

REGISTER OF DEEDS  
DEATH INDEX SYSTEM

**FREQUENTLY USED KEYS**

<u>Function</u>	<u>Key</u>
Clear	Scroll Lock
Reset	Escape
PA1	Page Up
PA2	Page Down

**TO EXIT SYSTEM: Type "Off" and close window.**

TASK DESCRIPTION FOR USER      TASK      R  D  Z  N  

TASK DESCRIPTION: This task is used to view the names on the Register of Deeds Death Index. This task begins with the requested name, if found, and then shows up to 17 names in alphabetic sequence.

TASK FORMAT:      R  D  Z  N  /  X-----X  

. Task format .  
 . followed by .  
 . a slash .  
 .  
 . Name (up to 50 characters)

TASK RDZN PROCEDURES:

After the initial task request, the screen will display a list of up to 17 names for which a death certificate has been issued with instructions for further use of the task. The instructions on line one are:

ENTER SCREEN TYPE RDZN LINE 00      PA2 FOR NEXT SET PA1-RESTART

1. If the name you are looking for is not in the list, press the -PA2- key and the next 17 names will be displayed.
2. If you wish to re-start at the originally requested name, press the -PA1- key and the screen will begin with that name.
3. If the name you are looking for is in the list and you want to transfer to another task, enter the four character task identification in the 'ENTER SCREEN TYPE' area and the line number in the 'LINE' area for the name you want to view/change and press the -ENTER- key. If line number is not valid, an error message will be displayed and line number will be highlighted.
4. To terminate the task, enter 'ZZZZ' in the 'ENTER SCREEN TYPE' area, if not already present, and press the -ENTER- key.

TASK RDZN COMPLETION:

After the initial task request, the screen will be returned to you.

1. Enter Screen Type - Data Type Indicator -- Key the task identification you wish to go to next and press ENTER.
2. Line - Data Line Number - Enter the line number of the desired name.
3. Title Lines - Screen Identification -- The screen identification name and four character task identification code enclosed in parenthesis.
4. # - Data Line Number -- A sequential number assigned to each indexed name. This number is used to access other information about a specific name.
5. Indexed Name - Indexed Name -- The name given to the person for which the death certificate was issued.
6. Death Date - The date on which the person named on the death certificate died in MM-DD-YYYY format.
7. Reel - The book or magazine number of the microfilmed document.
8. Frame - The page or frame number of the microfilmed document.
9. Untitled - The word 'PEND' will appear if the cause of death has not been determined at this time and is therefore pending.

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\* \* \* \* \*  
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\* \* \* \* \*

ENTER SCREEN TYPE RDZV LINE 00 PA2-NEXT SET PA1-RESTART

VIEW NAMES ON DEATH INDEX

(RDZN)

# INDEXED NAME	DEATH DATE	REEL-FRAME
01 JONES, DAVID G	04-01-1984	0050-1001
02 JONES, DAVID R	04-05-1984	0050-1001
03 JONES, DEBORAH	06-07-1985	0051-2001 PEND
04 JONES, DELORES	11-08-1983	0052-2002
05 JONES, DENISE	09-20-1981	0053-2003
06 JONES, DONALD	01-06-1980	0052-2002
07 JONES, DONALD D	05-30-1979	0054-2004 PEND
08 JONES, DONALD E	03-09-1978	0053-2003
09 JONES, DONALD R	12-14-1977	0049-2000
10 JONES, DONNA G	09-20-1979	0060-2004
11 JONES, DONNIE	01-02-1980	0048-2000
12 JONES, EDWARD	08-12-1981	1234-4000
13 KOONCE, DIANE	06-15-1982	0125-2001
14 LASHLEY, CURTIS	08-10-1983	0049-1000
15 RICE, ALFRED	10-30-1980	0025-1200
16 TALTON, CHARLES F	02-04-1984	0011-0300
17 TEASLEY, SAMUEL K	05-10-1982	0090-1450

TASK DESCRIPTION FOR USER      TASK      R  D  Z  V  

TASK DESCRIPTION: This task is used to view a Death Index record.

TASK FORMAT:      R  D  Z  V  /  XXXX  /  XXXX  /  XXXX  /  X  

. Task format	.	.	.	.	.
. followed by	.	.	.	.	.
. <u>a slash</u>	.	.	.	.	.
	.	.	.	.	. One character version
	.	.	.	.	. code used to show
	.	.	.	.	. <u>multiple names</u>
	.	.	.	.	.
	.	.	.	.	. Four character page or frame
	.	.	.	.	. <u>number followed by a slash</u>
	.	.	.	.	.
	.	.	.	.	. Four character book or magazine
	.	.	.	.	. <u>number followed by a slash</u>
	.	.	.	.	.
	.	.	.	.	. Four digit year the death certificate was
	.	.	.	.	. <u>recorded in Register of Deeds Office</u>

TASK RDZV PROCEDURES:

After the initial task request, the screen will be displayed. You may view all information on the screen. The instructions for further use of the task on line one are:

ENTER SCREEN TYPE    ZZZZ

1. To transfer to other tasks, key the task identification you wish to go to next in the place of 'ZZZZ'.
2. To terminate the task, enter 'ZZZZ' in the 'SCREEN TYPE' area, if not already present, and press the -ENTER- key.

