

OVERS User Guide

*Electronic Registration System for
Birth & Fetal Death Records*

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

Duplication and distribution is permitted.

Facility & Midwife Edition

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Oregon Department of Human Services
Office of Disease Prevention & Epidemiology,
Public Health Division
Center for Health Statistics

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Welcome to the OVERS User Guide

The Electronic Birth Registration System (EBRS) is the portion of the Oregon Vital Events Registration System (OVERS) dedicated to recording birth events. The Electronic Fetal Death Registration System is the portion of OVERS dedicated to recording fetal death events. Together these two modules allow both State and local registration office staff and external data providers such as Hospitals to initiate, update, and process birth and fetal death certificates.

The OVERS application is a secure, web-based vital records management system that uses standard web navigation techniques and functionality. The application includes tools used to search and verify the quality and completeness of the data entered.

This step-by-step guide aims to explain the data entry process for creating, certifying, and retrieving birth certificates from OVERS. In this chapter you will learn the basics of navigating through the application. The definitions and rules for properly completing an Oregon birth certificate and a fetal death record are addressed in a separate document available on the Center for Health Statistics' registration website (<http://www.oregon.gov/DHS/ph/chs/registration>).

Fetal deaths should only be recorded by a facility birth clerk or Medical Examiner. Midwives must refer all fetal deaths to a Medical Examiner.

For additional instruction or troubleshooting help contact the **Help Desk** during normal business hours (*Monday – Friday, 8 am to 5 pm*) at **(971) 673-0279**. For questions about the definitions and rules for completing the Oregon birth certificate, contact the Center for Health Statistics, Registration department at **(971) 673-1160**.

System Requirements

The **OVERS** application is web-based and does not require the installation of any standalone software, except for the drivers associated with the biometric device used for signing birth certificates. Most modern business computers should meet the minimum system requirements without further modification. At minimum, access to the application requires:

- Browser: Microsoft's Internet Explorer (IE), 6.x or higher
- High-speed internet connection
- Operating System: Microsoft Windows 2000 with Service pack 2 or higher; XP with Service pack 1 or higher; Mac X 10.4 or later running a PC emulator
- Adobe Acrobat Reader 6.0 or higher
- Fingerprint reader and associated device drivers *(Only required for birth certifiers. Provided free of charge by the Center for Health Statistics.)

Navigation

The **OVERS** application includes two basic types of navigation controls commonly known to internet users: menu sidebars and page-to-page button controls.

Menu Sidebar

The left Menu Sidebar appears on the left side of every page of the OVERS application screen. This Sidebar provides easy access to page related information. The menu in the OVERS system changes dynamically according to the permissions allowed by a user's security profile. In other words, the system presents a different series of screens to an individual user based on the role they play in the system. A state office worker will likely be presented with a different set of screens than a birth certifier.

Fully expandable and collapsible, the menu includes hierarchical levels of menu groupings that will hide when you click on another grouping from the left sidebar. The highest tier menu items include the **Main Menu**, the **Birth Registration Menu** pictured here, and the **Fetal Death Registration Menu**. Each of these menus include sub-menus. For instance, the **Main Menu** includes sub-menus **Main**, **Life Events**, **Queues**, **Reports**, **Forms**, and **Help**.

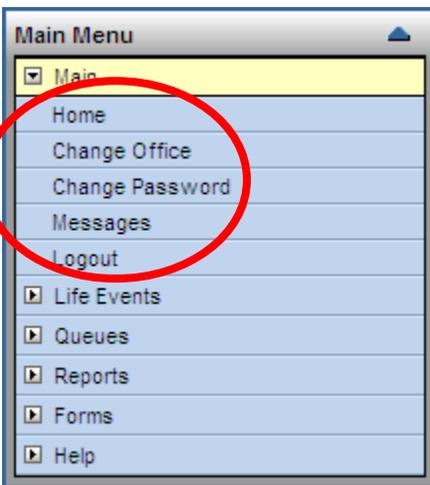
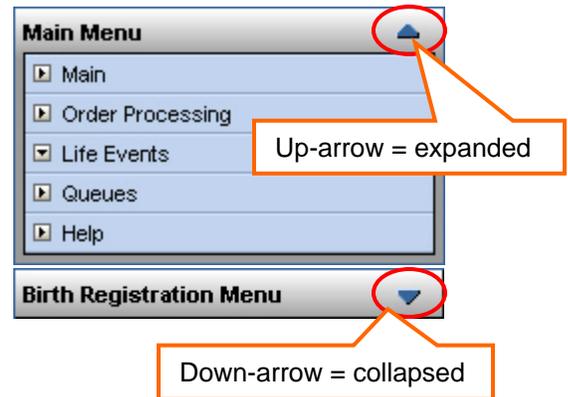


When a user first logs into the OVERS system, only one menu is displayed: the **Main Menu**. Once a record has been opened or a new record started, two menu headers will be displayed: the **Main Menu** and the **Birth Registration Menu**.

Only one OVERS menu may be open at any time. Expanding a new menu automatically collapses other menus.

Menu-to-menu movement is achieved by clicking on the menu item to be opened.

Notice that an up-arrow indicates that the menu is open and that clicking on the arrow or the menu bar will collapse the menu.

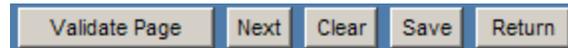


A down-arrow indicates that the menu has already been collapsed. Clicking the down arrow will expand the menu.

The menu hierarchy includes secondary and tertiary level menu groupings nested within the higher tier. For instance, the **Main Menu** has second tier menus, the first of which is entitled **Main**. The **Main** menu consists of the items pictured here.

Page-to-Page Button Controls

Page-to-page button controls are located at the bottom and to the right of every birth certificate page.



The **Next** button saves entries on the current page and moves to the next page in the birth certificate. The **Clear** button removes all entries on the page that have not yet been saved, the **Save** button save changes without leaving the current page. The **Return** button will take you out of the record without saving entries on the current page.

Clicking the **Validate Page** button will initiate an error check on the entire record. It is not necessary to validate every page before advancing to the next page. To save time we recommend completing the entire birth record before clicking the **Validate Page** button.

When entering the birth certificate information, we recommend moving through pages in a sequential, top-to-bottom manner from one page to another. This is facilitated through the use of the **Next** button located at the bottom of each page.

In the example below, the user has just completed the first **Birth Registration Menu** page: the 'Child' page. Click the **Next** button on the 'Child' page to save the data and move to the next page of the birth certificate (the 'Mother' page).

Avoid the Web Browser 'Back' Button

You may lose data entered if you navigate from one page to another using the 'back' button (located on the browser's tool bar). The **OVERS** application provides other tools for navigating from one page to another.



Keyboard Shortcuts

A keyboard shortcut is a key or combination of keys that provides an alternative to standard ways of performing an action. The OVERS interface includes seven key board shortcuts as described in the table below.

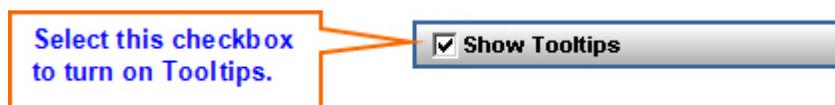
Shortcut Key(s)	Activates this Control	To Perform this Function
F12	Date Fields	Enters current date in any date field
Tab	Any dialog box, button control, or check box	Moves <u>forward</u> from one dialog box, button control, or check box to another field, button, or check box
Shift+Tab	Dialog box, button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

Tools

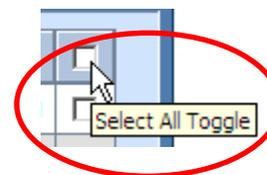
The **OVERS** system includes data entry and error checking tools that are commonly a part of interactive websites and will be familiar to most internet users. Tools such as navigation menus, check boxes, radio buttons, calendars, and auto-populating lookup controls are built in to the data entry screens to support accurate recording of birth event information.

Tooltips

Notice the **Show Tooltips** checkbox near the bottom left corner of the example above. Tooltips are little blocks of text that appear whenever the on-screen cursor is allowed to “hover” over a control without clicking on it. These can be turned on by selecting the **Show Tooltips** checkbox, or turned off by deselecting the checkbox.



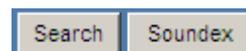
Allowing the cursor to hover over the checkbox shown below caused the “**Select All Toggle**” tooltip to display.



Tools for Searching

The **OVERS** application provides two search tools for accessing birth certificates or fetal death records. The search tools are located at **Main Menu > Life Events > Birth > Locate Case** or at **Main Menu > Life Events > Fetal Death > Locate Case**. From the **Locate Case** page you can search by using either the 'Search' button or the 'Soundex' button.

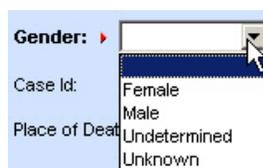
Search - The Search button searches an index and returns exact matches to a specified keyword. Using the wildcard key (%) at the end of a partially entered phrase will return all matches to the partial entry. For instance, if the phrase "Sm%" is entered, all items that begin with "Sm" will be returned as results.



