

Table of Contents

General	1
How to Access Reports	2
Accessing Reports	2
Accessing Reports (continued)	3
Getting Familiar with the Reports.....	3
Report Functionality	4
Exporting Data	4
Exporting Data	5
Filtering and Sorting Data.....	5
Filtering and Sorting Data (continued).....	6
Filtering and Sorting Data (continued).....	7
Filtering and Sorting Data (continued).....	8
Overview of Reports: Immunization Transaction Report.....	9
Overview of Reports: Wastage Report	10

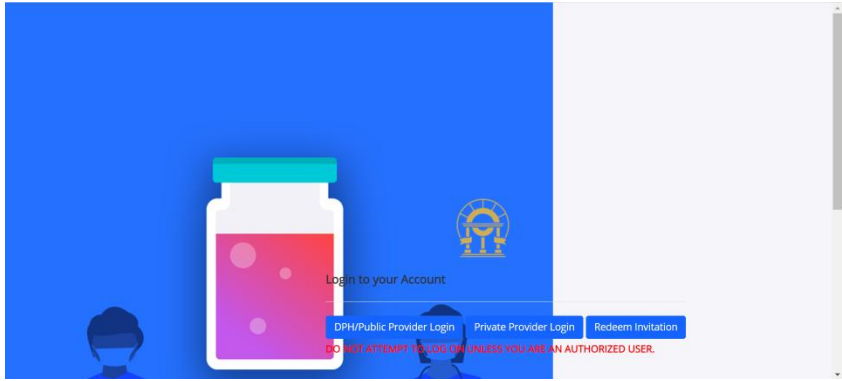
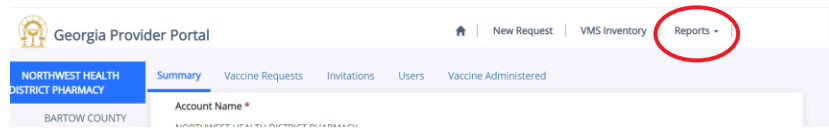
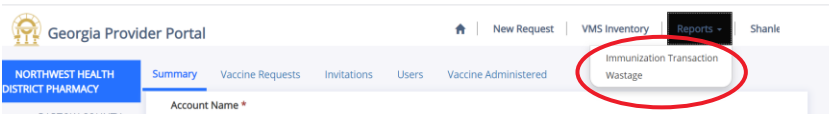
General

Reports are made available to Vaccine Management System (VMS) users, powered by Microsoft Power BI. Power BI is a powerful tool for visualizing data and gathering and sharing insights across your organization.

The reports available in VMS can be filtered, sorted, and exported to different formats for sharing and analysis.

Reports can be accessed directly from the Provider Portal. The functionality across all reports will be similar but are different data sets. All data is pulled from VMS.

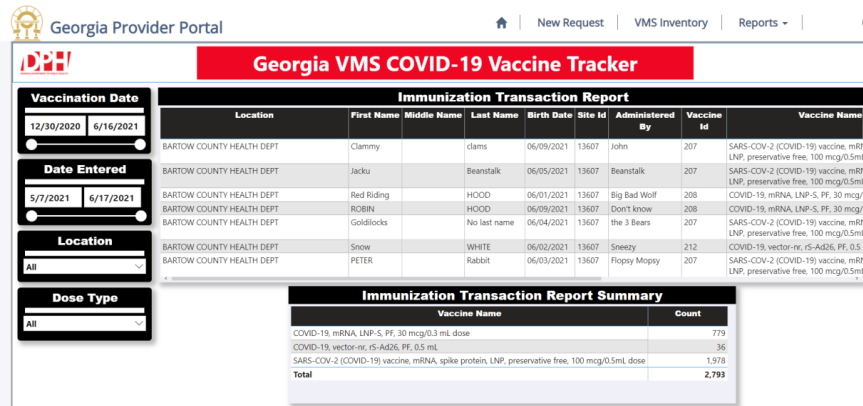
How to Access Reports

Accessing Reports	
<p>1 Access and log in to VMS</p> <p>Access VMS at https://gta-vms.powerappsportals.us/</p>	
<p>2 Access the 'Reports' Feature</p> <p>Access the 'Reports' button at the top of the page, next to your name</p>	
<p>3 Choose which Report you want to access</p> <p>Click between Immunization Transaction and Wastage.</p>	

Accessing Reports (continued)

4 Report will load

The Report you click on will load in the window. You can sort and filter the Report directly in the window.



