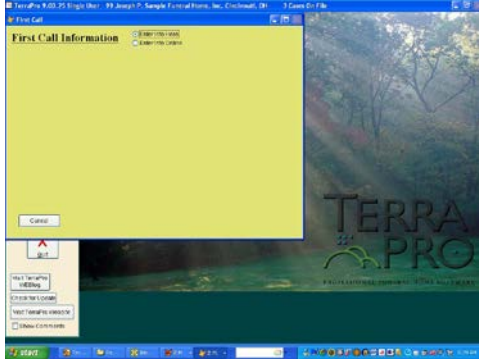


TerraPro

Users Guide for Ohio Online Death Certificate

(revised 3/2/2018)



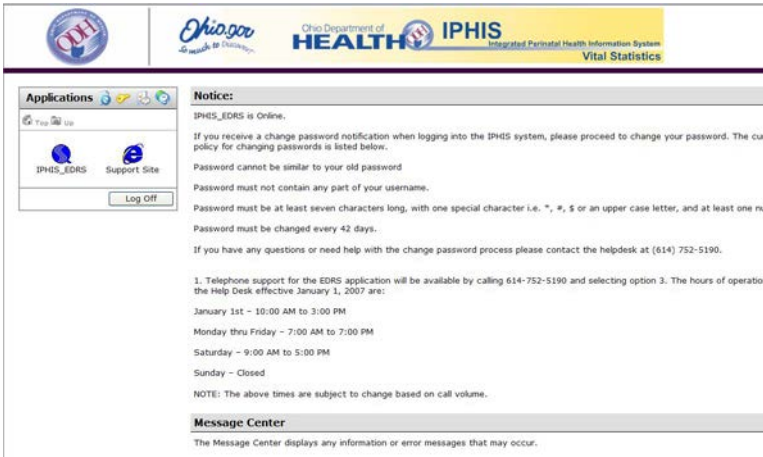
When adding a new case to TerraPro, click “Enter Case Online” to open your internet browser to the Ohio Vital Statistics Website. (or direct your browser to <https://vital.odh.ohio.gov>)

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

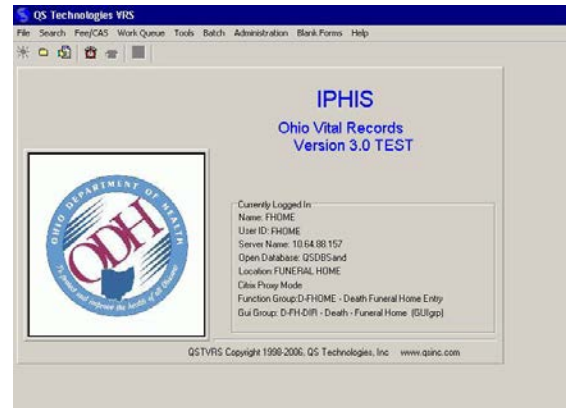


After logging in, the ODH application screen will appear:

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

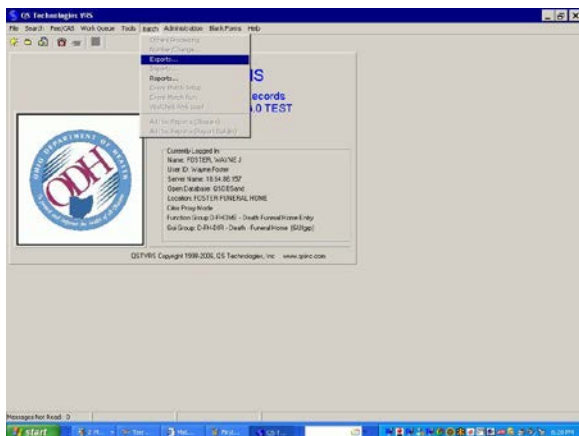


Wait a few seconds (minutes?) and the Citrix application will load with a small gray window:



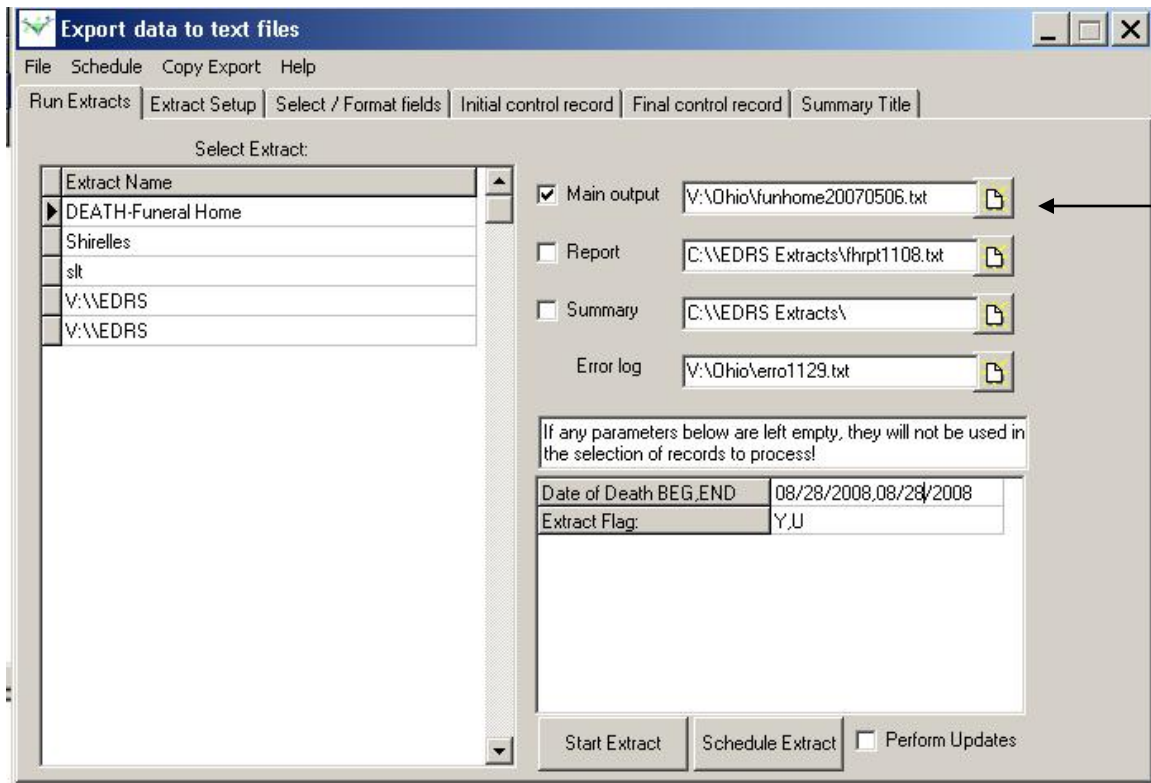
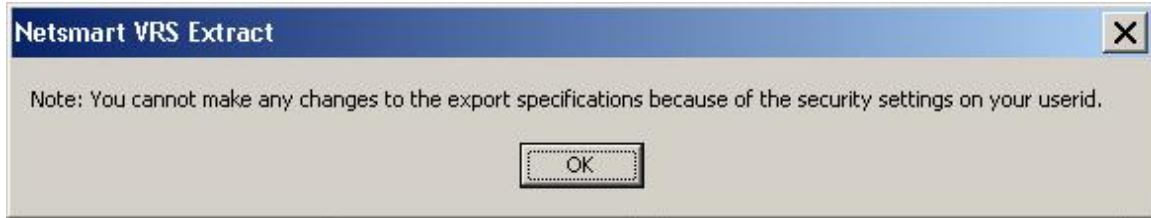
Enter case information as instructed at your training session.

When you are finished entering all the information, choose Batch/Exports:



(see next page...)

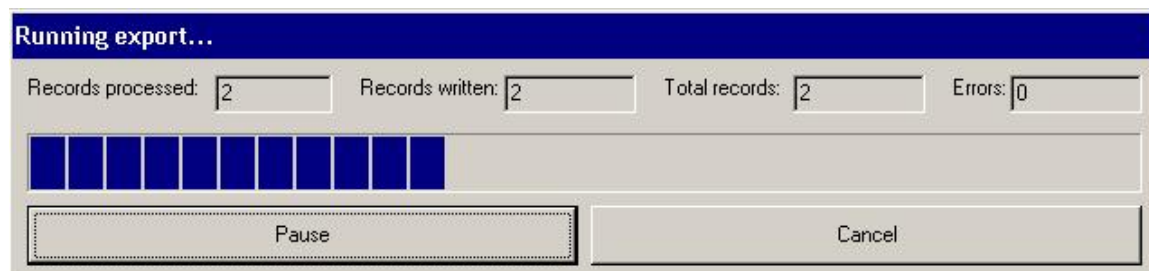
Click OK on this informational screen that appears:



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 P:**

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:

The screenshot shows the TerraPro Case Data form for File number 2008-016. The form is titled "To Be Updated" and contains various fields for case information. A black arrow points to the "Update from EDRS" button located in the "Age - Yrs-Months-Days" section. The form is divided into several sections: "Case Information", "Forms, Reports", "Office", and "Internet". The "Case Information" section includes fields for Name of deceased, Sex, Nickname, Social Security Number, Birthdate, Deathdate, Time of Death, Age, and Birth information. The "Forms, Reports" section includes fields for Place of Death, Facility Name, City, Inside City Limits, County, State, Occupation, Employer, Business, Yrs Employed, and Year Retired. The "Office" section includes fields for Marital Status, Employment History, Residence Address, City, State ZIP, County, Inside City Limits, On Farm?, Citizen of, Origin, Race, Education, K-12, College, and Check Census. The "Internet" section includes fields for Father, Mother's Full Maiden Name, Informant, Address, Phone, City, State ZIP, In Armed Services?, and Burial Benefits Claimed.

(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@terradyse.net