DAVE™
One Integrated System for All Your Vital Record Business Needs

Database Application for Vital Events
A LexisNexis® Product

LexisNexis VitalChek Network, Inc.
6 Creekside Crossing
Six Cadillac Drive
Brentwood, TN 37027

Maine Death Module
Medical Facility User Training Exercises

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Section 1: General DAVETM Navigation

Exercise 1.1 – Logging Into DAVETM

Skill Learned: How to log into the DAVETM application.

1. Double click the DAVETM icon on your desktop or select DAVETM from the Favorites Bookmark) from within your web-browser.

2. Enter your User Name and Password.

3. Click the Login button.

4. If your User Name is associated with more than one office or location, then you must also make a selection from the office list.
5. You should now be logged into the DAVETM application Home page with the Current Activities and Messages Fast Links displayed.

Exercise 1.2 – Messages

Skill Learned: Basic Navigation within the Messages window.

The Messages Fast Link is one of two Fast Links that displays upon logging into DAVETM.

Retrieve Messages

1. Select the Messages fast link to open the Messages window. Some Messages are text messages sent from one system user to another, while others are automatically system generated during the registration process.

Note: Messages can also be accessed from the Main menu on the Home page.
The **Messages** window is a grid 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 the blue hyperlink in the **From** column. The **Message Text** column displays all or a portion of the message that was sent, depending on message length. **Date Sent** displays the date and time the message was sent. Notice that the **Remove from List** button is initially grayed out or disabled.

2. Click any of the blue hyperlinks in the **From** column of the **Messages** window to read that particular message.

3. The **Message** window is a popup that appears on top of the **DAVE™** page. After reading the message, click the **Close** button.

4. Place a checkmark in the checkbox next to the **Date Sent** column header.
5. Notice that the **Remove from List** button is now active. Clicking the **Remove from List** button with the **Date Sent** checkbox selected will delete all selected messages from the list.

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

6. 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.

7. Click the **Remove from List** button to remove a single message from the list.

### Create Messages

1. To create a message click on the **Send Messages** button.

2. The **Send Message** box will open. Click the **Recipients** link to open the **Choose Recipient** box.
3. In the **Choose Recipients** box, the Type of Search defaults to ‘Person’. A search can also be made on an ‘Organization’.

4. Type in the first and last name of the person you wish to send a message to. Select the **Search** button.

5. Place a checkmark in the checkbox next to the name of the person you wish to send a message to.
6. Click the **Add** button.

7. Click the **Save** button. The name will appear near the **Recipients** link.

8. To remove a Recipient, place a checkmark in the checkbox next to the name in the **Selected Recipients** section and click on the **Remove Recipient** button. Click the **Save** button.

9. You will be returned to the **Send Message** screen. Next, select the **Send By** dropdown. Select one of the three available methods you wish this message to be received: Email and Notification, Email, or Notify.
10. Next, type in a subject.

11. Type in your message.

12. Click the **Send** button. A popup will appear to confirm the message was sent.
Exercise 1.3 – Current Activities

Skill Learned: Basic navigation within the Current Activities pane.

The Current Activities is another Fast Link that displays upon logging into DAVETM.

1. Select the Current Activities Fast Link to open the Current Activities window.

The Current Activities window displays a listing of the Queues that contain records requiring immediate attention. In the example below, there is 1 record in the Certification Required queue needing attention. This record is 21 days old.

2. Click the Certification Required link (or other Queue Name link) to open the Search by Registration Work Queue page allowing access to the record(s) in the queue.

3. Review the various fields on the Search by Registration Work Queue. We will look at how to access and edit records in the DAVETM application elsewhere in these exercises.
4. Click the **Return** button to close this page and return to the **Home** page.

**Exercise 1.4 – Change/Forgot Password**  
**Skill Learned:** How to change your DAVE™ system password.

The Application Support Specialist will provide new enrollees with a password that will enable the user to log into DAVE™. This is a temporary password that must be changed when logging in for the first time.

**Change your password:**

1. From the **Home** page, 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 8 characters in length and should be a combination of letters, numbers, uppercase and lowercase characters.
4. Re-enter the new password in the **Confirm Password** text entry box. Note: you must enter the exact same password both times.

5. Answer the **Security Question** and **Security Answer**.

6. Click the **Save** button.

---

**Forgot your Password**

1. At the Login screen, type in your **Username**.

2. Click the **Forgot your password?** link.

3. Type in your username and code from the image as shown below.
4. Select the **Next** button.

5. At “Please answer your security question below”, type in the answer to the security question you completed earlier in Step 5 above of the “Change Your Password” section.

6. Select the **Next** button.

7. A message will appear stating a temporary password has been sent to your email address.

8. Select **Continue**.

9. The Login screen will appear.

10. Retrieve the automated email message with the temporary password.
Copy and paste (or type in) the temporary password onto the login screen.

Exercise 1.5 – Logging out of DAVETM
Skill Learned: How to Log out of the DAVETM application.

1. Locate and select the Logout button in the upper right corner of the DAVETM page.
The Login screen will appear.

Or, another way to logout of DAVE™ is to select the Logout link from the Home Page>Main menu. DAVE™ will prompt the user to confirm if the user wants to exit the application. Click OK to log out of DAVE™ or Cancel to remain in the application.
Section 2: Page Controls and Features

Exercise 2.1 – Dropdown Lists

Skill Learned: How to navigate through DAVE™ using the various fields and icons.

Dropdown lists provide you with a pre-defined list of choices. This eliminates the need to manually type in data, prevents inappropriate data from being entered, and 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 options in the list, click the down-arrow on the right side of the field.

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

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

   By typing “F”, Female was automatically selected.

Note: If more than one word in the list starts with the same letter, typing that letter again will scroll through the list for you.

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.

   With the list highlighted and “Female” selected, press the down-arrow button on the keyboard.
   Pressing the down-arrow with “Female” highlighted scrolls down the list to “Male”. Now press the up-arrow button.
   Pressing the up-arrow with “Male” highlighted scrolls back up the list to “Female”.  
Exercise 2.2 – Standard Date Format

Skill Learned: How to properly enter 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.

