

Good Life. Great Mission.

DEPT. OF HEALTH AND HUMAN SERVICES

NEBRASKA DEPARTMENT of HEALTH & HUMAN SERVICES (DHHS) VITAL RECORDS ELECTRONIC REGISTRATION SYSTEM (ERS) PHYSICIAN MANUAL FOR FILING DEATH CERTIFICATES Revised July 2021



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SUBSCRIPTION PAGE

The following link will take you to the Subscription page. This page was established for Physicians, Funeral Directors, County Attorneys and County Coroners. Select the link that best fits your job and interests. You can also subscribe to the subscriptions page and each time it is updated with information you will be notified via an email alert.

http://dhhs.ne.gov/Pages/Vital-Records-Partners.aspx

CDC TRAINING

CDC has free Cause of Death training for continuing education credits. CDC Link: <u>https://www.cdc.gov/nchs/nvss/improving_cause_of_death_reporting.htm</u>

Note: Subscription Page is also located in the Help menu after login. Click on Help>Subscription Page>Death or the link is below:

https://dhhs.ne.gov/Pages/Vital-Records-Death-Partners.aspx

DEFINITION OF TABS AND PARAGRAPHS IN ERS

Tabs – Tabs are referred to the tabs at the top of the webpage where you enter the information on Decedent, Dec History, Disposition, Medical, Assigned, Demographics, Complete and Flags tabs. Screen shot below has a red rectangle around the tabs with a label indicating tabs.

NOTE: The Medical and Flags Tab is for your information only.

Paragraph – Refers to each section in a particular tab, for example 'System' and 'Deceased' are paragraphs in the Decedent Tab. Screen shot below. The word 'Paragraph' in italics with yellow labels is listed in each paragraph below. In this document the paragraphs are identified as black Italic font.

Death: New			l	Image count: 0 Notes count: 0	Alerts: 0
Decedent Dec History Disposition Medical Assigned Dec	emographics Complete Flags/Fax	TABS			
System State File Nur	Local File Number		Date Created	Created By Laurie Funeraldir	Date Modified
Modified By Reg Type	Record Status NORMAL	٠			
Paper/Electronic?					
Deceased First Name PARAGRAPH	Middle Name		Last Name		Suffix
Alias?					
Alias First Name	Middle Name		Last Name		Suffix 🔹
2nd Alias-First Name	Middle Name		Last Name		Suffix
3rd Alias-First Name	Middle Name		Last Name		Suffix
Sex Date of death known?	Date of Death (String)		Decedent found		
Country of Birth	State of Birth				
United states		Y			
City of Birth					
Date of Birth					

NOTES UTILITY

The user can also add a note to the record or a particular field even after the user has finalized the record by selecting Actions and Show Notes.

Click on Actions>Show Notes



Notes window displays. Click 'New' button to add a new note.

	Notes										×
	Notes d	Field Name	Note	Create Date	Modify User Id	Modify User	Modify Date	ls Active	Application Function		
:	250	 Record	The father's last name is diff	2020-06- 02T18:24:35.3340689-04:00	11240	Laurie Funeraldir	2020-06- 02T18:24:35.3340689-04:00			View	
	New Close										

Type in your note and click Save.

	Notes	
Field Name:Record Security Function:	Field Label:Record V Is Active?	
B I <u>U</u> sbs ≣		
Format • 0	(inherited font) (inherited size)	•
1		
	Orea Oreant	

You can also double click on the green Notes button in the upper right to access notes utility.



You can see in the Notes grid that your Note was successfully saved.

	Notes										
Notes Id	Notes Rield Name Create Date Modify User Id Modify User Modify Date Is Application Function										
250	 Record	The father's last name is diff	2020-06- 02T18:24:35.3340689-04:00	1 1240	Laurie Funeraldir	2020-06- 02T18:24:35.3340689-04:00			View		
251	 Record	Time of death is 2 hours and 1	2020-06- 02T18:29:29.0221989-04:00	1 1240	Laurie Funeraldir	2020-06- 02T18:29:29.0221989-04:00			View		
	New Close										

The user can also right click in a field to add a Notes. Choose any field, right click and Select Notes. Age Unit

HOURS	Show Page Errors
	Site Information
	Notes
	Insert Current Date
	Clear Field
	Insert Default Value

NOTE: Once a note is added the 'Notes Count' highlighted in green at the top will display a count of the notes that were added. You can look at notes by either clicking on the Actions>Notes or double clicking on the green highlighted box that says Notes count.



