

# TerraPro - Kentucky EDRS User Guide



## Purpose

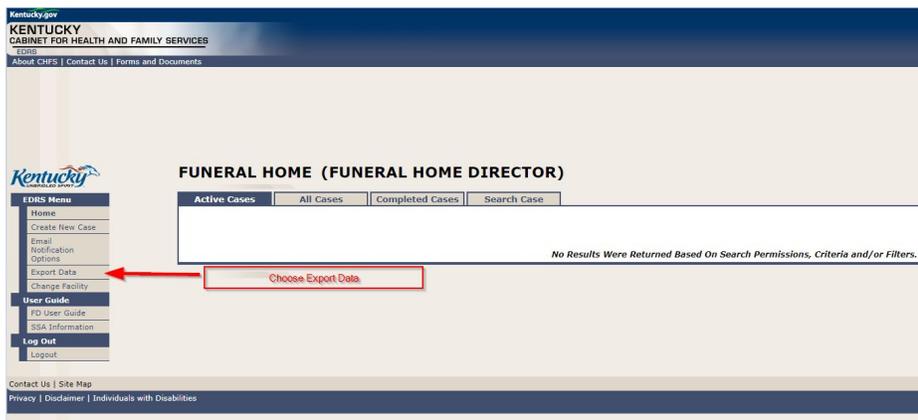
In order to avoid having to enter case information twice (once in TerraPro and once in the online system), TerraPro allows you to download case data from the Kentucky Electronic Death Registration System. (EDRS)

This document explains the process.

## How to Use

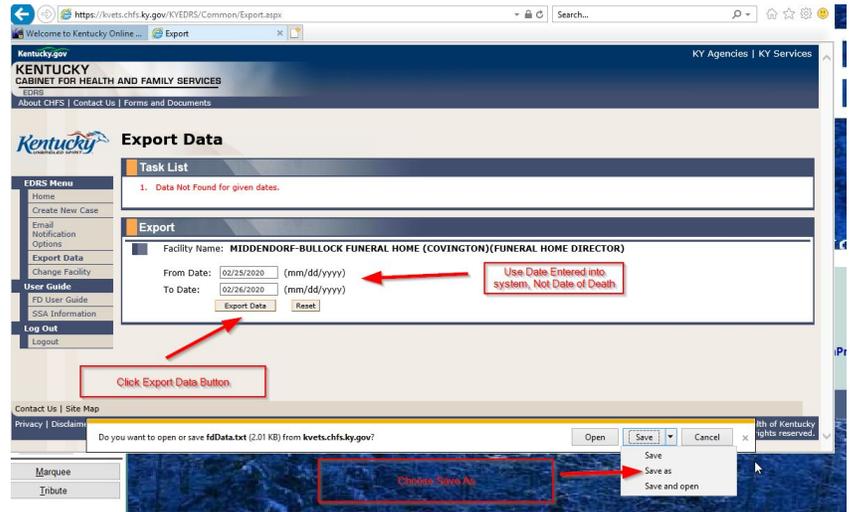
Since the Kentucky EDRS system only allows EXPORTING of data, not importing, we need to enter the information into the online system first.

In TerraPro, choose Add New Case, accept or change file number, and then select Enter Info Online

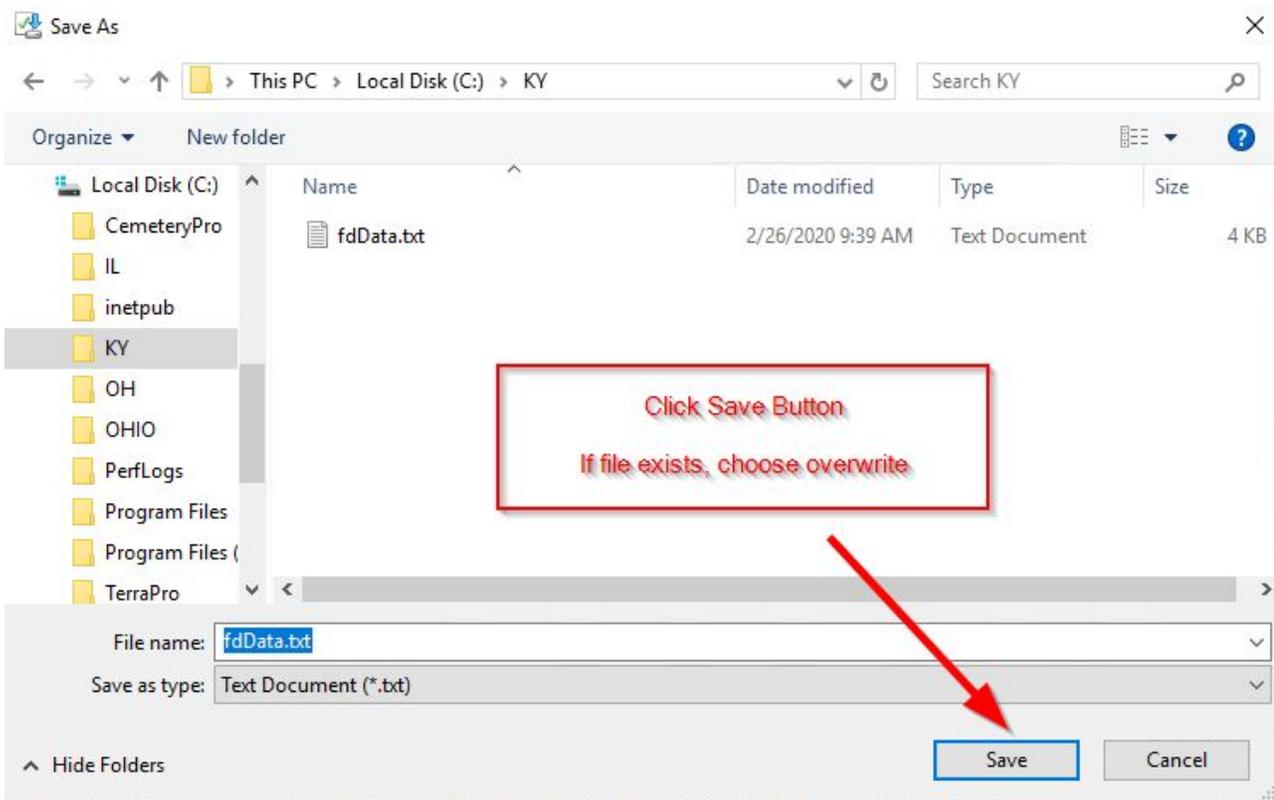


You will be taken to the Kentucky EDRS site where you can log in with your user name and password as usual. Once you have entered the case information, you can choose to Export Data.

Enter the date range you wish to export (date case was entered into system) and under the Save button, click on the arrow and choose Save As.



You should have a KY folder on Drive C: or P: (Wizmo Cloud only) named KY:



Once the file has been saved, you can log off the EDRS site and close your browser and return to TerraPro, which gives you the next step:



Open the case named "To Be Updated" (It should already be selected). Then click the EDRS button on the Vitals page and follow the instructions.

This completes the data import into TerraPro from the Kentucky EDRS system.