

**ELECTRONIC DEATH REGISTRATION SYSTEM (EDRS) USER
MANUAL FOR
FACILITY USER ADMINISTRATOR**

Contents

- 1. INTRODUCTION..... 1
- 2. GETTING INTO THE EDRS 1
- 3. THE NAVIGATION BAR..... 3
- 4. HOW TO CREATE / SETUP A NEW USER FOR YOUR FACILITY? 4
- 5. LOCKING AN ACCOUNT 11
- 6. UNLOCKING AN ACCOUNT OR ENABLING ACCOUNT ACCESS 12
- 7. RESETTING PASSWORDS..... 13

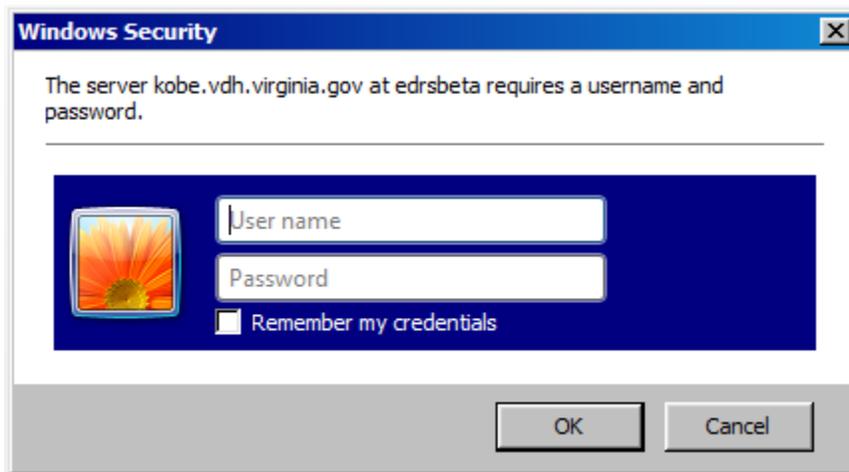
1. INTRODUCTION

A Facility User Administrator (FUA) shall be a personnel designated by a facility or group of facilities. The VVESTS application shall enable this FUA to perform user accounts management - setting up user accounts, resetting passwords etc. for the users of those facilities that have designated this FUA.

As a general rule, all facilities comprising of 5 or more users shall designate a FUA to manage user accounts for that facility.

2. GETTING INTO THE EDRS

- The EDRS may be accessed at the following URL – <https://vr-fhs.vdh.virginia.gov> . Once you have launched the EDRS using this URL, you will see a pop-up box to enter your user name and password to log into the application. (See illustration below)



Enter your username and password and click OK.

- You may view your messages in the inbox displayed on the resulting screen. Click on CONTINUE to navigate to the next screen.



Virginia Vital Events And Screening Tracking System

New Messages

Please check the box to acknowledge each message and click Continue button to continue to the application

	From	Subject	Date Received
<input type="checkbox"/>	Stmary_Ph_1, Stmary_Ph_1 (BON SECOURS ST. MARY'S HOSPITAL)	Case No. 431 has been accepted by BON SECOURS ST. MARY'S HOSPITAL	07/10/2014
	Case No. 431 for CARL GALLUP has been accepted by BON SECOURS ST. MARY'S HOSPITAL. Please view your active cases list to monitor the most recent status of this case.		
<input type="checkbox"/>	Stmary_Ph_1, Stmary_Ph_1 (BON SECOURS ST. MARY'S HOSPITAL)	Medical Certification completed for Case No. 431	07/10/2014
	Dr.STMARY_PH_1, STMARY_PH_1 has certified the Case No. 431 for CARL GALLUP.		
<input type="checkbox"/>	Diman, Krystina (MORRISSETT FUNERAL HOME AND CREMATION SERVICE)	Out of State Transit Permit approval Requested for Case No. 95	07/10/2014
	MORRISSETT FUNERAL HOME AND CREMATION SERVICE has submitted an Out of State Transit Permit for your approval for Case No. 95 for CHRISTY COLES. The permit is now available for your review.		
<input type="checkbox"/>	Totman, Jane (METROPOLITAN FUNERAL SERVICE INC.)	Out of State Transit Permit approval Requested for Case No. 327	07/10/2014
	METROPOLITAN FUNERAL SERVICE INC. has submitted an Out of State Transit Permit for your approval for Case No. 327 for KHAL DROGO. The permit is now available for your review.		
<input type="checkbox"/>	Vr_User_1, Vr_User_1 (VITAL RECORDS)	State File Number assigned for Case No. 431	07/10/2014
	A State File Number has been assigned to Case No. 431 for CARL GALLUP by the Division of Vital Records		
<input type="checkbox"/>	Baker, Tyra (CHINN FUNERAL SERVICE)	Out of State Transit Permit approval Requested for Case No. 440	07/10/2014
	CHINN FUNERAL SERVICE has submitted an Out of State Transit Permit for your approval for Case No. 440 for SAMUEL BELL. The permit is now available for your review.		



