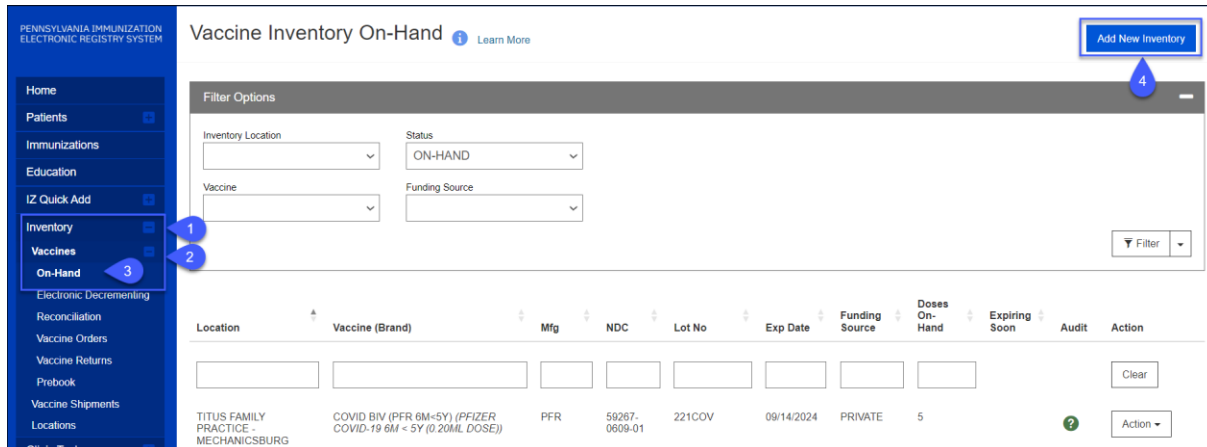
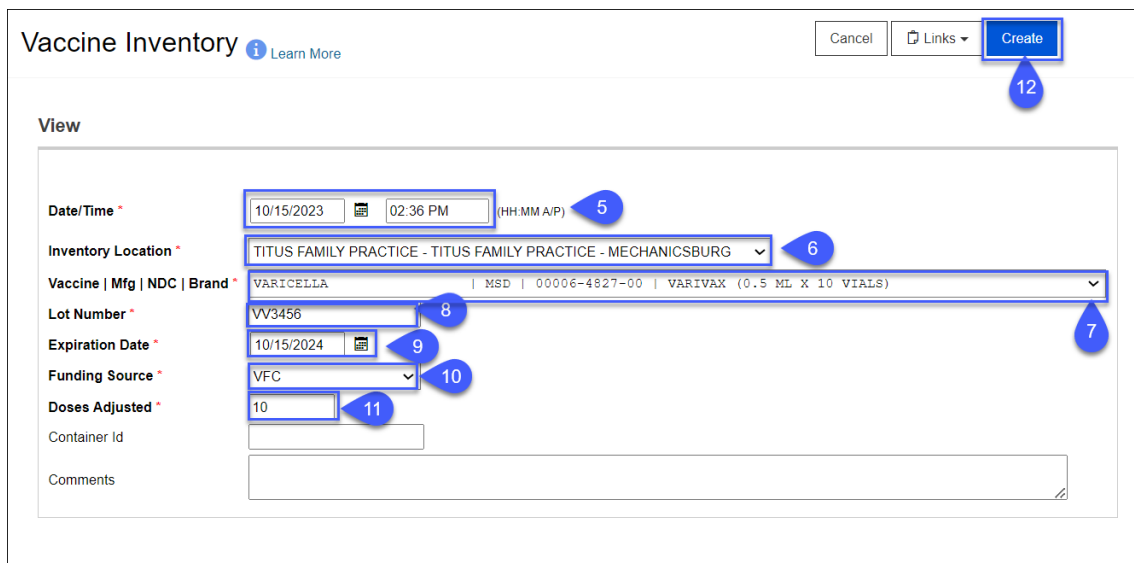


Add New On-Hand Inventory Items

NOTE: Prior to adding inventory without a shipment file, check the list of on-hand inventory to ensure that a duplicate line item won't be created.



1. Click **Inventory**.
2. Click **Vaccines**.
3. Click **On-Hand**.
4. Click **Add New Inventory**.



The View screen displays.

NOTE: The Links drop-down contains a link to the vaccine manufacturer codes.

5. Enter the **Date** and **Time**.

6. Select the appropriate **Inventory Location**.
7. Select the **Vaccine** type.
8. Enter the **Lot Number**.
9. Enter the **Expiration Date**.
10. Select the **Funding Source**.
11. Enter **Doses Adjusted** (number of doses adding).
Container ID and Comments can be entered if needed.
12. Click **Create**.

✓ **Success** The Record Has Been Saved ×

The Success message displays.