

**Visual VACMAN v4x**  
**Functional Specifications Document**  
**Import and Export Modules**  
**Revision Number 9**



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**Table of Contents**

**INTRODUCTION TO IMPORT MODULE..... 3**

**SPECIFIC REQUIREMENTS..... 5**

**IMPORT OPTIONS – THE VACMAN INTERFACE SCREEN..... 5**

*File to import into VACMAN..... 5*

*File Type..... 6*

*Import Type..... 7*

**USER PROCEDURES..... 9**

**FIELD DESCRIPTIONS - DISTRIBUTION (VIA PROJECT DEPOT)..... 10**

**FIELD DESCRIPTIONS - TRANSACTIONS..... 13**

**FIELD DESCRIPTIONS – PROVIDER DATA..... 14**

**FIELD DESCRIPTIONS – ENROLLMENT DATA..... 17**

**FIELD DESCRIPTIONS – PHYSICIANS DATA..... 20**

**FIELD DESCRIPTIONS – PROVIDER INVENTORY DATA..... 21**

**FIELD DESCRIPTIONS – DOSES ADMINISTERED DATA ..... 22**

**FIELD DESCRIPTIONS – PROVIDER ORDERS ..... 24**

**FIELD DESCRIPTIONS – DIRECT SHIP ORDERS – ARCHIVE OR UPDATE..... 26**

**FIELD DESCRIPTIONS –DIRECT SHIP – NEW ORDERS..... 30**

**ERROR DETECTION CRITERIA ..... 33**

**EXPORT MODULE..... 45**

**EXPORT OPTIONS – THE VACMAN INTERFACE SCREEN ..... 45**

*Export File Options..... 45*

## Introduction to Import Module

### Purpose

This Functional Specification document describes the Import module of Visual VACMAN v4x. When applicable, differences between VACMAN 4x and Visual VACMAN 3.0 are indicated. This document provides specifications for file formats to be used in the event import data is to be prepared from some source other than VACMAN v4x.

### Scope

This product is an import module included as part of VACMAN v4x. Other than as specifically detailed in this document, no other provisions or interfaces with other software are addressed or supported in this specification.

### Business Rule Objects

VACMAN utilizes business rules objects. This component is the enforcer of how data is treated and tested before being added to the tables in the system. This object is designed to accept input either from the keyboard, or from a file. In both cases, as the object tests individual elements of a new record, they either pass (are properly formatted), or they fail, and the program generates an error message that goes back to the system that sent the data. In the case of keyboard entry, the user receives an error message and then has the opportunity to correct the error. In the case of the import module (file input), these error messages are gathered into a file and shown to the user after processing. The user is required to save the error file to a valid file name.

### Errors in Import Processing

- Incomplete records are returned to the external system attempting to import into the VACMAN system. The originator also receives a log of incomplete records by provider.
- Incomplete records in an input file do not prevent complete records in the same input file from being imported into VACMAN. This represents a change from VACMAN import processing prior to vv4x.

### General Requirements

#### Product Perspective

This Functional Specification documents an existing product. Significant changes between VACMAN v3.0 and VACMAN v4x import specifications are indicated.

#### Product Functions

Implementation of VACMAN v4x provides for the following:

- Validating and inputting records from standard tables (.dbf files)
- Validating and inputting records from standard Excel® spreadsheet files (.xls files)
- Validating and inputting records from standard comma delimited text files (.txt files)
- Validating and inputting records from fixed length data files (.sdf files)

#### User Characteristics

Users of this product require the same basic skill set as current VACMAN users. Users should have these basic computer skills:

- Ability to successfully start their machine and log into their local area network.
- Ability to enter data on typical data input screens.
- Basic keyboarding skills.
- Basic mouse and other input device operation.
- Awareness of when, why, and how data is imported into VACMAN, and potential data integrity issues posed by incorrect use of the import module.
- Use of the Import module requires a VACMAN user security level 2 or 3.

# Visual VACMAN v4x Import and Export Module Specifications

## **General Constraints**

Equipment – Equipment required to support the Import module are identical to those specified for VACMAN v4x as a whole. No additional requirements are specified.

Required software – Software required to support the Import module are identical to those specified for VACMAN v4x as a whole. No additional requirements are specified.

Memory available - Memory requirements for the Import module are identical to those specified for VACMAN v4x as a whole. No additional requirements are specified.

Operating system – Operating system requirements to support the Import module are identical to those specified for VACMAN v4x as a whole. No additional requirements are specified.

Network configuration – Network configuration required to support the Import module is identical to those specified for VACMAN v4x as a whole. No additional requirements are specified.

Other constraints on the system – Users must be able to access VACMAN v4x.

## **Assumptions and Dependencies**

The Import module is part of VACMAN v4x as a whole. It is not available as a stand-alone process, nor is it accessible from outside the CDC network. The product cannot provide information to users outside the currently existing network.

## Specific Requirements

The following functional requirements are the basis for all requirements specified for this product.

### Import Options – The VACMAN Interface Screen

The user selects import options from the VACMAN *Utilities* tab - *Import Options* screen. These options include file type, the file to import, and the import type. The screen provides a **Pick File** button, which lets users navigate the file path and select the file to import.

File formats other than those listed on the *Import Options* screen are not supported by VACMAN.

Regardless of how the file is created, the formatting described in this document must be followed. If the file to be imported fails to meet criteria, it will reject with an appropriate error message. Best results for file creation can be obtained by using the VACMAN Export module.

Figure 1. VACMAN *Utilities* tab – *Import Options* screen.

The screenshot shows a Windows-style dialog box titled "IMPORT OPTIONS" with a close button in the top right corner. The main heading "Import Options" is centered at the top. Below the heading, there are three sections of radio button options. The first section, "Description of file to import:", lists nine options: "Distribution (via Project Depot)", "Transactions", "Provider data", "Enrollment data", "Physicians data", "Provider Inventory data", "Doses Administered data", "Provider Orders", and "Direct Ship Orders". The second section, "File type:", lists four options: "DBF - database file", "TXT - ASCII comma delimited", "SDF - ASCII fixed length", and "XLS - Excel 4.0 spreadsheet". The third section, "Import Type:", lists three options: "Import Archived Records", "Update Existing Records", and "Add New Records". At the bottom left is a "Pick file" button. To its right is a text box labeled "Source filename:". At the bottom center are two buttons: "Continue" and "Exit".

**Description of File to import into VACMAN.** The *Import Options* screen offers the following data type options that can be imported into VACMAN.

- Distribution (via Project Depot) – project distributions prior to VACMAN v4x.
- Transactions – transactions by other than the project, such as wasted, expired or lost vaccine.
- Provider data – general information about the provider.
- Enrollment data – the provider’s patient demographics information.
- Physicians data – information about a physician who is a provider.
- Provider Inventory data – the provider’s vaccine inventory information.

## Visual VACMAN v4x Import and Export Module Specifications

- Doses Administered data – information about vaccinations administered by the provider.
- Provider Orders – import Provider order data.
- Direct Ship Orders – import Direct Ship order data.

**File Type.** The *Import Options* screen offers the following import file type options, which are described in the table below:

- DBF - Standard database (.dbf files)
- TXT – ASCII Comma delimited text files (.txt files)
- SDF – ASCII Fixed length text files (.sdf files or space delimited files)
- XLS - Microsoft Excel spreadsheet files (.xls files)

**Note:** As of VACMAN v4x, Lotus spreadsheet is not a VACMAN import/export option.

**Figure 2. File Type options.**

File Type	File Extension	File Type Description
<b>Standard database</b>	.dbf	Data to be imported in the form of a table is formatted according to the applicable Field Descriptions table in this document. The fields are listed in the order in which they must be presented for import.
<b>ASCII comma delimited</b>	.txt	Data fields are exported from the applicable VACMAN table into an ASCII standard text file containing one line of text for each record in the table. <ul style="list-style-type: none"> <li>• The fields in comma delimited files are separated by commas; there are no extra spaces.</li> <li>• Fields containing character data are surrounded by double quotes.</li> <li>• Fields containing numeric data are trimmed to the minimum length.</li> <li>• Fields containing date data is formatted to 8 spaces containing YYYYMMDD data. In the event there is no data in the corresponding table field, the appropriate space in the text file contains 8 spaces.</li> <li>• Data must be arranged in the order listed in the applicable Field Descriptions table in this document.</li> </ul>
<b>ASCII space delimited (fixed length)</b>	.sdf	Data fields are exported from the applicable VACMAN table into an ASCII standard text file containing one line of data for each record in the table. <ul style="list-style-type: none"> <li>• Space delimited files contain no separators or delimiting characters.</li> <li>• SDF files format the data in streams of values of exactly the same length as the corresponding fields in the table from which the data is exported.</li> <li>• No quotation marks or other special characters for dates distinguish data types.</li> <li>• Data must be arranged in the order listed in the applicable Field Descriptions table in this document.</li> </ul>
<b>Excel v4x spreadsheet</b>	.xls	Excel spreadsheet files are formatted with a column heading corresponding to the name of each field, as defined in the applicable Field Descriptions table in this document. Each record to be imported is listed on a single row of the spreadsheet in the same order and with the same formatting described in the applicable Field Descriptions table in this

## Visual VACMAN v4x Import and Export Module Specifications

File Type	File Extension	File Type Description
		document.

**Import Type.** The *Import Options* screen offers the following import type options, which are described below. Some import type options are not be available for some files.

- Import Archived Records
- Update Existing Records
- Add New Records
- **Import Archived Records** – This option matches all of the records in the import file and only appends records that do not exist in the system at the time of the action.  
This action mirrors the Export function that allows for the removal of records currently in place. The Export program copies data into the system when moving records to archive.

**Notes:**

- Data created outside of VACMAN should NOT be used for the archive function.
- If any duplicate records are found in the import file that do not match records existing in the system, they will be ignored. The user will be prompted with the appropriate error message.
- Archived data should not be tampered with in any way. If the user wishes to enter data that has been altered the update or add functions should be used. Other than checking for record matches, NO ERROR CHECKING IS DONE.

- **Update Existing Records** – Only records that currently exist in the VACMAN system can be imported.

Records that do not already exist are moved to a separate file and an error record is saved to the error file.

**Notes:**

- As the records are matched and updated into the system, the new information is treated by the business rules object as an edit.
- The seekid field in ALL of the records in the import file must match before ANY of the records will be imported. If all of the records do not match, the user is notified and given the chance to view and save the errors found. Additionally, the user has the opportunity to view the records that did not pass duplicate checking and save them to a separate file.
- If the user intends to change data external to VACMAN, the seekid key field, along with action, dateout, fromPIN, PIN, vaccine, and lot must not be changed. If they are changed, the record cannot be matched to a current record in the system, and the system does not allow the record to be imported.
- Changes to lot inventories and other calculated data are conducted in accordance with current business rules.

- **Add New Records** – Only records that are NOT duplicates are imported.

New records are handled in accordance with the same business rules that apply for a standard keyboard entry.

