



Attaching a Document to a Record in the Nevada Electronic Birth/Death Registry System (EBRS/EDRS)

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OVERVIEW

This document is broken up into sections. You may go directly to the page that is the step in this process that you need help with.

The first section, 'Attaching a Document to a Record', explains where to begin. You can either upload a PDF or a Word document. There are two sections describing each, depending on which type of document you are uploading.

The final section, 'Displaying an Attached Document', explains how to display what has been uploaded.

If you need technical assistance, call our help desk at 775-684-4166 or email OVRHelp@health.nv.gov.

How to Access the Uploading Screen in a Record

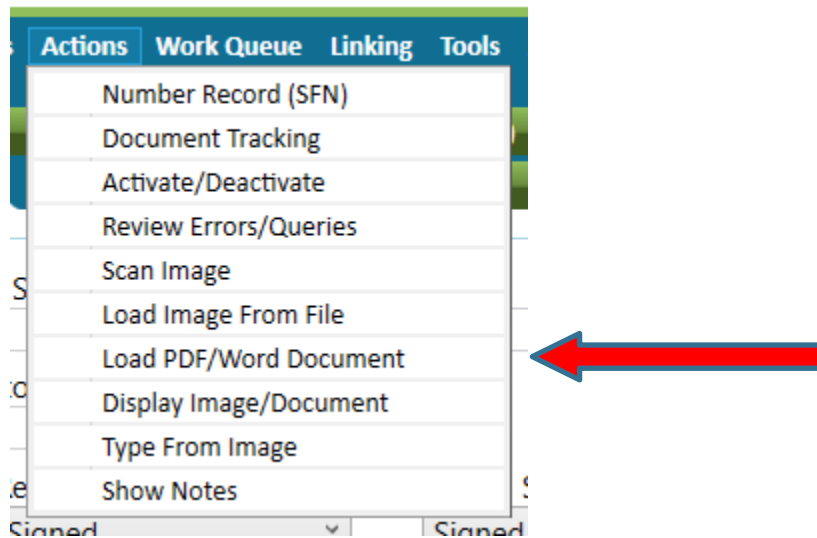


Fig. 1

With the record open, click on 'Actions'. Choose the option 'Load PDF/Word Document'. (See **RED** Arrow Fig. 1)

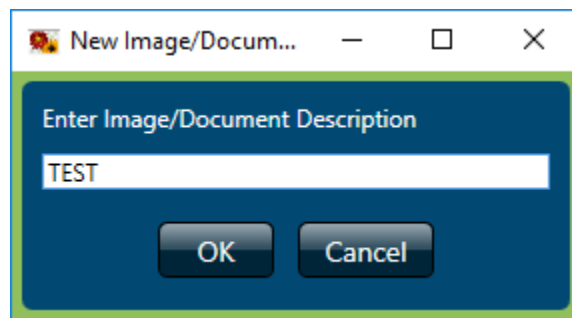


Fig. 2

A small window will pop up. (Fig. 2) Here you will type in a brief description of the attachment.

Make it very brief. 'Coroner Report', 'Toxicology', etc.

Click 'OK' button to continue.

Adding a PDF Document

This section walks you through how to attach a PDF document. If you wish to attach a Word document, move ahead to the next section, 'Adding a Word Document'.

