

Personal & Organization Settings

Why Would I Use the Settings Menu? This function, located on the left hand navigation menu, allows you to set up system defaults for faster data entry by populating commonly used fields. You can set up personal settings for your individual IIS user account and also organization settings that apply to all IIS users that document in the IIS under your organization.

Individual User Settings: We recommend the following settings for individual users working at one clinic or facility: Vaccination Defaults, Anatomical Injection Site Defaults, and Vaccine Default Volume.

Personal Settings The following settings are recommended for your individual IIS account. They are not applied to all user accounts at your facility.

In the left hand navigation menu, click on the **Settings** menu heading.

- Click on **Personal**.
- Several options will be shown, click the **plus sign** to expand the criteria and click **update** to make changes.



- The most effective fields to update for quick data entry are **Vaccination Defaults, Anatomical Injection Site Defaults, and Vaccination Defaults.**

Adding a Default Vaccinator Name

- Starting from Personal Settings, click the plus sign to left of **Vaccination Defaults.**
- Click **Update** at the bottom right of the **Vaccination Defaults** section.
- Select a default vaccinator from the drop down list. If you are an organization level user you will then need to select a facility from the drop down list.
- Click **Save.** Once this change is saved, any time you enter a vaccine, the vaccinator field will automatically show the default vaccinator and the facility you selected in the previous steps.



Tip: This setting change will apply the facility and vaccinator name to all records documented by that user. If you float between locations, this is not recommended.



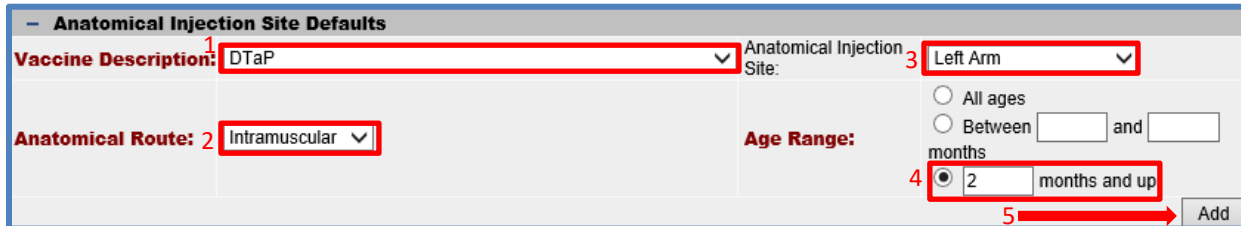
Adding Default Vaccination Route & Site

- From the Personal Setting Screen click on the plus sign to the left of **Anatomical Injection Site Defaults.**
- Select the appropriate **Vaccine Description** (vaccine type) from the dropdown list.
- Choose the **Anatomical Injection Site** from the drop down list.
- Choose the **Anatomical Route** from the dropdown list.

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- e. If you would like to apply the defaults to certain age groups, type the age range in the fields. Otherwise, select the **All ages** radio button.
- f. Once you make your selection, click the **Add** button.
- g. Repeat these steps to set up default vaccination routes and sites for additional vaccines.




Tip: You can override any default when adding an administered vaccine.

Adding a Default Vaccine Volume

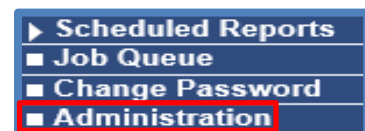
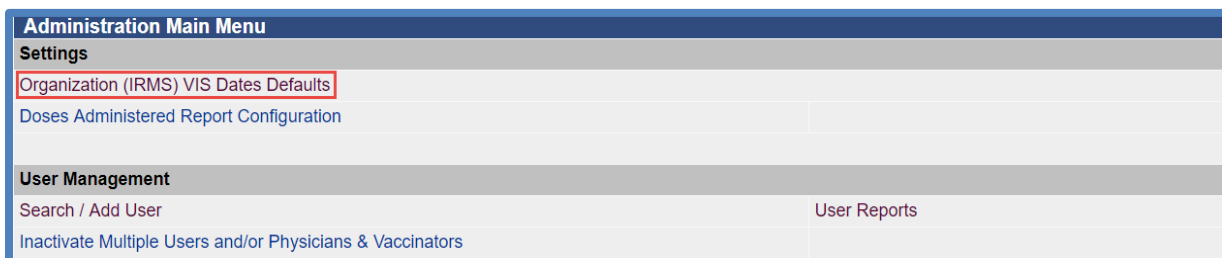
- a. Click the plus sign to left of **Vaccine Default Volume**.
- b. Select the appropriate vaccine from the drop down menu.
- c. Type the dose size you want to use as your default in the space provided. Only type a number. The system automatically adds the unit of measure (e.g. mL).
- d. Click **Add**. Repeat these steps for each vaccine type.



Organizational Settings

How Can I Add a Default VIS Publication Date for Every Immunization? We recommend setting up the VIS Publication Date defaults for *all IIS users in your organization*. This ensures every vaccination entered into the IIS by a user within your organization has the correct VIS publication date. Setting the VIS publication date defaults at the organization level allows one organization client user to manage this setting and ensures this data is applied to every vaccination documented for your organization.

1. Log into the IIS with your Organization Client Account. This is an account that allows the user to access all facilities under an organization.
 - a. Using the navigation menu, click on the **Administration** menu heading.

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- b. Click on **Organization (IRMS) VIS Dates Default** under Settings.
- c. Select **Click to Add** on the second line, after **Organization (IRMS) VIS Publication Date Defaults**.

Vaccine Management Settings	
Organization (IRMS) VIS Publication Date Defaults click to add	
Organization (IRMS):	Copy Organization (IRMS) Dates:

- d. Select the vaccine type from the **Vaccine Description** dropdown list.
- e. Type in the **Publication Date** for the vaccine you selected. For vaccines with multiple VIS (e.g. Pediarix), enter each date in the fields provided (e.g. Publication Date 1, Publication Date 2, Publication Date 3).
- f. Click the **Save** button to save your changes.



Tip: You must have an Organization (IRMS) Client Account with the System Administration permission to set these defaults for every immunization given by your organization. **NOTE:** If you create user-level personal settings they will override organization-level defaults.



Questions? Contact the IIS Help Desk at 1-800-325-5599 or WAIISHelpDesk@doh.wa.gov

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