Soundex - The Soundex button is a way of searching information based on how the word sounds rather than how it is spelled. It allows for variations in spelling so that a misspelled name entered as the search phrase will retrieve all items that sound like or are close to the spelling of the entered phrase.

Required Fields Indicator

The Required Fields Indicator is a red arrow that appears next to all mandatory fields. They are most commonly found on the 'Start/Edit New Case' page.



Clicking the down-arrow here opened the list of selectable items.

Dropdown Lists

Dropdown lists are dialog box items showing only one entry until its drop down arrow is clicked. Dropdown lists provide you with a pre-defined set of choices eliminating the need to manually type data. To view all items in a dropdown list simply click on the down-arrow on the right side of the control. Some dropdown lists will have more selectable items than can be displayed on one page. In those cases, a scroll bar will appear on the left side of the list.

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

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

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

With the list highlighted and 'Female' selected, press the down-arrow button on your keyboard. Pressing the down-arrow with 'Female' highlighted scrolls down the list to 'Male'.

Gender: ▸ Female ▾

Gender: ▸ Male ▾

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

Gender: ▸ Female ▾

Additionally, once a dropdown list has been selected, using the Alt+Down Arrow key combination on your keyboard will open the list. Using Alt+Up Arrow will close the list.

Date Fields

The **OVERS** application allows date input using alpha and/or numeric characters as well as several different punctuation formats. When using numeric characters you must enter months as 2 digits, days as 2 digits, and years as 4 digits.

	If you type:	→	System will display:
1. MM-DD-YYYY:	Date of Death: ▸ 06-09-2004	→	Date of Death: ▸ JUN-09-2004
2. MM/DD/YYYY:	Date of Death: ▸ 06/09/2004	→	
3. MMDDYYYY:	Date of Death: ▸ 06092004	→	
4. MonDDYYYY:	Date of Death: ▸ jun092004	→	

Placing the cursor in the date field and pressing the f12 key will automatically enter the current system date into the field.

Calendars Controls

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

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

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

Date of Death: ▸

Clicking the Calendar Icon...

Date of Death: ▸

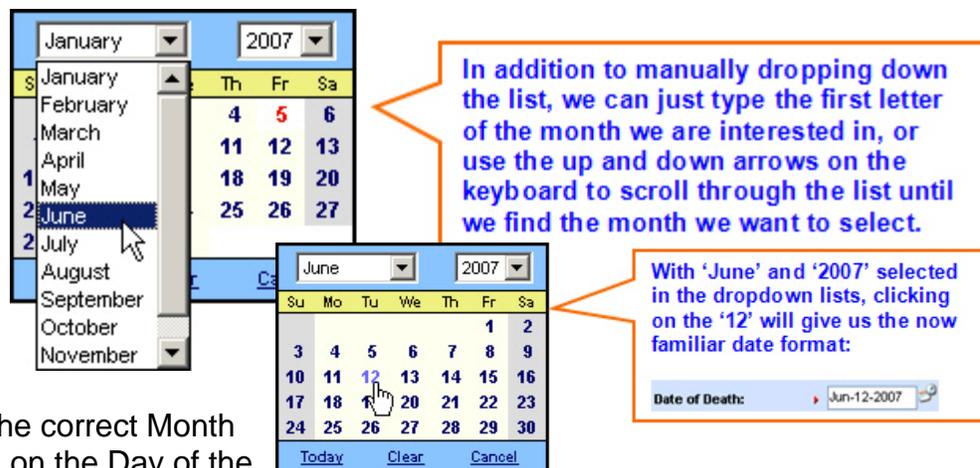
Date of Birth:

Medical Record Number:

...launches the Calendar control.

January		2007				
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
Today		Clear		Cancel		

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



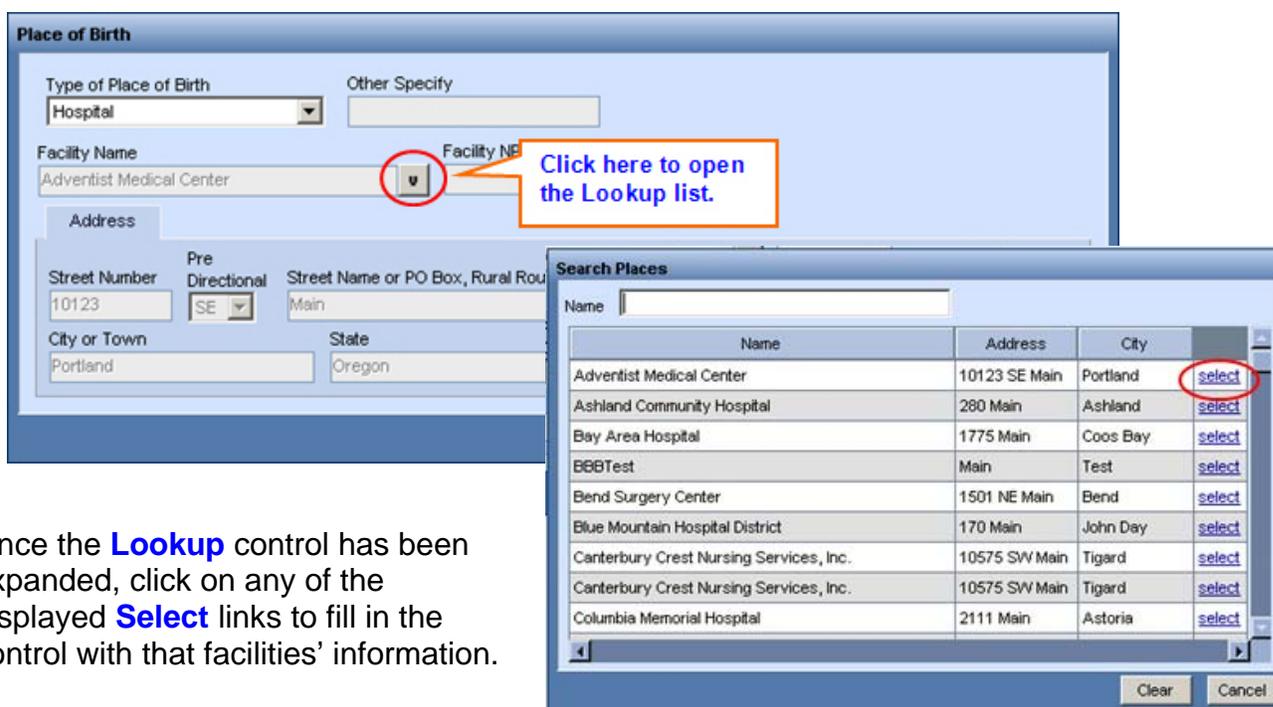
Once you select the correct Month and Year, clicking on the Day of the month will auto-populate the Date.

Clicking the **Today** link on the calendar control will automatically enter the current date into the calendar control. Clicking **Cancel** will close the control without saving a date.

Auto Populate using Lookup Controls

Lookup Controls are searchable lists displayed as a grid of data in a popup window.

To display the popup window, click the **Lookup** () button on the right side of the control field.



Once the **Lookup** control has been expanded, click on any of the displayed **Select** links to fill in the control with that facilities' information.

Record Status

The **OVERS** application manages data quality and work flow of the birth registration and fetal death registration process through the assignment of statuses. In order to track the steps undertaken by the various parties involved in completing a vital record, the **OVERS** system assigns one or more statuses to a record when an action is performed.

The **Status Bar** provides a dynamic, real time view of the status of a birth certificate. It can be viewed from any of the pages of the birth record and it is also visible in the preview of the record on the Search Results' page. To expand the **Status Bar**, click on the blue bar at the top of the record where the case number, registrant name, and date of birth are located.

The end product of the registration process is a legally registered record. A record can only reach registered status after it has been successfully completed, checked for accuracy, and signed by a certifier. The terms in the table below are the most common to appear on a record.

Status Bar Terms

Term	What it Means
New Event	Appears on a newly created record
Not Certified	Birth record has not yet been signed by the birth certifier
Unaffirmed	Fetal death record has not yet been signed by the birth certifier
Uncertified	Fetal death record has not yet been signed by the medical examiner
Certified	Has been signed by the birth certifier
Not Registered	Has not yet been registered at the State
Registered	Has been registered at the State and assigned a State File Number (SFN)
Legal Valid	The legal birth certificate data has been entered, checked for completeness, and found to be correct.

Term	What it Means
Legal Valid with Exceptions	The legal birth certificate data had one or more exceptions that were manually overridden by the certifier.
Legal Invalid	The legal birth certificate data has one or more errors or omissions that require a correction.
Medical Valid	The statistical data has been entered, checked for completeness, and found to be correct.
Legal Valid with Exceptions	The statistical data had one or more exceptions that were manually overridden by the certifier.
Medical Invalid	The statistical data has one or more errors or omissions that require a correction.
Birth Certification Required	The birth certifier's signature is required
Registration Approval Required	The State's Registration approval is required
AOP Pending	The Acknowledgment of Paternity paperwork has not yet been received and accepted by the State.

Error Checking and Correction

Once you have entered registration data into the system you can check for errors or validate that information you have entered is correct and complete by clicking on the **Validate Page** button.

