FUNERAL HOMES
SYSTEM ADMINISTRATOR
MAINTENANCE TOOLS
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Version 2—REV 08/2018

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Ctrl + T or Ctrl + T and or ↓ Enters current date in any date field.
Enters the current date and you can populate a day before or after.
Tab or ↑ or ↓ Moves forward from one box/field to another box/field.
Shift Tab or shift + tab Moves backward from one box/field to another box/field.
Enter or 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 or space 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 esc Closes a dropdown list.
Ctrl + S or Ctrl + S Saves the current record.
State Abbreviations Selects the associated State by typing the first letter.
? or ? Saves the current 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

<table>
<thead>
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LIBRARY MAINTENANCE

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

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
Library Maintenance
Common Navigation Buttons

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

This section is for Local Admin at Funeral Homes and Local Registrars acting as Funeral Homes locations.

The process discussed 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.
Funeral Directors Library Table

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

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

Step 3: Select “Funeral Directors”
Step 4: Click on the “NEW” button.

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

Step 6: Select from dropdown list “ALWAYS” so that the facility become available throughout the system.

Step 7: Click on the “SAVE” button.

Helpful Tip: fields marked with a red asterisk (*) are mandatory.
Step 1b: Click on the "SEARCH" button

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

Step 3b: Click the "OK" button
Step 3b: In the list below, select one Funeral Director.

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.
**Search/Update Funeral Directors Library Table**

**Method 2**

1. **Step 1c**: Select a Funeral Home from the dropdown list.

2. **Step 2c**: In the list below, select one Funeral Director.

3. **Step 3c**: 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.

4. **Step 9**: Select a value from the dropdown list.