**Notes:**

- Per current business rules, the system checks whether excess ordering has occurred.
- The add option on the main interface screen provides these options: the user can auto-assign a shipment date when the shipdate field in the import table is blank, and auto-assign lot numbers when they are blank. A radio box will be provided for each option. A separate field lets the user input a desired ship date. The default the date is the current date.
- Distid and Seekid (unique fields) are overwritten if present by system-generated identifiers in add mode. If importing data using the add mode, the values originally present in these fields change. The import file itself is not changed, only the values entered in the import table.

# Visual VACMAN v4x Import and Export Module Specifications



## User Procedures

Use these instructions to import a file into VACMAN.

Figure 3. User instructions for importing into VACMAN.

Step	Description
1	Access the VACMAN <i>Utilities</i> tab and select <b>the Import Data into VACMAN</b> option. <b>Result:</b> The system displays the VACMAN <i>Import Options</i> screen.
2	Choose one radio button from each of these frames: <ul style="list-style-type: none"> <li>• Description of file to import</li> <li>• File type</li> <li>• Import Type</li> </ul>
3	Click the <b>Pick file</b> button. <b>Result:</b> The system displays the <i>Select Import File</i> screen. This enables you to navigate to, and select, the file you need to import.
4	Select the file you need to import. <b>Result:</b> The <i>Import Options</i> screen displays the selected file in the <i>Source filename</i> field.
5	Click the <b>Continue</b> button. <b>Results:</b> The system does the following. <ul style="list-style-type: none"> <li>• Checks for duplicate records.</li> <li>• After checking for duplication, if the number of records remaining to import is less than 1, a message notifies that there are no records to import.</li> <li>• After checking for duplication, if the number of records remaining to import is 1 or more, the system launches its error checking routine. The system displays error and warning messages as appropriate. If no critical errors are detected, users can continue the import process. For more information, see <i>Error Detection Criteria</i>.</li> <li>• After successfully completing error checking, the system scans the file to be imported and compares it against the applicable VACMAN table.                             <ul style="list-style-type: none"> <li>○ If matches exist, and there is no transmit date, the system overwrites the existing record in the applicable table with the import record.</li> <li>○ If matches exist, and there is a transmit date, the system updates the existing record in the applicable table with the import record.</li> <li>○ If matches do not exist, the system adds the import record to the applicable table.</li> </ul> </li> <li>• Regardless the choice of the type of import to do, error checking will first be conducted. If no critical errors are detected – the user will be required to view any warning messages and then be able to continue the import process as described previously.</li> </ul> <b>Note:</b> Choosing the <b>Cancel</b> button will abort the operation and close the import module.
6	When processing is complete, the system does the following: <ul style="list-style-type: none"> <li>• Generates a log of incomplete records by provider, if any.</li> <li>• Generates a detailed result log and summary screen, and a printable, exportable file.</li> </ul>

## Visual VACMAN v4x Import and Export Module Specifications

### Field Descriptions - Distribution (via Project Depot)

**Note:** VACMAN v4x does not require that projects distribute vaccine from their depots, as in previous versions of VACMAN. VACMAN v4x does allow projects to view historical distribution data, and therefore can continue to export and import distribution records that existed prior to installation of VACMAN v4x.

Source Table in VACMAN: **distrib.dbf**

**Figure 4. Field Descriptions – Distribution (via Project Depot).**

Field Name	Type	Size	Dec.	Required	distrib.dbf – Field Description
Rectype	Numeric	1	0		Record type. Codes are: 1 - Bulk order (manufacturer to distributor). 2 - Direct ship order (manufacturer to provider). 3 – Non-CDC inventory (manufacturer or distributor, to distributor or project). Not applicable to Import module. 4 – Return viable vaccine (provider to manufacturer or distributor ). Not applicable to Import module. 5 – Provider order (distributor to provider) Not applicable to Import module.
Input	Date	8	0	<b>X</b>	Date the record is entered into the database. Value can be up to five years prior to the current date, or up to one year from the value in the <i>Date Out</i> field.
Xmitdate	Date	8	0		Transmit date. Not in use.
Dateout	Date	8	0	<b>X</b>	Date out; date of the code in the <i>Action</i> field in ACTREF.dbf. For Distribution by the project, the only applicable action code is 1. Codes are: <b>1 - date shipment is actually shipped to the provider</b> 2 - date vaccine is returned 3 thru 7, 11, 12 - date vaccine is reported spoiled, expired, or lost/damaged 8 - date vaccine is shipped 9 - date vaccine order is transmitted
PIN	Character	6	0	<b>X</b>	Provider identification number. This is the recipient of the vaccine. This identification must exist in the VACMAN system, and the provider must be an active VACMAN provider. This field is right-justified.
FromPIN	Character	6	0	<b>X</b>	From PIN. This identification must exist in the VACMAN system, and the referenced PIN must be active. Value depends on the code in the <i>Action</i> field in ACTREF.dbf. The action codes and applicable From PINs are: 1 – PIN for project/depot that is sending inventory for distribution 2 thru 7, 11, 12 – PIN for project/depot to which the provider is reporting 8 – PIN of provider who is transferring vaccine 9 – PIN of a vaccine distribution center

## Visual VACMAN v4x Import and Export Module Specifications

Field Name	Type	Size	Dec.	Required	distrib.dbf – Field Description
Action	Numeric	2	0	<b>X</b>	Transaction code; identifies the type of transaction. For Distribution by the project, the only applicable code is 1. Codes are: <b>1 - vaccine sent from the project to a provider</b> 2 – usable vaccine returned by the provider 3 – vaccine spoiled for a reason other than improper storage upon receipt or refrigerator failure 4 - expired vaccine 5 – vaccine was lost or damaged during shipment to the provider 6 – vaccine was improperly stored upon receipt and spoiled 7 – refrigerator failed and the vaccine spoiled 8 – usable vaccine transferred from one provider to another 11 – vaccine was lost or cannot be accounted for in the provider inventory 12 – vaccine was not usable for some reason other than spoiled, expired, or lost/damaged
Lot	Character	15	0		Manufacturer’s lot number.
Ordsize	Numeric	4	0		Order size.
Vaccine	Character	8	0	<b>X</b>	Short name for vaccine type. This name must be in the <i>Vaccine</i> field in STOCK.dbf.
Units	Numeric	8	0	<b>X</b>	Number of vials. Must be an even multiple of doses/size.
Doses	Numeric	8	0	<b>X</b>	Number of doses. Value cannot be greater than the number of doses available.
Fdose1	Numeric	8	0		Funding dose 1. Prior to version 3.0: Number of doses assigned to VFC funds.
Fdose2	Numeric	8	0		Funding dose 1. Prior to version 3.0: Number of doses assigned to G317 funds.
Fdose3	Numeric	8	0		Funding dose 1. Prior to version 3.0: Number of doses assigned to State/other funds.
SeekID	Numeric	9	0		Sequence (“seek”) ID. Unique number assigned to this record when the code in the <i>Action</i> field = 1. If the code in the <i>Action</i> field is not 1, this field must be blank.
Cdcpo	Numeric	10	0		CDC Purchase Order number.
Status	Character	2	0		Quick reference to distribution type. Codes are: Di – Distribution from project depot Re – Return to project depot Sp – Report of spoiled vaccine Ex – Report of expired vaccine Lo – Lost or missing vaccine Im – Improper storage Fa – Spoilage due to refrigerator failure Tr – Transfer between providers Ac – Cannot be accounted for Us – Unusable vaccine Aj – Inventory Adjustment
Shipdate	Date	8	0		Ship date.
Orddose	Numeric	8	0		Order dose.

## Visual VACMAN v4x Import and Export Module Specifications

Field Name	Type	Size	Dec.	Required	distrib.dbf – Field Description
Shipped	Numeric	1	0		Code indicating whether the vaccine shipped has actually been shipped. Codes are: 1 – vaccine has been shipped 0 – vaccine has not been shipped (leave field blank)
Notes	Character	25	0		Optional information. Special information about the vaccine shipment that can be included on the Shipping Invoice.
Chgdate	Date	8	0		Change date. Date the record was last changed.
Userid	Character	8	0		ID of the user who last changed the record. The ID is copied from the Security profile.
Distid	Integer	4	0		Distribution ID. Unique ID for each distribution record. <b>Note:</b> This is primary key for the distribution table and must not be altered in any way.

## Field Descriptions - Transactions

**Note:** “Other Transactions” are Transaction Codes 2 – 8: expired, wasted, lost etc., vaccine.

Source Table in VACMAN: **distrib.dbf**

Field Descriptions are generally identical to those for Distribution (via Project Depot); see Figure 4. Field Descriptions – Distribution (via Project Depot).

For Distribution (Other Transactions), all Action codes except “1” are valid.

## Visual VACMAN v4x Import and Export Module Specifications

### Field Descriptions – Provider data

Source Table in VACMAN: **provider.dbf**

**Figure 5. Field Descriptions – Provider data.**

Field Name	Type	Size	Dec.	Required	provider.dbf – Field Description
PIN	Character	6	0	X	Provider identification number. This field is right-justified. This number is a unique identifier for provider or depots. This identification must exist in the VACMAN system, and the provider must be an active VACMAN provider. Depots are identified by a value of 30, 31, or 33 in the <i>Sector</i> field of this table. This is the key field to match providers in this database with providers in the other databases.
Linkpin	Character	6	0	X	Provider identification number for a “parent” provider record of the “satellite” provider being displayed. This is to link the records for enrollment data. The <i>Sector</i> field in provider table for record matching this value must be between 10 or 29, or must be 32.
Alphaid	Character	15	0		Optional. User-defined secondary identifiers (state-ID or Medicaid number) where existing identified codes may not be served by other fields in the Provider database. This field is assigned on the <i>Setup</i> tab - <i>Define Names</i> screen.
Firstname	Character	15	0		For private providers only. Private provider’s first name. Use the <i>Last Name</i> field for a facility name.
Initial	Character	1	0		For private providers only. Middle initial of the private provider’s name. Use the <i>Last Name</i> field for a facility name.
Lastname	Character	35	0	X	Last name of a private provider OR the entire name of a facility.
Title	Character	9	0		For private providers only. Suffix or title of the private provider.
Contact	Character	30	0	X	Person to contact for information or questions about vaccine shipments or deliveries.
Address	Character	35	0	X	Provider shipping address for delivery purposes. This should be the street address. DO NOT include a P.O. box in this address.
Addres2	Character	35	0		Second line for provider shipping address. Leave this line blank if not needed to complete the address.
City	Character	20	0	X	Shipping address city
State	Character	2	0	X	Shipping address state
Zipcode	Character	10	0	X	Shipping address ZIP code (5 or 9 digits). Value must exist in the ZIPCODE.dbf file.
MI_contact	Character	30	0		Optional. Person to contact for questions or problems about vaccine issues.
MI_address	Character	35	0		Optional. Provider mailing address other than the street address
MI_addres2	Character	35	0		Optional. Second line for provider mailing address. If a post office box is part of the mailing address, enter this on the second address line, otherwise leave this line blank.
MI_city	Character	20	0		Optional. Mailing address city
MI_state	Character	2	0		Optional. Mailing address state
MI_zipcode	Character	10	0		Optional. Mailing address ZIP code (5 or 9 digits). The 5-digit code must be in the <i>ZIP</i> field in ZIPCODES.dbf.
County	Character	15	0		Optional. County name
Phone	Character	14	0	X	Phone number for the person shown in the <i>Contact</i> field. Field includes parentheses around area code and hyphen after local prefix; for example (404) 555-8245.
Extension	Character	4	0		Optional. Extension number for the telephone number shown in the <i>Phone</i> field.

