# ShowMeVax

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. 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

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.

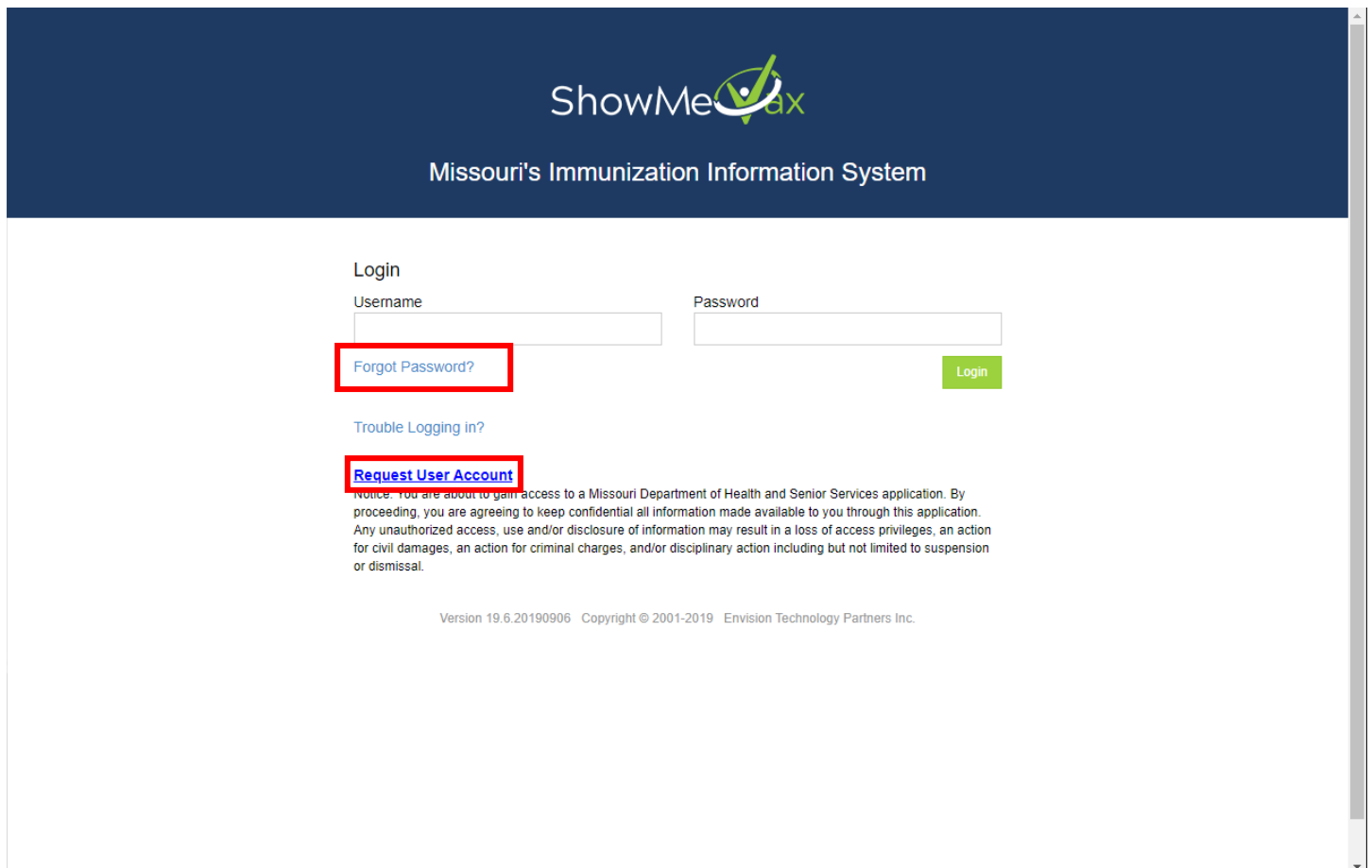
3. Screen help instructions can be found by clicking on the "blue information" icon. The help page will open in a new window.

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".

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".
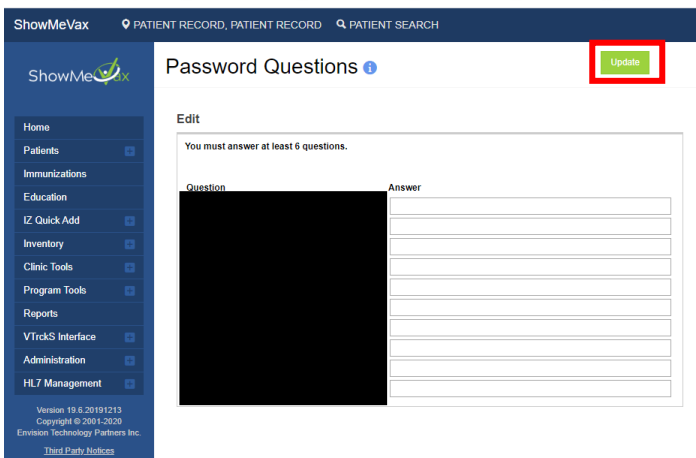
Resetting Password

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.

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