USER REFERENCE GUIDE

WORKFORCE

VERSION 7.5

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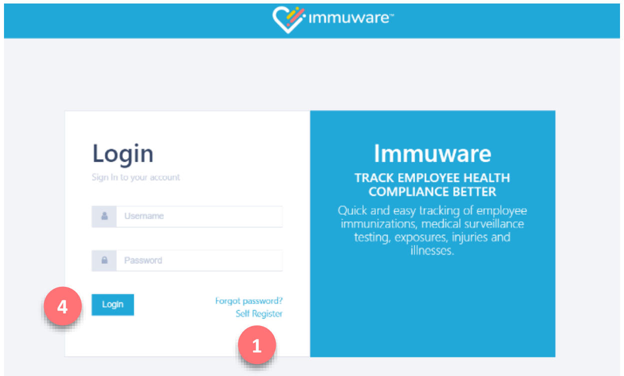

Figure 1

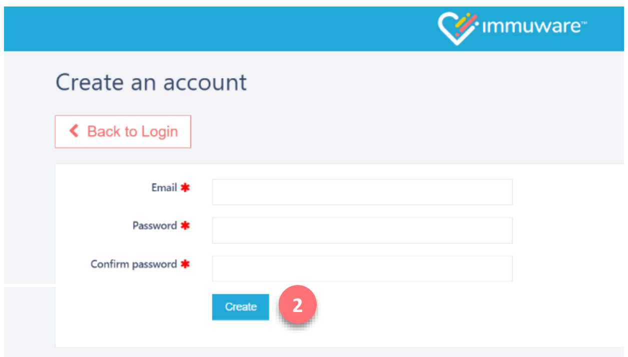

Figure 2

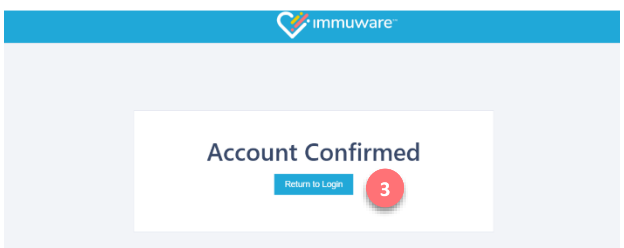

Figure 3

Signing into Immuware™

Navigate to your organization's Immuware™ home page on your computer, tablet, or mobile device to sign in [Figure 1].

Self-Registration

If you do not have an Immuware™ account and your organization allows you to self-register, click on the **Self Register** (1) link to visit the Create an Account page [Figure 2].

Create an Account

Complete all of the required fields (denoted by a red asterisk) with your information. When you have completed the required fields, click the **Create** button (2) at the bottom of the page.

Confirming Your Account

After you click the "Create" button, an email will be sent to the email address that you entered. Click the link in the email to confirm your Immuware™ account [Figure 3] and click the blue **Return to Login** button (3) to return to the login page.

Logging In

When you return to the login page [Figure 1], enter your username (your email address) and the password that you created and then click the blue **Login** button (4).

Forgotten Password

If you forget your password, you can reset it from the Immuware™ login page [Figure 1]. See "Changing Your Password" on page 5 for more information.

Signing into Immuware™ (continued)

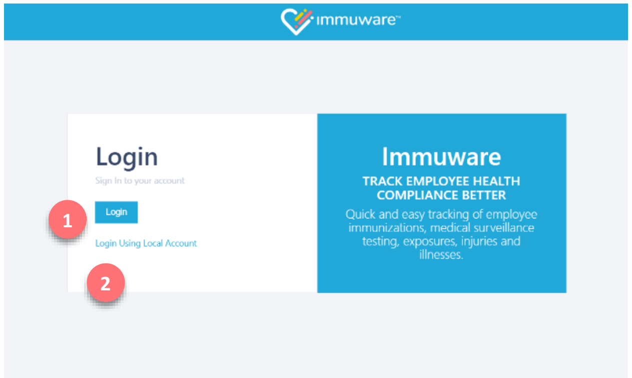

Figure 4

Single Sign-On (SSO)

If your organization is using single sign-on (SSO) authentication to access Immuware™ your login page will look slightly different [Figure 4].

Entering Your Username and Password

Click on the blue **Login** button (1) to visit your organization's login page. Enter your organization username and password and you will be signed into Immuware™.

