

# TVFC/ASN Entering Doses Administered in VAOS

Last Updated: 02/07/22



TEXAS  
Health and Human  
Services

Texas Department of State  
Health Services

# Overview

## Purpose

- The TVFC/ASN Entering Doses Administered job aid provides step-by-step instructions for TVFC/ASN Vaccine Providers to enter vaccine administration data for TVFC, ASN, and Flu vaccines in the Vaccine Ordering and Allocation System (VAOS).
- Instructions are also provided to generate an Aggregate Doses Administered report in VAOS.

## Audience

- TVFC, ASN, and Flu vaccine providers who access VAOS



# Entering Doses Administered in VAOS

1. Enter Doses Administered
2. Correct Doses Administered
3. Aggregate Doses Administered Report



# VAOS Tips & Tricks

## *Keep in mind...*



VAOS works best with **Chrome** as your browser.



Please **check your Spam** folder for emails from [noreply@salesforce.com](mailto:noreply@salesforce.com) as needed. You may also receive emails from [CDCCustomerService@McKesson.com](mailto:CDCCustomerService@McKesson.com).

If possible, flag these addresses as safe-senders to avoid emails being sent to Spam.



Regardless of the number of Providers or facility locations you are associated with, you will have **one set of login credentials**.

# 2. Enter Doses Administered

## Finding Doses Administered in VAOS



# Step 1: Navigate to Doses Administered

Log into VAOS at <https://texasvaccines.dshs.texas.gov/> and navigate to the **Enter Doses Administered** tab, or tile, on the home page.

The screenshot displays the VAOS home page interface. At the top, a navigation bar includes links for Home, Accounts, Enter TVFC/ASN/Flu Doses Administered (highlighted with a red box), Enter Vaccine Loss, Open Ordering (TVFC/ASN/FLU), COVID Dashboard, and More. Below the navigation bar, a large banner reads "Welcome to Texas Vaccine Allocation & Ordering System" and "One-stop solution for all vaccine allocation and ordering for Health Services, Immunization Unit". To the right of the banner is a bar chart. Below the banner, a grid of eight tiles is shown. The tile for "Enter TVFC/ASN/Flu Doses Adminis..." is highlighted with a red box. The other tiles are: Accounts, Enter Vaccine Loss, Open Ordering (TVFC/ASN/FLU), COVID Dashboard, Transfers & COVID Vaccine Requests, Reports, and Updates and Resources.

## Step 2: Choose correct Account

There is Entering Doses Administered Instructions at the top of the page for your reference. The date range will automatically populate for the current month.

Click the **down arrow** next to *Choose Facility* and select the account that you want to input doses for.

**DOSES ADMINISTERED DATA ENTRY PAGE**

1. Record your doses administered under the appropriate age group for each vaccine lot that you administered.
2. If a lot number is not listed it must be added before recording your doses administered.
3. If you administered a dose for a vaccine to an age group different from the vaccine intention, enter the quantities and select the reason for administering this vaccine to that age group.

**Important: Please note the date range on this screen. VAOS requires you to enter your doses administered up to the current date before allowing you to record your physical count of vaccines.**

Enter doses administered for the date range below

From  To

\*Select A Facility To Record Doses Administration

Choose Facility

- Texas Test
- Texas Exclusion
- Texas TVFC

Contact Us | Visitor Information | Compact with Texans | File Viewing Information | Site Policies | Texas HHS | Jobs at DSHS

# Step 3: Record doses administered

Once an account has been chosen, the vaccine names and quantities associated with that account will populate below.

Click the **check box** next to the vaccine name to continue.

**DOSES ADMINISTERED DATA ENTRY PAGE**

1. Record your doses administered under the appropriate age group for each vaccine lot that you administered.  
2. If a lot number is not listed it must be added before recording your doses administered.  
3. If you administered a dose for a vaccine to an age group different from the vaccine intention, enter the quantities and select the reason for administering this vaccine to that age group.

