Inventory:

Adjust Inventory - Points to Remember

Page 1



Points to Remember:

- Adjusted Quantity on Hand (QoH) = Actual amount of vaccine in your fridge
- After you enter the Adjusted QoH, the page refreshes with the Deviation Quantity when you click on any other part of the page
- When adding a new lot number, click on Add Product and select new lot number from drop list
- If you try to "Add" a lot number that already exists in your HP, the OP HPL will not display
- Cancel button takes you back to the previous page



Inventory:

Adjust Inventory - <u>New Adjust</u> (product not currently in the fridge)

Page 2

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Manitoba

QRC The *Inventory* Select *Quantity on* The *Catalogue* Click LHN > Inventory Adjustments and hand adjustment Enter the correct Item Information Maintenance > Adjust Reconciliation Search Catalogue Inventorv from the Holding Point in the page display Inventory page displays **Reconciliation Type** type ahead field drop list All Catalogue items ** The Inventory The *Inventory* display in the Adjustments and Adjustments and Select a single **Product** 🚽 Search Results Click Add Catalogue Reconciliation Reconciliation Click New Adjust by selecting the check Click Search Returned factory Item(s) page display page display box for that item table Click Enter the Adjusted Does the vaccine Select check box in first OOH Select the Adjustment product display in Yes Click on the 🕀 in the column for the lot Enter a **Comment**, if NOTE: this is the Reason from the drop Adjust the factory table? number that is to be second column applicable Quantity ON HAND list adjusted (quantity in fridge) ** The Inventory The '*Inventory* No Adjustments and 'Transaction Adjustments and Reconciliation: successful If adjusting or adding Reconciliation: QOH Adjustment *confirmed'* message another product, click Click Confirm Post-Adjustment' **Details** page displays Cancel page displays displays Continue to Page 3 *The Inventory Adjustments and Reconciliation: If adjusting another page displays with product, begin at the Click Cancel the HP and Search Catalogue reconciliation type hyperlink step above filled in Shared health

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