

# Alberta Vaccine Inventory (AVI) Quick Reference Guide CREATE A COVID TRANSFER

## CREATE A COVID TRANSFER

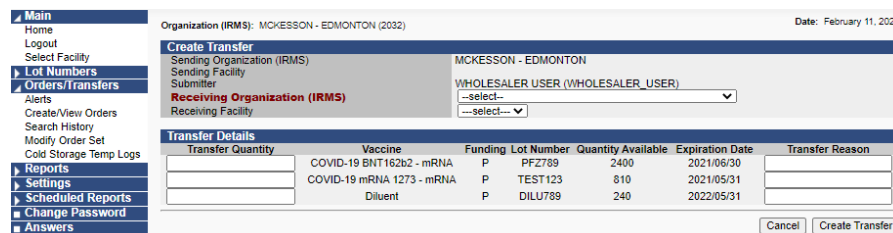
- Using the **Navigation Menu**, click on **Orders/Transfers** and then on **Create/View Orders**.



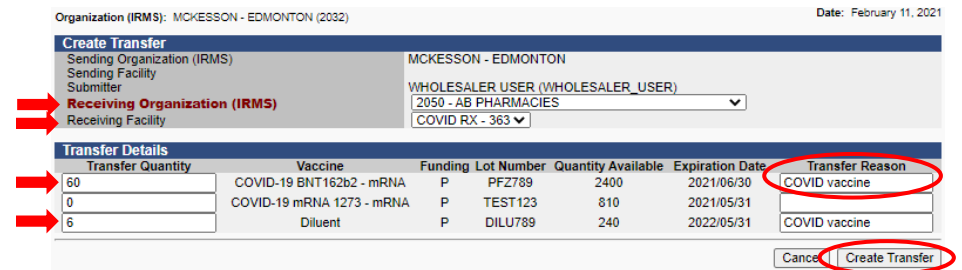
- In the **Current Order/Transfer List**, select the **Create Transfer** button.



- This will bring you to the **Create Transfer** screen.



- In the **Create Transfer** screen, fill in the information:
  - Receiving Organization (IRMS):**
    - Pharmacies:** 2050 – AB PHARMACIES
    - Physicians:** Select the appropriate AHS Depot.
  - Receiving Facility:** The physician or pharmacy that will receive the COVID vaccine.
  - Transfer Quantity:** Enter the amounts as doses for vaccine and vials for diluent that are being transferred to the pharmacy.
  - Transfer Reason:** Enter the reason as **COVID vaccine**.




- Select the **Create Transfer** button.

**Note:** Click the **Create Transfer** button ONCE only. Double clicking the **Create Transfer** button can create two identical transfers and impact your AVI inventory.

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6. The transfer will now be in the **Outbound Transfers** section in the **Current Order/Transfer List**. To view the transfer, click on the **Select** arrow next to the **Transfer Number**.

Current Order/Transfer List						
Inbound Orders						
Select	Order Number	PIN	Submit Date	Approval Date	Status	
Backordered Orders						
Select	Order Number	PIN	Submit Date	Backorder Date		
Denied Orders						
Select	Order Number	PIN	Submit Date	Denial Date		
Inbound Transfers						
Select	Transfer Number	PIN	Submit Date	Sending Organization (IRMS)/Facility		Status
Outbound Transfers						
Select	Transfer Number	PIN	Submit Date	Receiving Organization (IRMS)/Facility		Status
	29205	RX-9999	2021/02/11	AB PHARMACIES / COVID RX - 363		Approved
Rejected Transfers						
Select	Transfer Number	PIN	Submit Date	Receiving Organization (IRMS)/Facility	Reject Date	Rejected By
<input type="button" value="Create Order"/> <input type="button" value="Create Transfer"/> <input type="button" value="Vaccine Return"/>						

**Note:** If a transfer is in the **Outbound Transfers** section, it has not yet been received by the pharmacy in AVI. The transfer will disappear once it is received.