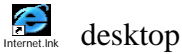


How Do You Log In?

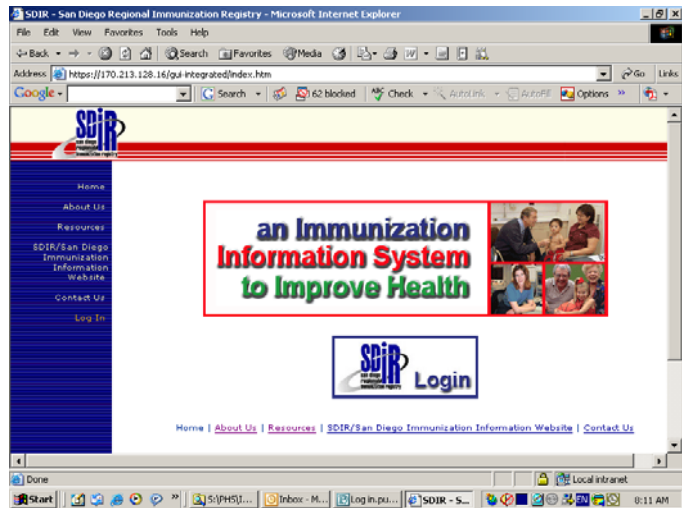
- 1 Click on the Internet Explorer icon on your



Type the following address:

www.sdir.org

- 2 Press Enter then click on “SDIR Login”



- 3 Type in your Username
(lower case letters only)

- 4 Type in your Password

- 5 Click on “Login”

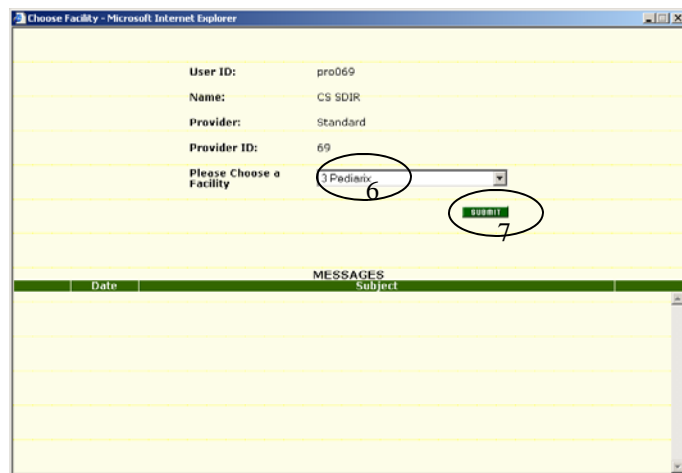


- 6 Choose a Facility

(this is the facility where the shots will be or were given)

Be careful! Make sure you choose the correct facility!

- 7 Click on “Submit”



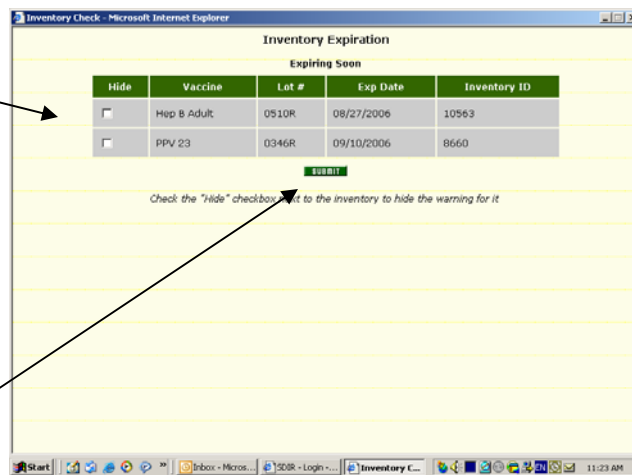
Please note: The SDIR session will be timed out after 30 minutes unless you move the mouse in the application. The “session timeout” is to protect personal health information.