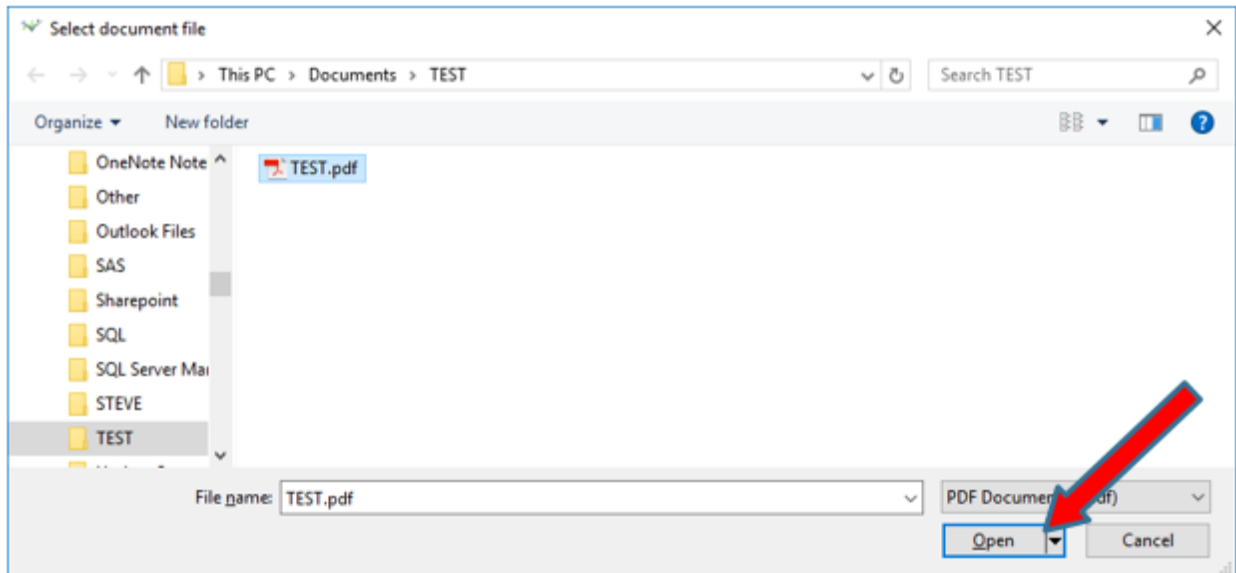


Fig. 3

The window above (Fig. 3) will appear after you have clicked 'OK' on the previous window. (Fig. 2)

Select the PDF file you wish to attach and click 'Open' button. (RED Arrow Fig. 3)

