

Inactivate Vaccine Lots Quick Reference Guide



Note: All doses must be administered and accounted for in imMTrax. In order to inactive a vaccine lot, quantity on hand for the vaccine must be marked as zero during the previous reconciliation. A lot can then be inactivated during the upcoming reconciliation after the quantity on hand for the vaccine equals zero.

Steps to Follow:

1. Select VOMS 2.0, under the Inventory Management panel.

2. VOMS 2.0 application opens.
3. Select Reconcile, located under the Inventory panel.
4. For a vaccine lot that was previously reconciled to have zero doses for quantity on hand, select the checkbox in the Inactivate column.
 - a. Reconcile inventory for all active vaccine lots. Refer to the Reconcile Inventory Quick Reference Guides for more information.
5. Select Submit Inventory.
6. A pop-up box appears stating “Success. Inventory Has Been Successfully Submitted.”

Vaccine	Lot#	Exp Date	Funding Source	Lot History	Quantity On Hand	Physical Counts	Discrepancy	Adjustments	Inactivate
HPV									
Hpv9 Gardasil 9 10 pack - SYRINGES NDC: 00006-4119-03	555555	05/04/2019	VFC	VIEW	0				<input checked="" type="checkbox"/>
MMR VARICELLA									
MmrV Proquad 10 pack - VIALS NDC: 00006-4171-00	TEST1234	04/13/2019	VFC	VIEW	15	15			<input type="checkbox"/>