



VOMS 2.16.12

QUICK REFERENCE GUIDE

Administrative Tasks



VOMS Administration Properties and Settings

The VOMS application has a number of settings that users with the Vaccine Ordering Management permission can configure. These settings are available from the **Admin & Settings** menu link in VOMS.

1) To configure system settings, click the **Admin & Settings** menu link and then **Properties** in the Systems Settings section on the page.

2) There are four tab sections on the Properties page:

a) **General** - includes general settings, cold storage settings, and import settings.

b) **Orders** - includes order workflow settings and organization/facility custom vaccine selection settings.

c) **Transfers** - includes settings related to transfers.

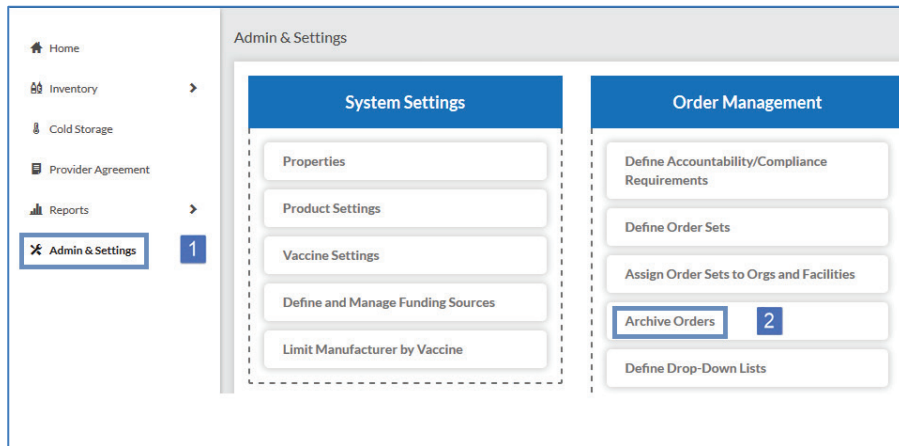
d) **Returns & Wastage** - includes settings related to vaccine returns and wastage.



VOMS Archive Orders

This guide will provide information on how to archive orders. Users with the Vaccine Ordering Management permission can archive approved, shipped, and ready-for-pickup orders.

- 1) To access Archive Orders, select **Admin & Settings** menu heading (1). Then select **Archive Orders** (under Order Management) (2).



- 2) Once the page opens, you will see a page like this:

- 3) Enter search criteria into the fields and select **Search** to locate the order to archive. The search parameters include:
 - a. **Organization/Facility** - Search orders by organization/facility name or pin
 - b. **Status** - Select status of the order which includes: All, Approved, Shipped, and Shipped or Ready for Pick Up
 - c. **Submit Date** - Select the date range of the orders

- 4) Search results that meet the defined parameters will appear in the Search Results table. Click a column header to sort based on need.

Search Results						
Selected	Organization/Facility PIN	Order #	Submit Date	Approved Date	Shipping Date	Status
<input type="checkbox"/>	Child and Adolescent Clinic/Child and Adolescent Clinic 156009	117054	10/01/2014	10/02/2014		Approved
<input type="checkbox"/>	Child and Adolescent Clinic/Child and Adolescent Clinic 156009	107928	07/01/2014	07/07/2014	07/09/2014	Shipped
<input type="checkbox"/>	Child and Adolescent Clinic/Child and Adolescent Clinic 156009	106340	06/02/2014	06/11/2014	06/17/2014	Shipped
<input type="checkbox"/>	Child and Adolescent Clinic/Child and Adolescent Clinic 156009	104774	05/01/2014	05/13/2014	05/19/2014	Shipped
<input type="checkbox"/>	Child and Adolescent Clinic/Child and Adolescent Clinic 156009	101480	04/01/2014	04/11/2014	04/16/2014	Shipped
<input type="checkbox"/>	Child and Adolescent Clinic/Child and Adolescent Clinic 156009	77067	07/01/2013	07/08/2013	07/08/2013	Shipped
<input type="checkbox"/>	Child and Adolescent Clinic/Child and Adolescent Clinic 156009	74696	05/01/2013	05/08/2013	05/08/2013	Shipped

Displaying 10 Results per Page

[SELECT ALL](#) [ARCHIVE](#)

- 5) To complete the archive process, users may select individual orders or use the Select All button.
- 6) Once all orders have been selected, selecting Archive will remove the orders and it will no longer display in the table.
*Note – Archived orders can be found using the Search History functionality.

