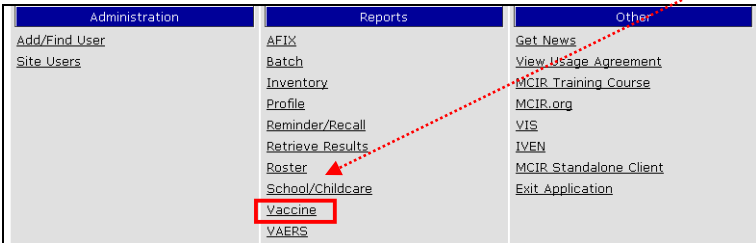
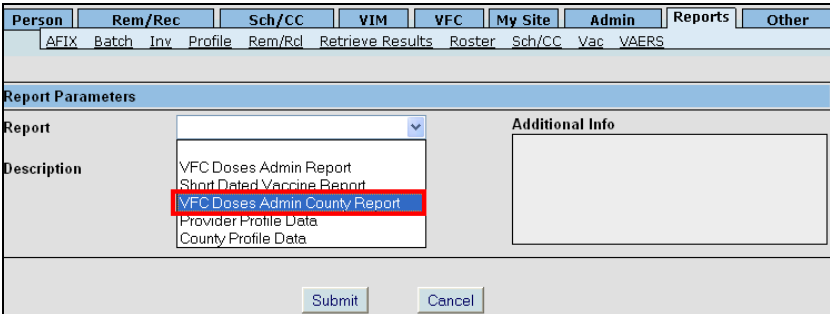


How Local Health Departments can run a Countywide Doses Administered Report for All Hazards

1. Click on the Reports Tab/Menu. Click on the Vaccine link .



2. From the dropdown box choose VFC Doses Admin County Report.



3. Fill in the Report Parameters requested. Use “All Hazard Event” as the Vaccine Purchase Type.

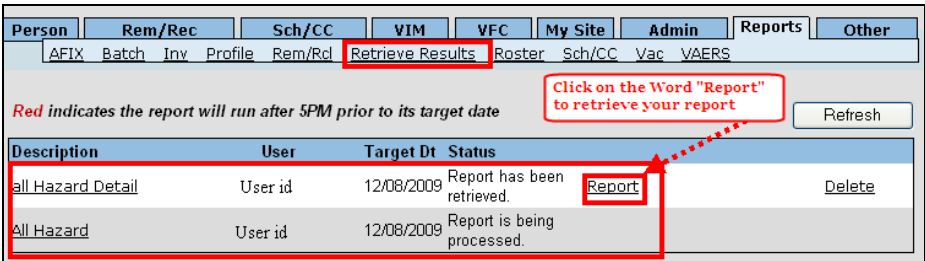
Report types are:

- a) **Summary:** a table that adds up all vaccines administered by providers that are in your LHD jurisdiction on one report.
- b) **Detail:** will create the report for each active provider site in the county (each provider’s Doses Administered Report on a separate page).

Click **Submit**.

4. Go to Reports menu/tab, click the Retrieve Results link

Click on the Report link on the right to retrieve your report



Your report will come up in PDF format. Click the print icon in Adobe Reader to print the report.

If you have questions, please call the MCIR Helpdesk at 1-888-243-6652.