## TerraPro Users Guide for Ohio Online Death Certificate

(revised 3/1/2023)



When adding a new case to TerraPro, click "Enter Case Online" to open your internet browser to the Ohio Vital Statistics Website. (or direct your browser to <u>https://vital.odh.ohio.gov</u>)

If you do not have a user name and password, contact your funeral home management or call 614-644-0156 to obtain one.

an	Standard Particular Character
Log in	(c) Notice:
User name:	IPHIS is Online.
David.Haldeman Password:	If you receive a change password notification when logging into the IPHIS system, please policy for changing passwords is listed below.
	Password cannot be similar to your old password
Domain:	Password must not contain any part of your username.
CITRIX Advanced Optio	Password must be at least seven characters long, with one special character i.e. *, #, \$ password must be changed every 42 days.
	If you have any questions or need help with the change password process please contact
	Message Center
	The Message Center displays any information or error messages that may occur.

After logging in, the ODH application screen will appear:

Click on the EDRS button. (Use the Support Site Button to add or change user information.)



Wait a few seconds (minutes?) and the Citrix application will load with a small gray window:



Enter case information as instructed at your training session. When you are finished entering all the information, choose Batch/Exports:



(see next page...)

	OK		
Export data to text files			
Schedule Copy Export Help			
Extracts Extract Setup Select / Forma	at fields   Initial control record   Fi	nal control record Summary Title	
Select Extract:			
Extract Name	Main outp	ut V:\Ohio\funhome20070506.txt	
DEATH-Funeral Home		[	
sit	E Report	C:\\EDRS Extracts\fhrpt1108.tx	t 🕒
V:\\EDRS		C:\\EDBS Extracts\	
V:\\EDRS			
	Error log	V:\Ohio\erro1129.txt	D
	If any parame	sters below are left emoty, they will not	be used in
	the selection	of records to process!	De used in
	Date of Death	h BEG,END 08/28/2008,08/28/2	2008
	Extract Flag:	U,Y	

Click OK on this informational screen that appears:

A screen similar to this should appear. Make sure the Main Output check box is checked, and that the - filename for Main Output reads EXACTLY as indicated above. The Error log also needs to read EXACTLY as indicated above. **EXCEPTION: If you are using TerraPro Cloud, the V:\ in the Main Output and Error Log needs to be changed to find the Ohio folder under your Drive D: TerraPro-XXX where XXX is your mapped T: drive. Use the File Folder icon to select this folder. It will look something like Client\\D\$\TerraPro-XXX\Ohio\funhome20070506.txt when correct.** 

Next, fill in the death dates you would like to extract information for (usually the date of death for the case you just entered. However, if you want to bring several cases into TerraPro, you could enter a range of dates.)

Click on Start Extract. Then system should report how many records extracted.

Running export			
Records processed: 2	Records written: 2	Total records: 2	Errors: 0
Pause		Cancel	

You may now exit from the ODH website.

Once back in TerraPro, click on Update from EDRS button: -

Updated, To   To Be Updated     Add New Case   Filenumber: 2008-016   To Be Updated     Bdit Survivors   Vial Statet   Disposition   Service   Obituary   Benefits1   Plot   Flag   Marker     Write Qbit   Vial Statet   Disposition   Service   Obituary   Benefits1   Plot   Flag   Marker     Bdit Current Case   Name of deceased (First, Middle, Last)   Sex Nickname   Social S     Agrangements   Disposition   Birth Otage   If under 1 day - HrsMinutes   Updated      Birthate   Deathdate   Time of Death Age - Yrs Months-Days   If under 1 day - HrsMinutes   Update     Crematory   Birth City   Calendar   Birth County   Birth StateBirth County   Update     Forms, Reports   O   0   0   0   Update      Gard Shop   Occupation   Employer   Business   Yrs Employed     Marital Status   Employer   Employment/History (verbose) (Right-Click to edit parage     Office   Proce Iststs   Residence Address   City, State ZIP   County   Inside City Limits ?     Monthly	Marker - 11 Security Number from EDRS
Add New Case   Filenumber: 2008-016   To Be Updated     Edit Survivors   Write Qbit   Write Qbit   Benefits:   Plot Flag Marker     Sati Survivors   Write Qbit   Benefits:   Plot Flag Marker     Add New Case   Marker   Sex Nickname   Social S     Agrangements   Birth Case   Updated      Arrangements   If I   0   0   Updated     Crematory   File   Birth Caunty   Birth StateBirth County   Update     Birth City   Galendar   Birth County   Birth StateBirth County   Update     Place of Death (Pick)   Facility Name   City   Inside City Limits? County     Brwelopes - Labels   Marital Status   Employment History (verbose) (Right-Click to edit parager     Office   Proce Lists   City State ZIP   County   Inside City Limits?     Monihly Statements   City of Origin   Race   Education   K-12   College	Marker - II Sec urity Number
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onihly Statements Citizen of Origin Race Education K-12 College	
Clash Receipts	ieck
Table Calification	ISUS
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rnet: TerraPro Website Informant (Right-Click to edit) Address (Right Click to Edit)	
Phone: City, State ZIP	
Check for Update In Armed Services? Burial Benefits Claimed:	
X Quit Benefits Flag	
Plot Allowance Only Marker	

(If there was more than one case for the death dates you specified above, you will be presented with a list of names to choose from. Pick the one you are entering, and press CTRL-W.)

The data entered online will be filled in automatically. (Ohio users, the city of birth is omitted from their data and will have to be entered manually.)

Any questions, call David Haldeman at 513-484-9729 or email at dhaldeman@terradise.net