



**JUSTICE OF THE PEACE/
MEDICAL EXAMINERS
SYSTEM ADMINISTRATOR
MAINTENANCE TOOLS**






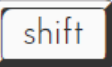

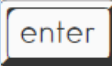
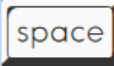







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Keyboard Shortcuts

Ctrl + T or  + 	Enters current date in any date field.
Ctrl + T and  or 	Enters the current date and you can populate a day before or after.
Tab or 	Moves forward from one box/field to another box/field.
Shift Tab or  + 	Moves backward from one box/field to another box/field.
Enter or 	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 or 	Selects a radio button or check box.
Arrow Keys or  or 	Moves from one radio button to the next. Right to Left or Left to Right.
Down Arrow or 	Opens a dropdown list.
Escape or 	Closes a dropdown list.
Ctrl + S or  + 	Saves the current record.
State Abbreviations	Selects the associated State by typing the first letter.
? or 	Saves the current record.

Diacritical Marks

TxEVER will allow the use of Diacritical Marks. To insert a diacritical mark within a name, Press and Hold the "ALT" key and type the 3 digit code. Release the "ALT" key and the respective diacritical mark will appear. Example: **ALT+128 = Ç**

ALT Code	Name	ALT Code	Name
128	Ç Diacritical Mark	212	È Diacritical Mark
142	Ä Diacritical Mark	214	Í Diacritical Mark
144	É Diacritical Mark	216	Ï Diacritical Mark
153	Ö Diacritical Mark	222	Ì Diacritical Mark
154	Ü Diacritical Mark	224	Ó Diacritical Mark
165	Ñ Diacritical Mark	227	Ò Diacritical Mark
181	Á Diacritical Mark	229	Õ Diacritical Mark
182	Â Diacritical Mark	233	Ú Diacritical Mark
183	À Diacritical Mark	235	Ù Diacritical Mark
199	Ã Diacritical Mark	237	Ý Diacritical Mark
211	Ë Diacritical Mark		

LIBRARY MAINTENANCE

Log into TxEVER via the web <https://txever.dshs.texas.gov/TxEverUI/>

The screenshot shows the Texas Department of State Health Services website. At the top left is the Texas Health and Human Services logo. To its right is the text "Texas Department of State Health Services". On the right side is the TxEVER logo. Below the logos is a blue banner with the text "Welcome to the Texas Department of State Health Services!". Underneath the banner is a photograph of a smiling baby being held. A yellow arrow points to the text "LOG IN to TxEVER" on the right side of the page. Below the photograph is a section titled "Services(DSHS)" which contains a table of telephone numbers and a mailing address. At the bottom of the page, there is a yellow arrow pointing to the text "Log on to Texas Department of State Health Services". Below this arrow are two links: "User Enrollment" and "Report TxEVER Issue(s)".

What about the Library Maintenance?
This section is a guide for local facility administrator and state administrator.
This section is a step-by-step walk through guide.

