Birth Registrar
TxEVER Cheat Sheet

Birth Checklist:
1. Go to birth module, then Functions —> Birth Registration
   - Midwife locations: Functions —> Midwife Registration
2. Create new record and complete data entry
3. Sign any AOPs
4. Sign Verification of Birth Facts
5. Certify record
6. Release record

File Pre/Post AOP when:	File During-Birth AOP when:
Baby is not born	All parties will sign AOP at time of birth registration
Birth certificate is already filed	
Partial AOP	

Pre/Post-Birth AOP vs. During-Birth AOP
See the AOP Certified Entity Cheat Sheet for AOP checklists.

Certifier Tab:
1. Ensure the certifier and attendant are in the library maintenance table
2. Go to the certifier tab of birth record and click the green magnifying glass near "Attendant"
3. Enter the first 3 letters of the person's last name and click OK
4. Select the person's name from the attendant dropdown menu.
5. Repeat with the magnifying glass near "Certifier"

Certifier Tab for Home Births:
Midwife information is automatically populated for attendant/ certifier on records registered at midwife locations (home births).

Local registrar information is automatically populated for certifier on records registered at local registrar locations (home births). Add title, city, and zip.

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Website: https://txever.dshs.texas.gov/TxEverUI/Welcome.htm

Help Desk Email: help-txever@dshs.texas.gov

Keyboard Shortcuts:

T	[T]	Enters current date in any date field.
T + up/down	[T] [↑] [↓]	Enters the current date and you can populate a day before or after.
Tab	[tab]	Moves forward from one box/field to another box/field.
Shift Tab	[shift] [tab]	Moves backward from one box/field to another box/field.
Enter	[enter]	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	[space]	Selects a radio button or check box.
Arrow Keys	[↑] [↓]	Moves from one radio button to the next.
Down Arrow	[↓]	Opens a dropdown list.
Escape	[esc]	Closes a dropdown list.
Ctrl + S	[Ctrl] [S]	Saves the current record.
State Abbreviations		Selects the associated state by typing the first letter.

Diacritical Marks:

Press and hold "ALT" key, type 3 digit code, release the "ALT" key

ALT Code	Diacritical Mark	ALT Code	Diacritical Mark	ALT Code	Diacritical Mark
128	Ç	0194	Â	0204	Ì
142	Ä	0192	À	0211	Ó
144	É	0195	Ã	0210	Ò
153	Ö	0235	Ë	0213	Õ
154	Ü	0200	È	0218	Ú
165	Ñ	0205	Í	0217	Ù
0193	Á	0207	Ï	0221	Ý

Questions? Contact the TxEVER team at txeverinfo@dshs.texas.gov or 512-776-3010.

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