

Adding Private Stock in OSIIS

- 1) Log into OSIIS at <https://osiis.health.ok.gov>.
- 2) From the **OSIIS Landing Page**, select **Inventory** from the **OSIIS Toolbar**.
- 3) From the **Inventory Tab**, select **Add Stock**. This will take you to the **Site Inventory – Add Stock** screen.
- 4) On this screen, you must enter **Vaccine Type** from the drop-down. This will auto-complete the drop-down for **Vaccine Name**.
- 5) Select **Vaccine Name**.
- 6) Enter the correct **Lot Number** that corresponds with the packaging of the vaccine.
- 7) Add the **Expiration Date** using the calendar icon, or by entering it manually in the mm/dd/yyyy or mmddyyyy format.
- 8) Enter the amount of this Lot of vaccine that you have on site in **Quantity**.
- 9) Click **Save** to add this vaccine to your OSIIS Inventory. A notification confirming the successful addition of vaccine to your inventory will appear in the upper right corner of your screen.

****For more detailed instructions please see the OSIIS User Manual****