



# Chapter 15

## School User

### **In this chapter:**

- Finding Student
- Student Immunization Record
- Manage List
- Reports/Client List
- Check School Report

## Finding Student Screen

The Find Student screen is used to search and locate any student existing in the ALERT IIS application using the child's date of birth and at least two letters of the first or last name.

There are two main sections used in the Find Student screen:

- Enter Search Criteria for a Student
- Search Results



The screenshot shows a web form titled "Student Search Criteria". Below the title is a section "Search by Patient". A red note states: "Minimum search criteria includes exact birth date and one additional field." The form contains several input fields: "Last Name", "First Name", "Middle Name", and "\* Birth Date" (which has a calendar icon). To the right of these are "Mother's First Name" and "Phone" (with hyphens for area, exchange, and number). There are "Find" and "Clear" buttons on the right side of the form.

### Search Criteria

1. Click **Find Student** under the School Access menu group on the left side of the screen.
2. In the Student Search Criteria box, you must enter the student's birth date as a required field using the format of MM/DD/YYYY and one additional field.
  - a. Last Name: Entering at least the first two letters of the student's last name, along with the birth date, will begin a search of all students whose last name begins with those letters.
  - b. First Name: Entering at least the first two letters of the student's first name, along with the birth date, will begin a search of all students whose first name begins with those letters. If a student's first name is only one letter long, you may enter the single letter, but only exact matches will be displayed.
  - c. Middle Name: Entering at least the first two letters of the student's middle name, along with the birth date, will begin a search of all students whose middle name begins with those letters. If a student's middle name is only one letter long, you may enter the single letter, but only exact matches will be displayed.

- d. Mother's First Name: Entering at least the first two letters of the mother's first name, along with the birth date, will begin a search of all students whose mother's first name begins with those letters. If the mother's first name is only one letter long, you may enter the single letter, but only exact matches will be displayed.
- e. Phone: Entering the student's main 7-digit phone number (area code not required) and birth date will identify individuals with the exact phone number in ALERT IIS. However, this method is not recommended, as a phone number may not be entered for a student, and phone numbers may change over time.

3. Click the **Find** button.



### **Entering Names**

On all first and last names entered into ALERT IIS for student searches, ALERT IIS disregards spaces, apostrophes, and hyphens entered.



### **Search Results**

#### **Exact Student Match**

An exact student match means ALERT IIS returned only one student. When this occurs, the Student Immunization Record screen is displayed.

#### **List of Possible Matches**

A list of possible matches means the search returned more than one student match. All possible student matches returned are then displayed in a table. The student result table is sorted alphabetically by last name; first name, middle name, birth date, and gender are also included in the table for each student. Using the information displayed for each of the students in the table, the student can be selected by clicking on the Last Name. The Student Immunization Record screen is then displayed containing the student immunization information.

#### **No Match Found**

Please try at least twice to be sure the student is not in the system. For example, you can search once using the date of birth and last name, and once using date of birth and first name. Parents may have immunization information but if the child was born in another state or received services from a provider who did not report to ALERT, the information may not be in ALERT. A blank CIS form is available from the forms list.

#### **Threshold Limit**

When searching in the database, if the number of students exceeds 75 matches, then no students will be listed. Instead, the following message will display:

"XX students were found. Please refine your search criteria to limit your student list." (XX is the total number of students found in the search.)

In the unlikely event you receive this message, clear your search criteria and try again with information that is more detailed.

### **Student Immunization Record Screen**

The Student Immunization Record screen displays a student's immunization history and provides immunization recommendations. From this screen, you are able to select and add the student to a specific student list. This will allow you to run reports that include the student.

