JUSTICE OF THE PEACE/ MEDICAL EXAMINERS SYSTEM ADMINISTRATOR MAINTENANCE TOOLS

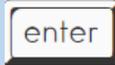# Table of Content

Version 2—REV 01/2024

Keyboard Shortcuts

Ctrl + T or [Ctrl] + [T]	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 [tab]	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 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/

Click here to open the TxEVER log in page

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 report issues with TxEVER

Click here to enroll

Library Maintenance
Common Navigation Buttons

| New | Edit | Save | Clear | Delete | Search | Undo |

Start a NEW entry

EDIT currently display entry

SAVE current entry

CLEAR all field in current entry form

DELETE current entry

SEARCH for a specific entry

UNDO last entry
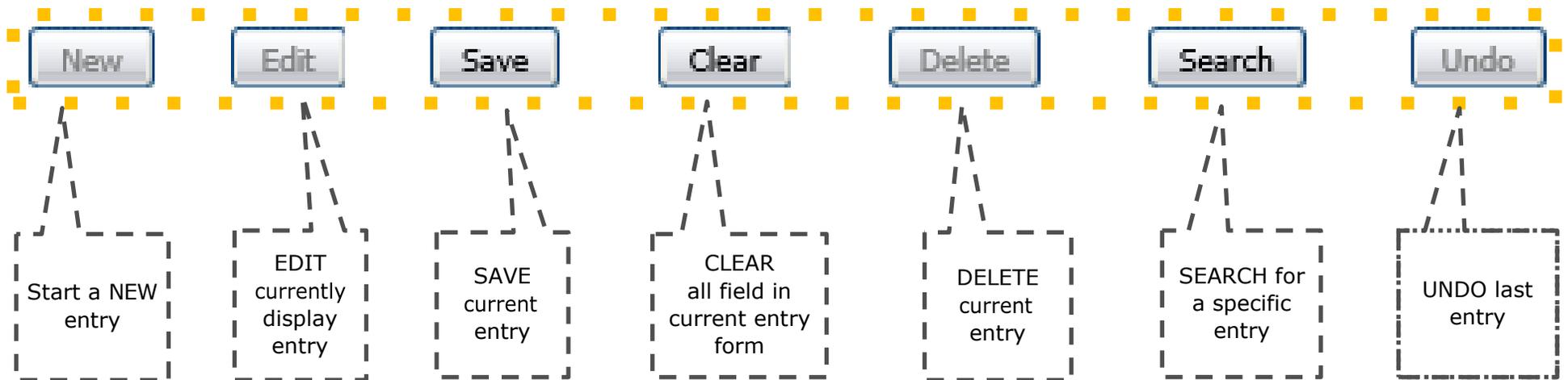
Navigation Buttons

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

DEATH MODULE

Library Maintenance in Death Module

This section is for Medical Certifier Local Admin at Justice of the Peace and Medical Examiner locations.

This section describes how a local administrator or system administrator will add 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.

JP/Medical Examiner 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   📍 | 👤 | 🏠 | Lo

TEXAS Health and Human Services | Texas Department of State Health Services

FUNCTION ▾   TOOLS ▾   REPORTS ▾   CONFIGURATION ▾   HELP ▾

STATE USER3 , welcome to the Texas Depart...ent

Library Maintenance ▶	Place Of Death
Utilities ▶	Place Of Disposition
Imports ▶	Physicians
Extract ▶	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 "JP/MEDICAL EXAMINER"

TEXAS
Texas Department of State Health Services

FUNCTIONS ▾   RECORD ▾   TOOLS ▾   HELP ▾

Step 4: Fill in all available fields and select a value from dropdown lists

--Select a value-- ✕ ▾
JP
MEDICAL EXAMINER
DEPUTY MEDICAL EXAMINER
COUNTY JUDGES

EXAMINER

* Indicates a mandatory field

Type: *   --Select a value-- ▾

Title/Degree: *

Prefix: --Select a value-- ▾

First Name: *

Middle Name:

Last Name: *

Suffix: --Select a value-- ▾

Street Address: *

State/Country: *   TEXAS ▾

County: *   --Select a value-- ▾

City/Town: *   --Select a value-- ▾

Zip: *   --Select a value- ▾   EXT:

Office Association: *   --Select a value-- ▾

--Select a value--
ANDERSON COUNTY JP PCT 1
ANDERSON COUNTY JP PCT 2
ANDERSON COUNTY JP PCT 3
ANDERSON COUNTY JP PCT 4
ANDREWS COUNTY JP
ANDREWS COUNTY JP PCT 1
ANDREWS COUNTY JP PCT 2