The screenshot shows a web form titled "Child" with the following fields and values:

- Child's Name:**
 - First: Baby (highlighted in red)
 - Middle: (empty)
 - Other Middle: (empty)
 - Last: Patrick (highlighted in yellow)
 - Suffix: (empty)
- Date of Birth:** JAN-13-2007
- Time of Birth:** 16 : 00
- Gender:** Military (dropdown)
- Gender:** Male (dropdown)
- Child SSN:** 876-89-7698
- Request SSN for Child:** Yes, parent wants a card issued (dropdown)
- Include in Newspaper Report:** No (dropdown)

At the bottom right, there are buttons: **Validate Page** (circled in red), **Next**, **Clear**, **Save**, and **Return**.

Clicking the **Validate Page** button reveals two types of errors: **Hard Edit rule failures** (highlighted in red) and **Soft Edit rule failures** (highlighted in yellow).

228 :Jane Doe JUL-18-2008
/Legal Invalid/Medical Invalid/Uncertified/Not Registered/Legal Pending/Medical Pending

Child

Child's Name

First Middle Other Middle Last Suffix

Jane [] [] [] Doe []

Date of Birth Time of Birth Gender Child SSN

JUL-18-2008 [] [] [] Male [] [] []

Request SSN for Child []

Is Adoption/Legal proceeding e []

No []

Validation Results List All Errors Save Overrides Hide

Error Message	Override	Goto Field	Popup
BR0070: Invalid value for SSN Requested for Child? Enter a valid value for SSN Requested for Child?		fix []	fix []
BR0073: Time of Birth is invalid. Enter a valid value for Time of Birth		fix []	fix []

Notice that the **Validation Results** frame is separated from the data entry page by a horizontal line. Clicking and dragging that line up and down will reveal more or less of the **Validation Results** frame, allowing to view and correct associated errors.

Initially, the **Validation Results** frame will only display those errors associated with the current registration page. All of the errors in the example below are related to the **Child** page. However, if you then click on the **List All Errors** button...

Clicking the List All Errors button...

Validation Results List All Errors Save Overrides Hide

Error Message	Override	Goto Field	Popup
BR0057: The Child's first name cannot be "Baby Boy", "Baby Girl", "Baby", "Infant", "Boy", "Girl", "Male", or "Female." Enter a valid first name for the Child.		fix []	fix []
BR0076: Child's First or last Name should not be Baby, Infant or similar combination if the name is not known or undecided Please verify if child's name is not known at this time, if so leave blank.	<input type="checkbox"/>	fix []	fix []

...the **Validation Result** frame will refresh and display all of the errors associated with the entire registration.

...will reveal every error associated with every page of the birth registration.

The screenshot shows a 'Validation Results' window with a table of errors. The table has columns for 'Error Message', 'Override', 'Goto Field', and 'popup'. The errors listed are:

Error Message	Override	Goto Field	popup
BR0057: The Child's first name cannot be "Baby Boy", "Baby Girl", "Baby", "Infant", "Boy", "Girl", "Male", or "Female." Enter a valid first name for the Child.		fix	fix
BR0076: Child's First or last Name should not be Baby, Infant or similar combination if the name is not known or undecided Please verify if child's name is not known at this time, i			fix
BR0309: Mother's Hispanic origin cannot be left blank. Select a valid value for Mother's Hispanic Origin.			
BR0553: Month Prenatal Care Began is invalid. Enter a valid value for Month Prenatal Care Began.	<input type="checkbox"/>	fix	fix
BR0602: The Non-Alaska SFN is invalid. Verify that Non-Alaska State File Number has been entered correctly.		fix	fix

Click the **Hide** button to remove the Validation Results frame. Re-validate any page to view the results frame again.

Notice also that the **List All Errors** button has now become the **List Page Errors** button. Clicking this button again will hide any errors not associated with the current registration page.

Click the **Hide** button to close the **Validation Results** frame. Re-validate any registration page to view the **Validation Results** frame again.

Error Types

There are two types of errors in **OVERS**: (1) Hard and (2) Soft. Hard errors are highlighted on-screen in red. Soft errors are highlighted in yellow.

Notice that the **First** name control is highlighted in red. Registration will not be permitted until this error is corrected.

Last name is highlighted in yellow. By using the **Override** feature described above, this entry can be accepted as shown and registration permitted.

Additionally, notice that certain pages on the **Birth Registration Menu** are marked with red, yellow or green arrows.

These arrows serve as indicators as to which pages contain errors and which pages pass validation.

Pages containing no errors are marked by green arrows. No further action is necessary.

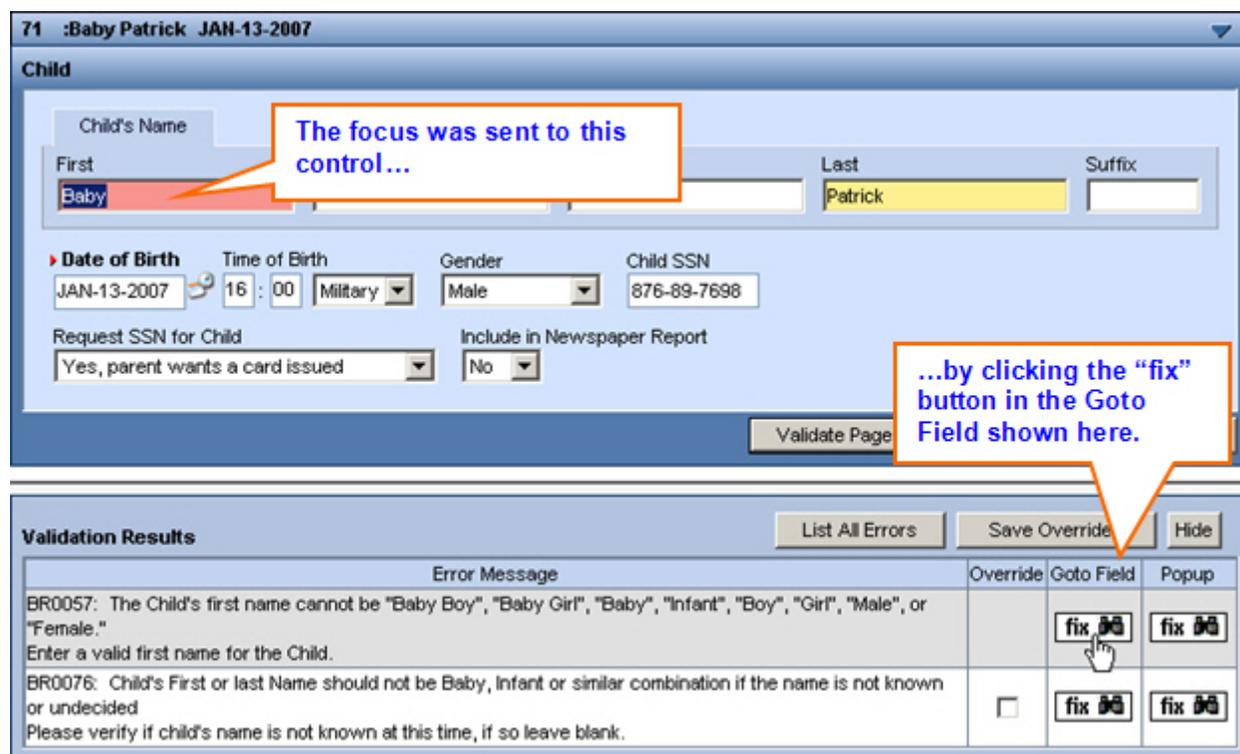
Pages containing non-overridable errors are marked by red arrows. These errors must be corrected.

Pages containing overridable errors are marked by yellow arrows. Correct or override as needed.

For example, pages marked with a **green** arrow contain no errors. Pages marked with a **red** arrow contain hard edit rule failures that must be corrected before registration can be completed. Pages marked with a **yellow** error contain soft edit rule failures that may be overridden or that have already been overridden.

Anytime the *Validate Page* button is clicked the system will evaluate all pages and mark them accordingly with red, yellow, or green arrows.

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

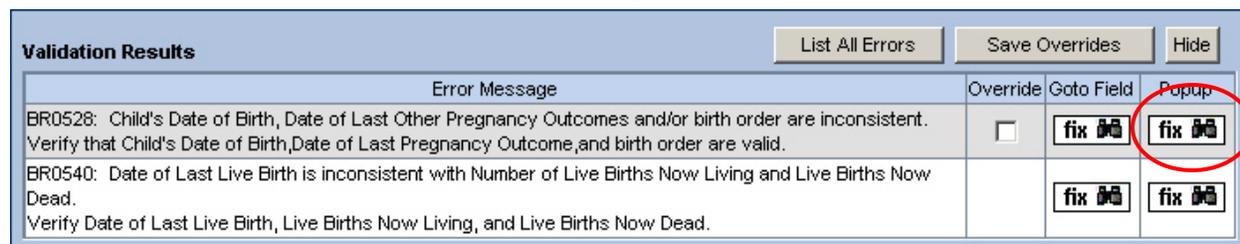


The screenshot shows a registration form for a child named Patrick, born on JAN-13-2007. The form includes fields for Child's Name (First: Baby, Last: Patrick), Date of Birth (JAN-13-2007), Time of Birth (16:00), Gender (Male), and Child SSN (876-89-7698). Below the form is a 'Validation Results' section with a table of errors. The first error, BR0057, states: 'The Child's first name cannot be "Baby Boy", "Baby Girl", "Baby", "Infant", "Boy", "Girl", "Male", or "Female." Enter a valid first name for the Child.' The 'Goto Field' column for this error has a 'fix' button with a mouse cursor over it. A callout box points to the 'Baby' text box in the form, stating 'The focus was sent to this control...'. Another callout box points to the 'fix' button in the 'Goto Field' column, stating '...by clicking the "fix" button in the Goto Field shown here.' A 'Validate Page' button is visible at the bottom of the form.

