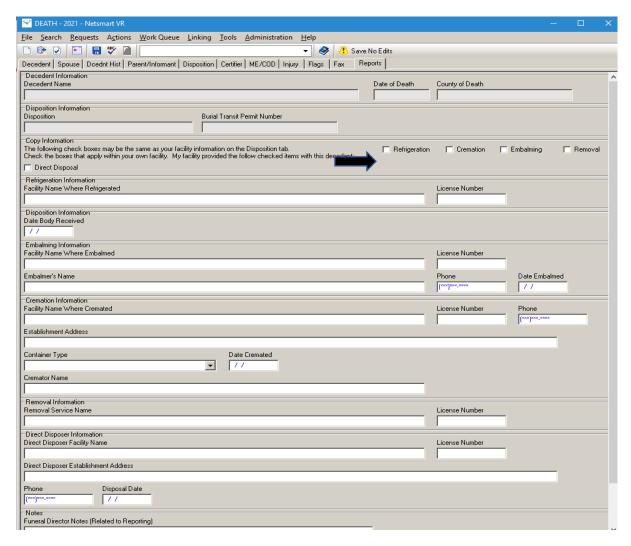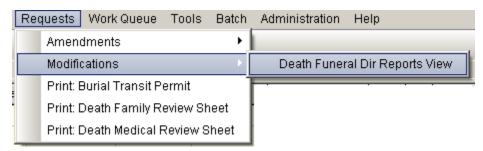# e-VITALS REPORTS TAB

Once you enter a record, the Decedent Information paragraph on the reports tab will autopopulate from what has been entered already in the record. The next paragraph, **COPY INFORMATION**, this is a valuable tool, please ensure to check all boxes that the funeral facility will handle themselves; when checked, this will autopopulate your Funeral Facility Name from the disposition tab, eliminating the need to type the information manually. The only information that will need to be entered manually is any services done outside your establishment.

Please note: The Reports tab is available at anytime even after the record has been registered completed. To update, do a search of the record/decedent and follow the steps below to open.

Should you need assistance, contact the Vitals Statistics Helpdesk @ 1-866-295-5902.