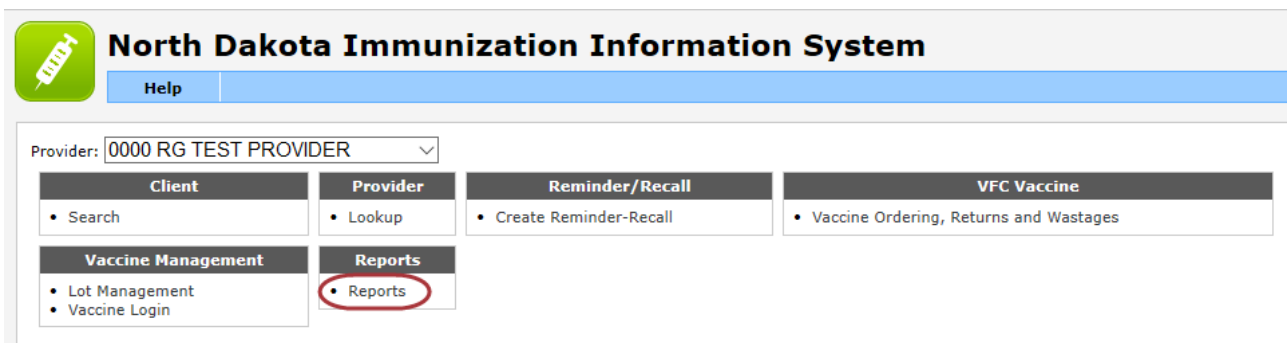


North Dakota Immunization Information System: Reports Module

1.) All available NDIIS reports can be found in the Reports Module. To access the reports, click the **Reports** link in the Reports section of your NDIIS home screen.



2.) The **Reports** module will open in the **Saved Reports** tab.

a.) The top section of the page shows the 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 the following three statuses:

- **Run** – the report is being run by the system
- **In Progress** – the system is processing and compiling the report information
- **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:

Help

Saved Reports **New Request**

Report Name	Status	Request Date	Request By	Seq #
Borrow Return Report-Balance Rpt	Completed	12/6/2019	R. Test	08343
Provider Patient List	Completed	12/2/2019	R. Test	00207
Influenza - Coverage Rate	Completed	11/13/2019	R. Test	00404
Coverage Rate	Completed	2/4/2019	R. Test	00210
Provider Patient List	Completed	11/13/2018	R. Test	00030
Borrow Return Report-Balance Rpt	Completed	5/10/2018	R. Test	07020

Refresh

Selection Criteria	Value(s)

View

Delete

4.) To run a new report, click the **New Requests** tab from the top of the Reports screen.

5.) 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 -**

- Coverage Rate Reports
- Pandemic Preparedness Reports
- Patient Management Reports
- Provider Inventory Reports
- Smallpox Response Reports

Note: NDIIS users may not see all of the Report Type categories displayed on this list. The reports available to users are based on the provider type assigned to your NDIIS provider site.

- 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 asterisk (*)
 - 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 has been selected, click the **Run Now** button to run the report immediately or click **Run Later** to run the report during NDIIIS' nightly maintenance.
 - a.) Reports selected to **Run Later** 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 this 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 ready.

The screenshot shows the 'Reports' section of a software interface. At the top left is an orange icon of a document with an upward arrow. To its right is the title 'Reports' and a 'Prov:' label. Below this is a blue bar with a 'Help' button. Underneath are two tabs: 'Saved Reports' (which is active) and 'New Request'. The main area contains a table with the following data:

Report Name	Status	Request Date	Request By	Seq #
Borrow Return Report-Balance Rpt	Completed	12/6/2019	R. Test	08343
Provider Patient List	Completed	12/2/2019	R. Test	00207
Influenza - Coverage Rate	Completed	11/13/2019	R. Test	00404
Coverage Rate	Completed	2/4/2019	R. Test	00210
Provider Patient List	Completed	11/13/2018	R. Test	00030
Borrow Return Report-Balance Rpt	Completed	5/10/2018	R. Test	07020

At the bottom right of the table area is a 'Refresh' button, which is circled in red. A red arrow points from the 'New Request' tab to the 'Refresh' button.

NDIIS Reports Listed By Report Types

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 Rates	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	
Missed Opportunities	H1N1 Recall	Provider Patient List	Doses Administered	School Student Immunization Record	Smallpox Daily Take Response Activity	
Non-Compliance Survey			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	
			Wastage Return		Smallpox Take Response Call-Back List	