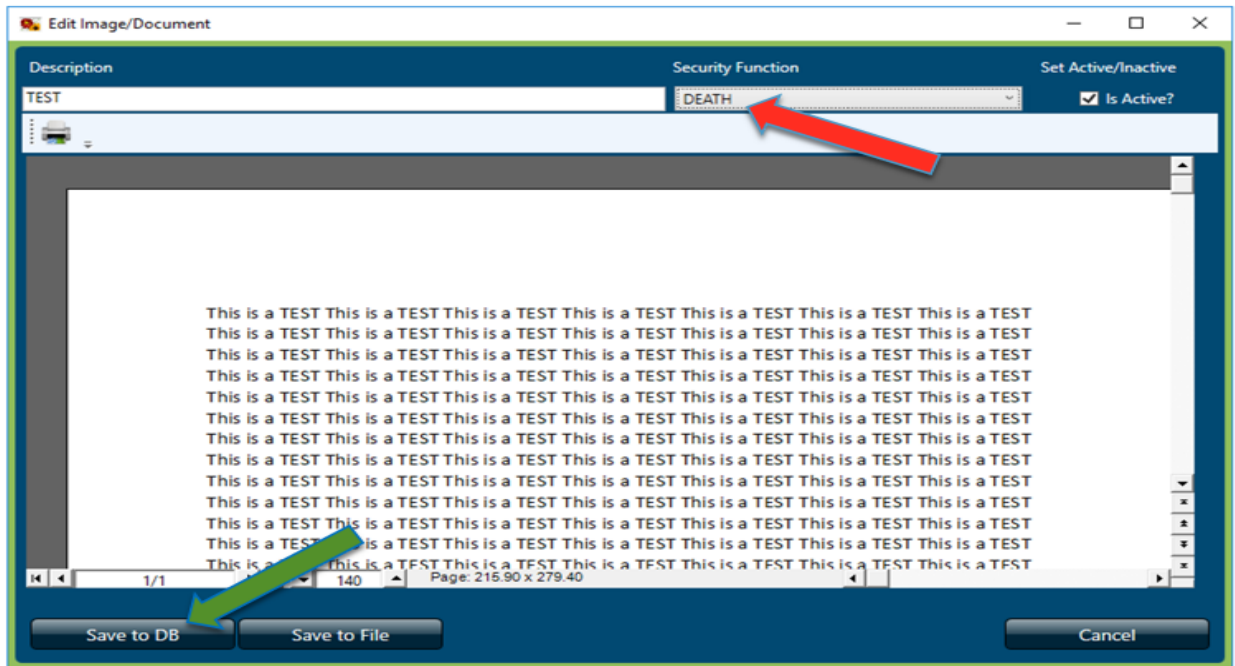


Fig. 4

You should now see the above window. (Fig. 4) This window allows you to view the PDF document you attached. Here you will need to select a Security Function. Select 'DEATH' from the dropdown menu as shown above. (RED Arrow Fig. 4)
Click 'Save to DB' button to save. (GREEN Arrow Fig. 4)



Fig. 5

Once the record has been closed, upon redisplaying the same record you should see a yellow box at the bottom titled, 'IMAGE PRESENT'. (Fig. 5)

Adding a Word Document

This section will guide you through how to attach a Word document. If you wish to attach a PDF document, go back to the section 'Adding a PDF Document'.

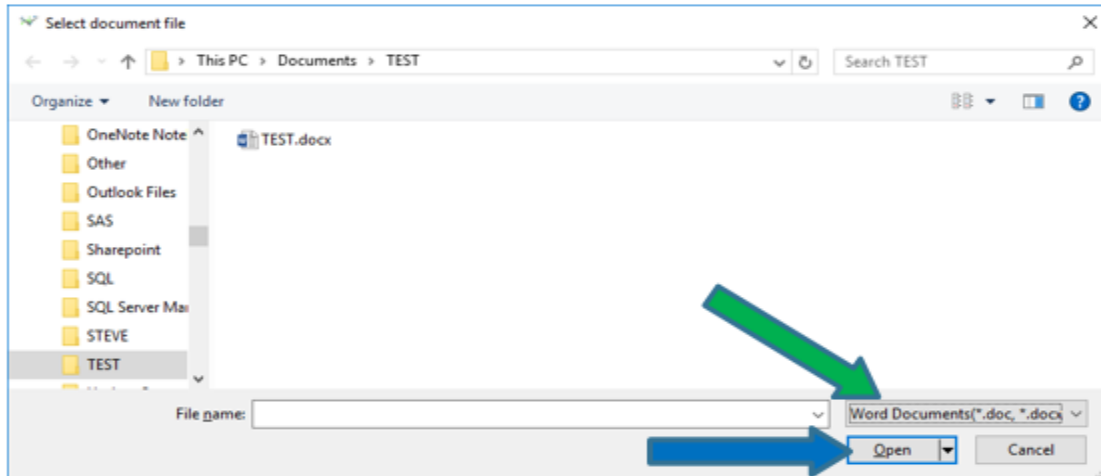


Fig. 6

The window above (Fig. 6) will appear after you have clicked 'OK' on the previous window. (Fig. 2)

Click on the dropdown in the lower right hand corner. (GREEN Arrow Fig. 6)
Select 'Word Documents'.

Select the Word file you wish to attach then click 'Open' button. (BLUE Arrow Fig. 6)

