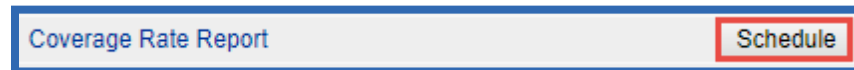


Why Should I Schedule Reports?

Scheduling reports in the IIS helps reduce the number of tasks the Washington State Immunization Information System (IIS) runs at one time. This helps the system run better and results in fewer issues with reports timing out.

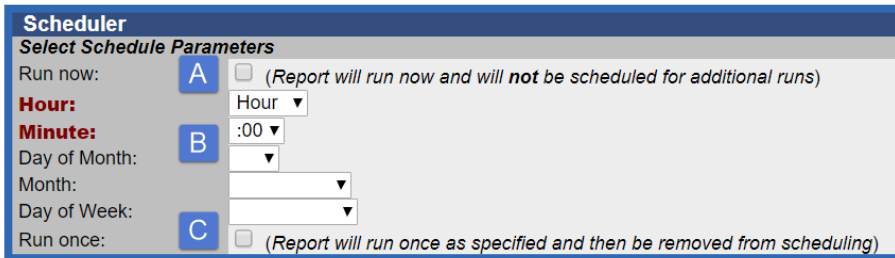
Which Reports Can I Schedule?

You can schedule any reports that have a schedule button next to them. **You will only see the schedule button if you have the UFM Access permission associated with your user account.**



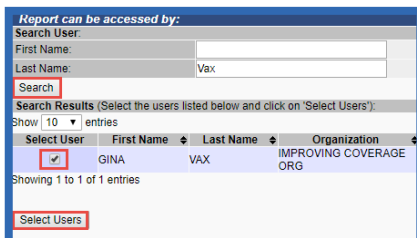
How Can I Schedule Reports?

1. Select **Reports** from the left menu and then navigate to **Reports Module**.
2. Click on the **Schedule** button next to the report name.
3. In the **Scheduler** section of the report screen, choose how to schedule your report:
 - A. **Run Now** – This checkbox lets you run the report immediately. You will receive an email when the report is ready.
 - B. **Run at a Specific Time** – Fill in the date and time fields. **The time fields are required.**
 - C. **Run Once** – After choosing a specific date and time to run the report, check this box if you want to schedule it to run once.



Tip: To run recurring reports, fill in the date and time fields and do **NOT** check the Run Once box. If you only enter a time, the report will run daily.

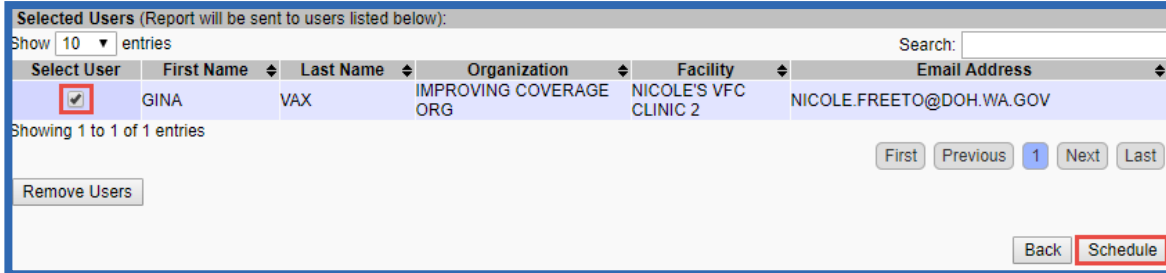
4. Select which users should receive the scheduled report:
 - A. Type in the user's first, last, or both first and last name.
 - B. Click the **Search** button to find the user.
 - C. Select the checkbox next to the user's name.
 - D. Click the **Select Users** button. Repeat the steps above to search for and select other users if you want to send the report to multiple users.



Tip: Only users with valid email addresses in the IIS receive notifications when reports are ready to download. Contact the Help Desk at 1-800-325-5599 or waiishelpdesk@doh.wa.gov to add or update your email address.

To request this document in another format, call 1-800-525-0127. Deaf or hard of hearing customers, please call 711 (Washington Relay) or email civil.rights@doh.wa.gov.

5. Once you select a user, they show up at the bottom of the screen in the **Selected Users** section.
 - A. Check the **Select User** box for each user you want to receive the report.
 - B. Click the **Schedule** button



Selected Users (Report will be sent to users listed below):

Show 10 entries

Select User	First Name	Last Name	Organization	Facility	Email Address
<input checked="" type="checkbox"/>	GINA	VAX	IMPROVING COVERAGE ORG	NICOLE'S VFC CLINIC 2	NICOLE.FREETO@DOH.WA.GOV

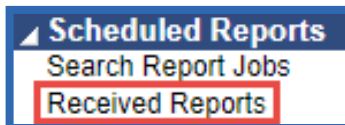
Showing 1 to 1 of 1 entries

Remove Users

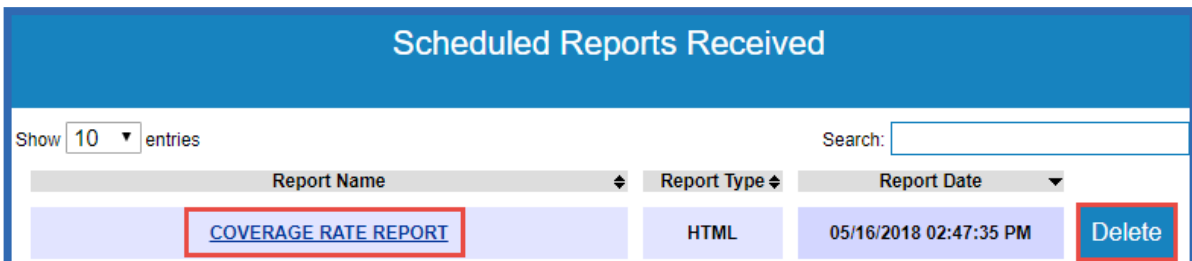
First Previous 1 Next Last

Back **Schedule**

6. You should see a message at the top of the page telling you the **Report Scheduled Successfully**.
7. You will get an email when the report is ready to download in the IIS.
8. Log in to your IIS account and click on **Received Reports** under the **Scheduled Reports** heading in the left navigation menu.



9. Click on the Report Name to download your report and print or save it.
10. Click the **Delete** button to delete the report after saving it.



Scheduled Reports Received

Show 10 entries

Search:

Report Name	Report Type	Report Date
<u>COVERAGE RATE REPORT</u>	HTML	05/16/2018 02:47:35 PM

Delete



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