Navigating the EDRN Home Screen

Role(s): Funeral Homes

Objective

This job aid provides an introduction to the Electronic Death Registration's (EDRN) Home Screen, describing its navigation and functionality. Topics include:

- Home Screen layout and functionality.
- Dashboard layout and content.
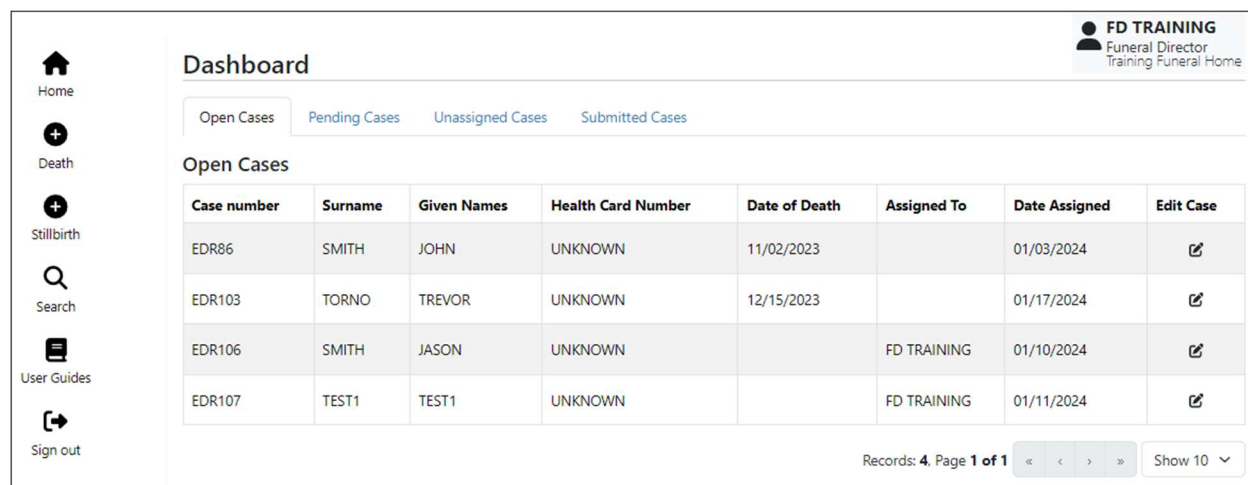- Toolbar buttons and functionality.

Precondition

The user must be logged into EDRN to perform the functionality discussed in this job aid.

NOTE:	*For help with logging in or changing a password, see User Logon and Password Changes job aid.*

Procedure: Navigating the EDRN Home Screen

The Home Screen Components

The Home Screen is the initial page displayed upon successful login to EDRN. It is made up of the EDRN Toolbar and Dashboard, the gateway to creating new and reviewing existing Statements of Death (SOD).

In the top right-hand corner of the screen, the user's account information is displayed, providing the username, role, and assigned facility.

Navigating the Dashboard

The EDRN Dashboard displays all SODs, or cases, available to the user and their facility. Each case represents a statement of death generated from a medical certificate of death (MCD).

From the Dashboard, the user can open their own assigned cases or review other cases within the facility. Cases are grouped by status and displayed on separate tabs of the Dashboard:

Open Cases	The **Open Cases** tab displays a list of the facility's currently assigned cases that have yet to be certified, including SODs created from paper MCD.
Pending Cases	The **Pending Cases** tab displays a list of the cases that have been created from an MCD, awaiting certification, but assigned to your facility. The SOD cannot be created until the MCD has been certified.
Unassigned Cases	The **Unassigned Cases** tab displays a list of cases to all funeral homes whose MCDs were certified without a funeral home designation. Any funeral home can view and assign these cases to their own funeral home.
Submitted Cases	The **Submitted Cases** tab displays list of signed SODs submitted within the last three months.
	NOTE: *Cases older than 3 months can be found using the Search button on the EDRN toolbar. This search feature can look for any SOD, regardless of timeframe or status. (See "Navigating the Toolbar" in this job aid.)*
Record Navigation Bar	Records: **2**, Page **1 of 1** « ‹ › » Show 10 ∨ The Records Navigation Bar, found at the bottom of the Dashboard, displays the total number of cases on that tab and the number of pages required to display the total list. The navigation buttons help the user move between the cases:

