



# VIM Reports QuickGuide

[www.nyc.gov/health/cir](http://www.nyc.gov/health/cir)

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➤ **Navigate** to the **Reports** tab by clicking the VFC bubble

## Reports

Reports helps you keep track of, account for, and manage your VFC vaccines.



Please view the CIR **Quickguide** or **Full Guide** for details on the Doses Administered and VFC Eligibility Reports.

Reports will automatically open in a new window, except Excel files, which will be saved to your designated download folder.

## Vaccine Transactions Report

The Vaccine Transactions Reports can be used to track your vaccine activity over time.

- You may tailor this report by selecting any combination of the following parameters:
  - Data for a specific time period or date range
  - Specific system generated transaction type, adjustment reason, or inventory errors.
  - Specific vaccine type, brand/manufacturer, vaccine lot number/expiration date and/or unit presentation
  - Public inventory transactions, private inventory transactions, or both.
  - Patient level detail
  - Method of entry (HL7, UPIF, OLR)
  - Sortable fields (by date, transaction type, or vaccine type)
  - Output format (Excel, PDF or a Webpage Preview)
- Click 'Run Report' for the report output.

## Aging Inventory Report

The Aging Inventory Report can be used to review your vaccines that are about to expire.

- Select to view vaccines expiring within 30, 60 or 90 days.
- You may select the vaccine from the 'Vaccine Type' drop-down menu, or leave blank if interested in all vaccines expiring soon.
- Select the output format you prefer (Excel, PDF or HTML (Webpage Preview)).
- Click 'Run Report' for the report output.

## Vaccine Returns/Wastages History Report

The Vaccine Returns/Wastage History Report can be used to review the history of vaccine returns and wastage that was reported to the CIR.

- To specify a date range, enter any range into the transaction date 'from' and 'to' fields, or leave blank if interested in all transaction dates.
- You may also select vaccine type, brand, manufacturer, unit presentation, vaccine lot number and/or expiration date.
- You may select the reason for the return or wastage.
- Select the output format you prefer (Excel, PDF or HTML (Webpage Preview)).
- Click 'Run Report' for the report output.

## Order/Inventory History Report

- The Order/Inventory History Report can be used to review your shipped orders and submitted inventories.
- To specify a date range, enter any range into the transaction date 'from' and 'to' fields, or leave blank if interested in all transaction dates.
- You may select an Order ID from the drop-down menu and check the 'View Inventory Details' checkbox if interested in the order details.
- Select the output format you prefer (Excel, PDF or HTML (Webpage Preview)).
- Click 'Run Report' for the report output.

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