Vaccine Manager - Reporting User Guide for Supervisors

Health Rx

Description:	**The HealthRx Vaccine Manager supports institutional mass immunization clinics by making the experience efficient for patients and health care providers.**
Audience:	**Supervisors**
Purpose:	**Your task as the supervisor will be to download reports to manage employee compliance in immunization programs.**

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Accessing Vaccine Manager

To access Vaccine Manager, log in to HealthRx Nexus (https://ohscompliance.med.umich.edu) using single sign-on (*Fig. A*). Users should enter their Level 2 password.

*HealthRx will only open in Google Chrome or Microsoft Edge
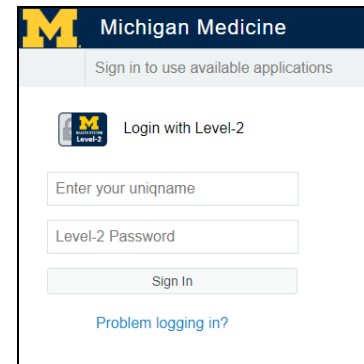

Figure A: Michigan Medicine SSO Login

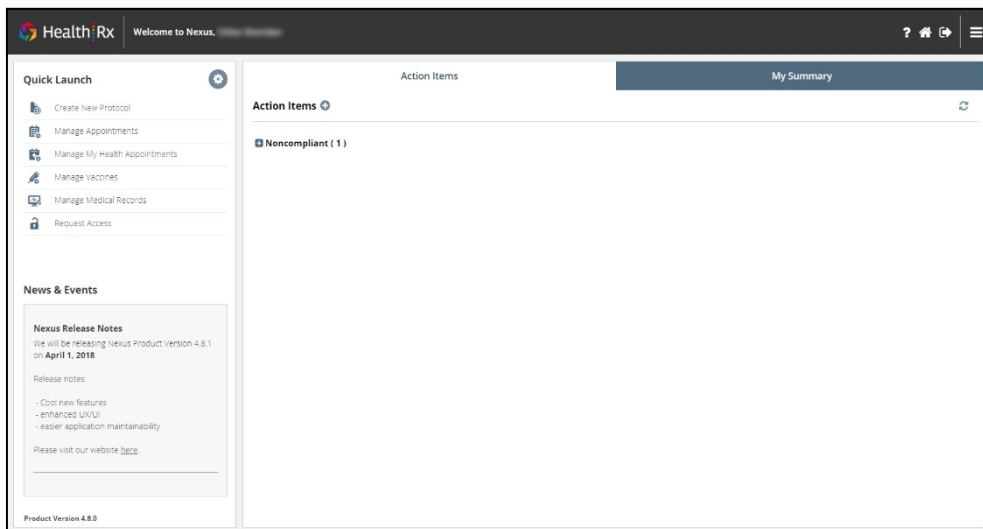The user will see the **Launchpad** screen after successfully logging in (*Fig. B*).

Figure B: Launchpad

To navigate to the Vaccine Manager, click the **Navigation Panel icon** in the top right corner to expand the **Navigation Panel.** Select **Vaccine Manager** (*Fig. C*). Users can also click the **Vaccine Manager** icon under the Quick Actions menu on the Launchpad.

