



**FUNERAL HOMES
SYSTEM ADMINISTRATOR
MAINTENANCE TOOLS**






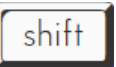

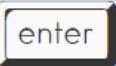
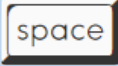







Table of Content

Version 2—REV 08/2018

How to Log Into TxEVER	5
Library Maintenance	5
Common Navigation Buttons	6
Death Module	7
Funeral Homes & Local Registrar as a Funeral Home (Local Admin)	
Funeral Directors Library Table	9
Search/Update Funeral Directors Library Table	
Method 1	11
Method 2	13



Keyboard Shortcuts

Ctrl + T or  + 	Enters current date in any date field.
Ctrl + T and  or 	Enters the current date and you can populate a day before or after.
Tab or 	Moves forward from one box/field to another box/field.
Shift Tab or  + 	Moves backward from one box/field to another box/field.
Enter or 	Activates the next button on the page.
1st Letter of a Word	Enters selection from pick list of a dropdown list. Scroll through that letter.
Space Bar or 	Selects a radio button or check box.
Arrow Keys or  or 	Moves from one radio button to the next. Right to Left or Left to Right.
Down Arrow or 	Opens a dropdown list.
Escape or 	Closes a dropdown list.
Ctrl + S or  + 	Saves the current record.
State Abbreviations	Selects the associated State by typing the first letter.
? or 	Saves the current record.

Diacritical Marks

TxEVER will allow the use of Diacritical Marks. To insert a diacritical mark within a name, Press and Hold the "ALT" key and type the 3 digit code. Release the "ALT" key and the respective diacritical mark will appear. Example: **ALT+128 = Ç**

ALT Code	Name	ALT Code	Name
128	Ç Diacritical Mark	212	È Diacritical Mark
142	Ä Diacritical Mark	214	Í Diacritical Mark
144	É Diacritical Mark	216	Ï Diacritical Mark
153	Ö Diacritical Mark	222	Ì Diacritical Mark
154	Ü Diacritical Mark	224	Ó Diacritical Mark
165	Ñ Diacritical Mark	227	Ò Diacritical Mark
181	Á Diacritical Mark	229	Õ Diacritical Mark
182	Â Diacritical Mark	233	Ú Diacritical Mark
183	À Diacritical Mark	235	Ù Diacritical Mark
199	Ã Diacritical Mark	237	Ý Diacritical Mark
211	Ë Diacritical Mark		

LIBRARY MAINTENANCE

Log into TxEVER via the web <https://txever.dshs.texas.gov/TxEverUI/>

The screenshot shows the Texas Department of State Health Services website. At the top left is the Texas Health and Human Services logo. To its right is the text "Texas Department of State Health Services". On the right side of the header is the TxEVER logo. Below the header is a blue banner with the text "Welcome to the Texas Department of State Health Services!". The main content area features a photograph of a smiling baby being held. Overlaid on the bottom right of the photo is a yellow button that says "LOG IN to TxEVER". Below the photo is a section titled "Services(DSHS)" which contains a table of telephone numbers and a mailing address. At the bottom of the page, there is a yellow button that says "Log on to Texas Department of State Health Services". Below this button are two links: "User Enrollment" and "Report TxEVER Issue(s)".

What about the Library Maintenance?
This section is a guide for local facility administrator and state administrator.
This section is a step-by-step walk through guide.

