USER ACCOUNT AND
LIBRARY MANAGEMENT
USER GUIDE

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How to Log into TxEVER

Log into TxEVER via the web [https://txever.dshs.texas.gov/TxEverUI/](https://txever.dshs.texas.gov/TxEverUI/)

Click here to open the TxEVER log in page
Click Yes to agree to the terms and conditions and gain access to TxEVER.
Type your TxEVER user name and password.
Click Login.

Forgot your password?
Click here to reset password.
Find important news and updates in the TxEVER broadcast message area.

Select your user location.
Use dropdown if you have multiple locations/offices. Click OK.
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The purpose of this document is to provide system users with a detailed step-by-step process for creating and/or updating user accounts and library tables in TxEVER. Following these steps is an essential part of the initial system setup and its continuous maintenance.

The enrollment process for a new user in TxEVER happens in following these easy three steps:

1. a new user completes the system Enrollment Form;

2. a Local Administrator reviews the enrollment form and creates a new user account. Then, a Local Administrator reviews the User Maintenance and assigns the facility location(s), and assigns security processes as needed; and

3. a Local Administrator adds a new certifier or attendant/certifier in the Library Maintenance table and link the user account to the table entry.
User Enrollment Form

Log into TxEVER via the web [https://txever.dshs.texas.gov/TxEverUI/Welcome.htm](https://txever.dshs.texas.gov/TxEverUI/Welcome.htm)

Click here to open the TxEVER log in page

Click here to report issues with TxEVER

Click here to enroll
What about the User Enrollment Form?

This section is the first part of the user enrollment process in TxEVER. This is an essential part of your initial system setup.

This form is used for a TxEVER user to request a new account or change an existing account, such as changing and/or adding a location.

A new user must submit an Enrollment Form. Upon completion and submission, this document will be submitted to the facility/location Local Administrator for review.

The purpose of this document is to provide the user with a detailed step-by-step process for submitting a request for a user account in the system.
Step 1: Select a "Type of User" to start a new enrollment form.
Step 2: After selecting the “Type of User” from the dropdown list, fill in details specific to the location.

Helpful Tip: the information requested will vary based on the selected “Type of User”
Helpful Tip: the information requested will vary based on the selected “Type of User”
Helpful Tip: the information requested will vary based on the selected "Type of User"
Step 3: Provide a valid phone number and email address

Step 4: Fill in the physical and mailing address information of your office

Helpful Tip: the information related to the physical and mailing address of the office may already be pre-populated, if the selected office is already known in TxEVER.
Step 5: Fill in the information related to your training on TxEVER

Step 6: Click the dropdown arrow and select a value from the list

Step 7: Click the dropdown arrow and select a value from the list
Step 8: If selecting “Adding Location” or “Changing Location,” please complete the following three field in selecting a location from the dropdown list and in providing your User ID.

Helpful Tip: If selecting “Other Location” in the dropdown list, this field will activate and allow data entry.
Step 8: Fill in the information for you TxEVER Facility Administrator

Step 9: Type your first and last name

Step 10: Click on the "SUBMIT" button

Where does it go after I submitted it?

This form is submitted to a facility local administrator or state administrator for review and action. Upon the administrator’s action, the user receives an email with account information and instructions for accessing it.
Review Enrollment Request - Local Admin

Log into TxEVER via the web [https://txever.dshs.texas.gov/TxEverUI/](https://txever.dshs.texas.gov/TxEverUI/)
What about the Review Enrollment Process?

After a user submitted an electronic request for a new account or change to an existing account, such as changing and/or adding a location, a local administrator or state system administrator will review the application.

This section is the second part to the user enrollment process in TxEVER.

This is an essential part of your initial account setup. The facility Local Administrator reviews the enrollment form and creates a new user account. Then, a Local Administrator reviews the *User Maintenance* and assigns the facility location(s), and assigns security processes as needed.

The purpose of this document is to provide the user with a detailed step-by-step process for reviewing an enrollment form, creating or updating a user account, including reviewing, editing, adding location, security processes and library table in the system.
**Review Enrollment - Accept Enrollment**

**Step 1:** Select “GLOBAL” Module Tab to access the User Maintenance.

**Step 2:** Click the dropdown arrow next to “TOOLS” to be taken to the “Utilities.”

**Step 3:** Select “Review Enrollments” to add a new user account or edit existing accounts.
Step 4: Click the dropdown arrow and select a value from the list

Step 5: Click on the "Search" button
Step 6: Select one of the request in the queue list in clicking on “Create New User”

Helpful Tip: To void a user request for a system account, click the “Delete” button for the account highlighted.
Step 7: Create a unique User ID or select one the system has created
Step 8: Upon creation of a new User ID, the system will display the following pop-up message. Then, click the “OK” button to complete the process. With this message, the system confirms a new User ID has been created.
In the meantime, the new user should receive an email notification containing the User ID, a password, and additional information related to account.

