

“

TER New User Setup Instructions for Medical Certifiers



- User
- Help
- Save
- New
- Delete
- Find
- Exit
- View Processes
- View Locations
- View Group Maintenance

Under 'User'
select **New**
or  icon

2nd Phone Number:
Agency Name:
Department:
Email Address:
Manager Name:
Manager Phone:

Special Permissions Not an Administrator
 Local Administrator



User Help

User ID: Password:

User Name:
Title:
Phone Number:
2nd Phone Number:
Agency Name:
Department:
Manager Name:
Manager Phone:

Special Permissions Not an Administrator
 Local Administrator



Click OK

You will see this message only when setting up your first user

userId	UserName	Title	Phone1	Phone2	AgencyName	ManagerPhone

User Help

User ID: Password:

User Name:

Title:

Phone Number:

2nd Phone Number:

Agency Name:

Department:

Email Address:

Manager Name:

Manager Phone:

User Security Maintenance

Please assign a location(s) to this user before assigning Process. You will be able to enter Processes Maintenance from Location Maintenance.

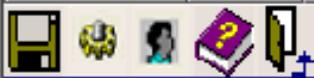
- ons
- Not an Administrator
 - Local Administrator

**Click
OK**

userId	UserName	Title	Phone1	Phone2	AgencyName	Dept	EmailAddress	ManagerName	ManagerPhone
bmiller	BETTY MILLER	DEPUTY ME	512-458-7111		EL PASO MEDICAL	DEATH INV	BMILLER@EPME.CO	JACK BROWN	512-458-7110

GENESIS TER (WebDeath), WEB THIN-LOCAL ADMINISTRATION

Locations Help



Security Location

ID
BMILLER

NAME
BETTY MILLER

TITLE
DEPUTY MEDIC

PHONE NUMBER
512-458-7111

AGENCY NAME
EL PASO MEDIC

DEPARTMENT
DEATH INVEST.

E-MAIL ADDRESS
BMILLER@EPME

MANAGER NAME
JACK BROWN

MANAGER PHONE
512-458-7110

FEE ALLOCATION
-

Locations User Location

locations

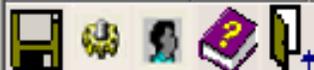
Click on 'locations'

Locations



Locations

Help



Security Location

ID

BMILLER

NAME

BETTY MILLER

TITLE

DEPUTY MEDIC

PHONE NUMBER

512-458-7111

AGENCY NAME

EL PASO MEDIC

DEPARTMENT

DEATH INVEST.

E-MAIL ADDRESS

BMILLER@EPME

MANAGER NAME

JACK BROWN

MANAGER PHONE

512-458-7110

FEE ALLOCATION

-

Locations

- ▼ locations
 - ▶ DOH / Local Registrar
 - ▶ Birth Facility
 - ▶ Midwives
 - ▶ Funeral Home
 - ▶ Medical Locations
 - ▶ Place Of Death

Click on
'Medical
Locations'

User Location

▶ Locations



Security

Save

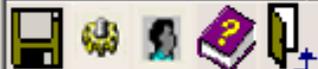
BMILLER
 NAME
BETTY MILLER
 TITLE
DEPUTY MEDIC
 PHONE NUMBER
512-458-7111
 AGENCY NAME
EL PASO MEDIC
 DEPARTMENT
DEATH INVEST.
 E-MAIL ADDRESS
BMILLER@EPME
 MANAGER NAME
JACK BROWN
 MANAGER PHONE
512-458-7110
 FEE ALLOCATION
 -

Locations	User Location
<ul style="list-style-type: none"> ▼ locations <ul style="list-style-type: none"> ▶ DOH / Local Registrar ▶ Birth Facility ▶ Midwives ▶ Funeral Home ▼ Medical Locations <ul style="list-style-type: none"> ▶ EL PASO COUNTY ME ▶ Place Of Death 	<ul style="list-style-type: none"> ▼ Locations <ul style="list-style-type: none"> ▶ EL PASO COUNTY ME

Select location and drag it to 'Locations'



Locations Help



Security Location

ID
BMILLER

NAME
BETTY MILLER

TITLE
DEPUTY MEDIC

PHONE NUMBER
512-458-7111

AGENCY NAME
EL PASO MEDIC

DEPARTMENT
DEATH INVEST.

