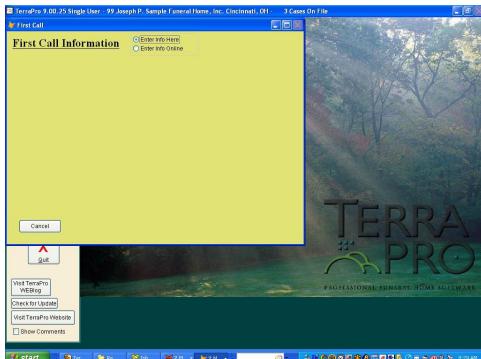


TerraPro

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 <https://vital.odh.ohio.gov>)

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

After logging in, the ODH application screen will appear:

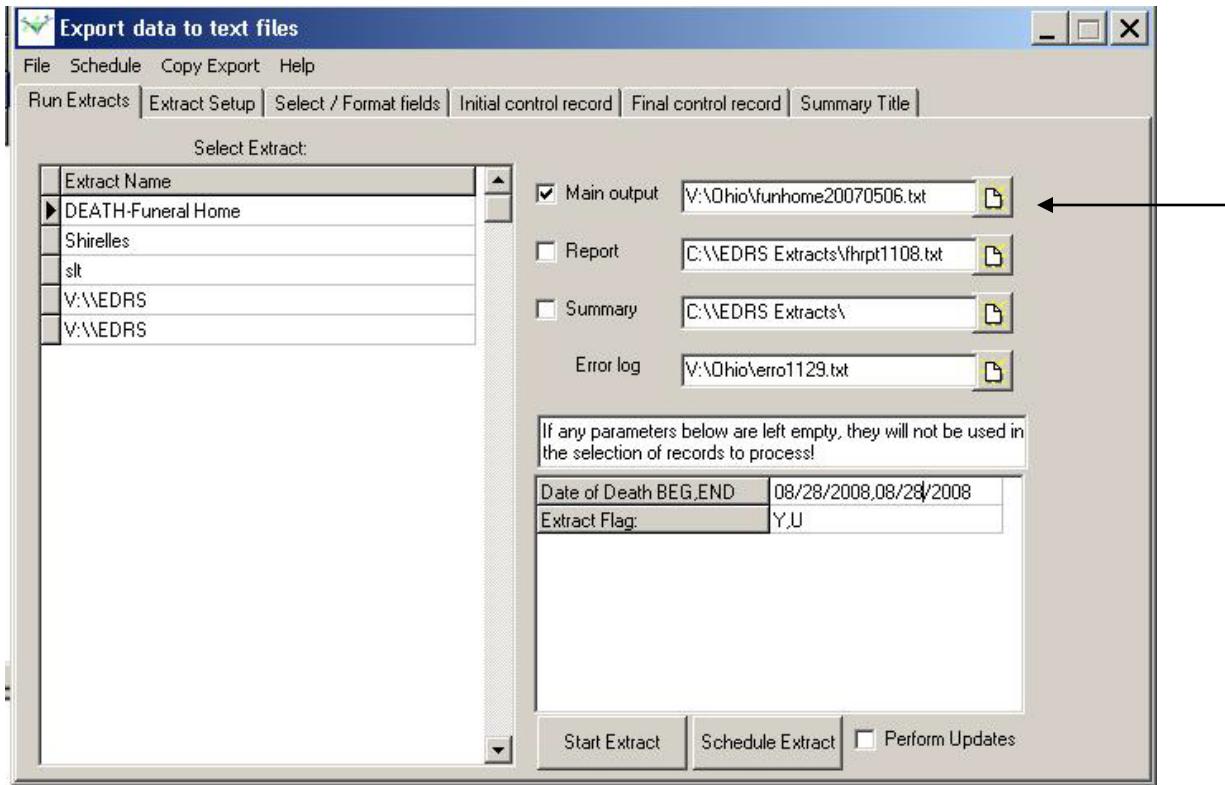
Click on the EDRS button. (Use the *Support Site* Button to add or change user information.)

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...)

