

New Transfers Quick Reference Guide

New Transfers QRG:

Use this document to review the steps to input a New Transfer.

Step #	Task: Inputting New Transfer
1	After logging in, select your organization by clicking on the pencil.
2	The Organization page will appear. Review your page to confirm the info.
3	Select the Returns & Wastages & Transfers Tab.
4	Select the Transfers Dropdown to review the Transfers grid.
5	Fill in Transfers grid info. (Type in the first numeral of the address and click the Tab button on your keyboard to select your address options.)
6	Fill in the Transfer to Details grid info. Select Add Vaccine button.
7	New Vaccine Transfer info appears.
8	Check the Other Details box.
9	Select Save button.
10	Select Ok button.
Step #	Task: Exporting & Printing New Vaccine Transfers Details
11	Select the Returns & Wastage & Transfers History tab.
12	Select the Transfers History dropdown.
13	Select Pending from the Transfer Status dropdown
14	Select the Search Transfers button.
15	Select the Details link for your Vaccine Transfer.
16	After the Transfer Details window appears. Select the Print button.
17	Your Vaccine Transfer details will download as an excel file to your computer. Print it out and place it in the box you are sending.
18	Select the Cancel button to exit the Return Details window.

June 20, 2024