

Quick Reference Guide: Scheduling a Report

Last Revised: 07/2024

Some reports in the Wyoming Immunization Registry (WyIR) can be scheduled. A “Schedule” button will appear next to the report title, allowing the user to schedule a report to run at a predetermined date and time.

Reports	
Vaccinations	Patients
Vaccination Totals	Daily Patient Immunization List
Vaccinations Breakdown	Patient Detail Schedule
Lot Number Summary	Patient Totals
Lot Usage and Recall Report	Recall for Inactivation
Vaccine Deferrals	Updated Patients Labels
Vaccine Lots to Expire Schedule	Clinical Notes
Daily Inventory Report	Contraindication Report
Reminder/Recall Success Schedule	Aggregate Contraindication Report
Wyoming Vaccinates Important People	
WyVIP Vaccinations Breakdown	Site Information
Vaccine Administered Schedule	Provider Contact
Program Eligibility Log Schedule	Physician/Vaccinator Detail

To Schedule a Report

1. Click “Schedule.” The “Scheduler” section appears under the selected report options.
2. Enter the scheduling criteria:

Scheduler
Select Schedule Parameters
Run now: (Report will run now and will **not** be scheduled for additional runs)
Hour: Hour ▾
Minute: :00 ▾
Day of Month: ▾
Month: ▾
Day of Week: ▾
Run once: (Report will run once as specified and then be removed from scheduling)

- Select “Run now” to run the report immediately without scheduling additional runs.
- Hour and Minute: Select the hour and minute to run the report. Minutes are measured in five-second increments.
- Day of Month: To schedule the report to run on a certain date, select the day and month from the appropriate drop-down lists.

Month: To schedule the report to run on a certain date, select the day and month from the appropriate drop-down lists. Day of Week: To schedule the report to run on the same day every week, select the weekday from the drop-down lists.

- Run once: Select this checkbox to run the report once on the scheduled day and time, but then remove it from scheduling.



**IMMUNIZATION
UNIT**

Wyoming Department of Health
Immunization Unit
(307) 777-7952

www.immunizewyoming.com

To Share a Report

1. In the “Report can be accessed by” menu, enter a user’s first and last name and click “Search.” The number of entries displayed in the Search Results section can be changed.

Report can be accessed by:

Search User:

First Name:	Timmy
Last Name:	Test

2. In the “Search Results” section, select one or more users to receive the scheduled report link by checking the checkbox next to their name(s).
3. Once all of the users have been selected, click “Select Users.” The selected users appear in the “Selected Users” section.

Select User	First Name	Last Name	Organization	Facility	Email Address
<input type="checkbox"/>	TIMMY	TEST	1-WYOMING DEPARTMENT OF HEALTH	IMMUNIZATION UNIT	IMMUNIZATIONS@WYO.GOV

Showing 1 to 1 of 1 entries

Selected Users (Report will be sent to users listed below):

Show 10 entries

Select User	First Name	Last Name	Organization	Facility	Email Address
No data available in table					

Showing 0 to 0 of 0 entries

4. To remove any of the selected users, select them and then click “Remove Users.”
5. When you are finished, click “Schedule.” The report will run on the scheduled day and time.

After a report is scheduled, it appears in the “Scheduled Reports” menu under “Received Reports.”



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Scheduled Reports Received

Show entries

Search:

Report Name	Report Type	Report Date	
VACCINELOTEXPIREREPORT	HTML	09/16/2021 01:19:33 PM	Delete

Showing 1 to 1 of 1 entries

First Previous **1** Next Last

Resources:

Questions? Please contact: WyIR Help Desk: 833-231-1451 or wyir.helpdesk@wyo.gov



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