

# Inventory Management

## Purpose of this document

**Background:** The inventory management function of the Wisconsin Immunization Registry (WIR) is used to view, add, or update any vaccine in an organization's inventory. This function is designed to be a complete tracking system for a provider's vaccine inventory.

Vaccine that is publicly purchased on the CDC federal contract (such as Vaccines For Children [VFC] vaccine) must be ordered through WIR. The order status is then tracked in WIR, and once the vaccine order arrives, the organization accepts the order in WIR. When the order is accepted, the user designates which site within the organization will store the inventory, and the vaccines are automatically added to the site's inventory. All providers are required to use WIR inventory to keep an accurate count of any publicly funded vaccine..

WIR inventory can be used to track privately purchased vaccine as well. It is optional, but highly recommended that organizations use WIR to track their privately purchased vaccine inventory. In the case of privately purchased vaccine, the vaccine would need to be added manually into the site's inventory.

Inventories help keep accurate client records with vaccine trade names, lot numbers, dose sizes, and other clinical information. The automated nature of inventories in WIR, which adjust automatically as vaccines are entered as new immunizations, lifts the burden of manual inventory maintenance off of providers. The record that the vaccine inventory provides is also important for VFC and CDC (Centers for Disease Control and Prevention) reporting requirements.

User roles that have access to Manage Inventory functions in WIR are:

- IR Administrator
- IR Inventory Control

**Topics Covered:** Inventory alerts; maintaining inventory; ordering; viewing vaccines and vaccine reports; creating, accepting and rejecting transfers; and transaction summary reports

After reviewing this document, you should be able to:

- View inventory alerts and update alert preferences for inventory expiration dates and low inventory.
- Manage, add, and modify a site's inventory.
- Create and manage transfers.
- Run and understand vaccine reports and transaction summary reports.

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## The inventory section

Upon log in, one of two things will be displayed:

- 1) A user with only one organization will see this screen. The **Inventory** section will be on the left menu panel.



The screenshot shows the WIR user interface. The top navigation bar includes links for home, manage access/account, forms, related links, logout, help desk, and training. The user is logged in as an IR Administrator for Central City Hospital. The left sidebar menu is highlighted with a red box, showing the 'Inventory' section selected. The main content area displays 'announcements' and 'release notes'.

**WIR Wisconsin Immunization Registry**

Training Region 12.9.0

**Maintenance**  
manage schools  
manage physicians  
manage sites  
manage clinicians  
manage schedules

**Inventory**  
barcode reports  
manage inventory  
manage orders  
manage transfers  
shipping documents  
transaction summary  
trans summ status  
vaccine usage

organization **Central City Hospital** • user [redacted] • role **IR Administrator**

**announcements:**

- 10/30/2023 ~ [WIR Scheduled TRN/PRD Maintenance Sunday November 5, 2023](#)
- 10/16/2023 **NEW** ~ [COVID 19 dose level eligibility codes](#)
- 09/14/2023 **NEW** ~ [Vaccine Overages](#)
- 09/12/2023 **NEW** ~ [WIR Scheduled TRN/PRD Maintenance Sunday, September 17, 2023](#)
- 08/03/2023 **NEW** ~ [Wisconsin COVID-19 Vaccine Exchange](#)
- 07/28/2023 **NEW** ~ [Vaxneuvance Recall](#)

[more announcements](#)

**release notes:**

- 10/23/2023 ~ [Release Version 12.9.0](#) Official WIR Record/HL7 2.5.1 r1.5 improvements

- 2) A user with access to more than one organization will select the desired organization name from the pick list to get to the **Inventory** section.



The screenshot shows the WIR user interface for a user with multiple organizations. The top navigation bar includes links for HOME, FORMS, RENEWAL/REGISTRATION, and RELATED LINKS. The user is logged in as an IR Administrator for Central City Hospital. The left sidebar menu is highlighted with a red box, showing the 'Inventory' section selected. The main content area displays a pick list for organizations.

**Wisconsin Immunization Registry**

HOME FORMS RENEWAL/REGISTRATION RELATED LINKS

Training Region  
\*\*\*\*\*  
Welcome  
[redacted]  
Logout

**Applications**  
WIR

Central City Clinic  
**Central City Hospital**

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Once there, the **Inventory** section will be on the left menu panel.

## Inventory

- barcode reports
- manage inventory
- manage orders
- manage transfers
- shipping documents
- transaction summary
- trans summ status
- vaccine usage

## Barcode reports

Information about barcode reports is covered in the mass vaccination job guide.

## Manage inventory

**Purpose:** Administrators use the **Manage Inventory** screens to view inventory alerts; update inventory alert preferences; view inventory; and add new or update existing lots of inventory stored at each site within the organization. Once the lot of vaccine is added to the appropriate site in WIR, the quantity can be tracked and used on the **Add Immunization** or **Record Immunization** screen of a client record.

**Benefit:** Manage Inventory allows users to accurately record details about an immunization that was administered. Manage Inventory can also help organize and track inventory storage at multiple sites within an organization. Information about the immunization that is entered in the **Manage Inventory** function, such as clinic site, trade name, vaccine group, lot number, and inventory funding program can be used as a filter in several reports.

Vaccine inventory information is used on both the **Manage Inventory** and **Add Immunization** screens, as well as other screens throughout WIR.

Vaccine inventory adjustments can be made by going to the **Manage Inventory** screen and then selecting **Show Inventory** in the upper right hand corner. This will take you to the following screen:

**Manage Inventory**

*Add Inventory for Site (KH Test Site Peds)...*

*Modify Quantity On Hand for Selected Sites...*

*Show Transactions for Sites...*

*Return to the Previous Screen...*

**Site:**  **Show**  Active  Inactive  Non-Expired  Expired

Select	Trade Name	Lot Number	Inv On Hand	Active	Public	Exp Date
<input type="checkbox"/>	<a href="#">ACAM2000</a>	FAKE20221121XFER	1	Y	N	12/31/2023
<input type="checkbox"/>	<a href="#">Attenuvax</a>	356784	2	Y	Y	07/06/2023
<input type="checkbox"/>	<a href="#">Boostrix</a>	FAKEBOOST	9	Y	N	07/06/2023

## Inventory alerts

Inventory alerts notify an organization of the status of vaccine orders and transfers in WIR. The alerts also notify the organization when vaccine is going to expire soon or is running low by vaccine group or trade name.

- 1) Select your organization in WIR,
  - a. If you have access to more than one organization in WIR, your screen will appear as below:



- b. If you only have access to one organization, your home screen will appear immediately:



- 2) The home screen features the alerts:
  - a. Vaccine Order/Transfer Notification
  - b. Order List
  - c. Active Inventory that is Going to Expire
  - d. Inventory that is Running Low by Vaccine Group
  - e. Inventory that is Running Low by Trade Name

organization **Central City Hospital** • user [REDACTED] • role **IR Administrator**

**announcements:**

- 02/22/2022 ~ [WIR HELPDESK PHONES DOWN 2/22/22](#)
  - 02/03/2022 ~ [VFC Shipping Delays](#)
  - 01/27/2022 ~ [Moderna and Janssen Vaccine Expiration Dates](#)
  - 01/27/2022 ~ [Pfizer Vaccine Expiration Dates](#)
  - 12/21/2021 ~ [WIR Inventory - Pfizer "Tris Product" Shelf-Life Extension](#)
- [more announcements](#)

**release notes:**

- NEW** 09/16/2021 ~ [Release Version 12.2.0](#) Wastage Reporting, Reporting Adjustments, School Renewal
- [more release notes](#)

**Vaccine Order/Transfer Notification ...**

Type	Shipped	Awaiting Return Shipment	Rejected
Order(s)	No Order Notification		
Transfer(s)	3	1	1

**Order List**

User	Submit Date	Order ID	Status
[REDACTED]	04/20/2022	36497	IN PROGRESS
[REDACTED]	04/06/2022	36094	PENDING
[REDACTED]	03/09/2022	35994	PENDING
[REDACTED]	02/11/2022	35694	IN PROGRESS

**Active Inventory that is Going to Expire ...**

Site Name	Trade Name	Lot Number	On Hand	Public	Exp Date
Central City Hospital	FLUZONE Quad HighDose PF	ZYXW9876	40	N	05/15/2022
Central City Hospital	Prevnar 13	9349593	8	N	05/14/2022

**Inventory that is Running Low by Vaccine Group ...**

Vaccine Group	Quantity On Hand	Public
HepA	10	Y
Pneumo-Poly	4	N
Rabies	9	N

**Inventory that is Running Low by Trade Name ...**

Trade Name	Quantity On Hand	Public
No trade names have a low inventory.		

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3) You can also view vaccine alerts on the **Manage Inventory** home page.

## Updating alert preferences

- 1) Select **Manage Inventory** under the **Inventory** section of the menu panel.



- 2) Select **Update Alert Prefs.**



- 3) The system default for inventory expiration alerts is listed on this page. If necessary, update the inventory expiration alerts preference. The system default for low-level alerts is listed on this page. If necessary, update the selection grouping to vaccine group or trade name and the custom organization low level default. If you prefer, you can set custom low-level alerts by each vaccine group and the funding source for each vaccine group.

- 4) Select **Save** to save the alert preferences. If you leave the boxes under **Inventory Expiration Alerts** and **Update Low-Level Alert Defaults** blank, the system will use the default values of 30 days and 5 doses. If you want to cancel and return to the **Manage Inventory** screen without saving any changes, select **Cancel**. Please note: **Reset to Default** only applies to those updates made below **Update Low-Level Alerts by Vaccine Group** on the bottom half of the screen.

### Inventory Expiration Alerts

*The current system expiration default is 30 days.*

Notify me when a lot will expire within  days.

Notify me with Second Email after  days.

### Update Low-Level Alert Defaults

**Selection grouping**  Vaccine Group  Trade Name

*The current system low level default is 5 doses.*

The custom organization low level default is  doses.

Notify me with Second Email after  days.

### Update Low-Level Alerts by Vaccine Group

*(Click link to display all trade names for vaccine group.)*

	Combined	Public	Private
<a href="#">Anthrax</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">COVID-19</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">DTP/aP</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">HepA</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Ig</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Influenza</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Meningo B</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Pertussis/Tdap</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Rotavirus</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Smallpox</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Td</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Varicella</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Zoster</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- 5) When the alert preferences are saved, a confirmation message **Updated Alert Preferences...** will appear in red in the upper left-hand corner of the screen.

**Updated Alert Preferences...**

**Inventory Expiration Alerts**

## Viewing inventory

1) Select **Manage Inventory** under the **Inventory** section of the menu panel.



2) Select **Show Inventory**.



3) The **Show Inventory** screen displays. The table shows the inventory associated with one site in your organization. It does not show inventory for your entire organization. Make sure you have selected the appropriate site from the drop-down menu.

Site: <span style="border: 1px solid red; padding: 2px;">KCW TEST</span>		Show <input type="radio"/> Active <input type="radio"/> Inactive <input checked="" type="radio"/> Non-Expired <input type="radio"/> Expired				
Select	Trade Name	Lot Number	Inv On Hand	Active	Public	Exp Date
<input type="checkbox"/>	<a href="#">Adjuvant AS03</a>	jkl	0	N	Y	12/31/2025
<input type="checkbox"/>	<a href="#">BEYFORTUS_100 mg/1mL</a>	test 200 mg	69	Y	Y	12/31/2025
<input type="checkbox"/>	<a href="#">BEYFORTUS_50 mg/0.5mL</a>	45678 - 50	29	Y	Y	02/01/2024
<input type="checkbox"/>	<a href="#">BEYFORTUS_50 mg/0.5mL</a>	12345-50	19	N	Y	12/31/2024
<input type="checkbox"/>	<a href="#">Comirnaty_(2023-24)_12+</a>	test-01	10	Y	Y	12/31/2025
<input type="checkbox"/>	<a href="#">Comirnaty_(2023-24)_12+</a>	258963	40	Y	Y	12/31/2025
<input type="checkbox"/>	<a href="#">Comirnaty_(2023-24)_12+</a>	test-10	8	Y	Y	12/31/2025
<input type="checkbox"/>	<a href="#">Engerix-B Adult</a>	123	20	N	Y	12/31/2025

- a. Select Active, Inactive, Non-Expired, or Expired inventory from the list of options.
  - i. **Active:** vaccine lots with valid (non-expired) doses.
  - ii. **Inactive:** vaccine lots with no remaining or expired doses.

- iii. **Non-Expired:** any active or inactive inventory that has not yet expired. The system defaults to this view. Vaccine in red font means the lot is inactive. A pink highlighted vaccine means the lot will expire within the “current system expiration default,” which is listed on the **Update Alert Preferences** page.
  - iv. **Expired:** vaccine has reached the manufacturer’s expiration date.
- 4) The **checkbox** in front of each lot’s trade name allows you to modify the lot (for example, quantity or lot status). The lot number, quantity in inventory, and whether the lot is active or inactive is reflected on the **Show Inventory** screen.

## Adding new inventory

Use the **Add Vaccine** function only if you are adding a vaccine with a *new* lot number for which there is no **Inbound Transfer**. Make sure to check your existing inventory to see if the lot already exists in your inventory. If you are adding a vaccine with a lot number that already exists in your inventory, refer to [Updating existing inventory](#).

**Note: Information about adding new inventory using a barcode scanner is covered in the Mass Vaccination training.**

- 1) Select **Manage Inventory** under the **Inventory** section of the menu panel.



- 2) Select **Show Inventory**.



- 3) Choose the site to which you wish to add inventory from the **Site** drop-down list, then select **Add Inventory**.

**Manage Inventory**

Add Inventory for Site (KH Test Org)...	Add Inventory
Modify Quantity On Hand for Selected Sites...	Modify Quantity
Show Transactions for Sites...	Show Transactions
Return to the Previous Screen...	Cancel

Site: KH Test Org Show  Active  Inactive  Non-Expired  Expired

4) The **Add Vaccine Inventory Information** screen will display.

**Add Vaccine Inventory Information**

Site: KH Test Org  Also display inactive Trade Names Save

Trade Name: ACAM2000  Cancel

Manufacturer: Emergent Biosolutions

NDC:  

Lot Number:  

Dose:  

Expiration Date:   

Funding Program: Private

Lot Active: Yes

Quantity on Hand:  

Cost Per Dose (\$):  

Input Source:  

Update Source:  

- a. Verify that the site at which the inventory will be located is listed under **Site**. If you only have one site, it will already be populated.
- b. Select the vaccine's **Trade Name** from the drop-down list. By selecting the radio button next to the **Trade Name** drop-down list, all possible trade names will populate the list. Once you have selected a trade name, the manufacturer and National Drug Code (NDC) drop-down lists will be populated with only those manufacturers and NDCs that correspond with the selected trade name.
- c. Select the vaccine's **Manufacturer** from the drop-down list. By selecting the radio button next to the **Manufacturer** drop-down list, all possible manufacturer names will populate the list. Once you have selected a manufacturer, the trade name and

- NDC drop-down lists will be populated with only those trade names and NDCs that correspond with the selected manufacturer.
- d. Select the **National Drug Code (NDC)** of the vaccine. If the vaccine is part of a public lot, the NDC is required. It is best practice to always enter an NDC, regardless of the vaccine's funding program.
    - i. Vaccines publicly purchased through federally-funded or state-funded vaccine programs such as VFC are required to be entered into WIR as public lots. These lots must include an NDC.
    - ii. Select the **NDC on the outside of the carton** (also known as the Unit of Sale). If you are missing the NDC number, please reach out to the WIR Help Desk at 608-266-9691 or [DHSWIRHelp@dhs.wisconsin.gov](mailto:DHSWIRHelp@dhs.wisconsin.gov) for assistance.
  - e. Enter the **Lot Number**. Double check the lot number for capital and lowercase letters, alphanumeric errors, etc.
  - f. The **Dose Size** field will auto-populate once an NDC is selected.
  - g. Enter the vaccine lot's **Expiration Date** in MM/DD/YYYY format or use the pop-up calendar by selecting the calendar icon to the right of the field and select **OK**.
    - i. If no day is specified on the vaccine (for example, 10/2022), enter the last day of the month as the expiration date (for example, 10/31/2022).
  - h. Select the **Funding Program** (public or private) used for the purchase of the vaccine from the drop-down list.
    - i. **Private** indicates the vaccine was purchased privately by your organization.
    - ii. **Public** indicates the vaccine was provided by the State of Wisconsin.
    - iii. **An NDC is required for public lots.**
  - i. Select **Yes** from the **Lot Active** drop-down list. When adding new inventory, the lot may only be entered as active. The **Lot Active** field controls whether the lot is included in drop-down lists to add new immunizations to a client's record from inventory. An inactive lot may not be documented as administered in WIR using the user interface (UI).
  - j. Enter the number of vaccine doses received in the **Quantity on Hand** field.
  - k. If desired, enter the cost per dose of the vaccine in the **Cost Per Dose** field.
  - l. Select **Save**.
- 5) If the new vaccine was saved successfully, the message **inventory was inserted successfully** will appear in red at the bottom of the screen.
- a. The **Input Source** field will now contain a value indicating how the vaccine lot was entered in WIR and the corresponding date. This value is read-only. Possible source values are:
    - i. **Ordered:** ordered from the State of Wisconsin through WIR.
    - ii. **Manual Entry:** manually entered in WIR.
    - iii. **Transferred:** transferred into the site's inventory from another organization or an internal site.
    - iv. **Scanned:** scanned into WIR with a barcode scanner.
    - v. **Via Data Exchange:** various types and versions.