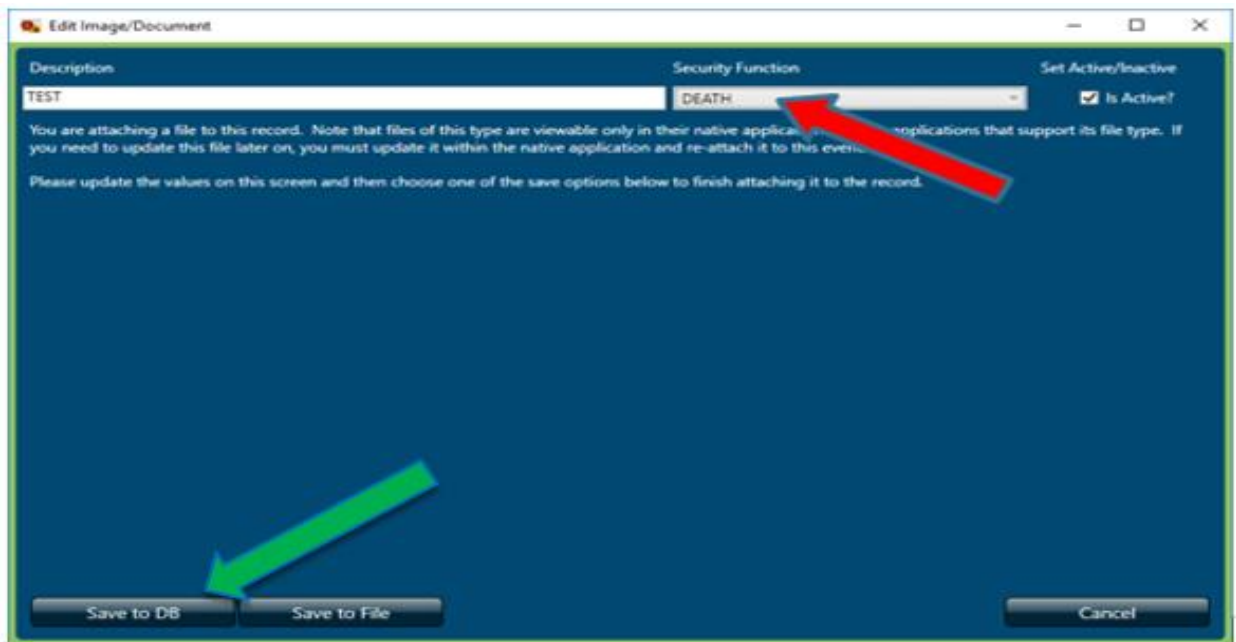


Fig. 7

You should now see the above window. (Fig. 7) This window allows you to view the Word document you just attached. Here you will need to select a Security Function.

Select 'DEATH' from the dropdown menu as shown above. (RED Arrow Fig. 7)

Click 'Save to DB' button to save. (GREEN Arrow Fig. 7)

Displaying an Attached Document

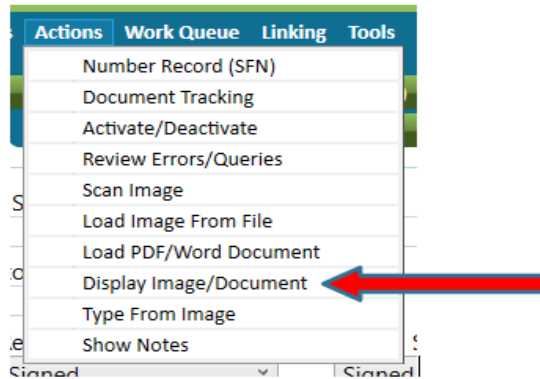


Fig. 8

To view the document, go back to 'Actions' and select 'Display Image/Document' (**RED Arrow**) as shown above. (Fig. 8)

-OR-

Double Click on the **IMAGE PRESENT** box at the bottom of the record.

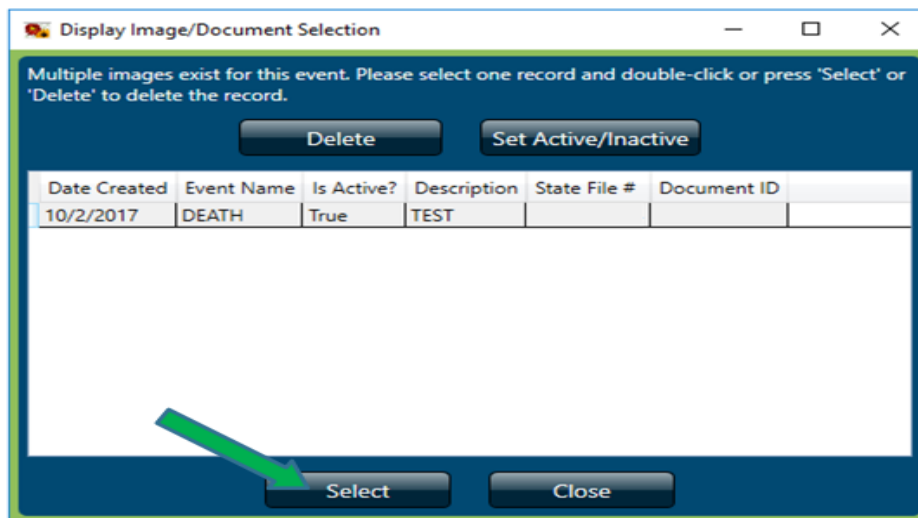


Fig. 9

The window above will display. (Fig. 9)
Highlight the document you want to upload, then click on 'Select' button.
(**GREEN Arrow Fig. 9**)

