# 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.
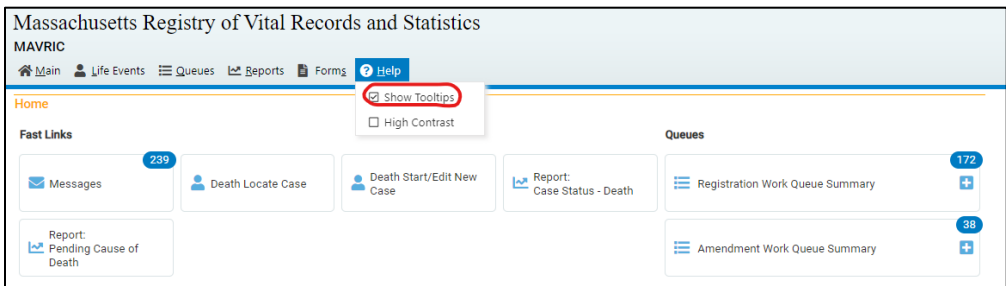
Once you enable "Show Tooltips," the description box will display to clarify the purpose of the text field. For example, if you hover over a text field in MAVRIC, a small context-sensitive box will display to clarify the purpose of the text field.
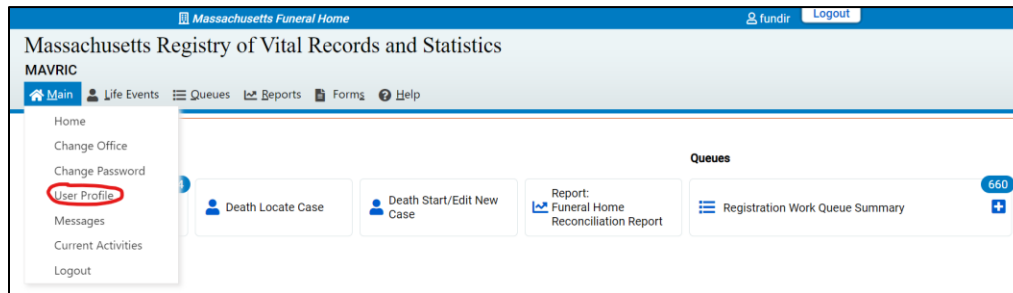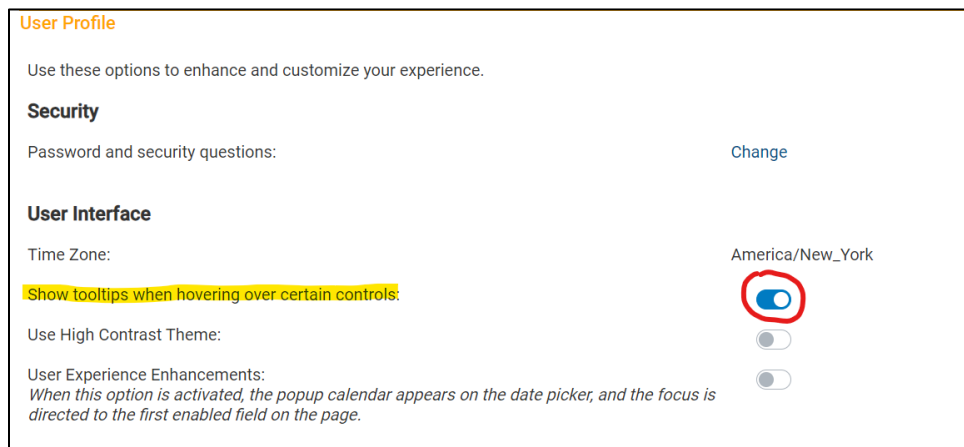
You may also enable the "Show Tooltips" feature by navigating to the "Main" menu link and selecting "User Profile".

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".

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8/2024
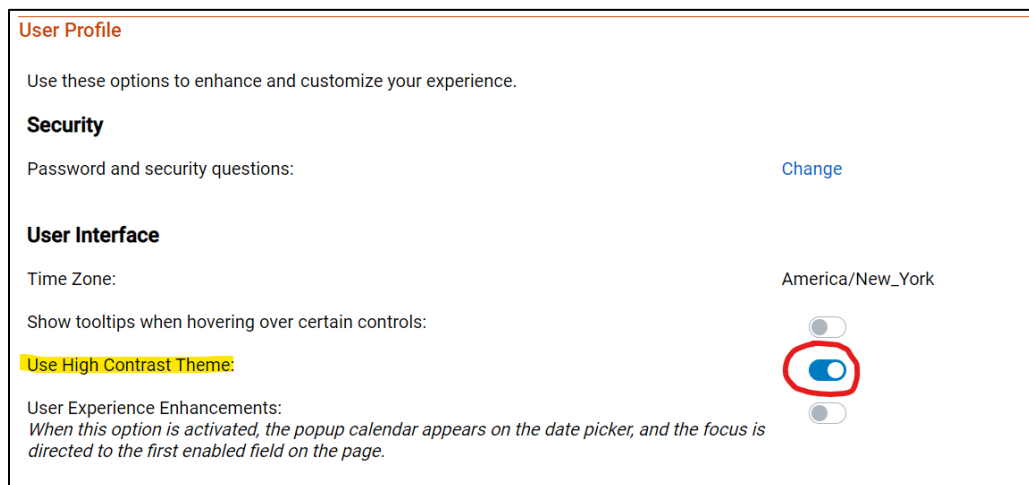
Search Tips: Soundex, Wildcard Search, Predictive Text