- b. Looking at the input source below, this inventory lot was added manually on 5/24/23.
- c. The last update was on 12/4/23. An immunization from this lot was administered, and then manually entered into WIR.

Input Source: Manual Entry - Inventory - 05/24/2023  
Update Source: Manual Entry - Immunization - 12/04/2023

**Modify Quantity On Hand**

Action:

Amount:

Reason:

- Receipt of Inventory
- Error Correction**
- Doses Returned
- Doses Transferred
- Doses Wasted
- Doses Administered
- Doses Spoiled

- 6) To make corrections or modify the quantity of a lot of vaccine, go to Modify Quantity on Hand at the very bottom of the Edit Vaccine Inventory screen. In the **Modify Quantity on Hand** box, select the **Action (Add or Subtract)**, enter the number of doses to add or subtract, select the reason for modifying the inventory, and select **Save**.
  - a. Reasons for adding or subtracting inventory:
    - i. **Receipt of inventory:** Adding new inventory to a particular lot.
    - ii. **Error correction:** Adding to or subtracting from inventory doses that were incorrectly entered or when getting extra or fewer doses from a vial. **Do not use error correction for administered doses.**
    - iii. **Doses returned:** Adding inventory to a particular lot because vaccines were returned from another site.
    - iv. **Doses transferred:** Subtracting inventory that's been transferred to another site.
    - v. **Doses wasted:** Subtracting inventory because of broken vials, faulty injections, etc.
    - vi. **Doses administered:** Subtracting inventory that has been administered to a client.
    - vii. **Doses spoiled:** Subtracting inventory because it has spoiled.

- 7) To add additional vaccine lots, select **Add Inventory**. To return to the **Manage Inventory** screen, select **Cancel**. If the lot was entered by mistake, select **Delete** to delete the lot.

Please note: A lot should *only* be deleted if truly entered in error. In many cases, error correction can be used so there is a record of the transaction.

- 8) By selecting the blue trade name link on the **Manage Inventory** screen, the user can see specific vaccine information including manufacturer, NDC, dose size, and more.

**Manage Inventory**

Add Inventory for Site (KCW TEST)....	<input type="button" value="Add Inventory"/>
Modify Quantity On Hand for Selected Sites....	<input type="button" value="Modify Quantity"/>
Show Transactions for Sites....	<input type="button" value="Show Transactions"/>
Return to the Previous Screen....	<input type="button" value="Cancel"/>

**Site:** KCW TEST ▼      **Show**    Active    Inactive    Non-Expired    Expired

Select	Trade Name	Lot Number	Inv On Hand	Active	Public	Exp Date
<input type="checkbox"/>	<a href="#">BEYFORTUS, 100 mg/1mL</a>	test 200 mg	69	Y	Y	12/31/2025
<input type="checkbox"/>	<a href="#">BEYFORTUS, 50 mg/0.5mL</a>	12345-50	19	Y	Y	12/31/2024

**Edit Vaccine Inventory Information**

Site: KCW TEST       Also display inactive Trade Names     

Trade Name: BEYFORTUS, 100 mg/1mL ▼      

Manufacturer: Sanofi Pasteur Inc. (Connaught and Pasteur Merieux) ▼      

NDC: 49281-0574-15 ▼  
Carton, 5, 100 mg/1mL single-dose pre-filled syringes

Lot Number: test 200 mg

Dose: 1.0 ▼

Expiration Date: 12/31/2025

Funding Program: Public ▼

Lot Active: Yes ▼

Quantity on Hand: 69

Cost Per Dose (\$):  

Input Source: Manual Entry - Inventory - 09/29/2023  
 Update Source: Manual Entry - Immunization - 01/25/2024

## Updating existing inventory

- 1) Select **Manage Inventory** under the **Inventory** section of the menu panel.



- 2) Select **Show Inventory**.

Manage Inventory	
Show Inventory for Sites....	Show Inventory
Show Transactions for Sites....	Show Transactions
Update inventory Alerts....	Update Alert Prefs
Return to the Previous Screen....	Cancel

- 3) Select the correct site using the drop down menu, if applicable, and the options you wish to view Non-Expired, Active, Inactive, or Expired vaccines.

Manage Inventory						
Add Inventory for Site (KCW TEST)....						Add Inventory
Modify Quantity On Hand for Selected Sites....						Modify Quantity
Show Transactions for Sites....						Show Transactions
Return to the Previous Screen....						Cancel

<b>Site:</b> KCW TEST	<b>Show</b> <input type="radio"/> Active <input type="radio"/> Inactive <input checked="" type="radio"/> Non-Expired <input type="radio"/> Expired
-----------------------	--

Select	Trade Name	Lot Number	Inv On Hand	Active	Public	Exp Date
<input type="checkbox"/>	<a href="#">BEYFORTUS, 100 mg/1mL</a>	test 200 mg	69	Y	Y	12/31/2025
<input type="checkbox"/>	<a href="#">BEYFORTUS, 50 mg/0.5mL</a>	12345-50	19	Y	Y	12/31/2024
<input type="checkbox"/>	<a href="#">BEYFORTUS, 50 mg/0.5mL</a>	45678 - 50	29	Y	Y	02/01/2025
<input type="checkbox"/>	<a href="#">Comirnaty (2023-24) 12+</a>	test-10	8	Y	Y	12/31/2025
<input type="checkbox"/>	<a href="#">Comirnaty (2023-24) 12+</a>	test-01	10	Y	Y	12/31/2025
<input type="checkbox"/>	<a href="#">Comirnaty (2023-24) 12+</a>	258963	40	Y	Y	12/31/2025
<input type="checkbox"/>	<a href="#">Engerix-B Adult</a>	123	20	Y	Y	12/31/2025
<input type="checkbox"/>	<a href="#">FluLaval Quad, P-Free</a>	12345	47	Y	Y	03/14/2024
<input type="checkbox"/>	<a href="#">Fluzone Quad PF 6-35M</a>	45678	49	Y	Y	12/31/2025
<input type="checkbox"/>	<a href="#">Gardasil 9</a>	TEST	50	Y	Y	12/31/2025

- 4) Once the appropriate site's inventory displays, select the vaccine lot you wish to update by selecting the vaccine's blue trade name link.

Site: <input type="text" value="KCW TEST"/> Show <input type="radio"/> Active <input type="radio"/> Inactive <input checked="" type="radio"/> Non-Expired <input type="radio"/> Expired						
Select	Trade Name	Lot Number	Inv On Hand	Active	Public	Exp Date
<input type="checkbox"/>	<a href="#">BEYFORTUS, 100 mg/1mL</a>	test 200 mg	69	Y	Y	12/31/2025
<input type="checkbox"/>	<a href="#">BEYFORTUS, 50 mg/0.5mL</a>	12345-50	19	Y	Y	12/31/2024
<input type="checkbox"/>	<a href="#">BEYFORTUS, 50 mg/0.5mL</a>	45678 - 50	29	Y	Y	02/01/2025
<input type="checkbox"/>	<a href="#">Comirnaty (2023-24) 12+</a>	test-10	8	Y	Y	12/31/2025
<input type="checkbox"/>	<a href="#">Comirnaty (2023-24) 12+</a>	test-01	10	Y	Y	12/31/2025
<input type="checkbox"/>	<a href="#">Comirnaty (2023-24) 12+</a>	258963	40	Y	Y	12/31/2025
<input type="checkbox"/>	<a href="#">Engerix-B Adult</a>	123	20	Y	Y	12/31/2025
<input type="checkbox"/>	<a href="#">FluLaval Quad, P-Free</a>	12345	47	Y	Y	03/14/2024
<input type="checkbox"/>	<a href="#">Fluzone Quad PF 6-35M</a>	45678	49	Y	Y	12/31/2025
<input type="checkbox"/>	<a href="#">Gardasil 9</a>	TEST	50	Y	Y	12/31/2025

- 5) On the **Edit Vaccine Inventory Information** screen, updates can be made to any field in blue. Update the field(s) and select Save. The message (**inventory was updated successfully.**) will show at the bottom of the screen when saved.

### Edit Vaccine Inventory Information

Site: KCW TEST  Also display inactive Trade Names Save

Trade Name: Comirnaty (2023-24) 12+

Manufacturer: Pfizer, Inc.

NDC: 00069-2362-01  
0.3 mL, dose from single-dose vial

Lot Number: test-01

Dose: 0.30

Expiration Date: 12/31/2025

Funding Program: Public

Lot Active: Yes

Quantity on Hand: 10

Cost Per Dose (\$):  

Input Source: Manual Entry - Inventory - 09/14/2023  
Update Source: Manual Entry - Immunization - 09/15/2023

### Modify Quantity On Hand

Action: Add

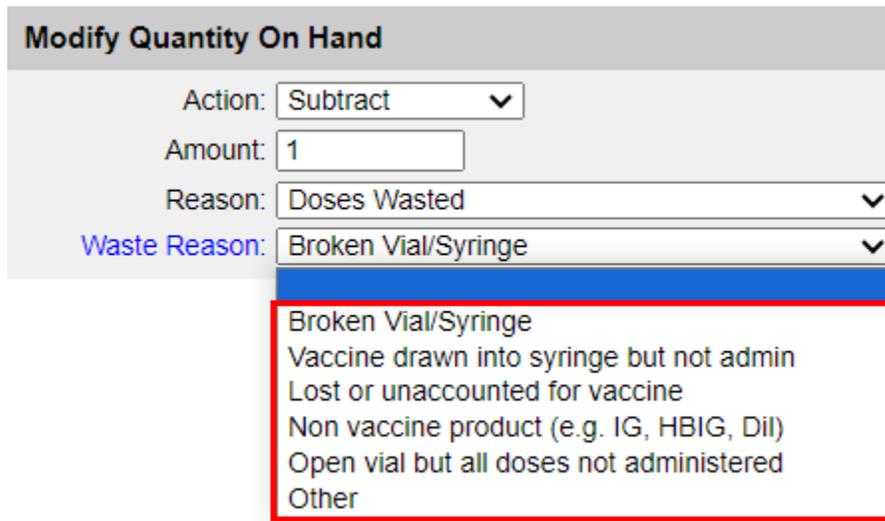
Amount:  

Reason: Receipt of Inventory

Cancel
Add New
Delete

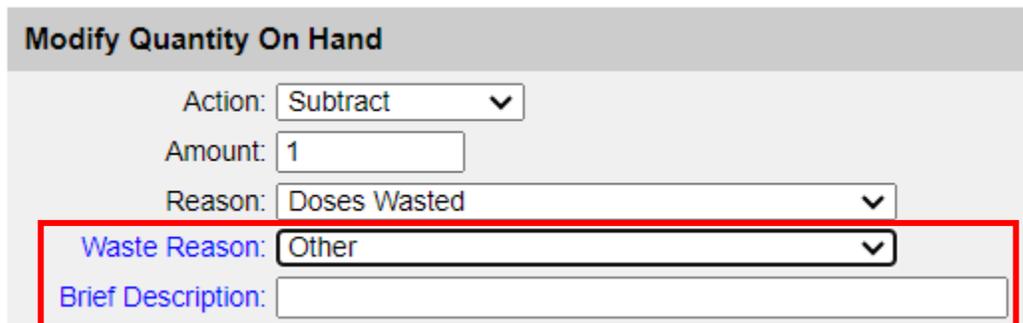
- 6) To modify the quantity of doses on hand, enter the following information located at the bottom of the Edit Vaccine Inventory Information screen:

- a) In the **Modify Quantity on Hand** box, select the **Action (Add or Subtract)**, enter the number of doses to add or subtract, select the reason for modifying the quantity, and select **Save**.
- b) If the reason is "Doses Wasted", a "Waste Reason" dropdown will appear for the provider to choose the reason for the wasted dose(s). The wastage reasons are listed below in the dropdown.



The screenshot shows the 'Modify Quantity On Hand' form. The 'Action' dropdown is set to 'Subtract', the 'Amount' is '1', and the 'Reason' is 'Doses Wasted'. The 'Waste Reason' dropdown is open, showing a list of options: 'Broken Vial/Syringe', 'Vaccine drawn into syringe but not admin', 'Lost or unaccounted for vaccine', 'Non vaccine product (e.g. IG, HBIG, Dil)', 'Open vial but all doses not administered', and 'Other'. The 'Broken Vial/Syringe' option is highlighted in blue.

- c) If the waste reason is "Other", an additional field named "Brief Description" will appear. This is a free text field used to indicate a short description for the wastage reason.



The screenshot shows the 'Modify Quantity On Hand' form. The 'Action' dropdown is set to 'Subtract', the 'Amount' is '1', and the 'Reason' is 'Doses Wasted'. The 'Waste Reason' dropdown is set to 'Other', and the 'Brief Description' text field is visible below it.

- d) Once all fields have been entered, select Save at the top right of the screen.

7) Select **Cancel** to return to the **Manage Inventory** screen.

## Modifying quantities of multiple vaccine lots

- 1) Select **Manage Inventory** under the **Inventory** section of the menu panel. ,



- 2) Select **Show Inventory**.



- 3) Select the correct site using the drop down menu, if applicable, and the options you wish to view Non-Expired, Active, Inactive, or Expired vaccines.
- 4) Once the appropriate site's inventory displays, check the box next to the vaccine lots whose quantities you want to modify.

5) Select **Modify Quantity**.

**Manage Inventory**

Add Inventory for Site (KCW TEST).... Add Inventory

Modify Quantity On Hand for Selected Sites.... Modify Quantity

Show Transactions for Sites.... Show Transactions

Return to the Previous Screen.... Cancel

---

Site: KCW TEST Show  Active  Inactive  Non-Expired  Expired

Select	Trade Name	Lot Number	Inv On Hand	Active	Public	Exp Date
<input type="checkbox"/>	<a href="#">BEYFORTUS_100 mg/1mL</a>	test 200 mg	69	Y	Y	12/31/2025
<input checked="" type="checkbox"/>	<a href="#">BEYFORTUS_50 mg/0.5mL</a>	12345-50	19	Y	Y	12/31/2024
<input type="checkbox"/>	<a href="#">BEYFORTUS_50 mg/0.5mL</a>	45678 - 50	29	Y	Y	02/01/2025
<input checked="" type="checkbox"/>	<a href="#">Comirnaty (2023-24) 12+</a>	test-10	8	Y	Y	12/31/2025
<input type="checkbox"/>	<a href="#">Comirnaty (2023-24) 12+</a>	258963	40	Y	Y	12/31/2025
<input checked="" type="checkbox"/>	<a href="#">Engerix-B Adult</a>	123	20	Y	Y	12/31/2025
<input type="checkbox"/>	<a href="#">FluLaval Quad_P-Free</a>	12345	47	Y	Y	03/14/2024
<input type="checkbox"/>	<a href="#">Fluzone Quad PF 6-35M</a>	45678	49	Y	Y	12/31/2025

- 6) On the **Modify Quantity** screen, select the **Action (Add or Subtract)**, enter the number of doses to add or subtract, select the reason for modifying the inventory, and select **Save**. Refer to the list [above](#) for a description of reasons for adding or subtracting inventory.
- a. Note: When the reason of "Doses Wasted" is used, the Waste Reason column appears.
  - b. If the Waste Reason is "Other", a Brief Description column will appear with a free text field to enter the actual wastage reason.

**Manage Inventory**

Save Changes to Quantity On Hand for Selected Sites.... Save

Return to the Previous Screen.... Cancel

---

**Modify Quantity On Hand for Selected Site(s)**

Trade Name	Lot Number	Inv On Hand	Action	Amount	Reason	Waste Reason
BEYFORTUS, 50 mg/0.5mL	12345-50	19	Add ▼	10	Receipt of Inventory ▼	
Comirnaty (2023-24) 12+	test-10	8	Subtract ▼	1	Doses Administered ▼	
Engerix-B Adult	123	20	Subtract ▼	2	Doses Wasted ▼	Vaccine draw ▼

- 7) If any doses are wasted, a pop-up message will appear, "Please confirm: Are you sure you want to waste doses?" Select **OK** to confirm.



- 8) WIR will automatically return to the **Manage Inventory** screen and the new quantity on hand for each lot will be displayed. Below is a summary of the modified inventory counts in the Modify Quantity table shown above.

