

.....

# Donate Life California

## Organ & Tissue Donor Registry

### User Guide



# Donate Life California Registry User Guide

## Index

Welcome to the Registry .....	Page 1
Setting Up Your New Account.....	Page 2
Future Logins to the Registry .....	Page 2
Searching .....	Page 3
Error Search Results .....	Page 4
Search Results.....	Page 5
Donor Profile.....	Page 6
Duplicates Profile .....	Page 7
Document of Gift.....	Page 7
Remove Donor.....	Page 7
Contact.....	Page 8

## ***THIS DOCUMENT IS CONFIDENTIAL***

*The following training materials are confidential and should only be distributed to users that require access to the Donate Life California Registry website in order to complete their ordinary job duties. Per IT Security best practices, please distribute these confidential materials sparingly, redacting information as necessary, and please take all reasonable measures to ensure these materials remain confidential. Thank you.*

# Donate Life California Registry User Guide

## Welcome to the New Donate Life California Registry

We are excited to launch our new registry site on January 22<sup>nd</sup>. This new registry has been designed to upgrade our user experience, increase functionality of the search engine, and add new features to our registry system.

Thank you to all of you who were involved in helping us develop and test this new system.

In order to help you learn the new system we have created a user guide that covers the various features of the site. We will continue to update this user guide as the system will continue to be improved.

For a chance try out what you've learned about the site before the launch, please visit the training site with the below instructions.

- We encourage you to visit the training site here: <https://demodladmin.ddweb.org>
  - This will allow you to practice creating a new password (note it will not save after the launch).
  - Also, this will give you the chance to get comfortable on the new site prior to using it.
  - *Note: The data in the training site is not up to date so do not use the information to determine if someone is a donor.*

Once the new site launches on January 22<sup>nd</sup>, the old registry will no longer be accessible. For this reason, we encourage you to try logging into the training site and reviewing the main features you use.

You will also receive a main contact for your OPO to help address any login in or system problems. Please feel free to also contact Megan MacNee, Donate Life California Program Manager at [megan@donatelifecalifornia.org](mailto:megan@donatelifecalifornia.org) or (916) 678-6006.

We'll also be collecting feedback at: <http://bit.ly/2SGQckR>

## ***THIS DOCUMENT IS CONFIDENTIAL***

*The following training materials are confidential and should only be distributed to users that require access to the Donate Life California Registry website in order to complete their ordinary job duties. Per IT Security best practices, please distribute these confidential materials sparingly, redacting information as necessary, and please take all reasonable measures to ensure these materials remain confidential. Thank you.*

# Donate Life California Registry User Guide

## Setting Up Your New Account:

- Do you have a username to the old system? Your username will continue to work, but you will need to request a new password to access the new registry.
  - Do so by visiting [admin.donatelifecalifornia.org](http://admin.donatelifecalifornia.org).
  - From here click “Request Password”.
  - You will be on a new page where you can enter your email and click the “Request Password” button.
  - You will now receive an email that will allow you to create a new password. You MUST use the link in this email.
- If you do not have a username for the new system, your administrator must create you a new account. Once this is done you will receive an email that includes a link where you can reset your password. Once you’ve done this, you’ll be able to access the registry.

## Future Logins to the Registry:

- Visit [admin.donatelifecalifornia.org](http://admin.donatelifecalifornia.org). Enter your username and password. Click the “Login” button.
- You can also click “Request Password” or “Contact Admin” if you have trouble logging in.




### Administrative Login

Username

Password

Remember my username

[Request Password](#) | [Contact Admin](#)



Total Registrants: 14,592,334  
As of September 28, 2018 - 02:10 PM

# Donate Life California Registry User Guide

## Searching

- Click “Search Donor” which will take you to the home screen and search page.
- Search by entering any of the fields either alone or in combination:
  - Date of Birth - Use when exact DOB is known.
    - Must include full date (month, day, year). Can not do a partial search.
  - Year of Birth
    - This can be used in place of DOB, if DOB is unclear or unknown.
    - You can check +/- 2 years for broader range OR use a wildcard \*.
    - If ran with DOB it will default to DOB results only.
  - Gender
    - X (non-binary) appears in both M and F searches.
  - Names
    - Wildcard \* permissible.
    - Can search by partial or full.
    - Can expand search by phonetic for similar names and alternative spellings.
    - Will search all possible combinations of name fields.
  - County
  - Zip Code - Wildcard \* is permissible.
  - DL / ID # - Use when exact DL# is known
  - Last 4 Digits of DL / ID #
    - Helpful particularly if you’re unsure of the letter that starts the #. Wildcard \* is permissible.

The screenshot shows the 'Search Donor' interface. At the top is a navigation bar with links for Search Donor, eCampaigns, Reports, Forms & Files, Users, and Contact, along with a Sign Out button. The main form is titled 'Search Donor' and includes a 'Reset search' link. The form contains several input fields: Date of Birth, Year (with a +/- 2 years option), Gender (radio buttons for M, F, X), First Name, Last Name, Middle Name, County (a dropdown menu), Zip Code (with a hint '00000 or 00000-0000'), DL/ID #, and Last 4 DL/ID #. There are checkboxes for 'Run Phonetic Search' and 'Search Donate Life America Registry'. A blue 'Search' button is located at the bottom right of the form.

# Donate Life California Registry User Guide

## Error Search Results

- If your search brings back over 100 entries, you will get an error page.
- If you'd still like to see all results you can click "View All Results".
- Or you can add additional information to your search and it will provide more refined results to help you bring it under 100 entries.



