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### Opening Clinic Tally Module

Enter the following URL in your Web browser: [https://apps.viha.ca/Vaccine\\_Tracker/Tally.aspx](https://apps.viha.ca/Vaccine_Tracker/Tally.aspx)

- Bookmark the link for future use

If you require access, please contact [COVIDTrackingVaccine@islandhealth.ca](mailto:COVIDTrackingVaccine@islandhealth.ca)

### Clinic Tally for Public Health

*It is important to ensure the number of Remaining Doses at the end of the clinic are correct. The number of doses remaining in the fridge must match between the end of day Clinic Tally and IMMS BC Supply Location.*

1. Select **Public Health** tab

Public Health LTC/AL/IL/AAP CHS Hospitalized Patients

New Clinic Date ▼ Clinic

### Add New Clinic Tally for Public Health

2. Click on **New**

Public Health LTC/AL/IL/AAP CHS Hospitalized Patients

New Clinic Date ▼ Clinic

3. Enter **Clinic Date and Time**

4. Select **Lead Public Health Nurse**

- Your name will auto fill the first field
- Add two additional names if required

5. Select **Clinic** name

- If **Clinic** name is not in the drop down list, enter name in **Notes** field

Clinic Date 03/03/2021 13:04  
 Lead PHN Theresa Weicker Lead PHN #2 Lead PHN #3  
 Clinic Victoria Health Unit

Notes

6. Enter **Product(s)** and **Lot Number(s)**

- Type in lot or sub-lot number if missing from drop down list

7. Enter number of **Doses at Site Clinic Start**

Product	Lot	Doses at Site Clinic Start
Brand	Lot	
Brand	Lot	
Brand	Lot	



# COVID19 Vaccine Clinic Tally Tracker

## Quick Reference Guide

<p>8. Enter number of <b>CHS Doses Picked Up</b></p> <p>9. Enter number of <b>Outreach/Other Doses Picked Up</b></p>	<p>CHS Doses Picked Up</p> <p>Outreach/Other Doses Picked Up</p> <p><input type="text"/></p> <p><input type="text"/></p> <p><input type="text"/></p> <p><input type="text"/></p>
<p>10. Enter number of <b>Doses Remaining Clinic End</b></p> <ul style="list-style-type: none"> <li>If no doses, enter zero (do not leave field blank)</li> <li><b>The remaining number of doses is important for next day ordering for clinic</b></li> </ul> <p>11. Enter the location of where the doses are remaining at in the <b>Doses Remaining Storage Location</b> field</p>	<p>Doses Remaining Clinic End (if none, enter 0)</p> <p>Doses Remaining Storage Location</p> <p><input type="text"/></p> <p>Location <input type="text"/></p> <p><input type="text"/></p> <p>Location <input type="text"/></p> <p><input type="text"/></p> <p>Location <input type="text"/></p>
<p>12. Enter <b>Number of clients booked at Start of Clinic</b></p> <p>13. Enter <b>Number of clients with unbooked appointments/walk-ins</b></p> <p>14. Enter <b>Number of clients Checked In</b></p>	<p>Number of clients booked at Start of Clinic</p> <p>Number of clients with unbooked appointments/walk-ins</p> <p>Number of clients Checked In</p> <p><input type="text"/></p> <p><input type="text"/></p> <p><input type="text"/></p>
<p>15. Enter <b>Number of Ineligible clients</b></p> <p>16. Enter number of <b>Clients (Youth 12-17) Turned Away Due to vaccine supply and/or clinic capacity</b></p> <p>17. Enter number of <b>Clients (Adult 18+) Turned Away Due to vaccine supply and/or clinic capacity</b></p>	<p>Number of Ineligible clients</p> <p>Clients (Youth 12-17) Turned Away Due to vaccine supply and/or clinic capacity</p> <p>Clients (Adult 18+) Turned Away Due to vaccine supply and/or clinic capacity</p> <p><input type="text"/></p> <p><input type="text"/></p> <p><input type="text"/></p>
<p>18. Enter number of <b>Deferrals (Checked in and Chose not to be Vaccinated)</b></p> <p>19. Enter <b>Number of No Show Clients</b></p>	<p>Deferrals (Checked in and Chose not to be Vaccinated)</p> <p>Number of No Show Clients</p> <p><input type="text"/></p> <p><input type="text"/></p>
<p>20. Enter <b>Number of Doses Administered</b></p> <p>21. Enter <b>Number of Doses Wasted</b></p> <p>22. Enter number of <b>Pfizer diluent (10 mL NS) Needed For Upcoming Clinics</b></p> <p>23. Type in any <b>Notes</b></p>	<p>Number of Doses Administered</p> <p>Number of Doses Wasted</p> <p>Pfizer diluent (10 mL NS) Needed For Upcoming Clinics</p> <p><input type="text"/></p> <p><input type="text"/></p> <p><input type="text"/></p> <p>Notes</p> <p><input type="text"/></p>
<p>24. Click on <b>Update</b> (lower right corner)</p> <ul style="list-style-type: none"> <li>You may need to scroll to the right to see <b>Update</b></li> </ul>	<p><input type="button" value="Update"/> <input type="button" value="Cancel"/></p>
<p>25. To exit <b>without saving</b> (cancel), click on <b>Cancel</b> (lower right corner)</p> <ul style="list-style-type: none"> <li>You may need to scroll to the right to see <b>Cancel</b></li> </ul>	<p><input type="button" value="Update"/> <input type="button" value="Cancel"/></p>
<p><b>Update Clinic Tally for Public Health</b></p>	
<p>26. Select the correct <b>Clinic</b> name and date</p> <p>27. Click on <b>Edit</b></p> <p>28. Make changes</p>	<p><input type="button" value="Edit"/> 02/03/2021 19:35 UVic</p>
<p>29. Click on <b>Update</b> (lower right corner)</p> <ul style="list-style-type: none"> <li>You may need to scroll to the right to see <b>Update</b></li> </ul>	<p><input type="button" value="Update"/> <input type="button" value="Cancel"/></p>
<p>If you require assistance, a tally deleted or access to the tracker, please contact <a href="mailto:COVIDTrackingVaccine@islandhealth.ca">COVIDTrackingVaccine@islandhealth.ca</a></p>	



