

# Vaccines Near Expiration Report in VAOS

## Responsible Entity (RE) Job Aid

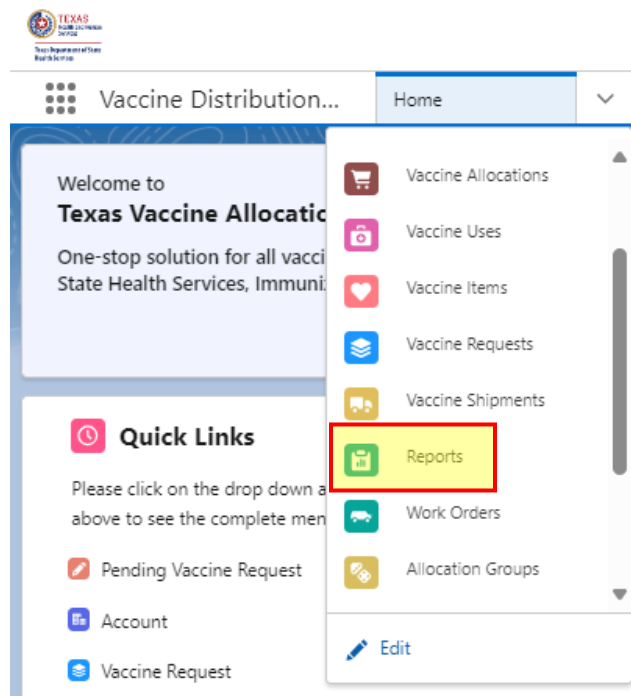
*Last Updated 01/30/2025*

### Overview

This job aid explains how to fetch the Vaccines Near Expiration report in the Vaccine Allocation and Ordering System (VAOS) to monitor short-dated inventory in each public health region (PHR). Responsible Entities (RE) may benefit from using the report to assist in coordinating transfers of short-dated inventory or remind providers to rotate stock.

### Step 1: Log in to VAOS as an RE

Log in 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.

Reports			
All Folders			
2 items			
REPORTS	Name	Created By	Created On
Recent	Region 7 RE Reports	Ashley Underwood	1/6/2023, 10:45 AM
Created by Me	Regional User Reports	Srinidhi Babu	4/14/2022, 1:34 PM
Private Reports			
Public Reports			
All Reports			
FOLDERS			
	All Folders		

## Step 3: Select the Vaccines Near Expiration Report

Reports						
Shared with Me > Region 7 RE Reports						
33 items						
REPORTS	Name	Description	Folder	Created By	Created On	
Recent	Outstanding Vaccine Requests PHR 7	View Provider Vaccine Requests in Pending or On Hold Status.	Region 7 RE Reports	Rae Plaza	1/17/2023, 3:31 PM	
Created by Me	Provider Information - Reporting 07	View various COVID/TVFC/ASN provider information such as PIN, status, last order date, last wastage date, etc. for Region 7	Region 7 RE Reports	Rae Plaza	7/26/2022, 1:45 PM	
Private Reports	Vaccines Near Expiration PHR 7	View TVFC/ASN/FLU provider inventory expiring within the next 120 days.	Region 7 RE Reports	Rae Plaza	1/17/2023, 3:39 PM	
Public Reports						
All Reports		Historical Vaccine Lots reported by COVID-19				

## Step 4: Review the Report

With the Vaccines Near Expiration report open in a new tab, review the information for your applicable providers. If you'd like to adjust the report, such as modifying filters or adjusting displayed fields, please review the "Edit and Filtering Reports" job aid.

## Additional Resources

VAOS Ordering Inquiries – [TXVaccineOrders@DSHS.Texas.Gov](mailto:TXVaccineOrders@DSHS.Texas.Gov)

[DSHS Immunization Program Website](#)

[Immunization Program Homepage for Health Departments](#)

[TVFC/ASN Operations Manual for Responsible Entities](#)



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