

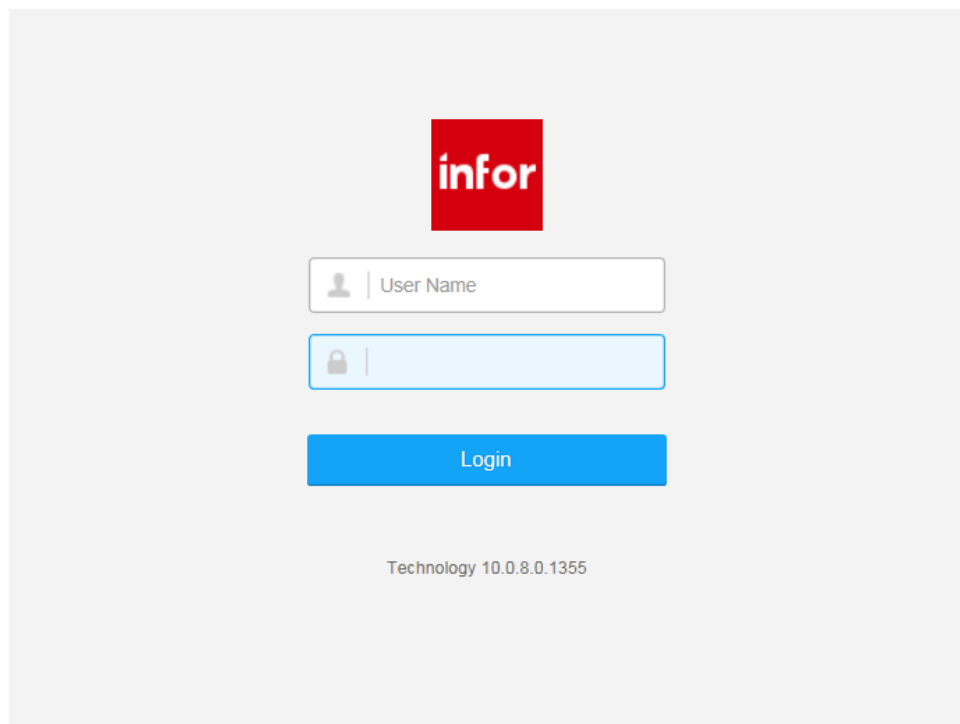
Midlands leader flu compliance report instructions

Midlands based leaders can access the flu shot compliance report in Lawson by following the below instructions. The report is updated daily. There is a 48-72 hour delay from when the flu shot is administered and when the record is updated in the system.

Email FluShots@PrismaHealth.org with questions.

To access Lawson:

- Begin on the home page of myPal
- Select Tools & Resources
- Select Lawson
- Log in to Lawson with your network information



