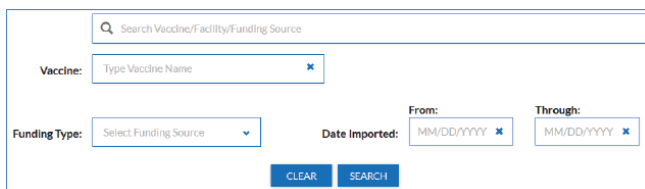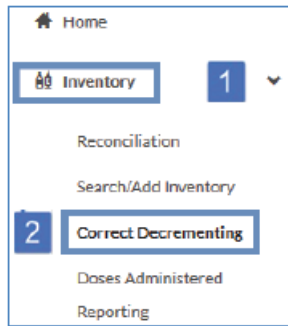# Correct Lot Decrementing

Users with the Correct Lot Decrementing permission can review and correct administered lots that were electronically submitted and failed to decrement.

1. Click the **Inventory > Correct Decrementing** link in the navigation menu.

2. Enter search criteria and click **Search**.

3. The search results list appears below the search criteria section on the Correct Decrementing page.

4. To export the search results list to a CSV file, click the **Export** button at the bottom of the page.

5. To view a patient's vaccination record for a specific vaccine in the list (Patient ID, Name, Date of Birth and Vaccination Date), locate the vaccine in the list and click the **View** button located in the Patient ID column. The Patient ID window pops up with the patient information.
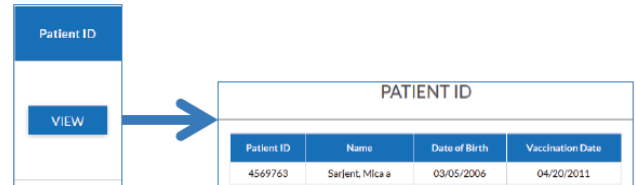
6. To edit a vaccine to assign or change a lot number, locate the vaccine in the search results list and click the **View Lots** button in the Available Lot Numbers column for that vaccine.

7. In the Available Lot Numbers window that pops up, only available lot numbers assigned to the vaccine appear. Select a lot number for the vaccine and click **Save**. The lot number is then assigned to that vaccine.

8. Back on the Correct Decrementing page, locate that vaccine in the list again and note that the newly assigned lot number now appears in the Available Lot Numbers field, along with an Edit icon ( ). Click the Edit icon to change the lot number again.

9. Once all of the desired lots have been corrected, click **Save** at the bottom of the Correct Decrementing page. The inventory is then decremented and the administered vaccine is removed from the list.