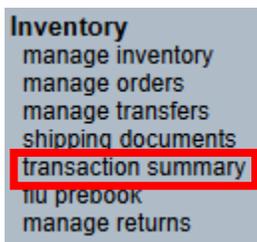# Immunization Registry Information System (IRIS)

Transaction Summary Report Instructions

January 2025

The following instructions detail how to generate a transaction summary report in IRIS. The transaction summary report provides the number of doses an organization administered, transferred, received, wasted, and expired from IRIS inventory during a select date range.

1. Select the "transaction summary" link on the menu panel under the Inventory section.

   Inventory
   manage inventory
   manage orders
   manage transfers
   shipping documents
   transaction summary
   flu prebook
   manage returns

2. Enter the select date range. The "From" field is the oldest date and the "To" field the most recent date. Select the "Generate Report" button.

   Transaction Summary Report Criteria

   Site(s): -- All Sites Combined ▾   [Generate Report]

   Report Date Range:

   From 07/01/2023   To 06/30/2024

3. A PDF will generate and display transactions involving IRIS inventory during the date range selected. The report will display Immunizations Given, Transferred, Rejected and Restocked, Received, Wasted, Error, Expired, Payback, and Total by Group Name, Trade Name and VFC status. A total number of transactions appears as the last row and column of the report.

Group Name	Trade Name	VFC	Imms Given	Transferred	Rejected & Restocked Doses	Doses Received	Wasted	Error	Expired	Payback	Totals
COVID19	2023-2024 Moderna Spikevax COVID-19	Yes	0	0	0	70	0	0	70	0	140
COVID19	2023-2024 Pfizer COVID-19 Comirnaty	Yes	1	0	0	10	0	0	9	0	20
COVID19	COMIRNATY	Yes	0	0	0	0	0	0	0	0	0
COVID19	Pfizer COVID-19 Bivalent Booster 12yr+	Yes	6	0	0	126	57	0	123	0	312
COVID19	Pfizer COVID19 Bivalent Booster 5-11 yr	Yes	0	0	0	0	0	0	0	0	0
Influenza-seasnl	FluLaval quad, P-free	Yes	0	20	0	20	0	0	0	0	40
	Totals		7	20	0	226	57	0	202	0	512

Questions can be directed to 1-800-374-3958.