## Visual VACMAN v4x Import and Export Module Specifications

Field Name	Type	Size	Dec.	Required	provider.dbf – Field Description
Fax	Character	14	0		Optional. FAX number. Field includes parentheses around area code and hyphen after local prefix; for example (404) 555-8245.
Modem	Character	14	0		Not in use.
Subdiv	Character	15	0	<b>X</b>	User-defined name of the project jurisdictional subdivision (district, county, region, station, area, etc.) under which the provider is grouped. This field is assigned on the <i>Setup</i> tab - <i>Define Names</i> screen. The name must be in the <i>Subdiv</i> field in SUBDIV.dbf.
Sector	Numeric	2	0	<b>X</b>	Provider classification code. Indicates the type of provider. The first digit must be: 1 - designates the provider is public 2 - designates the provider is private 3 - designates a project, depot, or other immunization project The second digit designates whether a private provider is deputized as a Federally Qualified Health Center (FQHC) or Rural Health Center (RHC). Odd numbers indicate that a private provider is deputized as a FQHC or RHC. The Sector cannot be 30, 31, or 33. The code must be in the <i>Sector</i> field in SECTOREF.dbf.
Cat1	Character	10	0	<b>X</b>	First optional user-defined field. If used, the value must exist in the OWNREF.dbf. This field is assigned on the <i>Setup</i> tab - <i>Define Names</i> screen. This field can be used for project information not served by other fields in the Provider database.
Cat2	Character	10	0	<b>X</b>	Second optional user-defined field. If used, the value must exist in the OWNREF.dbf. This field is assigned on the <i>Setup</i> tab - <i>Define Names</i> screen. This field can be used for project information not served by other fields in the Provider database.
Cat3	Character	10	0	<b>X</b>	Third optional user-defined field. If used, the value must exist in the OWNREF.dbf. This field is assigned on the <i>Setup</i> tab - <i>Define Names</i> screen. This field can be used for project information not served by other fields in the Provider database.
Note	Character	50	0		Optional; additional information about the provider that is to be included on the shipping label. The VACMAN Import function generates warning messages if there is no value in this field, or if keyboard characters other than letters or numbers are present.
Active	Character	1	0	<b>X</b>	Code to indicate whether a provider is active. Codes are: Y - active provider N - inactive provider S – suspended provider T – temporary provider The inactive (N) code maintains the provider in the database, even though the provider does not actively participate in the program.
Codes	Character	10	0	<b>X</b>	Indicates whether a provider is eligible for direct ship. Codes are: Y - provider can receive direct ship (frozen) vaccine blank - provider cannot receive direct ship
Physcount	Numeric	2	0		Future use
Origdate	Date	8	0		Future use
Other	Character	10	0		Future use

## Visual VACMAN v4x Import and Export Module Specifications

Field Name	Type	Size	Dec.	Required	provider.dbf – Field Description
Datevfc	Date	8	0	X	Date the provider became eligible to participate in the VFC program. Value cannot exceed the current date by more than 30 days.
Createdate	Date	8	0		Date the provider record was created
Xmitdate	Date	8	0		Date the provider record was last transmitted to CDC/NIP
Chgdate	Date	8	0		Change date. Date the provider record was last updated. For newly added records, this date will be the same as the <i>Create Date</i> .
Userid	Character	8	0		User ID of person adding or editing provider's record. The ID is copied from the Security profile.
Phone2	Character	14	0		Optional. Additional telephone number to use to contact the provider. Field includes parentheses around area code and hyphen after local prefix, for example (404) 555-8245.
Email	Character	40	0		E-mail address to contact the provider
Cat4	Character	10	0	X	Fourth optional user-defined field. If used, the value must exist in the OWNREF.dbf. This field is assigned on the <i>Setup</i> tab - <i>Define Names</i> screen. This field can be used for project information not served by other fields in the Provider database.
Cat5	Character	10	0	X	Fifth optional user-defined field. If used, the value must exist in the OWNREF.dbf. This field is assigned on the <i>Setup</i> tab - <i>Define Names</i> screen. This field can be used for project information not served by other fields in the Provider database.
Provtype	Character	1	0		Optional user-defined field.
Email2	Character	35	0		Email address associated with Mailing address.
Extension2	Character	4	0		Phone extension associated with Mailing address.
Fax2	Character	14	0		Second fax number for the provider
Wh_note	Character	50	0		Warehouse notes for packaging.
Dateactive	Date	8	0		Date that provider's active status last changed.
Datexvfc	Date	8	0		Date that provider left VFC program.
Provid	Integer	4	0		Unique ID for record. <b>Note:</b> The <i>Provid</i> field is the primary key for the provider table and must not be altered in any way; this could prevent the record from matching.



## Field Descriptions – Enrollment data

Source Table in VACMAN: **enroll.dbf**

**Figure 6. Field Descriptions – Enrollment data.**

Field Name	Type	Size	Dec.	Required	enroll.dbf – Field Description
PIN	Character	6	0	<b>X</b>	Provider identification number. This identification must exist in the VACMAN system, and the provider must be an active VACMAN provider. This field is right-justified. The <i>PIN</i> field is the primary key for the enroll table and must not be altered; this could prevent the record from matching.
Agedefine	Character	6	0		Age group definitions. If the value is 1998, age groups are as re-defined in 1998. If the value is blank, age groups are as defined prior to 1998.
Ensource	Character	10	0		Source code for the enrollment information. The codes are the same as in the <i>Source Code</i> field in ENROLLSC.dbf. This field can contain any combination of codes. Codes are: A - benchmarking data B - Medicaid claims data C - provider encounter data D - registry data E - vaccine replacement data F - doses administered data G - prior ordering data Z - other
Allkids1	Numeric	7	0	<b>X</b>	Total children under 1 year of age receiving immunizations. The sum of VFCKids1, G317kids1, and Statekids1 must be less than or equal to the total for Allkids1. This data is maintained on the VACMAN <i>Enrollment</i> screen.
Medicaid1	Numeric	7	0		Number of children under 1 year of age qualifying for Medicaid
Uninsured1	Numeric	7	0		Number of children under 1 year of age uninsured for health care
Amindian1	Numeric	7	0		Number of American Indian and Alaskan Native children under 1 year of age
Fqhc_rhc1	Numeric	7	0		Number of children under 1 year of age underinsured (no coverage for immunizations) AND are served in a Federally Qualified Health Center (FQHC) or Rural Health Center (RHC)
Vfckids1	Numeric	7	0	<b>X</b>	Total children under 1 year of age who are VFC eligible. This amount should equal the number in the MEDICAID1, UNINSURED1, AMINDIAN1, and FQHC_RHC1 fields.
G317kids1	Numeric	7	0	<b>X</b>	Number of children under 1 year of age not eligible for VFC vaccines, but eligible to receive free vaccines through direct assistance or G317 funds.
Statekids1	Numeric	7	0	<b>X</b>	Number of children under 1 year of age not eligible for VFC vaccines, but eligible to receive free vaccines through state/other funds.
Allkids2	Numeric	7	0	<b>X</b>	Age group is 1-18 if the <i>Agedefine</i> field does not contain 1998. Age group is 1-6 if the <i>Agedefine</i> field does contain 1998. Total children in age group receiving immunizations. The sum of VFCKids2, G317kids2, and Statekids2 must be less than or equal to the total for Allkids2. This data is maintained on the VACMAN <i>Enrollment</i> screen.

## Visual VACMAN v4x Import and Export Module Specifications

Field Name	Type	Size	Dec.	Required	enroll.dbf – Field Description
Medicaid2	Numeric	7	0		Age group is 1-18 if the <i>Agedefine</i> field does not contain 1998. Age group is 1-6 if the <i>Agedefine</i> field does contain 1998. Number of children in age group qualifying for Medicaid
Uninsured2	Numeric	7	0		Age group is 1-18 if the <i>Agedefine</i> field does not contain 1998. Age group is 1-6 if the <i>Agedefine</i> field does contain 1998. Number of children in age group uninsured for health care
Amindian2	Numeric	7	0		Age group is 1-18 if the <i>Agedefine</i> field does not contain 1998. Age group is 1-6 if the <i>Agedefine</i> field does contain 1998. Number of American Indian and Alaskan Native children in age group
Fqhc_rhc2	Numeric	7	0		Age group is 1-18 if the <i>Agedefine</i> field does not contain 1998. Age group is 1-6 if the <i>Agedefine</i> field does contain 1998. Number of children in age group underinsured (no coverage for immunizations) AND are served in a Federally Qualified Health Center (FQHC) or Rural Health Center (RHC)
Vfckids2	Numeric	7	0	X	Age group is 1-18 if the <i>Agedefine</i> field does not contain 1998. Age group is 1-6 if the <i>Agedefine</i> field does contain 1998. Total number of children in age group who are VFC eligible. This amount should equal the number in the MEDICAID2, UNINSURED2, AMINDIAN2, and FQHC_RHC2 fields.
G317kids2	Numeric	7	0	X	Age group is 1-18 if the <i>Agedefine</i> field does not contain 1998. Age group is 1-6 if the <i>Agedefine</i> field does contain 1998. Number of children in age group not eligible for VFC vaccines, but eligible for free vaccines through distribution of direct assistance or G317 funds.
Statekids2	Numeric	7	0	X	Age group is 1-18 if the <i>Agedefine</i> field does not contain 1998. Age group is 1-6 if the <i>Agedefine</i> field does contain 1998. Number of children in age group not eligible for VFC vaccines, but eligible for free vaccines through State/other funds.
Allkids3	Numeric	7	0	X	Total children 7-18 years of age receiving immunizations. The sum of VFCKids3, G317kids3, and Statekids3 must be less than or equal to the total for Allkids3. This data is maintained on the VACMAN <i>Enrollment</i> screen.
Medicaid3	Numeric	7	0		Number of children 7-18 years of age qualifying for Medicaid
Uninsured3	Numeric	7	0		Number of children 7-18 years of age uninsured for health care
Amindian3	Numeric	7	0		Number of American Indian and Alaskan Native children 7-18 years of age
Fqhc_rhc3	Numeric	7	0		Number of children 7-18 years of age underinsured (no coverage for immunizations) AND are served in a Federally Qualified Health Center (FQHC) or Rural Health Center (RHC)
Vfckids3	Numeric	7	0	X	Total children 7-18 years of age who are VFC eligible. This amount should equal the number in the MEDICAID3, UNINSURED3, AMINDIAN3, and FQHC_RHC3 fields.
G317kids3	Numeric	7	0	X	Number of children 7-18 years of age not eligible for VFC vaccines, but eligible to receive free vaccines through direct assistance or G317 funds.
Statekids3	Numeric	7	0		Number of children 7-18 years of age not eligible for VFC vaccines, but eligible to receive free vaccines through State/other funds.
Allkids4	Numeric	7	0	X	Optional user-selected field. Total of children over 18 years of age receiving immunizations. The sum of VFCKids4, G317kids4, and Statekids4 must be less than or equal to the total for Allkids4.

