

# Shots Recorded Report



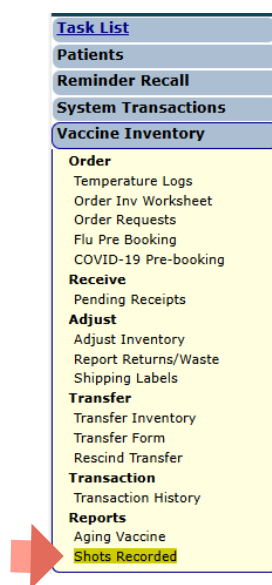
Providers participating with the Vaccines for Children (VFC) Program can create a **Shots Recorded Report** that provides an Excel file of vaccinations recorded corresponding to the site/VFC PIN, vaccination effort, date range and vaccines. The report also lets you know whether the vaccine details recorded 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.

**Shots Recorded Report**



Lookup VFC PIN:

**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.

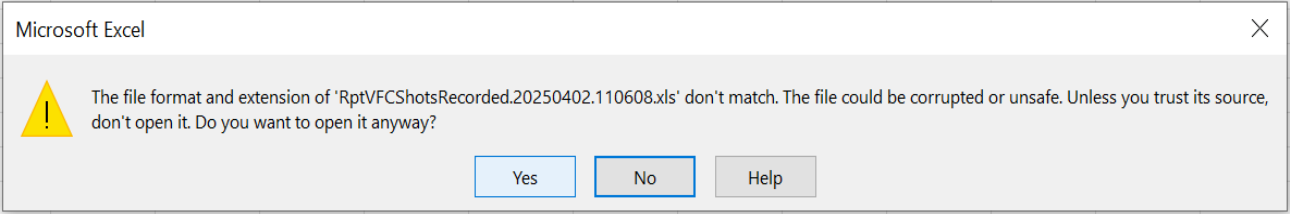
**STEP 5**

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

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

[illegible]

**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