



## How to add inventory in enhanced OSIS

1. Login into system
  - a. Make sure you are logged into the correct provider/clinic
2. On the left side of the screen – select “Inventory”
  - a. Select “Vaccines”
  - b. Select “On-Hand”
3. At the top of the screen – click on “Add New Inventory”
4. Enter date and time
5. Select Inventory Location from the dropdown menu
6. Select Vaccine|Mfg|NDC|Brand from the dropdown menu paying special attention to ensure you are selecting the correct vaccine
7. Enter the vaccine lot number
8. Enter the vaccine expiration date
9. Select the funding source from the dropdown menu (VFC or Private)
10. Enter the number of doses to be added to inventory
11. Click “Create”