

# Managing Inventory in OSIS

- 1) Log into OSIS at <https://osis.health.ok.gov>.
- 2) From the **OSIS Landing Page**, select **Inventory** from the **OSIS Toolbar**.
- 3) From the **Inventory** drop-down, select **Inventory Management**. This will take you directly to the **Site Inventory – Manage Inventory** screen. On this screen you will see a list titled “Current Inventory.” This is a comprehensive list of all of the vaccine you have added to your inventory in OSIS.
- 4) At the “Current Inventory” list, users can modify their site’s vaccine inventory.

\*Vaccine that is approaching its expiration date is indicated using the **Almost Expired** icon . This icon appears *30 days prior to expiration*. Vaccine that has expired is indicated using the **Expired** icon .

- 5) To make a vaccine adjustment click on the **Adjust Inventory** icon  for the vaccine item you wish to change. Please check to make sure you are adjusting the correct lot number.
- 6) On the **Adjust Inventory** screen, **Inventory ID**, **Description**, **Current Quantity**, and **Source** (funding source) are automatically filled by OSIS. Check to make sure you are altering the correct item.
- 7) Select the correct **Adjustment Reason** from the drop-down list:
  - **Excess** –when a multi-dose vial contains more vaccine than it should. For example, getting 11 doses out of a 10 dose vial of IPV
  - **Expired** –when a vaccine has exceeded the printed expiration date
  - **Shortage** –when there are fewer doses left of a vaccine than expected
  - **Spoiled** – used when vaccine is left out on counter or non-viable due to temperature excursion or other quality concerns
  - **VFC Replacement** – used to replace local/private purchased vaccine with vaccine purchased from a Federal funding source
- 8) Enter Adjustment quantity
- 9) Quantity after adjustment will automatically populate the current quantity
- 10) Comment field is required – details about why this adjustment is being made
- 11) Select **Save Adjustment**. A notification will appear in the upper right hand corner of your screen to confirm that the adjustment was successful.
- 12) The **Manage Inventory – Current Inventory** screen will automatically refresh to reflect the changes made to inventory immediately.

\*\*For more detailed instructions please see the **OSIS User Manual**\*\*