

Washington State Immunization Information System Quick Reference Guide



Personal, Facility and Organization Settings

What are Personal, Facility and Organization Settings?

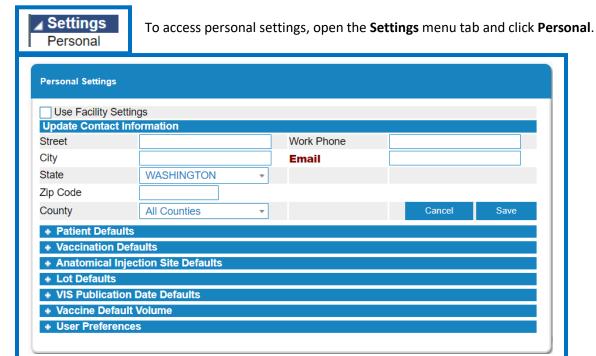
Settings can be a helpful tool for faster data entry in the WAIIS. You can override any default settings when entering a vaccination.

- Personal settings can be defined for individual WAIIS 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'.



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



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Facility Settings

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

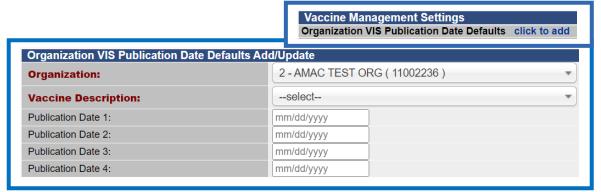


Click the link to the right of the default setting you wish to create or update.

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 WAIIS 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.



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

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