EVI Online Training Guide

Audio: The EVI Online Training allows you to ‘hear’ the presentation if needed. Simply click on the ‘Speaker’ button in the top right hand side of the screen. To turn the audio off, simply click on the ‘Speaker’ button again.

Table Contents of EVI Online Training: The EVI Online Training has a table of contents (TOC) that allows you to go directly to a specific section without listening to the entire presentation. The TOC button is located in the bottom right hand side of the screen. To open or close, simply click on the TOC button.

The following bolded titles identify those sections that are new or updated:

Table of Contents:
- **Introduction** – Updated – Slides 2-3
- Login/UserID/Password
- **Welcome Contents** – Slide 5 - Updated
- **Setting Up Initial Inventory:** Steps 1-3 – Slides 6-15 - New section
- **Worksheets – Tally and Physical Count** – Slides 7 - New section

Provider Information:
- Provider Information
- Shipping Information
- Days/Hours of Operation
- Contacts

Receiving – New section
- Receiving – Slides 22-24
- **Regular and Partial Vaccine Orders** – Slides 25-27
- **Varicella ONLY Vaccine Order** – Slide 28

Doses – New section
- **Doses Administered** – Slides 29-30
- **Doses Administered History** – Slide 31

Inventory – New section
- **Transferring Vaccine** – Slides 32-35
- Transfer – Historical Transactions – Slides 36-37
- **Recording Wasted or Expired Vaccine** – Slide 38-42
- **Wasted or Expired – Historical Transactions** – Slide 43-44
- **Provider C-33 Reconciling Inventory** – Slides 45-49

Place Order
- Place Order
- **Tiered Order Frequency (TOF)** – Slide 52 - Updated
- Special Instructions for Closures
- **Order Confirmation** – Slide 56 - New section
- Possible Error Messages
- **Order Requirements** – Slide 59 - Updated

Order History – Slides 60-61 - New section

Update Choice

Quality Assurance and Reporting – Slides 67-70 - New section

Help