NORTH Dakota | Health & Human Services

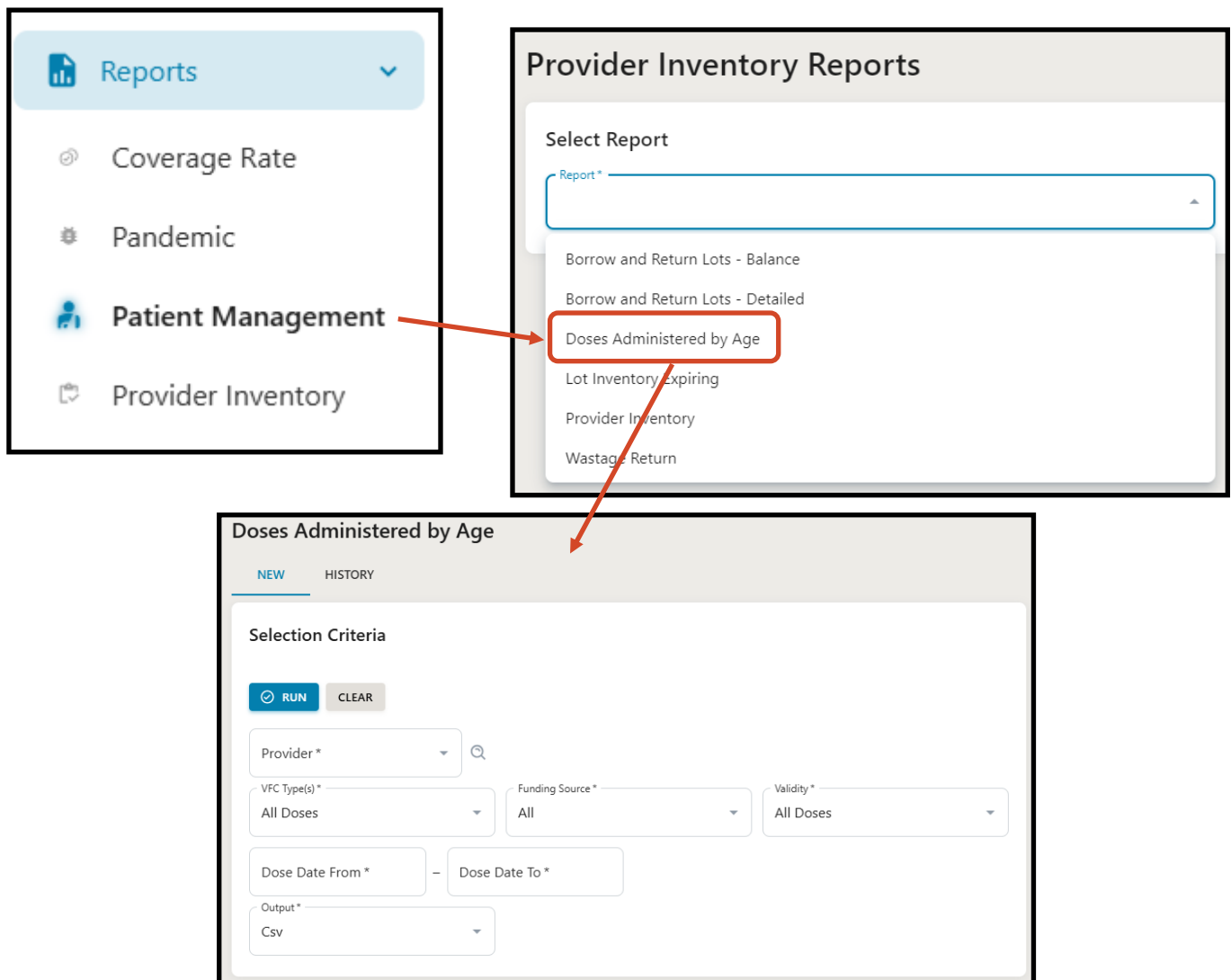## NDIIS — North Dakota Immunization Information System

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.
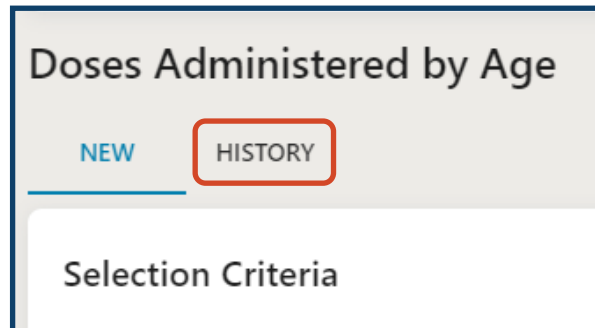
How to Run a Doses Administered by Age Report:

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**.

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.