

# 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.