Login Using Local Account

If you do not have an organization username and password (ex. Contractor) and have been provided with a local account, click on **Login Using Local Account** (2) to display the username and password fields.

Forgotten Password

If your organization uses single sign-on (SSO) and you forget your password or need to change it, you must use your organization's forgot password or change password process. You cannot change your organization SSO password within Immuware™.

Signing into Immuware™ (continued)

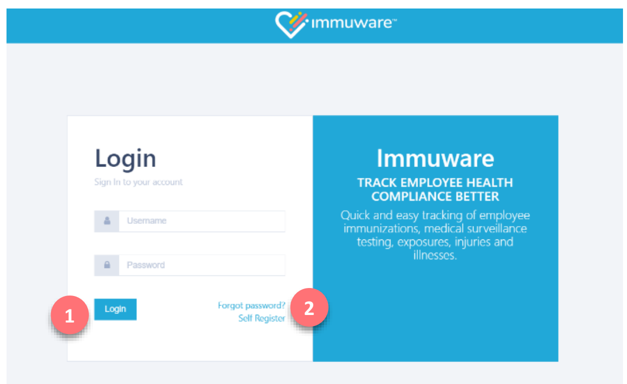

Figure 5

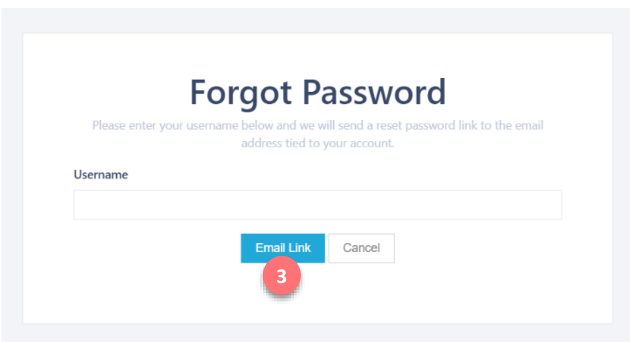

Figure 6

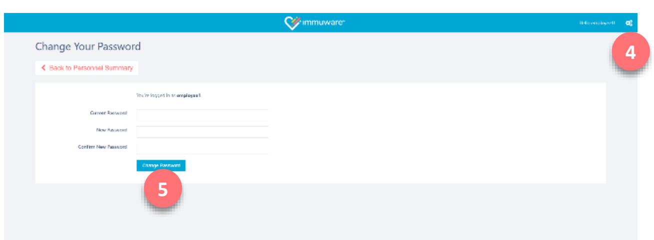

Figure 7

Standard Authentication

If your organization is not using single sign-on (SSO) and you have already created a password for Immuware™, you will input your Immuware™ username and password on the login page [Figure 5].

- Enter your username and password.
- 1 Click the **Login** button.

Forgot Password

If you forget your password, you can reset it from the Immuware™ login page [Figure 5].

- 2 Click the **Forgot Password** link.
- On the Forgot Password page [Figure 6], enter your Immuware™ username.
- 3 Click the **Email Link** button.
- You will receive an email with instructions for resetting your password.
- If you continue to experience login issues, contact your organization's point of contact.

Changing Your Password

If you know your current password and would like to change it, you can change it from your Immuware™ user tools [Figure 7].

- Log into your Immuware™ account using the steps shown above.
- 4 Click on the **Gears icon** in the upper right corner of your screen to access your user tools.
- Select **Change Your Password** near the bottom of the dropdown menu.
- Enter your current password and your new password.
- 5 Click the **Change Password** button to complete the password change.

