

## Getting Started

### Log in to DAVE:

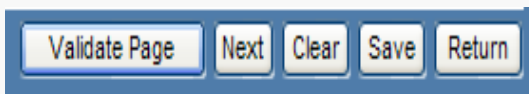
<https://or-vitalevents.hr.state.or.us/OVERS/logon.aspx>

To initiate a case from your office OR to pick up a case that has been initiated by a medical certifier/examiner:

**Life Events > Death > Start/Edit New Case**



### To save data and navigate between screens:

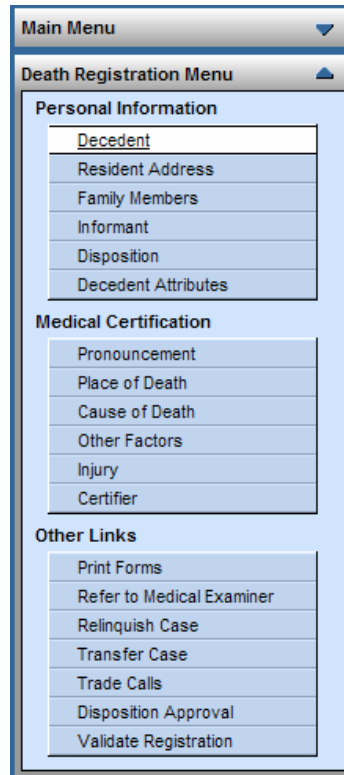


Click **Next** to save info and move on to next screen  
 Click **Clear** to erase info from current screen  
 Click **Save** to save info and remain on current screen  
 Only click **Return** to go to a previous Menu category  
**Return** will **not** always go back to the previous screen)

To get to a previous screen, be sure to **Save** info on current screen, then click on desired screen in the **Menu** section.

**Don't use the Back or Forward browser arrows and don't use the Enter key.**

## Entering a New Death Record



### SIGNING the DEATH CERTIFICATE

**To validate the entire record**, click on **Validate Registration** under **Other Links** in the Menu.

**If there are no errors**, green arrows will appear next to each screen in the **Personal Information** section of the Menu (and on the **Place of Death** screen), and a screen marked **Sign** will appear below the **Decedent Attributes** screen on the Menu.

**If there are errors**, either yellow or red arrows will appear next to the screens, and a list of errors will display.

**If the error is yellow**, amend the field (if applicable) and click **Save**, OR click the **Override** box in the error message and click the button marked **Save Override**.

**If the error is red**, you must amend the entry on the screen and click **Save**.

**When all errors have been corrected**, click **Validate Registration** again. All arrows will be either green or yellow (indicating that the override has been accepted), and the screen marked **Sign** will appear.

**To sign**, click on the **Sign** screen in the Menu. Check the box next to the affirmation statement, then click the **Affirm** button. The screen will prompt you to sign with the biometric device.

## Checking Status of the Record

Click on the blue bar at the top of the record.

**Personal Valid** means all Personal Information screens are okay.

**Medical Valid** means all Medical Certification screens are okay.

**With Exceptions** means an override has been accepted.

**Signed** means a funeral director has signed electronically.

**Certified** means a medical certifier has signed electronically.

**Registered** means the record is registered, and certified copies can be made.

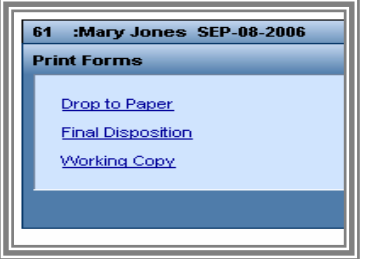
When a record is **Signed** and **Certified**, but **Not Registered**, State review is required.

## After Completing a Record

### Drop to Paper vs. Electronic Medical Certification

Is the medical certifier that you are working with on this case a user of EDRS? To find out, go to the Request Medical Certification page under the Other Links menu. If their name is listed in the **Certifier Name** drop down menu, select their name and click **Save**. The medical certifier will immediately receive a message about the case and will access it themselves.

If their name is not in the drop down menu, you need to **Drop to Paper**. Go to the **Print Forms** page under the **Other Links** menu and click on **Drop to Paper**. Print out the death certificate on the paper with the purple stripe down the left side and submit the paper copy to the medical certifier.



## Disposition Permits



### Disposition Permits

Once you've contacted the medical certifier to request authorization for final disposition, click the **Disposition Approval** page under the **Other Links** menu. Click the Alternative Authorization for Final Disposition box, then, using the look up table, indicate the medical certifier that you contacted. Note that the Medical Certifier *does not* need to be a user of EDRS in order for their name to appear in the look up table. Indicate the date that you contacted them at the bottom of the page, and click **Save**. You will be able to print copies of the **Final Disposition** permit on the **Print Forms** page under the **Other Links** menu.

## Corrections

**MAKING CORRECTIONS**  
You cannot make any changes after you **Drop to Paper**. **If the status of the record is *Not Registered***, you can click on the **Sign** screen, and select the **Unsign** button. Change the information, be sure to **Save**, then **Validate Registration**, and then sign again on the Sign page.

Other Links
<a href="#">Amendments</a>
<a href="#">Print Forms</a>
<a href="#">Refer to Medical Examiner</a>
<a href="#">Disposition Approval</a>
<a href="#">Validate Registration</a>

## Amendments

**Amendments**  
Once a case has been registered at the state office, the **Amendments** link will appear in your **Other Links** Menu.

## Troubleshooting

**Problems or Questions?**  
**Contact User Support, 971-673-0279, Monday through Friday, 8:00 a.m. to 5:00 p.m.**