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.
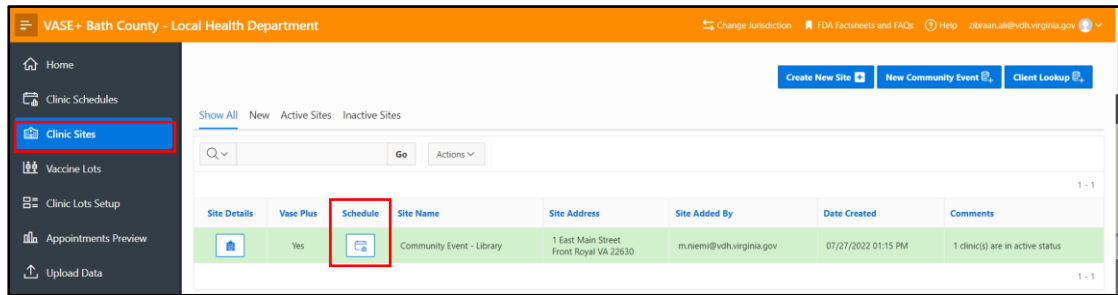

Figure 1 – Accessing Clinic Schedules

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

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.

Figure 3 – Refreshing Lots

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