



---

**TxEVER**  
**Modified Commercial Off-the-Shelf Product for**  
**Vital Events Registration System**  
**Birth Attorney Office User Guide**

---

Version 1.0

*03/30/2018*

## Revision History

<b>Date</b>	<b>Description</b>	<b>Version of System</b>	<b>Author</b>
3/30/2018	Initial Document	1.0	Valerie Hooven

# TABLE OF CONTENTS

<b>1</b>	<b>ABOUT THE TXEVER BIRTH APPLICATION</b>	<b>6</b>
1.1	INTENDED AUDIENCE	6
<b>2</b>	<b>SYSTEM OVERVIEW</b>	<b>7</b>
2.1	APPLICATION FEATURES	7
2.1.1	Contact Directory	7
2.1.2	Internal Messaging	7
2.1.3	Help Features	7
2.2	TECHNICAL SUPPORT RESOURCES	8
2.2.1	TxEVER Help Desk Technical Support	8
2.3	LOGIN SYSTEM ACCESS	9
2.3.1	Session Timeouts	13
2.3.2	About Passwords	13
2.3.3	Logout/Exit the System	15
2.4	NAVIGATION, DATA ENTRY AND TOOL TIPS	15
2.4.1	Using the Mouse	15
2.4.2	Using the Keyboard	16
2.4.3	Using Tool Tips	16
2.4.4	Using Internal Messaging	16
2.4.5	Visual Cueing (Viz-e-Q©)	17
2.4.6	Edit Checks (Fast-Fire©)	18
2.4.7	Status Bar	19
<b>3</b>	<b>PRE/POST BIRTH AOP REGISTRATION</b>	<b>21</b>
3.1	START AND SAVE A NEW AOP	21
3.2	SEARCH FOR A RECORD	23
3.2.1	Search Screen	23
3.2.2	Work Queue Search	24
3.3	SEARCH FOR A PARTIAL AOP MATCH	27
3.4	CANCEL CHANGES	28
3.5	UPDATE A RECORD	29
3.6	ABANDON A RECORD	31
3.7	USING THE UNRESOLVED FIELDS LIST	32
3.8	PRE/POST BIRTH AOP REGISTRATION DATA ENTRY TOPICS	32
3.8.1	Double Data Entry	32

3.9	TECHNICAL PRE/POST BIRTH AOP REGISTRATION DATA ENTRY TIPS.....	33
3.9.1	<i>General Tab</i> .....	33
3.10	CAPTURING SIGNATURES .....	34
3.10.1	<i>Capture Acknowledgment of Paternity Signatures</i> .....	34
3.10.2	<i>Capture Denial of Paternity Signatures</i> .....	41
3.11	VIEW ACKNOWLEDGMENT OF PATERNITY SIGNATURES.....	48
3.12	VIEW DENIAL OF PATERNITY SIGNATURES.....	49
3.13	VIEW SIGNATURE HISTORY .....	50
3.14	SUBMIT AN AOP RECORD.....	50
3.15	SEARCH FOR A BIRTH .....	51
3.15.1	<i>Linking an AOP Record to a Birth Record</i> .....	53
3.15.2	<i>De-Linking an AOP Record From a Birth Record</i> .....	54
3.16	RELEASE A RECORD .....	56
3.17	PRINTING FORMS .....	57
3.17.1	<i>Print Acknowledgment of Paternity Form</i> .....	57
3.18	DOWNLOAD STATE UPLOADED AOP FORMS.....	57
<b>4</b>	<b>APPROVALS.....</b>	<b>59</b>

## Important Terms

**Crosscheck:** A function created in logic builder that occurs when certain values are selected or entered during data entry.

**Hard Edit:** When the application fires a crosscheck because of values in two or more fields and requires the birth clerk to edit one or more values before the fields become resolved.

**Acknowledgement of Paternity:** A form completed by the parents of the child to verify the father of the child.

**Pick-List:** A drop-down data entry field in the application with pre-determined values that are pulled from a database.

**PHI:** Protected health information

**Soft Edit:** When the application fires a crosscheck because of values in two or more fields (or because a field is left blank) but allows the user to keep those same values after verifying the values are correct.

**Type Ahead Combo Box:** A feature that enables the user to begin typing and a pick-list will filter according to what the user types.

**Unresolved Fields List:** A feature that shows unresolved fields that need resolved before certification can occur.

**Visual Cueing:** A feature that provides users with color-coded field cues to indicate the status of each data field.

## **1 About the TxEVER Birth Application**

The Texas Electronic Vital Events Registrar (TxEVER) system improves timeliness and accuracy of event registration in Texas.

### **1.1 Intended Audience**

This user guide is for attorney office users who use the Web-Enabled Electronic Birth Registration System to create and process AOP records for the State of Texas.

An attorney office user is a professional typically associated with a single attorney office. The user will be responsible for, among other things, entering data onto the AOP record from the attorney office, acquiring signatures and linking AOP records to birth records.

## 2 System Overview

### 2.1 Application Features

#### 2.1.1 Contact Directory

A contact directory will be available in the system for users to access and search for other users in the system directly. Stakeholders will be able to view other Facility and Local stakeholders information.

The directory will be contingent upon the inclusion of each users email and contact information, collected and created at the time of User Maintenance. Users have the option to update this information and preferred contact via the **Update My Profile** menu option.

#### 2.1.2 Internal Messaging

The internal messaging capability will allow users to send messages back and forth within the system. A visible icon, located at the top right hand corner of the screen will indicate a new message has been received. The unread notification will appear in the UI until the user reads the unread message.

At any point a particular participants action is required on a record, that participant shall be notified automatically through a system generated email. The message will include a brief description of the action that needs to be taken.

Messages can also be sent between system users for any other reason. Users will be able to look up the user ID of another user to send a message. A brief message history will be viewable to the user.

#### 2.1.3 Help Features

The following resources provide reliable ways to get answers to questions and support for all of the functionalities included in the **Birth** module:

- Field Level Help
- Module Level Help
- System Level Help
- About TxEVER Birth Application
- Help Desk Ticket

##### *2.1.3.1 Field Level Help*

**Field Level Help** provides specific help information related to the field in focus which is displayed in the **Field Level Help** frame between the data entry tabs and the data entry screen. The content in the **Field Level Help** frame can be configured in **Screen Configuration** by a system administrator.

##### *2.1.3.2 System Level Help*

**System Level Help** provides a searchable help index with various help topics of interest pertaining to the functions and processes available within the **TxEVER** system. Select the **Birth/Help/Help** menu item to access **System Level Help**.

### ***2.1.3.3 About TxEVER Birth Application***

**About TxEVER Birth Application** details system information regarding the current version of the **TxEVER Birth** module. To access this option, select the **Birth/Help/About** menu item.

### ***2.1.3.4 Help Desk Ticket***

The system allows users to send a help desk ticket directly to the DSHS Center of Excellence through a menu item. The Help Desk email address will automatically populate the standard pre-defined recipient and message based on the context of the ticket. It will be a no-reply sender. Users will have limited character space to describe the issue and will be identified automatically by name and user ID. If the user sends a help desk ticket within an open record, the email will be automatically populated with the record ID number and location of the user at the time of help desk ticket creation. All help desk tickets are logged and tracked.

## **2.2 Technical Support Resources**

### **2.2.1 TxEVER Help Desk Technical Support**

The TxEVER DSHS Center of Excellence help desk is the main source of technical support for users of the **TxEVER Birth** module. Users will be able to send a help desk ticket from the interface. When the user selects the **Help Desk Ticket** menu option, the Center of Excellence email address will prepopulate the message with a no-reply sender.

There will be limited characters to describe the issue and the initiating user will be stamped on the ticket. If the user initiates a ticket within a record, the record number will populate the subject line. The time and location will be stamped on the ticket also. No personal health information (PHI) will be included in the ticket.

In order to report an issue to the Help Desk, click the **Help/Contact Helpdesk** menu item.





## Welcome to the Texas Department of State Health Services!



TxEVER is the vital records registration and issuance software that was developed for Texas Department of State Health Services (DSHS), State Office of Vital Records by Genesis Systems, Inc.  
DSHS Vital Records office hours are 8:00 AM - 4:30 PM, Monday - Friday.  
State vital records are considered to be private and confidential. Access to vital records is restricted by statute.

### Contacting the Texas Department of State Health Services(DSHS)

#### Telephone Numbers:

Description	Phone Number	Hours
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

#### Mailing Address:

Texas Department of State Health Services  
State Office of Vital Records  
Address: 1100 West 49th Street,  
Austin, TX 78756  
Ph. (512) 776-7111

Log on to Texas Department of State Health Services

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



Figure 1: TxEVER Splash Page

## 2.3 Login System Access

Prior to making any attempts to access the TxEVER system, the user needs to verify that they have access to the following requirements:

- ✓ Live Internet connection
- ✓ Widely used Javascript-enabled standard web browser (IE8+, Mozilla Firefox, etc)
- ✓ Java runtime
- ✓ Adobe acrobat reader for forms and letters
- ✓ MS Excel for CSV flat files and for accessing/running reports

If one or more requirements are missing, the **TxEVER Birth** application will *not* be accessible and/or will *not* function properly. Follow the instructions below after verifying that all technical requirements are met, as specified above.

1. Access the **TxEVER Birth** module on the web:
  - a. Open the updated version of the web browser to establish a live internet connection.
  - b. Type the application address in the URL box or select from Favorites: <https://txever.dshs.texas.gov/TxEverUI/Welcome.htm>
2. The application splash page will load, as pictured below:

**TEXAS**  
Health and Human Services

Texas Department of State Health Services

**Welcome to the Texas Department of State Health Services!**

**LOG IN to TxEVER**

TxEVER is the vital records registration and issuance software that was developed for Texas Department of State Health Services (DSHS), State Office of Vital Records by Genesis Systems, Inc.  
 DSHS Vital Records office hours are 8:00 AM - 4:30 PM, Monday - Friday.  
 State vital records are considered to be private and confidential. Access to vital records is restricted by statute.

**Contacting the Texas Department of State Health Services(DSHS)**

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

**Log on to Texas Department of State Health Services**

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

©2017 | Genesis Systems, Inc.

Figure 2: TxEVER Splash Page

3. Click the **Log On to Texas Department of State Health Services** button.
4. The **Terms of Use Screen** will load, as pictured below:

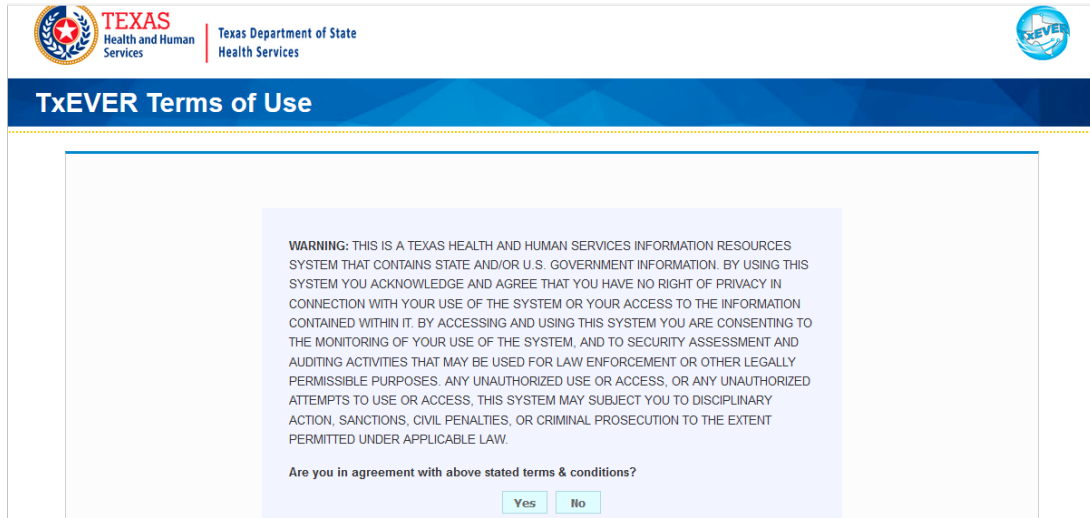


Figure 3: Terms of Use Page

5. Click the **Yes** button to confirm agreement with the terms of use.
  - a. Click the **No** button to be returned to the TxEVER splash page.
6. The TxEVER login screen will display:

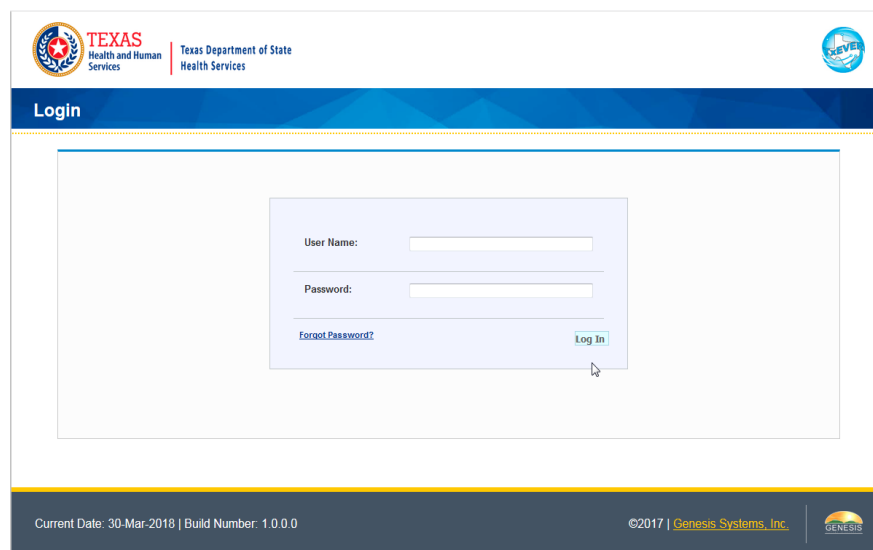


Figure 4: TxEVER Login Page

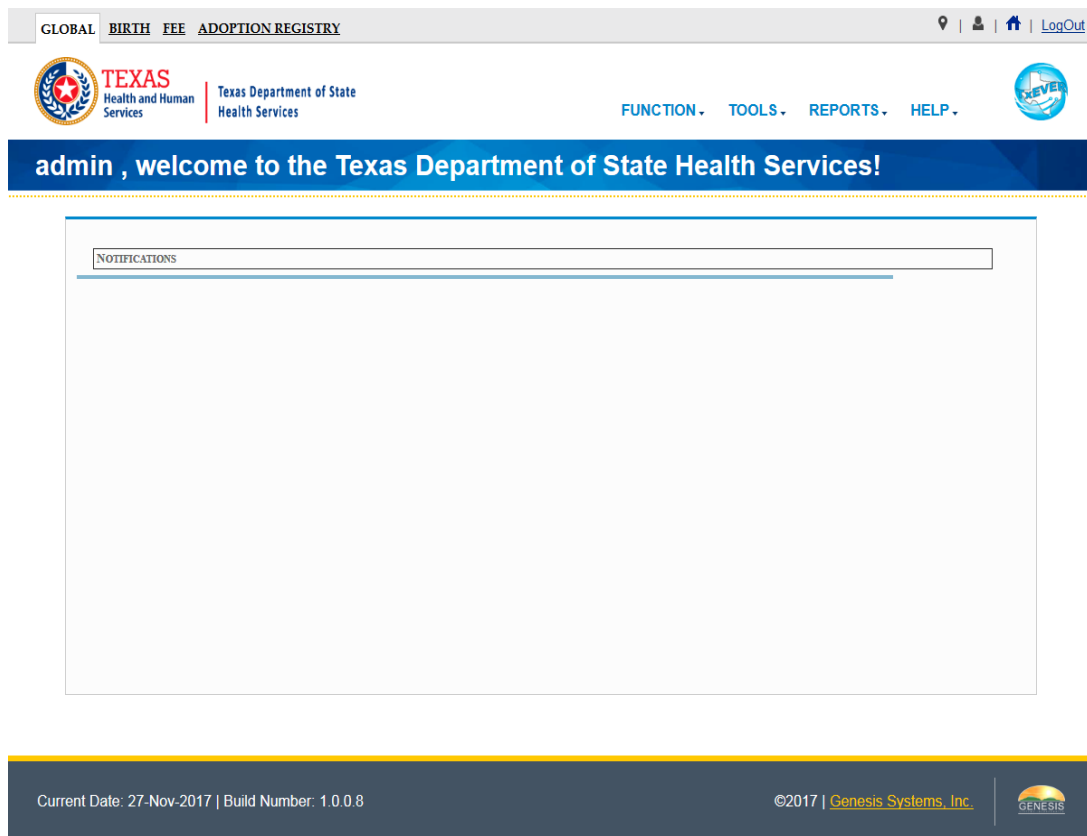
7. Enter in a user name and password and click the **Log In** button.
8. The Select Location window will be displayed.



