

ALERT IIS: How to Manually Add and Adjust Inventory

To begin using the Inventory Module in ALERT IIS, first users must manually enter their inventory on hand into the system.


From this point forward, your inventory on hand will automatically populate when state-supplied vaccine shipments are accepted. You will continue to manually add your privately purchased inventory.

This guide will address:

- **Manually inputting vaccine inventory into ALERT IIS**
- **Manually adjusting vaccine inventory in ALERT IIS**

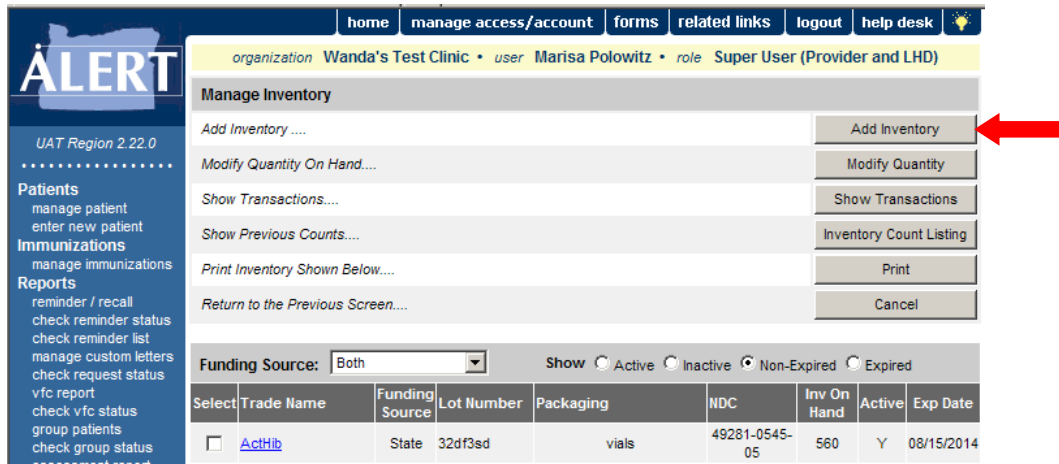
Manually Inputting Inventory

1. Sign in to ALERT IIS (www.alertiis.org)
2. Click on **Manage Inventory** under the Inventory heading in the menu panel
3. Click on the **Show Inventory** button

