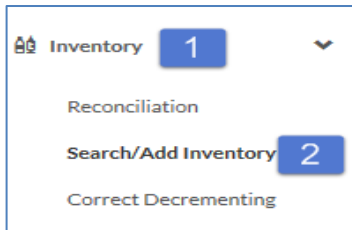


Search/Add/Edit Inventory

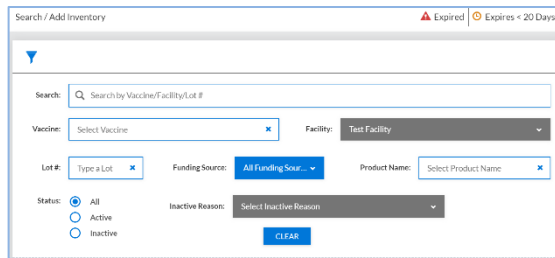
Authorized users can search for, add, and edit inventory.

Search Inventory

1. Select **Inventory** from the left side menu. Then select **Search/Add Inventory**.

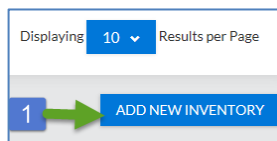


2. The inventory for the organization/facility will automatically load. The Search/Add Inventory page contains search filters and a search results section. Enter search filters to narrow the search results list.

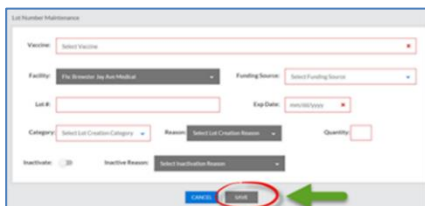


Add Inventory

1. To add new inventory, click the **Add New Inventory** button, which appears at the bottom of the Search/Add Inventory page.



2. Enter the required information highlighted in red and click **Save**.

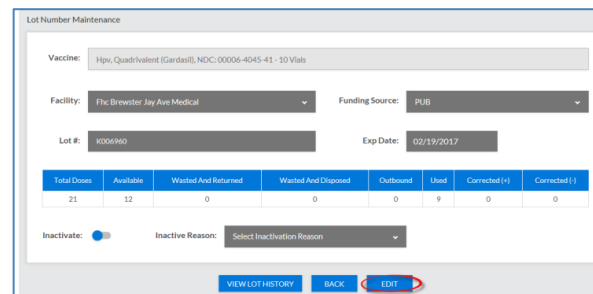


Edit Inventory

1. Search for the lot that needs to be edited. Locate the vaccine in the list and click **View**.

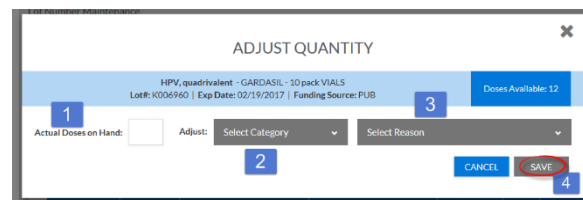


2. The **Lot Number Maintenance** page opens with the vaccine details. Authorized users can edit the details by clicking **Edit**. Other users can only view the information on this page.



3. To edit the dosage numbers, click **Adjust**.

4. Enter the number of actual doses on hand, select an adjustment category (such as Administered or Wasted), select an adjustment reason, and click **Save**.



5. When all changes are made, select **Save** to save changes made to the lot.