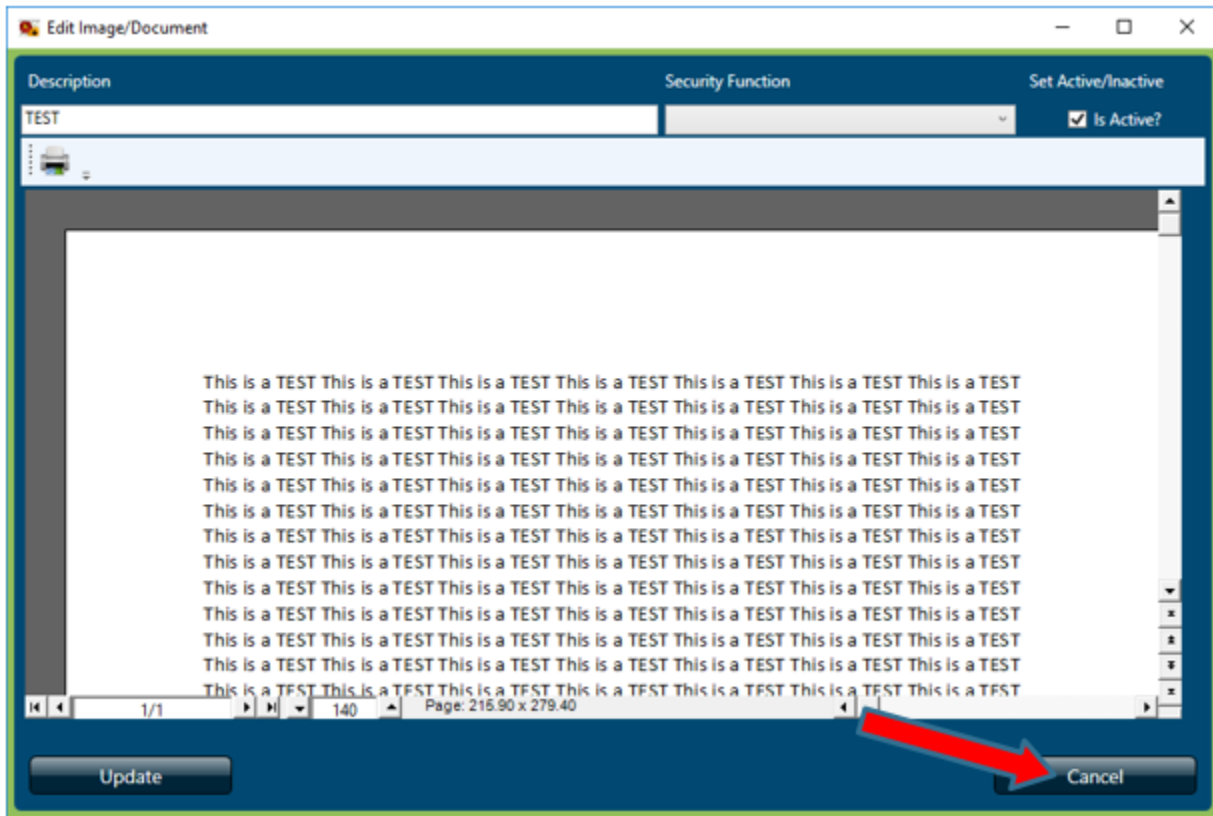


Fig. 10

Here you can view the attached document.
Click 'Cancel' button when you are done viewing. (RED Arrow Fig. 9)

*Please contact our office if you need an attachment deleted from the system.