



# Import Immunization From TReX



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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:

|                              |  |
|------------------------------|--|
| <b>Print Tracking Report</b> | <p><a href="#">Click to view the list of student IDs imported</a></p> <p><b>Review the report using the following buttons:</b></p> <p>Click  to go to the first page of the report.<br/> Click  to go back one page.<br/> Click  to go forward one page.<br/> Click  to go to the last page of the report.</p> <p><b>The report can be viewed and saved in various file formats.</b></p> <p>Click  to save and print the report in PDF format.<br/> 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.<br/> Click  to close the report window. Some reports may have a <b>Close Report, Exit,</b> or <b>Cancel</b> button instead.</p>                   |
| <b>Preview Errors</b>        | <p><a href="#">Click to view the error list if errors are encountered.</a></p> <p><b>Review the report using the following buttons:</b></p> <p>Click  to go to the first page of the report.<br/> Click  to go back one page.<br/> Click  to go forward one page.<br/> Click  to go to the last page of the report.</p> <p><b>The report can be viewed and saved in various file formats.</b></p> <p>Click  to save and print the report in PDF format.<br/> 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.<br/> Click  to close the report window. Some reports may have a <b>Close Report, Exit,</b> or <b>Cancel</b> button instead.</p> |

- 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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