

Navigating the EDRN Home Screen

Role(s): Medical Informant

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

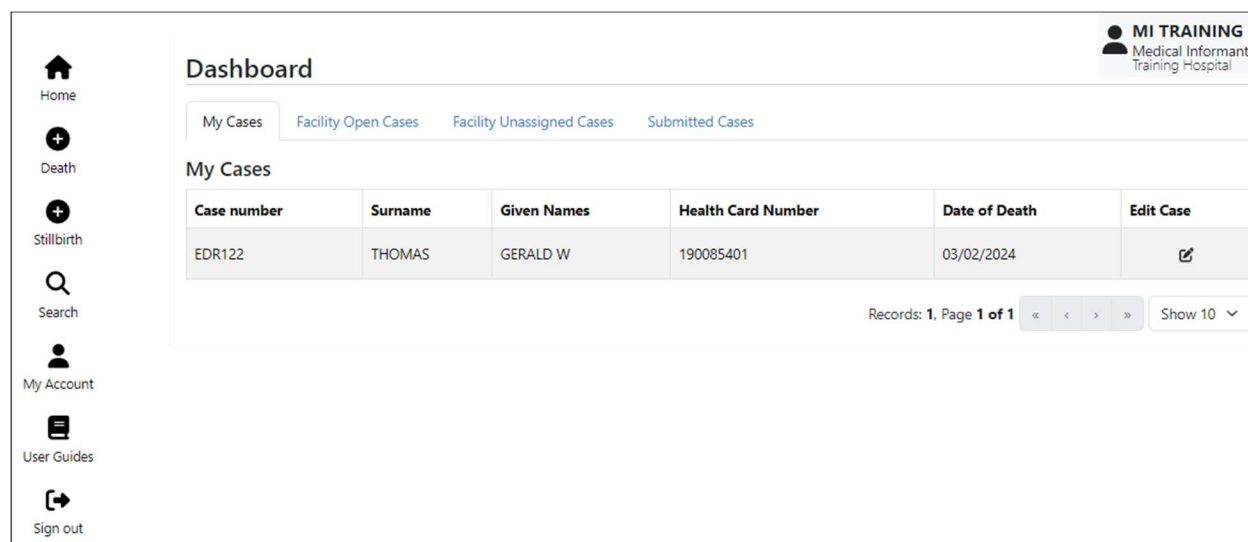
Precondition

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 screenshot shows the EDRN Home Screen Dashboard. On the left is a vertical toolbar with icons for Home, Death, Stillbirth, Search, My Account, User Guides, and Sign out. The main content area is titled 'Dashboard' and includes tabs for 'My Cases', 'Facility Open Cases', 'Facility Unassigned Cases', and 'Submitted Cases'. The 'My Cases' tab is active, displaying a table with one record. The table has columns for Case number, Surname, Given Names, Health Card Number, Date of Death, and Edit Case. The record shows Case number EDR122, Surname THOMAS, Given Names GERALD W, Health Card Number 190085401, and Date of Death 03/02/2024. At the bottom right of the table, it says 'Records: 1, Page 1 of 1' with navigation arrows and a 'Show 10' dropdown.

Case number	Surname	Given Names	Health Card Number	Date of Death	Edit Case
EDR122	THOMAS	GERALD W	190085401	03/02/2024	

The Home Screen is the initial page displayed upon successful login to EDRN. It is made up of the EDRN Dashboard (in the center of the screen) and EDRN Toolbar (down the left-hand side), the gateway to creating new and managing existing medical certificates of death (MCD). (Details below).













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 MCDs, referred to as cases, available to the user or their facility.

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. Medical Informant will see the following tabs:

My Cases	The My Cases tab displays a list of the user’s currently assigned cases that have not yet been certified.								
Facility Open Cases	The Open Cases tab displays a list of the facility’s open and assigned cases, regardless of user, that have not yet been certified.								
Facility Unassigned Cases	The Unassigned Cases tab displays a list of the facility’s cases currently not assigned.								
Submitted Cases	The Submitted Cases tab displays the facility’s list of certified cases submitted within the last three months.								
	NOTE: <i>The EDRN Toolbar provides a Search feature that is not time sensitive, allowing users to search for any case available to them, regardless of time or status, with the exception of cancelled cases. (See “Navigating the Toolbar” in this job aid.)</i>								
Record Navigation Bar	<div>Records: 2, Page 1 of 1 « < > » Show 10 ▾</div>								
	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:								
	<table><tr><td></td><td>Navigate to the first case in that tab.</td></tr><tr><td></td><td>Navigate to the last case in that tab.</td></tr><tr><td></td><td>Display the previous page of cases.</td></tr><tr><td></td><td>Display the next page of cases.</td></tr></table>		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.
		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.								

