

## Quick Reference Guide Personal Settings

### Settings Menu Heading

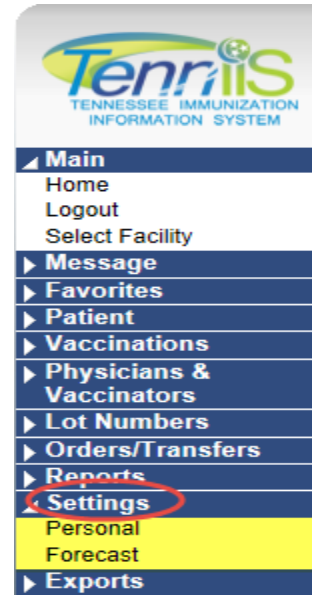
The **Settings Menu Heading**, located on the Navigation Menu, allows you to set up system defaults to expedite data entry by automatically populating commonly used fields, including:

- Vaccinator Name
- Anatomical Injection Site
- Vaccine Volume Default

This guide will walk you through the process of setting up these defaults.

### How to get to the Settings Menu

- 1) Using the Navigation Menu click on the **Settings Menu Heading**.
- 2) Click on the word *Personal* or *Forecast* depending on which feature you want to set up and /or modify.



### Setting Up Defaults to Expedite Data Entry

While there are several defaults available on the *Personal Settings Screen* we recommend that you only set up the following:

- Vaccination Defaults
- Anatomical Injection Site Defaults
- Vaccine Default Volume

**Note: Personal Settings follow the user account; each user must set up their own personal settings.**

- The one exception to this is the VIS Publication Date Defaults. Your system administrator can set up the VIS Publication Date Defaults for everyone within the organization.

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**Personal Settings**

**Update Contact Information**

Street: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
 City: \_\_\_\_\_ Email: \_\_\_\_\_  
 State: \_\_\_\_\_  
 Zip Code: \_\_\_\_\_  
 County: \_\_\_\_\_ Update

**+ Patient Defaults**

**- Vaccination Defaults**

Vaccinator: TEST, CATHY Facility: \_\_\_\_\_  
 District/Region: \_\_\_\_\_ Update

**- Anatomical Injection Site Defaults**

Vaccine Description: --select-- Anatomical Injection Site: --select--  
 Anatomical Route: --select-- Age Range:  All ages  
 Between \_\_\_\_\_ and \_\_\_\_\_  
 months  
 \_\_\_\_\_ months and up Add

Vaccine/Med Name	Anatomical Site	Anatomical Route	Min Age	Max Age

**+ Lot Defaults**

**+ VIS Publication Date Defaults**

**- Vaccine Default Volume**

Vaccine: --select-- Dosage Default: \_\_\_\_\_ Add

Vaccine/Med Name	Default Volume

- 5) Click *Update*.
- 6) You are now at the *Vaccination Defaults Update Screen*.
- 7) Choose the vaccinator's name from the dropdown list.

**Note: Personal settings follow each user account. Each user must set up his/her unique personal settings.**

- 8) Once you have made our selection, click the **Save** button to save your changes.

**- Vaccination Defaults**

Vaccinator: TEST, CATHY v Facility: --select-- v Save

### Adding Your Vaccinator Name as a Default

When adding an administered vaccine to a patient's record, you can set up a vaccinator name as the default by following the direction's below. **Note: You can always override any default when adding an administered vaccine.**

- 1) Using the Navigation Menu, click on the **Settings Menu Heading**.
- 2) Click on the word *Personal*.
- 3) You are now on the *Personal Settings Page*.
- 4) Next to "Vaccination Defaults", click the blue "+" to open the tab.