«	Navigate to the first case in that tab.
‹	Navigate to the last case in that tab.
›	Display the previous page of cases.
»	Display the next page of cases.
Show 10 ∨	Displays the number of cases listed per page. Click the drop-down arrow to choose from 5, 10, 20, 30, 40, or 50

Dashboard Case Information

Within each tab, cases are displayed row by row, providing case-specific information. Depending on the tab, the user may find some combination of the following column headings:

Case Number	A unique **Case Number** is assigned to each case as it is created.
Surname	The **Surname** of the decedent is displayed. "Unknown" may be displayed if the Decedent has yet to be identified.
Given Names	The **Given Names** of the decedent is displayed. "Unknown" may be displayed if the Decedent has yet to be identified.
Health Card Number	The **Health Card Number** of the decedent will be displayed if it has been entered into the case.
Date of Death	The Descendant's **Date of Death** is displayed if it has been entered into the case.
Assigned To	The **Assigned To** column appears on the "Open Cases" tab, displaying who the case has been assigned to. If the case has been re-assigned, the most current assignee is displayed.
Date Assigned	The **Date Assigned** displays the date that the case was assigned. If the case has been re-assigned, the most recent assignment date is displayed.
Date Submitted	The **Date Submitted** appears on the "Submitted Cases" tab and displays the date the case was submitted.
Edit Case or **View Case**	The **Edit Case** column will display when looking at "Open Cases". This button will open the case for editing. The **View Case** column will display if the current tab isn't "Open Cases" list. Use this button to view the contents of a case.

NOTE: *By default, cases are arranged by Date of Death in ascending order.*

To change the sort order of the cases listed, click on the column heading to sort alphanumerically. Clicking a second time on the same column heading will reverse the sort order.

Navigating the Toolbar

The **EDRN toolbar** is vertically displayed along the left-hand side of the screen and provides additional functionality, context-sensitive to where the user is in the system. On the Home screen, this toolbar provides case generation and case searching functionality, user account password reset option, user guides and sign out functionality:

Home	The **Home** button will return the user to the home screen from any page or location with the EDRN system.

	NOTE: *Clicking this button from an SOD in progress will prompt the system to display a warning, "You will lose all unsaved work." Always "Save" before exiting an SOD.*
⊕ Death	The **Death** button will create a new MCD and its corresponding SOD. This button is only to be used once a paper MCD has been received from a Medical Informant/Coroner.
⊕ Stillbirth	The **Stillbirth** button will create a new Registration of Stillbirth and its SOD. The system will display a screen asking the user to first confirm the conditions of a stillbirth before continuing. This button is only to be used once a paper copy of a Stillbirth has been received from a Medical Informant/Coroner.
🔍 Search	The **Search** button is used to search for any cases, of any status, over any period of time. On the Search page, the user defines search parameters for the case being searched for.
👤 My Account	The **My Account** button opens a page that displays the current user's **Username**, **Role**, and **Facility** and provides a change password link.
📖 User Guides	The **User Guides** button will display help materials for using the EDRN system.
(➡ Sign out	The **Sign Out** button will exit the Home Screen and log the user off the system.

Additional Toolbar Buttons – SOD or Stillbirth Pages

When a user has opened a SOD or Stillbirth assigned to them, the following buttons will appear on the EDRN toolbar:

💾 Save	The **Save** button is enabled when the user has entered or updated information within the SOD or Stillbirth case. If you attempt to navigate back to the home screen or sign out without saving changes, EDRN will warn you about needing to save your updates. This button does not appear on the Home Screen, nor will it appear when you are viewing a case not assigned to you.
	The **Burial Permit** button will not display until the SOD has been signed.

✳ Burial Permit	This button will open a new tab in your internet browser, displaying the burial permit for printing. Use the standard print functionality of your internet browser to print the permit.
🚫 Cancel	The **Cancel** button will exit the current case without saving. This button does not appear on the Home Screen, nor will it appear when you are viewing a case not assigned to you.

End of Procedure.