







New User Guide  
January 2020

**Because the security and confidentiality of patient information must be maintained, users must not share login credentials. Doing so can result in privileges being revoked.**

- ShowMeVax (SMV) is the web based immunization registry for the state of Missouri. This system provides a means to enter, store and retrieve records of clients' immunizations through a centralized and integrated database.
- ShowMeVax allows the Department of Health and Senior Services (DHSS) and other healthcare providers who have been assigned the proper security roles to enter and update immunization related information.
- Business questions and application usage may be directed to the Bureau of Immunizations by calling (573) 751-6124 or emailing [VFC@health.mo.gov](mailto:VFC@health.mo.gov). The new toll free number for ShowMeVax registry is (800) 219-3224.

### **General Use Tips**

1. Click on a column name to sort by that column in ascending or descending order. An arrow next to the column name will indicate the sort order.
2. Click on hyperlinks, a word or group of words that are underlined and appears in a colored font, usually blue ([blue underlined text](#)), in SMV. When a user clicks on the underlined text, the web site, screen, or document that is described will be displayed. Also known as a link.
3. Navigation Menu items that are active will be highlighted in blue.
4. Enter dates by filling in the field using MMDDYYYY format or use the pop up calendar by clicking the icon  to the right of the field. A user may double click in the date field for the current date.
5. Click  to expand areas or click  to collapse them.
6. Use the tab key to toggle through entry fields.
7. Select from dropdown fields by clicking the down arrow  and selecting the value or type the first letter until the value is reached.
8. Required fields are shown with a red asterisk **\***.

### **System Requirements**

1. Access the registry via your web browser: Internet Explorer, Google Chrome or Mozilla Firefox.
2. The must have the ability to view PDFs. Many PCs can achieve this by using Adobe Acrobat Reader.
3. A unique registry username and password is assigned to **each** user. **Sharing logins is strictly prohibited and access can be inactivated due to misuse.**

### **Reporting Problems/Errors**

1. Click Ctrl + PrintScrn/PrintScreen **or** Alt + PrintScrn/PrintScreen buttons on the keyboard to make a copy of the screen.
2. You may also use the Snipping Tool. Click on the Start button, go to Windows Accessories, find the Snipping Tool and pin to task bar by dragging down to bottom of screen.
3. Open Microsoft Word to paste (Click Ctrl+V or Edit – Paste) the screen print into a document.
4. Add additional narrative to explain the issue or error by being as specific as possible.
5. Save the Word document to your computer.
6. Email the document to [vfc@health.mo.gov](mailto:vfc@health.mo.gov)

## Error/Validation Indicators

1. When the user clicks the Search or Apply button, validation of the information is performed.
2. A validation message will appear in red at the bottom of the section when validation fails. Fields where incorrect entries were made will be outlined in red.


The screenshot shows the ShowMeVax Patient Search interface. A validation error message is displayed in a pop-up window, stating: "showmevax.health.mo.gov says You must specify at least one of the following:"

- Patient ID
- Identifier Type + Identifier Value
- Two letters of the first and last name
- Two letters of 2 of the following fields: Mother Last, First, Middle or Maiden Name
- Two letters of Mothers Maiden Name plus DOB or 2 letters of either First Name or Last Name

The search criteria form includes fields for Patient ID, Last Name (containing "DEMO"), Birth Info (Mother Last Name, Mother First Name, Mother Middle Name, Mother Maiden Name), and buttons for Previous Criteria, Clear, and Search. A blue information icon is visible in the bottom right corner of the search criteria section.

Info: To minimize the creation of duplicates and aid in the identification of existing duplicates, please initially search for your patient using the first two letters of the first and last name and the date of birth. If a duplicate is found, please notify the helpdesk.

