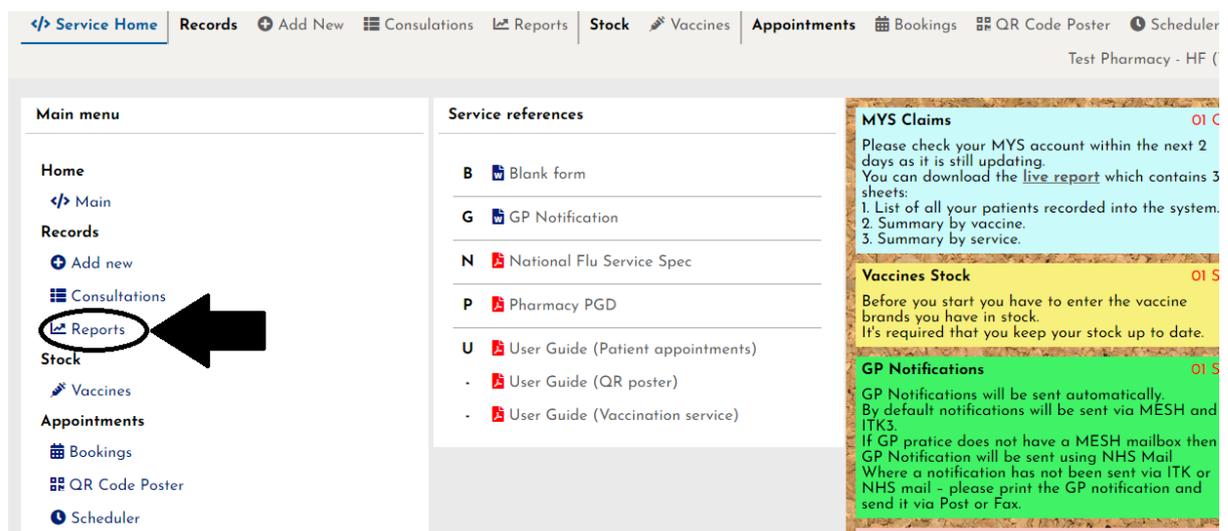
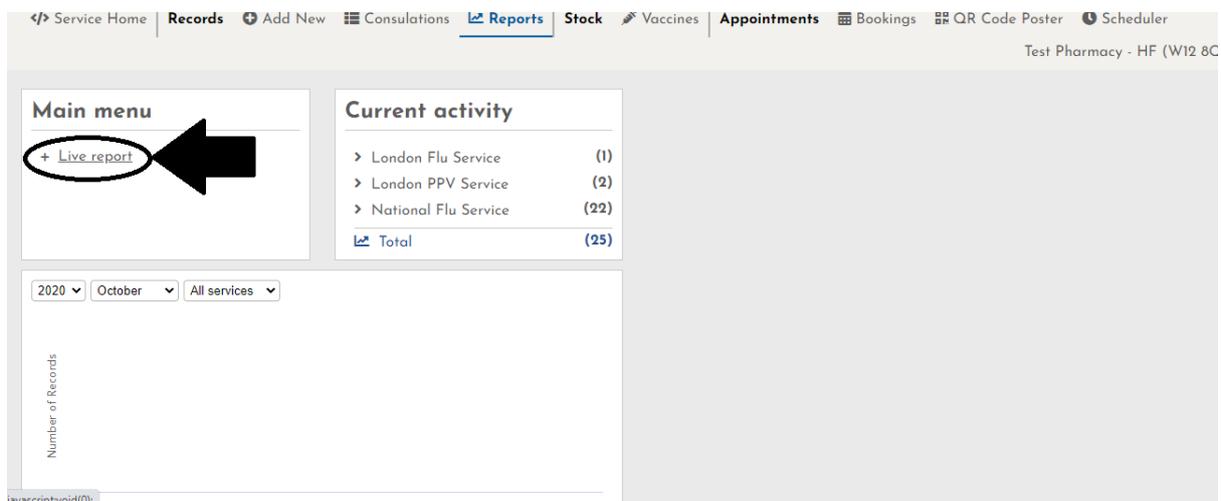


# Sonar MYS manual flu data upload user guide

1. If your MYS figures for flu isn't matching up to what you have submitted on Sonar, it is possible for you to manually upload the correct figures. The first step is to download a report from Sonar with a breakdown. To do this, you need to log onto your Sonar account, click 'Pharmacy vaccination service 2020/21' and then click 'reports'.



