

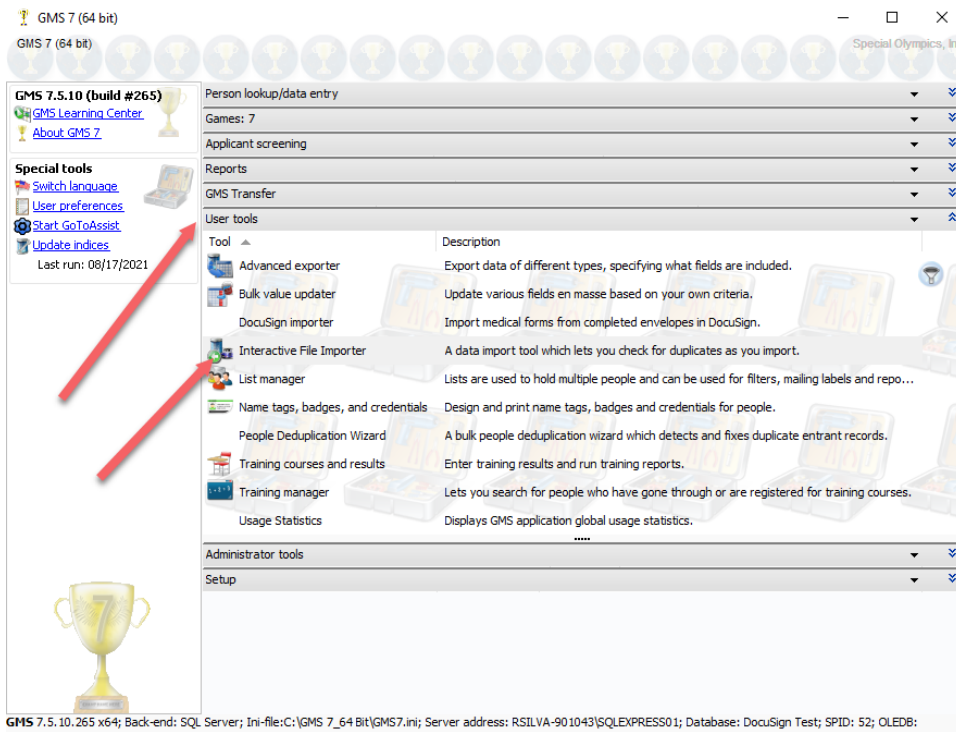
Importing Vaccination status into GMS

NOTE: The following steps require that you have COVID-19 Supplemental Form 09/09/2021 certification installed in your copy of GMS. You can download this certification using this link:

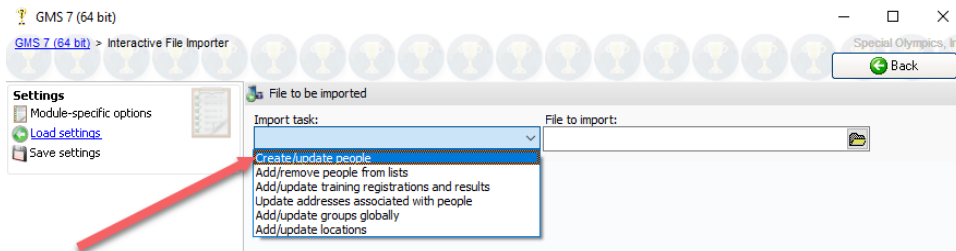
https://www.dropbox.com/s/vbsymy0pfuwxwqt/COVID%2019%20Supplemental%20Form%20Updated%2009_09_2021.xml?dl=0

Please contact GMSHELP@specialolympics.org if you need assistance.

1. Once you have exported the vaccination records from the r2a website, you will need to make the following changes to the csv file:
 - a. Add a column named **Owner**, this should be the first column
 - b. Add a column called **Processed**, place at the end of the csv file
 - c. Add a column called **Processing Log**, this should be the last column
 - d. Save the file as an excel workbook either xls orxlsx
2. In GMS go to User tools, the select Interactive File Importer (IFI)

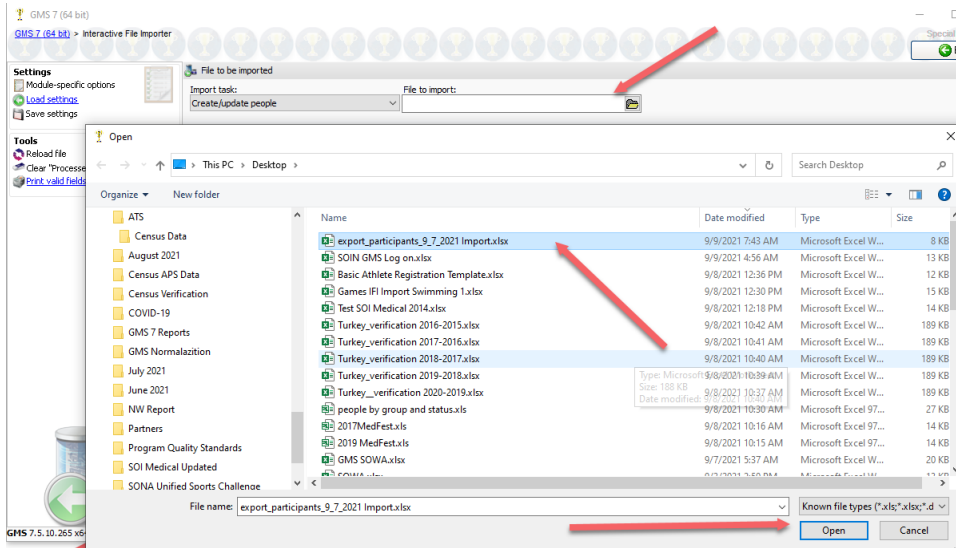


3. Under file to be imported, select Create/Update people



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4. Under file to import, select the excel file you created in step 1.

