Vaccine Order Status 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 the Vaccine Order Status report link
5. Select an order status
6. Report results may be filtered by Order Type
7. It is helpful to enter a Vaccine Order Date Range
8. Click Run Report
9. Reports can be viewed in PDF or Excel formats