



## Local Registrars Cheat Sheet-Fetal Death



### Local Acceptance and Print Queues:

1. Go to fetal death -> function -> Local Acceptance Queue
2. Select a record from the dropdown menu
3. Review the address then accept/reject/reassign each record
4. Go to fetal death -> function -> Local Batch Print
5. Select "Newly Registered Records" from the dropdown menu and click submit
6. Select all records then click "print"
7. Repeat #6 and #7 for amendments, replacement records, etc.



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### 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	Ï
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? The TxEVER team can be reached at Help-TxEVER@dshs.texas.gov or 512-776-3010

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