

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)

The screenshot shows the 'Death Register Reports' page. At the top, there is a navigation bar with 'Dashboard', 'Individuals', 'Death Registry', and 'Administration'. The 'Death Registry' menu is open, showing 'View Death Registry', 'Register New Death', and 'Death Register Reports'. The user is logged in as 'adminian'. The main content area has a 'Generate Weekly Report' button. Below this, there are filters for 'Report Type' (All Types) and 'Year' (All Years), with a 'Filter' button. The main table displays two reports:

| 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 | 26/01/2025 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 |

At the bottom left, there is a 'View Statistics' button. At the bottom center, there is a copyright notice: '© Royal Bafokeng Nation 2025'.

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.

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
iandouglashaldane@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

Revision #1

Created 26 January 2026 08:04:37 by Admin

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