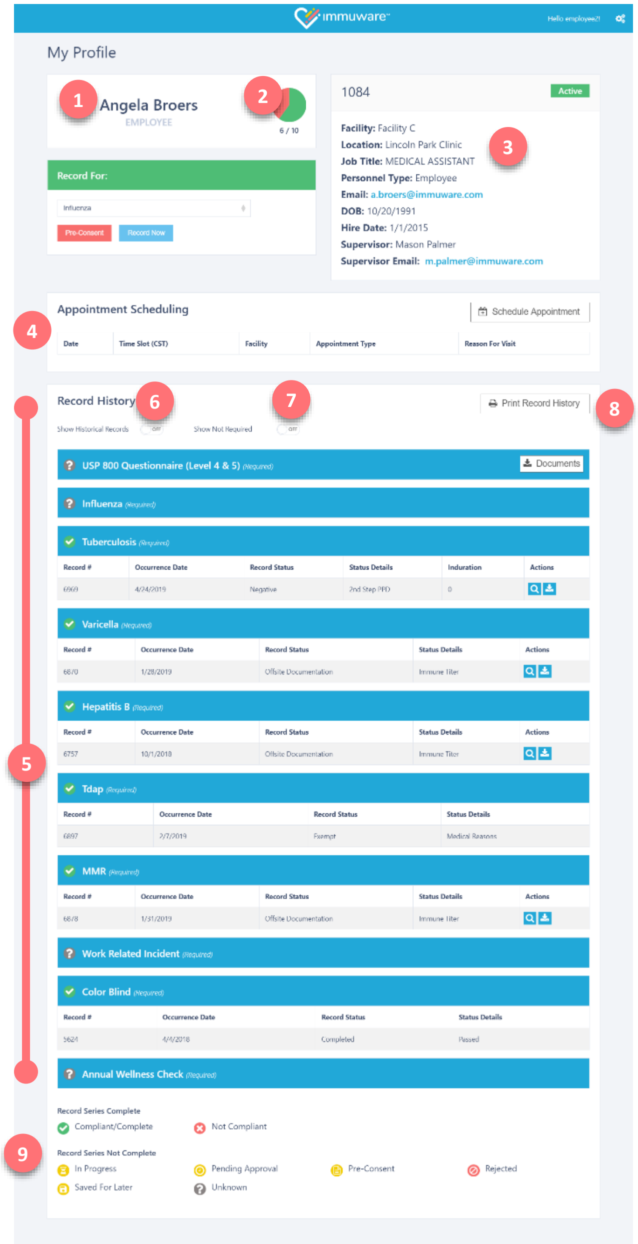

Figure 8

Your Profile

My Profile Page

When you log in as a user, you will see your My Profile page [Figure 8]. Your profile page shows a variety of information including:

1. Your name and personnel type.
2. Your ratio of Compliant records to Not Compliant records that you are required to submit. This information is represented numerically and graphically as a pie chart, where green wedges represent Compliant records and red wedges represent Not Compliant records. Any preferred or not required records are not shown in either of these numerical or graphical summaries.
3. Basic information about you as maintained by your organization.
4. The Appointment Scheduling section, if available at your organization. For more information, see “Appointment Scheduling” on page 10.
5. The Record History section shows an overview of all records submitted and is grouped by record type. Click on any record to open the Record Details page to see more information.
6. Use the **Show Historical Records** toggle to show or hide expired records. Setting the toggle to the “on” position shows all records, including those that have expired.
7. Use the **Show Not Required** toggle to show or hide records that you are not required to complete.
8. The **Print Record History** button prepares a printer-friendly version of the personnel details page including your record history. The printout will reflect the selections for the Show Historical Records and Show Not Required toggles.
9. The record status icon key explains the icons shown beside each record type. See the following page for more information about each icon.

Your Profile (continued)

Understanding the Icons in Immuware™

The following icons are used to graphically represent record series statuses in Immuware™:

Icon	Status	Description
	Compliant/Complete	This record meets the organization’s compliance criteria for the current season.
	Not Compliant	This record has expired and/or does not meet the organization’s compliance criteria for the current season.
	In Progress	This record series is in progress and additional steps are required to achieve compliance.
	Pending Approval	This record is waiting for review and approval by an authorized Approver.
	Pre-Consent	The consent questionnaire has been completed but the vaccination/test/certification has not been completed.
	Rejected	An authorized Approver has reviewed this record and has rejected it. Open the record to see why the record was rejected.
	Saved for Later	This record is part of an incomplete record and has been saved for additional review.
	Unknown	You have not made any progress with this record for the current season.