Georgia VMS COVID-19 Vaccine Tracker

Vaccination Date
12/30/2020 6/16/2021

Date Entered
5/7/2021 6/17/2021

Location
All

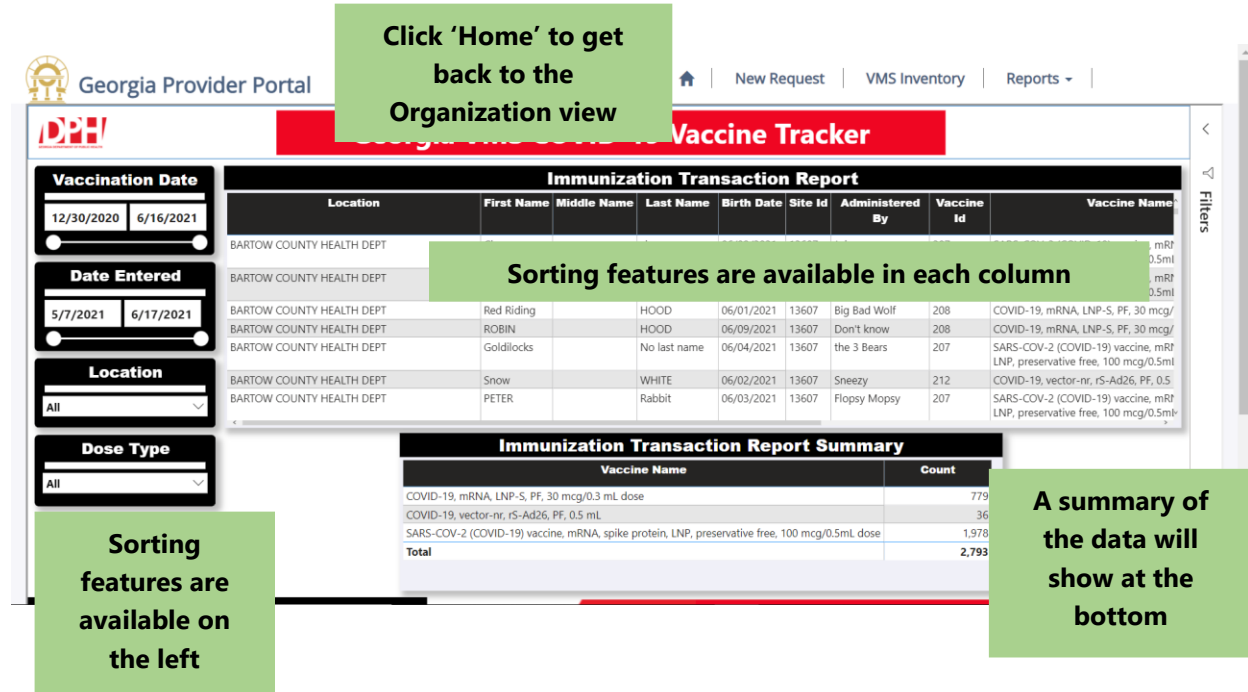
Dose Type
All

Location	First Name	Middle Name	Last Name	Birth Date	Site Id	Administered By	Vaccine Id	Vaccine Name
BARTOW COUNTY HEALTH DEPT	Clammy		clams	06/09/2021	13607	John	207	SARS-COV-2 (COVID-19) vaccine, mRNA, LNP, preservative free, 100 mcg/0.5mL
BARTOW COUNTY HEALTH DEPT	Jacku		Beanstalk	06/05/2021	13607	Beanstalk	207	SARS-COV-2 (COVID-19) vaccine, mRNA, LNP, preservative free, 100 mcg/0.5mL
BARTOW COUNTY HEALTH DEPT	Red Riding		HOOD	06/01/2021	13607	Big Bad Wolf	208	COVID-19, mRNA, LNP-S, PF, 30 mcg/0.3 mL dose
BARTOW COUNTY HEALTH DEPT	ROBIN		HOOD	06/09/2021	13607	Don't know	208	COVID-19, mRNA, LNP-S, PF, 30 mcg/0.3 mL dose
BARTOW COUNTY HEALTH DEPT	Goldilocks		No last name	06/04/2021	13607	the 3 Bears	207	SARS-COV-2 (COVID-19) vaccine, mRNA, LNP, preservative free, 100 mcg/0.5mL
BARTOW COUNTY HEALTH DEPT	Snow		WHITE	06/02/2021	13607	Sneezy	212	COVID-19, vector-nr, rS-Ad26, PF, 0.5 mL
BARTOW COUNTY HEALTH DEPT	PETER		Rabbit	06/03/2021	13607	Flopsy Mopsy	207	SARS-COV-2 (COVID-19) vaccine, mRNA, LNP, preservative free, 100 mcg/0.5mL