Error Message	Override	Goto Field	Popup
BR0057: The Child's first name cannot be "Baby Boy", "Baby Girl", "Baby", "Infant", "Boy", "Girl", "Male", or "Female." Enter a valid first name for the Child.	<input type="checkbox"/>		
BR0076: Child's First or last Name should not be Baby, Infant or similar combination if the name is not known or undecided Please verify if child's name is not known at this time, if so leave blank.	<input type="checkbox"/>		

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.

Popup - Another method of correcting errors is to click the  button in the **Popup** column to launch a popup window containing the error or errors to be corrected.



The screenshot shows the 'Validation Results' section with a table of errors. The first error, BR0528, states: 'Child's Date of Birth, Date of Last Other Pregnancy Outcomes and/or birth order are inconsistent. Verify that Child's Date of Birth, Date of Last Pregnancy Outcome, and birth order are valid.' The 'Goto Field' column for this error has a 'fix' button, and the 'Popup' column has a 'fix' button circled in red. The second error, BR0540, states: 'Date of Last Live Birth is inconsistent with Number of Live Births Now Living and Live Births Now Dead. Verify Date of Last Live Birth, Live Births Now Living, and Live Births Now Dead.'

Error Message	Override	Goto Field	Popup
BR0528: Child's Date of Birth, Date of Last Other Pregnancy Outcomes and/or birth order are inconsistent. Verify that Child's Date of Birth, Date of Last Pregnancy Outcome, and birth order are valid.	<input type="checkbox"/>		
BR0540: Date of Last Live Birth is inconsistent with Number of Live Births Now Living and Live Births Now Dead. Verify Date of Last Live Birth, Live Births Now Living, and Live Births Now Dead.	<input type="checkbox"/>		

The **Popup** functionality is useful when an error is generated by conflicting entries across multiple registration pages. Rather than searching across many pages trying to

determine which field contains the error, **Popup** presents all of the conflicting fields in one window.

Notice that error number **BR0528** was generated by a conflict between three separate fields on three separate pages. Correcting one of the errors below may correct the issue, though more than one correction may be needed in some cases.

Validation Popup

BR0528: Child's Date of Birth, Date of Last Other Pregnancy Outcomes and/or birth order are inconsistent.
Verify that Child's Date of Birth, Date of Last Pregnancy Outcome, and birth order are valid.

Child

► **Date of Birth** Time of Birth
 May-15-2007 06 : 45 AM

Prenatal

Other Pregnancy Outcomes (Spontaneous or Induced Terminations or Ectopic Pregnancies)

Date of Last Other Pregnancy Outcome
 May/2007

Newborn

Plurality Single Birth Order Not Applicable

Correct the error and click the **Save** button to submit your changes. The popup will close and your changes will appear on the registration page. Click the **Close** button to close the popup without making any changes.

Overriding Errors

Registrations can still be processed with a soft error (yellow) message present. In those cases, a checkbox will be provided in the **Override** column.

Validation Results			
	<input type="button" value="List All Errors"/>	<input type="button" value="Save Overrides"/>	<input type="button" value="Hide"/>
Error Message	Override	Go to Field	Popup
BR0057: The Child's first name cannot be "Baby Boy", "Baby Girl", "Baby", "Infant", "Boy", "Girl", "Male", or "Female." Enter a valid first name for the Child.	<input checked="" type="checkbox"/>	<input type="button" value="fix"/>	<input type="button" value="fix"/>
BR0076: Child's First or last Name should not be Baby, Infant or similar combination if the name is not known or undecided Please verify if child's name is not known at this time, if so leave blank.	<input type="checkbox"/>	<input type="button" value="fix"/>	<input type="button" value="fix"/>

Place a checkmark (☑) in the **Override** box next to the error to be overridden and click the **Save Overrides** button. This allows you to process a birth record even if some errors are present.

Validation Results				List All Errors	Save Overrides	Hide
Error Message	Override	Goto Field	Popup			
BR0057: The Child's first name cannot be "Baby Boy", "Baby Girl", "Baby", "Infant", "Boy", "Girl", "Male", or "Female." Enter a valid first name for the Child.	<input type="checkbox"/>	fix	fix			
BR0076: Child's First or last Name should not be Baby, infant or similar combination if the name is not known or undecided Please verify if child's name is not known at this time, if so leave blank.	<input checked="" type="checkbox"/>	fix	fix			

Once an error has been edited and validated again, the arrow indicator will turn green. If a soft edit is overridden (as opposed to edited) the yellow arrow will remain yellow after being validated.

Duplicate Records Check

When the **Validate Page** button is activated from any of the **Birth Registration Menu** pages, the **OVERS** application runs a search for potential duplicate records. This is done to prevent the creation of duplicate registrations. If **OVERS** does find any potential duplicates, an error message will appear in the **Validation Results** frame containing the following message and link:

“BR0614: A potential duplicate birth record exists. Please verify Child’s first and last names, Child’s DOB, Mother’s maiden surname, Mother’s DOB, and multiple birth indicator. [Potential Duplicates](#)”. Click the **Potential Duplicates** link to open the **Duplicate Resolution** page.

Child			
Child's Name			
First	Middle	Other Middle	Last
Carol			Danvers
Suffix			
Date of Birth			
Time of Birth	Gender		
Jun-20-2007	06 : 15 AM	Female	
Request SSN for Child		Safe Haven/Foundling Baby	
		No	
Place child on the Immunization Registry?			
Yes			
Validate Page			
Next			
Clear			
Save			
Return			

Validation Results				List All Errors	Save Overrides	Hide
Error Message	Override	Goto Field	Popup			
BR0070: Invalid value for "SSN Requested for Child?" Enter a valid value for "SSN Requested for Child?"	<input type="checkbox"/>	fix	fix			
BR0614: A potential duplicate birth record exists. Please verify Child's first and last names,Child's DOB,Mother's maiden surname,Mother's DOB,and multiple birth indicator. Verify the values for Child's first and last names,Child's DOB,Mother's maiden surname,Mother's DOB,and multiple birth indicator. Potential Duplicates	<input type="checkbox"/>	fix	fix			

The **Duplicate Resolution** page displays a lists all of the records in the **OVERS** database that have been identified as potential duplicates. Not all of the potential duplicates records may be accessible. In the example below, only the current case, **Case Id** number **3439** and **Case Id** number **3438** can be accessed.

Notice that the current case is previewed in the **Current Case** window.

Duplicate Resolution

Case Id	Child's Name	Date of Birth	Gender	Place of Birth	Mother Maiden Last Name	
3440	Danvers, Carol	Jun-20-2007	Female	Las Vegas, San Miguel	Smith	Compare
3439	Danvers, Carol	Jun-20-2007	Female	Santa Fe, Santa Fe	Smith	Compare
3438	Danvers, Carol	Jun-20-2007	Female	Santa Fe, Santa Fe	Smith	Compare

Total records : 3

Current Case

Case Id: 3439

Child's Name: Carol Danvers **City or Town of Birth:** Santa Fe

Date/Time of Birth: Jun-20-2007 06:15 AM **County of Birth:** Santa Fe

Gender: Female **Facility of Birth:** New Mexico Birthing Center

Mother's Current Legal Name: Charlotte Danvers **Mother's Date of Birth:** Jun-20-1987

Mother's Maiden Name Prior to First Marriage: Smith

Father's Current Legal Name: Daniel Danvers **Father's Date of Birth:** Jun-20-1986

SSN:

Status: .Legal Invalid/Medical Invalid/Uncertified/Not Registered/Birth Potential Duplicate/Legal Pending/Medical Pending

[Return to Rule Failures](#)

Locate and select the **Compare** link next to one of the potential duplicates.

Case Id	Child's Name	Date of Birth	Gender	Place of Birth	Mother Maiden Last Name	
3440	Danvers, Carol	Jun-20-2007	Female	Las Vegas, San Miguel	Smith	Compare
3439	Danvers, Carol	Jun-20-2007	Female	Santa Fe, Santa Fe	Smith	Compare
3438	Danvers, Carol	Jun-20-2007	Female	Santa Fe, Santa Fe	Smith	Compare

Total records

Selecting the **Compare** link above will display the **Potential Duplicate Case** window beneath the **Current Case** window. These summaries can be used to help determine whether or not a duplicate record exists.

