

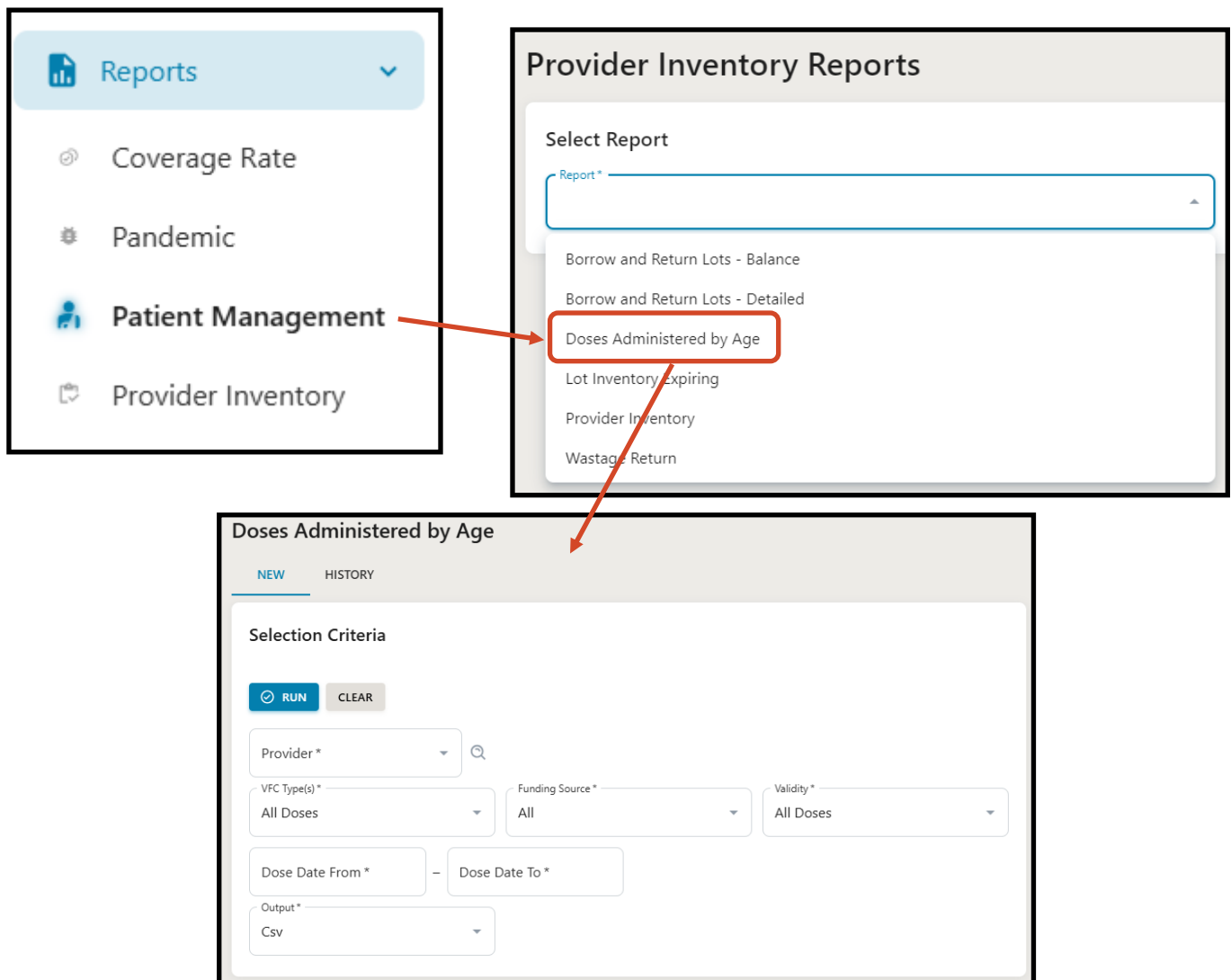
Doses Administered by Age Report

Getting Started

The Doses Administered by Age report generates a table to show the total number of immunizations administered during a specific date range broken down by immunization and age group.

How to Run a Doses Administered by Age Report:

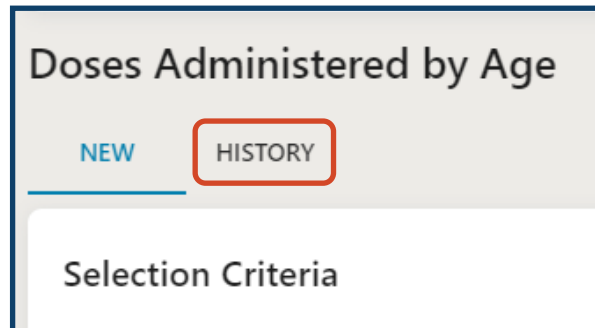
1.) To access this report, select the **'Provider Inventory Reports'** category from the **Reports** drop-down, then select **'Doses Administered by Age'** in the **'Select Report'** drop-down. The report will open to the **Selection Criteria**.



The screenshot illustrates the steps to access the 'Doses Administered by Age' report. It shows three stages of the process:

- Reports Menu:** A sidebar menu with 'Reports' at the top. Below it are 'Coverage Rate', 'Pandemic', 'Patient Management', and 'Provider Inventory'. 'Patient Management' is highlighted with a red box and an arrow pointing to the next step.
- Provider Inventory Reports:** A dropdown menu titled 'Provider Inventory Reports' with a search bar. The list includes 'Borrow and Return Lots - Balance', 'Borrow and Return Lots - Detailed', 'Doses Administered by Age' (highlighted with a red box and an arrow), 'Lot Inventory Expiring', 'Provider Inventory', and 'Wastage Return'.
- Doses Administered by Age Selection Criteria:** A form titled 'Doses Administered by Age' with tabs for 'NEW' and 'HISTORY'. Under 'Selection Criteria', there are buttons for 'RUN' and 'CLEAR'. Fields include: 'Provider *' (dropdown), 'VFC Type(s) *' (dropdown, set to 'All Doses'), 'Funding Source *' (dropdown, set to 'All'), 'Validity *' (dropdown, set to 'All Doses'), 'Dose Date From *' and 'Dose Date To *' (date pickers), and 'Output *' (dropdown, set to 'Csv').

- 2.) Select your provider from the **Provider** drop-down.
- 3.) Select the **VFC Type** you want the report to include. The default is to include all doses.
 - ⇒ Select **All VFC Types** will include all doses documented with any VFC eligible option and will exclude doses documented as 'Not Eligible'.
- 4.) Select the **Funding Source** you want to include in the report. The default is to include all funding source, but you may select to run the report to include only Public or Private doses.
- 5.) Select the **Validity** you the report to include. The default is to include all doses, both valid and invalid.
 - ⇒ Select **Valid Only** to only include doses that are valid. Selecting this option will exclude doses that are invalid for any reason.
- 6.) Select the dose date range you want the report to include by filling in the **Dose Date From** and **Dose Date To** fields.
- 7.) Click **Run** to run the report.
- 8.) The completed report and all other reports of this type can be viewed in the **History** tab.



The completed Doses Administered by Age report shows the sum of all doses administered in the specified time period separated by immunization and age group. The table also includes a total sum of doses administered by immunization.