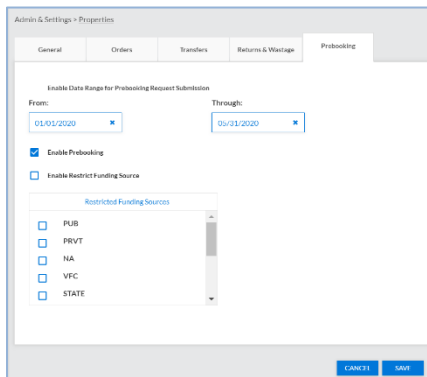


Pre-Booking for Administrators

States that enable the **Pre-booking** functionality in VOMS can approve and fulfill pre-booking orders for providers. Once the state assigns providers to a prebooking order set, providers may prebook the vaccines using the Prebooking Request page. States may approve the prebooking requests on the Approve Prebooking page.

Prebooking Properties

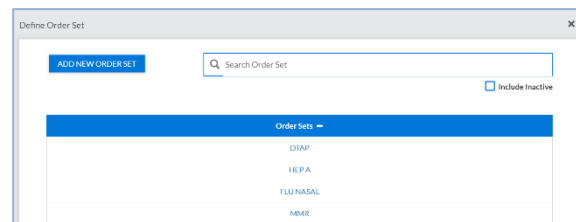
1. Select **Admin & Settings**. Then select **Properties**.
2. Click on the **Prebooking** tab.



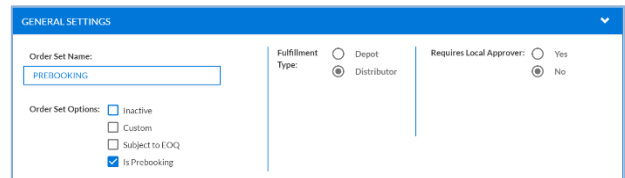
3. Select the **Enable Prebooking** checkbox to enable all prebooking functionality.
4. Enter a **Date Range for Prebooking Request Submission** to define a date range for the provider to be able to submit pre-booking requests.
5. Select the **Enable Restrict Funding Source** checkbox if the state would like to restrict providers from ordering a selected funding source.
6. Select the checkboxes for the funding sources that will be restricted.
7. Select **Save**.

Define Prebooking Order Set

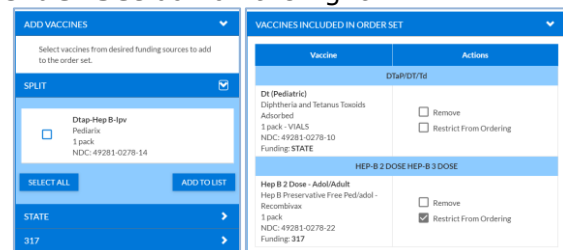
1. On the Admin & Settings page, select **Define Order Sets** under the Order Management section.
2. If setting the prebooking order set for the first time, select **Add New Order Set**.



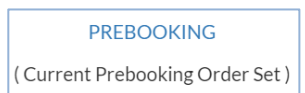
3. Enter in the following information:
 - a. Order Set Name
 - b. Check **Is Prebooking**. (Only one order set can be assigned for prebooking.)
 - c. The Fulfillment Type will default to Distributor.
 - i. **Note:** Local Approver, Custom, Subject to EOQ, Restrict from Ordering, and Remove cannot be set for the order set.



4. Add vaccines to the order set by clicking the funding source name and then selecting one or more vaccines. Then select **Add to List** to move the selected vaccine(s) to the **Vaccines Included in Order Set** box on the right.

