



# **Adding a Note to a Record in the Nevada Electronic Birth/Death Registry System (EBRS/EDRS)**

**Department of Health and Human Services  
Division of Public and Behavioral Health  
Preparedness, Assurance, Inspections and Statistics  
Office of Vital Records and Statistics**

4150 Technology Way, Suite 104

Carson City, NV 89706

Telephone: 775-684-4242

Fax: 775-684-4156

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## **OVERVIEW**

This document will guide you through the steps of adding a note to a record.

These notes can be viewed by anyone that can access the record.

If you need technical assistance, call our help desk at 775-684-4166 or email [OVRHelp@health.nv.gov](mailto:OVRHelp@health.nv.gov).

## Adding a Note to a Record

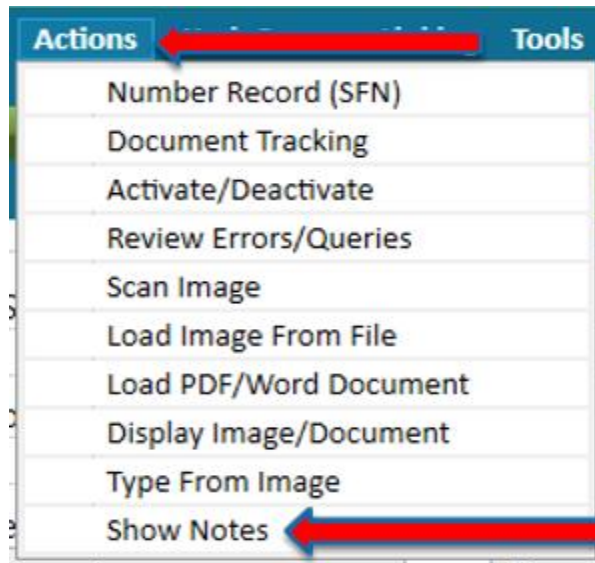


Fig. 1

With the record open, click on 'Actions'. You will see the option 'Show Notes'.  
(RED Arrow Fig. 1)

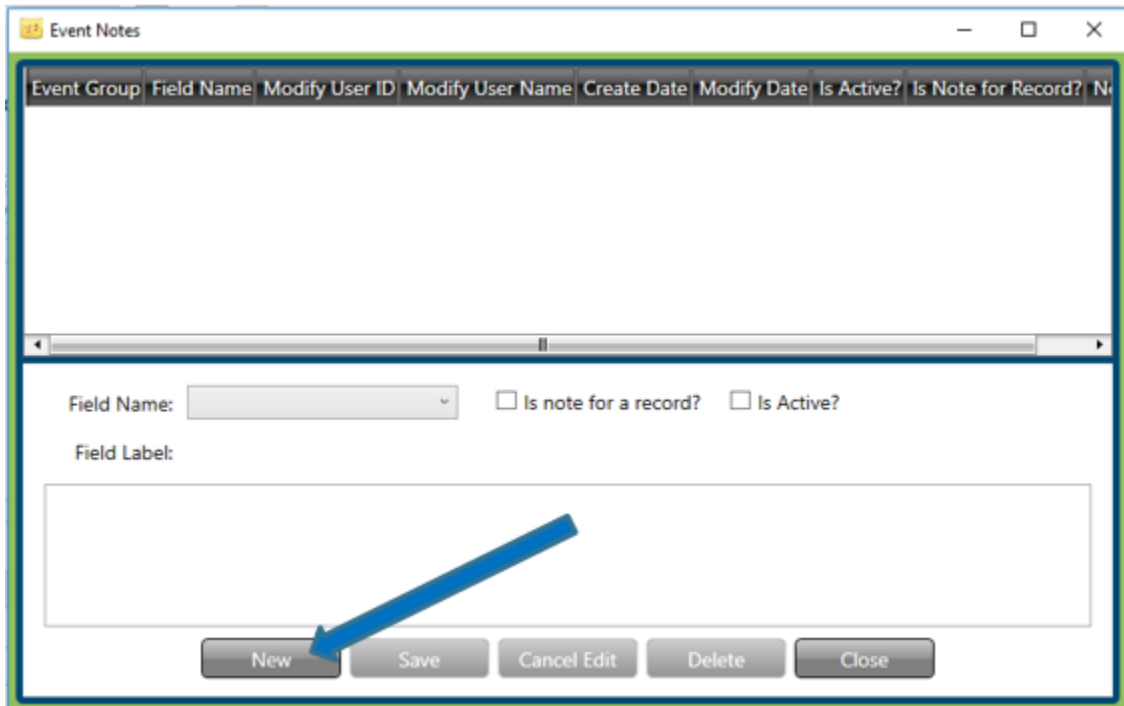


Fig. 2

Click on 'Show Notes' to display the window shown above. (Fig. 2)  
Click on 'New' button. (BLUE Arrow Fig. 2)

