

## Inventory & Ordering

# Check Order Status Guide

Follow these steps to check the status of your vaccine order.

If you have any questions reach out to [dphproviderhelp@phila.gov](mailto:dphproviderhelp@phila.gov).

1. Type in your site pin on [PhilaVax](#) home screen under **Default Provider/Clinic**.
2. Select **Inventory**, then **Vaccines** then **Vaccine Orders** from the left-hand navigation plane.

The screenshot shows the PhilaVax home screen. On the left, a navigation menu is visible with items: Home, Patients, Immunizations, IZ Quick Add, Inventory, Vaccines, On-Hand, Electronic Decrementing, Reconciliation, and Vaccine Orders. A circled '2' is placed next to the 'Inventory' and 'Vaccines' items. The main content area features the PhilaVax logo and the text 'Philadelphia's Immunization Information System a service from the Philadelphia Department of Public Health'. Below this, there is a section for 'Default Provider/Clinic' with a search box containing the text '[PROJ01-PDPH - DDC - IMMUNIZATION PROGRAM] PDPH - DDC - IMMUNIZATION PROGRAM - PROJ01 (PROJ01)'. A circled '1' is placed next to this search box. Below the search box, there is a 'News' section.

3. Select your **Clinic**.
4. Click **Search**.

The screenshot shows the 'Vaccine Orders' search page. At the top, there is a 'Search' section with a 'Learn More' link and an 'Add New Vaccine Order' button. Below this, there are several search filters: 'Clinic' (set to '(ALL)'), 'Order Status' (set to '(ALL)'), and 'Order Type' (set to '(ALL)'). There are also 'Order Date Range' and 'Date Submitted to VTrckS Date Range' filters. A 'Previous Criteria' button is located at the bottom left, and a 'Search' button is at the bottom right. A circled '3' is placed next to the 'Clinic' dropdown menu, and a circled '4' is placed next to the 'Search' button.

