

# VIS Publication Default Dates Quick Reference Guide

## How to default the VIS Publication Dates for every Immunization Information System User within your organization.

**Help make documentation easier** by setting up the VIS Publication Date defaults for all Immunization Information System users in your organization. Simply follow the steps listed in this quick reference guide to set up these defaults for your staff today!

**Access Level:** You must have an Organization (IRMS) client access account with system administration privileges to set these defaults for your staff. If you currently have a facility client access account, contact the Help Desk, and we will set up a separate IRMS Client Access Account specifically for this purpose (normally the new account's username will include the letters VIS for easy recognition).

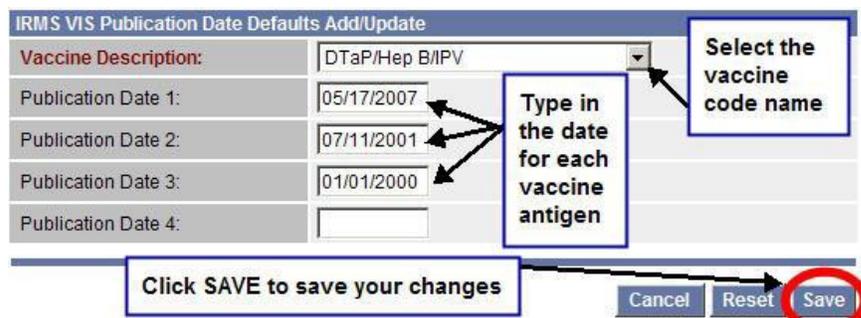
1. Log into the IIS with your IRMS client access account.
2. Using the Navigation Menu, click on the **Administration Menu Heading**
3. From the *Administration Main Menu Page*, click on the words: "IRMS VIS Dates Defaults".
4. You are now at the *Vaccine Management Settings Page*.



5. Click on the words: "Click to Add" to go to the *IRMS VIS Publication Defaults Add/Update Page*.



6. Select the vaccine code name from the Vaccine Description dropdown list. (Hint: use the ["Short List" of Vaccine Codes](#) guide to select the correct vaccine code name for publicly supplied vaccines).



7. Type in the publication date for the vaccine code name you selected. (I.e. if you select a combo vaccine, such as DTaP/Hep B/IPV then you will need to enter the publication dates for each single antigen in the combo and in the order they appear. If it is a single antigen vaccine then simply enter the date in the Publication Date 1 field).
8. Click the **Save** button to save your changes.

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9. To update the publication date, when new forms are published, simply click on the word: “update” to go to the *IRMS VIS Publication Date Defaults Add/Update Page*.
10. Make your changes and click the **Save** button.
11. To delete a vaccine from the list, simply click on the word: “delete”. The vaccine name and publication date will be immediately deleted.

Vaccine Management Settings					
IRMS VIS Publication Date Defaults <a href="#">click to add</a>					
Vaccine Name:	Pub Date1:	Pub Date2:	Pub Date3:	Pub Date4:	
DTaP	05/17/2007				<a href="#">update</a> <a href="#">delete</a>
DTaP/Hep B/IPV	05/17/2007	07/11/2001	01/01/2000		<a href="#">update</a> <a href="#">delete</a>
HPV, quadrivalent	02/02/2007				<a href="#">update</a> <a href="#">delete</a>
Hep A 2 dose - Ped/Adol	03/21/2006				<a href="#">update</a> <a href="#">delete</a>
Hib--PRP-T	12/16/1998				<a href="#">update</a> <a href="#">delete</a>
IPV	01/01/2000				<a href="#">update</a> <a href="#">delete</a>
MMR	01/15/2003				<a href="#">update</a> <a href="#">delete</a>
MMR/Varicella	01/15/2003	01/10/2007			<a href="#">update</a> <a href="#">delete</a>
Meningococcal Conjugate (MCV4)	11/06/2006				<a href="#">update</a> <a href="#">delete</a>
Pneumococcal(PCV7)	09/30/2002				<a href="#">update</a> <a href="#">delete</a>
Rotavirus, pentavalent	04/12/2006				<a href="#">update</a> <a href="#">delete</a>
Td (Adult)	06/10/1994				<a href="#">update</a> <a href="#">delete</a>
Td Adult, Preserv Free	06/10/1994				<a href="#">update</a> <a href="#">delete</a>
Tdap	07/12/2006				<a href="#">update</a> <a href="#">delete</a>
Varicella	01/10/2007				<a href="#">update</a> <a href="#">delete</a>

Click "Update" to change the date. Click to "Delete" to remove.

[Back](#)

**NOTE:**

If you create the vaccine publication date defaults for your organization it is important that individual users do NOT create their own VIS defaults under the personal setting feature since it will override all of the dates entered under this feature for that individual user account.

**Contact Us with Questions!**



[www.waiis.wa.gov](http://www.waiis.wa.gov)

**Help Desk**  
**800/325-5599**  
**206/205-4141**

email:  
[iishelpdesk@kingcounty.gov](mailto:iishelpdesk@kingcounty.gov)