Upload School Client List to ONE MIE with 1 Class Room, 1 Grade (i.e. Class Room 215) directly into the Mass Immunization Event

First Dose Mass Immunization Event (MIE)

Step 1: Create a Mass Immunization Event

- **MIE Create** - QRC (if not already created)

Step 2: Prepare a Client List for PHIMS Upload *(Guide)*

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

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**
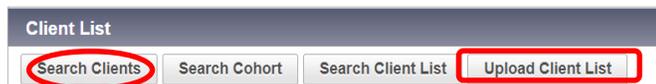
The **Upload Client** page displays

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: Under the *School Information* section:
- Select School Name
  - o Click **Find** – Enter School Name (click the school's name when displayed)
  - o Click **Select**
- Select School Year
- Select Grade

Step 5: Click **Choose File** and retrieve Cohort Client List the **Text (tab delimited)/.txt** file

- 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 – Created/Rejected** *(Guide)*

Step 7:
- Click **Return to Mass Imms Event**

- The Update Mass Imms Event page display
- Click **Save**

Step 8: Click **Schedule Forecaster**

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Second Dose Mass Immunization Event (MIE)

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

- **MIE Create** - QRC

Step 2: Scroll to the **Client List** panel

Client List	⌃
Search Clients　Search Cohort　Search Client List　Upload Client List	
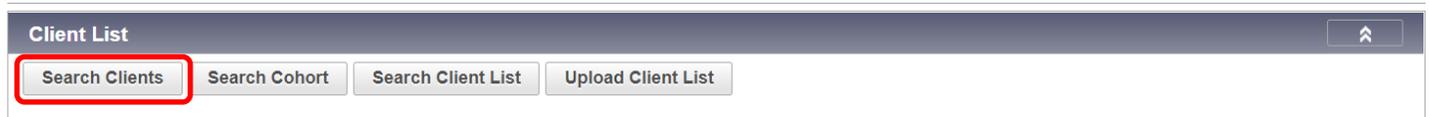
- Click **Search Clients**

The **Search Clients** page displays

Step 3: Scroll to the *School Information* section:
- Enter School Name
- Select School Year
- Select Grade
- Select Class if applicable

The **Search Results** panel displays the client list

Step 4: Select the check box from the top row, under the word *'Preview'*, selecting all clients displaying in the **Search Results** panel

Search Results		
Preview	Update	S
☑	▼ ..	Client ID ⬍
☑	●	6615
☑	●	6604
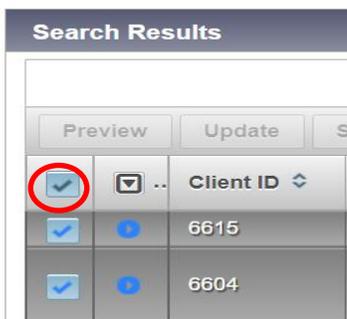
- Click **Select and Return**

The **Update Mass Imms Event** page displays

Step 5: Scroll to the *Client List* panel

The **Client List** selected displays in the **Client List Content** section

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- Click **Save**

Step 6: Click **Schedule Forecast**