


COVID-19 Doses Administered Report

Getting Started

The COVID-19 Doses Administered report provides a printable PDF document of all doses of COVID-19 vaccine administered by a provider site. The report shows aggregated total numbers of doses administered by age group and type of immunization.

How to Run a COVID-19 Doses Administered Report:

1.) To access this report, select the **'Pandemic'** category from the **Reports** drop-down, then select **'COVID-19 Doses Administered'** in the **'Select Report'** drop-down . The report will open to the **Selection Criteria**.


 Reports

Coverage Rate

Pandemic

Patient Management

Provider Inventory

Pandemic Preparedness Reports

Select Report

Report *

COVID19 Doses Administered

COVID19 Missing Dose Data

COVID19 Doses Administered

NEW

HISTORY

Selection Criteria

RUN

CLEAR

Provider *

From Date

To Date

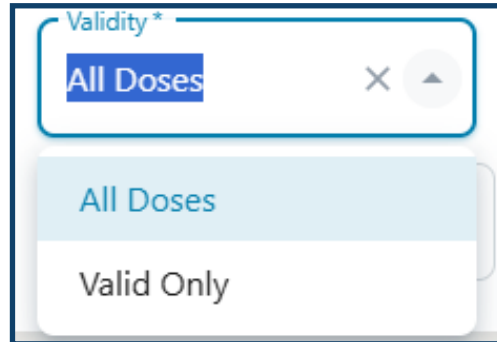
Validity *

All Doses

Output *

Csv

- 2.) Select your provider site from the **Provider** drop-down. This report can only be run for one provider site at a time.
- 3.) If you want to refine by dose date, enter the earliest dose date you want included in **From Date** and the final dose date you want included in **To Date**. If the dose date boxes are not populated, the report will include all doses of COVID-19 vaccine administered.
- 4.) Users can chose to include all doses (both valid and invalid) or only valid doses by using the **Validity** drop-down. This field will default to run for all doses.



- 5.) After all criteria are defined, click **Run**.
- 6.) The completed report and all previous reports of this type can be viewed in the report **History** tab.



The completed report lists the total number of doses given by the selected provider by type or immunization and age group and includes totals for each immunization type and each age group.