# VOMS - QRG
Search/Add/Edit Inventory

This Quick Reference Guide supports the Search/Add/Edit Inventory functionality in the VOMS Inventory Management System. It outlines how to locate, add, and update vaccine inventory records efficiently while maintaining accurate inventory tracking and documentation.
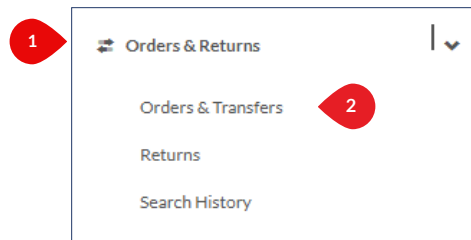
Navigating to VOMS

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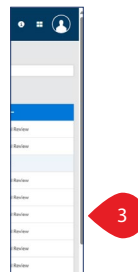
2. Click **VOMS 2.0**.
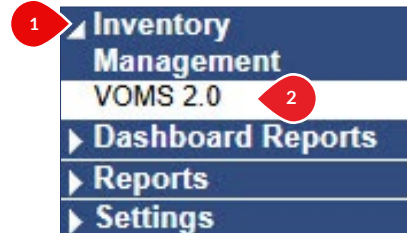
Search Inventory

1. Before adding any newly received inventory into VOMS, on the left-side menu click **Orders & Returns.**

2. Click **Orders & Transfers.**

3. Scroll down.

4. Select **Receive.** Use the **Receiving an order QRG** to complete all the receiving steps. (If there is nothing to receive, skip to step 5.)

5. Go back to the left-side menu, click **Inventory** to expand the options.

6. Click **Search/Add Inventory.** (You need to search for an inventory item to make sure you are not duplicating it, before you add it.)

7. The inventory for the organization/facility automatically loads.

8. The page includes search filters and a search results section.

9. Use the filters to narrow the list as needed, and then click **SEARCH.**

10. If inventory displays, click **VIEW** (if Inventory does not display move on to the ***Add Inventory*** process).

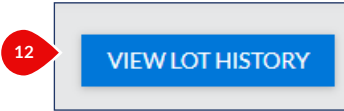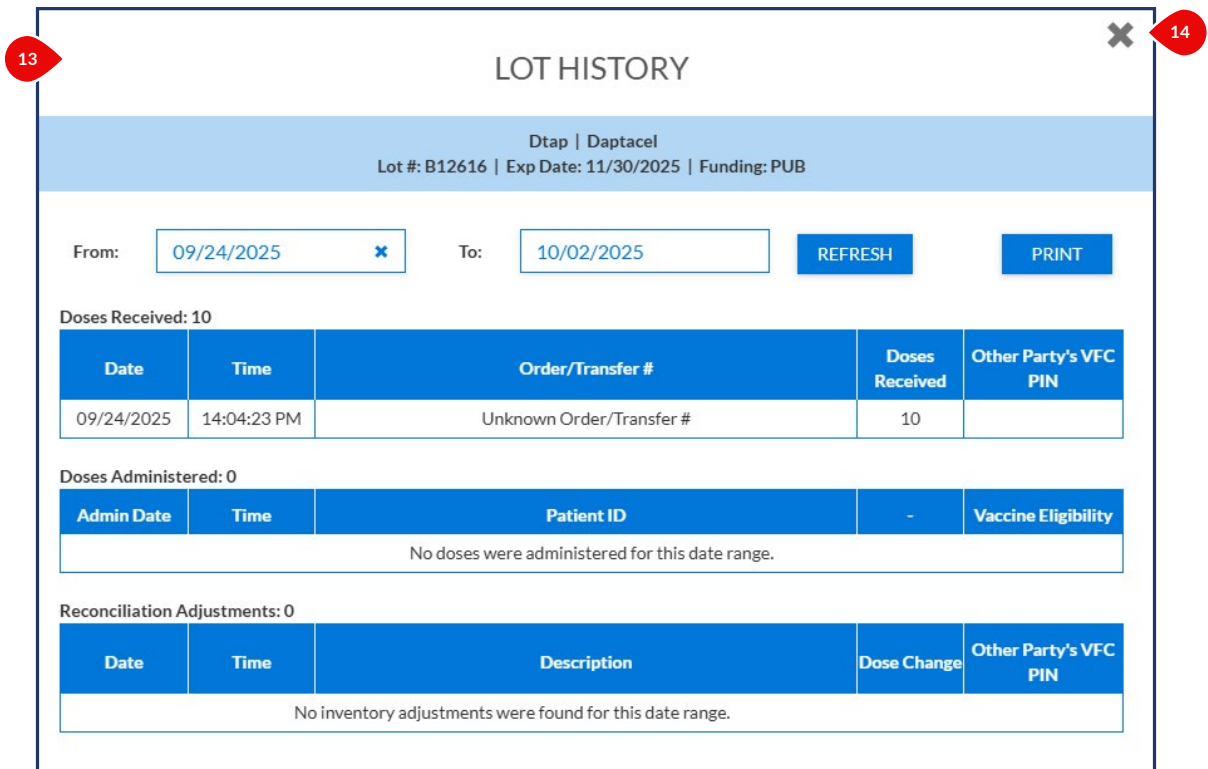11. The Lot Number Maintenance page automatically loads.