The image shows a 'Select Location' dialog box. It has a title bar that says 'Select Location:'. Below the title bar is a text input field containing the placeholder text '--Select a value--'. To the right of the input field is a small downward-pointing arrow icon. Below the input field is an 'OK' button.

Figure 5: Select Location Window

- a. Select the appropriate facility from the available choices in the drop-down list.
- b. If the user works at multiple physical locations, the drop-down list will contain all physical locations assigned to their user account.
- c. Click **OK**. The main page of the **TxEVER** application will be displayed:



The image shows the TxEVER Home Page. At the top, there is a navigation bar with tabs: 'GLOBAL', 'BIRTH', 'FEE', and 'ADOPTION REGISTRY'. The 'BIRTH' tab is highlighted. To the right of the tabs are icons for location, user, home, and a 'LogOut' link. Below the navigation bar is the Texas Department of State Health Services logo and name. To the right of the logo are links for 'FUNCTION', 'TOOLS', 'REPORTS', and 'HELP'. A circular 'TxEVER' logo is also present. Below the navigation bar is a blue banner with the text 'admin , welcome to the Texas Department of State Health Services!'. Below the banner is a large white area with a 'NOTIFICATIONS' header and a list of notifications. At the bottom of the page, there is a footer with the text 'Current Date: 27-Nov-2017 | Build Number: 1.0.0.8' on the left, '©2017 | Genesis Systems, Inc.' in the center, and the 'GENESIS' logo on the right.

Figure 6: TxEVER Home Page

**Note:** The highlighted tab at the top of the screen determines what menus and sub-menus will appear.

9. Click the **Birth** tab to go to the **Birth Home** screen.

### 2.3.1 Session Timeouts

If the system has not detected action within 20 minutes, the session will timeout and the user will not receive further responses from the system. No unsaved work will be automatically saved in the case of a time-out. Two minutes prior to a session timeout, the system will issue the following warning message:

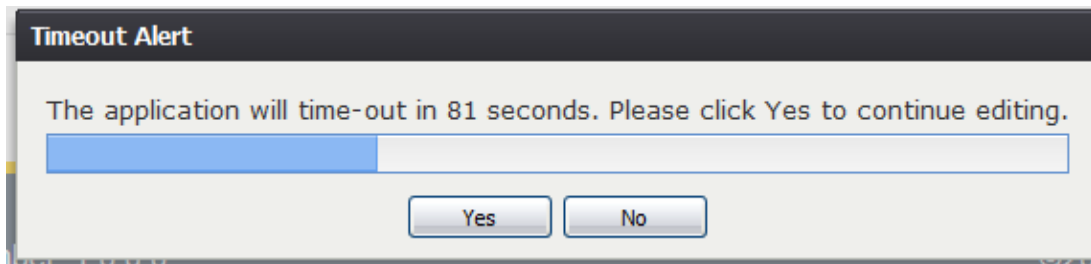


Figure 7: Timeout Warning Message

If the system appears to stop responding (i.e., no choices in some pick lists, cannot save a record, cannot retrieve a record, etc.) it is likely that a session time-out has occurred and the following message will alert the user of session timeout:

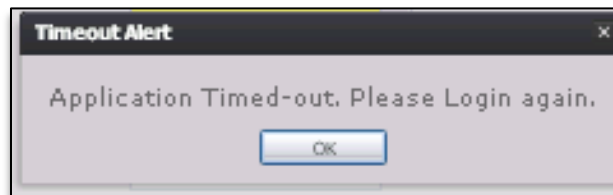
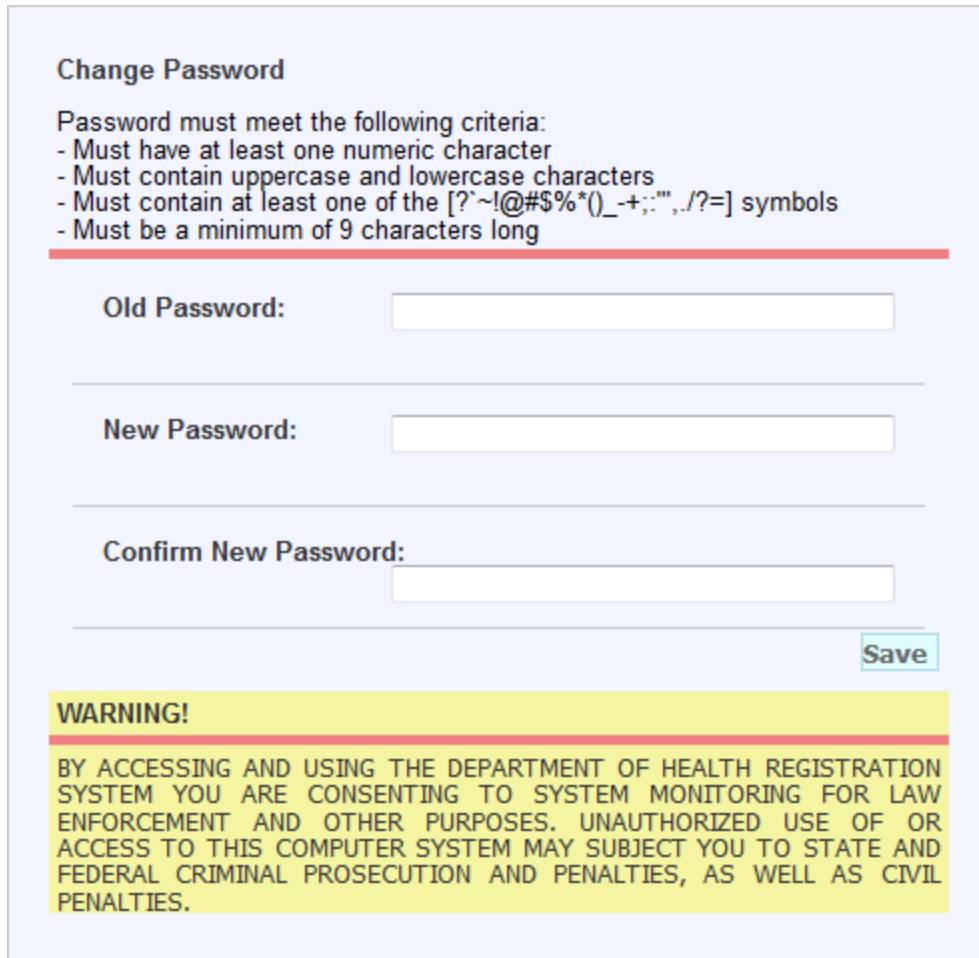


Figure 8: Timeout Message

To recover from a session time-out, exit and re-login to start a new session. Users should save their work frequently to prevent session time-outs.

### 2.3.2 About Passwords

Users are assigned a temporary password at the time they sign up for use of the application. The temporary password must be changed upon the user's first login into the system. At the time of a user's first login into the application, the following screen will appear:



**Change Password**

Password must meet the following criteria:

- Must have at least one numeric character
- Must contain uppercase and lowercase characters
- Must contain at least one of the [?~!@#\$%^&\*()\_+;:~\"./?=] symbols
- Must be a minimum of 9 characters long

---

**Old Password:**

---

**New Password:**

---

**Confirm New Password:**

[Save](#)

**WARNING!**

BY ACCESSING AND USING THE DEPARTMENT OF HEALTH REGISTRATION SYSTEM YOU ARE CONSENTING TO SYSTEM MONITORING FOR LAW ENFORCEMENT AND OTHER PURPOSES. UNAUTHORIZED USE OF OR ACCESS TO THIS COMPUTER SYSTEM MAY SUBJECT YOU TO STATE AND FEDERAL CRIMINAL PROSECUTION AND PENALTIES, AS WELL AS CIVIL PENALTIES.

Figure 9: Change Password Screen

The new password must meet all of the following criteria:

- Number of password attempts before being locked out
- Time between password attempts required for reset-time
- Number of days until required password reset
- Specific special character inclusion
- Numeric character inclusion
- Uppercase and lowercase character inclusion
- Number of character minimum

The system defaults to the password criteria listed above, but a system administrator can change the password settings at any time. If a user's new password does not meet the criteria, the following message will appear:

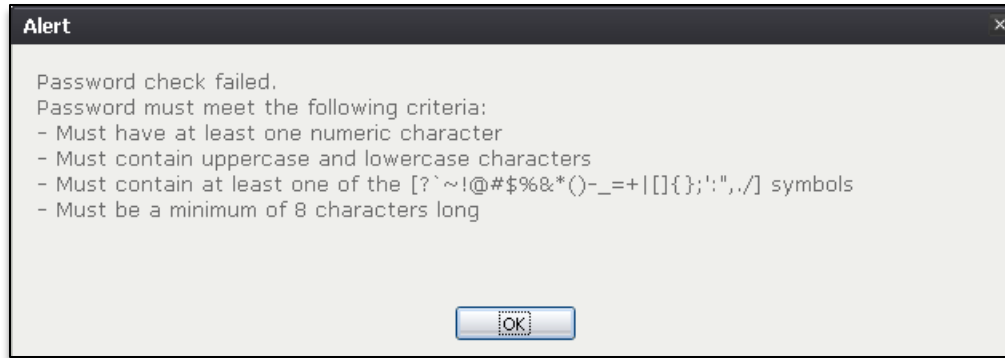


Figure 10: Password Check Failed Message

Passwords expire after 90 days. When this happens, the user will be alerted when an attempt is made to login with an old password.


If a user attempts to log on but fails to successfully enter their password, after a DSHS configurable number of unsuccessful login attempts, the user will be locked out of their account. An authorized State user will be able to unlock a user's account that has been locked due to consecutive invalid login attempts. A user may also request a new temporary password in the event that they forget their existing password by clicking the **Forgot Password** button located on the **Login** screen.

### 2.3.3 Logout/Exit the System

Exit or log out of the **TxEVER Birth** application using one of the following methods:

1. From the Main Menu, select the **Function/Exit Application** menu item to logout

**OR**

2. Click the **Log Out** button. 

**Note:** Although closing the browser by clicking on the **[X]** (close window option) located in the upper right corner of the screen will close the application, it is recommended that the user exit by using the **Logout** icon or the **Exit Application** menu option instead. This will ensure that the users session is also closed and prevent possible problems when the user tries to login again.

## 2.4 Navigation, Data Entry and Tool Tips

The **TxEVER Birth** module is designed with an emphasis on enhancing data entry logistics by providing intuitive interfaces. Mouse navigation, keyboard navigation or a combination of the two are equally accessible methods for maneuvering the system.

### 2.4.1 Using the Mouse

Use the mouse to navigate the **TxEVER Birth** module. Click the various items (hyperlinked text and/or icons) on the menu to perform functions related to birth registration data entry and certification. The mouse can also be used to navigate from one field to another during data entry.

## 2.4.2 Using the Keyboard

The following keys allow for easy navigation through the screens in the TxEVER Birth application without using the mouse:

**Tab Key:** Moves cursor from one field to another. When a field is selected, the field will be highlighted with a green background, blue background, and in some cases, a frame will form around the selected field to aid the user.

**Shift + Tab:** Reverses the tab order and moves focus back to the previous control.

**Enter:** Initiates the action selected. Pressing **Enter** is equivalent to double-clicking the mouse.

**Left/Right/Up/Down Arrows:** Used to navigate within a field or within a pick list. The **PgUp** and **PgDn** keys may also be used.

**Down Arrow for Dropdown Box:** Pressing the **Down Arrow** key in a selected drop-down box will reveal available selections in a list form. Use the **Up** or **Down** arrows to scroll through the list.

**Type-ahead Logic:** Type-ahead logic provides another way to save time by eliminating the number of keystrokes to pull up an item from a drop-down box. This feature enables the user to begin typing and the list will filter according to what the user types.

**Space Bar:** Used to toggle a check box item on or off.

## 2.4.3 Using Tool Tips

Tool tips display information revealing an icon's function. To view a tool tip, hover the mouse cursor over an icon.

## 2.4.4 Using Internal Messaging

Messages can be sent to any user on the system using the internal messaging functionality. The user can send a message by selecting the **Send/Check New Messages** icon. The **Web Messaging** screen will appear, where the user can search for a select a user in the system. The message has a limited amount of characters and will appear to the recipient as a icon in the top right-hand corner.





Figure 11: Web Messaging Screen

The unread message notification will appear on the display for the recipient of a message until they open/read the message. A brief history of their messages will be available to the user.

#### 2.4.5 Visual Cueing (Viz-e-Q©)

The **Visual Cueing** feature of the **TxEVER Birth** module provides users with color-coded field cues to indicate the status of each data field. Users have the ability to change colors as per their own preferences using the **User Parameters** settings under the **Birth/Tools/Utilities/User Parameters** menu item.

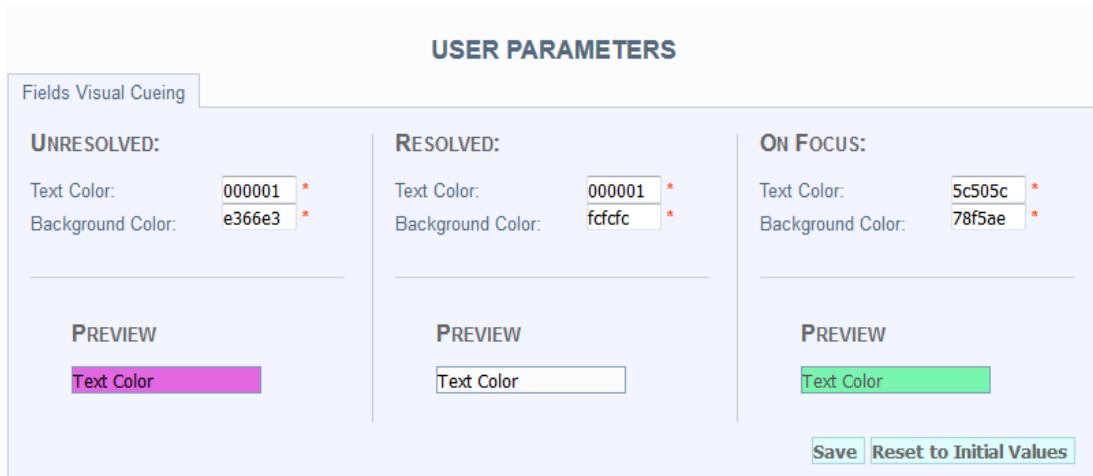


Figure 12: User Parameters Screen

## 2.4.6 Edit Checks (Fast-Fire©)

### 2.4.6.1 Soft Edit

According to the NCHS, a soft edit is defined as: “An edit that identifies and queries entries which are outside of the expected range, but which accepts out-of-range entries.”

An example of a soft edit involves the mothers age. If the mother’s calculated age is less than 9 or more than 53 years, the application will query the user as shown below:

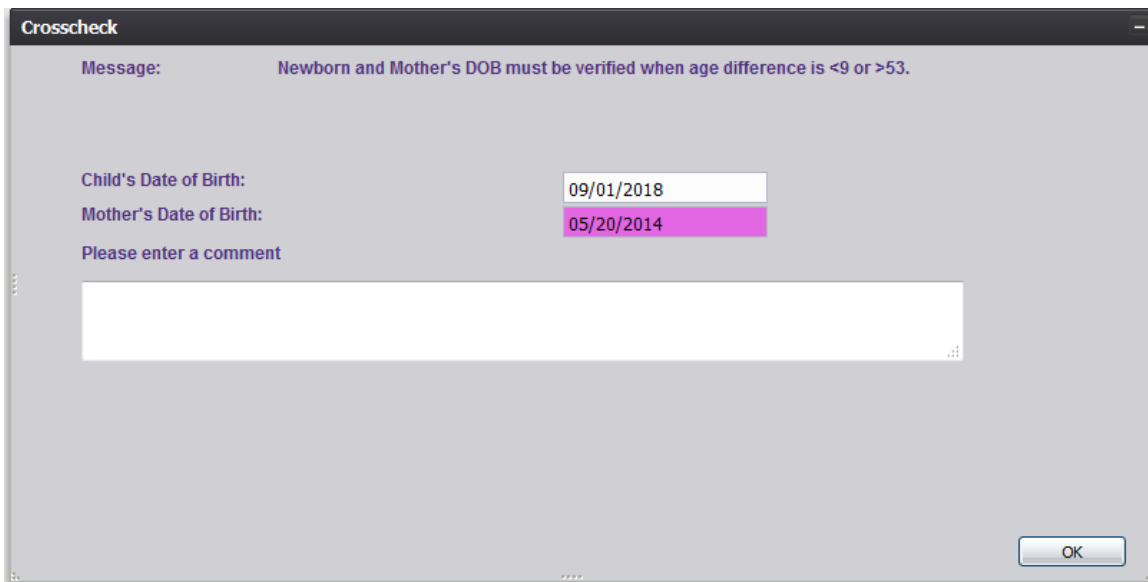


Figure 13: Soft Edit Message

1. If the user alters one or more of the values so that the mother’s calculated age is more than 9 years or less than 53 years and presses **OK**, the screen disappears and the fields become resolved.