**Important: Please note the date range on this screen. VAOS requires you to enter your doses administered up to the current date before allowing you to record your physical count of vaccines.**

Enter doses administered for the date range below

From: 9/1/2021 To: 9/30/2021

\*Select A Facility To Record Doses Administration  
Texas Test

	<input type="checkbox"/> Vaccine	Vaccine Intent...	Item Number	Lot Number	Expiration Date	Quantity On Ha...	0-18	19 and Over	Select Reason	Selected Re...
1	<input type="checkbox"/>	AD ACCEL (TDAP...	PED	49281-0400-20		20				
2	<input type="checkbox"/>	DT (DT); SDV; P...	PED	49281-0225-10	12	09/08/2021	425			
3	<input type="checkbox"/>	FLUZONE QUA...	PED	49281-0635-15	8765	987				
4	<input type="checkbox"/>	DT (DT); SDV; P...	PED	49281-0225-10	1223456	09/09/2021	1,000			
5	<input type="checkbox"/>	IN ANRIX (DTA...	PED	58160-0810-52	1234KIJ	09/06/2021	965			
6	<input type="checkbox"/>	FLUZONE QUA...	PED	49281-0635-15	ABC123	08/26/2021	10			

# Step 4: Record doses administered

Record your doses administered under the appropriate age group for each vaccine lot that you administered by hovering your mouse over the box in the correct column and clicking the pencil icon.

Enter doses administered for the date range below

From 9/1/2021 To 9/30/2021

Select A Facility To Record Doses Administration  
Texas Test

	Vaccine	Vaccine Intenti...	Item Number	Lot Number	Expiration Date	Quantity On H...	0-18	19 and Over	Select Reason	Selected Re...
1	<input checked="" type="checkbox"/>	ADACEL (TDAP...	PED	49281-0400-20		0				
2	<input type="checkbox"/>	DT (DT); SDV; P...	PED	49281-0225-10	12	09/08/2021	4.5			
3	<input type="checkbox"/>	FLUZONE QUA...	PED	49281-0635-15	8765		9.7			
4	<input type="checkbox"/>	DT (DT); SDV; P...	PED	49281-0225-10	1223456	09/09/2021	10.0			
5	<input type="checkbox"/>	INFANRIX (DTA...	PED	58160-0810-52	1234KIJ	09/06/2021	9.5			
6	<input type="checkbox"/>	FLUZONE QUA...	PED	49281-0635-15	ABC123	08/26/2021	0			
7	<input type="checkbox"/>	SHINGRIX (ZOS...	ADU	58160-0823-11			8.6			
8	<input type="checkbox"/>	ADACEL (TDAP...	PED	49281-0400-20	12345	09/13/2021	0			
9	<input type="checkbox"/>	AFLURIA	ADU	33332-0320-01	123456	10/10/2021	0			
10	<input type="checkbox"/>	ADACEL (TDAP...	PED	49281-0400-20		09/16/2021	4.0			
11	<input type="checkbox"/>	FLUZONE QUA...	PED	49281-0635-15	ABC789		1.0			

# Step 4: Record doses administered

If you administered a dose for a vaccine to an age group different from the vaccine intention, enter the quantities and select the reason for administering this vaccine to that age group.

