

## VigiFlow AEFI reporting – quick guide

This quick guide gives an overview of the Adverse Events Following Immunization (AEFI) data entry form and AEFI line listing available within VigiFlow. It can be used to get started for new users specifically from immunization programmes, working with cases reported on the WHO AEFI paper form.

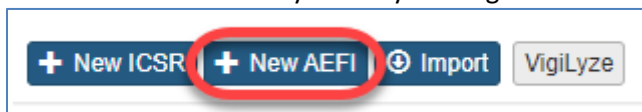
### General system information

- **URL:** <https://vigiflow.who-umc.org>
- **User name:** Your e-mail address
- **Password:** Set your own password by clicking the link “Forgot your password?” on the login page and following the instructions. See **Appendix 1** for step-by-step guide.

VigiFlow supports vaccine safety surveillance in several different ways. This guide focuses on the **AEFI data entry form**. To further support the work carried out in an immunization programme setting, a separate **AEFI line listing** tailored for vaccine surveillance is available and can be exported in Excel format.

### AEFI data entry form

Go to the AEFI data entry form by clicking “New AEFI” in the top menu of the Report List page:



The AEFI data entry form is tailored to support straight-forward digitalization of the WHO AEFI paper form which may be used by countries’ immunization programmes.

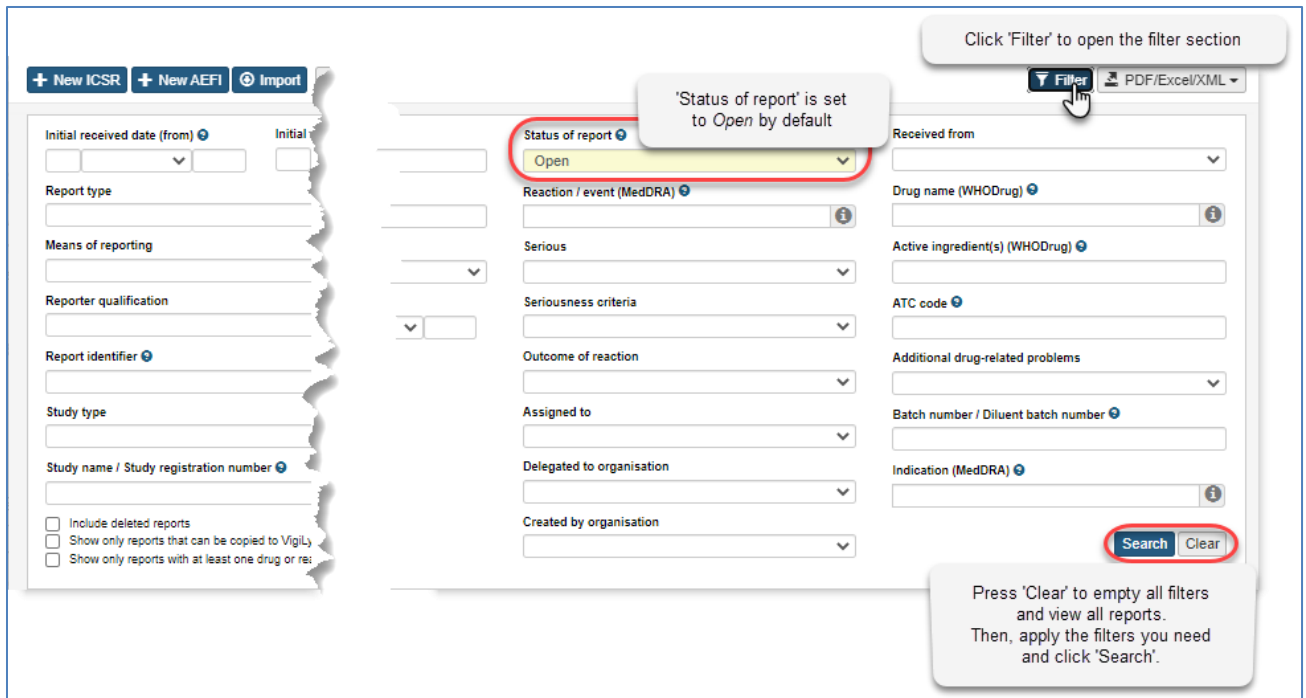
Some specific guidance on how to enter data in the form is available in short video instructions on the UMC website: [Global pharmacovigilance → VigiFlow → Training Materials → English](#)

### Exporting data for statistics and analysis

You will find different options for exporting your data in different formats in the top right corner of the Report List page.



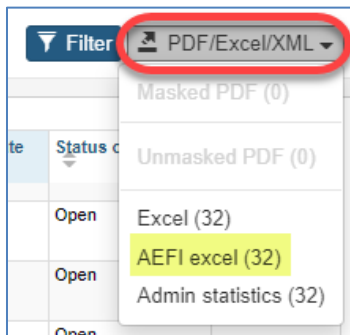
Start by clicking the ‘Filter’ button to open the filter section. By default, the report list contains all reports with ‘Report status’ *Open*. Press ‘Clear’ to empty all filters and view all available reports. Then apply the relevant filters to find the cases you wish to export.



The screenshot shows the report entry form with several annotations:

- A callout box at the top right says: "Click 'Filter' to open the filter section".
- A callout box pointing to the "Status of report" dropdown says: "'Status of report' is set to *Open* by default".
- The "Status of report" dropdown is highlighted with a red circle and contains the value "Open".
- The "Filter" button is highlighted with a red circle.
- The "Search" and "Clear" buttons are highlighted with red circles.
- A callout box at the bottom right says: "Press 'Clear' to empty all filters and view all reports. Then, apply the filters you need and click 'Search'".

The **AEFI excel** is a specific line listing containing data from the AEFI data entry form, to support the finding of clusters in provincial and national analysis, and to extract reporting statistics for evaluation of the AEFI reporting process. The AEFI excel is accessed from the top menu of the report list page:



Please note that the regular excel export ("Excel" in the drop-down menu) containing a somewhat different set of information, can also be used for AEFI reports, depending on your needs.

## Appendix 1. How to create password for new user account

Follow the below steps to create your password and login to Industry eReporting for the first time:

1. Go to <https://industryreporting.who-umc.org> and click the link “Forgot your password?”
2. Enter your e-mail address and click “Send verification code”. Keep this window open and check your mailbox. You should receive an e-mail from [msonlineserviceteam@microsoftonline.com](mailto:msonlineserviceteam@microsoftonline.com) with a 6-digit code.
3. Enter the 6-digit code in the box “verification code”, click “Verify code”
4. Click “Continue”
5. Choose your password, click “Continue”
6. You have now set your password and can login from the login page

