Objective:
This job aid guides users through the process of editing vaccine and administration procedure codes for a community event that is already linked in VASE+.

Review Linked Event in VASE+

1. **Log in to VASE+**.

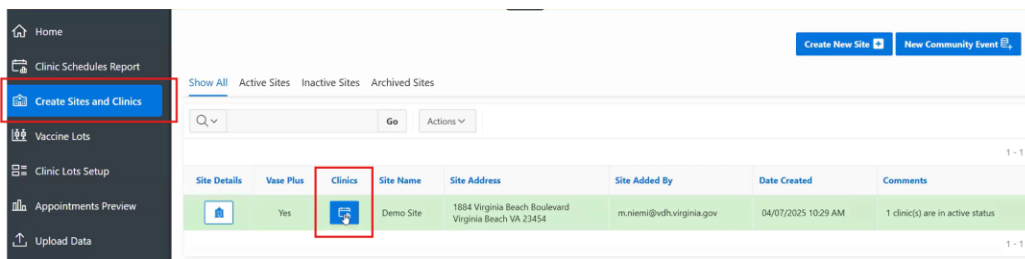2. Navigate to **Create Sites and Clinics** and clink on your **clinic schedule** icon

Figure 1 – VASE+ Homepage

3. Click **Edit** next to the clinic to view associated procedures
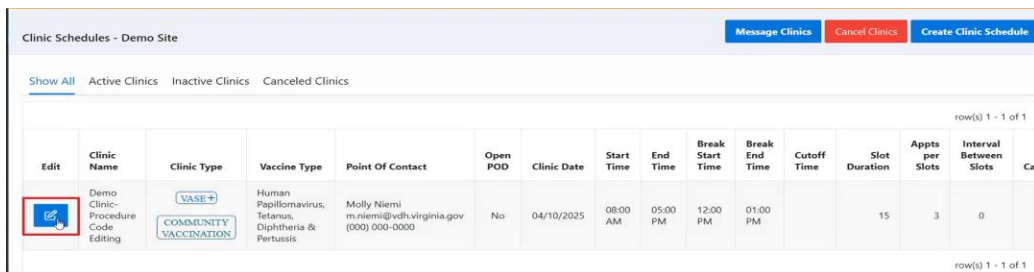

Figure 2 – Clinic Schedules Page
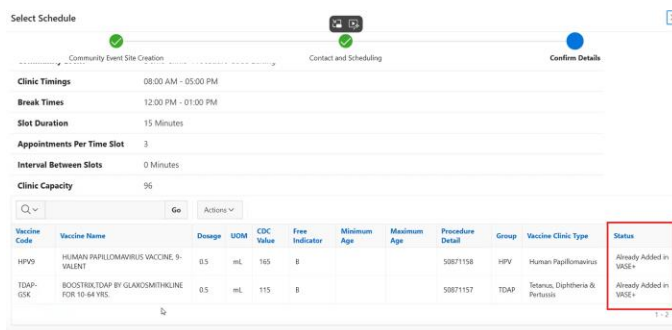
4. **Confirm** current vaccine procedure details

Figure 3 – Currently linked procedure codes appear as "Already Added in VASE+

Add Vaccine Procedure in WebVISION

1. **Log in to WebVISION.**
2. Select your community **Event ID** and click on **CE Details**

