COVID Vaccine Certification Webinar
September 2021

The goal of this webinar is to create a flexible way to track the most accurate information about the COVID-19 vaccines. With so much changing and limited information about how this will need to be used going forward, we are opting for specific and flexible data collection.

Our end goal will look something like this:
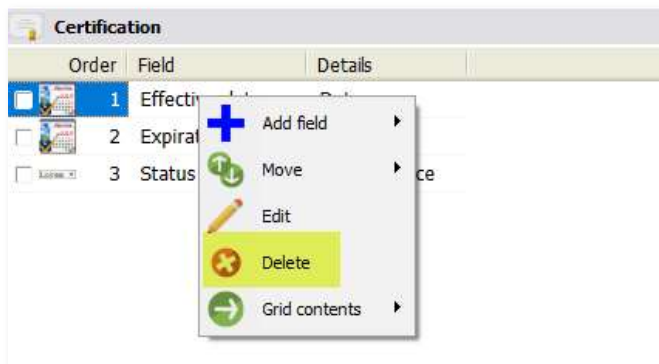

Creating a new Certification

Certifications -> Create a new definition
Create a new certification called COVID Vaccine, or something similar.

Click on **Edit layout/design** on the left

You will notice the built-in data fields for *Effective date* and *Expiration date*. These are hardcoded. Since we will be tracking multiple date fields, we don't necessarily want them directly linked to these fields.

Delete these fields (**Right-click –> Delete**)

Element 1:
Add new field -> Normal
Field description: Manufacturer name

Data type: Single choice
(add) the appropriate manufacturer names: Pfizer-BioNTech, Moderna, Johnson & Johnson's Janssen.

Tip: Since you are going to be using this list more than once, type it up ahead in Word, Notepad, etc. and copy/paste.

Elements 2 & 3 –
Add new field -> Normal
Field description: Vaccine Shot #1
Date type: Date
Repeat for Vaccine Shot #2

Element: Booster shots

If you want to create a space for a Booster shot, repeat Elements 1& 2 above to add the manufacturer and another date field. If you want to wait – this can be added when you have more information about booster requirements.

Tip: To organize the data from inside the volunteer profile, use the "Line break" checkbox so that certain data fields show up on the same line.

Final Element - Status

Click the *Status* data field and remove the default choices. Add appropriate ones. For this Webinar we used **Complete** and **Declined**.

Click **Save** and head back to the previous (properties) screen.

Special fields

The Special fields section, specifically the *Status* field and *Result* field drop-downs let you put what you need to see from the Certification in the person's file, let's choose Status in *Status* and the Booster Shot Date for the *Result*.

You can see how these show in the profile. You can assign any field that is helpful to see here.
Then **Save**, and **Save** again.

Reporting

From Advanced people search, set any groups, people types, and exclude any statuses, as appropriate. (These filters also work in other places as well.)

To see who has a certification:
+Add the Certification filter.
For this example, we will ignore the Date signed and Expiration dates.

From here we can filter on any of the fields in the certification.

Tips: If adding the filter for Vaccine Shot #1/#2 or Booster date data fields, we will want to use the "Comparison" set to:

> *-Greater than or equal, if searching for certifications that have had the administered shot #1/#2/Booster on a date after your chosen filter date.*
> *- Less than or equal, if searching for certifications that have had the administered shot #1/#2/Booster on a date before your chosen filter date.*

Additionally, you may even choose to use the Comparison choices for
"equals" -if searching for an exact date- or "between" -if searching for a range of dates, for this certification.

Who doesn't have a vaccine certification:
+Add the filter: Certification expired or missing, set the appropriate certification type and choose an appropriate Effective date, if applicable (It will use the date the certification was created as the effective date for this search.)

Last thought - If your organization encrypts other similar certifications, you may need to do that with this as well. Please feel free to reach out to our support team by either e-mail or phone line for more about that.

Helpful links to documentation: https://www.vsysone.com/docs/VSys/HTMLDocs/4.0/index.htm#4352.htm
https://www.vsysone.com/docs/VSys/HTMLDocs/4.0/index.htm#4743.htm