

Inactivating Vaccine

Notes:

- This QRS is for when a vaccine in inventory reaches zero (0).

1

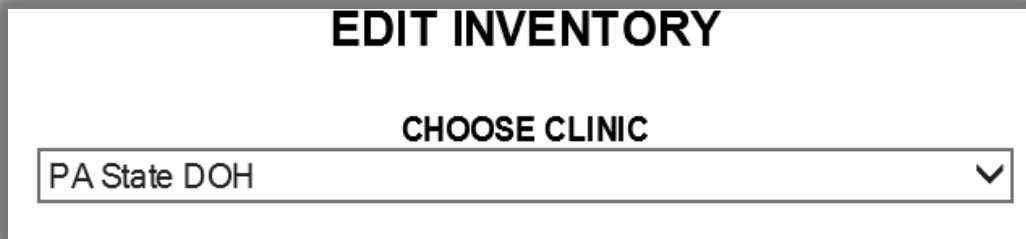
Select the **Inventory** button on the left-hand side of the screen.

2

Maximize the Edit Inventory screen by clicking on the box “” beside the “x” in the top right-hand corner of the screen (if it is not already maximized).

3

Verify that “your” clinic name is in the **Choose Clinic** field.



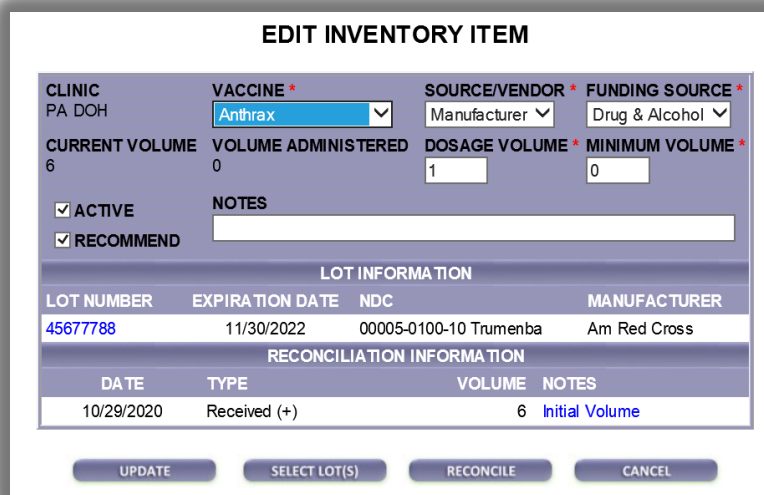
EDIT INVENTORY

CHOOSE CLINIC

PA State DOH ▼

4

Select the applicable inventory item by clicking directly on the vaccine (**blue hyperlink**). (The Edit Inventory Item screen will appear).



EDIT INVENTORY ITEM

CLINIC PA DOH	VACCINE * Anthrax	SOURCE/VENDOR * Manufacturer	FUNDING SOURCE * Drug & Alcohol
CURRENT VOLUME 6	VOLUME ADMINISTERED 0	DOSAGE VOLUME * 1	MINIMUM VOLUME * 0
<input checked="" type="checkbox"/> ACTIVE	NOTES <input type="text"/>		
<input checked="" type="checkbox"/> RECOMMEND			
LOT INFORMATION			
LOT NUMBER	EXPIRATION DATE	NDC	MANUFACTURER
45677788	11/30/2022	00005-0100-10 Trumenba	Am Red Cross
RECONCILIATION INFORMATION			
DATE	TYPE	VOLUME	NOTES
10/29/2020	Received (+)	6	Initial Volume

5

Uncheck the “**Active**” field will default to today’s date. This date can be modified if necessary.