[HELP](#)

EBLNML

- The resulting screen is the Virginia Vital Events and Screenings Tracking System Screen and may include various modules. Based on your role, you will only have access to the VVESTS Security module. Click on the Security module icon to continue.



Virginia Vital Events And Screening Tracking System

Logged in as SJOHNSON - BUCHANAN GENERAL HOSPITAL

Birth Certificate Reporting

Certifiable

Correspondence Tracking System

Virginia Infant Screening and Infant Tracking System

Security

Change Facility	Messages (0New)	Edit Profile	Application Assistant	Logout
---------------------------------	---------------------------------	------------------------------	---------------------------------------	------------------------

If you need VDH application support, please send your request via email to oir_webapps@vdh.virginia.gov or call us at 804-864-7200 and select option 2, FAX - 804-864-7155.

Warning: This system is for official Virginia Department of Health use and may only be accessed by users that are currently authorized by the Division of Vital Records and Division of Child and Adolescent Health. Unauthorized use, access or modification of this system or any data stored within is a criminally prosecutable offense. Any attempts at unauthorized access or data editing are logged and strictly prohibited. All usage of this system is monitored and audited, and, by accessing this system, all users consent to these activities.

[HELP](#)

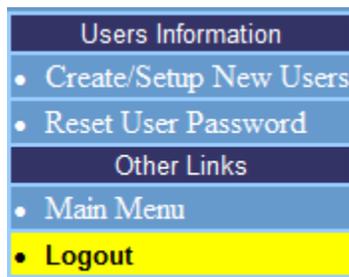
FRXVIT

- The resulting screen is the **VVESTS SECURITY ADMINISTRATION CONSOLE**



3. THE NAVIGATION BAR –

- To the left of the screen is the Navigation Bar which houses various links allowing you to move around in the system. This Navigation Bar is very dynamic in nature and will change from user to user based on what roles a user has. *(The illustration below depicts a typical navigation bar in the home screen for a (FUA)*



- This navigation bar may be used by you to
 - Create / Setup New users for only those facilities that you have been made the Administrator of.
 - Reset Passwords for users of your facility.

4. HOW TO CREATE / SETUP A NEW USER FOR YOUR FACILITY?

- Begin by clicking on the CREATE / SETUP NEW USERS link in the left navigation bar.



- From the resulting screen search for an existing account in the system which matches the information of the account you wish to create.

Staff Maintenance (For Application Users)

First Name	<input type="text"/>
Middle Name	<input type="text"/>
Last Name	<input type="text"/>
Title	<input type="text"/>
License Number	<input type="text"/>
User ID	<input type="text"/>
Facility	<input type="text"/>
If designee, select Medical Certifier	<input type="text"/>
Role	<input type="text"/>
Account Status	<input type="text"/>

[HELP](#)

SEQSTF

- Once you have determined the absence of any matching accounts in the VVESTS click on New.

A screenshot of the 'Staff Maintenance (For Application Users)' screen. On the left is a navigation bar with 'Logout' highlighted in yellow. The main area shows a table with columns: Name (First, Middle, Last), User ID, Account Status, Facility/Medical Certifier(if Designee), and Address. Below the table, there is a search bar with the text 'Your search returned 0 records' and a 'New' button. A red arrow points to the 'New' button with the text 'CLICK HERE'. At the bottom left is a 'HELP' link and at the bottom right is 'SELSTF'.

- Select the facility / facilities that you wish to associate with the new user.

