# PrepMod Manage Inventory Quick Reference

Note: This guide explains how to add inventory in PrepMod and attach it to a clinic. The inventory management page lists all vaccine inventory entered in PrepMod. Please note that inventory in PrepMod will not dose decrement your inventory in imMTrax.

Steps to Follow Add Vaccine Inventory:

1. Open the **Inventory Management** page in either of the following ways:
   a. From the PrepMod homepage, select **Inventory Management**
   b. From any other PrepMod page **Select Inventory Management**
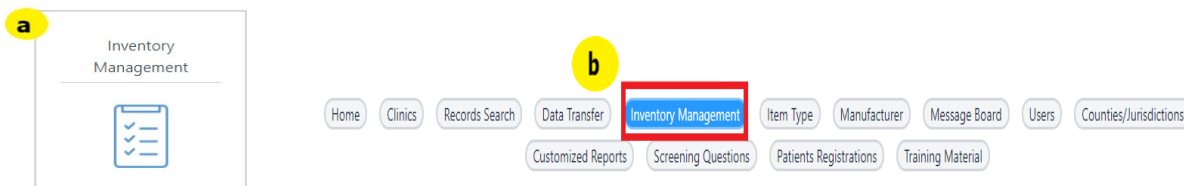
2. In the fields at the top of the page, enter the following lot details:
   a. Received date
   b. Vaccine Name (will auto-populate the brand name and manufacturer)
   c. Lot Number
   d. Expiration Date
   e. Number of items = number of doses in the lot
   f. Packaging = units
   g. Source of Item
   h. EUA/VIS Publication Date

3. You have the option to upload a Vaccine Information Sheet (VIS). To upload a VIS document, select **Choose File** and then select the sheet.

4. Select the **Create** button.

Steps to View or Edit Vaccine Inventory:

1. Open the **Inventory Management** page in either of the following ways:
   a. From the PrepMod homepage, select **Inventory Management**
   b. From any other PrepMod page **Select Inventory Management**

2. Locate the inventory item by scrolling through the list or by entering part of its name in the **Search** field.
   ➢ Note: Inactive lots will display in the drop-down.

2 Search:

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Manufacturer	Item Type	Vaccine
Select	Select	Select

County/Jurisdiction	Organization/Provider	Venue/Location
Lewis And Clark	Select an Option	Select an Option

3. Select the **Edit** in the inventory item's row.

3 Edit Delete

| | 01/26/2021 | Moderna COVID-19 Vaccine | COVID-19, mRNA, LNP-S, PF, 100 mcg/ 0.5 mL dose - CARTON, 10 MULTI-DOSE VIALS | Moderna | Other | 027L20A | 01/26/2021 | Montana Onboarding | 200 | 200 |

4. The **Edit Inventory** page will display. Edit the inventory details as needed.

5. When you have made the necessary edits, select the **Update** button.

4

Date Received *	Vaccine Name	Item Type	Product/Brand Name *	Manufacturer *
January 22, 2021	Moderna COVID-19 Vaccine (C...	--Select--	Moderna COVID-19 Vaccine	Moderna

Lot Number *	Expiration Date *	Number of Items *	Packaging *	Source of Item *
0122MTA	January 24, 2021	250	Unit	Other

County/Jurisdiction *	Organization/Provider *	Venue/Location *	Information Sheet
Lewis And Clark	Lewis and Clark County Health ...	Select an Option	Choose File No file chosen

Additional Product Details

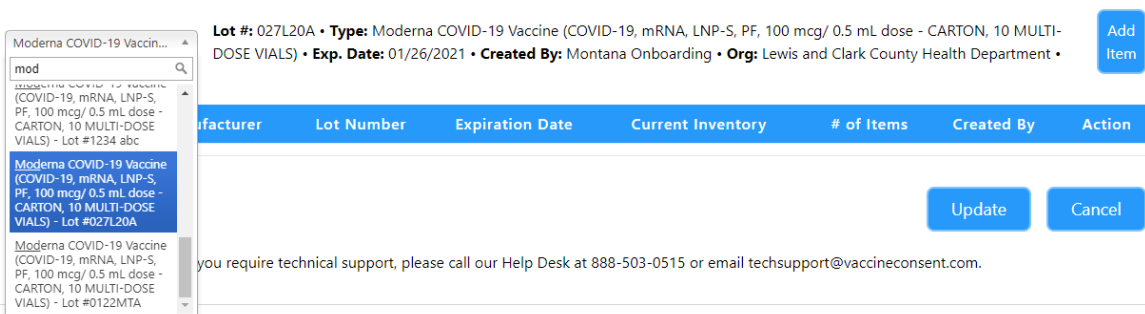| EUA/VIS Publication Date *	Volume administered	Unit of Measure	CPT Code	ICD-10 Code	NDC Code	NPI Number
December 18, 2020	0.5	mL			80777-0273-99	

5 Update

Add Vaccine Inventory to Saved Clinic:

1. Open the **View/Edit** Clinic page by following the steps in the **View/Edit Clinic Quick Reference Guide.**

2. Scroll down to the Clinic Inventory section of the clinic page and select a vaccine lot from the inventory page.

   ➢ Tip: Enter part of the vaccine name in the search field to locate the lot quickly. The vaccine's lot number, type, and expiration date will display.

3. Select the **Add Item** to add the vaccine lot to the clinic inventory.

4. In the **# of items** column, enter the number of vaccines you will have on-hand at the clinic.

5. Repeat steps 2 – 4 to add additional inventory you will have on-hand at the clinic.

6. Take one of the following steps to finalize adding the inventory to the clinic:

   a. If you are creating a new clinic, select the **Submit** button
   b. If you are adding inventory to an existing clinic, select the **Update** button.