1) Global tab > tools > security > user maintenance

Ensure the user has a TxEVER account.

Ensure user has an account at your location. If not, add the location to their account.
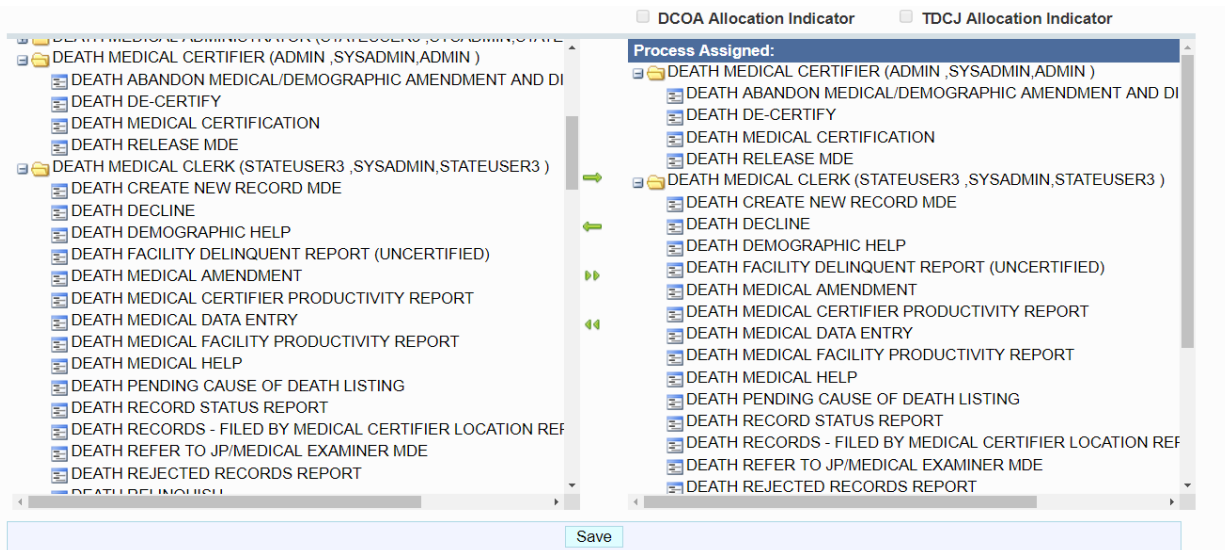

2) Ensure the user has the correct security processes.
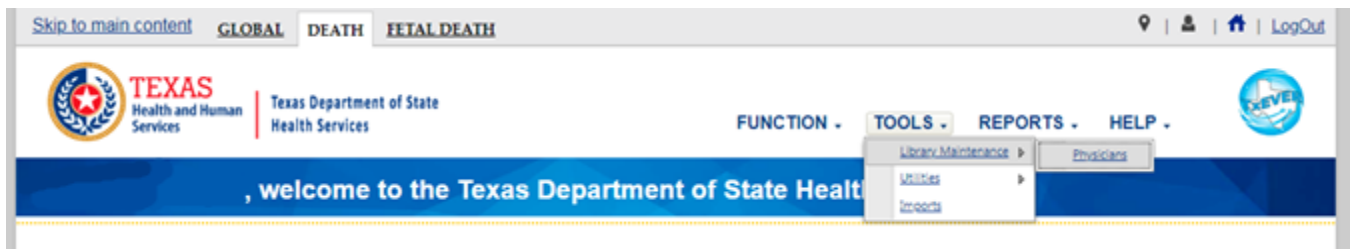
Physicians must have two sets of processes.

Physicians must have "DEATH MEDICAL CERTIFIER" and "DEATH MEDICAL CLERK" process groups attached to their accounts.

Medical Examiners and Justices of the Peace must have "DEATH ME/JP CERTIFIER" and "DEATH ME/JP CLERK" process groups.

Click save after correcting the processes.

