



Administrative User Training

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I. Introduction

Welcome to Administrative User Training for the IRIS Immunization Information System.

IRIS is a population-based web application containing consolidated demographic and immunization history information. IRIS performs a variety of functions for health care providers including:

- Recording immunizations, contraindications, and reactions
- Validating immunization history and providing immunization forecasts
- Producing recall and reminder notices, vaccine usage, and patient reports
- Managing vaccine inventory
- Ordering state supplied vaccines

Access to the web application is available at www.IRIS.iowa.gov. By law, only authorized users are allowed to access immunization information in IRIS. Authorized users include health care providers, local health departments, health plans, schools, and child care facilities. Additionally, health care providers may only obtain information specific to their own patients. Schools and childcare facilities may only access records specific to their enrollees.

II. Training Objectives

Upon completion of Administrative User Training, participants can:

- Maintain, edit, and add user accounts
- Modify access to user accounts
- Add, edit, delete, and list schools
- Add, edit, delete, and list physicians
- Add, edit, delete, list, and merge clinicians

III. Training Resources

- Help Desk: 1-800-374-3958
- Website: <http://www.idph.state.ia.us/ImmTB/Immunization.aspx?prog=Imm&pg=Iris>
- Online Help (Light bulb )
- User Manual
- Webinars (Live and Pre-recorded)
- Self-guided online training videos

Additional Information:

- For self-guided online training videos, new users can go to IRIS at www.IRIS.iowa.gov and click the **Training** tab at the top of the page.

IV. Administrative User Functions

At least one Administrative user must be designated for an organization. The designated staff person must then be assigned the Administrative use role in IRIS. This is accomplished by calling the IRIS Help Desk (1-800-374-3958).

The Administrative user is responsible for performing the following functions in IRIS:

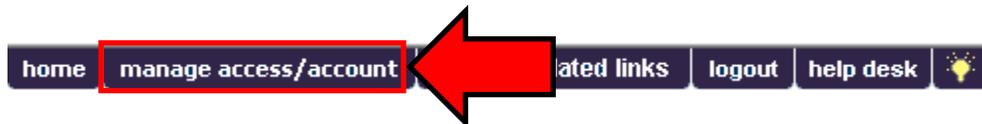
- Managing Access
- Maintenance

V. Managing Access

Maintaining Users

IRIS allows Administrative users to edit user accounts for their organization(s). To edit user accounts, the Administrative user must find the corresponding user account in IRIS prior to editing the account information. To find a specific user account within your organization:

1. Click the **manage access/account** button in the menu bar.



2. Click **Edit User** underneath “Manage Access” in the menu panel.



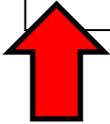
3. On the “Edit User – Search” page, click the user’s organization from the Organization drop-down list. If you are associated to only one organization, IRIS will default to your organization’s name.
4. Click the appropriate Status of user account for which you are searching.
5. Enter the first and last name of the user for whom you are searching, or leave both fields blank to display a complete list of users associated to your organization.
6. Click the **Find** button.

A screenshot of the 'Edit User - Search' form. At the top, it shows 'Application: IRIS' and 'Organization: IR Physicians'. Below this are three status options: 'Status Active Disabled Terminated '. At the bottom, there are two input fields: 'Last Name' with the value 'Test' and 'First Name' with the value 'Sample'. To the right of the form are two buttons: 'Find' and 'Refresh'. A large red arrow points to the 'Find' button.

To get a complete list of users, leave both fields blank and click the find button.

7. All user accounts matching the criterion used in steps 4-6 is displayed underneath the “Search Results” portion of the page.
8. Click the last name hyperlink for the corresponding user account.

Search Results			
Last Name	First Name	MI	User Name
Test	Sample		tsample



9. You will then be directed to the user’s account information, where you can edit information and modify access.

[Edit User](#)
[Modify Access](#)

User Id 18109

* User First Name

* User Last Name

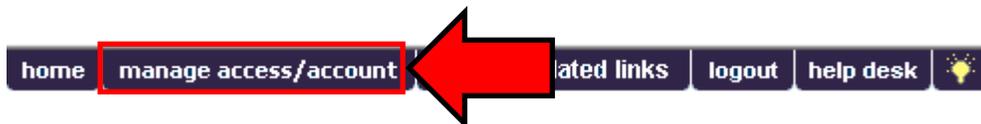
User Middle Initial

* Username

Editing My User Account

IRIS allows all users to manage their own user account information. To verify or edit your user account information:

1. Click the **manage access/account** button in the menu bar.



2. Click **Edit My User Account** link underneath “Manage My Account” in the menu panel.



3. On the “Edit User” page, you can change all information listed including; user first name, user last name, street address, email address, and phone number.
4. Click the **Save** button. If changes were made, the message “User Updated” appears at the top of the page.
- 5.

Edit User

* User First Name

* User Last Name

User Middle Initial

* Street Address

Other Address

P.O. Box

* City

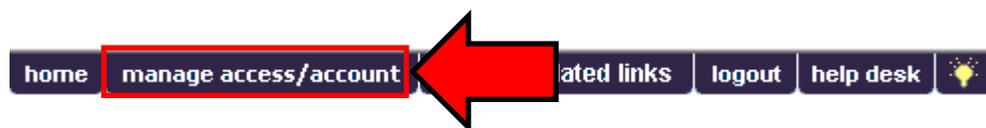
* State * Zip -

* Email

* Phone Number - Ext

Adding a Single User

1. Click the **manage access/account** button in the menu bar.



2. Click **Add User** underneath “Manage Access” in the menu panel.



3. Enter the required information. Required information is blue text as opposed to black text and is denoted by an asterisk (*).
4. Click the **Save** button. The following message will display at the top of the page: "User Added, please proceed to the Modify Access tab. User does not have access until you do."

