

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

CREATE A TRANSFER

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

Organization (IRMS): WHOLESALER - CITY (2057) Date: January 28, 2025

Navigation Menu: Home, Logout, Select Facility, Message, Favorites, Patient, Vaccinations, Lot Numbers, **Orders/Transfers** (highlighted), Create/View Orders (highlighted), Modify Order Set, Approve Orders, Approve Transfer, Approved Orders, Local Vaccine Allocations, Accountability Submission, Cold Storage Temp Logs, Reports, Settings, Exports.

Form Fields: Patient Search (First Name or Initial, Last Name or Initial, Birth Date, ID, SIIS Patient ID / Bar Code, Chart Number), Family and Address Information (Guardian First Name, Mother's Maiden Name, Street, City, Province, Postal Code, Phone Number, Country).

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

Organization (IRMS): WHOLESALER - CITY (2057) Date: January 28, 2025

Current Order/Transfer List: Organization (IRMS): WHOLESALER - CITY, Facility: --select--, PIN: VACCINE123

Select	Order Number	PIN	Submit Date	Approval Date	Status
Inbound Orders					
Backordered Orders					
Denied Orders					
Inbound Transfers					
Outbound Transfers					
Rejected Transfers					

Buttons: Create Order, **Create Transfer** (highlighted), Vaccine Return

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

Organization (IRMS): WHOLESALER - CITY (2057) Date: January 28, 2025

Create Transfer Form: Sending Organization (IRMS): WHOLESALER - CITY, Sending Facility, Submitter: WHOLESALER USER (WHOLESALER_USER), VFC PIN: --select--

Receiving Organization (IRMS): --select--

Receiving Facility: --select--

Transfer Quantity	Vaccine	Funding	Lot Number	Quantity Available	Expiration Date	Transfer Reason
60	COVID-19 BNT162b2 - mRNA KP	P	TEST123	6000	2025/12/16	transfer
100	Influenza inj quadrivalent	P	589111	10000	2026/04/30	transfer
20	Tdap	P	123ABC	4000	2026/04/22	transfer

Buttons: Cancel, **Create Transfer** (highlighted)

- In the **Create Transfer** screen, fill in the information:
 - Receiving Organization (IRMS):** The organization that the facility is listed under. *Distributors should only be using one of the below:*
 - Pharmacies:** 2050 – AB PHARMACIES
 - Physicians:** 2052 – AB PHYSICIAN CLINICS
 - Receiving Facility:** The physician or pharmacy that will receive the vaccine.
 - Confirm the facility address that auto-populates below the facility name.
 - Transfer Quantity:** Enter the amounts as doses for vaccine that are being transferred to the pharmacy.
 - Transfer Reason:** Enter a reason for each entry.

Organization (IRMS): WHOLESALER - CITY (2057) Date: January 28, 2025

Create Transfer Form: Sending Organization (IRMS): WHOLESALER - CITY, Sending Facility, Submitter: WHOLESALER USER (WHOLESALER_USER), VFC PIN: --select--

Receiving Organization (IRMS): 2050 - AB PHARMACIES (highlighted with red arrow)

Receiving Facility: VACCINE RX - CITY (highlighted with red arrow)

Receiving Address: 101 TEST STREET, EDMONTON, ALBERTA T6E 6C6

Transfer Quantity	Vaccine	Funding	Lot Number	Quantity Available	Expiration Date	Transfer Reason
60	COVID-19 BNT162b2 - mRNA KP	P	TEST123	6000	2025/12/16	transfer (highlighted with red arrow)
100	Influenza inj quadrivalent	P	589111	10000	2026/04/30	transfer
20	Tdap	P	123ABC	4000	2026/04/22	transfer

Buttons: Cancel, **Create Transfer** (highlighted)

- Select the **Create Transfer** button.

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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**.

Organization (IRMS): WHOLESALER - CITY (2057) Date: January 28, 2025

Current Order/Transfer List

Organization (IRMS): WHOLESALER - CITY | Facility: --select-- | PIN: VACCINE123
 Current Organization (IRMS)/Facility: WHOLESALER - CITY Find

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
	263808	PIN123	2025/01/28	AB PHARMACIES / VACCINE RX - CITY	Approved

Rejected Transfers

Select	Transfer Number	PIN	Submit Date	Receiving Organization (IRMS)/Facility	Reject Date	Rejected By	Status

Create Order | Create Transfer | Vaccine Return

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