

IWEB APPLICATION Version 5.23.0 VIEW ONLY



QUICK REFERENCE

September 2019

VIEW ONLY

Access the Internet

1. Select the web browser you will use to access the Internet.
2. Enter the web address:
<https://lalinks.org/linksweb>
(Note: Do not enter www as part of the address).
3. The "Welcome to LINKS, Louisiana Immunization Network " window appears



To create an Icon for this site right click on this page and select **Create Shortcut**. When it shows: **A shortcut for the current page will be placed on your desktop** click **ok**.



Logging On

1. From the **MAIN** menu, click on the **LOGIN** option. The "LINKS Login" window appears.
2. Type your **USER NAME**, press the TAB key, type your **PASSWORD**, and then click the **LOGIN** button.
3. A confirmation indicating "**LOGGED IN**" should display.

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Setting Forecast

1. On the menu click on **Settings** then select forecast.
2. Uncheck the following:
hepb(2dose), measles, mumps, rubella, pnemo(PPSV), then click **Save**.

Setting Favorites

1. On the menu click on **Favorites**, select add/edit favorites.
2. Check the following:
Patient search, Vaccination summary, Patient record, then click **Save**.

Searching for a Patient

1. Enter First Initial (of first name)
2. Date of Birth

3. Click on the **SEARCH** button.
4. The **Patient Search Results** appear in the bottom portion of the window.
5. Select your Patient

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Viewing an Immunization Record

1. Perform a **Patient Search** then select the patient.
2. Click the **VACCINATIONS** menu, then **Vaccination Summary**
3. View this page for your record.

Printing Immunization Record

1. Select **Patient**
2. Click on **Reports**, then click on **Patient Record**
3. **Create Report** to print the record to give to the patient/parent/guardian (make sure to stamp the record or obtain an authorized signature for the record before giving it to the patient/parent/guardian).

Additional Information

On the home page of LINKS is a listing of each Immunization Consultant by region. If you have any questions please feel free to call or email the Consultant in your region.