JP/ME Code:

TO Email:

CC Email:

Fax #: *   (___)___-____

Method Of Contact: *   FAX

Display in List: ALWAYS

License Number:

User: --Select a value--

Step 5: Select a value from dropdown list

[New] [Edit] [Save] [Clear] [Delete] [Search] [Undo]

Select a JP/ ME Office to filter the grid below: LOVING COUNTY JP PCTS 1-4 ▾

Select a JP/Medical Examiner type to filter the grid below: JP ▾

Type	Title	Prefix	First Name	Middle Name	Last Name ▲	Suffix	Street Address	State/Country	County	City/Town
JP	JP		REGENA		DERRICK		P O BOX 216	TEXAS	LOVING	MENTONE
JP	JP		REGENA		DERRICK		100 DALLAS S	TEXAS	LOVING	MENTONE
JP	JP		AMBER		KING		P. C			
JP	JP		PHYLLIS		YOUNG		114			

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

LogOut

TEXAS
Health and Human Services | Texas Department of State Health Services

FUNCTIONS ▾   RECORD ▾   TOOLS ▾   HELP ▾

Step 6: Select from dropdown list "E-MAIL"

/MEDICAL EXAMINER

indicates a mandatory field

Type: *

Title/Degree: *

Prefix: --Select a value--

First Name: *

Middle Name:

Last Name: *

Suffix: --Select a value--

Street Address: *

State/Country: TEXAS

Country: * --Select a value--

--Select a value--

--Select a value-- EXT:

Office Association * PHONE ✕

JP/ME Code:

TO Email:

CC Email:

Fax #: * (___)___-____

Method Of Contact: * FAX

Display in List: * ALWAYS

License Number: *

User: --Select a value--

PHONE
FAX
E-MAIL

Step 7: Select from dropdown list "ALWAYS" so that the facility become available throughout the system

Step 8: Select from dropdown list a User ID associated with the user's role.

Step 9: Click on the "SAVE" button.

New   Edit   Save   Clear   Delete   Search   Undo

Select a JP/ ME Office to filter the grid below: LOVING COUNTY JP PCTS 1-4

Select a JP/Medical Examiner type to filter the grid below: JP

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

Type	Title	Prefix	First Name	Middle Name	Last Name ▲	Suffix	Street Address			
JP	JP		REGENA		DERRICK		P O BOX 216			
JP	JP		REGENA		DERRICK		100 DALLAS S			
JP	JP		AMBER		KING		P. O. BOX 216	TEXAS	LOVING	MENTONE
JP	JP		PHYLLIS		YOUNG		114 W. COLLIN	TEXAS	LOVING	MENTONE

Page 1 of 1   Displaying Records 1 - 4 of 4

4 Records

Search/Update JP/Medical Examiner Library Table

Method 1

--Select a value--	
Title/Degree: *	[yellow field]
Prefix:	--Select a value--
First Name: *	[yellow field]
Middle Name:	[yellow field]
Last Nam...	[yellow field]
Suffix:	[yellow field]
Street Ad...	[yellow field]

State/Country: *	TEXAS
County: *	--Select a value--
City/Town: *	--Select a value--
Zip: *	--Select a valu... EXT: [yellow field]
Office Association *	--Select a value--
JP/ME Code:	[yellow field]
TO Email:	[yellow field]
CC Email:	[yellow field]
Fax #: *	(___)___-____
Method Of Contact: *	FAX
...lay In List: *	ALWAYS
User: *	--Select a value--

Step 1: Click on the "SEARCH" button.

[New] [Edit] [Save] [Clear] [Delete] [Search] [Undo]

Select a JP/ ME Office to filter the grid below: | LINCOLN JP OFFICE

Select a JP/Medical Examiner type to filter the grid below:

Type	Title		County	City/Town
MEDICAL EXAMINER	SOMETH...		ANDREWS	ANDREWS
JP	MD		DALLAS	ADDISON

JP/Medical Examiner   ×

Please enter the last name.

[_____]

[OK]   [CLOSE]

Step 2: Enter a value in the search bar.

Step 3: Click on the "OK" button.

Displaying Records 1 - 2 of 2

2 Records

* Indicates a mandatory field

Type: * MEDICA[L]

Title/Degree: * MD

Prefix: DR.