## Visual VACMAN v4x Import and Export Module Specifications

Field Name	Type	Size	Dec.	Required	enroll.dbf – Field Description
					This data is maintained on the VACMAN <i>Enrollment</i> screen.
Medicaid4	Numeric	7	0		Optional user-selected field. Number of children over 18 years of age qualifying for Medicaid
Uninsured4	Numeric	7	0		Optional user-selected field. Number of children over 18 years of age uninsured for health care
Amindian4	Numeric	7	0		Optional user-selected field. Number of American Indian and Alaskan Native children over 18 years of age
Fqhc_rhc4	Numeric	7	0		Optional user-selected field. Number of children over 18 years of age underinsured (no coverage for immunizations) AND are served in a Federally Qualified Health Center (FQHC) or Rural Health Center (RHC)
Vfckids4	Numeric	7	0	<b>X</b>	Optional user-selected field. Total children over 18 years of age who are VFC eligible. This amount should equal the number in the MEDICAID4, UNINSURED4, AMINDIAN4, and FQHC_RHC4 fields.
G317kids4	Numeric	7	0	<b>X</b>	Optional user-selected field. Number of children over 18 years of age not eligible for VFC vaccines, but eligible to receive free vaccines through direct assistance or G317 funds.
Statekids4	Numeric	7	0		Optional user-selected field. Number of children over 18 years of age not eligible for VFC vaccines, but eligible to receive free vaccines through State/other funds.
Chgdate	Date	8	0		Date the ENROLL record was last updated by the project.
Userid	Character	8	0		User ID of person adding or editing the ENROLL record. The ID is copied from the Security profile.
Other1	Numeric	7	0		Optional.
Other2	Numeric	7	0		Optional.
Other3	Numeric	7	0		Optional.
Other4	Numeric	7	0		Optional.
Lastname	Character	35	0		Optional.

## Field Descriptions – Physicians data

Source Table in VACMAN: `physicn.dbf`

Figure 7. Field Descriptions – Physicians.

Field Name	Type	Size	Dec.	Required	physicn.dbf – Field Description
PIN	Character	6	0	X	Provider identification number. This identification must exist in the VACMAN system, and the provider must be an active VACMAN provider. This field is right-justified. The <i>PIN</i> field is the primary key for the enroll table and must not be altered; this could prevent the record from matching.
Physid	Character	12	0		Optional user-defined physician identification field. This field is assigned using the <i>Setup</i> tab – <i>Define Names</i> screen. This field can be used for an additional project-defined ID of the physician. The name assigned to this category is stored in the <i>Udphysid</i> field in the <i>OWNREF.dbf</i> table.
Lastname	Character	20	0	X	Physician’s last name.
Firstname	Character	15	0		Physician’s first name.
Initial	Character	1	0		Physician’s middle initial.
Title	Character	9	0		Physician’s title; e.g., MD.
Other1	Character	12	0		Optional user-defined field. This field is assigned using the <i>Setup</i> tab – <i>Define Names</i> screen. This field can be used for project – needed information about the physician not served by other fields. The name assigned to this category is stored in the <i>Udother1</i> field in <i>OWNREF.dbf</i> table.
Other2	Character	12	0		Optional user-defined field. This field is assigned using the <i>Setup</i> tab – <i>Define Names</i> screen. This field can be used for project – needed information about the physician not served by other fields. The name assigned to this category is stored in the <i>Udother2</i> field in <i>OWNREF.dbf</i> .
Medicaidno	Character	12	0		Physician’s Medicaid number.
Medlicense	Character	12	0		Physician’s medical license number.
Chgdate	Date	8	0		Date the physician’s record was last updated by the project.
Userid	Character	8	0		User ID of person adding or editing the physician record. The ID is copied from the Security profile.
Addtocount	Numeric	1	0	X	Stores value for “Add to Physician Count?”. Codes are: 0 = No, 1 = Yes.
Active	Character	1	0	X	Contains “Y” or “N” to indicate whether this is an active record.
Dateactive	Date	8	0	X	Date that provider’s active status last changed.
Physnid	Integer	4	0		Unique ID for record.

## Field Descriptions – Provider Inventory data

Source Table in VACMAN: `provhas.dbf`

**Figure 8. Field Descriptions – Provider Inventory data.**

Field Name	Type	Size	Dec.	Required	provhas.dbf – Field Description
PIN	Character	6	0	X	Provider identification number. This identification must exist in the VACMAN system, and the provider must be an active VACMAN provider. This field is right-justified.
Idate	Date	8	0	X	Date the inventory was done, usually the last day in a month or quarter (02/28/xx or 12/31/xx). The date 01/01/01 is valid only as an initial inventory date, not as a periodic inventory date.
Vaccine	Character	8	0	X	Short name for vaccine types. This name must be in the <i>Vaccine</i> field in PVACCREF.dbf.
Lot	Character	15	0		Manufacturer’s lot number; optional. Providers may report inventory by lot number or by vaccine type.
Position	Numeric	2	0		Not in use.
Doses	Numeric	8	0		Number of doses reported in inventory for this date and vaccine type (and optionally, lot number).
Chgdate	Date	8	0		Date the record was last changed.
Userid	Character	8	0		ID of the user who last changed the record. The ID is copied from the Security profile.
Provhasid	Integer	4	0		Unique identifier assigned to the record by VACMAN. The provhasid is the primary key for the provider inventory table and must not be altered; this could prevent the record from matching.
NDCNO	Character	16	0		National Drug Code (NDC) number. Unique number assigned to each vaccine manufacturer, per the applicable CDC contract (VACCBULK.dbf) This field is not applicable for non-CDC orders

## Field Descriptions – Doses Administered data

Source Table in VACMAN: **dosesadm.dbf**

**Figure 9. Field Descriptions – Doses Administered data.**

Field Name	Type	Size	Dec.	Required	dosesadm.dbf – Field Description
ADATE	Date	8	0	X	Last day of the period (such as month or quarter) being reported.
PIN	Character	6	0	X	Provider identification number. This identification must exist in the VACMAN system, and the provider must be an active VACMAN provider. This field is right-justified.
Sector	Numeric	1	0		Code for vaccine sector type. Codes are: 1 - public provider doses 2 - private provider doses
Vaccine	Character	8	0	X	Short name for vaccine types. This name must be in the <i>Vaccine</i> field in PVACCREF.dbf.
Position	Numeric	2	0		Source code for the re-defined age categories. Codes are: 1 - re-defined, post-1998 age categories blank - original, pre-1998 age categories
Dose	Numeric	1	0	X	Number of doses in the series for a vaccine (1 <sup>st</sup> dose, 2 <sup>nd</sup> dose, etc.)
G1	Numeric	7	0		Number of doses administered to age category 1 (less than 1 year of age)
G2	Numeric	7	0		Number of doses administered to age category 2 (1 year of age)
G3	Numeric	7	0		Number of doses administered to age category 3 (2 years of age)
G4	Numeric	7	0		Number of doses administered to age category 4 (3 – 4 years of age)
G5	Numeric	7	0		Number of doses administered to age category 5 (5 years of age)
G6	Numeric	7	0		Number of doses administered to age category 6 (6 – 9 years of age)
G7	Numeric	7	0		Number of doses administered to age category 7 (10 – 14 years of age)
G8	Numeric	7	0		Number of doses administered to age category 8 (15 – 19 years of age)
G9	Numeric	7	0		Number of doses administered to age category 9 (20 – 24 years of age)
G10	Numeric	7	0		Number of doses administered to age category 10 (25 – 44 years of age)
G11	Numeric	7	0		Number of doses administered to age category 11 (45 – 64 years of age)
G12	Numeric	7	0		Number of doses administered to age category 12 (65 years of age or greater)
G13	Numeric	7	0		Number of doses administered to age category 13 (unknown age)

## Visual VACMAN v4x Import and Export Module Specifications

Field Name	Type	Size	Dec.	Required	dosesadm.dbf – Field Description
Rowtot	Numeric	10	0		Total number of doses administered for age categories 1 – 13
Dauzr1	Numeric	7	0		First optional user-defined field. This field is assigned on the <i>Setup</i> tab – <i>Define Names</i> screen. This field can be used for project analysis in doses administered data and related reports. The name must be in the <i>Uzr1da</i> field in OWNREF.dbf.
Dauzr2	Numeric	7	0		Second optional user-defined field. . This field is assigned on the <i>Setup</i> tab – <i>Define Names</i> screen. This field can be used for project analysis in doses administered data and related reports. The name must be in the <i>Uzr2da</i> field in OWNREF.dbf.
Dauzr3	Numeric	7	0		Third optional user-defined field. This field is assigned on the <i>Setup</i> tab – <i>Define Names</i> screen. This field can be used for project analysis in doses administered data and related reports. The name must be in the <i>Uzr3da</i> field in OWNREF.dbf.
Chgdate	Date	8	0		Date the record was last changed.
Userid	Character	8	0		ID of the user who last changed the record. The ID is copied from the Security profile.
Dauzr4	Numeric	7	0		Optional user-defined field.
Dauzr5	Numeric	7	0		Optional user-defined field.
Dauzr6	Numeric	7	0		Optional user-defined field.
Dauzr7	Numeric	7	0		Optional user-defined field.
Dauzr8	Numeric	7	0		Optional user-defined field.
Dauzrtot	Numeric	8	0		Total, all DAUZR fields.
Dosesadmid	Integer	4	0		Unique ID for record. The dosesadmid is the primary key for the dosesadm table and must not be altered; this could prevent the record from matching.
Vac_Type	Logical	1	0		Identifies vaccine type as either CDC or non-CDC vaccine.
NDCNO	Character	16	0		National Drug Code (NDC) number. Unique number assigned to each vaccine manufacturer, per the applicable CDC contract (VACCBULK.dbf) This field is not applicable for non-CDC orders

