



## **Archive Orders**

Users with the Vaccine Ordering Management permission can archive approved, shipped, and ready-forpickup orders. The Archive Order functionality helps administrator(s) archive orders from facilities that do not use the registry to manage inventory, since their orders are never officially received.

## **Archive Orders**

- 1. Log-in to VOMS.
- 2. Click the **Admin & Settings** link in the navigation menu.
- 3. Click the **Archive Orders** button in the Order Management section.

Inventory	>	System Settings	Order Management
Cold Storage			-
Provider Agreement		Properties	Define Accountability/Compliance Requirements
Reports	>	Product Settings	Define Order Sets
Admin & Settings	1	Vaccine Settings	Assign Order Sets to Ores and Facilities
		Define and Manage Funding Sources	Archive Orders 2
		Limit Manufacturer by Vaccine	

- 4. On the Archive Order page that opens, enter search criteria and click Search to locate the order to archive. The search parameters include:
  - Organization/Facility Search for an order for a specific organization, facility, or PIN
  - **Status** Search for all orders, or for an order with a specific status, such as Approved, Shipped, or Ready for Pickup
  - **Submit Date** Enter a From and To date to search for an order within a specific date range

<b>~</b> (	Jrganization/Facility Search	 		
itatus:	Select Status	Submit Date:	From: MM/DD/YYYY	To: MM/DD/YYYY

5. Search results that meet the search criteria appear in the **Search Results** list. To sort the list, **click** on a **column header**.

Selected	Organization/Facility PIN —	Order # -	Submit Date —	Approved Date -	Shipping Date —	Status —
	Child and Adolescent Clinic/Child and Adolescent Clinic 156009	117054	10/01/2014	10/02/2014		Approved
	Child and Adolescent Clinic/Child and Adolescent Clinic 156009	107928	07/01/2014	07/07/2014	07/09/2014	Shipped
	Child and Adolescent Clinic/Child and Adolescent Clinic 156009	106340	06/02/2014	06/11/2014	06/17/2014	Shipped
	Child and Adolescent Clinic/Child and Adolescent Clinic 156009	104774	05/01/2014	05/13/2014	05/19/2014	Shipped
	Child and Adolescent Clinic/Child and Adolescent Clinic 156009	101480	04/01/2014	04/11/2014	04/16/2014	Shipped
	Child and Adolescent Clinic/Child and Adolescent Clinic 156009	77067	07/01/2013	07/08/2013	07/08/2013	Shipped
	Child and Adolescent Clinic/Child and Adolescent Clinic 156009	74696	05/01/2013	05/08/2013	05/08/2013	Shipped
				Dis	splaying 10 🗸 Re	sults per Pa

- Either select individual orders to archive or click the Select All button to select all of the orders to be archived.
- Once the orders are selected, click **Archive** to archive them. The orders are immediately archived and removed from the list.
- 8. To search for an archived order, use the Search History feature. (See the *Search History Quick Reference Guide.*)

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