



State of Alaska's Immunization Information System

Vaccine Ordering and Management System

How to navigate the menu for ordering functions

Video 1 of 4

Vaccine Ordering and Management System (VOMS) – Overview

Welcome! This is the first of a four-part instructional video series describing the Vaccine Ordering and Management System (VOMS) within VacTrAK, the State of Alaska's Immunization Information System (IIS), and is designed for providers who wish to order state-supplied vaccines online using VacTrAK. The series includes:

- 1) **Overview**
- 2) Reconciliation
- 3) Ordering and Receiving
- 4) Vaccine Returns

VacTrAK Contact Information

Website: <https://vactrak.alaska.gov/iweb/>

VacTrAK Support Help Desk
866-702-8725 (866-702-TRAK)
In Anchorage – (907) 269-0312
E-mail: vactrak@alaska.gov
Fax: (907) 562-7802

Epidemiology Vaccine Depot
9210 Vanguard Drive, Suite 102A
Anchorage, AK 99507
E-mail: vaccinedepot@alaska.gov
Telephone: (907) 341-2202
Fax: (907) 341-2228

Vaccine Ordering and Management System (VOMS) – Overview

Objectives

In this video, Vaccine Ordering and Management System (VOMS) – Overview, you will learn how to navigate the vaccine ordering and management functions of the system, to include:

- 1) How to navigate the vaccine ordering and management functions
- 2) How to view alerts about vaccines in your inventory that are about to expire or are running low
- 3) How to view the status of current orders placed
- 4) How to search the order history for any of your previous orders
- 5) How to contact technical support and information about system access

Note: To order vaccine using VacTrAK, your account has to be set up with permission to order vaccine. Please have your facility administrator fill out the Modify VacTrAK User Request form and submit it to the VacTrAK Help Desk to make sure you have this permission when you are ready to order vaccine on-line using the system.

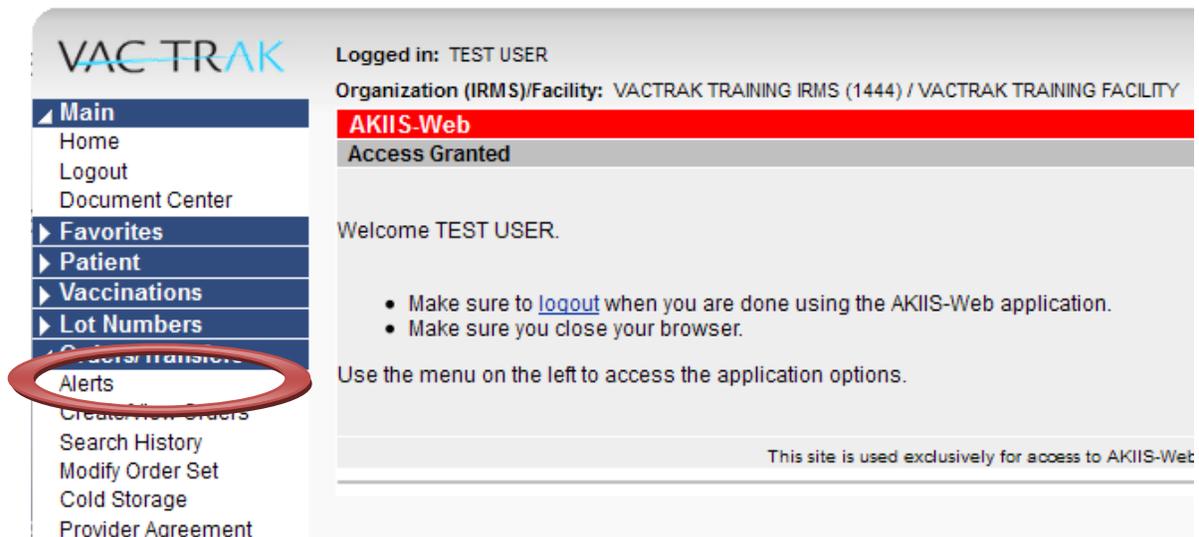
Navigation Menu

After you log into VacTrAK, you will see the Navigation Menu on the left-hand side. This menu lists all the functions for which VacTrAK may be used, and helps you to move through the application.