- a. Beyfortus 50mg/0.5mL – Previous Inv – 19; Added 10 doses; New Total of **29**

<a href="#">BEYFORTUS_50 mg/0.5mL</a>	12345-50	29	Y	Y	12/31/2024
---------------------------------------	----------	----	---	---	------------

- b. Comirnaty (2023-2024) 12+ - Previous Inv – 8; Subtracted 1 dose; New Total of **7**

<a href="#">Comirnaty_(2023-24)_12+</a>	test-10	7	Y	Y	12/31/2025
---	---------	---	---	---	------------

- c. Engerix-B Adult – Previous Inv – 20; Subtracted 2 does; New total of **18**

<a href="#">Engerix-B Adult</a>	123	18	Y	Y	12/31/2025
---------------------------------	-----	----	---	---	------------

## Activating and inactivating vaccine lots

Go to **Manage Inventory** in left menu panel, then select **Show Inventory**. On this screen, a "Y" in the **Active** column in the inventory listing indicates the lot of inventory is active (available for use). An "N" indicates the vaccine is inactive (unavailable for use because the vaccine has expired, the quantity has been used, or the inventory lot was set to inactive by the provider for a reason specific to their facility). Inactive vaccines are shown in red font. The **Lot Active** field controls whether the lot is included in drop-down lists to add new immunizations from inventory.

Site: <input type="text" value="KCW TEST"/>						
Show <input type="radio"/> Active <input type="radio"/> Inactive <input checked="" type="radio"/> Non-Expired <input type="radio"/> Expired						
Select	Trade Name	Lot Number	Inv On Hand	Active	Public	Exp Date
<input type="checkbox"/>	<a href="#">BEYFORTUS_100 mg/1mL</a>	test 200 mg	75	Y	Y	12/31/2025
<input type="checkbox"/>	<a href="#">BEYFORTUS_50 mg/0.5mL</a>	12345-50	29	Y	Y	12/31/2024
<input type="checkbox"/>	<a href="#">BEYFORTUS_50 mg/0.5mL</a>	45678 - 50	29	N	Y	02/01/2025
<input type="checkbox"/>	<a href="#">Comirnaty_(2023-24)_12+</a>	test-10	7	Y	Y	12/31/2025

If you do not want to have vaccine lot available for use or visible in the drop-down lists when adding a new immunization, you can manually set the lot to inactive by:

- 1) Select **Manage Inventory, Show Inventory**, select the correct inventory site, then select the blue trade name link of the lot you wish to set to inactive.

Site: <input type="text" value="KCW TEST"/>						
Show <input type="radio"/> Active <input type="radio"/> Inactive <input checked="" type="radio"/> Non-Expired <input type="radio"/> Expired						
Select	Trade Name	Lot Number	Inv On Hand	Active	Public	Exp Date
<input type="checkbox"/>	<a href="#">BEYFORTUS_100 mg/1mL</a>	test 200 mg	75	Y	Y	12/31/2025
<input type="checkbox"/>	<a href="#">BEYFORTUS_50 mg/0.5mL</a>	12345-50	29	Y	Y	12/31/2024
<input type="checkbox"/>	<a href="#">BEYFORTUS_50 mg/0.5mL</a>	45678 - 50	29	N	Y	02/01/2025
<input type="checkbox"/>	<a href="#">Comirnaty_(2023-24)_12+</a>	test-10	7	Y	Y	12/31/2025

2) Change the **Lot Active** field from Yes to **No**, then select **Save**.

### Edit Vaccine Inventory Information

Site: KCW TEST  Also display inactive Trade Names

Trade Name:

Manufacturer:

NDC:

Carton, 10 single-dose vials

Lot Number:

Dose:

Expiration Date:

Funding Program:

**Lot Active:**

Quantity on Hand: 7

Cost Per Dose (\$):

Input Source: Manual Entry - Inventory - 09/14/2023  
Update Source: Manual Entry - Inventory - 01/31/2024

---

### Modify Quantity On Hand

Action:

Amount:

Reason:

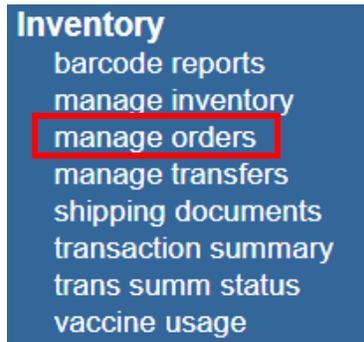
- Once your updates are saved, the message (**inventory was updated successfully.**) will appear at the bottom of the screen. The lot will have No in the **Lot Active** field.
- Select **Cancel** to go back to the **Manage Inventory** screen. The lot will appear in red font and be on the **Inactive** inventory list. The Active field will display "N." It will not be available from the drop-down lists for inventory selection on the **New Immunization** screen.

Trade Name	Lot Number	Inv On Hand	Active	Public	Exp Date
<a href="#">Comirnaty (2023-24) 12+</a>	test-10	7	N	Y	12/31/2025

5) To set the vaccine lot to active, follow the same steps, but change the **Lot Active** field to **Yes**.

## Manage orders

State supplied vaccines for the Vaccines for Children or the Vaccines for Adults programs are managed by the Wisconsin Immunization Program, however providers order all vaccines via WIR using Manage Orders. Select **Manage Orders** under the **Inventory** section of the menu panel.



- 1) The **Manage Orders** screen displays. Select the correct **Initiating Site** from the drop-down list. Verify you have selected the correct site for the order. **Please verify the Delivery Contacts and Delivery Days and Hours are correct before creating an order in WIR.**

### Manage Orders

VFC Pin 589589  
Initiating Site KH Test Site Peds ▾  
Initiating User [Redacted]  
Site Phone (608) 2669691  
Order Date 12/28/2022

Delivery Contact [Redacted]  
Delivery Address 6874 Anywhere St  
MADISON, WI 54701

Create Order  
Cancel

Please ensure your business hours are correct prior to placing an order.

[Edit Delivery Days and Hours](#)

**Delivery Days and Hours:**  
Monday: 7:00AM to 11:00AM 12:00PM to 3:00PM  
Tuesday: 7:00AM to 11:00AM 12:00PM to 3:00PM  
Wednesday: 7:00AM to 11:00AM 12:00PM to 3:00PM  
Thursday: 7:00AM to 11:00AM 12:00PM to 3:00PM  
Friday: 7:00AM to 11:00AM 12:00PM to 3:00PM  
Saturday: Closed Closed  
Sunday: Closed Closed

**Delivery Instructions:** None

Order List Show:  Current  Historical  Backorder  All

User	Submit Date	Order ID	Status
No Current Orders Logged			

## Viewing orders

The **Manage Orders** screen displays vaccine orders, the date they were submitted, and the order's status.

- 1) Select the radio button of the category of order you wish to view. Orders are categorized as **Current**, **Historical**, **Backorder**, or **All**.
  - a. **Current Orders:** all new orders and processed orders that have not been accepted or rejected by the provider. These orders will show a status of one of the following:
    - i. **Pending:** the order has been created and submitted by the provider, however, the Division of Public Health (DPH) has not yet opened the order. The provider may still modify the order through WIR.
    - ii. **In Progress:** the order is being reviewed by DPH. Providers may no longer modify the order through WIR.
    - iii. **Sent to CDC/Distributor:** the order has been sent to CDC or the vaccine distributor for filling. Providers may no longer modify the order through WIR.
    - iv. **Shipped:** the order has been filled and shipped.
  - b. **Historical Orders:** all complete orders from the last 30 days or a specified date range entered by the provider. These orders will show a status of one of the following:
    - i. **Canceled:** the order was canceled typically by the provider.
    - ii. **Denied:** the order, or a specific vaccine on the order was denied by DPH.
    - iii. **Accepted:** the entire order was accepted into inventory by the receiving organization.
    - iv. **Rejected:** the entire order was rejected by the receiving organization.
    - v. **Partially Accepted:** Part of an order was accepted. The remainder of the order has been rejected by the provider.
  - c. **Backorders:** all partially shipped orders.

2) Select the hyperlinked status of the order to view the order details and the associated transfer, if applicable.

Order List			
Show: <input type="radio"/> Current <input type="radio"/> Historical <input type="radio"/> Backorder <input checked="" type="radio"/> All			
User	Submit Date	Order ID	Status
[REDACTED]	12/28/2022	39294	<a href="#">SENT TO CDC/DISTRIBUTOR</a> 
Backorder Orders			
User	Submit Date	Order ID	Status
No Backorder Orders Logged			
Historical Orders (last 30 days by default)			
Show Historical Orders by Date From: <input type="text" value="12/30/2022"/>  To: <input type="text" value="12/30/2022"/>  <input type="button" value="Refresh List"/>			
User	Last Updated Date	Order ID	Status
No Historical Orders Logged For Date Range			

## Updating vaccine delivery contacts



All sites should have at least a primary contact to allow the site to create and accept inventory transfers. If the site is a VFC or VFA site, it is required to have both a primary contact and a backup contact listed in the Contacts section under Manage Sites. These two contacts are often referred to as the primary and backup VFC coordinators.

In the example below, there is no Delivery Contact or Address for the initiating site "KH Test Org." As a result, the VFC Pin is also not displayed. **The administrator must ensure that the site has a primary contact. Because this site is a VFC site, the site should also have at least one backup contact.**

### Manage Orders

VFC Pin	Not Available	Delivery Contact	Not Available	Create Order
Initiating Site	KH Test Org	Delivery Address	Not Available	Cancel
Initiating User	[Redacted]			
Site Phone	Not Available			
Order Date	12/27/2022			

Please ensure your business hours are correct prior to placing an order.

**Note:** If your site will be closed during your normal business hours within the next two weeks, either do not place an order at this time, or modify your business hours to reflect the closure prior to ordering.

[Edit Delivery Days and Hours](#)

**Delivery Days and Hours:**

Monday:	8:00AM to 1:00PM	2:00PM to 4:00PM
Tuesday:	Closed	Closed
Wednesday:	8:00AM to 1:00PM	2:00PM to 4:00PM
Thursday:	8:00AM to 1:00PM	2:00PM to 4:00PM
Friday:	8:00AM to 1:00PM	2:00PM to 4:00PM
Saturday:	Closed	Closed
Sunday:	Closed	Closed

**Delivery Instructions:** None

### Order List

Show:  Current  Historical  Backorder  All

User	Submit Date	Order ID	Status
No Current Orders Logged			

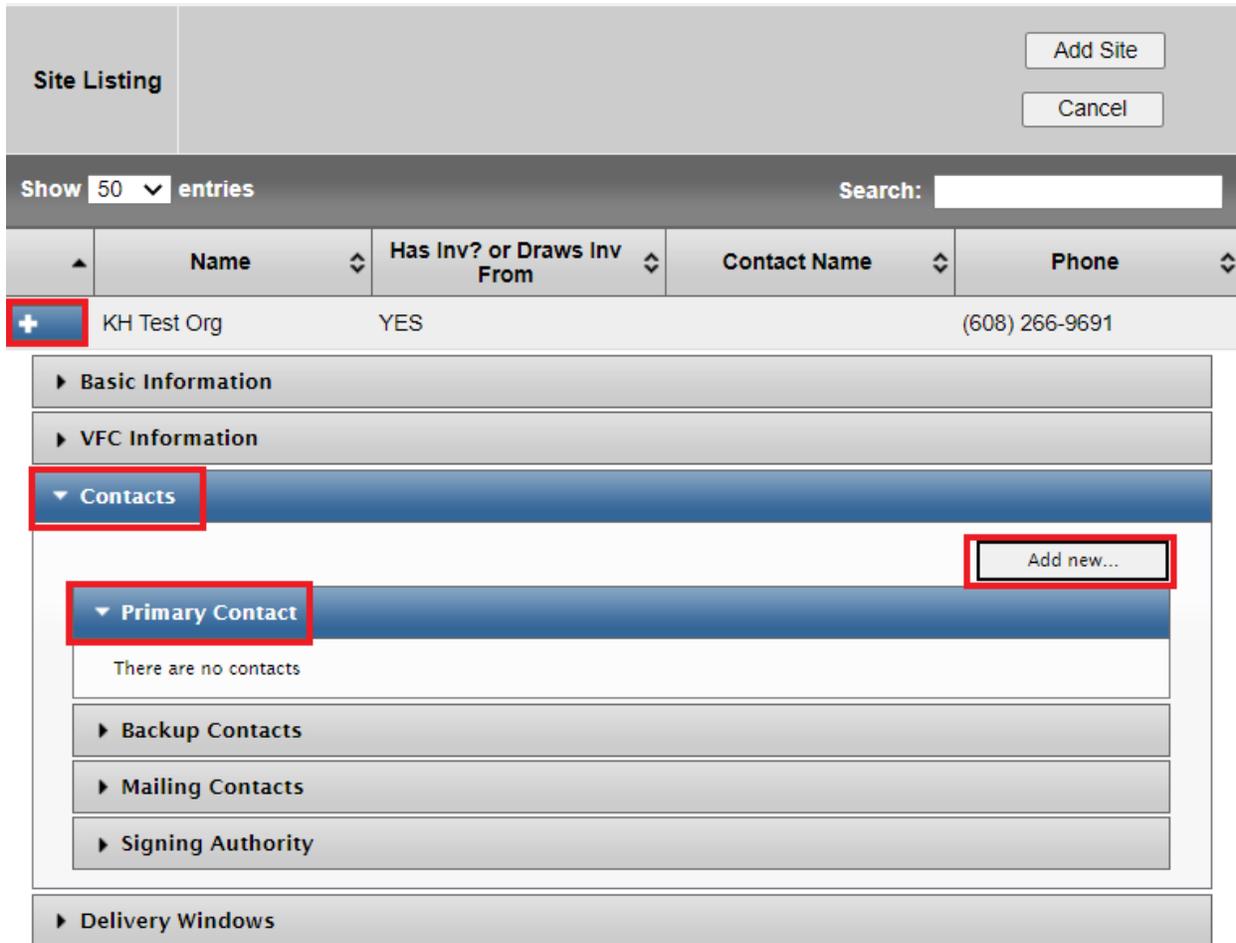
- 1) To update the delivery contacts and address information so that you can create a vaccine order in WIR, select **Manage Sites** under the **Maintenance** section of the menu panel.



- 2) Select the site to which you wish to add delivery contacts, by selecting the **+ symbol** to the left of the site name.

Site Listing					Add Site
					Cancel
Show	50	entries	Search: <input type="text"/>		
	Name	Has Inv? or Draws Inv From	Contact Name	Phone	
<input type="checkbox"/>	Central City - COVID-19	YES		(608) 266-9691	
<input type="checkbox"/>	Central City Hospital	YES	Jane Doe	(130) 124-2234 x985	
<input type="checkbox"/>	Central City Pediatrics	YES		(123) 456-1254	
<input type="checkbox"/>	Eastside Clinic	YES	Susan Coordinator	(999) 999-9999	
<input type="checkbox"/>	Internal Medicine - 4th Floor	YES	Jane Doe	(333) 333-3333	
<input type="checkbox"/>	KH Test Org	YES		(608) 266-9691	

3) Then select **Contacts**, then **Primary Contact**. Select the **Add New** button.



The screenshot shows the 'Site Listing' interface. At the top right, there are 'Add Site' and 'Cancel' buttons. Below this is a search bar and a 'Show 50 entries' dropdown. A table lists sites with columns for Name, Has Inv? or Draws Inv From, Contact Name, and Phone. The first entry is 'KH Test Org' with 'YES' in the 'Has Inv?' column and '(608) 266-9691' in the 'Phone' column. A red box highlights a '+' icon to the left of this entry. Below the table, there are expandable sections: 'Basic Information', 'VFC Information', 'Contacts', and 'Delivery Windows'. The 'Contacts' section is expanded, showing a 'Primary Contact' dropdown menu (highlighted with a red box) and an 'Add new...' button (also highlighted with a red box). Below the dropdown, it says 'There are no contacts'. Other contact types listed are 'Backup Contacts', 'Mailing Contacts', and 'Signing Authority'.

- i. Fill in the contact information completely. The default check boxes at the bottom are important. There are some communications that may not come from WIR, but from the vaccine distributors. In those situations, the email address used by the distributor is the email address listed under the **Basic Information** section, because this contact information is sent from WIR to the CDC VTrckS system.
  1. If the **Site Default** box is checked, the contact's information will be shared with the CDC VTrcks system and vaccine distributors.
  2. If the **Order Default** box is checked, the contact will receive information about vaccine orders from the distributor.
  3. If the **Returns Default** box is checked, the contact will receive information about vaccine returns from the distributor.
- ii. Under **Contact Type Assignment**, indicate the type of contact entered by selecting a contact type in the left column to highlight and then select **Add**. This will move the contact type to the right column. To remove a contact

type, select one or more types in the right column and select **Remove** or **Remove All** as appropriate. A contact may be assigned more than one contact type.

