

Following are a few helpful hints and guidance for entering data in the website:

When records are created you may want to avoid the use of the names Jane/John Doe. These names will likely produce an error message alerting you of a DUPLICATE RECORD and you won't be able to move forward. Keep that in mind when you enter the decedent name. It's easier to just be creative and make one up.

We want you to have the full experience so we have identified several staff that will act as certifiers. Use one of the names from this list. Do not use a real certifier from the dropdown, as you will not get a response. Also, due to volume and the limited number of staff, it may take a few days to complete your request. But keep practicing.

Authorized Certifier list:

- Sandra Lyles
- Jennifer Caskey
- Michele Houston
- Mike Gaskill
- Kim Berkley
- Sam Nichols
- Terri Barnes

Use the same list for the Cremation Permits.

Remember it's your opportunity to explore the system and practice, practice and practice! January 1st will be here before you know it. Good luck and happy testing.

The web link for TRAIN is as follows, this is a secure link. <https://idphvrstrain.netsmart-cloud.com/NXTRAIN>

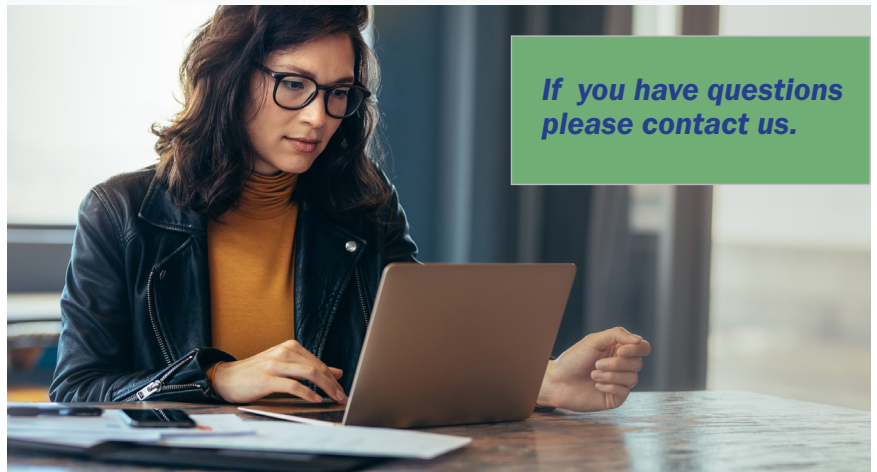


With the launch of the new system just weeks away, it's time for practice.

The TRAIN database is now available!! Click [here](#) for access.

Access to this site will allow users the opportunity to tour the system on your own and get familiar with how it works. This link will be available for 3 weeks. On December 28th the link will be disabled to ensure users don't accidentally enter "real" data in the TRAIN site when we go live.

We hope you take advantage of these three weeks to login into the training environment for some hands-on practice. If you prefer step-by-step instruction, you may choose to use the Test Scripts that have been created. These test scripts will guide you through an experience of entering a record, registering the record, creating a change request and ordering the certified copies. The test scripts are located on the [VR Death Registration Portal](#) page under IVES NX Launch Information. In addition to the test scripts, also posted is the recording of the IVES NX demonstration and a Q & A document. I hope these resources assist you in your continued self-study of the website.



Contact Information

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