



# Mass Immunization Event: Upload School Client List to ONE MIE

**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

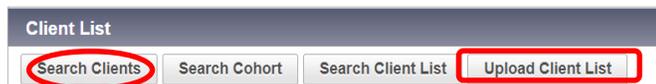
- **MIE Create** - QRC (if not already created)

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

T	U	V	W	X	Y	Z	
Class	Alternate Name	Type	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:** 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



# Mass Immunization Event: Upload School Client List to ONE MIE

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

**Upload File** Hide Upload File

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

\* **File name:** Choose File Copy of ClientUploadTemplate\_R4.4.4 Grade 4 Hep B.txt

**Potential Matches with a score  $\geq 75$  :**  Allow  Reject

**Upload to:**

Client Index Only

**Cohort ID:** 285    **Cohort Name:** Testing uploading a school list

Cohort Existing Result Set:

Cohort New Result Set Name:

- 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*)

**Upload Results** Hide Upload Results

Copy of ClientUploadTemplate\_R4.4.4 Grade 4 Hep B.txt

<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**

**Step 8:** Click **Schedule Forecaster**

**Schedule Forecast**

\* **Forecast Schedule Date:**

Cohort: Testing uploading a school list

Client List: Testing uploading a school list

Attached on: 2022 Apr 15



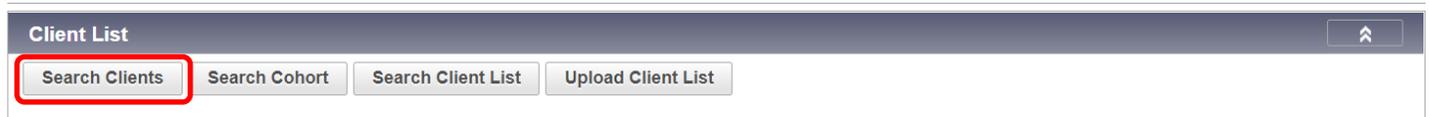
# Mass Immunization Event: Upload School Client List to ONE MIE

## 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



- Click **Search Clients**

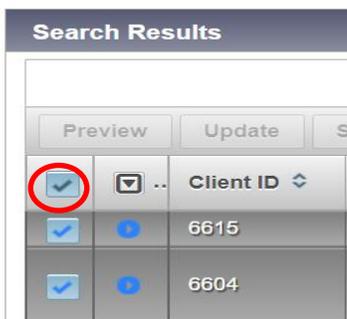
The **Search Clients** page displays

**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



- 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



# Mass Immunization Event: Upload School Client List to ONE MIE

**Client List** ✓

Search Clients Search Cohort Search Client List Upload Client List Remove Client List

Cohort: [Testing uploading a school list](#) [Schedule Forecast](#)

Client List: [Testing uploading a school list](#)

Attached on: 2022 Apr 15

The oldest forecast within this group of clients:  
All the clients in this event were last forecasted as a group on:  
Next Scheduled Forecasts for Client List:

**Client List Content** ✓

Client List: Testing up... Client: Client Last Name or ID Search Type: Add

Remove Preview Client Update

<input type="checkbox"/>	Client ID	Client Name	Date of Birth	Gender
<input type="checkbox"/>	6598	Aeneas, Emrys	1947 Apr 20	Male
<input type="checkbox"/>	6596	Allison, Cathy	1989 Aug 06	Female
<input type="checkbox"/>	6595	Clarence, Lester	1967 Dec 06	Male
<input type="checkbox"/>	6597	Jamie, Lytton	1939 Apr 23	Male

Total: 4 1 10

- Click **Save**

## Step 6: Click **Schedule Forecast**

**Schedule Forecast**

\* Forecast Schedule Date:  
2022/04/15

[Confirm](#)

Cohort: [Testing uploading a school list](#) [Schedule Forecast](#)

Client List: [Testing uploading a school list](#)

Attached on: 2022 Apr 15