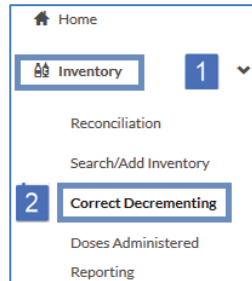




## VOMS Correct Lot Decrementing

This guide will provide information on how to use the Correct Lot Decrementing functionality. Users with Correct Lot Decrementing permission can review and correct administered lots that have been electronically submitted and failed to decrement.

- 1) To access Correct Lot Decrementation, ensure you have an organization/facility selected. Select **Inventory** menu heading (1). Then select **Correct Decrementing** (2).



- 2) Enter one or more search criteria and click **Search**:

Search Vaccine/Facility/Funding Source

Vaccine:

Funding Type:

Date Imported:  From:  Through:

- 3) The search results appear below the search options.


Search Results									
	Vaccine	Manufacturer	Organization/ Facility	Lot #	Funding Source	Patient ID	Count	Date Imported	Available Lot Numbers
<input type="checkbox"/>	Dtap	Aventis	Family Health Centers of Okanogan (1173)/ Family Health Centers Tonasket (440)	C3515AA	PUB	<input type="button" value="VIEW"/>	1	04/06/2011	<input type="button" value="VIEW LOTS"/>
<input type="checkbox"/>	Dtap-hep B-ipv	Glaxosmithkline	Family Health Centers of Okanogan (1173)/ Family Health Centers Tonasket (440)	AC21B280AB	PUB	<input type="button" value="VIEW"/>	1	04/06/2011	<input type="button" value="VIEW LOTS"/>

Viewing 1 - 2 out of 2 Entries


Displaying  Results per Page

- 4) To edit vaccine, select a lot from the **View Lots** pop-up window. The pop-up will display only available lot numbers assigned to the inventory item.

AVAILABLE LOT NUMBERS					
	Lot #	Product	Organization/ Facility	Funding Source	Available Doses
<input checked="" type="radio"/>	114526-D	DAPTACEL	Family Health Centers of Okanogan (1173)/ Family Health Centers Tonasket (440)	PUB	5
<input type="radio"/>	C9584DE	DAPTACEL	Family Health Centers of Okanogan (1173)/ Family Health Centers Tonasket (440)	PUB	17

- 5) Select **Save** and the appropriate lot number will be assigned. The lot information is placed in the Available Lot Number field with an Edit  icon.

Available Lot Numbers

Lot #: 114526-D 

Product: DAPTACEL

Org: Family Health Centers of Okanogan (1173)

Fac: Family Health Centers Tonasket (440)

Funding Source: PUB

Doses Available: 5

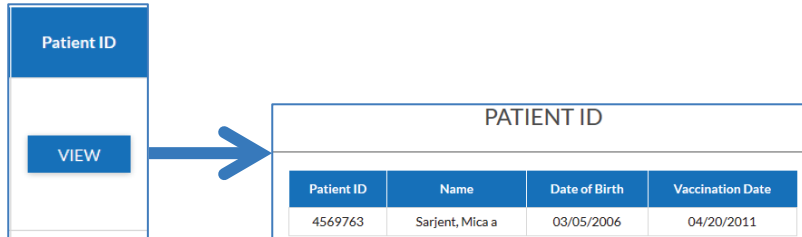
- 6) If you want to change the lot number, click the Edit icon.



## VOMS

### Correct Lot Decrementing

- 7) Once you have corrected all desired lots, click **Save** at the bottom of the page. The patient will be removed from this list and the inventory will be decremented.
- 8) Additionally, you can view the patient vaccination record by selecting the **View** button in the *Patient ID* column.



- 9) The data can be exported to a .CSV file using the **Export** button at the bottom of the page.