Order/Transfers Function

The Orders/Transfers function is located on the Main Menu and allows you to:

- 1) Place orders for your facility or clinic
- 2) Track the status of your existing vaccine orders
- 3) Review your vaccine order history and details



The Orders/Transfers button contains several options. They are:

- 1) Alerts
- 2) Create/View Orders
- 3) Search History
- 4) Cold Storage (not currently active)

Alerts – The Alerts option tracks inventory that is about to expire or is running low. It also lets you see order notifications and the status of orders you’ve placed.

Inventory Order Details

When you click on the Alerts option, the Inventory Order Details screen will appear. When you use this feature, the system tracks the expiration dates of your vaccine inventory. This screen shows you which vaccines have expired or will expire in the next 90 days. It lists the vaccine name and lot number, expiration date, and the quantity on hand.

Note: This is helpful for conserving vaccines by transferring them to another provider rather than to allow them to expire in inventory. Contact the Vaccine Depot for approval in advance of any transfer. Never dispose of vaccine until after it has expired.

This screen also lists whether the vaccine lot is state-supplied (Public-Y) or privately purchased by your facility (Public-N). Therefore, you may track both state supplied vaccine inventory and privately purchased inventory using VacTrAK.

Inventory Running Low

This section lists the vaccine name and quantity on hand of vaccines that are running low. The limits are defined under your personal settings and the Inventory Running Low section will remain unpopulated until the default is changed.

Order Notifications

This is where you will find any notifications sent regarding your orders pending in action. Order Notifications list the order number, the dates the order was submitted and approved, and the order status.

Logged in: TEST USER Date: September 6, 2013
Organization (IRMS)/Facility: VACTRAK TRAINING IRMS (1444) / VACTRAK TRAINING FACILITY

Inventory Order Details

Inventory That Has Expired Or About to Expire

Vaccine	Lot Number	QOH	Public	Expiration Date
DTaP/IPV	2131354	20	N	08/09/2013
Adol - Preserv Free	1231634343AB	25	N	09/09/2013
mening. (MCV4P)	U4245BA	10	Y	08/23/2013
Rotavirus, pentavalent RV5	1808AA	20	Y	08/29/2013

Inventory Running Low

Vaccine	QOH	Public

Order Notifications

Order Number	Submit Date	Approval Date	Order Status

Create/View Orders – The Create/View Orders page includes Inbound Orders, Backordered Orders, Denied Orders, Inbound Transfers, Outbound Transfers and Rejected Transfers.

Logged in: TEST USER Date: September 6, 2013
Organization (IRMS)/Facility: VACTRAK TRAINING IRMS (1444) / VACTRAK TRAINING FACILITY

Current Order/Transfer List

Inbound Orders

Select	Order Number	PIN	Submit Date	Approval Date	Status

Backordered Orders

Select	Order Number	PIN	Submit Date	Backorder Date

Denied Orders

Select	Order Number	PIN	Submit Date	Denial Date

Inbound Transfers

Select	Transfer Number	PIN	Submit Date	Sending Organization (IRMS)/Facility

Outbound Transfers

Select	Transfer Number	PIN	Submit Date	Receiving Organization (IRMS)/Facility
-->	7859	900017	08/14/2013	SOA EPI VACCINE DEPOT
-->	7799	999997	08/12/2013	SOA EPI DEPOT RETURNS

Rejected Transfers

Select	Transfer Number	PIN	Submit Date	Receiving Organization (IRMS)/Facility	Reject Date

Version: 5.13.8.0
STC
Create Order Vaccine Return

Inbound Orders

This section displays information about orders you have already placed. Each order has an order number, PIN, submission and approval date. Each order also has a status that lets you track the progress of the vaccine order. The order statuses you will see include:

- Saved – The order has been entered and saved, but has not yet been submitted to the Depot for approval.
- In Manual Review – Requires special consideration due to lack of acceptable administration data, temperatures, was out of order cycle, or exceeded quantities allowed, and is in the process of review and approval.
- Pending Depot Approval – All basic requirements have been met and the Depot is in the process of reviewing and approving your order.
- Pending State Approval – Same as above, but is specific to varicella orders.
- Approved – The order has been approved and is being processed.
- Shipped – The order has been approved and released to the Depot warehouse for fulfillment. A copy of the order invoice will be faxed to your office when the order is shipped or available for pickup in Anchorage. (Varicella orders are shipped from a different location and will not show as Shipped).