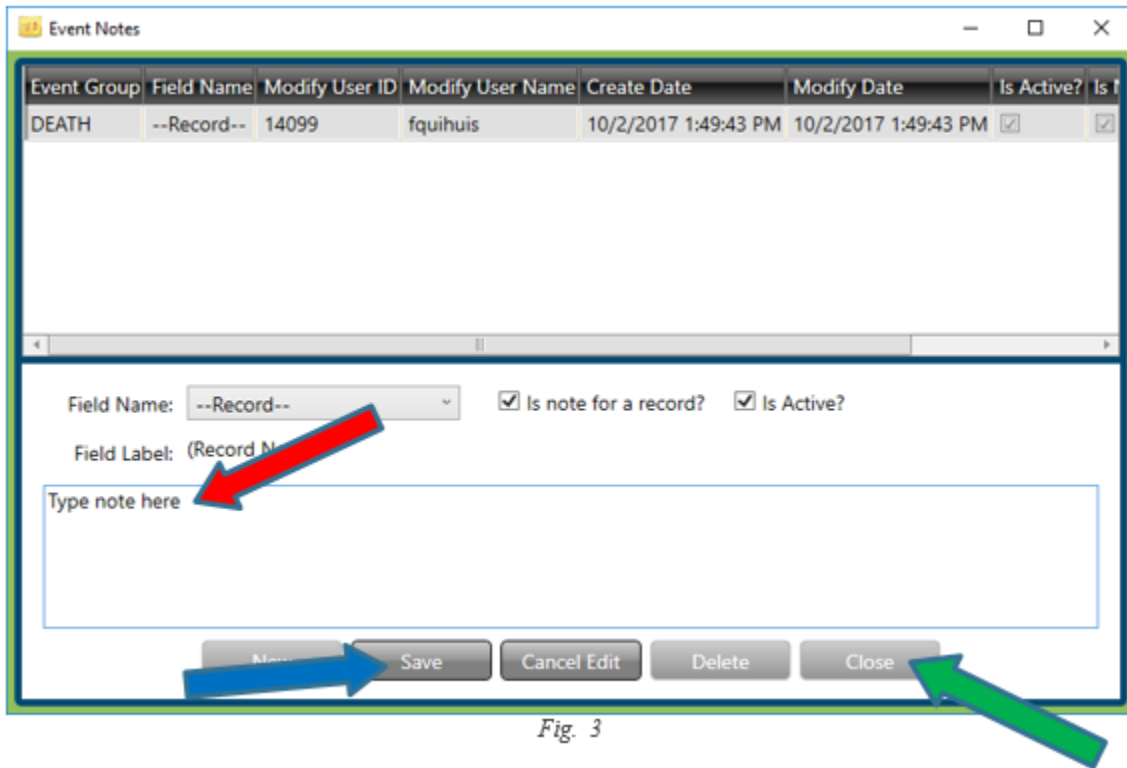


Fig. 3

Put the cursor in the large box to type in note.  
(RED Arrow Fig. 3)

