

Oregon Vital Events Registration System

General System Navigation

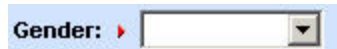
Page Controls and Navigation

The **DAVE™** system contains many controls that are familiar to most PC users. Additionally, the **DAVE™** system includes some custom controls created by VitalChek to simplify the job of entering and processing vital records data.

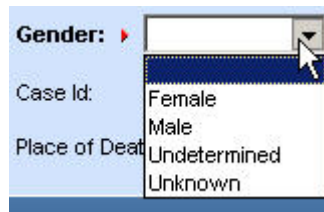
Dropdown Lists

Dropdown lists provide you with a pre-defined list of choices. This eliminates the need to manually type in data, prevents inappropriate items from being entered, and prevents spelling errors.

One of the first dropdown lists you are likely to encounter is the **Gender** dropdown list on the main **Start/Edit New Case** page. To view all items in the list simply click on the down-arrow on the right side of the control.

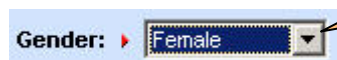


Notice that clicking on the down arrow will reveal the list of items that can be selected from that control. Some dropdown lists will have more selectable items than can be displayed on one page. In those cases, a scroll bar will appear on the left side of the list.



Clicking the down-arrow here opened the list of selectable items.

It is possible to select an item from the list without actually dropping the list down. If you already know the item you want to select, just tab to the dropdown and type the first letter in the name of the item.



We already knew 'Female' was in the list. By typing 'F', Female was automatically selected.

If more than one word in the list starts with the same letter, typing that letter again will scroll through the list for you. For example, typing 'U' in this example would display 'Undetermined'. Typing it again will display 'Unknown'.

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Once the list is highlighted, it is possible to navigate up and down through the list using the directional arrow keys on your keyboard.

With the list highlighted and 'Female' selected, press the down-arrow button on your keyboard.

Gender: ▶ Female ▼

Pressing the down-arrow with 'Female' highlighted scrolls down the list to 'Male'. Now press the up-arrow button.

Gender: ▶ Male ▼

Pressing the up-arrow with 'Male' highlighted scrolls back up the list to 'Female'.

Gender: ▶ Female ▼

Additionally, once a dropdown list has been selected, using the Alt-DownArrow key combination on your keyboard will open the list. Using Alt-UpArrow will close the list.

Standard Date Format

While processing vital records, you will frequently find yourself inputting dates. **DAVE™** allows you much flexibility in using several different date formats:


	If you type:		System will display:
1. MM-DD-YYYY:	<p>Date of Death: ▶ 06-09-2004</p>	→	<p>Date of Death: ▶ JUN-09-2004</p>
2. MM/DD/YYYY:	<p>Date of Death: ▶ 06/09/2004</p>	→	<p>Date of Death: ▶ JUN-09-2004</p>
3. MMDDYYYY:	<p>Date of Death: ▶ 06092004</p>	→	<p>Date of Death: ▶ JUN-09-2004</p>
4. MonDDYYYY:	<p>Date of Death: ▶ jun092004</p>	→	<p>Date of Death: ▶ JUN-09-2004</p>

In all cases you must use 2 digits each for Month and Day and 4 digits for Year. The only exception is the MonDDYYYY format which allows you to enter a 3 letter abbreviation for the Month. The MonDDYYYY format also supports Mon/DD/YYYY and Mon-DD-YYYY formats.

