A large, light blue spiral graphic that starts from the center and expands outwards, occupying the left and bottom portions of the page.

NY Clerk Licensing Versions 7.10.0 -7.10.24 Release Guide

Table of Contents

No table of contents entries found.

Contents

New Features	3
Dog Module.....	3
Restrict Editing of Information During Online Dog Renewal	3
Senior Dog Owner Label Online	3
Import Transactions Screen-Remove Option	3
Vitals Modules	4
NYS DOH Marriage Forms Revision Date-01/2023	4
Marriage- Addition of 1 Day Officiant License.....	5
Left Justify Parents Names on Marriage License	7
Non-Binary Added to the Gender Field in the Birth Module.....	7
Added Gender X to Marriage Party 1 and Party 2 Details	7
Added Non-Binary to Gender Field in Death Module	7
New Mother -Mother Birth Forms.....	8
Certificate of Marriage Registration-Addition of New Middle and/or Surname (if applicable) field	9
Update NYS Address on Monthly Marriage Report.....	9
General.....	10
Made Changes to make Clerk System Compatible with TLS 1.2	10
Bug Fixes	10
Dog Module.....	10
Deposit Tracking Module	10
Vitals Modules	11
Decals Module	11
General Licensing Module	11
Racing and Wagering Module.....	11

New Features

Dog Module

Restrict Editing of Information During Online Dog Renewal

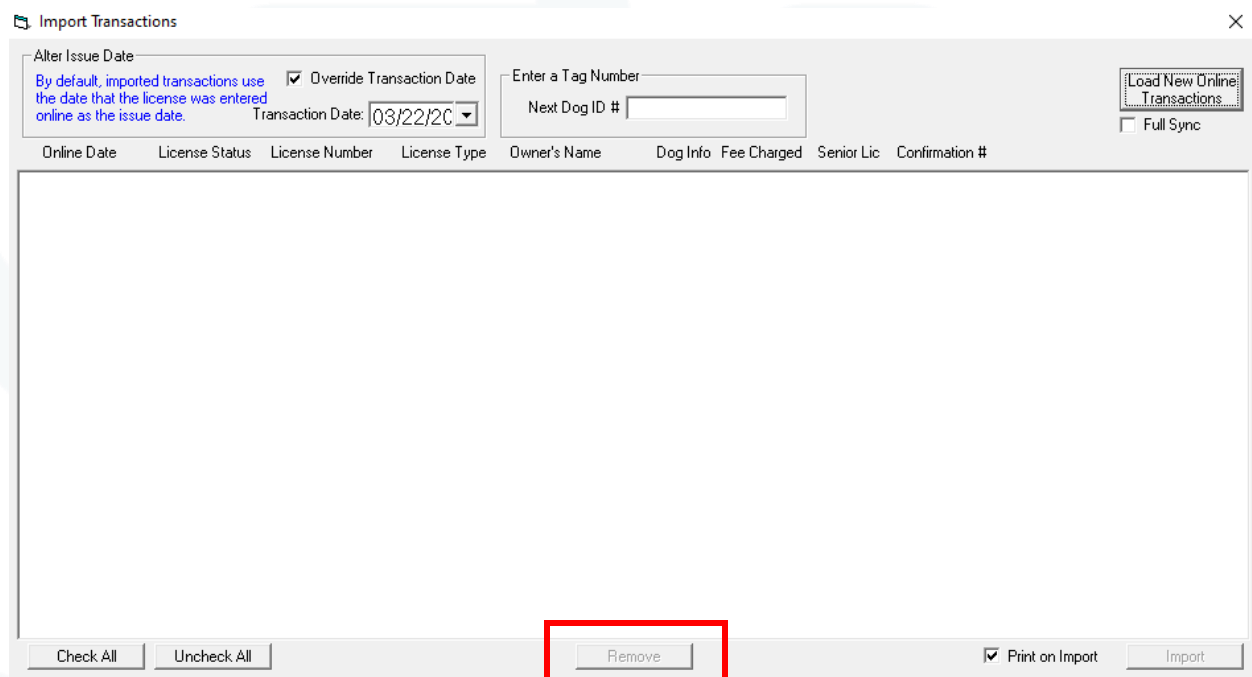
A new option has been added which can be activated to restrict residents from editing any information during the online dog renewal process. This option must be requested to be turned on by an Edmunds Gov Tech technician.