Enter doses administered for the date range below

From  To

\* Select A Facility To Record Doses Administration

<input type="checkbox"/>	Vaccine	Vaccine Intenti...	Item Number	Lot Number	Expiration Date	Quantity On Ha...	0-18	19 and Over	Select Reason	Selected Re...
1	<input checked="" type="checkbox"/> ADACEL (TDAP...	PED	49281-0400-20			20			<input type="text"/>	
2	<input type="checkbox"/> DT (DT); SDV; P...	PED	49281-0225-10	12	09/08/2021	425				
3	<input type="checkbox"/> FLUZONE QUA...	PED	49281-0635-15	8765		987				
4	<input type="checkbox"/> DT (DT); SDV; P...	PED	49281-0225-10	1223456	09/09/2021	1,000				
5	<input type="checkbox"/> INFANRIX (DTA...	PED	58160-0810-52	1234KIJ	09/06/2021	965				
6	<input type="checkbox"/> FLUZONE QUA...	PED	49281-0635-15	ABC123	08/26/2021	10				
7	<input type="checkbox"/> SHINGRIX (ZOS...	ADU	58160-0823-11			876			<input type="text"/>	
8	<input type="checkbox"/> ADACEL (TDAP...	PED	49281-0400-20	12345	09/13/2021	20			<input type="text"/>	
9	<input type="checkbox"/> AFLURIA	ADU	33332-0320-01	123456	10/10/2021	20			<input type="text"/>	

- Adult dose used inappropriately on a child
- Exception for high-risk patient
- Finishing series on 19 year old
- Medical error - Wrong vaccine given
- VFC dose used inappropriately on an adult

# Step 4: Record doses administered

Once the correct information has been entered, click **Save**.

From 9/1/2021 To 9/30/2021

Select A Facility To Record Doses Administration  
Texas Test

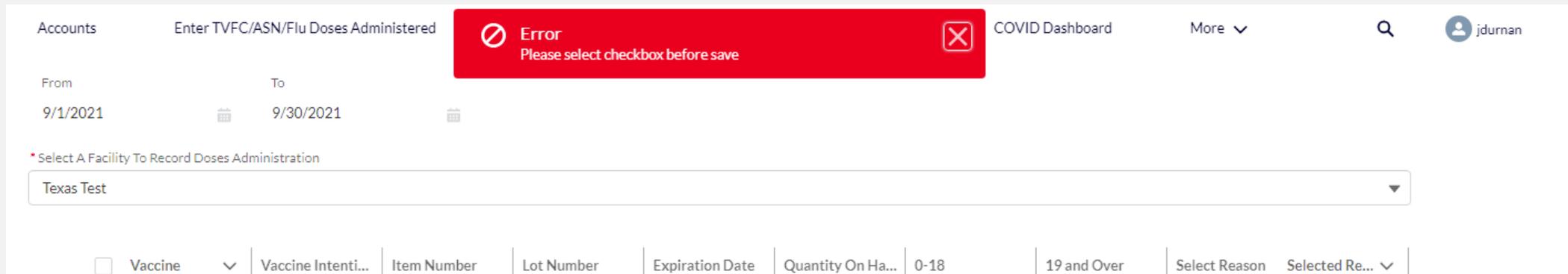
	Vaccine	Vaccine Intenti...	Item Number	Lot Number	Expiration Date	Quantity On Ha...	0-18	19 and Over	Select Reason	Selected Re...
1	<input checked="" type="checkbox"/> ADACEL (TDAP...	PED	49281-0400-20			20	10			
2	<input type="checkbox"/> DT (DT); SDV; P...	PED	49281-0225-10	12	09/08/2021	425				
3	<input type="checkbox"/> FLUZONE QUA...	PED	49281-0635-15	8765		987				
4	<input type="checkbox"/> DT (DT); SDV; P...	PED	49281-0225-10	1223456	09/09/2021	1,000				
5	<input type="checkbox"/> INFANRIX (DTA...	PED	58160-0810-52	1234KIJ	09/06/2021	965				
6	<input type="checkbox"/> FLUZONE QUA...	PED	49281-0635-15	ABC123	08/26/2021	10				
7	<input type="checkbox"/> SHINGRIX (ZOS...	ADU	58160-0823-11			876				
8	<input type="checkbox"/> ADACEL (TDAP...	PED	49281-0400-20	12345	09/13/2021	20				
9	<input type="checkbox"/> AFLURIA	ADU	33332-0320-01	123456	10/10/2021	20				
10	<input type="checkbox"/> ADACEL (TDAP...	PED	49281-0400-20		09/16/2021	4,000				
11	<input type="checkbox"/> FLUZONE QUA...	PED	49281-0635-15	ABC789		100				

