

OVERS User Guide

Oregon Vital Events Registration System

This manual is also available online at
http://www.oregon.gov/DHS/ph/overs/resources.shtml#User_GuidesH

Duplication and distribution is permitted.

County Edition

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Oregon Department of Human Services
Office of Disease Prevention & Epidemiology,
Public Health Division
Center for Health Statistics

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Enrolling Fingerprints

From time to time, it may be necessary to enroll the fingerprints for users of OVERS. Fingerprints are used in the OVERS application as a digital signature for signing birth and death certificates. Only users who are approved to sign records may have their fingerprints enrolled. Those users include licensed funeral directors, medical certifiers (physicians), hospital birth clerks, and registered midwives.

All users enrolling their fingerprints must first provide you with picture identification and be Vital Record signing authority (funeral director, certifying physician, or hospital birth clerk).

In order for a user to digitally sign a record, a template of their fingerprint must first be stored in the OVERS database and associated with their user account. At the time of signing a record, the fingerprint template is compared to the signer's fingerprint. If the template matches the signer's fingerprint then OVERS will accept the signature as a valid certification of the record. For certifiers who are new to using OVERS, a template will need to be created for several of their fingers.

The **Table Maintenance** feature of the **OVERS** application is used for enrolling fingerprints. The term "**Table Maintenance**" refers to the fact that all of this system information is stored in the **OVERS** database tables.

Only State administrative personnel and County staff have access to the **Table Maintenance** features of the **OVERS** application. To perform **Table Maintenance** operations, log in then select **Main Menu > Table Maintenance**.

To access the fingerprint enrollment feature, select **Main Menu > Table Maintenance > Security > Biometric Enrollment**. The **Biometric Enrollment** page (shown below)

will display. From this page, have the user enter their username and password to access their fingerprint enrollment screen. After entering the username and password, click the **Search** button.

You will be directed to the fingerprint enrollment page for the individual whose username and password were entered. You can verify that you are in the correct user account by checking the username that appears on the top of the screen.

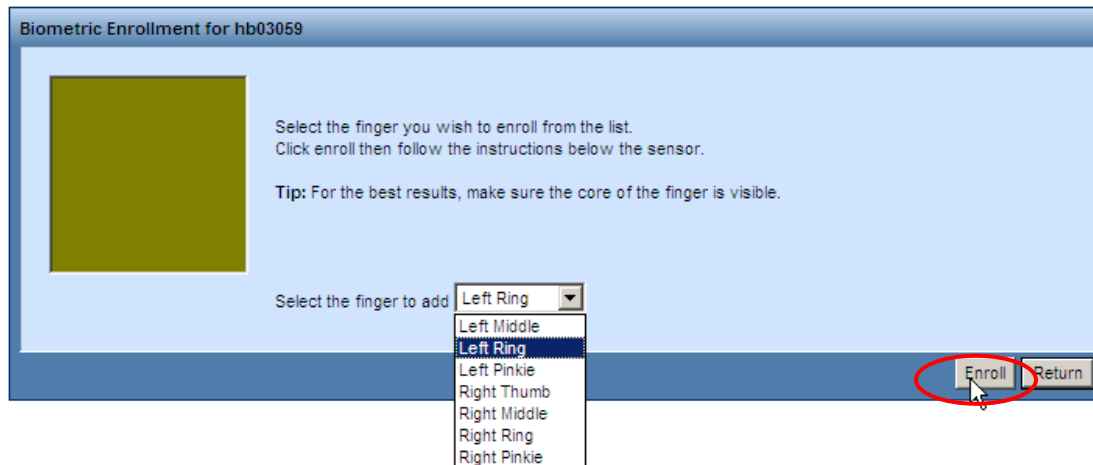
Be sure to enter fingerprints only for users who have signing authority. The username on the biometric enrollment page must belong to the user who is enrolling their fingerprints.

If a user is new to OVERs, no fingerprints will be listed on their account. If you are **re-enrolling** fingerprints for a user, a listing for each enrolled finger will appear on the Biometric Enrollment page.

Finger	Enrollment Date	
Left Thumb	10/8/2008 11:37:33 AM	Delete
Left Index	10/8/2008 11:37:59 AM	Delete
Right Index	10/8/2008 11:38:27 AM	Delete

Add A Finger

To enter a fingerprint template for a new user, click on the **Add a Finger** button. You will be directed to a new page. From the 'Select the finger to add' dropdown box, select the finger you wish to enroll. Next, click on the **Enroll** button.



You will be prompted to place the appropriate finger on the biometric reader. To create a template of a finger, the finger will need to be placed on the reader approximately 9 times.

Tips for Creating a Reliable Fingerprint Template

Use the ridge at the top of the biometric device as a guide for placing the finger. The finger should lie flat on the reader and the top of the finger should rest just below the ridge. This ensures a 'cleaner' image of the print and is a reminder for the user where to place their finger when signing.

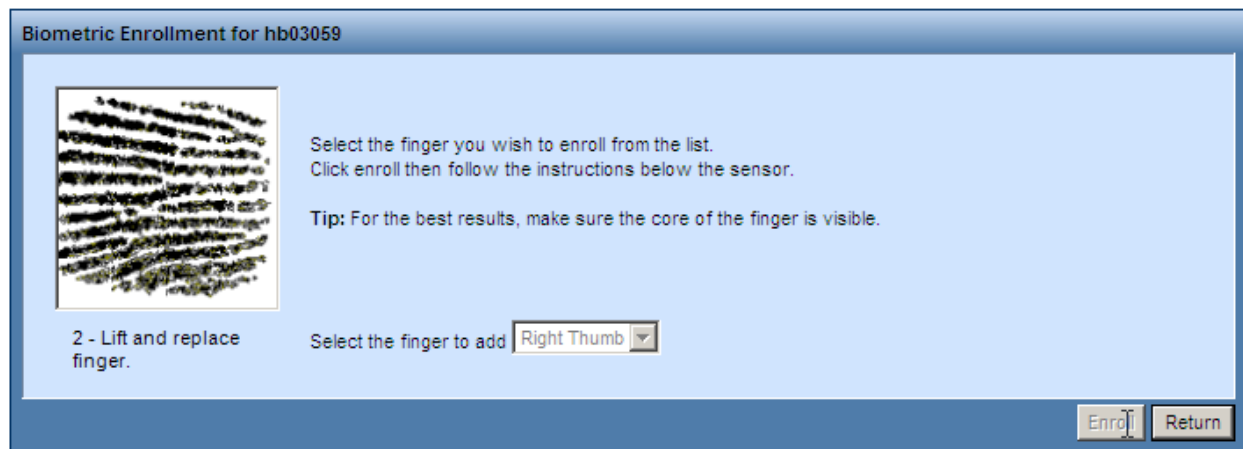
Instruct the user to place their finger on the biometric device using moderate pressure and holding it in place long enough for the device to acquire a clear image (about 1 second).

When the fingerprint has been registered, text will appear below the display window prompting the user to lift and replace their finger. Lift and replace the finger about 9 times trying to place it in the same location each time.

When the enrollment is complete, a note will appear beneath the fingerprint image that says, "Enrollment Finished". You will automatically be directed back to the listing of fingerprints.

