

# ALERT IIS: How to Manually Add Inventory

To begin using the Inventory Module in ALERT IIS, first users must manually enter their inventory on hand into the system.

From this point forward, your inventory on hand will automatically populate when state-supplied vaccine order transfers are accepted. You will continue to manually add your privately purchased inventory.

This guide will address:

- Manually inputting vaccine inventory into ALERT IIS

## Manually Inputting Inventory

1. Sign in to ALERT IIS ([www.alertiis.org](http://www.alertiis.org))
2. Click on **Manage Inventory** under the Inventory heading in the menu panel
3. Click on the **Show Inventory** button

The screenshot shows the ALERT IIS interface. At the top, there is a navigation bar with links: home, manage access/account, forms, related links, logout, help desk. Below this, the user's organization is identified as 'Wanda's Test Clinic' and the user as 'Marisa Polowitz' with the role 'Super User (Provider and LHD)'. The main section is titled 'Manage Inventory' and contains several buttons: 'Show Inventory for Sites...', 'Show Transactions for Sites...', 'Update inventory Alerts...', and 'Return to the Previous Screen...'. A red arrow points to the 'Show Inventory' button. Below this, there is a section for 'Inventory Alerts' with a table for 'Vaccine Order/Transfer Notification ...' and another section for 'Active Inventory that is Going to Expire or Expired Lots with a Quantity ...' with a table listing inventory items.

Type	Shipped	Awaiting Return Shipment	Rejected
Order(s)	2	0	0
Transfer(s)	No Transfer Notification		

  

Site Name	Trade Name	Lot Number	Funding Source	On Hand	Exp Date
WANDAS TEST CLINIC	Boostrix	lot_2.1.1.1.1	State-Supplied	150	01/01/2013

4. Click on the **Add Inventory** button

The screenshot shows the ALERT IIS interface. At the top, there is a navigation bar with links: home, manage access/account, forms, related links, logout, help desk. Below this, the user's organization is identified as 'Wanda's Test Clinic' and the user as 'Marisa Polowitz' with the role 'Super User (Provider and LHD)'. The main section is titled 'Manage Inventory' and contains several buttons: 'Add Inventory ...', 'Modify Quantity On Hand...', 'Show Transactions...', 'Show Previous Counts...', 'Print Inventory Shown Below...', and 'Return to the Previous Screen...'. A red arrow points to the 'Add Inventory' button. Below this, there is a section for 'Funding Source' with a dropdown menu set to 'Both' and radio buttons for 'Active', 'Inactive', 'Non-Expired', and 'Expired'. Below this is a table listing inventory items.

Select	Trade Name	Funding Source	Lot Number	Packaging	NDC	Inv On Hand	Active	Exp Date
<input type="checkbox"/>	ActHib	State	32df3sd	vials	49281-0545-05	560	Y	08/15/2014

5. The **Add Vaccine Inventory Information** screen will show.

The screenshot shows the 'Add Vaccine Inventory Information' form in the ALERT system. The form is for 'WANDAS TEST CLINIC' and shows the following fields:

- Site: WANDAS TEST CLINIC
- Trade Name: Adacel (selected from a dropdown)
- Manufacturer: Sanofi Pasteur Inc. (auto-populated)
- NDC: (empty dropdown)
- Packaging: (empty dropdown)
- Lot Number: (empty text field)
- Dose: (empty dropdown)
- Expiration Date: (empty date field)
- Funding Source: (empty dropdown)
- Lot Active: Yes (selected from a dropdown)
- Quantity on Hand: (empty text field)
- Cost Per Dose (\$): (empty text field)

Buttons for 'Save' and 'Cancel' are visible on the right side of the form.

6. Select **Trade Name** from the drop down list. **Manufacturer** will auto-complete.
7. **NDC** stands for National Drug Code. The NDC drop-down is auto-populated based on the Trade Name you selected. Choose the NDC that matches what is on your vaccine package. It is important that this field is correctly completed, as it is used by the state when ordering vaccine and is also the determining factor in the functionality of the inventory module.
8. **Packaging** refers to the type and quantity of doses in each package. (For example: 1x10 VIALS means a 10-pack of single-dose vials.) Once you have selected an NDC the system will auto-populate the packaging drop-down, just choose the packaging description to select it.
9. Enter the **Lot Number** of the vaccine.
10. Select the **Dose** from the dose drop-down list.
11. Enter the **Expiration Date**.
12. In **Funding Source** enter whether the vaccine is **State-Supplied** or **Privately Purchased**.
13. **Lot Active** defaults to Yes. New vaccine being added to inventory must be entered as Active. (This determines whether it is available to enter in patient records.)
14. Enter the number of vaccine doses received in **Quantity on Hand**.
15. When you are sure the information has all been entered correctly, click on the **Save** button.

home manage access/account forms related links logout help desk

organization Wanda's Test Clinic • user Marisa Polowitz • role Super User (Provider and LHD)

### ALERT

UAT Region 2.22.0

**Patients**  
manage patient  
enter new patient

**Immunizations**  
manage immunizations

**Reports**  
reminder / recall  
check reminder status  
check reminder list  
manage custom letters  
check request status  
vfc report  
check vfc status  
group patients  
check group status  
assessment report  
check assessment  
benchmark report  
check benchmark  
ad hoc list report  
ad hoc count report  
ad hoc report status

**Inventory**  
manage inventory  
manage orders  
manage transfers  
shipping documents  
transaction summary  
doses administered

#### Edit Vaccine Inventory Information

Site: WANDAS TEST CLINIC

Trade Name: DAPTACEL

Manufacturer: Sanofi Pasteur Inc.

NDC: 49281-0286-10

Packaging: VIALS

Lot Number: 1122334455

Dose: 5

Expiration Date: 01/01/2015

Funding Source: State-Supplied

Lot Active: Yes

Quantity on Hand: 50

Cost Per Dose (\$):

#### Modify Quantity On Hand

Action: Add

Amount:

Reason: Receipt of Inventory

inventory was updated successfully.

16. The message “Inventory was inserted successfully” will display at the bottom of the screen.

- To add the next lot of vaccine, click the **Add New** button.
- If you are finished adding vaccine, click **Cancel** to return to the Show Inventory screen.
- The **Modify Quantity on Hand** section shows at the bottom of the page after entering vaccine, in case the originally entered quantity needs to be adjusted. To reduce the number of vaccine entered, select subtract in the **Action** drop-down list; to increase, select Add, and enter the number of doses to alter in the **Amount** text box. Select the **Reason** from the drop-down list. When finished, click **Save**. The message “Inventory was updated successfully” will display at the bottom of the screen.