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.

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.

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.

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	select
Adath Jeshurun Cemetery	350 Grove Street	Boston	select
Agawam Center Cemetery	Main Street	Agawam	select
Agudath Israel Cemetery	776 Baker Street	Boston	select
Alford Center Cemetery	Alford Center Road	Alford	select
All Faiths Cemetery And Crematory	7 Island Road	Worcester	select
All Faiths Cemetery And Crematory	7 Island Road	Worcester	select
Bartlett Cemetery	Main Street	Amesbury	select
Beaver Cemetery	Summer Street	East Bridgewater	select
Bethany Cemetery	Bethany Road	Monson	select

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.

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

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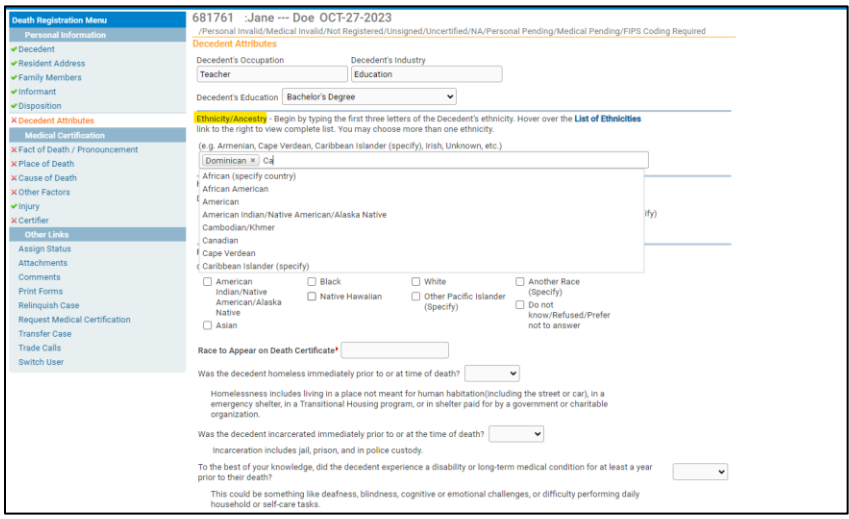
License Number	Last Name	Suffix	First Name	Middle Name	Street Number	Street Name	
MC24	Barker		Ashley		21	Dallas	select
ML1232121	Black		Joe		35	Fruit	select
MD123	Certifier		MAVRIC			Test	select
MC05	Curry		Avery		32	Canary	select
MD-1414	Doctor		Medical		659	Main	select
NP12321	Donelly		Anne		11	Boylston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

First 1   2 Last   Total Records : 18

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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.
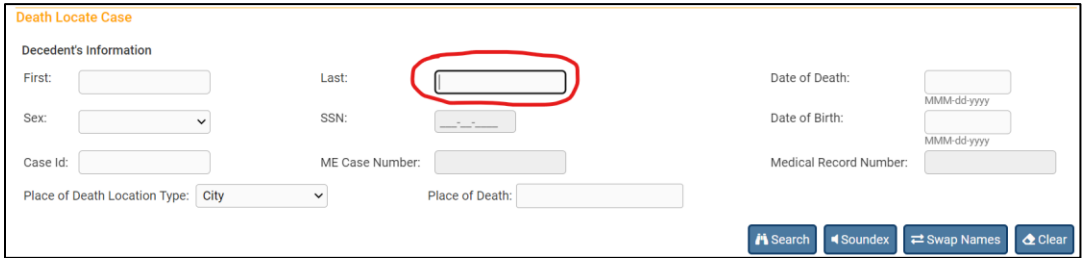
Additional Features:

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.

Registry of Vital Records and Statistics (RVRS)
8/2024

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.

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.

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

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.

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.

Questions? Email RVRS at RVRSAccounts@mass.gov