1. To access the client lookup page, click the Search hyperlink in the Client box

2. To search for a client’s record:
   a. enter search criteria in the basic or expanded search fields by clicking in the free-text box and typing in correct information
      ▪ can use keyboard and tab through each field
   b. click Search
      ▪ can also hit Enter on the keyboard to start search
3. The registry will return a list of up to 100 possible matches
4. To view a record from the list of possible matches:
   a. highlight the correct person from the list and click Inquire or
   b. double-click the name from the list
5. The system will open the record on the Demographics folder
   a. All required fields will be marked by an asterisk (*) and must be filled in before new information can be saved
   b. Be sure to verify the client demographics at every visit
6. To access their immunization record, click on the Immunizations tab
7. The **Immunization** tab holds all of the client’s immunization information including:

- Dose Date (date vaccine was administered)
- Provider who administered vaccine
- Lot number of vaccine administered
- Reaction – if the patient had any type of reaction to that dose of vaccine
- VFC eligibility
- Vaccine name
- Historical – if this was an administered dose or entered from another record as part of the client’s historical vaccinations
- Valid dose – was the dose valid according to ACIP recommendations