

VASE+ will automatically run jobs daily to refresh lots for community events from WebVISION. In this job aid, users will learn how to manually refresh lots in VASE+ for community events

Lot Allocations

Once lots have been set up and verified in WebVISION, VASE+ users at the Locality or Site Administrative level can allocate lots to their community event in VASE+. This is done after a community event has been created.

The user must first navigate to their active community event through the “Clinic Sites” menu tab (Figure 1) then accessing the schedules present under the site.

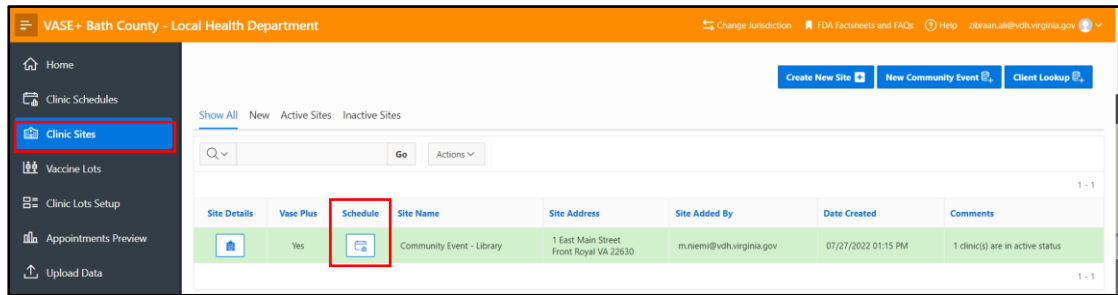


Figure 1 – Accessing Clinic Schedules

Once the clinic schedule has been accessed, the users shall click on the “Edit” (figure 2) to access the lot refresh screen of the community event they are planning to allocate lots for

Edit	Clinic Name	Clinic Type	Vaccine Type	Point Of Contact	Open POD	Clinic Date	Start Time	End Time	Break Start Time	Break End Time	Slot Duration	Appts per Slots	Interval Between Slots	Clinic Capacity	Appts Scheduled	Unfilled Slots
	ASHLAND BRANCH LIBRARY - FLU VACCINE	VASE+ COMMUNITY VACCINATION	HUMAN PAPILLOMAVIRUS VACCINE 9-VALENT -	09 10 test910@mail.com (000)000-0000	Yes	10/23/2023	08:00 AM	05:00 PM	12:00 PM	01:00 PM	15	2	0	64	0	64
	ASHLAND BRANCH LIBRARY - IMMUNIZATION	VASE+ COMMUNITY VACCINATION	HUMAN PAPILLOMAVIRUS VACCINE 9-VALENT - • MODERNA FALL 2023 12 YEARS AND OLDER MRNA, LNP-S, PF, 50 MCG/0.5 ML -	zibraan ali ziali@deloitte.com (000)000-0000	Yes	10/23/2023	08:00 AM	05:00 PM	12:00 PM	01:00 PM	15	2	0	64	0	64

Figure 2 – Multi-Clinic View

Once the user is on the edit screen, they will need to click on “Refresh Lots” (figure 3) to ensure all vaccine lots have been transferred to VASE+ from WebVISION.

The screenshot shows a 'Select Schedule' modal window with a progress bar at the top. The progress bar has three steps: 'Community Event Site Creation' (checked with a green checkmark), 'Contact and Scheduling' (checked with a green checkmark), and 'Confirm Details' (indicated by a blue circle). Below the progress bar is an 'Edit' button. The form contains the following fields:

District	CHICKAHOMINY
Site	GOOCHLAND COUNTY HD
Community Event Site Add...	-Community Event - Library 1 East Main Street Front Royal 22630
Contact	-
Break Times	12:00 PM - 01:00 PM
Slot Duration	15 Minutes
Interval Between Slots	0 Minutes
Clinic Capacity	64
Appointments Per Time Slot	2
Community Event	on

At the bottom right of the form, there is a '1 - 1' indicator. Below the form is a section titled 'Vaccines in this Community Event' with a table header 'Vaccine' and several empty columns. At the very bottom of the modal are four buttons: a back arrow, 'Cancel', 'Apply Changes', and 'Refresh Lots' (which is highlighted with a red box).

Figure 3 – Refreshing Lots

Note: Refreshing lots will not provide any form of messaging to confirm if lots have been refreshed.