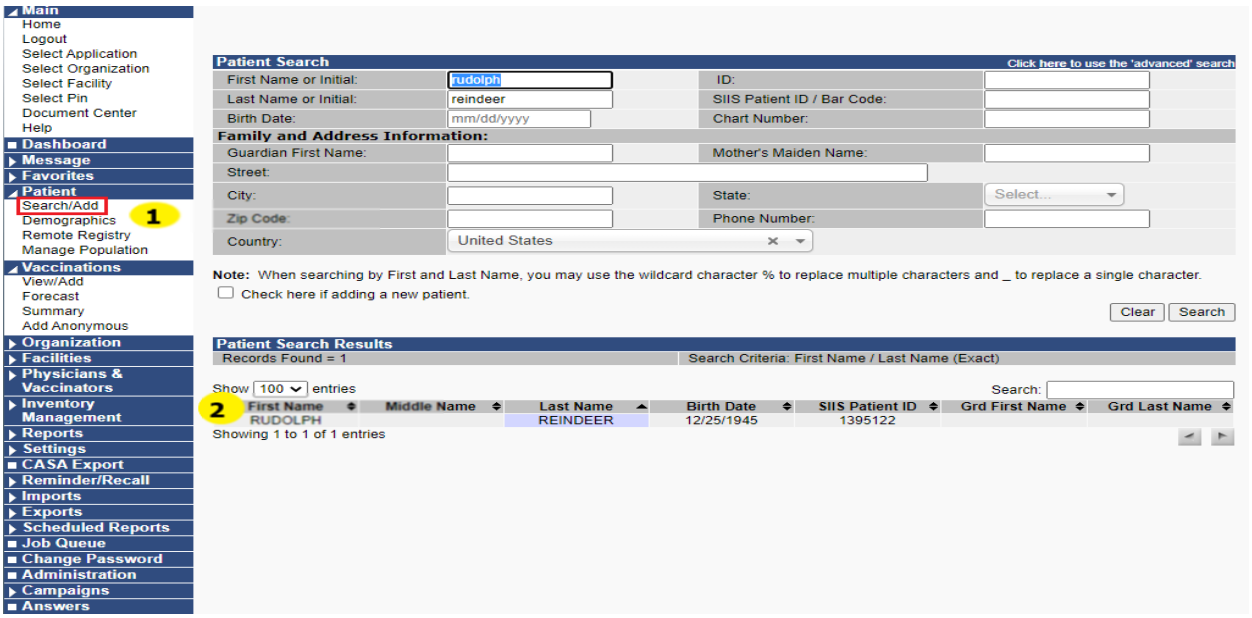
imMTrax Edit Vaccine Record Quick Reference Guide

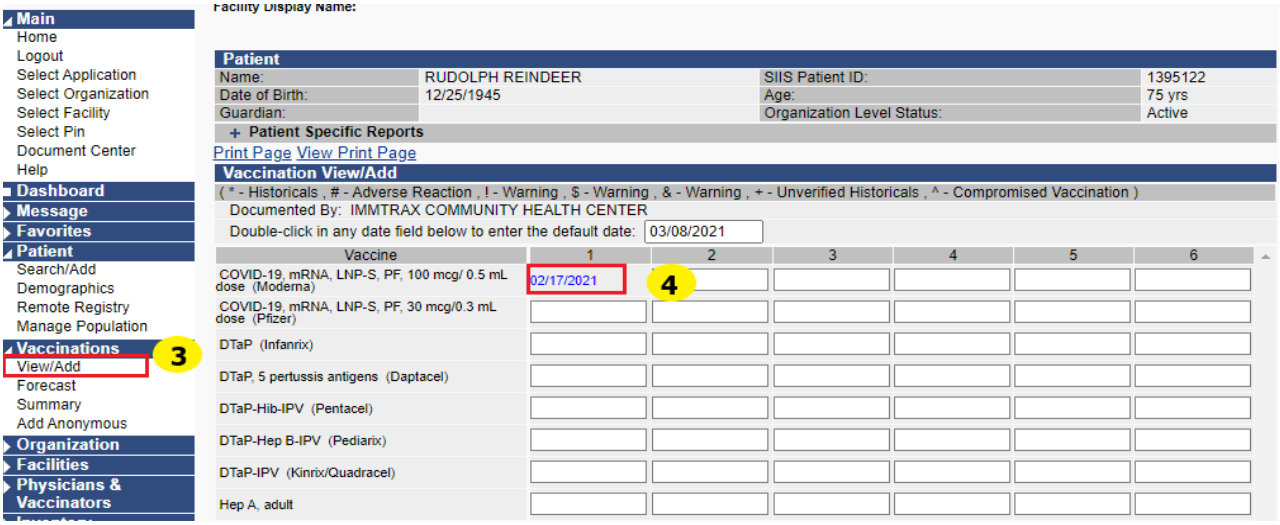
Note: This document will outline the workflow for editing a vaccine entry that has been recorded in imMTrax. Please note that if the date of administration is incorrect, the date cannot be corrected by the edit vaccine record workflow. The record will need to be deleted and re-entered.

