



**FUNERAL HOMES  
SYSTEM ADMINISTRATOR  
MAINTENANCE TOOLS**








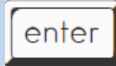







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Version 2—REV 01/2024

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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 Health and Human Services" and "Texas Department of State Health Services". A blue banner below the logo reads "Welcome to the Texas Department of State Health Services!". Below 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. A red callout box points to this arrow with the text "Click here to open the TxEVER log in page". On the left side, a blue callout box contains the text: "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." At the bottom of the page, there is a "Telephone Numbers" table and a "Mailing Address" section. A yellow arrow points to the text "Log on to Texas Department of State Health Services" above the "User Enrollment" and "Report TxEVER Issue(s)" links. A dashed callout box points to "Report TxEVER Issue(s)" with the text "Click here to report issues with TxEVER". Another dashed callout box points to "User Enrollment" with the text "Click here to enroll".

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

| 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

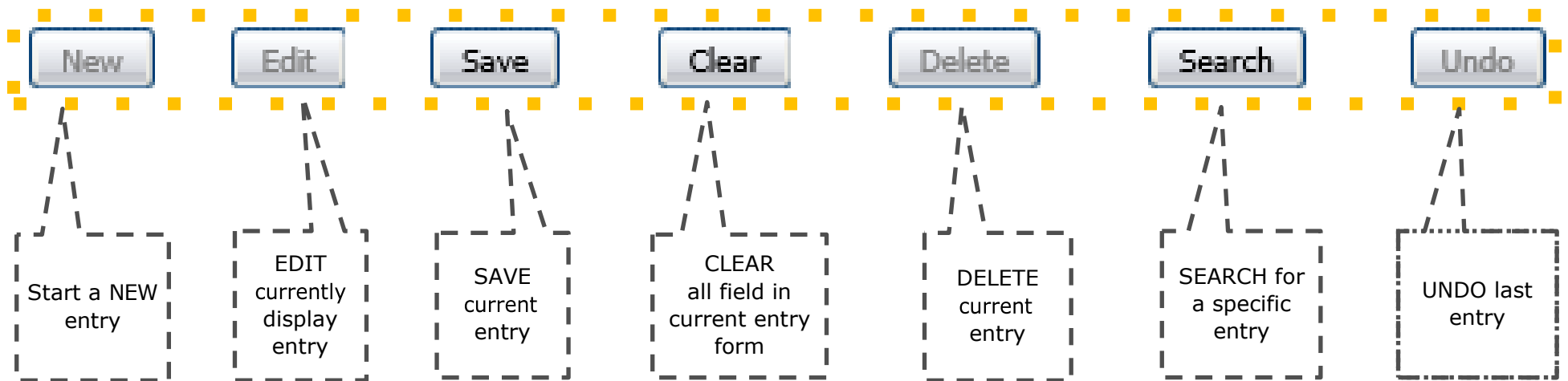
Log on to Texas Department of State Health Services

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

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

# 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 Local Admin at Funeral Homes and Local Registrars acting as Funeral Homes locations.

This section describes how either a local administrator or system administrator adds users to library tables containing user information incorporated in a certificate of death.

This section is a step-by-step walk through guide. This is done after a user id is created in User Management.

# Funeral Directors 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



**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

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

**Step 3: Select "Funeral Directors"**

Note: The local administrators will see only the Global and Death tabs unless they also have Clerk or Funeral Director permissions.

Skip to main content GLOBAL BIRTH DEATH VET MARRIAGE ADOPTION REGISTRY IMAGING LogOut

TEXAS Texas Department of State Health Services

FUNCTIONS RECORD TOOLS

### FUNERAL DIRECTORS

\* Indicates a mandatory field

Prefix:

First Name: \*

Middle Name:

Last Name: \*

Suffix:

Funeral Homes: \*

License Number: \*

TO Email:

CC Email:

Fax #:

Display In List: \*

Select a funeral home to filter the grid below:

| First Name | Middle Name | Last Name | Suffix | Funeral Home         | License Number | To Email              | CC Email | Fax#          | Dis |
|------------|-------------|-----------|--------|----------------------|----------------|-----------------------|----------|---------------|-----|
| VICTOR     |             | FARINELLI |        | LINCOLN FUNERAL HOME |                | victor.farinelli@dshs |          |               | ALI |
| KURT       | D           | KURT      | JR.    | LINCOLN FUNERAL HOME | 1231           | kurt@licf.com         |          | (231)412-3123 | ALI |

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

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

--Select a value--

- ABC FUNERAL HOME
- ALL FAITHS FUNERAL HOME-AUST...
- AUSTIN FUNERAL HOME
- BROWN'S MEMORIAL FUNERAL H...
- CARNES FUNERAL HOME
- EAST FUNERAL HOME - ARKANSAS
- FINAL DESTINATION FUNERAL HO...

