

ALBERTA VACCINE INVENTORY MANAGEMENT SYSTEM

**Super User Training Guide
Approving Orders, Vaccine Settings
And Define Order Sets**

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INTRODUCTION

This guide demonstrates the steps needed for approving orders, setting the vaccine settings, and defining order sets in order to manage routine aspects of the Alberta Vaccine Inventory System (AVI). This includes modifying and approving orders, user management, and defining order sets.

REVIEWING, MODIFYING AND APPROVING ORDERS

This section demonstrates the steps for the approving, modifying, and creating a pick list using the AVI System. Staff members in this role are considered Approvers. As an approver, staff has access to view, modify, and approve orders.

The Approve Order function will allow you to:

- View vaccine orders
- Modify the order (increase or reduce vaccine quantities, add vaccines, or deny vaccines)
- Approve (submit) vaccine orders
- Track the status of existing vaccine orders
- View past vaccine order history and details



REVIEWING A VACCINE ORDER

1. Log into AVI.
2. Click on the **Orders/Transfers** Menu Heading.
3. Click on **Approve Orders** to direct you to the **Approve Orders** Screen.
4. You can sort or filter the orders if needed.

Filter order list by Organization, Facility, PIN and/or Order Date

5. Under the **Reviewed for Approval** section, select the Order Number for the order to review to direct you to the **Order Details** Page. Orders in this section require additional review due to order frequency or order quantity.

Reviewed For Approval

Reviewed For Approval						
Order Number	Organization (IRMS)	Facility	PIN	Order Date	Exception Reason	
70	1007-TEST ORGANIZATION	TEST FACILITY	778847	05/01/2014	Outside Assigned Order Frequency; Outside Assigned Order Timing	

6. Verify the "Order Quantity" is correct for each vaccine being ordered.

MODIFYING A VACCINE ORDER

To ADD a vaccine to the order

1. Select the Order Number of the order to open the **Order Details** Page.
2. Enter the desired quantity on the appropriate vaccine line in both the “Order Quantity” and “Approved Quantity”.
3. When finished, select the **Save or Approve** button.

Optional:

A note can be added to the vaccine line comment field to give further information about why a vaccine was added to their order (e.g. Approver added vaccine to the order that the order entity missed when created).

To INCREASE the quantity of an existing vaccine order

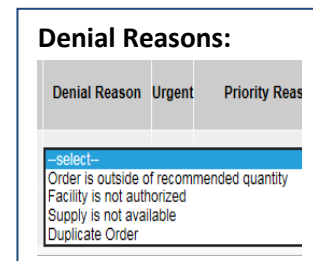
1. Change both the “Order Quantity” and “Approved Quantity” to the desired amount.
2. When finished, select the **Save or Approve** button.

Optional:

A note can be added to the vaccine line comment field to give further information about why a vaccine was added to their order (e.g. Approver added vaccine to the order that the order entity missed when created).

To DECREASE the quantity of an existing vaccine order

1. Change the “Approved Quantity” to the desired amount.
2. Do not change the original “Order Quantity.”
3. Change the “Approved Quantity” to the amount the ordering entity can receive and add the amount of the reduction on the “Denied Quantity.”
 - a. The “Approved Quantity” and the “Denied Quantity” need to equal the “Order Quantity.”
4. Select a “Denial Reason” from the dropdown selection.
5. When finished, select the **Save or Approve** button.



Optional:

A note can be added to the vaccine line comment field to give further information about why a vaccine was added to their order (e.g. Approver decreased vaccine for the order that the order entity missed when created).

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

1. Select an “Entire Order Denial Reason” from the dropdown at the bottom of the page.
2. The “Deny Entire Order” checkbox will automatically be checked when a denial reason is selected.
3. Select the **Save or Approve** button to finish.
4. When an entire order is denied, its status changes to “Denied,” and it is listed under the Denied Orders list on the **Create/View Orders** screen.
 - a. Whoever ordered or the approver can view or delete the order.
 - b. If the order is deleted, it is removed from the system and cannot be retrieved.
 - c. If the order is not deleted, it will sit in the Denied Order list until deleted.

Optional:

A note can be added to the vaccine line comment field to give further information about why a vaccine was denied in their order (e.g. Approver denied vaccine the vaccine order due to duplicate order).