Duplicate Resolution

Case Id	Child's Name	Date of Birth	Gender	Place of Birth	Mother Maiden Last Name	
3440	Danvers, Carol	Jun-20-2007	Female	Las Vegas, San Miguel	Smith	Compare
3439	Danvers, Carol	Jun-20-2007	Female	Santa Fe, Santa Fe	Smith	Compare
3438	Danvers, Carol	Jun-20-2007	Female	Santa Fe, Santa Fe	Smith	Select

Total records : 3

Current Case

Case Id: 3439

Child's Name: Carol Danvers City or Town of Birth: Santa Fe
Date/Time of Birth: Jun-20-2007 06:15 AM County of Birth: Santa Fe
Gender: Female Facility of Birth: New Mexico Birthing Center
Mother's Current Legal Name: Charlotte Danvers Mother's Date of Birth: Jun-20-1987
Mother's Maiden Name Prior to First Marriage: Smith
Father's Current Legal Name: Daniel Danvers Father's Date of Birth: Jun-20-1986

SSN:

Status: A.Legal Invalid/Medical Invalid/Uncertified/Not Registered/Birth Potential Duplicate/Legal Pending/Medical Pending

Potential Duplicate Case

Case Id: 3438

Child's Name: Carol Danvers City or Town of Birth: Santa Fe
Date/Time of Birth: Jun-20-2007 06:15 AM County of Birth: Santa Fe
Gender: Female Facility of Birth: New Mexico Birthing Center
Mother's Current Legal Name: Charlotte Danvers Mother's Date of Birth: Jun-20-1987
Mother's Maiden Name Prior to First Marriage: Smith
Father's Current Legal Name: Daniel Danvers Father's Date of Birth: Jun-20-1986

SSN:

Status: A.Legal Invalid/Medical Invalid/Uncertified/Not Registered/Birth Potential Duplicate/Legal Pending/Medical Pending

[Return to Rule Failures](#)

Notice that the Compare link changes to [Select](#). Click the [Select](#) link to open the potential duplicate record for review.

Click "Return To Rule Failures" to return to the Duplicate Resolution page.

If the **Potential Duplicate Case** window does not provide enough information, then click on the [Select](#) link to open the actual record.

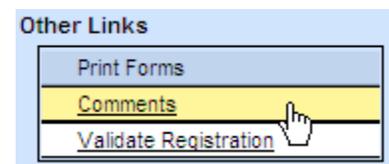
If you are certain that the record you are working on is not a duplicate, then click on the [Return to Rule Failures](#) button to return to the current case.

Adding Comments

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

From the [Birth Registration Menu](#) or the [Fetal Death Registration Menu](#) select [Other Links > Comments](#).

The [Comments](#) window will pop on-screen. To add a new comment, click on the [New Comment](#) button located at the bottom of the [Comments](#) window.



Comments

State File Number:
Registrant Name: Robert Smith
Event Type: Birth
Event Date: May-03-2007

Comment Type	Date Entered	Entered By	Comment

New Comment Close

Click the New Comment button to add a comment to this record.

The **Enter New Comment** tab will open allowing you to enter new comments.

Comments

State File Number:
Registrant Name: Robert Smith
Event Type: Birth
Event Date: May-03-2007

Comment Type	Date Entered	Entered By	Comment

Enter New Comment

Comment Type: [Dropdown]

Comment: [Text Area]

Maximum text length: 4000 Characters left: 4000

Save
Clear
Cancel

New Comment Close

The first step in adding a new comment is to select a **Comment Type**. Every comment must have a type assigned to it.

Enter New Comment

Comment Type: [Dropdown Menu]

Comment: [Text Area]

Maximum text length: 4000 Characters left: 4000

Save
Clear
Cancel

Select a Comment Type here.

4000 is the maximum number of characters that can be included in a

Number of remaining characters that can be added to the current comment.

When you have finished entering a comment, select the **Save** button. Or, choose **Clear** to clear your entry or **Cancel** to close the comment window without saving changes.

Selecting **Save** above will write the comment to the **OVERS** database and return you to the main **Comments** window, shown below. Notice that a portion of the comment can

be read in the **Comment** window. Lengthy comments will have to be opened in order to be read in their entirety. Clicking on the **Edit** link will open the **Update Existing Comment** tab for you to view and, if necessary, edit the comment.

Comments

State File Number:

Registrant Name: Robert Smith

Event Type: Birth

Event Date: May-03-2007

Comment Type	Date Entered	Entered By	Comment	
General Comments	05/08/2007	BirthUser	This is a general comment.	Edit Delete

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

The checkmark indicates that a comment has been added to this registration.

Other Links

- [Comments](#)
- [Validate Registration](#)

Once a comment has been added to a record, a checkmark will appear next to the **Comments** link in the **Other Links** sub-menu.

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

Print Forms

A variety of printable forms related to birth and fetal death records can be printed from OVERS.

From the **Birth Registration Menu** or the **Fetal Death Registration Menu** select **Other Links > Print Forms**.

For Birth Certificates, the Print Forms page contains 2 links: [Working Copy – Legal \(45-1V\)](#) and [Working Copy – Statistical \(45-1ST\)](#).

Other Links

- [Print Forms](#)
- [Comments](#)
- [Validate Registration](#)

Clicking these links will open a preview of printable versions of the birth data. [Working Copy – Legal \(45-1V\)](#) provides a preview of the birth certificate information and [Working Copy – Statistical \(45-1ST\)](#) provides a preview of the statistic information.

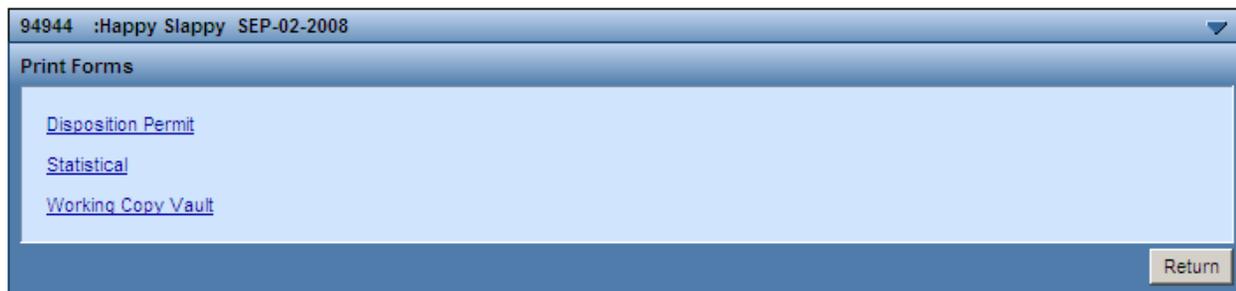
228 :Jane Doe JUL-18-2008

Print Forms

- [Working Copy - Legal \(45-1V\)](#)
- [Working Copy - Statistical \(45-1ST\)](#)

[Return](#)

For Fetal Death records, the Print Forms page contains three links: [Disposition Permit](#), [Statistical](#), and [Working Copy Vault](#).



Never give a copy of the Statistical data to the family and do not keep a copy of this document in the patient's files.

Queues

As registrations work their way through the **OVERS** system, they will pass from one work queue to another. **Queues** are the categories or status levels associated with vital records processing.

Registration Work Queues

Birth registration cases in the **Registration Work Queues** list records that are still missing pieces of information or that still require some processing.

There are 6 registration work queues:

1. Birth Certification Required - Birth
This queue lists records that are complete except for lacking a signature.
2. Legal Pending - Birth
This queue lists records that are missing information in the legal portion of the birth record.
3. Medical Pending - Birth
This queue lists records that are missing information in the medical/statistical portion of the birth record.
4. Personal Pending – Fetal Death
This queue lists records that are missing information in the personal portion of the fetal death record.
5. Medical Pending – Fetal Death
This queue lists records that are missing information in the medical/statistical portion of the fetal death record.
6. Keyed (Requires Affirmation) – Amendments
This queue lists records that have amendment requests that have not yet been signed.

Records appearing in one work queue can also appear in another work queue. For example, if a record is missing information in both the legal and medical sections, it will appear in both the Legal Pending and Medical Pending queues.

You can access the registration queues either from the Home Page (**Main Menu > Main > Home**) or by selecting **Main > Queues > Registration Work Queues** from the **Main Menu**.

The **Search by Registration Work Queue** page provides access to the 6 Registration Work Queues.

Select one of the sub-queues from the **Queue:** dropdown list. Next, make a selection from the **Search Type:** dropdown list; either a search by state file number (**SFN**) or **Case Number**. The search type can be left blank.

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

This search yields the following results:

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"/>	578	2006011355	Deborah Jane Stedman	Dec-29-2006	Calvary Funeral Home

Total records : 1

Actions
[Remove From Queue](#)
[Abandon Case](#)

Add
[Comments](#)

Print
[Print Queue List](#)

Clicking either of these links will open the birth registration for review and/or editing.

The user can now open the record by clicking on the **CaseID** number or the **Registrant** name.

It is possible to view all the records in a specific queue by making a selection from the Queue dropdown list and NOT making a selection from the Search Type and Value controls. If you do this then all records in that queue will be displayed.

Using Filters

Work queues can be further refined through the use of filters. For example, selecting **Age** from the **Filter** dropdown list will refresh the page and display a new **Value** control.

