

Florida SHOTS™

QUICK TIPS

FOR VIEW-ONLY ACCOUNTS

Contact Information

www.flshots.com

Free help desk:

877-888-SHOT (7468)

Monday – Friday, 8 A.M. to 5 P.M. Eastern

A complete user guide and Web-based training can be located under “**Customer Support**” from the registry’s sidebar menu. You may want to print out a copy of the user guide for easy reference. Free web-based training is available 24 hours a day.



Quick Content Finder

LOGGING IN	1
FORGOTTEN PASSWORD	2
UNLOCKING AND RESETTING USERS (ADMINISTRATIVE USERS ONLY)	4
ADDING AND DELETING PERSONNEL (ADMINISTRATIVE USERS ONLY)	5
FUNCTIONS AVAILABLE ON THE REGISTRY'S MAIN MENU	9
D.H. FORM 680 (FLORIDA CERTIFICATION OF IMMUNIZATION)	10

1. LOGGING IN

Login Screen

- URL:
<https://www.flshots.com/flshots/signin.csp>
- For quick access, add this URL to your “Favorites” within Internet Explorer.
- Passwords must be entered *exactly* as they were created. We recommend that passwords be created in all caps and that you keep your computer in CAPS LOCK at login.

Florida SHOTS
keeping shots in check

Florida SHOTS
The statewide immunization registry.

To find out more about this program read the immunization [registry fact sheet](#).

FLORIDA DEPARTMENT OF HEALTH

Log into Florida SHOTS

*Organization LoginID

*User Name

*Password

Login

[Forgot your password?](#)

Copyright ©2003 State of Florida | [Fact Sheet](#) | [Browser Requirements](#)

How to Log In

- **Organization Login ID (OID):** The OID is a unique identifier assigned to your organization by the Florida Department of Health (DOH).
 - **User Name:** The user name is a unique alphanumeric identifier that informs the system of the user’s identity within the provider organization. DOH assigns the site administrator’s user name, and then the administrator may add additional users. (Florida SHOTS will automatically create those IDs, or you can override the names with your own.)
 - **Password:** When your account is activated, DOH or your local administrator will provide you with a password to access the system.
- For security purposes, you will be required to change this password following initial access.
 - Passwords must be at least seven characters long, are case-sensitive, and must be kept confidential.
 - They should be changed once every 30 days.
 - If your password doesn’t work after you’ve tried to enter it twice, use the “**Forgot your password?**” function to reset it.
- After three failed login attempts, the account will be locked, and an administrator will need to unlock it. The local administrator will be able to unlock the individual accounts of staff members they have added to their organization’s account. However, if the local administrator on the account is locked out, that person will need to reset their password or call the Florida SHOTS help desk directly to have their account unlocked.

2. FORGOTTEN PASSWORD

Setting Security Questions

Florida SHOTS allows you to reset your password by answering user-selected security questions. If you have not selected security questions and answers, you will be prompted to do so when you log into the system. To change these questions and answers later, select the **“Security Question Edit”** link from the **“Administration”** menu.

State Health Online Tracking System

Florida Shots
Keeping Shots in Check

Submit Show Help Text

SECURITY QUESTION EDIT

Username: SMITHCL

Current Password: *

Security question #1: *
What is your city of birth?
What is your favorite pet's name?
What is your mother's maiden name?
What was the last high school you attended?
What was the make of your first car?

Answer: *

Security question #2: *
What is your city of birth?
What is your favorite pet's name?
What is your mother's maiden name?
What was the last high school you attended?
What was the make of your first car?

Answer: *

* Asterisk indicates a required field

Submit Cancel

Forgotten Password Link

Once questions and answers are on file, if you forget your password or if your password doesn't seem to be working, click the **“Forgot your password?”** link on the login screen.