## Visual VACMAN v4x Import and Export Module Specifications

### Field Descriptions – Provider Orders

Source Table in VACMAN: **neworder.dbf**      Import Type: **Add New Records**

**Figure 10. Field Descriptions – Provider Orders.**

Field Name	Type	Size	Dec.	Required	neworder.dbf – Field Description
Rectype	Character	1	0	X	Type of record. For Provider orders, the value must be 5. Codes are: 1 – Bulk order (manufacturer to distributor). Cannot Import into VACMAN. 2 – Direct ship order (manufacturer to provider) 3 – Non-CDC inventory (manufacturer or distributor, to distributor or project). Cannot Import into VACMAN. 4 – Return viable vaccine (provider to manufacturer or distributor) <b>5 – Provider order (distributor to provider)</b>
PIN	Character	6	0	X	Provider identification number. This identification must exist in the VACMAN system, and the provider must be an active VACMAN provider. This field is right-justified. The provider must be eligible to receive direct shipments. Contact, shipping, and address information for the provider on the <i>Data</i> tab – <i>Providers Address</i> screen, must be complete.
Orddate	Date	8	0	X	Date that an order, that is to be transmitted to CDC, was entered. Value must be no more than 30 days prior to the current date. This field is optional for non-CDC vaccine orders.
Ordnum	Character	10	0		Optional field for CDC bulk vaccine orders. Local order number assigned by the project. This field is optional for non-CDC vaccine orders.
Orddose	Numeric	8	0	X	Doses. Number of doses ordered for an order that is to be transmitted to CDC. Must be an even multiple of the package size, per the applicable CDC contract (VACCBULK.dbf). Value must be equal to the value for the <i>fcode1</i> (funding code 1) field. Total varicella order cannot exceed a cost of \$25,000. This field is optional for non-CDC vaccine orders.
Ordpin	Character	6	0		Not used; null.
Ordsize	Numeric	4	0		Number of doses per vial ordered.
Size	Numeric	6	0	X	Number of doses per package, per the applicable CDC contract (VACCBULK.dbf).
Vaccine	Character	8	0	X	Short name for vaccine types.
Maker	Character	8	0	X	Vaccine manufacturer's name. The name must be in the <i>Maker</i> field in SUPPLIER.dbf.
Cost	Numeric	9	4	X	Actual cost per dose, per the applicable CDC contract (VACCBULK.dbf). This is used in computing the value of inventory and shipments.
Contract	Character	15	0	X	Federal contract number. Typical form is: 200-95-0001. Value must match the <i>Contract</i> field value in the applicable VACCBULK.dbf table.
Fcode1	Character	1	0	X	Funding code. The first three codes are set by CDC. An unlimited number of other codes can be defined. Use the <i>Setup</i> tab - <i>Funding</i> screen to change certain information on the three CDC codes and to define additional codes. Codes are:



## Visual VACMAN v4x Import and Export Module Specifications

Field Name	Type	Size	Dec.	Required	neworder.dbf – Field Description
					1 - VFC funds 2 - G317 funds 3 - state funds The codes must be in the <i>Fund Code</i> field in FUNDING.dbf.
Fdose1	Numeric	8	0	<b>X</b>	Number of doses ordered or received/shipped. If the code in the <i>Rectype</i> field value is 1 or 3, this field equals the number of doses ordered (ORDDOSE). Once the vaccine is received, this field is updated to the number of doses received (DOSES). If the code in the <i>Rectype</i> field value is 2, 4, or 5, this field equals the number of doses ordered (ORDDOSE). Once the vaccine is shipped, this field is updated to the number of doses shipped (DOSES).
Note	Character	50	0		Notes on this order
Chgdate	Date	8	0		Date the record was last changed.
Statepo	Character	32	0		State purchase order number entered by the project for state funded orders. If the <i>fcode1</i> field value is other than 1 or 2, the state P.O. number is required.
Userid	Character	8	0		ID of the user who last changed the record. The ID is copied from the Security profile.
Ndcno	Character	16	0	<b>X</b>	Unique number assigned to each vaccine manufacturer. The value must match a record in the VACCBULK.dbf table. This field is blank for non-CDC orders.
Exctax	Numeric	9	4		Future use
Seekid	Numeric	9	0		Unique ID for record; must be blank or record will be rejected.
Xmitdate	Date	8	0		Transmit date, must be blank or record will be rejected.
Urgent	Logical	1	0		If checked, specifies that the order receive expedited handling.
Descrip	Character	50	0		Describes the vaccine code.

Visual VACMAN v4x Import and Export Module Specifications

**Field Descriptions – Direct Ship – Archive or Update**

Source Table in VACMAN: **stock.dbf**

Import Type: **Import Archived Records** or **Update Existing Records**

**Figure 11. Field Descriptions – Import Direct Ship data – Archived Records or Update Existing Records.**

Field Name	Type	Size	Dec.	Required	stock.dbf – Field Description
Rectype	Character	1	0	X	Type of record. For Direct Ship Orders, the value must be 2. Codes are: 1 - Bulk order (manufacturer to distributor). Cannot Import into VACMAN. <b>2 - Direct ship order (manufacturer to provider)</b> 3 – Non-CDC inventory (manufacturer or distributor, to distributor or project). Cannot Import into VACMAN. 4 – Return viable vaccine (provider to manufacturer or distributor. Cannot Import into VACMAN. 5 – Provider order (distributor to provider).
PIN	Character	6	0	X	Provider identification number. This identification must exist in the VACMAN system, and the provider must be an active VACMAN provider. This field is right-justified. The provider must be eligible to receive direct shipments. Contact, shipping, and address information for the provider on the <i>Data</i> tab - <i>Providers Address</i> screen, must be complete.
Orddate	Date	8	0	X	Date that an order, that is to be transmitted to CDC, was entered. Value must be within 30 days of the current date. This field is optional for non-CDC orders.
Ordnum	Character	10	0		Optional field for CDC bulk vaccine orders. Local order number assigned by the project. This field is optional for non-CDC orders.
Orddose	Numeric	8	0	X	Number of doses ordered for an order that is to be transmitted to CDC. Total order cannot exceed a cost of \$25,000. Must be an even multiple of the package size, per the applicable CDC contract (VACCBULK.dbf). This field is optional for non-CDC orders.
Xmitdate	Date	8	0		Date that an order was transmitted to CDC. This field is optional for non-CDC orders.
Datein	Date	8	0		If the code in the <i>Rectype</i> field is 1 or 3, this is the date the project received the vaccine order. If the code in the <i>Rectype</i> field is 2, 4, or 5, this is the date the manufacturer/distributor shipped the order.
Rcvxmit	Date	8	0		Date that receiving information for a CDC vaccine order was transmitted to CDC. This field is optional for non-CDC orders.
Timein	Character	5	0		Time that the project received the order and placed it in inventory. There is no distinction between AM and PM hours. An assumption is made based on standard business hours (for example, 08:00 is 8:00 AM and 06:00 is 6:00 PM).
Signee	Character	25	0		If the code in the <i>Rectype</i> field is 1 or 3, this is the person receiving the vaccine order. If the code in the <i>Rectype</i> field is 2, 4, or 5, this field is optional. This information about the order is for project use only.

## Visual VACMAN v4x Import and Export Module Specifications

Field Name	Type	Size	Dec.	Required	stock.dbf – Field Description
Vaccine	Character	8	0	X	Short name for vaccine types. Values are: VAR MMR-V FLU
Units	Numeric	8	0		Number of vials received for a vaccine order. The system calculates this field by dividing the amount in the <i>Doses</i> field by the amount in the <i>Size</i> field.
Size	Numeric	6	0		Number of doses per vial.
Doses	Numeric	8	0		The number of doses shipped or received. If the code in the <i>Rectype</i> field is 1 or 3, this is the number of doses received. If the code in the <i>Rectype</i> field is 2, 4, or 5, this is the number of doses shipped.
Maker	Character	8	0	X	Vaccine manufacturer's name. Value must match the maker of the vaccine specified per the applicable CDC contract (VACCBULK.dbf).
Lot	Character	15	0		Manufacturer's lot number (number on the outside of the box containing the vaccine). Changes to the values in this field should be made to related records in the distribution table.
Expiry	Date	8	0		Date the vaccine will expire. If only the month and year are available, use the last day of the month.
Cost	Numeric	9	4	X	Actual cost per dose, per the applicable CDC contract (VACCBULK.dbf). This is used to compute the value of inventory and shipments.
Contract	Character	15	0	X	Federal contract number of the CDC contract applicable to acquiring the vaccine (VACCBULK.dbf). Typical format is: 200-95-0001.
Fcode1	Character	1	0	X	Funding code. The first three codes are set by CDC. An unlimited number of other codes can be defined. Use the <i>Setup</i> tab – <i>Funding</i> screen to change certain information on the three CDC codes, and to define additional codes. The CDC codes are: 1 - VFC funds 2 - G317 funds 3 - state/other funds The codes must be in the <i>Fund Code</i> field in FUNDING.dbf.
Fdose1	Numeric	8	0		Prior to version 3.0: Number of doses assigned to VFC funds.
Fcode2	Character	1	0		Not in use.
Fdose2	Numeric	8	0		Prior to version 3.0: Number of doses assigned to G317 funds
Fcode3	Character	1	0		Not in use.
Fdose3	Numeric	8	0		Prior to version 3.0: Number of doses assigned to state funds
Uzr	Character	10	0		User-defined field; optional. This field is assigned using the <i>Setup</i> tab – <i>Define Names</i> screen, in the <i>Additional Inventory</i> field. Use the field for vaccine receipt information that is not served by other fields.
Remain	Numeric	8	0		Indicates the number of shipments received, and which shipment is the current record. Used to track partial shipments (1 of 2, 2 of 2, etc.).
Seekid	Numeric	9	0		Unique, system-generated number assigned to this record when the order is transmitted to CDC. This field is optional for non-CDC orders.

## Visual VACMAN v4x Import and Export Module Specifications

Field Name	Type	Size	Dec.	Required	stock.dbf – Field Description
Cdcpo	Numeric	10	0		Purchase order (delivery order) number assigned by CDC when a transmitted order is approved by CDC. This field is blank for non-CDC orders, and can be used to store a state/local purchase order number.
Podate	Date	8	0		CDC purchase order date; the date when the transmitted order is approved, and assigned a purchase order number, by CDC. This field is optional for non-CDC orders.
Nipord	Numeric	8	0		Number of doses approved by CDC for a transmitted order. This field is optional for non-CDC orders.
Status	Character	2	0		Status code for an order that has been transmitted to CDC. The codes are the same as in the <i>Status</i> field in STATCODE.dbf. This field is optional for non-CDC orders. Codes are: 00 - unknown 01 - pending (initial status, not yet processed) 02 - approved by CDC/NIP 03 - obligated by CDC/FMO 04 - submitted (forwarded to manufacturer) 05 - received in part (RCV record) 06 - received in full (RCV record) 07 - received in excess (RCV record) 08 - canceled 09 - held at CDC 10 - shipped in full 11 - reshipment
Note	Character	50	0		Optional. Special information about the order; for project use only.
Chgdate	Date	8	0		Date the record was last changed.
Statepo	Character	32	0	<b>X</b>	State purchase order number entered by the project for state-funded orders. This is required if the <i>fcode1</i> (funding code) field value is other than 1 (VFC) or 2 (G317).
Userid	Character	8	0		Identification of the user who last changed the record. The ID is copied from the Security profile.
Rcvchgdt	Date	8	0		Date that the lot number or expiration date was last changed for an order record that contains receiving data.
Ordpin	Character	6	0	<b>X</b>	Original PIN associated with an order record. Must be equal to the value in the <i>PIN</i> field.
Ordsize	Numeric	4	0		Number of doses per vial. This field is optional for non-CDC orders.
Ndcno	Character	16	0	<b>X</b>	National Drug Code (NDC) number. Unique number assigned to each vaccine manufacturer, per the applicable CDC contract (VACCBULK.dbf) This field is not applicable for non-CDC orders.
Exctax	Numeric	9	4		Future use
Addtoinv	Numeric	1	0		Add to inventory? Codes are: 0 – no; 1 - yes.
Stockid	Integer	4	0		Stock ID. System-generated unique ID for the stock record. This is the primary key for the stock table and must not be altered in any way.
Tracking#	Character	30	0		Shipment tracking number; optional.
CarrierID	Character	30	0		Carrier identification; optional.
Distributor	Character	10	0		Distributor identification.
Urgent	Logical	1	0		If checked, specifies that the order receive expedited handling.