The user can also add a note to the record or a particular field even after the user has finalized the record by selecting Actions and Show Notes. However, it is preferred that the hospital comments section be primarily used for comments or notes (see Complete Tab). Only after the record has been finalized by the hospital (hospital complete=Y and saved) should the Notes feature be used.

OVERRIDES AND QUERIES

Depending upon the field and the given user's security role, options of **Override** and **Query** may also be available.

If fields are overridden please add a Note with an explanation as to why it was overridden.

Note: You should seldom use Query unless you are planning on finding out more information before completing the record. In this example there are 3 options to query which are 1, 2 and 4. You can hover over each number to see how each are defined.

Validation Errors	
Medical > Other Death Info >	-
Female Pregnant	
8. Not Applicable is not a valid	
selection for a female in the	
age range of 5-75	
R 0 Q Bypass: 1 2 3 4	

Once you hit Override by selecting O it turns the field aqua blue. In the example below, the Manner of Death is Natural Causes and the Cause of Death contained the word Fracture.

Medica	l > Manner	of Death >
N	lanner of D)eath
Fracture	was speci	fied in the
cause of	death. Fra	actures are
not usual	ly a Natur	al Death.
Should th	is be an A	ccidental
Death ins	tead of Na	atural? Re-
Key the F	ield and c	orrect your
entry or C	Overrride E	Edit if it is
correct.		
R O Q	Bypass:	1 2 3 4



ELECTRONIC REGISTRATION SYSTEM (ERS) INSTRUCTIONS

Electronic Registration System (ERS) Log on Screen

Enter: User Name, Password Click: Log In



NOTE: In the Help menu you can access the Handbook for Physicians, Cause of Death e-Training and Subscription Page. There is free available continuing education hours from the CDC. For a summary of course information and continuing education the URL is: <u>https://www.cdc.gov/nchs/nvss/improving_cause_of_death_reporting.htm</u>. The course training URL is: <u>https://www.cdc.gov/nchs/training/improving_cause_of_death_reporting/</u>.

NOTE: It is highly recommended to use Chrome or Safari when using this application. Each field that is in focus will be highlighted yellow to indicate which field you are on. If it is a checkbox field the label will be underlined.

NOTE: The fax servers have been retired. The notification process will all be through email.

How to display a death record. Click on the work queues. There are three work queues which are Attend Physician in Progress, Attend Physician Reject and Records Queried. When logged in as a Physician you will click on the appropriate queue. If a death record is in progress you will click on Attend Physician in Progress. If any record has been rejected you will click on Attend Physician Reject queue.



Click on the Work Queue Attend. Physician in Progress will display. To display the record highlight the record you would like to see and click on the Display button or you can also double click on the highlighted row.

Vork Queue: At	tend. Physi	cian in Pr	ogre	ess										
Search Criteria Sear	ch Result													
Flat View												Imag	ges: 0 Notes: 0	Display
Group By:														
State File Number ~	Date of Death	 Date of Birth 	n ~	Year v	Active?	~ P/E?	Death State	~	First Name	Middle Name	Last Name 🗸 🗸	Suffix ~	Certifier Assigned	~ Dr S
	07/10/2020	06/15/1980		2020			Nebraska		jane	lynn	doe		Strike, Lucky	1

Once the record is displayed the Medical tab will be in focus. All other tabs are for informational purposes only.

Decedent Tab

This tab is for information purposes only.

Disposition Tab

This tab is for information purposes only.

Medical Tab

Death: 2739168	Image count: 0 Notes count: 0 Alerts: 0	▼ Save
Decedent Disposition Medical Assigned Flags Amend		
jane doe		
Date of Death (contact Funeral Home if not correct) Found 07/10/2020		
Show Notes		
Show Notes		
Manner of Death		
Manner of Death		
NATURAL CAUSES T		
Cause of Death (Part 1) Enter the chain of events that directly caused death.		
a. Immediate Cause (Final disease or condition resulting in Death)		
Approx. Interval - Onset to Death		
List Conditions leading to the cause on line A.		*
b. Due to or as a Consequence of		
Approx. Interval - Onset to Death		
c. Due to or as a Consequence of		
Approx. Interval - Onset to Death		
d. Due to or as a Consequence of		
Approx. Interval - Onset to Death		

