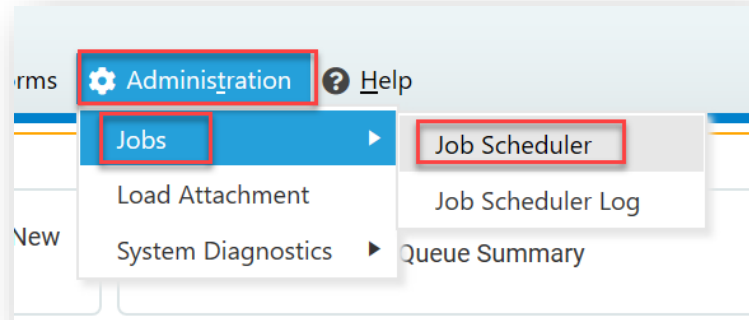


Vault Copy Job

1. Navigate to the **Administration** Button, click **Jobs**, and select **Job Scheduler**.



2. Choose **System** as the Process Type, and click **Next**.

1. Select Process Type Step 1 of 7

Select Process Type:

- Loads and Extracts Reports
- System**
- AdHoc Reports
- Dynamic Reports

Buttons: Cancel, << Back, Next >>

3. Choose **Print Death Vault Copy**, and select **Next**.

2. Select Process Step 2 of 7


Select System Process:


Print Death Vault Copy

Buttons: Cancel, << Back, Next >>

4. Input the **Start and End Date**, and click **Next**.

3. Enter Process Parameters Step 3 of 7

Starting Date: 

Ending Date: 

Local Registrar Residence Office:

Local Registrar Registering Office:

Buttons: Cancel, << Back, Next >>

Vault Copy Job

5. Select **Run Once** and **Next**.

4. Enter Job Schedule Information Step 4 of 7

Run Once

Run now Run: Starting on: [] : [] [v]

Schedule Regular Interval

Schedule Specific Days

Cancel << Back **Next >>**

Only select **Run Once**. Starting on does not need to be completed.

6. Recipients do not need to be selected. Click **Next**.

5. Select Recipients Step 5 of 7

Additional Available Recipients

Selected Recipients

Cancel << Back **Next >>**

7. Select **Finish**.

6. Review and Submit Step 6 of 7

Process Type: System

Process Name: Print Death Vault Copy

Process Description: Print Death Vault Copy

Job Schedule: Job to run immediately.

Process Parameters:

Parameter	Value
PLACE_OF_RESIDENCE_LOCAL_REGISTRAR_OFFICE	2232
PLACE_OF_DEATH_LOCAL_REGISTRAR_OFFICE	2232
ENDING_DATE	12/1/2020 11:59:59 PM
BEGINNING_DATE	1/1/2020 12:00:00 AM

Cancel << Back **Finish**

8. Click the **Job Schedule** link.

7. Finish

The **job schedule** was successfully created.

What would you like to do next?

[Schedule another job](#)

[Return](#)

Vault Copy Job

9. Refresh the screen until **Job Completed**.

Job starting, scheduler ver 19.1.7.64210	DEC-01-2020 11:11 AM
Found 0 death registration(s).	DEC-01-2020 11:11 AM
spPurgeAttachments, Job_Schedule_id: 7356 , @IsScopeJobSchedule: 1 , @AttachmentsDeletedCount: 0	DEC-01-2020 11:11 AM
Job completed.	DEC-01-2020 11:11 AM
Total Records : 4	

10. Select the link for **Output**.

Start Date: DEC-01-2020 01:24 PM
Complete Date: DEC-01-2020 01:24 PM
Duration: 0 days, 0 hours, 0 minutes, 4 seconds.
Output: [DeathVaultCopy_JobSchedule7364.pdf](#) 197.6k
Parameters: ▾
Log:

Job starting, scheduler ver 19.1.7.64210
 Found 2 death registration(s).
 Generated 2 certificate(s).
 spPurgeAttachments, Job_Schedule_id: 7364 , @IsScopeJobSchedule
 Job completed.

11. Open the PDF file.

What do you want to do with DeathVaultCopy_JobSchedule7364 120120805.pdf (198 KB)?
 From: stg.ct-vitals.ct.gov

12. Print the Vault Copy Batch.

DeathVaultCopy_JobSchedule7362 120120782 (1).pdf (SECURED) - Adobe Acrobat Reader DC

File Edit View Sign Window Help

Home Tools DeathVaultCopy_Jo... x

1 / 1

VISA ARC REV. 1/00
 DEPARTMENT OF PUBLIC HEALTH
STATE OF CONN. CERTIFICATE

1. LEGAL NAME First Judy	Middle M	Last Garland
2. SEX F		
3. AGE LAST BIRTHDAY 95	4. UNDER 1 Year Under 1 Year	7. DATE OF BIRTH (MM/DD/YYYY) 01/01/1925
5. RESIDENCE District Connecticut	6. RESIDENCE City or Town New London	8. RESIDENCE City or Town New London
9. EVER IN US ARMED FORCES? No		
10. MARITAL STATUS AT TIME OF DEATH Divorced		
11. FATHER'S NAME (Full name prior to first marriage) John Garland		
12. INFORMANT Name Jane Doe	13. RELATIONSHIP TO DECEASED Cousin	
14. IF DEATH OCCURRED IN A HOSPITAL: Hospital - Inpatient		
15. CITY OR TOWN OF DEATH New London	16. COUNTY OF DEATH New London	17. METHOD OF DEATH Burial