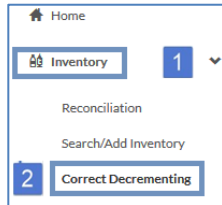


Correct Lot Decrementing

This guide provides 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.

- To access Correct Lot Decrementing, ensure you have an organization/facility selected. Select **Inventory** from the left side menu. Then select **Correct Decrementing**.



- Enter one or more search criteria and click Search.

- The search results appear below the search options.

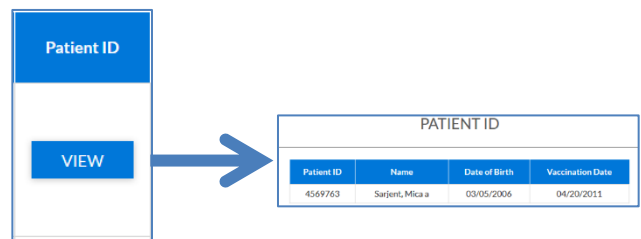
Search Results									
Vaccine	Manufacturer	Organization/ Facility	Lot #	Funding Source	Patient ID	Count	Date Imported	Available Lot Numbers	Reason
<input type="checkbox"/> Pneumococcal Conjugate Pcv 13	Pfizer, Inc.	Lgp Test Organization (1354)/ Lgp Test Facility (1143)	43B97A	PUB	VIEW	2	11/07/2018	VIEW LOTS	Manufacturer is blank or Lot with this Manufacturer is not found in the inventory.
<input type="checkbox"/> Pneumococcal Conjugate Pcv 13	Pfizer, Inc.	Lgp Test Organization (1354)/ Lgp Test Facility (1143)	P2675	PUB	VIEW	1	10/30/2018	VIEW LOTS	Manufacturer is blank or Lot with this Manufacturer is not found in the inventory.

- 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.

Lot #	Product	Organization/ Facility	Funding Source	Available Doses
<input type="radio"/> 43B97A	Prevnar 13	Lgp Test Organization(1354)/ Lgp Test Facility(1143)	PUB	10
<input type="radio"/> P2675	Prevnar 13	Lgp Test Organization(1354)/ Lgp Test Facility(1143)	PUB	66

- 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.

- If you want to change the lot number, click the **Edit** icon.
- 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.
- Additionally, you can view the patient vaccination record by selecting the View button in the *Patient ID* column.



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