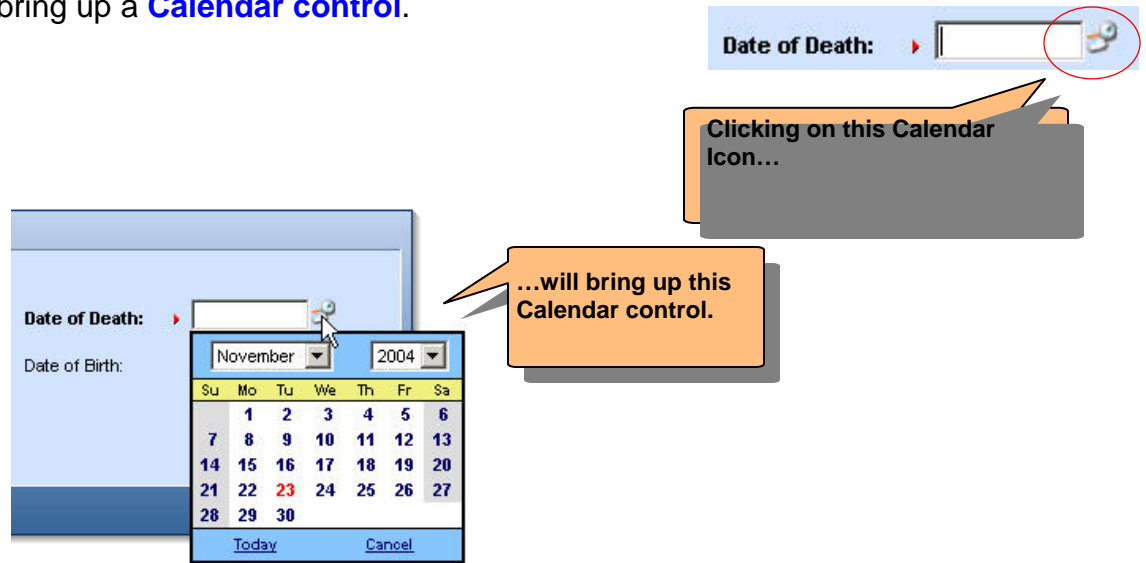
Calendar Controls

As noted above, dates must be keyed into the **DAVE™** system using one of 4 specific formats. However, **DAVE™** also includes a custom date control that simplifies the process of entering dates.

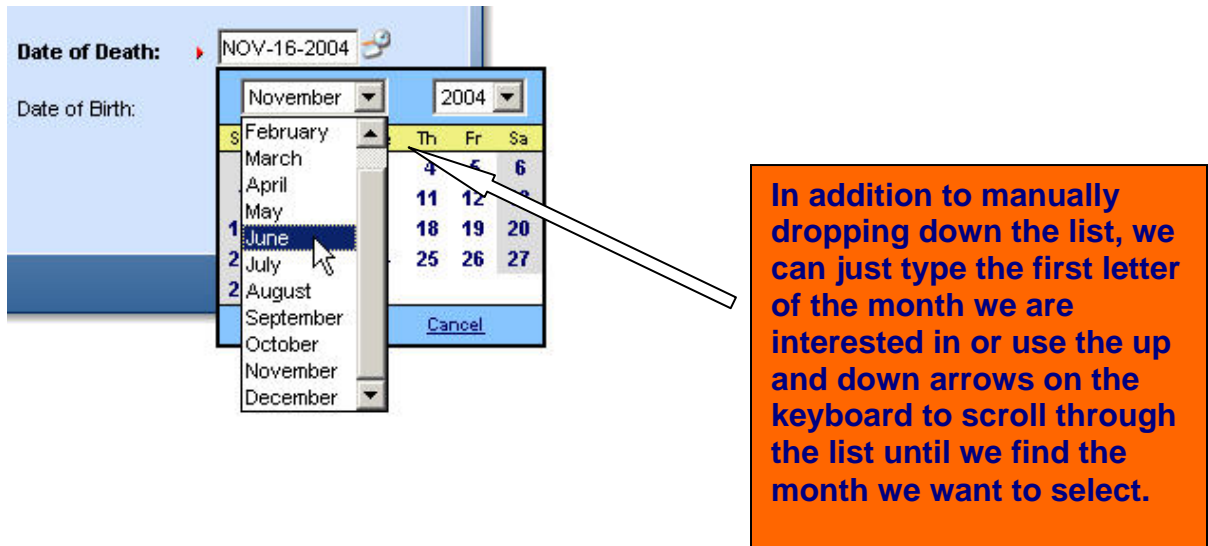
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Anywhere you see a date entry control, you will also see the **Calendar Icon**: .

In addition to manual date entry, you can also click on the **Calendar Icon** next to a date entry box to bring up a **Calendar control**.

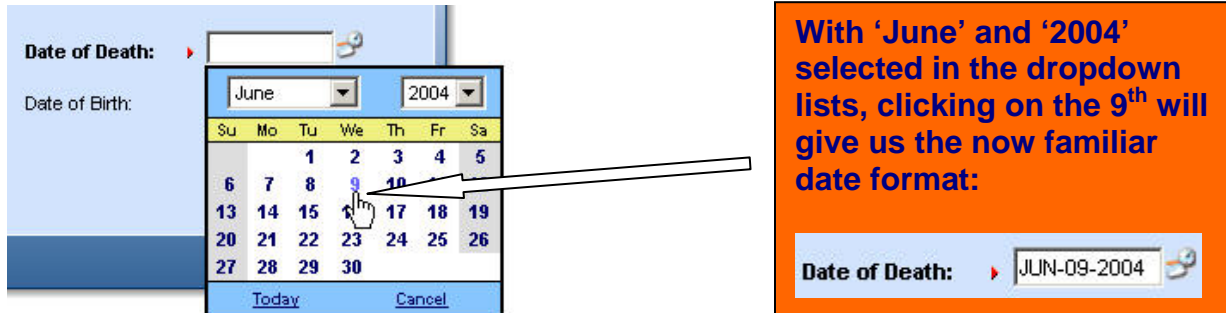



By default, the current Month, Day, and Year are pre-selected. The current month is pre-selected in the Month dropdown list, the current year is pre-selected in the Year dropdown list and the current day is highlighted in red. As with other dropdown lists we have seen, clicking on the down-arrow next to the month control (November, in this example) will reveal all the items in the list.



