Subscribing to Reports in VAOS
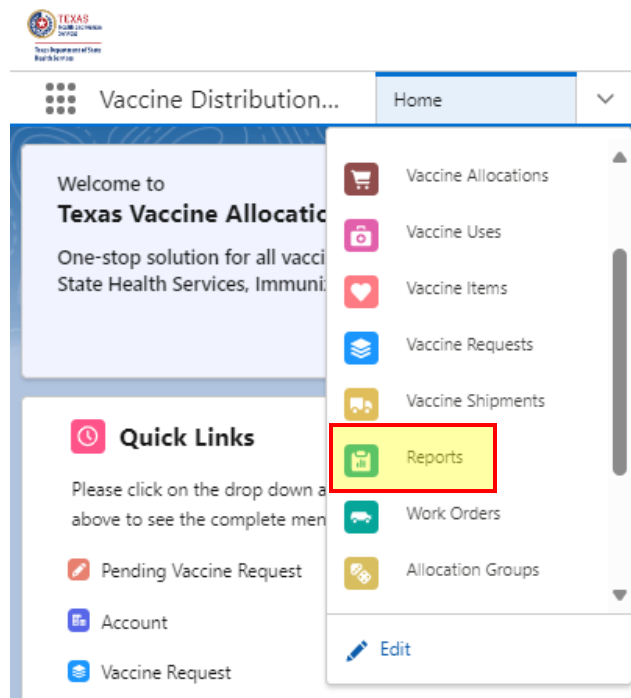
Responsible Entity (RE) Job Aid

Last Updated 11/05/2024

Overview

This job aid explains how to "subscribe" to a report in the Vaccine Allocation and Ordering System (VAOS) to receive the report via e-mail on a chosen cadence. Users may benefit from the procedure by minimizing the workload of pulling reports from VAOS and being able to save the data from the report for retention purposes.

Step 1: Login to VAOS as an RE

Login to your RE account of VAOS at https://txhhs-covid.my.salesforce.com/ and navigate to **Reports**.

Step 2: Select PHR Report Folder

Select "All Folders" and then select your PHR Report Folder.

Step 3: Select Report

Navigate to the report you wish to subscribe to. Click the arrow on the right side of the report information, and then click **Subscribe**. In this example, the *Short Dated Inventory* report is used.

Step 4: Select Cadence and Conditions

An Edit Subscription pop-up will appear on the page. `

Select the frequency you wish to receive the report in your e-mail inbox (Daily, Weekly, or Monthly).

Frequency

| Daily | **Weekly** | Monthly |

If Weekly or Monthly was the frequency selected, select the day you wish to receive the report in your e-mail box. You may also select more than one day. In the example below, Tuesday and Thursday were chosen.

Days

| Sun | Mon | **Tue** | Wed | **Thu** | Fri | Sat |

Select the time of day you wish to receive the report in your e-mail inbox.

Time

| 8:00 AM | ▼ |

To receive an attachment of the data on the e-mail (in addition to the report data in the body of the e-mail), click Attach File, and then select the file type. This is recommended for any report subscription.

Attachment

Attach File

To add other recipients to this subscription, make sure the report is saved in a shared folder. Learn More

You may select a formatted report in .xlsx format, or details only in .csv format. Once selected, click Save.

Attach File

Export View

Formatted Report

Export the report, including the report header, groupings, and filter settings.

Details Only

Export only the detail rows. Use this to do further calculations or for uploading to other systems.

Format

Excel Format .xlsx

Cancel   Save

You may also set up conditions for the report subscription, to only receive the report when certain criteria is met. This portion is optional.

Once all field of the subscription have been completed, click Save.

Step 5: View or Edit Report Subscription

To confirm that your report subscription was successful, you can view the Subscribed column within the report folder. Any checkmark indicates a report you are subscribed to.

To edit a subscription, or unsubscribe to a report, click the arrow on the right side of the screen to re-open the subscription pop-up.

Edit Subscription

Settings

Frequency

| Daily | Weekly | Monthly |

Days

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |

Time

8:00 AM ▾

Attachment

Edit Attachment

🔗 Formatted Report (Excel Format .xlsx)
To add other recipients to this subscription, make sure the report is saved in a shared folder. Learn More

Conditions

In addition to subscribing, you can set up conditions on this report. You will be notified when conditions are met. This is optional.

☑ Add conditions to this report

You will get notified when all of the conditions are met **(AND)**

*Aggregate	*Operator	*Value
Sum of Quantity On Ha... ▾	Greater than ▾	0

+ Add Condition

Unsubscribe   Cancel   Save

Additional Resources

VAOS Ordering Inquiries – TXVaccineOrders@DSHS.Texas.Gov

DSHS Immunization Program Website

Immunization Program Homepage for Health Departments

TVFC/ASN Operations Manual for Responsible Entities