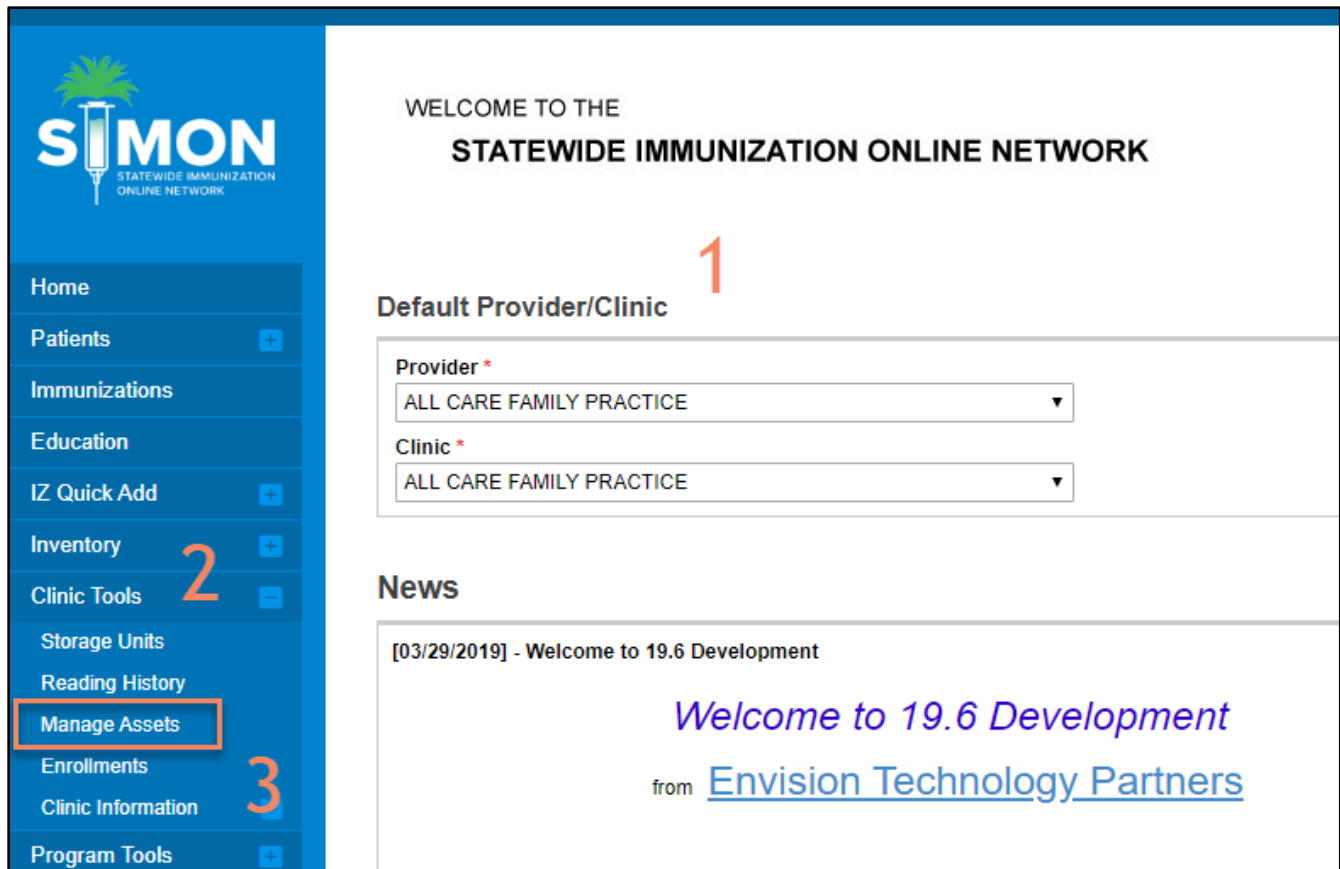


## Create storage unit and submit for approval

1. From the SIMON homepage, search for the Provider/Clinic you would like to add a storage unit to. Select from the dropdown screen and press enter.
2. Next, from the homepage, select 'Clinic Tools' from the main menu.
3. Select 'Manage Assets' underneath 'Clinic Tools'.