Log into Florida SHOTS

* Organization LoginID

* User Name

* Password

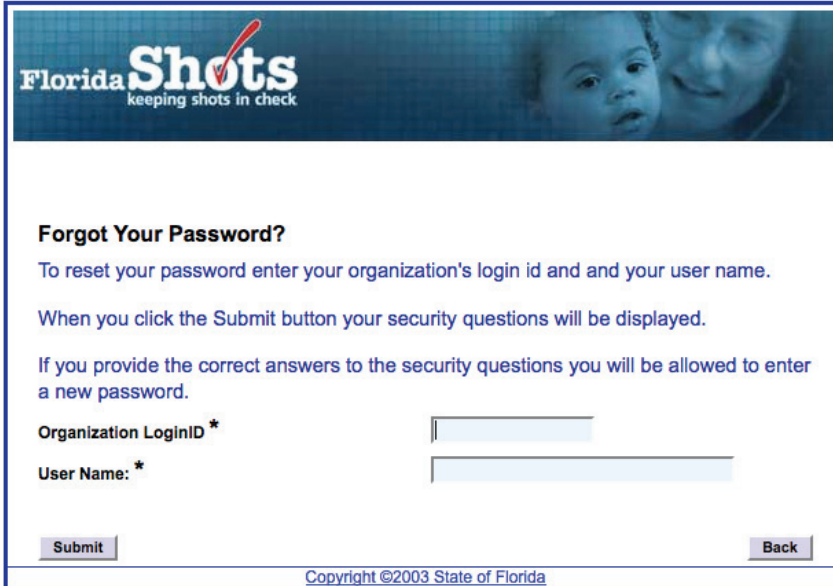
Login

[Forgot your password?](#)

2. FORGOTTEN PASSWORD (cont.)

Security Prompts

You will be prompted to enter your organization logon ID and username and then answer your security questions. If the questions are answered correctly, you will be allowed to reset your password. If the questions are not answered correctly after three attempts, your account will be locked and your local account administrator or the Florida SHOTS help desk will need to unlock the account.



The screenshot shows a web form for password recovery. At the top left is the Florida Shots logo with the tagline 'keeping shots in check' and a background image of a child and an adult. The main heading is 'Forgot Your Password?'. Below it are three lines of instructional text: 'To reset your password enter your organization's login id and and your user name.', 'When you click the Submit button your security questions will be displayed.', and 'If you provide the correct answers to the security questions you will be allowed to enter a new password.' There are two input fields: 'Organization LoginID *' and 'User Name: *'. At the bottom are 'Submit' and 'Back' buttons, and a copyright notice 'Copyright ©2003 State of Florida'.

Forgot Your Password?

To reset your password enter your organization's login id and and your user name.

When you click the Submit button your security questions will be displayed.

If you provide the correct answers to the security questions you will be allowed to enter a new password.

Organization LoginID *

User Name: *

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3. UNLOCKING AND RESETTING USERS (ADMINISTRATIVE USERS ONLY)

Occasionally, users may be locked out or their account may expire. Accounts can become locked after invalid login information is entered three times, and an account can expire if the user hasn't changed their password in over 30 days from the last time it was set or changed. Administrators may unlock these accounts through the "Personnel Maintenance" screen of the affected user(s). To get to a particular user's maintenance screen, simply click on the row with the user's name in the "Personnel List" screen, accessed by clicking on "Personnel List" in the Administration submenu. If a user is locked out, the "Account Locked" checkbox will be checked and must be unchecked prior to any further maintenance.

The screenshot shows a web form titled "System Users Only" for user maintenance. It includes fields for "System User ID", "Expiration Date", "System Password", and "Confirm Password". There are also dropdown menus for "Authorization" (set to "No Access") and "Role" (set to "... Select ..."). A checkbox labeled "Account Locked" is circled in red. Other options include "Is authorized to create a Certified Form 680 in Florida SHOTS Form 680:" and "User must change password at next logon". Buttons for "Submit", "Return to Personnel Listing", and "Cancel" are at the bottom.

A user's password can be reset at any time by entering a new password and confirming the password. Changing a password will automatically renew a user's expiration date. After any of these changes are made, the administrator must click the "Submit" button to save the changes. The administrator can then verify that the changes have been made by checking the personnel list.

If a password has not been reset for 90 days (expired for 60 days), the system automatically changes the user's status to inactive. To reactivate the user, go to "Personnel List" and select the "All" radio button after "Show Personnel." Take out the end date for the user you are reactivating and assign a new password. (The user must change that password when they log in.)

