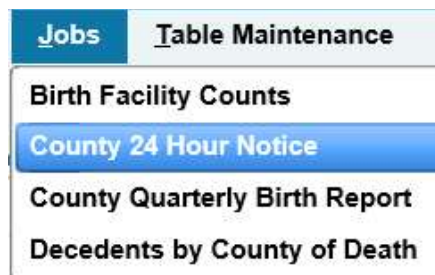# Generating the County 24-Hour Notice Report

To generate the report:

1. Login to OVERS.

2. Click on Jobs from the Menu bar and then County 24 Hour Notice.

Jobs	Table Maintenance
Birth Facility Counts	
County 24 Hour Notice	
County Quarterly Birth Report	
Decedents by County of Death	

3. Enter the Beginning Date and Ending Date parameters for the report you want to generate. By default, the report will generate a .pdf document. If you want the report in Excel, then check the Generate Excel checkbox. Reports that have large date ranges will take longer to run.

   Job Scheduler - County 24 Hour Notice

   Parameters

Beginning Date	▶ DEC-01-2019
Ending Date	▶ DEC-31-2019
Office	Curry County Vital Records ▾

   ☐ Generate Excel

4. Select the schedule. We recommend choosing Run Once and then Run now.

   Schedule

   ⦿ Run Once

      ⦿ Run now   ◯ Run: **Starting on** ▶ [   ] [   ]:[   ] [▾]
     ◯ Schedule Regular Interval
     ◯ Schedule Specific Days

5. Scroll down and click Save to run the report.

6. A message that the **Job schedule was successfully created** will appear. Click on the job schedule log link for the report.

Job Scheduler - County 24 Hour Notice

Job schedule successfully created.

Check the job schedule log for results.

7. The Job Scheduler Log page will appear. Look at the Job Status to see if the job is Pending or Completed. If the job status is **Pending,** then you can click Refresh to see if the report has completed.

Job Scheduler Log

Job Schedule Id:	343880
Job Name:	County 24 Hour Notice
Job Status:	**Pending** Cancel
Queue Name:	
Schedule:	Run Once
Start Date:	JAN-30-2020 08:35 AM
Complete Date:	
Duration:	
Parameters:	▼
Log:	

Refresh (4) Return

8. Once the Job Status shows as completed, the report will show in the Output field. Click on the link to open the report.

Job Scheduler Log

Job Schedule Id:	343880
Job Name:	County 24 Hour Notice
Job Status:	**Completed**
Queue Name:	WTOHAAPPL21
Schedule:	Run Once
Start Date:	JAN-30-2020 08:35 AM
Complete Date:	JAN-30-2020 08:35 AM
Duration:	0 days, 0 hours, 0 minutes, 3 seconds
Output:	REPORT_COUNTY_24_HOUR_NOTICE_332.pdf 35.7k
Parameters:	▼

9. An example of the report:

County 24-Hour Notice Report

For records registered from 12/01/2019 to 12/31/2019

County Name

Case ID	State File Number	Decedent Name	Date of Birth	Date of Death	ID Tag	Record Create Date	Record Received Date	Certified Date	Registration Date	Year of Death
72325	2019035335	Test, John	04/01/1932	12/10/2019	88707	12/10/2019		12/18/2019	12/18/2019	2019
72380	20190354	Test, Jane	12/27/1924	12/25/2019	88702	12/26/2019		12/26/2019	12/27/2019	2019
72393	20190364	Test, Robert	12/19/1969	12/30/2019	88704	12/30/2019		01/08/2020	01/08/2020	2019

County Name   Total   3