Search by Registration Work Queue

Queue: Search Type: Value:

Display rows per page. Filter

Make a selection from the **Value** dropdown list and click **Search**.

Search by Registration Work Queue

Queue: Search Type: Value:

Display rows per page. Filter Value

< 29 days
 30-59 days
 60-89 days
 > 89 days

Notice that the results table shown below displays only those 3 cases that are between 60 and 89 days old.

Search by Registration Work Queue

Queue: Search Type: Value:

Display rows per page. Filter: Value:

All	Case Id	File Number	Registrant	Date of Event	Data Provider
<input type="checkbox"/>	825		Mtest Anthony Labella	Mar-07-2007	Calvary Funeral Home
<input type="checkbox"/>	807		Mctpga Venne Riccilli	Mar-06-2007	Calvary Funeral Home
<input type="checkbox"/>	759		Mctp Ann Montgomery	Feb-26-2007	Calvary Funeral Home

Total records : 3

Actions

[Remove From Queue](#)
Abandon Case

Add

[Comments](#)

Print

[Print Queue List](#)

Another **Filter** that is available is **Record Source**. Record source refers to the manner in which the record was originated: **Electronic** - as through OVERS, **Paper** - as in a legacy record or a record created by a non-OVERS system user, or **Hybrid** - a record that was started as either electronic or paper format but completed in the other format.

Search by Registration Work Queue

Queue: Search Type: Value:

Display rows per page. Filter: Value:

- Electronic
- Combination
- Paper

Selecting **Electronic** from the **Value** dropdown list and clicking **Search** reveals a total of 26 electronic records in the **Certification Required** work queue.

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"/>	241	2008005204	Hot Mocha Coffee	JUL-25-2008	Family Blessings Birthing Center
<input type="checkbox"/>	240	2008005205	Icy Vanilla Coffee	JUL-25-2008	Family Blessings Birthing Center

Total records : 2

Actions
 Register Event
 Abandon Case

Add
[Comments](#)

Print
[Print Queue List](#)

By selecting the checkbox located to the left of the **Case Id**, you can either add comments to selected records or run a print job.

Comments

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

Selecting the **Comments** link will open the dialog shown below. Select the **New Comment** button to insert a comment.

Comments

State File Number:
Registrant Name: Meena Test
Event Type: Birth
Event Date: Apr-24-2007

Comment Type	Date Entered	Entered By	Comment

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

Comments

State File Number:
Registrant Name: Meena Test
Event Type: Birth
Event Date: Apr-24-2007

Comment Type	Date Entered	Entered By	Comment

Enter New Comment

Comment Type: Event

Comment: This is a test comment.

Maximum text length: 4000 Characters left: 3977

Save
Clear
Cancel

New Comment Close

Every comment must be assigned a Comment Type.

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

Comments

State File Number:
Registrant Name: Meena Test
Event Type: Birth
Event Date: Apr-24-2007

Comment Type	Date Entered	Entered By	Comment
Event	05/10/2007	BirthReg	This is a test comment.

Edit Delete

New Comment Close

Once you have saved your message, it will appear in the **Comments** list. If you have the appropriate security, you will notice that you can either **Edit** or **Delete** the comment now. Click on the **Edit** or **Delete** link to change or remove the comment, **New Comment** to enter yet another comment, or **Close** to close the Comments dialog and return to the main OVERS page.

Print Queue List

Selecting **Print Queue List** will launch the standard Windows printing dialog, allowing the user to send a listing of all cases in the current queue to a locally installed or networked printer.

Registration Work Queue Summary

The **Registration Work Queue Summary** provides a listing of the various registration queues available to the current user and a brief breakdown of the cases in each queue.

To access the **Registration Work Queue Summary**, select **Main Menu > Queues > Registration Work Queue Summary**.

<u>Queue Name</u>	<u>Type</u>	<u>Count</u>	<u>Age of Oldest in Days</u>
Legal Pending	Birth	129	33
Medical Pending	Birth	139	33
Certification Required	Registration	35	189
Total Queues : 3			

Queue Name displays the names of the various queues that comprise the **Registration Work Queue**. **Type** indicates the status of the cases within the queue. **Count** indicates the number of records in the corresponding queue. **Age of Oldest in Days** indicates the age of the oldest record in that queue. Note that all of these column headers are underlined links, indicating that the table can be resorted by clicking on those links.

The summary queue can be valuable when a user does not have enough information to search for a record. Also, the summary page can be used as a 'to-do' list of records that need to be worked.

<u>Queue Name</u>	<u>Type</u>	<u>Count</u>	<u>Age of Oldest in Days</u>
Legal Pending	Birth	129	33
Medical Pending	Birth	139	33
Certification Required	Registration	35	189
Total Queues : 3			

Clicking on any of the queue links shown...

Certification Required	Registration	35	189
--	--------------	----	-----

... will display that links' specific work queue. (see below) Using the techniques discussed above, the records within that queue can be accessed for editing and processing.

Search by Registration Work Queue

Queue: Certification Required - Registration Search Type: Value:

Display 10 rows per page. Show All Rows Filter Search Clear

All	Case Id	File Number	Registrant	Date of Event	Data Provider
<input type="checkbox"/>	2110		Qaa Riccilli	May-16-2007	Anderson-Bethany Funeral Home & Crematory
<input type="checkbox"/>	2105		Qaa Chapman	May-16-2007	Anderson-Bethany Funeral Home & Crematory
<input type="checkbox"/>	2024		Bubba Gump	May-14-2007	American Burial & Cremation Center
<input type="checkbox"/>	1888		Meena Testtt	May-08-2007	
<input type="checkbox"/>	1571	2007000150	Last Test	Apr-24-2007	Anderson-Bethany Funeral Home & Crematory
<input type="checkbox"/>	1454		Qa Chapman	Apr-18-2007	Anderson-Bethany Funeral Home & Crematory
<input type="checkbox"/>	1148		Marcus Test		Funeral Home
<input type="checkbox"/>	1082		Mornin Test		
<input type="checkbox"/>	825		Mtest Anthony Labe		Funeral Home
<input type="checkbox"/>	807		Mctpqa Venne Riccilli	Mar-06-2007	Calvary Funeral Home

First [1](#) [2](#) [3](#) [4](#) **Last** Total records : 35

Actions **Add** **Print**

[Remove From Queue](#) [Comments](#) [Print Queue List](#)

[Abandon Case](#)

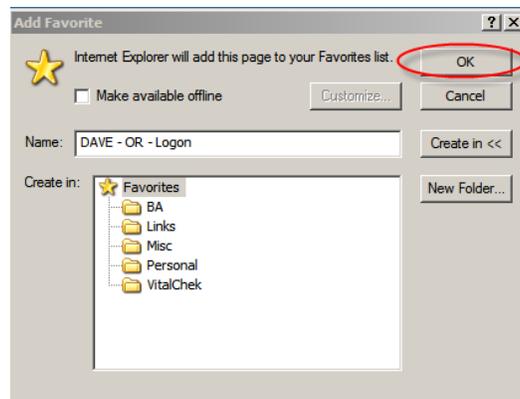
[Request Medical Certification](#)

Select any of the underlined Registrant links to open a specific registration.

Getting Started

Creating an IE Favorite

The system administrator will provide you with a web address that will take you to the **OVERS** login page. Once that page is displayed in your browser, select **Favorites > Add To Favorites** from the IE toolbar. This will launch the **Favorites** dialog shown below:



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

Desktop Shortcuts

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

Logging In

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

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



Your



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

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

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

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

Home

After successfully logging in, you will be presented with a user specific **Home** page. Your home page shows **Current Activities** and **Messages** relevant to your office, facility, and system role. Essentially, your home page serves as a 'to do' list or reminder list of activities that you need to be working on. (The **Current Activities** and **Messages** features list vital records in need of attention and will be covered later in this manual.)

The screenshot displays the OVERS application interface. On the left is the **Main Menu** with options: Main (selected), Home, Change Office, Change Password, Messages, Logout, Life Events, Queues, Reports, Forms, and Help. Below the menu is a **Show Tooltips** checkbox. The **Current Activities** pane shows a table of queues:

Queue Name	Type	Count	Age of Oldest in Days
Birth Certification Required	Birth	49	143
Birth Potential Duplicate	Birth	2	13
Legal Pending	Birth	14	143
Medical Pending	Birth	19	148
Total Queues : 4			

The **Messages** pane shows a table of messages with buttons for **Send Message** and **Remove from List**:

From	Message Text	Date Sent	<input type="checkbox"/>
Jasmine Juno	An Amendment has been submitted for approval for: Case Id: 240 ; Icy Vanilla Coffee, Date of Death: JUL-25-2008.	7/25/2008 2:52:49 PM	<input type="checkbox"/>
Jasmine Juno	An Amendment has been submitted for approval for: Case Id: 177 ; Cuppa Joe Coffee, Date of Death: MAY-20-2008.	7/25/2008 11:23:01 AM	<input type="checkbox"/>

Notice on the left of the page is the **Main Menu**. From the menu bar, you will navigate throughout the **OVERS** application.

