



# Full Inventory- Create/ Add Inventory

## When to use:

- ◆ After your clinic has decided on the full inventory type and before your clinic starts direct entry.
- ◆ After your clinic has decided to transition from partial inventory tracking to full inventory.
- ◆ Immediately after you receive new vaccines.

**Who should use:** Users who track vaccine inventory.

**Notes:** Before getting started, prepare a list of your active vaccine inventory with vaccine type, manufacturer, NDC number, Lot number, expiration date, and exact number of doses.

\*\*\*All vaccines should be added to your inventory IMMEDIATELY after receipt!

STEPS	ILLUSTRATIONS
<p><b>Step 1:</b></p> <p>A. In the left menu, click <b>INVENTORY</b> to expand menu options.</p> <p>B. Click <b>VACCINES</b> to expand again.</p> <p>C. Click <b>ON-HAND</b>.</p> <p><i>This will take you to the full inventory page.</i></p>	<p>Home            Patients            Immunizations  <b>Inventory</b> ← A.            Vaccines ← B.            On-Hand ← C.            Reconciliation            Shipments            Locations            Reports            Settings</p>
<p><b>Step 2:</b></p> <p>Click <b>ADD NEW INVENTORY</b>.</p>	<p>Vaccine Inventory On-Hand</p> <p>This is a list of the vaccine inventory currently on-hand. Select an inventory item below and click "Edit", "Adjustment", "Transfer", or "Inquiry" buttons to manage the selected item. Select "Add New Inventory" to add new inventory.</p> <p>Pending Inventory Transfers</p> <p>Add New Inventory</p>
<p><b>Step 3:</b></p> <p>Select <b>INVENTORY LOCATION</b>.</p> <p><b>NOTE:</b>            You will only have one location unless you are in charge of more than one clinic inventory.</p>	<p>Add</p> <p>Date: 02/06/2012</p> <p>Inventory Location: [Dropdown menu]</p> <p>Vaccine   Mfg   NDC   Brand: 123 MEDICAL CLINIC &gt; TRAINLOC - 123 MEDICAL GROUP INVENTORY</p> <p>Lot Number: [Input field]</p>



