

Create Immunization / Medical Requirements

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Before immunizations can be tracked for any student you must set the default immunization requirements for your facility.

1. Point to **Tools** and select **Edit Settings** then click on **Immunizations / Reqs.** from the left hand menu.
2. Click the **Add Immunization / Requirement** button.
3. Select a **Category** (Immunization or Medical Requirement).
4. Enter a *Name, Description, and Due Dates*. (Example: For an immunization due at 6 months and 18 months, enter a 6 in the first field and a 18 in the second field.
5. Click **Save**.

Add Immunization/Requirement

NOTE: Adding a new immunization/requirement will create student immunization / requirement records based on the student's birthday and the "# of Months Since Birth" entries below.

Category:

Name:

Description:

Please enter in Months since birth when each immunization/req is due.
NOTE: The immunization/requirement due date will be calculated based on birth date.

of Months since Birth:

Saved immunization and requirement templates remain listed under **Tools > Edit Settings > Immunizations / Reqs.**

- Order the templates by adding a number in the Order column **Save Changes** then **Refresh** the screen to see the updated order.
 - Delete a requirement using the **trash can** icon.
 - Edit a requirement by making the changes in the appropriate columns then **Save Changes**.
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