Cause of Death (Part 2) Other significant conditions contribu	ting to death.	
Other Death Info Female Pregnant 8. NOT APPLICABLE.		y
Was Medical Examiner or Coroner C	ontacted? Autopsy?	Were Autopsy Findings Available to Complete Gause of Death?
Injury Transportation Injury?	Y Transportation Injury	×
Date of Injury Known?	transportation injury	
Time of Injury Known?	Time of Injury am/pm	v
Describe how Injury occurred		× × ×
Address of Injury		State
City	Zipcode v	*
Time of Death Physician Time of Death known?	Time of Death	am/pm
Attending Physician/PA/Nurse F Medical Complete (Y/N)?	Practitioner Complete & Sign Complete Date Completed by	
Record Signed?	Date Signed Signed by	
Reject to Attending Physician		
Name of Certifier		
Run Cause of Death Edits Run Cause of Death Edits	ins	

Decedent First Name - This will autofill

Decedent Last Name - This will autofill

Date of Death (contact Funeral Home if not correct) - This will autofill

Found – This will autofill

Show Notes - This is a button to click on and see any notes that have been provided

Manner of Death paragraph

Manner of Death - Select manner of death from the dropdown list

If the Manner of Death is not due to natural causes, you will need to enter all the Injury information.

Cause of death (Part 1) Enter the chain of events that directly caused the death – paragraph

NOTE: Casing is turned off for the Immediate Cause of Death and the List of Conditions leading to the cause of death below.

a. Immediate Cause (Final disease or condition resulting in Death)-Text field. This field is required. Approx. Interval – Onset to Death – Text field. This field is required. If unknown, enter Unknown.

List Conditions leading to the cause on Line A paragraph

- b. Due to or as a Consequence of -Text field.
 Approx. Interval Onset to Death Text field
- c. Due to or as a Consequence of -Text field. Approx. Interval – Onset to Death – Text field
- d. Due to or as a Consequence of -Text field. Approx. Interval – Onset to Death – Text field

Cause of Death (Part 2) paragraph

Other significant conditions contributing to death - Text field.

Other Death Info paragraph

Female Pregnant - Select from the dropdown list

Was Medical Examiner or Coroner Contacted? - Select from the dropdown list

Autopsy? - Select from the dropdown list

Were Autopsy Findings Available to complete Cause of death? - Select from the dropdown list

Tobacco Contribute? – Select from the dropdown list

Has Organ or Tissue Donation been considered? - Select from the dropdown list

Was Consent Granted? – Select from the dropdown list. A is for Not Applicable and is automatically picked when previous field is No

Injury paragraph

Note: Injury fields only apply if the manner of death is not due to Natural Causes.

Transportation Injury? - Select from the dropdown list

If Transportation Injury – Select from the dropdown list

Date of Injury known? - Date field. You can type in the date or select from the calendar widget.

	Date of Injury									
	_/	/	f							
	 ✓ July 2021 									
	Su	Мо	Tu	We	Th	Fr	Sa			
	27	28	29	30	1	2	3	Γ		
_	4	5	6	7	8	9	10	-		
_	11	12	13	14						
_		Wed	nesda	ay, Jul	y 14,	2021		-		

Time of Injury Known? - Select from the dropdown list.

Time of Injury – Enter time

Am/pm – Select from the dropdown list.

Place of Injury – Select from the dropdown list. If place is not in the dropdown type in the place and tab and the field will turn orange. Screenshot below.

Place of Injury

River

Injury at work? – Select from the dropdown list.

Describe how injury occurred - Enter text on how injury occurred

Address of injury - Enter address

State – Select from the dropdown list.

City – Select from the dropdown list.

Zipcode – Select from the dropdown list.

Time of Death paragraph

Physician Time of death known? – Select Y or N. If you select N the following two fields will be automatically field in

Time of Death – Enter time of death

Am/pm – Choose AM or PM

Attending Physician/PA/Nurse Practitioner Complete & Sign paragraph

Medical Complete (Y/N)? – Select Y or N.

Once the Medical Complete is answered Y, Views will run automatically. VIEWS (Validations and Interactive Web Edits) is an online service provided by CDCs National Center for Health Statistics enabling improved mortality validations during entry into state's electronic death systems.

