“Draw Down” Flu Vaccine in ALERT IIS

Users in VFC-active clinics that prebooked VFC flu vaccine in ALERT IIS can control when and how much of the vaccine that has been allocated to them is shipped. This is done with a feature called “Draw Down” from the Vaccine Request Status screen.

There are two menu items, “request flu” and “manage flu,” in the left-hand blue menu bar under the “Inventory” section. Use these menu items to request vaccine doses during annual prebook, see what has already been prebooked for your clinic, and check whether doses have been allocated to you during flu season.
Step 1. To check and see if we have allocated doses to you, click the “manage flu” menu item. ALERT IIS will automatically show you the most recent flu season (in the “Event” window), with any doses that were previously requested for your clinic. You can also see where you are in the queue.

Step 2. If doses are available for you, you will see that in the “Amt Available Now” column. Keep checking this screen so that when you have doses, you can “Draw Down” to have them shipped. When you have doses available and are ready to have vaccine shipped, check the “Select” box next to any vaccine that is available now, and click the “Draw Down” button.

Step 3. From the “Vaccine Draw Down” screen, enter the amount you want shipped and click the Submit button to place your order. Or, you can hold them for later or return them to the VFC pool.
Tips:

- Drawing down vaccine is just like placing an order. Verify that shipping days and hours are correct. Your flu vaccine will arrive in about the same time a normal order arrives.
- You must reconcile your inventory before ALERT will submit your draw-down request.
- You are in control of how much vaccine is shipped to you once it has been allocated; you do not have to accept the full amount that has been allocated.
- If you are not ready to begin vaccinating, you can “Hold All” doses in your allocation for later, or you can “Reject All” doses which allows us to reallocate to another clinic. You do not lose your place in line or reduce the amount of vaccine you prebooked.

If you have questions that are not addressed in this tip sheet, please call our VFC helpdesk at 971-673-4VFC (4832) or email us at VFC.help@state.or.us