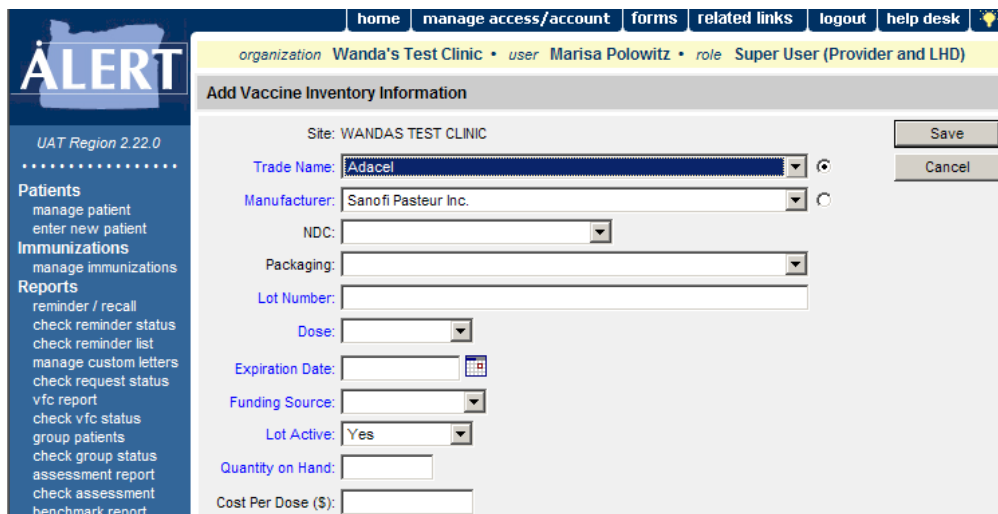


The screenshot shows the ALERT IIS interface. At the top, there is a navigation bar with links: home, manage access/account, forms, related links, logout, help desk. Below this, the user's session information is displayed: organization Wanda's Test Clinic, user Marisa Polowitz, role Super User (Provider and LHD). The main content area is titled 'Manage Inventory' and contains several buttons: 'Show Inventory for Sites...', 'Show Transactions for Sites...', 'Update inventory Alerts...', and 'Return to the Previous Screen...'. A red arrow points to the 'Show Inventory' button. Below these buttons are sections for 'Inventory Alerts' and 'Vaccine Order/Transfer Notification ...'. The 'Vaccine Order/Transfer Notification' section contains a table with columns: Type, Shipped, Awaiting Return Shipment, and Rejected. The data shows 2 orders shipped, 0 awaiting return shipment, and 0 rejected. Below this is a section for 'Active Inventory that is Going to Expire or Expired Lots with a Quantity ...' with a table showing inventory details for WANDAS TEST CLINIC, including Trade Name (Boostrix), Lot Number (lot_2.1.1.1.1), Funding Source (State-Supplied), On Hand (150), and Exp Date (01/01/2013).

4. Click on the **Add Inventory** button



5. The **Add Vaccine Inventory Information** screen will show.



6. Select **Trade Name** from the drop down list. **Manufacturer** will auto-complete.
7. **NDC** stands for National Drug Code. The NDC drop-down is auto-populated based on the Trade Name you selected. Choose the NDC that matches what is on your vaccine package. It is important that this field is correctly completed, as it is used by the state when ordering vaccine and is also the determining factor in the functionality of the inventory module.
8. **Packaging** refers to the type and quantity of doses in each package. (For example: 1x10 VIALS means a 10-pack of single-dose vials.) Once you have selected an NDC the system will auto-populate the packaging drop-down, just choose the packaging description to select it.
9. Enter the **Lot Number** of the vaccine.
10. Select the **Dose** from the dose drop-down list.
11. Enter the **Expiration Date**.

12. In **Funding Source** enter whether the vaccine is **State-Supplied** or **Privately Purchased**.
13. **Lot Active** defaults to Yes. New vaccine being added to inventory must be entered as Active. (This determines whether it is available to enter in patient records.)
14. Enter the number of vaccine doses received in **Quantity on Hand**.
15. When you are sure the information has all been entered correctly, click on the **Save** button.

The screenshot shows the 'Edit Vaccine Inventory Information' form in the ALERT system. The form is for 'WANDAS TEST CLINIC' and is being edited by 'Marisa Polowitz' (Super User). The vaccine details are as follows:

- Site: WANDAS TEST CLINIC
- Trade Name: DAPTACEL
- Manufacturer: Sanofi Pasteur Inc.
- NDC: 49281-0288-10
- Packaging: VIALS
- Lot Number: 1122334455
- Dose: 5
- Expiration Date: 01/01/2015
- Funding Source: State-Supplied
- Lot Active: Yes
- Quantity on Hand: 50
- Cost Per Dose (\$):

Below the form is the 'Modify Quantity On Hand' section:

- Action: Add
- Amount:
- Reason: Receipt of Inventory

A red message at the bottom of the screen reads: 'inventory was updated successfully.'

16. The message "Inventory was inserted successfully" will display at the bottom of the screen.
 - To add the next lot of vaccine, click the **Add New** button.
 - If you are finished adding vaccine, click **Cancel** to return to the Show Inventory screen.
 - The **Modify Quantity on Hand** section shows at the bottom of the page after entering vaccine, in case the originally entered quantity needs to be adjusted. To reduce the number of vaccine entered, select subtract in the **Action** drop-down list; to increase, select Add, and enter the number of doses to alter in the **Amount** text box. Select the **Reason** from the drop-down list. When finished, click **Save**. The message "Inventory was updated successfully" will display at the bottom of the screen.