**** User Added, please proceed to Modify Access Tab. User does not have access until you do! ****

The screenshot shows a web form titled "Edit User" with a sub-tab "Modify Access". The form contains the following fields and options:

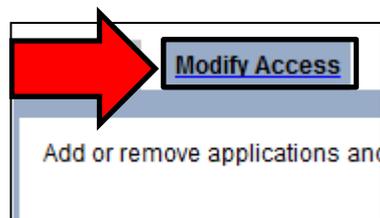
- User Id: 18301
- * User First Name: John
- * User Last Name: Doe
- User Middle Initial: (empty)
- * Username: jdoe
- New Password: (empty)
- Confirm New Password: (empty)
- Status: Active Disabled Terminated
- Street Address: (empty)
- Other Address: (empty)
- P.O. Box: (empty)
- City: (empty)
- State: IA (dropdown)
- Zip: (empty) - (empty)
- Email: (empty)
- Phone Number: (empty) (empty) (empty) Ext: (empty)

A red arrow points to the "Save" button at the bottom of the form.

Modifying Access

After adding a user, you must complete the Modify Access page to assign the user the appropriate level of access to the appropriate organization. To give a user access:

1. On the Edit User page, click the **Modify Access** tab.



2. Click the appropriate Organization for the user from the **Organization** drop-down list.
3. Click the appropriate Role for the new use from the **Role** drop-down list.
4. Click the **Add** button underneath “Add Access”.

Edit User **Modify Access**

Add or remove applications and organizations to which this user has access.

User JosephTest Zehner

Application	Organization	Role	Add Access
IRIS	IR Physicians	Standard User	Add

5. Click the **Save** button once you have finished entering access information for this user.

**** Update in progress, press Save to keep ****

Current list of organizations and applications. *Select user from this list to update their role or status.*

Application	Organization	Role	Status	Select
IRIS	IR Physicians	Standard User	Active	<input type="checkbox"/>

6. You will then see the message “**User Updated**” at the top of the screen and the user now has access to the organization.

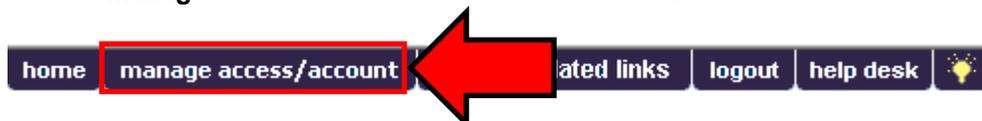
Additional Information:

If you grant a user access to more than one organization, he or she must select the specific organization to access upon logging into IRIS.

Adding Multiple Users

Administrative users have the option of adding multiple standard users at once for their organization. This is the quickest way to create standard user accounts. To add multiple standard users:

1. Click the **manage access/account** button in the menu bar.



2. Click **Add Multiple Users** underneath “Manage Access” on the menu panel.



3. Click **IRIS** from the Application drop-down menu and click your organization from the Organization drop-down menu.
4. Enter the last name, first name, user name, password, and role for the user.
5. Click the **Add** button.

A screenshot of the "Add Multiple Users" form. It shows "Application: IRIS" and "Organization: IR Physicians" with a "Refresh" button. Below this is a table with columns: Last Name, First Name, User Name, Password, Role, and Add User. The table contains one row with values: Test, Sample, stest, a masked password, and Standard User. A red arrow points to the "Add" button at the end of the row.

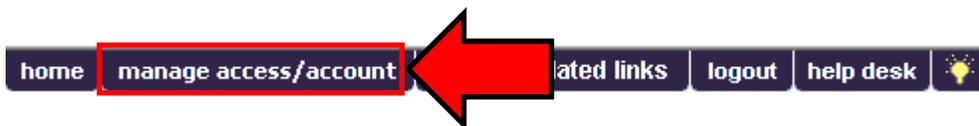
Last Name	First Name	User Name	Password	Role	Add User
Test	Sample	stest	Standard User	Add

6. You will then see the user added to the list of Current Users in the section below. Repeat steps 3-5 for each additional user.

VI. Managing Organizations

Administrative Users also have the ability to edit Organization information. To do this:

1. Click on the **Manage access/account** button in the menu bar.



2. Click **Edit Organization** underneath “Manage Access” on the menu panel.



3. In the search **string field** type in your Organization name.
4. Click **Search**. Only organizations you have access to will be searchable.

Organization Search Criteria

Edit Organizations

Select your organization's name to view and/or update information.
 Note: parent organization names are marked with an "*".



Search Field

Search String

5. Once you located the organization, click on the **blue hyperlink**

Search Field

Search String

Search Result

Name	Org Code	VFC Pin	City	County	Open
IR PHYSICIANS 	IRPH	Z90090	DES MOINES		Y

6. You can see the fields you are able to edit. Once you edit the fields, you can click the **Save** button or cancel if you do not want the information to save.

Edit IRIS PROFILE

Org Id: 2

* Name

Org Code: IRPH

Org Type: IPA/Vendor



VII. Maintenance: Managing Schools

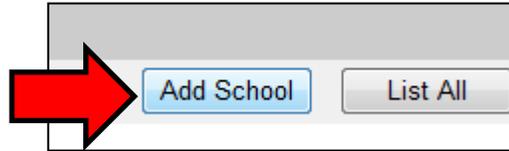
IRIS Administrative users may enter new, and update existing, schools and daycare centers using the Manage Schools function. Schools entered using this function are available for selection from a drop-down menu on the Patient Demographic page. Reports may then be generated by school.