From: NO.REPLY@genesisinfo.com
Sent: Wednesday, May 2, 2018 8:22:03 AM (UTC-06:00) Central Time (US & Canada)
To: Carpentier, Gaetan (DSHS)
Subject: TxEVER New User Account Information

Please do not respond to this e-mail. This mailbox is not monitored.

Your TxEVER new account has been successfully created.
Your User ID is: FIELDSERVICE2598
Your password is: Texas@111

If you copy and paste the password to log in, copy it backwards, i.e. right to left, instead of left to right. Sometimes copying and pasting the password left to right creates an invisible space in the box which will cause the system to reject the password and not allow you to log in. If you’re still having problems, you can also type the password manually. The TxEVER User ID is not case sensitive, but the Password is.
**Review Enrollment - Reject Enrollment**

**Step 1:** Select “GLOBAL” Module Tab to access the User Maintenance.

**Step 2:** Click the dropdown arrow next to “TOOLS” to be taken to the “Utilities”

**Step 3:** Select “Review Enrollments” to add a new user account or edit existing accounts.
Step 4: Click the dropdown arrow and select a value from the list.

Step 5: Click on the “Search” button.
Step 6: Select one of the request in the queue list in clicking on “Delete”
Step 7: Select “Yes”
Step 8: Select “OK”
The enrollment request is now deleted
What happens after creating the account?

The review process of an electronic request for a new account or change to an existing account, such as changing and/or adding a location, does not end here. A local administrator and/or system administrator will need to assure that the new or edited account have the accurately selected location(s) and/or security processes.

Please refer to the following section for a step-by-step walk through guide.
Step 1: Select “GLOBAL” Module Tab to access the User Maintenance.

Step 2: Click the dropdown arrow next to “TOOLS” to be taken to the “Security”

Step 3: Select “User Maintenance” to add a new user account, edit, or de-activate existing accounts.
How do I search for the user I just created from the enrollment review module?

You have two options for searching a user in the system.

The first option is the Simple Search where you input the last name of the user. This option will take you directly to the user in the user maintenance module.

The other option is the Advanced Search where you can narrow your search in completing one or multiple search fields. The result of the search will appear in the bottom part of the pop-up window. This option will permit you to select reviewing locations or security processes.

Please refer to the following section for a step-by-step walk through guide.
Step 1: Click the “Search” button. A “Search User” pop-up window will appear.

Step 2: Enter the user’s last name and click the “OK” button.
Step 1: Click the “Advanced Search” button. A “Advanced User Search” pop-up window will appear.

Step 2: Complete one or several search fields and click the “Search” button.
Step 3: Select one of the user in the list and click on any function you want to perform (manage location, manage processes, unlock user, deactivate user, and reactivate user). The system will then take you to the location where you can complete your edit.
Step 1: Click the “Add/Edit Locations” button.
Step 2: If no location appear in the "Assigned Locations" window, then click the dropdown arrow and select a value from the list.

Helpful Tip: According to the type of user, several "Location Type" may be available.
Step 3: Enter the name of the facility
Then, click on
Step 4: Select a location from the “Available Locations” list. Upon selection, the highlight color for item(s) selected will change.

Step 5: Click on the arrow to import the selected location from “Available Location” to “Assigned Location” list.
Step 6: Click the “Save” button. The system will display the following pop-up message. Then, click the “OK” button to complete the process.
Step 7: Upon clicking the “OK” button, the system will display the following pop-up message. Then, click the “OK” button to complete the process with selecting the security processes.
Step 1: Click the “Add/Edit Processes” button.
Helpful Tip: fields marked with a red asterisk (*) are mandatory.

Step 2: Click the dropdown arrow and select a value from the list. The value selected in this list will make the corresponding field mandatory.

What Method of Contact should I choose?
Email is a preferred method of contact, but a user may elect any other method.

Step 3: Click the dropdown arrow and select a value from the list.
Step 5: Upon clicking the “Generate Pin” button, the system will display the following pop-up message. Click the “Yes” or “No” button to complete the process.

Step 4: Click the “Generate Pin” button to create a PIN for the User.

Step 6: Upon clicking the “Yes” button, the system will display the following pop-up message. Click the “OK” button to complete the process.

What is the purpose for a PIN?
Throughout the system, the PIN is used as a user’s electronic signature and will be required prior to certifying, submitting, and releasing a record.
In the meantime, the new user should receive an email notification containing the User ID and a PIN #. Below are examples of emails the system issues. The first image shows the initial email generated by the system, and the second image shows the notification after a PIN is reset.

From: NO_REPLY@genesisinfo.com
Sent: Wednesday, May 2, 2018 8:47:03 AM (UTC-06:00) Central Time (US & Canada)
To: Carpentier, Gaetan (DSHS)
Subject: User Pin

User: FIELDSERVICE2598
Location: REGISTRAR - CITY OF AUSTIN - TRAVIS COUNTY - (Local Office)
Pin: 883817

This is an automatically generated E-mail. Please do not 'Respond' to this E-mail as a response by E-mail will not be processed.