Click here to open the TxEVER log in page

Click here to report issues with TxEVER

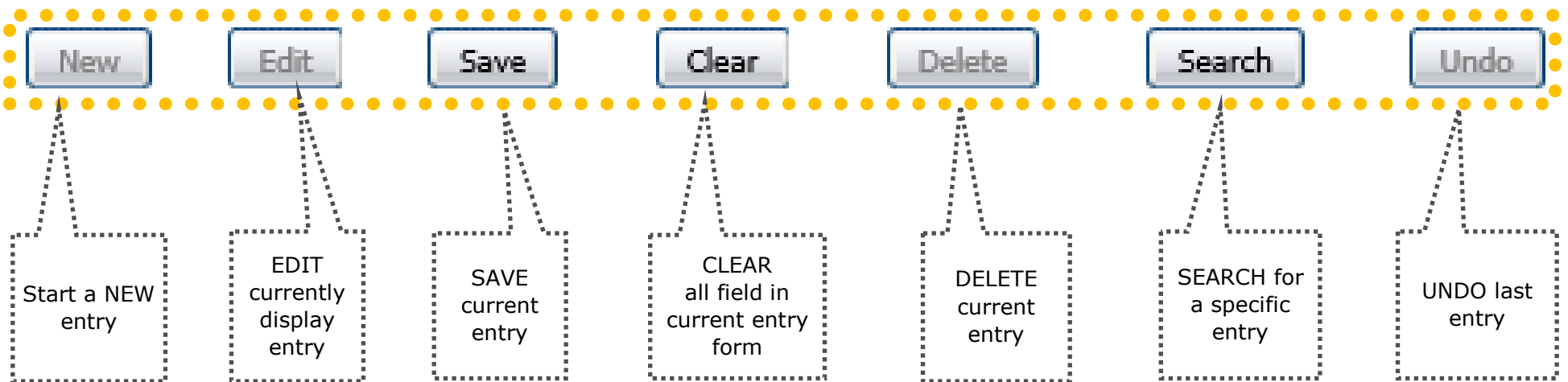
Click here to enroll

Telephone Numbers:			Mailing Address:
Description	Phone Number	Hours	Texas Department of State Health Services State Office of Vital Records Address: 1100 West 49th Street, Austin, TX 78756 Ph. (512) 776-7111
Vital Events Registration System	XXX-XXX-XXXX	8:00 AM - 4:30 PM M-F	
Fax Number	XXX-XXX-XXXX	8:00 AM - 4:30 PM M-F	
Vital Records - Customer Service	XXX-XXX-XXXX	8:00 AM - 4:30 PM M-F	

Log on to Texas Department of State Health Services

[User Enrollment](#) [Report TxEVER Issue\(s\)](#)

Library Maintenance Common Navigation Buttons



Navigation Buttons

These buttons are common throughout the Library Maintenance in Birth and Death Modules

DEATH MODULE



TEXAS
Health and Human
Services

Texas Department of State
Health Services

FUNCTION ▾

TOOLS ▾

REPORTS ▾

CONFIGURATION ▾

HELP ▾



STATE USER3 , welcome to the Texas Department

[Library Maintenance](#) ▶

[Utilities](#) ▶

[Imports](#) ▶

[Extract](#) ▶

[Place Of Death](#)

[Place Of Disposition](#)

[Physicians](#)

[Physicians Offices/Practices](#)

[JP/ME OFFICE](#)

[JP/MEDICAL EXAMINER](#)

[Funeral Homes](#)

[Funeral Directors](#)

LIBRARY MAINTENANCE IN DEATH MODULE

THIS SECTION IS FOR LOCAL ADMIN AT FUNERAL HOMES AND LOCAL REGISTRARS ACTING AS FUNERAL HOMES LOCATIONS.




The process discuss in this section refers to the steps a local administrator or system administrator needs to take for adding users to library tables containing user information incorporated in a certificate of death.

This section is a step-by-step walk through guide.

Funeral Directors Library Table

Step 1: Select "DEATH" Module Tab to access the User Maintenance

t.dshs.texas.gov/TxEVERUI/Death/Home.aspx

[ip_to_main_content](#) [GLOBAL](#) [BIRTH](#) [DEATH](#) [FETAL DEATH](#) [ITOP](#) [FEE](#) [MARRIAGE](#) [ADOPTION REGISTRY](#) [IMAGING](#)    [Log](#)



TEXAS
Health and Human
Services

Texas Department of State
Health Services

FUNCTION ▾

TOOLS ▾

REPORTS ▾

CONFIGURATION ▾

HELP ▾



STATE USER3 , welcome to the Texas Department

[Library Maintenance](#) ▸

[Utilities](#) ▸

[Imports](#) ▸

[Extract](#) ▸

[Place Of Death](#)

[Place Of Disposition](#)

[Physicians](#)

[Physicians Offices/Practices](#)

[JP/ME OFFICE](#)

[JP/MEDICAL EXAMINER](#)

[Funeral Homes](#)

[Funeral Directors](#)

Step 2: Click the dropdown arrow next to "TOOLS" to be taken to the "Library Maintenance"

