

Florida SHOTS New Feature Update:


User Profile

1/12/24

The User Profile and similar updates are being introduced to help improve personnel maintenance by allowing a user to verify their information and choose their specific service site(s) within their organization. Local Organization Administrators (LOAs) will periodically review this information to keep their personnel list up-to-date, as well as help them to better identify users within their location. This particular update is for the User Profile.



The screenshot displays the Florida SHOTS web application interface. At the top, the logo reads "FloridaShots™ keeping shots in check". Below the logo is a "Submit" button and a "User Profile" tab. The main content area is divided into a sidebar menu and a main profile section. The sidebar menu includes options like "Task List", "Patients", "Reminder Recall", "Vaccine Inventory", "Assess Imm Levels", "Reports", "Administration", "Customer Support", "COVID-19", "Outbreak Reports", and "Sign out". The "Administration" menu is expanded, showing sub-options: "Personnel Profile", "Change Password", "Security Question Edit", "Organization Edit", and "Service Site List". The main profile section displays the user's name "Test User" and "LEON CHD". Below this, there is a "Personnel Information" section with fields for "Last Name:" (USER), "Prefix:", "National Provider ID:", and "Medicaid Number:".

The User Profile page may be accessed by any system user by clicking the “person-with-gear” icon  to the right of their name at the top of the menu or by choosing the “User Profile” menu option under “Administration” in the main menu.

The User Profile is designed so users can review, and edit, their information, while also providing additional account details. If anything appears to be incorrect, users are encouraged to contact their LOA or the Florida SHOTS Helpdesk for assistance.

Users will be required to choose the site(s) where they work within their organization. These are the “Associated Service Sites,” which will be used in future updates to support user access review by LOAs. Additionally, a valid email address is now required - improving communication between users, LOAs, and also Florida SHOTS.

Users may select one, or more, sites by switching the toggle to the left of its name. For orgs with multiple sites, a “Find Site” box can help. Just start typing in parts of your site name, address, or VFC pin to easily narrow down the search.

Associated Service Sites		
<input type="checkbox"/>	DISTRIBUTION CENTER	Address: 10400 ROCKET COURT ORLANDO, FL. 32824-8560 VFC PIN: 702103
<input checked="" type="checkbox"/>	PUBLIX PHARMACY # 0605	Address: 5265 JOHN YOUNG PARKWAY ORLANDO, FL. 32839
<input type="checkbox"/>	PUBLIX PHARMACY # 1737	Address: 1537 NW ST LUCIE WEST BLVD PORT ST LUCIE, FL. 34986 VFC PIN: 707227
<input type="checkbox"/>	PUBLIX PHARMACY # 1746	Address: 8684 BEULAH ROAD PENSACOLA, FL. 32526 VFC PIN: 707228
<input type="checkbox"/>	PUBLIX PHARMACY #0180	Address: 7745 LAKE WORTH RD LAKE WORTH, FL. 32177
<input type="checkbox"/>	PUBLIX PHARMACY #0242	Address: 8245 NW 88TH AVE TAMARAC, FL. 33321

Update for administrators:

Although LOAs can add and/or update email addresses for their users through Personnel List/Personnel Maintenance (*now required when creating new users*), they cannot do so for the new “Associated Service Sites.” Each user will be adding and/or updating that selection themselves on their User Profile.

A new field (*also required*) shows a user’s “Reason for Access.” Now, when LOAs add new users and include this information with their title and selected role(s), it will provide a clear reason for that user’s access to Florida SHOTS. LOAs may select more than one option.

Reason for Access:

- Immunization Provider
- Vaccine Inventory/Management
- Data Entry/Clerical**
- Record Review
- Assessments/Reports

Selected Reasons for Access: Data Entry/Clerical

Clicking “View User Profile” at the bottom of the page leads to additional information not shown on Personnel Maintenance.

[View User Profile](#)

LOAs should confirm users have selected their appropriate sites, because future updates will rely on this information to allow for periodic user access review.

When in doubt – read the help text! Clicking the blue diamond with the question mark on the top-right of Florida SHOTS pages is great for finding detailed information.