From: NO_REPLY@genesisinfo.com
Sent: Wednesday, May 2, 2018 8:48:03 AM (UTC-06:00) Central Time (US & Canada)
To: Carpentier, Gaetan (DSHS)
Subject: User Pin

User: FIELDSERVICE2598
Pin: 770238

This is an automatically generated E-mail. Please do not 'Respond' to this E-mail as a response by E-mail will not be processed.
Step 7: Select one folder (folder icon) from the “Groups And Processes” list. Upon selection, the highlight color for item(s) selected will change.

Step 8: Click on the arrow to import the selected groups and processes from “Groups And Processes” to “Process Assigned” list.

Step 9: Click the “Save” button. The system will display the following pop-up message. Then, click the “OK” button to complete the process.

Note: Repeat these steps for each Security Process folder.

Helpful Tip: Please see Appendix IV for Security Processes for your type of user.
Birth Facility (Hospital and Birthing Center) – Local Administrator:

List of Security Processes by User Role

- Advance User Search
- AOP User Management
- Birth Attendant Maintenance
- Global Invalid Login Attempts Disable Report
- Global System Usage Report
- Global User Inactivity Report
- Global User Maintenance History Report
- Review Enrollments
- User Maintenance

Birth Facility (Hospital and Birthing Center) – Birth Clerk:

List of Security Processes by User Role

- Birth Abandon
- Birth AOP Signature History for Linked AOPs
- Birth AOP View
- Birth Denial of Paternity Signature
- Birth Facility Statistical Correction
- Birth Hospital AOP Report
- Birth Paternity Acknowledgment Form
- Birth Paternity Acknowledgment Report
- Birth Paternity Acknowledgment Signature
- Birth Pre/Post Birth AOP
- Birth Records Released but Pending AOP Report
- Birth Search AOP Record
- Birth Signature AOP Record
- Birth Unresolved Record Report
- Birth Upload AOP Forms
Birth Facility (Hospital and Birthing Center – Birth Certifier:}
Helpful Tip: Some of the security processes may only be available to certain users depending on their “Special Permission”. If a process is selected and does not qualify for assignment to the user, the following pop-up message will appear.

To permit the assignment of the selected process, change the user’s special permission or contact TxEVER Helpdesk.
Library Tables Maintenance

Log into TxEVER via the web https://txever.dshs.texas.gov/TxEverUI/
This section is the third and final part of the user enrollment process in TxEVER.

This is an essential part of your initial system setup.

It is also the section a local administrator will maintain to add new attendants, certifiers, and attendants/certifiers; this section will also serves to de-activate attendants, certifiers, attendants/certifiers who are no longer employed at the facility location.

Library tables are essential for the creation of event records because they hold the information for individuals involved in the registration process, such as birth attendant, birth certifiers, and birth attendant/certifiers. Information for these individuals will be part of the birth record.

The purpose of this document is to provide the user with a detailed step-by-step process for creating and/or updating library tables in the system.
Add a New User to the Certifier/Attendant Library Table

Step 1: Select “BIRTH” Module Tab to access the Library Maintenance

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

Step 3: Select “Certifier/Attendant”
Step 4: Click on the “NEW” button

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

Helpful Tip: fields marked with a red asterisk (*) are mandatory
Step 6: Select “ALWAYS” in the dropdown list. This will assure this Certifier/Attendant will populate during the registration process.

Step 7: Select from dropdown list a User ID associated with the user’s role.

Step 8: Click on the “SAVE” button. The new facility has been created.

Helpful Tip: fields marked with a red asterisk (*) are mandatory.
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The purpose of this document is to provide system users with a detailed step-by-step process for creating user accounts and library tables in TxEVER. Following these steps is an essential part of the initial system setup and its continuous maintenance.

The creation of a New User Account for a new user in TxEVER happens in following these easy steps:

1. a Local Administrator creates a new user account in the User Maintenance, assigns the facility location(s), and assigns security processes as needed; and
2. a Local Administrator adds a new certifier or attendant/certifier in the Library Maintenance table and link the user account to the table entry.
What about the Review Enrollment Process?

After a user submitted an electronic request for a new account or change to an existing account, such as changing and/or adding a location, a local administrator or state system administrator will review the application.

This section is the first part to the *Create a New User Account-Local Admin Process* in TxEVER.

This is an essential part of the initial account setup. The facility local administrator creates a new user account, assigns the facility location(s), and assigns security processes as needed. Then the facility local administrator create the user account in the Certifier/Attendant library table.

The purpose of this document is to provide the user with a detailed step-by-step process for creating and/or updating the user account in the system.
Add a New User Account in User Maintenance - Local Admin

Log into TxEVER via the web https://txever.dshs.texas.gov/TxEverUI/
Step 1: Select “GLOBAL” Module Tab to access the User Maintenance.