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<p><b>Step 4:</b></p> <p><b>A.</b> Click on drop-down arrow on blank <b>VACCINE</b> line.</p> <p><b>B.</b> Find the type of vaccine and select by matching the <b>NDC numbers</b>.</p> <p><b>NOTE:</b> Shortcut= start typing the Vaccine Type instead of scrolling. Ex: Type "I" to get to the vaccines that begin with "I".</p>	<p>Vaccine   Mfg   NDC   Brand</p> <table border="1"> <tr><td>Lot Number</td><td>ANTHRAX</td><td>MIP</td><td></td><td></td></tr> <tr><td>Expiration Date</td><td>ANTHRAX</td><td>MIP</td><td>64678-0211-05</td><td>BIOTHRAX (5.0 ML VIAL)</td></tr> <tr><td>Funding Source</td><td>BCG</td><td>OTC</td><td>48642-9041-01</td><td>1CC VIAL</td></tr> <tr><td>Doses Adjusted</td><td>BCG</td><td>PMC</td><td>49281-0880-01</td><td>MYCOBAX</td></tr> <tr><td>Comments</td><td>DT, PED</td><td>PMC</td><td>49281-0880-31</td><td>MYCOBAX</td></tr> <tr><td></td><td>DT, PED</td><td>PMC</td><td>49281-0275-10</td><td>DT (5 ML X 1 VIAL)</td></tr> <tr><td></td><td>DT, PED</td><td>PMC</td><td>49281-0278-10</td><td>DT (5 ML X 1 VIAL)</td></tr> <tr><td></td><td>DTAP (DAPTACEL)</td><td>PMC</td><td></td><td></td></tr> <tr><td></td><td>DTAP (DAPTACEL)</td><td>PMC</td><td>49281-0286-01</td><td>DAPTACEL (0.5 ML X 1 VIAL)</td></tr> <tr><td></td><td>DTAP (DAPTACEL)</td><td>PMC</td><td>49281-0286-05</td><td>DAPTACEL (0.5 ML X 5 VIALS)</td></tr> <tr><td></td><td>DTAP (DAPTACEL)</td><td>PMC</td><td>49281-0286-10</td><td>DAPTACEL (0.5 ML X 10 VIALS)</td></tr> <tr><td></td><td>DTAP-HEPB-IPV</td><td>SKB</td><td></td><td></td></tr> <tr><td></td><td>DTAP-HEPB-IPV</td><td>SKB</td><td>58160-0811-01</td><td>PEDIARIX (0.5 ML X 1 VIAL)</td></tr> <tr><td></td><td>DTAP-HEPB-IPV</td><td>SKB</td><td>58160-0811-11</td><td>PEDIARIX (0.5 ML X 10 VIALS)</td></tr> <tr><td></td><td>DTAP-HEPB-IPV</td><td>SKB</td><td>58160-0811-41</td><td>PEDIARIX (0.5 ML X 1 SYR)</td></tr> <tr><td></td><td>DTAP-HEPB-IPV</td><td>SKB</td><td>58160-0811-43</td><td>PEDIARIX (0.5 ML X 1 SYR)</td></tr> <tr><td></td><td>DTAP-HEPB-IPV</td><td>SKB</td><td>58160-0811-46</td><td>PEDIARIX (0.5 ML X 5 SYR)</td></tr> </table>	Lot Number	ANTHRAX	MIP			Expiration Date	ANTHRAX	MIP	64678-0211-05	BIOTHRAX (5.0 ML VIAL)	Funding Source	BCG	OTC	48642-9041-01	1CC VIAL	Doses Adjusted	BCG	PMC	49281-0880-01	MYCOBAX	Comments	DT, PED	PMC	49281-0880-31	MYCOBAX		DT, PED	PMC	49281-0275-10	DT (5 ML X 1 VIAL)		DT, PED	PMC	49281-0278-10	DT (5 ML X 1 VIAL)		DTAP (DAPTACEL)	PMC				DTAP (DAPTACEL)	PMC	49281-0286-01	DAPTACEL (0.5 ML X 1 VIAL)		DTAP (DAPTACEL)	PMC	49281-0286-05	DAPTACEL (0.5 ML X 5 VIALS)		DTAP (DAPTACEL)	PMC	49281-0286-10	DAPTACEL (0.5 ML X 10 VIALS)		DTAP-HEPB-IPV	SKB				DTAP-HEPB-IPV	SKB	58160-0811-01	PEDIARIX (0.5 ML X 1 VIAL)		DTAP-HEPB-IPV	SKB	58160-0811-11	PEDIARIX (0.5 ML X 10 VIALS)		DTAP-HEPB-IPV	SKB	58160-0811-41	PEDIARIX (0.5 ML X 1 SYR)		DTAP-HEPB-IPV	SKB	58160-0811-43	PEDIARIX (0.5 ML X 1 SYR)		DTAP-HEPB-IPV	SKB	58160-0811-46	PEDIARIX (0.5 ML X 5 SYR)
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<p><b>Step 5:</b></p> <p><b>A.</b> Type in the <b>LOT NUMBER</b>.</p> <p><b>B.</b> Type in the <b>EXPIRATION DATE</b>.</p> <p><b>C.</b> Select the <b>FUNDING SOURCE</b>.</p> <p><b>D.</b> Type in the exact number of <b>DOSES</b> that you have on-hand.</p>	<p><b>Add</b></p> <p>Date: 02/06/2012</p> <p>Inventory Location: 123 MEDICAL CLINIC &gt; TRAINLOC - 123 MEDICAL GROUP INVENTORY</p> <p>Vaccine   Mfg   NDC   Brand: DTAP (DAPTACEL)   PMC   49281-0286-10   DAPTACEL (0.5 ML X 10 VIALS)</p> <p>Lot Number: C3916AA</p> <p>Expiration Date: 12/02/2015</p> <p>Funding Source: VFC</p> <p>Doses Adjusted: 50</p> <p>Comments:</p>																																																																																					
<p><b>Step 6:</b></p> <p>Click <b>CREATE</b>.</p> <p>Screen will automatically refresh for the next new vaccine.</p>	<p><b>Create</b> <b>Cancel</b></p>																																																																																					

IF:	THEN:
<p><b>Your NDC number is not listed.</b></p>	<p>Select the matching <b>VACCINE</b> and <b>MANUFACTURER</b> with blank <b>NDC</b> number and <b>BRAND</b> and notify SAIRS Team.</p> <p>Ex:  DTAP-HEPB-IPV   SKB  </p>

**<THE END>**