DEPARTMENT OF HEALTH

Using security paper reports

MR&C USER GUIDE FOR COUNTY VITAL RECORDS STAFF

This guide provides information on using the following security paper reports:

Inventory control report

Security paper tracking report

Paper distribution/entry report

Master paper inventory

Access to reports depends on your assigned security roles.

Inventory control report

Purpose

Use the inventory control report to review:

- Assignment of document control numbers (DCNs)

- The date a certificate was issued

- The type of certificate issued

- The name of the registrant (subject) on the birth or death record

- The user name of the person who issued the certificate

Generate the report for a specific date or date range to view issuance and assigned DCNs for that time period.

Generate the report by DCN range to find out when a specific DCN or DCN range was issued.

Gaps in the DCN sequence indicate that a DCN remains unused. You can view unused DCNs on the security paper tracking report.

Generate

After logging in to MR&C:

1. Select the **Customer Service** tab.

2. Select *Reports* from the **Tasks** menu.

3. Select *Inventory Control Report*.

4. Choose to search by date or DCN.

    a. If searching by date, enter a date or date range.

    b. If searching by DCN, enter a single DCN or DCN range.

5. Select your issuance office.

6. Click **Generate**.

7. Follow the screen prompts to open and print the pdf.

Security paper tracking report

Purpose

The security paper tracking report shows the DCNs issued, voided, and approved for a particular date range.

The report also lists all unused DCNs, regardless of date range. DCNs appear on this report as unused when:

- They are still in your paper inventory (waiting to be issued)
- They were removed from inventory without being voided and approved
- Someone abandoned or manually closed a customer service request without assigning DCNs
- They were not included in the paper shipment received from the vendor

Review this report regularly to identify and resolve unused DCNs that are no longer in your paper inventory.

Generate

After logging in to MR&C:

1. Select the **Customer Service** tab.

2. Select *Reports* from the **Tasks** menu.

3. Select *Security Paper Tracking Report*.

4. Enter a date or date range.

5. Select your issuance office.

6. Click **Generate**.

7. Follow the screen prompts to open and print the pdf.

Paper distribution\entry report

Purpose

The paper distribution\entry report tracks the DCN ranges and the quantity of security paper entered into inventory during a specific date range. Use this report to see how often you order security paper, how much paper you order each time, and what should be the starting DCN for a new order.

Generate

After logging in to MR&C:

1. Select the **Customer Service** tab.

2. Select *Reports* from the **Tasks** menu.

3. Select *Paper Distribution\Entry Report*.

4. Enter a date range.

5. Select your issuance office.

6. Click **Generate**.

7. Follow the screen prompts to open and print the pdf.

Master paper inventory

Purpose

Use this report to see how many certificates your office issued during a specific date range. The report also shows you how much security paper you have left in inventory.

Generate

After logging in to MR&C:

1. Select the **Customer Service** tab.

2. Select *Reports* from the **Tasks** menu.

3. Select *Master Paper Inventory*.

4. Enter a date range.

5. Select your issuance office.

6. Click **Generate**.

7. Follow the screen prompts to open and print the pdf.

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To obtain this information in a different format, call: 651-201-5970.