There are three main sections used in the Student Immunization Record screen:

- Student Information
- Immunization Record
- Vaccines Recommended

Student Information

School Record

Print Confidential

Cancel

Student Name (First - MI - Last)

DOB

Gender

Tracking Schedule

SCHOOL LIST PATIENT

08/01/1998

M

ACIP

Current Age: 15 years, 6 months, 5 days

Reports

Add this Student to a Report List

Please Pick a Report List

Immunization Record

Vaccine Group	Date Admin	Series	Vaccine [Trade Name]	Dose	Reaction
DTP/aP	05/03/1999	1 of 5	DTaP-HepB-IPV [Pediarix ®]		
HepA	09/03/1999	1 of 2	HepA-Ped 2 Dose [Havrix-Peds 2 Dose ®]		
HepB	05/03/1999	1 of 3	DTaP-HepB-IPV [Pediarix ®]		
Hib	05/03/1999	1 of 2	Hib-PRP-T [Hiberix ®]		
Polio	05/03/1999	1 of 4	DTaP-HepB-IPV [Pediarix ®]		

Vaccines Recommended by Selected Tracking Schedule

Vaccine Group	Vaccine	Earliest Date	Recommended Date	Past Due Date
DTP/aP	DTaP, NOS		Maximum Age Exceeded	
HepA	HepA, NOS	03/03/2000	03/03/2000	10/03/2000
HepB	HepB, NOS	05/31/1999	05/31/1999	07/03/1999
Hib	Hib, NOS		Maximum Age Exceeded	
HPV	HPV, Quadrivalent	08/01/2007	08/01/2007	08/01/2019
Influenza-seasni	Flu NOS	08/01/2007	08/01/2013	08/01/2007
Meningo	Meningococcal, NOS	08/01/2009	08/01/2009	08/01/2011
MMR	MMR	08/01/1999	08/01/1999	12/01/1999
Polio	Polio-Inject	05/31/1999	05/31/1999	08/03/1999
Td/Tdap	Tdap	08/01/2005	08/01/2005	08/01/2005
Varicella	Varicella	08/01/2011	08/01/2011	08/01/2011

## Student Information

The Student Immunization Record screen displays a student information header at the top of the page. This section includes student name, date of birth (DOB), gender, and selected tracking schedule. The information contained in this section can be used to confirm that you have located the correct student.

## Tracking Schedule

Select the appropriate tracking schedule from the drop down menu. This function allows users to change the tracking schedule to evaluate the record according to school law requirements based on the grade of the student. If a grade level tracking schedule is selected, the Earliest Date, Recommended Date and Past Due Date will be the same and identify vaccines for which the student is incomplete according to school requirements. ACIP is the clinical schedule and is the default. The ACIP schedule should be used when printing out a record for the parent so they know when they can obtain immunizations for their child.

## School Record

Clicking on the **School Record** button will allow users to print the official Certificate of Immunization Status (CIS) form.

## Print Confidential

This button allows you to print the record showing on the screen. This record may be helpful for parents when scheduling immunizations for their child.

## Cancel

This button cancels the screen and takes you back to the previous screen.

## *Adding Students to a Report List*

To add a student to a list, you must have first created specific student report lists in the Manage Lists section of the application. See the Manage List Screen section of this chapter for details.

1. Click the “Please pick a Report List” drop-down menu and select your list from the available options.
2. Then click the “Add this Student to a Report List” hyperlink.
  - a. Students can be added to more than one list.

The screenshot shows a web form titled 'Student Information'. At the top right are three buttons: 'School Record', 'Print Confidential', and 'Cancel'. Below these are four input fields: 'Student Name (First - MI - Last)' with the value 'SCHOOL LIST PATIENT', 'DOB' with '08/01/1998', 'Gender' with 'M', and 'Tracking Schedule' with a dropdown menu showing 'ACIP'. Below these fields is a blue bar indicating 'Current Age: 15 years, 6 months, 5 days'. Underneath is a section titled 'Reports' containing a blue hyperlink 'Add this Student to a Report List'. To the right of this link is a dropdown menu currently showing 'GraduationYear2014'. The dropdown menu is open, showing 'Please Pick a Report List' and 'GraduationYear2014' as options.

