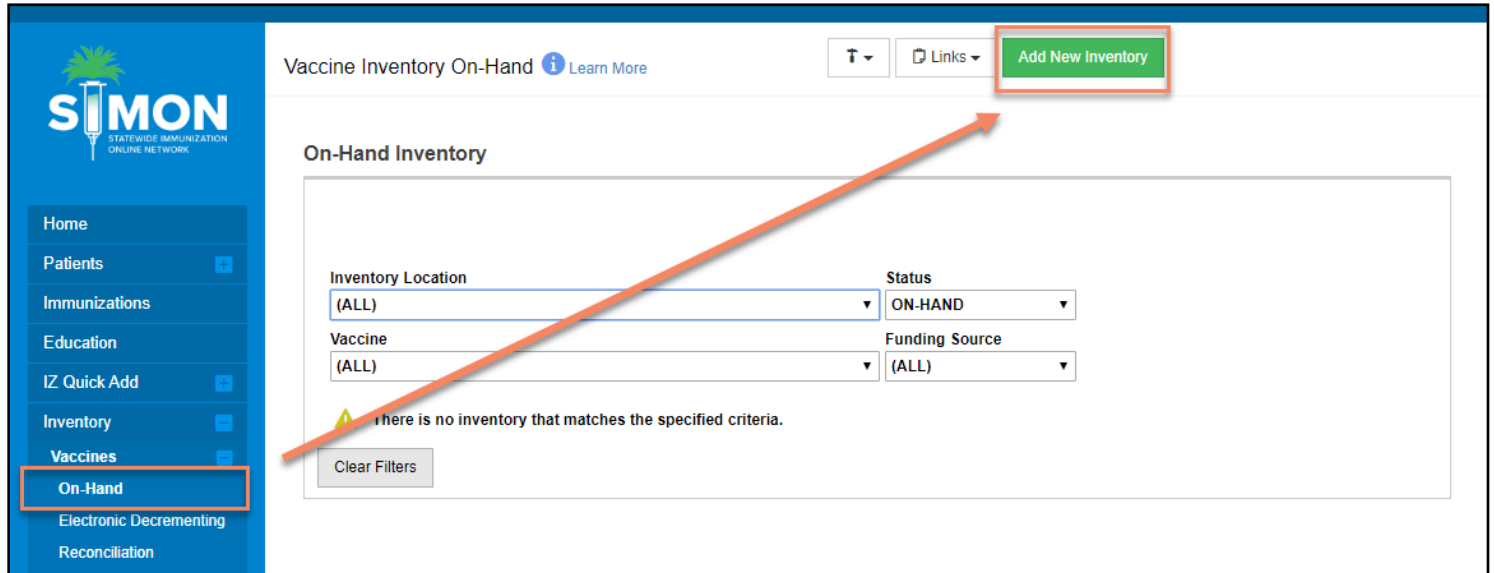


## On-hand: Add new inventory

1. Click on 'Inventory' > 'Vaccines' > 'On Hand' from the main menu.



Vaccine Inventory On-Hand [Learn More](#) Links Add New Inventory

**On-Hand Inventory**

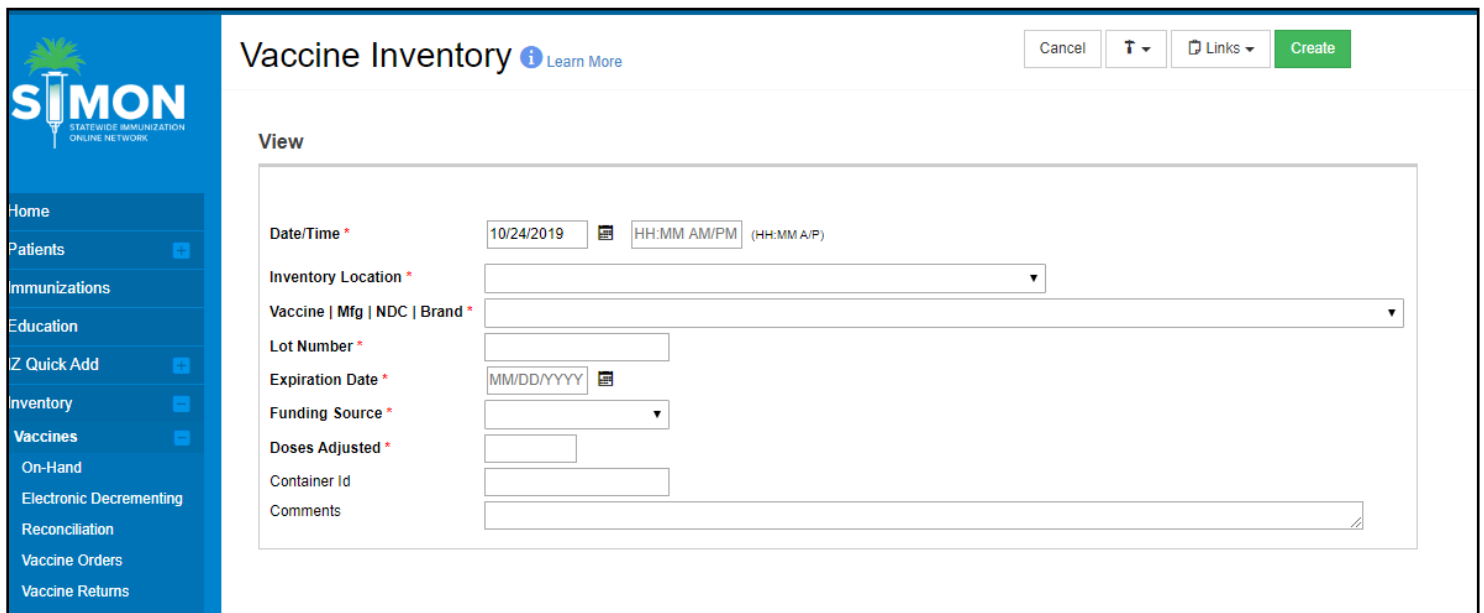
Inventory Location: (ALL) Status: ON-HAND

Vaccine: (ALL) Funding Source: (ALL)

There is no inventory that matches the specified criteria.

Clear Filters

2. Fill out the following information (mandatory fields are marked with \*)



Vaccine Inventory [Learn More](#) Cancel Links Create

**View**

Date/Time \* 10/24/2019 HH:MM AM/PM (HH:MM A/P)

Inventory Location \*

Vaccine | Mfg | NDC | Brand \*

Lot Number \*

Expiration Date \* MM/DD/YYYY

Funding Source \*

Doses Adjusted \*

Container Id

Comments

3. Click 'Create'.

- When the item being added is a possible duplicate of an existing line item you will receive a warning message saying a possible duplicate exists:

## Vaccine Inventory Cancel Links Proceed With Create

NOTE: The ENTER key has been disabled, duplicate records found.

**View**

Date/Time \*   (HH:MM A/P)

Inventory Location \*

Vaccine | Mfg | NDC | Brand \*

Lot Number \*

Expiration Date \*

Funding Source \*

Doses Adjusted \*

Container Id

Comments

**Possible Duplicates**

The following Inventory items have been found with similar criteria.  
If any of the following record(s) are the inventory item you are trying to create, select the item below.

| Vaccine  | Mfg | NDC           | Lot No | Exp Date   | Fund Src | Doses On-Hand | Match Confidence   |   |
|--|-----|---------------|--------|------------|----------|---------------|--|---|
| DTaP<br>(Daptacel) (Daptacel<br>(0.5 mL x 1 vial)) | PMC | 49281-0286-01 | 12345  | 10/30/2019 | Private  | 1             | <span style="background-color: #4CAF50; color: white; padding: 2px;">100%</span> | <a href="#">Add To This Inventory Line Item</a> |

- The user can either add to the existing line item or proceed with creating a new line item by clicking 'Proceed With Create'.
- A green success message is displayed confirming your changes were saved.

