

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.

nysiis
New York State
Immunization
Information System

Production Region 7.5.0

Patients
manage patient
enter new patient
manage patient status

Immunizations
manage immunizations

Reports
reminder / recall
check reminder status
manage custom letters
request callback
cocasa extract
check request status
vfc report
group patients
check group status
parental notification
check parental status
benchmark report
check benchmark
ad hoc count report
ad hoc list report
ad hoc report status
temp log report
vfc report status
check billing export
billing export request
afix product
provider report card

Inventory
manage inventory
inventory not deducted
inv not deducted report
check not deduct status
manage orders
manage transfers
record temp log
manage returns and
wastage
vaccine loss report
vaccine loss status
create prebooking
manage prebooking

Maintenance

Announcements

- NEW 05/11/2020 ~ [New Vaccine Program Re-Enrollment Process](#)
- 03/24/2020 ~ [Vaccine Program orders to resume](#)
- NEW 03/23/2020 ~ [Vaccine Program orders are not being approved at this time](#)
- NEW 03/25/2019 ~ [NYSIIS will be unavailable 3/29 @ 5pm - 3/30 @ 7pm](#)
- NEW 04/24/2015 ~ [National Infant Immunization Week - Day 5](#)
- NEW 04/23/2015 ~ [National Infant Immunization Week - Day 4](#)
- NEW 04/23/2015 ~ [National Infant Immunization Week - Day 3](#)
- NEW 04/21/2015 ~ [National Infant Immunization Week - Day 2](#)
- NEW 04/20/2015 ~ [National Infant Immunization Week - Day 1](#)
- NEW 12/15/2014 ~ [NYSIIS unavailable tomorrow 5pm-6pm](#)
- NEW 10/28/2014 ~ [NYSIIS Email Distribution Lists](#)
- NEW 10/01/2014 ~ [NYSIIS unavailable this weekend](#)
- NEW 09/15/2014 ~ [NYSIIS will be unavailable today from 12:00 - 12:15 pm](#)
- NEW 09/08/2014 ~ [NYSIIS Regional User Group Meetings](#)
- NEW 06/20/2014 ~ [NYSIIS unavailable today from 12:00 - 12:30 pm](#)
- NEW 06/13/2014 ~ [NYSIIS Temp Log](#)
- NEW 04/25/2014 ~ [NYSIIS will be unavailable 4/25 @ 5pm- 4/28 @ 8 am](#)
- NEW 04/23/2014 ~ [NYSIIS UNAVAILABLE TODAY FROM 12:00-1:00pm](#)
- NEW 04/21/2014 ~ [NYSIIS Unavailable Today from 5pm-6pm](#)
- NEW 04/11/2014 ~ [NYSIIS will be available this weekend](#)
- NEW 04/11/2014 ~ [CANCELED NYSIIS will be unavailable 4/11 @ 5pm- 4/14 @ 8 am](#)
- NEW 03/27/2014 ~ [NYSIIS will be unavailable 3/28 @ 5pm ? 3/29 @ 9 am](#)
- NEW 02/28/2014 ~ [Blood Lead Cheat Sheets Now Available](#)
- NEW 04/28/2014 ~ [NYSIIS will be unavailable today from 5pm ? 6pm](#)

2. Click 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

Inventory Alerts

Vaccine Order/Transfer Notification ...

Type	Shipped	Awaiting Return Shipment	Rejected
Order(s)	1	3	0
Transfer(s)	No Transfer Notification		

Active Inventory that is Going to Expire or Expired Lots with a Quantity ...

Site Name	Trade Name	Lot Number	On Hand	Public	Exp Date
No vaccines are currently set to expire.					

Inventory that is Running Low by Vaccine Group ...

Vaccine Group	Quantity On Hand	Public
No vaccine groups have a low inventory.		

Inventory that is Running Low by Trade Name ...

