

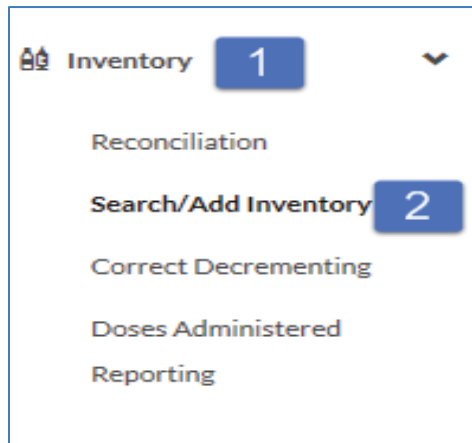


VOMS

Inventory Search: View, Add, & Edit Barcode Scanning

Authorized users can search, add, and edit inventory. If the **Enable Barcode Tools** option is enabled, users can also use barcode scanning as an inventory search method. Either 1D or 2D barcodes can be scanned.


- 1) Select the **Inventory** menu heading (1), then click the **Search/Add Inventory** menu link (2).



- 2) Once the Search/Add Inventory page loads, the inventory for the org/fac will automatically load (for the org/fac in the search bar). The Search/Add Inventory page contains search filters and a search section.

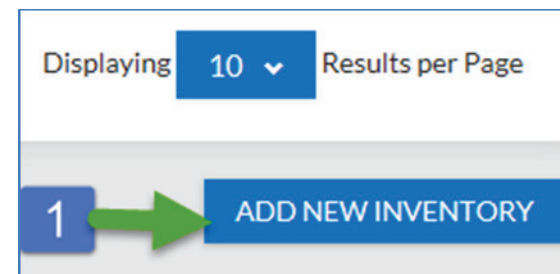
View Inventory

- 3) Click the **View** button to view the details of a vaccine lot and to make changes.

	HPV, Quadrivalent Gardasil 10 pack - VIALS NDC: 00006-4045-41	K006960	02/19/2017	PUB	Fhc Brewster Jay Ave Medical
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Add Inventory

- 4) The **Add New Inventory** button appears at the bottom of the Search/Add Inventory page.



- 5) Enter all required information and then click **Save**.



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Edit Inventory

- 6) Before inventory can be edited, a search must be conducted. Locate the vaccine in the list and click the **View** button.

HPV, Quadrivalent Gardasil 10 pack - VIALS NDC: 00006-4045-41	K006960	02/19/2017	PUB	Fhc Brewster Jay Ave Medical
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- 7) The Lot Number Maintenance page opens with the vaccine details. Authorized users can edit the details; other users can only view the information on this page.

Lot Number Maintenance

Vaccine: HPV, Quadrivalent (Gardasil), NDC: 00006-4045-41 - 10 Vials

Facility: Fhc Brewster Jay Ave Medical Funding Source: PUB

Lot #: K006960 Exp Date: 02/19/2017

Total Doses	Available	Wasted And Returned	Wasted And Disposed	Outbound	Used	Corrected (+)	Corrected (-)
21	12	0	0	0	9	0	0

Inactivate: ☐ Inactive Reason: Select Inactivation Reason

VIEW LOT HISTORY BACK EDIT

- 8) After clicking **Edit**, editable fields become available, click **Save** when finished. To edit the dosage numbers, click **Adjust**. Enter the number of actual doses on hand, select an adjustment category (such as Administered or Wasted), select an adjustment reason, and click **Save**.

ADJUST QUANTITY

HPV, quadrivalent - GARDASIL - 10 pack VIALS
Lot: K006960 | Exp Date: 02/19/2017 | Funding Source: PUB

Actual Doses on Hand: Adjust: Select Category Select Reason

CANCEL SAVE

Barcode Scanning

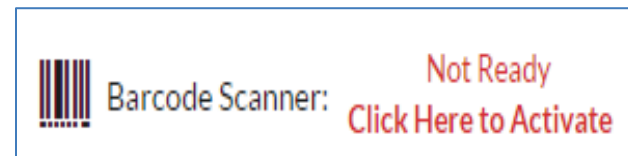
- 9) If the **Administration > Properties > Registry Settings > Enable Barcode Tools** is enabled, users can utilize barcode scanning as an inventory search method.

- 10) The VOMS application supports scanning of:

- a. **1D barcodes** (linear barcodes) – 14 digit GTINs
- b. **2D barcodes** – GS1 standard for data matrix

The status of an installed barcode scanner is displayed in the upper right-hand corner of the Search/Add Inventory page, on the same line as the Filter icon: either *Ready* or *Not Ready*.

Example:





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Barcode Scanning

- 11) When the barcode scanner status displays *Ready*, scan the barcode. The system evaluates for matching inventory and, if found, the vaccine information appears in the Search field.

PLEASE NOTE:

The following items are assessed for deduplication:

- GTIN (to determine the product ID mapping)
 - Lot Number
 - Expiration Date
 - Only the selected organization/facility's inventory is assessed
 - Only inventory with Active status is assessed
- a. If a 1D barcode is scanned and there is existing inventory with a matching product ID/GTIN, all matching inventory is displayed in the search results. If no matching inventory is found, a message displays to inform the user.
- b. If a 2D barcode is scanned and there is existing inventory with a matching product ID/GTIN, lot number, and expiration data (all three criteria), the Lot Number Maintenance page for that vaccine lot opens.
- 1) If no existing inventory matches all three criteria, the user is prompted whether or not they want to add the inventory and if the user has the appropriate permission(s) and chooses to add the inventory, the Lot

Number Add page opens with the information pre-populated. Otherwise, the user is returned to the main Search/Add Inventory page. If the user does not have the appropriate permission(s), a message appears for them to contact their system administrator.

- b. If a 2D barcode is scanned and there is no GTIN found in product settings that matches, a message displays to inform the user that the barcode has not yet been configured in the system.