

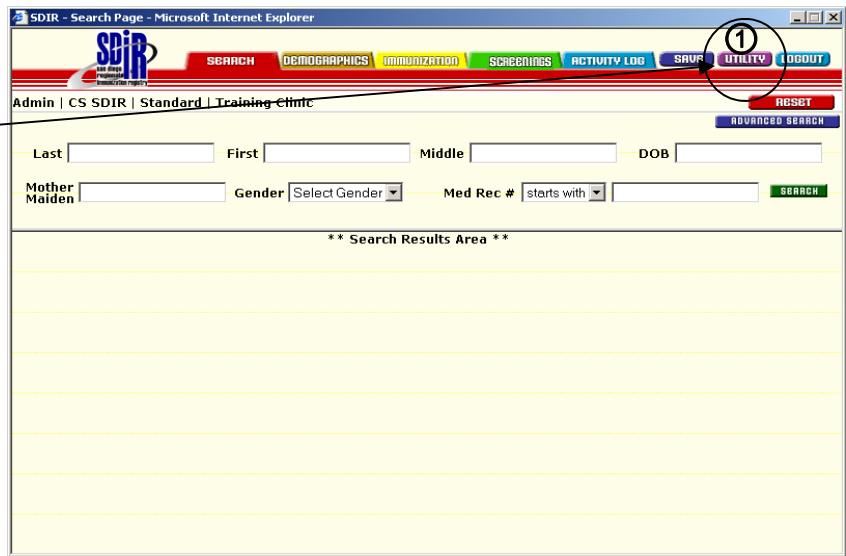
# ADMINISTRATION

## How to Change Your Password

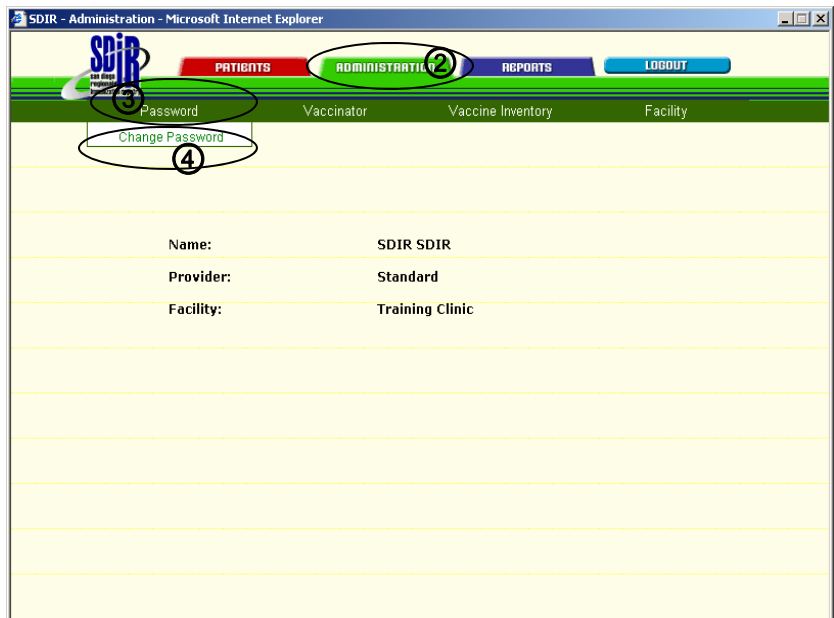
You will be required to change your password every 90 days.  
You have to use a combination of letters, numbers and symbols from between 6 and 32 characters  
but remember that they are case sensitive.

