



Inventory Manager

Quick Reference Guide

Version 2.25.2021

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

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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 COVID-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**.

Log COVID-19 Vaccine Inventory Manually

1. Click the **Inventory Management** tab.
2. Click **Manually Log Inventory**.
3. Select the **Manufacturer**.
4. Select the **Product**.
5. Select the **UoS NDC**.
6. Enter the **UoS Lot Number**.
7. Enter the **UoU Lot Number**.
8. Enter the **Total UoU (vials) in UoU**.
9. Enter the **Expiration Date**.
10. Click **Next**.
11. Ensure the information is correct.
12. Click **Next**.
13. Click **Finish**.

Reduce Inventory with 2D Scanner

1. Click the **Inventory Management** tab.
2. Click **Reduce Inventory (scan)**.
3. Scan the **UoS barcode**.
4. Enter the **Reason for reduction**.
5. Enter the **Number of doses reduced**.
6. Ensure the **Manufacturer** is correct.
7. Click **Next**.
8. Ensure the information is correct.
9. Click **Finish**.

Reduce Inventory Manually

1. Click **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.