1. Practice entering dates using the various allowable formats shown below. Note the date format displayed is always the same regardless of the format entered.

<table>
<thead>
<tr>
<th>Format</th>
<th>If user enters:</th>
<th>System will display:</th>
</tr>
</thead>
<tbody>
<tr>
<td>MM-DD-YYYY</td>
<td>Date of Death: 06-09-2004</td>
<td>Date of Death: JUN-09-2004</td>
</tr>
<tr>
<td>MM/DD/YYYY</td>
<td>Date of Death: 06/09/2004</td>
<td>Date of Death: JUN-09-2004</td>
</tr>
<tr>
<td>MMDDYY</td>
<td>Date of Death: 06092004</td>
<td>Date of Death: JUN-09-2004</td>
</tr>
<tr>
<td>MONDDYYYY</td>
<td>Date of Death: Jun092004</td>
<td>Date of Death: JUN-09-2004</td>
</tr>
</tbody>
</table>

Note: In all cases a 2 digit must be entered for the Month and Day, and 4 digits for Year. The only exception is the MonDDYYYY format that allows the entry of a 3-letter abbreviation for the Month. The MonDDYYYY format also supports Mon/DD/YYYY and Mon-DD-YYYY formats.

Exercise 2.3 – Using Calendars

Skill Learned: How to use the Calendar control to input dates without entering them manually.

1. In addition to manual date entry, you can also click the Calendar icon next to a date entry box to bring up a Calendar control.
2. Once displayed, there are two drop-down lists within the Calendar control; one for selecting the month and the other for selecting the year.

3. By default, the current Month, Day, and Year are displayed. Clicking the down arrow next to the month (in this example September) will open the full list. Or, type the first letter of a month can be typed for quick select or the up and down arrows on the keyboard can be used to scroll to the desired selection.

4. Selection of any day of any month will populate that date in the corresponding Date Entry text box in the MON-DD-YYYY format. For example, using “May” and “2009” in the dropdown lists and clicking on “27” will display the date format.

**Date Entry Shortcut:** Place the cursor inside a date field and press the F12 button on your computer keyboard. Pressing F12 will automatically populate the date field with the current system date.

**Exercise 2.4 – Lookup Controls**

**Skill Learned:** How to use Lookup Controls that launch Lists of Values that display a grid of selectable data.
1. **On the Certifier page shown in the example below, locate the Lookup button.** The **Lookup** control appears onscreen as a magnifying lens (🔍). Click the **Lookup** control to launch the **Name** search field.

   ![Lookup button](image)

   Clicking the lookup control (🔍) will launch the List of Values search page

2. **If the exact certifier name is known, enter the first and last name and click the Search button.** The **Last Name** field also supports Wild Card searches. Entering the letter “P” with a trailing percent sign (%) character and clicking **Search** will return a list of all potentially matching certifiers with last names that begin with the letter “P.” Note that **First Name** is not a required field.

   ![Search window](image)

3. **The List of Values (LOV) below lists all of the physicians’ in the system with the last name beginning with the letter “P”.** Click the **Select** link next to any corresponding names to auto-populate the physician’s name and address fields on the **Certifier** page.
4. The **Certifier Name and Address** tab is now complete.
**Exercise 2.5 – Clear Data Controls**

**Skill Learned:** In the previous exercise, we saw how to use the *Lookup* control (🔍) to quickly locate a provider and enter that provider’s data into a record. The *Clear* button (🗑️), is used to clear data from a page.

1. Locate and click the *Clear* button.

![Clear button used to erase data from onscreen controls.](image)

2. **DAVE™** displays a warning message. Select **OK** to clear the facility data or **Cancel** to keep the data as displayed.

![Message from webpage](image)

Are you sure you want to clear the Certifier data?

- [OK]
- [Cancel]

3. Selecting **OK** above will clear the certifier name and address data.

**Exercise 2.6 – Place Lookup**

**Skill Learned:** How to use the Place Lookup.
1. Select the house icon (Place Lookup) adjacent to City or Town field.


3. Make the appropriate selections from the dropdowns, and click the Select button. As each selection is made, the dropdown list below is filtered to include only those places valid for the place selected. For example, if Maine is selected, the county list will include only those counties in Maine.
Exercise 2.7 – Tooltip

Skill Learned: How to use Tooltips.

When Tooltips is turned on, this permits the user to view what is required in a specific field by hovering over the field.

Tooltips can be turned on or off by the user. To turn Tooltips on go to the Home page and select the Help menu and place a checkmark in the Show Tooltips checkbox as shown below. To turn Tooltips off, remove the checkmark from the checkbox.
Exercise 2.8 – Predictive Text

Skill Learned: What is Predictive Text?

DAVE™ can anticipate the word being entered in the registration pages for the City, State and Country fields when only a few letters are typed.

1. In the City or Town field on the Place of Birth page, key in the first 3 letters for the city of ‘Augusta’. DAVE™ will automatically bring up all the cities that begin with ‘Aug’.

Section 3: Record Validation

Exercise 3.1 – Status Bar

Skill Learned: How to use the Status Bar to help you track missing data that can prevent a death record from being properly registered. It is also a valuable tool for tracking the status of a death case.

DAVE™ provides workflow and data quality management through the assignment of statuses. The death registration process consists of several sub-processes that are often completed by different users. In order to track these steps DAVE™ assigns one or more statuses to the record when an action is performed (e.g., the Validate Page button is clicked) or an event occurs (e.g., a validation rule fails).

The initial status assigned to a new electronic death record is /New Event/New Event/Not Registered/NA/NA/NA. The goal of all parties in the registration process is to obtain a ‘perfect’ status. A perfect status indicates the highest data quality and completion of all steps in the registration process (e.g. Personal Valid/Medical Valid/Registered). Sometimes a death record may contain values which are valid; however, those values cause soft (yellow) edit rule failures (see Exercise 3.2 below for more information on edit rule failures). Therefore, it is also possible to have a registered record with a Personal Valid with exceptions / Medical Valid with exceptions / Registered status or any combination of valid and valid with exceptions.
1. The **Status Bar** is viewable from any of the **Death Registration Menu** data entry pages. Simply locate the bar at the top of the page that displays the case number, registrant name, and date of death.