If the user does not alter any of the values and presses **OK**, the following message appears:

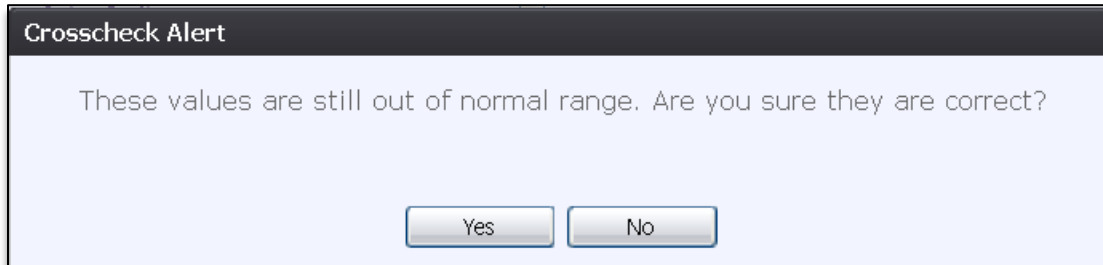


Figure 14: Crosscheck Alert Message

2. If the user selects **No**, the soft edit will not be resolved and the user will return to the crosscheck window.

If the user selects **Yes**, the soft edit becomes resolved and the values in all crosscheck fields become resolved.

#### 2.4.6.2 *Hard Edit*

According to the NCHS, a hard edit is defined as: “An edit that identifies and queries entries which are outside of the expected range which must be corrected before the record can be filed.”

An example of a hard edit involves the mother’s date of birth. If this date is greater than the system date, the following message will appear:

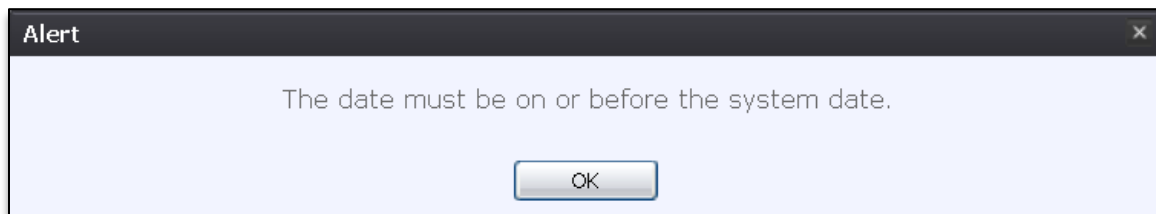


Figure 15: Hard Edit Message

#### 2.4.7 **Status Bar**

The **Status** bar will appear at the bottom left corner of the **Pre/Post Birth AOP Data Registration** screen in the **TxEVER Birth** module. Information appearing on the **Status** bar includes:

Unresolved	GENERAL INFORMATION
General	*AOP Type: <input type="text" value="--Select a value--"/>
Comments	NEWBORN INFORMATION
<b>ACTIVITY:</b>	<input type="checkbox"/> Is Child Unnamed?
AOP Type: --Select a value--	First Name: <input type="text" value=""/>
Field Status: Unresolved	Middle Name: <input type="text" value=""/>
Action: New Record	*Last Name: <input type="text" value=""/>
	Suffix: <input type="text" value="--Select a value--"/>
	*Date of Birth: <input type="text" value=""/>

Figure 16: Status Bar

**Field Name:** Displays the name of the field currently in focus.

**Field Status:** Displays the status of the field currently in focus (Resolved/Unresolved).

**Current Action:** Displays the action that is currently being performed on the record.

### 3 Pre/Post Birth AOP Registration

This section provides detailed information about the **TxEVER Birth** application regarding functions related to **Pre/Post Birth AOP Registration**.


#### 3.1 Start and Save a New AOP

The **Pre/Post Birth AOP Registration** menu item function allows authorized users to create/initiate an AOP within the **TxEVER Birth** module.

1. Select the **Birth/Function/Pre/Post Birth AOP Registration** item to initiate a new AOP record.
2. The initial **Pre/Post Birth AOP Registration** screen will appear.

The screenshot displays the 'PRE/POST BIRTH AOP' registration form. At the top, there are navigation tabs for 'GLOBAL', 'BIRTH', and 'FETAL DEATH'. The header includes the Texas Department of State Health Services logo and navigation links for 'FUNCTIONS', 'RECORD', 'TOOLS', and 'HELP'. Below the header, there are search and filter options for 'AOP#' and 'Unresolved Work Queue Filter'. The main form area is divided into several sections: 'GENERAL INFORMATION' with an 'AOP Type' dropdown; 'NEWBORN INFORMATION' with fields for 'Is Child Unnamed?', 'First Name', 'Middle Name', 'Last Name', 'Suffix', and 'Date of Birth'; 'FACILITY INFORMATION & PLACE OF BIRTH' with fields for 'Name', 'Type', 'Address', 'Apt', 'County', 'City/Town', 'Zip', and 'Zip Ext'; and 'MOTHER'S INFORMATION' at the bottom. A left sidebar contains a 'Comments' section with a 'New Record' button.

Figure 17: Pre/Post Birth AOP Registration Screen-Initial Load

3. After clicking the **New**  icon or selecting the **Record/New** menu item, the focus is initially set on the **Record Type** field. This is a mandatory field and the user cannot start a record without selecting an acceptable value in the mandatory field. Select the record type from the drop-down list and press **Tab** to unlock record fields for data entry.

4. Enter all available information about the AOP into the following fields:

Field Name	Value Required
Record Type	Select a record type from the dropdown list
Plurality	Select the number of children delivered
Child Last Name	Enter Text
Child Date of Birth	Enter Date
Mother's Last Name	Enter Text

5. Minimally, the user must enter values into all fields listed above and select the **Record/Save** menu item.
6. The system will display the following message:

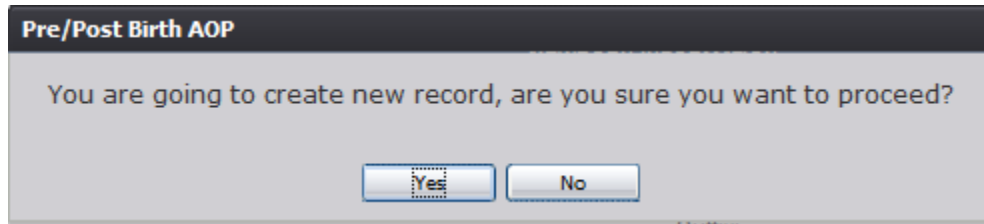


Figure 18: Record Creation Confirmation Message

7. If the user selects **No**, the record will not be saved.

If the user selects **Yes**, the application will save the record and the following message will be displayed:

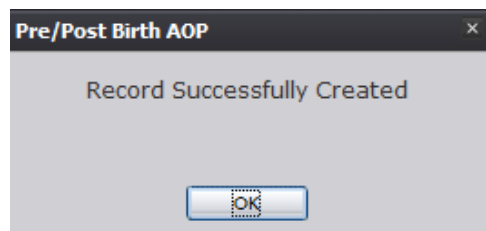


Figure 19: Record Successfully Created Message


8. Proceed with AOP registration data entry by completing the information requested on the AOP registration data entry screen. See [Technical Pre/Post Birth AOP Registration Data Entry Tips](#) for more details on how to complete the record.

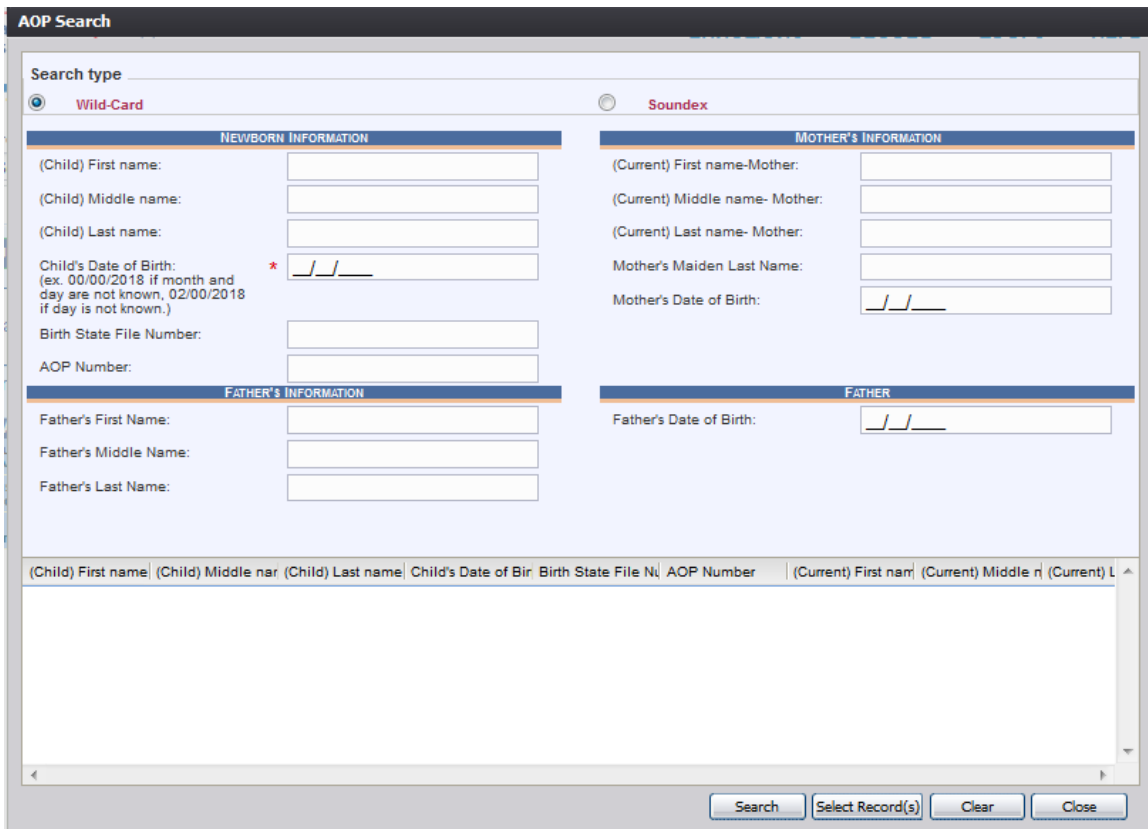
## 3.2 Search for a Record

Searching for a record in the application can be accomplished using the following options:

- Search screen
- Work Queue search

### 3.2.1 Search Screen

1. Click the **Search** icon  or select the **Record /Search** menu item.
2. The **Search Record** screen will appear.



The screenshot shows the 'AOP Search' application window. It has a title bar and a search type selector at the top. The 'Wild-Card' option is selected. The form is divided into four columns: 'NEWBORN INFORMATION', 'MOTHER'S INFORMATION', 'FATHER'S INFORMATION', and 'FATHER'. Each column contains several text input fields. At the bottom, there is a search bar with a dropdown menu and four buttons: 'Search', 'Select Record(s)', 'Clear', and 'Close'.

Figure 20: AOP Search Screen

3. Enter all available information regarding the record that needs to be located.
  - ✓ **Tip:** Text fields such as names do not have to be complete. Enter the first several letters instead of the entire text when spelling is in question but include other items to reduce the number of matches.
  - ✓ **Tip:** Along with a name, including the year of birth (which can be entered as a series of 00s followed by a year - i.e. 00/00/2012) and other information will reduce the number of matches that are returned and cause faster search results.
  - ✓ **Tip:** Choosing Soundex still requires the user to enter at least the Child's year of birth. If the user also decides to search by a name, the full name must be

entered and the application will search for not only all exact matches but names that sound familiar as well.

4. Click **Search**.
5. Records that match the search criteria will populate in the grid in the lower half of the screen.

The screenshot shows the 'AOP Search' application window. At the top, there are two radio buttons for 'Search type': 'Wild-Card' (selected) and 'Soundex'. Below this, the form is divided into four sections: 'NEWBORN INFORMATION', 'MOTHER'S INFORMATION', 'FATHER'S INFORMATION', and 'FATHER'. Each section contains text input fields for names and dates. The 'Child's Date of Birth' field has a red asterisk and the value '00/00/2018'. At the bottom of the form is a table with search results. The table has columns for child and mother information. Below the table are buttons for 'Search', 'Select Record(s)', 'Clear', and 'Close'.

(Child) First name	(Child) Middle nar	(Child) Last name	Child's Date of Bir	Birth State File Nu	AOP Number	(Current) First nam	(Current) Middle n	(Current) L
KAGISO		RABADA	2018/01/30		0000128	ZURI		RABADA
JAMES	J	HANLON	2018/02/02		0000136	TARAJI	T	HANLON
JEREMY	J	STILLS	2018/02/03		0000137	SAMANTHA	S	GROVES
PAIGE	P	TURCO	2018/02/03		0000138	ZOE	Z	MORGAN
		STANTON	2018/02/07		0000148			STANTON
FRANK	BOB	MILLER	2018/02/08		0000153	MILI	BOB	MILLER
INFANT		INFANT	2018/02/09		0000165	MARIA	LUKE	RYDER

Figure 21: AOP Search Screen with Results

6. Click the appropriate record to select. Select multiple records by holding down the **Ctrl** key and clicking on records.
7. Click **Select Record(s)** to retrieve records to the Work Queue.
8. Select a record from the work queue by clicking on it to retrieve it to the screen.
9. The selected record will be retrieved by the system and its information will appear on the screen as an active record for additional review and/or processing.

### 3.2.2 Work Queue Search

The Work Queue in the **Pre/Post Birth AOP Registration** process will contain the



following:

- AOP records associated with the users login location that still require some type of action.
  - The list in the work queue will be sorted by the date of birth and will display the child's last name, child's first name, and child's date of birth.
1. From the drop-down list, set the filter for the appropriate record type, as shown below. Options include:

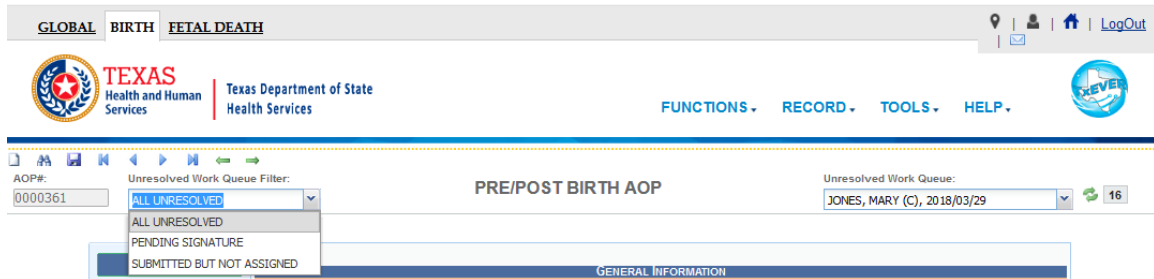


Figure 22: Unresolved Work Queue Filter

- **All Unresolved:** All AOP records that have been started but the information is not yet complete.
  - **Pending Signature:** All records where AOP data entry is complete but the signatures have not yet been captured.
  - **Submitted but Not Assigned:** All AOP records which have been submitted but not assigned to a birth record.
2. From the record list, select the appropriate record by clicking on it, or with the focus on the list, start typing the child's last name.