Immunization Transaction Report Summary

Vaccine Name	Count
COVID-19, mRNA, LNP-S, PF, 30 mcg/0.3 mL dose	779
COVID-19, vector-nr, rS-Ad26, PF, 0.5 mL	36
SARS-COV-2 (COVID-19) vaccine, mRNA, spike protein, LNP, preservative free, 100 mcg/0.5mL dose	1,978
Total	2,793

Getting Familiar with the Reports



Click 'Home' to get back to the Organization view

Sorting features are available in each column

Sorting features are available on the left

A summary of the data will show at the bottom

Georgia VMS COVID-19 Vaccine Tracker

Vaccination Date
12/30/2020 6/16/2021

Date Entered
5/7/2021 6/17/2021

Location
All

Dose Type
All

Location	First Name	Middle Name	Last Name	Birth Date	Site Id	Administered By	Vaccine Id	Vaccine Name
BARTOW COUNTY HEALTH DEPT	Red Riding		HOOD	06/01/2021	13607	Big Bad Wolf	208	COVID-19, mRNA, LNP-S, PF, 30 mcg/0.3 mL dose
BARTOW COUNTY HEALTH DEPT	ROBIN		HOOD	06/09/2021	13607	Don't know	208	COVID-19, mRNA, LNP-S, PF, 30 mcg/0.3 mL dose
BARTOW COUNTY HEALTH DEPT	Goldilocks		No last name	06/04/2021	13607	the 3 Bears	207	SARS-COV-2 (COVID-19) vaccine, mRNA, LNP, preservative free, 100 mcg/0.5mL
BARTOW COUNTY HEALTH DEPT	Snow		WHITE	06/02/2021	13607	Sneezy	212	COVID-19, vector-nr, rS-Ad26, PF, 0.5 mL
BARTOW COUNTY HEALTH DEPT	PETER		Rabbit	06/03/2021	13607	Flopsy Mopsy	207	SARS-COV-2 (COVID-19) vaccine, mRNA, LNP, preservative free, 100 mcg/0.5mL

Immunization Transaction Report Summary

Vaccine Name	Count
COVID-19, mRNA, LNP-S, PF, 30 mcg/0.3 mL dose	779
COVID-19, vector-nr, rS-Ad26, PF, 0.5 mL	36
SARS-COV-2 (COVID-19) vaccine, mRNA, spike protein, LNP, preservative free, 100 mcg/0.5mL dose	1,978
Total	2,793

Report Functionality

Exporting Data

You can export data into two formats:

- .xlsx (Excel)
- .csv

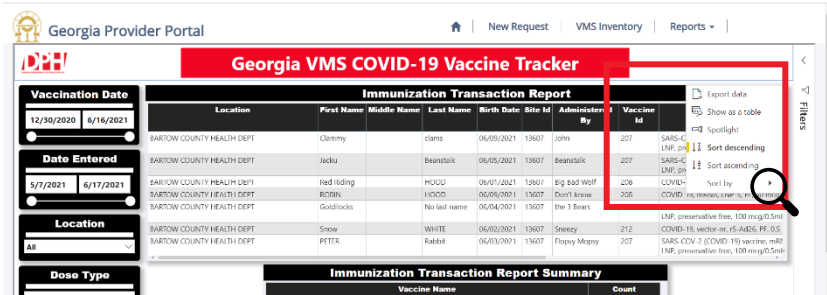
This feature will be available in all Reports that are accessible in VMS

1 Hover over the main table

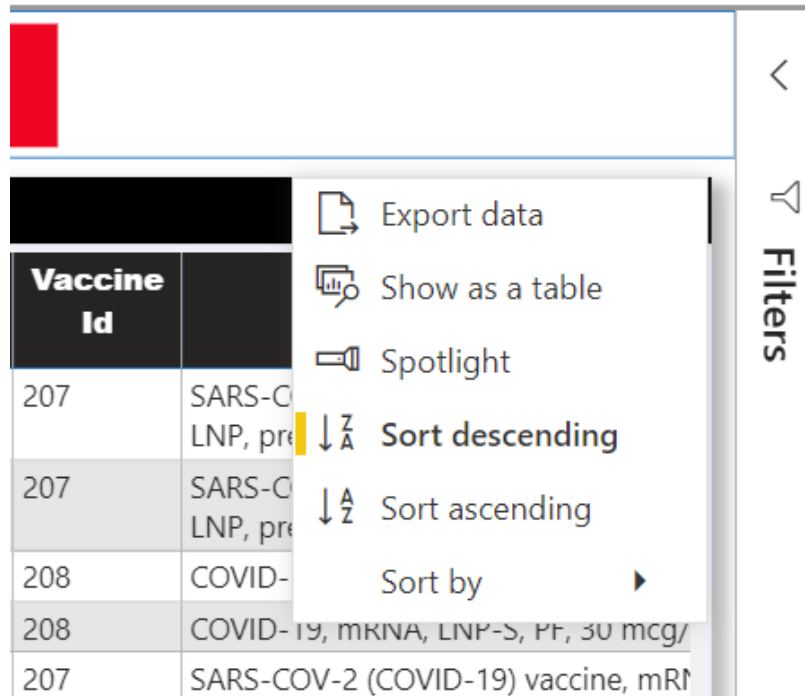
2 Click the icon showing "three dots" in a row