Click here to open the TxEVER log in page

Click here to report issues with TxEVER

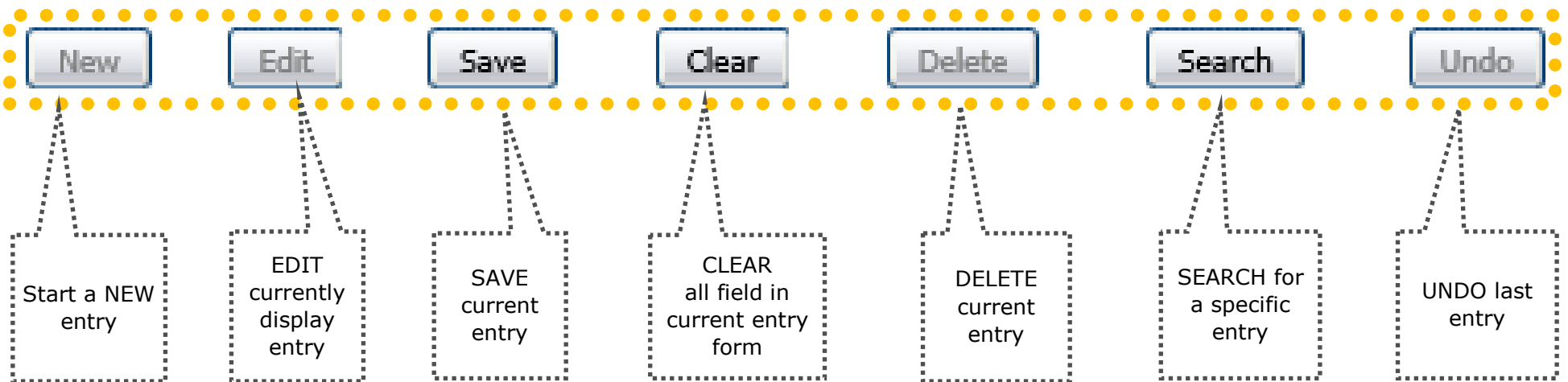
Click here to enroll

Telephone Numbers:			Mailing Address:
Description	Phone Number	Hours	Texas Department of State Health Services State Office of Vital Records Address: 1100 West 49th Street, Austin, TX 78756 Ph. (512) 776-7111
Vital Events Registration System	XXX-XXX-XXXX	8:00 AM - 4:30 PM M-F	
Fax Number	XXX-XXX-XXXX	8:00 AM - 4:30 PM M-F	
Vital Records - Customer Service	XXX-XXX-XXXX	8:00 AM - 4:30 PM M-F	

Log on to Texas Department of State Health Services

[User Enrollment](#) [Report TxEVER Issue\(s\)](#)

Library Maintenance Common Navigation Buttons



Navigation Buttons

These buttons are common throughout the Library Maintenance in Birth and Death Modules

DEATH MODULE



TEXAS
Health and Human
Services

Texas Department of State
Health Services

FUNCTION ▾

TOOLS ▾

REPORTS ▾

CONFIGURATION ▾

HELP ▾



STATE USER3 , welcome to the Texas Department

[Library Maintenance](#) ▶

[Utilities](#) ▶

[Imports](#) ▶

[Extract](#) ▶

[Place Of Death](#)

[Place Of Disposition](#)

[Physicians](#)

[Physicians Offices/Practices](#)

[JP/ME OFFICE](#)

[JP/MEDICAL EXAMINER](#)

[Funeral Homes](#)

[Funeral Directors](#)

LIBRARY MAINTENANCE IN DEATH MODULE

THIS SECTION IS FOR MEDICAL CERTIFIER LOCAL ADMIN AT JUSTICE OF THE PEACE AND MEDICAL EXAMINER LOCATIONS.




The process discuss in this section refers to the steps a local administrator or system administrator needs to take for adding users to library tables containing user information incorporated in a certificate of death.

This section is a step-by-step walk through guide.

JP/Medical Examiner Library Table

Step 1: Select "DEATH" Module Tab to access the User Maintenance

t.dshs.texas.gov/TxEVERUI/Death/Home.aspx

[ip_to_main_content](#) [GLOBAL](#) [BIRTH](#) **[DEATH](#)** [FETAL DEATH](#) [ITOP](#) [FEE](#) [MARRIAGE](#) [ADOPTION REGISTRY](#) [IMAGING](#)    [Log](#)



TEXAS
Health and Human
Services

Texas Department of State
Health Services

[FUNCTION](#) [TOOLS](#) [REPORTS](#) [CONFIGURATION](#) [HELP](#)



STATE USER3 , welcome to the Texas Department

[Library Maintenance](#) 
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[Place Of Death](#)
[Place Of Disposition](#)
[Physicians](#)
[Physicians Offices/Practices](#)
[JP/ME OFFICE](#)
[JP/MEDICAL EXAMINER](#)
[Funeral Homes](#)
[Funeral Directors](#)

Step 2: Click the dropdown arrow next to "TOOLS" to be taken to the "Library Maintenance"

Step 3: Select "JP/MEDICAL EXAMINER"



