VAMS User Guides

These are bite sized resources about using VAMS in Vermont. Please review the quick guides for step by step instructions for different roles, and the videos for visual walkthroughs.

Quick Guides

- **On-Site Clinic Administrator and Pod Task Force Leader:** Information about the roles and adding users.

- **Health Care Professionals:** Information about logging a vaccination and viewing a recipient record.

- **Bulk Vaccination Upload:** How to record vaccinations in bulk after a clinic has occurred. This is for if you are unable to record in VAMS while vaccinating and need to switch to the downtime process.

- **IT Downtime Process:** Recording vaccination event information for when VAMS is not available and recording vaccinations after the fact.

- **Global Search:** How to search for a recipient and pull them into your clinic if they are in VAMS but not your clinic.

- **Inventory Manager:** Information about vaccine inventory including how to add and remove inventory.

- **Running Clinic Reports:** How to pull clinic data from your clinic. Please note this will have PHI attached.

Videos

- Setting up your VAMS account after being added to VAMS.

- Submitting a help ticket.

- Adding users to your clinic.

- Removing a clinic user.

- Searching for vaccine recipients.

- Adding vaccine recipients.

- Adding a recipient without information.

- Making a note on a vaccine recipient's record.

- Adding inventory in VAMS.

- Removing active inventory in VAMS.

- [Recording a vaccination.](#)

- [Recording an additional dose beyond a 2-dose series or 1-dose series.](#)

- [Recording a flu vaccination.](#)

- [Recording a vaccination after the vaccination has occurred.](#)

- [Editing a vaccination record in VAMS.](#)

- [Canceling a vaccination event and why VAMS might not allow a vaccination to be recorded.](#)