12. Click **VIEW LOT HISTORY.**

13. The Lot History page automatically loads.

14. If the counts look correct click the **X** to exit, move on to the next new inventory item and repeat Steps 1-14. Repeat this process for each of your newly received inventory items. (If it needs updating, begin the *Edit Inventory* process.)

LOT HISTORY

Dtap | Daptacel
Lot #: B12616 | Exp Date: 11/30/2025 | Funding: PUB

From: 09/24/2025 ✕   To: 10/02/2025   REFRESH   PRINT

Doses Received: 10

Date	Time	Order/Transfer #	Doses Received	Other Party's VFC PIN
09/24/2025	14:04:23 PM	Unknown Order/Transfer #	10	

Doses Administered: 0
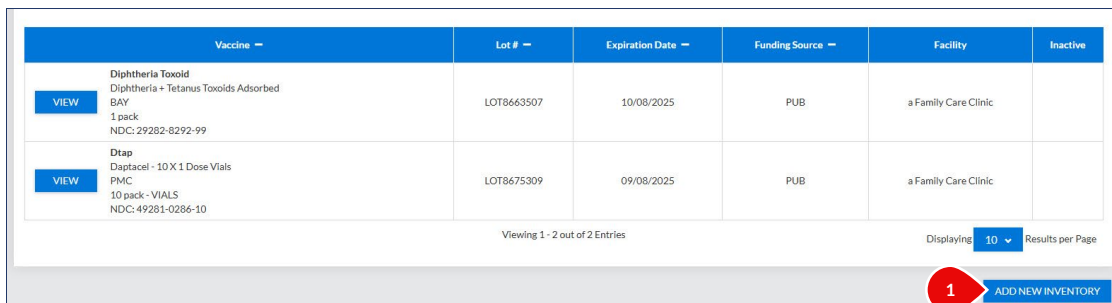
Admin Date	Time	Patient ID	-	Vaccine Eligibility
No doses were administered for this date range.				

Reconciliation Adjustments: 0

Date	Time	Description	Dose Change	Other Party's VFC PIN
No inventory adjustments were found for this date range.				

Add Inventory

1. Click **ADD NEW INVENTORY** at the bottom of the Search/Add Inventory page.

	Vaccine	Lot #	Expiration Date	Funding Source	Facility	Inactive
VIEW	**Diphtheria Toxoid** Diphtheria + Tetanus Toxoids Adsorbed BAY 1 pack NDC: 29282-8292-99	LOT8663507	10/08/2025	PUB	a Family Care Clinic	
VIEW	**Dtap** Daptacel - 10 X 1 Dose Vials PMC 10 pack - VIALS NDC: 49281-0286-10	LOT8675309	09/08/2025	PUB	a Family Care Clinic	

