

User Defaults

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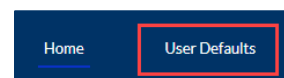
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User Defaults are predefined settings that are automatically applied to individual users to streamline documentation. This guide describes how to set User Defaults and how they affect vaccine documentation, including any changes in ImmsBC 2.0.

1. Set User Defaults

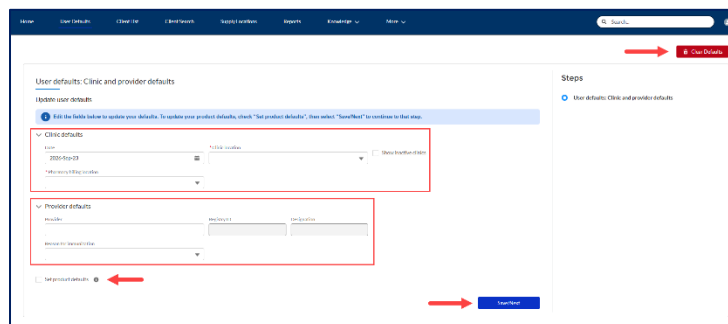
1.1 Clinic defaults and immunization defaults

On the *Home* screen, in the navigation bar, click **User Defaults**.

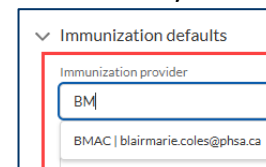


The *Clinic defaults and immunization defaults* screen will open. See screenshot below.

Under *Clinic defaults*, the *Date* will default to the current date. For *Clinic location*, enter or select the clinic where the immunization is taking place. Click **Show inactive clinics** to view inactive clinics.

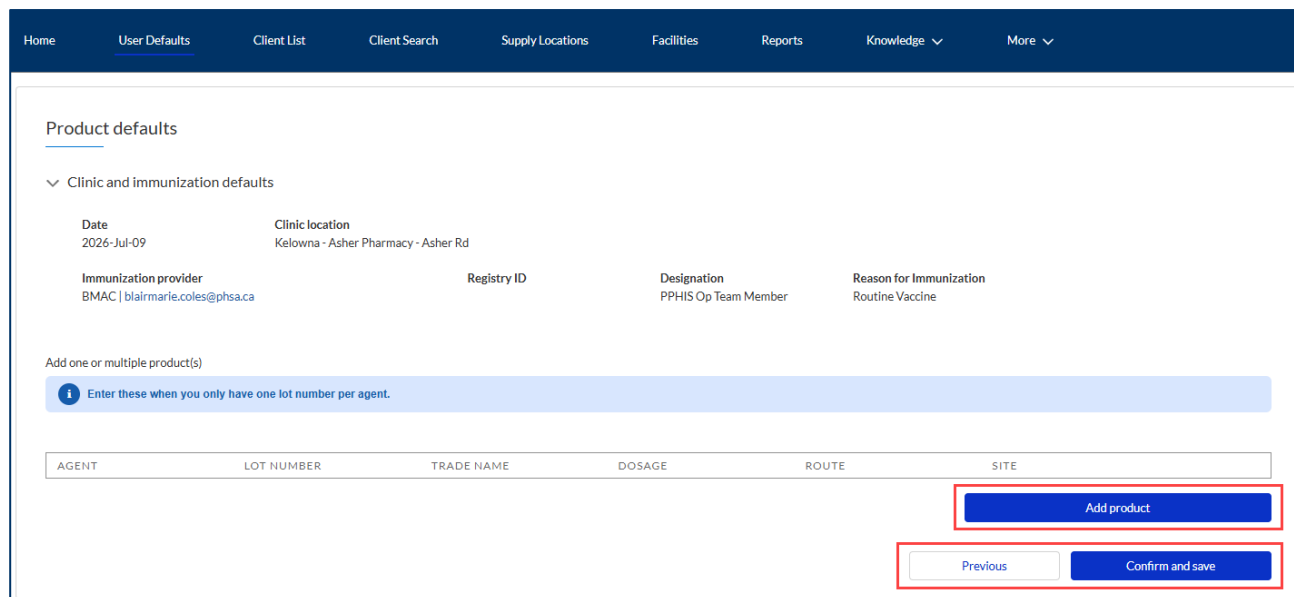


Under *Immunization defaults*, enter the *Immunization provider* in the type-ahead field. ImmsBC 2.0 now displays the *Provider's* email by their name to help identify the *Provider's* health authority or association. See screenshot right. You can select a **Reason for immunization**. Click **Save/Next**.



2.2 Product Defaults

If you're using same *Product* with one Lot Number for the duration of their shift, click *Set more user defaults*. Click **Save/Next**. The *Product defaults* screen will open as in the screenshot below.



Click **Add product**. A pop up will where you can select *Agent* and *Lot number*, *Dosage*, *Route* and *Site*. The *Trade name* will populate once the *Agent* and *Lot number* are selected. Click **Save** or **Cancel** to return to the *Product Defaults* page.

IMPORTANT If you exits *User defaults* without saving, whatever you entered/selected won't be saved.

The product details will display in a table. Click the **down button** on the right side of the table to *Edit* or *Delete* the product details. Click **Confirm and save** to confirm the *User Defaults*. Click **Previous** to return to the *Clinic defaults and immunization defaults* page.

Revision history

DATE	#	AUTHOR(S)	CHANGES/COMMENTS
2026SEP09	1.0	D. Bartoszewski, C. Smith, B. Coles	Created.