For further assistance, call the VAMS Zoom Room:

646-876-9923

Code: 2245615603
PRIVACY NOTE

To receive the COVID-19 vaccine, personally identifiable information (PII) and protected health information (PHI) will be entered into VAMS. PII is any data that could potentially identify an individual. PHI includes demographic information and relates to the individual’s past, present, or future physical or mental health or condition. VAMS complies with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules. For more information about HIPAA visit: https://www.cdc.gov/phlp/publications/topic/hipaa.html

How to Use the Quick Reference Guide

This manual is to be used by the Inventory Managers to better understand and manipulate VAMS. In this guide, you will find sets of instructions to assist you while maneuvering VAMS. If you need more assistance, a User Manual is available with more information.

Disclaimer

The content contained in WV VAMS training materials is provided only for educational and informational purposes for the clinic users in West Virginia. West Virginia attempts to ensure that content is accurate and obtained from reliable sources but does not represent it to be error-free. West Virginia does not warrant that any functions on the VAMS website will be uninterrupted, that defects will be corrected, or that the website will be free from viruses or other harmful components. Any links to third party information on the website are provided as a courtesy and do not constitute an endorsement of those materials or the third party providing them.
### Activate Your User Account
1. Check your email for the link to set up your account.
2. Click the registration link in your email.
3. Verify your email address.
4. Create your password.
5. Check your email account for a verification code.
6. Enter the verification code.
7. Read the terms and conditions and check the box if you agree.
8. Click Create Account.

### Log COIVD-19 Vaccine Inventory Using a Scanner
1. Click the Inventory Management tab.
2. Click Scan Inventory.
3. Scan the UoS barcode.
4. Select the Manufacturer.
5. Click Next.
6. Enter the total UoU vials.
7. Click Next.
8. Scan the UoU barcode.
9. Click Next.
10. Ensure the information is correct.
11. Click Next.
12. Click Finish.

<table>
<thead>
<tr>
<th>Log COIVD-19 Vaccine Inventory Manually</th>
<th>Reduce Inventory with 2D Scanner</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Click the Inventory Management tab.</td>
<td>1. Click the Inventory Management tab.</td>
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<tr>
<td>2. Click Manually Log Inventory.</td>
<td>2. Click Reduce Inventory (scan).</td>
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<tr>
<td>3. Select the Manufacturer.</td>
<td>3. Scan the UoS barcode.</td>
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<tr>
<td>4. Select the Product.</td>
<td>4. Enter the Reason for reduction.</td>
</tr>
<tr>
<td>5. Select the UoS NDC.</td>
<td>5. Enter the Number of doses reduced.</td>
</tr>
<tr>
<td>6. Enter the UoS Lot Number.</td>
<td>6. Ensure the Manufacturer is correct.</td>
</tr>
<tr>
<td>7. Enter the UoU Lot Number.</td>
<td>7. Click Next.</td>
</tr>
<tr>
<td>8. Enter the Total UoU (vials) in UoU.</td>
<td>8. Ensure the information is correct.</td>
</tr>
<tr>
<td>9. Enter the Expiration Date.</td>
<td>9. Click Finish.</td>
</tr>
<tr>
<td>10. Click Next.</td>
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</tr>
<tr>
<td>11. Ensure the information is correct.</td>
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<tr>
<td>12. Click Next.</td>
<td></td>
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<tr>
<td>13. Click Finish.</td>
<td></td>
</tr>
</tbody>
</table>

### Reduce Inventory Manually
1. Click the Inventory Management tab.
2. Click Manually Reduce Inventory.
3. Enter the required fields.
4. Click Next.
5. Ensure the information is correct.
6. Click Next.
7. Click Finish.

### Access Multiple Clinics in VAMS
1. Click on the drop-down arrow next to your name in the upper right-hand corner of the screen.
2. Click Switch Portals.
3. Select the Access Portal button of the clinic you would like to access.