1. Search for a student’s record by:
   a. entering search criteria in the basic search fields
      ▪ can use keyboard and tab through each field
   b. click [Search] or hit Enter on the keyboard to start search

2. To view a record from the list of possible matches:
   a. highlight the correct student from the list and click [Inquire] or
   b. double-click the name from the list
3. The system will open the record on the **Demographics** tab
   ❖ **Reminder:** update any information that is no longer correct

4. To access immunization forecaster, click on the **Immunizations** tab under the student’s name

5. From the student’s immunization screen, click **Forecast**
6. The forecasting document will open as a PDF with all school-required immunizations highlighted. The forecaster includes the following information:
   a. student name, birthdate and age (in days, weeks and years)
   b. **Vaccination Summary** - lists all valid doses of vaccine that the student has received
   c. **Vaccine Forecast** - lists all vaccines the student is past due and/or coming due for and includes:
      ▪ vaccine type
      ▪ dose number in series
      ▪ recommended date of administration (based on recommendations from ACIP)
      ▪ minimum valid date – earliest the vaccine can be given and have it counted as a valid dose
      ❖ **Note:** All immunizations are forecasted based on standard recommendations from the Advisory Committee on Immunization Practices. If there is a vaccine listed in the Vaccination Forecast section of the forecaster and the recommended date is in the past, meaning before today’s date, the student is not up-to-date with that vaccine.
      ❖ **Note:** The vaccination forecast will show all doses that are due before a student’s 18th birthday. Any doses due on or after their 18th birthday will not be displayed in this section of the forecaster until after they have turned 18.
   d. any comments relating to invalid doses of vaccine in the student’s record and/or vaccine exemptions
      ▪ if there are any exemptions on the student’s record, the forecaster will not forecast for that particular vaccine
The student’s forecast may not be used as the official certificate of immunization!