To BACKORDER a vaccine or quantity

1. **Do not** change the original “Order Quantity,” but instead, change the “Approved Quantity” to the amount they can receive and add the amount of that is backordered to the “Backorder Quantity.”
 - a. The “Approved Quantity” and the “Backorder Quantity” need to equal the “Order Quantity.”
2. When finished, select the **Save** button.
 - a. When **Save** button is selected, the backordered vaccine becomes a new order with a new order number.
 - b. The person who ordered can view the new order with backordered quantities, but cannot change or submit the order.
3. The new order is available for the approver on the **Approve Order** page, listed under the **Backordered** section.
4. When the vaccine is available the approver can open the order and click **Approve**.
5. The **Cancel** button returns you to the **Approve Orders** Screen, and no changes are made to the order.

IMPORTANT: Using the backorder function only holds the order at the Approver Level – if the backorder function is used, the approver must keep track of when the vaccine is available for order and approve the order at that time.

APPROVING A VACCINE ORDER

- Using the Navigation Menu, click on **Orders/Transfers Menu** and then click **Approve Order** to show the **Approve Order Screen**.
- Select the checkbox for one or more orders under “Ready for Depot Approval” section, and click **Approve and Print**.

Ready For Depot Approval									
	Order Number	Organization (IRMS)	Facility	PIN	Order Type	Order Set	Order Date	Approved By	Exception Reason
<input checked="" 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

Select All Approve and Print

- The PVD will be taken to the **Inventory Pick List** screen and the AHS Depots will be taken to a **Package Slip** screen. You must print this screen to continue.

Inventory Pick List

Depot ID: PROVINCIAL DEPOT (SITE)
 Pick Batch ID: 325
 Order #: 325
 Ship To: AHS-DEPOT-EDMONTON(AHSED-ED)

Order #	Type/Description	F Source	Manufacturer	Lot #	Expiry	QTY Available	QTY Ordered	Unit	Units Order	Cold Storage Unit	Cart	Shelf	QTY Picked	Initials
325	Tdap/AdaceI® 1 dose/pkg	S	Sanofi Pasteur	C44UATB	11/20/2020	140	20	1/AVIAL	20	ONION	100	100A		

11/21/2014 AVI-Vaccine Shipping Invoice

Package Slip

Approval Date: 11/21/2014 **PIN:** UAT-FAC **Order #:** 358

SHIPPED FROM: PROVINCIAL VACCINE DEPOT
123 MAIN ST
MANCHESTER, NH

TO: UAT-PROVIDERCLINIC
SOMEWHERE DELIVERY
11111-JASPER AVE RM. 3Y22.9
EDMONTON, AB

Phone: **Phone:** (207)555-1212

Fax: **Fax:**

Delivery Instructions:

IMPORTANT NOTES ON RECEIVING VACCINE:

Vaccine	Manufacturer	Lot Number	Expires	Qty Ordered	Doses	Units	Cost
MMR	AVI	UATRDMMR	11/19/2020	30	30		\$0.00
MMR	AVI	UATRDMMR	11/19/2020	30	30		\$0.00

Total Value of this Shipment (this is not a bill): \$0.00

- After selecting **Print** your order will move down into the **Awaiting shipment** section. You must select the order you want to ship and click the **Ship** button.

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 Assigned Order Frequency; 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 checked="" type="checkbox"/>	325	1011-AHS-EDMONTON ZONE	AHS-DEPOT-EDMONTON	AHSED-ED	Depot	CHILDHOOD VACCINES	11/11/2014	JACY FITZPATRICK	Outside Assigned Order Frequency; Outside Recommended Order Quantity
<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

Select All Ship

MONITORING IF ORDERS ARE RECEIVED IN THE VACCINE INVENTORY MANAGEMENT SYSTEM

These steps will allow you to monitor if the ordering entity has received the orders in the AVI System.

- Log into AVI.
- Select the appropriate depot in the organization dropdown and click **Submit**.
- Select the appropriate facility.