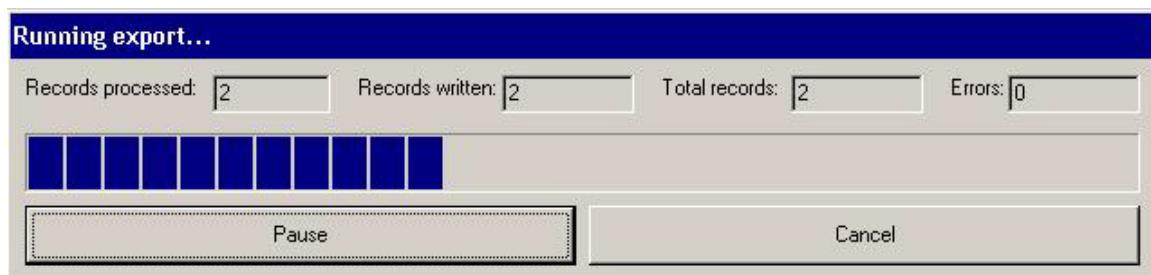
Click OK on this informational screen that appears:



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\DS\TerraPro-XXX\Ohio\funhome20070506.txt when correct.**

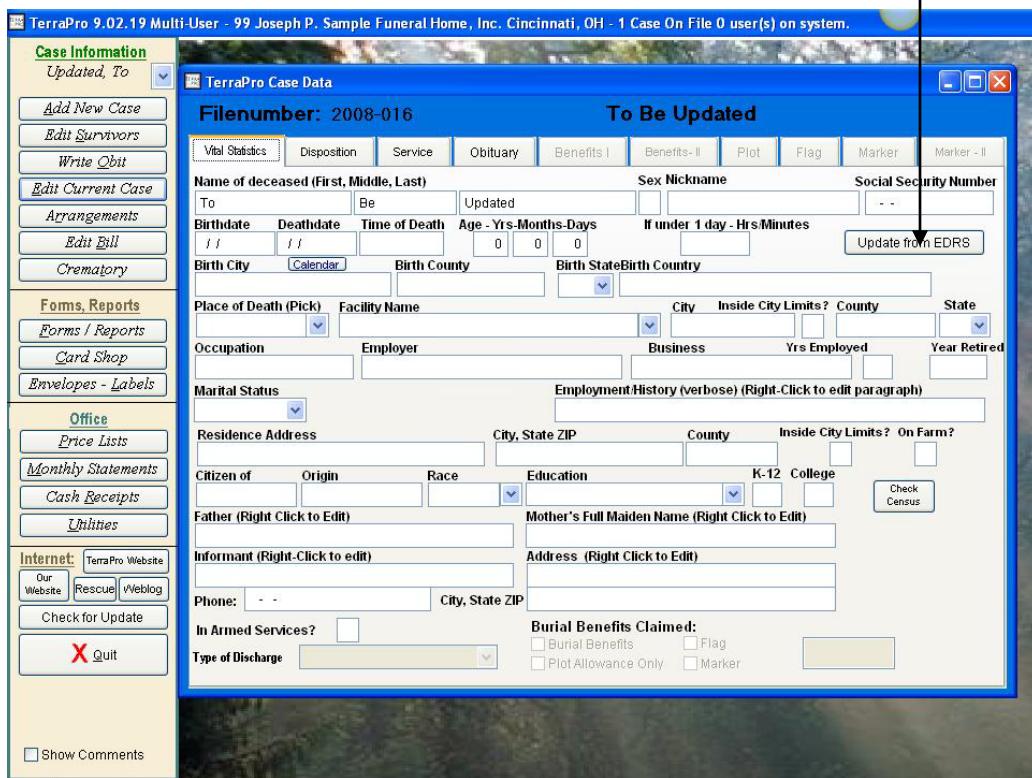
Next, fill in the death dates you would like to extract information for (usually the date of death for the case you just entered. However, if you want to bring several cases into TerraPro, you could enter a range of dates.)

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



You may now exit from the ODH website.

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



(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