Adding Schools

1. Click **Manage Schools** underneath "Maintenance" from the menu panel.



2. Click the **Add School** button.



3. Enter the name of the school and any additional information in their corresponding fields and click the **Save** button.

A screenshot of a form titled 'Add School'. The form contains several input fields: 'School Name' (with 'Iowa High School' entered), 'Street Address' (with '123 Fake St.'), 'Other Address', 'City' (with 'Des Moines'), 'State' (with 'IA'), 'Zip' (with '50321'), 'Email' (with 'iowahighschool@schools.org'), and 'Telephone #' (with '515', '111', and '1111'). There are also 'P.O. Box' and 'Ext' fields. On the right side, there are 'Save' and 'Cancel' buttons. A red arrow points to the 'Save' button.

4. A message will display "School Added".
5. Click the **List All** button to return to the Manage Schools page.

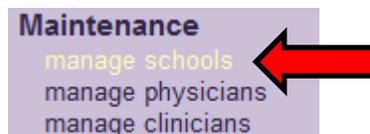
A screenshot of a form titled 'Select a School to Edit'. It features a 'School Name' dropdown menu with 'Pick a School' selected. To the right of the dropdown are 'Add' and 'List All' buttons. A red arrow points to the 'List All' button. Below the form, there is a red box containing the text '** School Added **'.

Additional information:

Required fields are shown in blue text as opposed to black text.

Editing School Information

1. Click **Manage Schools** underneath "Maintenance" from the menu panel.



2. Click the school from the School Name drop-down menu.

Select a School to Edit

School Name ▼

Edit School

- Pick a School
- Iowa High School
- Iowa Test School

3. Add or change desired information in the Add School table.
4. Click the **Save** button. A message displaying “School Updated” appears.

Edit School ** School Updated **

School Name

Street Address

Listing All Schools

1. Click **Manage Schools** underneath “Maintenance” from the menu panel.
2. Click the **List All** button.

Select a School to Edit

School Name ▼

School Listing

Name	Street	City	Phone
Test One School	Street Address Other Address PO Box PO Box	CITY	(111) 111-1111

VIII. Maintenance: Managing Physicians

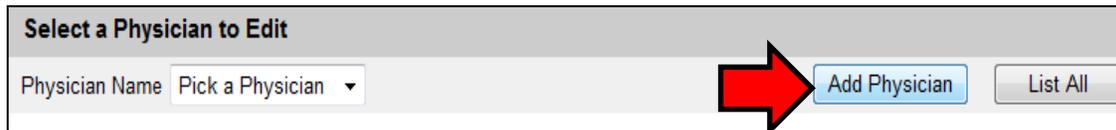
Physicians are considered Primary Care Providers (PCP) in IRIS. Administrative users can utilize the Add Physician/Edit Physician screens to enter new and update existing Primary Care Providers. Health care organizations or clinic names may also be entered in the Add Physician screen. Physicians or health care organizations entered on this screen will be available for selection from the Provider-PCP drop-down menu on the Patient Demographic page. Reports may be generated from this data.

Adding Physicians

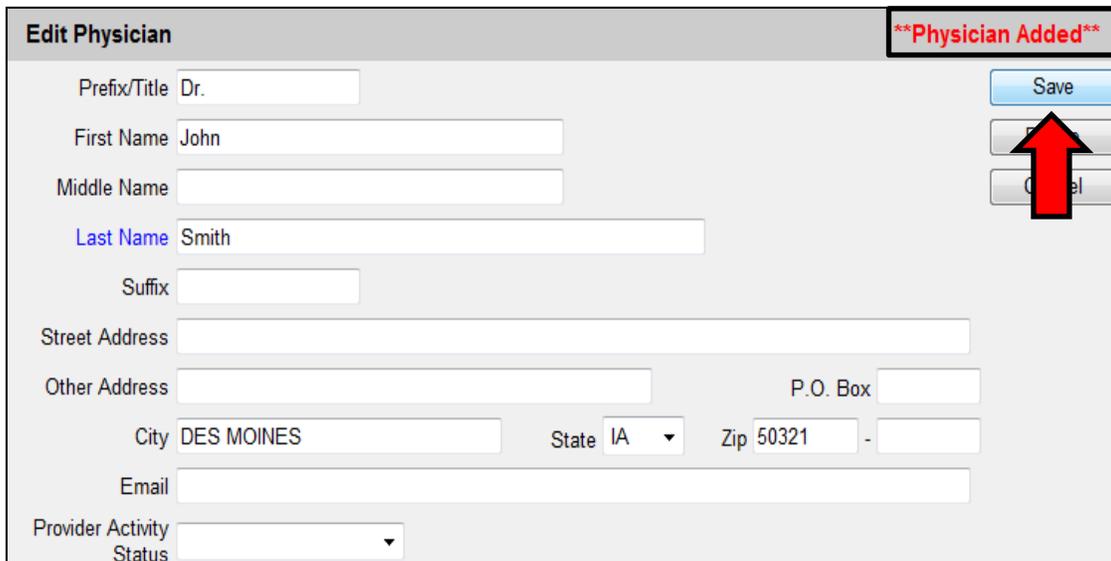
1. Click **Manage Physicians** underneath “Maintenance” from the menu panel.



2. Click the **Add Physician** button.

A screenshot of a form titled "Select a Physician to Edit". It contains a text input field labeled "Physician Name" with a dropdown menu showing "Pick a Physician". To the right of the input field are two buttons: "Add Physician" and "List All". A red arrow points to the "Add Physician" button from the left.

3. Enter the Last Name and any additional information in corresponding fields.
4. Click the **Save** button. A message displaying “Physician Added” appears.