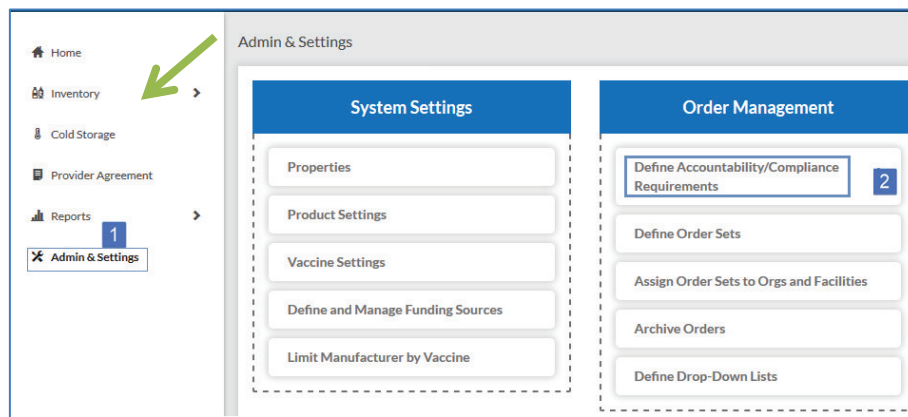


VOMS

Accountability & Compliance Management

This guide will provide information on how to Define Accountability/Compliance Requirements. Authorized users will be able to configure these requirements by adding, editing and inactivating requirements. Accountability/Compliance Requirements are used when creating and approving orders and transfers.

- 1) Select **Admin & Settings** menu heading (1). Then select **Define Accountability/Compliance Requirements** (under Order Management) (2).




- 2) The page displays defined accountability requirements.

Define Accountability/Compliance Requirements ☐ Include Inactive

Description	Days In Between	Inactive
-1VOMS testing	5	<input type="checkbox"/>
&=+Cold Storage Log	30	<input type="checkbox"/>
Accountability Testing	40	<input type="checkbox"/>
VOMS Testing	28	<input type="checkbox"/>
reconciling inventory	5	<input type="checkbox"/>
maximum interval of days between inventory reconciliation	5	<input type="checkbox"/>
Inventory Submission Report (Reconciliation)	4	<input type="checkbox"/>
Cold Storage Temperature Submission	30	<input type="checkbox"/>

ADD

- 3) To edit the 'Days in Between' for an accountability requirement, select the edit button . Select the Save button once the changes have been made.

- 4) To add a new accountability requirement, select the **Add** button.



- 5) Enter in the **Description** for the accountability requirement and the amount of **Days in Between** and select **Save**.



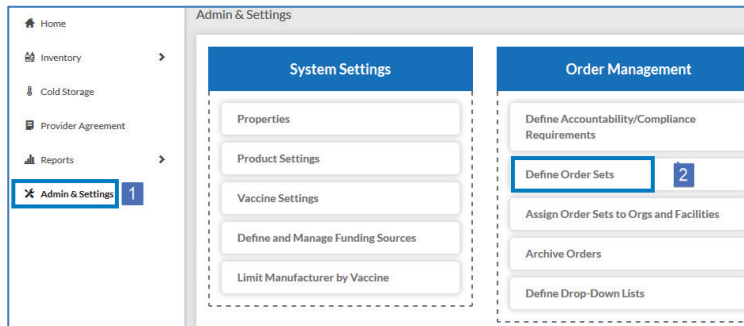
VOMS

Add/Define Order Sets

This guide will provide information on how to add, search, view and edit Order Sets.

Add New Order Set

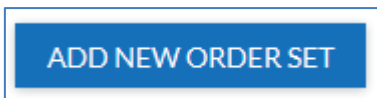
- 1) To access the complete list of Order Sets, select **Admin & Settings** on the Left Menu Bar (1). Then select **Define Order Sets** (2) under Order Management.



- 2) A list of order sets appears on the page:

Order Sets —
VFC!
STATE SUPPLIED VACCS
PUBLIC VACCINES
TESTING_IWEB-24166
STATE SUPPLIED AND SPLIT VACCINES
PUBLIC VACCINES

- 3) To add a new order set, click **Add New Order Set** at the top left of the page.



