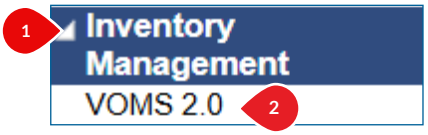
ADJUSTING AN ORDER QUANTITY IN VOMS

This Quick Reference Guide complements the Transfers module, specifically focusing on the adjusting an order's quantity received within VOMS.

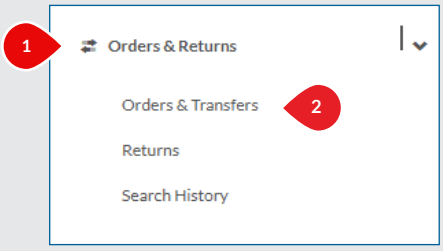
Navigating to VOMS

1. After logging into the Registry, on the left-side menu, click **Inventory Management** to expand the options.
2. Click **VOMS 2.0.**



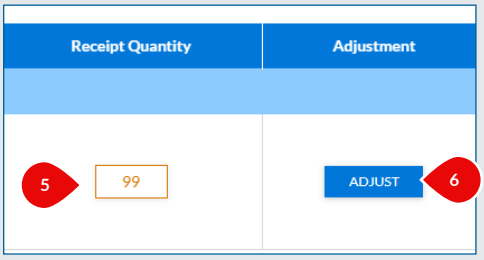
Adjusting an Order Quantity in VOMS

1. Click **Orders and Returns.**
2. Then click **Orders and Transfers.**

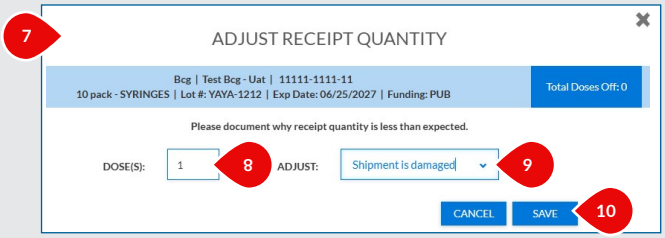


3. Locate the order to adjust.
4. Click **Receive**

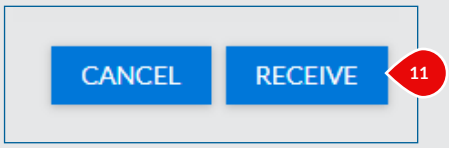
5. Type in the actual **Receipt Quantity.**
6. Click the **Adjust.**



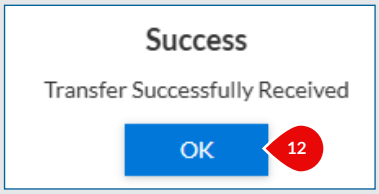
7. An **Adjust Receipt Quantity** pop up box will appear.
8. Select the number of **Doses** not received.
9. Select a reason for the **Adjustment.**
10. Click **Save.**



11. Click **Receive** (at the bottom of the screen).



12. Click **OK.**



Virginia Immunization Information System

VDH VIRGINIA DEPARTMENT OF HEALTH