## Search Donor

[Reset search](#)

### Error Found

There were too many results found in this search (85462 records found). Please provide additional search parameters to refine your search.

Date of Birth	Year	Gender	
<input type="text"/>	<input type="text" value="YYYY"/> <input type="checkbox"/> +/- 2 years	<input type="checkbox"/> M	<input type="checkbox"/> F <input type="checkbox"/> X
First Name	Last Name	Middle Name	
<input type="text" value="Megan"/>	<input type="text" value="MacNee"/>	<input type="text"/>	
<input checked="" type="checkbox"/> Run Phonetic Search			
County	Zip Code	DL/ID #	Last 4 DL/ID #
<input type="text" value="Select"/>	<input type="text" value="00000 or 00000-0000"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Search Donate Life America Registry		<input type="button" value="Search"/>	

# Donate Life California Registry User Guide

## Search Results

- You can sort your relevant results by name, city, source, etc. by clicking the arrows next to the categories.
- Hover over the profile and click to access the “Donor Profile”.
- If result is not found, you can:
  - Click “Run Phonetic Search” on the top right-hand corner to find similar names.
  - Or you can hit back on your back button on your browser or “Return to Search” on the top right-hand corner to add new information to refine your search.
  - You may find profiles that have duplicate records, these most commonly will be DMV and Online profiles. They have the same name and DL/ID#.
    - Click the blue number to see all duplicate profiles.

## Search Results

[← Return to Search](#) [🔊 Run Phonetic Search](#)

Name ▲	City ⇅	Source ⇅	DOB ⇅	Mod. Date ⇅	Status ⇅	Duplicates ⇅
MacNee, Megan	Sacramento	FRM	<del>10/21/1988</del>	09/25/2018	Donor	1
MacNee, Megan <del>Katharine</del>	Sacramento	ONL	<del>10/21/1988</del>	09/20/2018	Donor	2
MacNee, Megan <del>Katharine</del>	Sacramento	ONL	<del>10/21/1988</del>	09/18/2018	Removed From Registry	1

1 - 4 of 4 items

Total Registrations: 14,592,334

As of September 26, 2018 - 02:10 PM

# Donate Life California Registry User Guide

## Donor Profile

- Here you will see all donor information, any past contact, and limitations.
- Additionally, you have access to the document of gift in English and Spanish.
- Depending on permission levels you will also be able to edit donor information or remove the donor from the registry.
- You may see “Registration Upload” as part of the top menu, this is only if a donor registered through a paper form. If they did clicking registration upload will download the pdf of the form signed by the donor.

### Donor Profile

[Removal Letter](#) [Edit Profile](#)

Megan ~~MacNee~~ MacNee

<b>Donor Status:</b>	Removed From Registry	<b>Record Creation Date:</b>	11/09/2017
<b>Gender:</b>	Female	<b>Record Modification Date:</b>	01/04/2019
<b>Date of Birth:</b>	01/01/1911	<b>Registration ID #:</b>	HCZDWNG3XHEXU7Z
<b>Address:</b>	3940 Industrial Blvd, West Sacramento, Yolo	<b>Registration Source:</b>	Online Registry
<b>Phone:</b>	9163403352	<b>Password:</b>	*****
<b>Email:</b>	firstname.lastname@gmail.com		
<b>Mother's Maiden Name:</b>	LastName		
<b>Driver's License (or ID#):</b>	D1234567		
<b>Place of Birth:</b>	Sacramento, CA		

### Limitations

**Organs:**  
Lungs

**Tissues:**

**Other:**

Add Update

Contact Name	Contact Info	Contact D/T	Record Created	Created By	Contact Type	Changes Reques...	Action Taken
Megan Katherine MacNee	9163403352	01/02/2019 02:11	01/04/2019 14:12	Megan MacNee	Phone	Added limitations of lungs.	Limitation of lungs added.



# Donate Life California Registry User Guide

## Duplicate Profiles

- If a profile has a potential duplicate record you will see it noted on the donor profile. Please be sure to use the profile with the most recent modification for reference.

Donor Status:	Donor	Record Creation Date:	09/20/2018
Gender:	Female	Record Modification Date:	09/26/2018
Date of Birth:	<del>10/25/1988</del>	Registration ID #:	J642M4UIC0VZEGS

## Document of Gift

- Click on Document of Gift or Document of Gift Spanish to download document.

# Donate Life California Registry User Guide

## Contact

- Here you'll find your OPO's contact to reach out to for any problems, login issues, etc.
  - DLC staff is also available when needed for troubleshooting.
- 

## Contact Us

---

### Donate Life California

Jim Martin

Chief Executive Officer

Phone: 916-678-6044

Email: [jim.martin@donatelifecalifornia.org](mailto:jim.martin@donatelifecalifornia.org)

### Donate Life California

Megan MacNee

Program Manager

Phone: 916-678-6006

Email: [megan@donatelifecalifornia.org](mailto:megan@donatelifecalifornia.org)

### Sierra Donor Services

Deanna Santana

Work: 916-678-6015

Email: [dsantana@dcids.org](mailto:dsantana@dcids.org)

### Donor Network West

Work: 888-570-9400

Email: [info@dnwest.org](mailto:info@dnwest.org)

### Lifesharing

Samantha Blaz

Work: 619-543-4965

Email: [sblaz@ad.ucsd.edu](mailto:sblaz@ad.ucsd.edu)

### OneLegacy

OneLegacy Helpdesk

Work: 213-356-5250