

# TVFC/ASN Doses Administered History Module in VAOS

Last Updated: 1/22/2024



**TEXAS**  
Health and Human  
Services

Texas Department of State  
Health Services

# Overview

## Purpose

- The TVFC/ASN Doses Administered History Module job aid provides step-by-step instructions for Texas Vaccines for Children (TVFC) and Adult Safety Net (ASN) providers to view and edit historical doses administered records in the Vaccine Allocation and Ordering System (VAOS).

## Audience

- TVFC and ASN providers who access VAOS.



# Doses Administered History in VAOS

- Navigating to Doses Administered History Module
- Viewing and Editing Doses Administered



# VAOS Tips & Tricks

## *Keep in mind...*



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



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



Regardless of the number of facilities you are associated with, you will have **one set of login credentials**.

# Navigating to Doses Administered History Module in VAOS



# Navigate to VAOS Provider Portal

Log into your VAOS Provider Portal and select **Doses Admin History** from the **More** tab.

The screenshot displays the Texas Vaccine Allocation & Ordering System (VAOS) Provider Portal. The navigation bar includes links for Home, Facilities, Reporting and Ordering, Vaccine Choice, and More. The 'More' menu is expanded, showing options such as Reports, Updates and Resources, Doses Admin History (highlighted), Flu PreBook, Core Therapeutics, Outbreak Response, Enterprise Portal, Dashboard, and MSLS. The main content area features a 'Reporting + Ordering' section with icons for a clipboard and shopping cart, a 'Transfer' section with a double-headed arrow, and a 'Flu PreBook' section with the text 'FLU'. A 'Training Links' section is also visible, containing a video walkthrough link for 'Updated VAOS Ordering & Reporting' and a 'View All' link.

# Viewing and Editing Doses Administered



# Viewing and Editing Doses Administered

Review the instructions at the top of the Doses Administered History Page. Select your facility from the drop-down menu, and then select a year and month for the records you would like to view/edit. Then click Fetch.

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Home Facilities Reporting and Ordering Vaccine Choice More ▾

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### Doses Administered History

1. Select your facility, and the Year/Month to review.
2. Review the Admin Date and Original Quantity for each Administration record.
3. If needed, correct the date or quantity.
4. Select Save.

Doses Administered Date

\* Facility: Choose Facility ▾

\* Year: Select Year ▾

\* Month: Select Month ▾

Fetch

Created Date	Admin Date	Vaccine Admin #	Vaccine	LOT ID	Expiration	Original Quantity	Updated Quantity	Quantity On Hand	Population
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Home




# Viewing and Editing Doses Administered


After clicking Fetch, all doses administered records with an **Administration Date** within the time frame selected will populate on the screen. Inventory information such as Vaccine, Lot ID, Expiration Date, and Quantity On Hand will be shown.

	<input type="checkbox"/>	Created Date	Admin Date	Vaccine Admin #	Vaccine ↓	LOT ID	Expiration	Original Quantity	Updated Quantity	Quantity On Hand	Population
1	<input type="checkbox"/>	08/01/2023	07/31/2023	VA-132456976	Varivax.SDV 10 Pack; Ped	PDVJune8	07/16/2025	1	1	38	0-18
2	<input type="checkbox"/>	08/01/2023	07/31/2023	VA-132456977	Varivax.SDV 10 Pack; Ped	test1923	01/05/2024	1	1	68	0-18
3	<input type="checkbox"/>	08/01/2023	07/31/2023	VA-132456978	Varivax.SDV 10 Pack; Ped	ty54654	09/13/2030	1	1	964	0-18
4	<input type="checkbox"/>	08/01/2023	07/31/2023	VA-132456979	Varivax.SDV 10 Pack; Ped	ty54654	10/15/2024	1	1	448	0-18
5	<input type="checkbox"/>	08/01/2023	07/31/2023	VA-132456980	Varivax.SDV 10 Pack; Ped	W005208	10/15/2024	1	1	455	0-18
6	<input type="checkbox"/>	08/01/2023	07/31/2023	VA-132456981	Varivax.SDV 10 Pack; Ped	W012166	10/15/2024	1	1	452	0-18
7	<input type="checkbox"/>	08/01/2023	07/31/2023	VA-132456982	Varivax.SDV 10 Pack; Ped	W017551	10/15/2024	1	1	451	0-18
8	<input type="checkbox"/>	08/01/2023	07/31/2023	VA-132456983	Varivax.SDV 10 Pack; Ped	W018824	10/15/2024	1	1	451	0-18
9	<input type="checkbox"/>	08/01/2023	07/31/2023	VA-132456904	Vaqta PFS 10 Pack; Ped	W007371	10/15/2024	1	1	3	0-18
10	<input type="checkbox"/>	08/01/2023	07/31/2023	VA-132456905	Twinrix PFS 10 Pack; Ped	P9LT9	10/15/2024	1	1	18	0-18

