



## Pfizer VAKS Program Data Extraction

1. Utilizing the **VAKs Monthly Filter Calculator**, supplied by Pfizer, update the “yellow” box to the date you are extracting the data. This will automatically update the birthdates that will be used when running the reports out of **SuccessEHS Practice Analytics** (Note – when entering the information in Practice Analytics you will need to use the birth end date as the start date and the birth start date as the end date in order for the report to accurately run)
2. Open **SuccessEHS Practice Analytics** – <https://bobi.ehsmed.com>. Log-in with provided credentials
3. Once on the **Home** page inside Practice Analytics, choose the **Documents** tab. On the bottom left of the screen select **Folders** → Choose **Public Folders** → **ASP** → **PA1800** → **VAKS Program** → **6-8-16 Months 90670 Report** (Double-click to open the report)
4. The report will open in a new tab. Click the arrow next to the **Refresh** button to begin refreshing data (take notice there are 3 tabs across the bottom of the report, this process will need to be done for each tab to ensure that the dates pulling are accurate)

The screenshot displays the SAP SuccessEHS Practice Analytics interface. The top navigation bar shows the 'Documents' tab selected. The left navigation pane shows the '6-8-16 Months 90670 Report' selected. The main report area displays the '6 Months' report. The table header includes columns for Patient Name, Immunization Code, Immunization, Patient Phone, and Patient Birth Date. The bottom tab bar shows three tabs: '6 Months', '8 Months', and '16 Months'. A red arrow points to the 'Refresh' button in the top right corner, and another red arrow points to the '6 Months' tab in the bottom bar.

Patient Name	Immunization Code	Immunization	Patient Phone	Patient Birth Date
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5. Choose the tab you want to refresh (ex. **Refresh 6 Months**). The **Query Contexts** window will open. The value should be selected as **Clinical Patients** then press **OK** (Note – the query context should default to Clinical Patients)
6. The **Prompts** window will appear and will ask you to enter values (Start and End) for Birth Date. Click on each line and enter the appropriate birth date.
  - a. Example: For a start date of 7/22/2015 you would enter it as **7/22/2015 12:00:00 AM** and then **use the ENTER key**
  - b. Example: For an end date of 8/23/2015 you would enter it as **8/23/2015 11:59:59 PM** and then **use the ENTER key**
  - c. Once both dates are entered select **OK**

The screenshot shows a 'Prompts' dialog box. On the left, the 'Prompts Summary' pane lists two prompts: 'Enter value(s) for Patient Birth Date (Start) 6/14/2015 2:00:00 AM' and 'Enter value(s) for Patient Birth Date (End) 7/14/2015 1:59:59 AM'. Both are marked with a green checkmark. On the right, the 'Enter value(s) for Patient Birth Date (Start)' pane shows a text input field with the value '6/14/2015 2:00:00 AM'. Above the field is a label 'M/d/yyyy h:mm:ss a'. Below the field is a 'Refresh Values' button with a circular arrow icon. To the right of the button are '>' and '<' navigation buttons. Below the button is a text box with the instruction: 'To see the content of the list, click the Refresh values button.' At the bottom of the dialog, there is a status bar with the text '\* Required prompts' and two buttons: 'OK' and 'Cancel'.

7. Once the report runs use the **Export** button → **Export Current Report As** → **Excel 2007**
8. Open the downloaded report and format into CSV file