New Vaccine Orders Quick Reference Guide

New Vaccine Orders QRG:

Use this document to review the steps to input a New Vaccine Order.

Step #	Task: Inputting New Vaccine Orders
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 Orders & Inventory Tab.
4	Select the Provider Details Dropdown to review your organization's details.
5	The Provider Details sub-section will appear.
6	Select the Pediatric Vaccine Dropdown to input a new vaccine order.
7	The Pediatric Vaccine sub-section will appear.
8	Fill in the Pediatric Vaccine sub-section.
9	Select Add Vaccine.
10	Your new Pediatric Vaccine order will appear.
11	If you have filled in the Pediatric Vaccine sub-section, but **_not_** selected the Add Vaccine button yet, click the Cancel button to clear fields.
12	The order will clear.
13	If you have filled in the Pediatric Vaccine sub-section, and selected the Add Vaccine button, click the red x to, cancel your order.
14	Your new Pediatric Vaccine order will disappear.
15	To complete your new order, need at least one document type submitted. Select the Supporting Documents dropdown.
16	Select the Supporting Document Type from the dropdown.
17	Click the Choose File to Upload button.
18	Select your file and click the Upload button.
19	To complete your new order, need at least one document type submitted. Select the Supporting Documents dropdown.

Step #	Task: Inputting Inventory
20	Select the Pediatric Vaccine dropdown to access the Inventory sub-section for this new order.
21	Scroll down to the Inventory sub sections and fill in the fields.
22	Select the Add Inventory button to add inventory.
23	Your updated inventory will appear. (Once you have reported an item as inventory it will display as an option to select. You can select it by clicking on the blue Select link.)
24	If you want to clear your inventory fields and you have **_not_** selected the Add Inventory button yet click the Cancel button.
25	If you want to clear your inventory fields and you have selected the Add Inventory button, click the red x.
26	Before you finish creating your order, make sure to input any additional information if needed. Select the dropdown.
27	Fill out info (if needed).
28	Select the Create Order button to place your order for the new vaccine.
29	The Success box will appear when you have officially created your order. Select the Ok button to move on to your next task.
30	You can repeat the steps we took to input a New Pediatric Vaccine to place one for adults. The steps are the same.

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