1. Select **Save** to add the new contact information.
2. Select **Delete** to delete the contact completely.

▼ Primary Contact

**Name:**

Prefix:  First:  Middle:  Last:  Suffix:

**Email Address:**

**Phone #:**

Area Code:  XXX -  XXXX Ext:

**Address:**

Address Line 1:  P.O. Box:

Address Line 2:

City:  State:  County:  Zip Code:  -

Site Default  Orders Default  Return Default

**Contact Type Assignment:**

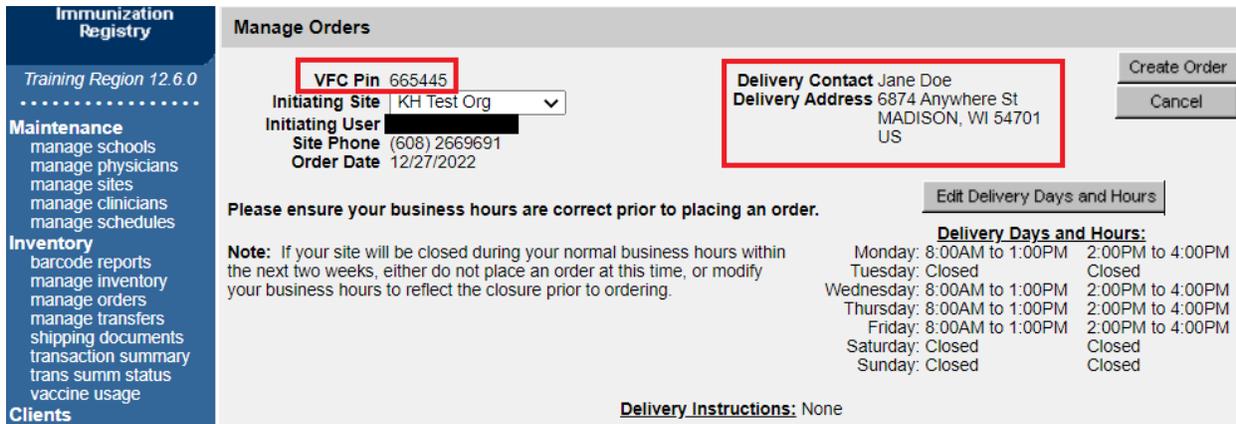
<input type="text" value="Backup Contact"/> <input type="text" value="Mailing Contact"/> <input type="text" value="Signing Authority"/>	<input type="button" value="Add &gt;"/> <input type="button" value=" &lt; Remove"/> <input type="button" value=" &lt;&lt; Remove All"/>	<input type="text" value="Primary Contact"/>
---	---	--

- 4) Once you save the Contact, the **Contacts** section will display a confirmation message **\*\*Contact Updated** next to the contact you have added or updated.

▼ Primary Contact
\*\* Contact Updated

- 5) Each site can have a primary, two backup contacts, two delivery contacts, and a signing authority contact. Select the arrow in front of each contact type to add the contact information for all contact types.

- 6) Select **Manage Orders** under the **Inventory** section again. The VFC Pin, Delivery Contact, and Delivery Address have been updated with the Primary Contact's information.



**Immunization Registry**

Training Region 12.6.0

**Maintenance**

- manage schools
- manage physicians
- manage sites
- manage clinicians
- manage schedules

**Inventory**

- barcode reports
- manage inventory
- manage orders
- manage transfers
- shipping documents
- transaction summary
- trans summ status
- vaccine usage

**Clients**

### Manage Orders

VFC Pin 665445

Initiating Site KH Test Org

Initiating User [Redacted]

Site Phone (608) 2669691

Order Date 12/27/2022

Delivery Contact Jane Doe

Delivery Address 6874 Anywhere St  
MADISON, WI 54701  
US

Create Order

Cancel

Please ensure your business hours are correct prior to placing an order.

**Note:** If your site will be closed during your normal business hours within the next two weeks, either do not place an order at this time, or modify your business hours to reflect the closure prior to ordering.

**Delivery Days and Hours:**

Monday: 8:00AM to 1:00PM	2:00PM to 4:00PM
Tuesday: Closed	Closed
Wednesday: 8:00AM to 1:00PM	2:00PM to 4:00PM
Thursday: 8:00AM to 1:00PM	2:00PM to 4:00PM
Friday: 8:00AM to 1:00PM	2:00PM to 4:00PM
Saturday: Closed	Closed
Sunday: Closed	Closed

**Delivery Instructions:** None

## Updating delivery windows

- 1) In the example below for the initiating site "KH Test Org," the Delivery Days and Hours have not yet been added. **The administrator must ensure the site's business hours are correct prior to placing an order.** Select **Edit Delivery Days and Hours**.

### Manage Orders

VFC Pin	665445	Delivery Contact	[REDACTED]	<input type="button" value="Create Order"/>
Initiating Site	KH Test Org	Delivery Address	6874 Anywhere St	<input type="button" value="Cancel"/>
Initiating User	[REDACTED]		MADISON, WI 54701	
Site Phone	(608) 2669691		US	
Order Date	12/27/2022			

Please ensure your business hours are correct prior to placing an order.

**Note:** If your site will be closed during your normal business hours within the next two weeks, either do not place an order at this time, or modify your business hours to reflect the closure prior to ordering.

### Order List

Show:  Current  Historical  Backorder  All

User	Submit Date	Order ID	Status
No Current Orders Logged			

- 2) WIR will automatically display the **Site Listing** from **Manage Sites**. Select the site to which you wish to add delivery days and hours, then select **Delivery Windows**.

Site Listing Add Site  
Cancel

Show 50 entries Search:

	Name	Has Inv? or Draws Inv From	Contact Name	Phone
<input type="checkbox"/>	KH Test Org	YES	Katelyn H	(608) 266-9691

Basic Information

VFC Information

Contacts

**Delivery Windows**

Delivery Windows Save

	Delivery Window 1	Delivery Window 2
<input type="checkbox"/> Monday	0000 to 0000	0000 to 0000
<input type="checkbox"/> Tuesday	0000 to 0000	0000 to 0000
<input type="checkbox"/> Wednesday	0000 to 0000	0000 to 0000
<input type="checkbox"/> Thursday	0000 to 0000	0000 to 0000
<input type="checkbox"/> Friday	0000 to 0000	0000 to 0000
<input type="checkbox"/> Saturday	0000 to 0000	0000 to 0000
<input type="checkbox"/> Sunday	0000 to 0000	0000 to 0000

Special Shipping Instructions  Limit 35 characters.

- 3) Add Delivery Windows by checking the days and adding the times the site can accept vaccine shipments. Then select **Save**.
- The site delivery times need to be inputted in a 24-hour format.
  - There needs to be at least a one-hour lunch break between Delivery Window 1 and Delivery Window 2.
  - There must be a four hour time block in either the morning or afternoon on any day other than a Monday.
  - Special shipping instructions can be added to the field at the bottom of the screen.
  - In the screenshot below, this site can accept deliveries of vaccine on Monday, Wednesday, Thursday, and Friday 8 a.m. to 1 p.m., then a one-hour break, then 2 p.m. to 4 p.m. The site cannot accept deliveries on Tuesday, Saturday, or Sunday.

▼ Delivery Windows
Save

	Delivery Window 1		Delivery Window 2	
<input checked="" type="checkbox"/> Monday	0800 ▼	to 1300 ▼	1400 ▼	to 1600 ▼
<input type="checkbox"/> Tuesday	0000 ▼	to 0000 ▼	0000 ▼	to 0000 ▼
<input checked="" type="checkbox"/> Wednesday	0800 ▼	to 1300 ▼	1400 ▼	to 1600 ▼
<input checked="" type="checkbox"/> Thursday	0800 ▼	to 1300 ▼	1400 ▼	to 1600 ▼
<input checked="" type="checkbox"/> Friday	0800 ▼	to 1300 ▼	1400 ▼	to 1600 ▼
<input type="checkbox"/> Saturday	0000 ▼	to 0000 ▼	0000 ▼	to 0000 ▼
<input type="checkbox"/> Sunday	0000 ▼	to 0000 ▼	0000 ▼	to 0000 ▼

Special Shipping Instructions

Deliver to Front Door Limit 35 characters.

- 4) Once you save the delivery days and hours, the **Delivery Windows** section will display a confirmation message **\*\*Site Updated** next to the section.



5) Select **Manage Orders** under the **Inventory** section again. The Delivery Days and Hours have been updated.

**Immunization Registry**

Training Region 12.6.0

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**Maintenance**

- manage schools
- manage physicians
- manage sites
- manage clinicians
- manage schedules

**Inventory**

- barcode reports
- manage inventory
- manage orders
- manage transfers
- shipping documents
- transaction summary
- trans summ status
- vaccine usage

**Clients**

**Manage Orders**

VFC Pin 665445

Initiating Site KH Test Org

Initiating User [Redacted]

Site Phone (608) 2669691

Order Date 12/27/2022

Delivery Contact [Redacted]

Delivery Address 6874 Anywhere St  
MADISON, WI 54701  
US

Create Order

Cancel

Edit Delivery Days and Hours

**Please ensure your business hours are correct prior to placing an order.**

**Note:** If your site will be closed during your normal business hours within the next two weeks, either do not place an order at this time, or modify your business hours to reflect the closure prior to ordering.

**Delivery Days and Hours:**

Monday: 8:00AM to 1:00PM	2:00PM to 4:00PM	2:00PM to 4:00PM
Tuesday: Closed	Closed	Closed
Wednesday: 8:00AM to 1:00PM	2:00PM to 4:00PM	2:00PM to 4:00PM
Thursday: 8:00AM to 1:00PM	2:00PM to 4:00PM	2:00PM to 4:00PM
Friday: 8:00AM to 1:00PM	2:00PM to 4:00PM	2:00PM to 4:00PM
Saturday: Closed	Closed	Closed
Sunday: Closed	Closed	Closed

**Delivery Instructions:** None

## Ordering vaccines

- 1) Select **Manage Orders** under the **Inventory** section of the menu panel.



- 2) The **Manage Orders** screen displays. Select the correct **Initiating Site** from the drop-down list. Verify you have selected the correct site for the order. **Please verify the Delivery Contacts and Delivery Days and Hours are correct before creating an order in WIR.** If everything is correct, select **Create Order**.

### Manage Orders

VFC Pin 589589

Initiating Site KH Test Site Peds ▼

Initiating User [REDACTED]

Site Phone (608) 2669691

Order Date 12/28/2022

Delivery Contact [REDACTED]

Delivery Address 6874 Anywhere St  
MADISON, WI 54701

Create Order

Cancel

Edit Delivery Days and Hours

**Please ensure your business hours are correct prior to placing an order.**

**Note:** If your site will be closed during your normal business hours within the next two weeks, either do not place an order at this time, or modify your business hours to reflect the closure prior to ordering.

**Delivery Days and Hours:**

Monday: 7:00AM to 11:00AM	12:00PM to 3:00PM
Tuesday: 7:00AM to 11:00AM	12:00PM to 3:00PM
Wednesday: 7:00AM to 11:00AM	12:00PM to 3:00PM
Thursday: 7:00AM to 11:00AM	12:00PM to 3:00PM
Friday: 7:00AM to 11:00AM	12:00PM to 3:00PM
Saturday: Closed	Closed
Sunday: Closed	Closed

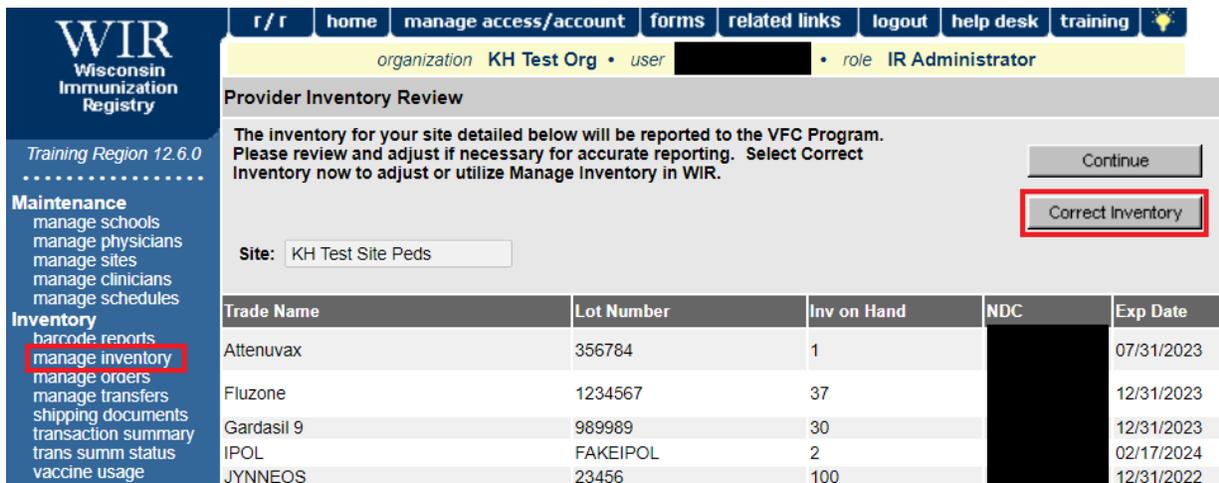
**Delivery Instructions:** None

---

**Order List** Show:  Current  Historical  Backorder  All

User	Submit Date	Order ID	Status
<i>No Current Orders Logged</i>			

- 3) The **Provider Inventory Review** screen displays the public inventory for the chosen site.. Complete **up-to-date inventory is required by the CDC to be reported with each order.** Review and adjust the inventory if necessary.
  - a. If any of the quantities of public vaccine are incorrect, select **Correct Inventory** or use the **Manage Inventory** function on the left-hand menu. Either option takes you to the **Manage Inventory** screen. Follow the instructions above for [Updating existing inventory](#).



WIR Wisconsin Immunization Registry

Training Region 12.6.0

Maintenance  
manage schools  
manage physicians  
manage sites  
manage clinicians  
manage schedules

Inventory  
barcode reports  
**manage inventory**  
manage orders  
manage transfers  
shipping documents  
transaction summary  
trans summ status  
vaccine usage

r/r home manage access/account forms related links logout help desk training

organization KH Test Org • user [redacted] • role IR Administrator

**Provider Inventory Review**

The inventory for your site detailed below will be reported to the VFC Program. Please review and adjust if necessary for accurate reporting. Select Correct Inventory now to adjust or utilize Manage Inventory in WIR.

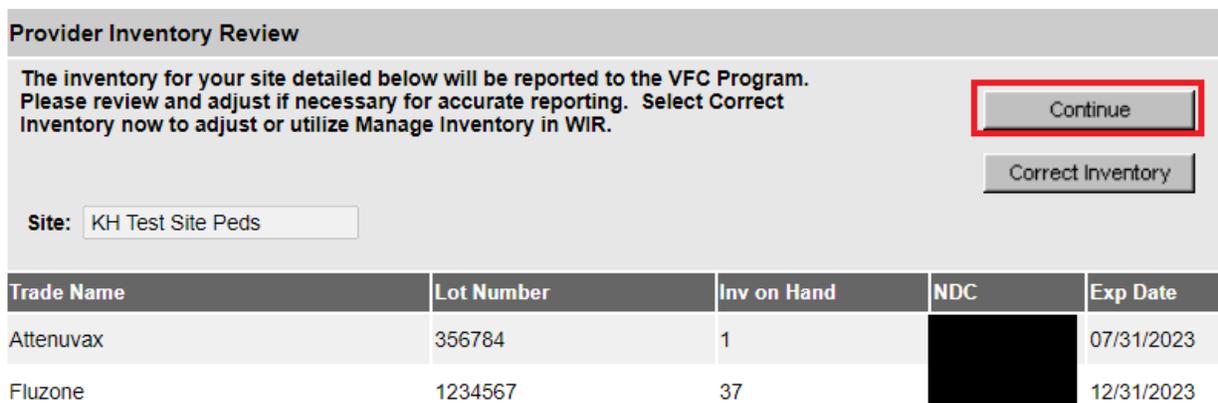
Continue

**Correct Inventory**

Site: KH Test Site Peds

Trade Name	Lot Number	Inv on Hand	NDC	Exp Date
Attenuvax	356784	1	[redacted]	07/31/2023
Fluzone	1234567	37	[redacted]	12/31/2023
Gardasil 9	989989	30	[redacted]	12/31/2023
IPOL	FAKEIPOL	2	[redacted]	02/17/2024
JYNNEOS	23456	100	[redacted]	12/31/2022

b. If the inventory is correct, select **Continue**.



**Provider Inventory Review**

The inventory for your site detailed below will be reported to the VFC Program. Please review and adjust if necessary for accurate reporting. Select Correct Inventory now to adjust or utilize Manage Inventory in WIR.

Continue

Correct Inventory

Site: KH Test Site Peds

Trade Name	Lot Number	Inv on Hand	NDC	Exp Date
Attenuvax	356784	1	[redacted]	07/31/2023
Fluzone	1234567	37	[redacted]	12/31/2023

- 4) The **Create Order** screen displays. Enter the number of doses you wish to order of the desired vaccines.
  - a. Syringes and vials are listed separately. **Please note, the order is based on the total number of doses needed, so it is important to be aware of the number of doses per package listed on the right side of the screen.**
  - b. Pediatric and adult vaccines are listed in separate tables. Adult vaccines will only display on the **Create Order** page if your organization has permission to order adult vaccines in WIR.
  - c. The vaccine order should be for a five-week supply.