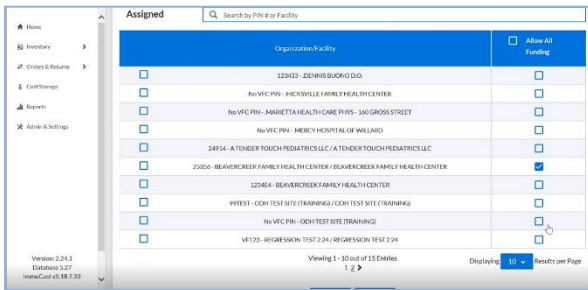


5. Select **Save**.
6. The order set will be labeled as **“Current Prebooking Order Set”** on the order set page.

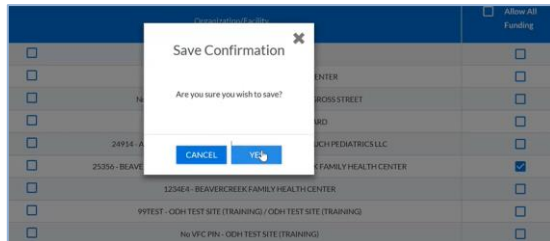


Assign Providers to Prebooking

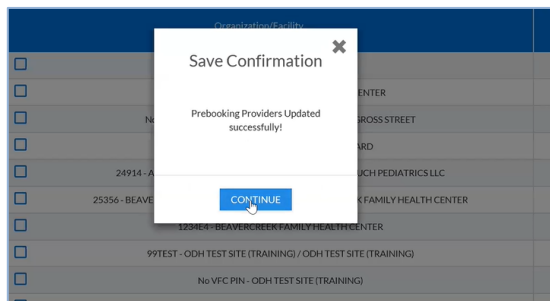
1. On the Admin & Settings page, select **Assign Providers to Prebooking** under Order Management.
2. Two sections appear on the page, listing the **Unassigned** and **Assigned** providers. In both sections, you can narrow the list by entering a facility name or PIN into the search fields.
3. If the provider is not Assigned, select the provider you would like assigned from the Unassigned list and click **Add**.
4. If the Assigned providers are allowed to order all funding sources, select the **Allow All Funding Source** checkbox next to the individual providers.



5. Click **Save**.
6. A pop-up confirmation will appear, click **Yes**.



7. Click **Continue**. The providers will be added to the **Assigned** list.

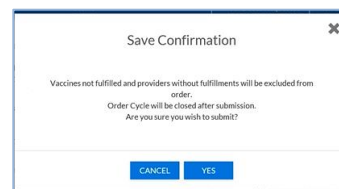


Pre-Booking Percentage Allocation

1. On the Admin & Settings page, select **Prebooking Percentage Allocation** under Order Management.
2. The Prebooking order set must be configured before changes can be made on the Prebooking Percentage Allocation page.
3. Set the percentage for each vaccine within each Order Cycle. Percentages are used to auto-fulfill prebooking orders based on the *remaining* quantity requested.
4. Select the **Show Fulfillment Detail** icon * to view the estimated amount of doses to be fulfilled for the selected order cycle.
 - a. The estimated doses to be fulfilled will be calculated according to the percentage allocation and minimum order quantity for the vaccine.
5. Order cycles must be entered before moving on to the next order cycle.

Vaccine	Order Cycle 1	Order Cycle 2	Order Cycle 3	Order Cycle 4	Order Cycle 5	Order Cycle 6	Order Cycle 7	Order Cycle 8	Order Cycle 9	Order Cycle 10
Dtap, 5 Pertussis Antigens										
Daptacel										
10 pack - VIALS										
NDC: 49281-0286-10										
Funding: VFC										
Total Requested Doses: 200										
Total Fulfilled Doses: 200										
Influenza Inj Quadrivalent W/Prev. 6+ Mos										
Flazone Quadrivalent										
15 pack										
NDC: 49281-0625-15										
Funding: STATE										
Total Requested Doses: 0										
Total Fulfilled Doses: 0										
Influenza Inj Quadrivalent, Pres Free										
Flazone Quadrivalent										
3 pack - SYRINGES										

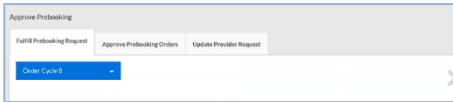
6. Select **Save**.
7. Once an Order Cycle has been given a percentage allocation, the **prebooking order set** cannot be modified.
8. Once an order has been created for an Order Cycle, the **percentage for that Order Cycle** cannot be changed.
9. Select **Submit** and click **Yes** on the Save Confirmation screen.