Texas Department of Health Services

FUNCTIONS RECORD TOOLS



Step 5: Fill in all available fields and select a value from dropdown lists

--Select a value--

- JP
- MEDICAL EXAMINER
- DEPUTY MEDICAL EXAMINER
- COUNTY JUDGES

* Indicates a mandatory field

Type: *

Title/Degree: *

Prefix: --Select a value--

First Name: *

Middle Name:

Last Name: *

Suffix: --Select a value--

Street Address: *

State/Country: * TEXAS

County: * --Select a value--

City/Town: * --Select a value--

Zip: * EXT:

Office Association * --Select a value--

JP/ME Code:

TO Email:

CC Email:

Fax #: *

Method Of Contact: * FAX

Display In List: * ALWAYS

User: * --Select a value--

--Select a value--

- AUSTIN JP OFFICE OTHER BRANCE
- COLLIN COUNTY MEDICAL EXAMI...
- COOKE COUNTY JP PCT 1
- DALLAS COUNTY JUDGES
- DALLAS COUNTY ME FOR DENTON...
- DALLAS COUNTY MEDICAL EXAMI...
- HAYS COUNTY JP - PCT 4

Step 4: Click on the "New" button

Step 6: select a value from dropdown list

Select a JP/ ME Office to filter the grid below:

LINCOLN JP OFFICE

Select a JP/Medical Examiner type to filter the grid below:

--Select a value--

Type	Title	Prefix	First Name	Middle Name	Last Name	Suffix	Street Address	State/Country	County	City/Town
MEDICAL EXAMINER	SOMETHING		SAM		DERRICK		123 TEST STE	TEXAS	ANDREWS	ANDREWS
JP	MD	DR.	RICK	D	HARRIS		SOTH DR	TEXAS	DALLAS	ADDISON

Helpful Tip: fields marked with a red asterisk (*) are mandatory



Step 7: Select from dropdown list "E-MAIL"

PHONE
PHONE
FAX
E-MAIL

Step 8: Select from dropdown list "ALWAYS" so that the facility become available throughout the system

FAX
ALWAYS
--Select a value--

Step 10: Click on the "SAVE" button

New Edit Save Clear Delete Search Undo

Select a JP/ ME Office to filter the grid below: LINCOLN JP OFFICE
Select a JP/Medical Examiner type to filter the grid below: --Select a value--

Step 9: Select from dropdown list a User ID associated with the user's role.

Type	Title	Prefix	First Name	Middle Name	Last Name	Suffix	Street Address	State/Country	County
MEDICAL EXAMINER	SOMETHING		SAM		DERRICK		123 TEST STE	TEXAS	ANDREWS
JP	MD	DR.	RICK	D	HARRIS		SOTH DR	TEXAS	DALLAS

Helpful Tip: fields marked with a red asterisk (*) are mandatory

Search/Update JP/Medical Examiner Library Table

Method 1

Form fields for searching/updating a JP/Medical Examiner record:

- Title/Degree: * (Yellowed out)
- Prefix: (Yellowed out)
- First Name: * (Yellowed out)
- Middle Name: (Yellowed out)
- Last Name: (Yellowed out)
- Suffix: (Yellowed out)
- Street Address: (Yellowed out)
- State/Country: * (TEXAS)
- County: * (Yellowed out)
- City/Town: * (Yellowed out)
- Zip: * (Yellowed out) EXT: (Yellowed out)
- Office Association * (Yellowed out)
- JP/ME Code: (Yellowed out)
- TO Email: (Yellowed out)
- CC Email: (Yellowed out)
- Fax #: * (Yellowed out)
- Method Of Contact: * (FAX)
- Pay In List: * (ALWAYS)
- User: * (Yellowed out)

Buttons: New, Edit, Save, Clear, Delete, **Search**, Undo

Step 1b: Click on the "SEARCH" button

Select a JP/ ME Office to filter the grid below:

LINCOLN JP OFFICE

Select a JP/Medical Examiner type to filter the grid below:

Type	Title
MEDICAL EXAMINER	SOMETH
JP	MD

JP/Medical Examiner

Please enter the last name.

