

# Run Reports Quick Reference Guide



**Note:** There are a variety of reports available to users in *imMTrax*. Review the *imMTrax* Reports Guide for a description of all of the available report options in *imMTrax*. This quick reference guide is an overview to run a report in *imMTrax*.

**Required Condition:**

1. Patient consent is “Yes” or “Undetermined”.

## Steps to Follow:

1. Select **Report Module**, located under the Reports menu.
2. Select a Report.
  - a. You have options to select Schedule to run report at a specified time, including the option set the report to run on a recurring basis.


Main	<b>Reports</b>	
Home	<b>Vaccinations</b>	<b>Patients</b>
Logout	Vaccination Totals	Daily Patient Immunization List
Document Center	Vaccinations Breakdown <span style="background-color: yellow; border-radius: 50%; padding: 2px 5px;">2</span>	Patient Detail <span style="background-color: yellow; border-radius: 50%; padding: 2px 5px;">2A</span> <input type="button" value="Schedule"/>
Help	Lot Number Summary	Patient Totals
▶ Message	Lot Usage and Recall Report	Recall for Inactivation
▶ Favorites	Vaccine Deferrals	
▶ Patient	Vaccine Lots to Expire <input type="button" value="Schedule"/>	Clinical Notes
▶ Vaccinations	Daily Inventory Report	Contraindication Report
▶ Inventory Management	Reminder/Recall Success <input type="button" value="Schedule"/>	Aggregate Contraindication Report
▶ Reports	<b>Vaccines for Children</b>	<b>Site Information</b>
Patient Record <span style="background-color: yellow; border-radius: 50%; padding: 2px 5px;">1</span>	VFC Vaccinations Breakdown	Provider Contact
Report Module	Vaccine Administered <input type="button" value="Schedule"/>	Physician/Vaccinator Detail
State Reports	VFC Accountability Log <input type="button" value="Schedule"/>	
▶ Settings	VFC Profile Report	
▶ Reminder/Recall		
▶ Scheduled Reports		
■ Change Password		
■ Administration		
■ Answers		

3. Select parameters for report. Some reports allow to limit by:
  - a. **By Ownership:** if checked the report will pull only patients your facility currently owns.
  - b. **By Service:** if checked the report will pull patients with a recorded administered immunization by your facility regardless of ownership status.
  - c. **Patient Status:** select to include Active and Inactive patients to view all patients eligible for the report.

4. Select Create Report or Export Report (if available).
  - a. **Create Report:** will open the report in a new tab.
  - b. **Export Report:** will open the report in an Excel file.


**Patient Detail Report**

**Run By** 3

By Ownership 
  
 By Service

**Limit Report By**

Vaccination Date Range From: 01/01/2018 Through: 06/01/2018  
 Birth Date Range From: Through:

Facility KIDS CLUB  
 State --select--  
 Patient County --select--  
 Zip Code  
 Primary Care Physician Select from the list below:  
 Program --select--  
 Health Plan --select--  
 Race White  
 Patient VFC Eligibility --select--  
 Vaccine VFC Eligibility --select--  
 Funding Type --select--  
 Inactive Status Active and inactive pa 

**Vaccines**

Unselected	Selected
Botulinum Toxoid	
Botulism IG, human, intravenous [BabyBIG or BIG-hyphenIV]	
CMVIG	
DT (pediatric)	
DTAP/IPV/HIB - non-US	
DTP	
DTP - unspecified	
DTP-Hib	
DTP/IPV	
DTaP	
DTaP, 5 pertussis antigens	
DTaP, unspecified formulation	
DTaP,IPV,Hib,HepB	
DTaP-Hep B-IPV	
DTaP-Hib	

Vaccinator: --select--  
 Lot Number Select from the list below:  
 KIDS CLUB / DTaP / 3333333  
 Doses Decrementd All  
 District/Region  
 School [Click to select](#)  
 Do Not Limit  
 Only Show Patient Info  
 Sort By  Last Name  Vaccination Date  Vaccinator

4A 4B