**Step 6: Select from dropdown list "ALWAYS" so that the facility become available throughout the system**

ALWAYS

**Step 4: Click on the "NEW" button**

**Step 7: Click on the "SAVE" button**

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

# Search/Update Funeral Directors Library Table

## Method 1

**FUNERAL DIRECTORS**

\* Indicates a mandatory field

Prefix:  License Number: \*

First Name:  TO Email:

Middle Name:  CC Email:

Last Name: \*  Fax #:

Suffix:  Display in List: \*

Funeral Homes: \*

Select a funeral home to filter the grid below:

| Prefix | First Name | Middle Name | Last Name | Suffix | Funeral Home | License Number |
|--------|------------|-------------|-----------|--------|--------------|----------------|
|        | VICTOR     |             |           |        |              |                |
| DR.    | JOHN       |             |           |        |              |                |

**Search Funeral Directors**

First Name:  Middle Name:  Last Name:  License:

| Prefix | First Name | Middle Name | Last Name  | Suffix | Funeral Home     | License Number |
|--------|------------|-------------|------------|--------|------------------|----------------|
|        | GAP        |             | CARPENTIER |        | WEED-CORLEY-FISH | 123456         |
|        |            |             | CARPENTIER |        | WEED-CORLEY-FISH | 123456         |

of 1 |

Displaying Records 1 - 2 of 2

2 Records

**Step 1b: Click on the "SEARCH" button**

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

Step 4b: Click " EDIT " Step 9: Select a value from the dropdown list button to update details for the selected user and proceed as to step 5 above shown, or click " DELETE " button if the funeral director was never assigned to either a death record or a fetal death record

Prefix:

First Name: \*

Middle Name:

Last Name: \*

Suffix:

Funeral Homes: \*

Indicated by field

License Number: \*

CC Email:

Fax #:

Display In List:

Select a funeral home to filter the grid below:

| Prefix | First Name | Middle Name | Last Name  | Suffix | Funeral Home     | License Number | To Email           | CC Email             | Fax# | Dis |
|--------|------------|-------------|------------|--------|------------------|----------------|--------------------|----------------------|------|-----|
|        | GAETAN     |             | CARPENTIER |        | WEED-CORLEY-FISH | 123456         | gaetan.carpentier@ | juanita.moshier@dshs |      | ALV |

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

Step 3b: In the list below, select one Funeral Director

# Search/Update Funeral Directors Library Table

## Method 2

Step 3c: Click Step 9: Select a value "EDIT" button to update details for the selected from the dropdown user and proceed as to step 5 above shown, list or click "DELETE" button if the funeral director never was assigned to either a death record or a fetal death record.

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

Indicat  
y field  
er: \*

123456  
gaetan.carpentier@dshs.texas.gov  
juanita.moshier@dshs.texas.gov  
( ) -  
ALWAYS

WEED-CORLEY-FISH FH SOUTH-AUSTIN x  
NEPTUNE SOCIETY - AUSTIN  
OKLAHOMA FH LOCATION  
REGISTRAR - CITY OF AUSTIN AS FUNERAL H...  
TEXARKANA FUNERAL HOME-ARKANSAS  
UT SOUTHWESTERN AS FUNERAL DIRECTOR-...  
WEED-CORLEY-FISH FH NORTH-AUSTIN  
WEED-CORLEY-FISH FH SOUTH-AUSTIN

Prefix: \*  
General Homes: \*

GAETAN  
CARPENTIER  
--Select a value--  
WEED-CORLEY-FISH FH SOUTH-AUS

New Edit Save Clear Delete Search Undo

Select a funeral home to filter the grid below:  
WEED-CORLEY-FISH FH SOUTH-AUSTIN

| Prefix | First Name | Middle Name | Last Name  | Suffix | Funeral Home     | License Number | To Email         | CC Email          | Fax# | Dis |
|--------|------------|-------------|------------|--------|------------------|----------------|------------------|-------------------|------|-----|
|        | GAETAN     |             | CARPENTIER |        | WEED-CORLEY-FISH | 123456         | gaet.carpentier@ | juanita.moshier@d |      | ALV |

Page 1 of 1

Displaying Records 1 - 1 of 1

1 Records

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