TVFC/ASN Doses Administered History Module in VAOS

Last Updated: 1/22/2024

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.



Texas Department of State Health Services

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.



Please **check your Spam** folder for emails from **noreply@salesforce.com** as needed. You may also receive emails from **CDCCustomerService@McKesson.com**.

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

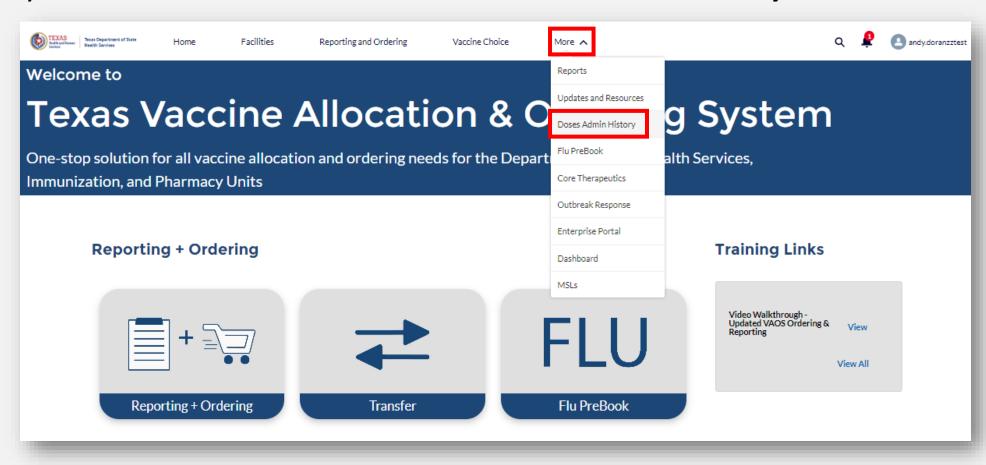


Regardless of the number of facilities you are associated with, you will have **one set of login credentials**.

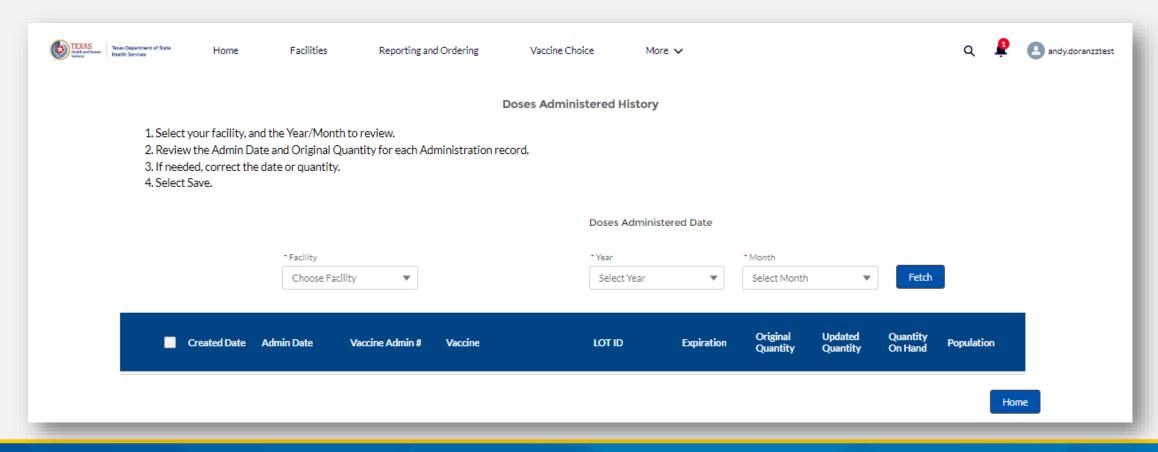
Navigating to Doses Administered History Module in VAOS

Navigate to VAOS Provider Portal

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



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.



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.

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

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.

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

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:



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**.

