The Lot Number function allows users to track vaccine inventory and gives the users access to several helpful reports described in this quick reference guide. Please reference the WyIR Vaccine Cheat Sheet for further assistance in adding Non-Publicly Supplied vaccines to the WyIR.

**Searching for a Lot Number**

1. Using the navigation menu, click on the Lot Numbers menu heading.
2. Click Search/Add to go to the Lot Number Maintenance page.
3. Enter any relevant criteria, and then click the Search button; a screen similar to the following presents.

   **Adding a Lot Number**
   Enter the information into the required fields (highlighted in red), and then click the Add button. **NOTE:** Once a lot is entered, as either public or private, it is unchangeable. Use of the WyIR Vaccine Cheat Sheet may assist in the entry of the vaccinations correctly.

   **Editing a Lot Number**
   If the total doses need to be adjusted prior to a dose being administered from a lot number, doses can be either added or subtracted. Once the Edit button is clicked, this warning will appear prompting the user to quickly make the changes.

   Make the changes in the editable fields as needed, then select the Add Doses or Subtract Doses button and select the appropriate reason.

   **Adding Doses**

   **Subtracting Doses**

A. If the lot number does not appear, click Add to go to the Lot Number Maintenance [Add] Page, update as needed, then click the Add button when finished.

B. If the lot number appears in the Search Results, see Editing a Lot Number for next steps.

Questions? Contact WyIR Support: 800-599-9754 or email: wyir@wyo.gov
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**Reconciliation**

Adjusting the monthly vaccine inventory is simple when using the Reconciliation page.

1. Select the facility upon login.
2. Using the navigation menu, click on the Lot Numbers menu heading.
3. Click Reconciliation to go to the Reconciliation Screen.
4. Print off the page, logout of the WyIR, and take the printed inventory page to the storage units to assist in inventoring the lots.
5. Note the corrected information for the inventory counts upon the printed Reconciliation page.
6. Login to the WyIR, navigate to the Reconciliation Screen; make the appropriate changes to the Quantity on Hand, if necessary, by entering the correct amount within the open Physical Inventory field; tab to the Category column; select the appropriate reason; tab to the Reason column; select the appropriate reason for changing the information; click Save, then Submit Monthly Inventory when ready.

**Inactivating Expired Inventory**

From the reconciliation screen, take the following steps:

1. Change the Physical Inventory to “0,” select “Expired” from the Category, tab to the Reason drop-down menu;
2. Select “Expired” from the Reason, click the Inactive checkbox, then click save.

A “Changes were saved successfully” message will appear on the Reconciliation screen to inform the user that the appropriate updates were made to the inventory.

**What if a patient is given a “bad dose?”**

On the rare occasion that a dose has been given to a patient that has either expired, or has been ruled to be invalid due to cold chain issues, the WyIR can help to easily identify which patients have received an invalid dose, mark those doses as invalid, and easily provide a way to notify the patients of the need for revaccination.

**Lot Recall Listing Report**

This report can be used to determine which patients received a particular lot of vaccine.

1. Using the navigation menu, click on the Reports menu heading.
2. Click on Report Module to bring up the Reports page.
3. Under the Vaccinations heading, click on Lot Recall Listing to bring up the Lot Recall Report Listing page.
4. Select the Lot Number to recall from the options presented, enter a date range (if many lots are affected), and/or directly enter the lot in the field provided.
5. Click on the Create Report button to generate the Lot Recall Report.

6. If there is a need to invalidate numerous doses given, click upon the drop down menu highlighted above to select the reason, and click on Mark All Results as Compromised.  See the Reminder Recall Quick Start Guide for more information on patient follow-up.

NOTE: If vaccines display that are no longer available (e.g., either expired or with “0” as a quantity on hand), be sure to inactivate them prior

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