

# Flu Allocation in VAOS

*Last Updated: 10/10/2024*



TEXAS  
Health and Human  
Services

Texas Department of State  
Health Services

# Overview

## Purpose

- The Flu Allocation job aid provides step-by-step instructions for Texas Vaccines for Children (TVFC) providers to accept weekly flu allocations sent to their facility on the Vaccine Allocation and Ordering System (VAOS).

## Audience

- TVFC providers who access VAOS.



# VAOS Tips & Tricks

## *Keep in mind...*



VAOS works best with **Chrome** as your browser.



Please **check your Spam** folder for emails from [noreply@salesforce.com](mailto:noreply@salesforce.com) as needed. You may also receive emails from [CDCCustomerService@McKesson.com](mailto:CDCCustomerService@McKesson.com).

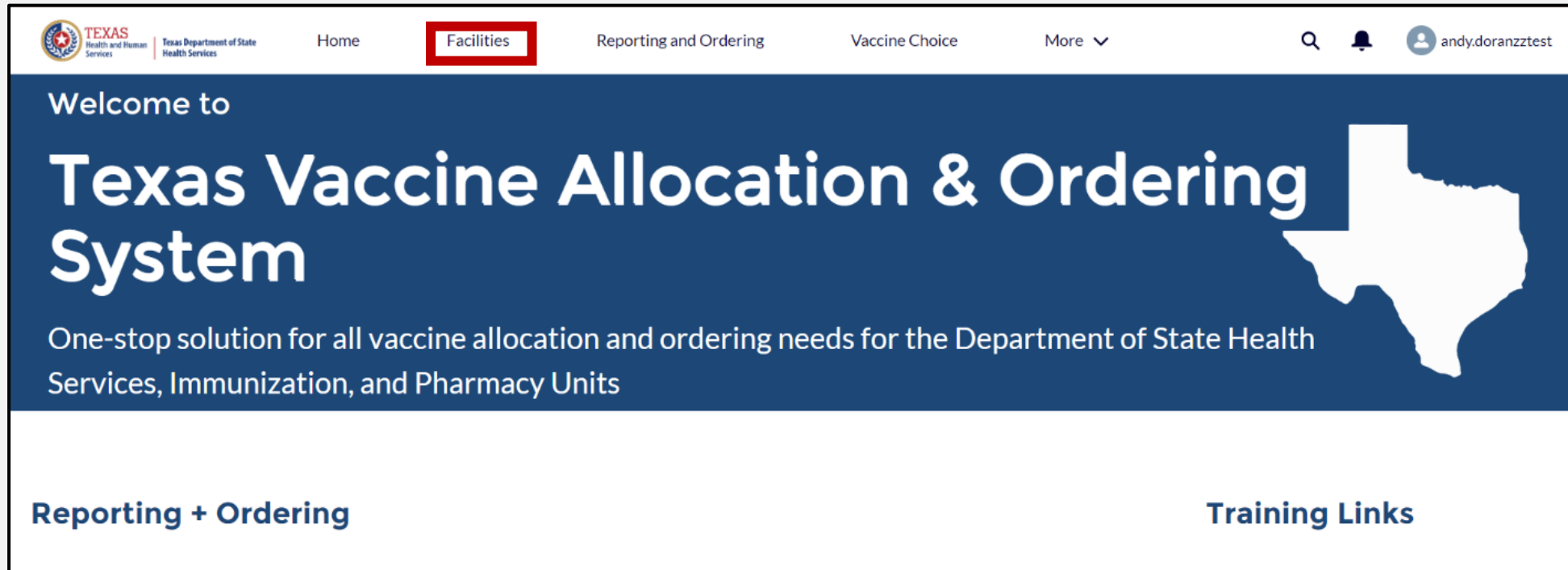
If possible, flag these addresses as safe-senders to avoid emails being sent to Spam.



Regardless of the number of facilities you are associated with, you will have **one set of login credentials**.

# Step 1: Facilities

1. After receiving the notification that you have been allocated vaccine, log into VAOS and click **Facilities**.



The screenshot shows the VAOS website interface. At the top left is the Texas Department of State Health Services logo. The navigation menu includes 'Home', 'Facilities' (highlighted with a red box), 'Reporting and Ordering', 'Vaccine Choice', and 'More'. On the right, there are search, notification, and user profile icons for 'andy.doranzztest'. The main banner features the text 'Welcome to Texas Vaccine Allocation & Ordering System' with a white outline of Texas. Below the banner, it states 'One-stop solution for all vaccine allocation and ordering needs for the Department of State Health Services, Immunization, and Pharmacy Units'. At the bottom, there are two buttons: 'Reporting + Ordering' and 'Training Links'.

