

Vaccine Allocation and Ordering System (VAOS) - Upload Temperature Log (Form C-105)

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Overview

- **Purpose**

- The following slides outline the process for uploading Temperature Logs in the Vaccine Allocation and Ordering System (VAOS).

- **Audience**

- Approved TVFC and ASN Providers
- Local Health Departments
- Responsible Entities



Important Reminders



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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**.

Upload Requirements



A current Temperature Recording Form (C-105) must be uploaded **on the day of order submission** for a vaccine order to be successfully submitted.



The C-105 must **show all temperatures within range** or that appropriate action was taken.



The Temperature Log must be in **.pdf, .jpg, or .jpeg** form to be successfully uploaded.

Uploading a Temperature Log

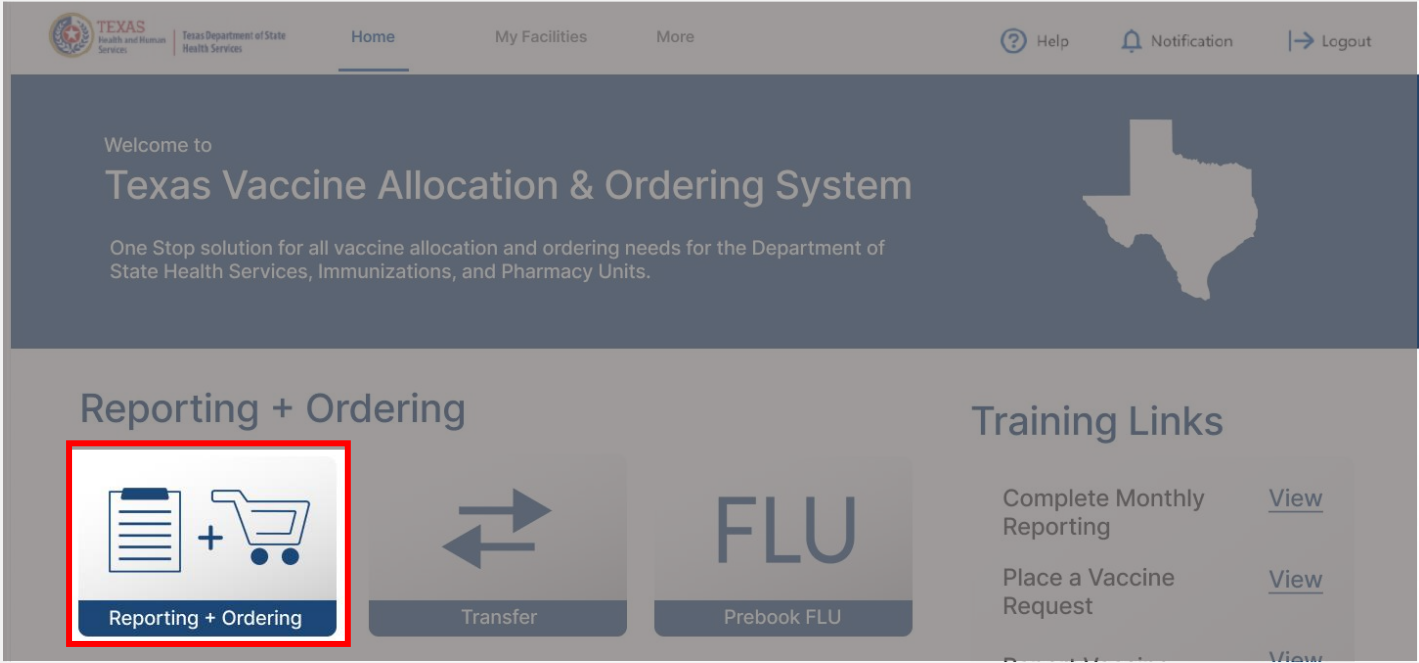


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Navigate to the VAOS Provider Portal

Log into VAOS from the HHS Enterprise Portal and navigate to the **Reporting and Ordering** tile.



Upload Temperature Log From Facility Page

1. Select the facility you wish to upload a temperature log for from the drop-down menu under ***Ordering facility**.
2. Select **Upload Files**.

Open Ordering

FACILITY SHIPMENTS REPORTING INVENTORY INPUT ORDER ORDER REVIEW CONFIRMATION

1. Select Facility and Upload Temperature Log

Please select your facility name and upload your temperature log to begin the reporting process.
Please Note: All fields marked with * are required.

1 * Ordering facility
ZZ TEST Data Purge

2 Temperature Log:
Upload Files Or drop files

2. Verify Shipping Information

Please confirm that you have complied with the required conditions for your vaccine order that are listed below.
If there are changes needed to address or normal hours of operation, please reach out to the enrollment team at VacCallCenter@dshs.texas.gov.

