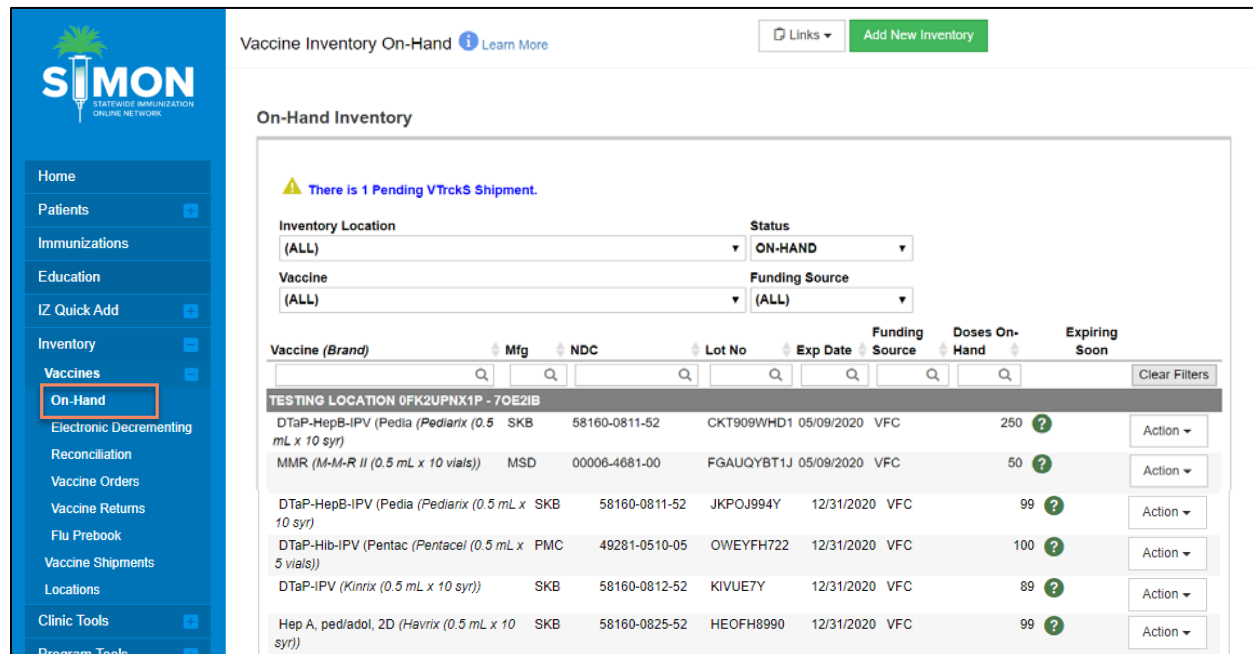


Receive VTrckS Shipments

1. From the main menu, go to 'Inventory > Vaccines > On Hand'.
2. At the top of the screen, click the blue hyperlink 'There is # Pending VTrckS Shipment'.



Vaccine Inventory On-Hand [Learn More](#) Links Add New Inventory

On-Hand Inventory

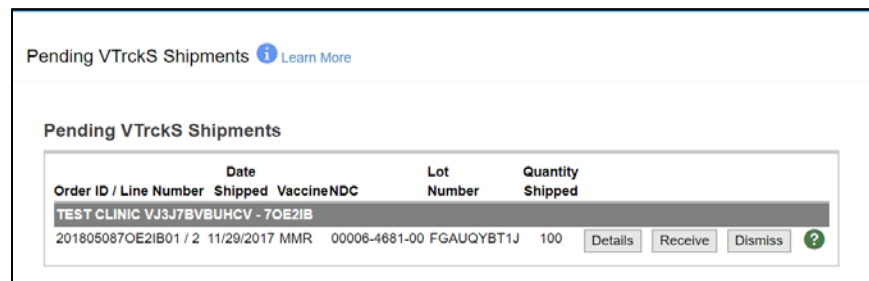
⚠ There is 1 Pending VTrckS Shipment.

