



Funeral Home Local Administrator TxEVER Cheat Sheet



Add a New User:

1. Go to Global, Tools —> Security —> User Management
2. Click create user, Enter user's information and password (or click generate password, click create user)
3. Add user's location
4. Add user's contact preferences
5. Create user's security pin (click "Generate Pin")
6. Add user's security processes
 - For Funeral Director -assign the "Death Funeral Home Clerk" and "Death Funeral Home Director" folders
 - For data entry only (no pin) -assign the "Death Funeral Home Clerk" folder
7. Update user in library maintenance table (for funeral directors only)
 - Go to User Management —> Select user from your location—> Click "Check Linked Library Details"
 - Add required information. Save

Reset Password:

1. Go to Global, Tools —> Security —> User Management
2. Search for user, select the name, enter a new password (or click generate password, save)

Reset Pin:

1. Go to Global, Tools —> Security —> User Management
2. Search for user, select the name, click Add/Edit Processes
3. Click "Generate Pin." This resets the pin and emails the user

Unlock, Deactivate, or Reactivate User:

1. Go to Global, Tools —> Security —> User Management
2. Search for user, select the name
3. Click "Unlock User" to unlock a user
4. Click "Deactivate User" to deactivate a user. This button then changes to "Reactivate User" to allow reactivation.



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

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

User Enrollment Form and Review Enrollments:

1. New user clicks "User Enrollment" on TxEVER home page
2. New user fills out form to create new user or add a location
3. Local Administrator goes to global, Tools —> Utilities —> Review Enrollments
4. Select type of enrollment request then click search
5. Click "Create New User" next to the person's name
6. Select a user ID and click submit
7. Go to Global, Tools —> Security —> User Management to select user's name and add locations and processes to the new user
8. Update the library maintenance table by going to User Management —> Select user from your location—> Click "Check Linked Library Details"

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	İ
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	Û
0193	Á	0207	Ï	0221	Ý

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