Viewing Flu Pre-Books in VAOS

Responsible Entity (RE) Job Aid

Last Updated 12/20/2024

Overview

This job aid explains how to view TVFC Provider Flu Pre-Books in your region in the Vaccine Allocation and Ordering System (VAOS).

Step 1: Login to VAOS as an RE

Login to your RE account of VAOS at <u>https://txhhs-covid.my.salesforce.com/</u> and navigate to **Reports**.



Step 2: Select PHR Report Folder

Select "All Folders" and then select your PHR Report Folder.

Reports All Folders 2 items					
REPORTS	Name	~	Created By	~	Created On
Recent	Region 7 RE Reports		Ashley Underwood		1/6/2023, 10:45 AM
Created by Me	Regional User Reports		Srinidhi Bapu		4/14/2022, 1:34 PM
Private Reports					
Public Reports					
All Reports					
FOLDERS All Folders					

Step 3: Select Flu Pre-Book Report

Navigate to your Regional Report Folder's Flu Pre-Book report for the current or upcoming season. Click the report's name to open it in a new VAOS window.



Step 4: Cloning the Flu Pre-Book Report

In the drop-down menu at the top right, click the "Save As" button. Ensure the "Private Reports" folder is selected; if not, use the "Select Folder" button to select it.

▼ (C'	Edit 💌
	Save As
	Save
_	Subscribe
v	Export
	Delete

Save Report As	
* Report Name	
Copy of 2024-2025 Provider Flu Pre-Book	
Report Unique Name 🕚	
Copy_of_20242025_Provider_Flu_PreBook_rdK	
Report Description	
View Provider 24-25 Flu Pre-Book Vaccine Requests in 'Ordering', 'Not Ordering', 'Survey Not Completed', or 'Received' Statuses for PHR 7	
Folder	
Private Reports	Select Folder
Car	cel Save

Cloning the report permits you to modify it as you wish without disrupting the template for other users in the PHR Folder. Examples include editing the report filters, modifying displayed fields, or filtering by a more specific subregion.

Step 5: Modifying the Cloned Report

Click the "Edit" button to open the report builder menu.



Add or Remove displayed fields using the "Outline" tab and the "Search" bar under Columns.

REPORT ▼ 2024-2025 Provider Flu Pre-Book PHR 7 #				
>	≔ Outline	Filters	5	🕑 Pre
l	Groups	_		
				1
			0	2
	Add group		Q	3
				4
	Columns			5
	Add column			6
	Add Column		~	7
	Provider PIN		×	8
	Account Name: A	ccount Name	×	9
	Region		×	10
	Sub-region		×	11
	Master Order Nur	mber	×	12
	Vaccine Request	Start Date	×	13
	Vaccine: Vaccine	Name	×	14
	Vaccine Program		×	15
	# Quantity reque	sted	×	16
	Status		×	17
	Created Date		×	1/
				10
				19

Add or remove conditions to the report using the "Filters" tab. In this example for PHR 7, the filters are as follows:

- **Created Date**: when the prebook record was created.
- **Status**: The three statuses mentioned above, plus Received, Sent to VTrcks, and Shipped, are included to appear in the report.
- **Record Type**: should remain "Pre-Booking".
- Account Name: filters out the test facility ZZ Test Data Purge. It can be modified to filter by a facility of interest in your region.
- **Region**: equal to your PHR.
- **Provider PIN**: not equal to "" removes Blank PINs from the report. It can be modified to "equal to: XXXXX" to filter by a particular PIN number in your region.

2	024-2025 Provider Flu Pre-B	ook Pl	HR 7	Vaccine Requ	lests with Facility
>	E Outline ▼ Filters 5		Previewing a limited number of records. F		
elds				Provider PIN 💌	Account Name: /
Ϊ.			1	071106	Austin Regional c
	Add filter	Q	2	071106	Austin Regional c
	Show Me All vaccine requests		3	071106	Austin Regional c
Cre	Created Data	_	4	071095	CHRISTUS TRINI
	All Time		5	070271	Round Rock Heal
	G Status		6	070161	Lone Star Circle o
equals I Orderin Not Cor Provider not equ Region equals I	equals Not Ordering, Ordering, Received, Survey	ing, ed, Survey 💼	7	070307	Lone Star Circle C
	Not Completed		8	070974	Family Care Cent
	Provider PIN not equal to 123456	☆	9	070109	Lone Star Circle (
	Denier	_	10	070545	Lone Star Circle C
	equals REGION 7	Ê	11	071015	Lscc Family Care
	Vaccine Request Record Type	12 13	12	071112	AUSTIN REGION
	equals Pre-Booking		13	071112	AUSTIN REGION
	Created Date greater or equal Jan 12, 2024	☆	14	071074	DSHS HSR 7 GA
			15	071074	DSHS HSR 7 GA

Step 6: Saving the Report

REPORT **v**

After you've adjusted the report filters or fields, click "Save and Run" to finalize the report in your Private Reports folder.

Save & R	un Save 💌 Close Run
	Update Preview Automatically

Step 7: Exporting the Report

To export the report into a .xlsx, .xls, or .csv format, click the drop-down arrow at the top-right and click "Export". Select "Details Only" and then select which format to export.





Additional Resources

VAOS Ordering Inquiries – <u>TXVaccineOrders@DSHS.Texas.Gov</u>

DSHS Immunization Program Website

Immunization Program Homepage for Health Departments

TVFC/ASN Operations Manual for Responsible Entities



Texas Department of State Health Services