Senior Dog Owner Label Online

Dogs that were linked to a senior online showed a checkbox with a label “Senior Dog License”, this was changed to remove the checkbox and update the label to read “Senior Owner”.

Import Transactions Screen-Remove Option

A new Remove button has been added to the Import Transactions screen which is accessed in the dog module (Tools > dog sync). To remove a transaction(s) click the check box for that transaction and then click the Remove button.



The screenshot shows the 'Import Transactions' window. At the top, there are several controls: 'Alter Issue Date' with a note 'By default, imported transactions use the date that the license was entered online as the issue date.', a checked 'Override Transaction Date' checkbox, and a 'Transaction Date' dropdown menu set to '03/22/20'. To the right, there is an 'Enter a Tag Number' field and a 'Next Dog ID #' input field. Further right are buttons for 'Load New Online Transactions' and a 'Full Sync' checkbox. Below these controls is a table with columns: 'Online Date', 'License Status', 'License Number', 'License Type', 'Owner's Name', 'Dog Info', 'Fee Charged', 'Senior Lic', and 'Confirmation #'. The table area is currently empty. At the bottom of the window, there are buttons for 'Check All', 'Uncheck All', and 'Remove' (which is highlighted with a red box), along with a 'Print on Import' checkbox and an 'Import' button.

Vitals Modules

NYS DOH Marriage Forms Revision Date-01/2023

New Marriage Certificates and Transcript revisions were released in January of 2023. The system now prints onto these new forms which include the addition of the Gender field.

Marriage Licensing

District: Year: Reg #: Issue Date:

Party 1's Name: SS#: Party 1 Details

Surname: (After Marriage) Birth Name: (if different) N/A

Middle Name: (After Marriage)

Party 2's Name: SS#: Party 2 Details

Surname: (After Marriage) N/A

Middle Name: (After Marriage)

Marriage Affidavit Information

2nd/subsequent ceremony:

Solemnization Starts: Information

Solemnization Period Ends:

- 1) Affidavit/License (Full License)
- 2) Affidavit/License (Sections)
- 3) DOH Certificate of Marriage Registration
- 4) DOH Certificate of Marriage Transcript
- 5) Williamson Transcript
- 6) Marriage Letter

Bride/Groom/Spouse

Name: First Premarriage Middle Premarriage Surname Birth Surname (if different from premarriage surname) Check box if same as premarriage middle and surname.

New Middle and/or Surname (if applicable)

Residing at

Date of Birth: Month Day Year Place of Birth City, Town or Village/State or Country

Sex/Gender (Optional)

Date of Marriage: Month Day Year Place of Marriage City, Town or Village, NEW YORK

(SEAL) Town or City Clerk Month Day Year

If checked, this marriage was a second or subsequent ceremony.

Do not accept this transcript unless the raised seal of the issuing locality is affixed thereon.

Any Alteration Invalidates This Certificate
See Reverse Side For A List of Security Features Used In This Form

DOH-130 (01/2023)

SEE REVERSE SIDE FOR LIST OF SECURITY FEATURES

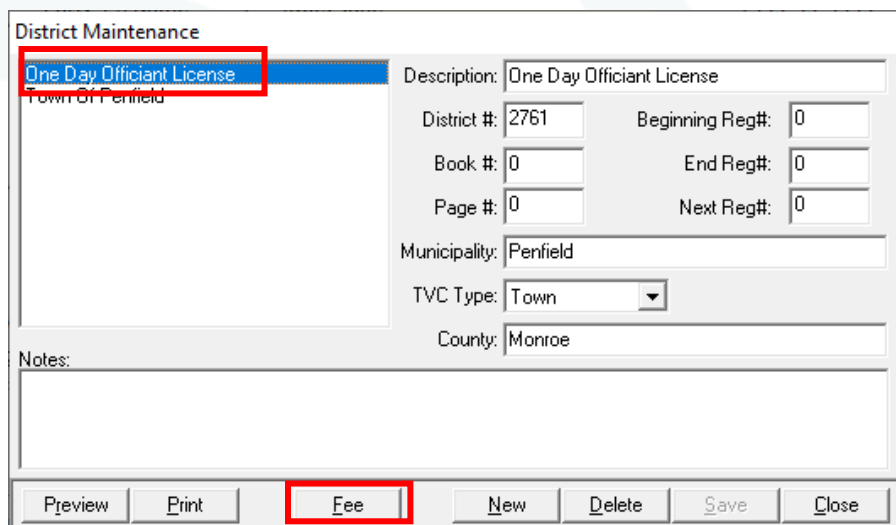
Marriage- Addition of 1 Day Officiant License

With the passing of NYS legislation S.739A/A.6300A, individuals can now purchase a one day officiant license to officiate marriages. A new option called “One Day Officiant” has been added to the Vitals tab in the Marriage module to track the necessary information and to print the one day officiant license.