OK CLOSE

County	City/Town
ANDREWS	ANDREWS
DALLAS	ADDISON

Step 2b: Enter a value in the search field, then click on the "OK" button

Displaying Records 1 - 2 of 2

2 Records

* Indicates a mandatory field

Type: *
Title/Degree: *
Prefix:
First Name: *
Middle Name:
Last Name: *
Suffix:
Street Address: *

MEDICAL EXAMINER
MD
DR.
J
K
PARCHMAN
--Select a value--
2323 HARRY HINES BLVD

Step 4b: Click "Edit" button to update details for the selected user and proceed as to step 5 above shown, or click "Delete" button to delete the user from the table

TEXAS
DALLAS
DALLAS
75852 EXT:
DALLAS COUNTY MEDICAL EXAMINER
gaetan.carpentier@dshs.texas.gov
(214)555-5555
E-MAIL
ALWAYS
JKPARCHMAN

Fax:
Method:
Display in List:
User: *

New Edit Save Clear Delete Search Undo

Step 3b: In the list below, select one physician

Select a JP/ ME Office to filter the grid below:

DALLAS COUNTY MEDICAL EXAMINER

Select a JP/Medical Examiner type to filter the grid below:

--Select a value--

Type	Title	Prefix	First Name	Middle Name	Last Name	Suffix	Street Address	State/Country	County	City/Town
MEDICAL EXAMINER	MD DO	DR.	HOWARD		LOVECRAFT		100	TEXAS	DALLAS	DALLAS
MEDICAL EXAMINER	MD	DR.	J	K	PARCHMAN		2323 HARRY H	TEXAS	DALLAS	DALLAS

Helpful Tip: fields marked with a red asterisk (*) are mandatory

Search/Update Physician Office Details in Library Table

Method 2

Step 1c: Select a value from the dropdown list

Step 2c: Select a value from the dropdown list

State/Country: TEXAS

County: --Select a value--

City/Town: --Select a value--

Zip: --Select a value-- EXT:

Office Association: --Select a value--

JP/ME Code:

TO Email:

CC Email:

Fax #: () - -

Method Of Contact: FAX

Display In List: ALWAYS

User: --Select a value--

DALLAS COUNTY MEDICAL EXAMINER

LINCOLN JP OFFICE

--Select a value--

Type	Title	Prefix	First Name	Middle Name	Last Name	Suffix	Street Address	State/Country	County	City/Town
MEDICAL EXAMINER	SOMETHING		SAM		DERRICK		123 TEST STE	TEXAS	ANDREWS	ANDREWS
JP	ME	DR.		D	HARRIS		SOTH DR	TEXAS	DALLAS	ADDISON

Page 1 of 1 | Displaying Records 1 - 2 of 2

2 Records

Step 4c: Click "EDIT" button to update details for the selected user and proceed as to step 5 above shown, or click "DELETE" button to delete the user from the table

First Name: *
Middle Name:
Last Name: *
Suffix:
Street Address: *

J
K
PARCHMAN
--Select a value--
2323 HARRY HINES BLVD

75852 EXT:
DALLAS COUNTY MEDICAL EXAMINE
gaetan.carpentier@dshs.texas.gov
(214)555-5555
E-MAIL
ALWAYS
JKPARCHMAN

Fax:
Method Contact: *
Display in List:
User: *

New Edit Save Clear Delete Search Undo

Step 3c: In the list below, select one JP/ Medical Examiner

Select a JP/ ME Office to filter the grid below: DALLAS COUNTY MEDICAL EXAMINER
Select a JP/Medical Examiner type to filter the grid below: --Select a value--

Type	Title	Prefix	First Name	Middle Name	Last Name	Suffix	Street Address	State/Country	County	City/Town
MEDICAL EXAMINER	MD DO	DR.	HOWARD		LOVECRAFT		100	TEXAS	DALLAS	DALLAS
MEDICAL EXAMINER	MD	DR.	J	K	PARCHMAN		2323 HARRY H	TEXAS	DALLAS	DALLAS

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