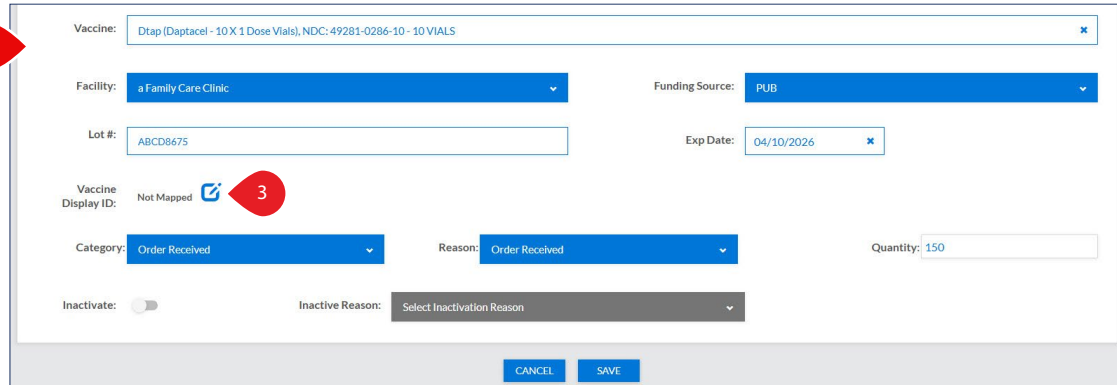Viewing 1 - 2 out of 2 Entries   Displaying 10 ⌄ Results per Page

ADD NEW INVENTORY

2. Enter all required fields which will be highlighted in red.

3. Click the map icon to link the inventory to the existing vaccine product.
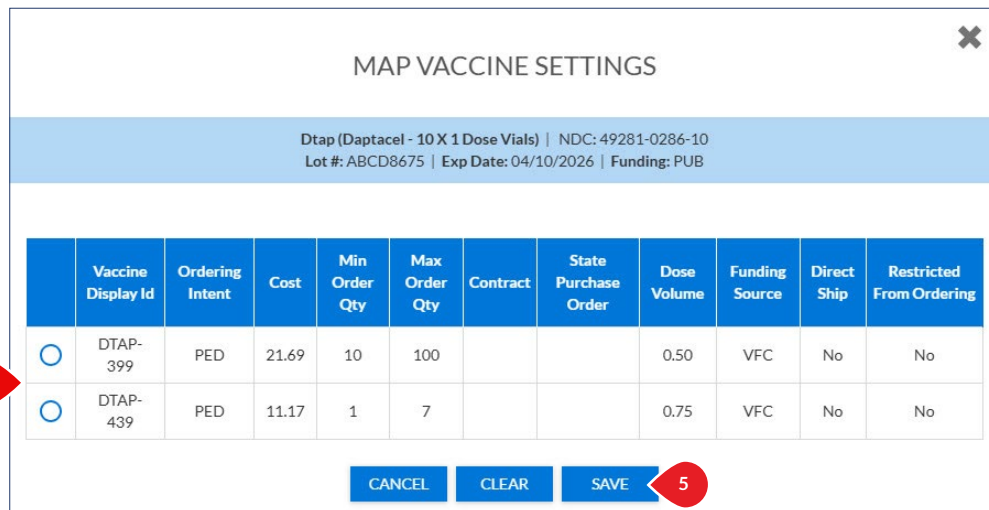
4. Select the appropriate Vaccine on the window that appears.

5. Click **SAVE**.

6. On the Lot Number Maintenace page, click **SAVE**.

Edit Inventory

1. Use the filters on the Search / Add Inventory screen.

2. Click **SEARCH**.

3. In the results list, click **VIEW**.

4. The Lot Number Maintenance page opens.

5. Click **EDIT** to make changes to the vaccine.

6. To update dosage numbers, click **ADJUST**.

7   Enter the actual number of doses on hand, select an Adjustment Category (e.g., Administered, Wasted), choose an Adjustment Reason.

8. Click **SAVE.**

9. Click **OK** to close the confirmation window.