If VIEWS does not find any issues, the following will be returned:

								Views Result
No.	Category	Field	Term	Message	Suggestions	Response	Replace With	
No results to show	ν.							
								Accept Cancel

You can either select Accept or Cancel to continue.

The following two examples and instructions below are for what to do if VIEWS returns suggestions that should be followed up on.

					Views Result					×
		-	-			-				
No.	Category	Field	Term	Message	Suggestions	Response	Replace With			
1	Spelling	Line1a	Pneumona		pneumonia			Respond		
2	Abbreviation	Line1b	COPD	COPD is a known abbreviation. Please select the correct term from the provided list:	Chronic Obstructive Pulmonary Disease			Respond		
					Accept Cancel					

Click on the Respond button and the Views	window will display.
---	----------------------

	views	
Category:	Spelling	
Field:	Line1a	
Term:	Pneumona	
Message:		
Suggestions:		
pneumonia		*
Response:	Ignore OK Cancel	

Click on OK if agree with suggestion or Ignore if don't agree with suggestion. If you click OK, what was entered will be replaced with the Suggestion on the record.

	views	
Category:	Abbreviation	
Field:	Line1b	
Term:	COPD	
Message:	COPD is a known abbreviation. Please select the correct t	erm
from the provided I Suggestions:	st:	
Chronic Obstruct	ve Pulmonary Disease	
Response:	Not Answered	
	Ignore OK Cancel	

Follow instructions above for this example.

No.	Category	Field	Term	Message	Suggestions	Response	Replace With	
1	Spelling	Line1a	Pneuonia		pneumonia	Suggestion Used	pneumonia	Respond

Accept

Cancel

Then when done, click the blue Accept button.

The information on the record has been changed:

Cause of Death (Part 1) Enter the chain of events that directly caused death a. Immediate Cause (Final disease or condition resulting in Death)
pneumonia
Approx. Interval - Onset to Death Weeks
List Conditions leading to the cause on line A. b. Due to or as a Consequence of
Chronic Obstructive Pulmonary Disease

Complete Date – Will autofill with today's date

Completed By – Will autofill with the user that is logged into the system

Certifier or Completed paragraph

If you try and do a full save by clicking on the Save button with validation errors you will receive the message below.



Save Without Edits should go here.



Assigned Tab

If you have been assigned a record that was not a patient at your location or should be assigned to the County Attorney you can do the following:

You will need to select Y from the dropdown.



Select the reason from the dropdown list and save the record. An email will automatically be generated and sent to the Funeral Home for them to reassign the record.



Flags Tab

This tab is for information purposes only.

USER PROFILE

Click on Profile icon on the Toolbar. Click on Edit Your Profile link which takes you to the profile page.

If you want to click for your menu choices without hovering you can edit your Profile which is located on the right side of the page on the toolbar. This will allow you to not hover over the submenus in the tool bar. To change your preference from hovering, go to Profile button and click on Edit your profile link. Then check the box next to 'Use mouse-click to open/close submenus?' in the Operations section of the profile page. You may want to experiment with this to see what your preference is. After making the change please remember to click on the Save button.



You are able to change the functionality of the submenu's and you can skip to the next field when the input length have been reached by checking the User mouse-click to open/close submenus or Skip to next field when input length reached. See screen shot below.

Operations	
Default Event Year	2020
Menus	Use mouse-click to open/close submenus?
Inputs	□ "Skip to next field when input length reached?

PRINTING DOCUMENTS/FORMS

You can print when you have the death record displayed or when a record is highlighted on the Search Results screen, including Work Queues.

Click on Documents >Documents> choose document you want to print. You can see the list of documents to print from the dropdown list. In this example we are selecting D Office Copy Legal Size.

Home Fi	le + Search +	Documents -	Requests -	Action -	Tools +	Batch +	Help	•			
Death: 19	950959	Documents	•	D Office	Copy Legal	Size					
Decedent System State File N	Dec History Number	Disposition	Medical Assi	D Office D Office D Permit D Works	Copy Letter Copy Statis t Cremation heet	Size tical Page	lete	Flags	Amend	Date Created 03/11/2020	
Modified B mark Paper/Elec	y tronic?	Reț	g Type tivate/Deactivate		R	ecord Statu NORMAL	15		•		

Example of documents below.

