



# Mass Immunization Event: Upload a Community Client List to ONE MIE

## Upload a Community Client List to ONE MIE

**Step 1:** Create a Mass Immunization Event

- **MIE Create** - QRC

**Step 2:** Prepare List Upload (*Guide*)

T	U	V	W	X	Y	Z	
Class	Alternate Name	Typ	Alternate Last Name	Alternate First Name	Gender	Nationality	DOB (yyyy-mm-dd)

**Step 3:** LHN > Immunization > **Mass Immunization Event**

- Enter **Mass Immunization Event ID** number
- Click **Search**
- Select the **check box** associated to the Mass Immunization Event
- Click **Update**
- Scroll to the **Client List** panel
- Click **Upload Client List**



The **Upload Client** page displays

**Upload Client** ? 🖨

\* Required field

**Upload Client Data** ⤴ Hide Upload Client Data

**Mandatory Fields** ⤴ Hide Mandatory Fields

If only First Name and Last Name are provided, Person Matching Algorithm will not be triggered.

**Enforce Following Mandatories:**

- Health Card Number
- Date of Birth
- Gender

**Important Note:** Ensure the mandatory fields: **Health Card Number, Date of Birth and Gender** are **checked off**. Also, DO NOT update the Health Region Information and SDL Id on the client upload page (Default Values section).

**Step 4:** Choose File and retrieve Cohort Client List, the Text-tab delimited file.

**Upload File** ⤴ Hide Upload File

Upload file created from a Client Data template (tab delimited \*.txt)

\* File name:  Copy of Cli...e

Potential matches with a score  $\geq 75$  :  Allow  Reject

**Upload to:**

- Client Index Only

**Cohort ID:** 285 **Cohort Name:** Testing uploading

Cohort Existing Result Set:

Cohort New Result Set Name:

- Retrieve Cohort Client List (the **Text – Tab delimited**) file.



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- Select the radio button beside **Cohort New Result Set Name:** *Enter a Name*
- Click **Upload**

**Step 6:** Manage Rejected or Added Clients, if no added and/or rejected clients proceed to Step 7

- Refer to the **Manage Clients – Create/Rejected** (*Guide*)

Upload Results		<a href="#">Hide Upload Results</a>
Copy of ClientUploadTemplate_R4.4.4		
<b>Clients Added</b>	4	<b>Added to Cohort</b> 4
<b>Clients Updated</b>	0	
<b>Uploaded</b>	4	
<b>Rejected</b>	0	
<b>Total Processed</b>	4	

**Step 7:**

- Click **Return to Mass Imms Event**



**Return to Mass Imms Event**

The Update Mass Imms Event page display

- Click **Save**