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Once we have selected the correct Month and Year, clicking on the Day of the month will auto-populate the Date for us.



Date of Death: 

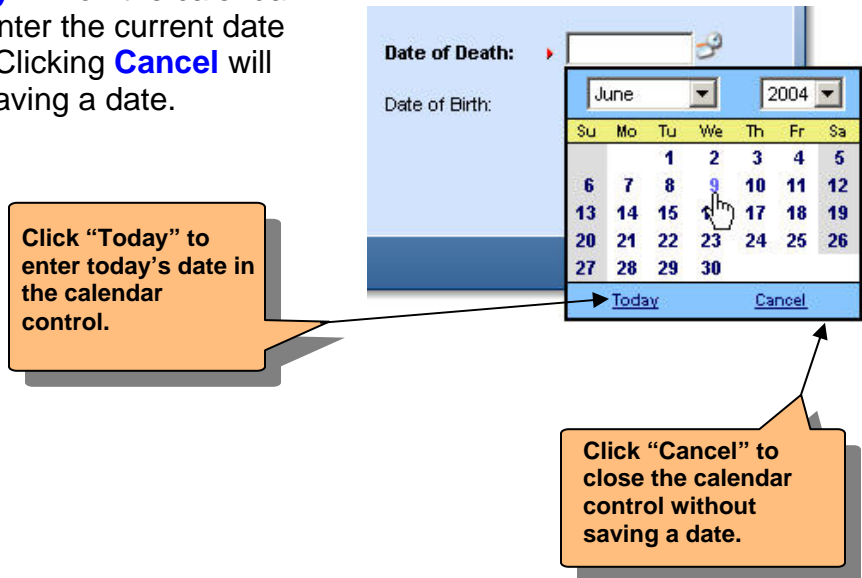
Date of Birth: June 2004


Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10		
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Date of Death: JUN-09-2004 

With 'June' and '2004' selected in the dropdown lists, clicking on the 9th will give us the now familiar date format:

Also, clicking on the **Today** link on the calendar control will automatically enter the current date into the calendar control. Clicking **Cancel** will close the control without saving a date.



Date of Death: 

Date of Birth: June 2004

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Click "Today" to enter today's date in the calendar control.

Click "Cancel" to close the calendar control without saving a date.

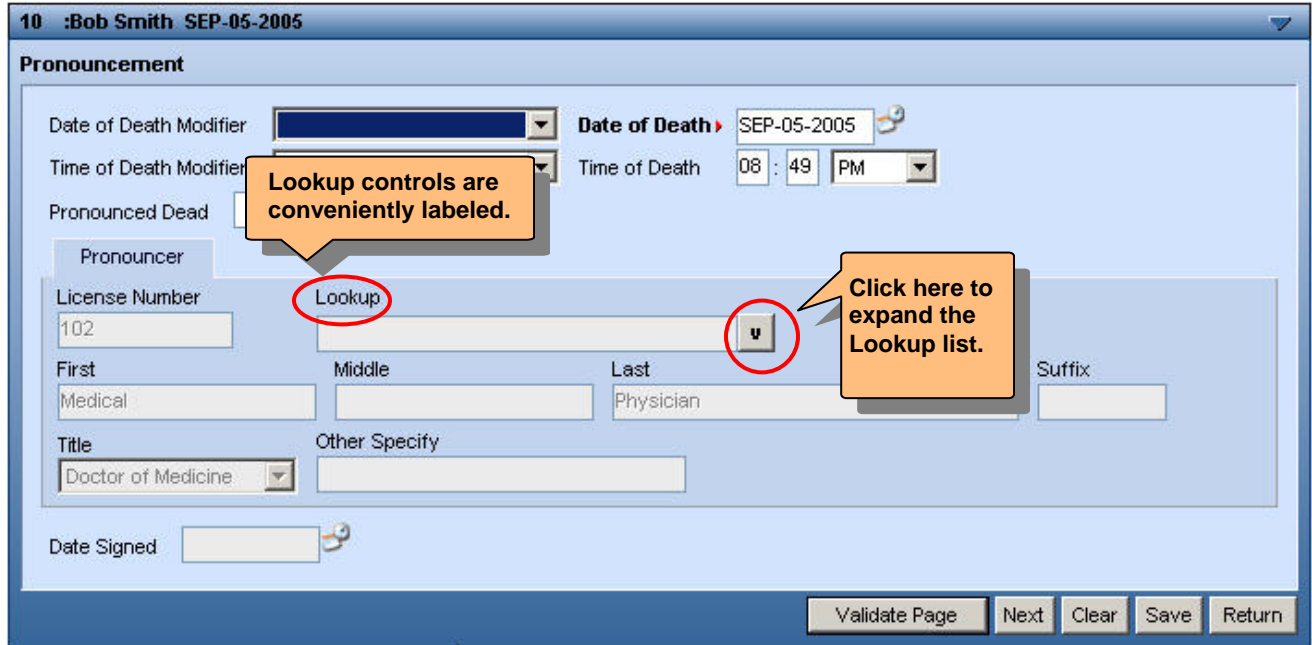
Keyboard Shortcut: Once a date control has been selected or tabbed into, pressing the f12 key will automatically place the current system date into the control.

