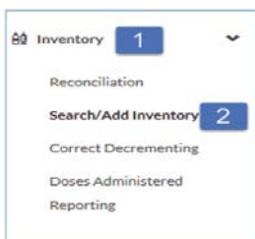


Inventory Search, View, Add & Edit, & Barcode Scanning

Authorized users can search for, view, add, and edit inventory. If the Enable Barcode Tools option is enabled in IWeb, users can also use barcode scanning as an inventory search method. Both 1D and 2D barcodes can be scanned.

View Inventory

1. Select the **Inventory > Search/Add Inventory** link in the navigation menu.



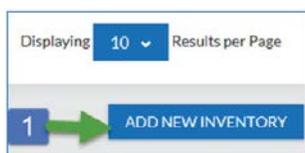
2. Once the Search/Add Inventory page loads, the inventory for the organization/facility (selected in the Search Bar) automatically loads. The page includes search filters and a search results section. Enter search filters to narrow the search results list.

3. In the search results list, click the View button to view the details of a vaccine lot and to make changes.

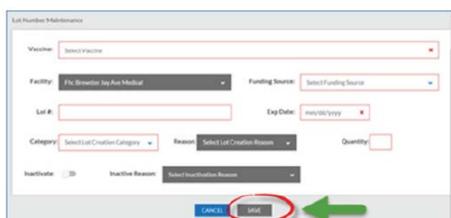


Add Inventory

1. To add new inventory, click the Add New Inventory button, which appears at the bottom of the Search/Add Inventory page.



2. Enter at least the required information and click **Save**.

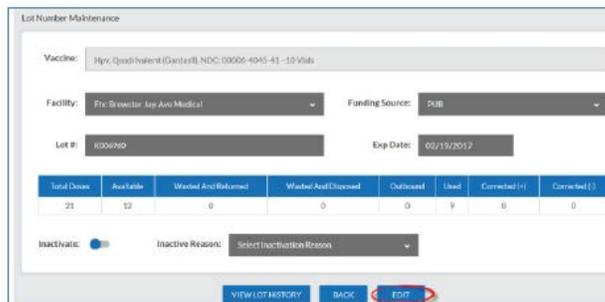


Edit Inventory

1. Before inventory can be edited, a search must be conducted. Use the search fields as needed to narrow the search results and locate the vaccine in the list. Click the **View** button for that vaccine.



2. The Lot Number Maintenance page opens with the vaccine details. Authorized users can edit the details by clicking the **Edit** button. Other users can only view the information on this page.



3. Enter the changes as needed and click **Save**. To edit the dosage numbers, click **Adjust**, enter the number of actual doses on hand, select and adjustment category (such as Administered or Wasted), select and adjustment reason, and click **Save**.



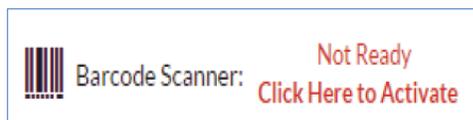
Scan a Barcode

To use barcode scanning as an inventory search method, the **Administration > Properties > Registry Settings > Enable Barcode Tools** option must be enabled in IWeb.

The VOMS application supports scanning of the following barcode types:

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

If a barcode scanner is installed on the computer, the status is displayed in the upper right-hand corner of the Search/Add Inventory page (on the same line as the Filter icon), stating either *Ready* or *Not Ready*.



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

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 a status of *Active* is assessed

NOTE (continued):

- 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.
- If a 2D barcode is scanned and there is existing inventory with a matching product ID/GTIN, lot number, and expiration date (all three criteria), the Lot Number Maintenance page for that vaccine lot opens.

If no existing inventory matches all three criteria, the user is prompted as to whether or not they want to add the inventory. If the user has the appropriate permission(s) and chooses to add the new 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 to advise them to contact their system administrator.
- 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.