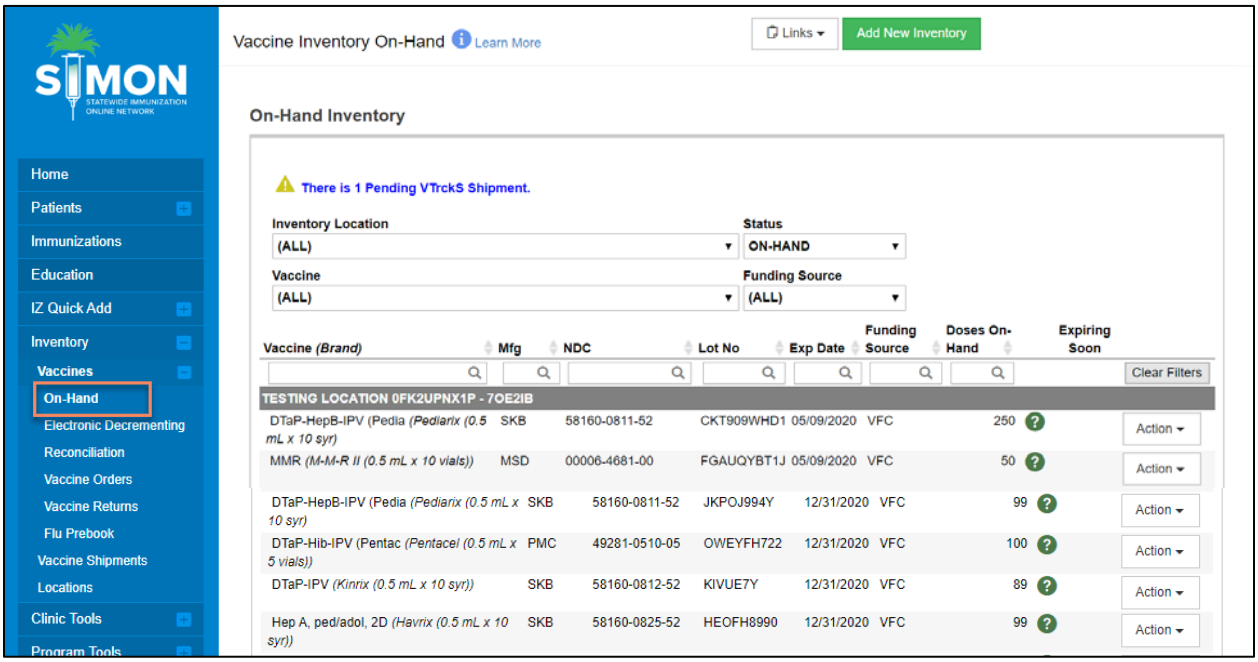
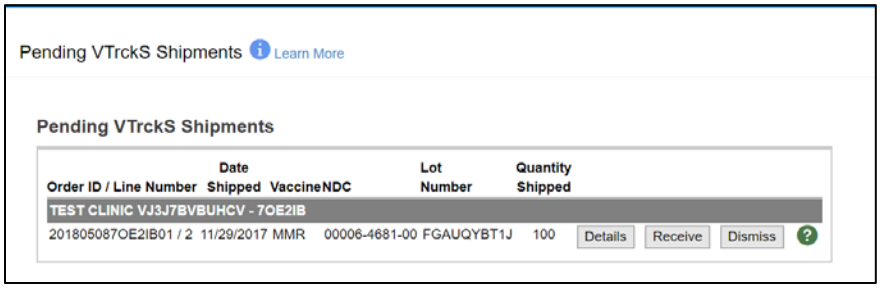
Receive VTrckS Shipments

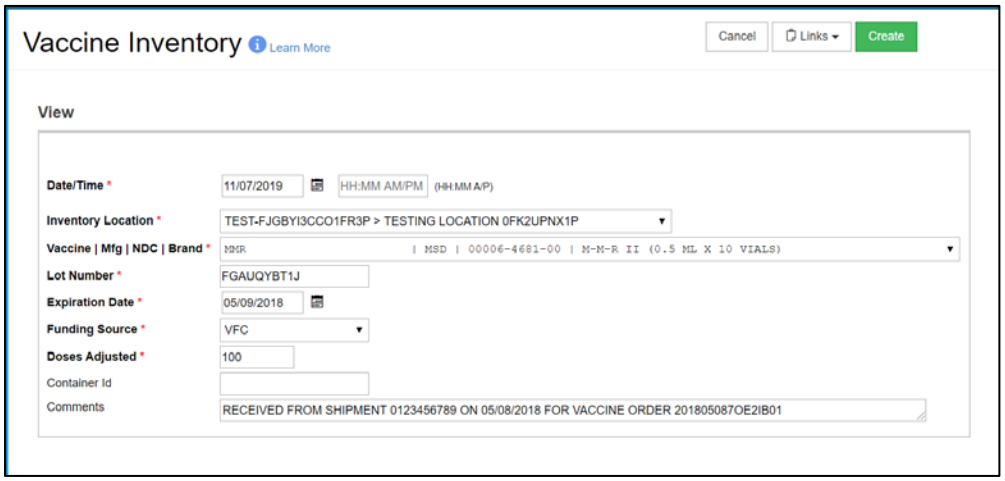
1. From the main menu, go to 'Inventory > Vaccines > On Hand'.
2. At the top of the screen, click the blue hyperlink 'There is # Pending VTrckS Shipment'.



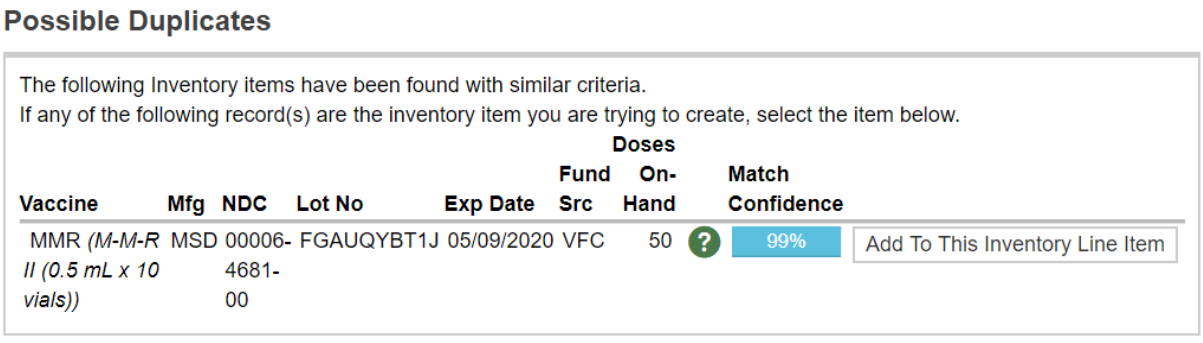
3. From this screen, you should see a list of your pending VTrckS Shipments by order line item.



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.



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.