# Funeral Home
## TxEVER Cheat Sheet

### *Death Certificate Process*:
1. FH creates new record and completes data entry
2. FH designates medical certifier
4. FH prints Verification of Death Facts and checks box on Demographic 5
3. MC accepts record and completes data entry
4. MC certifies record
5. FH verifies record and completes DCOA
6. FH prints or requests BTP
7. FH releases record

### *Demographic Verification*
1. Go to Death, then Functions —> Demographic Data Entry
2. Complete demographic tabs 1, 2, 3, 4, 5
3. Designate medical certifier
4. Record —> Demographic Verification
   - Clicking this starts DCOA process
5. Record —> Demographic Verification
4. Verify the information is correct using the "Preview" button Click the "Verification" button, check the checkbox, then enter your pin.

### *Designate Certifier*:
1. Record —> Designate Medical Certifier
2. Enter medical certifier information and click designate

### *Burial Transit Permit (BTP):*
Natural Death – FH print BTP directly from TxEVER death record
1. Record —> Print —> BTP
Unnatural Death – FH submit BTP request to LR through TxEVER
1. Record —> Print —> BTP
2. Click "OK" to place request to LR
3. After LR accepts BTP, go to Function —> Permit Print Queue
4. Select "BTP" and "All previously not printed"
Incomplete Death Certificate – FH submit manual request to LR. Contact LR for manual BTP request instructions.

---

# Funeral Home
## TxEVER Cheat Sheet

FH—Funeral Home; MC—Medical certifier; LR—Local Registrar

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

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

### *Keyboard Shortcuts:*

| Key | | Function |
|---|---|---|
| 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.

*10/4/18 version 1.0*