- 4) The Add New Order Set page opens. Enter the required information which is in **red**.

- 5) Add vaccines from desired funding sources to add to the order set by selecting the vaccine and selecting **Add to List**.



VOMS Add/Define Order Sets

- 6) Be sure to select **Save** to save the vaccines added to the order set.

POLIO	
Ipol 1 pack - SYRINGES NDC: 49281-0860-10 PED: VFC	<input type="checkbox"/> Remove <input type="checkbox"/> Restrict From Ordering
ROTAVIRUS	
Rotateq 10 pack - POUCH NDC: 00006-4047-41 PED: VFC	<input type="checkbox"/> Remove <input type="checkbox"/> Restrict From Ordering
VARICELLA	
Varivax 10 pack - VIALS NDC: 00006-4827-01 PED: VFC	<input type="checkbox"/> Remove <input type="checkbox"/> Restrict From Ordering
CANCEL SAVE	

Search and Edit Order Sets

- 1) On the Define Order Set page, you can use the search bar to narrow down the list of Order Sets. The list automatically narrows down as you type into the search bar. You can search by the name of the order set or by vaccine.

- 2) Select the Order Set that needs modification.

- 3) Edit any information needed in the General Settings section.

VFC!							
GENERAL SETTINGS							
Order Set Name: <input type="text" value="VFC!"/>	Fulfillment Type: <input type="radio"/> Depot <input checked="" type="radio"/> Distributor						
Order Set Options: <input type="checkbox"/> Inactive <input type="checkbox"/> Custom <input type="checkbox"/> Subject to EOQ	Requires Local Approver: <input type="radio"/> Yes <input checked="" type="radio"/> No						
ADD VACCINES	VACCINES INCLUDED IN ORDER SET						
Select vaccines from desired funding sources to add to the order set.	<table border="1"><thead><tr><th>Vaccine</th><th>Actions</th></tr></thead><tbody><tr><td colspan="2">DTaP/DT/Td</td></tr><tr><td>Tenivac 10 pack - SYRINGES NDC: 49281-0215-10 PED: VFC</td><td><input type="checkbox"/> Remove <input checked="" type="checkbox"/> Restrict From Ordering</td></tr></tbody></table>	Vaccine	Actions	DTaP/DT/Td		Tenivac 10 pack - SYRINGES NDC: 49281-0215-10 PED: VFC	<input type="checkbox"/> Remove <input checked="" type="checkbox"/> Restrict From Ordering
Vaccine	Actions						
DTaP/DT/Td							
Tenivac 10 pack - SYRINGES NDC: 49281-0215-10 PED: VFC	<input type="checkbox"/> Remove <input checked="" type="checkbox"/> Restrict From Ordering						
SPLIT STATE							

- 4) Additional vaccines can be added or removed from the Order Set.
- 5) Enter information into at least all of the required fields before clicking **Save**.

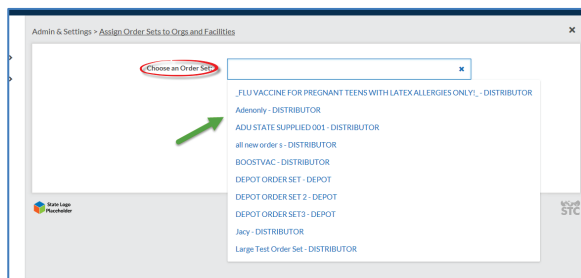


VOMS

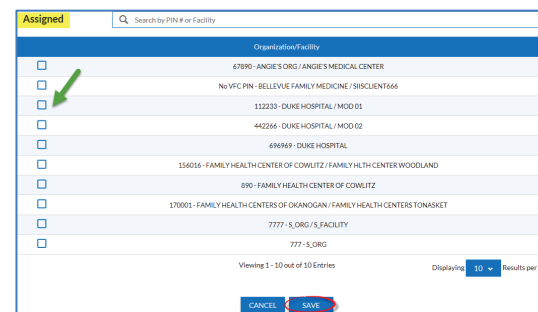
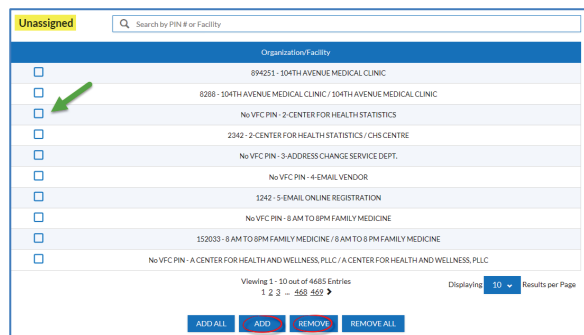
Assign Order Sets to Organizations/Facilities