**Most likely you will not change your password until prompted to do so (every 90 days). When you receive the prompt, follow the directions to change your password. Rarely, you will want or need to change your password prior to the 90-day prompt. If it is necessary to do this, follow the instructions below:**

① Click on the UTILITY tab



② Application defaults to "Administration"  
③ Put cursor on "Password"  
④ Click on "Change Password"



- ⑤ Enter new password\*
- ⑥ Re-enter new password to confirm
- ⑦ Click on “Submit”

SDIR - Change Password - Microsoft Internet Explorer

SDIR  
SDIR  
SDIR

PATIENTS ADMINISTRATION REPORTS LOGOUT

Password Vaccinator Vaccine Inventory Facility

User ID: sdi069  
Name: SDIR SDIR  
Provider: Standard  
Provider ID: 69  
New Password: ⑤  
Confirm Password: ⑥  
SUBMIT ⑦

### **\*IMPORTANT!**

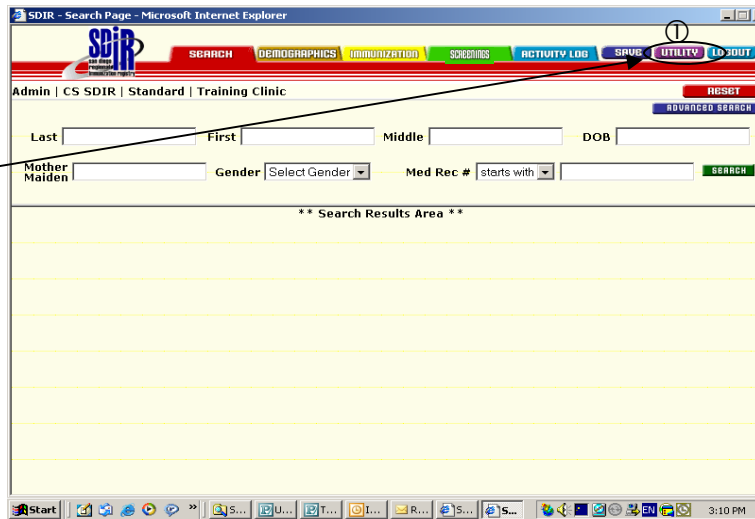
Your password must be at least 6 characters but no more than 32. It must include at least 1 uppercase letter and 1 special character from the following list:

- ! @ # \$ % ^ & \* \_ + =

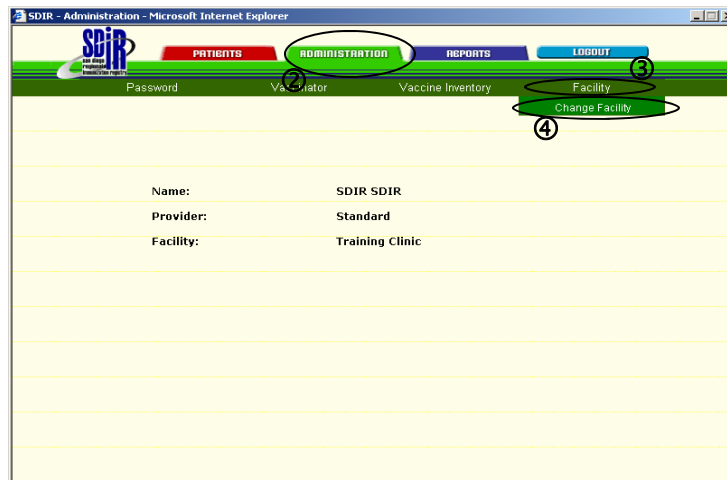
It also cannot be a password that you have used before.

# How to Change the Facility

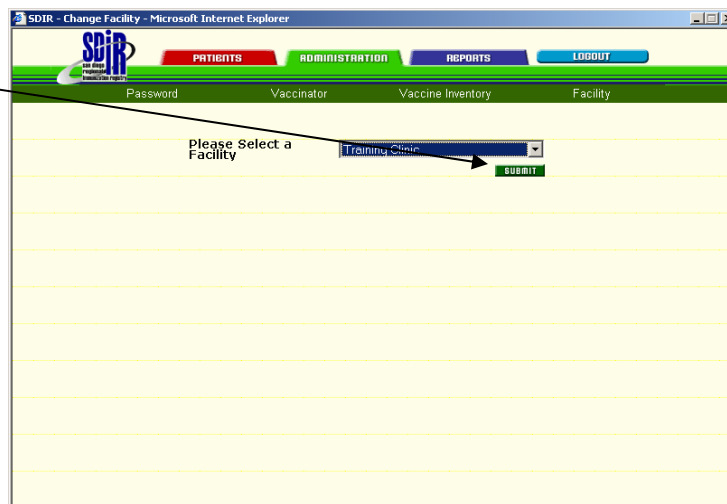
① Click on the Utility Tab.



