

How to Use the CA 60 Labels from Create Reports

MCIR now offers two ways to print out CA 60 Labels

- Individual Labels (CA 60 Custom) for just selected persons (Refer to Quick Tip Sheet How to use the CA 60 Custom Labels)
- Immunization Labels for all persons on the roster

- 1) Log in and go to your site. Under Reports click on Create Reports.
- 2) From the Reports Menu, choose CA-60 Labels.

School/Childcare Reporting Print Help
Home Exit

Person Sch/CC My Site **Admin** Reports Other

Create Reports Retrieve Results

Report: CA-60 Labels

Grade: Alpha List of Students
IP 100/101
Letters to Parents
Incompletes
Provisionals
Waivers
10-year Td Booster
Birth Certificates
Last Physical
Vision Screenings
Hearing Screenings
CA-60 Labels

Additional Info
Runs: Immediately, Kept 5 days
Generates a listing of people showing their imm history for printing on a CA-60 label. Please use Laser 2 x 4 10 on sheet. For example Avery 5163.

- 3) Next choose the criteria: Grade, Roundup (included or excluded), and the Reporting Period. Fill in the Description to help identify the report later. Click Submit. Next is a pop-up window that will ask you to approve the criteria, click OK.

Person Sch/CC My Site **Admin** Reports Other

Create Reports Retrieve Results

Report: CA-60 Labels

Grade: All

Report Period: October 2009

Description: SIRS_1247582468676

Additional Info
Runs: Immediately, Kept 5 days
Generates a listing of people showing their imm history for printing on a CA-60 label. Please use Laser 2 x 4 10 on sheet. For example Avery 5163.

Submit Cancel

- 4) Go to your Reports Tab, click on Retrieve Results. The Reports menu is now visible, click on Retrieve Results and see your report in the reports menu. Click on the word Report.

Person Sch/CC My Site **Admin** Reports Other

Create Reports Retrieve Results

Red indicates the report will run after 5PM prior to its target date Refresh

Description	User	Target Dt	Status
CA60_1247580529020		07/15/2009	Report is ready. Report

- 5) The labels will come up as below. To print, click on the Printer icon in the upper left hand corner. NOTE: Custom and Regular CA-60 Labels print using Avery 5163 2" x 4" labels.

https://sso.state.mi.us - Reports - Preview - Microsoft Internet Explorer

Jones, Jane
DOB: 10/08/2002 Grade: DK

# Series	Dose 1	Dose 2	Dose 3	Dose 4	Dose 5	Dose 6	Dose 7
DTAP	12/25/2002	02/25/2003	04/22/2003	01/27/2004	10/02/2007		
POLI	12/25/2002	02/25/2003	07/29/2003	10/02/2007			
HMR	10/11/2003	10/02/2007					
HBPB	10/09/2002	12/29/2002	07/29/2003				
VAR	10/11/2003						
TITR1							

Smith, Tom
DOB: 07/25/2000 Grade: 02

# Series	Dose 1	Dose 2	Dose 3	Dose 4	Dose 5	Dose 6	Dose 7
DTAP	10/18/2000	11/13/2000	01/22/2001	10/30/2001	07/22/2005		
POLI	10/18/2000	11/13/2000	07/30/2001	07/22/2005			
HMR	07/30/2001	07/22/2005					
HBPB	07/26/2000	01/22/2001	10/30/2001				
VAR	07/30/2001						
TITR1							