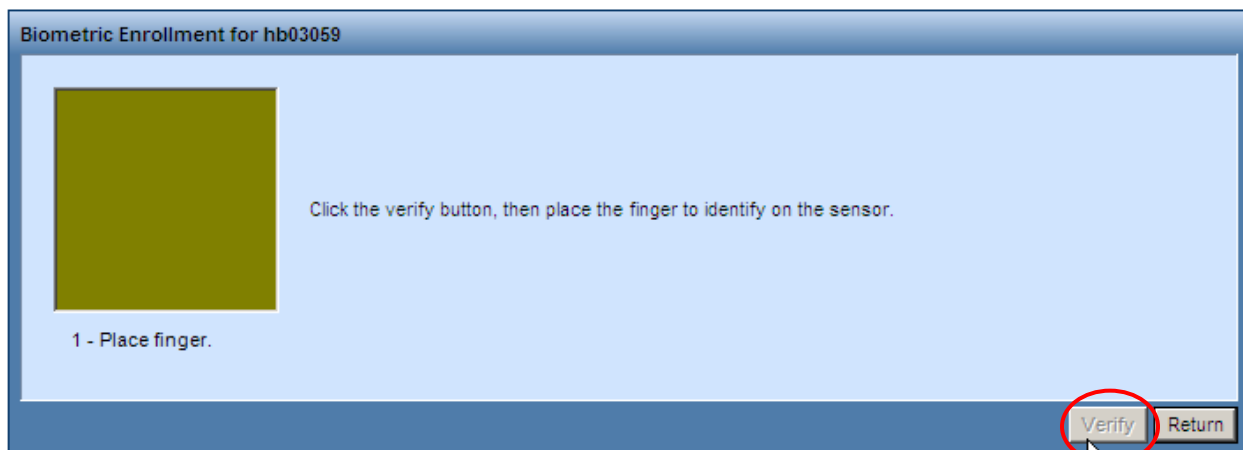
Instruct the user to make templates of 2-4 fingers (at least one finger on each hand). To add another finger, click on the **Add a Finger** button and repeat the process.





Test a Finger

To test the fingerprints that you've just enrolled, click on the Test a Finger button located on the page that lists the enrolled fingerprints. On the Test a Finger page, click on the Verify button. You will be prompted to place a finger on the biometric reader. Make sure to only to test fingers that have already been enrolled.



If the fingerprint is tested successfully, the screen will display a message that says, "Finger was identified as Left Index", for example. If the finger was not successfully identified the screen will display a message that says either, "fingerprint verification failed" or "bad image". For help troubleshooting fingerprint enrollment contact our helpdesk at 971-673-0279.

Appendices

Appendix 1: Sample OVERS Enrollment Form

FAX Completed OVERS Enrollment Form – Attention: Lynda Jackson
 FAX # - 971-673-1201

Please Complete the Following Information COMPLETELY.

To be completed by participant:

Name _____
(First) (M.I.) (Last)

Facility _____

Phone _____ Fax _____ Email _____

Street Address _____

City _____ County _____ State _____ Zip _____

Mailing Address (if different) _____

City _____ County _____ State _____ Zip _____

I attest that the above information is true and correct to the best of my knowledge.

Signature of Participant _____ Date _____

Professional Title: MD DO PA NP CNM LDM ND

Check the Box Next To Your User Type/OVERS Role:

Birth User: Birth Certificate Clerk* Midwife* Other _____

Funeral Home User: Funeral Director* Funeral Home Staff Other _____

Death Medical User: Medical Certifier* Medical Certifier Staff Other _____

Medical Examiner: Medical Examiner* Medical Examiner Staff Other _____

County Staff: County Registrar Deputy Registrar Other _____
(* Indicates signing or certification role)

OFFICIAL USE ONLY

State or County Vital Records Office Use Only:

Oregon Professional License Type _____ License Number _____

Two Types of Identification Shown Were:
 Photo ID) _____ And) _____

I attest that I have examined the document(s) presented by the above-named participant, that the above-listed document(s) appear to be genuine and relate to the participant named, that the participant was entered into the OVERS system on _____ and that to the best of my knowledge the participant is eligible to sign or certify vital records in Oregon.