② Application defaults to "Administration":  
③ Place cursor on "Facility"  
④ Click on "Change Facility"



Select a facility.  
Click on "Submit"



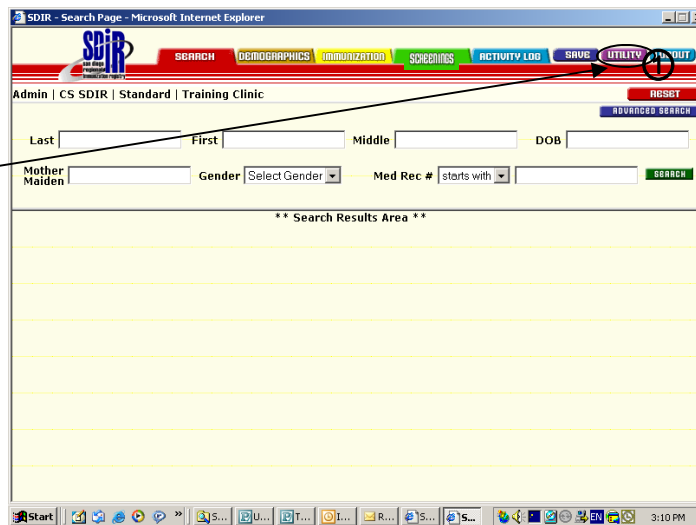
# REPORTS

## Assessment Report— Patient Activity Report

The “Patient Record Activity Report” will display each individual user’s data input for:

- Specific age groups
- Total number of immunizations entered for each age group
- Total number of patients added in each age group
- Total number of immunizations modified for each age group
- Total number of patients modified in each age group
- Total number of patient transcribed (copied to home record)
- Total immunizations (IZ) viewed
- Grand total for the selected period for each type of data

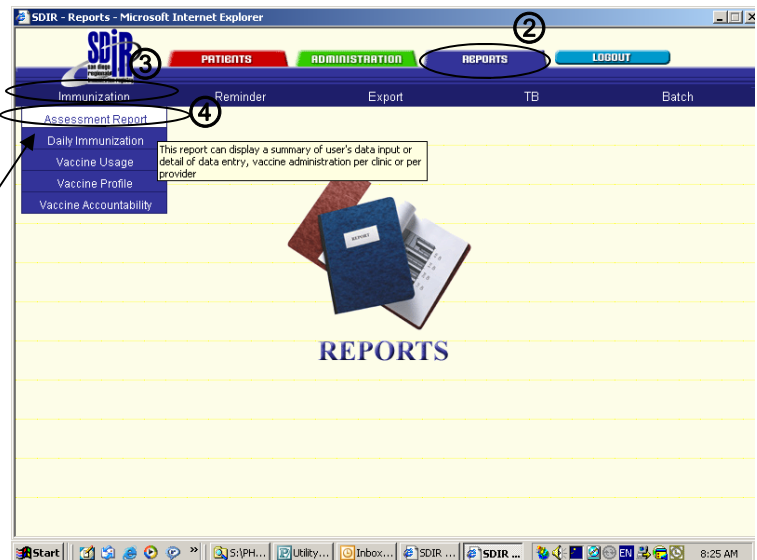
① Click on the UTILITY tab



② Click on “Reports”

③ Put cursor on “Immunization”

④ Click on “Assessment Report”