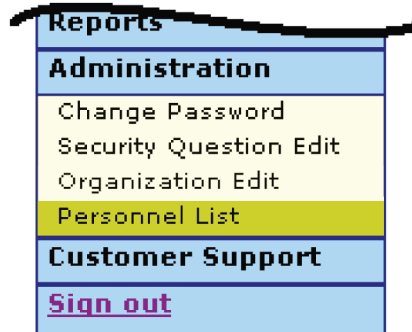
The screenshot shows the "PERSONNEL LIST" screen with the "Authorized User/Personnel List" table. The "All" radio button under "Show Personnel:" is circled in red. The table lists three users: JCARRIGER, SMITHCL, and SMITHCL2.

System User ID	Name	Title	Auth Level	IMM Provider	Start Date	End Date	Password Exp.	Locked	Role
JCARRIGER	CARRIGER,JOY		Full Access	Y	09/01/2006		04/25/2009	N	Local Org Administrator
SMITHCL	SMITH,CHRIS		Full Access	N	08/31/2006		04/08/2009	N	Local Org Administrator
SMITHCL2	DOCTOR,BROWN		Full Access	Y	11/28/2006		03/09/2009	Y	Local Org Administrator

4. ADDING AND DELETING PERSONNEL (ADMINISTRATIVE USERS ONLY)

Edit Contact Information

Administrative users can edit the contact information in the **“Organization Edit”** screen from the sidebar menu. If any information is incorrect, please send an email to Florida SHOTS staff (FLSHOTSusers@doh.state.fl.us). Once the **“Organization Edit”** link has been used, the **“Organization Maintenance”** screen will appear.



The local Florida SHOTS administrator is the individual(s) designated by the responsible authorized individual within the enrollment application as a participant in Florida SHOTS with authority to manage system access for other users within the organization. The administrator(s) displayed may or may not be the same as the responsible authorized individual. This person will be able to grant access to others within the facility as approved by the responsible authorized individual. Administrators can also click on any user to change their access information. From the **“Personnel List,”** administrators have the ability to add a new user or change the status and access of an existing user.

4. ADDING AND DELETING PERSONNEL (cont.)

Adding New Users

Submit
PERSONNEL LIST
Show Help Text

- Patients
- Reminder Recall
- Assess Imm Levels
- Reports
- Administration
 - Change Password
 - Security Question Edit
 - Organization Edit
 - Personnel List
- Customer Support
- Sign out

Authorized User/Personnel List
TEST ORG

System User ID	Name	Title	Auth Level	IMM Provider	Start Date	End Date	Password Exp.	Locked	Role
CARRIGERJ	CARRIGER,JOY		Full Access	N	07/02/2007		12/07/2007	N	Local Org Administrator
JOHNNLX	JOHN,NURSE	DOCTOR	Full Access	Y	07/26/2007		08/25/2007	N	Local Org Staff
SDOCTOR	DOCTOR,SMITH		Full Access	Y	06/29/2007		08/31/2007	N	Local Org Staff
SHAHPNX	SHAH,PRAKRUTI		Full Access	Y	07/02/2007		11/17/2007	N	Local Org Administrator
SHOTSDV	SHOTS,DOCTOR		Full Access	Y	08/23/2007		09/22/2007	N	Local Org Staff
SMITHNK	SMITH,NURSE	LPN	Full Access	Y	08/31/2007		09/30/2007	N	Local Org Staff

Add New Person

The “Add New Person” button within the “Personnel List” screen takes administrators to the “Personnel Maintenance” screen for creating a new system user. There, administrators can enter several key pieces of information regarding the new user to be added. The system administrator must have the user’s start date prior to entry into the system. End dates are not required but should be added when a user leaves or no longer requires access to Florida SHOTS. The system will only accept an end date that is equal to or less than the password expiration date.

PERSONNEL MAINTENANCE
Show Help Text

Edit Authorized User/Personnel Information

First Name:*

Middle Name:

Last Name:*

Title:

Email Address:

National Provider Id:

Start Date:* End Date:

Immunization Provider:*

Certify Form 680:* Medical professional is authorized to sign a Form 680

Provider Person ID: (Displays as Provider ID for adverse events and shots given)

System User:

4. ADDING AND DELETING PERSONNEL (cont.)

Adding New Users cont.