![Status Bar](image)

**Exercise 3.2 – Record Validation and Error Correction**

**Skill Learned:** How to validate death records and prepare them for registration.

1. Click the **Validate Page** button to validate the registration data entered into the system.

![Validate Page](image)

2. When you click the **Validate Page** button, the **Validation Results** frame will list all of the errors associated with that page.

![Validation Results](image)
3. 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 **Pronouncement** page. However, if you then click the **List All Errors** button, the **Validation Result** frame will refresh and display all of the errors associated with the current registration.

![Example of Validation Results](image)

**Clicking “List All Errors” will reveal the errors on all pages of the registration.**

![Example of Validation Results](image)

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

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

Error Correction Using the Goto Field Button

6. To correct an error, click the **fix** 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. Use this option if you are on a single registration page with many errors to correct.
Note: “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.

Error Correction Using the Popup Icon

7. Another method of correcting errors is to click the fix icon in the Popup column to launch a popup window containing the error or errors to be corrected. This functionality is useful when an error is caused 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.
In the example above, a conflict between two separate fields generated error number **DR_3021**. Correcting either of the entries below may correct the issue; however, more than one correction may be needed in some cases.

![Validation Popup](image)

8. 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.

**Overridable Errors**

In certain instances, a record may still be registered, even if it contains types of errors. For those soft edit errors, a checkbox will be provided in the **Override** column.

![Error Message](image)

9. 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 death record even if some errors are present.

**Note:** After clicking Save Overrides, re-validate the page by selecting the Validate Page button.
Note: If a checkmark is placed in the Override checkbox, and later the error is fixed, take the checkmark out of the checkbox, and select the Save Override button again. This will remove the error from the Validation Results page, and remove the hard edit (highlighted in red).

In the example below the data was corrected, therefore the checkmarks were removed and the Save Overrides button was selected.
10. There are two types of errors in DAVE™: **Hard** and **Soft**. Hard edits are highlighted on screen in red. Soft edits are highlighted on screen in yellow.

Notice that the **Certifier Type** field is highlighted in red. Registration will not be permitted until this error has been corrected.

The **Approximate Interval Onset to Death** field is highlighted in yellow. Using the **Override** feature described above, this entry can be accepted as submitted and registration permitted.

Additionally, notice that certain pages on the various registration menus are marked with a red ✗, yellow ● or a green ✓.
These symbols serve as indicators as to which pages contain errors and which pages pass validation.

For example, pages marked with a green checkmark ✔ contain no errors.

Pages marked with a red x ❌ contain hard edit rule failures that must be corrected before registration can be completed.

Pages marked with a yellow circle ● contain soft edit rule failures that may be overridden or that have already been overridden.

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

**Exercise 3.3 – Duplicate Record Resolution**

**Skill Learned:** How to use the Potential Duplicates link to resolve duplicate records.

1. When the Validation button is activated from any of the Death Registration Menu pages, the DAVE™ system runs a search for potential duplicate records. This is done to prevent the creation of duplicate death registrations.
2. If DAVE™ finds potential duplicates, an error message will appear in the Validation Frame containing the following message and link:

```
DR_0056: One or more records currently exist for this decedent.
Please verify this case is not a duplicate. Potential Duplicates
```

3. Click the Potential Duplicates link to open the Duplicate Resolution page. This page lists all of the records in the DAVE™ database that have been identified as potential duplicates. Please note that all records may not be accessible. Access to the records displayed is based on the user’s security profile. If one of the duplicate cases is not owned by the current office, it will be disabled.
4. Click the **Compare** link to open a **Preview** window. This will display a summary of the record to help you determine whether or not the record you are currently working on is, in fact, a duplicate record. If the **Preview** window does not provide enough information, then click the **Decedent’s Name** link to open the actual record.
5. When you have finished looking over the opened record, click the **Return** button at the bottom of the page to return to the **Duplicate Resolution** window.

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

If a duplicate record has been created in error, contact the Vital Records’ EDRS Help Line to have one of the duplicate cases abandoned.
7. Place a checkmark in the checkbox located in the **Override** column and click the **Save Overrides** button.

### Section 4: Start/Edit New Case

In the exercises that follow, you will learn how to use the **Medical Certification** pages of the **DAVE™** application to process and certify a death record.

#### Exercise 4.1 – Required Fields

**Skill Learned:** How to complete and execute the **Start/Edit New Case** page.

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

2. This will bring up the **Start/Edit New Case** page shown below. Notice that **First**, **Last**, **Date of Death**, and **Sex** are all marked with red arrows. Fields denoted by red arrows are required entries that must be completed before you will be allowed to proceed.
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 fields, click the Search button to proceed or, if you need to, click 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.

5. If a matching event was found (e.g., the record may have already been started by a funeral practitioner), click the blue hyperlink in the Decedent’s Name column to open the record. A popup (shown below) will appear asking if the certifier wants to assume responsibility for the certification. Click OK to assume responsibility or Cancel.
For the purposes of this exercise the Search results did not bring up any matching cases. Select **Start New Case**.

**Note:** All of the column headers on the search Results page have blue hyperlinks. Clicking any of these links will re-sort the table data accordingly.

6. Click the **Start New Case** button. The **Decedent** page will appear.
Exercise 4.2 – Decedent
Skill Learned: How to complete the Decedent page.

The decedent page is normally completed by the funeral practitioner. The only fields that are enabled for the medical certifier to edit are the Decedent’s Legal Name and Sex field.

Note: The Aliases tab is disabled for Medical Examiner and Medical Facility users.

Exercise 4.3 – Pronouncement
Skill Learned: How to complete the Pronouncement page.

1. Date of Death will be auto-filled based on the date entered on the Start Edit New Case page.

2. The Date of Death Modifier will default to “Actual date of death”. If the Date of Death Modifier is not “Actual date of death”, select the correct choice from the dropdown list.
3. Enter the **Time of Death**. **Time** consists of 3 fields: 2 number entry boxes and one **AM/PM/MILITARY** dropdown list. In the first number field, enter the 2-digit hour during which death occurred. For example, if death occurred at 5:00 AM, enter “05” in the first field.