# Step 2: Account Page

2. On the Accounts page, select **All Accounts** from the drop-down menu and click on the facility under Account Name for which you want to accept an allocation.

The screenshot displays the Texas Vaccine Allocation & Ordering System interface. The header includes the Texas Department of State Health Services logo and navigation links: Home, Facilities, Reporting and Ordering, Vaccine Choice, and More. A user profile for 'andy.dora' is visible in the top right corner. The main heading reads 'Welcome to Texas Vaccine Allocation & Ordering System', followed by the subtitle 'One-stop solution for all vaccine allocation and ordering needs for the Department of State Health Services, Immunization, and Pharmacy Units'.

Below the heading, there is a section for 'Accounts' with a dropdown menu set to 'All Accounts'. A search bar and several icons are present. The table below shows one account:

Created Date ↑	Account Name	Billing Sta...	Phone	Type	Owner Fir...	Owner La...	Provider ...	Account Record Type
3/2/2022, 10:18 AM	ZZ TEST Data Purge				Andy	Doran	123456	Vaccine Ordering

# Step 3: Vaccine Allocations

3. When an allocation is assigned to your facility, you will see a new record in the Vaccine Allocations box. Click **View All** on the Vaccine Allocation box to see all Vaccine Allocations.

Grantee Code  
TXA

Update Business Hours  
Y

Special Project Provider  
2

Create Facility Indicator

Organization Type

Transaction ID

User ID

Type

TVFC Population 2-6

Vaccine Allocations (6+)			
Allocati...	Event	Vaccine N...	Status
<a href="#">VA-4402...</a>	IV-2956 P...	Fluarix Quad PFS; Adu; 2023-2024	Created <input type="button" value="v"/>
<a href="#">VA-4343...</a>	IV-2956 P...	Fluarix Quad PFS; Adu; 2023-2024	Created <input type="button" value="v"/>
<a href="#">VA-4349...</a>	IV-2956 P...	Fluarix Quad PFS; Adu; 2023-2024	Created <input type="button" value="v"/>
<a href="#">VA-4402...</a>	IV-2956 P...	*Fluarix Quad PFS; Ped; 2023-2024	Rejected <input type="button" value="v"/>
<a href="#">VA-4402...</a>	FLU TEST ...		Expired <input type="button" value="v"/>
<a href="#">VA-4402...</a>	FLU TEST ...		Expired <input type="button" value="v"/>

# Step 4: Locating Allocation

- 4. From the Vaccine Allocations list, click on the Vaccine Allocation you want to acknowledge. This will take you to the Vaccine Allocations detail page, where you can complete acknowledgment.


Accounts > ZZ TEST Data Purge  
**Vaccine Allocations**  
50+ items • Sorted by Event • Updated a few seconds ago


	Allocati... ▾	Event ↓ ▾	Vaccine Name ▾	Status ▾	All... ▾	All... ▾	Tot... ▾	Created Date ▾
1	VA-440285	IV-2956 PDV Adult	Fluarix Quad PFS; Adu; 2023-2024	Created			10	6/22/2023, 3:08 PM
2	VA-434367	IV-2956 PDV	Fluarix Quad PFS; Adu; 2023-2024	Created			100	6/9/2023, 8:14 AM
3	VA-434996	IV-2956 PDV	Fluarix Quad PFS; Adu; 2023-2024	Created			100	6/9/2023, 12:54 PM

# Step 5: Acknowledge Allocation

5. On the Vaccine Allocations details page, click **Accept** to accept this allocation of vaccines or click **Reject All** if you are not accepting this allocation. Please note the **Due Date** by which you need to complete the allocation acknowledgment steps.

The screenshot displays the 'Vaccine Allocation' details for VA-440287. The page includes a header with a shopping cart icon and the allocation ID. Below this, there are two columns of information. The left column lists details such as Allocation Number, Allocation Group, Event, Pre-booking Request, and Vaccine. The right column lists Status, Due Date, Total Amount Requested, Formula Allocation Amount, and Total Amount Allocated. A red arrow points from the 'Accept' button in the top right corner to the 'Due Date' field. To the right of the main details is a 'Vaccine Shipments (0)' section with a yellow icon.