			STAT	E OF NEBRASK	A - DE	PART	MENT O	F HEALTH		ним	AN SERV	ICES				
_					CER	TIFIC	CATE	OF DE	ATH	1						
	1. DECEDENT'S-NAME (Firs	t, Middle,	Last	, Suffix)							2. SEX		3	April 21	2020	, Day, Yr.)
	4. CITY AND STATE OR TER	RITORY, OR FO	OREIG	N COUNTRY OF B	IRTH I	5a. AGE	- Last Bir	thday 5b. U	NDER		R 5c. UN	DER 1 DA	AY 0	DATE OF	BIRTH (Mo.,	Day, Yr.)
						(Yrs	i.)	MC	S.	DAYS	HOUR	S MIN	IS.			
	Lincoln, Nebraska						74							May 10,	1945	
	7. SOCIAL SECURITY NUMB	ER					8a. PLA	CE OF DEA	ТН							
	595-94-4844	atitution alua		and as subset			HOSP		patien		OTHER		sing H	ome/LTC	Hosp	pice Facility
5	ov. PAGILIT PRAME (IT NOT IN	istrution, give	arret	and humbery	- /				R/Outp	patient		X Dec	edent'	s Home		
	33838 Avenue B			_		_			ØA	- 1	<u> </u>	U Oth	er (Spi	city)		
	Sc. CITY OR TOWN OF DEAT	TH (Include Zip	Code)							8	Id. COUNT	OF DEA	TH			
i	9a. RESIDENCE-STATE			9b. COUNTY		_	_	9c. CITY OF	RTOW	IN I	-Red W	lilow				
	Nebraska			Red Willow				McCoo	ok							
5	9d. STREET AND NUMBER								8	e. APT	r. NO. 9	f. ZIP CO	DE		9g. INSIDE	E CITY LIMITS
	33838 Avenue B											69001			X YE	S [] NO
	10a. MARITAL STATUS AT T	IME OF DEATH		arried Never N	larried	10b. N	AME OF	SPOUSE (F	irst,	Middle	a, Last,	Suffix) If	wife, g	ive maiden	name	
	Married, but separated	1 U Widowed		Divorced Unk	nown	Sue	Ann	Georgett	e							
	11. FATHER'S-NAME (First, Robert Drew Andr	Middle,	Last,	sumx)				12. MOTHE Morv	Sm	IAME ((First, N	liddle,	Maide	n Sumame)		
	13 EVER IN U.S. ARMED ED	RCES2 Give d	ates of	service if Yes	14a IN	FORMA	NT-NAME	mary	011					14b RELAT		DECEDENT
	(Yes, No, or Unk.) No				Susa	an Lee	Smith							Wife		
	15. METHOD OF DISPOSITIO)N 16a.	EMBA	LMER-SIGNATUR	E				16b	LICE	NSE NO.			16c. DATE	(Mo., Day, Y	r.)
1	Burial Donatio	n N	lot En	nbalmed										April 23	, 2020	
	Bemoval Other (S	Specify)	CEME	TERY, CREMATO	RY OR (OTHER L	LOCATIO	N		c	TOW	•			STAT	TE
		Α	spen	Cremation Ser	vice					L	incoln				Nebra	aska
	17a. FUNERAL HOME NAME	AND MAILING	ADDR	ESS (Street, City of	or Town	, State)									17b. Zip C	ode
_																
-	18. PART I. Enter the chain of ever	ntsdiseases, inju	uries, or	CAUSE C	OF DE rectly car	ATH (S used the d	See ins death. DO N	T enter term	s and final ev	ents suc	mples) thas cardiac	arrest.		APP	ROXIMATE	INTERVAL
	respiratory arrest, or ventricu	ular fibrillation wit	hout she	owing the etiology. DO	NOT AB	BREVIAT	E. Enter on	ly one cause	on a line	e. Add a	dditional line	a if necessa	iry.			
	IMMEDIATE CAUSE (Final	a) Chronic	Obstr	: ructive Pulmon	arv Di	sease								3 V	et to death Veeks	
	disease or condition resulting															
	in deam)	DUE TO, OR	ASAC	ONSEQUENCE O	F:									ons	et to death	
	any, leading to the cause listed	-														
	on line a.	DUE TO, OR	AS A C	ONSEQUENCE O	F:									ons	et to death	
	Enter the UNDERLYING CAUSE	c)														
	(disease or injury that initiated			ONSEQUENCE O										000	et to death	

If you are trying to print and you get the following message indicating that the popup is blocked, Follow the instructions below to enable the popup.

