

Inactivate Vaccine Lots Quick Reference Guide

Note: All doses must be administered and accounted for in *imMTrax*. In order to inactive a vaccine lot, quantity on hand for the vaccine must be marked as zero during the previous reconciliation. A lot can then be inactivated during the upcoming reconciliation after the quantity on hand for the vaccine equals zero. Transferred vaccine lots cannot be inactivated until the receiving organization has accepted the transfer in *imMTrax*.

Steps to Follow:

1. Select VOMS 2.0, under the Inventory Management menu.

⊿ Main										
Home	Patient Search	Click here to use the 'advanced' ser								
Document Center	First Name or Initial:		ID:							
Help	Last Name or Initial:		SIIS Patient ID / Bar Code:							
Message	Birth Date:		Chart Number:							
Favorites	Family and Address Information:									
Patient	Guardian First Name:		Mother's Maiden Name:							
Vaccinations	Street:									
Management	City:		State	Select •						
VOMS 2.0	Zip Code:		Phone Number:							
Reports Settings	Country:	United States	x *							

- 2. VOMS 2.0 application opens.
- 3. Select Reconcile, located under the Inventory menu.
- **4.** For a vaccine lot that was previously reconciled to have zero doses for quantity on hand, select the checkbox in the Inactivate column.
 - a. Reconcile inventory for all active vaccine lots. Refer to the Reconcile Inventory Quick Reference Guides for more information.
- 5. Select the Submit Inventory button.
- **6.** A pop-up box appears stating "Success. Inventory Has Been Successfully Submitted."

El Inventory Recondition 3 Search/Add Invento, Correct Decrementing	•	Public	Private				2 RECONCILE INVENTORY					
Cold Storage		Date Range: 11/1	14/2018 - 12	2/16/2018								٥
Reports		Vaccine		Lot#	Exp Date	Funding Source	Lot History	Quantity On Hand	Physical Counts	Discrepancy	Adjustments	Inactivate
X Admin & Settings							HPV					
		Hpv9 Gardasll 9 10 pack - SYRINGE NDC: 00006-4119-	s -03	555555	05/04/2019	VFC	VIEW				4	
		MMR VARICELLA										
		Mmrv Proquad 10 pack - VIALS NDC: 00006-4171-	00	TEST1234	04/13/2019	VEC	VIEW	15	15			
		PREVIOUS CANCEL CLEAR SAVE SUBMITINVENTORY 5										

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