A screenshot of the "Edit Physician" form. The form has several input fields: "Prefix/Title" (with "Dr." selected), "First Name" (with "John" entered), "Middle Name", "Last Name" (with "Smith" entered), "Suffix", "Street Address", "Other Address", "P.O. Box", "City" (with "DES MOINES" selected), "State" (with "IA" selected), "Zip" (with "50321" entered), "Email", and "Provider Activity Status". On the right side, there are three buttons: "Save", "Cancel", and "Delete". A red arrow points to the "Save" button from the right. In the top right corner, there is a red message box that says "***Physician Added***".

5. Click the **List All** button to return to the Manage Physicians page.

A screenshot of the "Select a Physician to Edit" form, identical to the one in step 2. A red arrow points to the "List All" button from the left.

Additional information:

Keep in mind that you are entering a PCP associated with the patient, not to a vaccination. Provider-PCP may be used as a filter when running a Reminder/Recall report.

Editing Physician Information

1. Click **Manage Physicians** underneath “Maintenance” from the menu panel.



2. Using the Physician Name drop-down menu, click the physician’s name. Alternative, click the physician’s name in the “Physician Listing” table on the page.

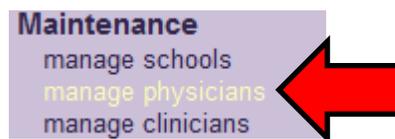


3. Add or change information in the “Edit Physician” box and click the **Save** button. A message displaying “Physician Updated” appears.



Deleting Physicians

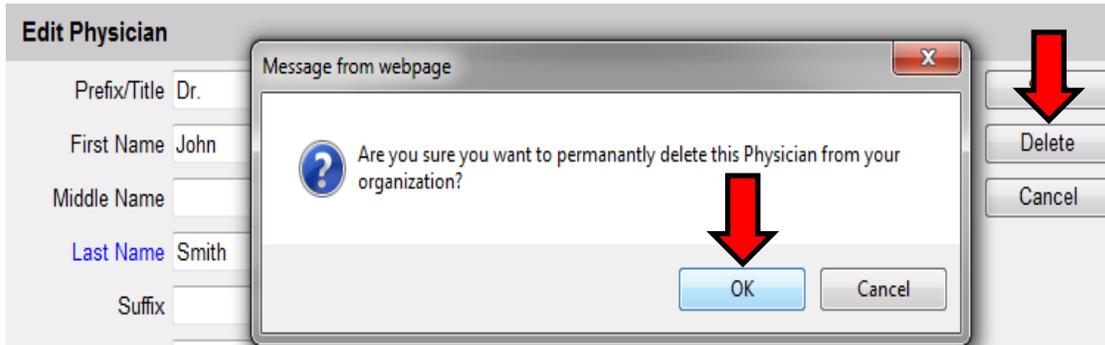
1. Click **Manage Physicians** underneath “Maintenance” from the menu panel.



2. Using the Physician Name drop-down menu, click the physician’s name. Alternative, click the physician’s name in the “Physician Listing” table on the page.

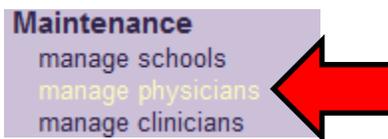


3. Click the **Delete** button.
4. Click the **OK** button on the prompt. A message displaying “Physician Deleted” appears.



Listing All Physicians

1. Click **Manage Physicians** underneath “Maintenance” from the menu panel.



2. Click the **List All** button.

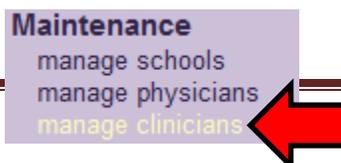


IX. Maintenance: Managing Clinicians

Clinicians are the individuals within the organization who administer vaccines to patients. Ordering Authorities are the individuals who approve the administration of vaccines. A clinician may be associated with one or more clinic sites. Examples of clinicians are physicians, physician assistants, and nurses. IRIS Administrative users use the Manage Clinicians function to enter new, and update existing, clinicians within the organization. Clinicians added to IRIS through this function are available from dropdown menus used for recording immunizations.

Adding Clinicians

1. Click **Manage Clinicians** underneath “Maintenance” from the menu panel.



2. Click the **Add Clinician** button.

Organization Name: IR Physicians

Site List: IR Physicians

Add Clinician **Find Clinician** **Clinician List**



3. Click the appropriate role and enter in the name of the clinician you are adding.

Edit Clinician Information

Role Clinician Ordering Authority Ordering Authority / Clinician

Prefix

Last Name Doe

First Name John

Middle Name

Suffix

- a. **Clinician:** the person who administers the vaccination
- b. **Ordering Authority:** the individual who authorizes the administration of a vaccine.
- c. **Ordering Authority/Clinician:** a person who both authorizes and administers vaccines, such as a pediatrician.

4. In the **Complete Site** Listing field, highlight a site with which the clinician will be associated and click the **Add** button. Do this for each site at which the clinician may practice.

Complete Site Listing

IR PHYS PRIMARY
Roaming FEMA Disaster (Test)

Add >
Remove <
<< Remove All

Selected Sites

IR Physicians



5. Click the **Save** button.

• Record Updated

Edit Clinician Information

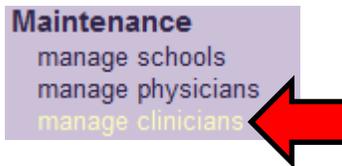
Role Clinician Ordering Authority Ordering Authority / Clinician

Save



Editing Clinician Information

1. Click **Manage Clinicians** underneath “Maintenance” from the menu panel.



2. Click the **Find Clinician** button or click the appropriate clinician name in the table on the page. If you choose the latter option, skip to step 4.

