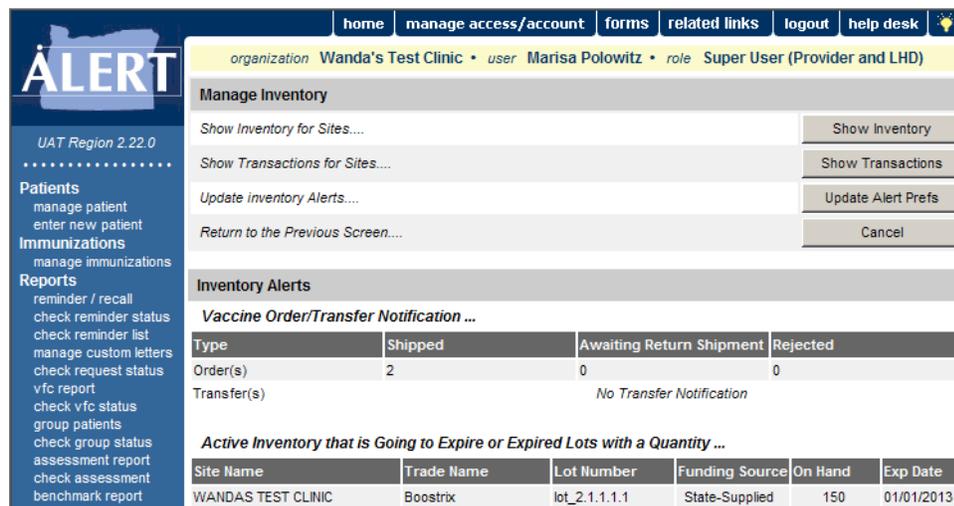# ALERT IIS: How to Manually Adjust Inventory

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.**

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)

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

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

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.