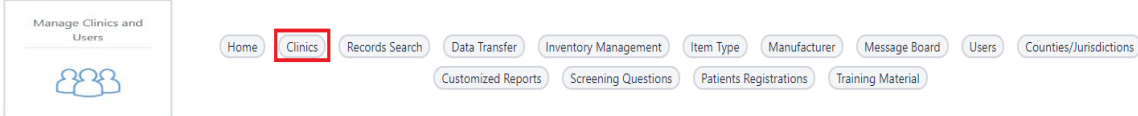


PrepMod View/Edit Clinic Quick Reference

Note: This guide explains how to view and edit clinics that have been set up in the PrepMod system. Only users with Clinic Management level access can view and edit clinics.

Steps to Follow:

1. Open the **Clinic Listing** page in either of the following ways:
 - a. From the PrepMod homepage, select **Manage Clinics and Users**
 - b. From any other PrepMod page, select **Clinics** from the top menu bar.



2. On the Clinic listing page, select one of the following filter options at the top of the **Clinic Listing** page to filter the clinic by clinic status:
 - a. **All** – all clinics your Organization has set up in PrepMod
 - b. **Upcoming** – all upcoming clinics your Organization has set up in PrepMod
 - c. **Past** – all clinics past clinics your Organization has set up in PrepMod

3. Locate the clinic by scrolling through the list, entering part of its name, or the numeric clinic ID in the **Search** field.
4. Select **View/Edit Clinic** in the clinic's row.
5. If you are making changes to the clinic's information, select **Update** at the bottom of the page.

Clinics Listing

3 2 All Upcoming Past Closed

Date ↑	County/Jurisdiction ↑	Venue/Location ↑	Type ↑	Access ↑	Registered ↑	Menu	Action
01/25/2021	Lewis And Clark	Lewis & Clark County Fairgrounds, West Custer Avenue, Helena, MT, USA	COVID	Private	1	» Registration List » Clinic Activity » View/Edit Clinic 4 » Customized Report	<input type="button" value="Delete"/>

Clinic Inventory

Moderna COVID-19 Vaccin... Lot #: 0122MTA • Type: Moderna COVID-19 Vaccine (COVID-19, mRNA, LNP-S, PF, 100 mcg/ 0.5 mL dose - CARTON, 10 MULTI-DOSE VIALS) • Exp. Date: 01/24/2021 • Created By: Valerie Venue Admin • Org: Lewis and Clark County Health Department •

Name (Type)	Manufacturer	Lot Number	Expiration Date	Current Inventory	# of Items	Created By	Action
Moderna COVID-19 Vaccine (COVID-19, mRNA, LNP-S, PF, 100 mcg/ 0.5 mL dose - CARTON, 10 MULTI-DOSE VIALS)	Moderna	0122MTA	01/24/2021	200	<input type="text" value="200"/>	Valerie Venue Admin	<input type="button" value="Remove"/>

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