Lot Number Report

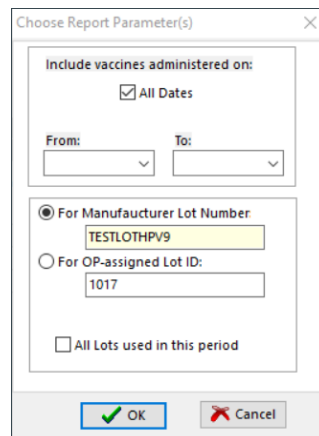Last Modified on 11/10/2020 3:29 pm EST

Version 20.8

Overview

The lot # report will allow you to find out how many patients received a vaccine by date, Manufacturer lot number or OP assigned ID.

Setting Parameters to Print the Lot # Report

1. Open Vaccine Inventory: **Practice Management tab > Manage vaccine inventory button**.
2. Click to highlight the vaccine lot for which the report is to be run then click the **Print Lot #** button. The Choose Report Parameter(s) window displays.

> 📌 **Note**: If you want to run the Lot # report by vaccine administration dates, select the Print Lot # button, enter a date range and select the All Lots used in this period checkbox.

3. Complete the below information.

   - **Include vaccines administered on**: All dates checkbox is selected by default. Click the From and To drop-down to enter a date range.
   - **For Manufacturer Lot Number**: Select the radio button to show all lots that have the listed lot number.
   - **For the OP-assigned Lot ID**: Select the radio button to show the vaccine lot assigned the listed lot ID.
   - **All Lots used in this period** Click the checkbox if you wish to see all vaccines administered within a date range.
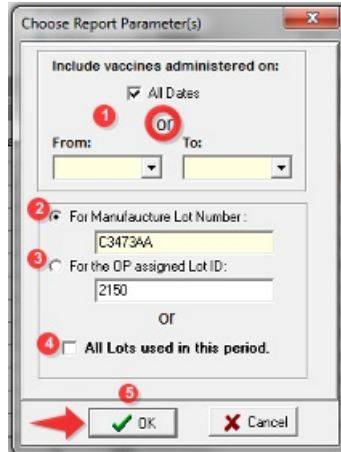
4. Click the **OK** button.

Version 20.7

Overview

The lot # report in the vaccine inventory will allow you to find out how many patients received a vaccine.

Setting Parameters to Print Out the Lot # Report

1. Open the vaccine inventory: **Activities > Maintain Vaccine Inventory**.
2. Click to highlight the vaccine lot for which the report is to be run then click the [Lot #] button. To run the report based on dates only, do not select a vaccine lot, click the button instead.
3. The **choose report parameter(s)** window will open.

The **Choose Report Parameter** window will open.

1. You can leave the box checked to see All Dates**or** Choose a date range.
2. Using the manufacturer lot number will bring up all lots within your date range that have that specified lot number.
3. Clicking on the radio button and using the OP assigned lot ID is going to just pull the specific lot that was highlighted prior to clicking [Lot #] .
4. If you are looking for a specific lot, check off the box next to "All Lots used in this period".
5. Click the **OK** button to generate your report.