Step 3: Select "Funeral Directors"

Skip to main content GLOBAL BIRTH DEATH YET MARRIAGE ADOPTION REGISTRY IMAGING LogOut

TEXAS Texas Department of State Health Services

FUNCTIONS RECORD TOOLS

Step 5: Fill in all available fields and select a value from dropdown lists

Step 6: Select from dropdown list "ALWAYS" so that the facility become available throughout the system

Step 4: Click on the "NEW" button

Step 7: Click on the "SAVE" button

* Indicates a mandatory field

Prefix:

First Name: *

Middle Name:

Last Name: *

Suffix:

Funeral Homes: *

License Number: *

TO Email:

CC Email:

Fax #:

Display in List: *

Buttons: New Edit Save Clear Delete Search Undo

Select a funeral home to filter the grid below: LINCOLN FUNERAL HOME

First Name	Middle Name	Last Name	Suffix	Funeral Home	License Number	To Email	CC Email	Fax#	Dis
VICTOR		FARINELLI		LINCOLN FUNERAL HOME		victor.farinelli@dshs			AL
KURT	D	KURT	JR.	LINCOLN FUNERAL HOME	1231	kurt@licf.com		(231)412-3123	AL

Page 1 of 1 | Displaying Records 1 - 2 of 2 | 2 Records

Helpful Tip: fields marked with a red asterisk (*) are mandatory

Search/Update Funeral Directors Library Table

Method 1

FUNERAL DIRECTORS

** Indicates a mandatory field*

Prefix: License Number: *

First Name: TO Email:

Middle Name: CC Email:

Last Name: * Fax #:

Suffix: Display In List: *

Funeral Homes: *

Select a funeral home to filter the grid below:

Search Funeral Directors

First Name: Middle Name: Last Name: License:

Prefix	First Name	Middle Name	Last Name	Suffix	Funeral Home	License Number
	GAP		CARPENTIER		WEED-CORLEY-FISH	123456
			CARPENTIER		WEED-CORLEY-FISH	123456

of 1 | | Displaying Records 1 - 2 of 2

Step 1b: Click on the "SEARCH" button

Step 2b: Enter a value in the search field, then click on the "FIND" button

Step 4b: Click "EDIT" button to update details for the selected user and proceed as to step 5 above shown, or click "DELETE" button to delete the user from the table

Prefix:

First Name: *

Middle Name:

Last Name: *

Suffix:

Funeral Homes: *

License Number: *

To Email:

CC Email:

Fax #:

Display In List:

Select a funeral home to filter the grid below:

Prefix	First Name	Middle Name	Last Name	Suffix	Funeral Home	License Number	To Email	CC Email	Fax#	Dis
	GAETAN		CARPENTIER		WEED-CORLEY-FISH	123456	gaetan.carpentier@	juanita.moshier@dsh		ALW

Page 1 of 1 | Displaying Records 1 - 1 of 1

Step 3b: In the list below, select one Funeral Director

Search/Update Funeral Directors Library Table

Method 2

Step 3c: Click "EDIT" button to update details for the selected user and proceed as to step 5 above shown, or click "DELETE" button to delete the user from the table

Step 2c: In the list below, select one Funeral Director

Prefix:
Funeral Homes: *

Prefix:

Funeral Homes: *

Select a funeral home to filter the grid below:

- NEPTUNE SOCIETY - AUSTIN
- OKLAHOMA FH LOCATION
- REGISTRAR - CITY OF AUSTIN AS FUNERAL H...
- TEXARKANA FUNERAL HOME-ARKANSAS
- UT SOUTHWESTERN AS FUNERAL DIRECTOR-...
- WEED-CORLEY-FISH FH NORTH-AUSTIN
- WEED-CORLEY-FISH FH SOUTH-AUSTIN

Prefix	First Name	Middle Name	Last Name	Suffix	Funeral Home	License Number	To Email	CC Email	Fax#	Dis
	GAETAN		CARPENTIER		WEED-CORLEY-FISH	123456	gaetan.carpentier@	juanita.moshier@d		ALV

Page 1 of 1

Step 1c: Select a Funeral Home from the dropdown list

Displaying Records 1 - 1 of 1

1 Records