



Organizational Roster Guide for Schools

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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).

MCIR ID	Name	Birth Date	IS	CS	Last Eval
27171993306	TEST, TEST	01/01/2001	○	○	08/21/2022
16646002748	ZZZaaduck, Donald	01/01/2001	○	○	08/22/2022
17181035277	Zzzlittle, Dolly	12/27/2003	○	○	08/21/2022
16980668841	zzz, Elloy	01/01/2001	○	○	08/21/2022

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

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).

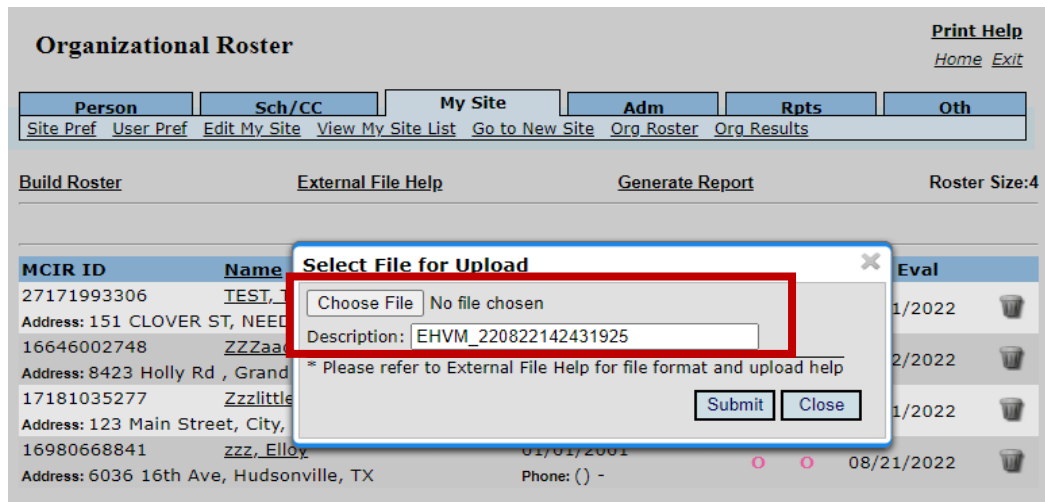


Figure 5

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 Org Roster to navigate to the Organizational Roster screen.
2. Select Generate Report, (Figure 6).

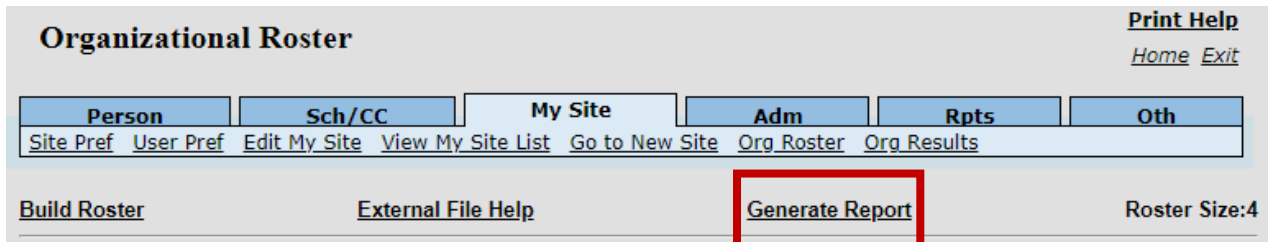


Figure 6

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).

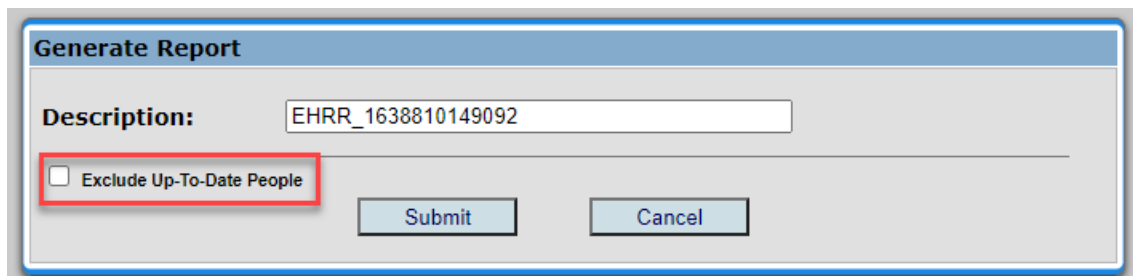


Figure 7

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).

Organizational Roster Results [Print Help](#)
[Home](#) [Exit](#)

Person Sch/CC My Site Adm Rpts Oth
[Site Pref](#) [User Pref](#) [Edit My Site](#) [View My Site List](#) [Go to New Site](#) [Org Roster](#) [Org Results](#)

Note: Please press the Refresh button after retrieving a report to update the status. [Refresh](#)

Description	User	Target Date	Status	Message	
EHRR_1661193973062	lobbinsd	08/22/2022	Report Ready		Report

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).

Organizational Roster Results [Print Help](#)
[Home](#) [Exit](#)

Person Sch/CC My Site Adm Rpts Oth
[Site Pref](#) [User Pref](#) [Edit My Site](#) [View My Site List](#) [Go to New Site](#) [Org Roster](#) [Org Results](#)

Note: Please press the Refresh button after retrieving a report to update the status. [Refresh](#)

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STATE OF MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES
 Official Site of Michigan Immunization Bureau

MCIR ID# 2317493366 Name: TEST, TEST DOB: 01/01/2001 Age: 21 Years 7 Months Gender: Female

History of Immunizations Given by Series

REPORT ID#	REPORT	DATE	LOCATION	STATUS	DATE	STATUS
MARSH				On Hold	03/17/2022	03/17/2022
Varicella B				On Hold	01/01/2022	01/01/2022
Varicella				On Hold	04/01/2022	04/01/2022
Hepatitis B				On Hold	01/01/2022	01/01/2022
Hepatitis A				On Hold	01/01/2022	01/01/2022
Seasonal Influenza	08/22/2022	08/22/2022	Up-Go-Down	09/01/2022	09/01/2022	
Management Computer				On Hold	01/01/2022	01/01/2022
HPV				On Hold	01/01/2022	01/01/2022
Management B				On Hold	01/01/2022	01/01/2022
MANAGEMENT				On Hold	01/01/2022	01/01/2022
MANAGEMENT				On Hold	01/01/2022	01/01/2022

© Health Data ** Immunization data prior to this record is from records on file available to MCIR.
 If data on additional immunizations not displayed in this record, please contact your business provider or other organization that may have data on file.
 Site Name: School Test Site Site Address: 333 S Grand Ave Lansing MI 48901 Site Phone: (517) 324-6200

STATE OF MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES
 Official Site of Michigan Immunization Bureau

MCIR ID# 1660892748 Name: ZZZzzzzzz, Zzzzzzz DOB: 01/01/2001 Age: 21 Years 7 Months Gender: Male

Figure 9

Organizational Roster Results [Print Help](#)
[Home](#) [Exit](#)

Person Sch/CC My Site Adm Rpts Oth
[Site Pref](#) [User Pref](#) [Edit My Site](#) [View My Site List](#) [Go to New Site](#) [Org Roster](#) [Org Results](#)

Note: Please press the Refresh button after retrieving a report to update the status. [Refresh](#)

Description	User	Target Date	Status	Message	
EHRR_1661193973062	lobbinsd	08/22/2022	Report has been retrieved		Report Delete

Figure 10