

Import Immunization From TREx

Table of Contents

Import Immunization From TREx 1

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Registration > Utilities > Import Immunization From TREx

This utility imports immunization records from a Texas Records Exchange (TREx) file for students who transfer from another Texas LEA or charter school. A student must be enrolled at the new district in the TxEIS Registration application prior to running the import.

- The TREx file lists immunization doses in numeric values, which are stored in TxEIS as the series number. Valid values for the series number are 1, 2, 3, and B (booster). When importing an immunization record, all doses greater than 3 are converted to B.
- You can view a list of valid TxEIS immunization types on Health > Maintenance > Tables > Immunization Type. Codes 01-30 are TxEIS-defined immunization types which can be imported. Codes 90-99 are district-defined immunization types and cannot be imported using this utility.
- The student's SSN, gender, and date of birth on the TREx file must match the student's data in TxEIS for the record to be imported successfully.
- The report displays immunization records that were successfully imported, duplicated, and those that could not be processed.

Import data:

1. Click **Browse**, then click **Choose File**. Locate and select the text file.
2. Click **Submit**.

Field	Description
File Name	The selected file name is displayed.

Click **Execute**.

Other functions and features:

Print Tracking Report	Click to view the list of student IDs imported **Review the report using the following buttons**: Click First to go to the first page of the report. Click to go back one page. Click to go forward one page. Click Last to go to the last page of the report. **The report can be viewed and saved in various file formats**. Click to save and print the report in PDF format. Click to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included. Click to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.
Preview Errors	Click to view the error list if errors are encountered. **Review the report using the following buttons**: Click First to go to the first page of the report. Click to go back one page. Click to go forward one page. Click Last to go to the last page of the report. **The report can be viewed and saved in various file formats**. Click to save and print the report in PDF format. Click to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included. Click to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

● Click Import to continue. When the process is complete, a message is displayed indicating that the process is completed.

● Click OK. The immunization record listing is displayed. Review, save, or print the report.


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Back Cover