

Alberta Vaccine Inventory (AVI) Quick Reference Guide Search/Add

ADDING A NEW PRODUCT

- Using the Navigation Menu, click on **Lot Numbers** and then click **Search/Add** to show the *Lot Number Maintenance Screen*.

Lot Number Maintenance
Search/Add Lot Number - Search Required Before Adding

Vaccine: HPV, unspecified formulation
 Manufacturer: --select--
 Lot Number:
 Facility: --select--
 Inactive: All
 Inactive Reason: --select--

Clear Search

Search Results
 Show 10 entries
 Facility Manufacturer Lot Number Vaccine Funding Source Exp. Date Inactive
 No data available in table
 Showing 0 to 0 of 0 entries

Legend
 Expired Vaccines
 Expires in 30 days or less

Add

- Enter the lot number you are receiving or select the vaccine you wish to add, and click the **Search** button. (This step helps to prevent adding duplicate lots of that vaccine by showing which lots you already have).
- If your search does not indicate the lot is already in the system, click the **Add** button.
- Enter data for all required fields – **written in red**.
 - Select the product name and corresponding DIN number. (A product name and DIN number must be entered for all vaccines that are being entered into the system).
 - When selecting the DIN number ensure you are choosing the correct DIN for your funding source. (The DIN selected will affect how the quantity shows up in other areas of AVI).

Lot Number Maintenance [Add]

Manufacturer: --select--
 Vaccine: HPV, unspecified formulation
 Lot Number:
 Facility: --select--
 Expiration Date:
 Funding Source: --select--
 Reason Categories: --All Categories--
 Reason for Change: --select--
 Date of Transaction: 2017/05/03
 Number of Doses Added:
 Product: --select--
 DIN Number: --select--
 VFC PIN of other party (if applicable):

Cancel Add

- Click **Save** when finished.

MODIFYING A PRODUCT

- In the *Lot Number Maintenance Screen* select from any of the dropdowns in the search field or enter a specific lot number. Clicking the **Search** button will bring up all lots that meet the criteria for your site and any site that places vaccine orders directly to you.
- Select the lot you wish to modify to display the *Lot Number Maintenance Detail* page. This screen provides all the information about the product: manufacturer, lot, expiry, funding source, etc.
- Click the **Edit** button. Update the information as required.

Lot Number Maintenance [Detail]

Manufacturer: GLAXO-SMITHKLINE
 Vaccine: Meningococcal A,C,Y, W-135
 Lot Number Code: 35590
 Lot Number: M15142
 Facility:
 Doses Used: 32
 Doses Wasted and Returned: 0
 Doses Wasted and Disposed: 0
 Doses Available: 23
 Doses Total: 55
 Expiration Date: 2017/07/31
 Funding Source: P
 Product: Menveo™ 1 dose/pkg
 DIN Number: (02347393) (PUBLIC)
 Inactive:
 Inactive Reason:

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4. Use the **Add Doses/Subtract Doses** button to increase or decrease the quantity of the product.

Lot Number Maintenance [Update]	
Manufacturer:	SANOFI PASTEUR-SF
Vaccine:	DTaP-IPV-Hib
Lot Number Code:	58133
Lot Number:	C5172AA
Facility:	--select--
Doses Used:	3
Doses Wasted and Returned:	0
Doses Wasted and Disposed:	0
Doses Available:	743
Doses Total:	746 Use the buttons below to adjust the total doses.
Expiration Date:	2019/03/31
Funding Source	Public Funding
Product:	Pediacel® 5 dose/pkg
DIN Number:	02243167 (P)
Inactive:	<input type="checkbox"/>
Inactive Reason:	--select--
<input type="button" value="Cancel"/> <input type="button" value="Reset"/> <input type="button" value="Save"/>	
<input style="border: 2px solid red;" type="button" value="Add Doses(+)"/> <input style="border: 2px solid red;" type="button" value="Subtract Doses(-)"/>	

5. Select the reason for change and the number of doses added or subtracted then click **Submit**. This will add or remove the doses from the Doses Available field.

Add (+) To Total Doses	
Reason Categories:	--All Categories--
Reason for Change:	--select--
Date of Transaction:	2017/05/03
Number of Doses Added:	
Product:	Pediacel® 5 dose/pkg
NDC Number:	02243167 (P)
VFC PIN of other party (if applicable):	
Funding Source:	PUBLIC
<input type="button" value="Submit"/>	

Subtract (-) From Total Doses	
Reason Categories:	--All Categories--
Reason for Change:	--select--
Date of Transaction:	2017/05/03
Number of Doses Subtracted:	
VFC PIN of other party (if applicable):	
Funding Source:	PUBLIC
<input type="button" value="Submit"/>	

6. Click **Save** when finished

Note: AHS Depots and Facilities should only receive publically funded lots through vaccine orders. AHS Depot users can receive Cost Recovery, Research and Other funding sources into their inventory.

Note: Facility users do not have the ability to add new lot numbers. The add button will not appear in their Search/Add screen.