E-MAIL ADDRESS
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MANAGER NAME
JACK BROWN

MANAGER PHONE
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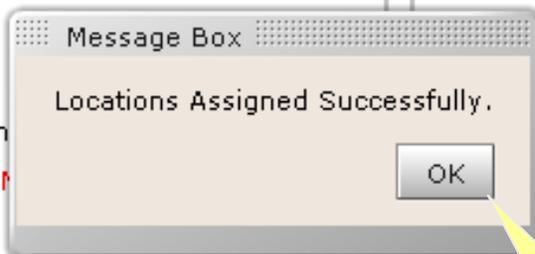
FEE ALLOCATION
-

Locations

- ▼ locations
 - ▶ DOH / Local Registrar
 - ▶ Birth Facility
 - ▶ Midwives
 - ▶ Funeral Home
 - ▼ Medical Location
 - ▶ **EL PASO COUNTY ME**
 - ▶ Place Of Death

User Location

- ▼ **Locations**
 - ▶ EL PASO COUNTY ME



Click
OK



Locations Help

- Save
- View Groups and Processes
- View User Maintenance
- Exit

Under 'Location'
 Select **View Groups
 and Processes** or
 icon

ID
BMILLER
 NAME
BETTY MILLER
 TITLE
DEPUTY MEDIC
 PHONE NUMBER
512-458-7111
 AGENCY NAME
EL PASO MEDIC
 DEPARTMENT
DEATH INVEST.
 E-MAIL ADDRESS
BMILLER@EPME
 MANAGER NAME
JACK BROWN
 MANAGER PHONE
512-458-7110
 FEE ALLOCATION
 -

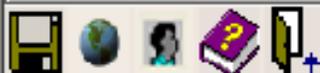
- Locations
- DOH / Loc
- ▶ Birth Facili
- ▶ Midwives 
- ▶ Funeral Home
- ▼ Medical Locations
 - ▶ **EL PASO COUNTY ME**
- ▶ Place Of Death

User Location	
Locations	
EL PASO COUNTY ME	



Groups and Processes

Help



Security Processes

ID

BMILLER

NAME

BETTY MILLER

TITLE

DEPUTY MEDIC

PHONE NUMBER

512-458-7111

AGENCY NAME

EL PASO MEDIC

DEPARTMENT

DEATH INVEST.

E-MAIL ADDRESS

BMILLER@EPME

MANAGER NAME

JACK BROWN

MANAGER PHONE

512-458-7110

FEE ALLOCATION

-

Groups and Processes

- ▶ groups
- ▶ systems

Click on groups

Processes Assigned

- ▶ groups
- ▶ systems



Security

Save

Groups and Processes

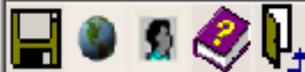
Processes Assigned

- groups
 - MEDICAL CERTIFIERS(EDUBRATEST)
- systems

- groups
 - MEDICAL CERTIFIERS(EDUBRATEST)
- systems

Select desired process group and drag it to 'Groups'

BMILLER
NAME
BETTY MILLER
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E-MAIL ADDRESS
BMILLER@EPME
MANAGER NAME
JACK BROWN
MANAGER PHONE
512-458-7110
FEE ALLOCATION
-



Security Processes

ID
BMILLER

NAME
BETTY MILLER

TITLE
DEPUTY MEDIC

PHONE NUMBER
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AGENCY NAME
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DEATH INVEST.

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BMILLER@EPME

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JACK BROWN

MANAGER PHONE
512-458-7110

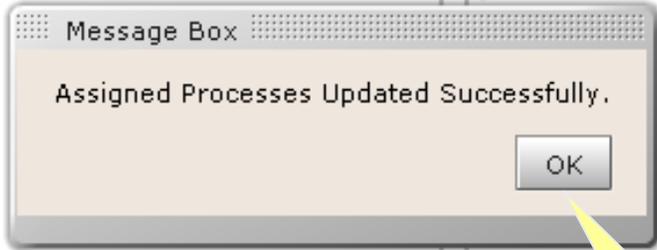
FEE ALLOCATION
-

Groups and Processes

- groups
 - MEDICAL CERTIFIERS(EDUBRATEST)
 - systems

Processes Assigned

- groups
 - MEDICAL CERTIFIERS(EDUBRATEST)
 - systems



Click
OK



User Help

User ID: Password:

Exit

User Name:

Title:

Phone Number:

2nd Phone Number:

Agency Name:

Department:

Email Address:

Manager Name:

Manager Phone:

Special Permissions Not an Administrator
 Local Administrator

userId	UserName	Title	Phone1	Phone2	AgencyName	Dept	EmailAddress	ManagerName	ManagerPhone
BMILLER	BETTY MILLER	DEPUTY ME	512-458-7111		EL PASO MEDICAL	DEATH INV	BMILLER@EPME.CO	JACK BROWN	512-458-7110

New user will list after save

For assistance send your questions to:
help-ter@dshs.state.tx.us