

# Add Private Inventory Quick Reference Guide

## Steps to Follow:

1. Select **VOMS 2.0**, under the **Inventory Management** menu.

The screenshot shows the imMTrax main menu. The 'Inventory Management' section is expanded, and 'VOMS 2.0' is highlighted with a yellow circle and the number 1. Other menu items include Main, Message, Favorites, Patient, Vaccinations, Reports, and Settings.

2. VOMS 2.0 application opens.
3. Select **Search/Add Inventory**, under the Inventory menu.
4. Select **Add New Inventory**.

The screenshot shows the 'Search Results' page in VOMS 2.0. The 'Search/Add Inventory' option is highlighted with a yellow circle and the number 3. The table below lists vaccine inventory items. The 'ADD NEW INVENTORY' button is highlighted with a yellow circle and the number 4.

Vaccine	Lot #	Expiration Date	Funding Source	Facility	Inactive
Dtap Infanrix 10 pack - SYRINGES NDC: 58160-0810-52	3333333	01/26/2019	PRVT	Kids Club	
Hpv9 Gardasil 9 10 pack - SYRINGES NDC: 00006-4119-03	4444444	11/10/2018	PRVT	Kids Club	
Hpv9 Gardasil 9 10 pack - SYRINGES NDC: 00006-4119-03	5555555	05/04/2019	VFC	Kids Club	
Mmriv Proquad 10 pack - VIALS NDC: 00006-4171-00	TEST1234	04/13/2019	VFC	Kids Club	

Viewing 1 - 5 out of 5 Entries

Displaying 10 Results per Page

**ADD NEW INVENTORY**

5. Complete the required fields (fields marked with a red box).
6. Select the **Save** button.
7. Select the **Back** button to check that the vaccine lot was added.

The screenshot shows the 'Add New Inventory' form. The 'Vaccine' field is populated with 'Dtap-hep B-ipv (Pediarix), NDC: 58160-0811-52 - 10 SYRINGES'. The 'Facility' is 'Kids Club'. The 'Funding Source' is 'PRVT'. The 'Lot #' is 'TEST65412'. The 'Exp Date' is '07/13/2019'. The 'Category' is 'Order Received' and the 'Reason' is 'Order Received'. The 'Quantity' is '25'. The 'Inactive' checkbox is unchecked. The 'Inactive Reason' dropdown is set to 'Select Inactivation Reason'. The 'SAVE' button is highlighted with a yellow circle and the number 6.