Step 2: Click the dropdown arrow next to “TOOLS” to be taken to the “Security”

Step 3: Select “User Maintenance” to add a new user account, edit, or de-activate existing accounts.
Add a New User Account

Step 1: Click the “Clear Fields” button to clear any data on the form
OR
Click the dropdown arrow next to “RECORD” to be taken to the “Clear Fields”

Helpful Tip: Using “Clear Fields” may help prevent a local administrator to edit data for a not selected user.
Step 2: Enter data in each field below.

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

Step 3: Select one or multiple types in the list under “Selected User Types.” To display the list, click on “Show List.”

Step 4: Click on the “Save” button
In the meantime, the new user should receive an email notification containing the User ID, a password, and additional information related to account.

From: NO.REPLY@genesisinfo.com
Sent: Wednesday, May 2, 2018 8:22:03 AM (UTC-06:00) Central Time (US & Canada)
To: Carpentier, Gaetan (DSHS)
Subject: TxEVER New User Account Information

Please do not respond to this e-mail. This mailbox is not monitored.
Your TxEVER new account has been successfully created.
Your User ID is: FIELDSERVICE2598
Your password is: Texas@111
If you copy and paste the password to log in, copy it backwards, i.e. right to left, instead of left to right. Sometimes copying and pasting the password left to right creates an invisible space in the box which will cause the system to reject the password and not allow you to log in. If you’re still having problems, you can also type the password manually.
The TxEVER User ID is not case sensitive, but the Password is.
Step 5: Upon clicking the “Save” button, the system will display the following pop-up message. Then, click the “OK” button to complete the process with selecting the location(s).
Step 6: Click the dropdown arrow and select a value from the list.

Helpful Tip: According to the type of user, several “Location Type” may be available.
Step 7: Enter the name of the facility
Then, click on 🔄
Step 8: Select a location from the "Available Locations" list. Upon selection, the highlight color for item(s) selected will change.

Step 9: Click on the arrow to import the selected location from "Available Location" to "Assigned Location" list.
Step 6: Click the "Save" button. The system will display the following pop-up message. Then, click the "OK" button to complete the process.
Step 11: Upon clicking the “OK” button, the system will display the following pop-up message. Then, click the “OK” button to complete the process with selecting the security processes.
Step 12: Click the dropdown arrow and select a value from the list. The value selected in this list will make the corresponding field mandatory.

Step 13: Click the dropdown arrow and select a value from the list.

What Method of Contact should I choose?
Email is a preferred method of contact, but a user may elect any other method.

Helpful Tip: fields marked with a red asterisk (*) are mandatory.
Step 14: Click the “Generate Pin” button to create a PIN for the User.

Step 15: Upon clicking the “Generate Pin” button, the system will display the following pop-up message. Click the “Yes” or “No” button to complete the process.

Step 16: Upon clicking the “Yes” button, the system will display the following pop-up message. Click the “OK” button to complete the process.

What is the purpose for a PIN? Throughout the system, the PIN is used as a user’s electronic signature and will be required prior to certifying, submitting, and releasing a record.
In the meantime, the new user should receive an email notification containing the User ID and a PIN #.
Below are examples of emails the system issues. The first image shows the initial email generated by the system, and the second image shows the notification after a PIN is reset.

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User: FIELDSERVICE2598  
Location: REGISTRAR - CITY OF AUSTIN - TRAVIS COUNTY - (Local Office)  
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**To:** Carpentier, Gaetan (DSHS)  
**Subject:** User Pin

User: FIELDSERVICE2598  
Pin: 770238

This is an automatically generated E-mail. Please do not 'Respond' to this E-mail as a response by E-mail will not be processed.
Step 17: Select one folder (            ) from the “Groups And Processes” list. Upon selection, the highlight color for item(s) selected will change.

Step 18: Click on the arrow to import the selected groups and processes from “Groups And Processes” to “Process Assigned” list.

Step 19: Click the “Save” button. The system will display the following pop-up message. Then, click the “OK” button to complete the process.

Note: Repeat these steps for each Security Process folder.

Helpful Tip: Please see Appendix IV for Security Processes for your type of user.
Birth Facility (Hospital and Birthing Center) – Local Administrator:

- ADVANCE USER SEARCH
- AOP USER MANAGEMENT
- BIRTH ATTENDANT MAINTENANCE
- GLOBAL INVALID LOGIN ATTEMPTS DISABLE REPORT
- GLOBAL SYSTEM USAGE REPORT
- GLOBAL USER INACTIVITY REPORT
- GLOBAL USER MAINTENANCE HISTORY REPORT
- REVIEW ENROLLMENTS
- USER MAINTENANCE

Birth Facility (Hospital and Birthing Center) – Birth Clerk:

- BIRTH ABANDON
- BIRTH AOP SIGNATURE HISTORY FOR LINKED AOPS
- BIRTH AOP VIEW
- BIRTH DENIAL OF PATERNITY SIGNATURE
- BIRTH FACILITY STATISTICAL CORRECTION
- BIRTH HOSPITAL AOP REPORT
- BIRTH PATERNITY ACKNOWLEDGMENT FORM
- BIRTH PATERNITY ACKNOWLEDGMENT REPORT
- BIRTH PATERNITY ACKNOWLEDGMENT SIGNATURE
- BIRTH PRE/POST BIRTH AOP
- BIRTH RECORDS RELEASED BUT PENDING AOP REPORT
- BIRTH SEARCH AOP RECORD
- BIRTH SIGNATURE AOP RECORD
- BIRTH SIGNATURE HISTORY
- BIRTH UNRESOLVED RECORD REPORT
- BIRTH UPLOAD AOP FORMS
Birth Facility (Hospital and Birthing Center – Birth Certifier:}
Helpful Tip: Some of the security processes may only be available to certain users depending on their “Special Permission”. If a process is selected and does not qualify for assignment to the user, the following pop-up message will appear.