Orders/Transfers

- Alerts
- Create/View Orders
- Search History
- Modify Order Set
- Approve Orders
- Approve Transfer
- Approved Orders
- Local Vaccine Allocations
- Accountability Submission
- Vaccine Returns
- Cold Storage Temp Logs
- Cold Storage Location

- Click on the **Orders/Transfers** Menu Heading.
- Click on **Search History** to direct you to the **Order History Search** Screen.
- Enter search parameters and ensure the drop down for "Order Status" has "Shipped" selected. You are able to search several different date ranges, by PIN or by organization and facility. Click **Search** after you have entered your search parameters.

Order History Search

Organization (IRMS):

Facility:

PIN:

Pin Range: From: Through:

Submit Date: From: Through:

Receipt Date: From: Through:

Approval Date: From: Through:

Denial Date: From: Through:

Vaccine:

Lot Number:

Order Status:

Order Number:

Include deleted orders:

- The **Order List** screen will show the orders that have not been received into the AVI System.
- The Approver has the option to receive the order for the ordering entity from this screen.

Order List							
Orders							
Show 10 entries							Search:
Select	Order Number	PIN	Provider	Submit Date	Approval Date	Receipt Date	Receive
<input type="checkbox"/>	26	12345	PUBLIC HEALTH CLINIC	02/28/2014 08:24:39	02/28/2014	02/28/2014	
<input type="checkbox"/>	28	12345	PUBLIC HEALTH CLINIC	02/28/2014 13:13:56	02/28/2014	02/28/2014	
<input type="checkbox"/>	29	12345	PUBLIC HEALTH CLINIC	02/28/2014 13:17:40	02/28/2014	03/07/2014	
<input type="checkbox"/>	30	12345	PUBLIC HEALTH CLINIC	02/28/2014 13:49:22	03/07/2014		<input type="button" value="Receive Order"/>
<input type="checkbox"/>	31	12345	PUBLIC HEALTH CLINIC	02/28/2014 01:49:22	03/07/2014	03/19/2014	
<input type="checkbox"/>	45	54321	COMMUNITY PHARMACY	03/07/2014 14:53:32	03/07/2014	03/07/2014	
<input type="checkbox"/>	46	54321	COMMUNITY PHARMACY	03/07/2014 02:53:32	10/21/2014		<input type="button" value="Receive Order"/>
<input type="checkbox"/>	47	12345	PUBLIC HEALTH CLINIC	03/07/2014 16:04:52	03/07/2014		<input type="button" value="Receive Order"/>
<input type="checkbox"/>	48	12345	PUBLIC HEALTH CLINIC	03/07/2014 04:04:52			
<input type="checkbox"/>	49	12345	PUBLIC HEALTH CLINIC	03/07/2014 16:12:44	09/22/2014		<input type="button" value="Receive Order"/>

Showing 1 to 10 of 97 entries

VACCINE SETTINGS

Administrators have the ability to edit the vaccine settings in the system.

1. Click **Administration** on the Navigation Menu to open the Administration Main Menu Page. Select **Vaccine Settings** from the list under the Settings Section. The Vaccine Search Page will open, and you have the ability to search by the Vaccine Name, the Active Status or you can just click the **Search button** to do a general search. All available vaccines will show based on the criteria.

Vaccine Search
Search Vaccines to configure Vaccine Settings.

Vaccine Name:

Status:

Pneumococcal(PCV)		Prevnar® 13 10 dose/pkg	Pfizer	10	<input type="checkbox"/>			2335204	0.5mL		Adult	<input type="checkbox"/>	<input type="checkbox"/>	Public Funding
Pneumococcal Conjugate, unspecified		Prevnar® 7 10 dose/pkg	Pfizer	10	<input type="checkbox"/>			2244081	0.5mL		Adult	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Public Funding
Pneumococcal(PPSV)		Pneumovax® 23 10 dose/pkg	Merck	10	<input type="checkbox"/>			431648	0.5mL		Adult	<input type="checkbox"/>	<input type="checkbox"/>	Public Funding
Polio - unspecified		Imovax® Polio 1 dose/pkg	Sanofi P;	1	<input type="checkbox"/>			1959042	0.5mL		Adult	<input type="checkbox"/>	<input type="checkbox"/>	Public Funding
Rabies NOS		HyperRAB 2.0 mL/vial/pkg	Talecris	1	<input type="checkbox"/>			2230700	2.0mL		Adult	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Public Funding
Rabies NOS		Imogam® Rabies 2.0 mL/vial	Sanofi P;	1	<input type="checkbox"/>			2237328	2.0mL		Adult	<input type="checkbox"/>	<input type="checkbox"/>	Public Funding
Rabies NOS		RabAvert® 1.0 mL/vial/pkg	Novartis	1	<input type="checkbox"/>			2267667	1.0mL		Adult	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Public Funding
Rabies Intradermal		Imovax® Rabies 1.0 mL/vial/p	Sanofi P;	1	<input type="checkbox"/>			1908286	1.0mL		Adult	<input type="checkbox"/>	<input type="checkbox"/>	Public Funding
Rotavirus, NOS		Rotarix® 1 dose/pkg	GSK	1	<input type="checkbox"/>			2300591	1.5mL		Adult	<input type="checkbox"/>	<input type="checkbox"/>	Public Funding
Rotavirus, NOS		Rotarix® 10 dose/pkg	GSK	10	<input type="checkbox"/>			2300591	1.5mL		Adult	<input type="checkbox"/>	<input type="checkbox"/>	Public Funding
Rotavirus, pentavalent RV5		RotaTeq® 1 dose/pkg	Merck	10	<input type="checkbox"/>			2284413	2.0mL		Adult	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Public Funding
Tetanus Toxoid, adsorbed		Td Adсорbed 5 dose/pkg	Sanofi P;	5	<input type="checkbox"/>			514462	0.5mL		Adult	<input type="checkbox"/>	<input type="checkbox"/>	Public Funding
Td-IPV		Td Polio Adsorbed 5 dose/pkg	Sanofi P;	5	<input type="checkbox"/>			615358	0.5mL		Adult	<input type="checkbox"/>	<input type="checkbox"/>	Public Funding
TIG		HyperTET 250 units/syringe/p	Talecris	1	<input type="checkbox"/>			2230697	2.0mL		Adult	<input type="checkbox"/>	<input type="checkbox"/>	Public Funding
Cholera		Dukoral® 1 dose/pkg	Janssen	1	<input type="checkbox"/>			2247208	3.0mL		Adult	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Public Funding
Typhoid, VCPs		Typhim V® 1 dose/pkg	Sanofi P;	1	<input type="checkbox"/>			2130955	0.5mL		Adult	<input type="checkbox"/>	<input type="checkbox"/>	Public Funding
Typhoid, VCPs		Typherix® 1 dose/pkg	GSK	1	<input type="checkbox"/>			2242727	0.5mL		Adult	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Public Funding
Typhoid, oral		Vivotif® 1 dose/pkg	Janssen	1	<input type="checkbox"/>			885975	4 capsules		Adult	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Public Funding
Varicella		Varivax® 10 dose/pkg	GSK	10	<input type="checkbox"/>			2241047	0.5mL		Adult	<input type="checkbox"/>	<input type="checkbox"/>	Public Funding
Varicella		Varivax® III 1 dose/pkg	Merck	1	<input type="checkbox"/>			2246081	0.5mL		Adult	<input type="checkbox"/>	<input type="checkbox"/>	Public Funding
Zoster, live		Zostavax® 1 dose/pkg	Merck	1	<input type="checkbox"/>			2315939	0.5mL		Adult	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Public Funding
Yellow Fever		YF-Vax® 1 dose/pkg	Sanofi P;	1	<input type="checkbox"/>			428833	0.5mL		Adult	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Public Funding
--select--					<input type="checkbox"/>						Adult	<input type="checkbox"/>	<input type="checkbox"/>	Public Funding

2. From this page, you can adjust the vaccine code, the vaccine name, manufacturer, the package size – or the number of doses that are contained in a package and you can mark if the vaccine comes in a vial. The per dose cost can also be added, the contract, DIN number, volume of the dose, PO number, and whether the vaccine is intended for adults or pediatric patients, as well as the specific funding source for this vaccine.
3. If needed, you can also inactivate vaccines to temporarily disable them, or you can completely delete them.

