

- 1. Log in to the ALERT IIS at <u>www.alertiis.org</u> using your org. code, user ID and password.
- 2. Click on manage access/account in the upper tool bar.

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ÅLERT	organization Amjen	Medical Clinic •	user Amanda Superl	Iser • role Super l	Jser (Provide	er and LHD)	
ALENI	announcements:						
Training Region 1.0.0	₩ С₩ 04/13/2011 ~ <u>А</u> 11/06/2010 ~ <u>V</u>		<u>iing Soon</u>				
Patients manage patient	release notes:						
enter new patient Immunizations manage immunizations	NEW 11/11/2010 ~ <u>Release Version 1.0.0</u> November 11 Release						
Reports reminder / recall	Vaccine Order/Transf	er Notification					
check reminder status	Туре	Shipped	Awaitir	ig Return Shipment	Rejected		
check reminder list manage custom letters	Order(s)		No	Order Notification			
check request status	Transfer(s)	2	0		0		
vaccine eligibility doses administered	Active Inventory that is Going to Expire or Expired Lots with a Quantity						
group patients	Site Name	U .	Trade Name	Lot Number	On Hand	Exp Date	
check group status assessment report	AMJEN MEDICAL CLINIC		Pentacel	fxe390	100	02/15/2012	
check assessment	AMJEN MEDICAL CLINIC		RotaTeo	234567	20	12/15/2012	
benchmark report	AMJEN MEDICAL CLINIC		Boostrix	kie10238	5	11/24/2011	
check benchmark ad hoc list report	AMJEN MEDICAL CLINIC		DAPTACEL	abc123	40	11/15/2011	
ad hoc count report	AMJEN MEDICAL CLINIC		FluMist	1332	49	11/15/2011	
ad hoc report status	AMJEN MEDICAL CLINIC		Gardasil	AA518586	38	09/15/2011	
Inventory	AMJEN MEDICAL CLINIC		Fluzone	ie33009	64	06/30/2011	
manage inventory manage orders	AMJEN MEDICAL CLINIC		MMRI	ABC123	40	12/31/2010	
manage transfers	AMJEN MEDICAL CLINIC		Engerix-B Adult	234567	20	12/18/2010	
shipping documents transaction summary	AMJEN MEDICAL CLINIC		FluMist	234567	30	12/18/2010	
Maintenance	AMJEN MEDICAL CLINIC		Havrix-Peds 2 Dose	234567	20	12/18/2010	
manage schools	AMJEN MEDICAL CLINIC		IPOL	234567	30	12/18/2010	
manage physicians	AMJEN MEDICAL CLINIC		MMR II	234567	19	12/18/2010	
manage clinicians Data Exchange	AMJEN MEDICAL CLINIC		PedvaxHIB	234567	20	12/18/2010	
exchange data	AMJEN MEDICAL CLINIC		Prevnar13	234567	10	12/18/2010	
check status	AMJEN MEDICAL CLINIC		VAQTA-Peds 2 Dose	234567	20	12/18/2010	
	AMJEN MEDICAL CLINIC		Zostavax	234567	38	12/18/2010	

3. Under the Manage Access menu on the left hand side of the screen, click on the Edit Organization link.

ÄLERT	ALERT I	mmunizatio	on Informati	on System			
	HOME	FORMS	RELATED LINKS	TRAINING			
Training Region * * * * *							
Welcome Amanda SuperUser	<u>Amjen Medical Clinic</u> <u>Reeds Care Center</u>						
Logout							
		Copyright © 1999 - 2011 State of Wisconsin. All rights reserved.					
Applications ALERT IIS							
Manage My Account Edit My User Account Change My Password My Training Status							
Manage Access Add User Add Multiple Users Edit User List Organizations Edit Organization	_						
Manage Training Assign Training Training Status							

4. Put in your organization name in the search string box and click the search button. When your organization comes up, click the hyperlink.

ÄLERT	ALERT In	nmunizatio	on Info	ormatior	n Systei	m
	HOME	FORMS	RELATED LINKS		TRAINING	
Training Region * * * * * Welcome	Organization Search Criter	ia				
Amanda SuperUser	Edit Organizations					
Applications ALERT IIS Manage My Account Edit My User Account Change My Password	Select your organization's na Note: parent organization na Search Field Name Search String Amjen		ormation.		-	Search
My Training Status	Search Result					
Manage Access Add User Add Multiple Users Edit User List Organizations Edit Organization	Name	Org Code	VFC Pin P10002	City COOS BAY	County Coos	Open Y
Manage Training Assign Training Training Status		Copyright © 1999 - 2011 :	State of Wisconsin.	All rights reserved.		

5. On the Organization Profile page, you can view your ordering tier and frequency. If you have any questions, please contact your Immunization Health Educator.

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ALEKI		numzatio		onnatio	ii Syst	em
	НОМЕ	FORMS	RELAT	ED LINKS	TRAINING	Ö
Training Region						
Welcome Amanda SuperUser	Edit ALERT IIS PROFILE					
Logout	Org ld: 146225 Sa					Save
	* Name	Amjen Medical Clinic				Cancel
Applications ALERT IIS		Private Practice				
Manage My Account Edit My User Account Change My Password	Federal Designation: Hospital FPI: County					
My Training Status	□ Organization Relationships					
Manage Access Add User Add Multiple Users Edit User List Organizations Edit Organization	Data Source: Si ALERT Group: Is Satellite Of: Is Delegate Of:	əlf				
Manage Training Assign Training Training Status	Submission Type: Last UI Submission: Last DX Submission:					
Training Status	State Supplied Vaccine Profile:					
		es				
	Delivery Days and Times	Delivery Wi	ndow 1	Delivery Win	dow 2	
	Monday	9:00 AM 🔽 To	12:00 PM 💌		4:00 PM 💌	
	✓ Tuesday		5:00 PM 💌	• To	▼ ▼	