To permit the assignment of the selected process, a local administrator may need to change the user’s special permission or contact TxEVER Helpdesk.
Library Tables Maintenance

Log into TxEVER via the web [https://txever.dshs.texas.gov/TxEverUI/](https://txever.dshs.texas.gov/TxEverUI/)
This section is the second and final part of the Create a New User Account-Local Admin Process in TxEVER. This is an essential part of your initial system setup.

It is also the section a local administrator will maintain to add new attendants, certifiers, and attendants/certifiers; this section will also serve to de-activate attendants, certifiers, attendants/certifiers who are no longer employed at the facility location.

Library tables are essential for the creation of event records because they hold the information for individuals involved in the registration process, such as birth attendant, birth certifiers, and birth attendant/certifiers. Information for these individuals will be part of the birth record.

The purpose of this document is to provide the user with a detailed step-by-step process for creating and/or updating library tables in the system.
Add a New User to the Certifier/Attendant Library Table

1. Select “BIRTH” Module Tab to access the Library Maintenance
2. Click the dropdown arrow next to “TOOLS” to be taken to the “Library Maintenance”
3. Select “Certifier/Attendant”
Helpful Tip: fields marked with a red asterisk (*) are mandatory.

Step 4: Click on the “NEW” button.

Step 5: Fill in all available fields and select a value from dropdown lists.
Step 6: Select “ALWAYS” in the dropdown list. This will assure this Certifier/Attendant will populate during the registration process.

Step 7: Select from dropdown list a User ID associated with the user's role.

Step 8: Click on the “SAVE” button. The new facility has been created.

Helpful Tip: fields marked with a red asterisk (*) are mandatory
This Page is Left Blank
The purpose of this document is to provide system users with a detailed step-by-step process for updating user accounts and library tables in TxEVER. Following these steps is an essential part of the continuous maintenance in TxEVER.
USER MAINTENANCE - LOCAL ADMIN

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

What about the User Maintenance? This section is a guide for local facility administrator and state administrator.
Step 1: Click the “Search” button. A “Search User” pop-up window will appear.

Step 2: Enter the user’s last name and click the “OK” button.
Step 1: Click the “Advanced Search” button. A “Advanced User Search” pop-up window will appear.

Step 2: Complete one or several search fields and click the “Search” button.
Step 3: Select one of the user in the list and click on any function you want to perform (manage location, manage processes, unlock user, deactivate user, and reactivate user). The system will then take you to the location were you can complete your edit.

<table>
<thead>
<tr>
<th>Select</th>
<th>Manage Locations</th>
<th>Manage Processes</th>
<th>User ID</th>
<th>First</th>
<th>Middle</th>
<th>Last</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Manage locations</td>
<td>Manage processes</td>
<td>ADMIN 2</td>
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<td>Manage locations</td>
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<td>Manage locations</td>
<td>Manage processes</td>
<td>ADMIN 2</td>
<td>ADMIN</td>
<td>ADMIN 2</td>
<td>ADMIN</td>
</tr>
</tbody>
</table>
EDIT/CHANGE LOCATIONS

Step 1: Click the "Add/Edit Locations" button.
Step 2: Click the dropdown arrow and select a value from the list

Helpful Tip: According to the type of user, several “Location Type” may be available.
Step 3: Enter the name of the facility
Then, click on
Step 4: Select a location from the “Available Locations” list. Upon selection, the highlight color for item(s) selected will change.

Step 5: Click on the arrow to import the selected location from “Available Location” to “Assigned Location” list.

Step 6: Click the “Save” button. The system will display the following pop-up message. Then, click the “OK” button to complete the process.
Step 7: Upon clicking the “OK” button, the system will display the following pop-up message. Then, click the “OK” button to complete the process with selecting the security processes.
EDIT/CHANGE PROCESSES

Step 1: Click the “Add/Edit Processes” button.
Helpful Tip: fields marked with a red asterisk (*) are mandatory.

Step 2: Click the dropdown arrow and select a value from the list. The value selected in this list will make the corresponding field mandatory.

Step 3: Click the dropdown arrow and select a value from the list.

What Method of Contact should I choose? Email is a preferred method of contact, but a user may elect any other method.
Step 4: Click the “Generate Pin” button to create a PIN for the User.

