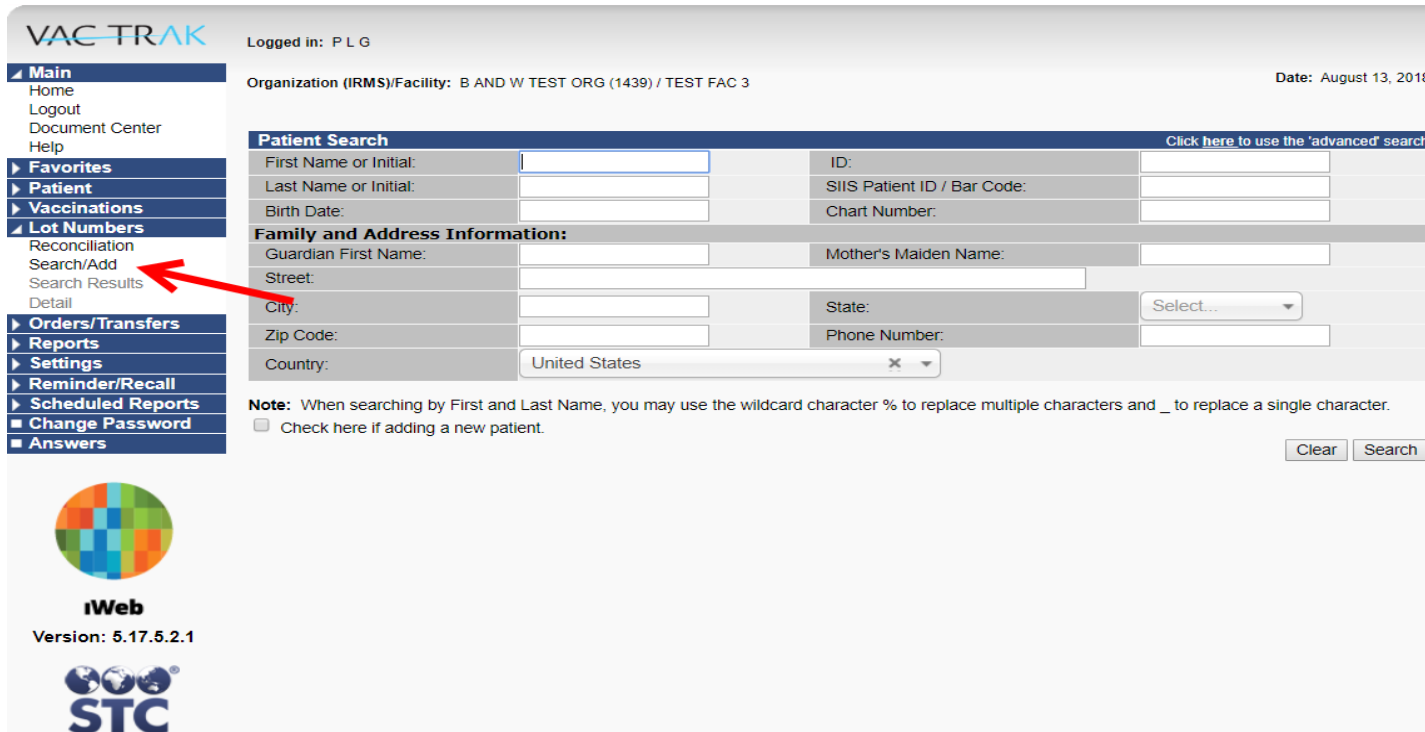


Adding Private vaccine to Provider Inventory in VacTrAK

* Please note that users will need the **Lot Manager Permission(s)** to perform this function.

Step 1: Login in to VacTrAK, expand the Lot Numbers tab and **click** the Search/Add link.



The screenshot displays the VacTrAK web application interface. At the top left, the logo "VAC-TRAK" is visible. The user is logged in as "P L G". The organization is identified as "B AND W TEST ORG (1439) / TEST FAC 3", and the date is "August 13, 2018".

The left sidebar contains a navigation menu with the following items:

- Main
 - Home
 - Logout
 - Document Center
 - Help
- Favorites
- Patient
- Vaccinations
- Lot Numbers
 - Reconciliation
 - Search/Add (highlighted with a red arrow)
 - Search Results
 - Detail
- Orders/Transfers
- Reports
- Settings
- Reminder/Recall
- Scheduled Reports
- Change Password
- Answers

The main content area features a "Patient Search" section with the following fields:

- First Name or Initial:
- Last Name or Initial:
- Birth Date:
- ID:
- SIIS Patient ID / Bar Code:
- Chart Number:

Below the search fields is the "Family and Address Information" section with the following fields:

- Guardian First Name:
- Mother's Maiden Name:
- Street:
- City:
- State:
- Zip Code:
- Phone Number:
- Country:

A note at the bottom of the search section reads: "Note: When searching by First and Last Name, you may use the wildcard character % to replace multiple characters and _ to replace a single character." Below this note is a checkbox labeled "Check here if adding a new patient." At the bottom right of the search section are "Clear" and "Search" buttons.

At the bottom left of the page, there is a logo for "iWeb" with the version "5.17.5.2.1" and a logo for "STC".

Step 2: On the Lot Number Maintenance page, use the drop down options to select the vaccine and manufacturer. Enter the lot number. Select "All" for Inactive and leave the Inactive Reason blank (--select--).

