Florida SHOTS™

QUICK TIPS

FOR VIEW-ONLY ACCOUNTS

Contact Information

www.flshots.com

Free help desk:
877-888-SHOT (7468)
Monday – Friday, 8 A.M. to 5 P.M. Eastern

Florida Shots™
keeping shots in check

Quick Content Finder

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Florida HEALTH

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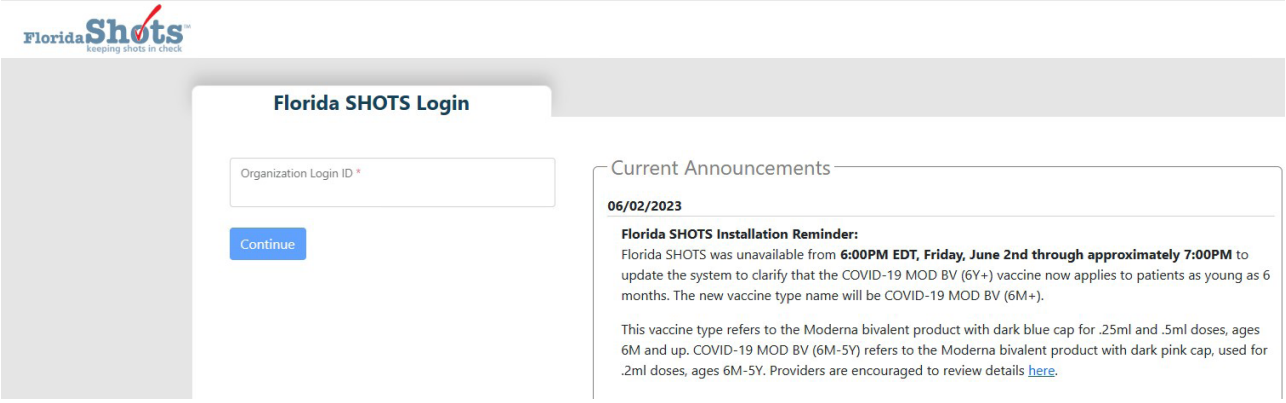
1. LOGGING IN

Login Screen

- URL: https://www.flshots.com/flshots/signin.csp
- For quick access, add this URL to your "Favorites."
- Passwords must be entered *exactly* as they were created.
- Below your login information, you will see the Florida SHOTS **"Current Announcements."** It is important that you read these in order to stay current with all Florida SHOTS updates and system releases.



How to Log In

- **Organization Login ID (OLI):** The OLI is a unique identifier assigned to your organization by the Florida Department of Health (DOH). The OLI is not case sensitive.
- **User Name:** The user name is a unique identifier that informs the system of the user's identity within their organization. DOH assigns the Local Org Administrator's user name, and then that administrator may add additional users. (Florida SHOTS will automatically create these user names, or the Local Org Administrator can create one.) The user name is not case sensitive.
- **Password:** When your account is activated, DOH or your local administrator will provide you with a password to access the system.
  - For security purposes, you will be required to change this password following initial access.
  - Passwords are case-sensitive, 10 to 30 characters long and contain at least 1 lower-case, 1 uppercase, 1 number and 1 special character. They cannot be any of the previous 3 passwords used, and must be kept confidential. They should be changed once every 90 days.
  - If you are unable to log in after entering your password twice, use the **"Need Password Assistance?"** function to reset it.

