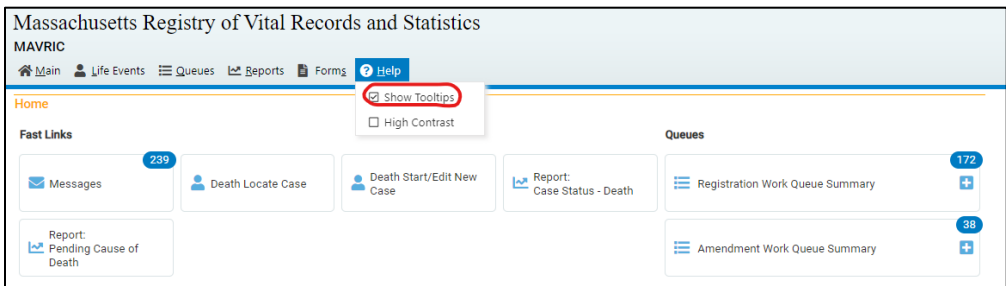


## MAVRIC Tips & Tricks

This document is organized into three sections: [User Enhancements](#), [Search Tips](#), and [Additional Features](#). It serves as a guide to improve your user experience and reduce time completing tasks within the Massachusetts Vital Records Information Collaborative (MAVRIC) Electronic Death Registration System.

### User Enhancements: Tooltips and High Contrast

**Tooltips:** Enabling “Show Tooltips” provides additional information about a data field when your cursor is hovering over it. To enable the tooltip feature in MAVRIC, hover over the “Help” menu item and select the checkbox to “Show Tooltips”. This feature will remain enabled each time you login to MAVRIC until you deselect it.



Once you enable “Show Tooltips,” the description box will display to clarify the purpose of the text field. For example, if you hover over a text field in MAVRIC, a small context-sensitive box will display to clarify the purpose of the text field.

Death Registration Menu

- Personal Information
- Decedent
- Medical Certification
- Fact of Death / Pronouncement
- Place of Death
- Cause of Death
- Other Factors
- Injury
- Certifier
- Other Links
- Attachments
- Comments
- Print Forms
- Relinquish Case
- Request Medical Certification
- Transfer Case
- Switch User

681696 :Adam Lee AUG-05-2024

/New Event/New Event/Not Registered/Unsigned/Uncertified/NA

Place Of Death

Type of place of death ▼ Other Specify ▼

Facility Name Enter death registration death place type

Address

Street Number

Pre Directional

Street Name or PO Box, Rural Route, etc.

Street Designator

Post Directional

Apt #, Suite #, etc

Zip Code

City or Town

County

State

Country

Medical Record Number

Validate Page

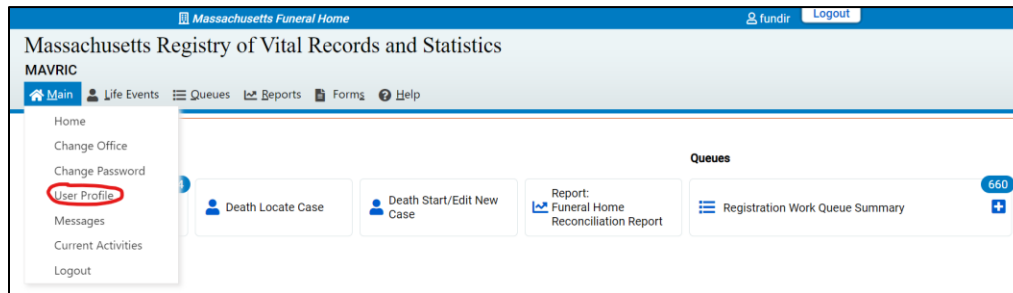
Next

Clear

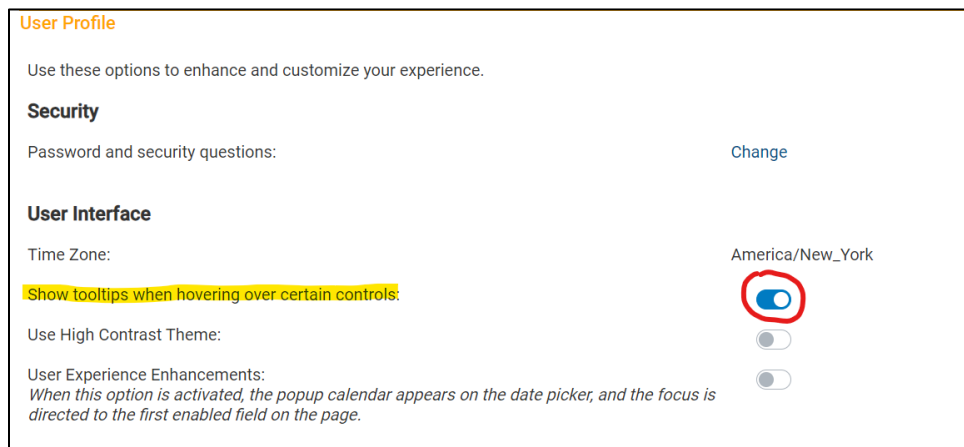
Save

Return

You may also enable the “Show Tooltips” feature by navigating to the “Main” menu link and selecting “User Profile”.



Once the User Profile screen appears, you will need to enable the toggle to “Show tooltips when hovering over certain controls”.



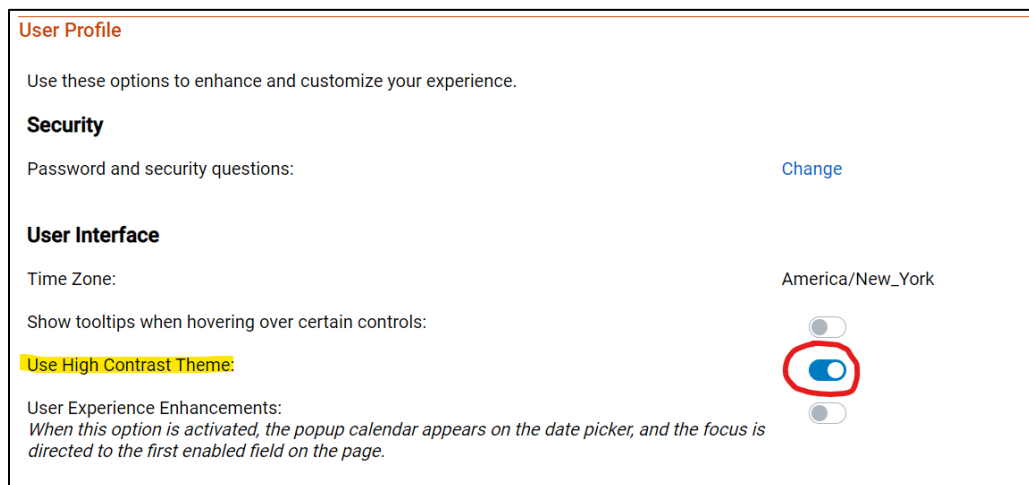
**High Contrast:** The high contrast feature enhances the visibility of items in MAVRIC by using bold, high contrast colors. To enable this feature, use your cursor to hover over the “Help” menu item and select the checkbox for “High Contrast”. This feature will remain enabled each time you login to MAVRIC until you deselect it.



You may also enable the “High Contrast” feature by navigating to the “Main” menu link and selecting “User Profile”.



Once the User Profile screen appears, you will need to enable the toggle to “Use High Contrast Theme”.



## Search Tips: Soundex, Wildcard Search, Predictive Text

**Soundex:** Soundex is a feature that enables you to search for words that may have the same pronunciation but different spellings. For example, **Smith versus Smythe**. The Soundex feature can be used when trying to locate or search for a decedent in MAVRIC. Click on “Death Locate Case” from the list of fast links. Enter the decedent’s first name, last name, or both, and click on the “Soundex” button.

### Death Locate Case

Decedent's Information

First:

Last:

Date of Death:

Sex:

SSN:

Date of Birth:

Case Id:

ME Case Number:

Medical Record Number:

Place of Death Location Type: 

City

Place of Death:

Search

Soundex

Swap Names

Clear


In the screenshot below, you will notice MAVRIC returns a record for the decedent. However, the decedent’s last name is spelled “**Smythe**” instead of “**Smith**”. If the record that was returned is correct, click on the link of the decedent’s name to view the record. If the returned record is not correct, click on the “New Search” button to perform another search for the record.

Death Search Results

Case Id	Decedent's Name	Date of Death	Sex	Place of Death	Date of Birth	Preview
596	Smythe, Steven S.	OCT-17-2022	Male		OCT-17-2002	<a href="#">Preview</a>

Total Records : 1

New Search

**Wildcard Search:** A wildcard search allows you to search by entering special characters such as an asterisk (\*) or percentage sign (%) when you are unsure of the exact spelling of a word. In MAVRIC, the percentage sign (%) is used for wildcard searches. For example, when selecting the “Place of Disposition,” you will notice a “Search” icon  to the right of the text box.