Organization Name: IR Physicians

Site List: IR Physicians

Add Clinician
Find Clinician
Clinician List

Clinician Name	Role	Signature
Descartes, Rene	Clinician	N

3. On the Clinician Search page, enter the last and first name of the clinician and click the **Find** button. Then, click his or her last name in the Search Results table.

Clinician Search

Last Name: Doe First Name: John

To get a complete list of clinicians, leave both fields blank and press the find button.

Find
Cancel

Search Results Count: 1

Select	Clinician Name	Role	Active
<input type="checkbox"/>	Doe, John	Ordering Authority / Clinician	Y

4. Add or change information on the Edit Clinician Information page.
5. Click the **Save** button. A message displaying “Updated clinician: ‘<last name>, <first name>’” will appear.

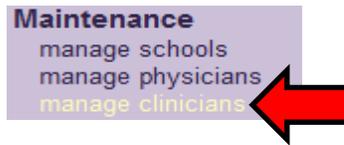
Save
Delete
Cancel

Updated clinician: Doe, John

Merging Clinicians

Occasionally, clinicians are entered more than once in IRIS, creating duplicate records. To eliminate extraneous records using IRIS' Merge Clinician feature:

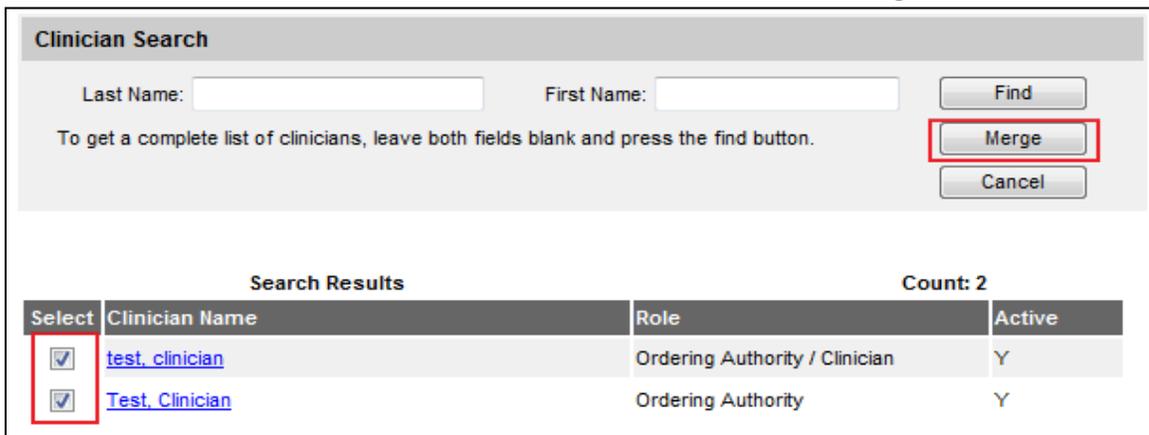
1. Click **Manage Clinicians** underneath "Maintenance" from the menu panel.



2. Click the **Find Clinician** button.

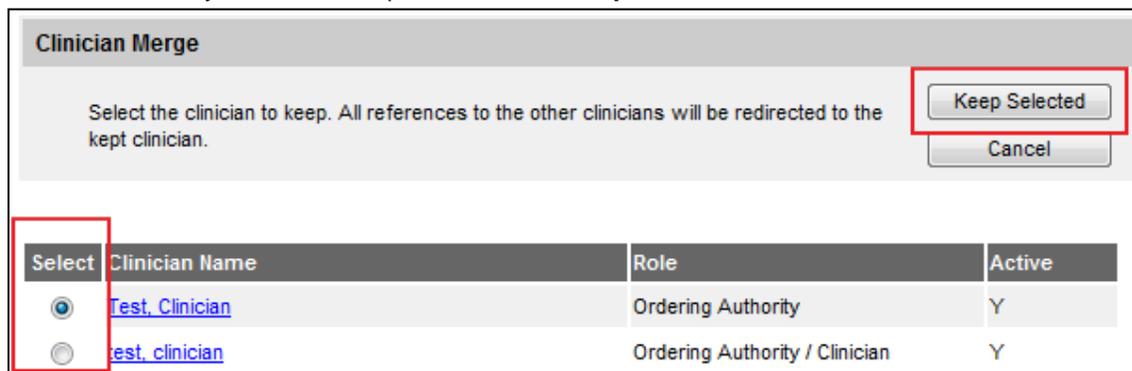
A screenshot of a web interface for "Organization Name: IR Physicians". It features a "Site List" dropdown menu currently set to "IR Physicians". To the right of the dropdown are three buttons: "Add Clinician", "Find Clinician", and "Clinician List". The "Find Clinician" button is highlighted in blue, and a red arrow points to it from the right.

3. Enter the last and first names of the clinician and click the **Find** button.
4. Click at least two clinicians from the Search Results table and click the **Merge** button.

A screenshot of the "Clinician Search" interface. It has input fields for "Last Name:" and "First Name:", a "Find" button, and a "Merge" button (highlighted with a red box). Below the search fields is a "Search Results" table with a "Count: 2" indicator. The table has columns for "Select", "Clinician Name", "Role", and "Active". Two rows are shown, both with checked checkboxes in the "Select" column.

Select	Clinician Name	Role	Active
<input checked="" type="checkbox"/>	test, clinician	Ordering Authority / Clinician	Y
<input checked="" type="checkbox"/>	Test, Clinician	Ordering Authority	Y

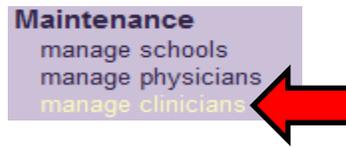
5. Click the clinician you wish to keep and click the **Keep Selected** button.