# Visual VACMAN v4x Import and Export Module Specifications

## Visual VACMAN v4x Import and Export Module Specifications

### Field Descriptions –Direct Ship – New Orders

Source Table in VACMAN:            **neworder.dbf**            Import Type: **Add New Records**

**Figure 12. Field Descriptions – Import Direct Ship data – Add New Records.**

Field Name	Type	Size	Dec.	Required	neworder.dbf - Field Description
Rectype	Character	1	0	<b>X</b>	Type of record. For Direct Ship orders, the value must be 2. Codes are: 1 - Bulk order (manufacturer to distributor). Cannot Import into VACMAN. <b>2 - Direct ship order (manufacturer to provider)</b> 3 - Non-CDC inventory (manufacturer or distributor, to distributor or project). Cannot Import into VACMAN. 4 - Return viable vaccine (provider to manufacturer or distributor). 5 - Provider order (distributor to provider)
PIN	Character	6	0	<b>X</b>	Provider identification number. This identification must exist in the VACMAN system, and the provider must be an active VACMAN provider. This field is right-justified. The provider must be eligible to receive direct shipments. Contact, shipping, and address information for the provider on the <i>Data</i> tab - <i>Providers Address</i> screen, must be complete.
Orddate	Date	8	0	<b>X</b>	Date that an order, that is to be transmitted to CDC, was entered. Value must be within 30 days of the current date. This field is optional for non-CDC vaccine orders.
Ordnum	Character	10	0		Optional field for CDC bulk vaccine orders. Local order number assigned by the project. This field is optional for non-CDC vaccine orders.
Orddose	Numeric	8	0	<b>X</b>	Doses. Number of doses ordered for an order that is to be transmitted to CDC. Must be an even multiple of the package size, per the applicable CDC contract (VACCBULK.dbf). Must be equal to the value for the <i>fcode1</i> (funding code 1) field. Total varicella order cannot exceed a cost of \$25,000. This field is optional for non-CDC vaccine orders.
Ordpin	Character	6	0		Not used; null.
Ordsize	Numeric	4	0		Number of doses per vial ordered.
Size	Numeric	6	0	<b>X</b>	Number of doses per package, per the applicable CDC contract (VACCBULK.dbf).
Vaccine	Character	8	0	<b>X</b>	Short name for vaccine types. The name must be in the <i>Vaccine</i> field in STOCK.dbf.
Maker	Character	8	0	<b>X</b>	Vaccine manufacturer's name. The name must be in the <i>Maker</i> field in SUPPLIER.dbf.
Cost	Numeric	9	4	<b>X</b>	Actual cost per dose, per the applicable CDC contract (VACCBULK.dbf). This is used in computing the value of inventory and shipments.
Contract	Character	15	0	<b>X</b>	Federal contract number. Typical form is: 200-95-0001. Value must match the <i>Contract</i> field value in the applicable VACCBULK.dbf table.
Fcode1	Character	1	0	<b>X</b>	Funding code. The first three codes are set by CDC. An unlimited number of other codes can be defined. Use the <i>Setup</i> tab - <i>Funding</i> screen to change certain information on the three CDC codes and to define additional codes. Codes are: 1 - VFC funds

## Visual VACMAN v4x Import and Export Module Specifications

Field Name	Type	Size	Dec.	Required	neworder.dbf - Field Description
					2 - G317 funds 3 - state funds The codes must be in the <i>Fund Code</i> field in FUNDING. dbf.
Fdose1	Numeric	8	0	X	Number of doses ordered or received/shipped. If the code in the <i>Rectype</i> field value is 1 or 3, this field equals the number of doses ordered (ORDDOSE). Once the vaccine is received, this field is updated to the number of doses received (DOSES). If the code in the <i>Rectype</i> field value is 2, 4, or 5, this field equals the number of doses ordered (ORDDOSE). Once the vaccine is shipped, this field is updated to the number of doses shipped (DOSES).
Note	Character	50	0		Notes on this order
Chgdate	Date	8	0		Date the record was last changed.
Statepo	Character	32	0		State purchase order number entered by the project for state funded orders. If the fcode1 value is other than 1 or 2, the state P.O. number is required.
Userid	Character	8	0		ID of the user who last changed the record. The ID is copied from the Security profile.
Ndcno	Character	16	0	X	Unique number assigned to each vaccine manufacturer. The value must match a record in the VACCBULK.dbf table. This field must be blank for non-CDC orders.
Exctax	Numeric	9	4		Future use
Seekid	Numeric	9	0		Unique ID for record; must be blank or record will be rejected.
Xmitdate	Date	8	0		Transmit date, must be blank or record will be rejected.
Urgent	Logical	1	0		Check box indicating to the distributor whether this order is urgent. The default value is unchecked - not an urgent order.
Descrip	Character	50	0		Describes the vaccine code.





## Error Detection Criteria

This section lists the error checking applicable to required fields in the VACMAN Import module. This error checking also is done during normal keyboard entry affecting the various tables listed.

This information is organized based on the order shown on the “Description of file to import” frame of the VACMAN *Utilities* tab – *Import* screen.

### File to Import Option: Distribution (via Project Depot)

Figure 13. Error Detection Criteria – Distribution (via Project Depot).

Field	Class/Method/Program Called	Validation Steps - distrib.dbf
Input	clsBusiness.ckMulDate()	<ol style="list-style-type: none"> <li>1. Date cannot be blank.</li> <li>2. Date must be a valid date.</li> <li>3. Date cannot be more than 5 years prior to current date.</li> <li>4. Date cannot be more than 1 year from value in dateout field.</li> </ol>
Dateout	clsBusiness.ckMulDate()	<ol style="list-style-type: none"> <li>1. Date cannot be blank.</li> <li>2. Date must be a valid date.</li> </ol>
PIN	clsBusiness.ckMulPIN()	<ol style="list-style-type: none"> <li>1. Value cannot be blank.</li> <li>2. Value cannot be '999999'.</li> <li>3. Value must match a PIN number in the Provider table. For more information, see Figure 5. Field Descriptions – Provider data.</li> <li>4. Provider referenced with PIN must be an active provider.</li> </ol>
FromPIN	clsBusiness.ckMulPIN()	<ol style="list-style-type: none"> <li>1. Value cannot be blank.</li> <li>2. If 'action' field = 8, value cannot be same as PIN field above.</li> <li>3. Value cannot be same as a Depot level PIN number.</li> <li>4. Value cannot be '999999'.</li> <li>5. Value must match a value in the Provider table. For more information, see Figure 5. Field Descriptions – Provider data.</li> <li>6. Provider referenced with this value must be an active provider.</li> </ol>
Action	frmImport.distribimport()	<ol style="list-style-type: none"> <li>1. Value must be 1.</li> </ol>
Vaccine	clsBusiness.ckDistVacc()	<ol style="list-style-type: none"> <li>1. Value cannot be blank.</li> <li>2. Vaccine name must match a value in the Vacceref table. For more information, see Table Definitions in the VACMAN User Guide.</li> </ol>
Lot	clsBusiness.ckDistLot()	<ol style="list-style-type: none"> <li>1. Value cannot be blank.</li> <li>2. Lot number must match a lot number in the Stock table. For more information, see Figure 11. Field Descriptions – Import Direct Ship data – Archived Records or Update Existing Records.</li> <li>3. Lot cannot be expired.</li> </ol>
Doses	clsBusiness.ckDistLot() clsBusiness.xsMain()	<ol style="list-style-type: none"> <li>1. Value cannot exceed value in 'remain' field of stock table for matching lot number.</li> <li>2. Value cannot exceed providers maximum allowance.</li> </ol>

## Visual VACMAN v4x Import and Export Module Specifications

<b>Field</b>	<b>Class/Method/Program Called</b>	<b>Validation Steps - distrib.dbf</b>
Units	clsProcFile.frvdistribution()	1. Units must be an even multiple of value of doses/size in the Lots table. For more information, see Table Definitions in the VACMAN User Guide.
Multiple fields	clsBusiness.ckDistDup()	1. All records are checked for duplication.

## Visual VACMAN v4x Import and Export Module Specifications

### File to Import Option: Transactions

**Figure 14. Error Detection Criteria – Transactions.**

<b>Field</b>	<b>Class/Method/Program Called</b>	<b>Validation Steps - distrib.dbf</b>
Input	clsBusiness.ckMulDate()	<ol style="list-style-type: none"> <li>1. Date cannot be blank.</li> <li>2. Date must be a valid date.</li> <li>3. Date cannot be more than 5 years prior to current date.</li> <li>4. Date cannot be more than 1 year from value in dateout field.</li> </ol>
Dateout	clsBusiness.ckMulDate()	<ol style="list-style-type: none"> <li>1. Date cannot be blank.</li> <li>2. Date must be a valid date.</li> </ol>
PIN	clsBusiness.ckDoxPIN()	<ol style="list-style-type: none"> <li>1. Value cannot be blank.</li> <li>2. Value cannot be '999999'.</li> <li>3. Value must match a PIN number in the Provider table. For more information, see Figure 5. Field Descriptions – Provider data.</li> <li>4. Provider referenced with PIN must be an active provider.</li> </ol>
FromPIN	clsBusiness.ckMulPIN()	<ol style="list-style-type: none"> <li>1. Value cannot be blank.</li> <li>2. If 'action' field = 8, value cannot be same as PIN field above.</li> <li>3. Value cannot be same as a Depot level PIN number.</li> <li>4. Value cannot be '999999'.</li> <li>5. Value must match a value in the Provider table. For more information, see Figure 5. Field Descriptions – Provider data.</li> <li>6. Provider referenced with this value must be an active provider.</li> </ol>
Action	clsBusiness.ckDoxAction()	<ol style="list-style-type: none"> <li>1. Value must be 2, 3, 4, 5, 6, 7, 8, 9, 11, or 12.</li> </ol>
Vaccine	clsBusiness.ckDistVacc()	<ol style="list-style-type: none"> <li>1. Value cannot be blank.</li> <li>2. Vaccine name must match a value in the Vacceref table. For more information, see Table Definitions in the VACMAN User Guide.</li> </ol>
Lot	clsBusiness.ckDoxLot()	<ol style="list-style-type: none"> <li>1. Value cannot be blank.</li> <li>2. Lot number must match a lot number in the STOCK table. For more information, see Figure 11. Field Descriptions – Import Direct Ship data – Archived Records or Update Existing Records.</li> <li>3. Lot cannot be expired.</li> </ol>
Doses	clsBusiness.ckDoxDoses()	<ol style="list-style-type: none"> <li>1. Value cannot exceed value in 'remain' field of stock table for matching lot number.</li> </ol>
Units	clsProcFile.frvdistribution()	<ol style="list-style-type: none"> <li>1. Units must be an even multiple of value of doses/size in the lots table.</li> </ol>
Multiple fields	clsBusiness.ckDistDup()	<ol style="list-style-type: none"> <li>1. All records are checked for duplication.</li> </ol>