The **Current Activities** pane displays a listing of the **Queues** that contain records requiring immediate attention. (See [Queues](#), elsewhere in this manual, for more information about **Queues**.) In the example below, there are 28 records in the **Birth Certification Required** queue in need of attention. The oldest record in the **Birth Certification Required** queue is 33 days old.

The screenshot shows a detailed view of the **Current Activities** pane. It contains a table with the following data:

Queue Name	Type	Count	Age of Oldest in Days
Birth Certification Required	Birth	28	33
Birth Potential Duplicate	Birth	47	32
Legal Info Rejected	Birth	1	6
Legal Pending	Birth	123	32
Medical Info Rejected	Birth	1	6
Medical Pending	Birth	131	32
Registration Approval Required	Birth	430	62
Total Queues : 7			

Selecting the **Birth Certification Required** link shown above will open the **Search By Registration Work Queue** page shown on the next page, allowing access to the records in the queue.

Search by Registration Work Queue

Queue: Search Type: Value:

[Queue Aging Report](#)

Display rows per page. Filter

All	Case Id	File Number	Registrant	Date of Event	Data Provider
<input type="checkbox"/>	2151		Ringo Jones	May-18-2007	New Mexico Birthing Center
<input type="checkbox"/>	2048		Andrew Johnson	May-15-2007	Alta Vista Regional Hospital
<input type="checkbox"/>	2040		Meena TEst	May-14-2007	Albuquerque Regional Medical Center
<input type="checkbox"/>	1885		Meenas Testt	May-08-2007	Albuquerque Regional Medical Center
<input type="checkbox"/>	1585		Tester Test	Apr-25-2007	NMVRHS State Office

First [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) Last

Total records : 28

Actions **Add** **Print**

[Abandon Case](#) [Comments](#) [Print Queue List](#)

[Correspondence](#)

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

The **Messages** pane displays all of the messages that have been sent to you at the office selected at login.

To read a message, click on the underlined link in the **From** column. The **Message Text** column displays a portion of the text of the message that was sent. (Shorter messages may be displayed in their entirety.) **Date Sent** displays the date and time the message was sent. Notice that the **Remove from List** remains grayed out until a message is selected.

Click the link in the 'From' column to view the message in its entirety.

Messages

From	Message Text	Date Sent	<input type="checkbox"/>
Registration Supervisor	The amendment submitted for: 1460: ; Ga Lynn Jackson, Event Date: Apr-18-2007 has been Approved	5/18/2007 12:29:18 PM	<input type="checkbox"/>

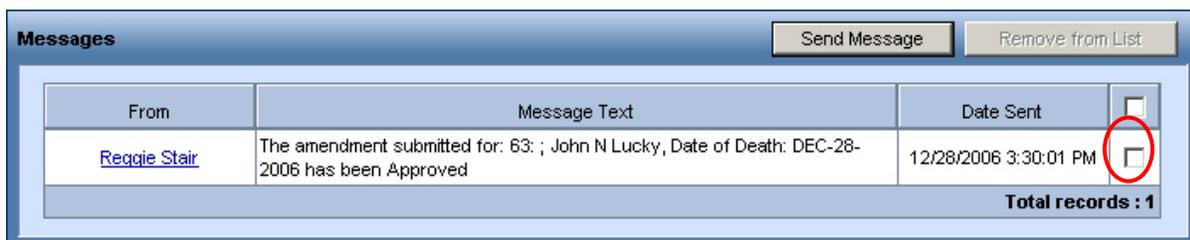
Selecting any of the underlined links in the **From** column of the **Messages** pane, as shown above, will open that message for reviewing.

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

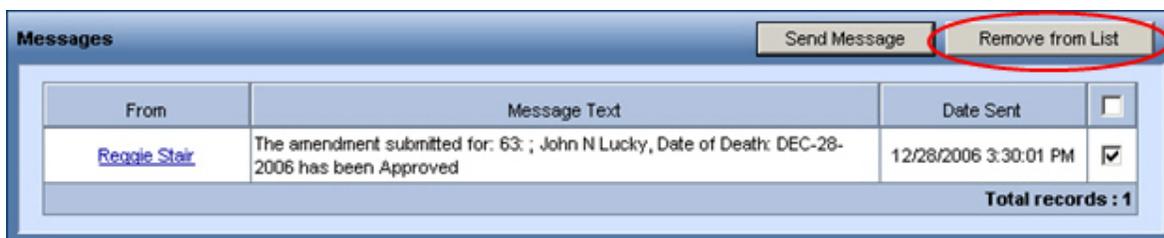


To remove a message from the **Messages** pane, place a checkmark in the checkbox next to the **Date Sent** column.

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



Notice that selecting one or more messages for deletion activates the **Remove from List** button. Clicking the **Remove from list** button will remove any checked message from the list. If the checkbox next to the **Date Sent** column header is selected, all messages will be removed from the list.



Do not click on the **Remove from List** button unless you are sure you want to remove all of these messages from the list. Deleted messages cannot be restored. Do not delete messages unless you are sure that you will not need them.

Change Office

Some users may have access to records in more than one office or location. For example, a midwife may deliver babies at several facilities. In this case, the midwife would have one login, but would have access to multiple offices using that login. By selecting the **Change Office** link from the **Main Menu** the midwife can quit working on cases in one hospital and begin working on cases in the other.

To change offices:

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

Click **OK** on the pop-up window



At the login page, select the new office from the dropdown list, re-enter your password, and click **Login**. You may now work cases from the new location or office.



Change Password

Typically, users are initially provided with a temporary password. This password will allow you to login to the OVERS system. However, you will be required to change your password before accessing the home page.

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

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

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

uppercase and lowercase characters. Re-enter the new password in the **Confirm Password** text entry box. Click the **Save** button.

Messages

Using **OVERS** messaging capabilities you will be able to send messages to any user to request information.

For example, you may need to ask another Birth Certifier to complete a record you've started but cannot finish. Using the **Messages** utility, a message can be sent to the certifier requesting that he/she complete the registration. Once the case has been certified, the certifier can send a reply message indicating that the case is now complete. Additionally, performing certain actions within the **OVERS** application will automatically trigger pre-formatted messages such as Registration Approval, Amendment Approval, etc.

Viewing and Deleting Messages

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

From	Message Text	Date Sent	<input type="checkbox"/>
Registration Supervisor	The amendment submitted for: 2109 ; Qaa Brown, Event Date: May-16-2007 has been Approved	5/22/2007 11:37:43 AM	<input checked="" type="checkbox"/>
Registration Supervisor	The amendment submitted for: 1460 ; Qa Lynn Jackson, Event Date: Apr-18-2007 has been Approved	5/18/2007 12:29:18 PM	<input type="checkbox"/>
	Job Death Index was completed at 5/18/2007 11:03:01 AM. To review job click here .	5/18/2007 11:03:01 AM	<input type="checkbox"/>
State Registrar	The amendment submitted for: 2143 ; Sam B Baker, Event Date: May-17-2007 has been Approved	5/17/2007 5:39:34 PM	<input type="checkbox"/>
Registration Supervisor	The amendment submitted for: 2138 ; Qaa Peter Mitchell, Event Date: May-16-2004 has been Approved	5/16/2007 3:59:26 PM	<input type="checkbox"/>
State Registrar	The amendment submitted for: 1575 ; Adam R Smith Jr, Event Date: Apr-24-2007 has been Approved	5/16/2007 3:55:40 PM	<input type="checkbox"/>
State Registrar	Medical Info Approved Legal Info Approved smith .	5/16/2007 3:34:11 PM	<input type="checkbox"/>
Registration Supervisor	The amendment submitted for: 2115 ; Qaa Lynn Jackson, Event Date: May-16-2007 has been Approved	5/16/2007 3:19:15 PM	<input type="checkbox"/>
Registration Supervisor	The amendment submitted for: 2102 ; Qaa Peter Mitchell, Event Date: May-16-2007 has been Approved	5/16/2007 2:35:00 PM	<input type="checkbox"/>
Registration Supervisor	The amendment submitted for: 2086 ; Qtest Jane Stedman, Event Date: May-15-2007 has been Approved	5/16/2007 1:52:53 PM	<input type="checkbox"/>

First 1 2 3 4 5 6 Last Total records : 56

The **Messages** page displays. The **From** column contains the name of the user that sent the message. The **Message Text** column contains an excerpt from the message. (Shorter messages may display in their entirety.) Click on the user name in the **From** column to open the message.