Configuration of One Day Officiant Fee Account

After receiving the update for version 7.10.23, configuration of the One Day Officiant License Fee Account # must be added. To set this do the following:

1. Navigate to **Tools > Lookup files > District Maintenance**
2. Select the One Day Officiant License District and then click the Fee button

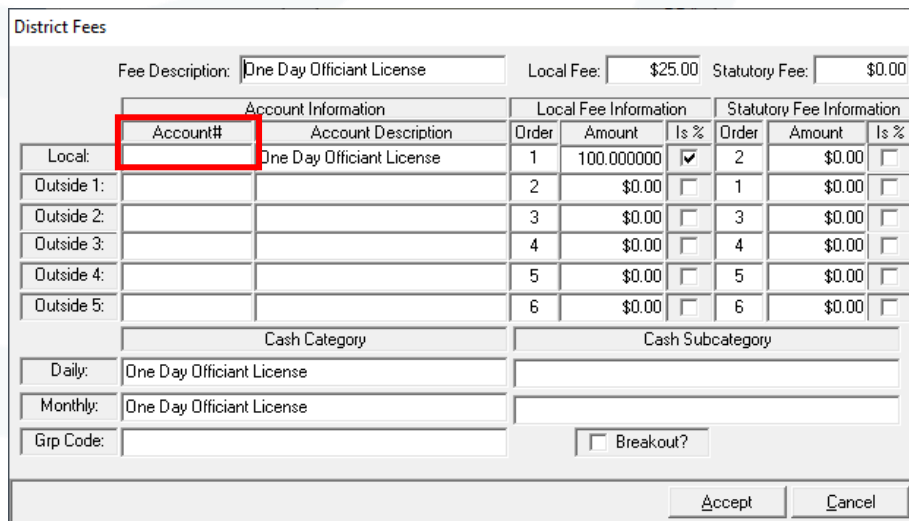


The screenshot shows the 'District Maintenance' window. The 'One Day Officiant License' entry is selected in the list on the left. The right side of the form contains the following fields:

- Description: One Day Officiant License
- District #: 2761
- Beginning Reg#: 0
- Book #: 0
- End Reg#: 0
- Page #: 0
- Next Reg#: 0
- Municipality: Penfield
- TVC Type: Town
- County: Monroe

At the bottom, there are buttons for 'Preview', 'Print', 'Fee', 'New', 'Delete', 'Save', and 'Close'. The 'Fee' button is highlighted with a red box.

3. Enter the Account # for the One Day Officiant License Fee



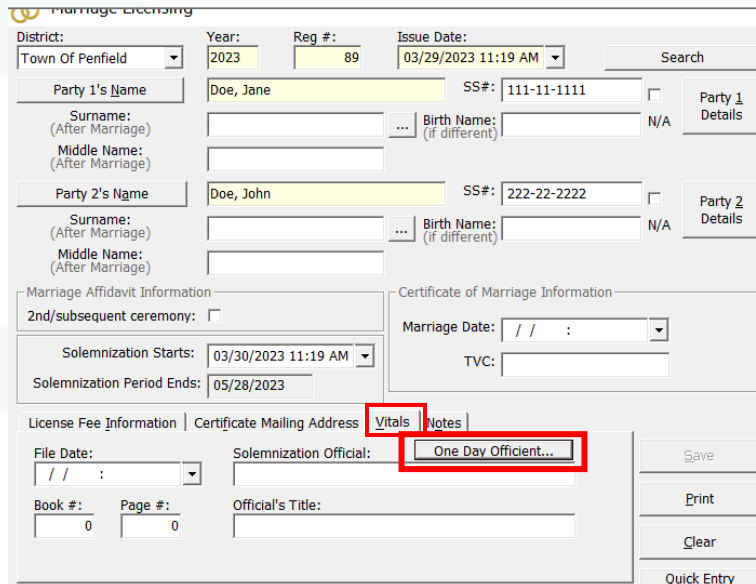
The screenshot shows the 'District Fees' window. The 'Fee Description' is 'One Day Officiant License'. The 'Local Fee' is \$25.00 and the 'Statutory Fee' is \$0.00. The 'Account Information' table is as follows:

Account Information		Local Fee Information			Statutory Fee Information		
	Account#	Order	Amount	Is %	Order	Amount	Is %
Local:	One Day Officiant License	1	100.000000	<input checked="" type="checkbox"/>	2	\$0.00	<input type="checkbox"/>
Outside 1:		2	\$0.00	<input type="checkbox"/>	1	\$0.00	<input type="checkbox"/>
Outside 2:		3	\$0.00	<input type="checkbox"/>	3	\$0.00	<input type="checkbox"/>
Outside 3:		4	\$0.00	<input type="checkbox"/>	4	\$0.00	<input type="checkbox"/>
Outside 4:		5	\$0.00	<input type="checkbox"/>	5	\$0.00	<input type="checkbox"/>
Outside 5:		6	\$0.00	<input type="checkbox"/>	6	\$0.00	<input type="checkbox"/>

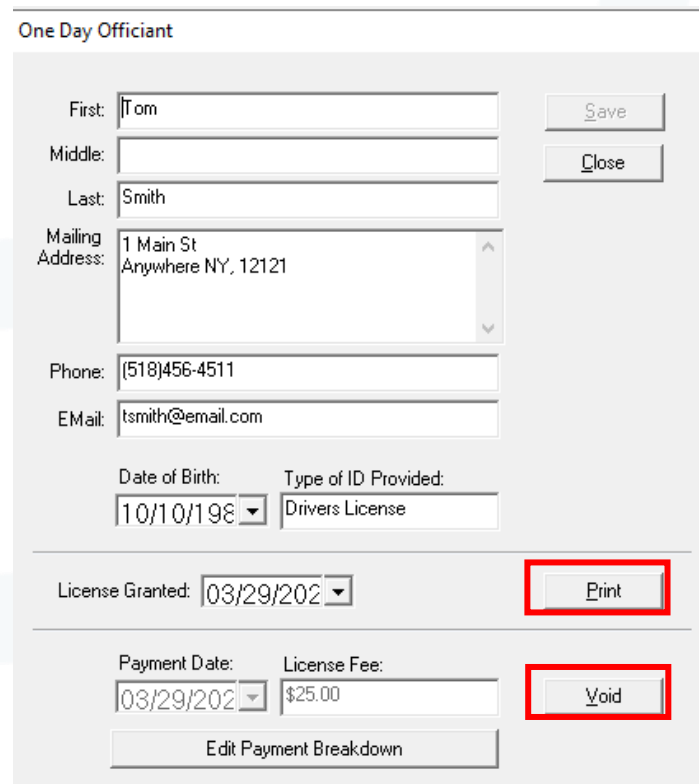
Below the table are fields for 'Cash Category' and 'Cash Subcategory', both set to 'One Day Officiant License'. There is also a 'Grp Code' field and a 'Breakout?' checkbox. At the bottom right, there are 'Accept' and 'Cancel' buttons.

Entering a 1 Day Officiant License

To enter a One Day Officiant License you must first enter or search an existing marriage license record. Click on the Vitals tab and then click the One Day Officiant button.



Complete the form that appears and then click save, you will be prompted to print the record upon save and then can complete the payment information. Reprinting of this form can occur after the initial save from this screen along with the ability to void the license and payment.