## Student Immunization Record

The Immunization Record table lists all vaccinations the student has received to date. Immunizations listed in the table are ordered alphabetically first, then by 'Date Administered'. The table columns are defined as follows:

- Vaccine Group
  - Lists the vaccine group name for each immunization received.
- Date Admin
  - Lists the date the student received the vaccine.
- Series
  - Denotes the sequence number within the immunization series and contains messages such as “Not Valid”, if the vaccine does not meet the requirements of the selected tracking schedule.

- Trade Name
  - Displays the trade name of the vaccination received.
- Dose
  - Indicates whether full, half, or multiple doses were administered to the student. A blank field is the default for a full dose.



**Note:**

Doses marked as Subpotent or Not Valid are counted for school/children's facility immunization law compliance. The exceptions are MMR, Varicella, and Hepatitis A doses given before the first birthday. Oregon accepts these dates for school attendance purposes because revaccination is a clinical decision.



The student's age appears in a solid blue field between the student information and reports sections.

### *Vaccines Recommended*

Find the recommended vaccinations and corresponding dates for the student in the Vaccines Recommended by Selected Tracking Schedule table. The vaccine group list shows all vaccinations included in the tracking schedule assigned to this student. The table columns are defined as follows:

<b>Vaccine Group</b>	Displays the vaccine group name.
<b>Vaccine</b>	Displays the specific vaccine name.
<b>Earliest Date</b>	Displays the earliest date the student could receive the immunization. If the tracking schedule selected is for a certain grade range (not ACIP), the Earliest Date will be when the student is incomplete for the vaccine according to Oregon school law requirements.
<b>Recommended Date</b>	Displays the date that the student is recommended to receive the immunization. If the tracking schedule selected is for a certain grade range (not ACIP), the Recommended Date will be when the student is incomplete for the vaccine according to Oregon school law requirements.
<b>Past Due Date</b>	Displays the date that the student is past due for the immunization. If the tracking schedule selected is for a certain grade range (not ACIP), the Past Due Date will be when the student is incomplete for the vaccine according to Oregon school law requirements.

**Note:**

The Earliest Date, Recommended Date, and Past Due Date are the same if a school or children's facility grade level tracking schedule is selected. Students are incomplete for that vaccine starting on this date. The Earliest Date is the recommended date for the student to receive the vaccine



The dates found in the Vaccines Recommended by Selected Tracking Schedule table are shaded with color for emphasis. The colors applied to the dates within the columns are defined as follows:

**Green:** fills the background when the current date is on or after the recommended or past due date.

**Grey:** fills the background when a vaccine cannot be given because that immunization series is complete, contraindicated, maximum age exceeded, or the patient has immunity or medical exemption.

**Maximum Age Exceeded:** reflects whether a student has exceeded the maximum age to receive a specific vaccine. For example, if a student has already reached the age of five and has not completed the Hib series, then the recommendation for Hib at the bottom of the student immunization history will show Maximum Age Exceeded.

**Maximum Doses Met or Exceeded for Vaccine Group:** indicates that the maximum number of doses recommended have been administered for the specified vaccine series according to the tracking schedule.

**Complete:** indicates that an immunization series has been completed according to the tracking schedule.

**Immunity Recorded for Vaccine Group:** indicates history of disease or vaccine history. If this message appears for varicella, this should be treated as history of chickenpox disease. A medical exemption is required if this message appears for any vaccine other than varicella.

**Contraindicated:** indicates history of disease, or the vaccine should not be given for medical reasons. If this message appears for varicella, this should be treated as history of chickenpox disease. A medical exemption is required if this message appears for any vaccine other than varicella.





**Note:**

Religious exemptions are not recorded in ALERT IIS and are not displayed.



