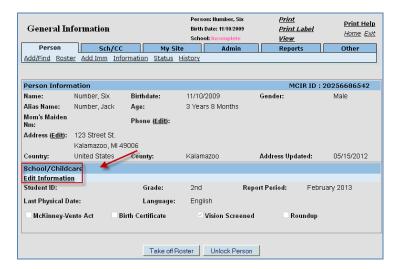
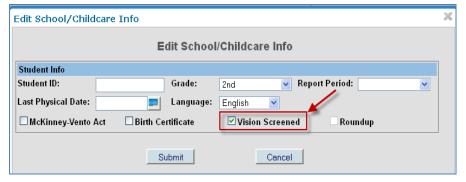
MCIR Vision Screening Functionality

Marking an Individual Record for Vision Screening

From the General Information Screen in the student's record, under the School/Childcare section, click
Edit Information.



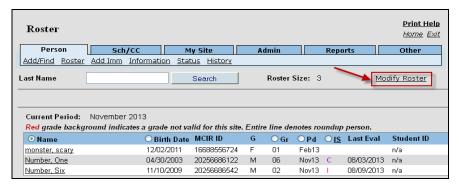
Click the Vision Screened check box.



Click Submit.

Modifying Multiple Records

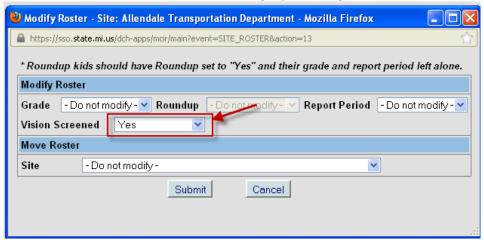
- From the home screen under the person tab, click Roster.
- From the modify roster screen, click <u>Modify Roster</u> (shown below).



The modify roster screen allows individual record selection from the roster listing. Check the box next to the records you wish to modify. When you have checked all of the records, click Modify Checked.

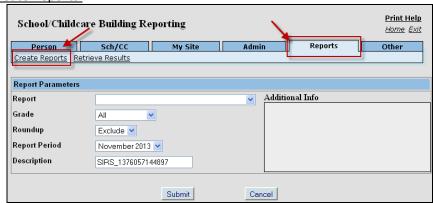


■ Indicate the students that have had vision screening, by choosing <u>Yes</u> next to Vision Screened and click Submit.

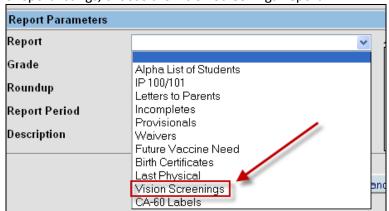


Creating the Vision Screenings Report

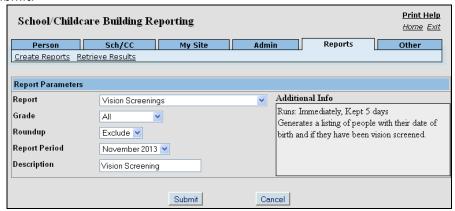
- From the home screen, click the Reports tab.
- Click <u>Create Reports.</u>



From the report listings, choose the Vision Screenings Report.



- Enter the Report Parameters and name the report.
- Click submit.



A pop up window displays the report details, click OK to proceed You will return to the home page.



Retrieving the Vision Screening Report

From the home page, click Retrieve Results under Reports



Click the Report link on the right.



Clicking on the **Report** link will provide you with a PDF document which contains the children's names, dates of birth and whether they have or have not had vision screening entered into MCIR.