4. In the second number entry box enter the 2 digit minute at which death occurred. If the death occurred at 5:00 am, enter “00” in the 2nd number box. Complete the **Time** entry by making a valid selection from the **AM/PM/MILITARY** dropdown list.

**Note:** If the **Time of Death** is Unknown, key in ‘99’ for hour and ‘99’ for minutes as shown below. The AM/PM/Military indicator will automatically change to ‘Unknown’.

5. Make a valid selection from the **Time of Death Modifier** dropdown list.
6. Click the **Validate Page** button to check this page for errors, the **Next** button to proceed to the **Place of Death** page, the **Clear** button to clear all entries, the **Save** button to save changes without leaving this page, or the **Return** button to return to the **Home** page.

**Exercise 4.4 – Place of Death**

**Skill Learned:** How to complete the **Place of Death** page. For medical facility users, the fields on this page will be auto-filled based on the facility with which the user is associated. If the user is associated with more than one facility, then the fields on this page will be auto-filled based on the office selected at login.

1. First, make a selection from the **Type of place of death** dropdown list.

   ![Place Of Death]

   - **Type of place of death**
   - **Facility Name**
   - **Address**
   - **Medical Record Number**

2. If any of the “Hospital” types are selected as the **Type of place of death** the **Facility Name** and **Address** tabs and fields will be auto-filled with the user’s facility name and address, and will be disabled.

3. If “Hospice”, “Nursing Home”, or “Assisted Living” types are selected as the **Type of place of death**, and the user is not from one of those facilities, the fields will be disabled. Select the LOV to make a selection. The facility selected will be system-filled.

4. If “Decedent” is selected as the **Type of place of death**, the decedent’s address will be system-filled with the address keyed in by funeral practitioner. If funeral practitioner has not yet completed the address, the fields will remain enabled.

5. If “Other (specify)” is selected as the **Type of place of death** the fields will remain enabled. Complete the **Other Specify** field as well.

6. If “Found” is selected as the **Type of place of death** the fields will remain enabled.
7. If “Unknown” is selected as the **Type of place of death** the street address and zip code will be disabled. Complete only the City, County, State and Country.

![Place Of Death Form]

8. Select “Nursing Home/Long Term Care Facility” as the **Type of place of death**.

9. The page will refresh, and enable the facility and address fields. Use the **Lookup Place of Death Facility (LOV)** control to locate and assign the correct facility to the death record (see Using Lookup Controls).

10. Click on the Lookup control 🕵️.

![Lookup control (LOV)]

11. Key in the name of the Facility or use a Wild Card (%) to locate the facility. In the example below (%Br%) will search for all Nursing Home/Long Term Care Facilities (selected from the **Type of place of death**) that contain the letters “Br”.

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12. Click the Search button.

13. The Search Results will return all facilities that contain the letters “Br”.

When a wild card (%) is used **before and after** the letters (Br), **DAVE™** will search for all facilities that **contain** those letters.

When a wild card (%) is used **only after** the letters (Br), **DAVE™** will search for all facilities that “begin” with the letters (Br).
14. On the search results page, click on the select button on the same row as desired facility.

15. Enter the decedent’s Medical Record Number in the space provided.

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

Exercise 4.5 – Cause of Death

Skill Learned: How to complete the Cause of Death page.

1. The Cause of Death page is composed of text boxes used to enter the cause(s) of death, the interval onset to death and any other contributing factors.

2. For help in completing Lines a-d (Causes of Death), click the NCHS Recommendations for Entry of Cause of Death link. A window will open (shown below) containing general instructions for completing the Cause of Death page.
NCHS Recommendations for Entry of Cause of Death

A death certificate is a permanent record of the fact of death of an individual. It provides important personal information about the decedent and about the circumstances and cause of death. Information on cause of death is important to the family to bring closure, peace-of-mind, and to document the exact cause of death. Cause of death is also used for medical and epidemiological research on disease etiology and evaluating the effectiveness of national and international levels.

Physician’s responsibility

The physician’s primary responsibility in completing the cause-of-death section is to report to the best of his or her knowledge, based upon available information, the causal chain that led to the death. The causal chain should begin with the cause that was closest to the time of death and work backwards to the initiating condition which is called the underlying cause of death. For example, the physician might report a death for which staphylococcus pneumonia occurs closest to the time of death; however the physician also reports that the pneumonia is due to carcinoma metastatic to both lungs, which in turn, is due to poorly differentiated adenocarcinoma, unknown primary site.

Medical examiner/coroner’s responsibility

The medical examiner/coroner investigates deaths that are unexpected, unexplained, or if an injury or poisoning was involved. State laws provide guidelines for when a medical examiner/coroner must be notified. In the case of deaths known or suspected to have resulted from injury or poisoning, report the death to the medical examiner/coroner as required by State law. The medical examiner/coroner will either complete the cause-of-death section of the death certificate or waive that responsibility. If the medical examiner/coroner does not accept the case, then the certifier will need to complete the cause-of-death section.

General instructions for completing cause of death

- Cause-of-death information should be your best medical opinion.

3. Enter the **Cause of Death** in Lines a-d, and an **Approximate Interval Onset to Death** must also be added. If the interval is unknown, key in “Unknown”.
4. After the cause of death has been entered, click the VIEWS icon ( ). VIEWS will check for misspelled words, abbreviations, rare causes, etc., and make suggestions. Click on the red highlighted word to view the suggestions. Or, clicking the VALIDATE PAGE button will also trigger VIEWS to do a check of the information.

While it is not necessary to use every line (a – d), lines used must be sequential.
5. The following are a few examples of messages received by VIEWS:

Misspelled word

![Misspelled word example](image)

Clicking any misspelled word shown in red will generate a list of possible corrections. Click any option in the list to replace the misspelled word.

Upon correction of all misspelled entries in a line, the VIEWS icon will be replaced with a Corrected icon: (✓) as shown below.

Abbreviation

![Abbreviation example](image)
Rare Cause

If no change is required, click on the pencil icon (shown above) to continue to key in data.