3 A menu will pop up, click on Export Data

4 In the pop-up box, choose which format you want Export the data in (.xlsx or .csv)



Vaccination Date	Location	First Name	Middle Name	Last Name	Birth Date	Site Id	Administrator	Vaccine Id	Vaccine Name
12/30/2020	BARTOW COUNTY HEALTH DEPT	Clenny		clans	06/09/2021	13607	John	207	SARS-COV-2 (COVID-19) vaccine, mRNA, LNP, preservative free, 100 mcg/0.5mL
5/7/2021	BARTOW COUNTY HEALTH DEPT	Jacki		Beantalk	06/05/2021	13607	Beantalk	207	SARS-COV-2 (COVID-19) vaccine, mRNA, LNP, preservative free, 100 mcg/0.5mL
5/7/2021	BARTOW COUNTY HEALTH DEPT	Had riding		HODU	06/07/2021	13607	Big bad Wolf	208	COVID-19, mRNA, LNP-S, PF, 30 mcg/0.5mL
5/7/2021	BARTOW COUNTY HEALTH DEPT	Goldlocks		GOOSE	06/09/2021	13607	Don't know	208	COVID-19, mRNA, LNP-S, PF, 30 mcg/0.5mL
5/7/2021	BARTOW COUNTY HEALTH DEPT	Snow		WHITE	06/02/2021	13607	Sneaky	212	COVID-19, mRNA, LNP-S, PF, 30 mcg/0.5mL
5/7/2021	BARTOW COUNTY HEALTH DEPT	PETER		Rabbit	06/03/2021	13607	Pappy Moppy	207	SARS-COV-2 (COVID-19) vaccine, mRNA, LNP, preservative free, 100 mcg/0.5mL

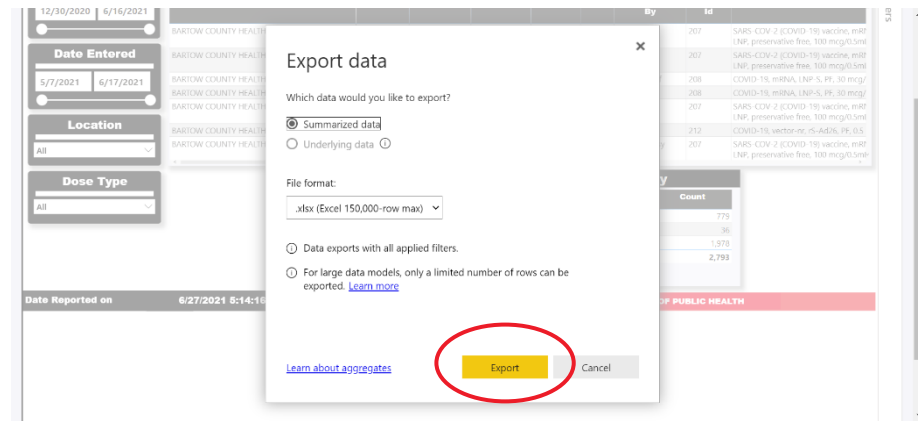


Vaccine Id	Vaccine Name
207	SARS-COV-2 (COVID-19) vaccine, mRNA, LNP, preservative free, 100 mcg/0.5mL
207	SARS-COV-2 (COVID-19) vaccine, mRNA, LNP, preservative free, 100 mcg/0.5mL
208	COVID-19, mRNA, LNP-S, PF, 30 mcg/0.5mL
208	COVID-19, mRNA, LNP-S, PF, 30 mcg/0.5mL
207	SARS-COV-2 (COVID-19) vaccine, mRNA, LNP, preservative free, 100 mcg/0.5mL

Exporting Data

5 Click 'Export'

NOTE: While exporting can be a helpful way to share your data, viewing the information in VMS will be the most up-to-date.

