

APPROVING AN ORDER

- Using the Navigation Menu, click on the **Orders/Transfers** Menu Heading, then click **Approve Orders** to show the **Approve Orders Screen**.

PROCESS TO REVIEW AND APPROVE ORDERS:

- Orders will appear in the “Reviewed for Approval” section when the ordering entity is placing an order out of the assigned frequency.

Approve Orders										
Organization (IRMS):		---select---	Facility: ---select---							Find
PIN:		---select---								Find
Order Date:		From:	Through:							
Order List										
Show: All Reviewed For Approval Conditionally Approved Backordered										
Reviewed For Approval										
Order Number	Organization (IRMS)	Facility	PIN	Order Set	Order Date	Exception Reason				
326	1011-AHS-EDMONTON ZONE	AHS-DEPOT-EDMONTON	AHSED-ED	CHILDHOOD VACCINES	11/11/2014	Outside Assigned Order Frequency; Outside Recommended Order Quantity				
327	1011-AHS-EDMONTON ZONE	AHS-DEPOT-EDMONTON	AHSED-ED	CHILDHOOD VACCINES	11/11/2014	No inventory available; Outside Assigned Order Frequency; Outside Recommended Order Quantity				
328	1009-AHS-CALGARY ZONE	AHS-DEPOT-CALGARY	AHSCA-CA	CHILDHOOD VACCINES	11/11/2014	No inventory available; Outside Assigned Order Frequency; Outside Recommended Order Quantity				
329	1008-AHS-SOUTH ZONE	AHS-DEPOT-MEDICINE HAT	AHSSO-MH	CHILDHOOD VACCINES	11/11/2014	No inventory available; Outside Assigned Order Frequency; Outside Recommended Order Quantity				
332	1012-AHS-NORTH ZONE	AHS-DEPOT-HIGH LEVEL	AHSNO-HL	CHILDHOOD VACCINES	11/13/2014	No inventory available; Outside Assigned Order Frequency; Outside Recommended Order Quantity				
345	1010-AHS-CENTRAL ZONE	AHS-DEPOT-RED DEER	AHSCE-RD	CHILDHOOD VACCINES	11/17/2014	Shipping Information Changed; Outside Recommended Order Quantity				
347	1010-AHS-CENTRAL ZONE	AHS-DEPOT-RED DEER	AHSCE-RD	UAT	11/17/2014	Outside Recommended Order Quantity				
Ready For Depot Approval										
Order Number	Organization (IRMS)	Facility	PIN	Order Type	Order Set	Order Date	Approved By	Exception Reason		
<input type="checkbox"/>	325	1011-AHS-EDMONTON ZONE	AHS-DEPOT-EDMONTON	AHSED-ED	Depot	CHILDHOOD VACCINES	11/11/2014	ADMIN USER	Outside Assigned Order Frequency; Outside Recommended Order Quantity	
<input type="checkbox"/>	355	1009-AHS-CALGARY ZONE	AHS-DEPOT-CALGARY	AHSCA-CA	Depot	CHILDHOOD VACCINES	11/18/2014	NICK RC	No inventory available; Outside Recommended Order Quantity	

- Click the **Order Number** to open the order details.

Note: The orders are automatically arranged by the order number

- Verify that the **Doses Used Last Month** and **Physical Inventory** are entered for all vaccine products, and enter any missing information.

- Verify that the **Order Quantity** is appropriate.
- Change the **Order Quantity** if needed, as described on the next page.
- Review exception reason(s) if present.
- To approve:** Click the **Approve** button to save changes and exit the order details.
- The order will move to the next section labeled “Ready For Depot Approval”
- Click the check box next to each order number that is ready to ship, and click **Approve and Print**. This will create an inventory pick list that will open in another window, and can be printed.