Popup Blocked	×
Code:999999	
The popup is blocked and unable to open a new windows. Please enable popup and try again.	* •
The detail of error is logged in the page errors.	
ок	

If you are using **Chrome** click on the ellipses in the upper right corner and go to Settings



Once the Settings page loads click on Advanced

0 (Open the New Tab page
0 (Continue where you left off
۵ (Open a specific page or set of pages
_	file:///C:/Program Files/Google/Chrome/Application/DHHS_Google_Start_Page.htm file:///C:/Program%20Files/Google/Chrome/Application/DHHS_Google_Start_Page.htm
ł	Add a new page
ι	Use current pages

Once you click on Advance go to Content

Privacy and security

Google Chrome may use web services to improve your browsing experience. You may optionally disable services. Learn more	these
Use a web service to help resolve navigation errors	
Use a prediction service to help complete searches and URLs typed in the address bar	
Use a prediction service to load pages more quickly	
Automatically send some system information and page content to Google to help detect dangerous apps and sites	
Protect you and your device from dangerous sites	
Automatically send usage statistics and crash reports to Google	
Send a 'Do Not Track' request with your browsing traffic	
Use a web service to help resolve spelling errors Smarter spell-checking by sending what you type in the browser to Google	
Manage certificates Manage HTTPS/SSL certificates and settings	
Content settings Control what information websites can use and what content they can show you	Þ
Clear browsing data Clear history, cookies, cache, and more	Þ

Click on Popups

 Images Show all
Popups Blocked
Ads Blocked on sites that

The Popups page displays

← Popups	
Blocked (recommended)	
Block	ADD
No sites added	
Allow	ADD
No sites added	

Click the Add button that is associated with Allow. The Add window will display. The in the following in the Site line: <u>https://vrers-dhhs.ne.gov/WebSvcVrers</u> and click the Add button. The site has been added to popups and you will no longer receive the popup blocker message.

Concol	٨dd

If you have Internet Explorer follow the instructions below:

Click on the Setting icon in the upper right corner that looks like a gear.



Click on Internet Options

Print	
File	
Zoom (90%)	
Safety	
Add site to Start menu	
View downloads	(
Manage add-ons	
F12 Developer Tools	
Go to pinned sites	
Compatibility View settings	
Report website problems	
Internet options	
About Internet Explorer	

Click on the Privacy tab, then click on the Settings button in the Pop-up Blocker section.

Internet Options					? 💌
General Security	Privacy	Content	Connections	Advanced	
Settings					
Select a setting fo	or the Inte	rnet zone.			
Med	ium				
	ocks third- vacy policy ocks third- used to co estricts fir: to be used t	party cook party cook ntact you (st-party co to contact y	ies that do not ies that save ir without your e: okies that save you without you	have a comp oformation the plicit consent information ur implicit cor	pact at can t that isent
Sites	Imp	oort	Advanced	Def	ault
Location ———					
Never allow w physical locati	ebsites to on	request yo	ur	Clear	Sites
Pop-up Blocker -					
🔽 Turn on Pop-u	ıp Blocker			Sett	ings
InPrivate					
🔽 Disable toolba	rs and ext	ensions wh	ien InPrivate Bi	rowsing start	s
) Some <u>settir</u>	ngs are ma	naged by y	vour system ad	ministrator.	
		Ok	. Са	ancel	Apply

Type the following address in the Address of website to allow: <u>https://vrers-dhhs.ne.gov/WebSvcVrers</u> click the Add button and it will move to the Allowed sites box to allow popups on Internet Explorer.

Pop-up Blocker Settings
Exceptions
Pop-ups are currently blocked. You can allow pop-ups from specific websites by adding the site to the list below.
Address of website to allow:
Add
Allowed sites:
vrerestest-dhhs.ne.gov Remove
Remove all
Notifications and blocking level:
V Play a sound when a pop-up is blocked.
Show Notification bar when a pop-up is blocked.
Blocking level:
Medium: Block most automatic pop-ups
Learn more about Pop-up Blocker Close

To Save as PDF in Chrome follow the instructions below:

You can also print it as a PDF by clicking on the download arrow icon in the upper right.