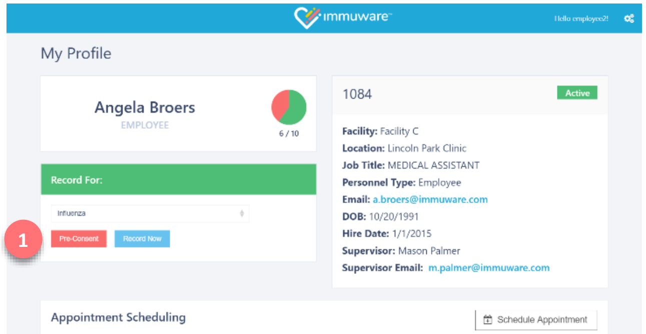

Figure 9

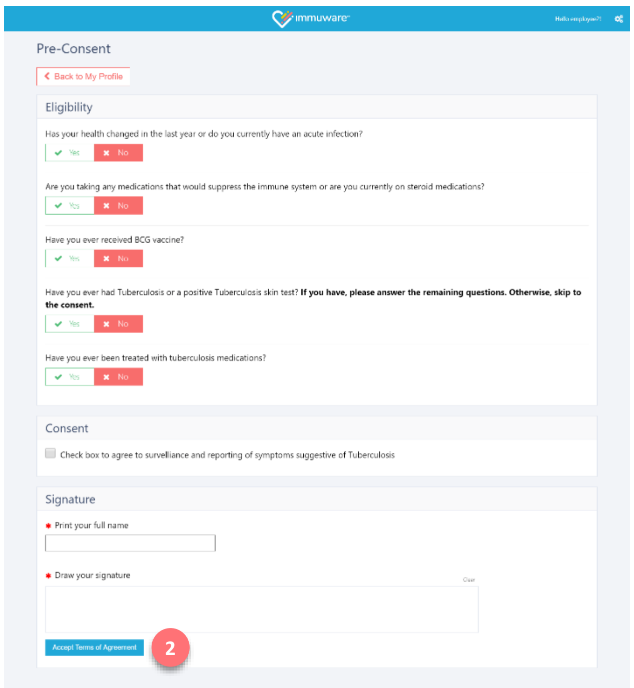

Figure 10

Your Profile (continued)

Completing Pre-Consent Forms

You can save time by completing your consent forms for vaccinations or certifications from your My Profile page [Figure 9].

1. Select the record type from the dropdown menu and click the **Pre-Consent** button.

A consent form will appear based on the specific record type that you selected [Figure 10].

- Complete all required fields, indicated by a large red asterisk.
- Review the eligibility questions and mark your responses.
- Select the Consent checkbox.
- Type your full name in the Signature box.
- Sign your name in the Signature box.
  - On a computer, use the mouse to click and drag the cursor to sign.
  - On a tablet or touchscreen device, use your finger or a stylus to draw your signature on the screen.
- Click on the **Accept Terms of Agreement** button (2) once you have completed the consent form.

Once you complete the pre-consent form, you will return to your My Profile page and you will see a yellow icon next to the record type indicating you have completed your pre-consent form.

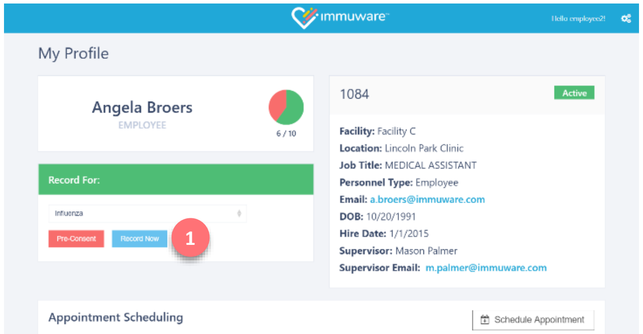

Figure 11

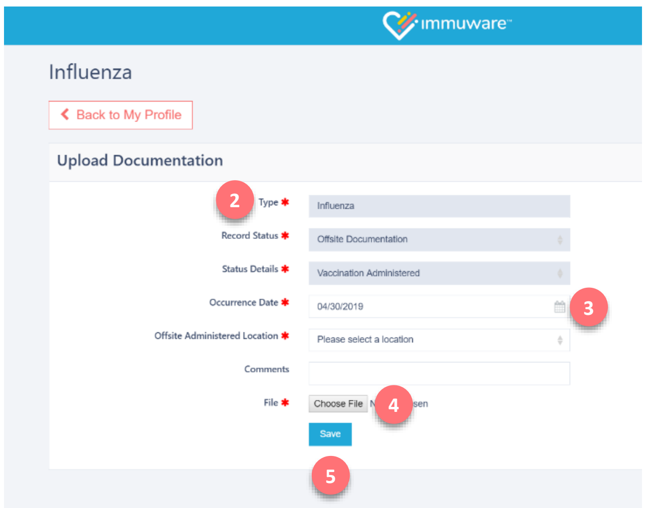

Figure 12

Your Profile (continued)

Uploading Documentation

If you received a vaccination or certification outside of your organization, you can upload documentation for the specified record type from your My Profile page [Figure 11] for administrative review.