# COVID19 Vaccine Clinic Tally Tracker Quick Reference Guide

## Clinic Tally for Long Term Care (LTC)/ Assisted Living (AL)/ Independent Living (IL)/ Assessed & Awaiting Placement (AAP)

1. Select **LTC/AL/IL/AAP** tab

### Add New Clinic Tally for LTC/AL/IL/AAP

2. Click on **New**

3. Enter **Clinic Date and Time**

4. Select **Lead Nurse**

- Your name will auto fill the first field
- Add two additional names if required

5. Select **Clinic** name

- If **Clinic** name is not in the drop down list, enter name in **Notes** field

6. Enter **Product(s)** and **Lot Number(s)**

- Type in lot or sub-lot number if missing from drop down list

7. Number of **Doses at Site: Start of Clinic**

8. Number of **Doses Remaining: End of Clinic**

- If no doses, enter zero

Product	Lot	Doses at Site Clinic Start	Doses Remaining Clinic End
Pfizer	EL0203	90	0
Pfizer	EL1406		
Brand	Lot		

9. Enter **Number of Expected Residents**

10. Enter **Number of Expected Residents Immunized**

11. Enter **Number of Residents Unable to be Immunized**

12. Enter **Number of Individuals on Priority List Immunized**

13. Enter **Number of Other Individuals with MHO Consult Immunized**

Number of Expected Residents	Number of Expected Residents Immunized	Number of Residents Unable to be immunized
86	85	1
Number of Individuals on Priority List Immunized	Number of Other Individuals with MHO Consult Immunized	
3	3	

14. Enter **Number of Doses Administered**

15. Enter **Number of Doses Wasted**

16. Type in any **Notes**

Total Number of Doses Administered	Total Number of Doses Wasted

Notes

17. Click on **Update** (lower right corner)

- You may need to scroll to the right to see **Update**

18. To exit **without saving** (cancel), click on **Cancel** (lower right corner)

- You may need to scroll to the right to see **Cancel**

### Update Clinic Tally for LTC/AL/IL/AAP

19. Select the correct **Clinic** name and date

20. Click on **Edit**

21. Make changes

22. Click on **Update** (lower right corner)

- You may need to scroll to the right to see **Update**

If you require assistance, a tally deleted or access to the tracker, please contact [COVIDTrackingVaccine@islandhealth.ca](mailto:COVIDTrackingVaccine@islandhealth.ca)