    • *Example: Event ID 71172*

Figure 4 – WebVISION Homepage

3. Click **New** to add a vaccine procedure.

Figure 5– CE Procedure Details Page

4. Enter the **new procedure code**.

    •   *Example: Add Adacel TDAP*
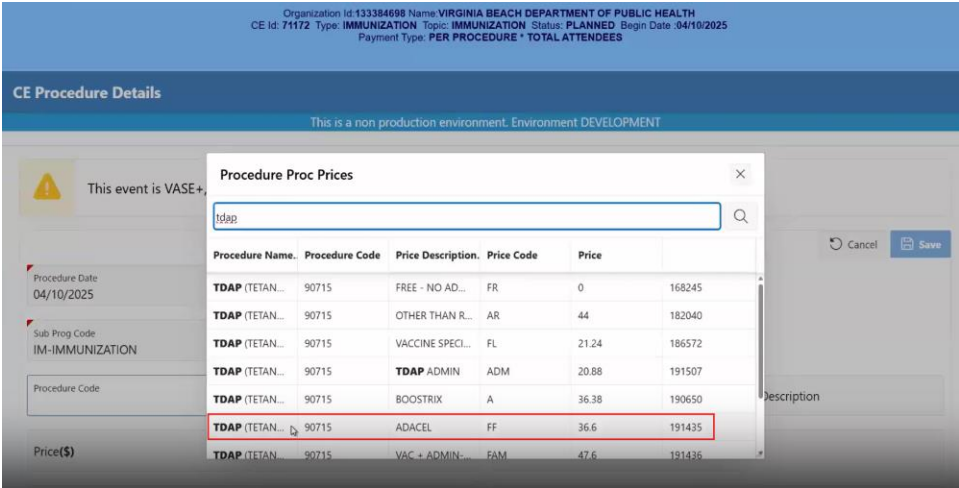

Figure 6 – CE Procedure Details Page

5. **Alert message** appears:

    •   Only procedures from the same vaccine group already associated can be added.

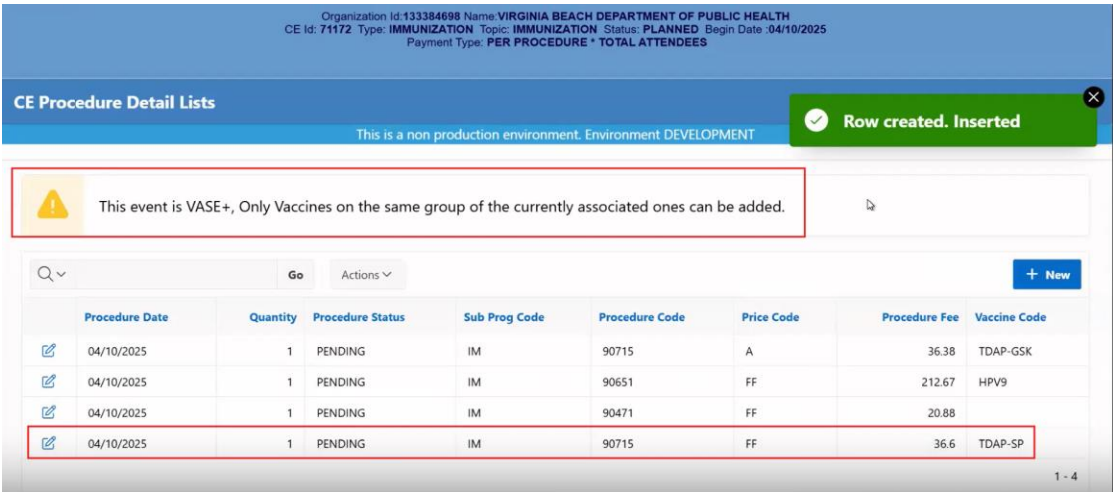   •   You can't add unrelated procedures (e.g., Meningitis if not already linked).

Figure 7 – New TDAP procedure code has been inserted

Add Admin Procedure Codes

1. Still in WebVISION, **add additional administration procedure codes** as needed.
   - *Example: Add **90472** alongside **90471***
2. Admin codes can be added **until the event is closed in WebVISION.**

Figure 8 – New Admin procedure code has been inserted

Sync Changes Back in VASE+

1. Go back to **VASE+**.
2. Navigate to the event via:

   Create Sites and Clinics ➡ **Clinic Schedules Icon** ➡ **Edit**

Figure 9 – VASE+ Homepage

Figure 10 – Clinic Schedules Page

3. Scroll down to **see the newly added vaccine procedure**.

   • It will be marked as **"New From WebVISION"**

Figure 11 – Newly added vaccine procedure code

4. Click **Apply Changes** to reflect changes made in WebVISION to VASE+.

Figure 12 – Apply Changes will update newly added procedure codes

5. Once refreshed, the status changes from **"New from WebVISION"** to **"Already Added in VASE+"**

Figure 13 – Newly added vaccine procedure code

Important Reminders

- You can **only add vaccine procedures from the same group as those already linked to the event.**

- You must **add vaccine procedure codes by the day before the event start date.**

- **Admin codes have more flexibility** and can be added until the event is closed.