Step 5: Upon clicking the “Generate Pin” button, the system will display the following pop-up message. Click the “Yes” or “No” button to complete the process.

What is the purpose for a PIN? Throughout the system, the PIN is used as a user’s electronic signature and will be required prior to certifying, submitting, and releasing a record.

Step 6: Upon clicking the “Yes” button, the system will display the following pop-up message. Click the “OK” button to complete the process.
In the meantime, the new user should receive an email notification containing the User ID and a PIN #. Below are examples of emails the system issues. The first image shows the initial email generated by the system, and the second image shows the notification after a PIN is reset.

From: NO_REPLY@genesisinfo.com  
Sent: Wednesday, May 2, 2018 8:47:03 AM (UTC-06:00) Central Time (US & Canada)  
To: Carpentier, Gaetan (DSHS)  
Subject: User Pin

User: FIELDSERVICE2598  
Location: REGISTRAR - CITY OF AUSTIN - TRAVIS COUNTY - (Local Office)  
Pin: 883817

This is an automatically generated E-mail. Please do not 'Respond' to this E-mail as a response by E-mail will not be processed.

From: NO_REPLY@genesisinfo.com  
Sent: Wednesday, May 2, 2018 8:48:03 AM (UTC-06:00) Central Time (US & Canada)  
To: Carpentier, Gaetan (DSHS)  
Subject: User Pin

User: FIELDSERVICE2598  
Pin: 770238

This is an automatically generated E-mail. Please do not 'Respond' to this E-mail as a response by E-mail will not be processed.
Step 7: Select one or multiple items from the "Groups And Processes" list. Upon selection, the highlight color for item(s) selected will change.

Step 8: Click on the arrow to import the selected groups and processes from "Groups And Processes" to "Process Assigned" list.

Step 9: Click the "Save" button. The system will display the following pop-up message. Then, click the "OK" button to complete the process.

Helpful Tip: Please see Appendix IV for Security Processes for your type of user.
Birth Facility (Hospital and Birthing Center) – Local Administrator:

_birth_facility_-_local_administrator_(admin_sibling)

- Advance User Search
- AOP User Management
- Birth Attendant Maintenance
- Global Invalid Login Attempts Disable Report
- Global System Usage Report
- Global User Inactivity Report
- Global User Maintenance History Report
- Review Enrollments
- User Maintenance

Birth Facility (Hospital and Birthing Center) – Birth Clerk:

_birth_facility_-_clerk_(stateuser1_sibling)

- Birth Abandon
- Birth AOP Signature History for Linked AOPs
- Birth AOP View
- Birth Denial of Paternity Signature
- Birth Facility Statistical Correction
- Birth Hospital AOP Report
- Birth Paternity Acknowledgment Form
- Birth Paternity Acknowledgment Report
- Birth Paternity Acknowledgment Signature
- Birth Pre/Post Birth AOP
- Birth Records Released But Pending AOP Report
- Birth Search AOP Record
- Birth Signature AOP Record
- Birth Signature History
- Birth Unresolved Record Report
- Birth Upload AOP Forms
Birth Facility (Hospital and Birthing Center – Birth Certifier: 

- BIRTH BLANK WORKSHEET
- BIRTH CERTIFICATION
- BIRTH CERTIFIED BY CERTIFIER REPORT
- BIRTH DE-CERTIFY
- BIRTH FACILITY HELP
- BIRTH FACILITY PRODUCTIVITY REPORT
- BIRTH FACILITY REGISTRATION
- BIRTH HOSPITAL VERIFICATION FORM
- BIRTH HOSPITAL VERIFICATION SIGNATURE
- BIRTH INSTITUTION REGISTRATION AND TIMELINESS AUDIT
- BIRTH LISTING OF UNMATCHED BIRTHS WITH HIGH PROBABILITY
- BIRTH MULTIPLE BIRTH EXCEPTION REPORT
- BIRTH MULTIPLE BIRTH REPORT
- BIRTH RECORD STATUS REPORT
- BIRTH REJECTED RECORDS REPORT
- BIRTH RELEASE
- BIRTH UNCERTIFIED BY CERTIFIER REPORT
- BIRTH VIEW SSN
- BIRTH WORKSHEET
- DOWNLOAD BLANK ENROLLMENT FORM - BIRTHING CENTER
- EMAIL DIRECTORY
- GENERIC FORM
- SWITCH LOCATION
- UPDATE PROFILE
- USER PARAMETERS
Helpful Tip: Some of the security processes may only be available to certain users depending on their “Special Permission”. If a process is selected and does not qualify for assignment to the user, the following pop-up message will appear.

To permit the assignment of the selected process, change the user’s special permission or contact TxEVER Helpdesk.
What happens when an employee/user leave?

The process discuss in this section refers to the steps a local administrator or system administrator needs to take for deactivating an existing user account in TxEVER.

This section is a step-by-step walk through guide.
Step 1: Click the “Deactivate User” button.

