

# BFHD VacTrack

## Inventory Management

This document is intended to be read after the ‘New User’ information packet. For information regarding personal account information and setup, please refer to that guide. It is available at the BFHD VacTrack site at [www.bfhd.wa.gov/vactrack](http://www.bfhd.wa.gov/vactrack)

The Inventory Management page is designed to allow the tracking of vaccine Lot distribution. Tracking Lots of vaccines is key to allowing BFHD to quickly and accurately find where Lots are among the facilities using VacTrack. In the case of a recall or important news regarding a particular Lot, knowing who has, or has had those Lots is critical. All vaccine distribution and inventory tracking on the VacTrack site is done by Lot. Thus, if you have not received a Lot through VacTrack, you cannot manage that inventory on VacTrack. If you receive a vaccine Lot from outside the VacTrack system, you cannot track it here unless it is added to the system by BFHD staff. Regulations and recommendations regarding trading vaccine are currently being reviewed. Regardless, any and all inventory manipulation that does occur must be tracked on the VacTrack site.

Benton Franklin Health District Vaccine Tracking system v Beta 1.0 Log off

Carl The Testuser for Benton Franklin Health District

Home Dashboard Temp Logs Inventory Usage 

Vaccine Trade Management

Select Vaccine

Date Posted	Interval	Lot #:	Amount:	Facility	Description:	Status:	
03/10/2010	NA	500739P	37	To: Testtext1	Sample of a Drafted trade	Draft 00/00/0000	Edit Send Delete
03/10/2010	03/01/2010 03/31/2010	500739P	10	From: Testtext1	Trade created from Test account to show a trade to BFHD for instruction manual.	Sent 03/10/2010	Approve Deny
03/10/2010	03/01/2010 03/31/2010	500739P	10	To: Testtext1	Sent to Test Facility so there would be a trade in the Inventory Management page. This not will be visible in the Description column.	Sent 03/10/2010	Redraft Rescind
03/10/2010	03/01/2010 03/31/2010	500739P	100	To: Testtext1	Testing a Denied trade	Denied 03/10/2010	Redraft Rescind
03/04/2010	03/01/2010 03/31/2010	500739P	23	To: Testtext1	Please accept	Admin Retracted 03/10/2010	

Enter New Trade: Lot #:

The Inventory Management page consists of a drop down list containing all vaccines, a ledger of all activity for the last two intervals, and a form at the bottom to initiate a ‘trade’. The Ledger will show all activity for all Lots until a vaccine is selected from the dropdown. When a Vaccine is selected, the ledger will only contain Lots specific to that vaccine. If you access the Inventory Management page from the Dashboard, you will only see Lots for that vaccine.

The ledger contains a row for every inventory tracking action taken in the last two intervals (Current and Previous.) The ‘Date Posted’ reflects the date a trade was initiated. The date range displayed in the ‘Interval’ column shows what interval that trade is linked to. The Lot # and Amount are also tracked for each transaction. Under the Facility column, you see if the trade is being sent to your facility or to another facility. Example: the top entry in the image above is being sent to BFHD from Testtext1, the second entry is being sent “To: Testtext1”.

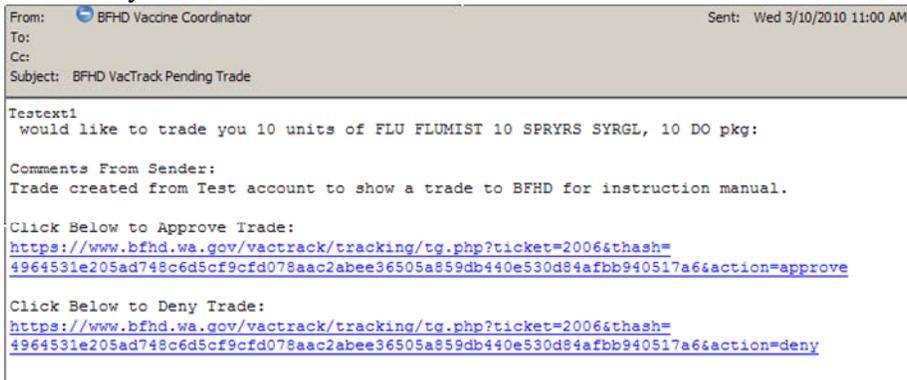
The most important section of the ledger is the Status. Pending trades have several possible actions depending on whether they are inbound, outbound or a draft. A trade to your facility can be approved or denied. A trade from your facility that has not yet been approved or denied by the recipient can be rescinded or placed back in a ‘draft’ state where it can be edited and re-sent. A trade you offered that has been denied by another facility can be either

deleted, or sent back to a draft state. A draft, can be edited, sent or deleted. Also, for maintenance and support purposes, BFHD can retract or force any trade in the system. Every action associated with inventory management is tracked back to an individual user of the VacTrack system. If necessary, BFHD staff can track every trade action taken by any user.

The form at the bottom allows for the management of trading Lots to other facilities that use VacTrack. It is important to note that a facility can only initiate a trade TO another facility. The Inventory Management system cannot be used to request vaccine from anyone. When you select a Lot from the drop down at the bottom of the ledger, it will create the form you see below.

Enter New Trade			Lot #: 500739P: FLU FLUMIST 10 SPRYRS SYRGL, 10 DO pkg
Interval:	Facility:	Amount:	
Current month 03/01/2010 - 03/31/2010	Testext1	123	
Trade Comment:			Status
Comment:			Draft Send

Select the Interval appropriate to the time the trade occurred. Pick the facility that the Lot is going to and fill in the amount. Good comments include the name of the person you have communicated with about this trade, and the method of transport. You can set the trade to ‘Draft’ mode so you can work on it later, or click ‘Send’. When you send a trade, all the users at the recipient facility will receive an e-mail describing the trade action. In the sample below, facility Testext1 has sent 10 units of FluMist. The Comments are shown in the e-mail just above two links. The recipient doesn’t have to log into the VacTrack site to approve or deny a trade, they can manage that part from their e-mail (as long as they have an active internet connection.) These links are however time sensitive. The random “thash” part of the link is a temporary key allowing us to confirm who the trade was approved or denied by. For security reasons, these keys are only valid for 3 days. If the e-mail is older than 3 days, you will need to log into the site to approve or deny a trade.



Since there can be multiple users at every facility, the approval is ‘first come, first serve’. Clicking the link in the e-mail will take you to the VacTrack site, automatically log you in and manage the trade. You will be shown what the results are of your approval or denial of the trade. If the trade action was successful, the message will appear on the screen. If someone else has already managed that trade, you will see:

