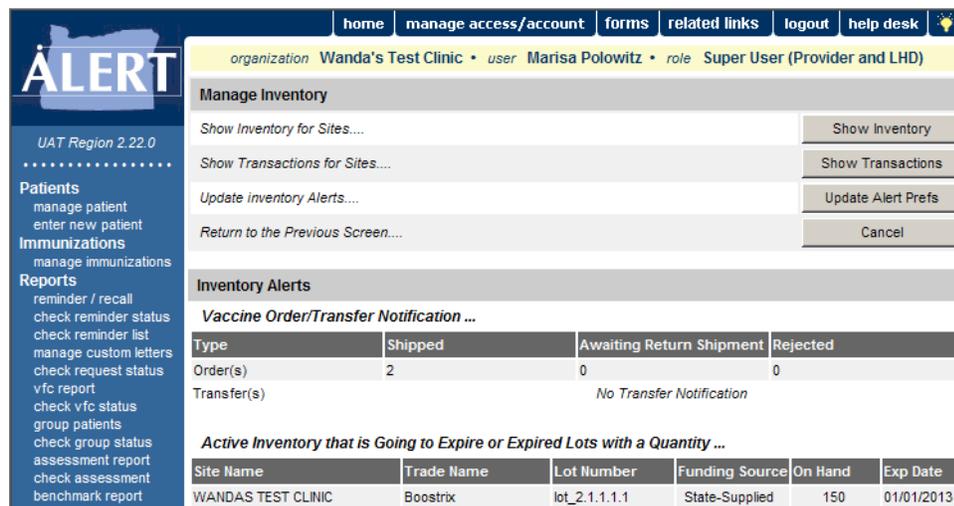


ALERT IIS: How to Manually Adjust Inventory

You will find that as part of the normal process of reconciling your ALERT IIS inventory, some lots of vaccine show a different quantity in the system than you actually have in your fridge and freezer. After doing research to determine the cause of this, you will need to manually adjust the amount shown in ALERT IIS.\

1. Click on **Manage Inventory** under the Inventory heading in the menu panel.
2. Click on **Show Inventory**.



The screenshot shows the ALERT IIS interface. At the top, there are navigation tabs: home, manage access/account, forms, related links, logout, and help desk. Below this, the user information is displayed: organization Wanda's Test Clinic, user Marisa Polowitz, and role Super User (Provider and LHD). The main content area is titled 'Manage Inventory' and contains several buttons: 'Show Inventory for Sites...', 'Show Transactions for Sites...', 'Update inventory Alerts...', and 'Return to the Previous Screen...'. To the right of these buttons are four buttons: 'Show Inventory', 'Show Transactions', 'Update Alert Prefs', and 'Cancel'. A red arrow points to the 'Show Inventory' button. Below this section is the 'Inventory Alerts' section, which includes a 'Vaccine Order/Transfer Notification ...' table and an 'Active Inventory that is Going to Expire or Expired Lots with a Quantity ...' table.

Type	Shipped	Awaiting Return Shipment	Rejected
Order(s)	2	0	0
Transfer(s)	No Transfer Notification		

Site Name	Trade Name	Lot Number	Funding Source	On Hand	Exp Date
WANDAS TEST CLINIC	Boostrix	lot_2.1.1.1.1	State-Supplied	150	01/01/2013

3. Select the vaccine lots you wish to adjust by clicking in the box of the desired vaccine under the "Select" heading. (You may adjust more than one at a time)

home manage access/account forms related links logout help desk

organization Wanda's Test Clinic • user Marisa Polowitz • role Super User (Provider and LHD)

ALERT

UAT Region 2.22.0

Patients
manage patient
enter new patient

Immunizations
manage immunizations

Reports
reminder / recall
check reminder status
check reminder list
manage custom letters
check request status
vfc report
check vfc status
group patients
check group status
assessment report
check assessment
benchmark report
check benchmark
ad hoc list report
ad hoc count report
ad hoc report status

Inventory
manage inventory
manage orders
manage transfers
shipping documents
transaction summary
doses administered

Maintenance

Manage Inventory

Add Inventory Add Inventory

Modify Quantity On Hand.... **Modify Quantity**

Show Transactions.... Show Transactions

Show Previous Counts.... Inventory Count Listing

Print Inventory Shown Below.... Print

Return to the Previous Screen.... Cancel

Funding Source: Both Show Active Inactive Non-Expired Expired

Select	Trade Name	Funding Source	Lot Number	Packaging	NDC	Inv On Hand	Active	Exp Date
<input type="checkbox"/>	ActHib	State	32df3sd	vials	49281-0545-05	560	Y	08/15/2014
<input type="checkbox"/>	ActHib	Private	FDD1005-1			20	Y	12/31/2013
<input type="checkbox"/>	Adacel	State	C3491AA			30	Y	07/29/2013
<input checked="" type="checkbox"/>	Boostrix	Private	123456789	BOOSTRIX INJECTION SUSPENSION .5 ML SYR	00007-0842-41	25	Y	12/29/2014
<input checked="" type="checkbox"/>	DAPTACEL	State	1122334455	VIALS	49281-0286-10	50	Y	01/01/2015
<input type="checkbox"/>	Engerix-B Peds	State	1234	VIALS	58160-0820-11	61	Y	12/16/2013
<input type="checkbox"/>	Engerix-B Peds	State	AHAVB453AA			20	Y	02/25/2013
<input type="checkbox"/>	Engerix-B Peds	Private	AHAVB453AA		58160-0820-52	20	Y	12/15/2013

After selecting the lots to be adjusted, click on **Modify Quantity**.

home manage access/account forms related links logout help desk

organization Wanda's Test Clinic • user Marisa Polowitz • role Super User (Provider and LHD)

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manage custom letters
check request status
vfc report
check vfc status

Manage Inventory

Save Changes to Quantity On Hand for Selected Sites... Save

Return to the Previous Screen.... Cancel

Modify Quantity On Hand for Selected Site(s)

Trade Name	Lot Number	Funding Source	Inv On Hand	Action	Amount	Reason
Boostrix	123456789	Private	25	Add		Receipt of Inventory
DAPTACEL	1122334455	State	50	Add		Receipt of Inventory

4. On the modify quantity screen, select whether you would like to add doses or subtract doses from inventory on the **Action** heading for each lot.

home | manage access/account | forms | related links | logout | help desk

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Manage Inventory

Save Changes to Quantity On Hand for Selected Sites...

Return to the Previous Screen...

Modify Quantity On Hand for Selected Site(s)

Trade Name	Lot Number	Funding Source	Inv On Hand	Action	Amount	Reason
Boostrix	123456789	Private	25	Add	5	Receipt of Inventory
DAPTACEL	1122334455	State	50	Subtract	10	Error Correction

Enter the **Amount** you would like to adjust. Select the **Reason** from the drop-down list. (Tip: There is a How To guide for interpreting the options on this screen on our webpage, here:

<https://www.oregon.gov/oha/PH/PREVENTIONWELLNESS/VACCINESIMMUNIZATION/ALERT/documents/ALERTIISModQuant.pdf>)

5. Click **Save** when you are sure that no other corrections are needed. This will take you back to the **View Inventory** page.