

ShowMeVax



1. Click on “Data Warehouse Reports” in the blue navigation panel on the left side of the ShowMeVax home screen.
2. Click on the “+” sign next to “Public Folders” to expand the folder list.
3. Click on “ShowMeVax Provider.”
4. Click on the report to the right titled “06_Reminder Recall by Admin Provider NEW.rpt.”
5. Select your facility from the dropdown list under “SMV Admin Provider.”
6. Enter the range of immunization due dates for which you would like to run the Reminder/Recall report.
7. Enter the range of birth dates for clients for which you would like to run the Reminder/Recall report.
8. Click “OK.” The report may take a few minutes to load.
9. Follow steps 1-8 to run a report that will allow you to create address labels for reminder cards. In step #4, select the report titled “06a_Reminder Recall by Admin Provider - Labels NEW.rpt.”
10. To export and save the report into an Excel spreadsheet to serve as a data source for a mail merge to create and print your labels, click on the  “Export this report” icon in the top left corner of the report’s toolbar (to the left of the print icon).
11. Change the file format from “Crystal Reports (RPT)” to “Microsoft Excel 97-2000 – Data Only (XLS).”

**Contact the Bureau of Immunization
Assessment and Assurance
at 877.813.0933 or
showmevaxsupport@health.mo.gov**