

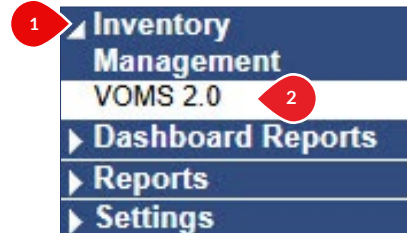
VOMS - QRG

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.

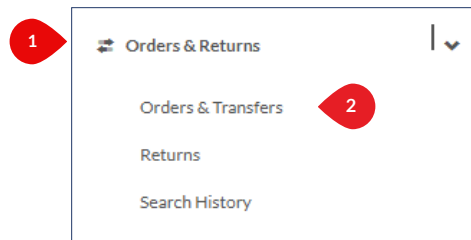
Navigating to VOMS

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

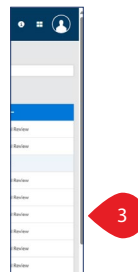


Search Inventory

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.

5

Search:

Vaccine:

Facility:

Lot #:

Funding Source:

Product Name:

Status: ☐ All ☒ Active ☐ Inactive

Inactive Reason:

Search Results

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**.

6

Search / Add Inventory

Expired Expires < 120 Days

7

Search:

Vaccine:

Facility:

Lot #:

Funding Source:

Product Name:

Status: ☐ All ☒ Active ☐ Inactive

Inactive Reason:

9

8

Search Results

Vaccine	Lot #	Expiration Date	Funding Source	Facility	Inactive
Diphtheria Toxoid Diphtheria + Tetanus Toxoids Adsorbed BAY 1 pack NDC:29282-8292-99	LOT8663507	10/08/2025	PUB	a Family Care Clinic	

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.

10

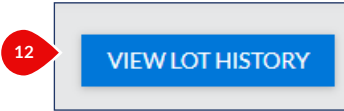
11

Dtap
Daptacel
PMC
10 pack - VIALS
NDC: 49281-0286-10

VOMS - QRG

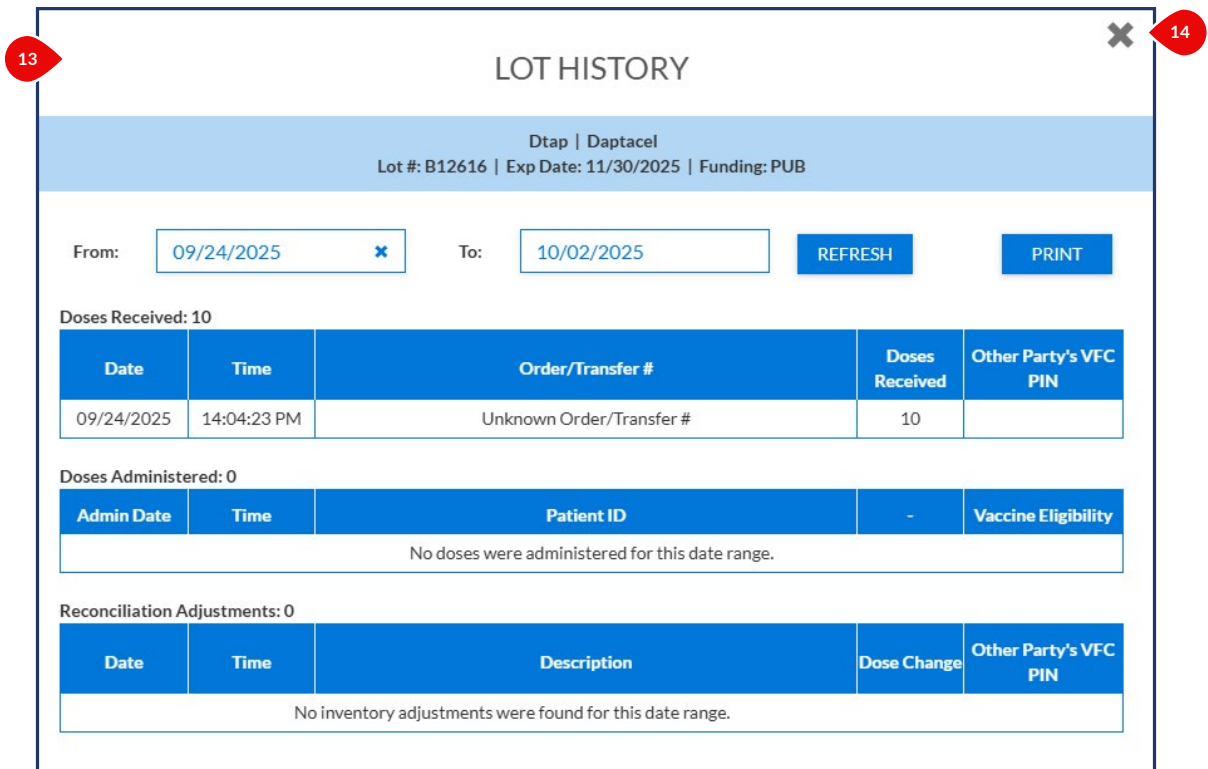
Search/Add/Edit Inventory

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: To:

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

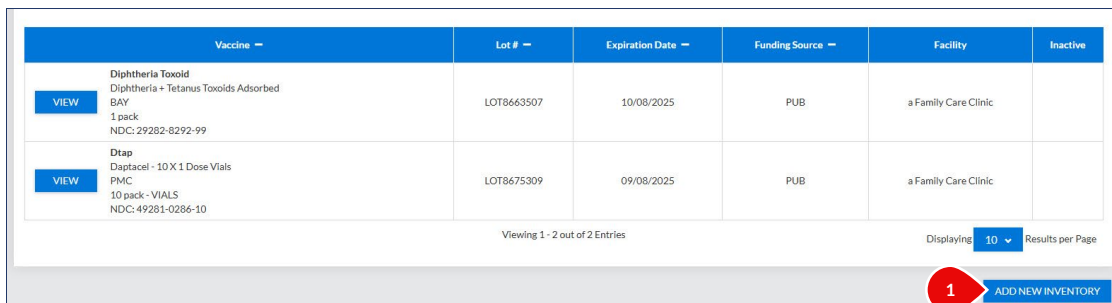
Admin Date	Time	Patient ID	-	Vaccine Eligibility
No doses were administered for this date range.				

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
<input type="button" value="VIEW"/> Diphtheria Toxoid Diphtheria + Tetanus Toxoids Adsorbed BAY 1 pack NDC: 29282-8292-99	LOT8663507	10/08/2025	PUB	a Family Care Clinic	
<input type="button" value="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	

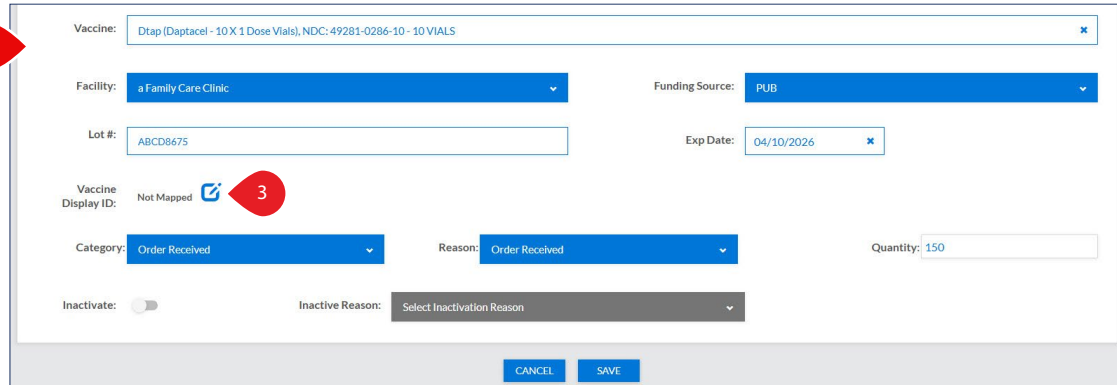
Viewing 1 - 2 out of 2 Entries

Displaying Results per Page

VOMS - QRG

Search/Add/Edit 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.



