Flu Allocation in VAOS
Last Updated: 8/28/2024

Overview

Purpose

- The Flu Allocation job aid provides step-by-step instructions for Texas Vaccines for Children (TVFC) providers to accept weekly flu allocations sent to their facility on the Vaccine Ordering and Allocation System (VAOS).

Audience

- TVFC providers who access VAOS.

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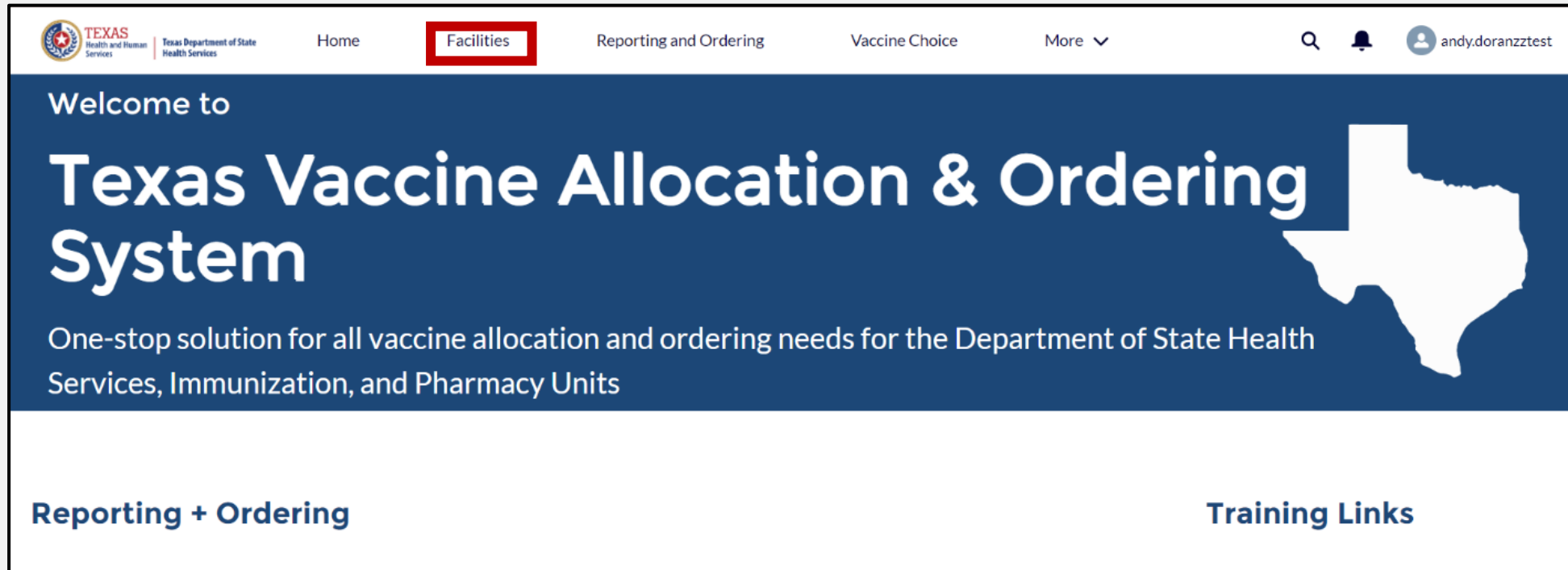   If possible, flag these addresses as safe-senders to avoid emails being sent to Spam.

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

Step 1: Facilities

1. After receiving the notification that you have been allocated vaccine, log into VAOS and click **Facilities**.

Step 2: Account Page

2. On the Accounts page, select **All Accounts** from the drop-down menu and click on the facility under Account Name for which you want to accept an allocation.

3. When an allocation is assigned to your facility, you will see a new record in the Vaccine Allocations box. Click **View All** on the Vaccine Allocation box to see all Vaccine Allocations.

Step 4: Locating Allocation

4. From the Vaccine Allocations list, click on the Vaccine Allocation you want to acknowledge. This will take you to the Vaccine Allocations detail page, where you can complete acknowledgment.

Step 5: Acknowledge Allocation

5. On the Vaccine Allocations details page, click **Accept** to accept this allocation of vaccines or click **Reject All** if you are not accepting this allocation. Please note the **Due Date** by which you need to complete the allocation acknowledgment steps.

6. Once you click Accept All, a pop-up window appears. Enter the total amount of the allocation you would like to accept. Remember to enter a quantity in multiples of 10 to avoid entering a quantity out of pack size. The maximum amount you can accept is the **Total Amount Allocated**. Click **Save** to acknowledge the allocation.

Step 7: Allocation Status

7. The Vaccine Allocation details page will now show the allocation status as **Acknowledged** and will reflect the **Total Amount Accepted**. You have now completed the Allocation Acknowledgement process.

Expired Allocation

Once the allocation Due Date has passed, the allocation status will change to **Expired**, and no further action will be permitted on the allocation. In this case, you cannot accept the allocation and will need to wait for the next round of allocations to receive doses.