

Add Immunization Records

After you set up or revise an immunization list for your school, you're ready to add immunization information, such as the name of the vaccine, the date received, and date due to the prospective and student records.

1. On the Home screen, click **Students** or **Prospective Students**.
2. Double-click on an individual's name.
3. Click the **Immunizations** tab.
4. Click **Add**.
5. Click the **Immunization** drop-down list, and select a vaccine.
6. Click **Add**.
7. Enter the date.
8. Click **OK**.