Cancel Save

Back Next

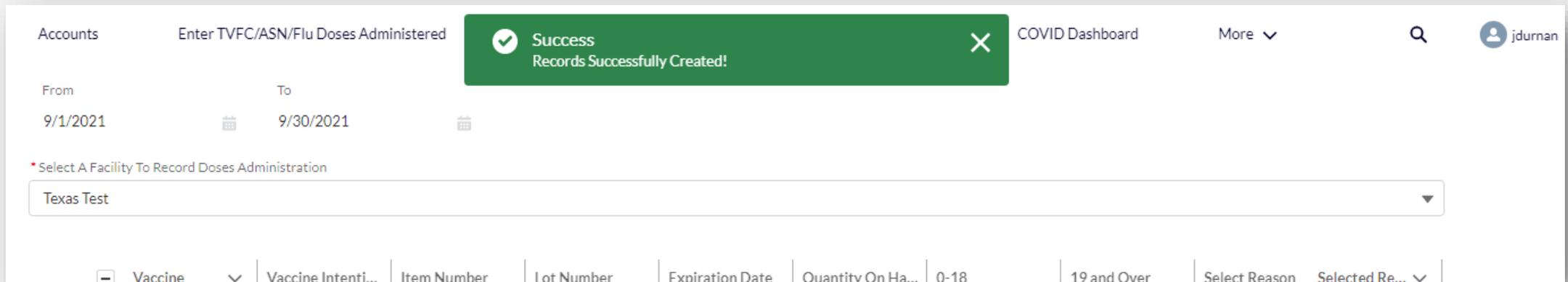
## Step 4: Record doses administered

When the information is incorrect, you'll receive this Error dialog message. Correct the error and click **Save** again.



The screenshot shows a web application interface for recording doses. At the top, there's a navigation bar with 'Accounts', 'Enter TVFC/ASN/Flu Doses Administered', 'COVID Dashboard', 'More', a search icon, and a user profile 'jdurnan'. A red error dialog box is overlaid on the form, containing a red circle with a white 'X' and the text 'Error Please select checkbox before save'. Below the error, the form has 'From' and 'To' date pickers set to '9/1/2021' and '9/30/2021'. A dropdown menu is labeled '\* Select A Facility To Record Doses Administration' and currently shows 'Texas Test'. At the bottom, there are several columns for data entry: 'Vaccine' (with a checkbox), 'Vaccine Intenti...', 'Item Number', 'Lot Number', 'Expiration Date', 'Quantity On Ha...', '0-18', '19 and Over', 'Select Reason', and 'Selected Re...'. The 'Vaccine' checkbox is currently unchecked.