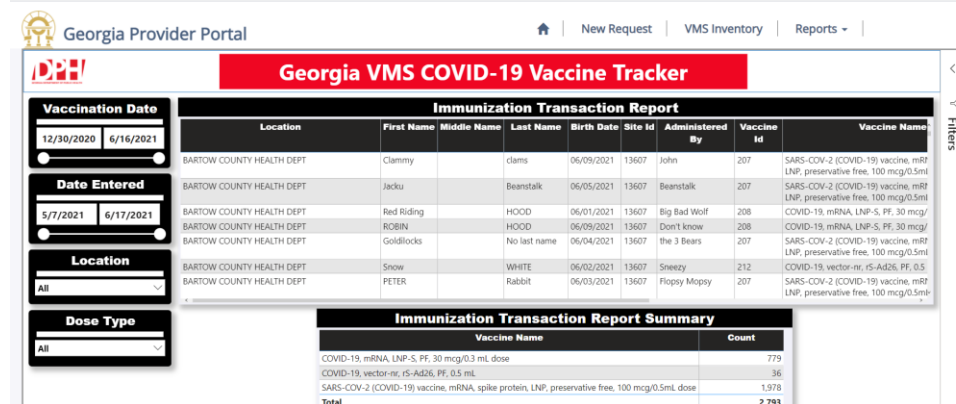


Filtering and Sorting Data

Overview

You can sort data multiple ways to find exactly what you're looking for.

As you choose filters, the data will update automatically and the Summary table at the bottom will change based on the selections you've made.



Vaccine Name	Count
COVID-19, mRNA, LNP-S, PF, 30 mcg/0.3 mL dose	779
COVID-19, vector-mr, rS-Ad26, PF, 0.5 mL	36
SARS-COV-2 (COVID-19) vaccine, mRNA, LNP, preservative free, 100 mcg/0.5mL dose	1,978
Total	2,793

Filtering and Sorting Data (continued)

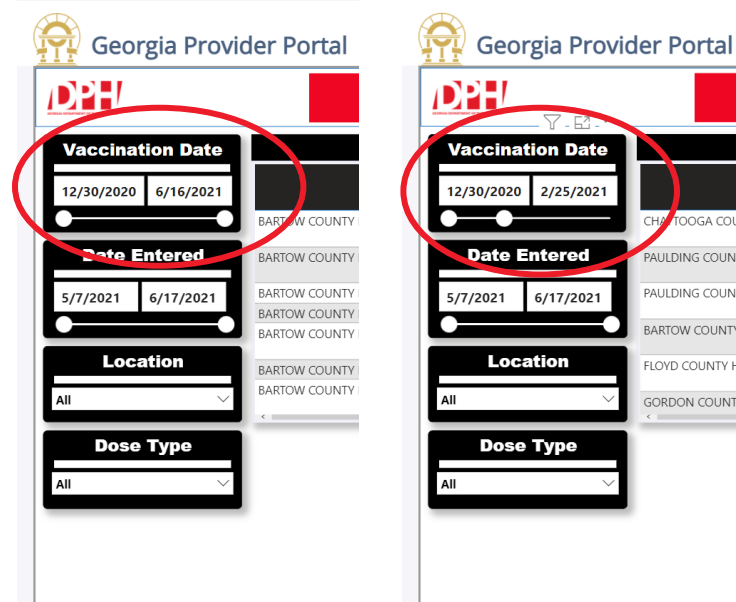
Using the Sliders and Drop-Downs

On the left side of the report, you will see several options for Filtering. When you make your selections, the data will automatically update.

Use the 'Sliders' to slide left and right for the data set you're looking for. For example, if you want to see Vaccination Date prior to February 2021, slide the toggle to the left to view that data set.

You can also use drop-downs to see certain selections.

Sliders:



Georgia Provider Portal

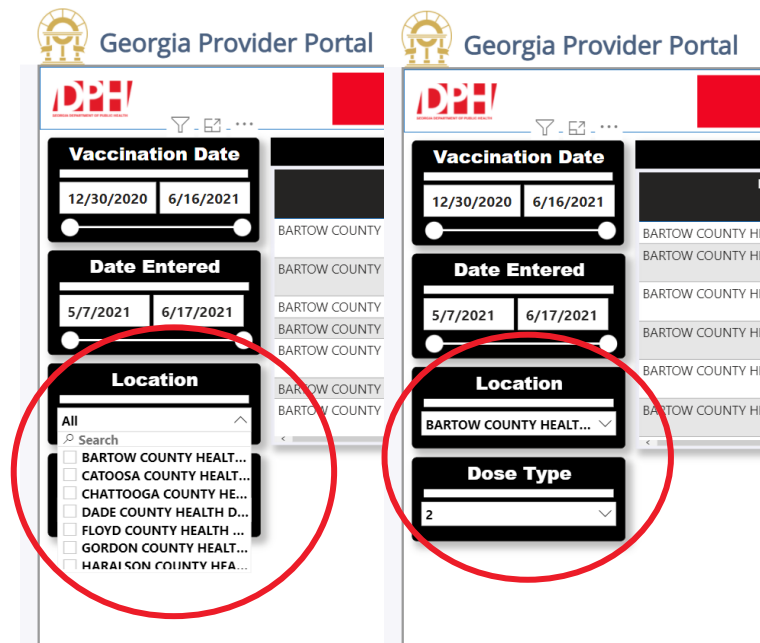
Vaccination Date
12/30/2020 6/16/2021

Date Entered
5/7/2021 6/17/2021

Location
All

Dose Type
All

Drop-downs:



Georgia Provider Portal

Vaccination Date
12/30/2020 6/16/2021

Date Entered
5/7/2021 6/17/2021

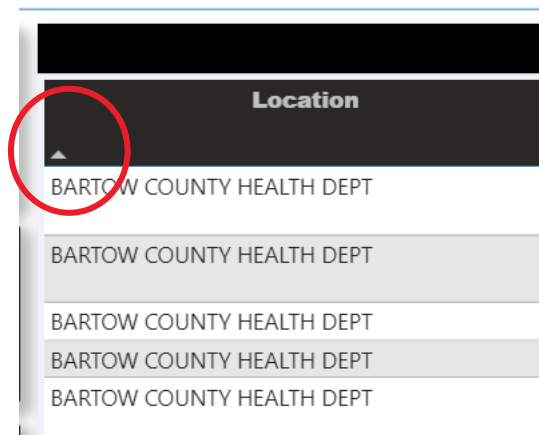
Location
All

Dose Type
2

Filtering and Sorting Data (continued)

Using Column Headers

You can filter and sort data based on the column filters, using the arrows that are within each column header.

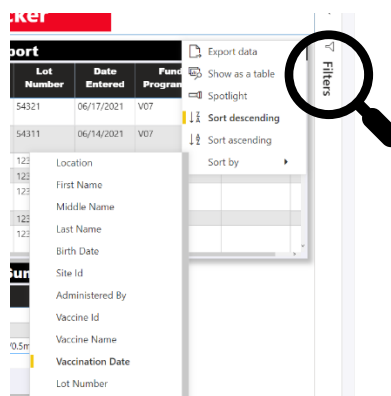
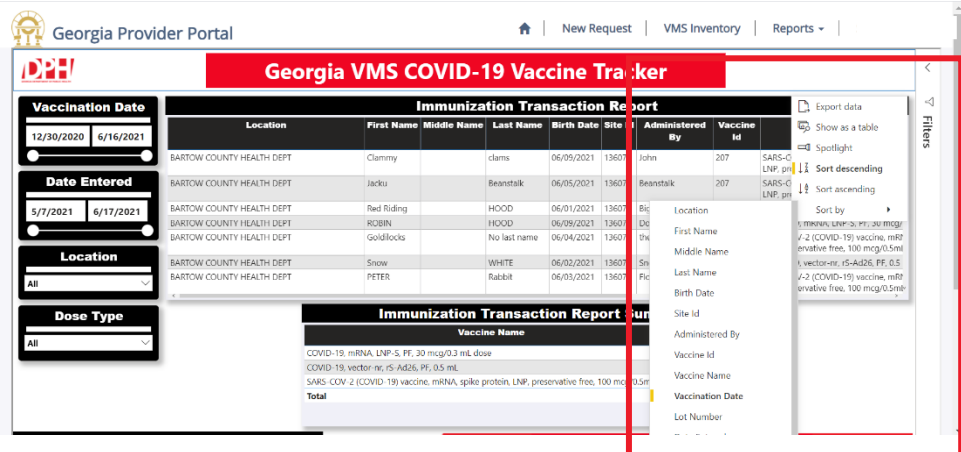


Using main table 'three dots'

When you hover over the main table, three dots will appear.

Click the three dots, and choose 'Sort by'

A list will show, allowing you to choose which column header to sort by. You can also choose whether to sort by ascending or descending.



