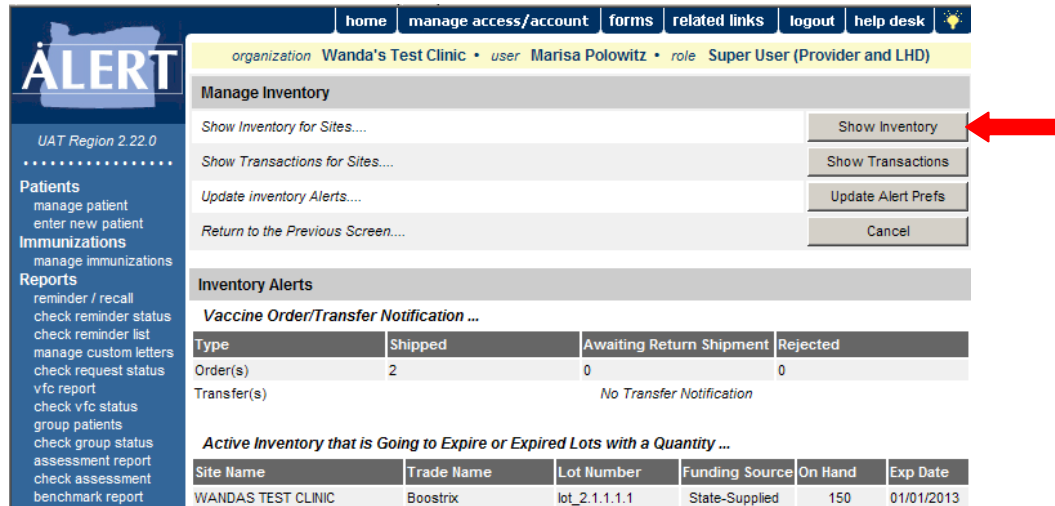


## ALERT IIS: How to Manually Adjust Inventory

You will find that as part of the normal process of reconciling your ALERT IIS inventory, some lots of vaccine show a different quantity in the system than you actually have in your fridge and freezer. After doing research to determine the cause of this, you will need to manually adjust the amount shown in ALERT IIS.

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



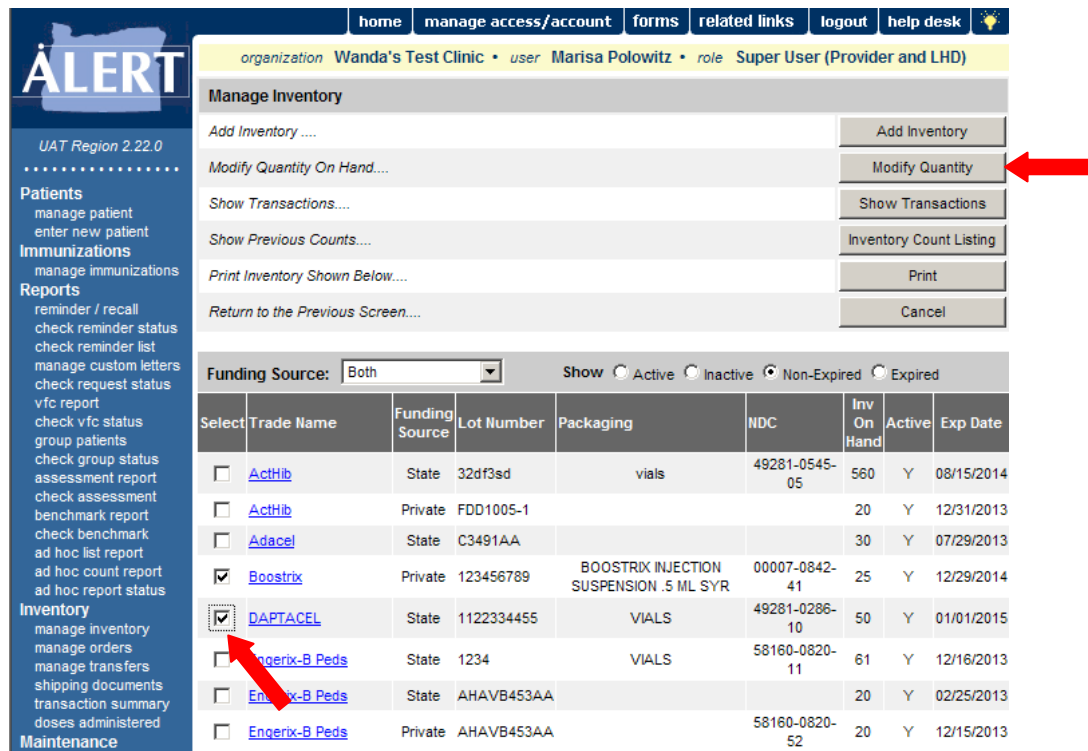
The screenshot shows the ALERT IIS interface. At the top, there are navigation tabs: home, manage access/account, forms, related links, logout, and help desk. Below this, the user information is displayed: organization Wanda's Test Clinic, user Marisa Polowitz, and role Super User (Provider and LHD). The main section 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 this, there is an 'Inventory Alerts' section with a table for 'Vaccine Order/Transfer Notification ...' and a 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 ALERT IIS interface. At the top, there are navigation tabs: home, manage access/account, forms, related links, logout, and help desk. Below this, the user information is displayed: organization Wanda's Test Clinic, user Marisa Polowitz, and role Super User (Provider and LHD). The main section is titled 'Manage Inventory' and contains several buttons: 'Add Inventory ...', 'Modify Quantity On Hand...', 'Show Transactions...', 'Show Previous Counts...', 'Print Inventory Shown Below...', and 'Return to the Previous Screen...'. A red arrow points to the 'Modify Quantity' button. Below this, there is a 'Funding Source' dropdown menu set to 'Both' and a 'Show' section with radio buttons for 'Active', 'Inactive', 'Non-Expired', and 'Expired'. The main table lists vaccine lots 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 the DAPTACEL lot.

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			20	Y	12/15/2013

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

- 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.

- Enter the **Amount** you would like to adjust. Select the **Reason** from the drop-down list. (Tip: There is a How To Guide for interpreting the options on this screen on our webpage, here: <http://1.usa.gov/ImmunizationProviderResources>)
- Click **Save** when you are sure that no other corrections are needed. This will take you back to the **View Inventory** page.