⑤ For the Patient Record Activity Report, enter the following

**Explanations of fields:**

Facility: Where the vaccinations were entered

Entry Dates: The date range that the report should cover/when the data

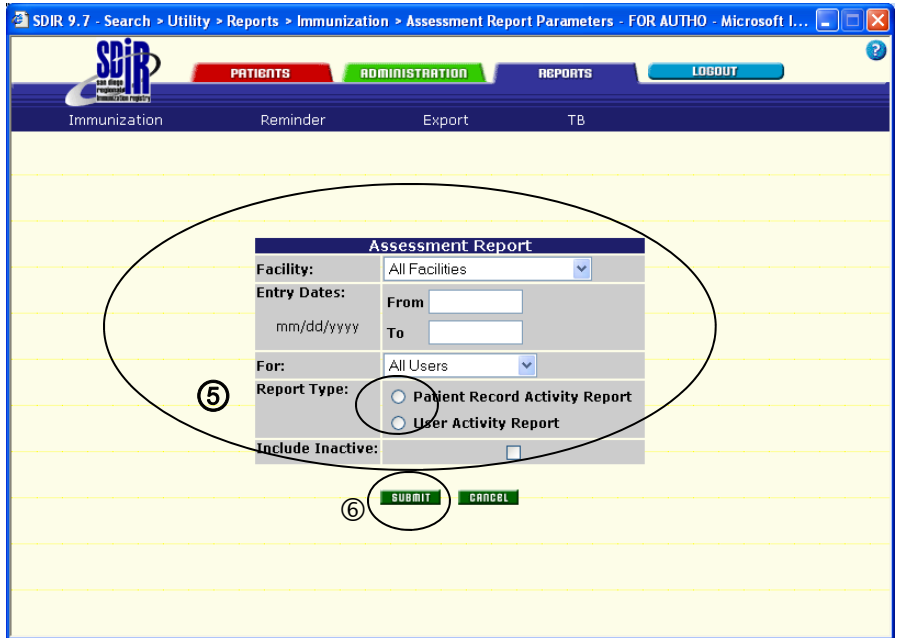
entry of the vaccinations occurred

For: There are several options to run the report – by all users at a facility or for specific individuals

Report Type: The report can be a “Patient Record Activity Report” or Include Inactive:

The default setting of the computer is to run the report only for active users. However, by clicking in this box, you can choose to include inactive users in the report, too.

⑥ Click on “Submit” to view

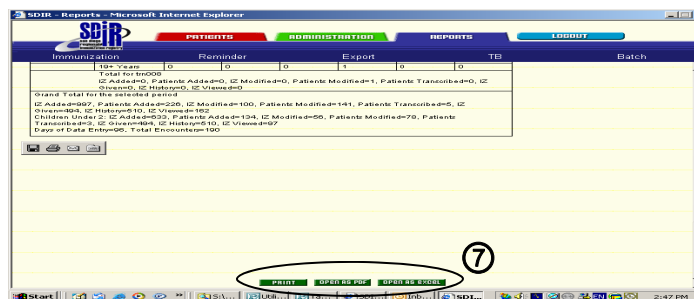
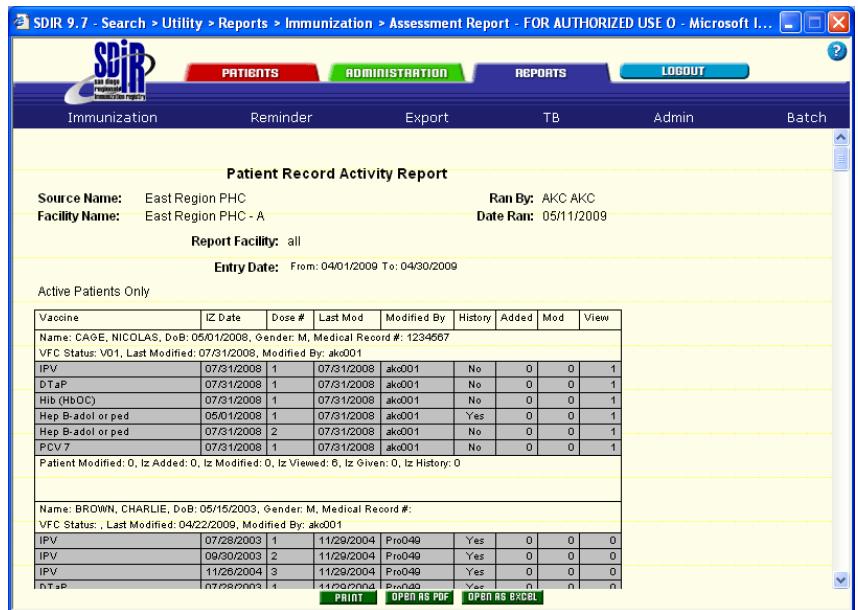