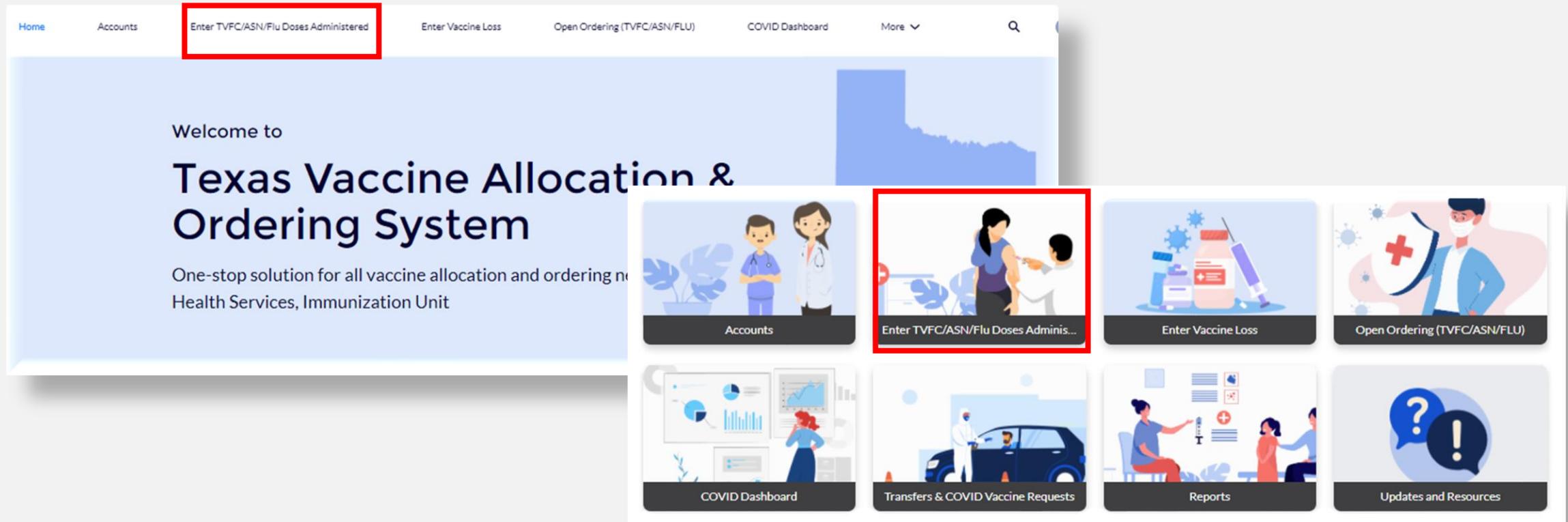
When the information is accurate, you'll receive this Success dialog message.



This screenshot is identical to the one above, but the error dialog is replaced by a green success dialog box. The success dialog contains a green checkmark icon and the text 'Success Records Successfully Created!'. The rest of the form, including the date pickers, facility dropdown, and data entry columns, remains the same.

# Step 5: Enter Other Vaccines

You will be navigated back to the VAOS Homepage. To enter doses administered for another vaccine, simply **repeat Steps 1 and 2**.



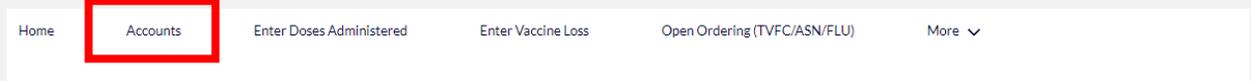
# 3. Correct Doses Administered

Correct errors in previous entries



# Step 1: Choose correct Account

Navigate to the Accounts object and select your facility. On the Account page, navigate to Vaccine Items and click View All.