3) Open Physician Table by Selecting the "Death" tab > Tools > Library Maintenance > Physicians

4) When the table scrolls to the bottom of the screen where physicians registered at your facility are listed, and then scroll the screen to the right until you see the column "Mapped User ID"

5) Select the row where a mapped user ID is missing and "Edit":

Zip	Zip Ext	License Number	NPI	To Email	CC Email	Method Of Contact	Display In List	User ID	Date/Time		Mapped User ID
'5525		R2587				E-MAIL	ALWAYS	STATEU	9/26/2018 2:17:31 PM		TBROWN
'5025		R2589			!	E-MAIL	ALWAYS	JANBUR	11/7/2018 5:19:11 PM		
'5032		B2587			.	E-MAIL	ALWAYS	GCARPE	10/23/2018 10:11:20 AM		GCARPENTIER
'9714		15151511				E-MAIL	ALWAYS	ADMIN	10/8/2018 2:27:51 PM		
'5032		C1234				E-MAIL	ALWAYS	STATEU	9/26/2018 2:58:10 PM		
5215		25526				E-MAIL	ALWAYS	ADMIN	10/19/2018 12:13:09 PM		
'8525		Z1234				E-MAIL	ALWAYS	STATEU	9/11/2018 4:42:35 PM		

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The toolbar is located above the table:

Zip: *   78756 ▼   EXT: _____

New   Edit   Save   Clear   Delete   Search   Undo

Select a physician office to filter the grid below: TEST PHYSICIAN ▼ 🔍

Select a physician type to filter the grid below: --Select a value-- ▼

Physician Office Name	Type	Title	Prefix	First Name	Middle Name	Last Name ▲	Suffix	Street Address	Apt/Suite	State/C
TEST PHYSICIAN	CERTIFYING PHYSICI.	MD		SAM		DERRICK		123 NEW STREET		TEXAS
TEST PHYSICIAN	PHYSICIAN	OTHER		SANDRA	L	LACKEY		1100 W 49TH STREET		TEXAS
TEST PHYSICIAN	CERTIFYING PHYSICI.	MD		RAVEN		WRENCHER		1100 W 49TH ST		TEXAS

If the user does not appear in the library table, select "new" to create a new entry.

6) Ensure that the "display in list" entry for the account is set to "always" and that the method of contact is set to "e-mail."

PHYSICIAN

Physician Office/Practice: * PRESBYTERIAN HOSPITAL OF GREEI

License Number: * X0000

NPI:

TO Email: * fieldservices@dshs.texas.gov

CC Email:

Method Of Contact: * E-MAIL

Display in List: * ALWAYS

User: * DSMITH1

7) View the available User IDs in the drop down just above the grid:

Street Address: * 123 GENESIS DRIVE

Apt/Suite:

State/Country: * TEXAS

County: * ANDREWS

City/Town: * PRECINCT 1

Zip: * 15215   **EXT:**

User: *

--Select a value--
ADMIN
DERJOHNSON
STATEUSER3

[New] [Edit] [Save] [Clear] [Delete] [Search] [Undo]

8) Select user ID for the certifying physician and select save:

| Street Address: * | 123 GENESIS DRIVE | User: * | ADMIN |

Apt/Suite:

State/Country: * TEXAS

County: * ANDREWS

City/Town: * PRECINCT 1

Zip: * 15215   EXT:

[New] [Edit] [Save] [Clear] [Delete] [Search] [Undo]

9) Verify the mapped user ID appears in the grid:

10) Click save.

PINs can be acquired in using two methods.

A) Local administrators can now view physicians' PINs in the global > tools > security > user maintenance table.

B) Alternatively, physicians can now re-generate a PIN, if necessary.
1. The physician should log in to their account.
2. Global > tools > utilities > update profile
3. Select the "generate new PIN" checkbox.

4. Select update profile.

Your new PIN will be e-mailed the address listed above the "Generate New Pin" checkbox.