



## AOP Certified Entity Local Administrator TxEVER Cheat Sheet



### **Add a New User:**

1. Go to global, Tools → Security → User Maintenance
2. Enter new user's information
3. Add user's location(s)
4. Add user's contact preferences
5. Create user's security pin (click "Generate Pin")
6. Add user's security process(es)

### **Library Maintenance:**

1. Go to birth, then Tools → Library Maintenance →
  - Library maintenance tables for Attorney Office
2. Click "New" and enter user's information. Save

### **Reset Password:**

1. Go to global, Tools → Security → User Maintenance
2. Search for user, select the name, enter a new password, save

### **Rest Pin:**

1. Go to global, Tools → Security → User Maintenance
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 Maintenance
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.

### **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



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

**Help Desk Email:** [help-txever@dshs.texas.gov](mailto:help-txever@dshs.texas.gov)

### **Keyboard Shortcuts:**

T		Enters current date in any date field.
T + up/down		Enters the current date and you can populate a day before or after.
Tab		Moves forward from one box/field to another box/field.
Shift Tab		Moves backward from one box/field to another box/field.
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		Selects a radio button or check box.
Arrow Keys		Moves from one radio button to the next.
Down Arrow		Opens a dropdown list.
Escape		Closes a dropdown list.
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](mailto:txeverinfo@dshs.texas.gov) or 512-776-3010.