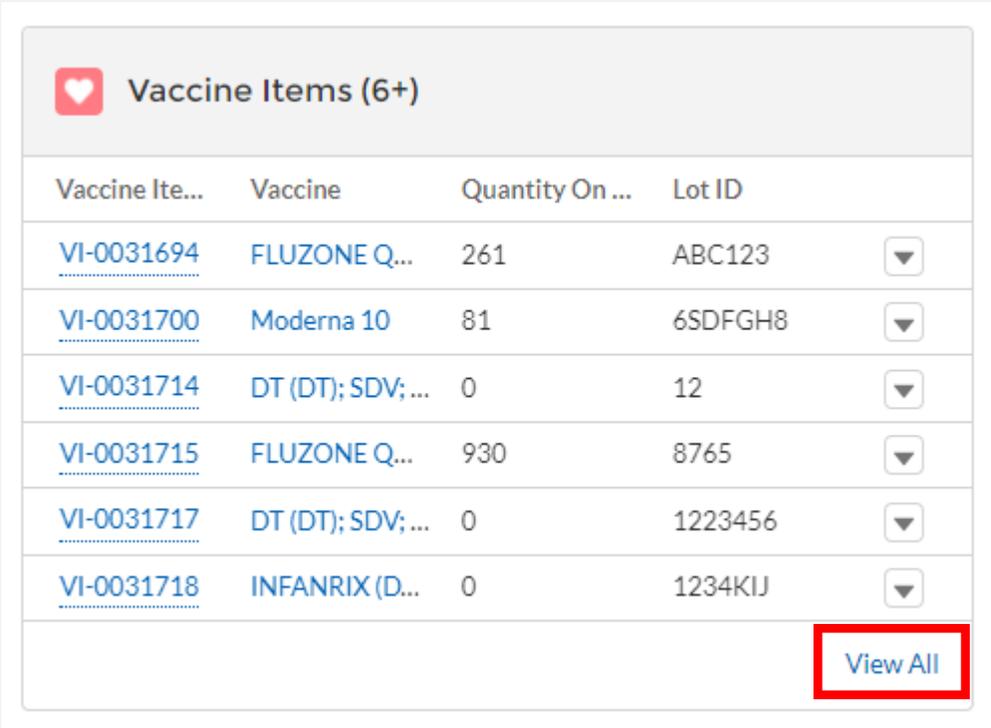


Home **Accounts** Enter Doses Administered Enter Vaccine Loss Open Ordering (TVFC/ASN/FLU) More ▾

Welcome to

## Texas Vaccine Allocation & Ordering System

One-stop solution for all vaccine allocation and ordering needs for the Department of State Health Services, Immunization Unit



 Vaccine Items (6+)

Vaccine Ite...	Vaccine	Quantity On ...	Lot ID
<a href="#">VI-0031694</a>	FLUZONE Q...	261	ABC123
<a href="#">VI-0031700</a>	Moderna 10	81	6SDFGH8
<a href="#">VI-0031714</a>	DT (DT); SDV; ...	0	12
<a href="#">VI-0031715</a>	FLUZONE Q...	930	8765
<a href="#">VI-0031717</a>	DT (DT); SDV; ...	0	1223456
<a href="#">VI-0031718</a>	INFANRIX (D...	0	1234KIJ

[View All](#)

# Step 2: Choose the correct administration record

Click the Vaccine Item (Inventory) Record associated with the administration you need to edit. Click Related. Under Vaccine Uses, click the Administration Record you need to edit.

 Vaccine Item  
VI-0031694

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**DETAILS**    **RELATED**

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Vaccine <a href="#">FLUZONE QUAD MDV</a>	NDC 49281-0635-15
Quantity On Hand 261	Lot ID ABC123
Total Received 600	Serial Number

 Vaccine Use  
VA-47488334

[Edit](#)   [Clone](#)

Chatter isn't enabled or the user doesn't have Chatter access.

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**DETAILS**    RELATED

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Work Order	Status Successfully Administered
Inventory <a href="#">VI-0031694</a>	Facility <a href="#">Texas Test</a>
Quantity Consumed 100	Reason for waste

# Step 3: Correct the administration record

Click “edit” on the right side of the screen, and change the quantity consumed to the correct quantity. Click save.

The screenshot shows the 'Edit Vaccine Use' form with the following fields and values:

- Work Order: Search Work Orders...
- Inventory: VI-0031694
- Quantity Consumed: 100 (highlighted with a red box)
- Status: Successfully Administered
- Facility: Texas Test
- Reason for waste: --None--
- Lot Number: ABC123
- NDC: 49281-0635-15
- Vaccine: FLUZONE QUAD MDV
- Description: (empty text area)
- Other Reason: (empty text area)

At the bottom right, there are three buttons: 'Cancel', 'Save & New', and 'Save' (highlighted with a red box).

# Step 4: Repeat the process as needed

Repeat steps 1-3 for any Doses Administered records that were entered incorrectly.

 Vaccine Use  
**VA-47488334**

Edit Clone

Chatter isn't enabled or the user doesn't have Chatter access.