## Visual VACMAN v4x Import and Export Module Specifications

### File to Import Option: Provider data

**Figure 15. Error Detection Criteria – Provider data.**

Field	Class/Method/Program Called	Validation Steps - provider.dbf
PIN	clsBusiness.ckProvPIN()	<ol style="list-style-type: none"> <li>1. Value cannot be blank.</li> <li>2. Value cannot be zero.</li> <li>3. Value cannot be '999999'.</li> <li>4. Value cannot be '999998'.</li> <li>5. Value cannot be duplicated.</li> <li>6. Value cannot already be in use in the Stock table.</li> </ol>
linkPIN	clsBusiness.ckParPIN()	<ol style="list-style-type: none"> <li>1. Sector field in provider table for record matching this value must be between 10 and 29, or must be 32.</li> </ol>
Lastname	clsBusiness.ckMulName	<ol style="list-style-type: none"> <li>1. Value cannot be blank.</li> </ol>
Sector	clsBusiness.ckProvSector()	<ol style="list-style-type: none"> <li>1. Value cannot be 30, 31 or 33.</li> <li>2. Value must match a record in the Sectoref table. For more information, see Table Definitions in the VACMAN User Guide.</li> </ol>
County	clsBusiness.ckProvCounty()	<ol style="list-style-type: none"> <li>1. Value must match a record in the County table. For more information, see Table Definitions in the VACMAN User Guide.</li> </ol>
Subdiv	clsBusiness.ckProvSubD()	<ol style="list-style-type: none"> <li>1. Value must match a record in the Subdiv table. For more information, see Table Definitions in the VACMAN User Guide.</li> </ol>
Cat1	clsBusiness.ckProvCat()	<ol style="list-style-type: none"> <li>1. Value must either be blank or must match a value in the <i>cat1</i> field of the CAT1 table. For more information, see Table Definitions in the VACMAN User Guide.</li> </ol>
Cat2	clsBusiness.ckProvCat()	<ol style="list-style-type: none"> <li>1. Value must either be blank or must match a value in the <i>cat2</i> field of the CAT2 table. For more information, see Table Definitions in the VACMAN User Guide.</li> </ol>
Cat3	clsBusiness.ckProvCat()	<ol style="list-style-type: none"> <li>1. Value must either be blank or must match a value in the <i>cat3</i> field of the CAT3 table. For more information, see Table Definitions in the VACMAN User Guide.</li> </ol>
Cat4	clsBusiness.ckProvCat()	<ol style="list-style-type: none"> <li>1. Value must either be blank or must match a value in the <i>cat4</i> field of the CAT4 table. For more information, see Table Definitions in the VACMAN User Guide.</li> </ol>
Cat5	clsBusiness.ckProvCat()	<ol style="list-style-type: none"> <li>1. Value must either be blank or must match a value in the <i>cat5</i> field of the CAT5 table. For more information, see Table Definitions in the VACMAN User Guide.</li> </ol>
Codes	clsBusiness.ckMulCode()	<ol style="list-style-type: none"> <li>1. Value must be either 'Y' or 'N'.</li> </ol>

## Visual VACMAN v4x Import and Export Module Specifications

Field	Class/Method/Program Called	Validation Steps - provider.dbf
Active	clsBusiness.ckMulActive()	<ol style="list-style-type: none"> <li>Value must be 'Y', 'N', 'S' or 'T'.</li> <li>If modifying the record and the old value 'Y' is being changed to 'N', 'S' or 'T', there cannot be an active order record in the Neworder table. For more information, see Figure 12. Field Descriptions – Import Direct Ship data – Add New Records.</li> <li>If modifying the record and the value is not 'Y', the date value for the <i>dateXVFC</i> field cannot be blank.</li> </ol>
DateVFC	clsBusiness.ckProvVFCdt()	<ol style="list-style-type: none"> <li>Value must be a valid date if used.</li> <li>Value cannot exceed current date by more than 30 days.</li> </ol>
Contact	clsBusiness.ckMuladdrship()	<ol style="list-style-type: none"> <li>Value cannot be blank.</li> </ol>
Address	clsBusiness.ckMuladdrship()	<ol style="list-style-type: none"> <li>Value cannot be blank.</li> </ol>
Phone	clsBusiness.ckMuladdrship()	<ol style="list-style-type: none"> <li>Value cannot be blank.</li> <li>Value must be properly formatted as: (999) 999-9999.</li> </ol>
City	clsBusiness.ckMuladdrship()	<ol style="list-style-type: none"> <li>Value cannot be blank.</li> </ol>
State	clsBusiness.ckMuladdrship()	<ol style="list-style-type: none"> <li>Value cannot be blank.</li> </ol>
Zipcode	clsBusiness.ckMuladdrship()	<ol style="list-style-type: none"> <li>Value cannot be blank.</li> <li>Value SHOULD match an existing value in the Zipcode table. For more information, see Table Definitions in the VACMAN User Guide.</li> </ol>
Fax	clsBusiness.ckMuladdrship()	<ol style="list-style-type: none"> <li>Value must be properly formatted if used as: (999) 999-9999.</li> </ol>
Modem	clsBusiness.ckMuladdrship()	<ol style="list-style-type: none"> <li>Value must be properly formatted if used as: (999) 999-9999.</li> </ol>
Note	clsBusiness.ckProvNote()	<ol style="list-style-type: none"> <li>Import module will record warning message if one of the following characters referenced is present in this field: !, @, #, \$, %, ^, &amp;, *, (, ), +,  , \, /, {, }, [, ], :, &lt;, &gt;, ?, '."</li> <li>A warning message will be generated if the field is blank. Enter "NONE" if no value is available.</li> </ol>
ML_address ML_address2 ML_City ML_State ML_ZipCode	clsBusiness.clMulMAddr	<ol style="list-style-type: none"> <li>The mailing address information, if used, is checked in a manner similar to that done in ckMuladdrship() method mentioned above. This information is optional and will not generate a fatal error.</li> </ol>

## Visual VACMAN v4x Import and Export Module Specifications

### File to Import Option: Enrollment data

**Figure 16. Error Detection Criteria – Enrollment data.**

<b>Field</b>	<b>Class/Method/Program Called</b>	<b>Validation Steps - enroll.dbf</b>
PIN	clsBusiness.ckMulPIN()	<ol style="list-style-type: none"> <li>1. Value cannot be blank.</li> <li>2. Value cannot be '999999'.</li> <li>3. Value must match a PIN number in the Provider table. For more information, see Figure 5. Field Descriptions – Provider data.</li> <li>4. Provider referenced with PIN must be an active provider.</li> </ol>
import.allkids1 import.vfckids1 import.g317kids1 import.statekids1	clsBusiness.ckEnrolCnts()	<ol style="list-style-type: none"> <li>1. Sum of vfckids, g317kids and statekids must be less than or equal to allkids field.</li> </ol>
import.allkids2 import.vfckids2 import.g317kids2 import.statekids2	clsBusiness.ckEnrolCnts()	<ol style="list-style-type: none"> <li>2. Sum of vfckids, g317kids and statekids must be less than or equal to allkids field.</li> </ol>
import.allkids3 import.vfckids3 import.g317kids3 import.statekids3	clsBusiness.ckEnrolCnts()	<ol style="list-style-type: none"> <li>3. Sum of vfckids, g317kids and statekids must be less than or equal to allkids field.</li> </ol>
import.allkids4 import.vfckids4 import.g317kids4 import.statekids4	clsBusiness.ckEnrolCnts()	<ol style="list-style-type: none"> <li>4. Sum of vfckids, g317kids and statekids must be less than or equal to allkids field.</li> </ol>

## Visual VACMAN v4x Import and Export Module Specifications

### File to Import Option: Physicians data

**Figure 17. Error Detection Criteria – Physicians data.**

<b>Field</b>	<b>Class/Method/Program Called</b>	<b>Validation Steps - physicn.dbf</b>
PIN	clsBusiness.ckPhysPIN()	<ol style="list-style-type: none"> <li>1. Value must match a PIN number in the Provider table. For more information, see Figure 5. Field Descriptions – Provider data.</li> <li>2. Matching provider record must have a sector field value between 10 and 29 or 32</li> <li>3. Provider referenced with PIN must be an active provider.</li> <li>4. Value cannot be blank.</li> </ol>
Lastname	clsBusiness.ckMulLName()	<ol style="list-style-type: none"> <li>1. Value cannot be blank.</li> </ol>
Addtocount	frmImport.physImport()	<ol style="list-style-type: none"> <li>1. Value must be 0 (false) or 1 (true).</li> </ol>
Active	frmImport.physImport()	<ol style="list-style-type: none"> <li>1. Value must be 'Y' or 'N'.</li> </ol>
Dateactive	frmImport.physImport()	<ol style="list-style-type: none"> <li>1. Value must be a valid date.</li> <li>2. Value cannot be blank.</li> </ol>

## Visual VACMAN v4x Import and Export Module Specifications

### File to Import Option: Provider Inventory data

**Figure 18. Error Detection Criteria – Provider Inventory data.**

<b>Field</b>	<b>Class/Method/Program Called</b>	<b>Validation Steps - provhas.dbf</b>
ldate	clsBusiness.ckPHasIDt()	<ol style="list-style-type: none"> <li>1. Date must be a valid date.</li> <li>2. Date cannot be blank.</li> <li>3. Date cannot be more than 5 years greater than or less than current date.</li> </ol>
PIN	clsBusiness.ckMulPPin()	<ol style="list-style-type: none"> <li>1. Value cannot be blank.</li> <li>2. Sector field value in matching provider record must be between 10-29 or 32</li> <li>3. There must be a matching, non-deleted record in the provider table.</li> <li>4. Matching provider record must be active</li> </ol>
Vaccine	clsBusiness.ckMulVacc()	<ol style="list-style-type: none"> <li>1. Value cannot be blank.</li> <li>2. Value must be present in vaccref table.</li> </ol>
Lot	clsBusiness.ckPHasLot()	<ol style="list-style-type: none"> <li>1. Must be a matching vaccine + lot number record in the stock table</li> </ol>



## Visual VACMAN v4x Import and Export Module Specifications

### File to Import Option: Doses Administered data

**Figure 19. Error Detection Criteria – Doses Administered data.**

<b>Field</b>	<b>Class/Method/Program Called</b>	<b>Validation Steps - dosesadm.dbf</b>
Adate	clsBusiness.ckDoAdmADt()	<ol style="list-style-type: none"> <li>1. Date must be a valid date.</li> <li>2. Date cannot be blank.</li> <li>3. Date cannot be more than 5 years greater than current date.</li> </ol>
PIN	clsBusiness.ckMulPPin()	<ol style="list-style-type: none"> <li>1. Value cannot be blank.</li> <li>2. Sector field value in matching provider record must be between 10-29 or 32.</li> <li>3. There must be a matching, non-deleted record in the provider table.</li> <li>4. Matching provider record must be active.</li> </ol>
Vaccine	clsBusiness.ckMulVacc()	<ol style="list-style-type: none"> <li>1. Value cannot be blank.</li> <li>2. Value must be present in Vaccref table.</li> </ol>
Lot	clsBusiness.ckPHasLot()	<ol style="list-style-type: none"> <li>1. Must be a matching vaccine + lot number record in the Stock table.</li> </ol>
Doses	clsBusiness.ckDoAdmDose()	<ol style="list-style-type: none"> <li>1. Value must be greater than zero.</li> <li>2. Value may not exceed value in the maxno field of the Vaccref table.</li> </ol>

