052014"/>	<input type="text" value="Feb-05-2014"/>
MM/DD/YYYY	<input type="text" value="02/05/2014"/>	<input type="text" value="Feb-05-2014"/>
MMDDYYYY	<input type="text" value="02052014"/>	<input type="text" value="Feb-05-2014"/>
MonDDYYYY	<input type="text" value="Feb052014"/>	<input type="text" value="Feb-05-2014"/>
Mon/DD/YYYY	<input type="text" value="Feb/05/2014"/>	<input type="text" value="Feb-05-2014"/>
Mon-DD-YYYY	<input type="text" value="Feb-05-2014"/>	<input type="text" value="Feb-05-2014"/>

Did You Know?

- 1. Selecting F12 will automatically key today's date into the selected date field**
- 2. Entry of dates in any other date format will result in an error.**

5. Zip Code Auto-Populate Address - Zip code based auto-population controls are built into the DAVE™ application to assist users in entering address data accurately and efficiently.

Address

Street Number	Pre Directional	Street Name, Rural Route, etc.	Street Designator	Post Directional	Apt #, Suite #, etc.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Zip Code	City or Town	County	State	Country	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	United States	

Appendices

The **Zip Code** field appears as the first entry amongst the address location fields of: *City or Town, County, State* and *Country*.

Upon entry of the *Zip Code*, the *City or Town, County, State* and *Country* fields will auto-populate.

Zip Code	City or Town	County	State	Country
85019	Phoenix	Maricopa	Arizona	United States

If the *Zip Code* entered has multiple *City or Town* or *County* associated options, the system will display a list of valid values to choose from.

Zip Code	City or Town	County	State	Country
85321	<ul style="list-style-type: none">AjoCharcoChildsKakaWhy	<ul style="list-style-type: none">MaricopaPima	Arizona	United States

Did You Know?

The *Zip Code* auto complete feature is optional and can be turned off in DAVE through System Preferences.