Alerts for Expiring and Expired Vaccine Lots

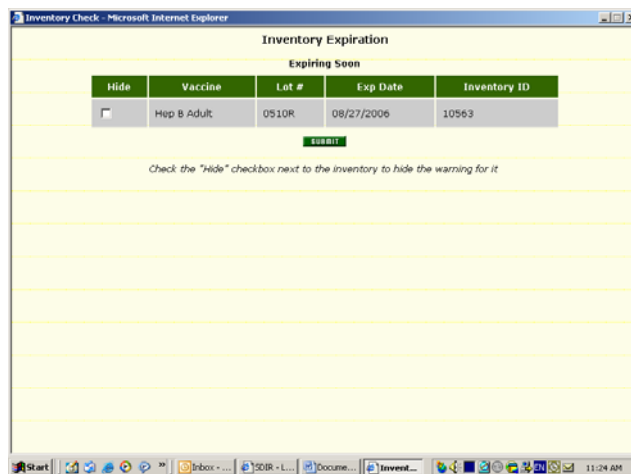
Users will now be able to view and control an alert for expiring inventory so that the facility can manage their vaccine inventory more effectively. After logging into the facility, if there is inventory that will expire in the next ten days, then a screen will appear which lists each vaccine lot that will expire. (Please note: The alert will also appear if the facility has expired inventory.)

The user can choose to hide or suppress the warning alert by clicking in the radio button of each lot. Otherwise, after each log-in, the alert will appear.

Note: If you want to let the notice continue to appear and just continue on in the application, just click on the submit button.

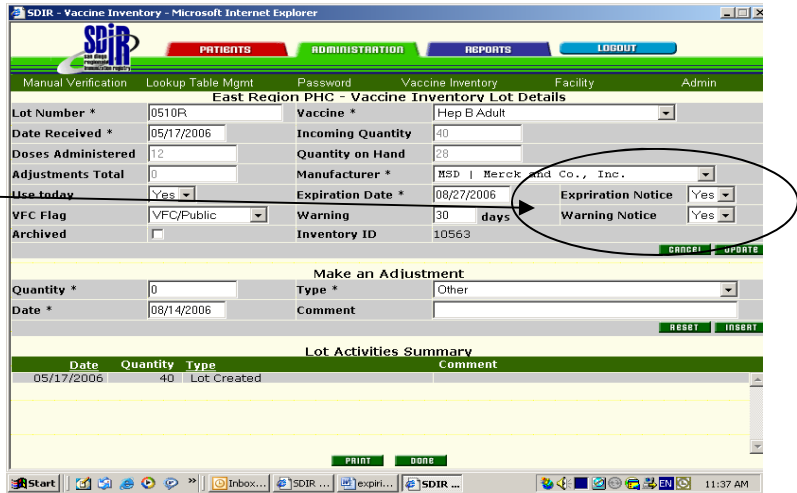


After selecting PPV23 to hide, only one vaccine lot appears after the next log-in.



How to control the alert from inventory

The alert can also be controlled for each lot by going into the Utility Tab under Vaccine Inventory. Choose “Yes” to show after log-in or “No” to hide from the warning from the screen after log-in.

