



# Local Registrar TxEVER Cheat Sheet



## **Local Acceptance and Print Queues:**

1. Go to birth/death, then 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 birth/death, then Function → Local Print Queue
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

## **Burial Transit Permit (BTP):**

Natural death—Funeral home prints BTP from TxEVER

Unnatural death—Funeral home sends electronic request for BTP

Incomplete death—Funeral home submits manual request to you

1. Go to death module, then Function → Local Burial Transit Permit Queue
2. Enter a date range and click "Search"
3. Select a request and then click "accept" or "deny"

## **Remote Birth Issuance**

1. One-time setup prior to issuance:
  - Install Gen Print Plugin
  - Set up paper printing settings by going to Tools → Utilities → Paper Setup
  - Enter paper information (form type = letter) by going to fee, then Tools → Local Registrar Paper Inventory
2. Go to Fee, then Functions → Fee Registration
3. Click "New Request" (request type=counter) and enter requestor/ID info. Save
4. Click "Add New" in transaction section and enter information
5. Click "Find Record," then click "Search" in the popup window
6. Click "Assign" and "OK"
7. Click the transaction then click "Print"
8. Click the transaction then click "Enter DCN"
9. Click the green check mark icon to complete request



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## **Home Birth and AOP Registration:**

See Cheat Sheets for Birth Registrars and AOP Certified Entities.

**Website:** <https://txever.dshs.texas.gov/TxEverUI/Welcome.htm>

**Help Desk Email:** [help-txever@dshs.texas.gov](mailto:help-txever@dshs.texas.gov)

## **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? Contact the TxEVER team at [txeverinfo@dshs.texas.gov](mailto:txeverinfo@dshs.texas.gov) or 512-776-3010.