Staff Maintenance (For Application Users)

First Name: JACK ** Middle Name:
 Last Name: JOHNSON ** Suffix:
 Gender: MALE User ID: JAJOHNSON **
 Title: Other Specify:
 License Number: * Notary Exp Date:
 Notary ID: End Date:
 Start Date:
 Email:

[Show Designee block](#)

Facility	Status	Delete?
<input type="text"/>		

CLICK HERE TO OPEN A LIST OF FACILITIES

Facility List of Values

Search criterion for Facilities:
 Name: Type: Find Close

Facilities	Type	Address
BUCHANAN GENERAL HOSPITAL	Hospital	ROUTE 5 BOX 20 GRUNDY VIRGINIA 24614
CARILLON GILES MEMORIAL	Hospital	1 TAYLOR AVENUE PEARISBURG VIRGINIA 24134

Save Undo Audit Report

[HELP](#)

- **NOTE – the FUA shall have access to view and select only those facilities that they have been authorized to perform user account management upon.**
- **More facilities can be added to the user account than visible on the default page by clicking on the ADD MORE BUTTON.**

[Show Designee block](#)

CLICK HERE TO ADD MORE FACILITIES

Facility	End Date	Delete?	Role	Status	Delete?
BUCHANAN GENERAL HOSPITAL		<input type="checkbox"/>	FACILITY SEC ADMIN	Approved	<input type="checkbox"/>

Add More

- Select the roles that you wish to assign to the new user pertaining to each facility.

Staff Maintenance (For Application Users)

First Name:	<input type="text" value="JACK"/> **	Middle Name:	<input type="text"/>
Last Name:	<input type="text" value="JOHNSON"/> **	Suffix:	<input type="text"/>
Gender:	<input type="text" value="MALE"/>	User ID:	<input type="text" value="JAJOHNSON"/> **
Title:	<input type="text"/>	Other Specify:	<input type="text"/> *
License Number:	<input type="text"/> *		
Notary ID:	<input type="text"/>	Notary Exp Date:	<input type="text"/>
Start Date:	<input type="text"/>	End Date:	<input type="text"/>
Email:	<input type="text"/>		

[Show Designee block](#)

Facilities and Roles

Facility	End Date	Delete?	Role	Status	Delete?
BUCHANAN GENERAL HOSPITAL		<input type="checkbox"/>			

List of Roles - Windows Internet Explorer

Roles

Search criterion for Roles: %

Role	Description
MEDICAL_CERTIFICATION	ENABLES A MEDICAL EXAMINER OR A PHYSICIAN TO DIGITALLY SIGN AND CERTIFY THE CAUSE OF DEATH FOR A DEATH RECORD. ALL MEDICAL PROFESSIONALS SEEKING THIS ROLE MUST HAVE A VALID MEDICAL LICENSE NUMBER.
FETAL_MED_CERT	ENABLES A LICENSED MEDICAL PROFESSIONAL TO CERTIFY THE MEDICAL / CAUSE OF DEATH INFORMATION FOR A STILL BIRTH / FETAL DEATH
BIRTH_REGISTRAR	ENABLES THE HOSPITAL BIRTH REGISTRARS AS WELL AS THE DVR USERS TO REGISTER BIRTHS VIA THE EBC MODULE.
HOSPITAL_VACARES	THIS ROLE IS USED BY HOSPITAL VACARE USERS.
HOSPITAL_HEARING	THIS ROLE IS USED BY HOSPITAL HEARING USERS.
DECEDENT_AFFAIRS	ENABLES THE DECEDENT AFFAIRS USERS AT THE HOSPITALS TO PERFORM THEIR FUNCTIONS IN THE VVESTS - EDRS MODULE, NAMELY - CASE CREATION, REQUESTING MEDICAL CERTIFICATION AND RELEASE CORPSE.
MEDICAL_DATA_ENTRY	ENABLES PHYSICIAN STAFF OR A HOSPITAL USER TO ENTER MEDICAL INFORMATION FOR A DECEDENT IN THE VVESTS - EDRS MODULE. THIS ROLE DOES NOT ENABLE DIGITAL CERTIFICATION OF THE CAUSE OF DEATH.

Save Unc [HELP](#)

NOTE – The FUA shall only be allowed to view and select roles consistent with the type of facility selected in the prior step.

- Based on the information you entered, a completed screen shall look like the illustration below.