WELCOME TO THE  
**STATEWIDE IMMUNIZATION ONLINE NETWORK**

**Default Provider/Clinic** 1

Provider \*  
ALL CARE FAMILY PRACTICE ▼

Clinic \*  
ALL CARE FAMILY PRACTICE ▼

**News**

[03/29/2019] - Welcome to 19.6 Development

*Welcome to 19.6 Development*  
from [Envision Technology Partners](#)

Home

Patients +

Immunizations

Education

IZ Quick Add +

Inventory +

Clinic Tools 2 -

Storage Units

Reading History

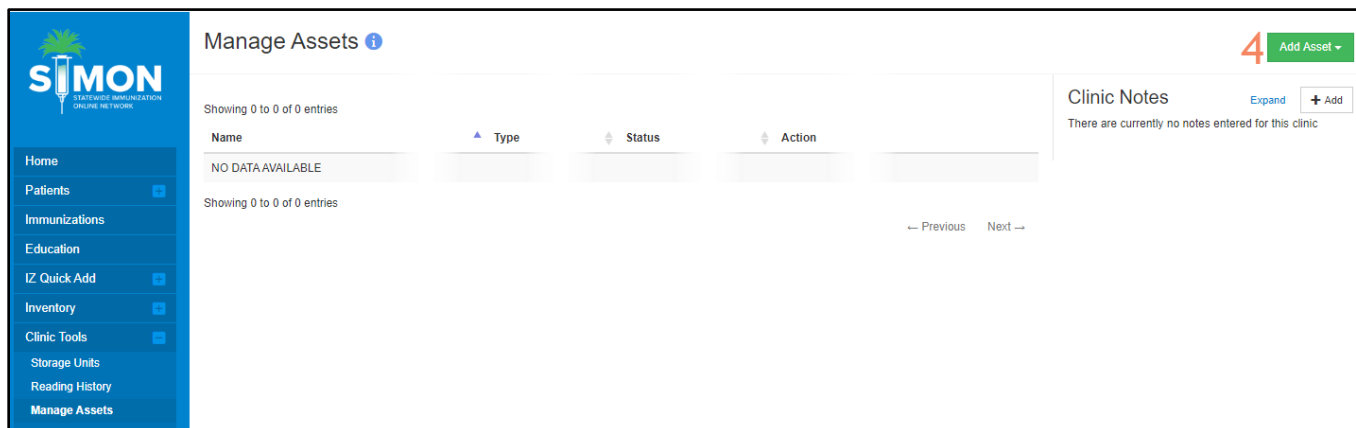
Manage Assets Manage Assets

Enrollments 3

Clinic Information

Program Tools +

4. From the 'Manage Assets' page, click on the 'Add Asset' green button in the upper right corner.
5. Select 'Add Storage Unit'.