A screenshot of the "Clinician Merge" interface. It contains a "Keep Selected" button (highlighted with a red box) and a table with columns "Select", "Clinician Name", "Role", and "Active". The "Test, Clinician" row has a selected radio button in the "Select" column, while the "test, clinician" row has an unselected radio button.

Select	Clinician Name	Role	Active
<input checked="" type="radio"/>	Test, Clinician	Ordering Authority	Y
<input type="radio"/>	test, clinician	Ordering Authority / Clinician	Y

Deleting Clinicians

1. Click **Manage Clinicians** underneath "Maintenance" from the menu panel.



2. Click the **Find Clinician** button or click the appropriate clinician name in the table on the page. If you choose the latter option, skip to step 4.

A screenshot of a web interface for "Organization Name: IR Physicians". It features a "Site List" dropdown menu set to "IR Physicians" and three buttons: "Add Clinician", "Find Clinician", and "Clinician List". A red arrow points to the "Find Clinician" button. Below the buttons is a table with three columns: "Clinician Name", "Role", and "Signature". The first row contains "Descartes, Rene", "Clinician", and "N". A red arrow points to the "Descartes, Rene" link in the table.

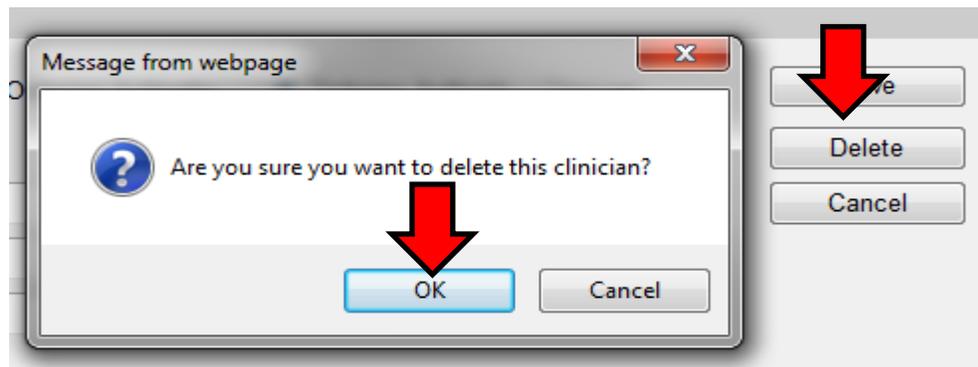
Clinician Name	Role	Signature
Descartes, Rene	Clinician	N

3. On the Clinician Search page, enter the last and first name of the clinician and click the **Find** button. Then, click his or her last name in the Search Results table.

A screenshot of the "Clinician Search" page. It has two input fields: "Last Name: Doe" and "First Name: John". Below them is a note: "To get a complete list of clinicians, leave both fields blank and press the find button." There are three buttons: "Find", "More", and "Cancel". A red arrow points to the "Find" button. Below the search fields is a "Search Results" table with a "Count: 1" indicator. The table has four columns: "Select", "Clinician Name", "Role", and "Active". The first row contains a checkbox, "Doe, John", "Ordering Authority / Clinician", and "Y". A red arrow points to the "Doe, John" link in the table.

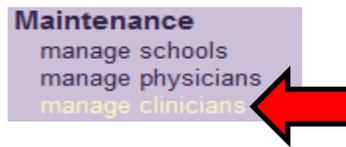
Select	Clinician Name	Role	Active
<input type="checkbox"/>	Doe, John	Ordering Authority / Clinician	Y

4. Click the **Delete** button and click the **OK** button on the prompt.



Listing All Clinicians

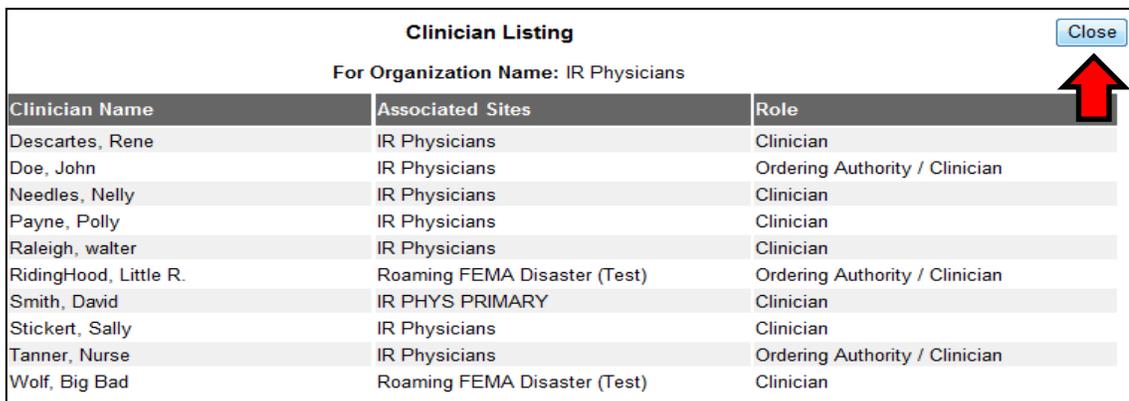
1. Click **Manage Clinicians** underneath “Maintenance” from the menu panel.



2. Click the **Clinician List** button.

A screenshot of a web interface for "Organization Name: IR Physicians". It features a "Site List" dropdown menu currently showing "IR Physicians". To the right of the dropdown are three buttons: "Add Clinician", "Find Clinician", and "Clinician List". The "Clinician List" button is highlighted in blue, and a red arrow points to it from the right.