Place of disposition

Place of Disposition

Search

Street Number

Pre Directional

Street Name or PO Box, Rural Route, etc.

Street Designator

Post Directional

Apt #, Suite #, etc

Zip Code

City or Town

State

Country

After clicking on the “Search” icon, a box will appear to perform the search. If you know the first two letters of the place of disposition facility name, enter them followed by a percentage sign (%) in the field. This will limit the number of returned search results to facilities that only begin with specified letters. However, to return all available facilities, simply enter a percentage sign (%) into the field. Click the “Search” button.

Lookup Place Of Disposition
✕

Facility Name\*

Search

Cancel

A list of available cemeteries will display. Click on the “Select” link to choose the correct cemetery.

Lookup Place Of Disposition
✕


Facility Name\*

Search

Facility Name	Address	City	
Acushnet Cemetery	Main Street	Acushnet	<a href="#">select</a>
Adath Jeshurun Cemetery	350 Grove Street	Boston	<a href="#">select</a>
Agawam Center Cemetery	Main Street	Agawam	<a href="#">select</a>
Agudath Israel Cemetery	776 Baker Street	Boston	<a href="#">select</a>
Alford Center Cemetery	Alford Center Road	Alford	<a href="#">select</a>
All Faiths Cemetery And Crematory	7 Island Road	Worcester	<a href="#">select</a>
All Faiths Cemetery And Crematory	7 Island Road	Worcester	<a href="#">select</a>
Bartlett Cemetery	Main Street	Amesbury	<a href="#">select</a>
Beaver Cemetery	Summer Street	East Bridgewater	<a href="#">select</a>
Bethany Cemetery	Bethany Road	Monson	<a href="#">select</a>

First 1 2 3 4 5 6 7 8 9 10 Last
Total Records : 100

Cancel

**The wildcard search can also be used to search for Funeral Directors, Funeral Homes, Medical Certifiers, and Medical Facilities.** For example, when requesting medical certification, the search icon will display to the right of the “Certifier Name” and “Facility/Office Name.” Click on the “Search” icon  to search for a medical certifier.

**Request Medical Certification**

**Certifier Information**

Certifier Name:

Facility/Office Name:

First Name:   
 Middle:   
 Last:   
 Office:

**Message** Please complete the medical certification for: Case Id: 616001 - Bugs -- Bunny, Date of Death: OCT-01-2023.

Enter the percentage sign (%) for the Last Name and click on the “Search” button.

**Lookup Certifier** ✕

---

Last Name:  %  First Name:

A list of available medical certifiers will display. Click on the “Select” link to choose the appropriate certifier. The instructions above can be repeated to search for the Facility/Office Name.

**Lookup Certifier** ✕

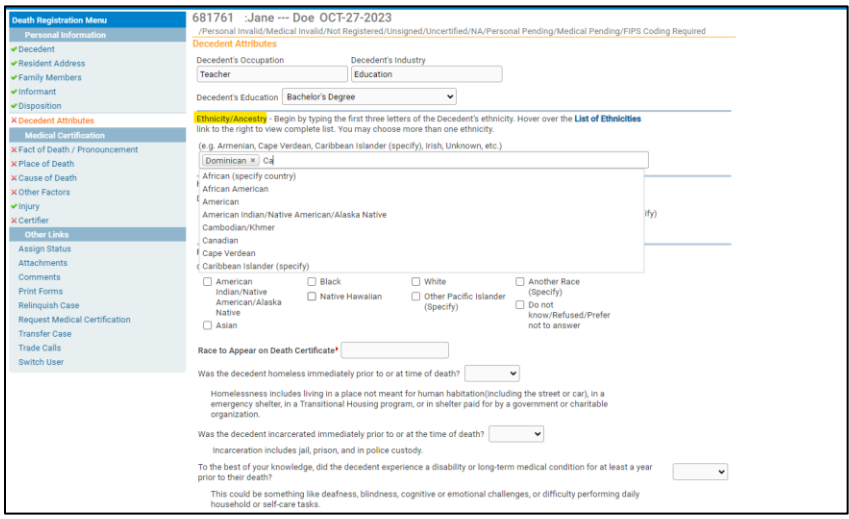
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Last Name:  %  First Name:

License Number	Last Name	Suffix	First Name	Middle Name	Street Number	Street Name	
MC24	Barker		Ashley		21	Dallas	<a href="#">select</a>
ML1232121	Black		Joe		35	Fruit	<a href="#">select</a>
MD123	Certifier		MAVRIC			Test	<a href="#">select</a>
MC05	Curry		Avery		32	Canary	<a href="#">select</a>
MD-1414	Doctor		Medical		659	Main	<a href="#">select</a>
NP12321	Donelly		Anne		11	Boylston	<a href="#">select</a>
1111	Examiner		Medical		720	Albany	<a href="#">select</a>
MC03	Jackson		Jessica		13	Blue	<a href="#">select</a>
MC02	Jakes		Sarah		21	Reed	<a href="#">select</a>
MC06	Johnson		Eric		78	Hughes	<a href="#">select</a>

First
1
2
Last
Total Records : 18

**Predictive Text:** Predictive text is a technology that suggests words as the user types based on context or previous typing history. To improve your experience and reduce the need to manually type words into every field, predictive text has been enabled throughout MAVRIC. For example, when entering information for ethnicity or an address such as the city, town, state, country, or county, the field will prepopulate options after the first three letters have been entered into the field. The image below shows it being used when entering the “Ethnicity/Ancestry” information for the decedent. Please note that multiple ethnicities can be entered into the field if necessary.

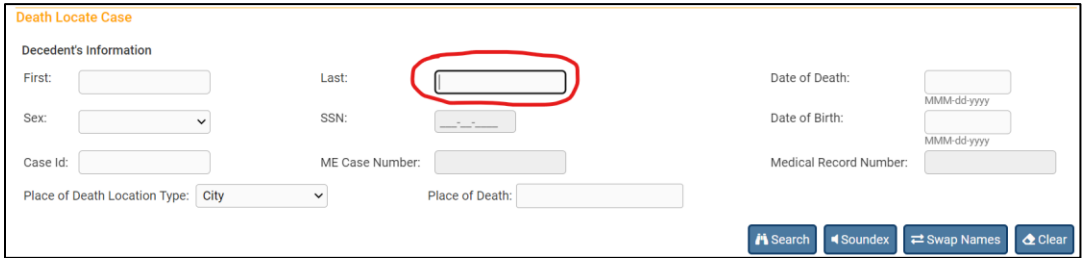


The screenshot shows the 'Death Registration Menu' with a sidebar on the left containing links like 'Personal Information', 'Decedent', 'Resident Address', etc. The main form area is titled '581761 - Jane --- Doe OCT-27-2023'. Under 'Decedent Attributes', the 'Ethnicity/Ancestry' field is active, showing a dropdown menu with suggestions like 'African (specify country)', 'African American', 'American', etc. The field is highlighted with a red box.

### Additional Features:

Tab Through Fields, Auto Populate Date, Calendar Date Picker, Back Button

**Tab Through Fields:** MAVRIC allows you to navigate between different fields by using the tab key on your keyboard instead of a mouse. To do this, press the tab key on your keyboard, which will move the focus to the next input field. You will notice the outline of the selected field will be in bold. Continue pressing the tab key to navigate through all fields on the screen until you have selected the field that you wish to enter information.



The screenshot shows the 'Death Locate Case' form. The 'Decedent's Information' section includes fields for 'First', 'Last', 'Sex', 'SSN', 'Case Id', 'ME Case Number', 'Place of Death Location Type', and 'Place of Death'. The 'Last' field is highlighted with a red circle. At the bottom right, there are buttons for 'Search', 'Soundex', 'Swap Names', and 'Clear'.

**F12 Auto Populate: Current Date:** You can auto populate the current date into any of the “date” fields within MAVRIC. For example, when starting a new case click in the “Date of Death” field. Once your cursor is in the field, click on the F12 button. The F12 button will auto populate the field with today’s date. *Note:* This function can also be used to populate the decedent’s Date of Birth, Disposition Date, Injury Date, and Certifier Date.

Death Start/Edit New Case

Decedent's Information

First: John

Last: Doe

Date of Death: AUG-16-2024

Sex: Male

SSN:

Date of Birth:

Case Id:

ME Case Number:

Medical Record Number:

Place of Death Location Type: City

Place of Death:

Search

Soundex

Swap Names

Clear

**Calendar Date Picker:** The calendar date picker allows you to select a date from a calendar view. When enabled, a calendar view appears displaying the current month, date, and year by default. You can click on the calendar icon to navigate through the months and years to find the desired date.