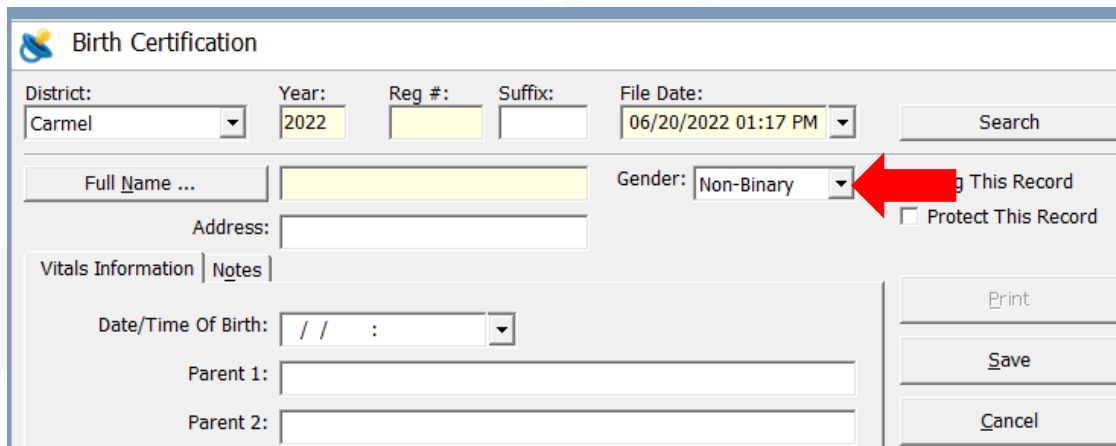


Left Justify Parents Names on Marriage License

The “Parents” names now print in alignment with the “Place of Birth” field which is left justified on the form.

Non-Binary Added to the Gender Field in the Birth Module

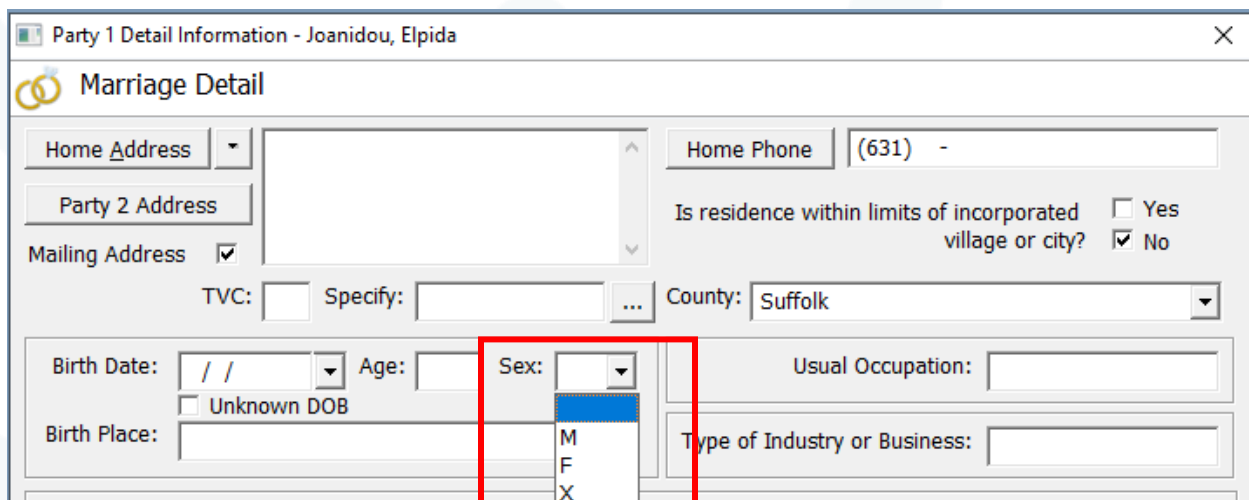
Per the Gender Recognition Act passed by Governor Cuomo in June of 2021, the gender dropdown now includes an option for “Non-Binary” in the birth module.



The screenshot shows the 'Birth Certification' form. At the top, there are fields for District (Carmel), Year (2022), Reg #, Suffix, and File Date (06/20/2022 01:17 PM). Below these are fields for Full Name, Address, and Gender. The Gender dropdown menu is open, showing 'Non-Binary' selected, with a red arrow pointing to it. There are also checkboxes for 'Protect This Record' and buttons for 'Print', 'Save', and 'Cancel'.

Added Gender X to Marriage Party 1 and Party 2 Details

Per the Gender Recognition Act passed by Governor Cuomo in June 2021, Gender X has been added to the Party 1 and Party 2 details.



The screenshot shows the 'Party 1 Detail Information - Joanidou, Elpida' form. It includes fields for Home Address, Party 2 Address, Mailing Address, Home Phone, TVC, Specify, County (Suffolk), Birth Date, Age, Sex, Usual Occupation, Birth Place, and Type of Industry or Business. The Sex dropdown menu is open, showing 'M', 'F', and 'X' options, with a red box highlighting the dropdown.

