Vaccine Inventory Adjustment: Report Wastage

1. Login into system
   a. Make sure you are logged into the correct provider/clinic

2. Click Inventory

3. Click Vaccines

4. Click On-Hand

5. If needed, filter the vaccine by Status – Depleted/Expired. Column headers can be used to search for vaccine within the inventory.
6. Find the vaccine that has been wasted.

7. Click Action to see the available options

8. Select Adjustment and continue on this screen:

![Vaccine Inventory Adjustment](image)

9. Enter the Date/Time
   a. Enter the actual date on which the inventory was wasted.
   b. Tip: double click to enter the current date and time.

10. Grey fields: Inventory Location, Vaccine | Mfg | NDC, Lot Number, Expiration Date, Funding Source, Doses On-Hand – are shown as read only.

11. Select Reason
   a. When entering an adjustment for public vaccine, as COVID-19 vaccines, select a reason that is reportable to VTrckS and applicable to COVID-19 vaccines:
      i. broken vial/syringe;
ii. vaccine drawn into syringe but not admin;
iii. lost or unaccounted for vaccine;
iv. open vial but all doses not administered;
v. VTrckS – Other.

DO NOT SELECT ANY “PRIVATE” REASONS FOR COVID-19 VACCINES

12. Enter the number of Doses to be adjusted.

13. Select Modification “Subtract” to make the corresponding adjustment.

14. Enter Comments related to the adjustment.
   a. If you are able to discard vaccine by yourself, please enter this into the comment box.
   b. You can add any other important details about this wastage.

15. Click the Create button.
16. Click the On-Hand menu item to return to the Vaccine Inventory On-Hand screen where you can verify the inventory was adjusted correctly.