TASK RDZV COMPLETION:

After the initial task request, the screen will be returned to you.

1. Enter Screen Type - Data Type Indicator -- Key the task identification you wish to go to next.
2. Title Lines - Screen Identification -- The screen identification name and four character task identification code enclosed in parenthesis.
3. File Number - The unique number assigned to a death certificate consisting of:
  - a. Year - The four digit year in which the death certificate is recorded in the Register of Deeds Office.
  - b. Reel - The four character book or magazine number of the microfilmed document.
  - c. Frame - The four character of the page or frame number of the microfilmed document.
  - d. Version - The one character code indicating the presence of multiple names on the death certificate.
  - e. NV (Next Version) - The next version of the death certificate after the one being displayed.  
(Blank = no more versions)
4. Name At Death - Enter up to 50 characters indicating the name given to the person for which the death certificate was issued.
5. Parents Name - Enter up to two lines of 50 characters each indicating the name of the parent or parents of the person for which the death certificate was issued.
6. Date of Death - Enter the date on which the person named on the death certificate died in MM-DD-YYYY format.

7. Pending

- The word 'PENDING' will appear if the death certificate was issued at a later time than normal using stated procedures.

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ENTER SCREEN TYPE ZZZZ

VIEW DEATH INDEX

(RDZV)

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FILE NUMBER YEAR 1984 REEL 0020 FRAME 1223 VERSION B NV C

NAME AT DEATH MINTON, FRANCES M

PARENTS NAME MINTON, CHARLES S  
MINTON, DONNA E

DATE OF DEATH 11 - 20 - 1965 PENDING

FOR ADDITIONAL INFORMATION SEE STAFF

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STANDARD CICS TERMINAL MESSAGES  
(DECEMBER 1989)

These are standard terminal messages you might receive when using the terminal tasks. Pay close attention to the message so that you may take any necessary action should one appear on the screen.

## 1. \_\_\_\_\_ ERROR - CALL SYSTEMS

The blank will be filled in with one of the following error types:

- a. FILE OR PCB ID
- b. FCTR EIBR CODE
- c. DLI RETURN FILE FN
- d. FUNCTION CODE
- e. SEGMENT NAME

If you should receive this message, record the message and call 373-4833 for assistance.

## 2. \_\_\_\_\_ REQUESTED NOT FOUND

The blank will be filled in with the name of the data you were requesting to view. The requested data does not exist.

## 3. ????? (QUESTION MARKS)

This will appear if a code value is invalid, not found or is not active. The question marks will tell the length of the associated description field.

## 4. END OF FILE

You have reached the end of the items in the list you are reviewing.

## 5. END OF LIST

You have reached the end of the items in the list you are reviewing.

## 6. INVALID DATA/FORMAT, PLEASE TRY AGAIN

The request you have entered is in error. Check your TASK FORMAT procedures, determine the error(s) and re-enter correctly.

## 7. INVALID RESPONSE RECEIVED - TASK TERMINATED

Entry was by a key other than the one specified in the procedures. The task has been cancelled. Re-enter following the procedures.

## 8. INVALID TRANSFER CONTROL CANNOT BE PROCESSED

The transfer control data entered was incorrect and the task has been cancelled.

## 9. MORE DATA EXISTS

There is more data available for your viewing. Press the -PA2- key to display the additional data.

## 10. NO RECORD FOUND

The data that you requested does not exist.

## 11. REQUESTED ACTION HAS BEEN COMPLETED

The task request has been completed successfully, and the task has terminated. No further action is required.

## 12. REQUESTED ACTION HAS BEEN COMPLETED - ENTER TRANSFER DATA

The task request has been completed successfully. You may now transfer to another task by entering the correct transfer control data.

## 13. REQUIRED FILE (XXXXXXXX)UNAVAILABLE, PLEASE INFORM DATA PROCESSING

The computer file necessary to process your request is not available due to special processing being done in the Data Processing Center. Wait a few minutes and enter your request again. If the problem continues, call 373-4833.

## 14. REQUIRED DATA BASE (XXX) UNAVAILABLE, PLEASE INFORM DATA PROCESSING

You are attempting to access a data base that is not available. Record the message and call 373-4833 and tell them the data base identification (XXX).