Approve Orders										
Organization (IRMS):		---select---	Facility: ---select---							Find
PIN:		---select---								Find
Order Date:		From:	Through:							
Order List										
Show: All Reviewed For Approval Conditionally Approved Backordered										
Reviewed For Approval										
Order Number	Organization (IRMS)	Facility	PIN	Order Set	Order Date	Exception Reason				
<input type="checkbox"/>	326	1011-AHS-EDMONTON ZONE	AHS-DEPOT-EDMONTON	AHSED-ED	CHILDHOOD VACCINES	11/11/2014	Outside Assigned Order Frequency; Outside Recommended Order Quantity			
<input type="checkbox"/>	327	1011-AHS-EDMONTON ZONE	AHS-DEPOT-EDMONTON	AHSED-ED	CHILDHOOD VACCINES	11/11/2014	No inventory available; Outside Assigned Order Frequency; Outside Recommended Order Quantity			
<input type="checkbox"/>	328	1009-AHS-CALGARY ZONE	AHS-DEPOT-CALGARY	AHSCA-CA	CHILDHOOD VACCINES	11/11/2014	No inventory available; Outside Assigned Order Frequency; Outside Recommended Order Quantity			
<input type="checkbox"/>	329	1008-AHS-SOUTH ZONE	AHS-DEPOT-MEDICINE HAT	AHSSO-MH	CHILDHOOD VACCINES	11/11/2014	No inventory available; Outside Assigned Order Frequency; Outside Recommended Order Quantity			
<input type="checkbox"/>	332	1012-AHS-NORTH ZONE	AHS-DEPOT-HIGH LEVEL	AHSNO-HL	CHILDHOOD VACCINES	11/13/2014	No inventory available; Outside Assigned Order Frequency; Outside Recommended Order Quantity			
<input type="checkbox"/>	345	1010-AHS-CENTRAL ZONE	AHS-DEPOT-RED DEER	AHSCE-RD	CHILDHOOD VACCINES	11/17/2014	Shipping Information Changed; Outside Recommended Order Quantity			
<input type="checkbox"/>	347	1010-AHS-CENTRAL ZONE	AHS-DEPOT-RED DEER	AHSCE-RD	UAT	11/17/2014	Outside Recommended Order Quantity			
Ready For Depot Approval										
Order Number	Organization (IRMS)	Facility	PIN	Order Type	Order Set	Order Date	Approved By	Exception Reason		
<input type="checkbox"/>	325	1011-AHS-EDMONTON ZONE	AHS-DEPOT-EDMONTON	AHSED-ED	Depot	CHILDHOOD VACCINES	11/11/2014	ADMIN USER	Outside Assigned Order Frequency; Outside Recommended Order Quantity	
<input type="checkbox"/>	355	1009-AHS-CALGARY ZONE	AHS-DEPOT-CALGARY	AHSCA-CA	Depot	CHILDHOOD VACCINES	11/18/2014	NICK RC	No inventory available; Outside Recommended Order Quantity	

- The order will move into the “Awaiting Shipment” section after the pick list is generated.

Alberta Vaccine Inventory (AVI) Quick Reference Guide Approving Vaccine Orders

- Select the check boxes next to the orders you wish to ship.
- Click **Ship**. This will change the order status to “Shipped or Ready for Pickup.”

Awaiting Shipment									
Order Number	Organization (IRMS)	Facility	PIN	Order Type	Order Set	Order Date	Approved By	Exception Reason	
<input type="checkbox"/> 293	1012-AHS-NORTH ZONE	AHS-DEPOT-WESTLOCK	AHSNO-WES	Depot	ADULT VACCINES	11/06/2014	ADMIN USER	No inventory available; Outside Assigned Order Frequency; Outside Recommended Order Quantity	
<input type="checkbox"/> 306	1011-AHS-EDMONTON ZONE	AHS-DEPOT-EDMONTON	AHSED-ED	Depot	CHILDHOOD VACCINES	11/07/2014	ELAINA BOLTON	Outside Recommended Order Quantity	
<input type="checkbox"/> 307	1009-AHS-CALGARY ZONE	AHS-DEPOT-CALGARY	AHSCA-CA	Depot	INFLUENZA	11/07/2014	ADMIN USER	Outside Assigned Order Frequency; Outside Recommended Order Quantity; Urgent	
<input type="checkbox"/> 330	1008-AHS-SOUTH ZONE	AHS-DEPOT-MEDICINE HAT	AHSSO-MH	Depot	CHILDHOOD VACCINES	11/11/2014	ADMIN USER	No inventory available; Outside Assigned Order Frequency; Outside Recommended Order Quantity	
<input type="checkbox"/> 346	1010-AHS-CENTRAL ZONE	AHS-DEPOT-RED DEER	AHSCE-RD	Depot	UAT	11/17/2014	KRISTI SIAHAYA	Outside Recommended Order Quantity	
<input checked="" type="checkbox"/> 347	1010-AHS-CENTRAL ZONE	AHS-DEPOT-RED DEER	AHSCE-RD	Depot	UAT	11/17/2014	KRISTI SIAHAYA	Outside Recommended Order Quantity	

Select All Ship

TO MAKE CHANGES TO THE ORDER:

Open the orders under either the “Ready for Approval” or the “Ready for Depot Approval” sections.

To **ADD** a vaccine to an order:

- Locate the vaccine under the **optionally add vaccines to order by changing order quantity** section.
- Enter values in the **Dose Used Last Month** and **Physical Inventory** fields.
- Enter the desired quantity in both the **Order Quantity** and **Approved Quantity** fields. The values must be equal.
- Explain why the vaccines were added in the **Comment** field.
- Repeat for each vaccine being added to the order.
- Click the **Approve** button when finished.

