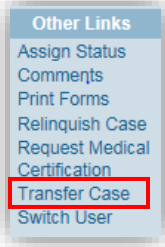
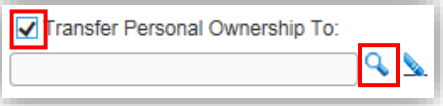


## Transferring a Death Case from a Funeral Home to Another Campus

**1** From the death case, click the **Transfer Case** link in the *Other Links* section of the Death Registration Menu.

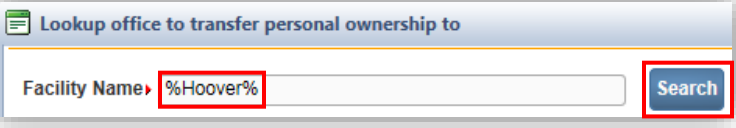


**2** The Transfer Case screen displays. In the **Transfer Personal Ownership To** field, first click the **checkbox** to insert a checkmark. Then click the **Lookup** (🔍) icon.



**3** The *Lookup office to transfer personal ownership to* dialog box displays.

Search for the other campus' name by entering all or part of the **Facility Name** preceded and followed by the Wildcard symbol (%) in the **Facility Name** field and click the **Search** button.

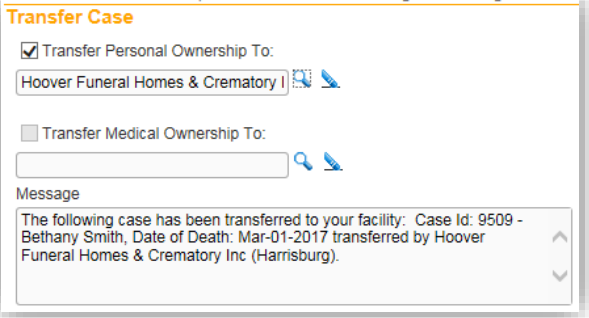


**4** Click the **Select** link beside the name of the campus to whom the case is to be transferred.


Facility Name	Address	City	
Deaner Funeral Home Inc (Hooversville)	976 Barn Street	Hooversville	<a href="#">select</a>
Hoover Funeral Homes & Crematory Inc (Harrisburg)	6011 Linglestown Road	Harrisburg	<a href="#">select</a>
Hoover Funeral Homes & Crematory Inc (Hershey)	1225 Chocolate Avenue	Hershey	<a href="#">select</a>
Hoover-Boyer Funeral Homes Inc (Elizabethville)	103 Main Street	Elizabethville	<a href="#">select</a>
Hoover-Boyer Funeral Homes Inc (Millersburg)	118 Market Street	Millersburg	<a href="#">select</a>

**5** The Transfer Case screen will display again. Review your selections and the auto-generated text in the **Message** field.

**Optional:** You may enter additional message text, but it is not required.



**6** Click the **Save** button to transfer the case to the selected facility.



- Notes:**
- Clicking the **Save** button immediately transfers ownership to the other facility, which means that your facility will no longer be able to access the case. Before you click the **Save** button, make sure you are transferring the case to the correct facility.
  - The other campus will receive the transferred case as a message in DAVE™ with a link to open the case.