Vaccine Settings													
Vaccine Description	Vaccine Code	Vaccine Name	MFR	PKGSIZE	Vials?	PVD Cost	Contract	DIN Number	Volume	PVD PO #	Ordering Intention	Inactive Delete	Funding Source
BCG		BCG Vaccine 10 dose/vial/pkg	Sanofi P;	10				75124	1.5mL		Adult	<input checked="" type="checkbox"/>	Public Funding
Botulinum Antitoxin		Botulism Antitoxin Behring AB	Novartis	1					250mL		Adult	<input type="checkbox"/>	Public Funding
Diluent		Diluent Sterile Water-Merck 1	Merck	1					0.5mL		Adult	<input type="checkbox"/>	Public Funding
Diluent		Diluent Sterile Water-Merck 10	Merck	10					0.5mL		Adult	<input type="checkbox"/>	Public Funding
Diluent		Diluent Sterile Water-GSK 10	GSK	10					0.5mL		Adult	<input type="checkbox"/>	Public Funding
Diphtheria antitoxin		Diphtheria Antitoxin 10 mL/10	VinsBio	10					10,000 IU		Adult	<input type="checkbox"/>	Public Funding
Tdap		Adacel® 1 dose/pkg	Sanofi P;	1				2240255	0.5mL		Adult	<input checked="" type="checkbox"/>	Public Funding
Tdap		Adacel® 5 dose/pkg	Sanofi P;	5				2240255	0.5mL		Adult	<input type="checkbox"/>	Public Funding
DTaP/IPV		Quadacel® 5 dose/pkg	Sanofi P;	5				2230946	0.5mL		Adult	<input checked="" type="checkbox"/>	Public Funding
DTaP/IPV		Adacel® Polio 1 dose/pkg	Sanofi P;	1				2352044	0.5mL		Adult	<input type="checkbox"/>	Public Funding
DTaP/IPV		Adacel® Polio 10 dose/pkg	Sanofi P;	10				2352044	0.5mL		Adult	<input checked="" type="checkbox"/>	Public Funding
DTaP/IPV		Infanrix-IPV? 10 dose/pkg	GSK	10				2241284	0.5mL		Adult	<input type="checkbox"/>	Public Funding
DTaP/DTP-Hib-Hep B		Infanrix-HEXA? 10 dose/pkg	GSK	10				2253852	0.5mL		Adult	<input checked="" type="checkbox"/>	Public Funding
DTaP/Hib/IPV		Infanrix-IPV/Hib? 10 dose/pkg	GSK	10				2257122	0.5mL		Adult	<input type="checkbox"/>	Public Funding
DTaP/Hib/IPV		Pediacel® 5 dose/pkg	Sanofi P;	5				2243167	0.5mL		Adult	<input type="checkbox"/>	Public Funding

4. If you need to add a completely new line, click the Add Row button at the bottom, enter necessary information, and click Save when finished.

Tetanus Toxoid, adsorbed		Td Adsorbed 5 dose/pkg	Sanofi P;	5				514462	0.5mL		Adult	<input type="checkbox"/>	Public Funding
Td-IPV		Td Polio Adsorbed 5 dose/pkg	Sanofi P;	5				615358	0.5mL		Adult	<input type="checkbox"/>	Public Funding
TIG		HyperTET 250 units/syringe/p	Talecns	1				2230697	2.0mL		Adult	<input type="checkbox"/>	Public Funding
Cholera		Dukoral® 1 dose/pkg	Janssen	1				2247208	3.0mL		Adult	<input checked="" type="checkbox"/>	Public Funding
Typhoid, ViCPS		Typhim Vi® 1 dose/pkg	Sanofi P;	1				2130955	0.5mL		Adult	<input type="checkbox"/>	Public Funding
Typhoid, ViCPS		Typhrix® 1 dose/pkg	GSK	1				2242727	0.5mL		Adult	<input checked="" type="checkbox"/>	Public Funding
Typhoid, oral		Vivott® 1 dose/pkg	Janssen	1				885975	4 capsules		Adult	<input checked="" type="checkbox"/>	Public Funding
Varicella		Varirix® 10 dose/pkg	GSK	10				2241047	0.5mL		Adult	<input type="checkbox"/>	Public Funding
Varicella		Varivax® III 1 dose/pkg	Merck	1				2246081	0.5mL		Adult	<input type="checkbox"/>	Public Funding
Zoster, live		Zostavax? 1 dose/pkg	Merck	1				2315939	0.5mL		Adult	<input checked="" type="checkbox"/>	Public Funding
Yellow Fever		YF-Vax® 1 dose/pkg	Sanofi P;	1				428833	0.5mL		Adult	<input checked="" type="checkbox"/>	Public Funding
--select--											Adult	<input type="checkbox"/>	Public Funding

