COVID Vaccine Appointments Reports

Impacted User: Pharmacy

How to Run the First Dose and 2nd Dose COVID Vaccine Appointments Reports.

Locate the My Reports Button

1. Click on the My Reports button found at the top of the chart in the Epic row.

Search for the COVID Vaccine First Dose Appointments Report

2. Click on the Library section.

3. In the search field, type covid first dose and press Enter.

4. Locate the appropriate department for COVID Vaccine Appointments.

Note: Reports are department specific.

5. Click the Star to add your department’s report to your favorites.
Run the COVID Vaccine First Dose Appointments Report

6. Click on the Run button.

7. Click on the Load All button at the right lower corner of the report to have all patients listed.

Search for the COVID Vaccine 2nd Dose Appointments Report

8. In the search field, type covid 2nd dose and press Enter.
9. *Click* the **Star ✪** to add your department's report to your favorites.

Run the COVID Vaccine 2<sup>nd</sup> Dose Appointments Report

10. *Click* on the **Run** button.

Locate Favorite Reports & Run Reports from My Reports tab

*Note: The reports can be run from **My Reports** tab each time after saving reports to your favorites.*

1. *Click* on the **My Reports** section on the left side of the screen.
2. *Click* on **Ready to run** underneath the **COVID Vaccine Appointments Report**.