Death Start/Edit New Case

Decedent's Information

First: John

Last: Doe

Date of Death:

Sex:

SSN:

Date of Birth:

Case Id:

ME Case Number:

Medical Record Number:

Place of Death Location Type: City

Place of Death:

Search

Soundex

Calendar

August 2024

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Today

This feature can be enabled and disabled by navigating to the “Main” menu link and selecting “User Profile”.

Massachusetts Funeral Home

fundir Logout

Massachusetts Registry of Vital Records and Statistics

MAVRIC

Main

Life Events

Queues

Reports

Forms

Help

Home

Change Office

Change Password

User Profile

Messages

Current Activities

Logout

Death Locate Case

Death Start/Edit New Case

Report: Funeral Home Reconciliation Report

Registration Work Queue Summary

660



Once the User Profile screen appears, you will need to enable or disable the toggle for “User Experience Enhancements”. In the image below, the toggle has been enabled to use the calendar date picker.

**User Profile**

Use these options to enhance and customize your experience.

**Security**

Password and security questions: [Change](#)

**User Interface**

Time Zone: America/New\_York

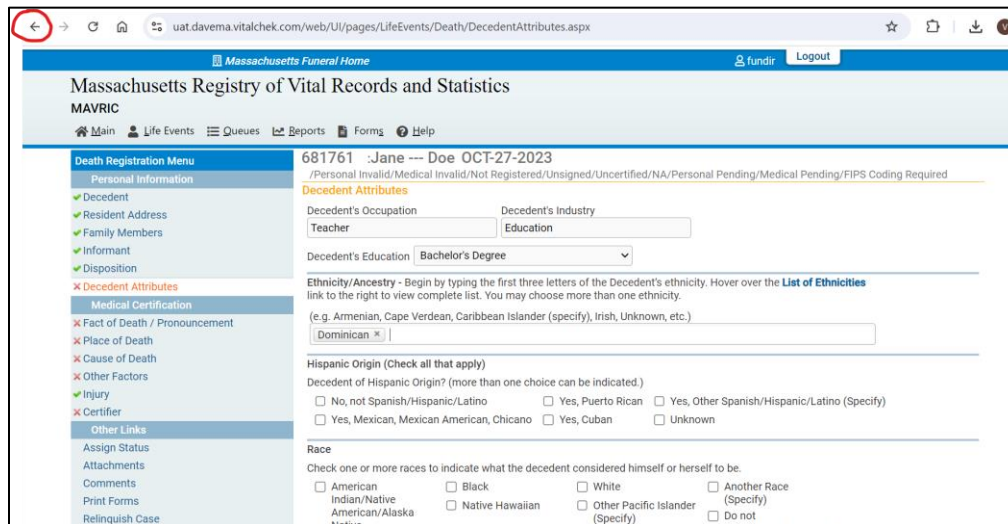
Show tooltips when hovering over certain controls: ☐

Use High Contrast Theme: ☐

**User Experience Enhancements:** ☒

*When this option is activated, the popup calendar appears on the date picker, and the focus is directed to the first enabled field on the page.*

**Use Browser Back Button to Return to Previous Page:** MAVRIC allows you to return to the previous page no matter where you are in the application by clicking on the back button located in the top left corner of your internet browser. This is a new feature for users that was not available in the former Vitals Information Partnership (VIP) system.



The screenshot shows a web browser window with the URL `uat.davema.vitalchek.com/web/UI/pages/LifeEvents/Death/DecedentAttributes.aspx`. The browser's back button is highlighted with a red circle. The application interface includes a navigation menu on the left with options like 'Main', 'Life Events', 'Queues', 'Reports', 'Forms', and 'Help'. The main content area displays 'Massachusetts Registry of Vital Records and Statistics' and 'MAVRIC'. It shows a form for 'Decedent Attributes' for a record with ID 681761, dated OCT-27-2023. The form includes sections for 'Personal Information', 'Decedent Attributes', 'Medical Certification', and 'Other Links'. The 'Decedent Attributes' section includes fields for 'Decedent's Occupation' (Teacher), 'Decedent's Industry' (Education), and 'Decedent's Education' (Bachelor's Degree). The 'Medical Certification' section includes checkboxes for 'Fact of Death / Pronouncement', 'Place of Death', 'Cause of Death', 'Other Factors', 'Injury', and 'Certifier'. The 'Other Links' section includes links for 'Assign Status', 'Attachments', 'Comments', 'Print Forms', and 'Relinquish Case'.

Questions? Email RVRS at [RVRSAccounts@mass.gov](mailto:RVRSAccounts@mass.gov)