⑦ To print, scroll down and click on “Print” (located on the far bottom of screen)

The “Patient Record Activity Report” is separated by User Name (last name, first name), Age Group, number of Immunizations Added, number of Patients Added, number of Immunizations Modified (e.g., the date of an immunization listed was corrected), number of Patients Modified (e.g., an address of a patient was modified), Patients Transcribed (copied to home record) and IZ viewed (immunization records viewed).

A grand total of each category is given at the end of the report.

Note: Besides printing the report, it can be opened as a PDF document or as an Excel file. Click on the appropriate button at the far bottom on the screen.



## Assessment Report - User Activity Report

The “**User Activity Report**”—is used for the assessment of data entry and vaccine administration per clinic or per provider.

The following data elements are displayed:

- Patient last name
- Patient first name
- Patient date of birth
- Gender
- Medical Record #
- VFC Status (Vaccines for Children)
- Vaccine(s) administered
- Vaccination date
- Dose number
- Modified date (date when data was entered)
- Modified by (User name of the person who entered data)
- History (if historical immunization data was entered)
- Immunizations (IZ) Added
- Immunization (IZ) modified
- Immunizations (IZ) viewed

**It is important that you choose the correct FACILITY when you run this report!**

① Click on the UTILITY tab

SDIR - Search Page - Microsoft Internet Explorer

SEARCH DEMOGRAPHICS IMMUNIZATION ACTIVITY LOG **UTILITY** LOGOUT

Admin | CS SDIR | Standard | Training Clinic

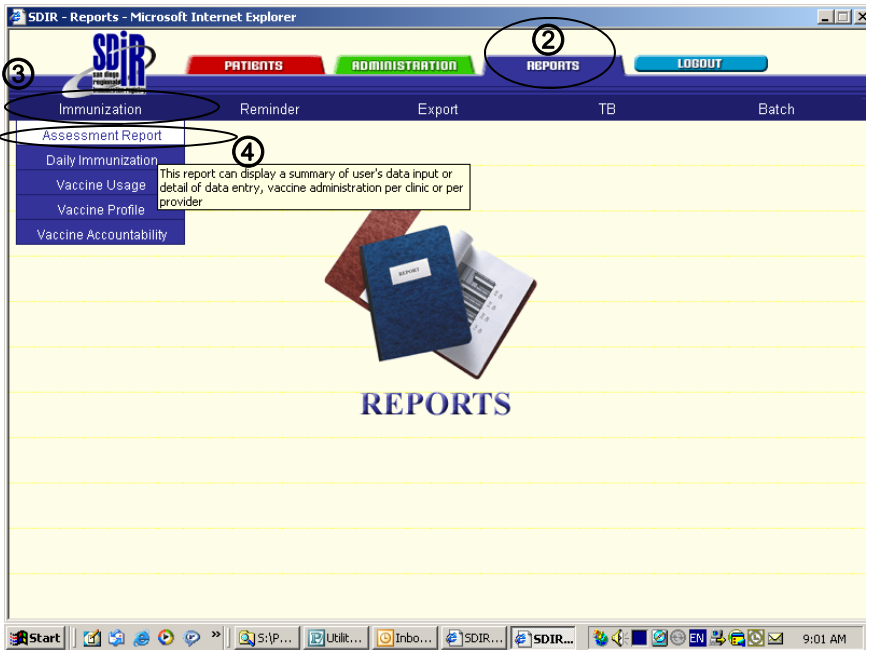
Last  First  Middle  DOB

Mother Maiden  Gender  Med Rec # starts with

\*\* Search Results Area \*\*

Start | [Icons] | 3:10 PM

- ② Click on “Reports”
- ③ Put cursor on “Immunization”
- ④ Click on “Assessment Report”