First Name: * J

Middle Name: K

Last Name: * PARCHMAN

Suffix: --Select a value--

Street Address: * 2323 HARRY HINES BLVD

TEXAS

DALLAS

DALLAS

75852   EXT:

DALLAS COUNTY MEDICAL EXAMINE

gaetan.carpentier@dshs.texas.gov

Fax: (214)555-5555

Method of Contact: * E-MAIL

Display in Lis[t] ALWAYS

User: * JKPARCHMAN

Step 4: Click "Edit" button to update details for the selected user
or
click "Delete" button to delete the user from the table.

Step 3: In the list below, select one JP/Medical Examiner

New   Edit   Save   Clear   Delete   Search   Undo

Select a JP/ ME Office to filter the grid below: DALLAS COUNTY MEDICAL EXAMINER

Select a JP/Medical Examiner type to filter the grid below: --Select a value--

Type	Title	Prefix	First Name	Middle Name	Last Name ▲	Suffix	Street Address	State/Country	County	City/Town
MEDICAL EXAMINER	MD DO.	DR.	HOWARD		LOVECRAFT		100			
MEDICAL EXAMINER	MD	DR.	J	K	PARCHMAN		2323			

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

Search/Update Physician Office Details in Library Table

Method 2

Field	Value
Type: *	--Select a value--
Title/Degree: *	
Prefix:	--Select a value--
First Name: *	
Middle Name:	
Last Name: *	
Suffix:	--Select a value--
Street Address: *	

Field	Value
State/Country: *	TEXAS
County: *	--Select a value--
City/Town: *	--Select a value--
Zip: *	--Select a val— EXT:
Office Association: *	--Select a value--
JP/ME Code:	
TO Email:	
CC Email:	
Fax #: *	(___)___-___
Method Of Contact: *	FAX
Display In List: *	ALWAYS
User: *	--Select a value--

Dropdown list:
- DALLAS COUNTY MEDICAL EXAMINER ×
- --Select a value--
- AUSTIN JP OFFICE OTHER BRANCE
- COLLIN COUNTY MEDICAL EXAMINER
- COOKE COUNTY JP PCT 1
- DALLAS COUNTY JUDGES
- DALLAS COUNTY ME FOR DENTON COUNTY
- DALLAS COUNTY MEDICAL EXAMINER

Step 1: Select a value from the dropdown list

[New] [Edit] [ ] [Clear] [Delete] [Search] [Undo]

Select a JP/ ME Office to filter the grid below: **LINCOLN JP OFFICE**

Select a JP/Medical Examiner type to filter the grid below: --Select a value--

Step 2: Select a value from the dropdown list

Type	Title	Prefix	First Name	Middle Name	Last Name ▲	Suffix	Street Address	State/Country	County	City/Town
MEDICAL EXAMINER	SOMETHING		SAM		DERRICK		123 TEST STE	TEXAS	ANDREWS	ANDREWS
JP	ME	DR.		D	HARRIS		SOTH DR	TEXAS	DALLAS	ADDISON

Dropdown list:
- --Select a value-- ×
- --Select a value--
- JP
- MEDICAL EXAMINER
- DEPUTY MEDICAL EXAMINER
- COUNTY JUDGES

|◄ ◄ | Page 1 of 1 | ► ►| ⟳

Displaying Records 1 - 2 of 2

2 Records

* Indicates a mandatory field

Type: * MEDIC... TEXAS

Title/Degree: * MD DALLAS

Prefix: DR. DALLAS

First Name: * J 75852 EXT:

Middle Name: K DALLAS COUNTY MEDICAL EXAMINE

Last Name: * PARCHMAN

Suffix: --Select a value-- gaetan.carpentier@dshs.texas.gov

Street Address: * 2323 HARRY HINES BLVD

Fax (214)555-5555

Method ... ct: * E-MAIL

Display in Lis ALWAYS

User: * JKPARCHMAN

**Step 4: Click "Edit" button to update details for the selected user
or
click "Delete" button to delete the user from the table.**

Step 3: In the list below, select one JP/Medical Examiner

[New] [Edit] [Save] [Clear] [Delete] [Search] [Undo]

Select a JP/ ME Office to filter the grid below: DALLAS COUNTY MEDICAL EXAMINER

Select a JP/Medical Examiner type to filter the grid below: --Select a value--

Type	Title	Prefix	First Name	Middle Name	Last Name ▲	Suffix	Street Address	State/Country	County	City/Town
MEDICAL EXAMINER	MD DO	DR.	HOWARD		LOVECRAFT		100	TEXAS	DALLAS	DALLAS
MEDICAL EXAMINER	MD	DR.	J	K	PARCHMAN		2323 HARRY H	TEXAS	DALLAS	DALLAS