



Full Inventory- Edit Vaccines

When to use:

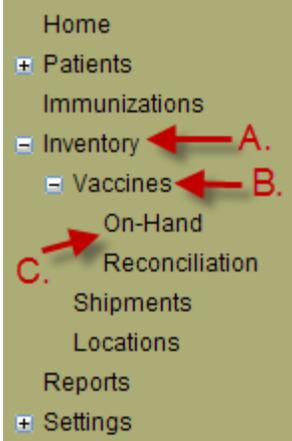
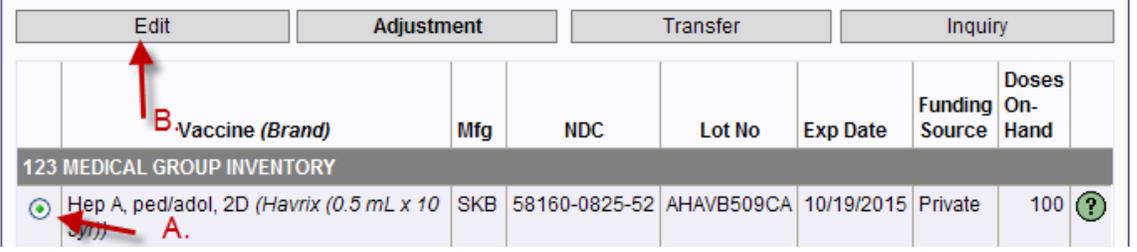
- ◆ If Lot Number was entered incorrectly.
- ◆ If Expiration Date was entered incorrectly.
- ◆ If Funding Source was selected incorrectly.

Who should use: Users who track vaccines inventory.

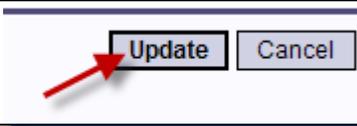
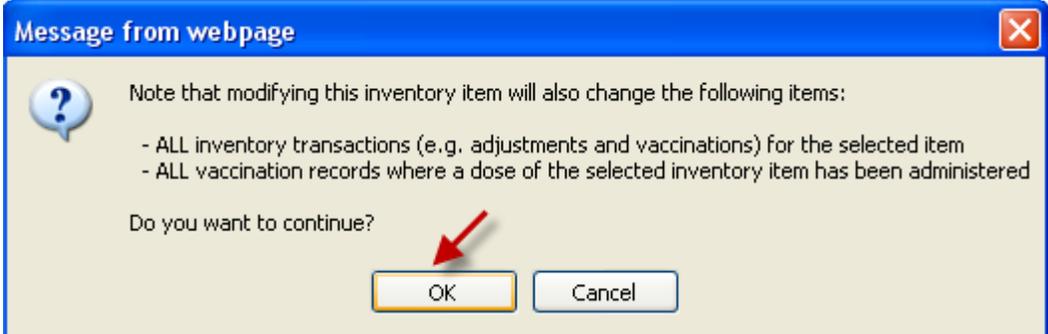
Notes:

Modifying any inventory item will also change the following items:

- ◆ 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

STEPS	ILLUSTRATIONS																																
<p>Step 1:</p> <p>A. In the left menu, click INVENTORY to expand menu options.</p> <p>B. Click VACCINES to expand again.</p> <p>C. Click ON-HAND.</p> <p><i>This will take you to the full inventory page.</i></p>																																	
<p>Step 2:</p> <p>D. Click on the vaccine that needs to be edited.</p> <p>E. Click EDIT.</p>	 <table border="1" data-bbox="397 1375 1534 1627"> <thead> <tr> <th colspan="2"></th> <th>Edit</th> <th>Adjustment</th> <th>Transfer</th> <th colspan="3">Inquiry</th> </tr> <tr> <th></th> <th>Vaccine (Brand)</th> <th>Mfg</th> <th>NDC</th> <th>Lot No</th> <th>Exp Date</th> <th>Funding Source</th> <th>Doses On-Hand</th> </tr> </thead> <tbody> <tr> <td colspan="8">123 MEDICAL GROUP INVENTORY</td> </tr> <tr> <td><input checked="" type="radio"/></td> <td>Hep A, ped/adol, 2D (Havrix (0.5 mL x 10 Dose))</td> <td>SKB</td> <td>58160-0825-52</td> <td>AHAVB509CA</td> <td>10/19/2015</td> <td>Private</td> <td>100</td> </tr> </tbody> </table>			Edit	Adjustment	Transfer	Inquiry				Vaccine (Brand)	Mfg	NDC	Lot No	Exp Date	Funding Source	Doses On-Hand	123 MEDICAL GROUP INVENTORY								<input checked="" type="radio"/>	Hep A, ped/adol, 2D (Havrix (0.5 mL x 10 Dose))	SKB	58160-0825-52	AHAVB509CA	10/19/2015	Private	100
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STEPS	ILLUSTRATIONS
<p>Step 3: Click in the field that needs to be changed and type correct:</p> <ul style="list-style-type: none"> • Lot Number • Expiration Date • Funding Source 	
<p>Step 4: Click UPDATE.</p>	
<p>Step 5: Click OK.</p>	

<THE END>