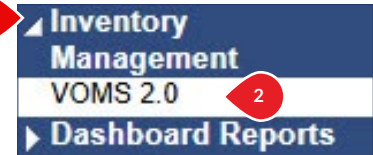


This Quick Reference Guide complements the Cold Storage module, specifically focusing adding new cold storage units. It highlights key points to enhance your understanding and support the proper tracking and management of vaccine storage.

You only need to add a cold storage unit once, however it is recommended as a best practice to input all your cold storage in a timely manner. Ideally, daily or on a weekly basis. Yes, you do have to manually input it even if your site uses a Data Logger.

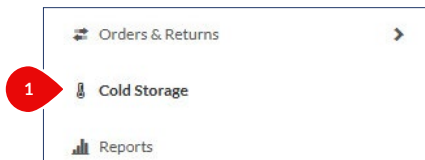
### Navigating to VOMS

1. On the left-side menu, click **Inventory Management** to expand the options.
2. Click **VOMS 2.0**.

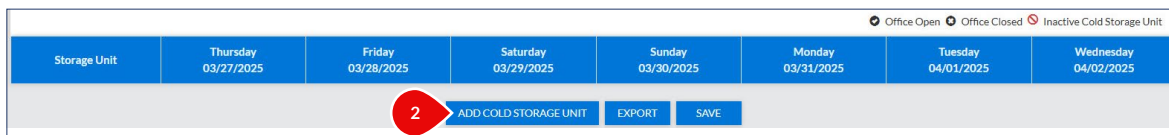


### Steps to Add a Cold Storage Unit

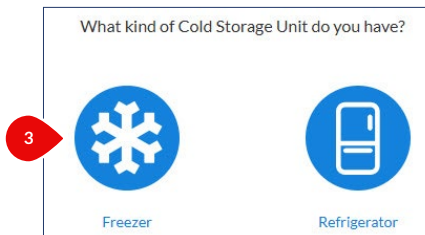
1. After logging into VOMS, click **Cold Storage** on the left-side menu.



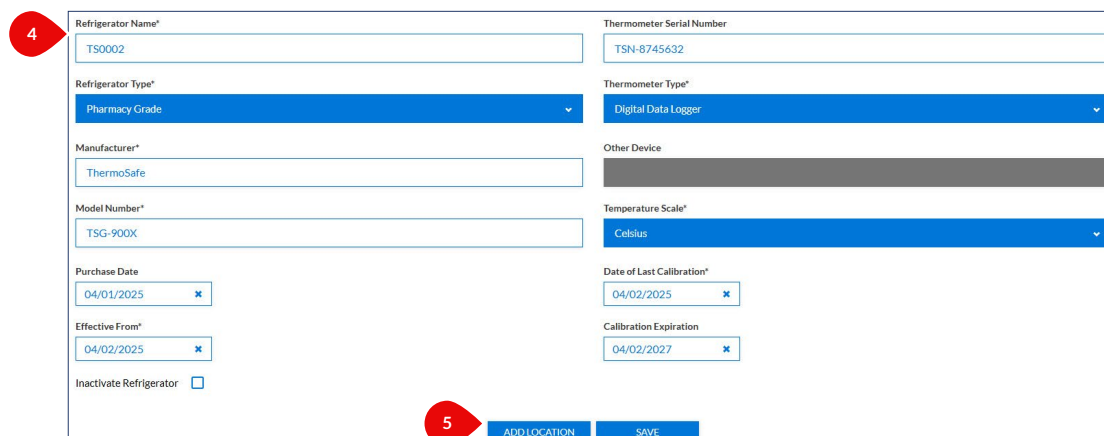
2. On the Cold Storage page, click the **ADD COLD STORAGE UNIT** button.
3. Click **Freezer** or **Refrigerator** to choose the correct cold storage unit being added.



4. On the Add/Edit Cold Storage Unit screen, enter at least the required information for the new unit. Required fields are notated with an asterisk.



5. Click **ADD LOCATION** (optional) to add a location for the cold storage unit or click **Save** to save the cold storage unit without adding a location.



A screenshot of the Add/Edit Cold Storage Unit form. The form is divided into two columns. The left column contains fields for 'Refrigerator Name\*' (TS0002), 'Refrigerator Type\*' (Pharmacy Grade), 'Manufacturer\*' (ThermoSafe), 'Model Number\*' (TSG-900X), 'Purchase Date' (04/01/2025), 'Effective From\*' (04/02/2025), and 'Inactivate Refrigerator' (checkbox). The right column contains fields for 'Thermometer Serial Number' (TSN-8745632), 'Thermometer Type\*' (Digital Data Logger), 'Other Device' (empty), 'Temperature Scale\*' (Celsius), 'Date of Last Calibration\*' (04/02/2025), and 'Calibration Expiration' (04/02/2027). The 'ADD LOCATION' button is marked with a red circle 4, and the 'SAVE' button is marked with a red circle 5.

