

View Inventory

1. Click on **Inventory** in the left menu.
2. Click on **Vaccines**.
3. Click on **On-Hand**.
- The **Vaccine On-Hand Inventory** screen is displayed.
- You may filter your search by Inventory Location, Vaccine, Status or Funding Source.
- On-Hand Inventory** will display the storage location, the vaccine brand, MFG, NDC#, Lot #, Expiration Date, Funding Source, and Doses On-Hand.
- There is also an indicator for vaccines that are expiring within 4 months.

Adjust On-Hand Inventory

Adjustments are primarily made for wastage and transfers to non-CT WiZ clinics.

1. Click on **Inventory** in the left menu.
2. Click on **Vaccines**.
3. Click on **Vaccines On-Hand**.
4. Click on **Action** for the specific vaccine.
5. Select **Adjustment** from the dropdown menu.

Complete the following fields:

- Enter the **Date and Time**.
 - Select the **Reason**.
 - Select the Modification (if not auto-filled).
 - Enter the number of adjusted doses in **Doses Adjusted**.
 - Enter **Comments** about the adjustment.
6. Click **Create** to save.

Add New Inventory

NOTE: This is only for privately purchased vaccines and vaccines transferred in. VFC vaccines are received through a shipment file in CT WiZ.

1. Click on **Inventory** in the left menu.
2. Click on **Vaccines**.
3. Click on **On-Hand**.
4. The **Vaccine On-Hand Inventory** screen will now be displayed.
5. Click the **Add New Inventory** button.

Required fields are marked with a red *.

Complete the following fields:

- Enter the **Date/Time** the inventory was actually received. This affects doses administered and reconciliation.
- Select your **Inventory Location**.
- Select the **Vaccine** or type in the first few letters of the vaccine name.
- Enter the **Lot Number**.
- Enter the **Expiration Date**.
- Select the **Funding Source**.
- Enter the number of vaccines in **Doses Adjusted**.
- Click on **Create**.

Repeat these steps for each vaccine that needs to be added.

Create a Transfer

1. Click on **Inventory**.
2. Click on **Vaccines**.
3. Click on **Vaccines On-Hand**.

The **Vaccine On-Hand Inventory** screen is displayed.

4. Click on **Action** for the specific vaccine.
5. Select **Transfer** from the dropdown menu.

Complete the following fields:

6. Enter the **Date/Time**.
7. Select the receiving **Inventory Location**.
8. Enter the number of doses in **Doses Transferred**.
9. Click **Create**.

Repeat these steps for each vaccine being transferred.

Modify/Delete Outgoing Inventory Transfers

1. Click on **Inventory**.
2. Click on **Vaccines**.
3. Select **Vaccines On-Hand**.
4. Click on the blue hyperlink indicating a pending transfer.
5. In the **Pending Outgoing Transfer** section:
 - Click on **Delete** to remove the transfer.
 - Click on **Update** to modify the transfer details.

CT WiZ Quick Reference Guide Inventory Management


Receive Vaccine Shipments

Always verify the contents of the shipment.

NOTE: Click **Dismiss** if the shipment was never received.

1. Click on **Inventory** in the left menu.
2. Click on **Vaccines**.
3. Click on **On-Hand**.
4. Click on the blue hyperlink indicating a pending shipment.
5. Click **Details** to view the shipment information.
6. Click **Cancel** to return to the **Pending VTrcks Shipment** screen.
7. Click **Receive** to add the shipment to your inventory.
8. Enter the actual **Date** and **Time** of receipt.
9. Select the **Inventory Location**.
10. Select the **Funding Source**.
11. Click on **Create**.
12. Only add to inventory if 100% match, otherwise click on **Proceed with Create**.

View Inventory Transfers

1. Click on **Inventory**.
2. Click on **Vaccines**.
3. Select **Vaccines On-Hand**.
4. Click on the blue hyperlink indicating a pending transfer.
 **There are 27 Pending Inventory Transfers.**
5. Both Incoming and Outgoing transfers display on the screen.

Accept Incoming Inventory Transfers

1. To receive the transfer, click **Received**.
 2. In the Pending Inventory pop-up, enter the **Received Date** and **Time**.
 3. Click **OK**.
- The transfer has been added to your on-hand inventory.

If you have questions:

- Click on the “i” icon for additional information about the screen.
- Click on the [Learn More](#) links in CT WiZ at the top of a screen.
- Visit [CVP-Information for Provider](#) webpage. Visit [CT WiZ Training materials](#) webpage.
- Submit a request to our Helpdesk:
<https://portal.ct.gov/DPH/Immunizations/Contact-Us>

Connecticut Immunization Program
CT Department of Public Health

<https://portal.ct.gov/DPH/Immunizations/CONNECTICUT-IMMUNIZATION--PROGRAM>

This Reference Guide gives you quick step by step instructions to help manage your inventory.



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