Below is a sample of a completed Cause of Death page.

6. Click the Validate Page button to check this page for errors, the Next button to proceed to the Other Factors 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 Home page.

Exercise 4.6 – Other Factors
Skill Learned: How to complete the Other Factors page.
1. The **Other Factors** page is used to record other data relevant to the death: **Autopsy Performed**, **Tobacco Use**, etc.

2. From the **Autopsy Performed** dropdown list select either **Yes** or **No**, accordingly. If **Yes** is selected from **Autopsy Performed**, then make a selection from the **Autopsy findings available to complete cause of death** dropdown list. If **No** is selected, the **Autopsy findings available to complete cause of death** field will be disabled.

3. If decedent is female, make a selection from the **If decedent was female, was decedent pregnant within the last year** dropdown list.

4. If the decedent’s sex was designated as **Male** on the **Start Edit New Case** page, then this field will be system field with “Not Applicable” and will be disabled. Or, if decedent is over 65 years of age, then the **If decedent was female, was decedent pregnant within the last year** field will also be disabled and system-filled with **Not Applicable**.
5. Make a selection from the **Did tobacco use contribute to death** dropdown list.

6. Make a selection from **Manner of Death**.

7. Finish the page by making a selection from the **Was ME Contacted?** dropdown list. Selecting **Yes** will activate the **ME Case Number** field requiring case number entry. If the case is referred to the Medical Examiner (discussed in Section 5), this field will system-fill with “Yes” if the Medical Examiner accepts the referral.

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

### Exercise 4.7 – Certifier

**Skill Learned:** How to complete the **Certifier** page. The **Certifier** page is used to record the name and other data related to the person legally responsible for certifying the decedent’s cause of death.

1. Select the certifier type from the **Certifier type** dropdown.

2. If the current user who started the case is not the medical certifier (such as a non-certifier), then the **Certifier Name and Address section** will be blank upon initial display.
3. To complete the **Certifier Name and Address section** click on the **LookUp** control

The Lookup Certifier box will appear. Key in the last name of the desired Certifier and select the Search button. Or, a search can be done using a wild card (%) as explained earlier.
In this example a search was made using the Certifier’s last name. Click on the select button to add the certifier.

The certifier’s name and address will system-fill.
4. If the current user who started the case is a medical certifier then the **Certifier Name and Address section** will be system-filled with the login user as shown below.

5. Another alternate way to enter the **Certifier Name and Address section** is by keying in the Certifier **License Number** and then clicking the auto-populate button ( ). The **Certifier Name and Address section** will get auto-populated.

6. Make a selection from the **Was Body Viewed after Death?** dropdown.
7. The **Date Signed** field is disabled. The date will be auto-filled upon certification /affirmation by the certifier.

   ![Date Signed Field](image)

8. Click the **Validate Page** button to check this page for errors, 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 **Home** page.

**Exercise 4.8 – Certify**

**Skill Learned:** How to complete the **Affirmations** page. An affirmation is used to record the fact that the medical certifier is accepting legal responsibility for the accuracy of the medical information provided.

**Certify defined:** affirming that the decedent died of the causes specified in the registration.

1. Upon completion and successful validation of all Death Registration pages (Medical Valid or Medical Valid with Exceptions), a new page will be made available to medical certifiers: **Certify**.

   ![Certification Page](image)

2. Click on the **Certify** link from the **Death Registration Menu**.
3. To certify/affirm the record and achieve a status of “Certified”, place a checkmark in the **Affirm the following** checkbox and click the **Affirm** button.

4. The record will be officially certified/affirmed and an **Authentication Successful** message displayed:

5. Should the case need to be un-certified, click the **Certify** link, and click the **Uncertify** button shown below. **NOTE:** The case cannot be uncertified once the case is registered.
Exercise 4.9 – Locate Case

Skill Learned: In Exercise 4.1 above, we learned how to start a new case. In this exercise, you will learn how to complete the Locate Case page which is used by data providers such as funeral practitioners, physicians and medical examiners to locate pre-existing cases “owned” by the office to which the current user is associated.

1. From the Home Page, select Life Events -> Death -> Locate Case.

2. The Locate Case page offers many different identifiers on which to base a record search. While there are no required fields, as when using the Start/Edit New Case feature, it is recommended that as much information as possible be included in each search. This will help to minimize the number of records returned.

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

4. Searching by Last name returns the following results:

5. Click the New Search button in the lower, right-hand corner of the Results window.
6. For this search, enter both the decedent’s **First** and **Last** name and then click the **Search** button.

![Death Locate Case Form](image)

7. Notice that this search returned only the specific record desired.

![Death Search Results](image)

8. Click on the decedent’s name link to open the case.

![Death Search Results](image)

**Exercise 4.10 – Preview Case**

**Skill Learned:** How to preview a record prior to opening it.

1. Still not sure if you have located the desired record? Simply locate and click the **Preview** link in any of the search result entries. This will generate a **Preview** page of that particular registration.

![Death Search Results](image)
2. Once the Preview link is selected, the link changes to a Select link.

3. Once you have previewed the registration and are sure that you have located the correct record, click the decedent’s name or the Select link to open the record.

4. You should now see the Decedent page.
Section 5: Other Links/Registrar

Exercise 5.1 – Amendment Lists

Skill Learned: How to use the Amendment List to view existing Amendments (corrections).

Note: Access to the Amendment List link is based on user security privileges.

1. From within an amended record, under the Registrar sub-menu select Amendment List.

2. The Amendment List page will display a listing of all amendments associated with the current record. Notice that the Amendment Id column contains links to specific amendments. Click on an Amendment Id link to view the amendment.
3. The Amendment Page will display with the details of the amendment including the Amendment Status.

4. Click the Return button to return to the Amendment List page.

**Exercise 5.2 – Amendments (Corrections)**

**Skill Learned:** How to request amendments/corrections to death records. Amendments (corrections) can only be made on records that have been registered.

1. From within a registered record, select from the Death Registration Menu the Other Links -> Amendments link.
Note: Access to the Amendments link is restricted based on user security privileges, and the link is only viewable when a record has been registered.

