

What are Personal, Facility and Organization Settings?

Settings can be a helpful tool for faster data entry in the WAIS. **You can override any default settings when entering a vaccination.**

- **Personal settings** can be defined for individual WAIS users entering data for one clinic/facility. When personal settings are established, they will override any facility settings.
- **Facility settings** are defaults that apply to every vaccine entered at a particular clinic, or facility.
- **Organization settings** are available to default VIS publication dates for each vaccine entered by any user within an organization.

Personal Settings

Default settings can be defined for individual users working at a single clinic. Some of the available settings are more useful than others, and you are not required to set them all.

Personal settings override organization VIS settings, so if you are using this function, be sure to include VIS Publication Date Defaults. Personal settings will override facility settings *unless* you check the box next to 'Use Facility Settings'.

Settings
Personal

To access personal settings, open the **Settings** menu tab and click **Personal**.

Personal Settings

☐ Use Facility Settings

Update Contact Information

Street	<input type="text"/>	Work Phone	<input type="text"/>
City	<input type="text"/>	Email	<input type="text"/>
State	<input type="text" value="WASHINGTON"/>		
Zip Code	<input type="text"/>		
County	<input type="text" value="All Counties"/>		

+ Patient Defaults

+ Vaccination Defaults

+ Anatomical Injection Site Defaults

+ Lot Defaults

+ VIS Publication Date Defaults

+ Vaccine Default Volume

+ User Preferences

Click the + symbol next to the setting you wish to apply defaults. You may also update your WAIS user account contact information on this page.



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

Facility Settings

To access these settings, open the **Settings** menu tab and click **Facility**. Special WAIS user permissions are needed to access this function. Reach out to your clinic's WAIS system administrator or WAISHelpDesk@doh.wa.gov to request the appropriate permission. Facility settings will apply to all WAIS users of this facility, or clinic.

Facility Settings				
Patient Defaults click to update				
Primary Care Physician:	City:			
Facility: APRILTESTFAC	State:			
Language:	County/Parish:			
Phone Area Code:	Zip Code:			
Birth State:	District/Region:			
Birth Country:				
Vaccination Defaults click to update				
Vaccinator:	Facility: APRILTESTFAC			
District/Region:				
Anatomical Injection Site Defaults click to add				
Vaccine/Med Name	Anatomical Site	Anatomical Route	Min Age	Max Age
Lot Defaults Default Lot Numbers				
Vaccine/Med Name	Manufacturer / Lot Number / Facility / Funding Source / Exp Date			
VIS Publication Date Defaults click to add				
Vaccine/Med Name	Pub Date1	Pub Date2	Pub Date3	Pub Date4
Vaccine Default Volume click to add				
Vaccine/Med Name	Default Volume		Unit of Measure	

Click the link to the right of the default setting you wish to create or update.

Organization Settings

This feature ensures every vaccination documented by a user within your organization has the correct VIS publication dates. *These settings are only available to WAIS users with an 'organization client' account type with the special permission 'system administrator'.*

To access organization settings, click the 'Administration' menu tab. Under settings, use the **click to add** link to add Organization VIS Publication Date Defaults.

Vaccine Management Settings	
Organization VIS Publication Date Defaults click to add	
Organization VIS Publication Date Defaults Add/Update	
Organization:	2 - AMAC TEST ORG (11002236)
Vaccine Description:	--select--
Publication Date 1:	mm/dd/yyyy
Publication Date 2:	mm/dd/yyyy
Publication Date 3:	mm/dd/yyyy
Publication Date 4:	mm/dd/yyyy

Choose the Vaccine Description from the drop-down menu. Enter each Publication Date. Click Save. VIS Defaults can be updated or deleted as needed.

To request this document in another format, call 1-800-525-0127. Deaf or hard of hearing customers, please call 711 (Washington Relay) or email doh.information@doh.wa.gov