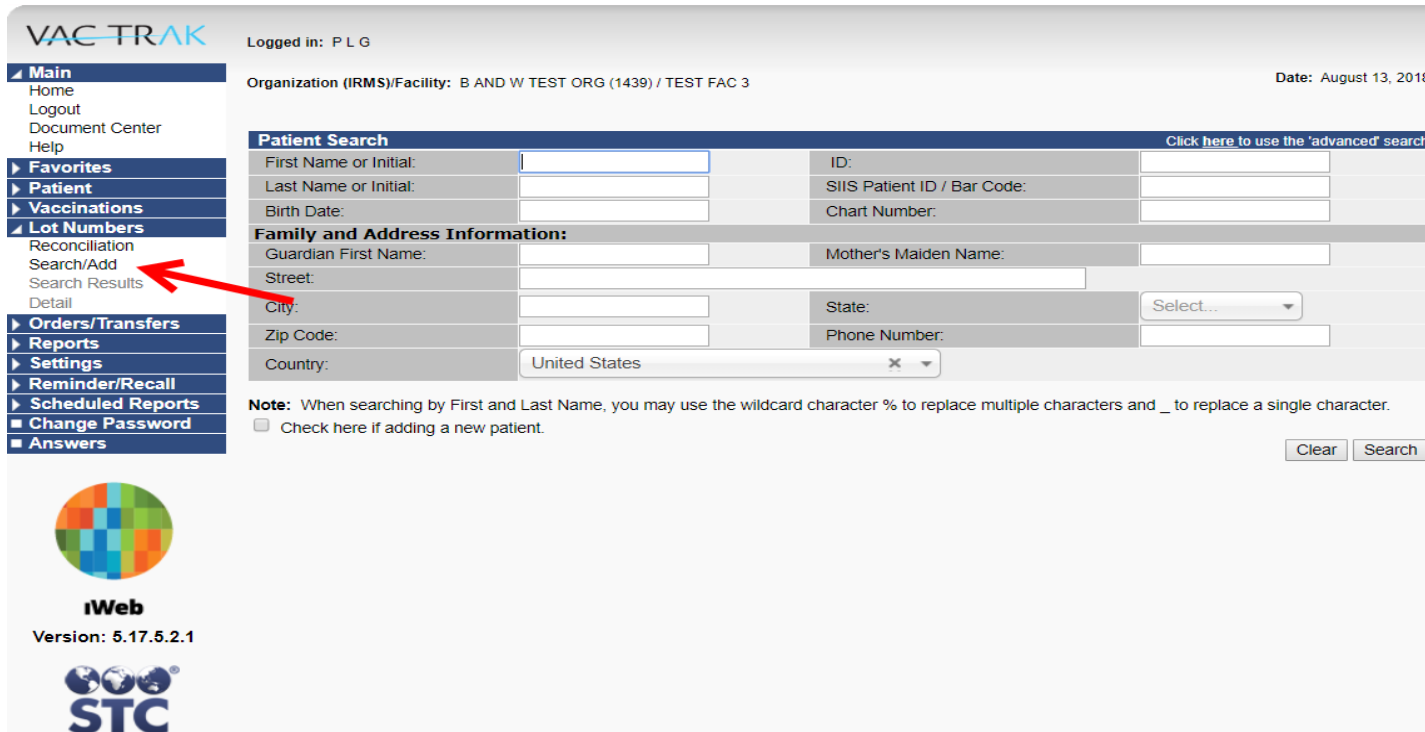# Adding Private vaccine to Provider Inventory in VacTrAK

* 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.

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--).

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
▲ Lot Numbers
Reconciliation
Search/Add
Search Results
Detail
▶ Orders/Transfers
▶ Reports
▶ Settings
▶ Reminder/Recall
▶ Scheduled Reports
■ 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

STC

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.

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.

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.