Important: The values in the **Approved Quantity + Backordered Quantity + Denied Quantity** fields must equal the value in the **Order Quantity** field for each vaccine.

To **INCREASE** the order quantity of a vaccine in the order:

- Enter the new (higher) quantity in both the **Order Quantity** and **Approved Quantity** fields. The order and approved quantities must be equal.
- Explain why the vaccines were increased in the **Comment** field.
- Repeat for each vaccine to increase the order quantity.
- Click the **Approve** button when finished.

To **DECREASE (Deny)** the order quantity of a vaccine in the order:

- Enter the new (lower) quantity in the **Approved Quantity** field.
- Do not change** the original **Order Quantity**.
- Enter the amount of vaccine being denied in the **Denied Quantity** field. The **Approved Quantities** + the **Denied Quantity** must equal the original **Order Quantity**.
- Select a **Denial Reason** from the drop down menu.
- Explain the vaccine denial/decrease in the **Comment** field.
- Repeat for each vaccine to decrease (deny) the order quantity.
- Click the **Approve** button.

Alberta Vaccine Inventory (AVI) Quick Reference Guide Approving Vaccine Orders

To **DENY** an **entire order** so none of the requested vaccines are ordered:

1. Select an **Entire Order Denial Reason** from the drop down menu at the bottom of the page.
2. Click the **Deny Order** button.

Vaccine	Dose Used Last Month	Physical Inventory	Recommended Quantity	Order Quantity	Approved Quantity	Back-order Quantity	Denied Quantity	Description	Denial Reason	Urgent	Priority Reason	Comment	Exception Reason	Exception Resolved
Tdap	0	0	0	50	50				--select--	<input type="checkbox"/>	--select--		Outside Recommended Order Quantity	
Optionally add vaccines to order by changing order quantity:														
DTaP/IPV/O	0	0	0	0	0			Adacel®-Polio 1 dose/plg	--select--	<input type="checkbox"/>	--select--			
Hep B - Preserv Free	0	0	0	0	0			Engerix-B® 1 dose/plg	--select--	<input type="checkbox"/>	--select--			
Hepatitis B-adult	0	0	0	0	0			Engerix-B® 1 dose/plg	--select--	<input type="checkbox"/>	--select--			
Tdap	0	0	0	0	0			Adacel® 1 dose/plg	--select--	<input type="checkbox"/>	--select--			
Tdap	0	0	0	0	0			Boostrix® 10 dose/plg	--select--	<input type="checkbox"/>	--select--			
Deny Entire Order <input type="checkbox"/> Entire Order Denial Reason --select-- <input type="button" value="Cancel"/> <input type="button" value="Approve"/>														

To **BACKORDER** a vaccine or entire order:

1. Enter the backorder quantity in the **Back-order Quantity** field.
2. Adjust the **Approved Quantity** in order to ensure the **Back-order Quantity** and the **Approved Quantity** equal the **Order Quantity**.
3. Explain the vaccine back-order in the **Comment** field.
4. Repeat for each vaccine that needs back ordered.
5. Click the **Approve** button.

Vaccine	Dose Used Last Month	Physical Inventory	Recommended Quantity	Order Quantity	Approved Quantity	Back-order Quantity	Denied Quantity	Description	Denial Reason	Urgent	Priority Reason	Comment	Exception Reason	Exception Resolved
Tdap	0	0	0	50	50				--select--	<input type="checkbox"/>	--select--		Outside Recommended Order Quantity	
Optionally add vaccines to order by changing order quantity:														
DTaP/IPV/O	0	0	0	0	0			Adacel®-Polio 1 dose/plg	--select--	<input type="checkbox"/>	--select--			
Hep B - Preserv Free	0	0	0	0	0			Engerix-B® 1 dose/plg	--select--	<input type="checkbox"/>	--select--			
Hepatitis B-adult	0	0	0	0	0			Engerix-B® 1 dose/plg	--select--	<input type="checkbox"/>	--select--			
Tdap	0	0	0	0	0			Adacel® 1 dose/plg	--select--	<input type="checkbox"/>	--select--			
Tdap	0	0	0	0	0			Boostrix® 10 dose/plg	--select--	<input type="checkbox"/>	--select--			
Deny Entire Order <input type="checkbox"/> Entire Order Denial Reason --select-- <input type="button" value="Cancel"/> <input type="button" value="Approve"/>														

URGENT order requests:

Urgent orders will be approved at your discretion.

Review the **Priority Reason** when deciding to approve or deny an urgent order request.

- a. To **approve** an urgent request, leave the Urgent checkbox checked.
- b. To **deny** an urgent request, uncheck the Urgent checkbox. Explain why the request was denied in the **Comment** field.
- c. To **mark an order** urgent, select a **Priority Reason** from the dropdown menu.