- Once all desired vaccines are entered on the order form, select **Submit Order** in the upper right-hand corner. The request will be submitted to the Wisconsin Immunization Program staff for review and processing.

**Create Order**

<p>VFC Pin 589589                  Initiating Site KH Test Site Peds                  Initiating User [Redacted]                  Site Phone (608) 2669691                  Order Date 12/28/2022</p>	<p>Delivery Contact [Redacted]                  Delivery Address 6874 Anywhere St                  MADISON, WI 54701</p>	<p style="border: 2px solid red; padding: 2px;"><b>Submit Order</b></p> <p style="border: 1px solid #ccc; padding: 2px;">Cancel</p>
---	--	---

Order the number of doses (not vials) of vaccine that are needed.  
 The vaccine order should be for a 5 week supply.  
 Allow 2 weeks for processing and delivery.

**Pediatric Vaccine (through age 18) from State**

# Doses	Vaccine	Trade Name	Packaging	Manufacturer	Doses per Package	Cost per Dose
10	DTAP/Polio/Hep B	Pediarix	Syringe	GlaxoSmithKline (SmithKline Beecham and Glaxo Wellcome)	10	\$62.49
20	DTaP	Infanrix	Syringe	GlaxoSmithKline (SmithKline Beecham and Glaxo Wellcome)	10	\$20.37
	DTaP,5 pertussis antigens	DAPTACEL	Vial	Sanofi Pastuer	10	\$19.88
	DTaP-IPV	KINRIX	Syringe	GlaxoSmithKline (SmithKline Beecham and Glaxo Wellcome)	10	\$45.27
	DTaP-IPV	Quadracel	Vial	Sanofi Pasteur Inc. (Connaught and Pasteur Merieux)	10	\$44.32

- Once the order is submitted, the **Manage Orders** screen will automatically display. The order that was submitted is displayed on the current **Order List** with a status of Pending.

**Manage Orders**

<p>VFC Pin 665445                  Initiating Site KH Test Org                  Initiating User [Redacted]                  Site Phone (608) 2669691                  Order Date 12/28/2022</p>	<p>Delivery Contact [Redacted]                  Delivery Address 6874 Anywhere St                  MADISON, WI 54701                  US</p>	<p style="border: 1px solid #ccc; padding: 2px;">Create Order</p> <p style="border: 1px solid #ccc; padding: 2px;">Cancel</p>
---	--	---

Please ensure your business hours are correct prior to placing an order. Edit Delivery Days and Hours

**Note:** If your site will be closed during your normal business hours within the next two weeks, either do not place an order at this time, or modify your business hours to reflect the closure prior to ordering.

**Delivery Days and Hours:**

Monday: 8:00AM to 1:00PM	2:00PM to 4:00PM
Tuesday: Closed	Closed
Wednesday: 8:00AM to 1:00PM	2:00PM to 4:00PM
Thursday: 8:00AM to 1:00PM	2:00PM to 4:00PM
Friday: 8:00AM to 1:00PM	2:00PM to 4:00PM
Saturday: Closed	Closed
Sunday: Closed	Closed

Delivery Instructions: None

**Order List** Show:  Current  Historical  Backorder  All

User	Submit Date	Order ID	Status
[Redacted]	12/28/2022	39294	PENDING

- a. When an order is in the Pending status, a provider can modify or cancel the order by selecting the **PENDING** hyperlink.

Order List			
Show: <input checked="" type="radio"/> Current <input type="radio"/> Historical <input type="radio"/> Backorder <input type="radio"/> All			
User	Submit Date	Order ID	Status
[REDACTED]	12/28/2022	39294	<a href="#">PENDING</a> 

- b. After selecting **PENDING**, the **Modify Order** screen displays. Modify the number of doses requested or add or remove vaccines from this order. Select **Submit Order** to submit the modified order, or select **Cancel Order** to cancel the order completely. Select **Cancel** to do nothing and return to the **Manage Orders** screen.

Modify Order		Order ID 39294
VFC Pin	589589	<input type="button" value="Submit Order"/> <input type="button" value="Cancel Order"/> <input type="button" value="Cancel"/>
Initiating Site	KH Test Site Peds <input type="text"/>	
Initiating User	[REDACTED]	
Site Phone	(608) 2669691	
Order Date	12/28/2022	
Delivery Contact	[REDACTED]	
Delivery Address	6874 Anywhere St MADISON, WI 54701	

Vaccines / VAR Sheets Ordered							
Remove	# Doses	Vaccine	Trade Name	Packaging	Manufacturer	Doses per Package	Cost per Dose
<input type="checkbox"/>	<input type="text" value="10"/>	DTAP/Polio/Hep B	Pediarix	Syringe	GlaxoSmithKline (SmithKline Beecham and Glaxo Wellcome)	10	\$62.49
<input type="checkbox"/>	<input type="text" value="20"/>	DTaP	Infanrix	Syringe	GlaxoSmithKline (SmithKline Beecham and Glaxo Wellcome)	10	\$20.37
Pediatric Vaccine (through age 18) from State							
# Doses	Vaccine	Trade Name	Packaging	Manufacturer	Doses per Package	Cost per Dose	
<input type="text"/>	DTaP,5 pertussis antigens	DAPTACEL	Vial	Sanofi Pastuer	10	\$19.88	

- c. Select the printer icon to the right of your order to review the order information.

Order List			
Show: <input checked="" type="radio"/> Current <input type="radio"/> Historical <input type="radio"/> Backorder <input type="radio"/> All			
User	Submit Date	Order ID	Status
[REDACTED]	12/28/2022	39294	<a href="#">PENDING</a> 

- d. The **Order Confirmation** screen displays. Select **Print Order** to print the order. Select **Modify Order** to modify or cancel the order. Select **Cancel** to do nothing and return to the **Manage Orders** screen.

Order Confirmation				Order ID 39294	
VFC Pin	589589	Delivery Contact	[REDACTED]	<input type="button" value="Print Order"/> <input type="button" value="Modify Order"/> <input type="button" value="Cancel"/>	
Initiating Site	KH Test Site Peds	Delivery Address	6874 Anywhere St MADISON, WI 54701		
Initiating User	[REDACTED]				
Site Phone	(608) 2669691				
Order Date	12/28/2022				
Pediatric Vaccine (through age 18)					
# Doses	Vaccine	Trade Name	Packaging	Manufacturer	Doses per Package
10	DTAP/Polio/Hep B	Pediarix	Syringe	GlaxoSmithKline (SmithKline Beecham and Glaxo Wellcome)	10
20	DTaP	Infanrix	Syringe	GlaxoSmithKline (SmithKline Beecham and Glaxo Wellcome)	10

- 7) After the order has been reviewed and accepted by Wisconsin Immunization Program staff, the order status will update from **PENDING** to **IN PROGRESS**. Once an order is In Progress, no further changes can be made to the order.

Order List				Show: <input checked="" type="radio"/> Current <input type="radio"/> Historical <input type="radio"/> Backorder <input type="radio"/> All	
User	Submit Date	Order ID	Status		
[REDACTED]	12/28/2022	39294	<a href="#">IN PROGRESS</a>		

- 8) When the order status changes to **SHIPPED**, the order items are included on a transfer from DPH to your organization in WIR. When the vaccine arrives, compare the actual vaccine received to the vaccines included on the WIR transfer. If correct, accept the transfer of vaccine in WIR, and the vaccine will automatically added to inventory.

## Manage transfers

Transfers are created in WIR one of two ways:

- Created automatically from an order of vaccine from the State of Wisconsin in WIR (through the process described above)
- Created manually by a provider organization to transfer doses of vaccine between two sites within the organization, **or** to transfer doses to an outside organization.

Transfers inbound to your organization must be accepted, rejected, or partially accepted. Transfers allow your organization to properly track vaccine inventory and reduce possible data entry errors.

## Viewing transfers

To view all vaccine transfers:

- 1) Select **Manage Transfers** under the **Inventory** section of the menu panel.



- 2) The **Manage Transfer** screen displays. The **Transfer List** includes three different lists:
  - a. Outbound Transfers: transfers going outbound from an organization.
  - b. Inbound Transfers: transfers coming inbound to an organization.
  - c. Historic Transfers: completed transfers.

Manage Transfer	
Create a New Transfer....	New Transfer
Return to the Previous Screen....	Cancel

Transfer List							
Outbound Transfer							
Create Date	Type	Order ID	Sending Org:Site	Receiving Org:Site	Ship Date	Receive Date	Return Date
No Outbound Transfer.							

Inbound Transfer							
Create Date	Type	Order ID	Sending Org:Site	Receiving Org:Site	Ship Date	Receive Date	Return Date
<a href="#">12/28/2022</a>	TRANSFER		Division of Public Health: McKesson Specialty Distribution	KH Test Org	12/28/2022		

**Historic Transfer** (last 7 days by default)

Show by Last Updated Date From:   To:

Create Date	Type	Order ID	Sending Org:Site	Receiving Org:Site	Ship Date	Receive Date	Return Date	Restock Date
<a href="#">09/02/2022</a>	TRANSFER		KH Test Org	WIR Physicians	09/29/2022	12/28/2022		
<a href="#">11/21/2022</a>	TRANSFER		Division of Public Health: McKesson Specialty Distribution	KH Test Org	11/21/2022	12/28/2022	12/28/2022	12/28/2022

## Creating transfers

WIR gives providers the ability to transfer vaccine inventory between sites within an organization or between organizations. To create a transfer:

- 1) Select **Manage Transfers** under the **Inventory** section of the menu panel.



- 2) Select **New Transfer**.



- 3) In this example, a transfer will occur within the organization "KH Test Org". The KH Test Org main site will transfer 10 doses of the Flucelvax vaccine to the "KH Test Site Peds" Site. This is an example of transferring vaccine between sites within an organization. See steps a through d labelled below on the screen shot.
  - a. Select the **Sending Site** from the drop-down menu. Next, select either the **Internal Receiving Site** OR **Receiving Organization** from the drop-down menu. In this example, the provider would select from the Internal Receiving Site dropdown menu.
  - b. Choose between "Active and Non-Expired" or "Inactive or Expired" by selecting the appropriate radio button.
  - c. Enter the number of doses in the **Transfer Quantity** field for each of the lots you wish to transfer.
    - i. Make sure to choose the correct lot number if there are multiple lots of the vaccine being transferred.
    - ii. Also, check the Quantity Available to make sure it matches the physical inventory on hand. If incorrect, adjust the inventory prior to creating the transfer
  - d. Select **Save** to create the transfer.

**New Transfer**

a. Sending Site: KH Test Org

Internal Receiving Site: KH Test Site Peds or Receiving Organization: [dropdown]

d. Save Cancel

*Note: Only those sites or organizations which have inventory set up are displayed.*

**Add from Inventory** b. Show  Active and Non-Expired  Inactive or Expired

Transfer Quantity	Trade Name	Vaccine Group	Lot Number	Quantity Available	Active	Public	Expiration Date
[input]	Attenuvax	Measles	356784	19	Y	N	07/31/2023
[input]	Boostrix	Td - Pertussis/Tdap - DTP/aP	FAKEBOOST	20	Y	N	01/31/2023
[input]	Engerix-B Adult	HepB	55645	10	Y	Y	12/31/2022
10	Flucelvax Quadrivalent, P-Free	Influenza	554664	20	Y	N	01/31/2023

4) After the transfer is saved, a confirmation message **\*\*Saved Successfully\*\*** will appear in blue in the upper right-hand corner of the screen. Verify you have designated the correct receiving site. Select **Cancel Transfer** to cancel the transfer, if needed.

**Edit Transfer: Create Date** [redacted] **\*\*Saved Successfully\*\***

Sending Site: KH Test Org

Internal Receiving Site: KH Test Site Peds or Receiving Organization: [dropdown]

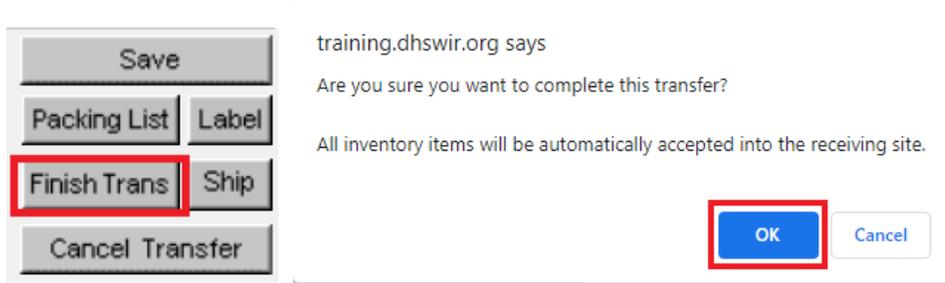
Save Packing List Label Finish Trans Ship Cancel Transfer

*Note: Only those sites or organizations which have inventory set up are displayed.*

**Transfer Item**

Remove	Transfer Quantity	Trade Name	Vaccine Group	Lot Number	Quantity Available	Active	Public	Expiration Date
<input type="checkbox"/>	10	Flucelvax Quadrivalent, P-Free	Influenza	554664	20	Y	N	01/31/2023

- 5) The next selection depends on where the vaccine is being transferred.
- If the transfer is an internal transfer between two sites within your organization, select **Finish Trans**, then select **OK** on the pop-up message to confirm and complete the transfer. The ship and receive dates will be set to the current date. The inventory items will be automatically accepted into the receiving site's inventory, with no further action needed. It is only recommended to use this function when the same person will be sending and receiving the vaccine into inventory. By selecting Finish Trans, that person is accepting those doses into the receiving site's inventory possibly before the doses even get to the receiving site. Best practice is to let the person actually receiving and counting the doses into their inventory accept the transfer in WIR.



- b. Once you select **Finish Trans**, you will automatically return to the **Manage Transfer** screen. The confirmation message **Shipped and Received Successfully** will appear in blue in the upper right-hand corner of the screen.



- c. If the transfer is from one organization to another organization, or to another person within the organization, shipping documents must be created before WIR will allow the transfer to be completed. In this example, the organization "KH Test Org" will transfer 10 doses of the Engerix-B Adult vaccine from the "KH Test Org" main site to the "Central City Hospital" organization.
  - i. Select either **Packing List** or **Label**.