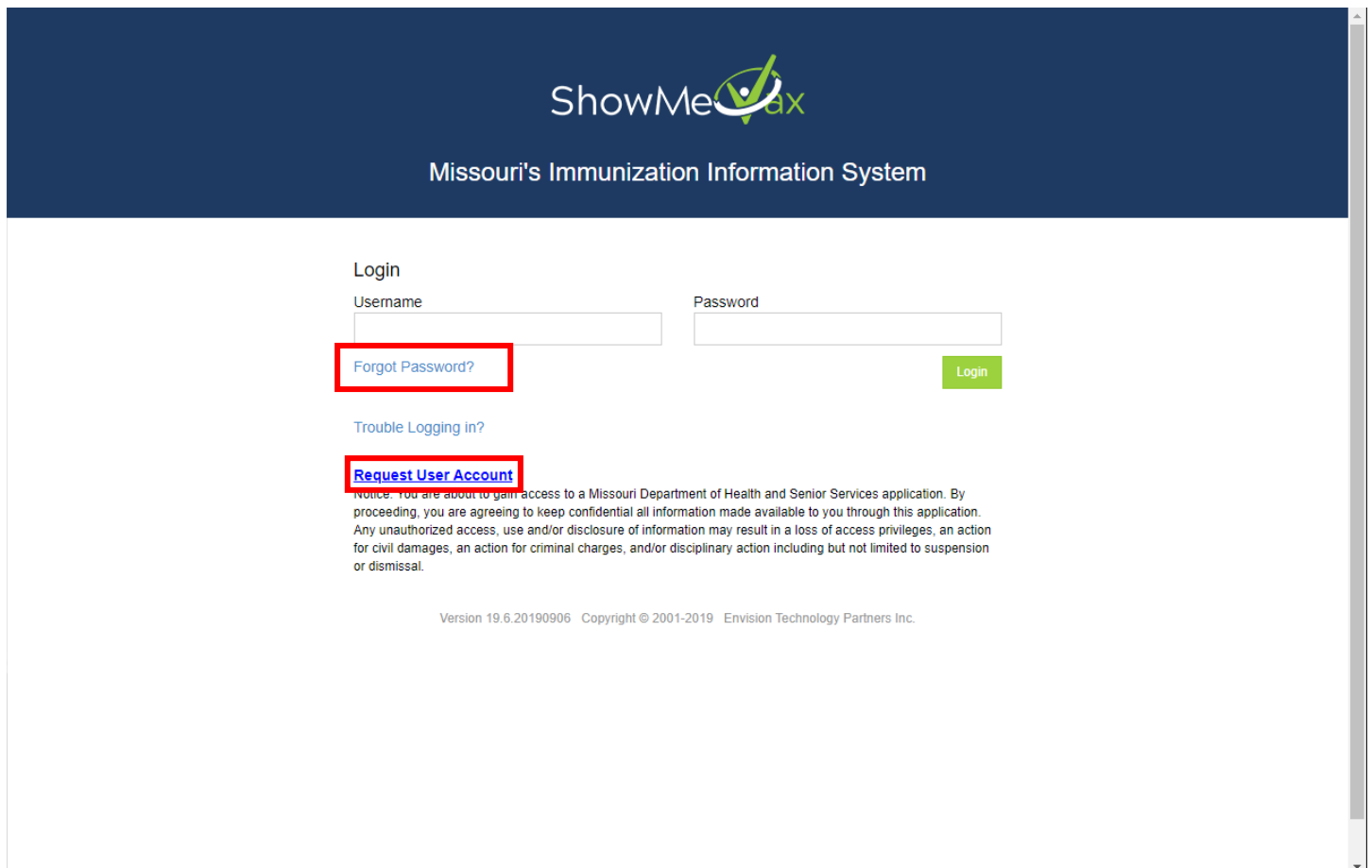
3. Screen help instructions can be found by clicking on the "blue information" icon. The help page will open in a new window.

Patient Search 

## System Login

For users who had a ShowMeVax account before December 2019, the username to the Missouri Immunization Information System or ShowMeVax may be the same as other DHSS systems. However, the password will not be the same as other DHSS systems unless you manually change your password and both systems have similar password requirements.

- The username may be your first and last name in uppercase letters separated by a period.
- Passwords are case sensitive and are a minimum of eight characters.
- Passwords must contain an uppercase letter, a lowercase letter, a number and a special character.
- Your account will be locked out on the fourth failed login attempt.
- You can easily reset your forgotten password from the login screen by clicking on “Forgot Password?”.
- New users to ShowMeVax will click on “Request User Account”.