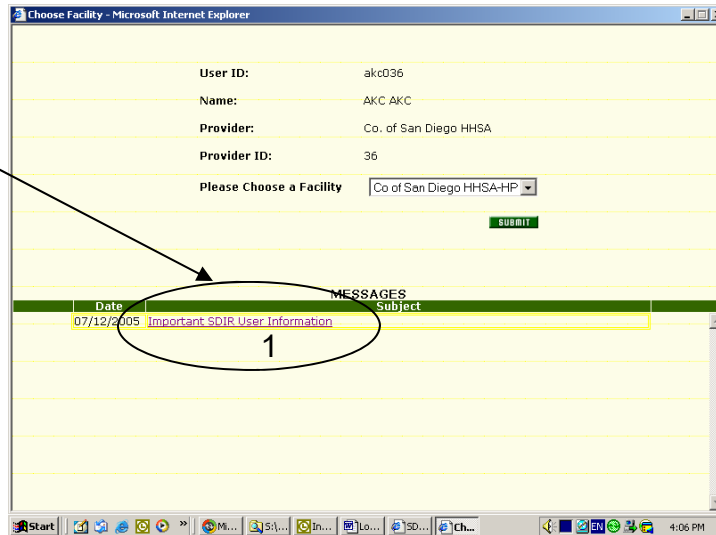


Reading SDIR Broadcast Messages

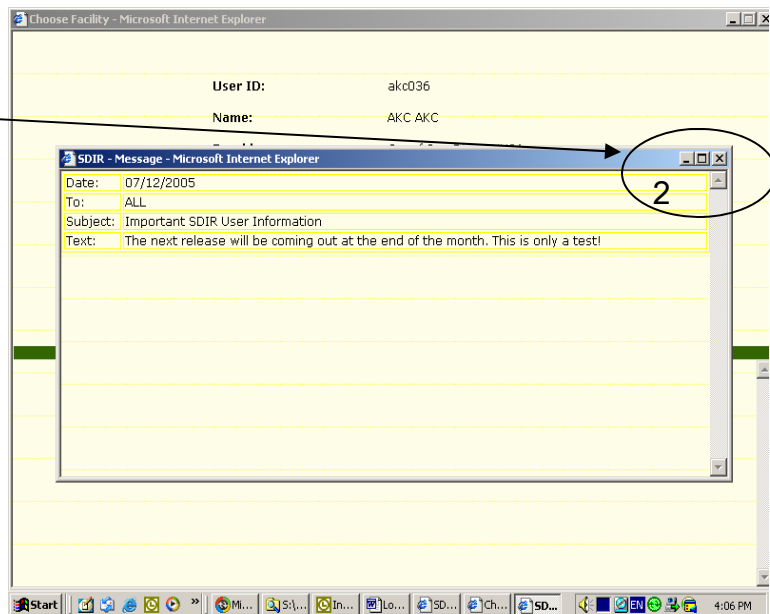
SDIR will periodically post a message to all or some users regarding important information about the registry.

The messages will be removed by the SDIR administrator after a determined period of time.

① Click on the underlined text to open a box to see the entire message.

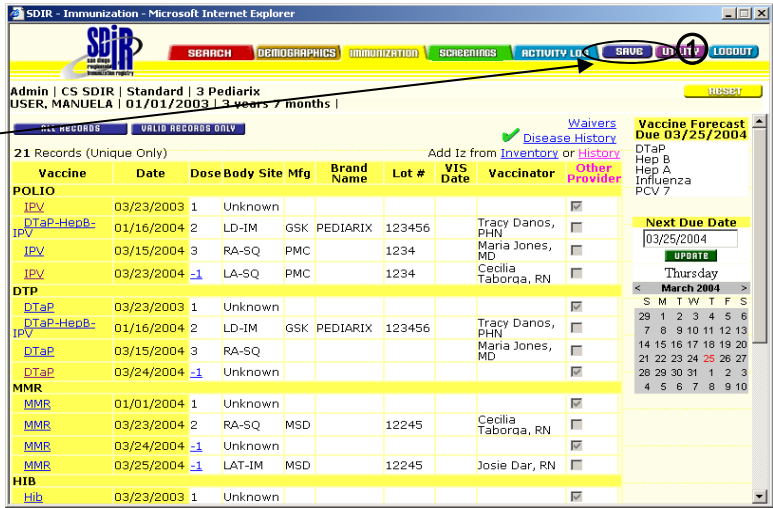


② Once the entire message has been read, click on the "x" at the top right corner to close the box.



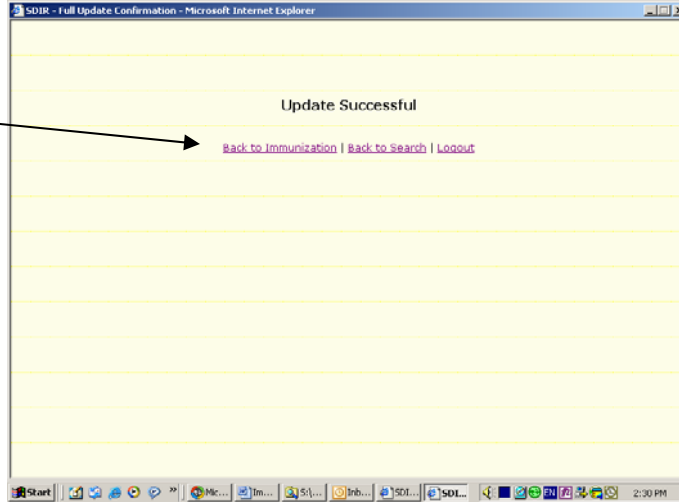
How to Save Changes

Click on the SAVE tab after you have entered all information pertaining to the patient.



You will be redirected to a screen which will give you three options: 1) to return to the place where they were such as Immunization, Demographics, etc., 2) to go back to Search, or to 3) Logout.

Note: The three after save option are only available on the main



You can move freely from screen to screen without needing to save as you go. In fact, it is better NOT to save every step as each one will be listed in the ACTIVITY LOG.

How to Log Out

Even though users will be automatically logged out after 30 minutes of inactivity in the application, it is recommended to develop the practice of logging out.