Inventory Location: (ALL) Status: ON-HAND

Vaccine: (ALL) Funding Source: (ALL)

Vaccine (Brand)	Mfg	NDC	Lot No	Exp Date	Funding Source	Doses On-Hand	Expiring Soon
TESTING LOCATION 0FK2JPNX1P - 7OE2IB							
DTaP-HepB-IPV (Pedia (Pediarix (0.5 mL x 10 syr)	SKB	58160-0811-52	CKT909WHD1	05/09/2020	VFC	250	?
MMR (M-M-R II (0.5 mL x 10 vials))	MSD	00006-4681-00	FGAUQYBT1J	05/09/2020	VFC	50	?
DTaP-HepB-IPV (Pedia (Pediarix (0.5 mL x 10 syr)	SKB	58160-0811-52	JKPOJ994Y	12/31/2020	VFC	99	?
DTaP-Hib-IPV (Pentac (Pentacel (0.5 mL x 5 vials))	PMC	49281-0510-05	OWEYFH722	12/31/2020	VFC	100	?
DTaP-IPV (Kinrix (0.5 mL x 10 syr))	SKB	58160-0812-52	KIVUE7Y	12/31/2020	VFC	89	?
Hep A, ped/adol, 2D (Havrix (0.5 mL x 10 syr))	SKB	58160-0825-52	HEOFH8990	12/31/2020	VFC	99	?

3. From this screen, you should see a list of your pending VTrckS Shipments by order line item.



Pending VTrckS Shipments [Learn More](#)

Pending VTrckS Shipments

Order ID / Line Number	Date Shipped	Vaccine NDC	Lot Number	Quantity Shipped
TEST CLINIC VJ3J7BVBHCV - 7OE2IB				
201805087OE2IB01 / 2	11/29/2017	MMR 00006-4681-00	FGAUQYBT1J	100

Details Receive Dismiss ?

4. Review the details for a line item by clicking 'Details'.
5. Only click the 'Received' button once the vaccine is unloaded and put away.
6. Select the 'Dismiss' button if you would like to clear the pending shipment without receiving it into inventory on-hand.
 - a. Only Dismiss a line item if the shipment was rejected for any reason or if it was not delivered at all.

Vaccine Inventory [Learn More](#) Cancel [Links](#) [Create](#)

View

Date/Time * 11/07/2019 HH:MM AM/PM (HHMMAP)

Inventory Location * TEST-FJGBY13CCO1FR3P > TESTING LOCATION 0FK2UPNX1P

Vaccine | Mfg | NDC | Brand * MMR | MSD | 00006-4681-00 | M-M-R II (0.5 ML X 10 VIALS)

Lot Number * FGAUQYBT1J

Expiration Date * 05/09/2018

Funding Source * VFC

Doses Adjusted * 100

Container Id

Comments RECEIVED FROM SHIPMENT 0123456789 ON 05/08/2018 FOR VACCINE ORDER 2018050870E2IB01

7. After selecting 'Received', enter the date and time the vaccine shipment was received.
8. Check to make sure the remaining fields are accurate. These will auto-populate from VTrcks.
9. Click 'Create'.
10. A green success message is displayed confirming your changes were saved.

Possible Duplicates

1. If you receive a shipment that looks like a previously received line item, it may show as a possible duplicate.
2. You can choose to 'Add To This Inventory Line Item' to add it to the doses on hand if it is a match.
3. Otherwise, click 'Proceed with Create' to create a new inventory line item.

Possible Duplicates

The following Inventory items have been found with similar criteria.
 If any of the following record(s) are the inventory item you are trying to create, select the item below.

Vaccine	Mfg	NDC	Lot No	Exp Date	Doses		Match Confidence	
					Fund Src	On-Hand		
MMR (M-M-R II (0.5 mL x 10 vials))	MSD	00006-4681-00	FGAUQYBT1J	05/09/2020	VFC	50	99%	Add To This Inventory Line Item