

Vaccine Shipment Report

- 1. Login into system
 - a. Make sure you are logged into the correct provider/clinic
- 2. Click Reports
- 3. Scroll to the Vaccine Order Management section
- 4. Click Vaccine Shipment report link
- 5. Select Line Item Status
- 6. Helpful to enter a date range
- 7. Click Run Report
- 8. Report is available in PDF or Excel