Vaccine: Dtap (Daptacel - 10 X 1 Dose Vials), NDC: 49281-0286-10 - 10 VIALS

Facility: a Family Care Clinic Funding Source: PUB

Lot #: ABCD8675 Exp Date: 04/10/2026

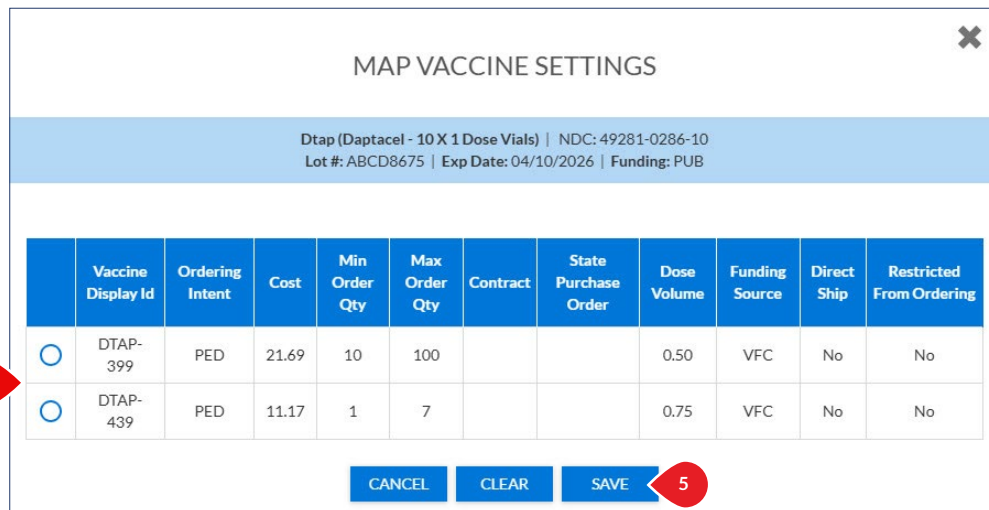
Vaccine Display ID: Not Mapped  **3**

Category: Order Received Reason: Order Received Quantity: 150

Inactivate: ☐ Inactive Reason: Select Inactivation Reason

2 CANCEL SAVE

4. Select the appropriate Vaccine on the window that appears.
5. Click **SAVE**.



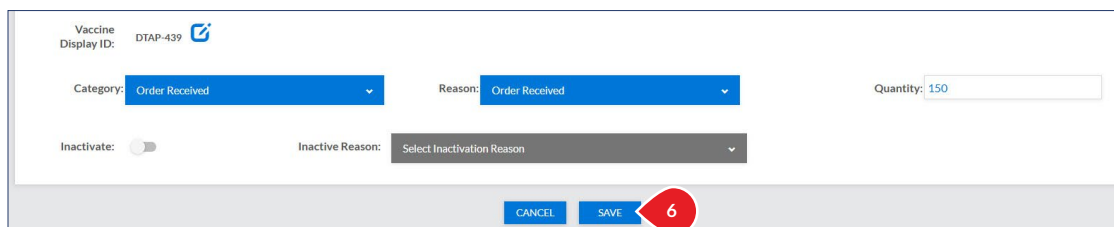
MAP VACCINE SETTINGS


Dtap (Daptacel - 10 X 1 Dose Vials) | NDC: 49281-0286-10
Lot #: ABCD8675 | Exp Date: 04/10/2026 | Funding: PUB

	Vaccine Display Id	Ordering Intent	Cost	Min Order Qty	Max Order Qty	Contract	State Purchase Order	Dose Volume	Funding Source	Direct Ship	Restricted From Ordering
<input type="radio"/>	DTAP-399	PED	21.69	10	100			0.50	VFC	No	No
<input type="radio"/>	DTAP-439	PED	11.17	1	7			0.75	VFC	No	No

4 CANCEL CLEAR **5** SAVE

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



Vaccine Display ID: DTAP-439 

Category: Order Received Reason: Order Received Quantity: 150

Inactivate: ☐ Inactive Reason: Select Inactivation Reason

CANCEL **6** SAVE

Edit Inventory

1. Use the filters on the Search / Add Inventory screen.
2. Click **SEARCH**.
3. In the results list, click **VIEW**.

Search:

Vaccine:

Facility:

Lot #:

Funding Source:

Product Name:

Status: ☐ All ☒ Active ☐ Inactive

Inactive Reason:

2

Search Results

Vaccine	Lot #	Expiration Date	Funding Source	Facility	Inactive
Diphtheria Toxoid Diphtheria + Tetanus Toxoids Adsorbed BAY 1 pack NDC:29282-8292-99	LOT8663507	10/08/2025	PUB	a Family Care Clinic	

3

4. The Lot Number Maintenance page opens.
5. Click **EDIT** to make changes to the vaccine.

4 Vaccine:

Facility:

Funding Source:

Lot #:

Exp Date:

Vaccine Display ID:

Total Doses	Available	Wasted And Returned	Wasted And Disposed	Outbound	Used	Corrected (+)	Corrected (-)
75	75	0	0	0	0	0	0

Inactivate: ☒ Inactive Reason:

5

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

Total Doses	Available	Wasted And Returned	Wasted And Disposed	Outbound	Used	Corrected (+)	Corrected (-)
75	75	0	0	0	0	0	0

Inactivate: ☒ Inactive Reason:

6

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

✕

ADJUST QUANTITY

Diphtheria Toxoid - DIPHTHERIA + TETANUS TOXOIDS ADSORBED
Lot#: LOT8663507 | Exp Date: 10/08/2025 | Funding Source: PUB

Doses Available: 75

7
Actual Doses on Hand:

70

Adjust:

Wasted ▼

Broken/Dropped/Spilled ▼

CANCEL

8
SAVE

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

✕

SAVE SUCCESSFUL

9

OK