

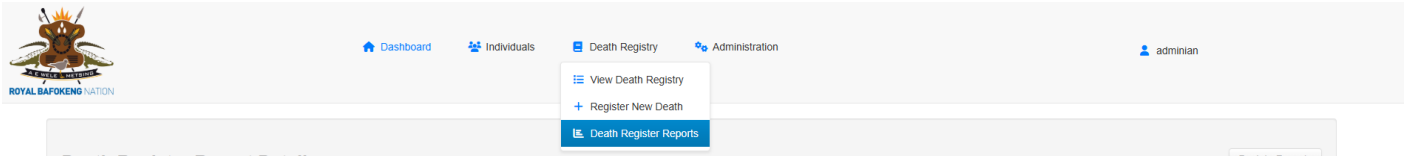
# DEATH REGISTER REPORTS

- [Create Death Register Reports](#)
- [Download/Send Death Register Report](#)

# Create Death Register Reports

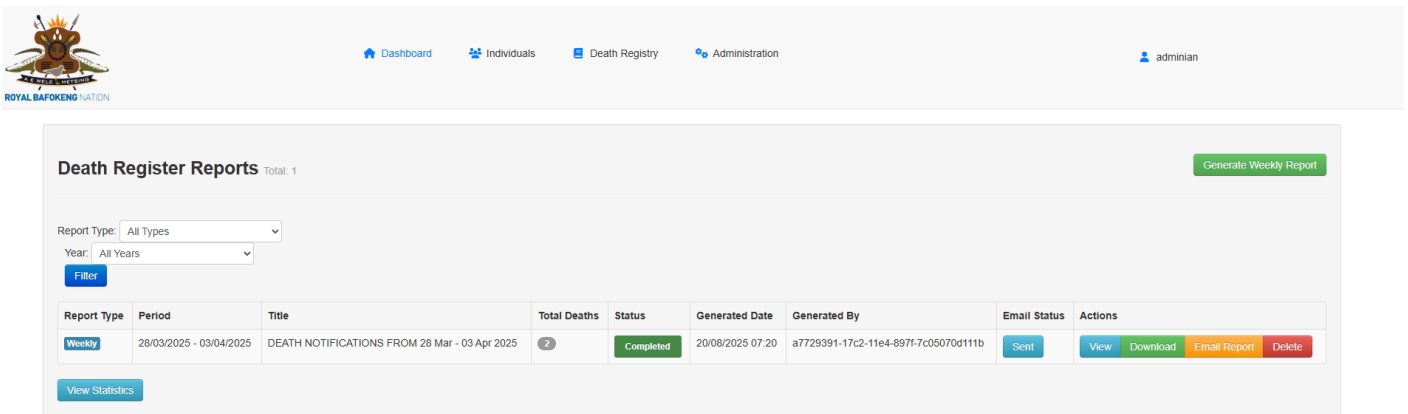
## Navigate to Death Register Reports

Hover over the Death Register in the top menu and select Death Register Reports



## Generate the Weekly report

Click on the Generate Weekly Report



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## Generate Report

Select the correct week / Friday and generate the report.



### Generate Weekly Death Register Report

[Back to Reports](#)

Death Register Reports Generate Weekly Report

### Generate New Weekly Report

Select Week Start Date: 2026/01/23 (Friday)

Select any date within the week. The system will automatically calculate the Friday-Thursday period.

[Generate Report](#) [Cancel](#)

### Information

- Weekly reports cover a Friday to Thursday period
- Only deceased individuals within the selected week will be included
- Individuals already included in previous reports will not be duplicated
- The report will be generated as a Word document with Royal Bafokeng formatting
- Report includes: Name, ID Number, Gender, Birth/Death dates, Contact info, Village, and more

The report will be created and summary will be provided of the report's details and deaths included.



Weekly death register report generated successfully for 06/06/2025 to 12/06/2025. Total deaths: 3

### Death Register Report Details

[Back to Reports](#)

Death Register Reports View Report

### Report Information

Report Type: **Weekly**  
 Period: 06/06/2025 - 12/06/2025  
 Title: DEATH NOTIFICATIONS FROM 06 Jun - 12 Jun 2025  
 Total Deaths: **3**  
 Status: **Completed**  
 Generated Date: 26/01/2026 10:01:39  
 Generated By: a7729391-17c2-11e4-897f-7c05070d111b  
 File Size: 8.72 KB

[Download Report](#) [Delete Report](#) [Back to List](#)

### Individuals in Report (3)

Name	Gender	Date of Birth	Date of Death	Burial Date	Age	Cause of Death	Reporting Person	Contact Numbers	Kgotla	Village	Kgosana	Actions
IAN DOUGLAS HALDANE FORBES 8311255981054	Female	25/11/1983	12/06/2025	21/06/2025	41	Natural	FUMELERes MARILO	6456546456	Napo	Tsitsing	Neo Daniel Motepe	<a href="#">View</a>
MAMA SOPHIA MASILO 4808100755455	Female	10/08/1948	12/06/2025	21/06/2025	76	Natural	ITUMELENG MASILO	047 788 8888	Napo	Tsitsing	Neo Daniel Motepe	<a href="#">View</a>

# Download/Send Death Register Report

## Navigate

Navigate to the Death Register Report page

## Report List

List displays whether the Report has been sent via Email.

Select to either:

- View (Review's the report details)
- Download (the report will be downloaded in Word document format)
- Email (Sends email to dedicate recipients or others)

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Dashboard Individuals Death Registry Administration adminian

View Death Registry Register New Death Death Register Reports

Death Register Reports Total: 2 Generate Weekly Report

Report Type: All Types Year: All Years Filter

Report Type	Period	Title	Total Deaths	Status	Generated Date	Generated By	Email Status	Actions
Weekly	06/06/2025 - 12/06/2025	DEATH NOTIFICATIONS FROM 06 Jun - 12 Jun 2025	3	Completed	26/01/2026 10:01	a7729391-17c2-11e4-897f-7c05070d111b	Not sent	View Download Email Report Delete
Weekly	28/03/2025 - 03/04/2025	DEATH NOTIFICATIONS FROM 28 Mar - 03 Apr 2025	2	Completed	20/08/2025 07:20	a7729391-17c2-11e4-897f-7c05070d111b	Sent	View Download Email Report Delete

View Statistics

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## Email Report

Click on Email Report

The email form will populate the the standard recipients of the report, any of the email address can be removed or additional emails can be added.



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## Death Register Reports

Report Type: All Types

Year: All Years

Filter

Report Type: Period

Weekly 06/06/2025 - 12/06/2025

Weekly 28/03/2025 - 03/04/2025

View Statistics

### Email Death Register Report

Report Details: DEATH NOTIFICATIONS FROM 06 Jun - 12 Jun 2025 | Period: 06/06/2025 - 12/06/2025 | Deaths: 3

#### Email Addresses (one per line)

ian.forbes@bafokeng.com  
iandouglasshaldane@gmail.com

One email address per line

#### Subject

Death Register Report: DEATH NOTIFICATIONS FROM 06 Jun - 12 Jun 2025

#### Document Attachment:

The death register report document will be automatically attached as a Word (.docx) file

#### Message Body

Dear Recipient,

Please find attached the Death Register Report: DEATH NOTIFICATIONS FROM 06 Jun - 12 Jun 2025

Report Period: 06/06/2025 - 12/06/2025

Total Deaths: 3

Generated Date: 26/01/2026 10:01

Best regards,

Royal Bafokeng Administration  
RBN Institutional Governance

Cancel

Send Email

adminian

Generate Weekly Report

Cancel Email Report Delete

Cancel Email Report Delete