infor

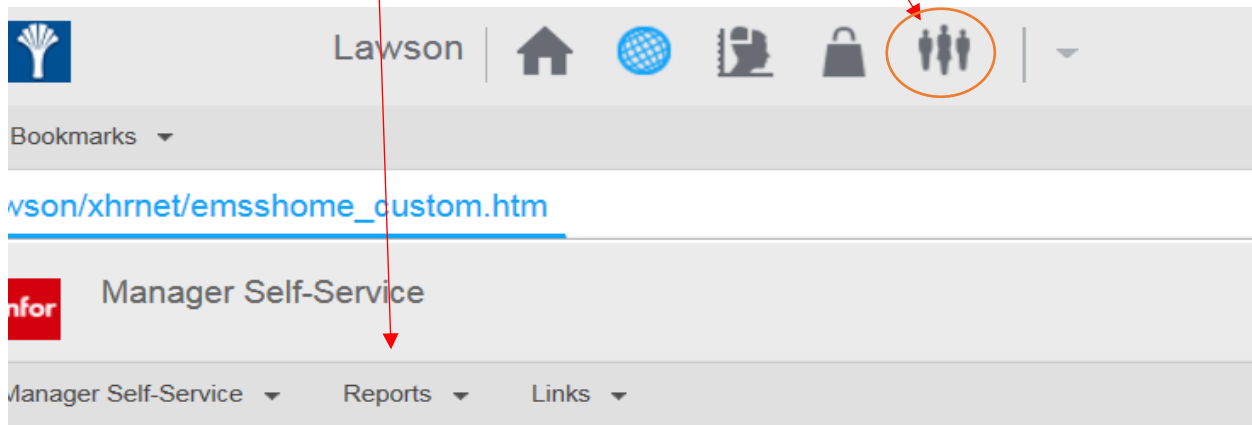
User Name

Login

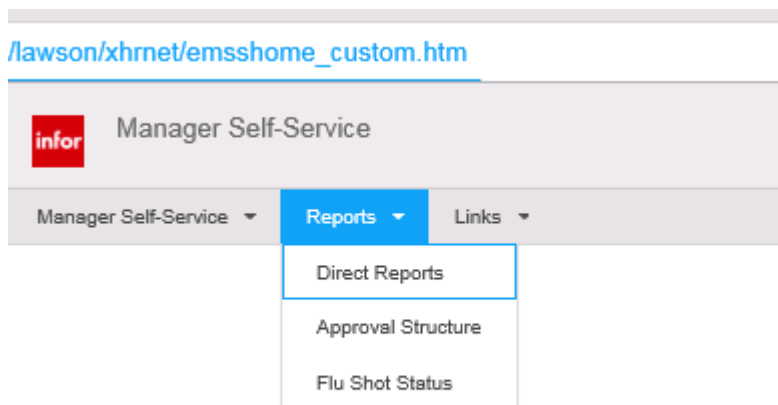
Technology 10.0.8.0.1355

Once logged in, select the Reports drop-down menu

If you aren't automatically routed to Manager Self Service, select the "people" icon on the top right



Select Flu Shot Status from the Reports drop-down menu.



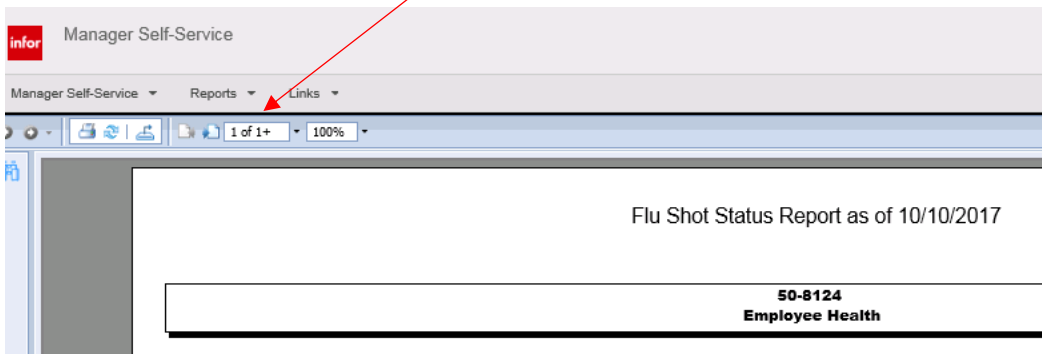


Look on the right side of the report for Completed, Incomplete or Exempt Flu Shot Status. Those marked as Incomplete will need to have a Complete or Exempt status by Tuesday, Nov. 12.

<u>Flu Shot Status</u>	<u>Date of Shot</u>
Completed	10/09/2018
ps Completed	10/10/2018

<u>Flu Shot Status</u>	<u>Date of Shot</u>
Incomplete	
Incomplete	
alist Incomplete	
Incomplete	
Incomplete	
rd Completed	09/18/2018
Completed	10/05/2018
Completed	10/15/2018
Completed	10/16/2018
Completed	10/18/2018

Notice the number of pages listed as 1 of 1+ or 2 of 2+. If you have multiple direct reports, you may have multiple pages to review. Select the arrows to the left of this page listing to navigate between pages.



The report can be exported by clicking the following icon.