Approve Prebooking

Fulfilling Prebooking Requests

- As a state approver, select **Approvals & Management** from the left side menu. Then select **Approve Prebooking**.
- To fulfill prebooking requests, select the **Fulfill Prebooking Request** tab. The current order cycle will populate.



- Enter the number of doses to fulfill in the **Fulfillment Doses** fields based on the remaining doses requested for each vaccine.
 - Note:** If percentages are set in the application, the Fulfillment Doses will be auto-filled based on the set percentage for the given Order Cycle.

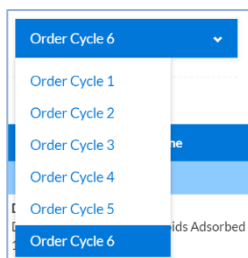
Vaccine	Initial Doses Requested	Remaining Doses Requested	Fulfillment Doses	Status
Preventive Rest Fluoro Dc Epax VIALS NDC: 49281-0278-10 Funding: WFC	30	30	11	
Influenza H9 Quadrivalent, Pres-Free Fluonin Quadrivalent Epax V-IPRINCES NDC: 49281-0278-10 Funding: 317	300	300	100	
Influenza H9 Quadrivalent, Preservative Free, Pediatric Fluonin Quadrivalent, Pres-Free Epax V-IPRINCES NDC: 49281-0278-10 Funding: WFC	100	100		
Shig 2 Pediatric Antigen Dipac Epax V-IPRINCES NDC: 49281-0278-10 Funding: WFC	200	200		
BERDEEN FAMILY HEALTH CENTER (15100)				
Influenza H9 Quadrivalent/Pres-Free, 40 Plus Fluonin Quadrivalent Epax V-IPRINCES NDC: 49281-0278-10 Funding: STATE	0	0		

- Select **Submit**.
- A **Save Confirmation** pop-up will appear. Vaccines not fulfilled and providers without fulfillment will be excluded from orders. Order cycle will be closed after submission. Select **Yes** to confirm submission.
- Then click **Continue**. The Status column should update with an order number.

Orders have been generated for this cycle and the cycle is closed.

Vaccine	Initial Doses Requested	Remaining Doses Requested	Fulfillment Doses	Status
BERDEEN PEDIATRICS - BERDEEN PEDIATRICS (15100)				
Dt (Pediatric) Diphtheria and Tetanus Toxoids Adsorbed 1 pack - VIALS NDC: 49281-0278-10 Funding: STATE	50	50	45	Order Created: 1627

- To view previous cycles, select the drop down at the top of the tab.

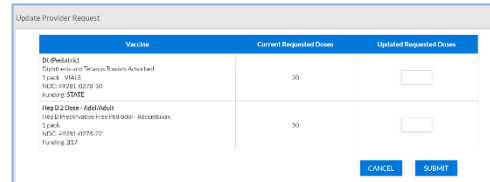


Update Provider Requests

- To manually update the number of doses the provider has requested, select the **Provider Update Request** tab and then select a prebooking provider.

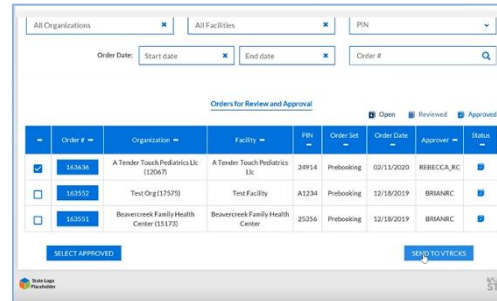


- Enter the updated number of doses and click **Submit**.



Approve Prebooking Orders

- To review and approve prebooking requests, select the **Approve Prebooking Orders** tab.



- Orders will be automatically be in the **Approved** status however to make any changes, select the order number.
- When ready to submit orders to VTrckS, click on **Select Approved** to select all orders with the status of Approved.
- Then select **Send to VTrckS**.
- Click the download button to download the VTrckS Provider Data Files before clicking **Close**.