VAC TRAK Logged in: P L G
Organization (IRMS)/Facility: B AND W TEST ORG (1439) / TEST FAC 3 Date: August 13, 2018

Lot Number Maintenance
Search/Add Lot Number - Search Required Before Adding

Vaccine: --select--
Manufacturer: --select--
Lot Number:
Facility: TEST FAC 3
Inactive: All
Inactive Reason: --select--

Clear Search

Search Results
Show 50 entries Search:
Facility Manufacturer Lot Number Vaccine Funding Source Exp. Date Inactive
No data available in table
Showing 0 to 0 of 0 entries

Legend
Expired Vaccines
Expires in 30 days or less

iWeb
Version: 5.17.5.2.1
STC

Please visit the link below for the appropriate and/or correct IIS: HL7 Standard Code Set Mapping product names to CVX and MVX

Product Name Mapped to CVX/MVX

Step 3: Once all of your search criteria is completely entered, click on the **Search** button.

VAC TRAK Logged in: P L G Organization (IRMS)/Facility: B AND W TEST ORG (1439) / TEST FAC 3 Date: August 13, 2018

- Main
 - Home
 - Logout
 - Document Center
 - Help
- Favorites
- Patient
- Vaccinations
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 - Search/Add
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- Change Password
- Answers

Lot Number Maintenance
Search/Add Lot Number - Search Required Before Adding

Vaccine: MMR
Manufacturer: MERCK-MSD
Lot Number: 00112233
Facility: TEST FAC 3
Inactive: All
Inactive Reason: --select--


Clear Search

Search Results
Show 50 entries Search:


Facility	Manufacturer	Lot Number	Vaccine	Funding Source	Exp. Date	Inactive
No data available in table						

Showing 0 to 0 of 0 entries

Legend
Expired Vaccines
Expires in 30 days or less



iWeb
Version: 5.17.5.2.1



Step 4: If the vaccine was not found in the system, you will receive the highlighted “No Results Found” message. Click the **Add** button to add this vaccine to VacTrAK.

The screenshot displays the VacTrAK web application interface. At the top left, the logo "VAC-TRAK" is visible. The user is logged in as "P L G". The organization is "B AND W TEST ORG (1439) / TEST FAC 3" and the date is "August 13, 2018".

The main content area shows a "No Results Found" message in a yellow box. Below this is the "Lot Number Maintenance" section, which includes a search form with the following fields:

- Vaccine: MMR
- Manufacturer: MERCK-MSD
- Lot Number: 001122333
- Facility: TEST FAC 3
- Inactive: All
- Inactive Reason: --select--

Buttons for "Clear" and "Search" are located at the bottom right of the search form.

Below the search form is the "Search Results" section, which shows "Showing 0 to 0 of 0 entries" and "No data available in table". A table with columns for Facility, Manufacturer, Lot Number, Vaccine, Funding Source, Exp. Date, and Inactive is present but empty. A red arrow points to the "Add" button located at the bottom right of the search results area.

At the bottom left, there is a logo for "iWeb" and the version number "5.17.5.2.1". A legend indicates that a red box represents "Expired Vaccines" and a yellow box represents "Expires in 30 days or less".

Step 5: The Lot Number Maintenance [Add] page requires information for the fields in **Red/Highlighted** and the **--select--** drop downs. For the “Reason for Change” drop down, please select Received directly from vendor, not VFC supplied. Once all of information in the required fields has been entered, click the **Add** button to add this vaccine into your inventory. Note: You can only add private vaccine into VacTrAK.

VAC TRAK Logged in: P L G Date: August 13, 2018

Organization (IRMS)/Facility: B AND W TEST ORG (1439) / TEST FAC 3

Lot Number Maintenance [Add]

Manufacturer:	MERCK-MSD
Vaccine:	MMR
Lot Number:	001122333
Facility:	TEST FAC 3
Expiration Date:	12/31/2018
Funding Source:	PRVT
Reason Categories:	--All Categories--
Reason for Change:	Received directly from vendor, not VFC supplied
Date of Transaction:	08/13/2018
Number of Doses Added:	100
Product:	--select--
NDC Number:	--select--
VFC PIN of other party (if applicable):	

iWeb
Version: 5.17.5.2.1

Step 6: The vaccine has been added to your inventory. The information on the Lot Number Maintenance [Detail] page provides a snapshot of the PRVT vaccine that was added into your inventory.


VAC-TRAK Logged in: P L G Organization (IRMS)/Facility: B AND W TEST ORG (1439) / TEST FAC 3 Date: August 13, 2018

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- Change Password
- Answers

Lot Number Maintenance [Detail]

Manufacturer:	MERCK
Vaccine:	MMR
Lot Number Code:	434653
Lot Number:	001122333
Facility:	TEST FAC 3
Doses Used:	0
Doses Wasted and Returned:	0
Doses Wasted and Disposed:	0
Doses Available:	100
Doses Total:	100
Expiration Date:	12/31/2018
Funding Source	PRVT
Product:	
NDC Number:	
Inactive:	
Inactive Reason:	
Inactive Description (if Other):	

[View Lot Log](#) [View Offsite Log](#) [Back](#) [Edit](#)



iWeb
Version: 5.17.5.2.1