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

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

Manage Inventory

Add Inventory for Site | Add Inventory

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

Show Transactions for Sites.... Show Transactions

Return to the Previous Screen.... Cancel

Add/Edit Inventory with 2D Barcode scan... Barcode:

Site: Show Active Inactive Non-Expired Expired

Note: Asterisk on the Lot Number indicates the lot was manually entered

Select	Trade Name	Lot Number	Inv On Hand	Active	Public	Exp Date
<input type="checkbox"/>	Moderna COVID-19 Vaccine	011J20A	4300	Y	Y	05/11/2021
<input checked="" type="checkbox"/>	Pfizer COVID-19 Vaccine	*EK5730	75	Y	Y	03/31/2021
<input type="checkbox"/>	Pfizer COVID-19 Vaccine	EH9899	42	Y	Y	03/31/2021

- 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.

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
Pfizer COVID-19 Vaccine	EK5730	75	Subtract ▾	25	Receipt of Inventory Adults not in NYSIIS Error Correction Doses Transferred to another provider Payback VFC vaccine with private vaccine Payback private vaccine with VFC vaccine

Receiving facility: Adding Doses to Inventory

- Navigate to Manage Inventory screen (see same step as #1 for releasing facility). Click 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

Inventory Alerts

Vaccine Order/Transfer Notification ...

Type	Shipped	Awaiting Return Shipment	Rejected
Order(s)	1	3	0
Transfer(s)	No Transfer Notification		

Active Inventory that is Going to Expire or Expired Lots with a Quantity ...

Site Name	Trade Name	Lot Number	On Hand	Public	Exp Date
No vaccines are currently set to expire.					

Inventory that is Running Low by Vaccine Group ...

Vaccine Group	Quantity On Hand	Public
No vaccine groups have a low inventory.		

Inventory that is Running Low by Trade Name ...

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

- 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.

Manage Inventory

Add Inventory for Site |

Modify Quantity On Hand for Selected Sites....

Show Transactions for Sites....

Return to the Previous Screen....

Add/Edit Inventory with 2D Barcode scan... Barcode:

Site: Show Active Inactive Non-Expired Expired

Note: Asterisk on the Lot Number indicates the lot was manually entered

Select	Trade Name	Lot Number	Inv On Hand	Active	Public	Exp Date
<input type="checkbox"/>	Moderna COVID-19 Vaccine	011J20A	4300	Y	Y	05/11/2021
<input checked="" type="checkbox"/>	Pfizer COVID-19 Vaccine	* EK5730	75	Y	Y	03/31/2021
<input type="checkbox"/>	Pfizer COVID-19 Vaccine	EH9899	42	Y	Y	03/31/2021

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

Manage Inventory

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

Return to the Previous Screen....

Modify Quantity On Hand for Selected Site(s)

Trade Name	Lot Number	Inv On Hand	Action	Amount	Reason
Pfizer COVID-19 Vaccine	EK5730	75	Add <input type="button" value="v"/>	25	<input type="button" value="Receipt of Inventory"/> Adults not in NYSIIS Error Correction Doses Transferred to another provider Payback VFC vaccine with private vaccine Payback private vaccine with VFC vaccine

- 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.

Manage Inventory

Add Inventory for Site: **Add Inventory**

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

Show Transactions for Sites.... **Show Transactions**

Return to the Previous Screen.... **Cancel**

Add/Edit Inventory with 2D Barcode scan... Barcode:

Site: Show Active Inactive Non-Expired Expired

Note: Asterisk on the Lot Number indicates the lot was manually entered

Select	Trade Name	Lot Number	Inv On Hand	Active	Public	Exp Date
<input type="checkbox"/>	Pfizer COVID-19 Vaccine	* EK5730	485	Y	Y	03/31/2021
<input type="checkbox"/>	Pfizer COVID-19 Vaccine	* EK5730	354	Y	Y	12/31/2069

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

Add Vaccine Inventory Information

Site: **Save**

Trade Name: **Cancel**

Manufacturer:

Funding Type:

NDC:
Pfizer COVID-19 Vaccine,975 dose

Lot Number:
Note: Please enter Lot Number found on OUTER Packaging

Expiration Date:

Lot Active:

Doses on Hand:

Cost Per Dose (\$):

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