


# Import Immunization From TREx

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# Import Immunization From TREx

***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 01-31 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 xml file.
2. Click **Submit**.

| Field | Description |
|---|---|
| **File Name** | The selected file name is displayed. |

Click **Import**.

- A message indicates that the process is completed. Click **OK**.
- The immunization record listing is displayed. Review, save, and/or print the report.

  **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.


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