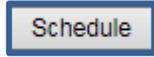


Why Should I Schedule Reports?

Scheduling reports in the IIS helps reduce the number of tasks the Washington State Immunization Information System (IIS) is running at one time. This helps the system run better and results in fewer issues with reports timing out.

Which Reports Can I Schedule?

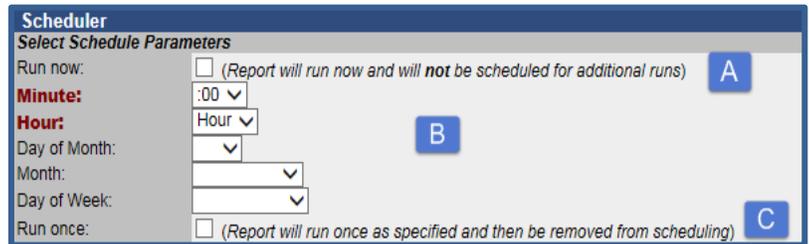
You can schedule any reports that have a schedule button next to them.



How Can I Schedule Reports?

1. Click on the **Schedule** button.
2. In the **Scheduler** section of the report screen, choose how to schedule your report:

- Run Now** – This checkbox lets you run the report now. You will receive an email when the report is ready.
- Run at a Specific Time** – Fill in the date and time fields.
- Run Once** – Once you choose a specific date and time to run the report, check this box if you only want to run it once on that date and time.

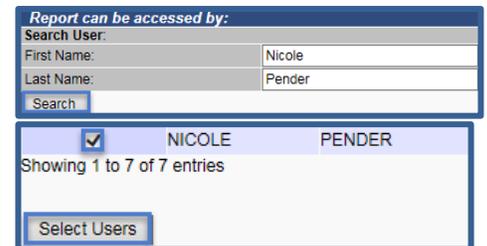



TIPS:

- To run recurring reports, fill in the date and time fields and do **NOT** check the Run Once box.
- Schedule reports to run overnight for large date or age ranges.

3. To allow users (including yourself) to access the scheduled report:

- Type** in the user's first, last, or both first and last name.
- Click the **Search** button to find the user.
- Select the checkbox next to the user's name.
- Click the **Select Users** button.



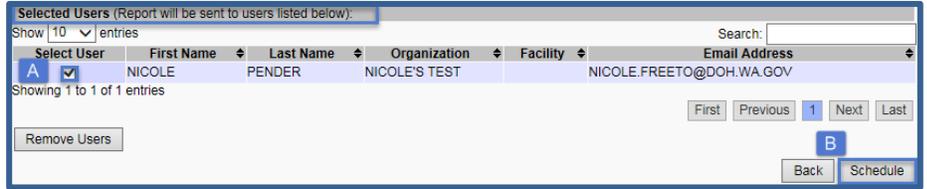
4. Repeat steps **A-D** to search for and select other users if you want to send the report to multiple users.



TIP: Only **users with valid email addresses** in the IIS receive notifications when reports are ready to download. Contact the Help Desk at 1-800-325-5599 or waiishelpdesk@doh.wa.gov to add or update your email address.

5. Once you select a user, they show up at the bottom of the screen in the **Selected Users** section.

- A. Check the **Select User** box for each user you want to receive the report.
- B. Click the **Schedule** button.



6. You should see a message at the top of the Report Module screen telling you the **Report Scheduled Successfully**.

7. You will get an email notice when the report is ready to download in the IIS.

8. Login to your IIS account and click on **Scheduled Reports** in the left navigation menu to expand the list of menu items.



9. Click **Received Reports**. This takes you to your report(s).

10. Click on the Report Name to download your report and print or save it.

11. Click the **Delete** button to delete the report after you review it.



Questions? Contact the IIS Help Desk at 1-800-325-5599 or WAIISHelpDesk@doh.wa.gov