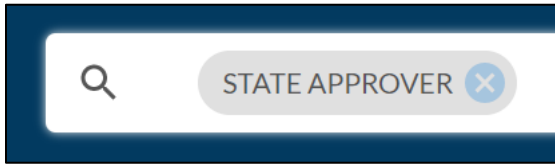


Approve Orders

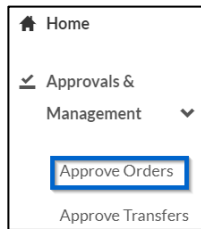
Authorized users with Local or State Approver permission can approve orders in VOMS 2.0.

Approve an Order

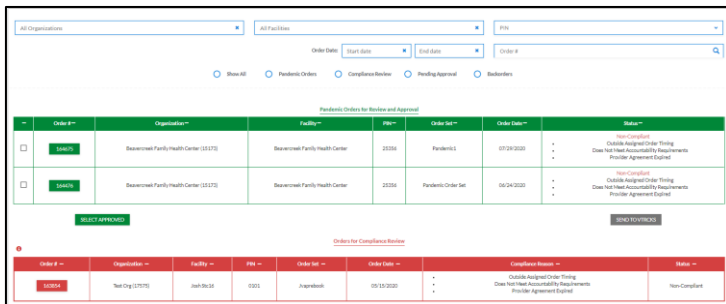
1. Login to VOMS.
2. Search for the approving Organization in the search bar.



3. Click the **Approvals & Management > Approve Orders** on the navigation menu.



4. The **Approve Orders** page is divided into five main sections:



- Filters** - This section allows users to find all orders based on organization, facility, PIN, order date range, and/or order number.
- Pandemic Orders for Review and Approval** - Pandemic Orders that can be approved, sent to VTrckS, or rejected. Pandemic Orders must be sent to VTrckS separate from other orders.
- Orders for Compliance Review** - Orders that have been placed but do not meet all compliance requirements.
- Orders for Review and Approval** - orders that can be approved, sent to VTrckS, or rejected.
- Vaccine Backorder Review** - orders that have been backordered.

Orders for Compliance Review

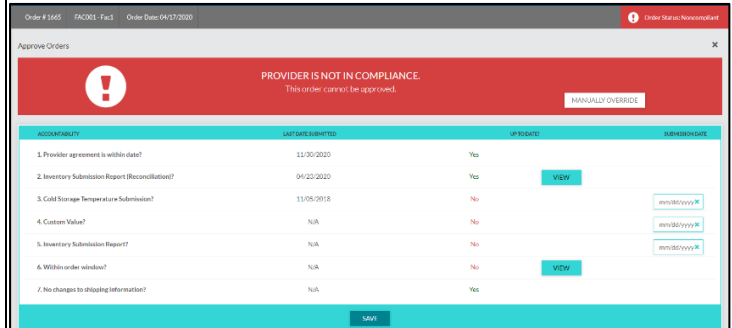
1. Select the **Order #** to view the order details.

Order #	Organization	Facility	PIN	Order Set	Order Date	Compliance Reason	Status
1022	Wa_Test (1002)	Fac1	FAC001	Dtap-lpv	07/19/2018	<ul style="list-style-type: none"> Outside Assigned Order Timing Shipping Information Changed Does Not Meet Accountability Requirements Reconciliation Past Due 	Non-Compliant

2. Approvers can review non-compliance reason(s) on the **Approve Order** details page. Compliance triggers are administrator defined and examples can be:
 - a. Reconciliation is past due or Provider agreement is not within date

3. The approver can make any necessary changes to the accountability submission by entering a date in the **Submission Date** column and click **Save**.

4. After review, approvers can choose to override compliance by selecting the **Manual Override** button and approve, leave the order in queue, or deny the order.



Orders for Review and Approval

1. Orders status' can be any of the following:
 - a) **Open** - order has not been approved
 - b) **Reviewed** - order has been viewed and saved
 - c) **Approved** - order has been approved but not sent to the State/VTrcks.