ShowMeVax

Missouri's Immunization Information System

Login

Username

Password

[Forgot Password?](#)

[Trouble Logging in?](#)

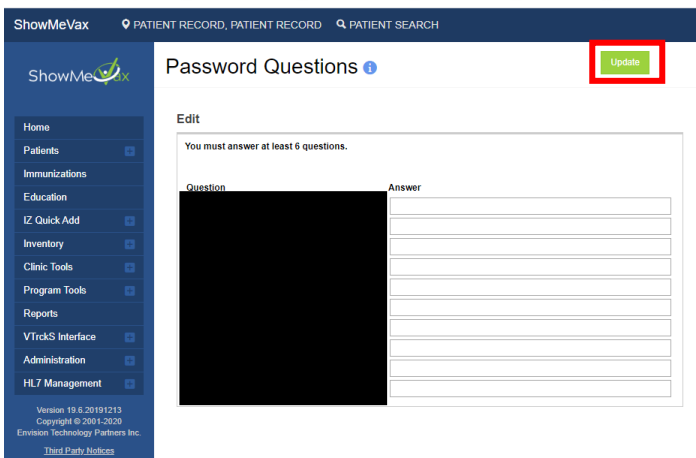
[Request User Account](#)

Notice: You are about to gain access to a Missouri Department of Health and Senior Services application. By proceeding, you are agreeing to keep confidential all information made available to you through this application. Any unauthorized access, use and/or disclosure of information may result in a loss of access privileges, an action for civil damages, an action for criminal charges, and/or disciplinary action including but not limited to suspension or dismissal.

Version 19.6.20190906 Copyright © 2001-2019 Envision Technology Partners Inc.

## Setting Up Security Questions

1. The first time a user logs into the registry they will be required to create their own password and “You must answer at least 6 security questions”.
2. These questions can help you reset your password in case you have lost your password.
3. Once you have saved your questions click “Update”.



## Resetting Password

1. You will need to answer your security questions and create a new password.
2. After 4 invalid attempts the system will lock the account and you will need to contact the ShowMeVax helpdesk to unlock your account.
3. The system will not notify you the number of failed attempts so if you are unsure how many attempts you have made you should use the "Forgot Password?" option as soon as possible.
4. If you are having difficulties logging in, please review the "Trouble Logging In?" option.

## ShowMeVax Homepage

There are several elements to the home page.

### Default provider and clinic

The default provider and clinic area will display the current location you are assigned to, depending on how your provider is registered with ShowMeVax.

1. If you operate in one or more clinics a user can be assigned to a single provider with multiple clinics.
2. Users assigned to multiple clinics will need to ensure that they have their current assigned location selected before proceeding to other functions of the registry.

### Login History

The “Login History” shows each login attempt by the user and whether it failed or was successful.

### News

The “News” section displays various immunization and registry announcements.

## Menus

1. On the left side of the screen users will be able to navigate through the different menus in the registry.
2. Click on “+” to expand the section menu.
3. The user’s access level determines the different menus they may access.
4. Each menu allows access to utilize the system based on the facility’s need.
5. The home button will always return to the home screen.

ShowMeVax    DISNEY WORLD, MICKEY PEDIATRICS, 300189    PATIENT SEARCH    Support    MICKEY

Home  
Patients  
Immunizations  
IZ Quick Add  
Inventory  
Clinic Tools  
Reports

Version 19.6.20190906  
Copyright © 2001-2019  
Envision Technology Partners Inc.  
[Third Party Notices](#)

### Default Provider/Clinic

Provider \*  
DISNEY WORLD

Clinic \*  
MICKEY PEDIATRICS

### Login History

11/20/2019 2:38:39 PM - SUCCESSFUL LOGIN
11/20/2019 2:38:33 PM - INVALID PASSWORD
11/20/2019 2:38:28 PM - INVALID PASSWORD
11/20/2019 1:08:08 PM - SUCCESSFUL LOGIN
11/20/2019 1:08:02 PM - INVALID PASSWORD
11/20/2019 12:43:09 PM - SUCCESSFUL LOGIN

### News

[10/31/2019] - SMV Training

**Welcome to the new ShowMeVax Training**

Note that this application requires the use of Adobe Reader to view/print some of the files and reports that are available.  
[Click here to download a free copy of Adobe Reader.](#)

Get ADOBE® READER®

For further assistance please contact the ShowMeVax helpdesk at (800) 219-3224 or [vfc-smvsupport@health.mo.gov](mailto:vfc-smvsupport@health.mo.gov).