Confirming if an Allocation is for First or Second Doses

VAOS Job Aid for Providers | 01/08/2021
Purpose

The following job aid describes how COVID-19 Vaccine Providers may access information about whether a vaccine allocation is for First or Second Doses in the COVID-19 Vaccine Allocation & Ordering System (VAOS)

Audience

VAOS Primary and backup vaccine coordinators
Confirm if an Allocation is for First or Second Doses
Step 1: Receive Allocation

1. You will receive an email from noreply@salesforce.com alerting you about an allocation for COVID-19 vaccine. In both the subject line and the first line of the message, the email will note whether your allocation is a “First Dose allocation” or “Second Dose allocation.”

2. **Note:** Regularly check your Spam folder (particularly if you are using Gmail) to ensure that you do not miss any allocation emails.

   Dear Primary Four,

   You have a Second Dose allocation of Pfizer 1 available to accept in the Texas Vaccine Allocation and Ordering System (VAOS) for Long Term Care Population at Hatton Pharmacy Four. This may only be part of your order for the season; if so, the remainder will be allocated as it becomes available. Please review the detailed instructions on the ordering process below.

   It is very important that you go into VAOS (https://texasvaccines.dshs.texas.gov) as soon as possible once receiving this notification. We request that the listed amounts of COVID-19 Test vaccine that have been allocated be accepted – please do not decrease your weekly allocation unless storage capacity at your facility is an issue.

3. You can also view whether an allocation is for First or Second Doses in VAOS. To do this, log in at https://texasvaccines.dshs.texas.gov/
Step 2: View Allocation in VAOS

3. In VAOS, navigate to the **Accounts** tab. Each of your approved facility locations will be listed as an account.

4. From the drop-down menu, select **All Accounts** to view all your facilities. Select the facility location that will be accepting the allocation.
Step 2: View Allocation in VAOS

5. Navigate to the Vaccine Allocation box and click View All.

6. You will be redirected to Vaccine Allocations.
Step 3: View Allocation Details

7. From the Vaccine Allocations list, **click on the Vaccine Allocation Number** for the allocation you want to find information for. This will take you to the Vaccine Allocations detail page.
Step 3: View Allocation Details

8. On the Vaccine Allocation details page, you will see the Allocation Dose field, which will note whether your allocation is for **First Dose** or **Second Dose**.
Have Questions?

For questions about VAOS and accessing the dashboards, please contact us at COVID19VacMgmt@dshs.texas.gov