Click here to Add Row
Add Row
Cancel
Save

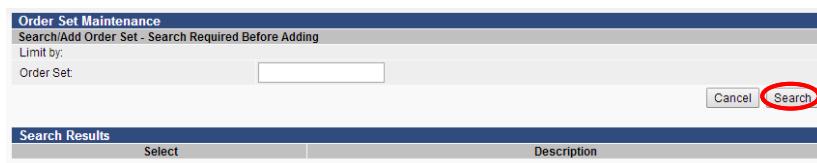
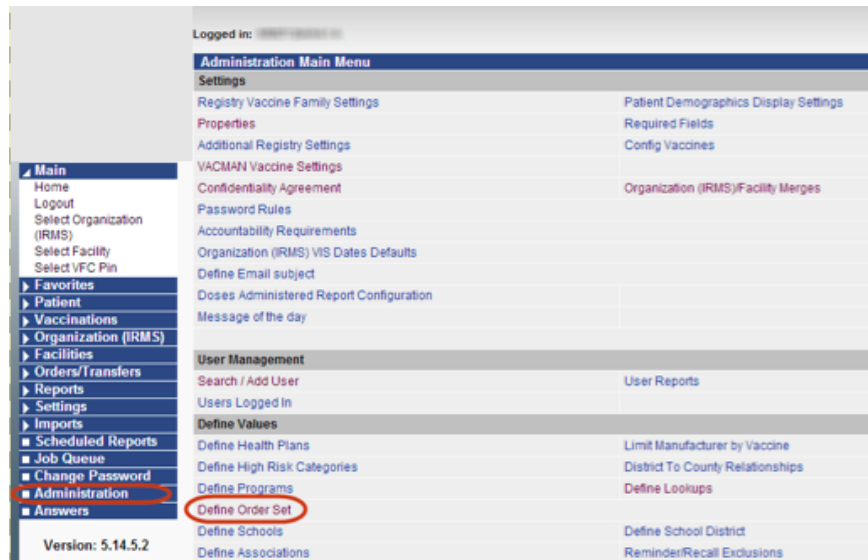
Note: Please note that all order sets and inventory pages are based on this table. It is very important to ensure this information is accurate. Also, note the description field. This field will display in the create order set pages as well as the reconciliation pages so ensure the description has enough information to determine difference in similar products.

DEFINE ORDER SET

Administrators have the ability to create sets of vaccines that can be assigned to sites for ordering purposes. A Vaccine Order Set represents all of the vaccines that a site may order; otherwise, without an Order Set, the order entity can choose any vaccines to order. This option is available to display and create Vaccine Order Sets for users that have the Vaccine Ordering Management permission.

To display and/or add a Vaccine Order Set, perform the following:

- From the **Administration** Main Menu, in the “Define Values” category, click the **Define Order Set** option. **The Order Set Maintenance** window appears.
- Type the vaccine set name in the **Order Set** field and clicks the **Search** button, or leave the field blank and click the **Search** button to display an entire list. The “Search Results” appear.



3. Click one of the buttons:
 - a. **Back** – to return to the previous window, the “Order Set Maintenance” window.
 - b. **Select** – the select arrow next to the order set to edit an existing Vaccine Order Set. Continue to the section titled, “Editing a Vaccine Order Set” for instructions.
 - c. **Add** – to add a new Vaccine Order Set. The “Vaccine Order Set Maintenance – Detail” window appears. Continue to the section titled, “Creating a Vaccine Order Set” for instructions.

Creating a Vaccine Order Set

Note: The system application prevents duplicates Order Sets from being created and/or edited when creating/editing Custom Order Sets.

To create a Vaccine Order Set, perform the following:

1. From the **Order Set Maintenance** window seen above, click the **Add** button. The **Order Set Maintenance [Detail]** window appears.

2. Select the vaccines from the list and move them to the “Selected” box on the right by using the **Add>>** and **<<Remove** buttons.
3. Enter the field data and then click one of the available buttons:
 - b. **Back** – to return to the previous window.

