Pandemic Distribution Report in IRIS

The following are instructions on how to run the pandemic distribution report in IRIS. The report provides the number of COVID-19 vaccine doses distributed by trade name to provider organizations in the county within a selected time frame. Contact the IRIS Help Desk at 800-374-3958 with questions regarding pandemic vaccine distribution reports.

1. Select the ‘pandemic distribution’ link found in the Pandemic Vaccine section of the menu panel.

2. From the Event dropdown menu, select the ‘COVID-19 Pandemic’ option:

3. For the NDC dropdown, All NDCs can be selected or the report can be run for a specific NDC as well.
4. The Org dropdown will display any provider organizations in the county who have received an allocation at some point during the pandemic event. The report can be run for all provider organizations or a single provider organization.

5. Enter in the date range for the report by completing the from and to fields.

6. Select the Generate Report button.
7. The pandemic distribution status screen will display. To refresh the page to check the status of the report, select the Refresh button. Once the status is 100%, select the link under the Report Name field.

<table>
<thead>
<tr>
<th>Report Name</th>
<th>Started</th>
<th>Completed</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pandemic Distribution Report - XLS</td>
<td>2020-12-11 13:29:52.0</td>
<td>2020-12-11 13:29:56.0</td>
<td>100%</td>
</tr>
<tr>
<td>Pandemic Distribution Report - XLS</td>
<td>2020-12-08 09:10:55.0</td>
<td>2020-12-08 09:10:56.0</td>
<td>100%</td>
</tr>
</tbody>
</table>

8. A pop up window will open. Select the Save option.

What do you want to do with 1607714992166.xls?

Size: 6.50 KB
From: 206.164.98.52

→ Open
The file won't be saved automatically.

→ Save

→ Save as

9. At the bottom of the page, select the Open button to open the report.
10. A message will display indicating a website wants to open a program on your computer. Select the Allow button.

11. An excel spreadsheet will open and will include the report results. The report includes the date range, the run Report Date, the NDC(s) selected, and the providers that received the vaccine in addition to a running total per provider and the overall running total.