## Visual VACMAN v4x Import and Export Module Specifications

### File to Import Option: Direct Ship Order data (Archive or Update)

**Figure 20. Error Detection Criteria – Direct Ship Order data – Archive or Update.**

<b>Field</b>	<b>Class/Method/Program Called</b>	<b>Validation Steps - stock.dbf</b>
Multiple	frmImport.varicellaImport()	1. Duplicate records are not allowed.
Vaccine	frmImport.varicellaImport()	1. Value must be one of the following: VAR FLU MMR-V
Ndcno	frmImport.varicellaImport()	1. The value must match the value for vaccine in the Vaccbulk table. For more information, see Table Definitions in the VACMAN User Guide.
Orddate	clsBusiness.ckMulOrdDt()	1. Date cannot be blank. 2. Date must be a valid date. 3. Date must be within 30 days of current date.
PIN	clsBusiness.ckVarPIN()	1. PIN cannot be blank. 2. PIN must be in the Provider table. For more information, see Figure 5. Field Descriptions – Provider data. 3. PIN must match an active provider. 4. Contact, shipping and address information for matching record in the Provider table must be complete.
PIN	clsBusiness.ckEligProv()	1. PIN must not match a public provider. 2. PIN must match a direct ship eligible provider.
Fcode1	clsBusiness.ckVarFundCd()	1. Value cannot be blank.
Statepo	clsBusiness.ckVarFundCd()	1. If value in fcode1 is 1 or 2, the <i>State PO</i> field must be blank. 2. If value of fcode1 is other than 1 or 2, the <i>State PO</i> field cannot be blank.
Orddose Ndcno	clsBusiness.ckVarDose()	1. NDCno value must match a record in the Vaccbulk table. For more information, see Table Definitions in the VACMAN User Guide. 2. Total varicella order may not exceed \$25,000. 3. Orddose must be an even multiple of package size in the Vaccbulk table.
Rectype	frmimport.varicellaImport()	1. Value must be 2.
Ordpin	frmimport.varicellaImport()	1. Value must be the same as <i>PIN</i> field.
Pkgsz	frmimport.varicellaImport()	1. Value must match the <i>Package Size</i> field in the matching Vaccbulk table record.
Maker	frmimport.varicellaImport()	1. Value must match the <i>Maker</i> field in the matching Vaccbulk table record.
Contract	frmimport.varicellaImport()	1. Value must match the <i>Contract</i> field in the matching Vaccbulk table record.
Cost	frmimport.varicellaImport()	1. Value must match the <i>Cost</i> field in the matching Vaccbulk table record.

## Visual VACMAN v4x Import and Export Module Specifications

### File to Import Option: Direct Ship Orders – Add New Records

**Figure 21. Error Detection Criteria –Direct Ship Orders – Add New Records.**

Field	Class/Method/Program Called	Validation Steps - neworder.dbf
Xmitdate	frmImport.newOrdersImport()	1. Value must be blank.
Seekid	frmImport.newOrdersImport()	1. Value must be blank.
Orddose Fdose1	frmImport.newOrdersImport()	1. Value of <i>Orddose</i> field must be same as <i>Fdose1</i> field. If not, the program will copy value of <i>Fdose1</i> into this field and will store a warning message.
Vaccine	frmImport.newOrdersImport()	1. Value must be a valid direct ship vaccine per the applicable CDC contract.
Ndcno	frmImport.newOrdersImport()	1. Value must match the <i>NDCno</i> field per the applicable CDC contract.
Orddate	clsBusiness.ckOrdDt()	1. Must be a valid date. 2. Cannot be blank. 3. Must be less than current date – 30
PIN	clsBusiness.ckVarPIN()	1. PIN cannot be blank. 2. PIN must exist in the Provider table. For more information, see Figure 5. Field Descriptions – Provider data. 3. PIN must match an active provider. 4. Contact, shipping and address information for matching record in Provider table must be complete.
PIN	clsBusiness.ckEligProv()	1. PIN must not match a public provider. 2. PIN must match a direct ship eligible provider.
Fcode1	clsBusiness.ckVarFundCd()	1. Value cannot be blank.
Orddose Ndcno	clsBusiness.ckVarDose()	1. <i>NDCno</i> field value must match a record in the <i>Vaccbulk</i> table. For more information, see Table Definitions in the VACMAN User Guide. 2. Total varicella order may not exceed \$25,000. 3. <i>Orddose</i> must be an even multiple of <i>Package Size</i> field in the <i>Vaccbulk</i> table.
Rectype	frmImport.newOrdersImport()	1. Value must be 2.
Statepo	frmImport.newOrdersImport()	1. If <i>fcode1</i> is 3, cannot be blank. 2. If <i>fcode1</i> is 1 or 2 must be blank.
Size	frmImport.newOrdersImport()	1. Value must match the <i>pkgsize</i> field value in the <i>VACCBULK.dbf</i> table.
Maker	frmImport.newOrdersImport()	1. Value must match the <i>maker</i> field value in the <i>VACCBULK.dbf</i> table.
Contract	frmImport.newOrdersImport()	1. Value must match the <i>contract</i> field value in the <i>VACCBULK.dbf</i> table.
Cost	frmImport.newOrdersImport()	1. Value must match the <i>cost</i> field value in the <i>VACCBULK.dbf</i> table.

## Visual VACMAN v4x Import and Export Module Specifications

### File to Import Option: Provider Orders

**Figure 22. Error Detection Criteria –Provider Orders.**

Field	Class/Method/Program Called	Validation Steps - neworder.dbf
Xmitdate	frmImport.newOrdersImport()	1. Value must be blank.
Seekid	frmImport.newOrdersImport()	1. Value must be blank.
Orddose Fdose1	frmImport.newOrdersImport()	1. Value of orddose must be same as fdose1. If not the program will copy value of fdose1 into this field and will store a warning message.
Vaccine	frmImport.newOrdersImport()	1. Value must be a valid vaccine per the applicable CDC contract.
Ndcno	frmImport.newOrdersImport()	1. Value must match the <i>NDCno</i> field per the applicable CDC contract.
Orddate	clsBusiness.ckOrdDt()	1. Must be a valid date. 2. Cannot be blank. 3. Must be less than current date – 30
PIN	clsBusiness.ckVarPIN()	1. PIN cannot be blank. 2. PIN must be in the Provider table. For more information, see Figure 5. Field Descriptions – Provider data. 3. PIN must match an active provider. 4. Contact, shipping and address information for matching record in provider table must be complete.
PIN	clsBusiness.ckEligProv()	1. PIN must not match a public provider.
Fcode1	clsBusiness.ckVarFundCd()	1. Value cannot be blank.
Orddose Ndcno	clsBusiness.ckVarDose()	1. <i>NDCno</i> field value must match a record in the <i>Vaccbulk</i> table. For more information, see Table Definitions in the VACMAN User Guide. 2. Orddose must be an even multiple of <i>Package Size</i> in the <i>Vaccbulk</i> table.
Rectype	frmImport.newOrdersImport()	1. Value must be 5.
Statepo	frmImport.newOrdersImport()	1. If fcode1 is 3, cannot be blank. 2. If fcode1 is 1 or 2 must be blank.
Size	frmImport.newOrdersImport()	1. Value must match the <i>Package Size</i> field value in the <i>Vaccbulk</i> table.
Maker	frmImport.newOrdersImport()	1. Value must match the <i>Maker</i> field value in the <i>Vaccbulk</i> table.
Contract	frmImport.newOrdersImport()	1. Value must match the <i>Contract</i> field value in the <i>Vaccbulk</i> table.
Cost	frmImport.newOrdersImport()	1. Value must match the <i>Cost</i> field value in the <i>Vaccbulk</i> table.

## Export Module

The Export Utility provides a way to export data files from VACMAN into a different data format for use in external applications such as Excel, or for use in other data-centric programs.

**Notes:**

- You must have exclusive access to VACMAN while performing this function. Other users must exit the system before you begin.
- VACMAN does not perform any validation of records being exported.
- Export Options – The VACMAN Interface Screen

Figure 23. VACMAN *Utilities* tab – *Export Options* screen.



**Export File Options.** The *Export Options* screen offers the a list of files you can choose to export.

- The *Select a file to export* options are the same as the options for the *Import* screen - *Description of file to import*; see Page 5.
- The *File Type* options are the same as the options for the *Import* screen – *Import Type*; see Page 6.

# Visual VACMAN v4x Import and Export Module Specifications

## User Procedures

Use these instructions to export a file from VACMAN.

**Figure 24. User instructions for exporting from VACMAN.**

Step	Description
1	<p>Access the VACMAN <i>Utilities</i> tab and select the <b>Export Data into VACMAN</b> option.  <b>Result:</b> The system displays the VACMAN <i>Import Options</i> screen.</p>
2	<p>Choose one radio button from each of these frames:</p> <ul style="list-style-type: none"> <li>• Select a file to export; see Page 5 for description.</li> <li>• File type; see Page 6 for description.</li> <li>• PIN – Select either of the following: <ul style="list-style-type: none"> <li><i>All</i> – Include all Provider Identification Numbers (PINs)</li> <li><i>Range</i> – Include PINs within a <i>Starting</i> and <i>Ending</i> range of PIN numbers that you specify.</li> </ul> </li> <li>• Transaction Date - Select either of the following: <ul style="list-style-type: none"> <li><i>All</i> – Include all transaction dates</li> <li><i>Range</i> – Include transactions within a <i>Starting</i> and <i>Ending</i> range of dates that you specify.</li> </ul> </li> <li>• Select either of the following: <ul style="list-style-type: none"> <li><i>Copy</i> – Export a copy of specified data. This option <u>retains</u> the data in your active files.</li> <li><i>Move</i> – Export the specified data. This option <u>removes</u> that data from your active files. The VACMAN team recommends that you Back Up and Pack before performing the Move option, so that you can restore your data in the event the files are lost or corrupted.</li> </ul> </li> <li>• Distribution (Other) - If the file you select to export is Transactions, choose one of the following: <ul style="list-style-type: none"> <li>• All transactions</li> <li>• Returned (transaction code 2)</li> <li>• Unusable (transaction codes 3-7, 11-12)</li> <li>• Xfer btwn Providers (transaction code 8, transfer between providers)</li> </ul> </li> </ul>
3	<p>Click the <b>Preview</b> button to review the records that resulted from your selections. Press the <b>Esc</b> key to close the preview screen. You can modify your selections as needed.</p>
4	<p>To export the selected records, click the <b>Continue</b> button.  <b>Result:</b> The system prompts for a file name, and destination location for the file you are exporting.  The system presents a default file name based on the file you selected and the current date; e.g., <b>provider20061102</b>. You can modify this if needed.  The destination location must be outside your VACMAN data directory.</p>
	<p>Click the <b>Save</b> button to complete the export.</p>

This document can be found on the CDC website at:

<http://www.cdc.gov/vaccines/programs/vacman/downloads/specs-import-export-v4x-rev9.pdf>