Shipping Address

Shipping Address: Preston Smith Road, Odessa, TX 79762

Please list all dates in the next two months when your office will be closed outside of your normal business hours:

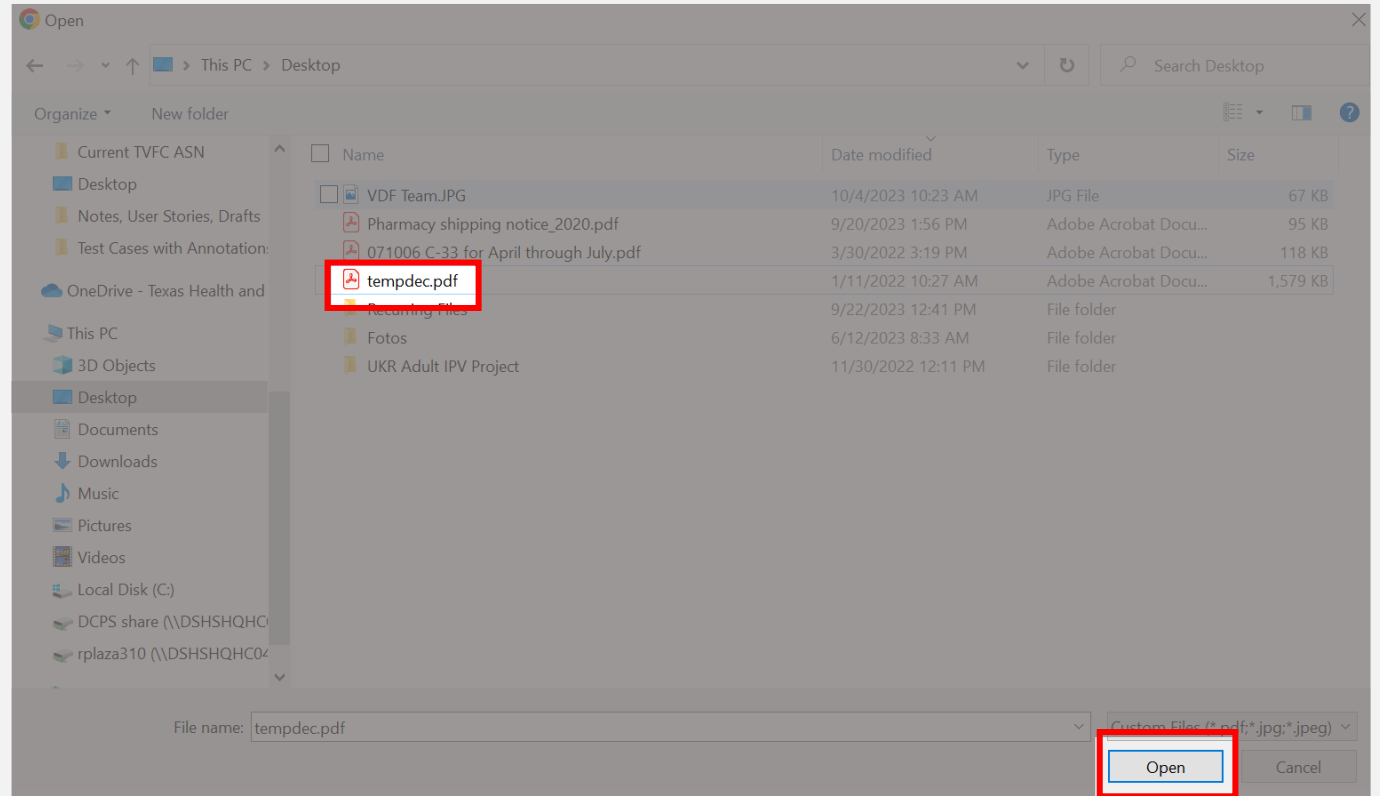
* I verify that the above shipping address and my hours of operation are correct; and that staff are available to receive and store vaccine deliveries promptly during these times.

Back Continue

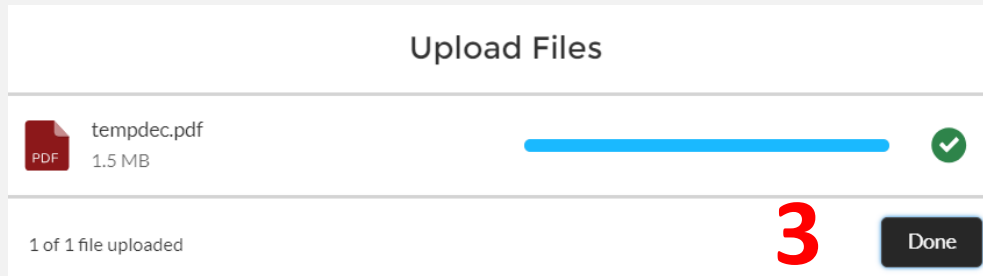
Upload Temperature Log From Facility Page

1. Select the file and then click **Open**.
2. You also have the option to “drag and drop” the file.
3. Wait until the pop-up notification states **1 of 1 file uploaded**, then click **Done**.

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Temperature Log - Miscellaneous

1. If you are completing other required reporting and proceeding to place a vaccine order without uploading a temperature log, you will receive a notification reminding you of the temperature log upload requirement.
2. If you continue through the reporting and ordering module without uploading a temperature log, you will be prompted to do so upon accessing the Input Order Page. As a reminder, a temperature log must be uploaded prior to placing a vaccine order.
3. **NOTE:** Only pdf, jpg, and jpeg file types under 10 MB may be uploaded.