2. Notice, when the Amendments link is selected, the Death Registration Menu is removed from the page, and the Amendment Page is displayed.

3. Click on the amendment Type dropdown list on the Amendment Page and select Medical.

4. Add a description.

5. Click the SAVE button.
6. The page will refresh and the **Amendment Date** calendar control will auto-fill with the current system date.

```
Amendment Page
| Type       | Medical |
| Year       | 2017    |
| Order Number |        |
| Amendment Status | Keyed (Requires Affirmation) |
```

7. Next, make a selection from the **Page to Amend** dropdown list.

![Page to Amend dropdown list](image)

**Note:** Only Medical Examiners have access to the “Injury” page.

8. Selecting a page to amend will refresh the page and expand the selected page beneath the amendments window. In the example below we have elected to change data found on the **Cause of Death** page.
9. Make the necessary changes to the **Cause of Death** page. In this example we are amending the cause of death from “Heart Attack” to “Acute Myocardial Infarction”.

10. Click the **SAVE** button.
11. The **Item in Error** grid (as shown below) will appear showing the item(s) as it appears today, and the item(s) as it should be.

![Amendment Page](image)

12. Click the **Validate Page** button to validate the Cause of Death changes made. This will bring up any error messages, if any. In the example above there are no errors.

13. Select the **Amendment Affirmation** link from the **Amendment** menu to affirm the amendment.

![Amendment Affirmation](image)

14. Click on the **Affirm the following** checkbox.
15. Click the **Affirm** button.

16. The amendment is now in Pending status. The amendment will remain in Pending status until the Office of Vital Records approves the amended change(s). In addition, the case will automatically drop into an Amendment Pending Work Queue for review and approval by the Office of Vital Records.

![Amendment List](image)

17. Once the Office of Vital Records has approved the amendment, the status will change to “Complete” as shown below.

![Amendment List](image)

18. The status bar on the record will also indicate an amendment exists once the case has an approved amendment.

![Decedent Information](image)
19. If an amendment status is “Keyed (Requires Affirmation) as amendment ID 25356 shown below, this indicates that the certifier has not yet affirmed the amendment. The amendment must be affirmed by the certifier before the status changes to ‘Pending’ and drops into the Amendment Pending Work Queue for review and approval by the Office of Vital Records.

![Amendment List](image)

**Note:** Add attachments, if any, to the amendment prior to affirming the amendment as once an amendment is affirmed a message is sent to Vital Records indicating the amendment is ready for approval. This will insure the necessary documentation is attached when Vital Records reviews the amendment for approval.

20. To attach documentation during the amendment process select the Attachments link in the Amendments Menu.

![Attachment link](image)

21. The attachment dialog box will open. Select the **New Attachment** button.
22. The **Attachments** window will open. Click on the **Browse** button to go search for the attachment in your hard drive.

23. When the attachment has been uploaded, click the **Save** button.

24. To go back into a record and attach documentation to an already existing amendment, open the case you wish to add an attachment. Click on the **Amendment List** link in the **Death Registration Menu**.
25. The Amendment List page will open.

26. Click on the Amendment ID number to open the Amendment menu.

27. Select the Attachment link. The attachment dialog box will open.

28. Select the New Attachment button. The Attachments window will open.

29. Click on the Browse button to go search for the attachment in your hard drive. When the attachment has been uploaded, click the Save button.

**Exercise 5.3 – Comments**

**Skill Learned**: How to view and enter comments. During the process of entering and registering death records, it is sometimes necessary to store comments or remarks about a case. These comments can serve as reminders or as instructions to others who will work on the case.

The case must be opened to add comments.

1. From the Death Registration Menu select Other Links -> Comments.
2. The **Comments** dialog will appear onscreen as a pop-up window. To add a new comment, click the **New Comment** button located at the bottom of the **Comments** window.

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

4. The first step in adding a new comment is to select a **Comment Type**. Every comment must have a type assigned to it.
5. Comments are limited to 4000 characters. Fortunately, DAVE™ keeps track of the number of characters used and displays that information onscreen.

6. When you have finished entering the comment, select the Save button to save the comment, Clear to clear the entry, or Cancel to close the comment window without saving changes.

7. Selecting Save will write the comment to the DAVE™ 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 the Edit link will open the Update Existing Comment tab for you to view and, if necessary, edit the comment.
8. Once a comment has been added to a record, a checkmark will appear next to the **Comments** link in the **Other Links** sub-menu. This serves as a visual cue to all users that comments exist on a record.

**Note:** The ability to Edit or Delete comments is determined by the individual user’s security configuration.

9. Another indication that there is a comment on the record can be found on the Search Results page and the Registration queues.
Exercise 5.4 – Attachments (Registration)
Skill Learned: How to add attachments. It is sometimes necessary to add attachments to a case. Adding attachments to the registration is very similar to adding attachments within an amendment.

Note: There is a 4M size limitation on attachments. If the attachment is too large, reduce and scan the attachment prior to attaching the document to the record.

1. Open the record applicable to the attachment.
2. From the Death Registration Menu select Other Links -> Attachments
3. The Attachments dialog box will open.
4. Select the New Attachment button.
5. The **Attachment** tab will open allowing you to add an attachment.

6. Click on the **Browse** button.

7. Clicking on the **Browse** button will open the Choose File to Upload directory.

8. Click on the file to attach to the record.

9. The file name will show in the **Upload new attachment** box.
10. Select **Save**.

11. Once the file is saved, the attachment can be viewed or deleted. (This is based on user security privileges.)

![Image of Attachments window]

12. A checkmark indicator will be shown in front of the **Attachments** link when there is an attachment included with the record.

![Image of checkmark in Attachments window]

**Exercise 5.5 – Print Forms - Working Copy**

**Skill Learned:** How to send working copies of death certificates to an installed printer.

**Working Copies** can be used to proof data, as a file copy, etc.. A **Working Copy** contains a watermark so the certificate cannot ever be used as a legal document.