The Assign Order Sets to Organizations/Facilities settings allow authorized users (with the Provider Ordering and Vaccine Ordering Management permissions) to manage order sets for multiple providers.

- 1) Under Admin & Settings in the Order Management section, select **Assign Order Sets to Orgs and Facilities**. This takes you to the screen to select an Order Set from the drop-down list. To deselect an Order Set, either click the **X** next to the name or delete the text in the field.



- 2) Once an Order Set is selected, two additional sections appear on the page, listing the Unassigned and Assigned organizations/facilities. In both sections, you can narrow the list by entering a facility name or PIN into the search field.



- 3) Some of the fields associated with assigning order sets are as follows:
 - a. **Unassigned Search Field** - Use the search field above the Unassigned list of organizations/facilities to narrow the list. The Unassigned list narrows as text is entered.
 - b. **(select Unassigned)** - Select one or more organizations/facilities to assign to the Order Set and click **Add**. They then move from the Unassigned list to the Assigned list.
 - c. **Assigned Search Field** - Use the search field above the Assigned list of organizations/facilities to narrow the list. Click in the field and enter a few characters of the name or the PIN. The Assigned list narrows as text is entered.
 - d. **(select Assigned)** - Select one or more organizations/facilities to be unassigned (removed) from the Order Set and click **Remove**. They then move from the Assigned list to the Unassigned list.
- 4) After assigning organizations/facilities to or unassigning them from an Order Set, click **Save** to save the changes.

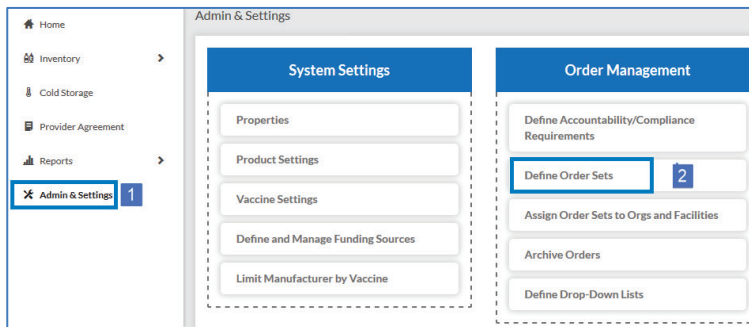


VOMS

Modify Assigned Order Sets

This guide provides information on how to edit an existing Order Set that has already been assigned to an organization/facility.

- 1) To access the complete list of Order Sets, select **Admin & Settings** on the Left Menu Bar (1), then click **Define Order Sets** (2) under Order Management.



- 2) A list of Order Sets appears on the page.

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- 3) Use the search bar to narrow down the list of Order Sets. The list automatically narrows down as you type into the search bar. You can search by the name of the order set or by vaccine.

- 4) Select the Order Set that needs modification.
- 5) Edit any information needed in the General Settings section.

VFC!

GENERAL SETTINGS

Order Set Name:
VFC!

Fulfillment Type:
☐ Depot
☒ Distributor

Requires Local Approver:
☐ Yes
☒ No

Order Set Options:
☐ Inactive
☐ Custom
☐ Subject to EQQ

ADD VACCINES

Select vaccines from desired funding sources to add to the order set.

