



Funeral Director has signed a drop to paper record and an error is discovered.

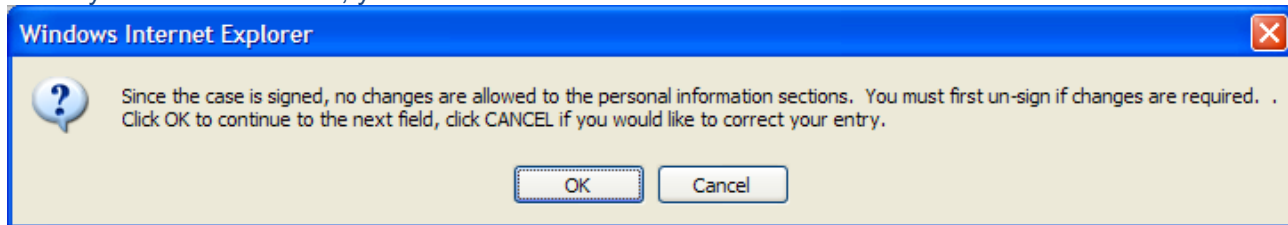
Please note the director will have to be the user logged in to un-sign

Click on **DEATH**. Click on **UPDATE CASE**. Enter the Decedent's Last Name and click the large **SEARCH** button at the bottom. Locate your case and follow the name line across to the right and click on **DETAILS**.

You will be on the Record Details page. Go all the way to the bottom and click on **CONTINUE**.

You will be on Tab 1 of the record. – Click on **Tab 10 Case Actions**.

When you click on Tab 10, you will see.....



At this edit, click **OK** – then click on **Tab 10 again**.

10 Case Actions

Ready to Sign

Ready to sign personal information

Decline to Sign

Reason

Other reason

Un-sign Case

Un-sign

Personal Info (Accept Exceptions or Reject)
PI exceptions exist N

Medical Info (Accept Exceptions or Reject)
MI exceptions exist N

CHECK Un-Sign, click FINISH.

(Continued on next page)

Un-sign a record (continued)

Required to Submit to State. Fix all the following:

[Personal Information Section](#)
Field Group Description: Must be signed or dropped to paper

[Medical Information Section](#)
Field Group Description: Must be certified or dropped to paper

[Save \(as Pending\)](#)

click on **Personal Information Section**

Death -- First: *DEMO* Last: *UNSIGN*

[1 Decedent](#) | [6 Place/Time/Autopsy](#) | [7 Cause of Death](#) | [8 Manner/Details/Injury](#) | [9 Certifier](#) | [10 Case Actions](#)

Comments Among Users About Case

Ready to Sign
 Ready to sign personal information

You will not see all the tabs - NO WORRIES. Click on **Tab 1 Decedent**.

Death -- First: *DEMO* Last: *UNSIGN*

[1 Decedent](#) | [2 Decedent Info](#) | [3 Decedent History](#) | [4 Informant/Disposition](#) | [5 Funeral Home/Director](#) | [6 Place/Time/Autopsy](#) | [7 Cause of Death](#) | [8 Manner/Details/Injury](#) | [9 Certifier](#) | [10 Case Actions](#)

See no need to worry; the other tabs appeared when you clicked on Tab 1.

Now the change can be made and the record can be resigned.

Print a new certificate to send to the physician.