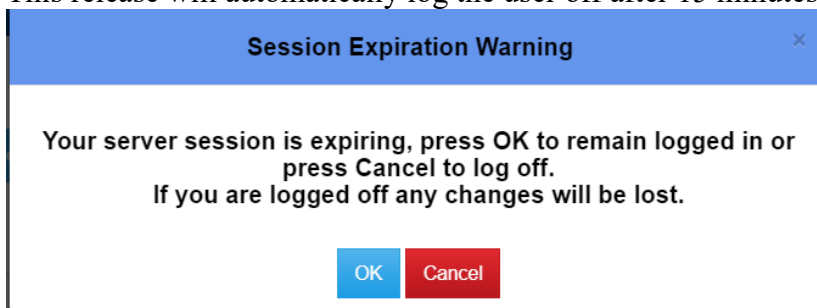


## What's Changed in Birth Defects?

With the new release production date of July 25<sup>th</sup>, this document will summarize the changes. The training manual will be updated at a later date to reflect the changes.

If you would like to test the changes, please log into the training system at: <https://vrerstrn-dhhs.ne.gov/WebSvcVrersTrn>. It has your current records as of July 12th in the training system.

This release will automatically log the user off after 15 minutes of inactivity.



If you are going to be away from the system, please remember to save your work. Otherwise, you will lose your work.

If you get an invalid login id/password message after you have been timed out after 15 minutes of inactivity, you can do a ctrl+f5 to refresh your screen before logging back in. Another option is to close your browser and then try and login again.

Everyone's password needs to be changed every 60 days. If it has been longer than 60 days since you last changed our password, you will need to change your password. Otherwise, you will get an invalid login id/password message.

With this release anything after a hyphen will be capitalized but you will need to turn off casing rules if the name has any special characters in the name.

There are new buttons (Message Birth Defect Admin) on the birth defect item and birth defect case. You need to enter a subject title, type in your message, and send.

When you receive a message you will receive a generic email. You have received a new message in the Vital Records Electronic Registration System. To view this message please log on to the system at <https://vrers-dhhs.ne.gov/WebSvcVrers/> and click on the "My Unread Messages" work queue. You will answer them through the NX message system or send them a secure email from your email account due to HIPPA regulations. That is another reason why we removed the Send Email feature in NX since we don't want anyone using the system to send out information they shouldn't.

To search for messages you have sent:

Go to Search Message System

There are different ways to search here

The easiest one is to search for has not read put in an n and search if not read and if read y and search (If only 1 will display it and if more than 1 will give all the messages)

From (your first and last name)

Subject (whatever you used for the title)

First Name (Name of Child)

Last Name (Name of Child)

Event entered by (your first and last name)

Raise Error Validations. The way the system handles errors has changed. If you encounter an error, the validation error(s) will display on the right side of your screen. All validation errors will need to be resolved before the record can be saved. If you have validation errors and try to save, your work will not be saved and you will get a message. The required fields are marked by a red asterisk.

Casing functionality changed. If you type in a name with a hyphen, the letter following the hyphen will automatically capitalize. If the name contains a special character, the letter after the special character will capitalize. You will need to turn the casing rules off if the name contains a special character.

There has also been changes with the application that should eliminate getting the invalid web service error.

## Helpful Additional Information:

If you have 2 names or one like McDonald you need to do a right click and select ignore casing rule before you type in the information for a new birth defect case. This allows you to capitalize whatever letters need to be capitalized, for example: McDonald. The casing rules are automatically turned on for each field. If you need another name field to be capitalized differently you will need to turn off casing rules for that field.

If you need to put accents (tildes) like: ñ, á, é, í, ú, Ñ; you need to press **SHIFT + ~ KEY** until you find the correct accent. You will need to type the letter first then do the **SHIFT + ~ KEY** (The ~ is located next to #1 key on your keyboard). **Extra spaces around punctuation are not allowed.** For example: Do not include spaces around a hyphen or other punctuation such as an apostrophe.

If Mom's residence is out of state you will not be able to create a birth defect case (on page 17 under births in current birth defect manual).

#### How to Log off NX:

When you are done working in NX and you are ready to close the application, follow the instructions listed below.

If you have multiple tabs open be sure to close all the tabs except one.

Close the tabs starting on the right side until one tab is left open.

When you come to the first tab click on File >Log Out.

This will log you completely out of the NX system and take you to the login screen.

Then click on the 'X' on the web browser located on the right to close the login window.

You can search by using the following special characters as well:

- Search criteria
  - % **Smi%**
  - \_** **Sm\_th**
  - ,A or ,D** **Ascending or Descending**

To search on Date fields you will need to include the slashes "/", for example: 01/04/2019

**%** - The **percent sign is a wildcard** and allows the user to not enter some letters in the search field. For example, if the exact spelling of the child's last name is not known, the user could enter the characters of the child's last name that are known and use the **%** to signify the remaining letters. If, for example, "**Smi%**" is used in the search field, it would find and display all records that started with "**Smi**". Or, if the last part of the child's name was known, the user could enter "**%son**" to locate all names that ended in "**son**".

**\_** (the **underline character**) – This character is used to denote that exactly **1** letter is unknown and can be anything.

**,A or ,D** – When a "**,A**" is put in a search field, the resulting records will displayed in ascending order on that field. If a "**,D**" is put in a search field, the results will be in descending order on that field. This is used when a large result is expected. It can be used in combination with other search criteria.

Please contact the vital records help desk if you have any issues or questions. The email address is [DHHS.VitalRecordsHelpdesk@nebraska.gov](mailto:DHHS.VitalRecordsHelpdesk@nebraska.gov).