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Lookup Controls and Auto Populate

Lookup Controls are **DAVE™** specific controls. **Lookup Controls** are like expanded dropdown lists that display a grid of selectable data. **Lookup Controls** are all labeled, so you will know one when you see it.

Similar to dropdown lists, click on the **Lookup** () button on the right end of the control.



10 :Bob Smith SEP-05-2005


Pronouncement

Date of Death Modifier **Date of Death** SEP-05-2005

Time of Death Modifier Time of Death 08 : 49 PM

Pronounced Dead

Pronouncer

License Number **Lookup** 

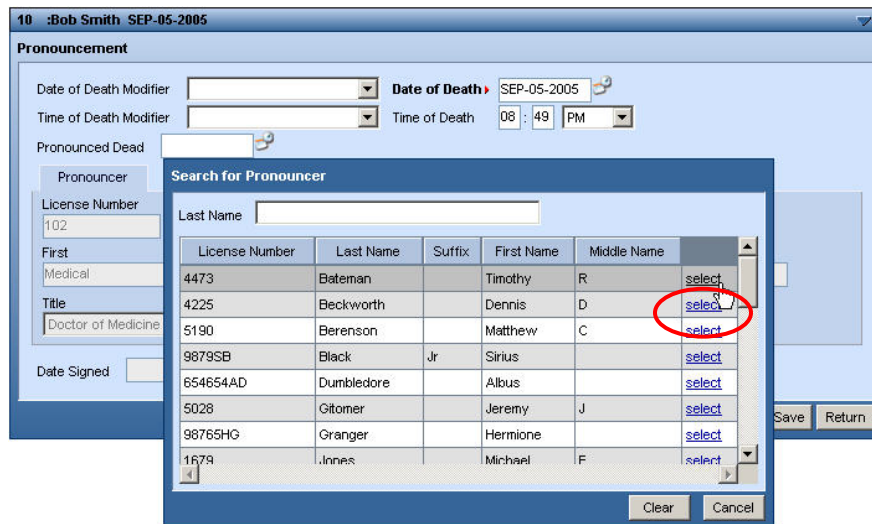
First Middle Last Suffix

Title Other Specify

Date Signed

Validate Page Next Clear Save Return

Once the **Lookup** control has been expanded, just click on any entry's **Select** link to fill in the control.



10 :Bob Smith SEP-05-2005

Pronouncement

Date of Death Modifier **Date of Death** SEP-05-2005

Time of Death Modifier Time of Death 08 : 49 PM

Pronounced Dead

Pronouncer

License Number

First

Title

Date Signed

Search for Pronouncer

Last Name

License Number	Last Name	Suffix	First Name	Middle Name	
4473	Bateman		Timothy	R	select
4225	Beckworth		Dennis	D	select
5190	Berenson		Matthew	C	select
9879SB	Black	Jr	Sirius		select
654654AD	Dumbledore		Albus		select
5028	Gitomer		Jeremy	J	select
98765HG	Granger		Hermione		select
1679	Innes		Michael	F	select

Clear Cancel

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Notice that all of the controls on the **Pronouncer** tab have now been auto-filled.

10 :Bob Smith SEP-05-2005

Pronouncement

Date of Death Modifier Date of Death SEP-05-2005

Time of Death Modifier Time of Death 08 : 49 PM

Pronounced Dead

Pronouncer

License Number 4473 Lookup Timothy R Bateman

First Timothy Middle R Last Bateman Suffix

Title Doctor of Medicine Other Specify

Date Signed

Validate Page Next Clear Save Return