Local Administrator Cheat Sheet-Fetal Death

Adding Fetal Death Reporting to an Existing User:

1. Add the birth-fetal death facility location to the user's locations
2. Add "fetal death clerk" and "fetal death certifier" process groups to medical certifiers. Fetal death clerks should only have the "fetal death clerk" process group.
3. If adding to a physician's account, enter that physician into the fetal death library attendant/certifier table as a certifier.

Add a New User:

1. Global > Tools > Security > User Maintenance
2. Complete every field with Red Asterisks > Click "Save"
3. You will automatically be sent to the next page to assign location
4. Search your facility name and assign the Birth and Death locations to the User. Click "Save"
5. You will be redirected to add processes to the account
6. Physicians should have the "fetal death clerk" and "fetal death certifier" process groups. Clerks should only have "fetal death clerk" processes.
7. Click "Save"

Adding a New Location:

4. The State will set up a Birth-Fetal Death location for your location if one is currently unavailable
5. Submit a request via Enrollment form to add a location
6. Once the State has added the Birth-Fetal Death version of your location to the database and given you access to the Fetal Death Module, you can then go: Fetal Death > Tools > Library Maintenance > Certifier and add the User to the table.

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

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

Keyboard Shortcuts:

Key			Action
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? The TxEVER team can be reached at Help-TxEVER@dshs.texas.gov or 512-776-3010

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