**Note:** The ability to print a Working Copy of a registration is based on user security privileges.

1. Open a record.
2. Select Death Registration Menu -> Other Links -> Print Forms.

3. Click on the underlined Working Copy link.

4. Clicking any form link will open the File Download dialog box and launch the document.

5. Click Open to view the Working Copy.

6. Click on the Printer icon to print the Working Copy.
Exercise 5.6 – Print Forms - Drop to Paper - Medical

Skill Learned: How and when to use the Drop to Paper Medical feature. The Drop to Paper Medical feature should only be used if the Personal Information on the death certificate will be completed on paper instead of electronically. Once a certificate is “dropped to paper”, previously authenticated signatures are printed along with all filled-in data. The paper document is then considered the official source of the death certificate information. At this point, DAVE™
locks all “authenticated” information from further update in order to ensure the paper document matches the electronic record. Authorized users, such as state users still have the ability to update “locked” fields once the paper document is filed.

1. From the Death Registration Menu, select Other Links -> Print Forms -> Drop to Paper Medical.

   ![Image](image_url)

   The case must be Certified for the Drop to Paper Medical link to be enabled.

   Note: Access to the Drop To Paper link is limited by both user security configuration AND the status of the record in question. Even with the proper security profile, you may or may not have access to the Drop to Paper link. **Once a record is dropped to paper, the certifier will no longer be able to edit the record.**

2. In the example below, the Medical Information has been entered and certified. The medical certifier is going to drop this record to paper in order to have State users complete the Personal Information. From the Print Forms page, locate and click the Drop to Paper Medical link.

   ![Image](image_url)

3. The form will launch in PDF format for printing.
The status bar will indicate when a record has been Drop to Paper Medical.

The record will automatically drop into a Drop to Paper Medical Work Queue assigned to the Office of Vital Records for completion of the Personal Information.

**Exercise 5.7 – Refer To Medical Examiner**

**Skill Learned:** How to refer a case to the medical examiner for official review. 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 within the registration (case) requiring referral, select Other Links -> Refer to Medical Examiner.
2. This will launch the **Refer to Medical Examiner** page as shown below. Notice, that the **Message** field is auto-filled with a pre-formatted message. This message can be sent as is, edited, or deleted and replaced entirely.

3. Click **Save** to complete the referral process. The next time the medical examiner logs in, this case will appear in his/her work queue and also in **Messages**.

4. Once the message is saved, the information on the page and the SAVE button is disabled. The status bar will show ME Review Required as shown below.
The medical examiner will be able to go into the case and select Accept, Decline, Pending or Take Control of Case as shown below.

The medical certifier will receive both a DAVE™ message and email indicating the action taken from the medical examiner. Below is an example of the message the medical certifier will received.

The status bar on the case will show “Under ME Review” when the medical examiner has taken one of the following actions: Accepted, Pending, Take Control of Case. If the Medical Examiner selects Accept Referral or Take Control of Case, the certifier will no longer have access to the case.
If the case has been “declined” by the medical examiner the status bar will indicate “Referral Declined” and an automated email and message will be sent to the medical certifier. The medical certifier will continue to have access rights to the case.

**Exercise 5.8 – Relinquish Case**

**Skill Learned:** How to surrender ownership of an unregistered record. Once a certifier has certified a record, no other user has “write access” to that portion of the record. That is, only that certifier that “owns” the information is allowed to edit the information.

The Relinquish Case link allows a user to relinquish control of their portion of a record so that a different user can login and take ownership. If the case is “certified” it will become “un-certified” once the owner relinquishes the case giving another user access to the case. A case, however, does not need to be certified to be relinquished.

NOTE: Once the record is relinquished, the person who relinquished the record will no longer have access to the record once the new user has taken ownership. If the new user has not yet taken ownership, the person who relinquished the case can regain access of the record by going to Life Events>Death>Start/Edit New Case.

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

2. **The Relinquish Case** window will open. Select **OK** to relinquish control of the record or **Cancel** to retain ownership of the record.
3. To regain control of the record (if ownership has not yet been taken by another user), access it from the Life Events -> Death -> Start Edit New Case. A dialog will pop up asking the user if they want to take ownership of the case.

Exercise 5.9 – Request Non Affiliated Certification (effective 17.3 version)

Skill Learned: How to request certification from a user who is not affiliated with the medical facility that started the case.

There may be occasions when the certifier on record does not have an in-depth knowledge of the decedent’s medical history to complete the cause of death. In cases such as this, the certifier may request certification from a non-affiliated user (different facility). The non-affiliated user must be a DAVE™ user.

1. From the Death Registration Menu select Other Links -> Request Non Affiliated Certification.

The Request Non Affiliated Medical Certification page will appear.
2. Click on the Certifier Name LOV. The Lookup Certifier page will popup.

3. Key in the Last Name of the certifier for whom non-affiliated medical certification is requested.

4. Click the Search button.
5. Click the **Select** button on the same row as the desired certifier.

The certifier’s name is system-filled on the **Request Non Affiliated Medical Certification** page.

6. Next, click on the Facility LOV.
The Facilities popup will appear.

7. Key in the name of the facility. Type in either the entire facility name, or use a wild card (%) as done in the example below.

8. Click the **Search** button.

9. Click the **Select** button on the same row of the desired facility.
The office name is system-filled with the selected facility.

10. Click the **Save** button.

Both an external email and an internal message will be sent to the requested certifier as shown below.
The Status Bar will then show that a **Non Affiliated Medical Certification** has been requested.

Both the certifier who started the case and the certifier who received a non-affiliated medical certification request can access the case. The Certifier who started the case can access the case from the **LifeEvents>Death>Locate Case** menu. The Certifier who received the request can access the case only through **Messages** by clicking on the decedent name link in the message received. Once a **Non Affiliated Medical Certification** has been requested, only the certifier who received the request is able to certify the case.

In this example, the certifier who received the non-affiliated certification request completed the cause of death.
Section 6: Work Queues

In this section, you will learn how to navigate through the various DAVETM work queues. From the Home page, select the Queues menu. 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 grouping is accomplished through the assignment of work queue statuses based on validation rule failures.

Exercise 6.1 – Work Queue Summary

Skill Learned: How to access records via work queues. As registrations work their way through DAVETM, they will pass from one work queue to another. Queues represent the statuses assigned to records in DAVETM.

