

TABSet Vaccine Preferences in OSIIS

- 1) Log into OSIIS at <https://osiis.health.ok.gov>.
- 2) From the **OSIIS Landing Page** select the **Inventory** Tab from the **OSIIS Toolbar**.
- 3) Select **Vaccine Preferences** from the **Inventory** Tab. This will direct you to the **Site Inventory – Vaccine Preferences** screen.
- 4) The top part of this screen outlines the details regarding your site’s ordering schedule for state-supplied vaccine. The lower part of this screen lists all of the vaccine preferences for your site.
- 5) Under the **Actions** column you have three options:
 - Set Preference (for the type of that state supplied vaccine);
 - Delete Preference;
 - View Auto-Order Details (this shows what your auto-order settings are for that vaccine).
- 6) To set your preference, select “  ” to choose the preferred item. Select **Set Preference** to save this choice.
- 7) To clear the listed preference for an item, select “  ” and click **OK**.
- 8) To view the details regarding auto-orders for an item, select “  ”.

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