# VOMS - QRG

## Cold Storage Units

6. If adding a location for the new cold storage unit, enter applicable location information, and then click **SAVE**.

Cold Storage Unit Assigned	Floor	Room	Cart	Number Of Shelves	Pick Exclusion
TS0002	1	20	0	5	<input type="checkbox"/>

6 **SAVE**

7. Click **RETURN TO COLD STORAGE PAGE** on the modal window that appears.


SAVED COLD STORAGE UNIT

Successfully Created Cold Storage Unit with Cold Storage Unit ID: 15

7 **RETURN TO COLD STORAGE PAGE**

## Steps to Edit Cold Storage Units

1. From the Cold Storage screen, click the Edit icon on the appropriate row for the cold storage unit that needs to be updated.

Storage Unit	Thursday 03/27/2025	Friday 03/28/2025	Saturday 03/29/2025	Sunday 03/30/2025	Monday 03/31/2025	Tuesday 04/01/2025	Wednesday 04/02/2025
 <p>TS0002 ID 15 °F</p>	am	9:00 am 43.5 °F	9:00 am 42.1 °F	9:00 am 41.4 °F	9:00 am 44.1 °F	9:00 am 38.5 °F	9:00 am 40.5 °F
	°F						
	pm	5:00 pm 40.1 °F	5:00 pm 42.6 °F	5:00 pm 45.9 °F	5:00 pm 38.8 °F	5:00 pm 38.8 °F	5:00 pm 38.5 °F
	°F						

ADD COLD STORAGE UNIT EXPORT SAVE

2. On the Add/Edit Cold Storage Unit screen, edit the cold storage unit as appropriate.

2

Refrigerator Name\*  
TS0002

Refrigerator Type\*  
Pharmacy Grade

Manufacturer\*  
ThermoSafe

Model Number\*  
TSG-900X

Purchase Date  
03/24/2025

Effective From\*  
03/28/2025

Inactivate Refrigerator ☐

Thermometer Serial Number  
TSN-8745632

Thermometer Type\*  
Digital Data Logger

Other Device

Temperature Scale\*  
Celsius

Date of Last Calibration\*  
04/02/2025

Calibration Expiration  
04/02/2027

Cold Storage Location Summary

- If the location information for the cold storage unit need to be updated, click the **EDIT LOCATION** button.
- Once all edits have been made, click **SAVE**.

Refrigerator Name*	TS0002	Thermometer Serial Number	TSN-8745632
Refrigerator Type*	Pharmacy Grade	Thermometer Type*	Digital Data Logger
Manufacturer*	ThermoSafe	Other Device	
Model Number*	TSG-900X	Temperature Scale*	Celsius
Purchase Date	03/24/2025	Date of Last Calibration*	04/02/2025
Effective From*	03/28/2025	Calibration Expiration	04/02/2027
Inactivate Refrigerator	<input type="checkbox"/>		

Cold Storage Location Summary				
Cold Storage Unit Assigned	Floor	Room	Cart	Number Of Shelves
TS0002	1	20	0	5

[EDIT LOCATION](#)
[SAVE](#)

## Steps to Input Cold Storage Unit Temperatures

**Note:** The Cold Storage screen defaults to showing all active units with the current week's temperatures in '2x Daily Temps.' To view minimum or maximum values instead, use the 'Display As' option at the top.

Cold Storage

Display As

Min/Max Value

- On the appropriate cold storage unit row, enter each temperature reading for both the AM and PM time-frames (or Min/Max Values).
- After all temperatures have been added, click **SAVE**.

As of Date: 04/02/2025

Table View

Graph View

Previous Week

Next Week

Office Open
Office Closed
Inactive Cold Storage Unit

Storage Unit	Thursday 03/27/2025	Friday 03/28/2025	Saturday 03/29/2025	Sunday 03/30/2025	Monday 03/31/2025	Tuesday 04/01/2025	Wednesday 04/02/2025
TS0002 ID 15 °C	09:00 am 43.5 °C 05:00 pm 40.1 °C	09:00 am 42.1 °C 05:00 pm 42.6 °C	09:00 am 41.4 °C 05:00 pm 45.9 °C	09:00 am 44.1 °C 05:00 pm 38.8 °C	09:00 am 38.5 °C 05:00 pm 38.8 °C	09:00 am 40.5 °C 05:00 pm 38.5 °C	

[ADD COLD STORAGE UNIT](#)
[EXPORT](#)
[SAVE](#)