1. From the Home page, select Queues>Registration Work Queue Summary. This will bring up a listing of all the available work queues containing cases. Queues contain registrations, orders, or amendments having a work queue status. If a queue does not contain any records the queue will not be displayed in the list.

2. The default sort order is by Queue Name. Notice however, that the column headers in the summary table are all hyperlinks. Clicking any of these header links will change the sort order of the table based on that column’s content.
3. **Type** indicates the kind of record being presented. (e.g., Death, Birth).

4. **Count** indicates how many records are in the queue. **Age of Oldest in Days** indicates the age of the oldest record in the queue.

5. Click the **Queue>Certification Required-Death** queue to view a list of the records currently found in that particular queue. In the example shown here there are 7 records in the **Certification Required** queue.

6. Click any **Registrant** name or **Case Id** link to open that record for review or editing.

---

**Note:** The actual work queues available will vary based on user type and user security setup.
Section 7: Resources

The National Center for Health Statistics (NCHS) has prepared the following handbook which contain instructions for completing death certificates:

- Physicians’ Handbook on Medical Certification of Death

You can obtain this handbook at the following link:

https://www.cdc.gov/nchs/data/misc/hb_cod.pdf

Appendices

Appendix 1 – Glossary of Icons and Controls

There are several different types of icons and controls used in DAVETM. 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 DAVETM specific controls that you will not find anywhere else.

- **Auto-populate Button** – this control can be clicked on using your mouse’s left click button. This control is used in conjunction with a dropdown list to auto-fill information relevant to the entity selected within the dropdown list. Clicking the auto-populate button below will auto-fill the Age.

- **Auto-populate Tool Tip**: this is an onscreen tool-tip that appears whenever the cursor is allowed to ‘hover’ over an Auto-populate button. This is simply a visual indicator that the auto-populate feature can be used.

- **Calendar Icon**: this is an onscreen control that can be clicked on using your mouse’s left click button. This icon is used in conjunction with Date Entry text boxes. Clicking this icon will bring up the Calendar control that can be used to select a specific date.
**Calendar control**: this is an onscreen control containing several other controls. There are two dropdown lists, one for selecting the month and the other for selecting the year. The default calendar displayed will be for the current month and year with the current day displayed in red. Clicking any day of any date will cause that date to be displayed in the corresponding **Date Entry** text box using a MMDDYYYY format.

**Pronouncement**

<table>
<thead>
<tr>
<th>Date of Death</th>
<th>Time of Death</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Checkboxes**: these are universal, onscreen controls that can be clicked on using your mouse’s left click button. Checkboxes are used for making selections among various onscreen options. More than one checkbox can be selected at a time (compared to **Radio Buttons** that can only be selected one at a time.) **Checkboxes** exist in two states: **Checked** and **Unchecked**. Clicking unchecked checkboxes will place a checkmark (✓) in the checkbox. Clicking a checked checkbox will remove the checkmark.

- **Click Buttons**: these are universal controls that can be clicked on using your mouse’s left click button. They are used to accept data inputs, write information to databases and usually trigger the processing of underlying system code.

- **Dropdown Lists**: these are universal, onscreen controls that can be selected from using your mouse’s left click button. Clicking the down-arrow button will cause a list of selectable options to dropdown. Clicking any option in the list will select it and display it in the text box field.

- **Fix Icons**: this is an onscreen icon that appears only in the DAVE™ Validation Frame. Clicking this icon will send the cursor to the field containing invalid information so that it can be corrected.
Labels – are universal controls or fields. Actually, most fields have labels. A Label tells you what type of information is displayed in a field or what type of information to place in a field. In our example here, the field has a label containing the word First. That tells you to place the Decedent’s first name in this text box field.

- **Radio Buttons**: these are universal controls that can be selected using your mouse’s left click button. Clicking a radio button will fill in (●) the circle. Unlike Checkboxes, which allow for multiple selections, only one Radio Button per group of buttons may be selected at one time. For example, you might use a radio button to select a brand of car to purchase, but use checkboxes to add all the features you want.

- **Text Entry Boxes**: these are universal controls used to record information. Text Entry Boxes can be formatted to accept only text, a combination of text and numbers, numbers only or dates. In this example, the Text Box is being used to record someone’s First name. In this case, the text entry box is formatted to prevent the entry of any numbers or special characters. Some Text-Entry Boxes are display only.

- **Validation – Green Checkmark**: this is a display only icon. Clicking it has no effect. This icon is used in the Death Registration Menu and indicates that a DAVE™ information page contains valid information.

- **Validation – Red X**: this is a display only icon. Clicking 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 – Yellow Circle**: this is a display only icon. Clicking 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 DAVET™ application. These hints will actually help you with almost any Windows based application.

1. **Focus** – Focus determines which field 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.

   ![Focus example](image)

   The presence of the cursor tells you that this textbox has the Focus.

   If a pre-filled textbox has the focus then the text in that box will be highlighted. If you type here with the text highlighted, the current text will be deleted.

   ![Highlighted text example](image)

   The highlighted text within this textbox indicates this control has the Focus.

   If a **Checkbox, Radio Button, or Click Button** receives the focus then a dotted line will surround the checkbox or radio button.

   ![Checkbox example](image)

   2. **Passing the Focus** There are two ways to pass the focus to a field: clicking the field with your mouse or pressing the **Tab** key until the desired field is highlighted.

   ![Alternate focus example](image)
The most common way of placing the focus on a field is by clicking the field with your mouse. This is also the slowest and least efficient way of passing the focus from one field to the next.

Instead, learn to use Tab and Shift-Tab to pass the focus back and forth among the fields. Using Tab will advance the focus forwards. Shift-Tab, which is triggered by holding down the Shift key while pressing the Tab key, will pass the focus back to the previous field.

Every page is structured a little differently. Exactly where Tab and Shift-Tab sends the Focus will vary, but it should always advance you logically from one field to the next.

3. Keyboard Shortcuts – Now that you understand what Focus is and how to pass it from one field 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 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 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, type just 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 field.
- 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 field 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

Selecting the F12 key while your cursor is in a Date field will auto-fill the date field with the current date.