SPLIT
STATE

VACCINES INCLUDED IN ORDER SET

Vaccine	Actions
DTaP/DT/Id	
Tenivac 10 pack - SYRINGES NDC: 49281-0215-10 PED-VFC	<input type="checkbox"/> Remove <input checked="" type="checkbox"/> Restrict From Ordering

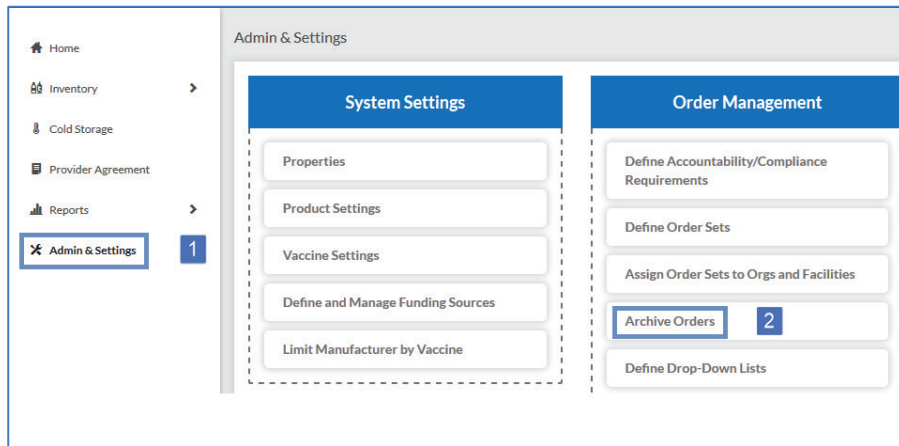
- 6) Additional vaccines can be added or removed from the Order Set.
- 7) Enter information into at least the required fields and click **Save**.



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<input type="checkbox"/>	Child and Adolescent Clinic/Child and Adolescent Clinic 156009	101480	04/01/2014	04/11/2014	04/16/2014	Shipped
<input type="checkbox"/>	Child and Adolescent Clinic/Child and Adolescent Clinic 156009	77067	07/01/2013	07/08/2013	07/08/2013	Shipped
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[SELECT ALL](#) [ARCHIVE](#)

- 5) To complete the archive process, users may select individual orders or use the Select All button.
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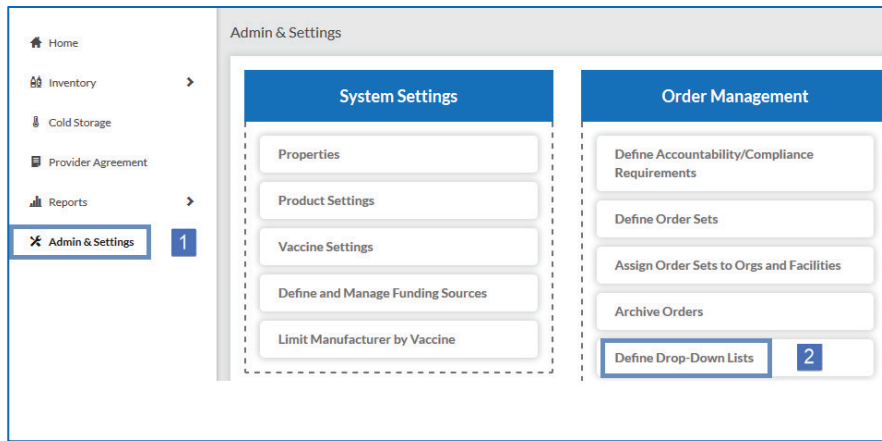


VOMS

Defining Drop-Down Lists


This guide will provide information on how users can define certain drop-down selection choices.

- 1) To access Drop-Down Lists, select **Admin & Settings** menu heading (1). Then select **Define Drop-Down Lists** (under Order Management) (2).



- 2) Once the page opens, you will see the Drop-Down categories which include:

- | | |
|-----------------------------------|--|
| • Facility Contact Type | • Temperature Measuring Device |
| • Freezer Type | • Vaccine Management Exception |
| • Lot Inactivation Reason | • Vaccine Return Reason |
| • Reason for Rejecting a Shipment | • VOMS Priority Reasons |
| • Reason for Rejecting an Order | • VTrackS McKesson to SIIS Mapping for Manufacturer Code |
| • Refrigerator Type | |

- 3) To narrow the list of defined Drop-Downs use the **Search** field.
- 4) **To Edit** a Drop-Down List:
 - a) Click on the Drop-Down Type
 - b) Select  to edit the description. Select Save at the bottom of the page to save the changes.

- 5) Select the **Add Row** button to add additional rows. Define a unique value and description.
- 6) In order for a Drop-Down selection to display, ensure the **Display** option is checked.

