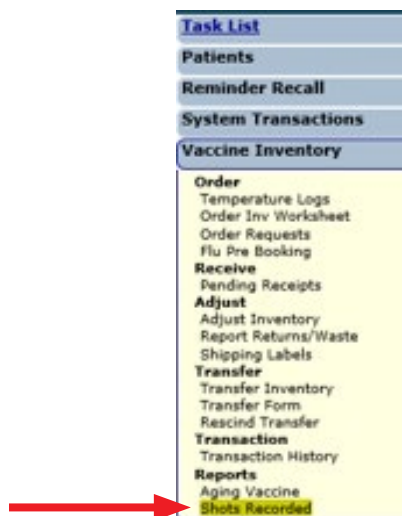# Shots Recorded Report

A **Shots Recorded Report** can be created in Florida SHOTS that provides an Excel file of vaccinations recorded corresponding to the VFC PIN, vaccination effort, date range and vaccines. This report provides the "**Shots Recorded**" details available under the hyperlinks for each vaccine type on the "**Florida SHOTS Order Request – Doses Administered And Inventory Levels**" page. This guide will give you the step-by-step instructions to create the report.

STEP 1

Log into Florida SHOTS.

STEP 2

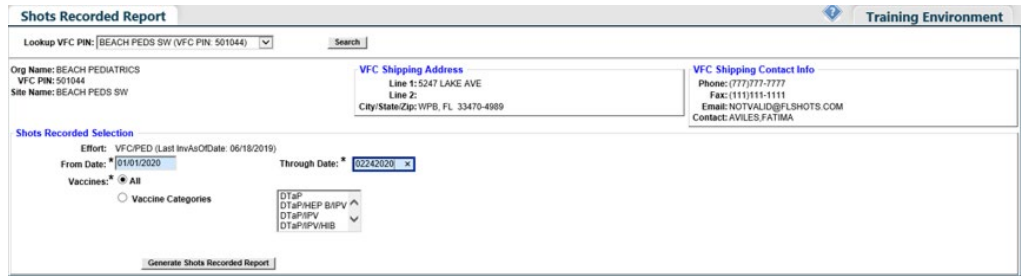Select "**Vaccine Inventory**" then "**Shots Recorded**" from the Florida SHOTS menu.

STEP 3
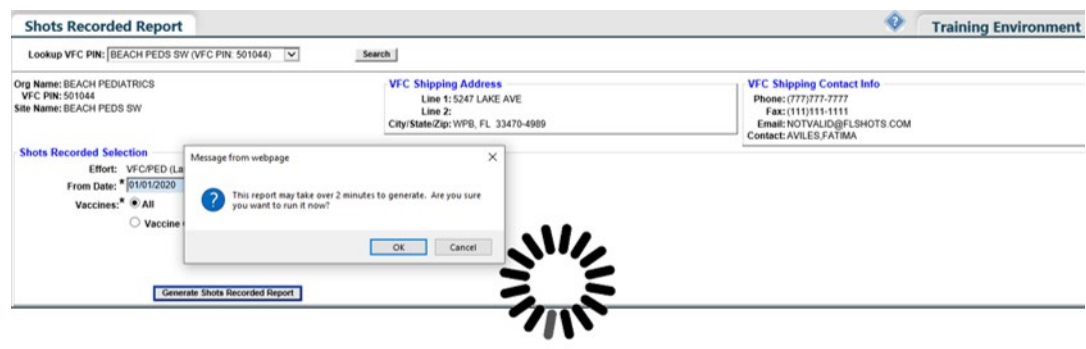
Select your PIN and click on the "**Search**" button.

STEP 4

Once the search is completed, you will see the provider information including VFC shipping address and contact. Enter the date range that you would like to search in the "**From Date**" and "**Through Date**" fields. Select one or more specified "**Vaccines**" or "**All**." To select more than one vaccine type hold the [Ctrl] key down while clicking on the vaccines. Click on "**Generate Shots Recorded Report**" button.

