# Add/ Edit/ Delete Historical Vaccinations

These instructions detail how to add historical vaccinations, which are vaccinations documented as having been given at a different location. Note that users must have client (not view) access and be logged in under an organization and/or facility.

Add a Historical Vaccination

1. First, locate the patient: Click the **Patient > Search/Add** menu link.
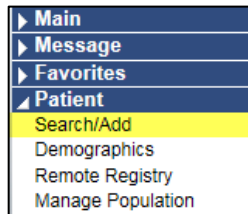
2. Enter the patient search criteria and click **Search** (or press Enter). The search results display with sortable columns.

3. Locate the patient in the list and click on the row to select it.

4. Click the **Vaccinations > View/Add** menu link.
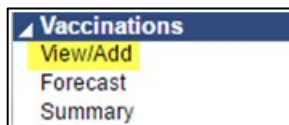
5. On the Vaccination View/Add page that opens, either locate the vaccine in the list or select it from the drop-down menu. In the first available date box corresponding to the vaccine, enter the date of the immunization and click the **Add Historicals** button.
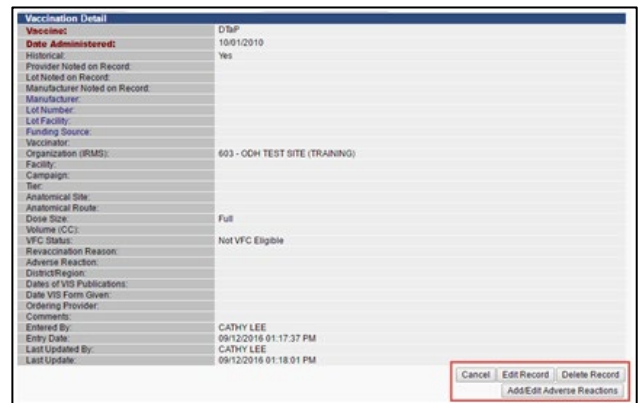
   The vaccine is documented as added by your organization as a historical, indicated by a * beside the date.

Edit/Delete a Historical Vaccination

Historical vaccinations can be edited or deleted by any user, regardless of the organization/facility that documented the vaccination.

1. On the Vaccination View/Add page, click the date of the vaccination.

2. On the Vaccination/Medicine Detail page that opens, select the appropriate button:

   - **Edit Record** – Edit the existing record
   - **Delete Record** – Delete the existing record
   - **Add/Edit Adverse Reactions** – Add a new or edit an existing adverse reaction

3. Save the changes.