Users who physically inject patients with vaccine should have a “Yes” in the **Immunization Provider** box. Users who do not provide immunizations should have a “No.” Any user who can legally sign their own name on the DH Form 680 should have a “Yes” in the **Certify Form 680** box. Users who cannot sign Form 680s should have a “No” in that box. The **Provider Person ID** is generated by the system for immunization providers only. This is a unique ID that cannot be changed once submitted. The **System User** box should only be checked for all users who will require access to Florida SHOTS. If the box is left unchecked the user will not be able to log into Florida SHOTS, but will appear on your organization’s list of immunization providers.

The screenshot shows a web-based form titled "PERSONNEL MAINTENANCE" with a "Show Help Text" link. The form is for editing an authorized user's personnel information. The fields and their values are as follows:

- First Name: DR
- Middle Name: (empty)
- Last Name: SEUSS
- Title: DOCTOR
- Email Address: (empty)
- National Provider Id: (empty)
- Start Date: 01/01/2010
- End Date: (empty)
- Immunization Provider: Yes
- Certify Form 680: Yes (Medical professional is authorized to e-sign a Form 680)
- Provider Person ID: SEUSSD (Displays as Provider ID for adverse events and shots given)
- Work Location: -- Select -- (Site where the staff member usually works)
- System User:

4. ADDING AND DELETING PERSONNEL (cont.)

Adding New Users cont.

Users that will require access to Florida SHOTS must have the following information included in their user account: **System User ID** is generated by the system, but can be changed by the administrator. **Expiration Date** is also generated by the system each time a new password is created. **System Password** must initially be set by the administrator. The password will need to be entered again in the **Confirm Password** box. **Authorization** must be set to “Full Access” for the user to have access to Florida SHOTS. **Role** will be determined by the administrator, but the majority of users are set as “Local Org Staff.” **Create Certified Form 680** should be set to “Yes” for any user who will need to create and print Certified Form 680s. If the user is not authorized to sign 680s with their name, they will be able to choose from the list of your organization’s physicians and authorized signatures. To save the changes the administrator must click the **Submit** button.

System Users Only

System User ID:* <input type="text" value="SEUSSDX"/>	Expiration Date:* <input type="text" value="12/24/2010"/> (Login disabled as of this date)
System Password:* <input type="password"/>	Confirm Password:* <input type="password"/>
Authorization:* <input type="text" value="Full Access"/>	Account Locked: <input type="checkbox"/>
Role:* <input type="text" value="Local Org Staff"/>	Is a trainer: <input type="checkbox"/>
Create Certified Form 680:* <input type="text" value="Yes"/> Is authorized to <u>create</u> a Certified (e-signed) Form 680 in Florida SHOTS	
<input checked="" type="checkbox"/> User must change password at next logon	

* Asterisk indicates a required field

5. FUNCTIONS AVAILABLE ON THE REGISTRY'S MAIN MENU

Use the menu on the left side of the screen to perform various functions regarding your patients' records, administration of your account, running reports, extracts, and reminder recall, getting help with using Florida SHOTS, and providing feedback.

Menu Options

- **Patients:** Search for patients and view patient information (e.g., demographics, immunization, etc.), generate forms, reports, and release the patient record.
- **Administration:** Manually update your password or security questions/answers, view organization details and, for users with administrative rights, add users within your facility, unlock passwords, manage user accounts, and update limited information about your organization.
- **Customer Support:** Access links to announcements, contacts, provider feedback, user guide, and Web-based training.

Note: Every screen has a help text toggle link. Click on it to show or to hide helpful information about how to complete that page.

6. D.H. FORM 680 (FLORIDA CERTIFICATION OF IMMUNIZATION)

Printing 680s

Use the **“Search Form 680”** link located in the left menu to view and print the D.H. Form 680 (blue forms). Once this link is clicked, the Florida Certification of Immunization selection criteria screen appears. You have the option to print the form in several different formats, according to the intended use of the form and status of the patient. NOTE: You may now print Form 680 on plain white paper. It no longer has to be printed on blue paper.

SEARCH FOR FORM 680 [Show Help Text](#)

Patient 680 Search Criteria

Last Name : *	<input type="text"/>	First Name : *	<input type="text"/>
Date of Birth : *	<input type="text"/>	Sex : *	<input type="text" value="-Select-"/>