*Printing an Immunization Record or Certificate of Immunization Status (CIS) Form*

To print out a record in the format of a Certificate of Immunization Status form for your school files:

1. Click the **School Record** button
2. Click **File** and then click **Print**

The CIS form is considered a verified record and does not require a signature unless the parent provides additional dates.

To print out the Student Immunization Record screen:

1. Click the **Print Confidential** button.
2. Click **File** and then click **Print**.

This page can be used to look at dates when students will be due for vaccines. Click the Back button on your browser to return to the student record.



**Note:**

If you are printing the Student Immunization Record for a parent, choose ACIP as the tracking schedule to show the clinically recommended dates and select Print Confidential.



## Manage List Screen

The Manage List screen is used to create new and manage existing student lists to be used for generating reports. A maximum of thirteen lists can be created by each school.

There are two main sections used in the Manage List screen:

- Manage List
- Report List

Each school can only have 13 report lists.

**Manage List**

[New List Name](#)

**Report List**

List Name	Last Updated Date	Student Count	Delete
<a href="#">GraduationYear2014</a>	05/09/2011	1	<input type="button" value="Delete"/>

<b>Mange List</b>	Creates new lists for your school or children's facility organization in ALERT IIS.
<b>Report Lists</b>	Displays a table of all lists added to ALERT IIS by your school or children's facility in alphabetical order.
<b>List Name</b>	Displays the name given to the list by your school. If you click the name, you can view a detailed display of your students within the list.
<b>Last Updated Date</b>	Displays the date on which the list was last updated.
<b>Student Count</b>	Displays the number of students within the list. The count is determined by how many students are assigned to the list.
<b>Delete</b>	Displays a delete button for each list. If you click the delete button, the list will be deleted.



**Note:**

Once you delete a list, you cannot retrieve it. Deleting a list removes all students from the list.



*Creating a New Student List*

1. Click **Manage Lists** under the School Access menu group on the left side of the screen.
2. Enter a list name in the New List Name text field.
3. Click the **Save** button to add the list name.
4. The message will appear at the top, "The list has been created successfully". An example of a list name may be: Class of 2015. You will later add students to this list.

**Note:**

Once you create a list, you cannot edit the name of it. Make sure to choose a list name that will not need to be revised (avoid generic names or current references such as kindergarten). Instead, use titles such as Class of 2020, Class of 2021, etc., using the year of high school graduation.



### *Removing a List*

1. Click the **Delete** button to the right of the list.
2. When the Delete button is clicked, you will be given a prompt “Are you sure you want to delete this list?” Your option is either **OK** or Cancel.
3. Clicking **OK** will delete the list and remove it from the Manage List screen. Clicking on Cancel will cancel the delete and return you to the Manage List screen.

### *Opening the Reports/Client List Screen*

1. Click a list name for the list you wish to view.
2. You will be taken to the Reports/Client List screen where you can view your student list. Further explanation can be found on the Reports/Client List Screen section, below.

**Note:**

You can only view details of a list that contains students. A list with zero count will not link to the Reports/Client List screen.



## **Reports/Client List Screen**

The Reports/Client List screen is used to view students added to your school list and run reports for the students in the list. You can also view a student's immunization record and remove a student from your list.

There are three main sections used in the Reports/Client List screen:

- Reports Available: (List Name)
- Select Tracking Schedule
- Client List for: (List Name)

Reports Available for: Schuh_Test	
Report Name	Description
<a href="#">Student List</a>	Displays the name and date of birth for each student on the list sorted alphabetically by last name.
<a href="#">Student Immunization History List</a>	Displays the name, date of birth and immunization history for each student on the list sorted alphabetically by last name.
<a href="#">Immunization Due</a>	Displays the name, date of birth and all immunization information for immunizations due for each student on the list sorted alphabetically by last name.

