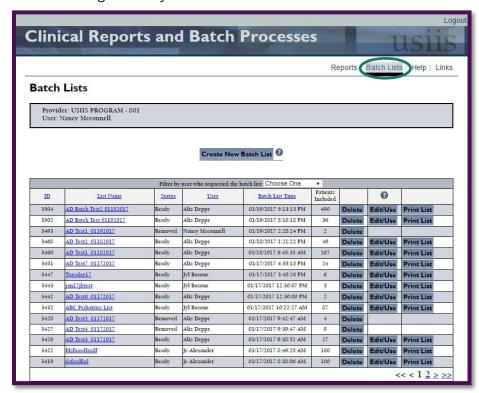






The Batch Lists screen displays all Batch Lists that facility users have created and not previously deleted.

- Lists are sorted in the order created, most recent at the top.
- Click a column heading to sort by that column.



Functionality – Batch Lists				
Navigation [bottom of list]				
If your facility has more than one page of lists, use $<<<1$ $\ge >>$ to navigate between pages.				
Create New Batch List		Displays the Create New Batch List screen so criteria can be entered and a new batch list created.		
Filter by user who requested the batch list				
List of Batch Lists				
List Name	 Click on the <u>blue underlined</u> list name to view the criteria used to create the list. Click on the list name again to hide the criteria. 			
Status	Ready: list creation started by a user, completed by USIIS, and ready for edit/use. Running: list creation started by a user and USIIS is still creating the report. Queued: list is waiting for another Batch List to be created before starts. Removed: The batch list was deleted from the Batch List Edit/Use screen. The list remains on this list so the criteria used to create the list can be viewed. Press the Delete button (on the Batch Lists screen) if this history is not needed. Failed: contact Customer Support.			
User	Name of facility user w	ho created the batch list.		

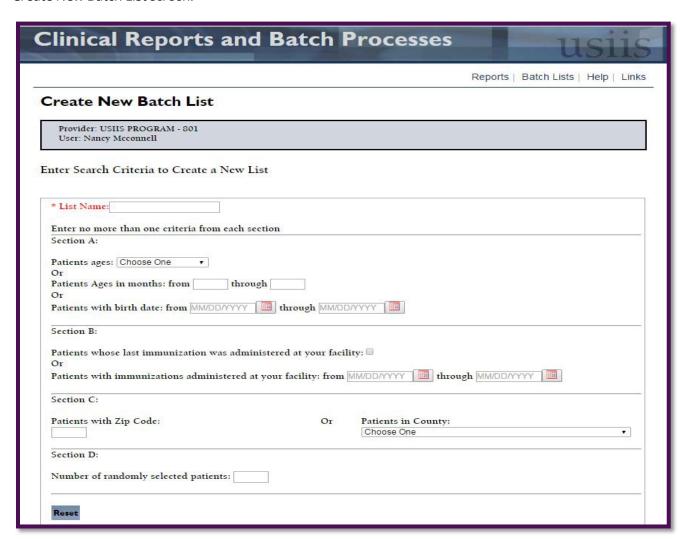






Batch List Time	Date and time the batch list creation was completed—or started, if not yet complete.	
Patients Included	Number of patients included in the batch list.	
Buttons		
Delete <i>or</i> % Complete	<u>Delete</u> : Delete the batch list. <u>% <#></u> : Batch list is still being created and <#> value is the % complete.	
Edit/Use <i>or</i> Update Status	<u>Update Status</u> : Batch list is still being created. Press this button to update the % complete value.	
	Edit/Use: The list is complete.	
	Press this button to view the Batch List Edit/Use screen where the patients included in the list display—and can be modified and used for a report or action.	
Print List	Print the list of patients in the specific batch list.	

Create New Batch List screen.









Functionality – Create New Batch List				
List Name	Required. Will display in the list of batch lists on the Batch Lists screen.			
Section A – select no more than one criteria from this section				
Patients' ages	Pre-specified age ranges. Selections include: 0-6 months, 0-2 years, 4-6 years, 11-12 years, 13-15 years, 13-18 years, 19-26 years, 60 years and older, and 65 years and older.			
Patients' Ages in months	Enter from and through months of age.			
Patients with birth date	Enter from and through birth dates.			
Section B – select no more than one criteria from this section				
Patients whose last immunization was administered at your facility Check box.				
Patients with immunizations administered at your facility	Enter from and through immunization dates.			
Section C – select no more than one criteria from this section				
Patients with Zip Code	Enter one or more zip codes.			
Patients in County	Select from pick-list.			
Section D				
Number of randomly selected patients	Enter specific number of patients you want returned from a random selection of the facility's patients.			
Buttons				
Reset	Clears entered batch list criteria.			
Run	Press to start creating the batch list.			







Edit/Use Batch List screen displays patients in the specific list and the reports/processes that can be used



Functionality – View and Run Batch List			
Enter a patient ID to add a patient to this list	 Enter Patient ID and press Search to find and add patient to the list. If found, adds patient to list. If not found, message will display. 		
Patient List Buttons			
Remove From List	Removes the patient from the batch list.		
End Clinic Affiliation	Removes patient from the list and as a patient of the facility.		
Run Report on List Buttons			
Reminder Recall	 Creates a Reminder Recall Report for patients in the batch list. Displays the Reports screen where the report is available to Retrieve. 		
Batch Forecast	 Creates a Batch Forecast Report for patients in the batch list. Displays the Reports screen where the report is available to Retrieve. 		
CASA Export	 Creates a CoCASA Export file that includes all patients in the batch list. Displays the Reports screen where the export file is available to Retrieve. 		
Perform Action on List Buttons			
Print List	Prints the batch list of patients.		
Delete List	Deletes the batch list. Criteria can still be viewed on Batch Lists screen until Deleted/Removed from List.		
End Clinic Affiliation	Removes all persons in the batch list as patients of the facility.		