2. When reviewing an order, the order details can be reviewed by selecting the **Order #**.

Order #	Organization	Facility	PIN	Order Set	Order Date	Approver	Status
1451	Valley (202)	Fac1	Fac202	Other	03/09/2020		
1455	Abertan-Pediatrics (350)	Abertan Pediatrics	350	Childhood Vaccine	02/11/2020	SHAWNDI	

3. Once on the page, there are further order details:

FACILITY INFORMATION	>
INVENTORY REPORT LINKS	>
PRIORITY REASON AND ORDER COMMENTS	>

- a) **Facility Information** - Shipping and Contact Information are shown in this section.
- b) **Inventory Report Links** - Links to inventory related reports. This section may not be visible if it has been disabled by a system administrator.
- c) **Priority Reason and Order Comments** - This section shows if the order is a priority and the associated priority reasons and comments.

Vaccine Order Details

- 1. Clicking on **View Order History** allows the approver to view the providers recent order history in a pop-up.
- 2. The **Approved Quantity** can be more or less than the **Order Quantity**.
 - a) If Approved Quantity is less than Order Quantity, a **Denied** or **Backorder Quantity** must be entered.
- 3. The approver has ability to **Deny Entire the Order** and if they do, they are required to select a **Denial Reason**.

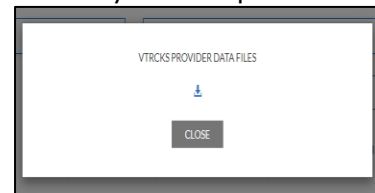
Vaccine	Dates Used Last Month	Physical Inventory	Order Quantity	Approved Quantity	Denied Quantity	Backorder Quantity	BOQ	BOQ Exception	Denial Reason
Supplies Pediatric Pan/No Lamp MCC-48281-0276-0 Pricing 27/07	0	0	00	00			No Physical Inventory (no stock)		
Optionally add vaccines to order by entering a quantity into the Approved Quantity field below.									
Maskee MCC-02251-0117-0201 Lamp MCC-48281-0276-0 Pricing 27/07	0	0	0				No Physical Inventory (no stock)		

- 4. Once all sections of the page have been reviewed, the approver can click **Save** (to review later) or **Approve** to approve the order.
 - a. The order can be approved-in-full, denied-in-part or denied-in-full.
- 5. After the order(s) have been reviewed and approved, the order approver can select the approved orders and select the **Send to State** button. The checkbox can only be selected when the order has been approved.

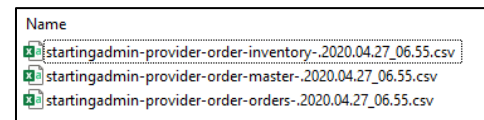
Order #	Organization (RMS)	Facility	PIN	Order Set	Order Date	Approver	Status
145306	Anger'S Org (3243)		768901	Single Vaccine Set	06/28/2016	REBECCAFC	
145309	Anger'S Org (3243)		768901	Single Vaccine Set	06/28/2016	REBECCAFC	
145421	Family Health Centers Of Okanogan (1173)	Family Health Centers Tonasket	170001	Boostvac	07/07/2016	TSPEARS	
145436	Family Health Centers Of Okanogan (1173)	Family Health Centers Tonasket	170001	Single Vaccine Set	07/11/2016		
145460	Family Health Centers Of Okanogan (1173)	Family Health Centers Tonasket	170001	Single Vaccine Set	07/11/2016		
145461	Family Health Centers Of Okanogan (1173)	Family Health Centers Tonasket	170001	Single Vaccine Set	07/11/2016		
145462	Family Health Centers Of Okanogan (1173)	Family Health Centers Tonasket	170001	Single Vaccine Set	07/11/2016		

*Note: If there is only a State Approver, instead of **Send to State** it will be **Send to Vtrcks**.*

- a. A pop-up will appear; select the **download icon** to download the files to your computer.



- b. A zip file will download to your local drive with three Excel files for ordering and inventory.



- 6. Once the order(s) have been approved, they will no longer appear on the page.

Note: Pandemic Order Review and Approval, follows the same workflow above. Pandemic Orders will be sent to VTrcks separate from regular orders.