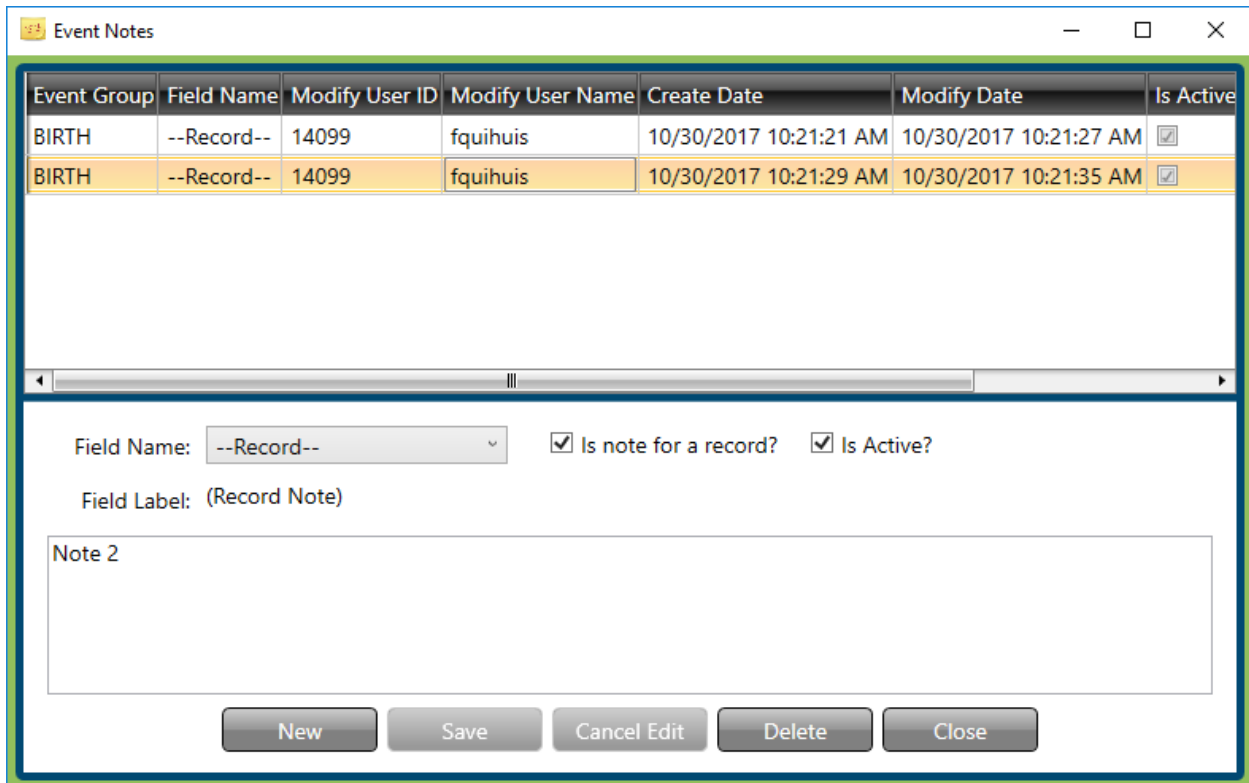
After your note is finished, click on 'Save' button. (BLUE Arrow Fig. 3)  
Then click 'Close' button. (GREEN Arrow Fig. 3)



Fig. 4

Once the record has been closed, upon redisplaying the same record you should see a green box at the bottom stating 'NOTE PRESENT'. (Fig. 4)

## Viewing a Note



The screenshot shows a window titled "Event Notes" with a table of notes and a form below it. The table has columns for Event Group, Field Name, Modify User ID, Modify User Name, Create Date, Modify Date, and Is Active. Two rows are visible, both for "BIRTH" events. The second row is highlighted in yellow. Below the table is a form with a dropdown menu for "Field Name" (set to "--Record--"), checkboxes for "Is note for a record?" and "Is Active?", and a text area for "Field Label" (set to "(Record Note)"). A large text area contains the text "Note 2". At the bottom of the form are five buttons: "New", "Save", "Cancel Edit", "Delete", and "Close".

Event Group	Field Name	Modify User ID	Modify User Name	Create Date	Modify Date	Is Active
BIRTH	--Record--	14099	fquihuis	10/30/2017 10:21:21 AM	10/30/2017 10:21:27 AM	<input checked="" type="checkbox"/>
BIRTH	--Record--	14099	fquihuis	10/30/2017 10:21:29 AM	10/30/2017 10:21:35 AM	<input checked="" type="checkbox"/>

Field Name: --Record--  Is note for a record?  Is Active?  
Field Label: (Record Note)

Note 2

New Save Cancel Edit Delete Close

Figure 5

You may double click on the **NOTE PRESENT** box at the bottom of the record (Previous Fig. 4) or follow the instructions in Fig. 1 (Actions/Show Notes). Then select which note you would like to view, as shown above. (Fig. 5)

\* Each time you need to make an additional note, please make certain to click on



button BEFORE typing.