Signature of State or County Official _____ Date _____

Print Name _____ Title _____
 County _____ Username _____ Account Created _____

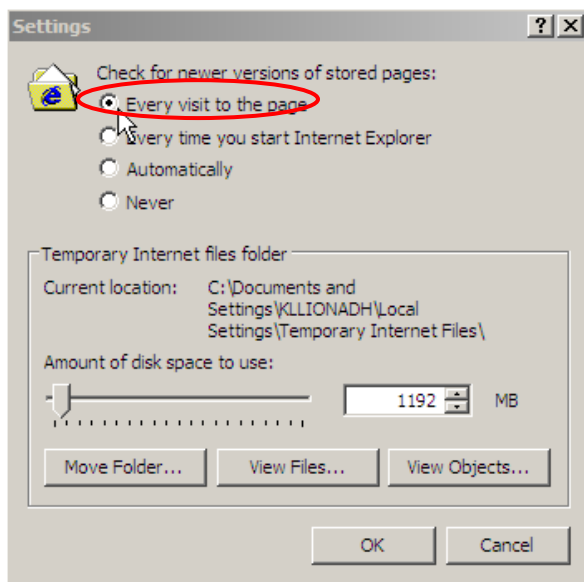
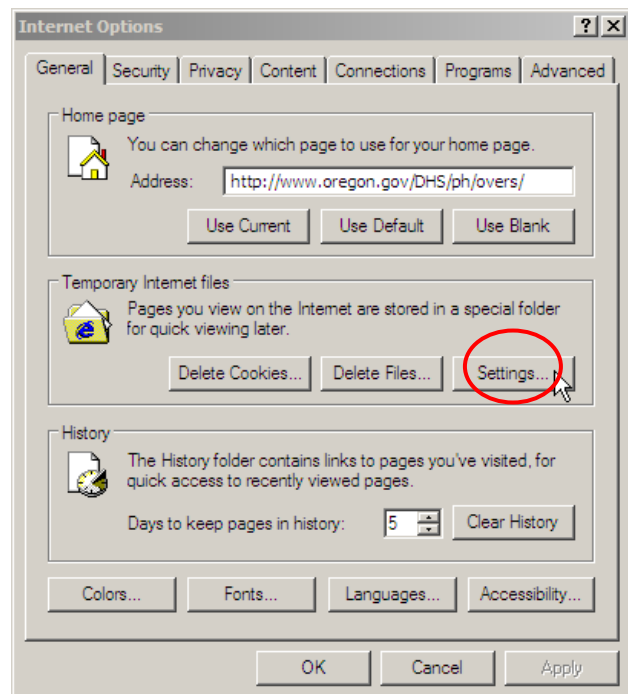
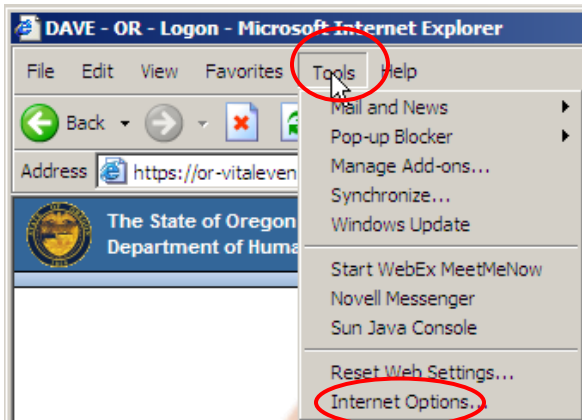
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Appendix 2: Troubleshooting Browser Issues

Web page doesn't refresh with changes

If a user is having trouble seeing changes to web pages in OVERS, their browser settings may need to be changed.

First, direct them to click on the **Tools > Internet Options** link in the browser menu bar, usually located at the top of the browser window. The 'Internet Options' pop-up window will open. From the **General** tab, instruct the user to click on the **Settings** button. The Settings pop-up window will open.



From the options on the Settings pop-up, make sure the user has selected the, **'Every visit to the page'** radio button.

Click on the **OK** button at the bottom of the Settings pop-up and at the bottom of the Internet options pop-up to save the change. Occasionally, a user may call

because they cannot access the OVERS website when they enter the address into the browser address field. In such cases they may need to add the website to their browser's list of trusted sites.

Add the OVERS website to your Trusted Zone

To add the OVERS website to your computer's trusted sites list, you need to open your Internet Options. You can find this either in your Control Panel as Internet Properties or within Internet Explorer under **Tools > Internet Options**.

After the **Internet Options** pop up box is open, select the **Security** tab, click on the **Trusted sites** icon, then click on the **Sites...** button.

The **Trusted Sites** pop up window will open. In the box to the left of the **Add** button, type <https://or-vitalevents.hr.state.or.us> then click on the **Add** button. You will see the site appear in the lower box list of trusted sites, along with any others you may already have there. Click on **OK** to close the Trusted sites box, then click on **OK** to close the Internet Properties box.