Step 2: Upon clicking the “Deactivate User” button, the system will display the following pop-up message. Then, click the “OK” button to complete the process.
Step 3: Verify the User ID’s Status is set to “Inactive”
What happens when an employee/user had his/her account de-activated and needs re-activation?

The process discuss in this section refers to the steps a local administrator or system administrator needs to take for reactivating a user account in TxEVER. This section is a step-by-step walk through guide.
Step 1: Search for the deactivated User ID and select it.

Step 2: Click the "Reactivate User" button.

Step 3: Upon clicking the "Reactivate User" button, the system will display the following pop-up message. Then, click the "OK" button to complete the process.
Step 4: Upon clicking the “OK” button, the system will display the following pop-up message. Then, click the “OK” button to complete the process.

Step 5: Verify the User ID’s Status is set to “Active”
What about password management?
The process discuss in this section refers to the steps a user, a local administrator and/or a system administrator needs to take for managing a user password in TxEVER.
This section is a step-by-step walk through guide.
Log into TxEVER via the web [https://txever.dshs.texas.gov/TxEverUI/](https://txever.dshs.texas.gov/TxEverUI/)
Step 1: Select “GLOBAL” Module Tab to access the User Maintenance.

Step 2: Click the dropdown arrow next to “TOOLS” to be taken to the “Security”

Step 3: Select “User Maintenance” to add a new user account, edit, or de-activate existing accounts.

Helpful Tip: Follow this procedure if a User is locked out from the application.
Step 1: Select the User needing a password reset, then click on the "Password" field.
Step 2: Enter a new password in respecting the rules as described below:

- Must have at least one numeric character
- Must contain uppercase and lowercase characters
- Must contain at least one of the [!@#$%^&*()_+~`|{}':",;.<>/?] symbols
- Must be a minimum of 9 characters long

Step 3: Re-enter the same new password.
Step 4: Upon clicking the “OK” button in the double data entry pop-up window, the system will display the following pop-up message. Then, click the “OK” button to complete the process.
Step 1: Click on the “Forgot Password?” link.
Step 2: Fill in User Name and Email ID.

Step 3: Click the “Reset Password” button.
Step 4: Upon clicking the “Reset Password” button, the system will display the following pop-up message. Then, click the “OK” button to complete the process.
Step 5: Check your desktop or webmail mail application for the "Password Reset Notification" email. This email contains a temporary password.

From: NO.REPLY@genesisinfo.com
Sent: Thursday, May 3, 2018 10:46:03 AM (UTC-06:00) Central Time (US & Canada)
To: Carpenter, Gaetan (DSHS)
Subject: Password Reset Notification

WARNING: This email is from outside the HHS system. Do not click on links or attachments unless you expect them from the sender and know the content is safe.

Please do not respond to this e-mail. This mailbox is not monitored.
Your password has been successfully reset in our system. Your temporary password is: 5Pg!q7#M2
Please login with temporary password and set password of your choice.
If you copy and paste the computer generated temporary password to log in, copy it backwards, i.e. right to left, instead of left to right. Sometimes copying and pasting the password left to right creates an invisible space in the box which will cause the system to reject the temporary password and not allow you to log in. If you’re still having problems, you can also type the password manually.
Step 6: Go back to the Log-in page of TxEVER and enter your User Name and the temporary password provided in the “Password Reset Notification” email.

Step 7: click the “Log In” button to complete the process. Do not forget to change the temporary password.
Step 1: Select “GLOBAL” Module Tab to access the User Maintenance

Step 2: Click the dropdown arrow next to “TOOLS” to be taken to the “Utilities”

Step 3: Select “Change Password”
Step 4: Enter the current password.

Step 5: Enter the new password (twice).

Step 6: Click the “Save” button.
Step 7: Upon clicking the “Save” button, the system will display the following pop-up message. Then, click the “OK” button to complete the process.
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LIBRARY TABLES
MAINTENANCE
This section serves to de-activate attendants, certifiers, attendants/certifiers who are no longer employed at the facility location.

Library tables are essential for the creation of event records because they hold the information for individuals involved in the registration process, such as birth attendant, birth certifiers, and birth attendant/certifiers. Information for these individuals will be part of the birth record.

The purpose of this document is to provide the user with a detailed step-by-step process for updating library tables in the system.
Navigation Buttons
These buttons are common throughout the Library Maintenance in Birth and Death Modules
Add a User to the Certifier/Attendant Library Table

Step 1: Select “BIRTH” Module Tab to access the Library Maintenance

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

Step 3: Select “Certifier/Attendant”
Helpful Tip: fields marked with a red asterisk (*) are mandatory

Step 4: Click on the “NEW” button

Step 5: Fill in all available fields and select a value from dropdown lists
Helpful Tip: fields marked with a red asterisk (*) are mandatory.

Step 6: Select “ALWAYS” in the dropdown list. This will assure this Certifier/Attendant will populate during the registration process.

Step 7: Select from dropdown list a User ID associated with the user’s role.

