

VacTrAK Schedule Reports Guide

Users must have “Schedule Reports” permission to utilize this option. Contact VacTrAK Support for assistance.

Step 1: From the Reports menu, click on the **Schedule** button for the desired report.

Logged in: TEST GUZMAN
 Organization (IRMS)/Facility: VACCINESNOW (1386) / VCN1
 Date: January 12, 2016

Reports

Vaccinations	Patients
Vaccination Totals	Daily Patient Immunization List
Vaccinations Breakdown	Patient Detail <input type="button" value="Schedule"/>
Lot Number Summary	Patient Totals
Lot Usage and Recall Report	Recall for Inactivation
Vaccine Deferrals <input type="button" value="Schedule"/>	Clinical Notes
Vaccine Lots to Expire	Contraindication Report
Daily Inventory Report	Aggregate Contraindication report
Reminder/Recall Success <input type="button" value="Schedule"/>	Site Information
Vaccines for Children	Provider Contact
VFC Vaccinations Breakdown	Physician/Vaccinator Detail
Vaccine Administered <input type="button" value="Schedule"/>	
VFC Accountability Log <input type="button" value="Schedule"/>	Quality
VFC Profile Report	Patient Data Quality Detail
Registry	Vaccination Data Quality Detail
Provider Submission Detail <input type="button" value="Schedule"/>	Administrator Data Quality <input type="button" value="Schedule"/>
	Pre and Post Enhancement Benchmark Report
Coverage Rate Report <input type="button" value="Schedule"/>	

Step 2: Select Schedule Parameters and then Search and Select Users.

Scheduler

Select Schedule Parameters

Run now: (Report will run now and will not be scheduled for additional runs)

Minute: :00
 Hour: Hour
 Day of Month:
 Month:
 Day of Week:
 Run once: (Report will run once as specified and then be removed from scheduling)

Report can be accessed by:

Search User:
 First Name: TEST
 Last Name: GUZMAN

Search Results (Select the users listed below and click on 'Select Users'):

Show 10 entries

Select User	First Name	Last Name	Organization	Facility	Email Address
No data available in table					

Showing 0 to 0 of 0 entries

Selected Users (Report will be sent to users listed below):

Show 10 entries

Select User	First Name	Last Name	Organization	Facility	Email Address
<input checked="" type="checkbox"/>	TEST	GUZMAN	VACCINESNOW	VCN1	PAUL.GUZMAN@ALASKA.GOV
<input checked="" type="checkbox"/>	TEST	GUZMAN	VACCINESNOW	VCN1	PAUL.GUZMAN@ALASKA.GOV

Showing 1 to 2 of 2 entries

Step 3. Click the Schedule button to run report.

Selected Users (Report will be sent to users listed below):

Show 10 entries Search:

Select User	First Name	Last Name	Organization	Facility	Email Address
<input checked="" type="checkbox"/>	TEST	GUZMAN	VACCINESNOW	VCN1	PAUL.GUZMAN@ALASKA.GOV
<input checked="" type="checkbox"/>	TEST	GUZMAN	VACCINESNOW	VCN1	PAUL.GUZMAN@ALASKA.GOV

Showing 1 to 2 of 2 entries

If necessary, mark and click as shown the Remove Users button.

Step 4. After the report has finished running, **you will receive an email** at the email address on file in VacTrAK. The email (similar to the one shown below) indicates that the report has completed and is now available in VacTrAK.

Search Inbox (Ctrl+E)

From	Subject	Received	Size
VacTrAK Scheduler	Vaccine Administered Report	Tue 1/12/2016 10:40 AM	6 KB

Step 5. From the listed **Scheduled Reports Received**, click on the applicable report as shown below to view the report. Reports are saved in VacTrAK until deleted by the user.

VAC TRAK Logged in: TEST GUZMAN

Organization (IRMS)/Facility: VACCINESNOW (1386) / VCN1 Date: January 12, 2016

- Main
- Home
- Logout
- Favorites
- Patient
- Vaccinations
- Reports
- Settings
- Reminder/Recall
- Scheduled Reports
- Search Report Jobs
- Received Reports
- Change Password
- Answers

Scheduled Reports Received

Show 10 entries Search:

Report Name	Report Type	Report Date	
VACCINE ADMINISTERED REPORT	HTML	01/12/2016 10:38:06 AM	<input type="button" value="Delete"/>

Showing 1 to 1 of 1 entries



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