



Transfer Inventory

Sending Clinic

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. Select the vaccine to be transferred and click the Action button
6. Select Transfer
 - a. Inventory information for the vaccine selected are shown at the top of the page and cannot be edited
7. Select destination inventory location
8. Enter the number of doses to transfer
9. Enter other information as needed by facility
10. Enter the time of the transfer (double click to enter the current time)
11. Click create
 - a. Inventory transferred will be decremented from the sending clinic
12. Click update to see the details of the transfer
13. Click cancel to return to previous screen

Receiving Clinic

14. Click received when vaccine arrives at the receiving clinic
15. Enter the date and time (double click to enter the current date and time)
16. Click OK and the vaccine will be added to inventory