



Vaccine Inventory Adjustment: Report Wastage

1. Login into system
 - a. Make sure you are logged into the correct provider/clinic
2. Click Inventory
3. Click Vaccines
4. Click On-Hand (filter the vaccine list if needed)
 - a. Column headers can be used to search for vaccine within the inventory
5. Find the vaccine that has been wasted
6. Click Action to see the available options
7. Select Adjustment
8. Enter the date and time (double click to enter the current date and time)
9. Vaccine information is shown as read only
10. Select an adjustment reason
11. Enter the number of doses to be adjusted
12. Enter comments related to the adjustment
13. Complete all fields and click Create
14. The wasted dose will be deducted from the inventory on-hand