3. The Clinician Listing screen opens, displaying all available clinicians, their organization association(s), and their role(s).
4. Click the **Close** button to return to the Manage Clinicians screen.



Clinician Listing			Close
For Organization Name: IR Physicians			
Clinician Name	Associated Sites	Role	
Descartes, Rene	IR Physicians	Clinician	
Doe, John	IR Physicians	Ordering Authority / Clinician	
Needles, Nelly	IR Physicians	Clinician	
Payne, Polly	IR Physicians	Clinician	
Raleigh, walter	IR Physicians	Clinician	
RidingHood, Little R.	Roaming FEMA Disaster (Test)	Ordering Authority / Clinician	
Smith, David	IR PHYS PRIMARY	Clinician	
Stickert, Sally	IR Physicians	Clinician	
Tanner, Nurse	IR Physicians	Ordering Authority / Clinician	
Wolf, Big Bad	Roaming FEMA Disaster (Test)	Clinician	

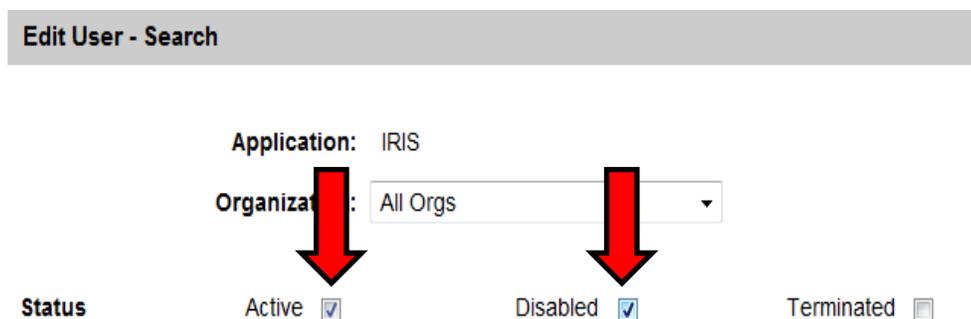
X. How to Re-Enable or Unlock a User

Administrative users have the ability to unlock standard user accounts. Please follow these steps to unlock a user account:

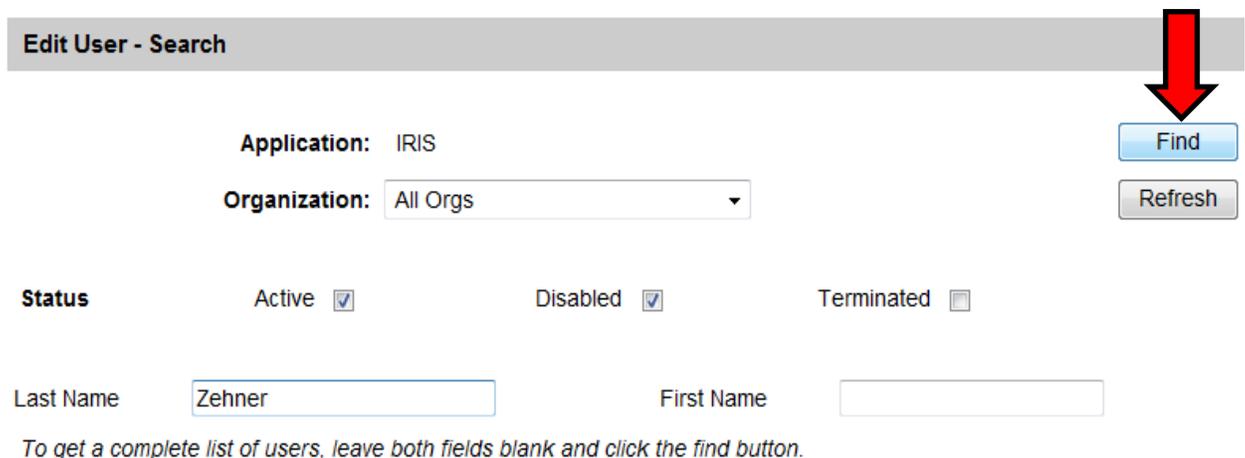
1. From the portal page in IRIS, click on the “**Edit User**” link under the Manager Access section.



2. You will then come to the **Edit User – Search Page**. From there, you will want to select the checkmark boxes next to the status of “**Active**” and “**Disabled**” to search for users who may be inactive or locked out.

A screenshot of the 'Edit User - Search' page. At the top, there is a grey header with the text 'Edit User - Search'. Below the header, there are search filters: 'Application: IRIS', 'Organization: All Orgs' (with a dropdown arrow), and 'Status'. Under 'Status', there are three options: 'Active' with a checked checkbox, 'Disabled' with a checked checkbox, and 'Terminated' with an unchecked checkbox. Two red arrows point down to the 'Active' and 'Disabled' checkboxes.

3. You can then search for users by entering either their last name, first name, or you can leave both fields blank to show your organization’s list of users. When the appropriate information has been entered, click on “**Find**”.

A screenshot of the 'Edit User - Search' page. At the top, there is a grey header with the text 'Edit User - Search'. Below the header, there are search filters: 'Application: IRIS', 'Organization: All Orgs' (with a dropdown arrow), and 'Status'. Under 'Status', there are three options: 'Active' with a checked checkbox, 'Disabled' with a checked checkbox, and 'Terminated' with an unchecked checkbox. Below the status filters, there are two input fields: 'Last Name' with the value 'Zehner' and 'First Name' which is empty. To the right of these fields are two buttons: 'Find' and 'Refresh'. A red arrow points down to the 'Find' button. Below the input fields, there is a note: 'To get a complete list of users, leave both fields blank and click the find button.'

- A list of users will display matching your searching results. Click on the hyperlink for the locked out user's last name to edit their user account.