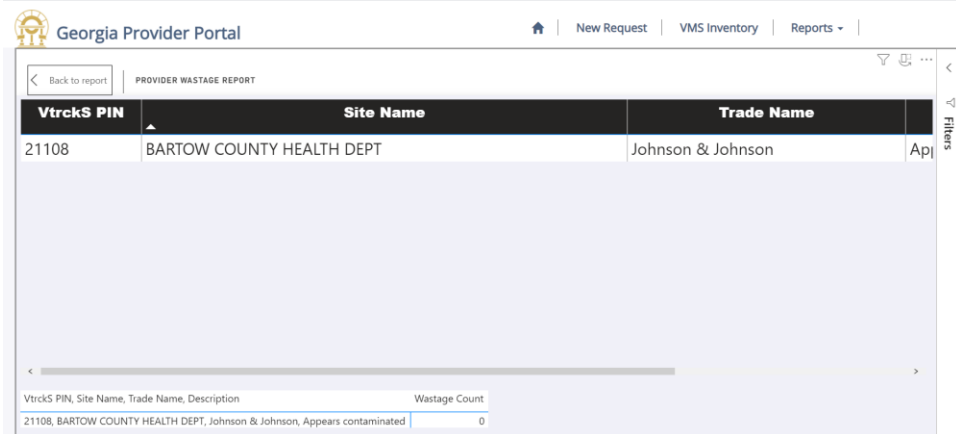
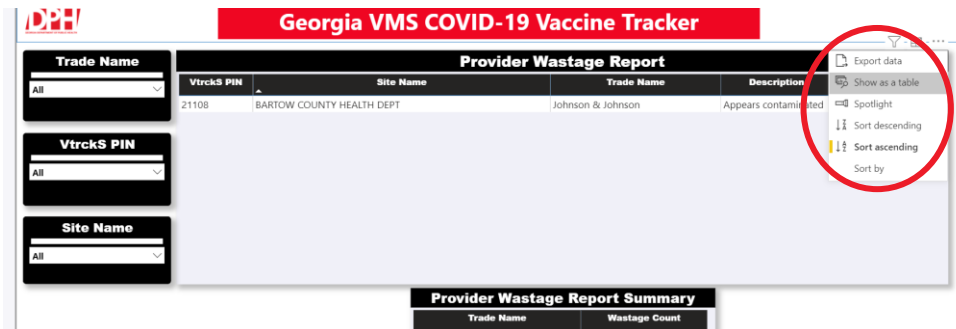
Filtering and Sorting Data (continued)

Show as a table

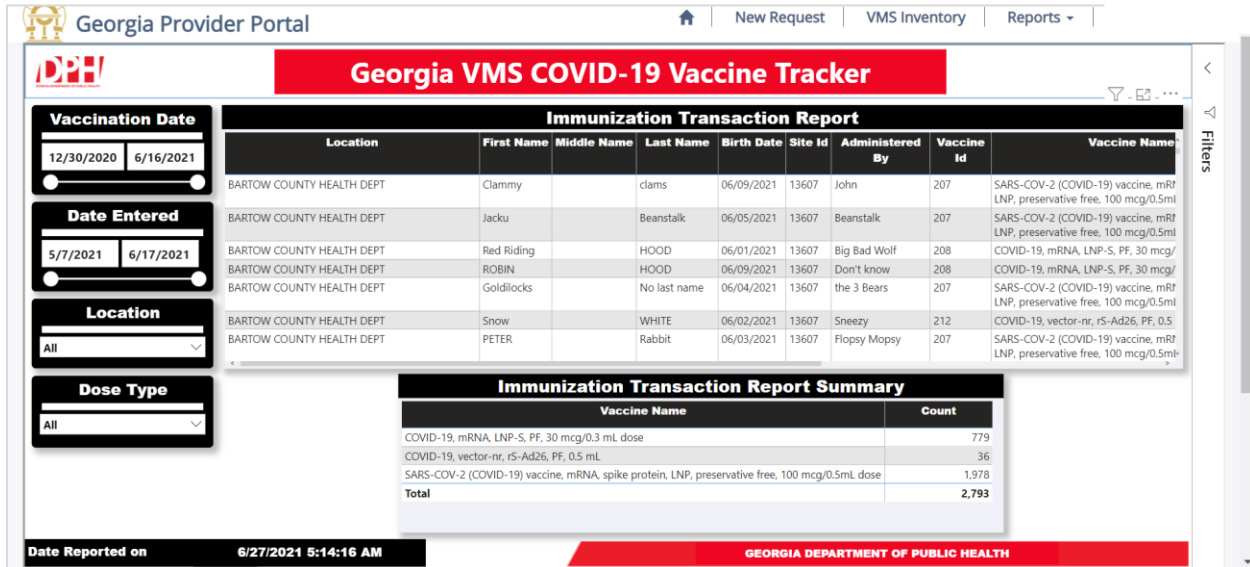
You can show your data as a table view, taking it out of the dynamic view of Power BI. Hover over the main table until the three dots appear.

