

Quick Tip Guide for Manually Adding Vaccines into Inventory (for CHDs)

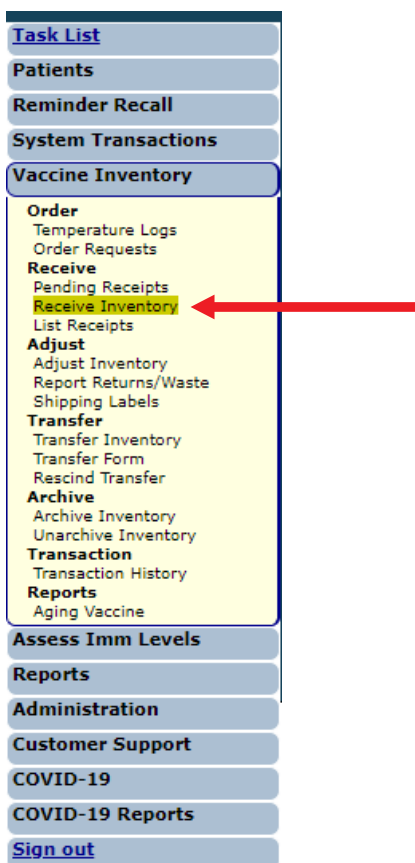


INSTRUCTIONS

This quick tip guide walks users through the steps of manually adding vaccines into their inventory in Florida SHOTS.

STEP 1

Log into [Florida SHOTS](#). Click **"Vaccine Inventory,"** then select **"Receive Inventory"** from the drop-down menu.



STEP 2

Select the vaccine **“Program Component”** from the drop-down menu, then adjust the **“Received Date”** to the date the vaccine shipment was received (if applicable).

Receive Inventory Training Environment

Program Component: * --- Select --- Received Date: * 09/30/2021

Submit Complete Inventory will not be updated until receipt is marked as complete and saved. Cancel

Add a line-item

IMM Service Site: * --- Select ---
 Vaccine: * --- Select --- [Vaccine Type Information](#) Doses: *
 NDC: * --- Select ---
 Mfg: * --- Select --- Expires: *
 Lot #: * Include non-orderable
 Include inactive Mfgs

Once the top fields are identified, the bottom fields will become available to **“Add a line item.”** Select the **“IMM Service Site,” “Vaccine,” “NDC,”** and **“Mfg”** (manufacturer). Then fill in the **“Lot #,” “Doses,”** and **“Expires”** fields.

Receive Inventory Training Environment

Program Component: * 05-NON-VFC VACCINE Received Date: * 09/30/2021

Submit Complete Inventory will not be updated until receipt is marked as complete and saved. Cancel

Add a line-item

IMM Service Site: * FT. LAUDERDALE HEALTH CENTER (VFC PIN: 067001)
 Vaccine: * HEP A ADULT [Vaccine Type Information](#) Doses: * 10
 Mfg: * SKB - GLAXOSMITHKLINE Expires: * 01/24/2022
 Lot #: * 299X2 Include inactive Mfgs

Click the grey **“Add line-item”** button to continue to the next step.

STEP 3

The system will save the line-item and allow a new line-item to be added, if needed. Once all line-items have been added, click the **“Complete”** check box then click **“Submit.”**

Receive Inventory Training Environment

Program Component: * 05-NON-VFC VACCINE Received Date: * 09/30/2021

Vaccine	Mfg/Lot	Doses	Service Site	Expires	NDC
HEP A ADULT GLAXOSMITHKLINE 299X2			10 FT. LAUDERDALE HEALTH CENTER	01/24/2022	

Complete Inventory will not be updated until receipt is marked as complete and saved.

-Add a line-item-

IMM Service Site: * --- Select ---
 Vaccine: * --- Select --- [Vaccine Type Information](#) Doses: *
 Mfg: * --- Select --- Lot #: * Expires: * Include inactive Mfgs

You have successfully added vaccines into your inventory manually.

Help Desk

Free Technical Support:

877-888-7468 (SHOT)
 MONDAY – FRIDAY, 8 A.M. TO 5 P.M. EASTERN

Including:

- Merging duplicate patient records
- Adding account administrators
- Unlocking Florida SHOTS accounts
- Questions about any Florida SHOTS features
- Requesting Florida SHOTS materials