

How to Add New Vaccine Inventory to Your Vaccine Inventory Location in CIIS

Once you login to CIIS, click on the *Inventory* module and then click on the *Vaccine On-Hand* sub-module link to be navigated to the *Vaccine Inventory On-Hand* Screen.

Step 1: Click on the *Add New Inventory* button and you will be navigated to the *Add Vaccine Inventory* screen.

The screenshot shows the CIIS interface. On the left is a navigation menu with 'Inventory' highlighted. The main area contains a header with 'PROVIDER: PHYLLIS MANUAL', 'CLINIC: PHYLLIS MANUAL 15 T...', and 'VFC PIN: 000'. Below the header are dropdown menus for 'Inventory Location' (VFC 15M TEST), 'Vaccine' ((ALL)), 'Status' (ON-HAND), and 'Funding Source' ((ALL)). A red box highlights the 'Add New Inventory' button. Below these are buttons for 'Edit', 'Adjustment', 'Transfer', and 'Inquiry'. At the bottom is a table of vaccine inventory items.

Once you login to CIIS, click on the "Inventory" module link and then click on the "Vaccines On-Hand" link to navigate to the "Vaccine Inventory On-Hand" screen.

Step 1: Click on the "Add New Inventory" button.

Vaccine (Brand)	Mfg	NDC	Lot No	Exp Date	Funding Source	Doses On-Hand	Expiring Soon
VFC 15M TEST - 000							
DTaP (Daptacel) (Daptacel (0.5 mL x 10 vials))	PMC	49281-0286-10	DTCCEL12	12/27/2015	VFC	7	?
Tdap (Boostrix (.5 mL x 10 vials))	SKB	58160-0842-11	VNA123	10/31/2016	VFC	7	?

Step 2: On the *Add Vaccine Inventory* screen, enter the following information:

- Enter the *Date*
 - Select your *Inventory Location* from the drop-down arrow. **(Remember: If you are adding privately-funded vaccine inventory, be sure to select your private inventory location. If you are adding publicly-funded vaccine, be sure to select your VFC inventory location.)**
 - Select the *Vaccine/ Mfg / NDC / Brand* from the drop-down arrow.
 - Enter the *Lot Number*
 - Enter the *Expiration Date*
 - Select the *Funding Source* from the drop-down arrow.
 - Enter the number of doses you are adding in the *Doses Adjusted* field.
- Please note:** Bolded fields are required. The *Container Id* and *Comments* fields are optional.

Step 3: Click the *Create* button to save this vaccine to your inventory location.

The screenshot shows the 'Vaccine Inventory' application interface. At the top, there is a header 'Vaccine Inventory' and a note: 'Click "Create" to save the record or "Cancel" to return to the previous page.' Below this is a field for 'Vaccine Manufacturer Codes'. The main form is titled 'Add' and contains the following fields:

- Date:** 11/20/2015
- Inventory Location:** PHYLLIS MANUAL 15 TEST SITE > VFC 15M TEST
- Vaccine | Mfg | NDC | Brand:** VAR (VARIVAX) | MSD | 00006-4827-00 | VARIVAX (0.5 ML X 10 VIALS)
- Lot Number:** VXVW12
- Expiration Date:** 11/30/2016
- Funding Source:** VFC
- Doses Adjusted:** 10
- Container Id:** (empty)
- Comments:** (empty)

There are two 'Create' buttons and one 'Cancel' button. The form is annotated with callouts:

- Step 2: Enter the Following Information** (yellow callout bubble): Enter the "Date." Select your "Inventory Location." Select the "Vaccine" you want to add to your inventory location. Enter the "Lot Number." Enter the vaccine "Expiration Date." Select the "Funding Source." Enter the number of doses you are adding in
- Step 3: Click the "Create" button to save this vaccine to your Inventory Location.** (yellow callout bubble)
- The "Container Id" and "Comments" fields are optional.** (yellow callout bubble)

Notice, 10 doses of Varivax have been added to my private inventory location in CIIS.

Pending Inventory Transfers
Pending VTrckS Shipments

On-Hand Inventory

Inventory Location: (ALL) Status: ON-HAND
Vaccine: (ALL) Funding Source: (ALL)

Edit Adjustment Transfer Inquiry

Vaccine (Brand)	Mfg	NDC	Lot No	Exp Date	Funding Source	Doses On-Hand	Expiring Soon
VFC 15M TEST - 000							
<input type="radio"/> DTaP (Daptacel) (Daptacel (0.5 mL x 10 vials))	PMC	49281-0286-10	DTCEL12	12/27/2015	VFC	7	 
<input type="radio"/> Tdap (Boostrix (.5 mL x 10 vials))	SKB	58160-0842-11	VNA123	10/31/2016	VFC	7	
<input type="radio"/> VAR (Varivax) (Varivax (0.5 mL x 10 vials))	MSD	00006-4827-00	VXVW12	11/30/2016	VFC	10	



Remember, most of the time you will receive your publicly-funded vaccine into your VFC inventory location from the Pending VTrckS Shipment link. However, if you have an instance where you need to enter your publicly-funded vaccine by using the **Add New Inventory** feature, and you get the following  message, please follow the instructions in the screen shot below:

Share Browser WebEx

PROVIDER: PHYLLIS M... CLINIC: PHYLLIS MA

Vaccine Manufacturer Codes

Add

Date: 11/13/2015

Inventory Location: PHYLLI CLINIC > VFC 007

Vaccine | Mfg | NDC | Brand: DTAP

Lot Number: AB145D

Expiration Date: 11/30/2016

Funding Source: VFC

Doses Adjusted: 10

Container Id

Comments

Create

Message from webpage



The selected funding source is flagged to be sent to VTrckS and ONLY NDC codes that have an 'On Contract' VTrckS Status can be selected. Please contact the VFC Program for additional assistance if you believe this combination is correct.

OK

If you see this message displayed when attempting to add new vaccine inventory to your VFC Inventory Location, it means that this vaccine is not on the VFC contract. Click OK. Next, check the vaccine packaging to make sure you are selecting the correct vaccine from the CIIS drop-down menu.