# Viewing and Editing Doses Administered

The **Admin Date** and **Updated Quantity** columns will be editable, and all other columns are view-only. To make changes, check-mark a record, then hover over it and click on the pencil icon. Any changes made will be highlighted in yellow.

	<input type="checkbox"/>	Created Date	Admin Date	Vaccine Admin #	Vaccine ↓	LOT ID	Expiration	Original Quantity	Updated Quantity	Quantity On Hand	Population
1	<input type="checkbox"/>	08/01/2023	07/31/2023	VA-132456976	Varivax SDV 10 Pack; Ped	PDVJune8	07/16/2025	1	1	38	0-18
2	<input type="checkbox"/>	08/01/2023	07/31/2023 	VA-132456977	Varivax SDV 10 Pack; Ped	test1923	01/05/2024	1	1	68	0-18

	<input type="checkbox"/>	Created Date	Admin Date	Vaccine Admin #	Vaccine ↓	LOT ID	Expiration	Original Quantity	Updated Quantity	Quantity On Hand	Population
1	<input type="checkbox"/>	08/01/2023	07/31/2023	VA-132456976	Varivax SDV 10 Pack; Ped	PDVJune8	07/16/2025	1	1	38	0-18
2	<input checked="" type="checkbox"/>	08/01/2023	06/30/2023	VA-132456977	Varivax SDV 10 Pack; Ped	test1923	01/05/2024	1	1 	68	0-18

# Viewing and Editing Doses Administered

Please note that the Updated Quantity administered *cannot* be greater than the inventory's quantity on hand. If a quantity greater than the quantity on hand is entered, you will see the following error message:

The screenshot shows a web application interface for the Texas Department of State Health Services. At the top, there are navigation links for Home, Facilities, and Reports. A red error message box is displayed, stating: "Error on Save. Quantity Consumed cannot be greater than Quantity On Hand". Below the error message is a table with the following columns: Created Date, Admin Date, Vaccine Admin #, Vaccine, LOT ID, Expiration, Original Quantity, Updated Quantity, Quantity On Hand, and Population. The table contains two rows of data. The second row is highlighted in yellow, and the 'Updated Quantity' (70) and 'Quantity On Hand' (68) cells are enclosed in a red box, illustrating the error where the updated quantity exceeds the quantity on hand.

	Created Date	Admin Date	Vaccine Admin #	Vaccine ↓	LOT ID	Expiration	Original Quantity	Updated Quantity	Quantity On Hand	Population	
1	<input type="checkbox"/>	08/01/2023	07/31/2023	VA-132456976	Varivax SDV 10 Pack; Ped	PDVJune8	07/16/2025	1	1	38	0-18
2	<input checked="" type="checkbox"/>	08/01/2023	06/30/2023	VA-132456977	Varivax SDV 10 Pack; Ped	test1923	01/05/2024	1	70	68	0-18

# Viewing and Editing Doses Administered

Once all the desired changes are made, click **Save** at the bottom of the screen, and wait for a green confirmation message to tell you that the records were updated successfully. If you no longer want to make any changes, you can also click **Cancel**.

The screenshot shows a web application interface for the Texas Department of State Health Services. At the top, there are navigation links for Home, Facilities, and Reports. A green success message box reads "Success Records Updated Successfully!". Below this is the "Doses Administered History" section, which includes a list of instructions: 1. Select your facility, and the Year/Month to review. 2. Review the Admin Date and Original Quantity for each Administration record. 3. If needed, correct the date or quantity. 4. Select Save. The interface features three dropdown menus for "Facility" (currently showing "ZZ TEST Data Purge"), "Year" (showing "Select Year"), and "Month" (showing "Select Month"), along with a "Fetch" button. At the bottom, a table header is visible with columns: Created Date, Admin Date, Vaccine Admin #, Vaccine, LOT ID, Expiration, Original Quantity, Updated Quantity, Quantity On Hand, and Population. A "Home" button is located in the bottom right corner.