Step 8: Click on the “SAVE” button. The new facility has been created.
Search/Update to the Certifier/Attendant Library Table

Step 1: Select “BIRTH” Module Tab to access the Library Maintenance

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

Step 3: Select “Certifier/Attendant”
Step 4: Click the green search icon. This will permit the search of an office/practice.
Step 5: Enter a value in the search field

Step 6: Click the “OK” button
Step 7: Select a value from the dropdown list

Step 8: Select a value from the dropdown list
Step 9: In the list below, select one physician.

Step 10: Click "Edit" button to update details for the selected user and proceed to step 11, or click "Delete" button to delete the user from the table.
Step 11: Edit fields and/or select a value from dropdown lists.

Step 12: Select from dropdown list a User ID associated with the user's role.

Step 13: Click on the “SAVE” button. The Certifier/Attendant has been updated.

Helpful Tip: fields marked with a red asterisk (*) are mandatory.
De-Activate a User in the Certifier/Attendant Library Table

Step 1: Select an existing user from the list

Step 2: Click on the “Edit” button.
De-Activate a User in the Certifier/Attendant Library Table

Step 3: Select from dropdown list "Never"

Step 4: Click on the “Save” button.
Step 5: Click on the “OK” button.
This Certifier/Attendee is no longer displaying in the list.
Note: This will not remove the user from the table, since this entry may be linked to vital event records.
When creating a new account or changing/editing an existing account, a user may choose one of the following Location Type:

- Local Registrar,
- Practice and Physician,
- Justice of the Peace or Medical Examiner,
- Funeral Home and Director,
- Hospital User,
- Birthing Center User, and
- Midwife.
APPENDIX II—Location Type

When creating a new account or changing/editing an existing account, local admin will be required to enter the Location Type. Please choose of the following:

- State Department of Health
- County Office
- Funeral Home
- Medical Office
- JP/ME Office
- Birth Facility
- Local Registrar Office
- Midwife
- Attorney Office
- Office Of Attorney General
- Other Entities
APPENDIX III—Review Enrollment

When creating a new account or changing/editing an existing account from the Review Enrollment module, local admin will be required to select a Type of enrollment. Choose one of the following:

- New Enrollment
- Adding Location
- Changing Location

In selecting one of these types, Local Admin will be redirected in one of the three work queues.
APPENDIX IV

SECURITY PROCESSES

FOR BIRTH REGISTRARS

AT BIRTHING FACILITIES
Birth Facility (Hospital and Birthing Center) – Local Administrator:

Birth Facility (Hospital and Birthing Center) – Birth Clerk:
Birth Facility (Hospital and Birthing Center – Birth Certifier:}
APPENDIX V

Keyboard Shortcuts & Diacritical Marks
<table>
<thead>
<tr>
<th>Key Combination</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>T</td>
<td>Enters current date in any date field.</td>
</tr>
<tr>
<td>T and ↑ or ↓</td>
<td>Enters the current date and you can populate a day before or after.</td>
</tr>
<tr>
<td>Tab</td>
<td>Moves forward from one box/field to another box/field.</td>
</tr>
<tr>
<td>Shift Tab + tab</td>
<td>Moves backward from one box/field to another box/field.</td>
</tr>
<tr>
<td>Enter</td>
<td>Activates the next button on the page.</td>
</tr>
<tr>
<td>1st Letter of a Word</td>
<td>Enters selection from pick list of a dropdown list. Scroll through that letter.</td>
</tr>
<tr>
<td>Space Bar</td>
<td>Selects a radio button or check box.</td>
</tr>
<tr>
<td>Arrow Keys + ← or →</td>
<td>Moves from one radio button to the next. Right to Left or Left to Right.</td>
</tr>
<tr>
<td>Down Arrow</td>
<td>Opens a dropdown list.</td>
</tr>
<tr>
<td>Escape</td>
<td>Closes a dropdown list.</td>
</tr>
<tr>
<td>Ctrl + S + $</td>
<td>Saves the current record.</td>
</tr>
<tr>
<td>State Abbreviations</td>
<td>Selects the associated State by typing the first letter.</td>
</tr>
</tbody>
</table>
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 or 4 digit code. Release the “ALT” key and the respective diacritical mark will appear. Example: ALT+128 = Ç

<table>
<thead>
<tr>
<th>ALT Code</th>
<th>Name</th>
<th>ALT Code</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>128</td>
<td>Ç Diacritical Mark</td>
<td>0200</td>
<td>È Diacritical Mark</td>
</tr>
<tr>
<td>142</td>
<td>Ä Diacritical Mark</td>
<td>0205</td>
<td>Í Diacritical Mark</td>
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<tr>
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<td>É Diacritical Mark</td>
<td>0207</td>
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<td>0204</td>
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<td>154</td>
<td>Ü Diacritical Mark</td>
<td>0211</td>
<td>Ó Diacritical Mark</td>
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<tr>
<td>165</td>
<td>Ñ Diacritical Mark</td>
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<td>0221</td>
<td>Ý Diacritical Mark</td>
</tr>
<tr>
<td>0235</td>
<td>Ë Diacritical Mark</td>
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