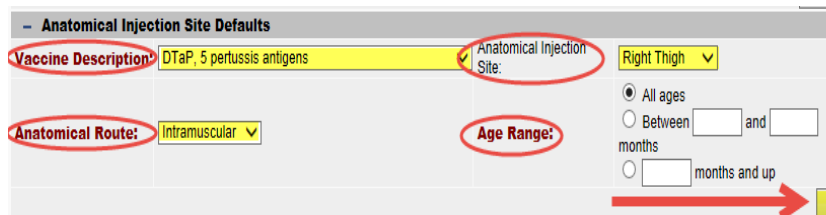
For Online Ordering Help contact the STC Helpdesk at: (844) 206-9927 Monday thru Friday 8AM to 5PM CDT or email at: [TennIIS.Help@tn.gov](mailto:TennIIS.Help@tn.gov)  
 For VFC Questions contact the VFC Program Office at: (800) 404-3006 Monday thru Friday 8AM to 5PM CDT or email at: [TennIIS.VFC@tn.gov](mailto:TennIIS.VFC@tn.gov)

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### Adding the Route & Site as a Default

When adding an administered vaccine to a patient's record, you can set up Anatomical Injection Site Default for each vaccine you normally give in the same anatomical site. You can even specify the site by the patient's age. **Note: You can always override any default when adding an administered vaccine.**

- 1) Using the Navigation Menu, click on the **Settings Menu Heading**.
- 2) Click on the word *Personal*.
- 3) You are now on the *Personal Settings Page*.
- 4) Next to the words "Anatomical Site Injection Defaults" click the blue "+" sign.
- 5) You are now at the *anatomical Injection Site Defaults ADD/Update Screen*.
- 6) Select the appropriate Vaccine Description from the dropdown list.
- 7) **Optional:** Choose the Injection Site from the dropdown list.
- 8) Choose the Anatomical Route from the dropdown list.
- 9) If you would like to set the default by age range, type the age range – otherwise select the All Ages radio button. If you create the default by a specific age range you must repeat steps 1-10 for each possible age range.
- 10) Once you have made your selection, click the **Add** button to save your changes.
- 11) Repeat steps 6-10 for each vaccine type.

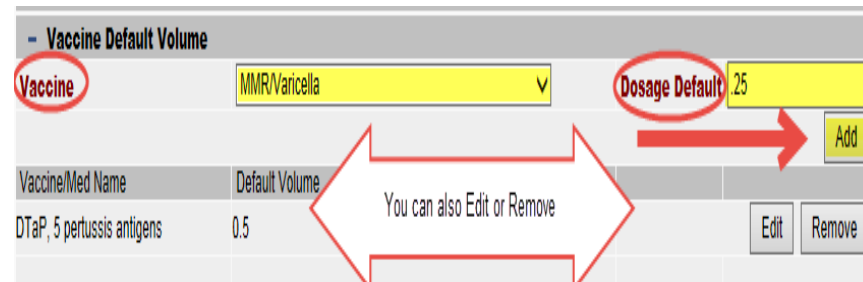


The screenshot shows the 'Anatomical Injection Site Defaults' form. Key fields are circled in red: 'Vaccine Description' (DTaP, 5 pertussis antigens), 'Anatomical Injection Site' (Right Thigh), 'Anatomical Route' (Intramuscular), and 'Age Range' (All ages). A red arrow points to the 'Add' button at the bottom right.

### Adding the Volume as a Default

When adding an administered vaccine to a patient's record, you can set up the Volume Default for each vaccine. **Note: You can always override any default when adding an administered vaccine.**

- 1) Using the Navigation Menu, click on the **Settings Menu Heading**.
- 2) Click on the word *Personal*.
- 3) You are now on the *Personal Settings Page*.
- 4) Next to "Vaccine Default Volume" click the blue "+" sign.
- 5) You are now on the *Add Vaccine Dosage Default Screen*.
- 6) Select the appropriate Vaccine from the dropdown list.
- 7) Type in the Dosage Default in the space provided. Only type a number as the system will automatically add the mL/cc (i.e. .25 or .5).
- 8) Once you have made your selection, click the **Add** button to save your changes.
- 9) Repeat steps 6-8 for each vaccine type.



The screenshot shows the 'Vaccine Default Volume' form. Key fields are circled in red: 'Vaccine' (MMR/Varicella) and 'Dosage Default' (25). A red arrow points to the 'Add' button. Below the form is a table with columns 'Vaccine/Med Name' and 'Default Volume'. The table contains one row: 'DTaP, 5 pertussis antigens' with a default volume of '0.5'. A red double-headed arrow points to the table with the text 'You can also Edit or Remove'. 'Edit' and 'Remove' buttons are visible next to the row.

Vaccine/Med Name	Default Volume	
DTaP, 5 pertussis antigens	0.5	Edit Remove

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