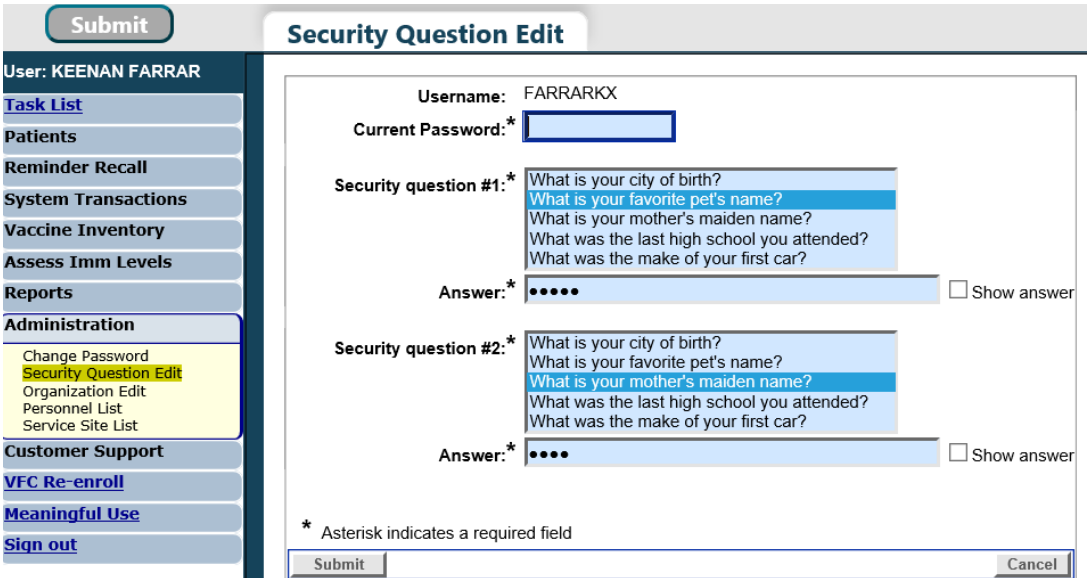
After three failed login attempts, the account will be locked, and an administrator or the Florida SHOTS help desk will need to unlock it.

You must login at least every 30 days to prevent becoming inactivated. If your account is inactivated, contact your local administrator or the Help desk.

2. FORGOTTEN PASSWORD

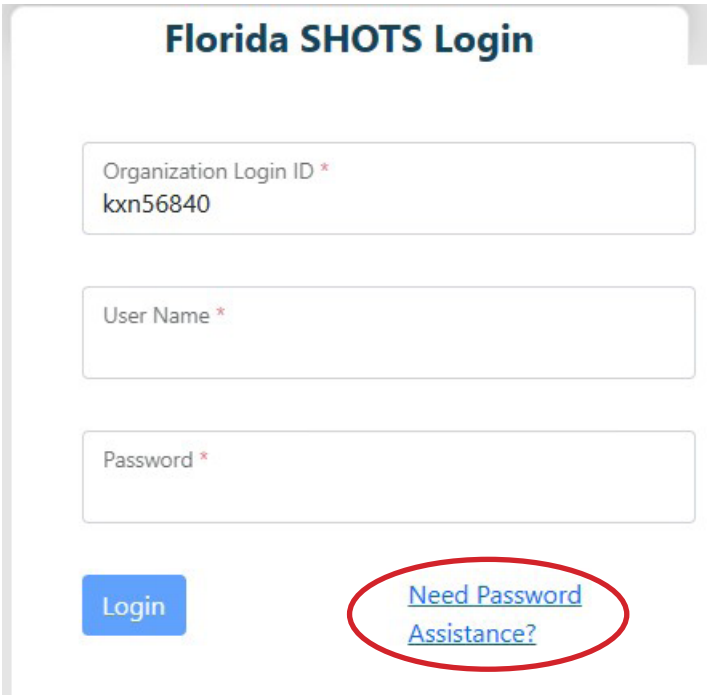
Setting Security Questions

Florida SHOTS allows you to reset your password by answering user-selected security questions. If you have not selected security questions and answers, you will be prompted to do so when you log into the system. To change these questions and answers later, select the **"Security Question Edit"** link from the **"Administration"** menu.



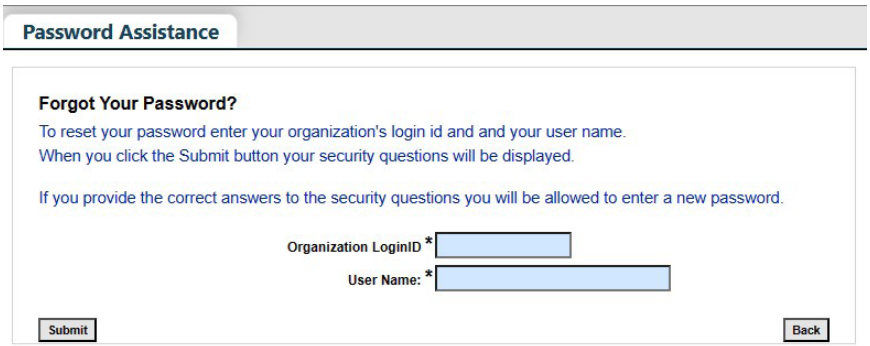
2. FORGOTTEN PASSWORD (cont.)

