



## Receive VTrckS Shipment

1. Login into system
  - a. Make sure you are logged into the correct provider/clinic
2. Click Inventory
  - a. Click Vaccines
  - b. Click On-Hand
3. There will be a blue notification that states “There is 1 Pending VTrckS shipment
4. Click on the notification
5. Click on Receive
6. Enter Time
7. Ensure vaccine information is correct
  - a. NDC #
  - b. Lot #
  - c. Expiration Date
8. Click “Create”
9. Click the “On-Hand” menu item to return to the Vaccine Inventory On- Hand screen where you can verify the inventory was added correctly.

The notification will look like this:

### On-Hand Inventory

-  **There is 1 Pending Inventory Transfer.**
-  **There is 1 Pending VTrckS Shipment.**