Manage Assets i

Showing 0 to 0 of 0 entries

Name	Type	Status	Action
NO DATA AVAILABLE			

Showing 0 to 0 of 0 entries

← Previous    Next →

4 Add Asset ▼

Clinic Notes Expand + Add

There are currently no notes entered for this clinic

Home

Patients +

Immunizations

Education

IZ Quick Add +

Inventory +

Clinic Tools +

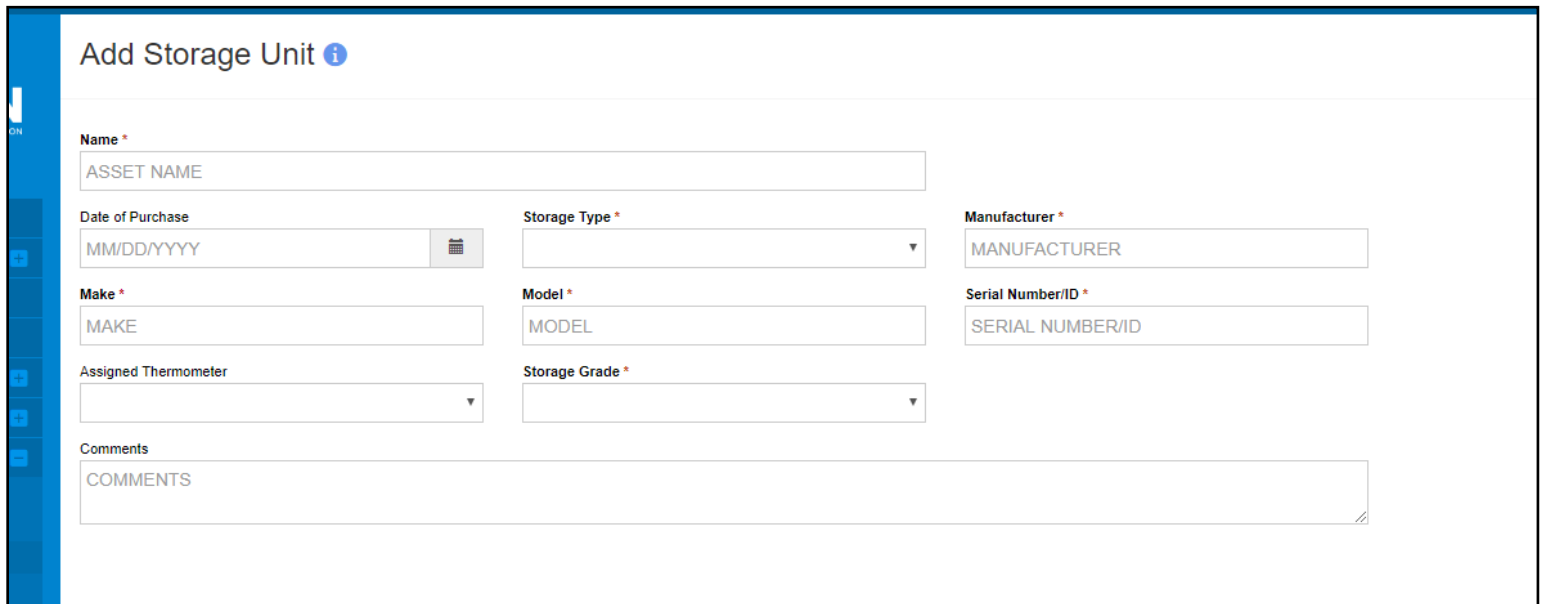
Storage Units

Reading History

Manage Assets

Enrollments

6. Enter the information requested (Fields with the red asterisk are required, others are optional).



**Add Storage Unit** ⓘ

**Name \***  
ASSET NAME

**Date of Purchase**  
MM/DD/YYYY

**Storage Type \***  
▼

**Manufacturer \***  
MANUFACTURER

**Make \***  
MAKE

**Model \***  
MODEL

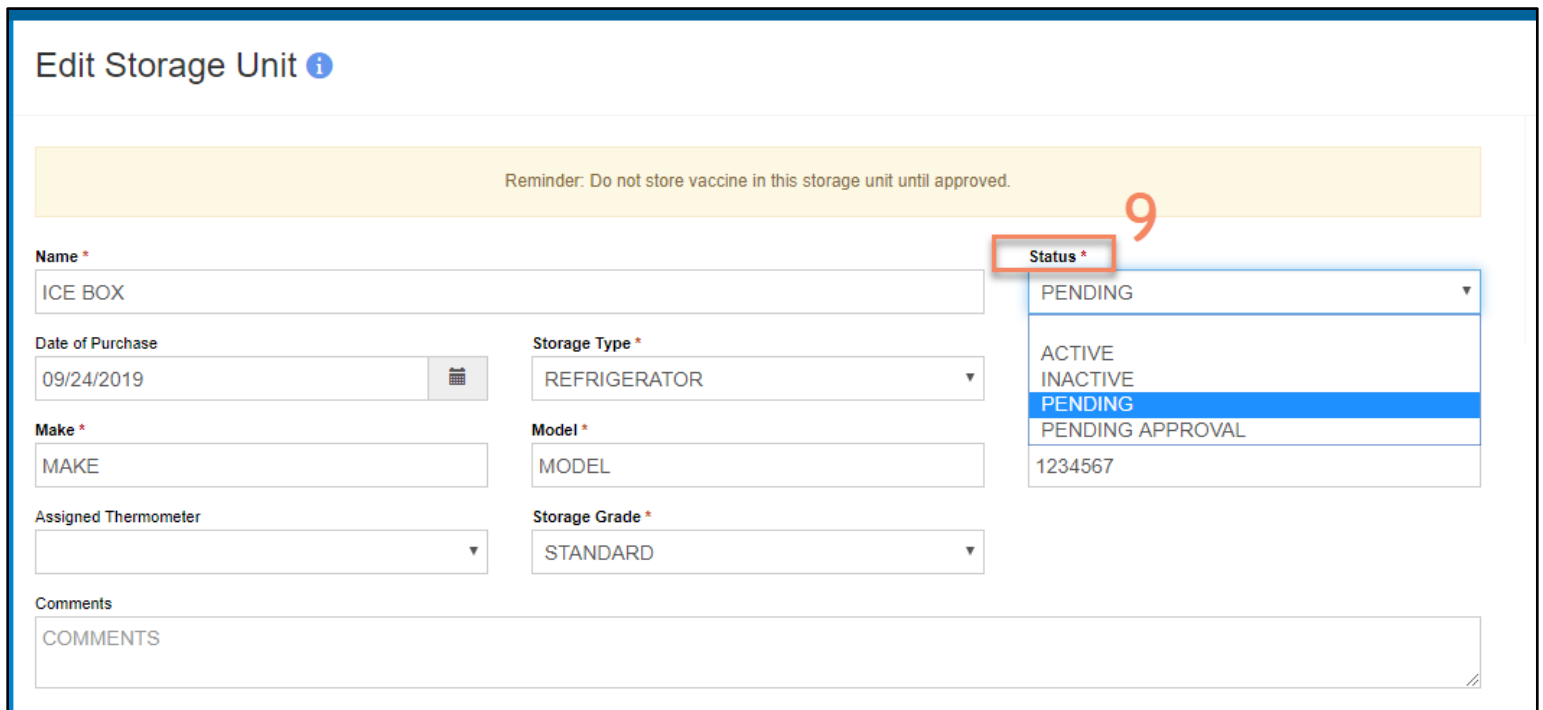
**Serial Number/ID \***  
SERIAL NUMBER/ID

**Assigned Thermometer**  
▼

**Storage Grade \***  
▼

**Comments**  
COMMENTS

7. Click 'Create'.
8. A reminder will display stating: "Do not store vaccine in this storage unit until approved".
9. Be sure to change the status from "Pending" to "Pending Approval" and click Update.



**Edit Storage Unit** ⓘ

Reminder: Do not store vaccine in this storage unit until approved.

**Name \***  
ICE BOX

**Date of Purchase**  
09/24/2019

**Storage Type \***  
REFRIGERATOR

**Manufacturer \***  
MANUFACTURER

**Make \***  
MAKE

**Model \***  
MODEL

**Serial Number/ID \***  
1234567

**Assigned Thermometer**  
▼

**Storage Grade \***  
STANDARD

**Comments**  
COMMENTS

**Status \*** 9  
 PENDING  
 ACTIVE  
 INACTIVE  
 PENDING  
 PENDING APPROVAL

10. A green success message is displayed to confirm your changes were saved.