Once downloaded, it is in the download tray at the bottom. Click to open. It will open again in another window.

Click the Download button again and the Save As window will display. You can change the File Name to whatever you choose. Verify that the Save as Type is Adobe Acrobat Document.

Save As						
← → · ↑ 🐂	> This PC > Windows (C:)			5 V	Search Windows (C	a, (:
Organize 🔻 New	v folder					
👳 Imccall (\\fs1\ł	hc ^ Name ^	Date modified	Туре	Size		
Personal	DHHS	1/25/2019 5:08 PM	File folder			
💷 This PC	📙 Intel	1/25/2019 12:20 PM	File folder			
3D Objects	OnBase Printer Spool	1/25/2019 6:00 PM	File folder			
Desistern	h PerfLogs	12/13/2017 7:41 PM	File folder			
	Program Files	1/26/2019 2:59 AM	File folder			
Documents	Program Files (x86)	1/25/2019 6:00 PM	File folder			
🕂 Downloads	TEMP	1/25/2019 3:19 PM	File folder			
👌 Music	Users	1/28/2019 11:18 AM	File folder			
Pictures	Utils	1/28/2019 8:08 AM	File folder			
📑 Videos	Windows	2/5/2019 2:45 PM	File folder			
Lindows (C:)						
👳 Imccall (\\fs1\h	hc					
👳 200_Apps (\\FS	51					
🚍 223 Data (\\FS1	1)					
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Click on the Print icon in the upper right to print the document.

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To Save as PDF in Internet Explorer follow the instructions below:

Click on the Download button

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At the bottom of the screen, click on the down arrow next to the Save button and choose Save As

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Save As window will display. In the File Name field you can change the document name to what you want. In the Save As Type field be sure that Adobe Acrobat Document is selected as this saves it to a PDF. Then click on Save.

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To Save as PDF in Safari follow the instructions below:

Click on the Download button

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Click on the Downloads icon and choose Open Folder



Look for your document in the download list and double click on it. Then choose File>Export as PDF. The following Save As window will display. Change the Save As field to the name you choose and you can change the Where field to where you want to save the document. Click Save.

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KEYBOARD SHORTCUTS

The **Tab** key moves the user from field to field within the data entry form. Before the field is exited, it is edited for errors (unless the edits for the field are overridden or the field is queried). Fields are ordered left to right, top to bottom, in normal reading order. When the **Tab** key is pressed in the last enterable field on a page, the notebook selects the next page and the text cursor is placed in the first enterable field on that next page. If a page contains no enterable fields, it is skipped.

Shift-Tab moves the user to the previously held field. It will not automatically switch pages.

Delete

Put the cursor in the text field and hit the Delete key.

F1

Depressing F1 displays field help for the field your cursor is on.

Ctrl- 0 (zero)

The data entry form is built from labeled boxes which are referred to as paragraphs (in Windows terminology, group boxes). Pressing **Ctrl-0** will move the text cursor from the present field to the first enterable field in the next paragraph.

Ctrl-R

This brings up a dialog box to 'Reload the page' with a warning indicating that the changes might not be saved.

Ctrl-C

This key copies the highlighted text to the clipboard. The field contents are not altered from the clipboard.

Ctrl-V

Pastes the contents of the Windows clipboard into the field containing the text cursor. The contents pasted by **Ctrl-V** replaces whatever may otherwise be in the field.

Ctrl-X

This shortcut cuts the present field and copies its contents to the Windows clipboard. From the clipboard, it can be pasted into another data entry field, or into another Windows application which supports the clipboard.

T (F and B)

On many date fields the user can enter a "**T**", for "today", and the current system date will display. Additionally, the values "**F**", for "forward" (the next following date), and "**B**", for "back" (or, the immediately preceding date), are available. These values may be repeatedly entered to continue the process of either advancing or reversing the date one day at a time.

Ctrl-S

This saves the current Event. This is equivalent to the File / Save menu item.

Left Mouse Click

The left mouse button can be used to place the text cursor in a particular field by clicking when the mouse cursor is over the desired field. The left mouse can also select notebook pages by clicking on the tab for the desired page.

Right Mouse Click

A menu of options for a field may be displayed by clicking the right mouse button when the mouse cursor is positioned over the field. This can be used to clear a field.

Alt-F4

This key combination displays a dialog box indicating Leave Site? With a message displaying 'Changes you made may not be saved.' If you click on the Leave button, Windows will close the web browser.