Backordered Orders

This section will show similar detail as above for any order that is being held by the Vaccine Depot due to insufficient stock. Your order will be processed when stock is available.

Denied Orders

This section includes detail about orders denied by the Vaccine Depot. Contact the Vaccine Depot for information about denied orders. Denied orders may be deleted. Select Delete Order.

Inbound, Outbound, and Rejected Transfers

These sections provide details about transfers within VacTrAK. Providers are encouraged to transfer vaccines to other providers before they expire in inventory, but this action requires prior approval from the Vaccine Depot.

Selecting and viewing details of your order may be accomplished by clicking the Select arrow in the far left column of the page. This will allow you to view the details of any order. Click Cancel to return to the Current Order/Transfer List page.

The screenshot shows the VAC-TRAK web application interface. At the top, it displays 'Logged in: DANIEL MCDEVITT' and 'Date: October 1, 2013'. The organization is 'VACTRAK TRAINING IRMS (1444)'. The main content area is titled 'Order Header' and shows details for 'Organization (IRMS): VACTRAK TRAINING IRMS' and 'Facility:'. It includes fields for 'PIN: TEST08', 'Order Number: 28416', 'Submit Date: 10/01/2013 11:11:14', 'Submitter: DANIEL MCDEVITT (DPM)', 'Receiver:', 'Comments:', 'Original Order#: 28416', 'Order Set / Order Type: STANDARD IZ ORDER SET / Depot', 'Exception Reason: Accountability requirements not met', 'Inventory Last Submitted: 10/01/2013', 'Order Frequency: Monthly', and 'Order Schedule:'. On the right side, it shows 'Contact Name:', 'Address: 123 ANYWHERE', 'City: ANCHORAGE', 'State: AK', 'Zip: 99507', 'Instructions:', 'Order Status: Approved', 'Approver: DANIEL MCDEVITT (DPM)', 'Approval Date: 10/01/2013', 'Exception Description:', and 'Exception Comment:'. Below the header is an 'Order Items' table with columns for Vaccine, Description, Dose Used Last Month, Physical Inventory, Ordered Quantity, Approved Quantity, Received Quantity, and Priority Reason. The table shows one item: 'DTaP/Hep B/IPV' with a description 'Pediarix®(DTaP/HepB/IPV)', a dose used of 0, physical inventory of 100, ordered quantity of 50, and approved quantity of 50. There are also 'Comments' and 'Tracking #' fields at the bottom of the table. A 'Cancel' button is located at the bottom right of the page.

Returning to the Current Order/Transfer List page, two buttons appear at the bottom right hand side of the page (see illustration on prior page). The Create Order button is used to create an order and is covered in the third video of the training, Vaccine Ordering and Management System (VOMS) – **Ordering and Receiving.**

The Vaccine Return button will be covered in the fourth video of the training, Vaccine Ordering and Management System (VOMS) – **Vaccine Returns**.

The screenshot shows the VAC-TRAK system interface. The top navigation bar includes the logo, login information (TEST USER), and the date (September 6, 2013). The left sidebar contains a menu with categories: Main, Favorites, Patient, Vaccinations, Lot Numbers, Orders/Transfers, Alerts, Reports, Settings, Change Password, and Answers. The 'Orders/Transfers' category is expanded, showing sub-items like Alerts, Create/View Order, Search History, Modify Order Set, Cold Storage, and Provider Agreement. The main content area displays several tables: 'Current Order/Transfer List', 'Inbound Orders', 'Backordered Orders', 'Outbound Transfers', and 'Rejected Transfers'. Each table has columns for Select, Order Number, PIN, Submit Date, Approval Date, and Status. The 'Outbound Transfers' table shows two entries with Transfer Numbers 7859 and 7799, PINs 900017 and 999997, and Submit Dates 08/14/2013 and 08/12/2013. At the bottom right, there are buttons for 'Create Order' and 'Vaccine Return'.

Search History – This option allows you to view the vaccine order history for your clinic.