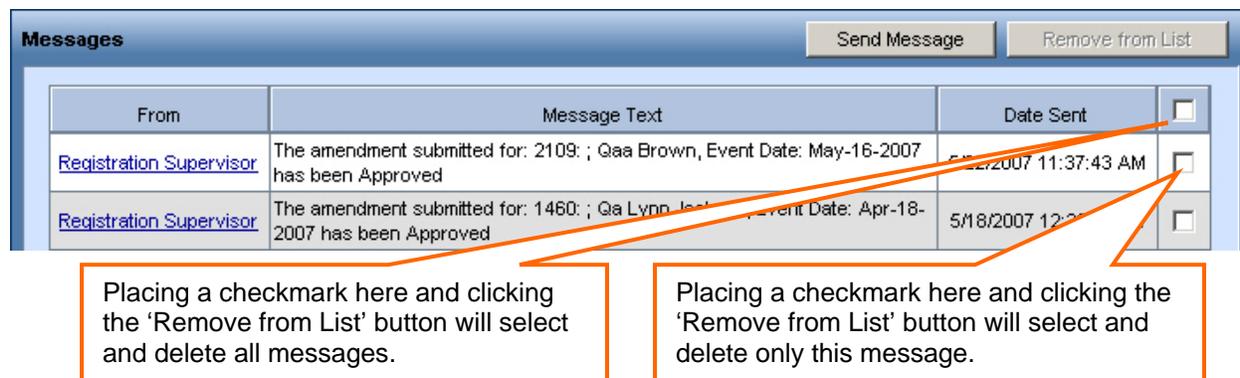
From	Message Text	Date Sent	<input type="checkbox"/>
Registration Supervisor	The amendment submitted for: 2109 ; Qaa Brown, Event Date: May-16-2007 has been Approved	5/22/2007 11:37:43 AM	<input type="checkbox"/>

Click here to open the message.

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



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

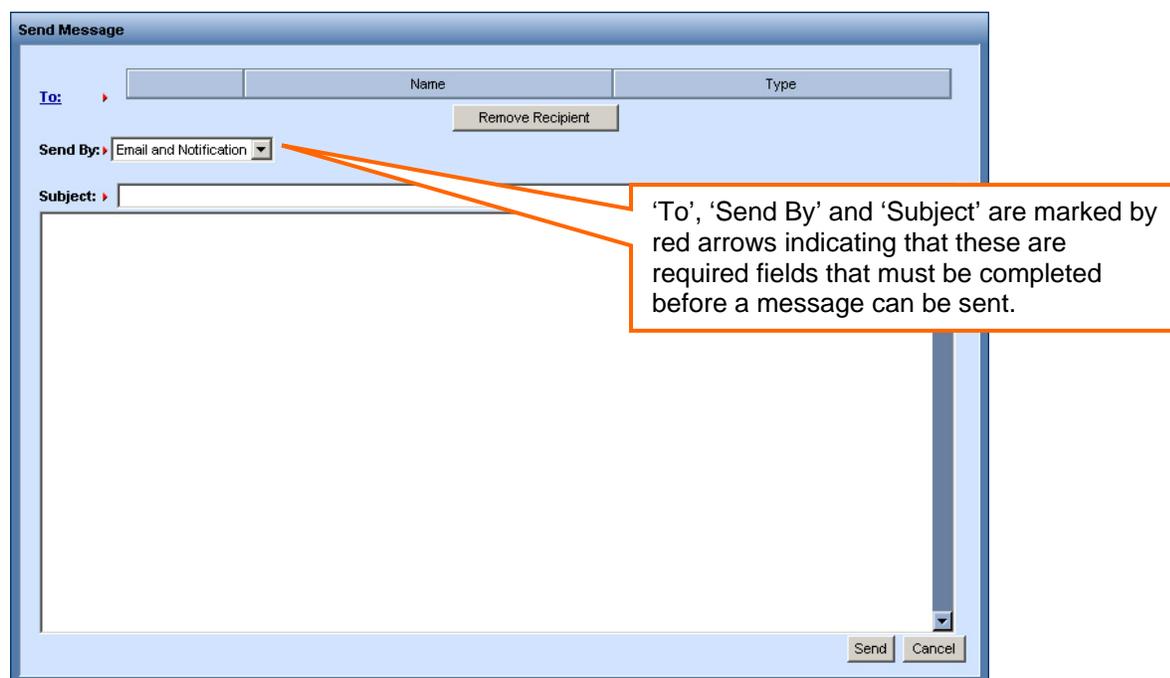


Creating and Sending Messages

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



The **Messages** page displays. Click the **Send Message** button to launch the **Send Message** page shown below. Notice that **To**, **Send By**, and **Subject** are all marked by red arrows (▶). Fields with a red arrow next to them are **required entries** and must be completed before a message can be sent.



Click the **To:** link to begin adding recipients to the message.

Clicking the **To:** link above will launch the **Choose Recipients** page shown below:



Choose Recipients

Search

Type of Search Person

Name First: Last: Find

No data found.

Add

Selected Recipients

No data found.

Remove

Save Cancel

Make a selection from the **Type of Search Name** dropdown list. **Person** is the default selection.

Search

Type of Search Person

Person
Organization

Name First: Last: Find

No data found.

Add

Note: Use Caution when sending a message to an Organization: the message will be sent to every user within that organization.

Next, enter the **First** and **Last** name of the individual to be added as a message recipient and click the **Find** button.

Search

Type of Search Person

Name First: John Last: Somerset Find

No data found.

Add

If **Organization** was selected from the **Type of Search Name** dropdown list, then the **First** and **Last** name controls will be replaced by a single name entry control.

Search

Type of Search: Organization

Name: [] Find

No data found.

Add

If the system found the desired individual or organization, place a checkmark next to the recipient name and click the **Add** button.

Search

Type of Search: Person

Name: First: John Last: Somerset Find

	Name	Type
<input checked="" type="checkbox"/>	Somerset, John	Birth Attendant

Total records : 1

Add

The page will refresh and display the new recipient in the **Selected Recipient** control. If this recipient was added in error, place a checkmark next to the recipient name and click the **Remove** button. To add additional recipients to the message, repeat the **Find** and **Add** processes described above. Otherwise, click **Save** to add the recipient to the message.

Choose Recipients

Search

Type of Search: Person

Name: First: John Last: Somerset Find

	Name	Type
<input checked="" type="checkbox"/>	Somerset, John	Birth Attendant

Total records : 1

Add

Selected Recipients

	Name	Type
<input type="checkbox"/>	Somerset, John	Birth Attendant

Total re

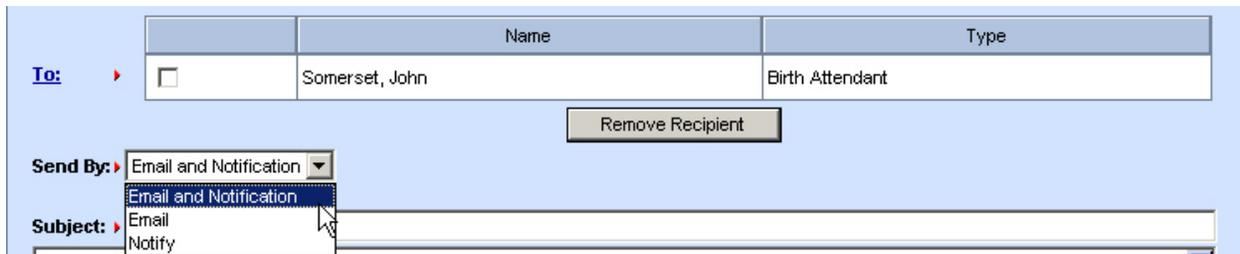
Remove

Save Cancel

To add this recipient to the message, click Save.

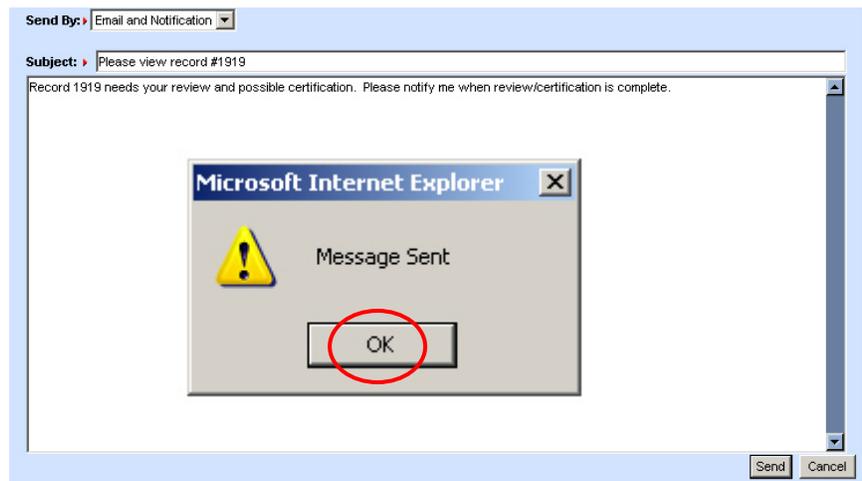
To remove this recipient, place a checkmark here and click the Remove button.

With a recipient added to the message, make a selection from the **Send By** dropdown list. The **Remove Recipient** button can be used to remove any selected recipients from the **To:** list.



Option	Effect
Email and Notification	Sends the message via external e-mail and internal messaging. The message will appear in the OVERS messages list and the message notification icon will be triggered.
Email	Selecting Email will send the message via external e-mail only. The message will not appear in the OVERS messages list and the message notification icon will not be triggered.
Notify	The message will be sent via internal messaging only. The message will appear in the OVERS messages list and the message notification icon will be triggered. No external e-mail will be sent.

Enter a subject and the message itself. Click the **Send** button to send the message to all selected recipients. An on-screen notification will be provided if the message was successfully sent.



Logout

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

To logout of the OVERS system,

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

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



Alternatively, you may also click the red **Logoff** button in the upper-right corner of the browser window.



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