

Subject: CAIR2 Is Almost Here!

To: All Active CAIR Users in Phase 1 Regions

We're moving together to CAIR2

Bigger Better Faster

Dear CAIR users,

CAIR2 is almost here for Northern California, Greater Sacramento, Central Coast, and Inland Empire regions! Please review these steps to make sure you are able to access CAIR2 when it goes live on **October 3, 2016**. Remember, CAIR1 will shut down on September 30, 2016 at 6 pm.

1. **Regular and Power users:** If you have not taken CAIR2 [training](#) yet, [register](#) as soon as possible.* (Training is not available for [Read-only users](#).)
2. Check your emails for login information with a link to CAIR2 and a temporary password. **Read-only** users will receive an email about a week before the launch. **Regular and Power** users will receive an email a few days after completing required training. If you don't receive or can't find your login information, send an email to CAIRHelpDesk@cdph.ca.gov.

Supervisors: Make sure contact information for all users in your site is up to date at the *Change Security Question & Email* link on the CAIR Main Menu.

3. **Power Users:** Save or print your inventory reports from CAIR1 at close of business on September 30, 2016. You'll need these to check that your inventory was properly transferred to CAIR2 and for ordering vaccine or documentation (e.g., Vaccine Usage, Inventory Transactions, State-supplied Vaccine, Dose-based Eligibility). Only current inventory will move to CAIR2. Historical transaction information will not be available.
4. CAIR2 includes almost all of the same functionality as CAIR1 but will look and feel different. Get familiar with the new software before CAIR2 goes live by viewing [CAIR2 user guides and videos](#).

As with the launch of any new software, problems may come up. CAIR staff will be available to assist you. Contact the Help Desk at CAIRHelpDesk@cdph.ca.gov or 800-578-7889, or contact your [Local CAIR Rep](#) (LCR). A higher volume of calls and emails are expected around the launch of CAIR2. We will respond as soon as possible and appreciate your patience.

* Regular and Power users are not eligible for CAIR2 training before the launch if they have not used CAIR within the last 6 months or started after 7/27/2016. Supervisors must set up a new user account in CAIR2 and staff must complete training. [Registration for New User Training](#) will open on September 15 for Phase 1

regions.

Check the [CAIR2 webpage](#) to learn when the training and launch dates are for the Bay Area, Central Valley, and LA-Orange County regions. Note that CAIR San Diego, CAIR San Joaquin, and CAIR Imperial users will continue using the same software and will not need training for CAIR2.

Please do not reply to this message. This email account is not checked. For the latest information about CAIR2, visit www.cairweb.org/cair-2-project/.