1. Select the record type from the dropdown and click the **Record Now** button.

The Upload Documentation form will appear based on the specific record type that you selected [Figure 12].

2. Complete all required fields, indicated by a large red asterisk.
3. Enter the Occurrence Date that you received the vaccination or certification.
4. Click the **Choose File** button to upload your offsite documentation.
5. Click on the **Save** button to submit your offsite documentation for review.

Once you complete the Upload Documentation form, you will return to your My Profile page and you will see a yellow icon next to the record type indicating your record has been submitted for review and approval.

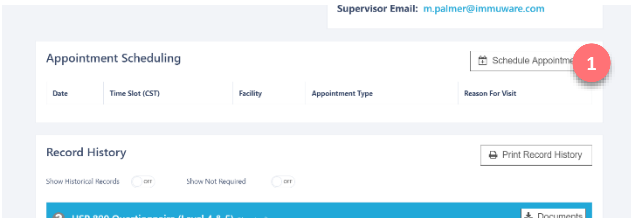

Figure 13

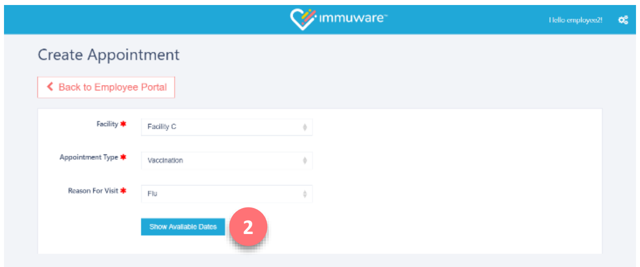

Figure 14

Figure 15

Figure 16

Your Profile (continued)

Appointment Scheduling

If available at your organization, you can see real-time availability and schedule appointments for employee health-related services.

1 Click on **Schedule Appointment** from the My Profile page [Figure 13].

The Create Appointment page [Figure 14] will appear.

- Select the facility or department where you would like to schedule your appointment.
- Select the appointment type you wish to schedule.
- Select the reason for your visit from the options provided.

2 Click the blue **Show Available Dates** button to proceed.

A calendar will appear in the center of the page that shows available appointments. Dates shown in blue have open appointments that meet the criteria you entered above. Dates shown in gray do not offer appointments that match your criteria or all available time slots have already been taken.

3 Choose a date shown in blue on the calendar.

4 Review the available time slots and click the blue **Select** button.

Confirming an Appointment

On the Confirm Appointment page [Figure 16], review the details of the appointment you are about to create and click the Confirm Appointment button (5) to save your appointment or click the **Start Over** button (6) to return to the Create Appointment page.

Once your appointment has been confirmed, it will appear on the My Profile page [Figure 13].

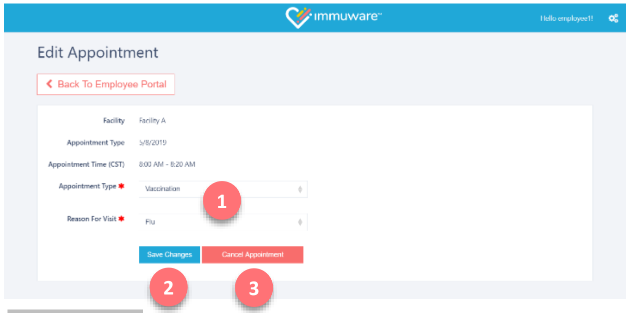

Figure 17

Your Profile (continued)

Appointment Scheduling (continued)

Editing an Appointment

To edit an appointment after it has been confirmed, find the appointment on the My Profile page [Figure 13]. Click on the appointment to open the Edit Appointment page [Figure 17].

1. Make any changes to the appointment using the drop-down menus.
2. Click the **Save Changes** button to update your appointment.

Cancelling an Appointment

To cancel an appointment after it has been confirmed, find the appointment on the My Profile page [Figure 13]. Click on the appointment to open the Edit Appointment page [Figure 17].

3. Click the **Cancel Appointment** button to cancel your appointment.

Additional Support

We are proud to partner with organizations like yours and we thank you for choosing Immuware™ to record and track your employee health compliance.

If you have additional questions that were not covered in this guide or if you experience difficulty, please contact your organization's point of contact for support.