

Inactivate Vaccine Lots Quick Reference Guide



Note: All doses must be administered and accounted for in *imMTrax*. In order to inactivate 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. Transferred vaccine lots cannot be inactivated until the receiving organization has accepted the transfer in *imMTrax*.

Steps to Follow:

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



2. VOMS 2.0 application opens.
3. Select **Reconcile**, located under the Inventory menu.
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 the **Submit Inventory** button.
6. A pop-up box appears stating “Success. Inventory Has Been Successfully Submitted.”