Search Results

Last Name	First Name	MI	User Name
Zehner	Joey		jzehner1234
Zehner	Joey		zehner9

- You will then come to the **Edit User** section. Here, you can enter in a new password for the user if they have forgotten theirs or need a new one. You will need to confirm the password and click on **Save**.

Edit User **Modify Access**

User Id 18281

* User First Name

* User Last Name

User Middle Initial

* Username

 New Password Confirm New Password

Status Active Disabled Terminated

Street Address

Other Address

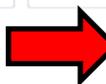
P.O. Box

City

State Zip -

Email

Phone Number Ext



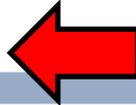
- You will then see a **“User Updated”** message and you have successfully updated the user's password.

**** User Updated ****

[Edit User](#) [Modify Access](#)

- You will also need to modify the user's access and re-grant them access to the organization. To do this, click on the **"Modify Access"** tab.

[Edit User](#) [Modify Access](#)



Add or remove applications and organizations to which this user has access.

User Joey Zehner

- You will then see under the Status section that the user's account has been disabled due to multiple login attempts with the incorrect password. Another possibility is the user is 'inactive'. Select the checkmark box next to the status you want to modify and click on the **"Select"** button.

Current list of organizations and applications.

Select user from this list to update their role or status.

[Select](#)

Application	Organization	Role	Status	Select
IRIS	IR Physicians	Standard User	Disabled due to multiple login attempts with incorrect password.	<input checked="" type="checkbox"/>

[Save](#)

[Cancel](#)

- You will then see the Status come up as Disabled on the radio button dial. Select the **Active** radio dial and click on the **"Update"** button.

App.	Organization	Role	Status	Update
IRIS	IR Physicians	Standard User	<input checked="" type="radio"/> Active <input type="radio"/> Disabled <input type="radio"/> Term	Update

- You will then see the message **"Update in progress, press Save to keep"** and the status field will now say Active. Click on the **"Save"** button to save your changes.

**** Update in progress, press Save to keep ****

Current list of organizations and applications. *Select user from this list to update their role or status.*

Application	Organization	Role	Status	Select
IRIS	IR Physicians	Standard User	Active	<input type="checkbox"/>



11. Once you click on **Save**, you will see a User Updated message and the user will now be able to login using their new password.

**** User Updated ****

[Edit User](#) [Modify Access](#)

XI. How to Setup VFC Contact Information:

This information applies only to Vaccines for Children (VFC) Program providers. To setup your VFC contact information to complete a VFC order, please follow these steps:

1. Click on the “**Edit Organization**” link on your portal page:



2. You will then come to the **Edit Organization – Search** page. The Search Field defaults to search by name so you can begin entering in a few letters of your organization’s name and then click on the “**Search**” button.

Organization Search Criteria

Edit Organizations

*Select your organization's name to view and/or update information.
Note: parent organization names are marked with an ***.*

Search Field Name

Search String Delaware County

- Your organization will then appear in the search results. Click the blue hyperlink under the organization field to edit your organization's information.

Search Result					
Name	Org Code	VFC Pin	City	County	Open
DELAWARE COUNTY PUBLIC HEALTH	10186	P28001	MANCHESTER	Delaware	Y



- You will then come to the **Edit Organization** information. You can scroll down to the State Supplied Vaccine Profile section and you will need to make sure your organization has a VFC pin. Also, you will need setup your Delivery Dates and Times:

State Supplied Vaccine Profile:

VFC Pin: P28001

Varicella Certified: Yes
 VFC Active: Yes
 Frequency:

Delivery Days and Times

Delivery Window 1		
<input checked="" type="checkbox"/> Monday	9:00 AM	To 5:00 PM
<input checked="" type="checkbox"/> Tuesday	9:00 AM	To 5:00 PM
<input checked="" type="checkbox"/> Wednesday	9:00 AM	To 5:00 PM
<input checked="" type="checkbox"/> Thursday	9:00 AM	To 5:00 PM
<input checked="" type="checkbox"/> Friday	9:00 AM	To 1:00 PM
<input type="checkbox"/> Saturday		To
<input type="checkbox"/> Sunday		To

- You can then scroll down to the **Main Contact Information** section. There you will need to add the Vaccine Delivery address information (or organization's address information).

Main Contact Information

Address Information

Vaccine Delivery
 Populate With Physical Address

Address 1	Address 2	PO Box
709 W MAIN ST		
City	State	Zip
MANCHESTER	IA	52057
		+4
		Geocoded: No

- You will then need to scroll down to the Individual Contacts section and add a contact for VFC orders. In the Add Contact area, select from the Role dropdown list the **Vaccine Delivery** role as

well as enter the last name and first name of the vaccine delivery contact person. Once the required information has been entered, click on the “Apply” button.

Individual Contacts

Add Contact

* Role	Vaccine Delivery	Address 1	709 WEST MAIN	Apply
* Last Name	Sample	Address 2		Cancel
* First Name	Test	PO Box		



- The individual contact you added will now appear in the Individual Contacts listing section with the role of vaccine delivery.

Individual Contacts

Contact Listing

Role	Name	E-Mail	Edit	Del
Vaccine Delivery	Test Sample			
Address: 709 WEST MAIN MANCHESTER IA 52057 -		Geocoded:		
Phone: (563)927-7551		Facsimile: (563)927-7444		

- You will then need to scroll to the top of the page and click on the “Save” button to save your changes.

Edit IRIS PROFILE

Org Id: 1346

* Name: Delaware County Public Health

Save

Cancel



- You will then see the message **Organization Updated** message. You can now go back into your organization and create a VFC order.

**** Organization Updated ****

Edit IRIS PROFILE