Select Tracking Schedule	
Tracking Schedule	ACIP

Client List for: Schuh_Test					Delete	Cancel
Delete	Last Name	First Name	Middle Name	Birth Date		
<input type="checkbox"/>	<a href="#">PATIENT</a>	ENTERNEW		01/01/2010		
<input type="checkbox"/>	<a href="#">PATIENT</a>	HLSEVEN		01/01/2010		
<input type="checkbox"/>	<a href="#">PATIENT</a>	HMO	TEST	01/01/2008		
<input type="checkbox"/>	<a href="#">PATIENT</a>	QUICK		01/01/2010		
<input type="checkbox"/>	<a href="#">PATIENT</a>	VITALS		01/01/2007		

### Reports Available for Schools

This section can generate three student reports within the selected list:

<b>Student List</b>	Displays the name and date of birth for each student on the list, sorted alphabetically by last name.
<b>Student Immunization History</b>	Displays the name, date of birth, and immunization history for each student on the list, sorted alphabetically by last name.
<b>Immunization Due</b>	Displays the name, date of birth, and all immunizations due for each student on the list, sorted alphabetically by last name.

### Select Tracking Schedule

Choose the appropriate tracking schedule from the drop down menu. This function allows users to set the tracking schedule for each report in order to evaluate all of the records of all the students listed based on the school law requirements for their grade level to identify those students who are incomplete.

### Generating the Student List Report

1. Click the **Student List** link.

2. The Student List report will open in a PDF document.

ALERT Immunization Information System			
Student Listing			
Report run on: 05/06/2016		Page 1 of 1	
Last Name	First Name	Middle Name	Birth Date
EVERYWHERE	NOWHERE		01/01/2010
PATIENT	BISHAL	UPDATE	01/01/2010
STAPLES	ALERT		01/01/2007

3. Click the Back button on your browser to return to the Reports/Client List screen.

### *Generating the Student Immunization History List Report*

1. Click the **Student Immunization History List** link. You will be taken to the Check School Report screen where you can view the status of the report you are running.

2. Click **Refresh** periodically until the status displays 100%. You can also click “Check School Report” on the menu on the left side to see if the report is finished.
3. Once your report has finished generating, the report name will turn blue, and the report status will display “ready”. You can now click the link and view the report.
4. The report displays the immunization history and the recommended vaccines for each student on your list according to the Tracking Schedule selected on the Reports/Client List screen.

05/08/2016

ALERT Immunization Information System

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Student Immunization History

Student Name (L, F M): <b>EVERYWHERE, NOWHERE</b>		Birth Date: <b>01/01/2010</b>	Gender: <b>Male</b>
Immunization Record		ACIP	
Vaccine Group	Date Admin	Vaccine	
DTP/aP	04/08/2015	DTaP, NOS	
HepA	01/01/2010	HepA, NOS	
	02/01/2010	HepA, NOS	
	03/01/2010	HepA, NOS	
	04/01/2010	HepA, NOS	
	02/25/2014	HepA, NOS	
HepB	02/25/2015	HepB, NOS	
Influenza-seasonal	01/01/2010	Flu NOS	
	03/16/2015	Flu NOS	
	04/16/2015	Flu NOS	
MMR	03/08/2015	MMR	
	04/08/2015	MMR	
Polio	04/08/2015	Polio, NOS	

Immunizations Due
DTP/aP
HepB
Influenza-seasonal
Polio
Varicella

5. Click the Back button on your browser to return to the Reports/Client List screen.

## Generating the Immunizations Due List Report

When requesting the Immunization Due report you will be taken to a screen where you can enter criteria used for the report. The criteria for this report are explained below.

**School Immunization Due List Request**

Select the Vaccine Group To Report on ...

☒ Use All Vaccine Groups

☐ Use Vaccine Groups Selected

Adeno  
Anthrax

Add  
Remove

Enter the Date Criteria ...

