

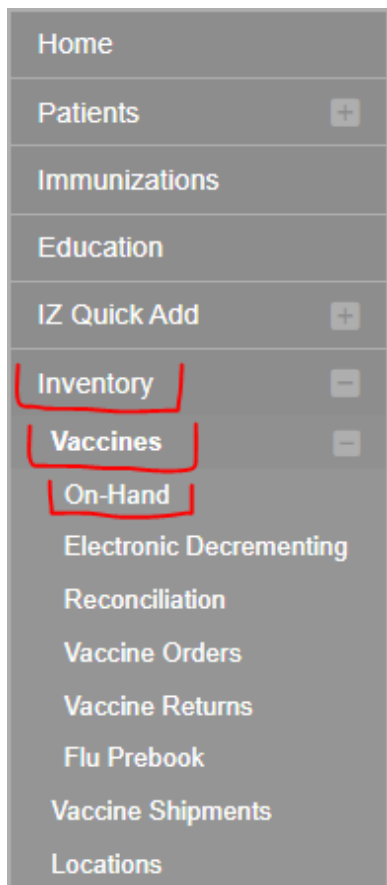


## Inventory Adjustment: Correct Lot Number, Expiration Date, and/or Fund Source

When manually adding vaccine inventory to on-hand, users may inadvertently enter incorrect details, such as lot number, expiration date, and/or fund source. The *Edit Vaccines* page allows users to correct these values. Please note: modifying a vaccine inventory item will also change the following items (if applicable):

- ALL inventory transactions (e.g., adjustments and vaccinations) for the selected item
- ALL vaccination records where a dose of the selected inventory item has been administered

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





## Inventory Adjustment: Correct Lot Number, Expiration Date, and/or Fund Source

5. Click the **Action** button and select **Edit**.

COVID-19 mRNA (MOD) (Moderna COVID-19 (10 x 10 dose 5.0 mL MDV))	MOD	80777-0273-99	026821A	05/06/2021	PAN	280	?	🔒	Action ▾
COVID-19 mRNA (MOD) (Moderna COVID-19 (10 x 10 dose 5.0 mL MDV))	MOD	80777-0273-99	026821A	09/17/2021	PAN	20	?		Action ▾
COVID-19 mRNA (PFR) (Pfizer COVID-19 (195 x 6 (0.3mL/dose) MDV))	PFR	59267-1000-02	EW0172	08/31/2021	PAN	12,870			Edit Adjustment Transfer Inquiry Transactions
COVID-19 mRNA (PFR) (Pfizer COVID-19 (195 x 6 (0.3mL/dose) MDV))	PFR	59267-1000-02	EW0175	08/31/2021	PAN	52,650			

6. The following fields are editable and can be updated to reflect the correct values:

- Vacc | Mfg | NDC | Brand
- Lot Number
- Expiration Date
- Funding Source
- Container Id

Inventory Location  
TRAINING INV LOC - PUBLIC HEALTH (AGG)

Vaccine  
ZOSTER

Vacc | Mfg | NDC | Brand \*  
ZOSTER | MSD | 00006-4963-41 | ZOSTAVAX (0.63 ML X 10 VIALS) ▾

Funding Source \*  
VFC ▾

Doses (initial)  
15

Lot Number \*  
54DH65400

Container Id  
[ ]

Doses (current)  
15

Expiration Date \*  
10/25/2016 📅

Orig. Exp. Date  
10/22/2016 📅

Note that modifying this inventory item will also change the following items (if applicable):

- ALL inventory transactions (e.g. adjustments and vaccinations) for the selected item
- ALL vaccination records where a dose of the selected inventory item has been administered

Clear

7. Click the **Update** button to save all changes.

8. Click the **On-Hand** menu item to return to the *Vaccine Inventory On-Hand* screen and verify all changes were applied correctly.