DETAILS	RELATED
Work Order	Status Successfully Administered
Inventory <a href="#">VI-0031694</a>	Facility <a href="#">Texas Test</a>
Quantity Consumed ⓘ 100	Reason for waste

# 3. Aggregate Doses Administered Report

View History of All Administered Doses



# Step 1: Navigate to Reports

Log into VAOS at <https://texasvaccines.dshs.texas.gov/> and click on **Reports**.

The screenshot displays the VAOS Ordering System dashboard. At the top, a navigation bar includes links for Home, Accounts, Enter Doses Administered, Enter Vaccine Loss, Open Ordering (TVFC/ASN/FLU), COVID Dashboard, and More. The main header reads "Ordering System" and "One-stop solution for all vaccine allocation and ordering needs for the Department of State Health Services, Immunization Unit". Below this is a section titled "Updates and Reminders" with a grid of menu items: Accounts, Enter Doses Administered, Enter Vaccine Loss, Open Ordering (TVFC/ASN/FLU), COVID Dashboard, Transfers & COVID Vaccine Requests, Reports, Updates and Resources, Physical Inventory, and Flu Pre-Book. The "Reports" menu item is highlighted with a red rectangular border.

# Step 2: Navigate to proper report

Click on **Aggregate Doses Administered**.

The screenshot displays the 'Vaccine Allocation and Ordering System' dashboard. The navigation bar at the top includes links for Home, Accounts, Enter TVFC/ASN/Flu Doses Administered, Enter Vaccine Loss, Open Ordering (TVFC/ASN/FLU), COVID Dashboard, and More. The main heading is 'Ordering System' with the subtitle 'One-stop solution for all vaccine allocation and ordering needs for the Department of State Health Services, Immunization Unit'. Below this, there are eight report tiles arranged in two rows. The first row contains: Vaccines Near Expiration, Doses Wasted Report, Doses Transferred Report, and Current Inventory Report. The second row contains: COVID Doses Requested Report, Maximum Stock Level Report, Non-COVID Doses Requested Report, and Aggregate Doses Administered. The 'Aggregate Doses Administered' tile is highlighted with a red border.

Home Accounts Enter TVFC/ASN/Flu Doses Administered Enter Vaccine Loss Open Ordering (TVFC/ASN/FLU) COVID Dashboard More jdurman

## Ordering System

One-stop solution for all vaccine allocation and ordering needs for the Department of State Health Services, Immunization Unit

- Vaccines Near Expiration
- Doses Wasted Report
- Doses Transferred Report
- Current Inventory Report
- COVID Doses Requested Report
- Maximum Stock Level Report
- Non-COVID Doses Requested Report
- Aggregate Doses Administered**



# Step 2: Choose report action

Once both date fields have been filled out, click either **Fetch** if you want to view the *Aggregate Doses Administered Report* on this page in VAOS or **Download** if you want to open or download this report to your computer.

Please Select Date Range to fetch Vaccine Use Records

Start Date   End Date

PIN	Provider	NDC	Intent	Lot Number	Expiration Date	Vaccine Group	Vaccine Description	Total Doses 0-18	Total Doses 19+	Price Per Dose	Total Cost	Date Entered	Entered By
-----	----------	-----	--------	------------	-----------------	---------------	---------------------	------------------	-----------------	----------------	------------	--------------	------------

# Step 2: Choose report action

## Fetch:

The report will populate below, use the side and bottom navigation bars to view all information.

