

## Interpreting the Options: ALERT IIS Modify Quantity Screen

The Modify Quantity screen in the IIS is used to reconcile your Inventory. It ensures that Inventory in the IIS actually matches what you have in your physical inventory count. It is reached by going to **Manage Inventory >> Show Inventory >> Modify Quantity**.

Reason for Modifying	Explanation/When to Use
Receipt of Inventory	Doses of vaccine that were received from the Oregon Immunization Program or distributor and added to your inventory. (Transfers will be automatically added to inventory when using Manage Transfers from within the IIS.)
Error Correction	Inventory quantity was entered incorrectly; the correction could be adding or subtracting from quantity on hand. (To change an error in the lot #, dose, or other non-quantity data, click on the vaccine name hyperlink from the Show Inventory screen and edit details as needed.)
Doses Returned	Doses of vaccine that were returned to you; this should not be used routinely because any doses you transfer should be done using the Manage Transfers feature and rejected or returned doses will be automatically added back to your inventory.
Doses Transferred	Doses of vaccine that were transferred to another site; this is used when the doses WERE NOT transferred using the Manage Transfers feature in the IIS. (Transfers are automatically deducted from inventory when using Manage Transfers in ALERT.)
Doses Recalled	Doses of vaccine recalled by the manufacturer.
Doses Administered	Doses of vaccine that were administered but were not automatically deducted from your inventory by the IIS (for example, because you reported them by electronic data exchange or did not have the "From ALERT IIS Inventory" box checked in the Enter New Immunizations screen).
Borrowed In	Doses of vaccine added to inventory to pay back vaccine that was given to a patient with a mismatch between vaccine eligibility code and vaccine lot funding source
Borrowed Out	Doses of vaccine subtracted from inventory when you have given an immunization from a lot whose funding source does not match the patient's vaccine eligibility code; only use this as a manual adjustment when you did not take the immunization from inventory at the time of vaccination
Spoilage reported by Provider	Doses of vaccine that were spoiled due to causes other than fridge malfunction or failure to store properly upon receipt; an example would be a vial of vaccine left out of the fridge overnight.
Lost or damaged in transit to Provider	Doses of vaccine that never arrived or that were unusable when they did arrive (temp excursion, broken vials, etc).
Failure to store properly upon receipt by Provider	Doses of vaccine that were accepted by the provider but not stored properly and so were spoiled.
Refrigeration failure reported by Provider	Doses of vaccine that were spoiled due to temperature excursion.
Lost or unaccounted for in Provider inventory	Doses of vaccine that can't be accounted for after being received and entered into inventory (you can't find the vaccine).
Other – Not Usable, reported by Provider	Use to reconcile inventory when vaccine was wasted or damaged (e.g., broken vial in box or patient refused vaccine after drawing it up) and nothing else is appropriate.

If you have questions about what reason to choose for modifying the quantity of your inventory, please contact your Health Educator at 971-673-0300.