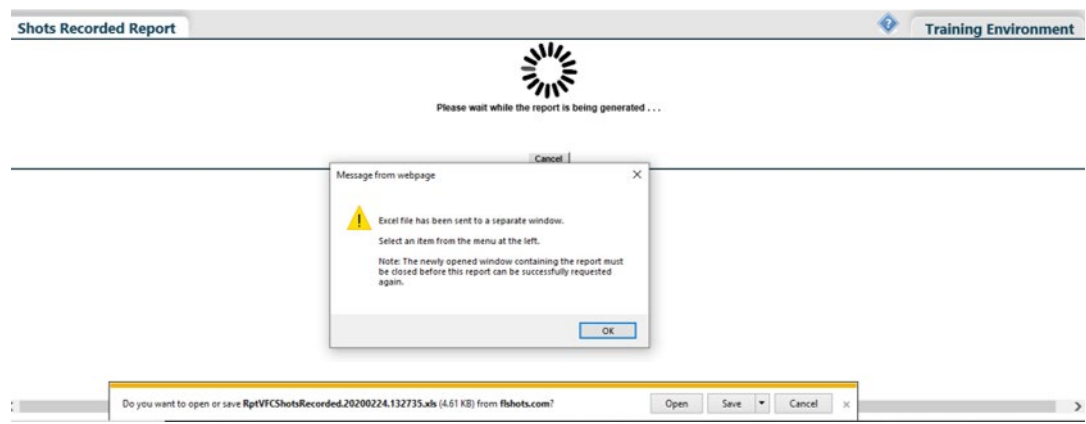## STEP 5

Click "**OK**" on the pop-up message advising you that it may take over two minutes to generate.

STEP 6

Click "**OK**" on the additional pop-up message advising you that the Excel file will open in a separate window. Proceed to click "**Open**" on the additional message to open the file.

Once the file opens, there is a tab for each "**Vaccine Type**" and "**Criteria**" page (recaps your selection) that you can click on to review.

The report heading format consists of **Inv Match, Vaccine Type, Vaccination Date, IMM State ID, Patient Name, Date of Birth, Mfg/Lot, Exp Date** and **Eligibility**.

	A	B	C	D	E	F	G	H	I	J
1	Inv Match	Vaccine Type	Vaccination Date	IMM State ID	Patient Name	Date of Birth	Mfg/Lot	Exp Date	Eligibility	
2	N	PENTACEL	12/05/2019	8506219999	SMITH, JAMES	10/03/2019	PMCUJ083AA	10/13/2020	VFC ELIGIBLE-UNINSURED	
3	N	PENTACEL	12/05/2019	9803489999	THOMAS, ERIANA L	08/04/2019	PMCUJ083AA	10/13/2020	VFC ELIGIBLE-MEDICAID/MCO	
4	N	PENTACEL	12/06/2019	8505709999	OLIVER, OLIVIA R	05/20/2019	PMCUJ083AA	10/13/2020	VFC ELIGIBLE-UNINSURED	
5	N	PENTACEL	12/11/2019	8505009999	RODRIGUEZ, ALIANNA N	03/14/2019	PMCUJ083AA	10/13/2020	VFC ELIGIBLE-MEDICAID/MCO	
6	N	PENTACEL	12/12/2019	9803519999	SANDERS, A'LANI M	10/07/2019	PMCUJ083AA	10/13/2020	VFC ELIGIBLE-MEDICAID/MCO	
7	Y	PENTACEL	12/17/2019	9803439999	GRAHAM, SIENNA J	05/18/2019	PMCUJ083AAA	10/13/2020	VFC ELIGIBLE-UNINSURED	
8	N	PENTACEL	12/23/2019	980348999	CAPOLI, CAMILLA	08/20/2019	PMCUJ111AA	10/14/2020	VFC ELIGIBLE-MEDICAID/MCO	
9	N	PENTACEL	12/26/2019	9803539999	WEATHER, MARLEY J	10/30/2019	PMCUJ111AA	10/14/2020	VFC ELIGIBLE-MEDICAID/MCO	

Tabs: DTaP | DTaP-IPV | **DTaP-IPV-HIB** | Flu | Hep A | Hep B | Hib | IPV | MCV-4 | MEN-B | MMR | MMRV | PCV-13 | ROTA | Varicella | **Selection Criteria**

NOTE: The "**Inv Match**" field will have an "N" if the "**Funding Program**" field was completed when the vaccine was entered manually, or uploaded in the patient record. As well as, if the lot number, expiration date, or the manufacturer does not match the current inventory, as it does on the "**Florida SHOTS Order Request – Doses Administered And Inventory Levels**" page.

If you discover any discrepancies, you can go back into the patient record to make corrections. To learn more about editing vaccines within patient records, see our "Editing Vaccine Records" guide on https://flshotsusers.com/training/training-guides

HELP DESK

FREE TECHNICAL SUPPORT:
877-888-7468 (SHOT)
MONDAY – FRIDAY, 8 A.M. TO 5 P.M. EASTERN

INCLUDING:

- Merging duplicate patient records
- Adding account administrators
- Unlocking Florida SHOTS accounts
- Questions about any Florida SHOTS features
- Requesting Florida SHOTS materials