- ⑤ Complete information, including choosing “User Activity Report”

**Explanations of fields:**

Facility: Where the vaccinations were given

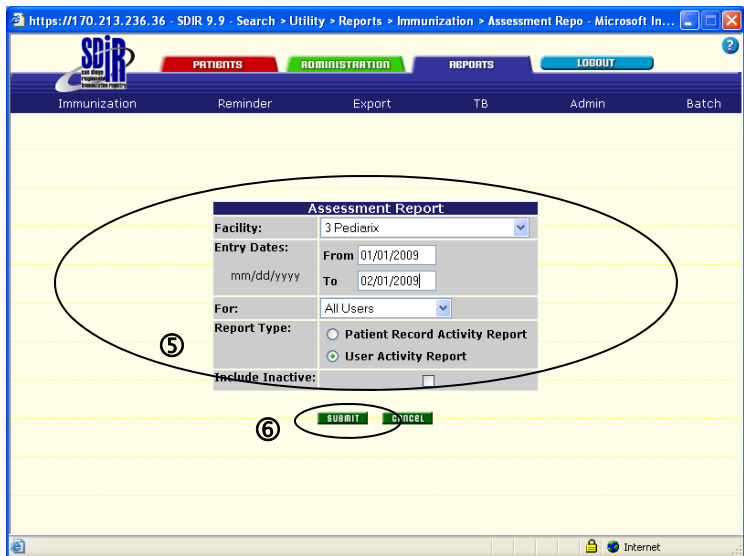
Entry Dates: The date range that the report should cover/when the data entry of the vaccinations occurred

For: There are several options to run the report – by all users at a facility or for specific individuals (user names)

Report Type: User Activity Report” (by age group)

Include Inactive: The default setting of the computer is to run the report only for active users. However, by clicking in this box, you can choose to include inactive users in the report, too.

- ⑥ Click on “Submit” to view the report



A Grand Total will be at the bottom of the report.

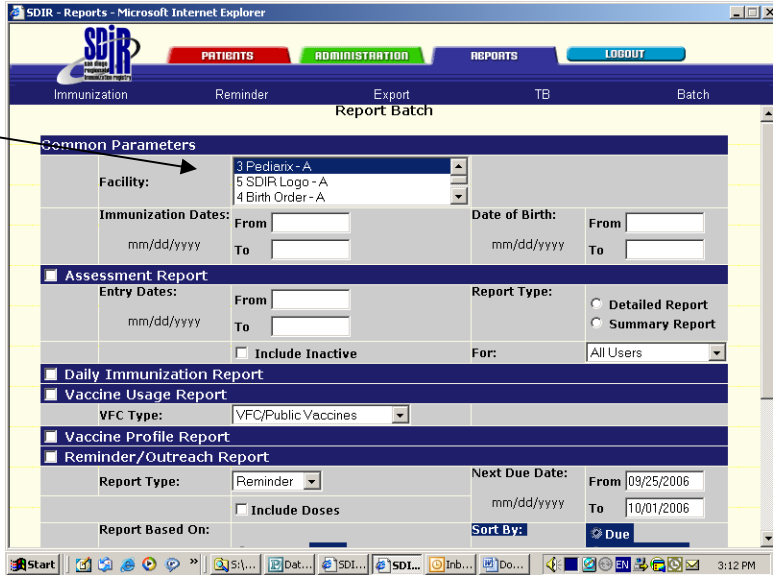
Immunization	Reminder	Export	TB
One, Training (In001)			
0 to 1 Year	0	1	0
1 to 2 Years	0	1	0
2 to 3 Years	0	1	0
3 to 5 Years	0	0	1
6 to 10 Years	0	1	0
10+ Years	0	0	0
Total for In001	0	4	1
Six, Training (In006)			
0 to 1 Year	0	0	0
1 to 2 Years	0	0	0
2 to 3 Years	0	0	0
3 to 5 Years	0	0	0
6 to 10 Years	0	0	1
10+ Years	0	0	0
Total for In006	0	0	1
Grand Total for the selected period	0	4	2

