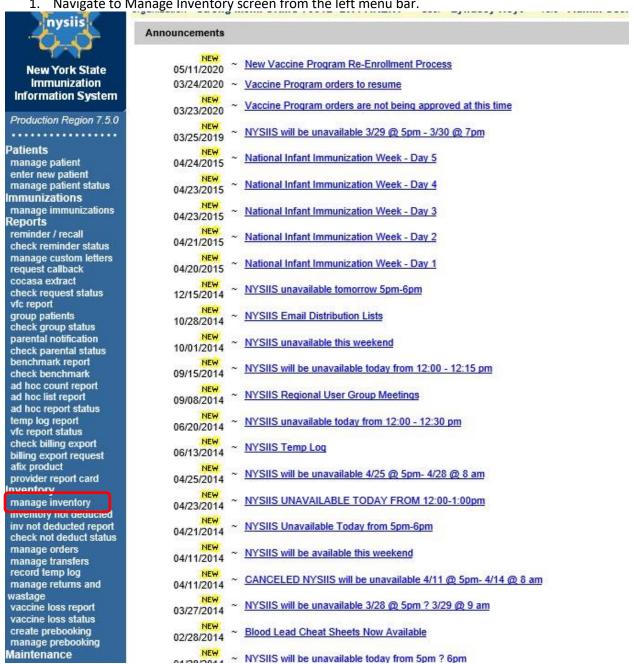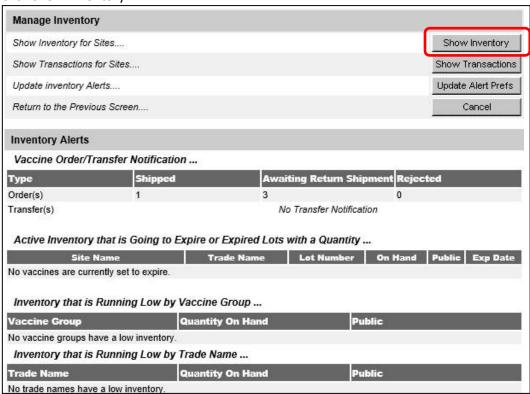# Updating Inventory in NYSIIS for Redistributions

When vaccine inventory is transferred from one facility to another, both the releasing facility and the receiving facility must manually update their vaccine inventory amounts in NYSIIS.

Releasing facility: Subtracting Doses from Inventory
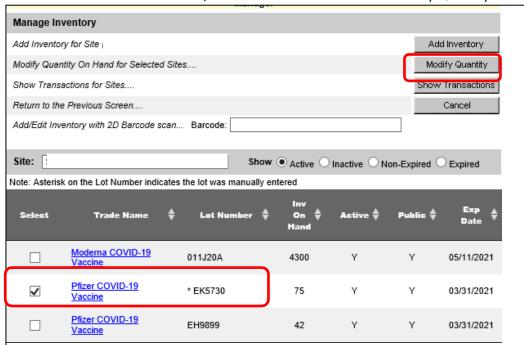
1. Navigate to Manage Inventory screen from the left menu bar.
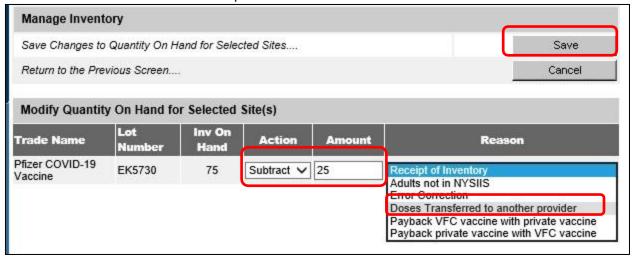
2. Click Show Inventory

3. Check the box next to the vaccine/lot that was released and click Modify Quantity.

4. In the Action column choose Subtract, enter the number of doses transferred, and choose 'Doses Transferred to another provider' as the reason and then click Save.
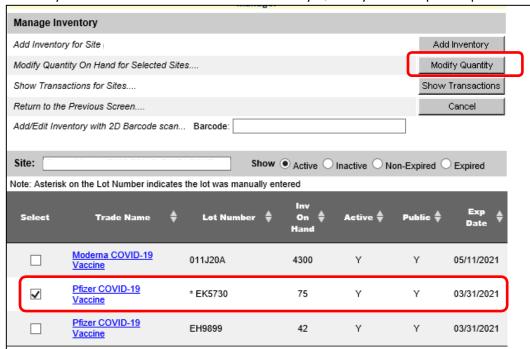

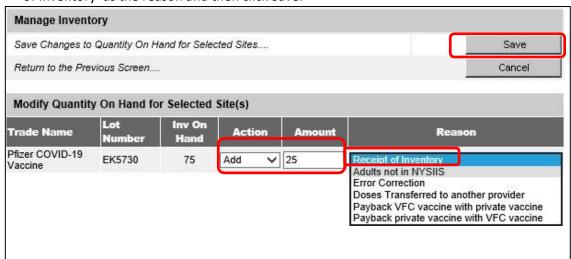**Receiving facility: Adding Doses to Inventory**

1. Navigate to Manage Inventory screen (see same step as #1 for releasing facility). Click Show Inventory
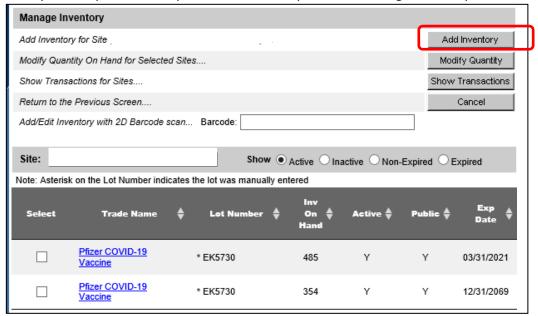
2. If there is already the **same** manufacturer, lot number, fund type (Public) and expiration date in inventory click the box next to it and choose Modify Quantity. If not skip to step 4.
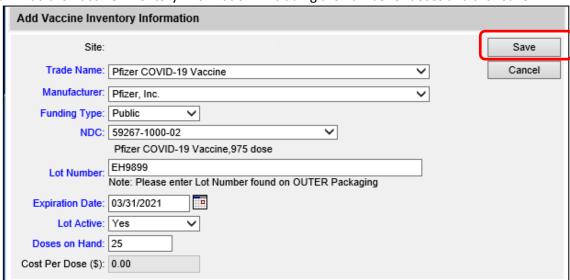

3. In the Action column choose Add, enter the number of doses transferred, and choose 'Receipt of Inventory' as the reason and then click Save.

4. If the vaccine manufacturer, lot number, funding type (Public) and expiration date does not already exist in your inventory, click Add Inventory from the Manage Inventory screen.

5. Add the Vaccine Inventory Information* including the number of doses and click Save.

*All COVID-19 vaccine is Funding Type 'Public'