Steps to Follow:

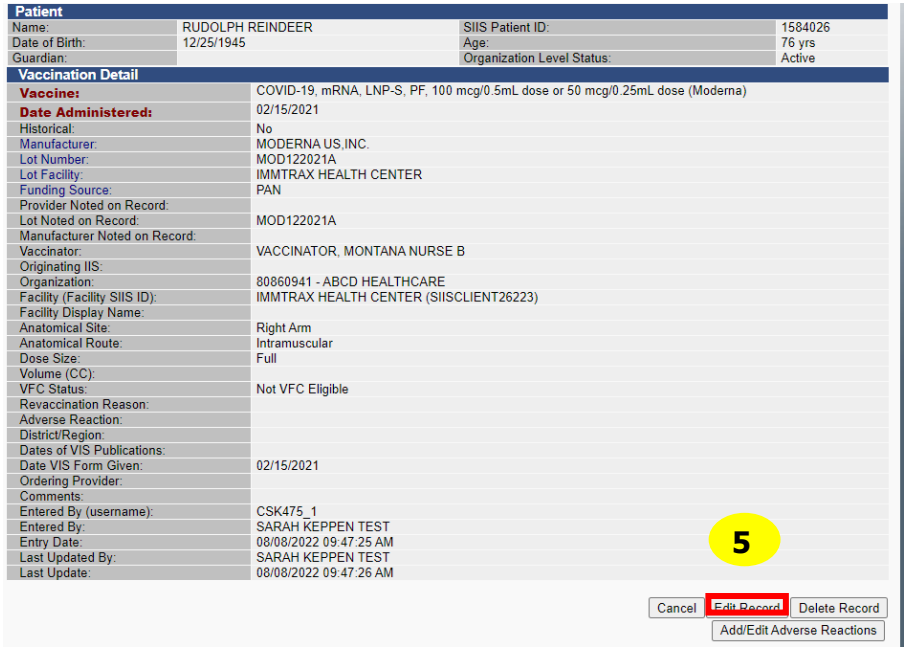
1. Click **Search/Add,** located under the Patient menu
2. Select the correct patient record



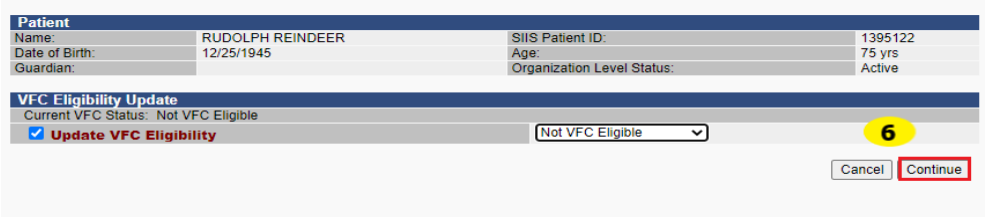
3. Click **View/Add**, located under the Vaccinations menu
4. Find the correct vaccine entry and click the blue hyperlink to open the vaccine det

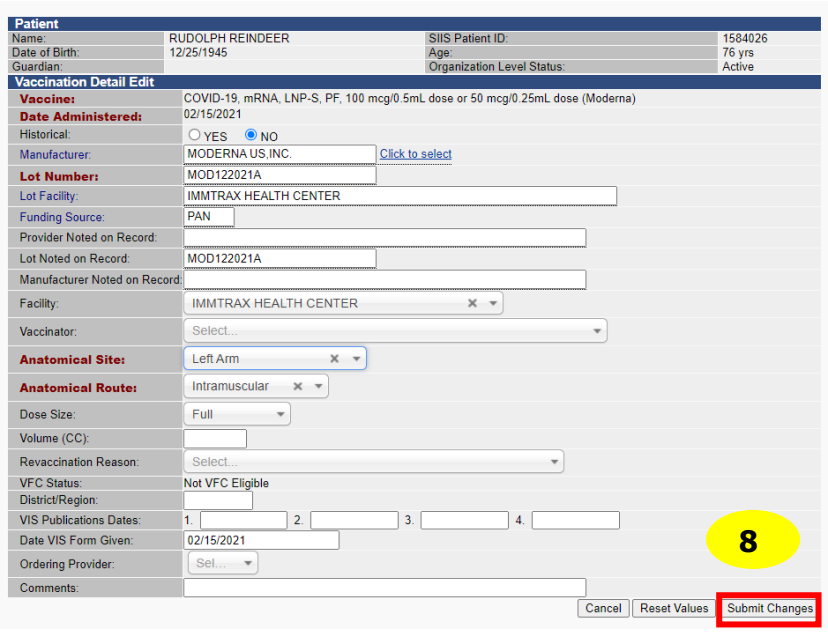


5. Click **Edit Record** button located at the bottom of the screen



6. You will need to verify VFC eligibility and then click the **Continue button**



7. Make the appropriate edit to vaccine entry

8. Click Submit Changes