

Make a Vaccine Request in OSIS

Previously referred to as a “Forced Order”

- 1) Log into OSIS at <https://osis.health.ok.gov>.
- 2) From the **OSIS Landing Page**, select the **Inventory** Tab from the **OSIS Toolbar**.
- 3) From the **Inventory** tab, select **Vaccine Request**. You will be taken directly to the **Site Inventory – Vaccine Requests** screen. This screen will show all of your outstanding vaccine requests under the heading “Open Requests” (ones that have not been processed by the Oklahoma State Department of Health).
- 4) To create a new Vaccine Request, click on **Add Vaccine Request**.
- 5) The **Add Vaccine Request** screen will come up.
- 6) Enter the catalog (vaccine type) in the first space from the **Catalog** Tab.

*This will auto-fill the list for **Catalog Item**.

- 7) Select **Catalog Item** from the populated list.
- 8) **Funding Source** auto-completes.
- 9) Enter the quantity you would like in the **Qty Requested** box.
- 10) Select the reason for the request from the **Requested Reason** Tab.

*If selecting “*Other*” as the request reason, please contact your site’s Regional Immunization Coordinator to clarify.

- 11) Click **Save** and the notification that the request was saved will appear.
- 12) Upon selecting **OK**, the **Vaccine Requests** screen will refresh to include the newly submitted vaccine request as a part of the “Open Requests” list.

To Alter Previously Submitted Vaccine Requests:

*Vaccine requests may be altered while still showing in the “Open Requests” list.

- 1) Click on  under “Actions” in the “Open Requests” list. The **Edit Vaccine Request** screen will appear.
- 2) From the **Edit Vaccine Request** screen, you may alter the amount and type of vaccine requested.
- 3) Once you have changed the amount or type of vaccine select **Save** and a message verifying the changes have been saved will appear. The **Vaccine Requests** screen will automatically refresh to reflect the changes.

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

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