**You *must* select either Packing List or Label and view the pop-up window for either the packing list or the label for a transfer between two organizations. If you do not complete this step, WIR will not allow the transfer to be shipped or completed.**

Edit Transfer: Create Date 01/09/2023 \*\*Saved Successfully\*\*

Sending Site KH Test Org Save

Internal Receiving Site  or Packing List | Label

Receiving Organization Central City Hospital Finish Trans | Ship

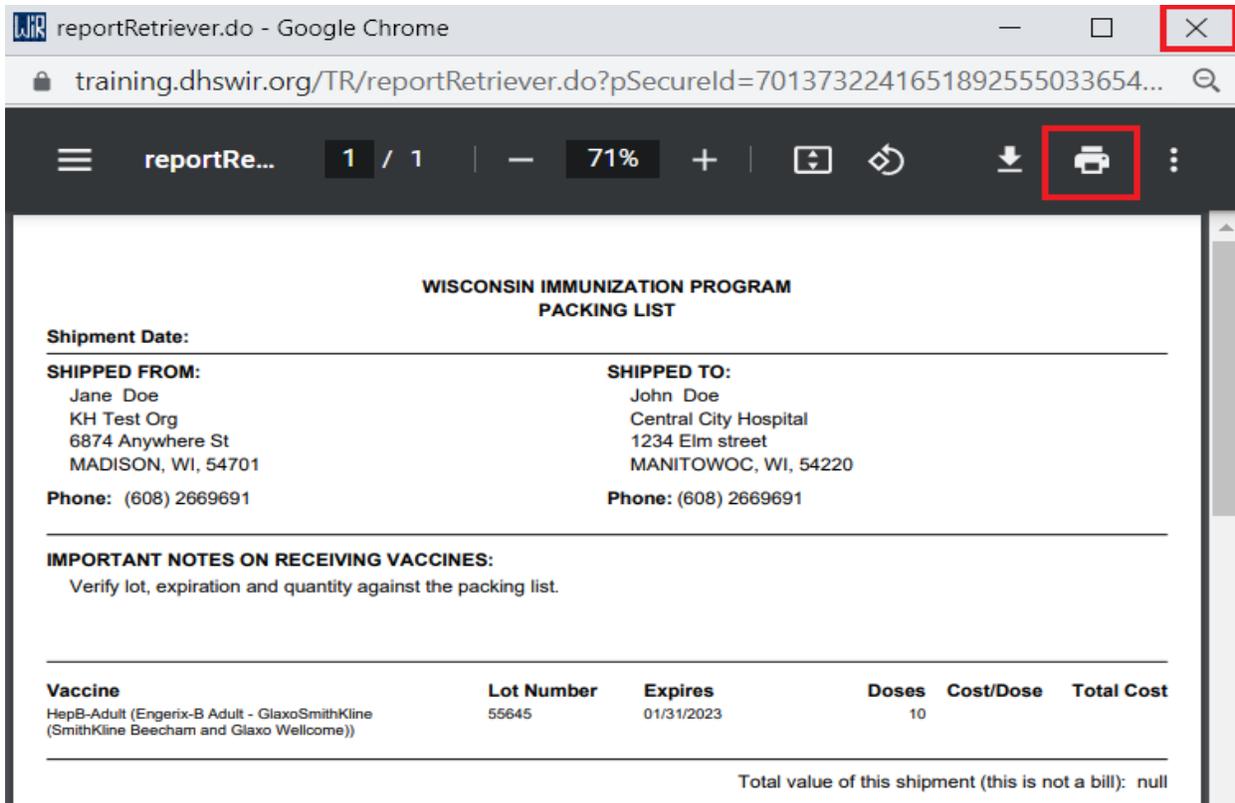
*Note: Only those sites or organizations which have inventory set up are displayed.*

Cancel Transfer

Remove	Transfer Quantity	Trade Name	Vaccine Group	Lot Number	Quantity Available	Active	Public	Expiration Date
<input type="checkbox"/>	10	Engerix-B Adult	HepB	55645	10	Y	Y	01/31/2023

- ii. WIR requires you to view the packing list and/or the shipping labels before completing the transfer. You can print both, if you need them. Otherwise, close the pop-up window. **Please note: if you do not get a pop-up window, disable the pop-up blockers on your computer to view the packing list and shipping labels.**

1. Packing List example:



reportRetriever.do - Google Chrome

training.dhswir.org/TR/reportRetriever.do?pSecureId=7013732241651892555033654...

reportRe... 1 / 1 | 71% | [Print Icon]

**WISCONSIN IMMUNIZATION PROGRAM  
PACKING LIST**

**Shipment Date:**

---

**SHIPPED FROM:**  
Jane Doe  
KH Test Org  
6874 Anywhere St  
MADISON, WI, 54701  
Phone: (608) 2669691

**SHIPPED TO:**  
John Doe  
Central City Hospital  
1234 Elm street  
MANITOWOC, WI, 54220  
Phone: (608) 2669691

---

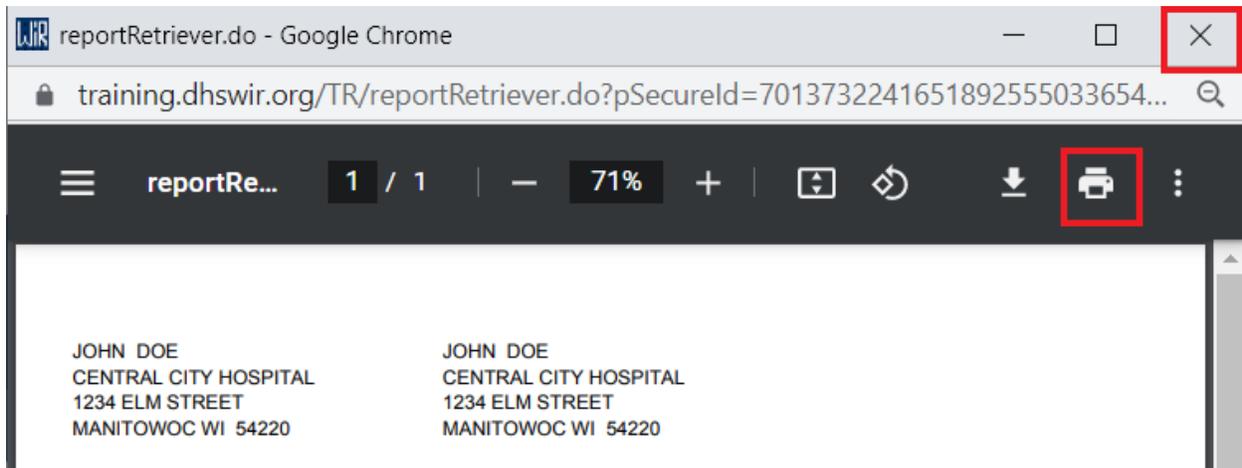
**IMPORTANT NOTES ON RECEIVING VACCINES:**  
Verify lot, expiration and quantity against the packing list.

---

Vaccine	Lot Number	Expires	Doses	Cost/Dose	Total Cost
HepB-Adult (Engerix-B Adult - GlaxoSmithKline (SmithKline Beecham and Glaxo Wellcome))	55645	01/31/2023	10	10	

Total value of this shipment (this is not a bill): null

## 2. Shipping Label example:



iii. After you have viewed either the packing list or the label, select **Ship**.

**Edit Transfer: Create Date 01/09/2023**

Sending Site KH Test Org Save

Internal Receiving Site  or Packing List Label

Receiving Organization  Finish Trans **Ship**

*Note: Only those sites or organizations which have inventory set up are displayed.* Cancel Transfer

---

**Transfer Item**

Remove	Transfer Quantity	Trade Name	Vaccine Group	Lot Number	Quantity Available	Active	Public	Expiration Date
<input type="checkbox"/>	10	Engerix-B Adult	HepB	55645	10	Y	Y	01/31/2023

- iv. The **Ship Transfer** screen will display. **Enter Ship Date** in MM/DD/YYYY format or use the pop-up calendar by selecting the calendar icon to the right of the field and select **Ship**.

### Ship Transfer

---

#### Transfer Between Organizations Created on 01/09/2023

Sending Entity	Receiving Entity
<b>Organization</b> KH Test Org <b>Site</b> KH Test Org <b>Address</b> 6874 Anywhere St MADISON, WI 54701 <b>Contact</b> Jane Doe <b>Phone #</b> (608) 266-9691	<b>Organization</b> Central City Hospital <b>Site</b> Central City Hospital <b>Address</b> 1234 Elm street MANITOWOC, WI 54220 <b>Contact</b> John Doe <b>Phone #</b> (608) 266-9691

---

#### Transfer Vaccine Item

Transfer Quantity	Trade Name	Vaccine Group	Lot Number
10	Engerix-B Adult	HepB	55645

- v. Once you select **Ship**, you will automatically return to the **Manage Transfer** screen. The confirmation message **Transfer Successfully Shipped** will appear in blue in the upper right-hand corner of the screen. The outbound transfer will also be displayed in the **Outbound Transfer** list.

### Manage Transfer Transfer Successfully Shipped

[Create a New Transfer...](#)

[Return to the Previous Screen...](#)

---

#### Transfer List

**Outbound Transfer**

Create Date	Type	Order ID	Sending Org:Site	Receiving Org:Site	Ship Date	Receive Date	Return Date
<a href="#">01/09/2023</a>	TRANSFER		KH Test Org	Central City Hospital	01/09/2023		

## Accepting transfers

Inbound transfers can come to your organization from:

- Vaccine orders from the State of Wisconsin. WIR creates a transfer from the order once the vaccine has shipped.
- Another site within the organization.
- Another organization, including local health departments.

To accept an inbound transfer:

- 1) Select **Manage Transfers** under the **Inventory** section of the menu panel.



- 2) On the **Manage Transfer** screen, find the transfer you want to accept in the **Inbound Transfer** list. Select the blue hyperlinked **Create Date** to view the details of the transfer.

**Manage Transfer**

Create a New Transfer....

Return to the Previous Screen....

**Transfer List**

**Outbound Transfer**

Create Date	Type	Order ID	Sending Org: Site	Receiving Org: Site	Ship Date	Receive Date	Return Date
<a href="#">12/28/2022</a>	TRANSFER		KH Test Org	Central City Hospital	12/28/2022		

**Inbound Transfer**

Create Date	Type	Order ID	Sending Org: Site	Receiving Org: Site	Ship Date	Receive Date	Return Date
<a href="#">12/28/2022</a>	TRANSFER		Division of Public Health: McKesson Specialty Distribution	KH Test Org	12/28/2022		

- 3) At the **Receive Transfer** screen, you may Accept, Reject, or Partially Accept the transfer. In this example, the site "KH Test Site Peds" will accept the transfer sent by the Division of Public Health.
  - a. Select the correct **Receiving Site** from the drop-down menu. This is an extremely important step as this is the site the inventory will be added to once the transfer is accepted.
  - b. Verify that the quantities, vaccines, and lot numbers are correct before accepting the transfer.
  - c. Select **Accept Transfer**.

**Receive Transfer**

<i>Accept Entire Transfer...</i>	<input type="button" value="Accept Transfer"/>
<i>Reject Entire Transfer...</i>	<input type="button" value="Reject Transfer"/>
<i>Partially Accept Transfer...</i>	<input type="button" value="Partially Accept"/>
<i>Return to the Previous Screen...</i>	<input type="button" value="Cancel"/>

**Receiving Site**

*If you wish to accept all or part of this transfer, you must specify the site which will receive the inventory in this transfer.*

Receiving Site KH Test Site Peds ▼

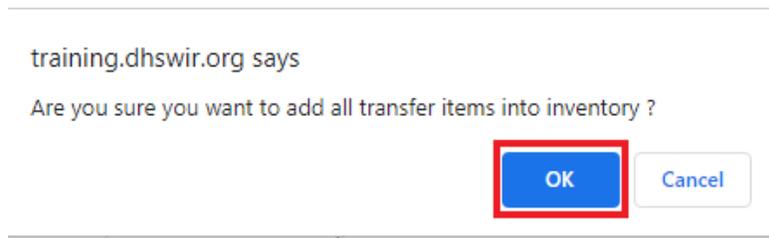
**Transfer Between Organizations Created on 12/28/2022**

Sending Entity	Receiving Entity
<b>Organization</b> Division of Public Health <b>Site</b> McKesson Specialty Distribution <b>Address</b> 1 W WILSON ST MADISON, WI 53703 <b>Contact</b> primary contact <b>Phone #</b> (111) 111-1111 <b>Ship Date</b> 12/28/2022	<b>Organization</b> KH Test Org <b>Site</b> KH Test Org <b>Address</b> 6874 Anywhere St MADISON, WI 54701 <b>Contact</b> Jane Doe <b>Phone #</b> (608) 266-9691

**Transfer Vaccine Item**

Transfer Quantity	Vaccine Group	Trade Name	Lot Number	Inventory Action
20	DTP/aP - Td - Pertussis/Tdap	Infanrix	LOT456	<i>Create New Lot</i>
10	DTP/aP - HepB - Polio - Td - Pertussis/Tdap	Pediarix	LOT123	<i>Create New Lot</i>

- 4) A pop-up message will appear, "Are you sure you want to add all transfer items into inventory?" Select **OK**.



- 5) Once you select **OK**, WIR will automatically return to the **Manage Transfer** screen. The confirmation message **Transfer Successfully Accepted** will appear in blue in the upper right-hand corner of the screen. The inbound transfer is no longer listed in the **Inbound Transfer** list. Instead, it is listed in the **Historic Transfer** list with the date that the vaccine was received.

**Manage Transfer**
Transfer Successfully Accepted

Create a New Transfer....
New Transfer

Return to the Previous Screen....
Cancel

---

**Transfer List**

*Outbound Transfer*

Create Date	Type	Order ID	Sending Org:Site	Receiving Org:Site	Ship Date	Receive Date	Return Date
<a href="#">12/28/2022</a>	TRANSFER		KH Test Org	Central City Hospital	12/28/2022		

*Inbound Transfer*

Create Date	Type	Order ID	Sending Org:Site	Receiving Org:Site	Ship Date	Receive Date	Return Date
No Inbound Transfer.							

*Historic Transfer (last 7 days by default)*

Show by Last Updated Date From:   Refresh List

Create Date	Type	Order ID	Sending Org:Site	Receiving Org:Site	Ship Date	Receive Date	Return Date	Restock Date
<a href="#">12/28/2022</a>	TRANSFER		KH Test Org	KH Test Org: KH Test Site Peds	12/28/2022	12/28/2022		
<a href="#">12/28/2022</a>	TRANSFER		Division of Public Health: McKesson Specialty Distribution	KH Test Org: KH Test Site Peds	12/28/2022	12/29/2022		

- 6) To check that the vaccine was received into the correct site's inventory, go to **Manage Inventory**, then **Show Inventory** and view the appropriate site's active inventory. In this example, the doses of "Infanrix LOT456" and "Pediarix LOT123" have been added to the inventory of the site "KH Test Site Peds" in the "KH Test Org" organization.

Select	Trade Name	Lot Number	Inv On Hand	Active	Public	Exp Date
<input type="checkbox"/>	<a href="#">Attenuvax</a>	356784	3	Y	N	07/31/2023
<input type="checkbox"/>	<a href="#">Flucelvax Quadrivalent_P-Free</a>	554664	10	Y	N	01/31/2023
<input type="checkbox"/>	<a href="#">Fluzone</a>	1234567	37	Y	Y	12/31/2023
<input type="checkbox"/>	<a href="#">Gardasil 9</a>	989989	30	Y	Y	12/31/2023
<input type="checkbox"/>	<a href="#">Infanrix</a>	LOT456	20	Y	Y	12/31/2023
<input type="checkbox"/>	<a href="#">Pediarix</a>	LOT123	10	Y	Y	12/31/2023

## Rejecting transfers

Occasionally, transfers in WIR will need to be rejected. For example, the transfer should be rejected if the vaccine shipment has damaged product, the shipment was never received, or the vaccine received is the wrong vaccine.



**You should contact the sending site for assistance to locate the shipment if it has not yet been received. If the shipment was the wrong vaccine or is not wanted, work with the sending site to determine whether the vaccine should be rejected and shipped back to the sending site, or accepted and then transferred somewhere else.**

To reject an inbound transfer:

- 1) Select **Manage Transfers** under the **Inventory** section of the menu panel.



- 2) On the **Manage Transfer** screen, find the transfer you want to reject in the **Inbound Transfer** list. Select the blue hyperlinked **Create Date** to view the details of the transfer.

**Manage Transfer**

Create a New Transfer... New Transfer

Return to the Previous Screen... Cancel

---

**Transfer List**

*Outbound Transfer*

Create Date	Type	Order ID	Sending Org:Site	Receiving Org:Site	Ship Date	Receive Date	Return Date
<a href="#">12/28/2022</a>	TRANSFER		KH Test Org	Central City Hospital	12/28/2022		

*Inbound Transfer*

Create Date	Type	Order ID	Sending Org:Site	Receiving Org:Site	Ship Date	Receive Date	Return Date
12/30/2022	TRANSFER		Division of Public Health: McKesson Specialty Distribution	KH Test Org	12/30/2022		

- 3) At the **Receive Transfer** screen, you may Accept, Reject, or Partially Accept the transfer. Verify receiving site from the drop down box, if you have more than one site within your organization. In this example, the organization "KH Test Org" will reject a transfer sent by the Division of Public Health because the wrong vaccine was shipped. Select **Reject Transfer**.

**Receive Transfer**

Accept Entire Transfer... Accept Transfer

Reject Entire Transfer... Reject Transfer

Partially Accept Transfer... Partially Accept

Return to the Previous Screen... Cancel

---

**Receiving Site**

*If you wish to accept all or part of this transfer, you must specify the site which will receive the inventory in this transfer.*

Receiving Site KH Test Org ▼

---

**Transfer Between Organizations Created on 12/30/2022**

Sending Entity	Receiving Entity
<p><b>Organization</b> Division of Public Health</p> <p><b>Site</b> McKesson Specialty Distribution</p> <p><b>Address</b> 1 W WILSON ST MADISON, WI 53703</p> <p><b>Contact</b> primary contact</p> <p><b>Phone #</b> (111) 111-1111</p> <p><b>Ship Date</b> 12/30/2022</p>	<p><b>Organization</b> KH Test Org</p> <p><b>Site</b> KH Test Org</p> <p><b>Address</b> 6874 Anywhere St MADISON, WI 54701</p> <p><b>Contact</b> Jane Doe</p> <p><b>Phone #</b> (608) 266-9691</p>

---

**Transfer Vaccine Item**

Transfer Quantity	Vaccine Group	Trade Name	Lot Number	Inventory Action
10	DTP/aP - HepB - Polio - Td - Pertussis/Tdap	Pediarix	LOT123	Create New Lot

- 4) The **Reject Entire Transfer** screen displays. Select the **Rejection Reason** from the drop-down menu, then select **Reject**. Your options for rejection reasons are: Damaged, Not Wanted, Wrong Vaccine, and Never Received.

In this example, the rejection reason selected was WRONG VACCINE.