## Report Batch

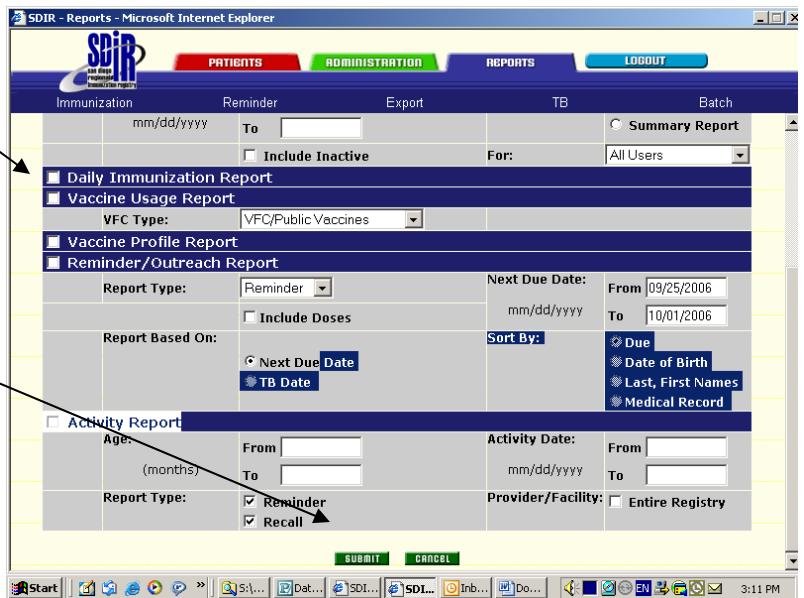
A variety of reports can be requested from this one screen instead of having to go from one report screen to another. Follow the directions in the specific report section on how to enter the report criteria.

Start with selecting the facility that you want to run the multiple reports. You can select multiple facilities by clicking on the name of the facility while holding the Control (Ctrl) key down.

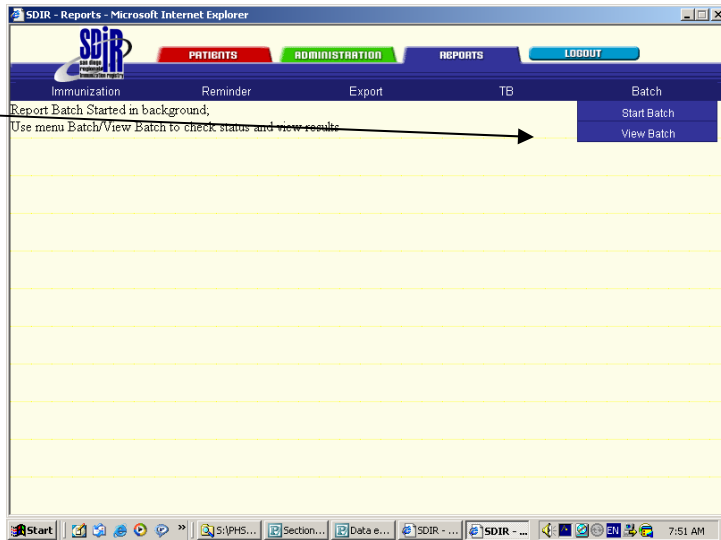
Enter the immunization dates and date of birth range for the individuals you want to see in your report summaries.



After selecting the reports and entering any additional criteria, click on the "Submit" button.



After submitting the report, you will see the following screen. Click on the “View Batch” to see the results.



The View batch screen shows the status of the reports. All are finished running.

Note: If a report says “Not finished, then wait a few more minutes, click on the View Batch. You will see that all of the reports have the status of “finished”.

The reports for the different facilities can be identified by their facility number. Click on the underlined blue text to open.

Reports will be available on this screen for a 3 days.

Click “Remove” to delete them manu-