Adjusting Existing Inventory

1. Click on **Manage Inventory** under the Inventory heading in the menu panel.
2. Click on **Show Inventory**.

The screenshot shows the 'Manage Inventory' section of the ALERT system. The user is logged in as Marisa Polowitz, Super User. The page has a navigation menu on the left with categories like Patients, Immunizations, Reports, and Inventory. The main content area includes buttons for 'Show Inventory for Sites...', 'Show Transactions for Sites...', 'Update inventory Alerts...', and 'Return to the Previous Screen...'. A red arrow points to the 'Show Inventory' button. Below these buttons is an 'Inventory Alerts' section with a table for 'Vaccine Order/Transfer Notification ...' and another table for 'Active Inventory that is Going to Expire or Expired Lots with a Quantity ...'.

Type	Shipped	Awaiting Return Shipment	Rejected
Order(s)	2	0	0
Transfer(s)	No Transfer Notification		

Site Name	Trade Name	Lot Number	Funding Source	On Hand	Exp Date
WANDAS TEST CLINIC	Boostrix	lot_2.1.1.1.1	State-Supplied	150	01/01/2013

3. Select the vaccine lots you wish to adjust by clicking in the box of the desired vaccine under the “Select” heading. (You may adjust more than one at a time)

The screenshot shows the 'Manage Inventory' page with a list of vaccine lots. The 'Funding Source' is set to 'Both' and 'Show' is set to 'Non-Expired'. A table lists various vaccines with columns for 'Select', 'Trade Name', 'Funding Source', 'Lot Number', 'Packaging', 'NDC', 'Inv On Hand', 'Active', and 'Exp Date'. A red arrow points to the 'Select' checkbox for 'DAPTACEL', which is checked. Other vaccines listed include ActHib, Adacel, Boostrix, Engerix-B Peds, Fluarix Pres-Free, IPOL, and Kinrix.

Select	Trade Name	Funding Source	Lot Number	Packaging	NDC	Inv On Hand	Active	Exp Date
<input type="checkbox"/>	ActHib	State	32df3sd	vials	49281-0545-05	560	Y	08/15/2014
<input type="checkbox"/>	ActHib	Private	FDD1005-1			20	Y	12/31/2013
<input type="checkbox"/>	Adacel	State	C3491AA			30	Y	07/29/2013
<input checked="" type="checkbox"/>	Boostrix	Private	123456789	BOOSTRIX INJECTION SUSPENSION .5 ML SYR	00007-0842-41	25	Y	12/29/2014
<input checked="" type="checkbox"/>	DAPTACEL	State	1122334455	VIALS	49281-0286-10	50	Y	01/01/2015
<input type="checkbox"/>	Engerix-B Peds	State	1234	VIALS	58160-0820-11	61	Y	12/16/2013
<input type="checkbox"/>	Engerix-B Peds	State	AHAVB453AA			20	Y	02/25/2013
<input type="checkbox"/>	Engerix-B Peds	Private	AHAVB453AA		58160-0820-52	20	Y	12/15/2013
<input type="checkbox"/>	Fluarix Pres-Free	State	ku89dse	FLUARIX TipLok Syringe - NO NEEDLE / 0.5mL	58160-0876-46	65	Y	08/25/2015
<input type="checkbox"/>	IPOL	State	X1245			20	Y	12/31/2013
<input type="checkbox"/>	IPOL	State	x1245			20	Y	10/10/2015
<input type="checkbox"/>	Kinrix	State	AC20B172AA			18	Y	03/04/2013
<input type="checkbox"/>	PedvaxHR	State	1617V			20	Y	09/23/2013

4. After selecting the lots to be adjusted, click on **Modify Quantity**.

5. On the modify quantity screen, select whether you would like to add doses or subtract doses from inventory on the **Action** heading for each lot.

6. Enter the **Amount** you would like to adjust. Select the **Reason** from the drop-down list.

7. Click **Save** when you are sure that no other corrections are needed. This will take you back to the **View Inventory** page.