Target Date Range

From  To

Generate Cancel

### Selecting Vaccine Groups

The majority of the time, you will Click Use All Vaccine Groups. The immunization due dates will be based on the tracking schedule you have selected for this report. If a student is past due for any of the vaccines in the tracking schedule (for example, if he/she is past due for any vaccines required for kindergarten and you have selected the Kindergarten tracking schedule), then he or she will be included in the report outcome, given all other report criteria are met. If no students are listed in the report, then all students on the list are complete or up-to-date for the selected date range.

Choosing vaccine groups allows you to focus on a specific vaccine(s) within the selected tracking schedule. If the student is past due for any of the selected vaccine groups, then he or she will be included in the Immunizations Due List report, given all other report criteria are met. For example, you can use this report if you want to see which students on the list are due for a specific vaccine or if there is an outbreak of disease and you need to identify students on your list that may be lacking that vaccine. This report could be used to produce a list of susceptible students at your school or children's facility if all of the students attending your school/facility have all of their immunization dates in ALERT.

1. Within the Select the Vaccine Group(s) section, select either **Use All Vaccine Groups** or **Use Vaccine Groups Selected**.
  - a. If the Use Vaccine Groups Selected option is selected, choose the vaccine groups to be included.

2. Scroll through the vaccine group list and double-click the desired vaccine group name, or click the vaccine group name and then click the Add button.
  - a. All selected vaccine groups will appear in green in the box to the right.
3. To remove any vaccine groups from the report criteria, either double-click the selected vaccine group name in the right list box, or click the selected vaccine group name and then click the Remove button.

When the report is generated, the only students that will appear on the list are those students who are due for the vaccine group(s) selected in the report criteria, but the report will show all vaccines included in the tracking schedule.

### Selecting Target Date Range

When dates are specified, the report will only return those students that were, are, or will be overdue for the selected vaccine groups on a date falling within the target date range entered.



#### Note:

The To date in the target date range may be set to the day your report is due to the local health department to identify students who will be due for a vaccine by this date.



4. Enter the Target Date Range in the From and To text boxes in the form MM/DD/YYYY, or Click the calendar icon to set the date.
  - a. The From date, To date, or both dates can be left unspecified:
    - i. If the To date is unspecified for the Target Date Range, the report date range will include the From date up to and including today's date.
    - ii. If the From date is unspecified for the Target Date Range, the report date range will include all dates prior to and including the To date.
    - iii. If both dates are left unspecified for the Target Date Range, then today's date will be entered for both From and To fields.
5. Click **Generate**.
  - a. You will be taken to the Check School report screen where you can view the status of the report you are running.
6. Click **Refresh** periodically until the status displays 100%. You can also click "Check School Report" on the menu on the left side to see if the report is finished.
  - a. Once your report has finished generating, the report name will turn blue, and the report status will say "ready".



7. Click the link and view the report, which displays the Immunizations Due for each student on your list.
  - a. If you selected a future date, then all children on the list will require vaccines by the date selected, but Due will only be displayed for those vaccines that are past due or due now. You will have to manually evaluate the rest of the record to identify those vaccines that are due before the future date selected.
8. Compare to see if all of the student's immunizations are in the ALERT IIS if you have information from another source.
  - a. Parents may have additional information if the child was born in another state or received services from a provider who did not report to ALERT.
  - b. Additional dates can be written on the printed CIS form but will not be reflected in the Immunizations Due report for students.

- c. The ALERT IIS forecast does not consider any vaccines that the parent has selected as a religious exemption.