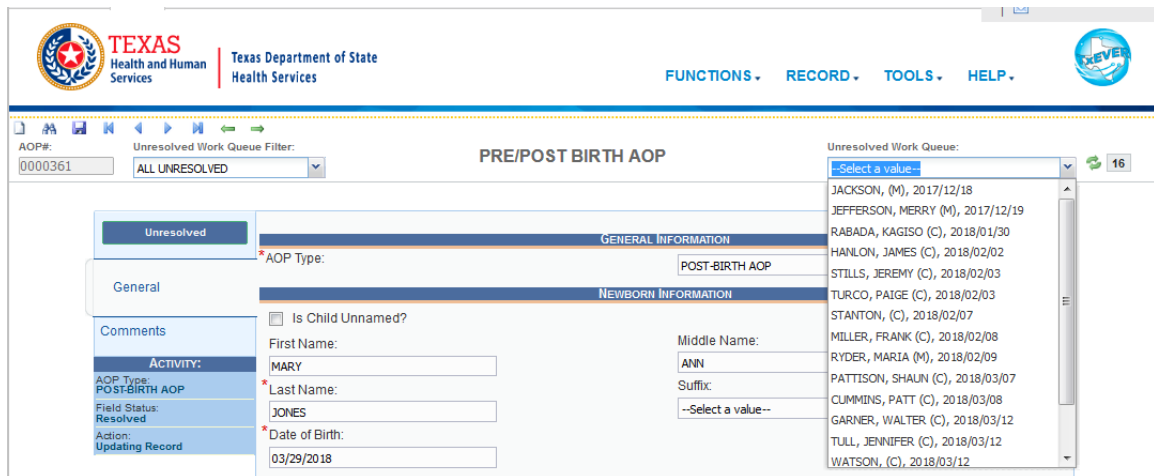


Figure 23: Unresolved Work Queue

3. The selected record will be retrieved by the system and its information will appear on the screen as an active record for additional review and/or processing.

### 3.3 Search for a Partial AOP Match

The application provides facility users the ability to search for partial AOPs that match an AOP record.

1. Retrieve an existing record using the work queue search or the search screen.
2. Select the **Record/Search for Partial AOP Match** menu item.
3. The AOP-Partial Record Search result screen will appear:

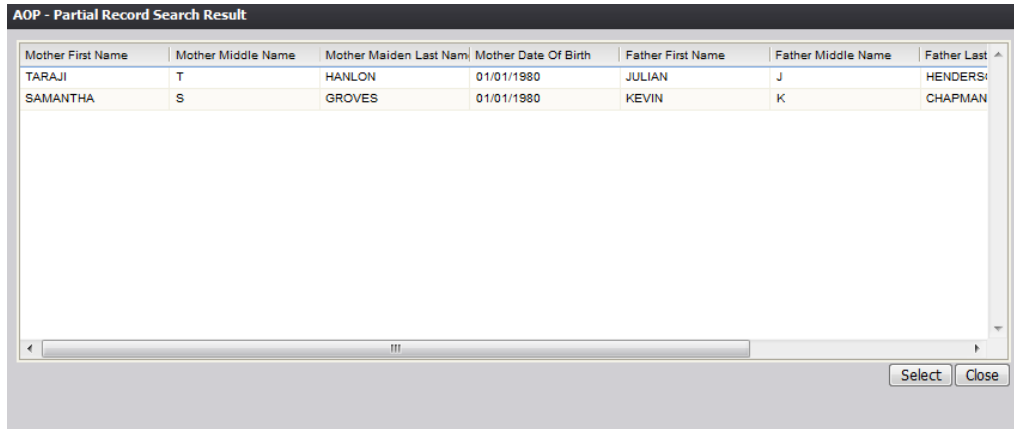


Figure 24: AOP-Partial Record Search Results Screen

- a. If no matches are found, the system will display a message that no records are found.
4. Click the desired search result to select it and click the **Select** button.
  5. The **AOP to AOP Discrepancy** screen will appear:

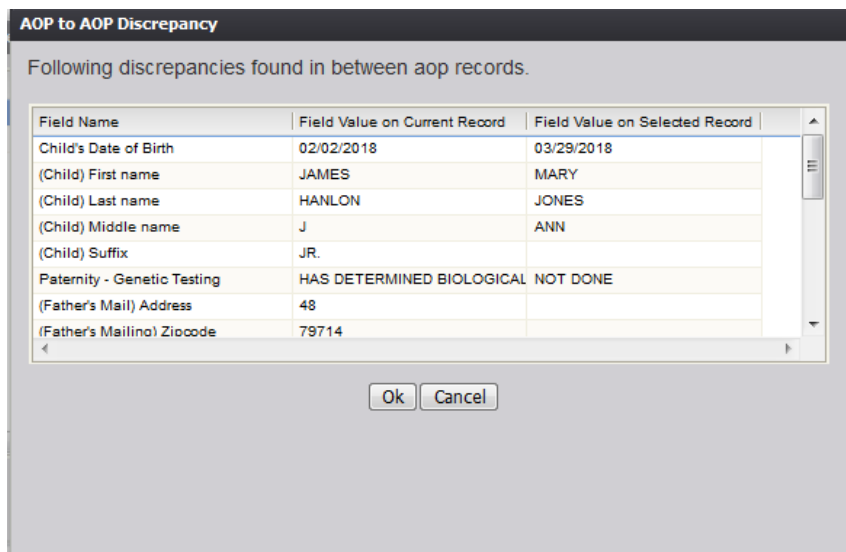


Figure 25: AOP to AOP Discrepancy Screen

6. Click the **OK** button to load the AOP record in the **Pre/Post AOP Registration** screen.
  - a. Click the **Cancel** button to close the AOP to AOP Discrepancy screen.

### 3.4 Cancel Changes

A user may cancel changes made to a record since it was last saved in **Pre/Post Birth AOP Registration**.

1. Retrieve an existing record using the work queue or the search screen.
2. Enter information or modify information entered in any fields. If a user navigates away from the current record by completing such an action as initiating a record search or accessing a new record, the system will display the following message:

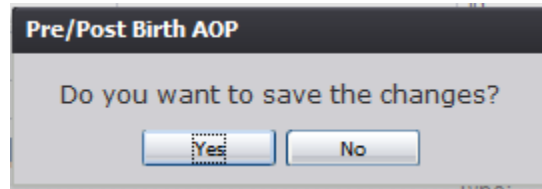


Figure 26: Save Changes Confirmation Message

- a. Click **No** to cancel the changes made to the record.
- b. Click **Yes** to save the changes made to the record.
  - i. If signatures have already been saved on the record, the a screen similar to the one shown below will appear:

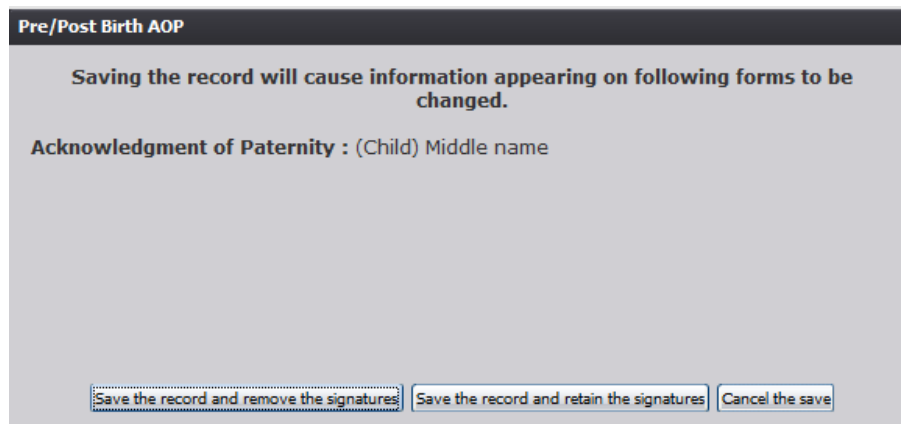


Figure 27: AOP and DOP Signature Removal Screen

- a. Click the **Save the record and remove the signatures** button to save changes to the record and remove previously captured signatures.
- b. Click the **Save the record and retain the signatures** button.

i. The following screen will appear:



Figure 28: Retain Signature Comment Screen

ii. Enter a reason for retaining the signature(s) and click the **OK** button to save the record and retain the signatures or click the **Close** button to return to the previous screen.

iii. The following screen will appear:

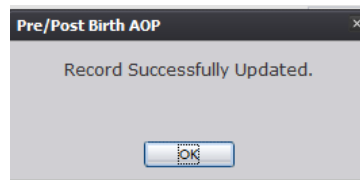


Figure 29: Record Successfully Updated Message

c. Click the **Cancel the save** button to cancel the save and return to the previous screen.

### 3.5 Update a Record

The **Pre/Post Birth AOP Registration** menu item function allows authorized users to create/initiate an AOP record as well as update an existing record within the **TxEVER Birth** module.

1. Select the **Birth/Function/Pre/Post Birth AOP Registration** menu item.
2. The initial **Pre/Post Birth AOP Registration** screen will load:

The screenshot displays the 'PRE/POST BIRTH AOP' registration interface. At the top, there are navigation tabs for 'GLOBAL', 'BIRTH', and 'FETAL DEATH', along with a 'LogOut' link. The Texas Department of State Health Services logo is visible on the left. The main header includes 'FUNCTIONS', 'RECORD', 'TOOLS', and 'HELP' menus. Below the header, there are search and filter options for 'AOP#' and 'Unresolved Work Queue Filter'. The central area is a form with several sections: 'GENERAL INFORMATION' (AOP Type), 'NEWBORN INFORMATION' (Is Child Unnamed?, First Name, Middle Name, Last Name, Suffix, Date of Birth), 'FACILITY INFORMATION & PLACE OF BIRTH' (Name, Type, Address, State, Local, Zip, etc.), and 'MOTHER'S INFORMATION'. A left-hand sidebar contains tabs for 'Unresolved', 'General', 'Comments', and 'ACTIVITY'.

Figure 30: Pre/Post Birth AOP Registration Screen-Initial Load

3. Search for a record using the search screen or the unresolved work queue and update unresolved fields on the record that is retrieved on the screen.
4. While a record with unsaved changes is on screen, select the **Record/Save** menu option.
5. The following message will appear:

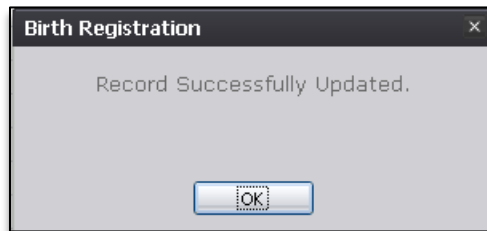



Figure 31: Record Successfully Updated Message

6. All previously unsaved changes made to the record will be saved.
7. Proceed with pre/post birth AOP registration data entry by completing the information requested on the data entry tab.

### 3.6 Abandon a Record

Any user can choose to abandon a record up until the record is submitted.

1. To abandon the record, select **Record/Abandon** or the Abandon icon .
2. The following message will appear:

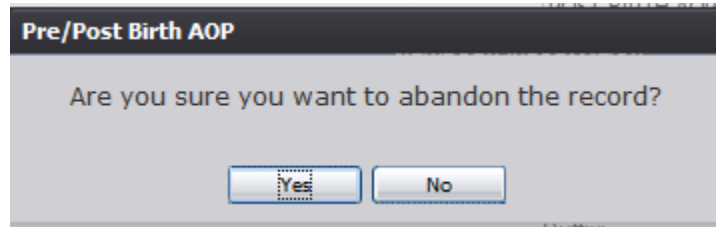


Figure 32: Record Abandon Confirmation Message

3. Select **No** to cancel the action and return to the record or select **Yes** to continue abandoning the record. Provide a reason for abandoning the record in the Comment box shown below and press **OK**.

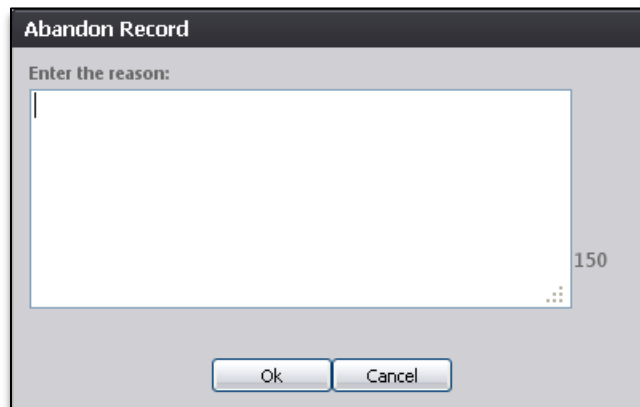


Figure 33: Abandon Record Comment Screen

4. The following message will appear:

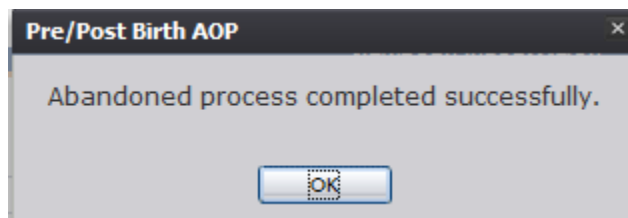


Figure 34: Record Abandon Completed Successfully Message

### 3.7 Using the Unresolved Fields List

To check if all data items were completed, use the **Unresolved Fields** list to identify areas that require some sort of action before the record is resolved. The unresolved list displays individual data fields that need to be completed for a specific record before it can be resolved.

1. Retrieve a record.
2. Click **Unresolved** to open the list.
3. The **Unresolved Fields** list will open.

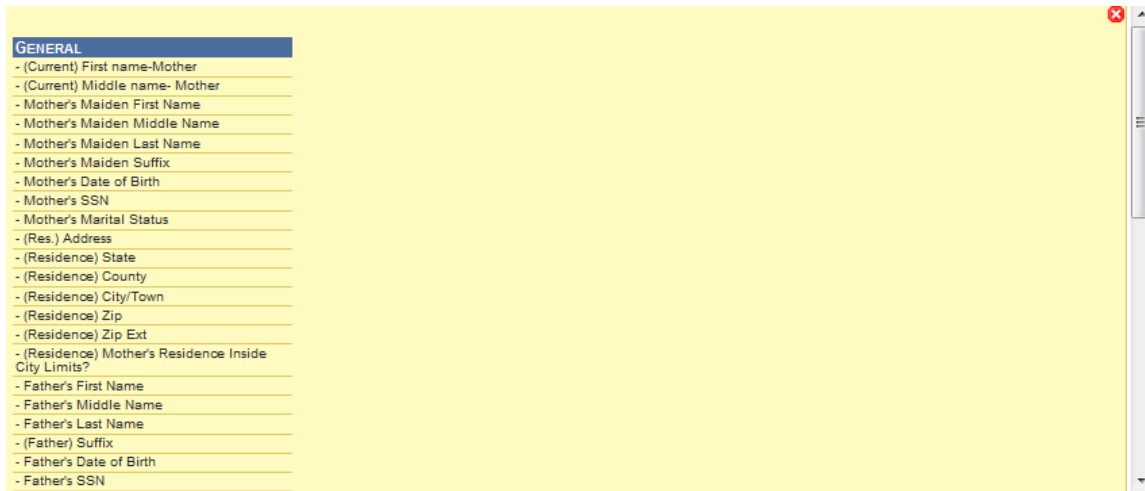


Figure 35: Unresolved Fields List

4. To be directed to a particular unresolved field, click the field's link. The system will navigate to that particular field directly so that it may be resolved; the **Unresolved Fields** list will close.
5. Click **Unresolved List** again to close the list and return to the data entry screen.

### 3.8 Pre/Post Birth AOP Registration Data Entry Topics

#### 3.8.1 Double Data Entry

Certain fields (such as Newborn First Name) within the Birth Registration Data Entry screen will require that the user enter the value into the main data entry screen and then confirm the entered value by entering it again in a separate data entry interface. Fields that require double data entry will present users with the following screen when the user tabs off the field:



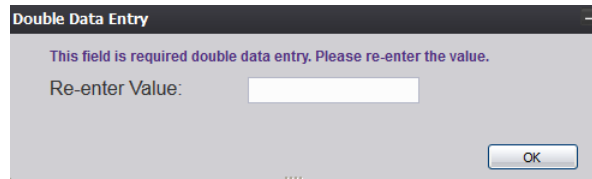


Figure 36: Double Data Entry Screen

Enter the value again and click the **OK** button to close the Double Data Entry screen. If the value entered in the Double Data Entry screen matches the value entered on the main data entry screen, the user will be moved to the next data field. If the values do not match, the following message will appear:

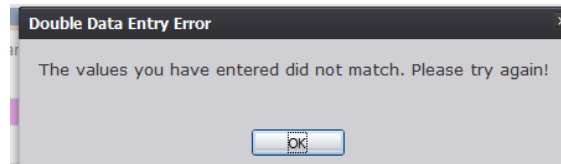


Figure 37: Double Data Entry Error Screen

Click **OK** to close the message and return to the data entry screen. The value entered into the field will be cleared and the double data entry process will be required again.