**Reject Entire Transfer**

Enter Rejection Reason WRONG VACCINE ▼ Reject  
Cancel

---

**Transfer Between Organizations Created on 12/30/2022**

Sending Entity	Receiving Entity
<p><b>Organization</b> Division of Public Health  <b>Site</b> McKesson Specialty Distribution  <b>Address</b> 1 W WILSON ST  MADISON, WI 53703  <b>Contact</b> primary contact  <b>Phone #</b> (111) 111-1111  <b>Ship Date</b> 12/30/2022</p>	<p><b>Organization</b> KH Test Org  <b>Site</b> KH Test Org  <b>Address</b> 6874 Anywhere St  MADISON, WI 54701  <b>Contact</b> Jane Doe  <b>Phone #</b> (608) 266-9691</p>

---

**Transfer Vaccine Item**

Transfer Quantity	Trade Name	Vaccine Group	Lot Number
10	Pediarix	DTP/aP - HepB - Polio - Td - Pertussis/Tdap	LOT123

- 5) A pop-up message will appear, "These vaccines were sent to your organization. Please contact the sending organization before rejecting this order or items. Are you sure you want to reject this transfer?"

If you have contacted the sending organization about the shipment and they confirmed it was OK to reject the entire transfer in WIR, then select **OK**.

training.dhswir.org says

These vaccines were sent to your organization.

Please contact the sending organization before rejecting this order or items.

Are you sure you want to reject this transfer?

OK
Cancel

- 6) Once you select **OK**, WIR will automatically return to the **Manage Transfer** screen. The confirmation message **Transfer Successfully Rejected** will appear in blue in the upper right-hand corner of the screen. The inbound transfer is still listed in the **Inbound Transfer** list, but the type has changed from TRANSFER to REJECTED.

Select the rejected transfer from the **Inbound Transfer** list.

**Manage Transfer**

Create a New Transfer... New Transfer

Return to the Previous Screen... Cancel

**Transfer List**

*Outbound Transfer*

Create Date	Type	Order ID	Sending Org: Site	Receiving Org: Site	Ship Date	Receive Date	Return Date
<a href="#">12/28/2022</a>	TRANSFER		KH Test Org	Central City Hospital	12/28/2022		

*Inbound Transfer*

Create Date	Type	Order ID	Sending Org: Site	Receiving Org: Site	Ship Date	Receive Date	Return Date
<a href="#">12/30/2022</a>	REJECTED		Division of Public Health: McKesson Specialty Distribution	KH Test Org	12/30/2022		

- 7) The **Ship Return Transfer** screen will display. **Enter Ship Date** in MM/DD/YYYY format or use the pop-up calendar by selecting the calendar icon to the right of the field. Select **Ship**. Note that the entire transfer is being returned because it is the wrong vaccine.

**Ship Return Transfer**

Enter Return Ship Date  Ship

Cancel

**Transfer Between Organizations Created on 12/30/2022**

Sending Entity	Receiving Entity
<p><b>Organization</b> Division of Public Health</p> <p><b>Site</b> McKesson Specialty Distribution</p> <p><b>Address</b> 1 W WILSON ST MADISON, WI 53703</p> <p><b>Contact</b> primary contact</p> <p><b>Phone #</b> (111) 111-1111</p> <p><b>Ship Date</b> 12/30/2022</p>	<p><b>Organization</b> KH Test Org</p> <p><b>Site</b> KH Test Org</p> <p><b>Address</b> 6874 Anywhere St MADISON, WI 54701</p> <p><b>Contact</b> Jane Doe</p> <p><b>Phone #</b> (608) 266-9691</p> <p><b>Receive Date</b> 12/30/2022</p>

**Transfer Vaccine Item**

Transfer Quantity	Trade Name	Vaccine Group	Lot Number	Reject Quantity	Reject Reason
10	Pediarix	DTP/aP - HepB - Polio - Td - Pertussis/Tdap	LOT123	10	WRONG VACCINE

- 8) Once you select **Ship**, you will automatically return to the **Manage Transfer** screen. The confirmation message **Transfer Successfully Shipped** will appear in blue in the upper right-hand corner of the screen. The rejected transfer will still be displayed in the **Inbound Transfer** list, with the Return Date added.

Select the rejected transfer from the **Inbound Transfer** list again to view the details of the rejected transfer.

**Manage Transfer**
Transfer Successfully Shipped

Create a New Transfer...
New Transfer

Return to the Previous Screen...
Cancel

**Transfer List**

*Outbound Transfer*

Create Date	Type	Order ID	Sending Org:Site	Receiving Org:Site	Ship Date	Receive Date	Return Date
<a href="#">01/09/2023</a>	TRANSFER		KH Test Org	Central City Hospital	01/09/2023		

*Inbound Transfer*

Create Date	Type	Order ID	Sending Org:Site	Receiving Org:Site	Ship Date	Receive Date	Return Date
<a href="#">12/30/2022</a>	REJECTED		Division of Public Health: McKesson Specialty Distribution	KH Test Org	12/30/2022	12/30/2022	12/30/2022

- 9) At this point, the original sending site (in this example, "McKesson Specialty Distribution") is responsible for accepting the rejected stock back into their inventory. After the sending site has restocked the rejected inventory, the rejected transfer will disappear from the **Inbound Transfer** list.

## Partially accepting transfers

Occasionally, transfers in WIR will need to be partially accepted. For example, the transfer should be partially accepted if a portion of the shipment is damaged or missing.



**“Partially Accept” means you are accepting a portion of the transfer and rejecting a portion of the transfer, all at once. WIR will not allow you to accept the remaining items on the inbound transfer later.**

To partially accept a transfer:

- 1) Select **Manage Transfers** under the **Inventory** section of the menu panel.



- 2) On the **Manage Transfer** screen, find the transfer you want to partially accept in the **Inbound Transfer** list. Select the blue hyperlinked **Create Date** to view the details of the transfer.

Manage Transfer	
<a href="#">Create a New Transfer...</a>	<input type="button" value="New Transfer"/>
<a href="#">Return to the Previous Screen...</a>	<input type="button" value="Cancel"/>

Transfer List							
Outbound Transfer							
Create Date	Type	Order ID	Sending Org:Site	Receiving Org:Site	Ship Date	Receive Date	Return Date
<a href="#">12/28/2022</a>	TRANSFER		KH Test Org	Central City Hospital	12/28/2022		

Inbound Transfer							
Create Date	Type	Order ID	Sending Org:Site	Receiving Org:Site	Ship Date	Receive Date	Return Date
<a href="#">12/29/2022</a>	TRANSFER		WIR Physicians: WIR Phys Site 1	KH Test Org	12/29/2022		

3) The **Receive Transfer** screen displays. In this example, the sending site "WIR Phys Site 1," which is part of the "WIR Physicians" organization, sent 20 doses of Flucelvax to the organization "KH Test Org." However, five of the doses arrived to KH Test Org in a damaged condition. 15 doses should be accepted, and five doses should be rejected due to damaged vaccine.

4) Select **Partially Accept**.

**Receive Transfer**

<i>Accept Entire Transfer...</i>	<input type="button" value="Accept Transfer"/>
<i>Reject Entire Transfer...</i>	<input type="button" value="Reject Transfer"/>
<i>Partially Accept Transfer...</i>	<input style="border: 2px solid red;" type="button" value="Partially Accept"/>
<i>Return to the Previous Screen...</i>	<input type="button" value="Cancel"/>

**Receiving Site**

*If you wish to accept all or part of this transfer, you must specify the site which will receive the inventory in this transfer.*

Receiving Site

**Transfer Between Organizations Created on 12/29/2022**

Sending Entity	Receiving Entity
<b>Organization</b> WIR Physicians	<b>Organization</b> KH Test Org
<b>Site</b> WIR Phys Site 1	<b>Site</b> KH Test Org
<b>Address</b> 1234 Main Street MADISON, WI 53711	<b>Address</b> 6874 Anywhere St MADISON, WI 54701
<b>Contact</b> p p	<b>Contact</b> Jane Doe
<b>Phone #</b> (111) 444-4444	<b>Phone #</b> (608) 266-9691
<b>Ship Date</b> 12/29/2022	

**Transfer Vaccine Item**

Transfer Quantity	Vaccine Group	Trade Name	Lot Number	Inventory Action
20	Influenza	Flucelvax Quadrivalent, P- Free	456789	<i>Create New Lot</i>

- 5) Enter the number of doses accepted and the reason for rejecting the rest of the doses. Then select **Save**.

In this example, Enter "15" in the **Amount Accepted** field and select "DAMAGED" from the **Rejection Reason** drop-down menu.

**Partially Accept Transfer**

Partially Accept Transfer....

Save

Return to the Previous Screen....

Cancel

---

**Transfer Between Organizations Created on 12/29/2022**

Sending Entity	Receiving Entity
<b>Organization</b> WIR Physicians <b>Site</b> WIR Phys Site 1 <b>Address</b> 1234 Main Street MADISON, WI 53711 <b>Contact</b> p p <b>Phone #</b> (111) 444-4444 <b>Ship Date</b> 12/29/2022	<b>Organization</b> KH Test Org <b>Site</b> KH Test Org <b>Address</b> 6874 Anywhere St MADISON, WI 54701 <b>Contact</b> Jane Doe <b>Phone #</b> (608) 266-9691

---

**Transfer Vaccine Item**

Vaccine Group	Trade Name	Lot #	Inventory Action	Transfer Qty	Amount Accepted	Rejection Reason
Influenza	Flucelvax Quadrivalent, P-Free	456789	Create New Lot	20	15	DAMAGED <span style="float: right;">▼</span>

- 6) A pop-up message will appear, "These vaccines were sent to your organization. Please contact the sending organization before rejecting this order or items. Are you sure you want to reject this transfer?"

If you have contacted the sending organization about the shipment and they confirmed it was OK to reject the items in WIR, then select **OK**.

training.dhswir.org says

These vaccines were sent to your organization.

Please contact the sending organization before rejecting this order or items.

Are you sure you want to reject this transfer?

OK

Cancel

- 7) Once you select **OK**, WIR will automatically return to the **Manage Transfer** screen. The confirmation message **Transfer Partially Accepted** will appear in blue in the upper right-hand corner of the screen. The inbound transfer is still listed in the **Inbound Transfer** list, but the type has changed from TRANSFER to REJECTED.

Select the rejected transfer from the **Inbound Transfer** list.

**Manage Transfer**
**Transfer Partially Accepted**

Create a New Transfer....
New Transfer

Return to the Previous Screen....
Cancel

**Transfer List**

*Outbound Transfer*

Create Date	Type	Order ID	Sending Org:Site	Receiving Org:Site	Ship Date	Receive Date	Return Date
<a href="#">12/28/2022</a>	TRANSFER		KH Test Org	Central City Hospital	12/28/2022		

*Inbound Transfer*

Create Date	Type	Order ID	Sending Org:Site	Receiving Org:Site	Ship Date	Receive Date	Return Date
<a href="#">12/29/2022</a>	REJECTED		WIR Physicians: WIR Phys Site 1	KH Test Org	12/29/2022	12/29/2022	

- 8) The **Ship Return Transfer** screen will display. **Enter Ship Date** in MM/DD/YYYY format or use the pop-up calendar by selecting the calendar icon to the right of the field and select **Ship**. Note that the remaining five doses are being returned because they are damaged.

**Ship Return Transfer**

Enter Return Ship Date

Ship

Cancel

**Transfer Between Organizations Created on 12/29/2022**

Sending Entity	Receiving Entity
<p><b>Organization</b> WIR Physicians  <b>Site</b> WIR Phys Site 1  <b>Address</b> 1234 Main Street  MADISON, WI 53711  <b>Contact</b> p p  <b>Phone #</b> (111) 444-4444  <b>Ship Date</b> 12/29/2022</p>	<p><b>Organization</b> KH Test Org  <b>Site</b> KH Test Org  <b>Address</b> 6874 Anywhere St  MADISON, WI 54701  <b>Contact</b> Jane Doe  <b>Phone #</b> (608) 266-9691  <b>Receive Date</b> 12/29/2022</p>

**Transfer Vaccine Item**

Transfer Quantity	Trade Name	Vaccine Group	Lot Number	Reject Quantity	Reject Reason
20	Flucelvax Quadrivalent, P-Free	Influenza	456789	5	DAMAGED

- 9) Once you select **Ship**, you will automatically return to the **Manage Transfer** screen. The confirmation message **Transfer Successfully Shipped** will appear in blue in the upper right-hand corner of the screen. The rejected transfer will still be displayed in the **Inbound Transfer** list, with the Return Date added.
- 10) Select the rejected transfer from the **Inbound Transfer** list again to view the details of the rejected transfer.

**Manage Transfer**
Transfer Successfully Shipped

Create a New Transfer...
New Transfer

Return to the Previous Screen...
Cancel

**Transfer List**

*Outbound Transfer*

Create Date	Type	Order ID	Sending Org:Site	Receiving Org:Site	Ship Date	Receive Date	Return Date
<a href="#">12/28/2022</a>	TRANSFER		KH Test Org	Central City Hospital	12/28/2022		

*Inbound Transfer*

Create Date	Type	Order ID	Sending Org:Site	Receiving Org:Site	Ship Date	Receive Date	Return Date
12/29/2022	REJECTED		WIR Physicians: WIR Phys Site 1	KH Test Org	12/29/2022	12/29/2022	12/29/2022

- 11) At this point, the original sending site (in this example, "WIR Phys Site 1") is responsible for accepting the rejected stock back into their inventory. After the sending site has restocked the rejected inventory, the rejected transfer will disappear from the **Inbound Transfer** list.

## Restocking rejected transfers

When all or part of a vaccine transfer is rejected by a receiving site, the sending site must restock the rejected doses into their own inventory in WIR once they receive the doses back.

To restock a rejected transfer if you are the sending site:

- 1) Select **Manage Transfers** under the **Inventory** section of the menu panel.



- 2) Select the rejected transfer you wish to restock from the **Outbound** Transfer list. In this example, "WIR Physicians" is restocking some vaccine that "KH Test Org" rejected.

organization **WIR Physicians** • user [REDACTED] • role **IR Administrator**

**Manage Transfer**

Create a New Transfer... New Transfer

Return to the Previous Screen... Cancel

**Transfer List**

**Outbound Transfer**

Create Date	Type	Order ID	Sending Org:Site	Receiving Org:Site	Ship Date	Receive Date	Return Date
<a href="#">10/29/2019</a>	REJECTED		WIR Physicians	111 Test1 Organization	10/29/2019	10/29/2019	
<a href="#">02/21/2022</a>	TRANSFER		WIR Physicians	Central City Clinic	05/01/2022		
<a href="#">07/01/2021</a>	TRANSFER		WIR Physicians: COVID Testing	Adam Test	07/01/2021		
<a href="#">12/29/2022</a>	REJECTED		WIR Physicians: WIR Phys Site 1	KH Test Org	12/29/2022	12/29/2022	12/29/2022

3) Select **Save** to restock the rejected transfer into the sending site's inventory.

**Restock Rejected Transfer**

Restock Rejected Transfer...

Save

Return to the Previous Screen...

Cancel

---

**Transfer Between Organizations Created on 12/29/2022**

Sending Entity	Receiving Entity
<b>Organization</b> WIR Physicians <b>Site</b> WIR Phys Site 1 <b>Address</b> 1234 Main Street MADISON, WI 53711 <b>Contact</b> p p <b>Phone #</b> (111) 444-4444 <b>Ship Date</b> 12/29/2022	<b>Organization</b> KH Test Org <b>Site</b> KH Test Org <b>Address</b> 6874 Anywhere St MADISON, WI 54701 <b>Contact</b> Jane Doe <b>Phone #</b> (608) 266-9691 <b>Receive Date</b> 12/29/2022 <b>Return Date</b> 12/29/2022

---

**Transfer Vaccine Item**

Transfer Quantity	Vaccine Group	Trade Name	Lot Number	Rejected Quantity	Rejected Reason
20	Influenza	Flucelvax Quadrivalent, P-Free	456789	5	DAMAGED

4) Once you select **Save**, you will automatically return to the **Manage Transfer** screen. The confirmation message **Transfer Successfully Restocked** will appear in blue in the upper right-hand corner of the screen. The rejected transfer is no longer listed in the **Outbound Transfer** list. Instead, it is listed in the **Historic Transfer** list at the bottom of the screen, with the date that the vaccine was restocked.

**Manage Transfer**

Transfer Successfully Restocked

Create a New Transfer...

New Transfer

Return to the Previous Screen...

Cancel

...

**Historic Transfer** (last 7 days by default)

Show by Last Updated Date From:

To:


Refresh List

Create Date	Type	Order ID	Sending Org:Site	Receiving Org:Site	Ship Date	Receive Date	Return Date	Restock Date
<a href="#">12/29/2022</a>	TRANSFER		WIR Physicians: WIR Phys Site 1	KH Test Org	12/29/2022	12/29/2022	12/29/2022	12/29/2022

5) Generally, if the vaccine doses were rejected because they were the wrong vaccine or not wanted, the vaccine will automatically be added back to inventory for the sending site.

However, if the vaccine doses were rejected because they are damaged, the inventory for the sending site will add back, but then **automatically** subtract those doses from inventory with reason: Wasted due to Damaged Vaccine.