 Vaccine Allocation VA-440287	<input type="button" value="Accept"/> <input type="button" value="Reject All"/>
Allocation Number VA-440287	Status Expired
Allocation Group <a href="#">WK1 FLU TEST Group</a>	Due Date 6/23/2023, 12:00 PM
Event <a href="#">FLU TEST EVENT</a>	Total Amount Requested 1,000
Pre-booking Request <a href="#">00431295</a>	Formula Allocation Amount
Vaccine	Total Amount Allocated 100

 Vaccine Shipments (0)



## Step 6: Acknowledge Allocation

- Once you click Accept, a pop-up window appears. Enter the total amount of the allocation you would like to accept. Remember to enter a quantity in multiples of 10 to avoid entering a quantity out of pack size. The maximum amount you can accept is the **Total Amount Allocated**. Click **Save** to acknowledge the allocation.

### Accept

Total Amount Requested	Total Amount Allocated
500	10
+ Total Amount Accepted	Status
<input type="text"/>	Created

# Step 7: Allocation Status

7. The Vaccine Allocation details page will now show the allocation status as **Acknowledged** and will reflect the **Total Amount Accepted**. You have now completed the Allocation Acknowledgement process.

The screenshot displays the Vaccine Allocation details page for VA-88070. At the top, a progress bar shows the status 'Acknowledged' in a green box with a checkmark, highlighted by a red border. Other status options include 'Sent to VTrckS', 'Shipped', 'Received', 'Rejected', 'Expired', and 'On Hold'. Below the progress bar, the allocation details are listed in two columns. The 'Total Amount Accepted' is highlighted with a red border and shows a value of 10. A 'Vaccine Shipments (0)' button is visible on the right side of the page.

Field	Value
Allocation Number	VA-88070
Allocation Group	<a href="#">FLU TEST 2</a>
Event	<a href="#">FLU Allocation Test 8/9/22</a>
Pre-booking Request	
Vaccine	<a href="#">Fluzone Quad PFS 2022-2023</a>
Vaccine Name	Fluzone Quad PFS 2022-2023
NDC	01233-1232-02
Facility	<a href="#">SQA Test Facility</a>
Facility PIN	123124
Status	Acknowledged
Intimated Staff's Email	<a href="mailto:rae.plaza@dshs.texas.gov">rae.plaza@dshs.texas.gov</a>
Intimated Staff's Email 2	<a href="mailto:andy.doran@hhs.texas.gov">andy.doran@hhs.texas.gov</a>
Due Date	08/25/2022, 12:00PM
Total Amount Requested	500
Formula Allocation Amount	
Total Amount Allocated	10
Total Amount Accepted	10
Request Date	8/18/2022

# Expired Allocation

Once the allocation Due Date has passed, the allocation status will change to **Expired**, and no further action will be permitted on the allocation. In this case, you cannot accept the allocation and will need to wait for the next round of allocations to receive doses.

The screenshot displays a vaccine allocation interface. At the top, a progress bar consists of seven green chevron icons followed by a blue chevron icon labeled 'Expired', which is highlighted with a red box. Below the progress bar, the allocation details are shown for 'Vaccine Allocation VA-88070'. The status is 'Expired'. The 'Due Date' is '08/28/2022, 12:00PM', which is also highlighted with a red box. Other details include the allocation group 'FLU TEST 2', event 'FLU Allocation Test 8/9/22', vaccine 'Fluzone Quad PFS 2022-2023', and facility 'SQA Test Facility'. A 'Vaccine Shipments (0)' button is visible on the right side.

Allocation Number	VA-88070	Status	Expired
Allocation Group	<a href="#">FLU TEST 2</a>	Intimated Staff's Email	<a href="mailto:rae.plaza@dshs.texas.gov">rae.plaza@dshs.texas.gov</a>
Event	<a href="#">FLU Allocation Test 8/9/22</a>	Intimated Staff's Email 2	<a href="mailto:andy.doran@hhs.texas.gov">andy.doran@hhs.texas.gov</a>
Pre-booking Request		Due Date	08/28/2022, 12:00PM
Vaccine	<a href="#">Fluzone Quad PFS 2022-2023</a>	Total Amount Requested	500
Vaccine Name	Fluzone Quad PFS 2022-2023	Formula Allocation Amount	
NDC	01233-1232-02	Total Amount Allocated	10
Facility	<a href="#">SQA Test Facility</a>	Total Amount Accepted	10
Facility PIN	123124	Request Date	8/18/2022