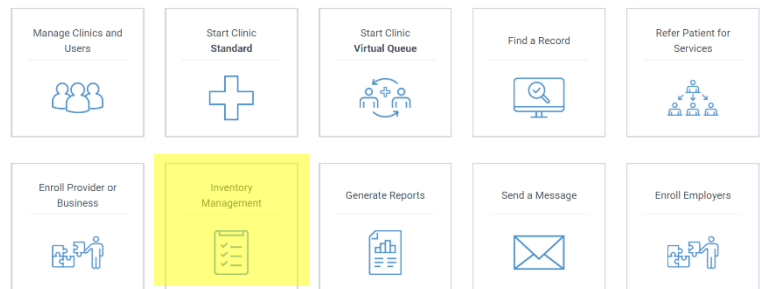


Summary

The Inventory Management page lists all supplies saved in the system. You can access the Inventory Management page through either the home page or by selecting **Inventory Management** in the menu bar. You can edit an inventory item to modify its details or upload an information sheet. Adding in information to the Inventory Management page, such as Item Type and Manufacturer, allows the user to track this information across multiple tabs, including the “Manufacturer” and “Item Type” tabs. It is important to enter information correctly into the Inventory Management page and making updates as necessary to ensure an accurate dataset across the PrepMod interface.

Key Steps

Step 1: Open the **Inventory Management** page



Step 2: To **add an inventory item**, In the fields at the top of the page, enter details about the item. Jump to step 6 if no further edits to the items are required

Step 3: To **edit an inventory item**, locate the inventory item by scrolling through the list or by entering part of its name in the Search field

Select	Date Received	Item Name	Item Type	Manufacturer	Source	Lot Number	Expiration Date	Created By	Starting Qty	Current Qty	Actions
<input type="checkbox"/>	08/01/2020	Gloves	HPV	Medimmune	VFC	1X34H24	08/26/2020	Test User	1950	1355	Edit Delete
<input type="checkbox"/>	08/05/2020	Cotton Balls	Hepatitis B	GlaxoSmithKline	Borrowed	1X34H23	08/20/2020	Test User	2000	1800	Edit Delete
<input type="checkbox"/>	08/11/2020	Get Well	Meningococcal Meningitis	GlaxoSmithKline	VFC	1X34H23	08/19/2020	Test User	2000	1810	Edit Delete

Step 4: Select Edit in the inventory item’s row. The **Edit Inventory** page displays. Required fields include:

- Date Received
- Product/Brand Name
- Manufacturer
- Lot Number
- Expiration Date
- Number of Items
- Packaging
- Source of Item
- County/Jurisdiction
- Organization/Provider
- EUA/VIS Publication Date

The screenshot shows a form with the following fields and values:

- Date Received: August 1, 2020
- Vaccine Name: No Vaccine
- Item Type: Influenza (Flu)
- Product/Brand Name: Gloves
- Manufacturer: Medimmune
- Lot Number: 1X34H24
- Expiration Date: August 26, 2020
- Number of Items: 1950
- Packaging: Case
- Source of Item: VFC
- County/Jurisdiction: Calvert
- Organization/Provider: Calvert Health Department
- Venue/Location: Appeal Elementary Schoole
- Information Sheet: Choose File (No file chosen)
- Additional Product Details:
 - EUA/VIS Publication Date: December 7, 2020
 - Volume administered: 0.25
 - Unit of Measure: -Select-
 - CPT Code: (empty)
 - ICD-10 Code: (empty)
 - NDC Code: (empty)
 - NPI Number: (empty)

An "Update" button is located at the bottom right of the form.

Step 5: Edit the item’s details as you see fit to ensure continuous accuracy.

Step 6: Select Update. Once you select update, the inventory item will update on the summary table in the Inventory Management page. The updates will also flow through to other tabs on Prep Mod, such as “Manufacturer” and “Item Type”

This screenshot is identical to the one above, showing the same form fields and values. The "Update" button at the bottom right is highlighted in green, indicating it has been clicked.

Additional Resources

- PrepMod User Manual
- PrepMod Clinic Activity Report
- PrepMod Clinic Day Tasks
- PrepMod Clinic Planning
- PrepMod In Clinic Handbook