## 3.9 Technical Pre/Post Birth AOP Registration Data Entry Tips

### 3.9.1 General Tab

#### 3.9.1.1 *Is Child Unnamed? Checkbox*

Selecting the 'Is Child Unnamed?' checkbox will cause the First Name and Last Name fields in the **Newborn Information** section to become populated with a value of 'Infant' and disabled.

#### 3.9.1.2 *Common Law Involved*

The **Common Law Involved** field will become enabled only if 'Married' is selected in the **Marital Status** field.

MOTHER'S INFORMATION	
First Name: [Redacted]	Middle Name: [Redacted]
* Last Name: PATTISON	Suffix: --Select a value--
Maiden First Name: [Redacted]	Maiden Middle Name: [Redacted]
Maiden Last Name: [Redacted]	Maiden Suffix: --Select a value--
Date of Birth: [Redacted]	SSN: [Redacted]
Marital Status: MARRIED	Married within 300 Days?: YES
Common Law Involved: [Redacted]	

Figure 38: Common Law Involved Field

### 3.9.1.3 Withheld by Request on AOP Checkbox

Checking this box in the Mother's Residence Address Information section will cause the mother's residence address information to appear as blank on the printed AOP form.

The same functionality applies for the Withheld by Request on AOP checkbox in the Father's Mailing information section.

## 3.10 Capturing Signatures

### 3.10.1 Capture Acknowledgment of Paternity Signatures

The application provides users the ability to capture Acknowledgment of Paternity signatures using one of three available methods:

#### 3.10.1.1 Capture AOP Signatures Using Mouse

1. Retrieve an existing record using the Work Queue Search or the Search Screen.
2. Select the **Record/Acknowledgment of Paternity (AOP)** menu and select either the Mother Signature menu item or Father Signature item.
3. The following message will appear:

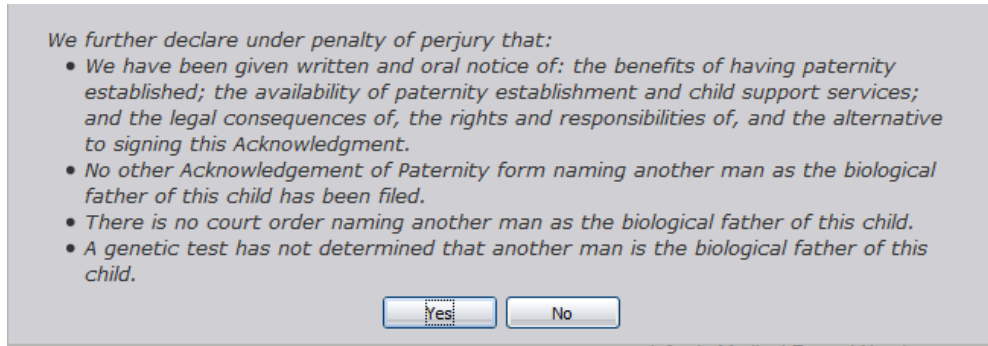


Figure 39: AOP Certification Message

4. Click the **Yes** button to open the desired AOP Signature screen.
  - a. Click **No** to close the message and return to the Birth Registration screen.
5. The AOP Signature screen will appear:

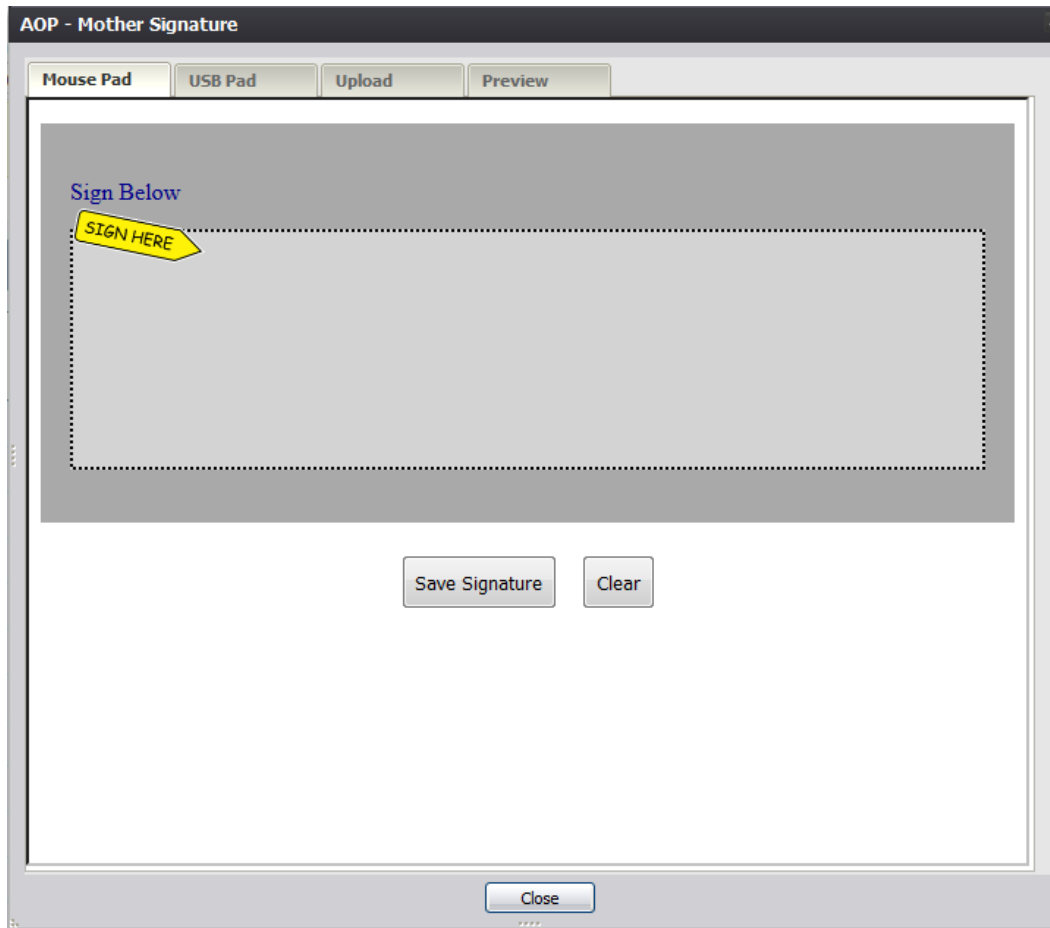


Figure 40: AOP Signature Screen-Mouse Pad Tab

6. Click the Mouse Pad tab on the AOP Signature screen.
7. Create a signature by holding down the left mouse button and moving the mouse on the screen in the signature box.
8. Click the **Save Signature** button.
9. The system will display the following message:

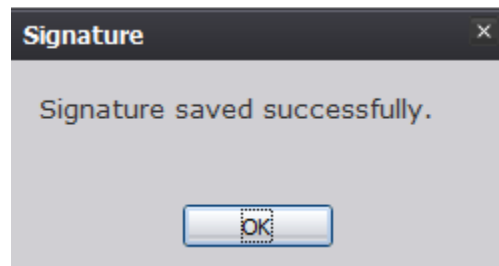


Figure 41: Signature Saved Successfully Message

### 3.10.1.2 Capture AOP Signatures Using USB Signature Pad

1. Retrieve an existing record using the Work Queue Search or the Search Screen.
2. Select the **Record/Acknowledgment of Paternity (AOP)** menu and select either the Mother Signature menu item or Father Signature item.
3. The following message will appear:

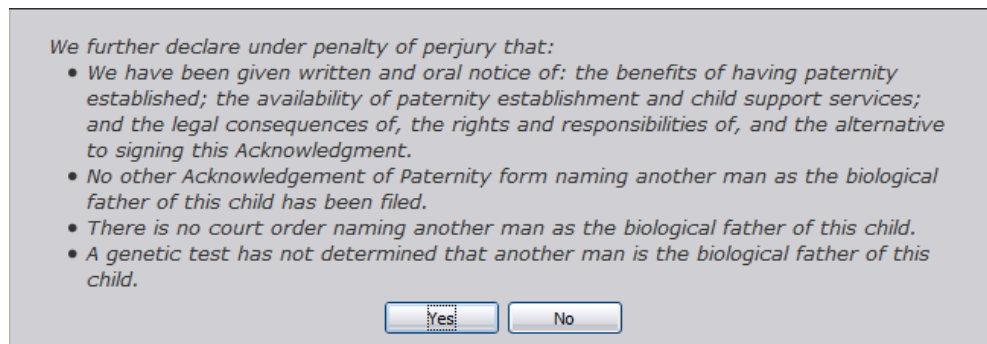


Figure 42: AOP Certification Message

4. Click the **Yes** button to open the desired AOP Signature screen.
  - a. Click **No** to close the message and return to the Birth Registration screen.
5. The AOP Signature screen will appear. Click the USB Pad tab on the AOP Signature screen:

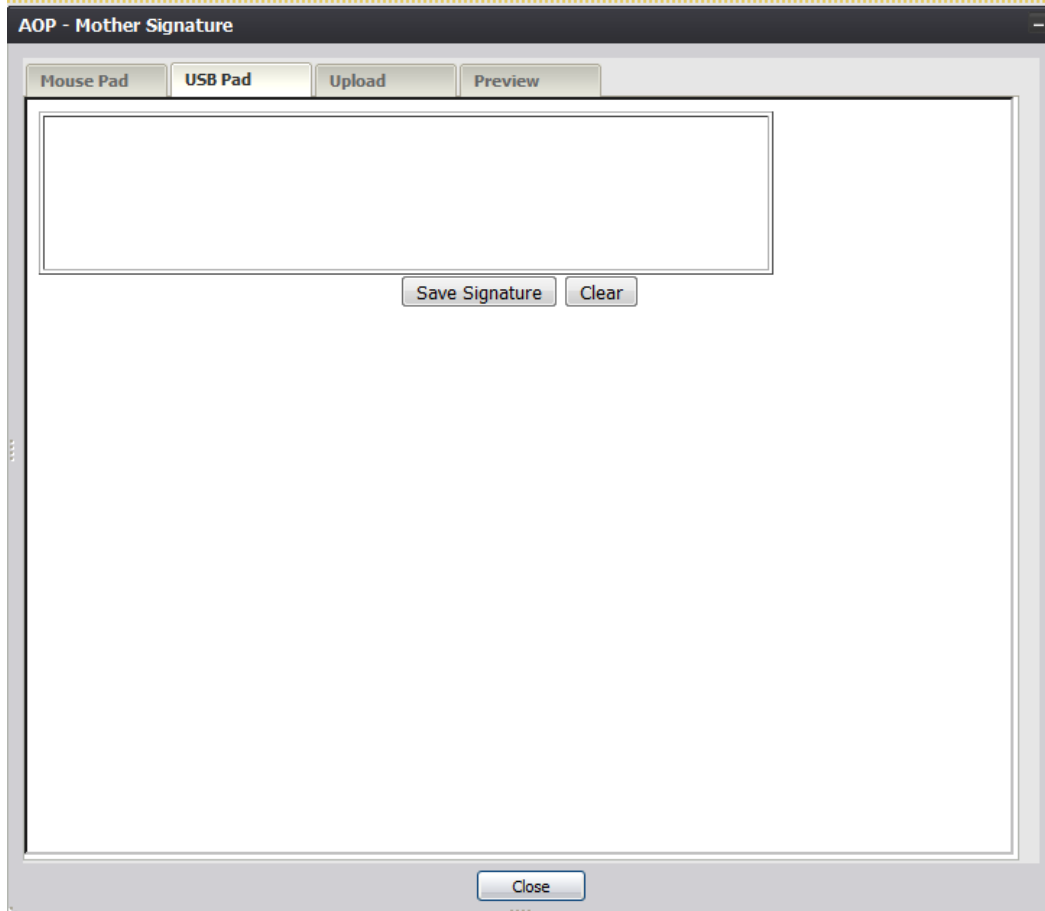


Figure 43: AOP Signature Screen-USB Pad Tab

6. Create a signature by capturing a signature on a signature pad attached to the computer via USB connection.
7. Click the **Save Signature** button.
8. The system will display the following message:

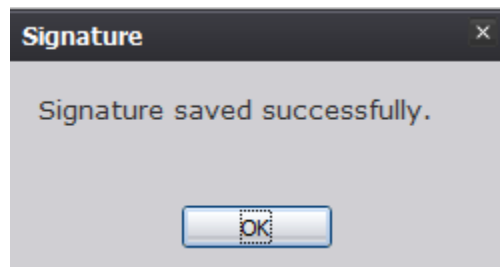


Figure 44: Signature Saved Successfully Message

### 3.10.1.3 Capture AOP Signatures Using Form Upload

1. Retrieve an existing record using the Work Queue Search or the Search Screen.
2. Select the **Record/Acknowledgment of Paternity (AOP)** menu and select either the Mother Signature menu item or Father Signature item.
3. The following message will appear:

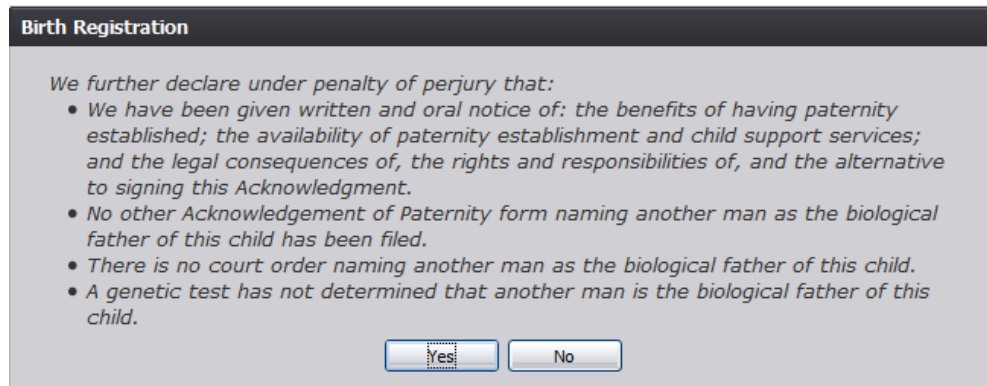


Figure 45: AOP Certification Message

4. Click the **Yes** button to open the desired AOP Signature screen.
  - a. Click **No** to close the message and return to the Birth Registration screen.
5. The AOP Signature screen will appear. Click the Upload tab on the AOP Signature screen:

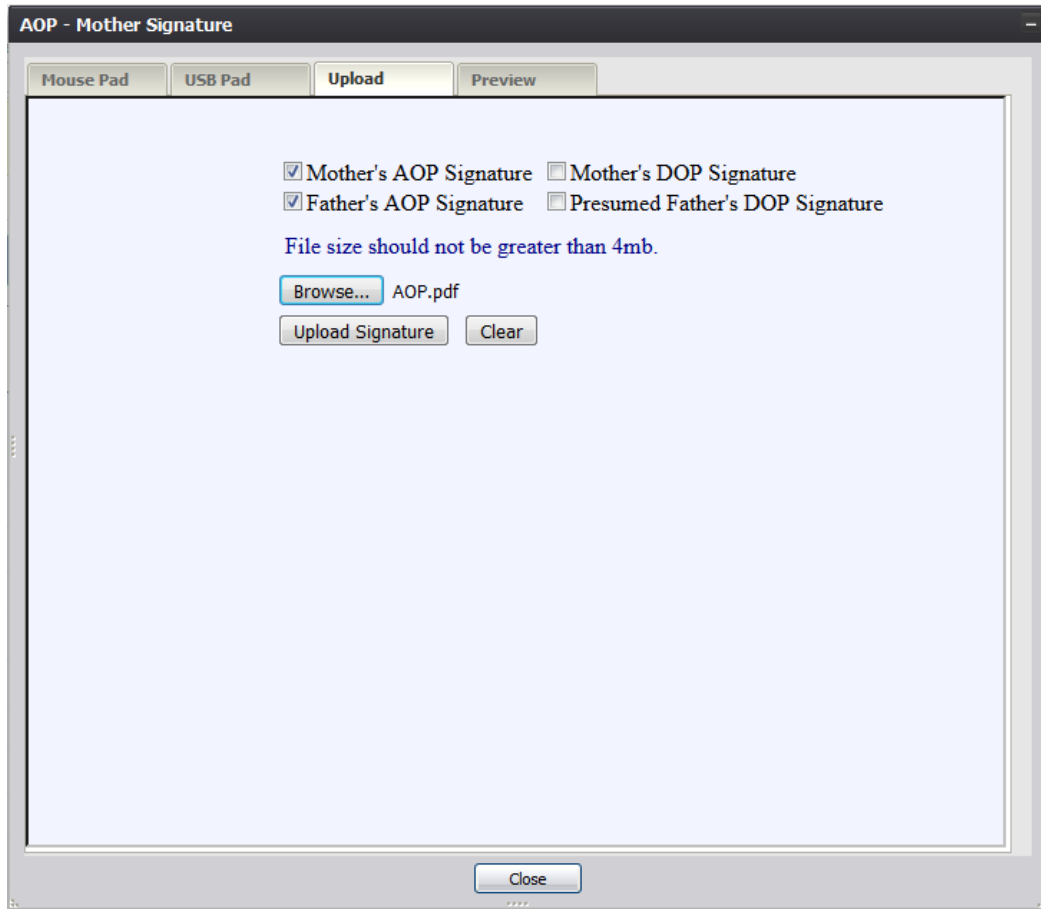


Figure 46: AOP Signature Screen-Upload Tab

6. Select the checkboxes corresponding to the signatures captured on the scan of the paper copy AOP form to be uploaded into TxEVER.
7. Click the Browse button to open the File Upload screen, locate the scanned AOP form and click the Open button:

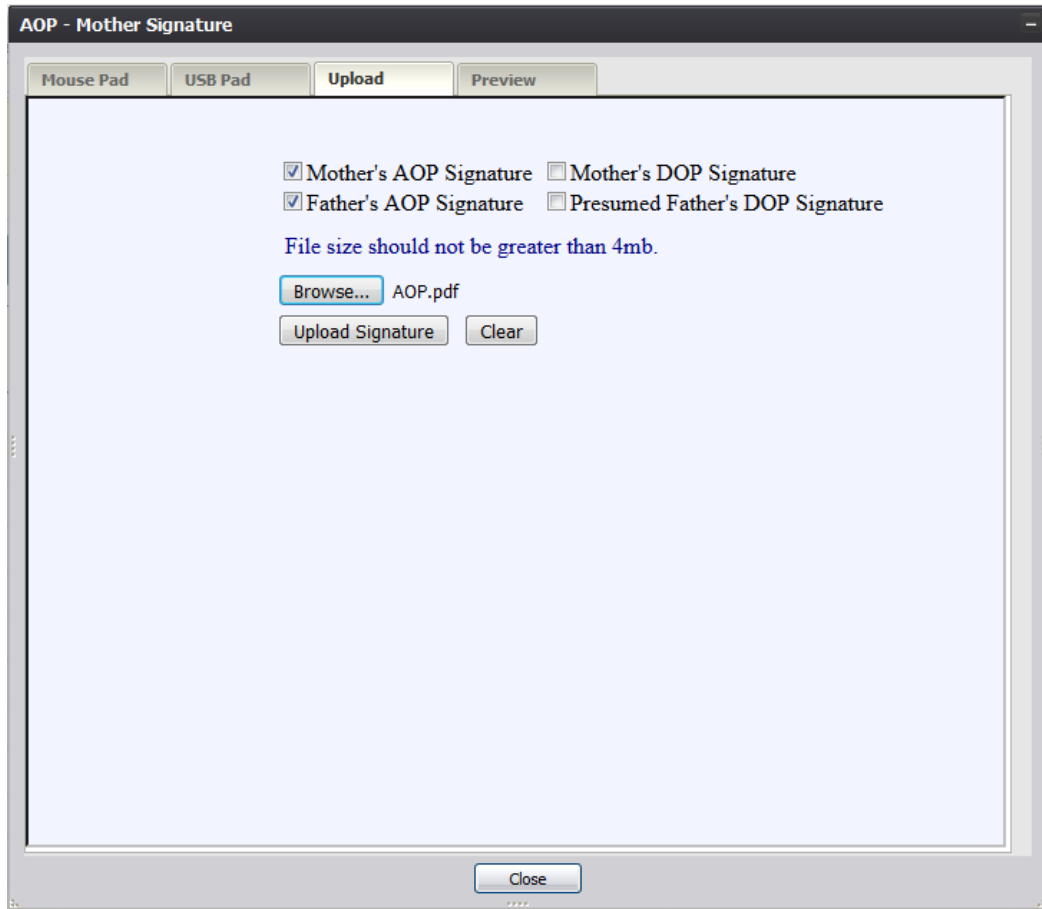


Figure 47: AOP Signature Screen-Upload Tab

8. Click the **Upload Signature** button.
9. The system will display the following message:

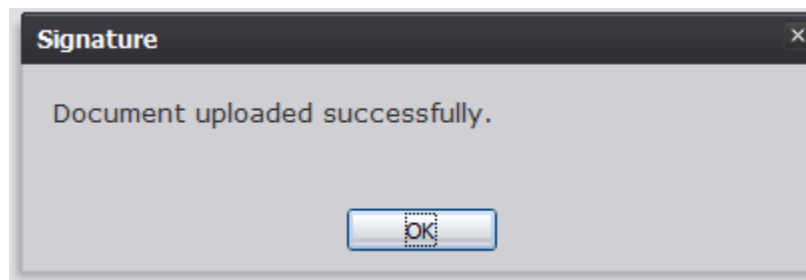


Figure 48: Document Uploaded Successfully Message

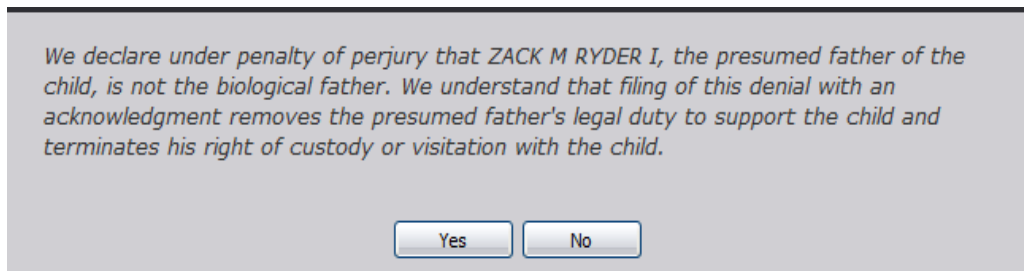


### 3.10.2 Capture Denial of Paternity Signatures

The application provides users the ability to capture Denial of Paternity signatures using one of three available methods:

#### 3.10.2.1 Capture DOP Signatures Using Mouse

1. Retrieve an existing record using the Work Queue Search or the Search Screen.
2. Select the **Record/Denial of Paternity** menu and select either the Mother Signature menu item or Presumed Father Signature item.
3. A message similar to the following will appear:



**Figure 49: DOP Certification Message**

4. Click the **Yes** button to open the desired DOP Signature screen.
  - a. Click **No** to close the message and return to the Birth Registration screen.
5. The DOP Signature screen will appear:

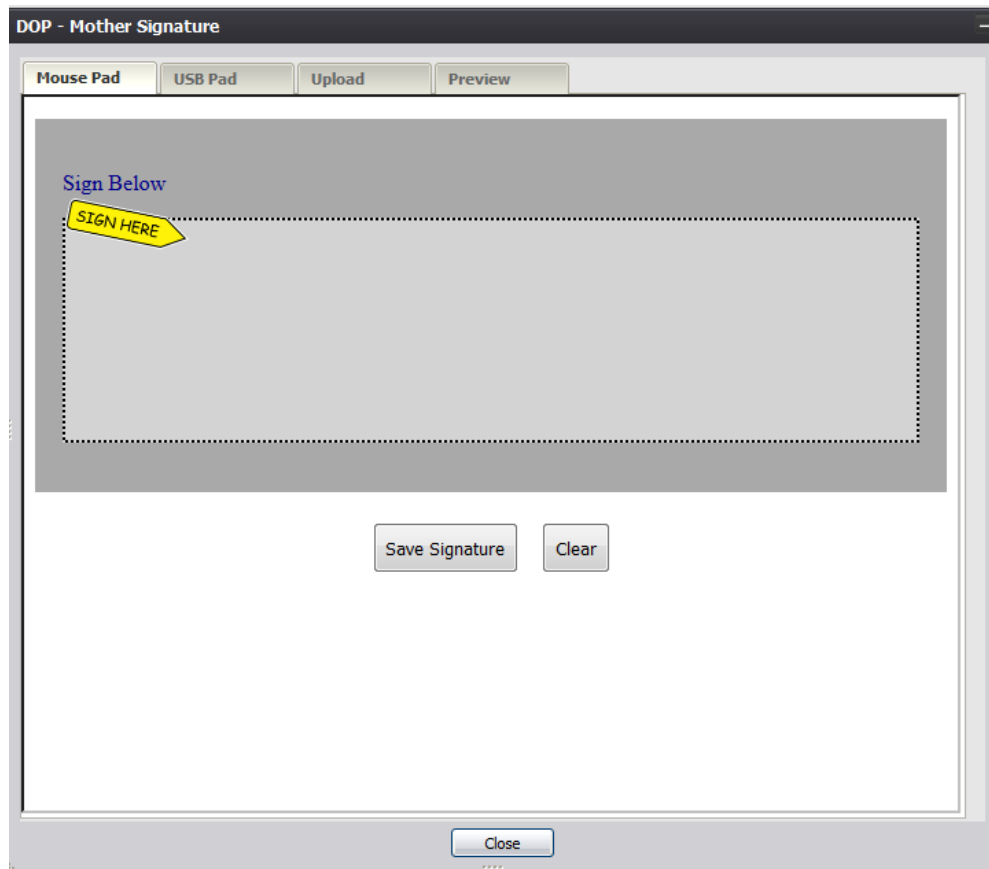


Figure 50: DOP Signature Screen-Mouse Pad Tab

6. Click the Mouse Pad tab on the DOP Signature screen.
7. Create a signature by holding down the left mouse button and moving the mouse on the screen in the signature box.
8. Click the Save Signature button.
9. The system will display the following message:

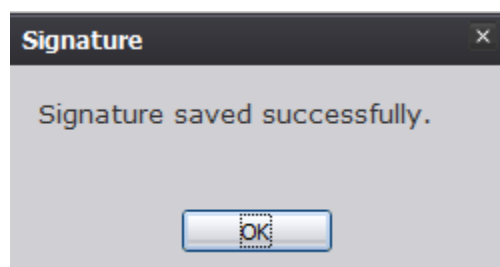


Figure 51: Signature Saved Successfully Message

### 3.10.2.2 Capture DOP Signatures Using USB Signature Pad

1. Retrieve an existing record using the Work Queue Search or the Search Screen.
2. Select the **Record/Denial of Paternity** menu and select either the Mother Signature menu item or Presumed Father Signature item.
3. The following message will appear:

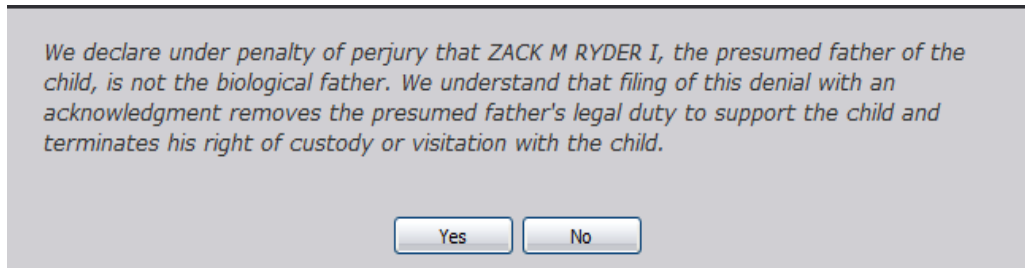


Figure 52: DOP Certification Message

4. Click the **Yes** button to open the desired AOP Signature screen.
  - a. Click **No** to close the message and return to the Birth Registration screen.
5. The DOP Signature screen will appear. Click the USB Pad tab on the DOP Signature screen:

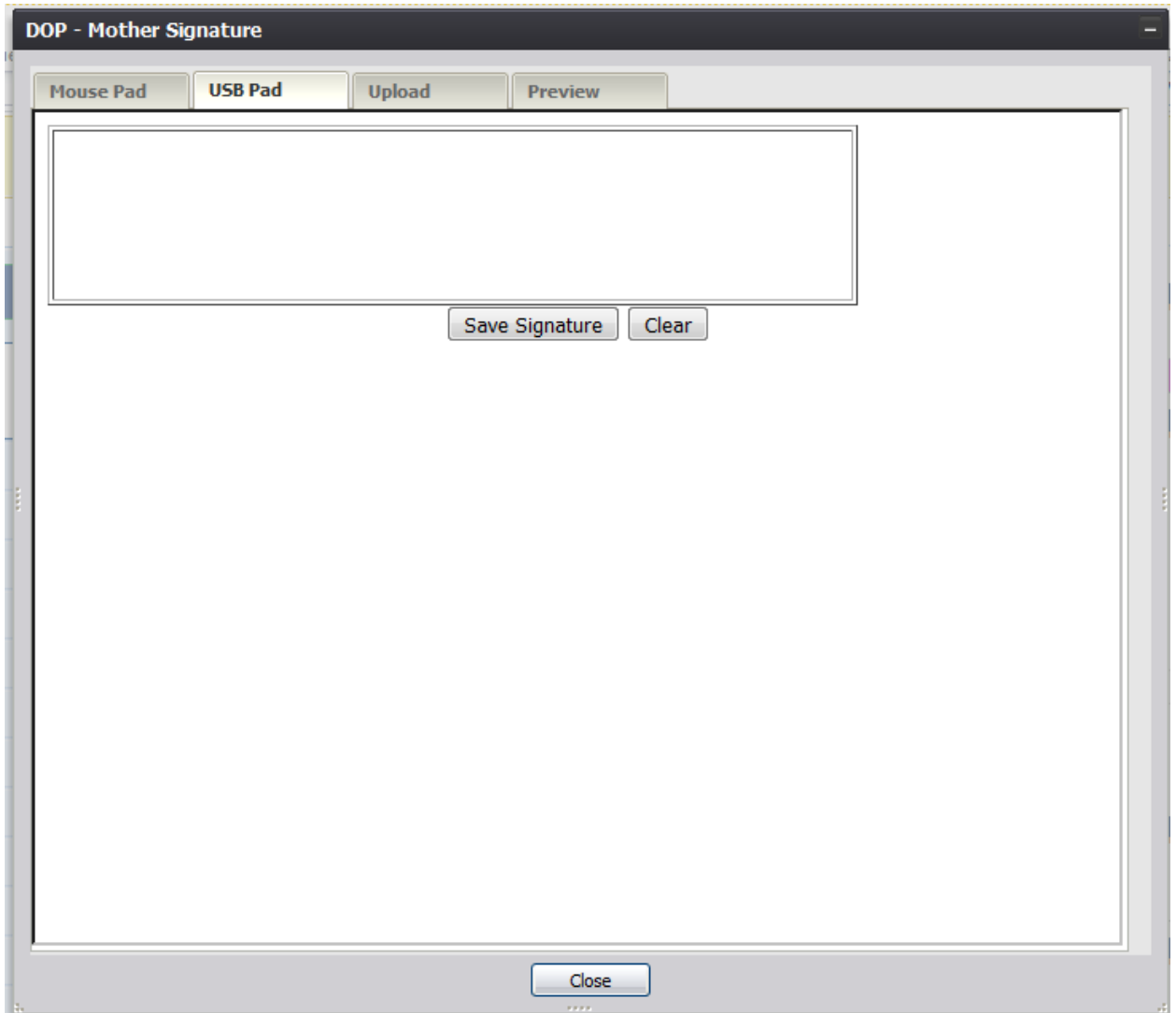


Figure 53: DOP Signature Screen-USB Pad Tab

6. Create a signature by capturing a signature on a signature pad attached to the computer via USB connection.
7. Click the **Save Signature** button.
8. The system will display the following message:

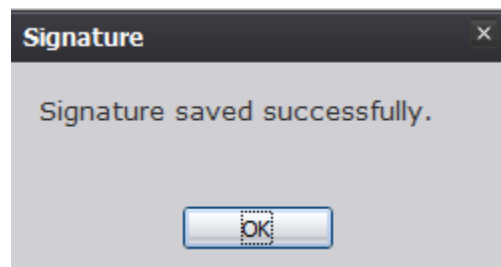


Figure 54: Signature Saved Successfully Message

### 3.10.2.3 Capture DOP Signatures Using Form Upload

1. Retrieve an existing record using the Work Queue Search or the Search Screen.
2. Select the **Record/Denial of Paternity** menu and select either the Mother Signature menu item or Presumed Father Signature item.
3. The following message will appear:

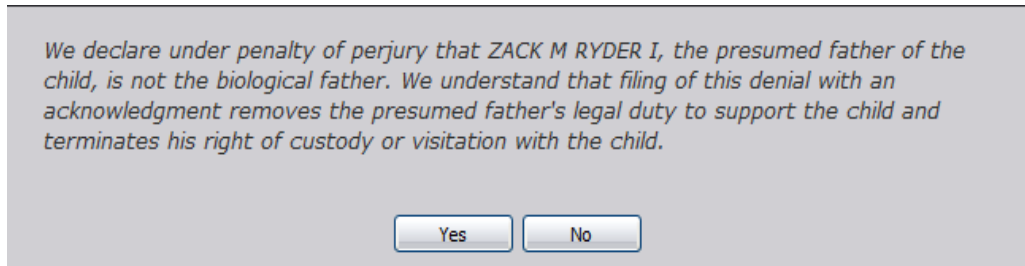


Figure 55: DOP Certification Message

4. Click the **Yes** button to open the desired DOP Signature screen.
  - a. Click **No** to close the message and return to the Birth Registration screen.
5. The DOP Signature screen will appear. Click the Upload tab on the DOP Signature screen:

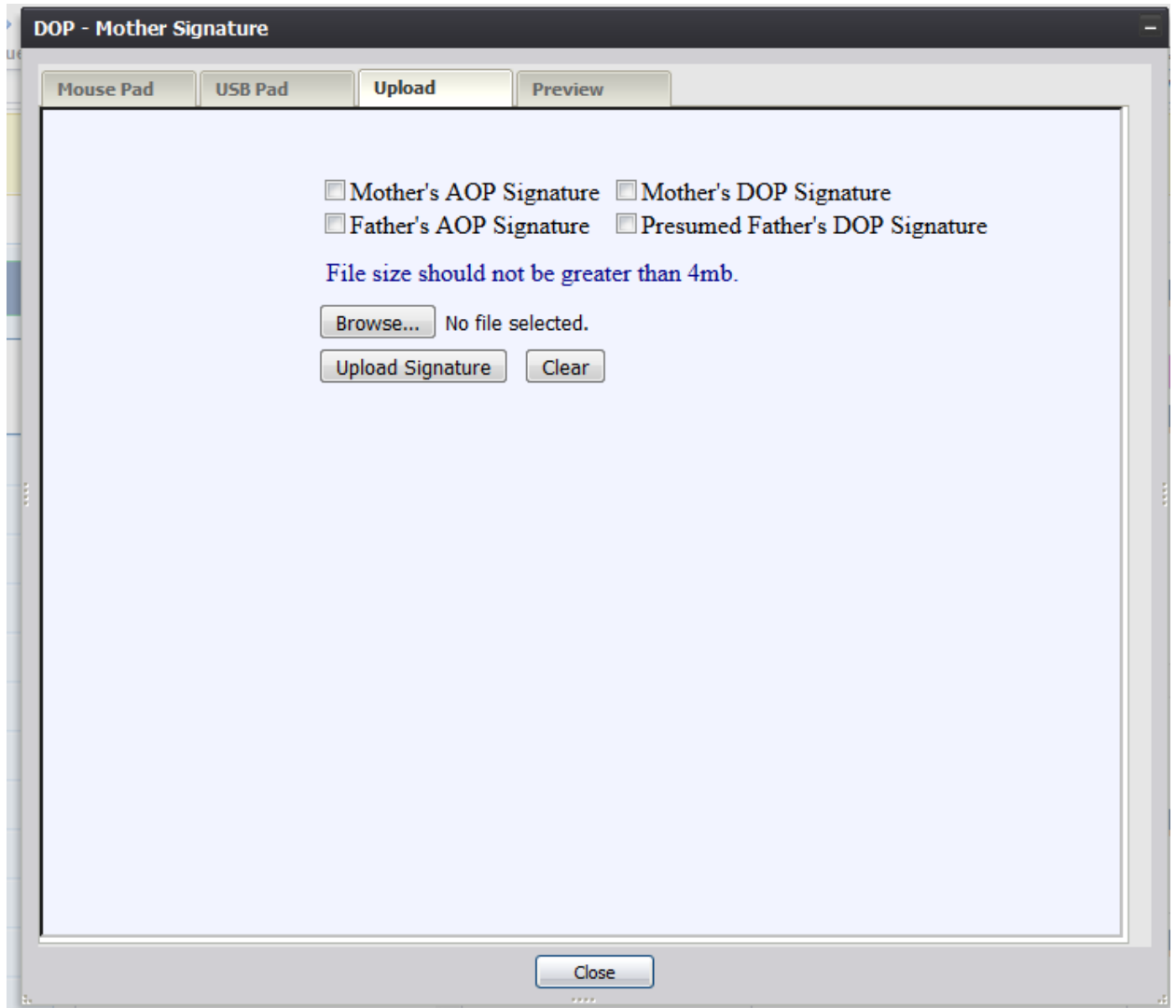


Figure 56: DOP Signature Screen-Upload Tab

6. Select the checkboxes corresponding to the signatures captured on the scan of the paper copy AOP form to be uploaded into TxEVER.
7. Click the Browse button to open the File Upload screen, locate the scanned AOP form and click the Open button:

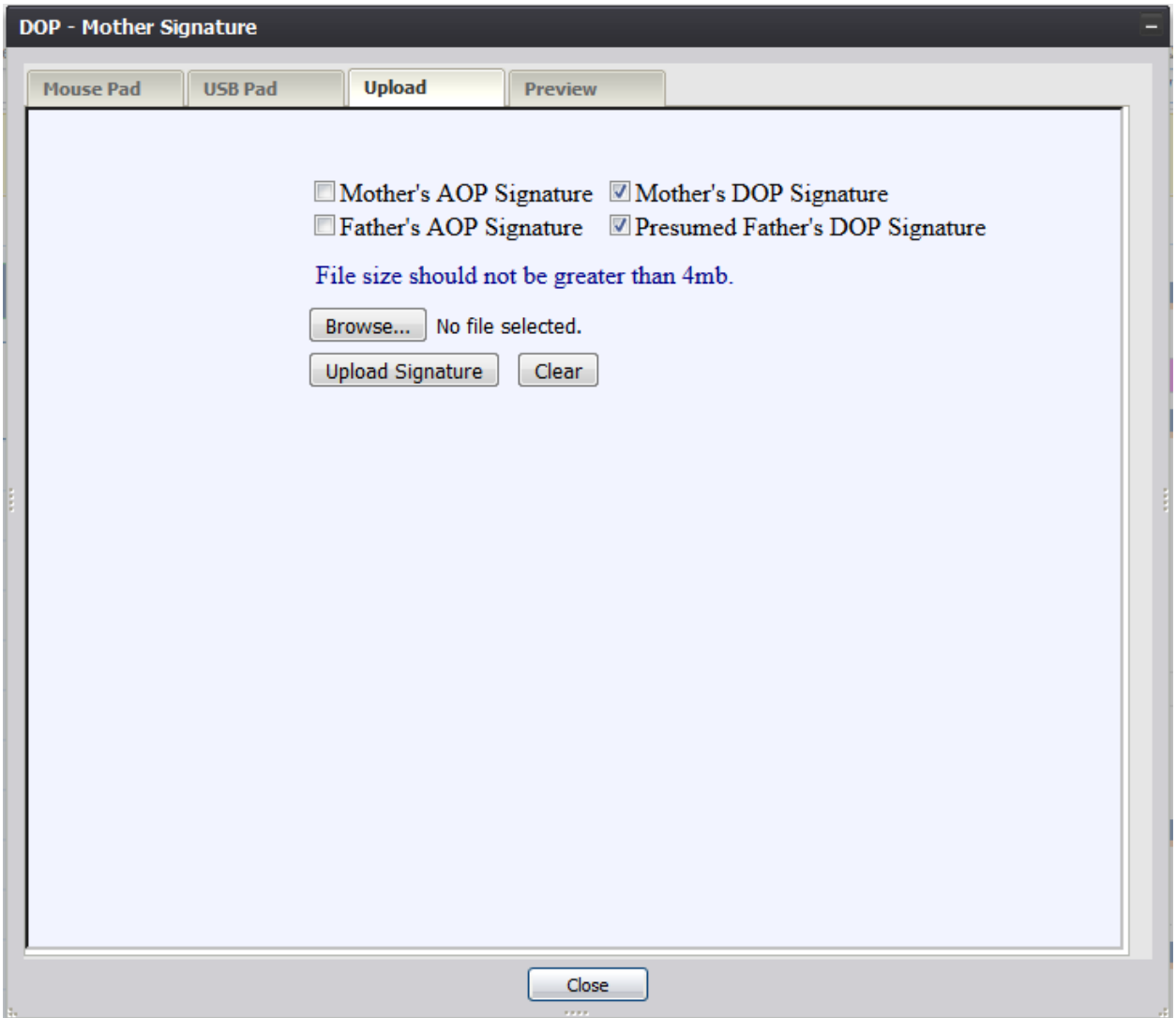


Figure 57: DOP Signature Screen-Upload Tab

8. Click the **Upload Signature** button.
9. The system will display the following message:

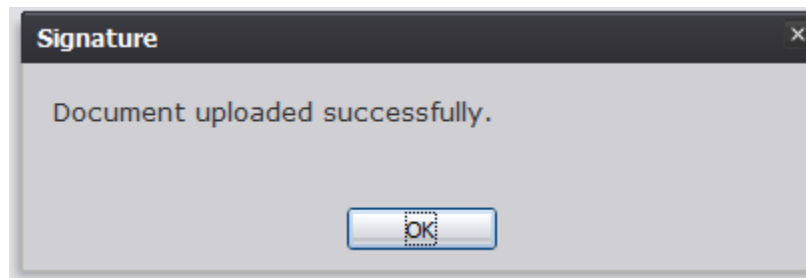


Figure 58: Document Uploaded Successfully Message

### 3.11 View Acknowledgment of Paternity Signatures

The application provides facility users the ability to view Acknowledgment of Paternity signatures.

1. Retrieve an existing record using the Work Queue Search or the Search Screen.
2. Select the **Record/View Signatures/Acknowledgment of Paternity (AOP)** menu and select either the Mother Signature menu item or Father Signature item.
3. The AOP Signature screen will appear:

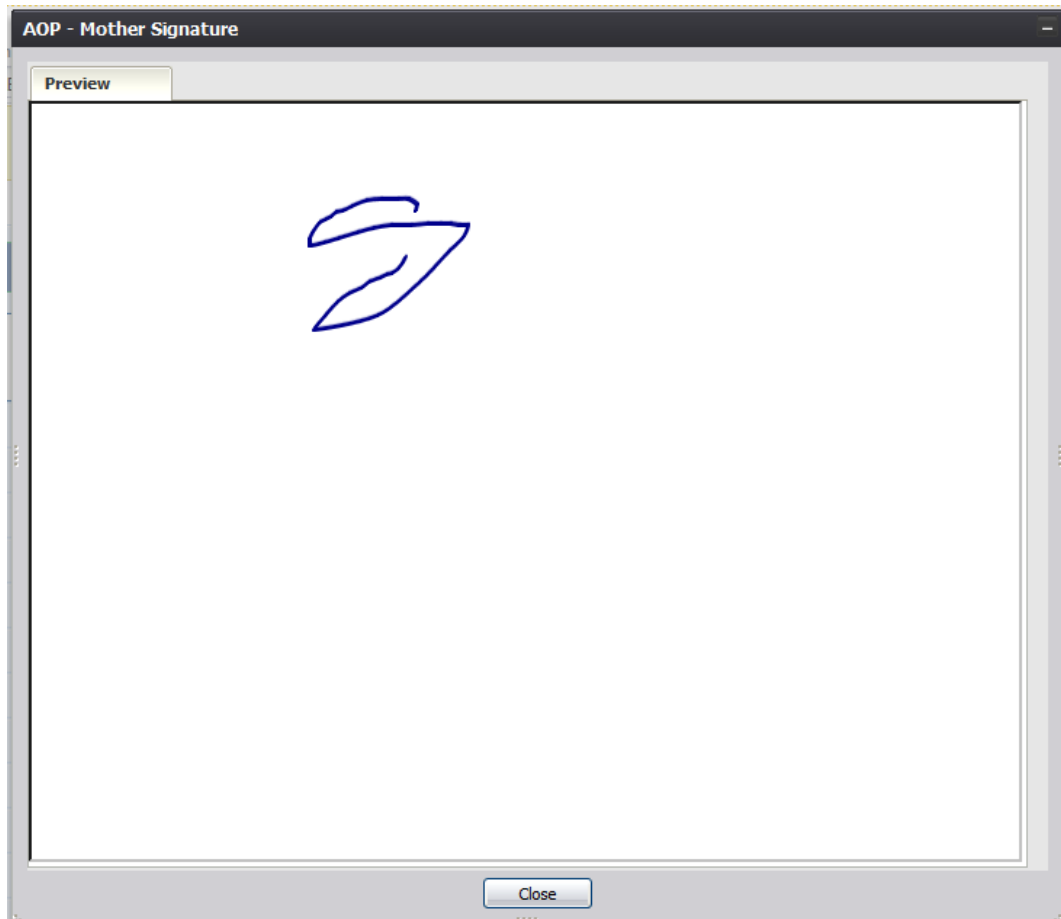


Figure 59: AOP Signature Screen-Preview Tab



### 3.12 View Denial of Paternity Signatures

The application provides facility users the ability to view Denial of Paternity signatures.

1. Retrieve an existing record using the [Work Queue Search](#) or the [Search Screen](#).
2. Select the **Record/View Signatures/Denial of Paternity** menu and select either the Mother Signature menu item or Father Signature item.
3. The DOP Signature screen will appear:

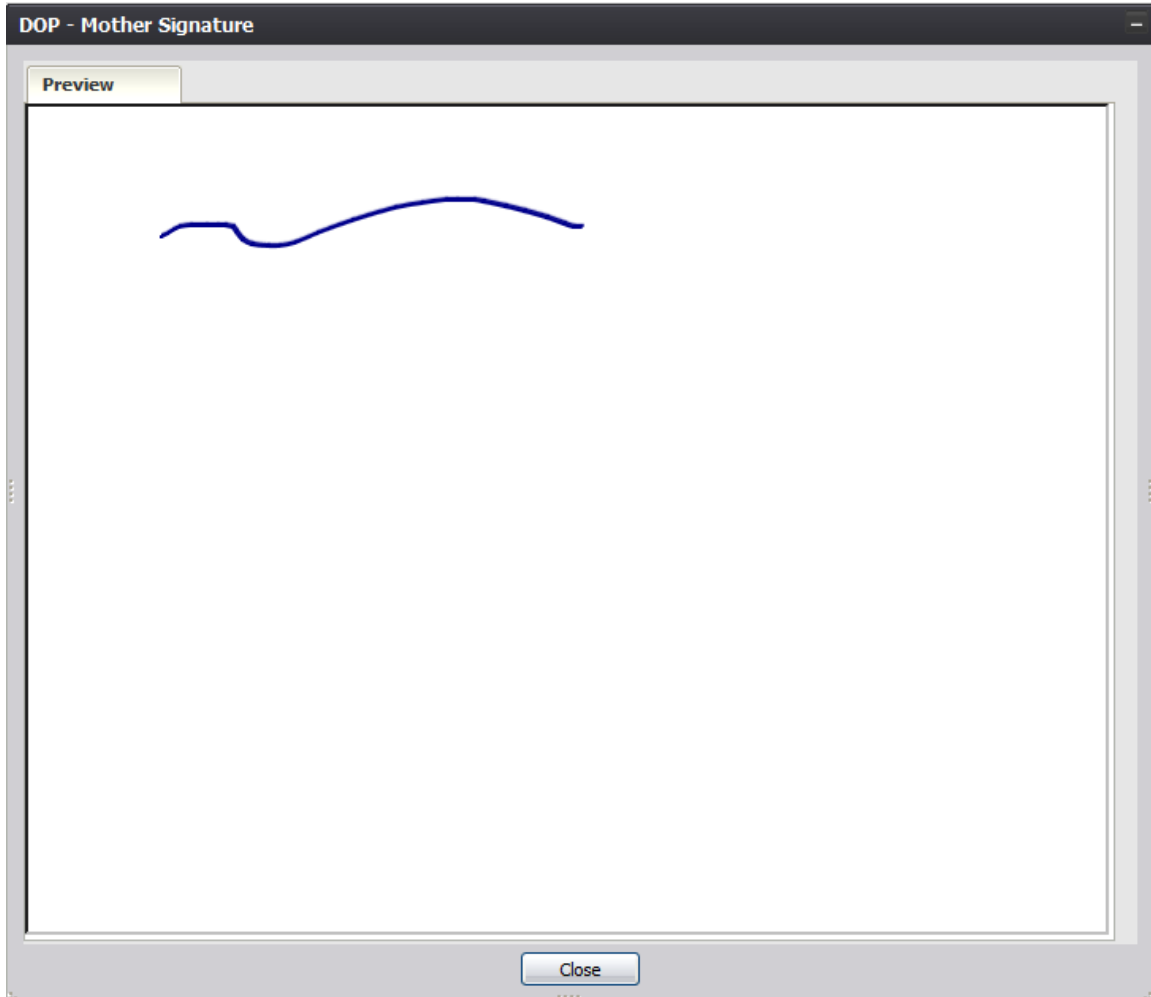
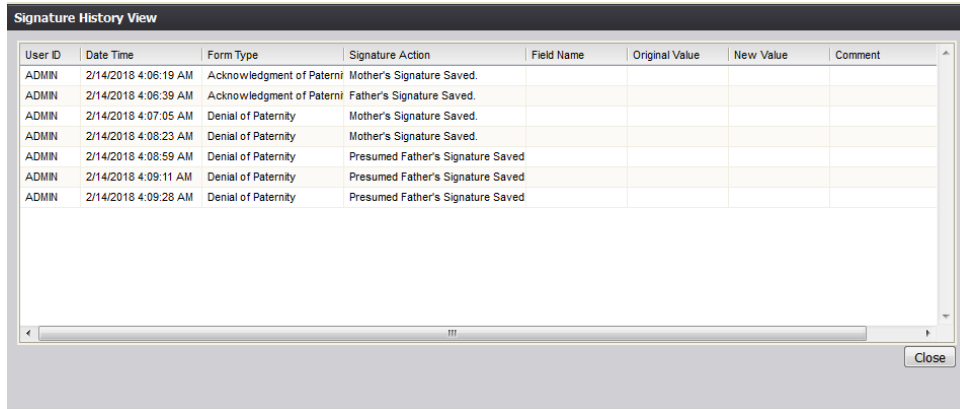