Click the three dots and choose 'Show as a Table'

Click 'Show as Table' and data will appear in Table view.



Overview of Reports: Immunization Transaction Report



Georgia VMS COVID-19 Vaccine Tracker

Immunization Transaction Report

Location	First Name	Middle Name	Last Name	Birth Date	Site Id	Administered By	Vaccine Id	Vaccine Name
BARTOW COUNTY HEALTH DEPT	Clammy		clams	06/09/2021	13607	John	207	SARS-COV-2 (COVID-19) vaccine, mRNA, LNP, preservative free, 100 mcg/0.5ml
BARTOW COUNTY HEALTH DEPT	Jacku		Beanstalk	06/05/2021	13607	Beanstalk	207	SARS-COV-2 (COVID-19) vaccine, mRNA, LNP, preservative free, 100 mcg/0.5ml
BARTOW COUNTY HEALTH DEPT	Red Riding		HOOD	06/01/2021	13607	Big Bad Wolf	208	COVID-19, mRNA, LNP-S, PF, 30 mcg/
BARTOW COUNTY HEALTH DEPT	ROBIN		HOOD	06/09/2021	13607	Don't know	208	COVID-19, mRNA, LNP-S, PF, 30 mcg/
BARTOW COUNTY HEALTH DEPT	Goldlocks		No last name	06/04/2021	13607	the 3 Bears	207	SARS-COV-2 (COVID-19) vaccine, mRNA, LNP, preservative free, 100 mcg/0.5ml
BARTOW COUNTY HEALTH DEPT	Snow		WHITE	06/02/2021	13607	Sneezy	212	COVID-19, vector-nr, rS-Ad26, PF, 0.5
BARTOW COUNTY HEALTH DEPT	PETER		Rabbit	06/03/2021	13607	Flopsy Mopsy	207	SARS-COV-2 (COVID-19) vaccine, mRNA, LNP, preservative free, 100 mcg/0.5ml

Immunization Transaction Report Summary

Vaccine Name	Count
COVID-19, mRNA, LNP-S, PF, 30 mcg/0.3 mL dose	779
COVID-19, vector-nr, rS-Ad26, PF, 0.5 mL	36
SARS-COV-2 (COVID-19) vaccine, mRNA, spike protein, LNP, preservative free, 100 mcg/0.5mL dose	1,978
Total	2,793

Date Reported on: 6/27/2021 5:14:16 AM

GEORGIA DEPARTMENT OF PUBLIC HEALTH

The Immunization Transaction Report shares details to capture dose administration data with patient name in order to analyze history and reconcile doses administered. All data is pulled from Doses Administered information in VMS.

Definitions of fields:

- Location: Location of immunization
- First name: First name of patient
- Middle name: Middle name of patient
- Last name: Last name of patient
- Birth date: Birth date of patient
- Site ID: Record of location of immunization
- Administered by: Open field in dose administration record for name of immunization administration
- Vaccine ID: Number correlating with type of vaccine
- Vaccine name: Name of immunization on record
- Vaccination data: Date of immunization
- Lot number: Number of immunization lot for administration
- Date entered: Date the record was entered into VMS
- Funding program code: Number associated with immunization funding type
- NDC number: Number of immunizations NDC
- Dose: Dose number given in immunization administration

Overview of Reports: Wastage Report

Georgia Provider Portal | New Request | VMS Inventory | Reports

Trade Name

All

VtrckS PIN

All

Site Name

All

Georgia VMS COVID-19 Vaccine Tracker

Provider Wastage Report

VtrckS PIN	Site Name	Trade Name	Description	Wastage Count
21108	BARTOW COUNTY HEALTH DEPT	Johnson & Johnson	Appears contaminated	0

Provider Wastage Report Summary

Trade Name	Wastage Count
Johnson & Johnson	0
Total	0

Date Reported on: 6/24/2021 2:16:30 PM

GEORGIA DEPARTMENT OF PUBLIC HEALTH

The Wastage Report shares records of wasted vaccines and reason codes to analyze why vaccines were wasted. Information is pulled from Inventory module in VMS and analyzes when Vaccines are 'Disposed' in the system.

Definitions of fields:

- VtrckS PIN: Number PIN of location associated with vaccine wastage
- Site name: Name of site of location associated with vaccine wastage
- Trade name: Name of vaccine wasted
- Description: Reason code entered with wastage record
- Wastage count: Number of vaccines wasted