Added Non-Binary to Gender Field in Death Module

Per the Gender Recognition Act passed by Governor Cuomo in June of 2021, the gender dropdown now includes an option for “Non-Binary” in the death module.

Death And Burial Transit

RIP

District: Year: Reg #: File Date:

Decedent Info | Disposition Info | Permit Info | Vitals | Notes

Full Name ... Gender: DOB:

Hospital, Institution, or Street Address: If Armed: enter W:

New Mother -Mother Birth Forms

A new option to print onto the new NYS Mother-Mother Birth form has been added to the Birth module.

Birth Certification

District: Year: Reg #: Suffix: File Date:

Full Name ... Gender: Flag This Record Protect This Record

Address:

Vitals Information | Notes

Date/Time Of Birth:

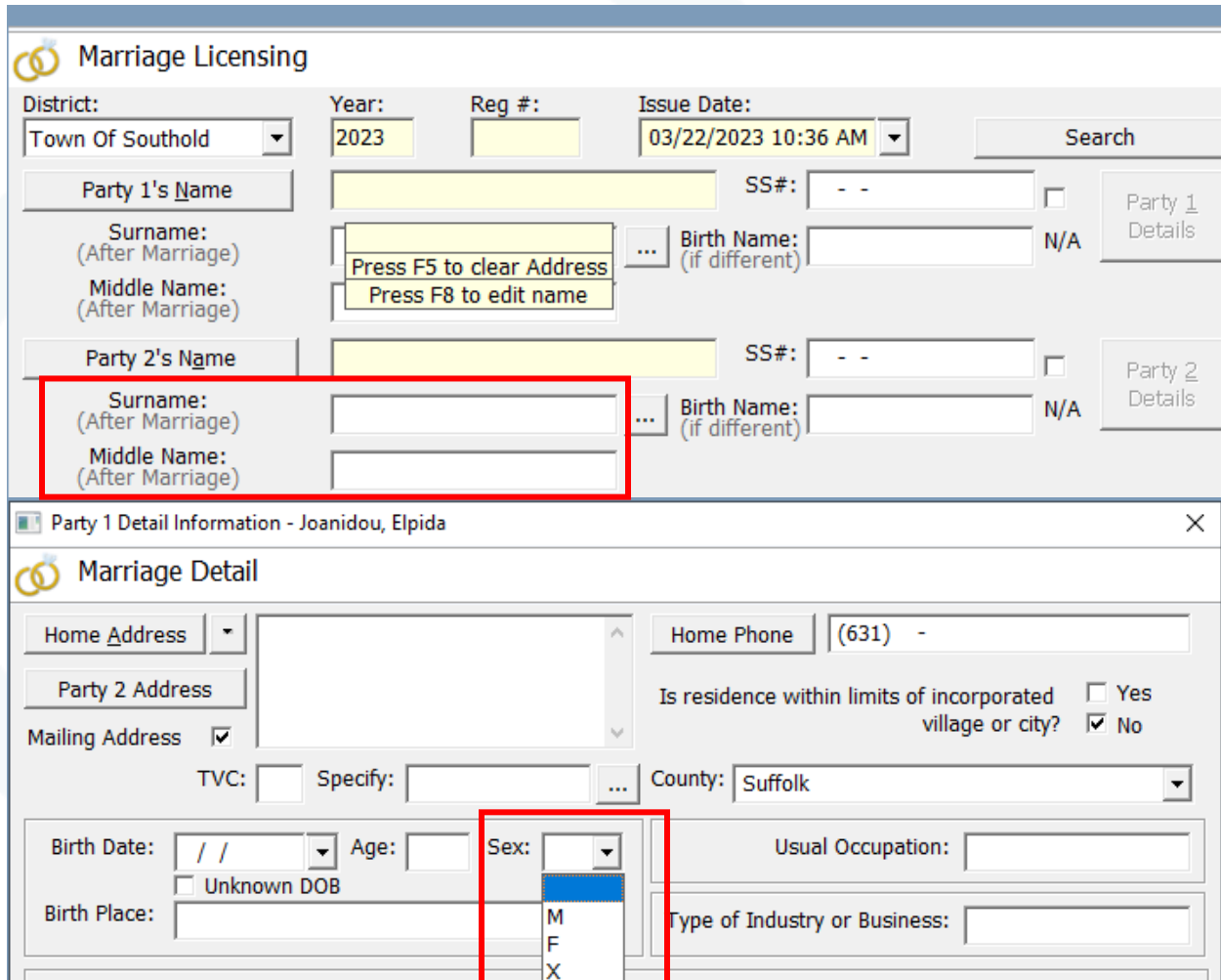
Parent 1: Parent 2:

Print Certificate

- 1) Birth Certificate (Short Form)
- 2) Birth Certificate (Long Form)
- 3) Birth Certificate (Mother / Mother)

Certificate of Marriage Registration-Addition of New Middle and/or Surname (if applicable) field

A NYS Law was passed to add a new field to the Marriage Certificate of Registration called *New Middle and/or Surname (if applicable)*. If only one of these fields is populated, a suffix label will be printed after the name on the form to indicate if it is a (surname) or (middle name). If both a new middle name and surname fields are populated no suffix label is printed and the data will be listed as middle name then surname in this field.



The screenshot displays the 'Marriage Licensing' application interface. At the top, there are search filters for District (Town Of Southhold), Year (2023), Reg #, and Issue Date (03/22/2023 10:36 AM). Below this, the details for two parties are shown. Party 1's details include a name field, SS#, and a 'Party 1 Details' button. Party 2's details include a name field, SS#, and a 'Party 2 Details' button. A red box highlights the 'Surname: (After Marriage)' and 'Middle Name: (After Marriage)' fields for Party 2. Below the main form, a 'Party 1 Detail Information - Joanidou, Elpida' window is open, showing 'Marriage Detail' information such as Home Address, Party 2 Address, Mailing Address, TVC, Specify, County (Suffolk), Birth Date, Age, Sex (with a dropdown menu showing M, F, X), Usual Occupation, and Type of Industry or Business.

Update NYS Address on Monthly Marriage Report

The NYS address in the top left corner of the report has been updated to the current address and the revision data was updated to 11/2015.

General

Made Changes to make Clerk System Compatible with TLS 1.2

The system required changes to run on servers that utilize a more secure TLS 1.2 connection.

Bug Fixes

Dog Module

- Fixed an issue in the dog module which led to the phone number data reverting when adding a new transaction after making an edit to the phone number field.
- Fixed an issue which caused the Online Dog Sync to fail due to certain data fields entered online exceeding the maximum value allowed in the local system.
- Added duplicate protection for the dog sync download to prevent duplicate records from showing on the dog import screen.
- Fixed an issue which led to an error running the “Imported Transaction Report” from the Dog module.
- Fixed an issue with Dog Delinquent and Renewal Reports which led to certain records not being included in the job due to missing data in the owner’s address.
- A change to the dog module which allows any of the data fields on RTF forms to be used more than once on the same letter.
- Improved the page up and page down searching in the Dogs module.
- Fixed an issue in which the late fee was not showing properly on the 2 part renewal form and the renewal letter.
- Removed notes from the dog transaction report as the notes could cause a display issue on the report.
- Fixed an issue with the Dog module custom search that led to an error if non-owner contacts contained a NULL value within the data.
- Fixed an issue which prevented the “other” address field from showing on the dog renewal report.
- Fixed an issue with the Online Dog Renewal website which caused an error if too much data was entered into the Markings or Street Address fields.
- Fixed an issue with the dog renewal and delinquent letters which only allowed a data field to be used once on the letters.

Deposit Tracking Module

- Fixed a calculation issue with deposit tracking module.
- Fixed an issue in deposit tracking which led to certain transactions showing different amounts when editing a deposit multiple times.

Vitals Modules

- Fixed an issue with the suffix of a name not printing on the birth long or short form.
- Fixed an issue with the Summary of Death report exporting to excel which displayed incorrect date on the export.
- Fixed an alignment issue with the Birth Short form.
- Fixed an issue in the Burial and Transit module which caused an error if the Medical Certifier information exceeded the maximum length allowed.
- Fixed an issue in the marriage module which displayed a pop-up window that covered up the Party 2 field when typing into it.
- Fixed an issue with the Marriage Affidavit which printed the Parents names centered on the form. It now prints left justified.

Decals Module

- Fixed the searching for decals records to allow multiple records entered on a single date to be cycled through using page up and page down.

General Licensing Module

- Improved the page up and page down searching in the General Licensing module.

Racing and Wagering Module

- Fixed an issue with the Bingo Monthly and Games of Chance Monthly reports which prevented the year filter option from going back beyond 2020.