Figure C: Navigation Panel

Reports

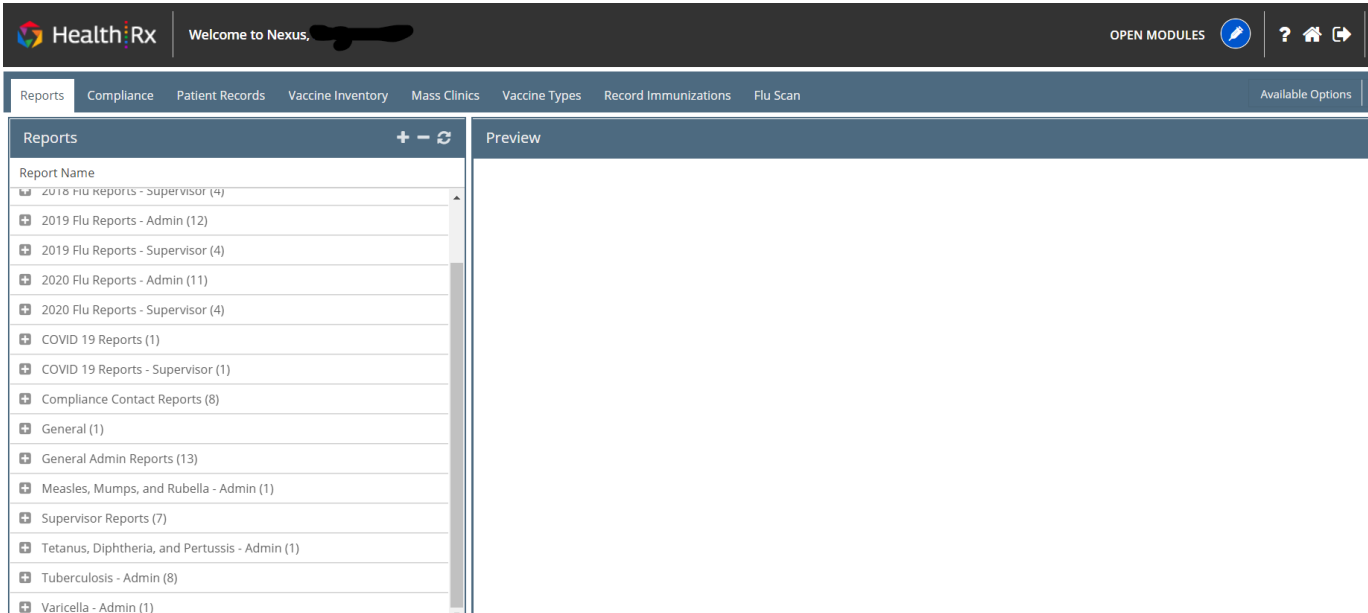Vaccine Manager will open to the Reports tab (*Fig. D*).

Figure D: Reports Tab

Select the report so it is highlighted in yellow, then click the **Download** button and select the output format (*Fig. D*). Most reports should be downloaded in PDF format. Some reports require data parameters to be entered. Users can also click the **Preview** button to view the report in the Preview panel.

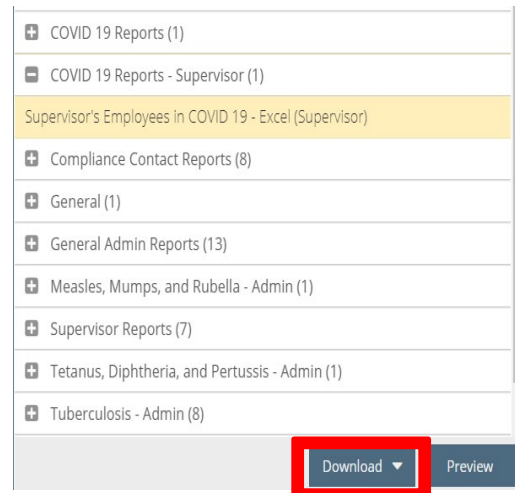⚠️ **Reports with "(Excel)" in the title must be downloaded in Excel format.**

Figure E: Download Reports

If the report does not have any available date parameters, the pop up window will display stating that there are no parameters for this report (Fig. F). Click the **Submit** button to begin the download.
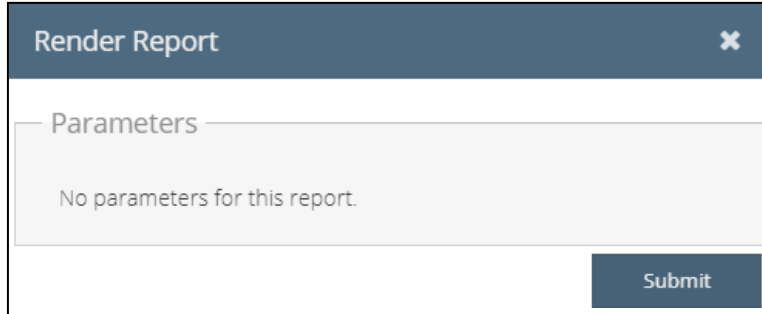

Figure F: Report Parameters