Please Select Date Range to fetch Vaccine Use Records

Start Date: 08/02/2021      End Date: 09/20/2021

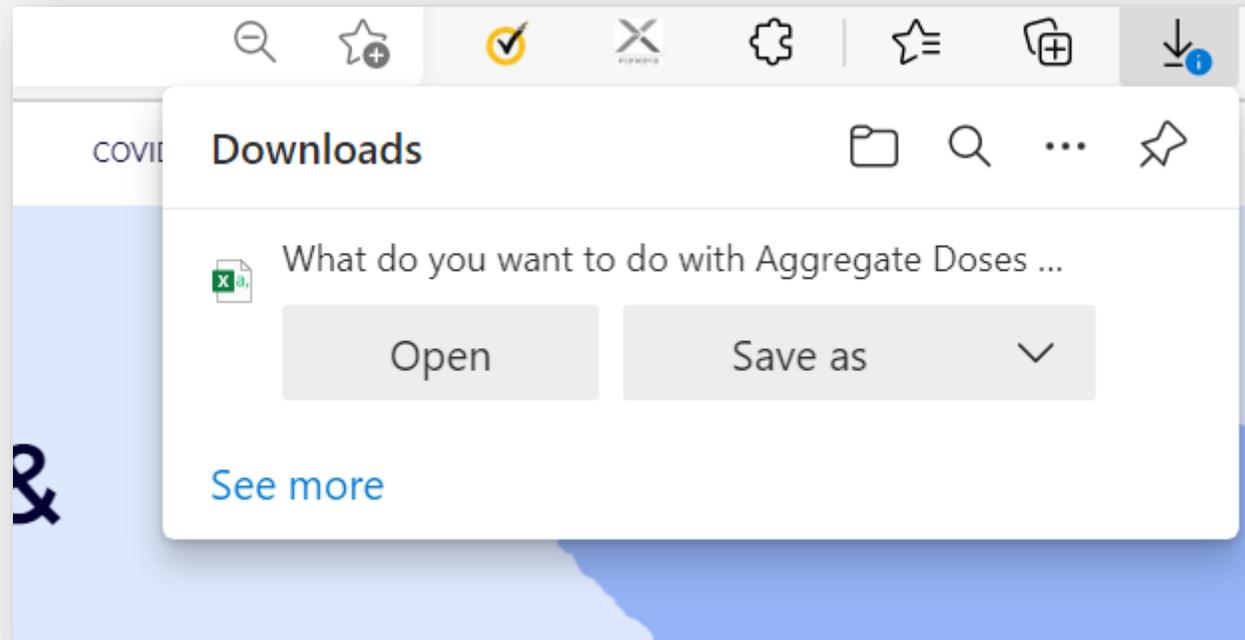
[Fetch](#)   [Download](#)

PIN	Provider	NDC	Intent	Lot Number	Expiration Date	Vaccine Group	Vaccine Description	Total Doses 0-18	Total Doses 19+	Price Per Dose	Total Cost	Ds
300528	Texas Test	49281-0635-15	PED	ABC123	08/26/2021	FLUP	FLUZONE QUAD MDV	33	30	\$10.00	\$630.00	09
300528	Texas Test	49281-0635-15	PED	8765		FLUP	FLUZONE QUAD MDV	13	0	\$10.00	\$130.00	09
300528	Texas Test	58160-0810-52	PED	1234KII	09/06/2021	DTAP	"INFANRIX (DTAP) PFS- PED"	0	10	\$300.00	\$3,000.00	08

## Step 2: Choose report action

### Download:

This dialog box will pop up in the top right-hand corner of your screen. Click **Open** or **Save as** depending on your current need.



# Additional Resources

Click below to access more support resources:

- [Vaccine Allocation & Ordering System \(VAOS\)](#)
- [Texas Vaccine Management Homepage](#)
- [Texas Vaccine for Children Program Page](#)
- [Adult Safety Net Program Page](#)
- [TVFC/ASN Provider Journey](#)

If you have any questions, please contact your TVFC/ASN Responsible Entity (RE). For technical assistance, please contact the **DSHS Provider Helpdesk** at 877-835-7750 Extension 1 or email the **Vac Call Center** at [VacCallCenter@dshs.texas.gov](mailto:VacCallCenter@dshs.texas.gov).

