How to Add Vaccine Inventory
Covered in this Section

In this section we will be reviewing how to use VIIS to track administered vaccines by utilizing the Inventory feature.

• What is the Inventory feature?
  • The inventory module tracks vaccine usage and keeps a running count of all your vaccine stock when using VIIS directly to chart vaccines.

We will cover the following in this section:
• How to add electronic vaccine inventory to VIIS
• How to maintain and modify vaccine inventory
Adding Vaccine Inventory

1. From the “VIIS Home" page click on **Manage Inventory** in the left menu column.

2. Click on the **Show Inventory** button on the top right corner of the screen.
Inventory Home Page

**Funding Source:** Allows you to filter Public vs. Private stock

**Show:** Allows you to filter between different lot status. Defaults to “Active” status

**Current Inventory**

<table>
<thead>
<tr>
<th>Select</th>
<th>Trade Name</th>
<th>Public</th>
<th>Lot Number</th>
<th>Packaging</th>
<th>NDC</th>
<th>Inv on Hand</th>
<th>Active</th>
<th>Exp Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Adacel</td>
<td>N</td>
<td>12589</td>
<td></td>
<td></td>
<td>30</td>
<td>Y</td>
<td>01/01/2021</td>
</tr>
<tr>
<td>0</td>
<td>Adacel</td>
<td>Y</td>
<td>32145</td>
<td></td>
<td></td>
<td>25</td>
<td>Y</td>
<td>01/01/2021</td>
</tr>
<tr>
<td>0</td>
<td>Adacel</td>
<td>Y</td>
<td>AA1100</td>
<td></td>
<td></td>
<td>60</td>
<td>Y</td>
<td>01/01/2021</td>
</tr>
<tr>
<td>0</td>
<td>IPCL</td>
<td>N</td>
<td>AA8555</td>
<td></td>
<td></td>
<td>20</td>
<td>Y</td>
<td>03/01/2021</td>
</tr>
<tr>
<td>0</td>
<td>PedvacHIB</td>
<td>Y</td>
<td>450789</td>
<td></td>
<td></td>
<td>20</td>
<td>Y</td>
<td>01/01/2021</td>
</tr>
<tr>
<td>0</td>
<td>Prevnar13</td>
<td>Y</td>
<td>12345</td>
<td></td>
<td></td>
<td>20</td>
<td>Y</td>
<td>01/01/2021</td>
</tr>
</tbody>
</table>

By clicking this button to submit my inventory count I confirm that my inventory has been reconciled and the quantities shown here represent a complete and accurate count of my inventory on hand as of today’s date.
New Features for VVFC Providers

There are two new features available to Virginia Vaccines For Children (VVFC) providers.

“Submit Reconciled Inventory Count” allows you to electronically submit your inventory count for VFC vaccine orders.

“Inventory Count Listing” provides a listing of previously submitted inventory counts.
Adding Vaccine Inventory

1. Click on the **Add Inventory** button on the top right corner of the screen.
Adding Vaccine Inventory

1. Choose the vaccine to add from the drop-down menu for **Trade Name**.
   - **Manufacturer** will automatically pre-populate for you.

2. Fill in the required fields (shown in blue), and click on **Save**.
   - **NOTE**: Public funding is for VFC vaccines while **Private** is for all other vaccines.
Adding Vaccine Inventory

Once successfully entered, VIIS will indicate that it was saved with the highlighted verbiage at the bottom of the screen.

Note: You can click “Cancel” to return to the previous screen without undoing your entry OR click the “Add New” button to continue adding additional vaccine lots to your inventory.
How to Modify Existing Inventory

Covered in the next section we will review how to modify inventory. There are two ways to modify existing inventory in VIIS:

1. Modify Individual lots
2. Modify Multiple lots
How to Modify Existing Inventory

1. From the “VIIS Home" page click on **Manage Inventory** in the left menu column.

2. Click on the **Show Inventory** button on the top right corner of the screen.
How to Modify Existing Inventory

If the lot number you want to modify for your inventory is already listed and the **Trade Name** and **Expiration Date** match, click on the corresponding blue **Trade Name** link for that row.

1. **HINT:** To avoid manually searching for the lot number, Press **CTRL + F** on your keyboard to pull the “FIND” feature. Type in the lot number you are trying to modify and your web browser will highlight it if there is a match.
Modifying Existing Inventory

1. Under “Modify Quantity on Hand” choose the **Action**, the **Amount of Doses** you are modifying and the **Reason Type**.

2. Click **Save** on the top right corner of the screen.
Modifying Inventory: Detail Screen

**Action:** Add or Subtract

**Reason Type:** Will allow you to record a detailed reason for your adjustment. Be sure to use the correct reason type to correlate with your action, whether it’s adding or subtracting.
Modifying Multiple Lots

1. Check mark the desired lots under the “Select” column.
2. Click Modify Quantity.
Modifying Multiple Lots

1. Choose the **Action**, the **Amount** of Doses you are modifying and the **Reason**.

2. Click **Save** when completed
Adding Existing Vaccine Lot

New Feature: VIIS will not allow you to enter an existing lot if it already exists. You must use the modify feature to add additional stock.
Questions?

For technical assistance please contact:

**VIIS Helpdesk**

Monday-Friday 8:30am – 5:00pm
Email:  viis_helpdesk@vdh.virginia.gov
Phone Number:  (866) 375-9795

For all training requests please contact:

**VIISInfo@vdh.virginia.gov**

Additional training guides and resources can be found at:
https://www.vdh.virginia.gov/immunization/viis/viisregorgs/