The following instructions address how IRIS users can view vaccine orders details in IRIS. Previously, IRIS users were required to accept vaccine orders into inventory via the Manage Transfers. The new IRIS functionality automatically adds vaccine orders to the organization inventory and will email the Vaccine Delivery contacts within a provider organization to inform the organization a vaccine order has been sent and has been added to inventory. In addition, IRIS users at the organization will receive a pop-up message to inform users a new vaccine order was added to inventory. Contact the IRIS Help Desk at 800-374-3958 with questions regarding vaccine orders and vaccine shipments.

1. IRIS users can view vaccine orders on the ‘manage orders’ page. Select the ‘manage orders’ link on the left side of the screen under the inventory section of the menu panel.

2. The page will default to show all current orders. To view the order sent to the provider organization, select the Accepted link under the status section.

3. The page will display the incoming vaccine order including trade name, NDC, quantity approved, quantity shipped, and the order status. Incoming vaccine orders will automatically appear in the organization’s VFC vaccine inventory.

IRIS Program 1-800-374-3958