The screenshot shows the 'Order History Search' form in the VAC-TRAK system. The form is titled 'Order History Search' and includes the following fields: Facility (VACTRAK TRAINING FACILITY), PIN (TEST09), Submit Date (From: To:), Receipt Date (From: To:), Approval Date (From: To:), Denial Date (From: To:), Vaccine (a dropdown menu with options like INFANRIX(DTaP), Pediarix®, Gardasil®, etc.), Lot Number, Order Status (a dropdown menu with '--select--'), and Order Number. At the bottom right, there are buttons for 'Clear', 'Export Report', and 'Search'.

Search History allows you to quickly search for one or more of your orders based on criteria you select using this screen:

- 1) Date – Date ranges may be entered in the Submit Date, Receipt Date, Approval Date or Denial Date lines. This will limit your search results to orders within the dates selected.
- 2) Vaccine - You may also limit your search to one or more vaccine products by selecting them from the Vaccine menu list and the system will search for orders containing only those vaccines.
- 3) Lot Number – By entering a specific lot number, only orders containing that lot number will appear.
- 4) Order Status – Use the drop down menu to select a search by order status.

Order Status: --select--
 Order Number: --select--
 Saved
 In Manual Review
 Pending Local Approval
 Pending State Approval
 Approved
 Shipped
 Received
 Backordered
 Denied
 Rejected
 Archived
 Closed
 Pending CDC Approval
 US/MAJ Status Unknown

- 5) Order Number - Use the order number field to enter a known order number.
Note: Keeping a separate list of your order numbers will make it easy for you to have a reference number for each order when tracking and receiving orders.
- 6) Deleted Orders box- When checked, deleted orders will be included in the search results.

Alerts
 Create/View Orders
 Search History
 Cold Storage
 Reports

Order Number:
 Include deleted orders:

Clear Export Report Search

Note: You do not need to enter data for all the fields on the Search History screen, fill the minimal information to find the orders you are interested in reviewing. Leaving all the fields blank will return all the order history on record.

Search Results

When you have entered the data for the fields you want to search, click on the Search button at the lower right of the page.

Lot Number:
 Order Status: --select--
 Order Number:

Clear Export Report Search

A screen will display the orders that match your search criteria.

VAC-TRAK Logged in: TEST PROVIDER Date: February 23, 2012
 IRMS: ALASKA VFC PROVIDER (1439)
 Total Orders: 1

Order List

Select	Order Number	PIN	Provider	Submit Date	Approval Date	Receipt Date	Receive
-->	22809	10001	ALASKA VFC PROVIDER	02/22/2012	02/22/2012		Receive Order

Back

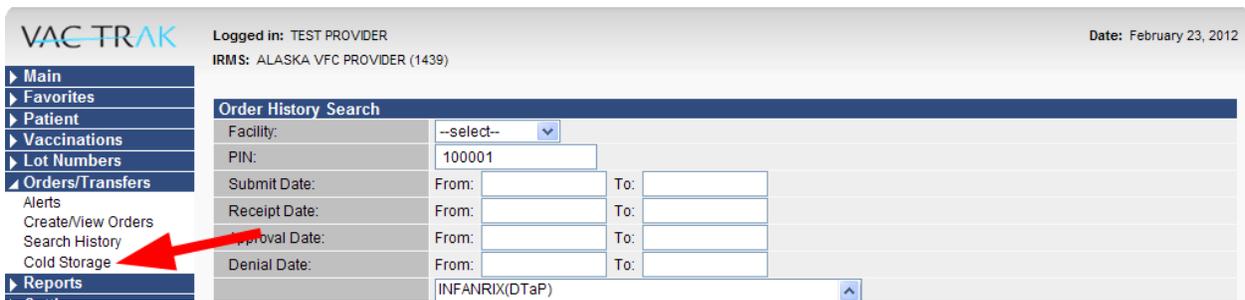
Select the Export Report button to export your search results as a data file you can open using a spreadsheet program such as Excel. You can then view and analyze your order history data outside VacTrAK.

Version: 5.11.11.1

Pneumovax® 23 (PPV23)
 RotaTeq®RV5

Lot Number:
 Order Status: --select--
 Order Number: 22809

Clear Export Report Search



Cold Storage – This function is not currently being used in VacTrAK.



When you have completed your work you can use the other options available to you on the Main Menu, or you can log out. To log out, select the Logout option under Main at the top left of the page.



This concludes Vaccine Ordering and Management System (VOMS) – **Overview**. Please return to the VacTrAK website to view the rest of this training series.