Staff Maintenance (For Application Users)

First Name:	JACK **	Middle Name:	<input type="text"/>
Last Name:	JOHNSON **	Suffix:	<input type="text"/>
Gender:	MALE	User ID:	JAJOHNSON **
Title:	Unknown Title	Other Specify:	<input type="text"/> *
License Number:	<input type="text"/> *	Notary Exp Date:	<input type="text"/>
Notary ID:	<input type="text"/>	End Date:	<input type="text"/>
Start Date:	<input type="text"/>		
Email:	<input type="text"/>		

[Show Designee block](#)

Facilities and Roles				Add More	
Facility	End Date	Delete?	Role	Status	Delete?
BUCHANAN GENERAL HOSPITAL L*	<input type="text"/>	<input type="checkbox"/>	DECEDENT_AFFAIRS L	Approved	<input type="checkbox"/>
			MEDICAL_DATA_ENTRY L	Approved	<input type="checkbox"/>
<input type="text"/> L*	<input type="text"/>	<input type="checkbox"/>	<input type="text"/> L	<input type="text"/>	<input type="checkbox"/>
			<input type="text"/> L	<input type="text"/>	<input type="checkbox"/>
			<input type="text"/> L	<input type="text"/>	<input type="checkbox"/>
			<input type="text"/> L	<input type="text"/>	<input type="checkbox"/>
			<input type="text"/> L	<input type="text"/>	<input type="checkbox"/>
			<input type="text"/> L	<input type="text"/>	<input type="checkbox"/>
			<input type="text"/> L	<input type="text"/>	<input type="checkbox"/>
			<input type="text"/> L	<input type="text"/>	<input type="checkbox"/>

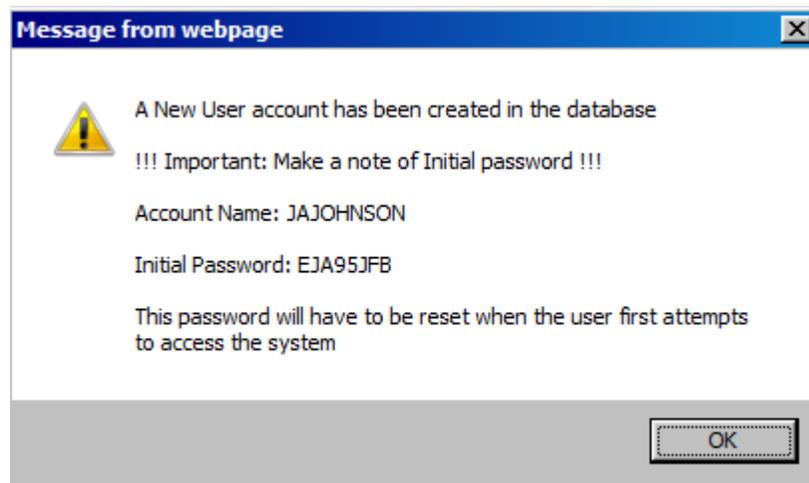
Save Undo Audit Report

HFI P

SFISTF

- Click on the save button at the bottom of the page.

- Click on the SETUP USER ACCOUNT button. This will generate a temporary password for you to provide to the user. The user may use this temporary password to login to their account. (See *Illustration below*)



- When the new user attempts to login for the first time using this temporary password, the system shall enforce that they change the temporary password to a new password for future use.
- Now, a new user account has been setup in the system by you.

7. RESETTING PASSWORDS

- Navigate to the reset password page using the Reset password link in the left navigation bar.

Reset the Password of EBC Application User

NOTE: Resetting a Password can ONLY be done by the Security Administrator.
Passwords are **REQUIRED** to be at least 8 characters in length. They **MUST** also contain a minimum of 6 alphabetic characters and 2 numerals or special characters.

User Name:

New Password:

Confirm Password:

[HELP](#) SEVRPW

- From the USERNAME dropdown list, select the account you wish to reset the password for.

Reset the Password of EBC Application User

NOTE: Resetting a Password can ONLY be done by the Security Administrator.
Passwords are **REQUIRED** to be at least 8 characters in length. They **MUST** also contain a minimum of 6 alphabetic characters and 2 numerals or special characters.

User Name:

New Password:

Confirm Password:

[HELP](#) SEVRPW

- Enter a new password, confirm the password in the next text box and click on the reset password button at the bottom of the page. A success message from the resulting action will indicate that the password has been successfully changed and that the system will force the respective user to change their password upon login. (*See illustration below*) NOTE – it is good practice that you inform that user of the need to change their password along with the password communication to them.

Success! Password Changed and unlocked SJOHNSON user account
System will force "SJOHNSON" to change his/her password the next time he/she logs into the application.