# Shots Recorded Report



Providers participating with the Vaccines for Children (VFC) Program can create a **Shots Recorded Report** that provides an Excel file of vaccinations recorded corresponding to the site/VFC PIN, vaccination effort, date range and vaccines. The report also lets you know whether the vaccine details recorded in the patient record match with your VFC inventory. Generating the report on an ongoing basis can assist in maintaining an accurate vaccine inventory. 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.

Shots Recorded Report 🤣 🔎		Training Environment
Lookup VFC PIN: SUNSET PEDS (VFC PIN: 501044)	Search	
Org Name: BEACH MEDICAL VPC PHIL: 501044 Site Name: SUNSET PEDS	VFC Shipping Address Line 1: 123 SAND BLVD Line 2: City/State/Zip: PALM BEACH, FL 33401	VFC Shipping Contact Info Phone: (556)5555555 Fax: (556)555-5555 Eax: (556)555-5555 Eax: (556)555-5555 Eax: (555)555-5555 Contact: Arutes JATIMA
Chots Recorded Selection Effort: VFC/PED (Last InvAsOIDate: 05/15/2024) From Date: * Vaccines:* ®All ○ Vaccine Categories COVID-19 DTaP	nazaaz	
DTaP-IPV-HB-HEP8 Cenerate Shots Recorded Report	_	

### **STEP 5**

www.flshots.com says ts This report may take over 2 minutes to generate. Are you sure you Shots Recorded Report 🧇 Ŵ Training Environment want to run it now? Lookup VFC PIN: SUNSET PEDS (VFC PIN: 501044) Cancel Org Name: BEACH MEDICAL VFC PIN: 501044 Site Name: SUNSET PEDS /FC Shipping Contact Info Phone: (555)555-5555 Fax: (555)666-6666 Email: NOTVALID@FLSHOTS.COM Contact: AVILES,FATIMA Line 1: 123 SAND BLVD Line 2: Zip: PALM BEACH, FL 33401 City/St Effort: VFC/PED (Last InvAsOfDate: 05/15/2024) Through Date: \* 04/02/2025 From Date: \* 01/01/2024 COVID COVID-19 DTaP DTaP-IPV-HIB-HEPB

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 on the file under "**Downloads**" to open the file.

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Shots Recorded Report 📀 📫	Excel file has been sent to a separate window.		RptVFCShotsRecorded.20250402. Open file	.110608.xls	vir	ronmei
	Select an item from the menu at the left.	See	emore			
	Note: The newly opened window containing the report must be close before this report can be successfully requested again.	ed	ily requested again.		_	
	ОК				 	

**NOTE:** You may get this pop-up once the file starts opening. Click "**Yes**" to continue opening the file.

Micros	oft Excel	×
	The file format and extension of 'RptVFCShotsRed don't open it. Do you want to open it anyway?	corded.20250402.110608.xls' don't match. The file could be corrupted or unsafe. Unless you trust its source,
		Yes No Help

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	В	С	C D E		F	G	н	1		
Inv Match	Vaccine Type	Vaccination Date	IMM State ID	Patient Name	Date of Birth	Mfg/Lot	Exp Date	Eligibility		
Y	TDAP	05/16/2024	9901114809	JONES, CHLOE	09/19/2012	PMCU7870AB	08/23/2025	VFC ELIGIBLE-UNINSUREI		
Y	TDAP	05/20/2024	9901571014	MICHAELS, BRANDON	03/20/2009	PMCU7870AB	08/23/2025	VFC ELIGIBLE-UNINSUREI		
N	TDAP	05/20/2024	9901114837	OSBORNE, SAILEY	08/17/2012	PMCU787OAB	08/23/2025	VFC ELIGIBLE-UNINSUREI		
Y	TDAP	05/28/2024	9901437366	RODRIGUEZ, ALEX	04/17/2007	PMCU7870AB	08/23/2025	VFC ELIGIBLE-UNINSUREI		
Y	TDAP	06/25/2024	9901437471	SMITH, JUSTIN	06/05/2007	PMCU7870AB	08/23/2025	VFC ELIGIBLE-UNINSURE		
Y	TDAP	03/10/2025	9901941186	PERRY, ALICIA	02/08/2011	PMCU7870AB	08/23/2025	VFC ELIGIBLE-UNINSUREI		

**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 and the lot number, expiration date, or the manufacturer does not match the current VFC inventory.

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/general-florida-shots-training.

## **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