Report run on : 5/9/16 9:10 AM
Student Immunization Due List
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Student Name (FML)

BOB PATIENT - 01/01/1990
Tracking Schedule: ACIP

Vaccine	Immunizations Due	Immunization Dates
DTP(aP		1) 01/01/1995 (NV) 2) 12/31/1996
HepB		1) 01/01/2010 2) 11/05/2013
Influenza-seasonl	DUE	
Polio	DUE	1) 11/05/2013
Td/Tdap		1) 01/01/1997 (NV) 2) 01/01/2010 3) 11/01/2010 4) 11/05/2013
Varicella	DUE	1) 01/01/2010

ERIC PATIENT - 01/01/2010
Tracking Schedule: ACIP

Vaccine	Immunizations Due	Immunization Dates
DTP(aP	DUE	1) 01/01/2010 (NV)
HepA	DUE	
HepB	DUE	1) 01/01/2010
Influenza-seasonl	DUE	
MMR	DUE	
Polio	DUE	1) 01/01/2010 (NV)
Varicella	DUE	

HMO PATIENT - 01/01/2000
Tracking Schedule: ACIP

Vaccine	Immunizations Due	Immunization Dates
DTP(aP		
HepA	DUE	
HepB	DUE	1) 05/01/2008
HPV	DUE	
Influenza-seasonl	DUE	
Meningo	DUE	
MMR	DUE	1) 06/01/2009 2) 01/01/2010 (SP)
Polio	DUE	
Td/Tdap	DUE	1) 01/01/2008 2) 05/01/2008 3) 07/01/2008 (NV) 4) 09/01/2008 (NV) 5) 03/01/2009
Varicella		

Immunization Series Key:
SP=Subpotent
NV=Not Valid



**Note:**

There are two places in the ALERT IIS where you can select a tracking schedule. If you want to run a report for a group of students using a specific tracking schedule, such as Kindergarten, select the tracking schedule on the Reports/Client List screen. If you want to see the immunizations due for one

student only, find the student and then select the tracking schedule on the Student Immunization Record screen.



### Client List

This section is for viewing student immunization records and removing a student from your list. Information contained within the student list table is described below.

Delete	If you wish to remove a student from your list, place a checkmark in the box beside the student's name in the Delete column. Remove more than one student at a time by checking multiple students. Next, Click the Delete button. Once you have confirmed the delete, a message will display "The list has been updated successfully" and your student(s) will be removed.
Last Name	Displays the student's last name and provides a link back to the Student Immunization History screen.
First Name	Displays the student's first name.
Middle Name	Displays the student's middle name.
Birth Date	Displays the student's birth date.

## Check School Report Screen

The Check School Report screen is used to display and/or determine the status of a report request. The screen is separated into two sections:

- School Report Job Status
- School Report Status

School Report Job Status						Refresh
Started	Completed	Status	Students	Target From	Target To	Cancel
12/14/2009 10:00 AM	12/14/2009 10:01 AM	100 %	10			
School Report Status						
Name	Type	Requested	Started	Completed	Status	
<a href="#">History Report 12-14-2009 10:01:04</a>	Imm. History	12/14/2009 09:56 AM	12/14/2009 09:57 AM	12/14/2009 09:57 AM	Ready	

### *School Report Job Status*

This section displays the date and time a report was started and completed, the overall status in percentage, the number of students returned and the target date range if one was specified. Status will update by clicking the Refresh button. You can only have one job listed in this section. Once you run a new report, your previous job will be erased.

### *School Report Status*

This section displays reports generated from the Reports/Client List screen. It contains the name of the report, the type of report, the date and time the report was requested, what time it started and the status. Your reports will be sorted by time generated, with the latest report at the top.

To get the latest update on all the requests listed in the table, click the **Refresh** button. This will show the most current status for each request from the ALERT IIS database.

You do not have to remain on this screen while the reports are running. You can navigate away from this screen and go somewhere else in the application while your report runs in the background. To get back to the School Report Status screen, Click the Check School Report link on the left menu panel.

As soon as the report name appears as a hyperlink and the Status displays Ready, it has completed processing and is ready for viewing. To view the report, Click the report name hyperlink. This process can take some time depending on the size of the report. The selected report will automatically display using the Adobe Acrobat Reader. If there is a problem viewing your report, please contact the ALERT IIS Help Desk. At any time, click the **Cancel** button to return to the screen you were previously on.