

The Mass Vacc Admin tool will attempt to load the patient lists previously set-up by the vaccinator. To prevent delays and ensure a smooth start to the beginning of the vaccinator's shift, please follow the steps below.

Important – Be Sure to Start at Patient List

The Mass Vacc Admin tool uses the lists set-up on the Patient List tab, so start here to make sure the lists needed for the day are selected before opening the Mac Vacc Admin tool.


STEP 1: Select **Patient List** in the Organizer toolbar (it may be hidden).

STEP 2: Open **List Maintenance**  (wrench).

STEP 3: Find the “+/- 1 hour” list for the correct clinic in **Available Lists** on the left.






- Proxied lists will include multiple vaccine clinics, so use care to select the correct location.
- Proxied lists display with the list owner in parentheses, e.g. (K. MAGOON).
- Find the list for the applicable clinic “+/- 1 hour” and click to highlight it in **blue**.

STEP 4: Click the blue arrow icon  in the middle of the window to move the list to Active Lists (on the right).

STEP 5: Repeat STEPS 3-4 for the “+/- 3 hours” list for the same clinic.

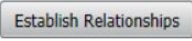
STEP 6: Clean-up the **Active List** window.

- The “+/- 1 hour” list should be in first position in the Active Lists window under the default location list, e.g. VACCROSS_E. **This will help the Mass Vacc Admin tool to open promptly.**
- Use the up/down arrow icons to place the “+/- 1 hour” list at the top, followed by the “+/- 3 hours” list.  
- Move all other lists from Active to **Available** using the blue arrow  icon.

STEP 7: Click **OK**. The two Patient Lists will now display (along with the default location list).

Next, Open the Mass Vacc Admin List

STEP 1: Select **Mass Vacc Admin** in the Organizer toolbar (it may be hidden). The “+/- 1 hour” list should default open.

STEP 2: Click **Establish Relationships**  button and proceed with the Vaccinator Workflows. Find more about these workflows at <http://ci.emhs.org/ic/vax>.