

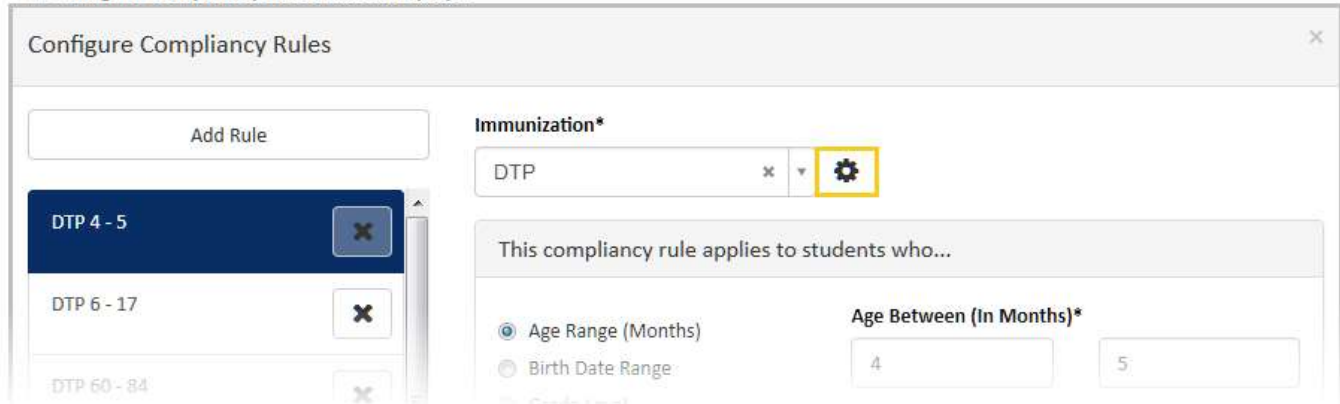



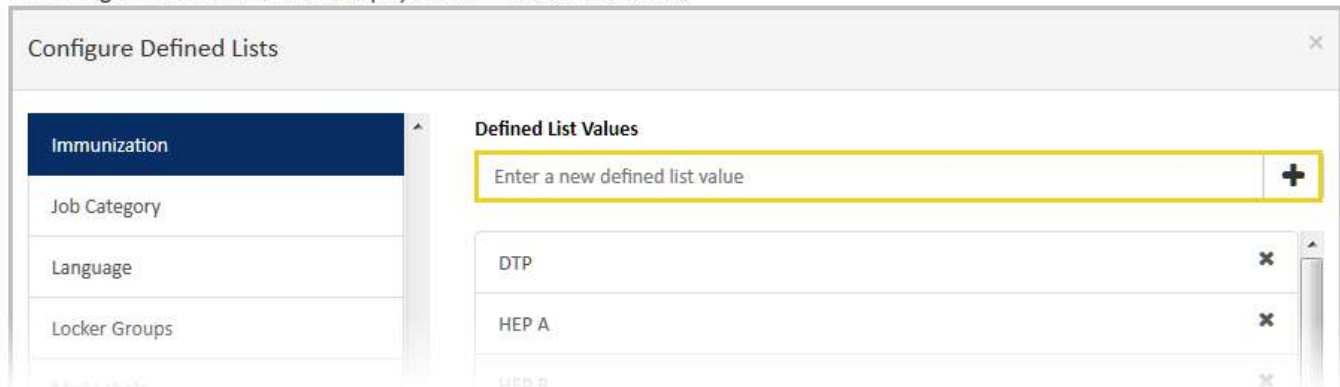
# Entering a New Immunization in FACTS SIS



1. From FACTS SIS, click .
2. Click **Medical**.  
The **Medical** screen displays in a new window.
3. Use **filters or search** to select a person to display the Info Pane and medical tiles.
4. Filters will differ depending on if a student, parent, or staff member is selected.
5. Click **Immunizations**.  
The **Immunizations** screen displays.
6. Click .

The **Configure Compliancy Rules** screen displays.



7. Next to **Immunization**, click .
- The **Configure Defined Lists** screen displays with **Immunization** selected.



8. Type a new immunization and click .
9. Add all immunizations desired. If student records have not been entered for an immunization, and the immunization is no longer desired, click  to delete it.
10. Click **Save**.