2. Click 'Live report' and then click download.





Click, by service to see a breakdown of vaccine done by Service (National flu, London flu & London PPV) and also broken down by inclusion (e.g 65 and over etc)

Count of Record Id	ServiceName	Inclusion	Total
		All care homes staff whom are not included in the National Advanced service e.g. cleaners, caterers and admin staff	1
	London Flu Service		1
	London Flu Service Total		1
	London PPV Service	Chronic respiratory disease	1
		Chronic heart disease	1
	London PPV Service Total		2
	National Flu Service	Chronic respiratory disease	11
		65 and Over	4
		Chronic neurological disease	2
		Household contact of person on NHS shielded patient list	1
		Chronic heart disease	1
		Pregnant woman	1
		Chronic kidney disease	1
		Diabetes	1
	National Flu Service Total		22
	Grand Total		25

This report will show the amount of vaccines submitted on Sonar broken down by different vaccine brand. If you'd like to see a full list patients you have vaccinated, click on Source also if you'd like to see a breakdown by service (National flu, London flu & London PPV) click 'By service'.

**4. Once you have downloaded your report and got your figures, you will need to log onto your MYS portal and click onto 'Flu claim'.**



Items with missing information

## 5. Then you need to click view and submit on the relevant month.

### Confirm and declare these submissions

These are the submission months where you have not yet confirmed the number of vaccinations you have delivered. Select View and submit to confirm the number of vaccines for that month and complete the declaration.

Period	Total number of vaccines	Status
September 2020	141	TO ACTION <a href="#">View and submit</a>

## 6. This will bring you a list of vaccines you have completed that month broken down vaccine brand.

September	Category	Quantity
	Fluarix Tetra vaccine suspension for injection	0
	Flucelvax Tetra vaccine suspension for injection	10
	Adjuvanted trivalent influenza vaccine (surface antigen, inactivated) suspension for injection	131
	Influvac sub-unit Tetra vaccine suspension for injection	0
	Quadrivalent influenza vaccine (split virion, inactivated) suspension for injection	0

Do you want to use these figures?

Yes  No, I want to submit manually

If these figures are correct to what you have submitted on Sonar click 'Yes'

If these figures are incorrect, click no and you can manually upload your figures using the data you obtained from the report.

**7. Use the report, to add the amount of each vaccine brand you have used and then click submit. Double check the figures are correct and then click claim. Please make sure it is only National flu that you are claiming for.**

Name	Details	Company	Total
Fluarix Tetra vaccine suspension for injection	0.5ml pre-filled syringes	GlaxoSmithKline UK Ltd	<b>Total</b> <input data-bbox="1276 560 1356 627" type="text"/>
Flucelvax Tetra vaccine suspension for injection	0.5ml pre-filled syringes	Seqirus Vaccines Ltd	<b>Total</b> <input data-bbox="1276 739 1356 806" type="text"/>
Adjuvanted trivalent influenza vaccine (surface antigen, inactivated) suspension for injection	0.5ml pre-filled syringes	Seqirus Vaccines Ltd	<b>Total</b> <input data-bbox="1276 918 1356 985" type="text"/>
Influvac sub-unit Tetra vaccine suspension for injection	0.5ml pre-filled syringes	MYLAN	<b>Total</b> <input data-bbox="1276 1097 1356 1164" type="text"/>