

## Purpose

This guide walks users through the process of manually refreshing vaccine lots in VASE+ to pull in new inventory from WebVision, particularly when lots have just been added to WebVision and need to be immediately available in VASE+.

## Audience

- Locality Administrators
- Site Administrators

## Automatic vs. Manual Refresh

- VASE+ automatically updates vaccine lots daily from WebVision.
- Use **manual refresh** if a newly added lot is WebVision must be immediately available in VASE+.

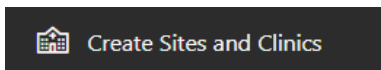
## Pre-Requisites

- The community event must already be created in VASE+.
- The vaccine lot must be set up and verified in WebVision.

## Steps to Manually Refresh Lots

### 1. Navigate to Create Sites and Clinics

- Click the **"Create Sites and Clinics"** tab on the left navigation panel.



### 2. Select Clinic Schedule

- Click the **Clinic Schedule icon** next to the site associated with your community event (figure 1).

<div> <div>Show AllActive SitesInactive SitesArchived Sites</div> <div> <div>Create New Site</div> <div>New Community Event</div> </div> </div>							
<div> <div>Q</div> <div>Go</div> <div>Actions</div> </div>							
Site Details	Vase Plus	Clinics	Site Name	Site Address	Site Added By	Date Created	Comments
	Yes		COOL SPRING ELEM. - IMMUNIZATION	1089 West Main Street Richmond VA 23220	m.niemel@vdh.virginia.gov	09/08/2023 12:53 PM	1 clinic(s) are in active status

Figure 1 – Accessing Clinic Schedules

### 3. Edit the Community Event

- Locate your event in the schedule.
- Click the **"Edit"** button next to the relevant community event (figure 2).

Clinic Schedules - COOL SPRING ELEM. - IMMUNIZATION

Message Clinics

Cancel Clinics

Create Clinic Schedule

Show All

Active Clinics

Inactive Clinics

Canceled Clinics

row(s) 1 - 1 of 1

Edit	Clinic Name	Clinic Type	Vaccine Type	Point Of Contact	Open POD	Clinic Date	Start Time	End Time	Break Start Time	Break End Time	Cutoff Time	Slot Duration	Appts per Slots	Interval Between Slots	Clinic Capacity	Appts Scheduled	Unfilled Slots
<div><div></div></div>	GOOCHLAND HEALTH DEPARTMENT - IMMUNIZATION	<div>VASE+</div> <div>COMMUNITY VACCINATION</div>	Human Papillomavirus, Meningitis, Tetanus, Diphtheria & Pertussis	John Doe mail@mail.com (111) 111-1111	Yes	05/14/2025	08:00 AM	05:00 PM	12:00 PM	01:00 PM		15	2	5	48	0	48

Figure 2 – Clinic Schedule Page

### 4. Refresh Lots

- Scroll to the bottom of the page.
- Click the **"Refresh Lots"** button (figure 3).

**Note:** This pulls in the latest lots from WebVision into VASE+. Refreshing lots will not provide any form of messaging to confirm if lots have been refreshed.

Select Schedule

Community Event Site Creation

Contact and Scheduling

Confirm Details

District

CHICKAHOMINY

Site

GOOCHLAND COUNTY HD

Community Event Site Addr...

COOL SPRING ELEM. - IMMUNIZATION  
1089 West Main Street Richmond 23220

Contact

John Doe mail@mail.com 1111111111

Community Event

GOOCHLAND HEALTH DEPARTMENT - IMMUNIZATION

Clinic Timings

08:00 AM - 05:00 PM

Break Times

12:00 PM - 01:00 PM

Slot Duration

15 Minutes

Appointments Per Time Slot

2

Interval Between Slots

5 Minutes

Clinic Capacity

48

Q

Go

Actions

Vaccine Code	Vaccine Name	Dosage	UOM	CDC Value	Free Indicator	Minimum Age	Maximum Age	Procedure Detail	Group	Vaccine Clinic Type	Status
TDAP-SP	ADACELTDAP BY SANOFI PASTEUR.FOR 10-64 YRS.	0.5	mL	115	B			50871258	TDAP	Tetanus, Diphtheria & Pertussis	Already Added in VASE+
MCV4-P	MENINGOCOCCAL CONJ VACC.FOR 2-55 YRS.MENACTRA	0.5	mL	114	B			50871259	MENINGO	Meningitis	Already Added in VASE+
HPV9	HUMAN PAPILLOMAVIRUS VACCINE. 9-VALENT	0.5	mL	165	B			50871260	HPV	Human Papillomavirus	Already Added in VASE+

1 - 3

<

Cancel

Apply Changes

Delete Community Event

Refresh Lots

Figure 3 – Select Schedule Page to "Refresh Lots"

## 5. Verify New Lots

- After clicking **Refresh Lots**, the latest vaccine lots from WebVision will display on the **Vaccine Administration** page.
- If multiple procedure codes are available, ensure to select the correct one from the **Now Vaccinating** dropdown before selecting the vaccine lot (figure 4)
- Select the appropriate **Lot Number** for use in the community event (figure 5).

Vaccine Administration

ADACEL,TDAP BY SANOFI PASTEUR, FOR 10-64 YRS. Vaccine Information Statement

BOOSTRIX,TDAP BY GLAXOSMITHKLINE FOR 10-64 YRS. Vaccine Information Statement

**Vaccine lot Alert**  
Not VFC eligible as age >= 19

Registrant Name: JOHN DOE; DOB: 01/01/1990; Age: 35 years 4 months 15 days ; Race: Do not wish to disclose; Ethnicity: Not a Hispanic or Latino; Gender: Male

New Vaccinating  
ADACEL,TDAP BY SANOFI PASTEUR, FOR 10-64 YRS.

ADACEL,TDAP BY SANOFI PASTEUR, FOR 10-64 YRS.

BOOSTRIX,TDAP BY GLAXOSMITHKLINE FOR 10-64 YRS.

05/16/2025 Yes No --Select Vaccine Administrator--

Figure 4 – Now Vaccinating Procedure Code Dropdown

Registrant Name: JOHN DOE; DOB: 01/01/1990; Age: 35 years 4 months 15 days ; Race: Do not wish to disclose; Ethnicity: Not a Hispanic or Latino; Gender: Male

New Vaccinating  
ADACEL,TDAP BY SANOFI PASTEUR, FOR 10-64 YRS.

Refresh Lots

Vaccination Date  
05/16/2025

Lot Number

Manufacturer

Funding Source

Site of Injection

Search

Manufacturer Code	Vaccine Name	Lot Number	Expiration Date	Funding Source	Free or Charge	Route of Administration	Product Detail ID
PMC	ADACEL,TDAP BY ...	1834615	06/19/2026	LOCAL HEALTH D...	-	Intramuscular	50871265
PMC	ADACEL,TDAP BY ...	1834615	06/19/2026	317 VACCINE	-	Intramuscular	50871265

Show More

Figure 5 – Vaccine Lot Selection Pop-up Screen

## Important Notes

- Only users with Locality Admin or Site Admin roles can perform this action.
- Make sure the lots are fully documented and verified in WebVision before refreshing in VASE+.
- Refreshing lots does not create new lots – it pulls existing verified lots from WebVision.

## Support

For assistance, contact [vase-support@vdh.virginia.gov](mailto:vase-support@vdh.virginia.gov)