Once questions and answers are on file, if you forget your password or if your password doesn't seem to be working, click the **"Need Password Assitance"** link on the login screen.



Security Prompts

You will be prompted to enter your Organization Login ID, User Name, and answer your security questions. If the questions are answered correctly, you will be allowed to reset your password. If the questions are not answered correctly after three attempts, your account will be locked and your Local Org Administrator or the Florida SHOTS help desk will need to unlock the account.



3. FUNCTIONS AVAILABLE ON THE MAIN MENU

Use the menu on the left side of the screen to perform various functions including accessing patient records, reminder recall, data transactions, inventory, running multiple reports, administration of your account, and customer support.

Menu Options

- **Patients:** Search for patients and view patient information (e.g., demographics, immunization, etc.), generate forms, reports, and release the patient record.

- **Administration:** Manually update your password or security questions/answers, and view organization details. For those users with administrative rights, you can add users within your facility, unlock passwords, manage user accounts, and update certain information about your organization.

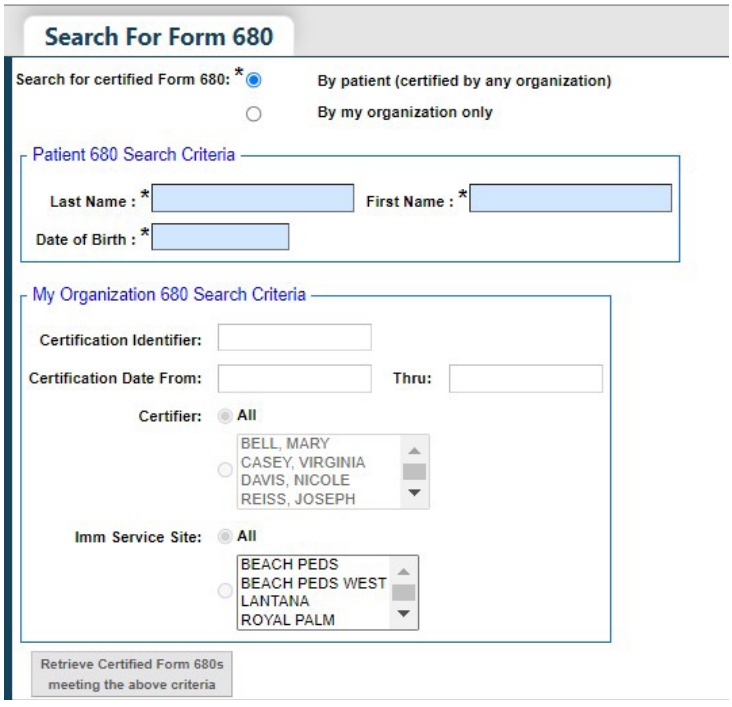
- **Customer Support:** Find links to announcements, contacts, provide feedback, view the user guide, and access multiple training options.

NOTE: Every screen has a “Help Text” icon. Click on it to show or to hide helpful information about that page.

4. D.H. FORM 680 (FLORIDA CERTIFICATION OF IMMUNIZATION)

Printing 680s

Click on "**Search for Form 680"** option located in the left menu to view and print the D.H. Form 680 (blue forms).

Once on this page, select to search all of Florida SHOTS by selecting **"By Patient"** or just search Form 680 records certified by your organization by selecting **"By my organization only"**. You will then need to complete either **"Patient 680 Search Criteria"** or **"My Organization 680 Search Criteria"** and click on **"Retrieve Certified Form 680s meeting the above criteria"** button. You have the option to print the form in several different formats, according to the intended use of the form and status of the patient. For more information regarding the DH Form 680, please see the "DH680 FAQs" in the Training Guides section under "Provider Training" on flshotsusers.com.

NOTE: You may now print Form 680 on plain white paper. It no longer has to be printed on blue paper.