- c. **Save** – to save the vaccine order set and return to the **Order Set Maintenance** window. A Vaccine Order Set number will be generated and assigned to the newly added entry.

Editing and Inactivating Vaccine Order Set

The term **editing** refers to inactivating an entire order set, removing a vaccine from the order set, and/or reordering the group of vaccines within the set.

Note: The system application prevents duplicates Order Sets from being created and/or edited when creating/editing Custom Order Sets.

To **Edit** a Vaccine Order Set, perform the following:

1. From the **Order Set Maintenance** window, type the name of the vaccine order set in the **Order Set** field and click the **Search** button; or, click the **Search** button to an entire list. The search results will appear.
2. Locate the Vaccine Order Set you want to edit, and click the **Select** button. The **Order Set Maintenance [Detail]** window appears.

Order Set Maintenance [Detail]			
Order Set Number:	1		
Description:	CHILDHOOD VACCINES		
Inactive:			
		Sort Order	Restrict From Ordering
Vaccination:	Adacel® 1 dose/pkg	1.0	<input type="checkbox"/>
	HyperTET 250 units/syringe/pkg	2.0	<input type="checkbox"/>
	Rotarix? 10 dose/pkg	3.0	<input type="checkbox"/>
	Diluent Sterile Water-GSK 10 dose/pkg	4.0	<input type="checkbox"/>
			Save
			Back Edit

3. To change the sort order of the vaccinations, type the number in the “Sort Order” column designating the order.
4. To mark a vaccine as unavailable for ordering, click the **Restrict From Ordering** check box.
5. To edit the entire Order Set such as inactivating, removing, or adding a vaccine from the list, click the **Edit** button. **The Order Set Maintenance [Detail] – Edit Mode** appears.

6. Determine the action to perform:
 - a. **Inactivate Entire Order Set** – Click the **Inactive** checkbox to insert a checkmark; click it again to remove a checkmark.
 - b. **Remove Vaccine** – Click on the vaccine(s) in the **Selected** box and click the **<<Remove** button.
 - c. **Add Vaccine** – Click on the vaccine(s) in the **Unselected** box and click the **Add>>** button.
7. Click one of the available buttons on the **Order Set Maintenance – Detail** window:
 - a. **Back** – to return to the **Order Set Maintenance – Search Result** window.
 - b. **Save** – to save the changes and return to the **Order Set Maintenance – Search Results** window.
8. Click one of the buttons:
 - a. **Back** – to return to the **Order Set Maintenance – Search Results** window.
 - b. **Edit** – to display the **Order Set Maintenance [Detail] – Edit Mode** window to inactivate, remove, a vaccine from the Order Set. Refer to Step 5 above in these instructions.

Add/Remove Order Sets to Multiple Order Entities

This option allows Administrators to add or remove Order Sets to ordering entity which allows flexibility for the order approver to select all ordering entities by PIN or by facility.

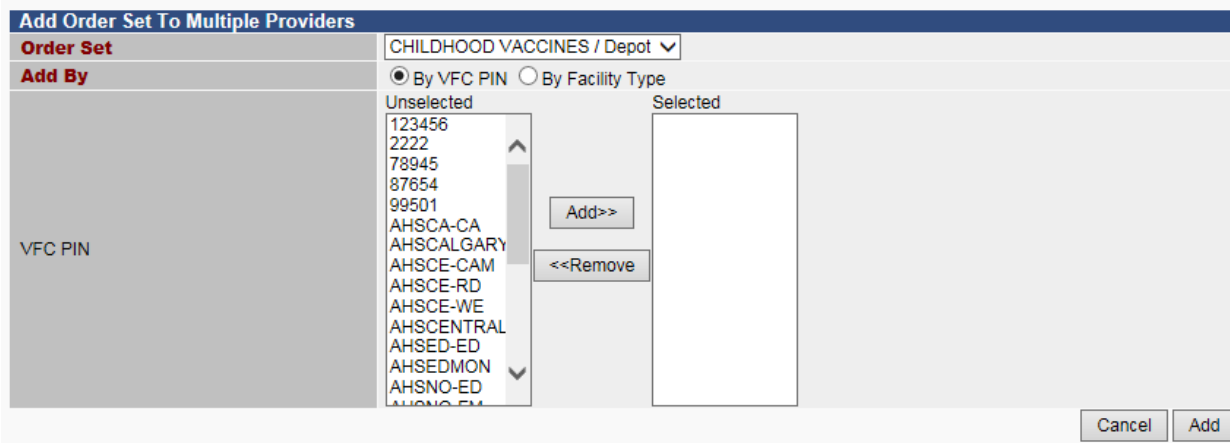
Adding Order Sets

To Add an Order Set, perform the following:

1. Click on the **Administration** menu. The **Administration Main Menu** appears.
2. From the “Vaccine Management” section, click on the **Add Order Set To Multiple Providers** option.



3. The **Add Order Set to Multiple Providers** screen appears. The radio button can be used to add order sets by PIN or by facility.



4. In the **Order Set** field, click the drop-down menu arrow to view/select the Order Set being added to an ordering entity.
5. In the “Unselected” section, click each PIN or facility for the Order Set that needs to be added.
 - a. If in sequential order, highlight while holding the **Shift** key.
 - b. If not in sequential order, highlight the vaccines while holding the **Ctrl** key.
6. Click one of the available buttons:
 - a. **Cancel** – to discard adding an Order Set to Multiple Providers and return to the previous screen.
 - b. **Add** – to add an Order Set to the selected ordering entities. The **Administration Main Menu** reappears with a message indicating that the Order Set was Added to number of PINs or facilities that were selected.

Remove Order Set from Multiple Providers

This option allows Administrators to remove an Order Set from ordering entities which allows flexibility for the approver to select all ordering entities or a group of ordering entities by PIN.

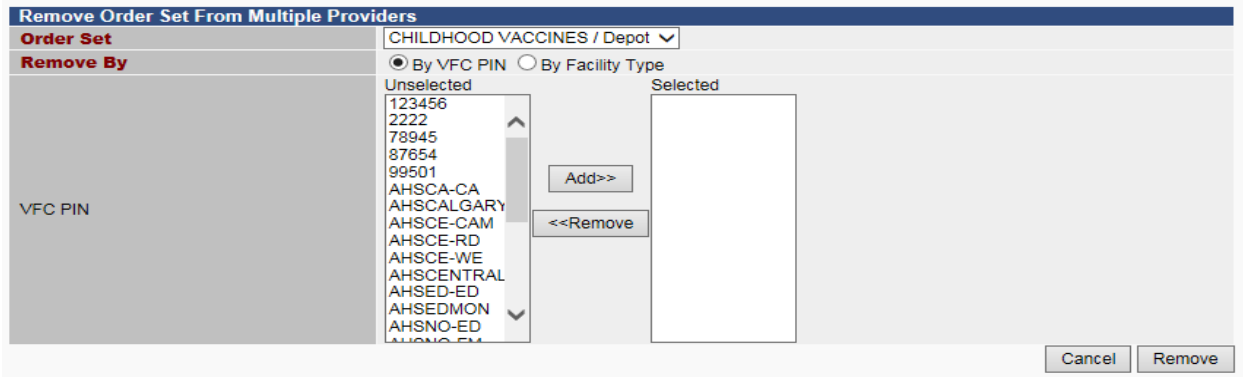
To Remove an Order Set, perform the following:

1. Click on the **Administration** menu. **The Administration Main Menu** will appear.

- From the “Vaccine Management” section, click on the **Remove Order Set From Multiple Providers** option.



- The **Remove Order Set from Multiple Providers** screen appears.



- In the **Order Set** field, click the drop-down menu arrow to view/select the Order Set to be removed from a ordering entity.
- In the “Unselected” section, click each PIN or facility for the Order Set of which is being removed.
 - If in sequential order, highlight while holding the **Shift** key.
 - If not in sequential order, highlight the vaccines while holding the **Ctrl** key.
- When the PIN or facility is selected click the **Add>>** button to move it to the Selected box.
- Click one of the available buttons:
 - Cancel** – to discard removing an Order Set from Multiple PINs or facilities and return to the previous screen.
 - Remove** – to remove an Order Set from the selected PINs or facilities. The **Administration Main Menu** reappears with a message indicating that the number of PINs or facilities that were selected for the order set to be removed.