	<div>Show 10 ▾</div>	Displays the number of cases listed per page. Click the drop-down arrow to choose from 5, 10, 20, 30, 40, or 50
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Dashboard Case Information

My Cases					
Case number	Surname	Given Names	Health Card Number	Date of Death	Edit Case
EDR122	THOMAS	GERALD W	190085401	03/02/2024	

Within each tab of the Dashboard, cases are displayed row by row, providing case-specific information. Depending on the tab and user role, role-based tabs will display with some combination of the following column headings:

Case Number	A unique Case Number is assigned to each case as it is created for EDNR. NOTE: This is not the death registration number.
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 MCD.
Date of Death	The Descendant’s Date of Death is displayed if entered into the MCD.
Assigned To	The Assigned To column appears on tabs other than “My Cases”, displaying who the case has been assigned to. If the case has been re-assigned, the most current assignee will display.
Date Assigned	The Date Assigned column appears on tabs other than “My Cases”, displaying 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 column appears on the “Submitted Cases” tab, displaying the date the case was submitted.
Certified by	The Certified by column appears on the “Submitted Cases” tab, displaying the name of the most recent user to certify this case.
Edit Case or View Case	The Edit Case column will display when looking at “My Cases”. This button will open the case for editing. The View Case column will display tabs other than “My Cases, if the case is not assigned to the current user logged in. Use this button to view the contents of an MCD.







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.

For example, to sort by stillbirth cases, click on the "Case Number" column heading. All stillbirth case numbers start with "SBEDR". Regular case numbers start with "EDR"

Navigating the Toolbar



The **EDRN toolbar** is vertically displayed along the left-hand side of the screen, providing additional context-sensitive functionality dependent on 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	<p>The Home button will return the user to the home screen from any page or location with the EDRN system.</p> <p>NOTE: Clicking this button from an MCD in progress will prompt the system to display a warning, "You will lose all unsaved work." Always "Save" before exiting an MCD.</p>
 Death	<p>The Death button will create a new Medical Certificate of Death.</p>
 Stillbirth	<p>The Stillbirth button will create a new Registration of Stillbirth. The system will display a screen asking the user to first confirm the conditions of a stillbirth before continuing.</p>
 Search	<p>The Search button is used to search for any cases the user has access to over any period of time, with any case status except "cancelled".</p> <p>On the Search page, the user defines specific search parameters to locate the case. The more information entered as search criteria, the narrower the search.</p> <p>Wildcards may be used to replace one or many characters of a surname or given names to broaden your search results. (See Searching for a Case job aid).</p>
 My Account	<p>The My Account button opens a page that displays the current user's Username, Role, and Facility and provides a change password link.</p>
 User Guides	<p>The User Guides button displays help materials for using the EDRN system.</p>

 Sign out	The Sign Out button exits the user from EDRN, returning them to the log in page.
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Additional Toolbar Buttons – MCD or Stillbirth Pages

The following buttons are available on the EDRN toolbar when an MCD or Registration of Stillbirth case is open:

 Save	<p>The Save button is enabled when the user has entered or updated information within the MCD or Registration of Stillbirth.</p> <p>If you attempt to navigate back to the home screen or sign out, EDRN will warn you about needing to save your updates.</p> <p>This button does not appear on the Home Screen, nor will it appear when you are viewing an MCD or Registration of Stillbirth not assigned to you</p>
 Cancel	<p>The Cancel button does <u>not</u> “cancel” the case, but instead exits the current case without saving changes.</p> <p>EDRN will display a prompt, warning the user that unsaved work will be lost, allowing the user to “Stay on this Page” to first save before exiting the case.</p> <p>This button does not appear on the Home Screen, nor will it appear when you are viewing an MCD or Registration of Stillbirth not assigned to you.</p>

End of Procedure.