# COVID19 Vaccine Clinic Tally Tracker

## Quick Reference Guide

Clinic Tally for Community Health Services (CHS)																									
1. Select <b>CHS</b> tab																									
<b>Add New Clinic Tally for CHS</b>																									
2. Click on <b>New</b>																									
3. Enter <b>Immunization Date</b> 4. Enter <b>Lead Immunizer</b> <ul style="list-style-type: none"> <li>Your name will auto fill the field</li> </ul> 5. Enter <b>CHS Unit</b> <ul style="list-style-type: none"> <li>If <b>CHS</b> unit is not in the drop down list, enter name in Notes field</li> </ul>																									
6. Enter <b>Product(s)</b> and <b>Lot Number(s)</b> <ul style="list-style-type: none"> <li>Type in lot or sub-lot number if missing from drop down list</li> </ul> 7. Enter number of <b>Doses at Start of Day</b> 8. Enter number of <b>Doses at End of Day</b> <ul style="list-style-type: none"> <li>If no doses, enter zero</li> </ul>	<table border="1"> <thead> <tr> <th>Product</th> <th>Lot</th> <th>Doses at Start of Day</th> <th>Doses at End of Day</th> </tr> </thead> <tbody> <tr> <td>Pfizer</td> <td>EW0216</td> <td>5</td> <td>0</td> </tr> <tr> <td>Brand</td> <td>Lot</td> <td></td> <td></td> </tr> </tbody> </table>	Product	Lot	Doses at Start of Day	Doses at End of Day	Pfizer	EW0216	5	0	Brand	Lot														
Product	Lot	Doses at Start of Day	Doses at End of Day																						
Pfizer	EW0216	5	0																						
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9. Enter <b>Number of clients booked at Start of Day</b> 10. Enter <b>Number of Ineligible clients</b> 11. Enter <b>Number of No Show Clients</b> 12. Enter <b>Number of Doses Administered</b> 13. Enter <b>Number of Doses Wasted</b> 14. Enter number of <b>Doses Returned to Public Health</b> 15. Type in any <b>Notes</b>																									
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<b>Update Clinic Tally for CHS</b>																									
18. Select the correct <b>CHS Unit</b> and date 19. Click on <b>Edit</b> 20. Make changes																									
21. Click on <b>Update</b> (lower right corner) <ul style="list-style-type: none"> <li>You may need to scroll to the right to see <b>Update</b></li> </ul>																									
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# COVID19 Vaccine Clinic Tally Tracker

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Clinic Tally for Hospitalized Patients	
1. Select <b>Hospitalized Patients</b> tab	
<b>Add New Clinic Tally for Hospitalized Patients</b>	
2. Click on <b>New</b>	
3. Enter <b>Immunization Date</b> 4. Enter <b>Hospital Site Lead</b> <ul style="list-style-type: none"> <li>Your name will auto fill the field</li> </ul> 5. Enter <b>Hospital Site</b> <ul style="list-style-type: none"> <li>If <b>Hospital Site</b> name is not in the drop down list, enter name in <b>Notes</b> field</li> </ul>	
6. Enter <b>Product(s)</b> and <b>Lot Number(s)</b> <ul style="list-style-type: none"> <li>Type in lot or sub-lot number if missing from drop down list</li> </ul> 7. Enter <b>Vial Expiry</b> date 8. Enter number of <b>Doses Drawn Up</b> <ul style="list-style-type: none"> <li>If no doses, enter zero</li> </ul>	
9. Enter <b>Number of Doses Administered</b> 10. Enter <b>Number of Doses Wasted</b> 11. Type in any <b>Notes</b>	
12. Click on <b>Update</b> (lower right corner) <ul style="list-style-type: none"> <li>You may need to scroll to the right to see <b>Update</b></li> </ul>	
13. To exit <b>without saving</b> (cancel), click on <b>Cancel</b> (lower right corner) <ul style="list-style-type: none"> <li>You may need to scroll to the right to see <b>Cancel</b></li> </ul>	
<b>Update Clinic Tally for Hospitalized Patients</b>	
14. Select the correct <b>Hospital Site</b> and date 15. Click on <b>Edit</b> 16. Make changes	
17. Click on <b>Update</b> (lower right corner) <ul style="list-style-type: none"> <li>You may need to scroll to the right to see <b>Update</b></li> </ul>	
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# COVID19 Vaccine Clinic Tally Tracker Quick Reference Guide

## Troubleshooting

If you receive a 'Callback request failed ...' error message, click on **Cancel** (lower right corner) or refresh your screen  
 You may receive an error if you:

- Didn't enter a date
- Tried to enter improper data in a field (letter in a number field)
- Walked away without saving and then entered data

For assistance contact [COVIDTrackingVaccine@islandhealth.ca](mailto:COVIDTrackingVaccine@islandhealth.ca)

Callback request failed due to an internal server error.

The lot number or sub-lot number does not show in the drop down list:

- Type in the missing sub-lot number in the **Lot** field
- E.g., sub-lot EX0904-CC08 is missing from drop down list

Product: Pfizer  
 Lot: EX0904  
 Brand: [dropdown]  
 Brand: [dropdown]  
 Brand: [dropdown]  
 Brand: [dropdown]

Sub-lot EX0904-CC08 is missing from drop down list

Product: Pfizer  
 Lot: EX0904-CC08  
 Brand: [dropdown]  
 Lot: [dropdown]

To exit **without saving** (cancel):

- Click on **Cancel** (lower right corner)
- You may need to scroll to the right to see **Cancel**

Update **Cancel**

To delete a tally entered by mistake:

- Contact [COVIDTrackingVaccine@islandhealth.ca](mailto:COVIDTrackingVaccine@islandhealth.ca)

To access the Clinic Tally Tracker:

- Contact [COVIDTrackingVaccine@islandhealth.ca](mailto:COVIDTrackingVaccine@islandhealth.ca)

If you require support or assistance:

- Contact [COVIDTrackingVaccine@islandhealth.ca](mailto:COVIDTrackingVaccine@islandhealth.ca)