'U' in date field – If you type in a U for unknown in the date field it will fill in all 9's for the date.

HOW TO SEARCH WITHIN ERS

Search Criteria

On the Search Screen, first note that there are two tabs – the Search Criteria tab and the Search Results tab.

The **Search Criteria** tab is where the criteria for the search are entered. The **Search Results** tab is where the results (record entries, if any) of that search is displayed.

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

•

Search criteria	
%	Smi%
_	Sm_th
,A or ,D	Ascending or Descending
NULL	
<>NULL	
$(\mathbf{X} + \mathbf{Y})$	Records with a value <i>between</i> (and including) X and Y
IN(A+B+C)	Records with a value in that listed set
>,>=,<>,<=	Other operators

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

Fields included on the **Search** tab have been selected for their relevancy to the search for each Event. They typically include name fields, key date fields, facility fields and the like. Any one of these fields by itself is sufficient to institute the search. For example, a name field alone will yield search results. If, however, you wish to refine the search, additional search criteria can be entered in additional fields thereby narrowing the results set.

Note, though, that while a greater number of fields used in the search will result in a more refined set of results, **each** of the criteria entered becomes part of the match process and this, in turn, necessitates a greater accuracy in those criteria that are entered. Entering '**Betty**' for a woman's first name, for example, will cause the entire search to fail if the person's name is known to the systemas '**Elizabeth**'.

In addition to entering exact information for the search, other options are possible.

% - The **percent sign** allows the user to not enter some letters in the search field. For example, if the exact spelling of the decendent's last name is not known, the user could enter the characters of the decedent'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 decedent'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 **a**scending order on that field. If a ",D" is put in a search field, the results will be in **d**escending order on that field. This is used when a large result is expected. It can be used in combination with other search criteria.

NULL – When this word is used in a search field, the records with an empty (or, **null**) value are displayed. For example, this might be used in the **State File Number** field to display those records that have not been numbered yet.

SNULL – This indicates a not null, or not empty, value – i.e., some sort of value is present.

(X+Y) – This is interpreted as "Search for records that have a value BETWEEN X and Y". This actually includes the values X and Y too. This can be used for any field including the state file number and the date fields that are true dates and not just string representations of the dates. True dates are usually the dates that cannot have an unknown component. IN(A+B+C) – This search construction directs that at least one of the listed values be present -

either A or B or C.

Other operators – These include >,>=,<,<,=. For example the operator >= will find records with a value greater than or equal to the rest of the search field entered. To find a last name that is greater than or equal to **M**, for example, the characters >= **M** would appear in the Last Name field. The <> operator means "not equal to".

From menu click on Search> Death. The 'Search (Death)' screen displays:

HOW TO CHANGE SCREEN SIZES

Many users may want larger text on their screen. The following instructions are for various browsers if you want to experiment with what size works best for you.

To change the screen size in **Chrome** go to your ellipses button (looks like 3 dots). Then click on the plus button next to Zoom in order to make your screen bigger. Screen shot below.

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New tab	New tab			Ctrl+T		
New windo	New window			Ctrl+N		
New incogr	New incognito window			Ctrl+Shift+N		
History				×		
Downloads	Downloads			Ctrl+J		
Bookmarks				•		
Zoom	- 1	00%	+	20		
Print				Ctrl+P		
Cast						
Find	Ctrl+F			Ctrl+F		
More tools				•		
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Settings						
Help				•		
Exit						

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To change the screen size in **Microsoft Edge** go to your Settings which is the eclipse (three dots) in the upper right corner. Then click on the plus or minus buttons to zoom in out. Screen shot below.



To change the screen size in **Firefox** click on the hamburger button. Then click on the Zoom button and choose to zoom in or out or choose the percent size you want. Screen shot below.

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Ģ	New Window Ctrl+1						
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Ģ	Restore Previous Session						
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	Customize						
	Open File	Ctrl+O					
	Save Page As	Ctrl+S					
2	Print						
Q	Find in This Page	Ctrl+F					
	More	>					
	Web Developer	>					
?	Help	>					
С	Exit	Ctrl+Shift+Q					

To change the screen size in **Safari** hold the Command button down and click on + to increase the size or - to decrease the size. Or you can click on View on the toolbar and choose Zoom In or Zoom Out.

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