Figure 60: DOP Signature Screen-Preview Tab

### 3.13 View Signature History

The application provides facility users the ability to view the history of signatures captured on a record.

1. Retrieve an existing record using the Work Queue Search or the Search Screen.
2. Select the **Record/Signature History** menu item.
3. The Signature History View screen will appear:



User ID	Date Time	Form Type	Signature Action	Field Name	Original Value	New Value	Comment
ADMIN	2/14/2018 4:06:19 AM	Acknowledgment of Paterni	Mother's Signature Saved.				
ADMIN	2/14/2018 4:06:39 AM	Acknowledgment of Paterni	Father's Signature Saved.				
ADMIN	2/14/2018 4:07:05 AM	Denial of Paternity	Mother's Signature Saved.				
ADMIN	2/14/2018 4:08:23 AM	Denial of Paternity	Mother's Signature Saved.				
ADMIN	2/14/2018 4:08:59 AM	Denial of Paternity	Presumed Father's Signature Saved.				
ADMIN	2/14/2018 4:09:11 AM	Denial of Paternity	Presumed Father's Signature Saved.				
ADMIN	2/14/2018 4:09:28 AM	Denial of Paternity	Presumed Father's Signature Saved.				

Figure 61: Signature History View Screen

### 3.14 Submit an AOP Record

An AOP record can be submitted once the required data entry has been completed.

To submit an AOP:

1. Retrieve an existing record using the Work Queue search.
2. When the appropriate record appears on the screen, select the **Record/Submit** menu item to initiate the **Submit** process.
3. The following message will appear:

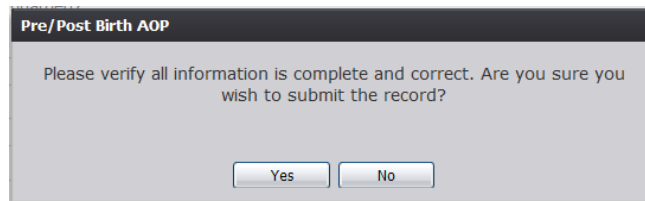


Figure 62: Record Submission Confirmation Message

- a. Click **Yes** to submit the record.
  - b. Click **No** to cancel the submission of the record.
4. If Yes is selected, the following message will appear:

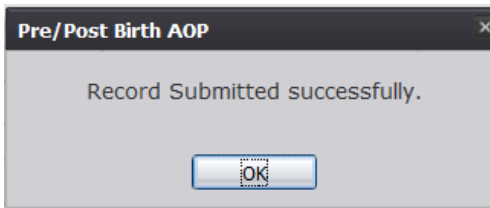


Figure 63: Record Submitted Successfully Message

**Note:** An AOP record can be submitted multiple times up until the record is linked to a birth record. At this point, the AOP record can be **RELEASED** from the work queue. Once a record has been submitted it will still be available in the work queue.

### 3.15 Search for a Birth

The application provides facility users the ability to search for birth records that match an AOP record that already has been submitted.

1. Retrieve an existing record using the Work Queue Search or the Search Screen.
2. Select the **Record/Search for Birth Match** menu item.
3. The Birth Record Search screen will appear, pre-populated with information from the AOP record:

A screenshot of a "Birth Record Search" application window. The window has a dark header bar with the title "Birth Record Search". Below the header, there are two main sections: "CHILDS INFORMATION" and "MOTHER MAIDEN INFORMATION". Each section contains several input fields. The "CHILDS INFORMATION" section has fields for First Name (JAMES), Middle Name (J), Last Name (HANLON), and Date Of Birth (02/02/2018). The "MOTHER MAIDEN INFORMATION" section has fields for First Name (TARAJI), Middle Name (T), Last Name (HANLON), Date Of Birth (01/01/1980), and Marital Status (NEVER MARRIED). There is a "Search" button below the fields and a "Close" button at the bottom of the window.

Figure 64: Birth Record Search Screen

4. Click the **Search** button.
  - a. Click the **Close** button to return to the Pre/Post AOP Registration screen.
5. Records matching the search criteria will be populated in the search results grid:

The screenshot displays a web application window titled "Birth Record Search". It is divided into two main sections: "CHILDS INFORMATION" and "MOTHER MAIDEN INFORMATION".

**CHILDS INFORMATION:**

- First Name: JAMES
- Middle Name: J
- Last Name: HANLON
- Date Of Birth: 02/02/2018

**MOTHER MAIDEN INFORMATION:**

- First Name: TARAJI
- Middle Name: T
- Last Name: HANLON
- Date Of Birth: 01/01/1980

A "Search" button is located below the input fields. Below the search button is a table with the following data:

	Childs First Name	Childs Middle Name	Childs Last Name	Childs Date Of Birth
<a href="#">Link to Birth Record</a>	JAMES	J	HANLON	02/02/2018

A "Close" button is located at the bottom right of the window.

**Figure 65: Birth Record Search Screen with Results**

### 3.15.1 Linking an AOP Record to a Birth Record

1. After locating a birth record in the search screen, link the AOP record to the birth record by clicking on the Link to Birth Record link next to the matching birth record.
2. The system will display the following message.

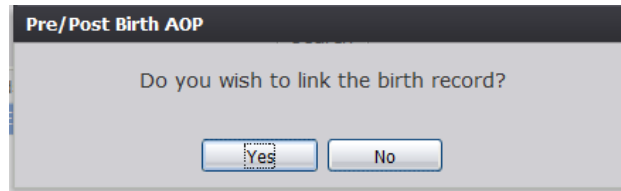


Figure 66: Record Link Confirmation Message

3. Click **Yes** to link the AOP record to the birth record.
  - a. Click **No** to cancel the linking of the AOP record to the birth record.
4. The following window will appear:

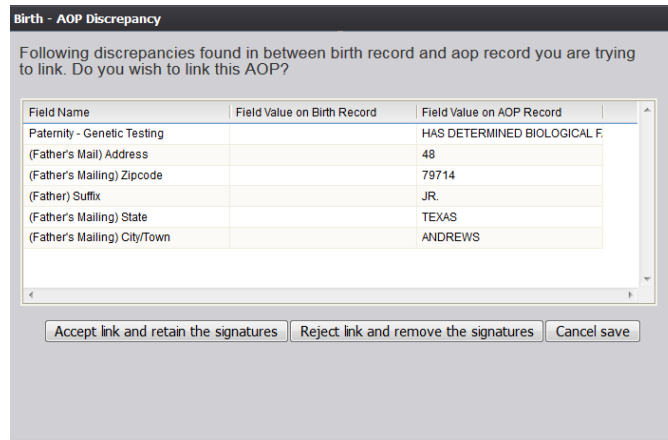


Figure 67: AOP Discrepancy Screen

5. Click the **Accept link and retain the signatures** button to accept the link to the birth record and retain the signatures captured on the AOP record.
  - a. Click the **Reject link and remove the signatures** button to reject the link to the birth record and remove the signatures captured on the AOP record.
  - b. Click the **Cancel save** button to cancel the link to the birth record and return to the previous screen.
6. The following message will appear:

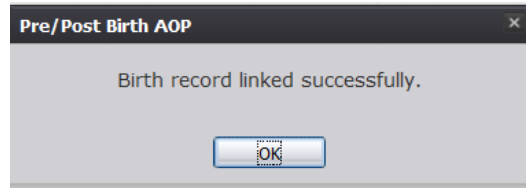


Figure 68: Birth Record Linked Successfully Message

### 3.15.2 De-Linking an AOP Record From a Birth Record

1. After locating a previously linked birth record in the search screen, de-link the AOP record from the birth record by clicking on the Linked (Delink?) link next to the matching birth record.
2. The system will display the following message:

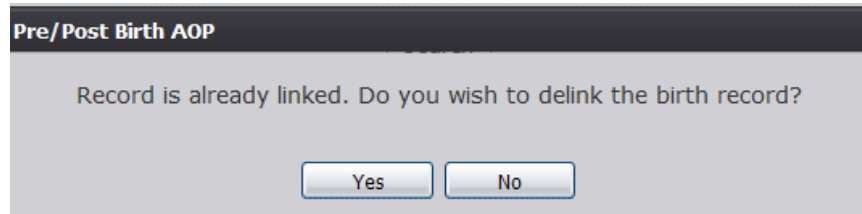


Figure 69: Record Delink Confirmation Message

3. Click **Yes** to de-link the AOP record from the birth record.
  - a. Click **No** to cancel the de-linking linking of the AOP record from the birth record.
4. The following message will appear:

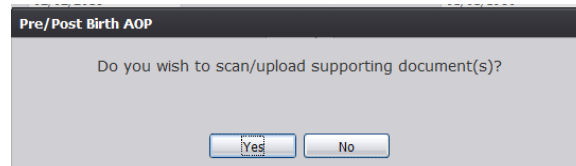


Figure 70: Scan/Upload Supporting Documents Confirmation Message

5. Click **Yes** to scan/upload supporting document.
  - a. Click **No** to not scan/upload supporting documentation.
6. The following screen will appear:

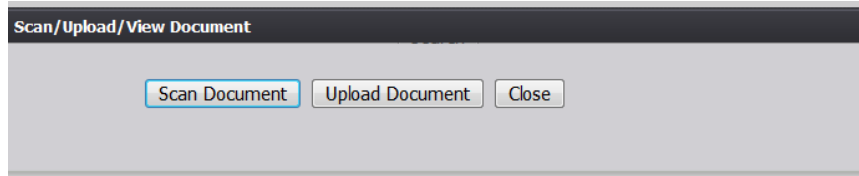


Figure 71: Scan/Upload Document Screen

- a. To scan a document, press **Scan Document**, which will generate the following window:

Figure 72: Scan Documents Screen

- i. Enter the **Document Type**, **Who Issued** the document, the **Date Issued** and the **Image Description** into the corresponding fields, select the desired scanner from the **List of Scanners**, select RGB from the **Scan Type** and then click **Scan Document**.
- ii. Pressing **Scan Document** will load the image in the image preview section of the screen. To save the document, click the **Save Document** button.
- iii. A notification will appear when the file has successfully saved or if the save has failed.

- b. To upload a document, press Upload Document, which will generate the following window:
- i. Enter the **Document Type**, **Who Issued the document**, and the **Date Issued** into the corresponding fields and then click **Upload Document**.

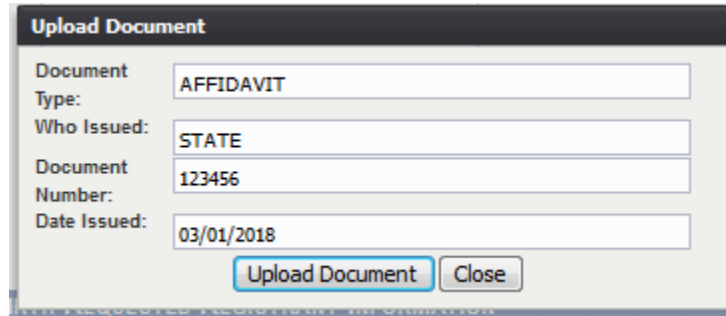


Figure 73: Upload Document Window

- ii. To attach a document, click **Browse** and locate the file. Then, click **Open**. This will load the document file path into the field.
- iii. To continue the **Upload** process, click **Upload**. To return to the previous screen, click **Cancel**.
- iv. A notification will appear when the file has successfully uploaded or if the upload has failed.

### 3.16 Release a Record

After Pre/Post Birth AOP Registration and signature capture have been completed and the AOP has been linked to a birth record, an AOP record is ready to be released.

To release a record:

1. Retrieve an existing record using the Work Queue search.
2. When the appropriate record appears on the screen, select the **Record/Release** menu item to initiate the **Release** process.
3. If the record is ready for release, the following message will appear:

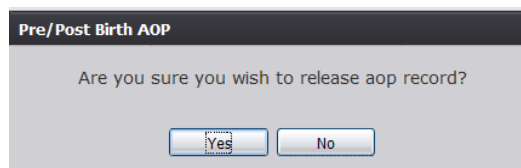


Figure 74: AOP Release Confirmation Message



- a. Click **Yes** to release the record
  - b. Click **No** to cancel release of the record.
4. If Yes is selected, the following message will appear:

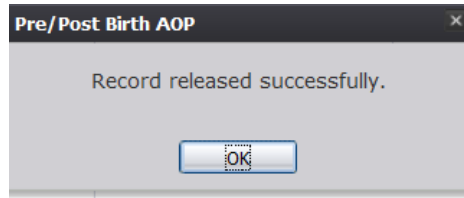


Figure 75: Record Released Successfully Message

## 3.17 Printing Forms

### 3.17.1 Print Acknowledgment of Paternity Form

The application provides facility users the ability to generate a pre-populated **Acknowledgment of Paternity** form after paternity is established on the record and all AOP fields are completed on the record.

1. Retrieve an existing record using the [Work Queue Search](#) or the [Search Screen](#) to print a pre-populated **Acknowledgement of Paternity** form.
2. Select the **Record/Print/Acknowledgment of Paternity** menu option.

The application will open the PDF version of the form that allows printing.

3. Click the **Print** icon in the PDF window to print the document.
4. When the document prints, close the PDF browser window using the **X** in the upper right corner of the screen to return to the TxEVER application.

### 3.18 Download State Uploaded AOP Forms

The application provides OAG users the ability to view and/or download AOP forms uploaded by the State. This can be done from the Pre/Post **Birth AOP Registration** screen.

1. Select the **Birth/Function/Pre/Post Birth AOP Registration** menu item.
2. The **Pre/Post Birth AOP Registration** screen will load.
3. While on the **Pre/Post Birth AOP Registration** screen, select the **Functions/Download State Uploaded AOP Forms** menu item.
4. The **Uploaded AOP Forms to Folder Viewer** screen will appear.

5. Click the **View** icon or click the **Download** link to open the AOP Form in a new PDF window for printing and/or downloading.

## 4 Approvals

### Sign-off Sheet

*I have read the above TxEVER Birth Module Attorney Office User Guide and accept the contents herein written.*

Project Sponsor: \_\_\_\_\_  
Date

Senior Project Manager: \_\_\_\_\_  
Date

Genesis Project Manager: \_\_\_\_\_  
Date