- a. Under **Manage Inventory**, then **Show Inventory**, note that there are **zero** doses left of the Flucelvax lot. The site started with 20 doses, successfully transferred 15 doses, and five doses were damaged, so zero doses are left.

**Manage Inventory**

Add Inventory for Site (WIR Phys Site 1).... Add Inventory

Modify Quantity On Hand for Selected Sites.... Modify Quantity

Show Transactions for Sites.... Show Transactions

Return to the Previous Screen.... Cancel

Site: WIR Phys Site 1 Show  Active  Inactive  Non-Expired  Expired

Select	Trade Name	Lot Number	Inv On Hand	Active	Public	Exp Date
<input type="checkbox"/>	<a href="#">FluLaval</a>	XYZ98	1	Y	Y	12/31/2025
<input type="checkbox"/>	<a href="#">Flucelvax Quadrivalent, P-Free</a>	456789	0	N	Y	12/31/2023

- b. If you view the vaccine transactions for the Flucelvax lot, the transactions show 20 doses of the lot were transferred out and then 5 doses were wasted.

Vaccine Transactions for Organization: WIR Physicians							Record Count: 3
Site Name	Vacc Date	Lot \ Trade Name	Type	Qty	Client Name	DOB	
WIR Phys Site 1	12/29/2022	456789 \ Flucelvax Quadrivalent, P-Free	WAS	5			
WIR Phys Site 1	12/29/2022	456789 \ Flucelvax Quadrivalent, P-Free	TRA	-20			
WIR Phys Site 1	12/29/2022	456789 \ Flucelvax Quadrivalent, P-Free	REC	20			

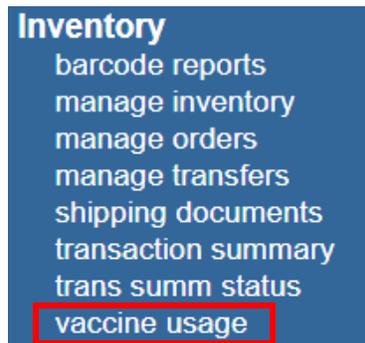
Vaccine Transactions Totals			
Trans Code	Trans Description	Trans Count	Trans Value
REC	Receipt of Inventory	1	20
Immunize	Immunizations Given	0	0
Delete	Immunizations Deleted	0	0
TRA	Doses Transferred	1	-20
WAS	Doses Wasted	1	5
RET	Doses Returned	0	0
ERR	Error Correction	0	0
LOTDEL	Deleted Vaccine Lot	0	0
TRAEXP	Expired Vaccines	0	0
SPOIL	Doses Spoiled	0	0
ADMIN	Doses Administered	0	0
<b>Transaction Totals:</b>		<b>3</b>	<b>5</b>

## Vaccine usage report

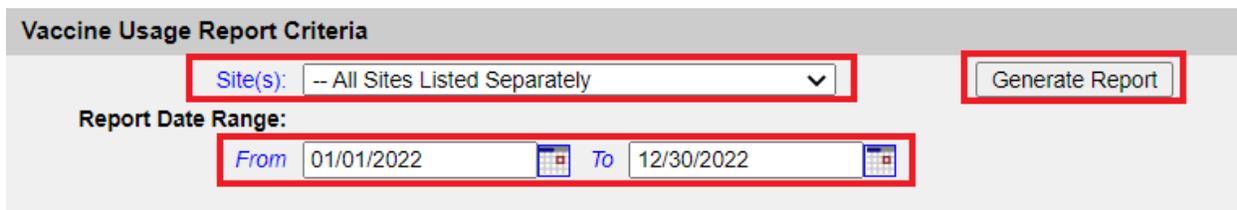
The vaccine usage report displays how many doses of each vaccine a selected site or all sites have given, by age, within a specified date range.

To run a vaccine usage report:

- 1) Select **Vaccine Usage** under the **Inventory** section of the menu panel.

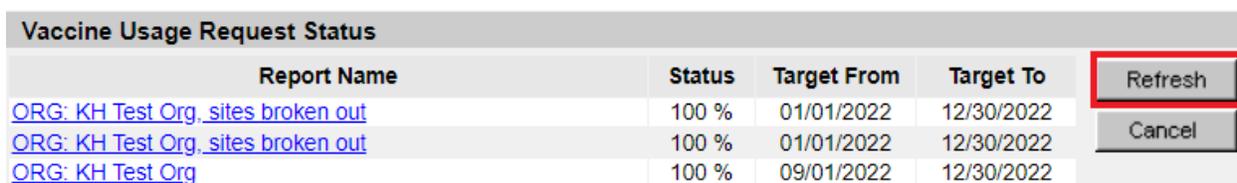


- 2) At the **Vaccine Usage Report Criteria** screen, select a site from the drop-down list, or select All Sites Combined or All Sites Listed Separately. Enter a **Report Date Range** in MM/DD/YYYY format or use the pop-up calendar by selecting the calendar icon to the right of the field. Then select **Generate Report**.



The screenshot shows the 'Vaccine Usage Report Criteria' form. The 'Site(s)' dropdown menu is set to '-- All Sites Listed Separately'. The 'Report Date Range' is set from '01/01/2022' to '12/30/2022'. A 'Generate Report' button is visible on the right. Red boxes highlight the Site(s) dropdown, the Generate Report button, and the Report Date Range fields.

- 3) In the **Vaccine Usage Request Status** box, select the **Refresh** button after a few moments to check the status of the report.
  - a. Select the **Refresh** button periodically to check on the progress of the report. You may work in other areas of WIR or log out of WIR while waiting for the vaccine usage report to complete.
  - b. You may go back to check the status of the report by selecting **Vaccine Usage** under the **Inventory** section.



The screenshot shows the 'Vaccine Usage Request Status' table. The table has columns for Report Name, Status, Target From, and Target To. There are three rows of data. A 'Refresh' button is highlighted with a red box.

Report Name	Status	Target From	Target To
<a href="#">ORG: KH Test Org, sites broken out</a>	100 %	01/01/2022	12/30/2022
<a href="#">ORG: KH Test Org, sites broken out</a>	100 %	01/01/2022	12/30/2022
<a href="#">ORG: KH Test Org</a>	100 %	09/01/2022	12/30/2022

- 4) When the Status of the report is 100%, select the name of the report, which should be a blue hyperlink, to view the report.

Vaccine Usage Request Status				
Report Name	Status	Target From	Target To	
<a href="#">ORG: KH Test Org, sites broken out</a>	100 %	01/01/2022	12/30/2022	Refresh
<a href="#">ORG: KH Test Org, sites broken out</a>	100 %	01/01/2022	12/30/2022	Cancel
<a href="#">ORG: KH Test Org</a>	100 %	09/01/2022	12/30/2022	

- 5) The report will display as a PDF as a separate tab in your web browser or Adobe Acrobat Reader. It displays each vaccine administered, the funding program, and how many doses were administered to each age group. There is also a row showing total immunizations for the site, as well as total clients.

### Vaccine Usage Report

Vaccination Period: 01/01/2022 to 12/30/2022

Page 1 of 2

Site Name: KH Test Org

Group Name	Trade Name	Funding	<1	1	2	3-5	6	7-10	11-12	13-18	19-24	25-44	45-64	65+	Totals
COVID-19	Moderna BvIntBstr	PUBLIC	0	0	0	0	0	0	0	0	0	1	0	0	1
Influenza	Fluzone	PUBLIC	0	0	0	0	0	0	0	0	0	3	0	0	3
Pertussis/Tdap - Td	Boostrix	PRIVATE	0	0	0	0	0	0	0	0	0	1	0	0	1
Polio	IPOL	PUBLIC	0	1	0	0	0	0	0	0	0	2	0	0	3
Smallpox	JYNNEOS	PUBLIC	0	0	0	1	0	0	0	0	0	0	0	1	2
<b>Totals:</b>			0	1	0	1	0	0	0	0	0	7	0	1	10
<b>Client Counts:</b>			0	1	0	1	0	0	0	0	0	3	0	1	6

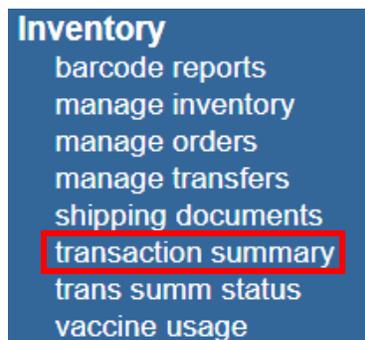
- 6) To print or download the report, select the appropriate icon in the Adobe toolbar.
- 7) To close the report and return to the **Vaccine Usage** screen, close the tab or window that contains the report and view the original WIR window.

## Transaction summary report

A transaction summary report is a summary of the inventory transactions completed in WIR. The report includes number of doses given, expired, transferred, received, restocked, wasted, or given in error. It can be a useful report to run when looking for a discrepancy in inventory that took place within a specific time period, as it will show all inventory transactions entered in WIR.

To generate a transaction summary report for one site or all sites in your organization:

- 1) Select **Transaction Summary** under the **Inventory** section of the menu panel.



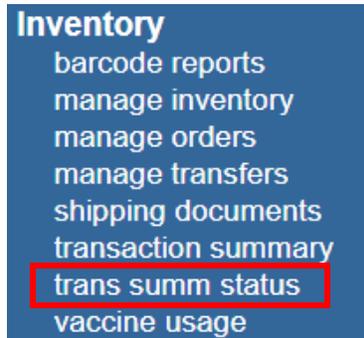
- 2) At the **Transaction Summary Report Criteria** screen, select a site from the drop-down list, or select All Sites Combined or All Sites Listed Separately. Enter a **Report Date Range** in MM/DD/YYYY format or use the pop-up calendar by selecting the calendar icon to the right of the field. Then select **Generate Report**.



The image shows the "Transaction Summary Report Criteria" form. It includes a "Site(s)" dropdown menu with "KH Test Site Peds" selected, a "Generate Report" button, and "Report Date Range" fields with "From" 12/01/2022 and "To" 12/30/2022. Red boxes highlight the Site(s) dropdown, the Generate Report button, and the Report Date Range fields.

- 3) The **Check Transaction Summary Report Status** screen displays.
  - a. Select the **Refresh** button periodically to check on the progress of the report. You may work in other areas of WIR or log out of WIR while waiting for the transaction summary report to complete. You may run more than one transaction summary report at a time.

- b. You may go back to check the status of the report by selecting **Trans Summ Status** under the **Inventory** section.



- c. When the report status is Done, select the name of the report, which should be a blue hyperlink, to view the report.

Check Transaction Summary Report Status				Refresh	Cancel
Name	Started	Completed	Status		
pts all site 1672424687765	12/30/2022 12:24 PM		Queued		
<a href="#">Vaccine Transaction Detail for One Site</a>	12/30/2022 12:19 PM	12/30/2022 12:19 PM	Done		

*Depending on the size of the reports, it may take a moment before it is displayed on this status screen.*

- 4) The report will display as a PDF in your web browser or Adobe Acrobat Reader. It displays:
- Vaccine Group and Trade Name
  - Funding Program
  - Immunizations Given are individual immunizations entered as **New Immunizations** and are tied to inventory that are administered to clients.
  - Doses Administered are the total number of immunizations administered daily that are deducted from inventory at the end of each clinic day using **Modify Quantity**. An administered immunization is not tied to a specific dose in inventory.
  - Doses Transferred
  - Rejected & Restocked Doses
  - Doses Received
  - Doses Wasted
  - Error Correction
  - Doses Expired
  - Doses Spoiled
  - Totals

Vaccine Transaction Summary Detail for One Site  
For Dates Between 12/01/2022 and 12/30/2022

Report run on: 12/30/2022 12:19 PM

Page 1

Provider Name: KH Test Org

Site Name: KH Test Site Peds

Group Name	Trade Name	Funding	Immunizations Given	Doses Administered	Transferred	Rejected & Restocked Doses	Doses Received	Wasted	Error	Expired	Spoiled	Totals
DTP/aP	Infanrix	PUBLIC	0	0	0	0	20	0	0	0	0	20
DTP/aP-HepB-Polio	Pediarix	PUBLIC	0	0	0	0	10	0	0	0	0	10
HPV	Gardasil 9	PUBLIC	0	0	0	0	30	0	0	0	0	30
Influenza	Flucelvax Quadrivalent, P Free	PRIVATE	0	0	0	0	10	0	0	0	0	10
Measles	Attenuvax	PRIVATE	0	-1	0	0	2	0	0	0	0	1
Pertussis/Tdap-Td	Boostrix	PRIVATE	0	0	0	0	2	0	0	0	0	2
Polio	IPOL	PUBLIC	0	-5	0	0	0	0	0	0	0	-5
Smallpox	ACAM2000	PRIVATE	0	0	0	0	0	-1	0	0	0	-1
<b>Totals:</b>			<b>0</b>	<b>-6</b>	<b>0</b>	<b>0</b>	<b>74</b>	<b>-1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>67</b>
<b>Grand Total:</b>											<b>67</b>	

- 5) To print or download the report, select the appropriate icon in the Adobe toolbar.
- 6) To close the report and return to the **Check Transaction Summary Report Status** screen, close the tab or window that contains the report and view the original WIR window.

## Transaction detail report (show transactions)

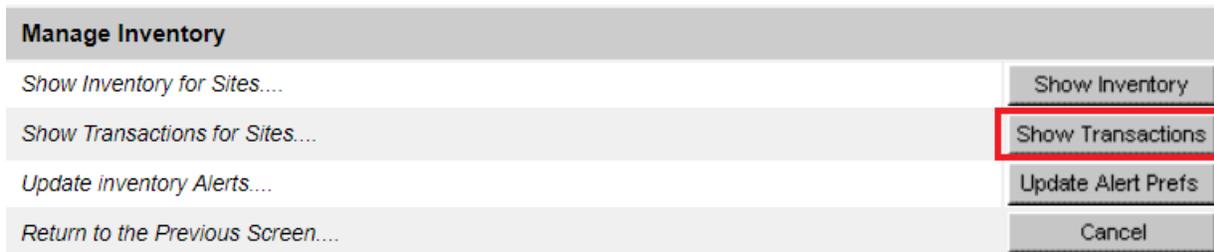
Another type of transaction report, called "Vaccine Transaction Detail", or "Show Transactions," is accessible through the **Manage Inventory** function in WIR. This report displays detailed line-item information about vaccine transactions during a specific time range.

To view detailed vaccine transactions:

- 1) Select **Manage Inventory** under the **Inventory** section of the menu panel.



- 2) Select **Show Transactions**.



- 3) The **Vaccine Transactions For:** screen displays. The criteria for this report are:

- Date Entered Range.
- Date Shot Was Given Range.
- User Name.
- Transaction Type.
- Site (Either a specific site, or All Sites with Inventory).
- Trade Name/Lot Number.

- a. In this example, the report is set to display All User Names, All Transaction Types, the "Central City Hospital" site, All Lot Numbers. The report is set to display the last 200 records from April 1, 2022, to April 15, 2022.
- b. Select **View** to view the inventory transactions.

**Vaccine Transactions for: Central City Hospital**

Date Entered [From]:

Date shot was given [From]:

User Name:

Transaction Type:

Site Name:

Trade Name/Lot Number:

Display Last  Records

View

Cancel

- 4) The report will display two tables:
  - a. The table on top displays details for each transaction. Note that it includes the names of clients who have received immunizations or had immunizations deleted from their record. Select the client's blue name link, to access the client's immunization record.
  - b. The table on bottom displays a breakdown by transaction and their totals..

Vaccine Transactions for Organization: Central City Hospital						Record Count: 5	
Site Name	Vacc Date	Lot \ Trade Name	Type	Qty	Client Name	DOB	
Central City Hospital	04/06/2022	98765 \ Flucelvax Quadrivalent	Immunize	-1	<a href="#">GREEN, STEVEN</a>	02/01/2014	
Central City Hospital	04/06/2022	FLU87F5JHIL \ Fluzone	REC	3			
Central City Hospital	04/05/2022	TyMary121 \ Typhoid	WAS	-7			
Central City Hospital	04/05/2022	1234334 \ RotaTeq	ADMIN	-1			
Central City Hospital	04/05/2022	DXTEST1 \ FluLaval	Immunize	-1	<a href="#">GREEN, STEVEN</a>	02/01/2014	

Vaccine Transactions Totals			
Trans Code	Trans Description	Trans Count	Trans Value
REC	Receipt of Inventory	1	3
Immunize	Immunizations Given	2	-2
Delete	Immunizations Deleted	0	0
TRA	Doses Transferred	0	0
WAS	Doses Wasted	1	-7
RET	Doses Returned	0	0
ERR	Error Correction	0	0
LOTDEL	Deleted Vaccine Lot	0	0
TRAEXP	Expired Vaccines	0	0
SPOIL	Doses Spoiled	0	0
ADMIN	Doses Administered	1	-1
<b>Transaction Totals:</b>		<b>5</b>	<b>-7</b>