MCIR
Michigan Care Improvement Registry

Organizational Roster Guide for Schools

08/22/2022

Manually Add Employees to the MCIR Organizational Roster

Once a user has the Site Administrator role, with employee consent, employees can be added to the roster in the MCIR. To add employees manually on an individual basis start from the MCIR Home Screen.

1. From the MCIR Home Screen, select **Add/Find**.

2. Search for the person by legal name and date of birth.

3. Be sure Organizational Roster is selected for Site Period

4. The person's MCIR record will display. If a list of results appear, click on the name of the correct person, (Figure 1).

Figure 1

5. When a person's record is accessed, Click the **Add to Organizational Roster button** located at the bottom of the screen, (Figure 2).

Figure 2

6. To verify employee roster additions select the My Site tab, and select **Org Roster**.

7. Added employees display, (Figure 3).

8. [Create an Organizational Roster report instructions here.](#)

School Organizational Roster in the MCIR

Upload Employees using a CSV file to the MCIR Roster using the Build Roster Function

1. From the My Site tab, Select Org Roster.

2. Select Build Roster, from the left side of the screen, (Figure 4).

Figure 4

3. A pop-up box will display regarding options for uploading a roster file, (Figure 5).

4. Select the Choose File button, then navigate to the file you wish to upload, (Figure, 9).
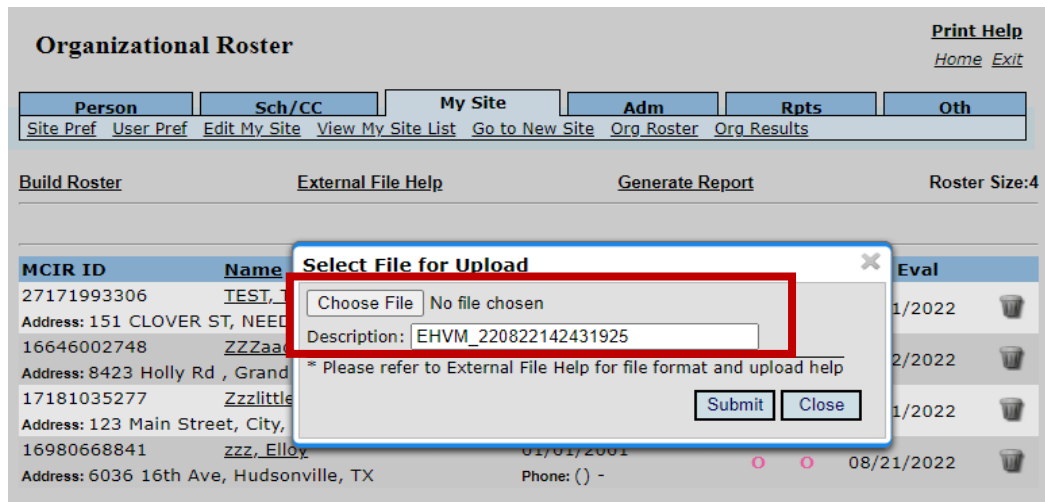

Figure 5

5. Select file and click OPEN.

6. Enter and change the Description, then click Submit, (Figure 5).

*Assistance with file help, click **External File Help link** at the top of your MCIR screen.

Create an Organizational Roster Report

1. From the My Site tab, Select <u>Org Roster</u> to navigate to the Organizational Roster screen.
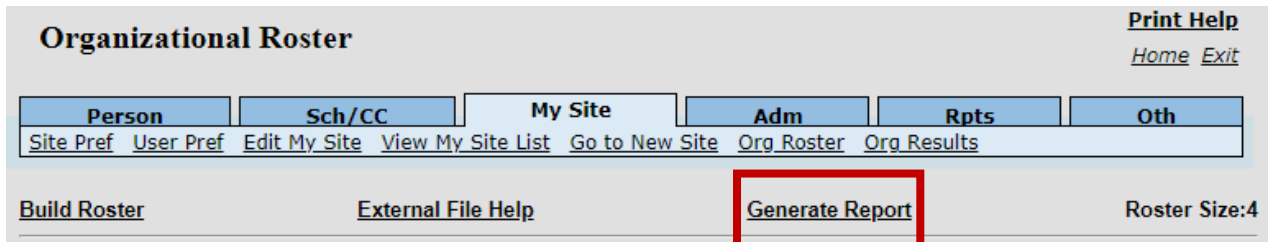
2. Select <u>Generate Report,</u> (Figure 6).

Figure 6

3. A pop up box will display. Optional: Change the description to a custom name that describe your report to recognize for quick access later. regarding options for uploading a roster file, (Figure 7).
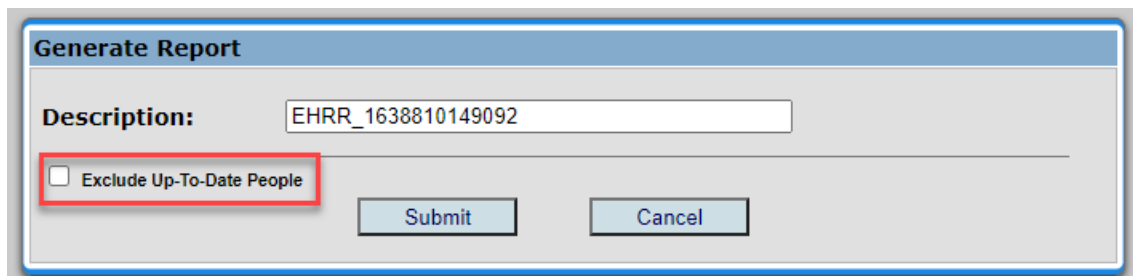

Figure 7

The "Exclude Up-To-Date People" checkbox:

   ☑ If checked, **the report will display all records of employees** on the Organizational Roster that are **not up to date on their immunizations**.

If unchecked, the report will display all records of employees on the Organizational roster.

Retrieve an Organizational Roster Report

1. From the MCIR Home Screen, under the My Site section, click on the Org Results link.

2. Report(s) is displayed on the Organizational Roster Results screen, (Figure 8).

3. Click on Report to view records, (Figure 8).

Figure 8

4. Reports typically display as a pop up on your screen, (Figure 9).

5. Once report results have been viewed, Click the **Refresh button** and a delete option will appear, (Figure 10).

Figure 9

Figure 10

School Organizational Roster in the MCIR