



# NORTH DAKOTA IMMUNIZATION INFORMATION SYSTEM

## REPORTS MODULE

1. All available NDIIS reports are available from the Reports Module. To access the reports, click the **Reports** link in the *Reports* section of your NDIIS homepage.

North Dakota Immunization Information System Prov: 00044 User: Mary Woinarowicz (ndsdh-411)

Help

Provider: 44 - MW PUBLIC PROVIDER

Client	Provider	Reminder/Recall	VFC Vaccine
<ul style="list-style-type: none"><li>Search</li></ul>	<ul style="list-style-type: none"><li>Lookup</li></ul>	<ul style="list-style-type: none"><li>Create Reminder-Recall</li></ul>	<ul style="list-style-type: none"><li>Vaccine Ordering, Returns and Wastages</li></ul>
Vaccine Management	Reports		
<ul style="list-style-type: none"><li>Lot Management</li><li>Vaccine Login</li></ul>	<ul style="list-style-type: none"><li>Reports</li></ul>		

2. The reports module will open on the **Saved Report** tab.
  - a. The top section of the page shows previously run reports for your NDIIS provider site. The bottom section shows the details of any selected report. Clicking on any report from the list will display the report's selection criteria in the window below.
  - b. Reports can have one of three statuses listed:
    - i. *Run* – the report is being run by the system
    - ii. *In Progress* – the system is processing and compiling the report information
    - iii. *Completed* – the report is complete and can now be viewed
3. To view a saved report, highlight the report from the list and click **View**.
  - a. Reports will open as a PDF document in a new window.
  - b. Reports must be in a *Completed* status in order to view the report PDF.



# Reports

Prov: 09990 User: User Name (user login)

Help

Saved Reports **New Request**

Report Name	Status	Request Date	Request By	Seq #
Client Immunization Records	Completed	4/12/2012	testmw-4921	04113
Borrow Return Report-Detailed Rpt	Completed	4/12/2012	testmw-4921	00027
Borrow Return Report-Balance Rpt	Completed	4/12/2012	testmw-4921	00026
Provider Inventory Report	Completed	3/15/2012	testmw-4921	03638
Doses Administered	Completed	2/27/2012	testmw-4921	13144
Doses Administered	Completed	8/13/2009	c231-62	12815

Refresh

Selection Criteria	Value(s)
Starting Birthdate	4/1/2010
Ending Birthdate	3/31/2011
Last Provider Visited	PROVIDER # - PROVIDER NAME
Vaccine Series	DTP/DT/DTAP
Vaccine Series	HEPATITIS B
Vaccine Series	HIB (3-DOSE)

View

Delete

- To run a new report, click the **New Requests** tab from the top of the reports screen.
- Reports are organized by category. To find the needed report, select a *Report Type* category from the drop-down list.

Saved Reports **New Request**

Please select a report type to view the detailed report criteria selection menu.

Report Type: -- SELECT ONE --

- SELECT ONE --
- SELECT ONE
- Coverage Rate Reports
- Pandemic Preparedness Reports
- Patient Management Reports
- Provider Inventory Reports
- School Reports
- Smallpox Response Reports
- Other

❖ *Note: NDIS users may not see all of the Report Type categories on this list. The reports available to users is based on the provider type assigned to your NDIS provider site.*

**NDIIS reports listed by Report Type category**

Coverage Rate Reports	Pandemic Preparedness Reports	Patient Management Reports	Provider Inventory Reports	School Reports	Smallpox Response Reports	Other
Coverage Rate	H1N1 Doses Administered	Client Immunization Records	Borrow and Return Lots - Balance	School Coverage Rate	Smallpox Assignees List	Provider Listing
Influenza - Coverage Rate	H1N1 Provider Inventory	Influenza - Client Immunization Records	Borrow and Return Lots - Detailed	School Student Exemptions	Smallpox Clinic Summary	
Non-Compliance Survey	H1N1 Recall	Provider Patient List	Doses Administered	School Student Immunization Record	Smallpox Daily Take Response Activity	
			Lot Distribution by Lot	School Student List	Smallpox Daily Vaccination Activity	
			Lot Inventory Expiring	School Student Not Up-To-Date	Smallpox Medical History and Consent Form	
			Provider Inventory		Smallpox Referring Organization Summary	
			Vaccine Shipped		Smallpox Response Team Contact List	
			WastageReturn		Smallpox Take Response Call-Back List	

6. Select your report from the drop-down list and fill in your desired selection criteria.
  - a. All required report criteria will be marked with an \*.
  - b. Any time a report asks for a minimum/maximum age range, birthdate range or age group only one of these age cohort options can be entered. Once you have entered criteria for one option, the others will be grayed out.
7. When all criteria have been selected, click the *Run Now* button to run the report immediately or click the *Run Later* button to run the report during nightly maintenance.
  - a. Reports run later will cannot be accessed until the following day.
8. To run a new report, select the new report from the drop-down list, keeping in mind that a new report type category may also need to be selected, and repeat the process.
9. To return to the list of reports, click the ***Saved Reports*** tab from the top of the reports screen.
10. When you return to the Saved Reports screen your report may not be on the list. Click the ***Refresh*** button to refresh the list of reports.