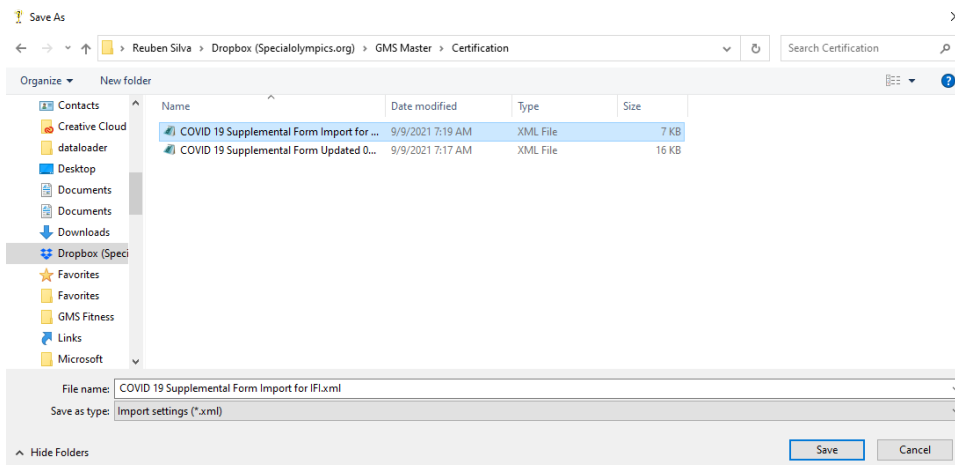


5. Once the file is loaded, you will need to map the import fields. If you are not familiar with this process, you can download an xml file that will map the fields for you. Save this file to your computer.

<https://www.dropbox.com/s/mtfj1uq1r5h7aqv/COVID%2019%20Supplemental%20Form%20Import%20for%20IFI.xml?dl=0>

Under Setting click on Load settings, locate the COVID 19 Supplemental Form Import for IFI, then click Save.

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6. Your screen should look like this

Field name	Becomes fields
Owner	Owner Add
Program Name	Add
Zip Code	Postal code (Person lookup) Add
Last Name	Names: Family/last name (People) Family name (Person lookup) Add
First Name	Names: First name (People) First name (Person lookup) Add
Date of Birth	Birth date: DOB (People) DOB (Person lookup) Add
Vaccination Status	COVID-19 Supplemental Form 09/09/2021: Vaccination Status (Certifications) Add
Cleared By A Health Care Professional	COVID-19 Supplemental Form 09/09/2021: First Dose: (Certifications) COVID-19 Supplemental Form 09/09/2021: Final Dose: (Certifications) Add
Contact Type	COVID-19 Supplemental Form 09/09/2021: Cleared to participate - Yes: (Certifications) Add
Covid First Shot Date	COVID-19 Supplemental Form 09/09/2021: First Dose Date: (Certifications) Add
Covid Second Shot Date	COVID-19 Supplemental Form 09/09/2021: Final Dose Date: (Certifications) COVID-19 Supplemental Form 09/09/2021: Date Form was Completed: (Certifications) Add
Has Had Covid-19	COVID-19 Supplemental Form 09/09/2021: Positive test for COVID-19: (Certifications) Add
Had Covid On	COVID-19 Supplemental Form 09/09/2021: Tested Positive for COVID Date: (Certifications) Add
Covid-19 Symptoms	COVID-19 Supplemental Form 09/09/2021: Symptoms (Certifications) Add
Vaccination Country	COVID-19 Supplemental Form 09/09/2021: Country Vaccinated (Certifications) Add
Action	Add
Processed	Processed Add
Processing Log	Processing log Add

7. Uncheck Test Mode, then click Run

8. The IFI will try to match the import record with your GMS data. The highlighted area is the Import record

Record #0	Name	DOB	Gender	All per...	All groups
First/given name: Jane	Doe, Jane	12/02/1999	Female	Athlete	Testing
Family/last name: Doe	Doe, James D	01/14/2000	Male	Athlete	Alaska
DOB: 12/02/1999	Doe, Patty	09/29/2000	Female	Athlete	Medical Import
	Doe, Rufus	01/01/1990	Male	Athlete	Testing
	Doe, Elizabeth	01/01/1990	Female	Athlete	Testing

Save Create a new person Skip record Cancel

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9. You will need to select the record to import the data to, you can look at the Name and DOB to locate the correct record. Once you've selected the record, click Save. If you can't locate the record, select skip record. GMS will go to the next record on the excel spreadsheet. Just repeat these steps until the import is completed.

Locate person for update

Record #0

First/given name:
Jane

Family/last name:
Doe

DOB:
12/02/1999

Name	DOB	Gender	All per...	All groups
Doe, Jane	12/02/1999	Female	Athlete	Testing
Doe, James D	01/14/2000	Male	Athlete	Alaska
Doe, Patty	09/29/2000	Female	Athlete	Medical Import
Doe, Rufus	01/01/1990	Male	Athlete	Testing
Doe, Elizabeth	01/01/1990	Female	Athlete	Testing

Save Create a new person Skip record Cancel