



## Instructions to Accept Vaccines for Children Program (VFC) Vaccine Orders in IRIS July 2013

### Accepting a VFC Vaccine Order in IRIS

The following are updated instructions to accept Vaccines for Children Program (VFC) vaccine orders in IRIS. The change in the vaccine ordering process is due to Iowa's transition to a new vaccine management software system, VTrckS, and new data requirements associated with the system. If you have questions regarding vaccine ordering and vaccine order accepting process, call the IRIS Help Desk at 800-374-3958. If you maintain your private inventory in IRIS, the process for adding those vaccines will remain the same.

- When your order is ready to be accepted, you will see a number in the Shipped column of the Order(s) line in the Vaccine Order/Transfer Notification table on your home page.

**Vaccine Order/Transfer Notification ...**

Type	Shipped	Awaiting Return Shipment	Rejected
Order(s)	3	0	0
Transfer(s)	<i>No Transfer Notification</i>		

- Click on the 'manage transfers' link under the Inventory section on the left menu panel:



- On the Manage Transfers page, orders needing to be accepted will be listed in the 'Inbound Transfer' table. To begin accepting the order, click on the blue hyperlink under the Transfer ID column:

**Inbound Transfer**

Create Date	Type	Transfer ID	Order ID	Sending Org	Receiving Org	Ship Date	Accept Date	Return Date
05/30/2013	ORDER	<a href="#">1221</a>	<a href="#">1681</a>	Iowa Immunization Program	IRISINV	05/30/2013		
05/30/2013	ORDER	<a href="#">1220</a>	<a href="#">1681</a>	Iowa Immunization Program	IRISINV	05/30/2013		
05/30/2013	ORDER	<a href="#">1219</a>	<a href="#">1681</a>	Iowa Immunization Program	IRISINV	05/30/2013		

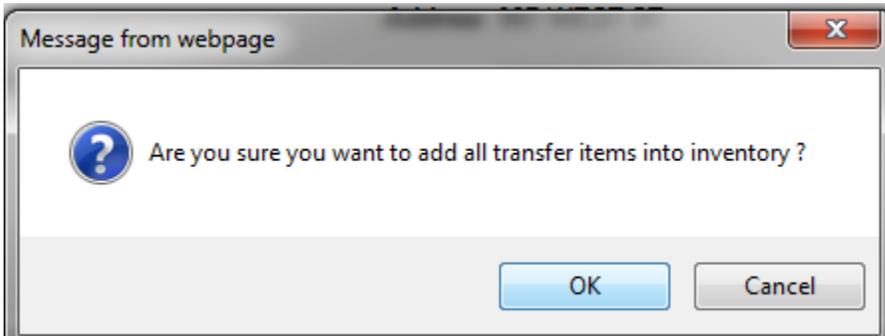
- On the Receive Transfer page, information is displayed regarding the sending and receiving organization, vaccine information, including lot number, the amount of doses and the inventory action that will take place once you accept the order. The action will inform you if it will create a new lot or merge with an existing lot number in inventory.

Transfer Number 1221		Created on 05/30/2013				
<b>Sending Entity</b>		<b>Receiving Entity</b>				
<i>Organization</i> Iowa Immunization Program		<i>Organization</i> IRISINV				
<i>Address</i> 221 E 12 ST		<i>Address</i> 987 WEST ST				
DES MOINES,IA 50319		IOWA FALLS,IA 88888				
<i>Contact</i> SHELBY TOOZE		<i>Contact</i> TWO ONE				
<i>Phone #</i>		<i>Phone #</i> (555) 614-4444				
<i>Ship Date</i> 05/30/2013		<i>Order #</i> <a href="#">1681</a>				
Transfer Vaccine Item						
Vaccine Group	Trade Name	Lot Number	Inventory Action	Transfer Quantity	Order Line Number	Shipping Info
Td/Tdap - DTP/aP	Boostrix (58160-0842-99)	997654	Create New Lot	40	003531	<a href="#">FDX2</a>

- After reviewing the information, accept the order by clicking the 'Accept Transfer' button:

Receive Transfer	Order ID 1681
Accept Entire Transfer....	<input type="button" value="Accept Transfer"/>
Reject Entire Transfer....	<input type="button" value="Reject Transfer"/>
Partially Accept Transfer....	<input type="button" value="Partially Accept"/>
Return to the Previous Screen....	<input type="button" value="Cancel"/>

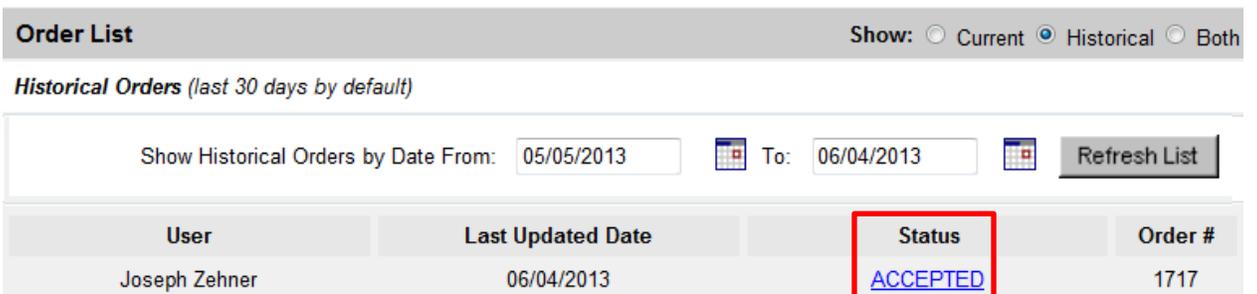
6. A message will appear asking if you are sure you want to add the item(s) into your inventory. Click OK to continue:



7. You will see the message, 'Transfer Successfully Accepted'. The accepted vaccine will appear in organization's inventory. For non-inventory organizations, the order will not appear in your inventory:



8. Follow these steps to accept each vaccine in the order into the organization's inventory. Once you have accepted all parts of your order, the order status will display as 'Accepted' and will become a historical order.



The image shows an "Order List" interface. At the top right, there are radio buttons for "Show: Current", "Historical" (which is selected), and "Both". Below this, the text "Historical Orders (last 30 days by default)" is displayed. There are two date input fields: "Show Historical Orders by Date From: 05/05/2013" and "To: 06/04/2013", each with a calendar icon. To the right of these fields is a "Refresh List" button. Below the date fields is a table with the following data:

User	Last Updated Date	Status	Order #
Joseph Zehner	06/04/2013	<u>ACCEPTED</u>	1717

The "Status" column in the table has a red box around the word "ACCEPTED".