

Create a Transfer in OSIIS

Both state supplied vaccine and privately purchased vaccine can be transferred between different sites using the OSIIS Inventory module.

- 1) Log into OSIIS at <https://osiis.health.ok.gov>.
- 2) From the **OSIIS Landing** screen select **Transfer Inventory** from the **Inventory** Tab in the **OSIIS Toolbar**.
- 3) On the **Transfer Inventory** screen, you will have the option to **View Pending Transfers**. Below this, you will see a list of all **Available Inventory** your site has entered into OSIIS.
- 4) The far right column of the **Available Inventory** list is the **Actions** column. By clicking on “  ” in the **Actions Column** of the line item you wish to transfer, a notification will appear asking if this is the item you wish to transfer.
- 5) Select **OK** to continue to the **Transfer Inventory Item** screen.
- 6) Enter the **Quantity** you wish to transfer.
- 7) Select the site you will be transferring the item to using the **Transfer to Site** Tab list.
- 8) When you are finished entering the necessary information, select **Transfer Inventory**. A notification confirming that the inventory has been transferred will appear in the upper right hand corner of your screen.
- 9) The **Transfer Inventory** screen will automatically refresh to reflect the new quantity of vaccine in inventory now that those doses have been removed.

*Don't forget to physically send the vaccine! This only corrects your inventory and allows for the shipment to be received in to the recipient's inventory in OSIIS upon receipt of the vaccine.

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