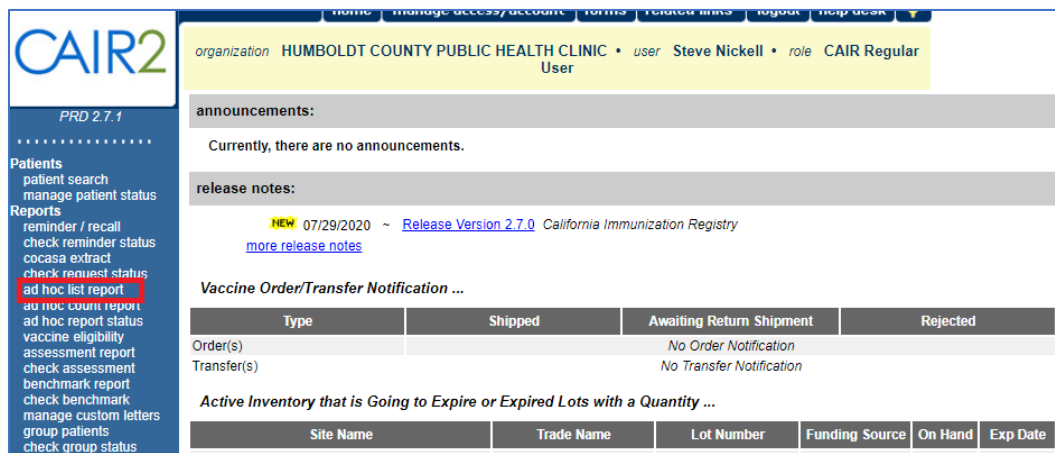
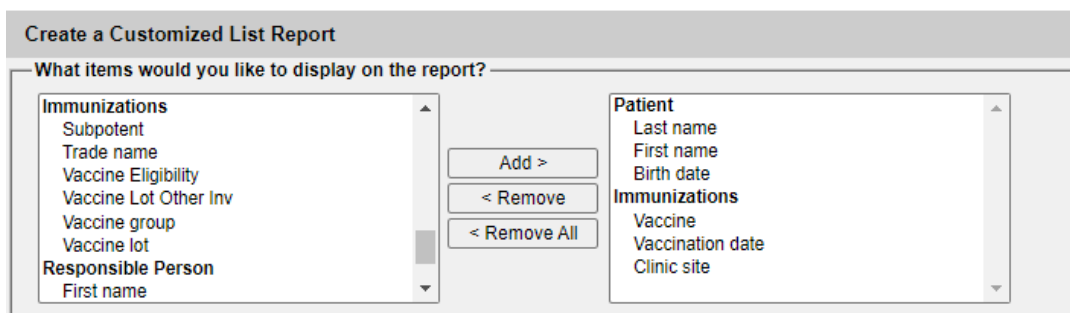


Use of the CAIR2 Ad Hoc List Report to Generate A List Of Clinic Patients Who Have Received At Least One COVID-19 Vaccine Dose

1. Login to CAIR2 (Power, Regular, IZ Coord, DX QA users only)
2. Click on the 'Ad Hoc List Report' link in the left menu.



3. The 'Create A Customized List Report' screen opens. Choose fields that you would like displayed in the report from the list on the left and add them to the right box by highlighting them, then clicking the **Add** button. Keep the fields at a minimum to have the best chance of completing the report.



Useful fields to choose:

• Last Name
• First Name
• Birth Date
• Vaccine or Tradename
• Vaccination date
• Clinic Site

- In the next section, choose how you want the Ad Hoc List Report sorted. Choose 'Last Name'

How would you like the report to be sorted?

Item to sort on: (not sorted) [v]

Sort Order: First-to-Last Last-to-First

A report takes longer to run if you want it to be sorted.

- Next go to the filtering section and from the 'Item to filter on' drop-down list, choose 'Vaccine group' EQUALS 'COVID-19' and click the **Add/Save Edit** button.

How would you like to filter the data?

Item to filter on: Vaccine group [v] Additional Optional Selection

Comparison: EQUALS [v]

Value to compare to: COVID-19 [v] [icon]

and [v] [icon]

Add/Save Edit

Selected Filters

Vaccine group EQUALS COVID-19

Edit
Remove
And/Or
Group
UnGroup

Generate Cancel

- Next click the **Generate** button to generate the report.
- The 'Ad Hoc Report Status' page opens and indicates that the report is 'processing'. Click the **Refresh** button at intervals to check the report status. You can also leave and come back to this page.

Ad Hoc Report Status				
Report Type	Started	Completed	Status	Row Count
LIST	04/02/2021 04:04 PM		PROCESSING	0

Refresh Cancel

- The report is ready when 'LIST' becomes a hyperlink. The 'Row Count' column indicates how many total doses are included in the report.

Ad Hoc Report Status				
			Refresh	Cancel
Report Type	Started	Completed	Status	Row Count
LIST	04/02/2021 04:04 PM	04/02/2021 04:04 PM	DONE	1335

- Your Ad Hoc List Report is now ready to download as either text, Excel or pdf and includes a list of patients associated with your practice who have received 1 or more COVID-19 vaccine doses, the date they received each dose, and the provider who administered each dose.

Ad Hoc Report Status				
			Refresh	Cancel
Report Type	Started	Completed	Status	Row Count
LIST	04/02/2021 04:15 PM	04/02/2021 04:15 PM	DONE	1335

Ad Hoc Report Results

What would you like to do with this report?

[Export as Text](#)
 [Export as a Spreadsheet](#)
 [Display as a PDF](#)

Report 101257

CAIR, the California Immunization Registry
 Report generated on 04/02/2021
 Report generated by Steve Nickell

Filter conditions used for this report:

Patients associated with [REDACTED]

Vaccine group EQUALS COVID-19

Sort order: Last name ascending

Report 101257; Results 1 - 250 of 1335

[Next 250 >>](#)

No	Last name	First name	Birth date	Vaccine	Vaccination date	Clinic site
1	[REDACTED]					
2	[REDACTED]					
3	[REDACTED]					
4	[REDACTED]					
5	[REDACTED]					