



Quick Reference Guide: Vaccine Advertisement (VOMS 1.0)

Last Revised: 12/2023

Vaccine Advertisement is a function within the Wyoming Immunization Registry (WyIR) that allows providers participating in a public vaccine program to “advertise” or locate short-dated publicly supplied vaccines available for transfer. The Vaccine Advertisement function may be used for publicly supplied vaccines ONLY. In order to ensure that private vaccines are not accidentally advertised, lot numbers should be verified as public vaccines prior to advertisement. This cannot be identified within the Vaccine Advertisement screen.

Short-dated vaccines are identified as vaccines that are within 60-90 days of expiration. Open multi-dose vials cannot be transferred regardless of whether or not they are short-dated.

Viewing the “Vaccine Advertisement” page:

All providers participating in a public vaccine program are encouraged to review advertised vaccines before creating new vaccine orders. To reduce vaccine waste due to expiration, it is better to transfer in short-dated vaccines for use rather than order new vaccines.

After logging into the WyIR follow the steps below:

1. Open the “Orders/Transfers” tab from the menu on the left (menu is only visible to Vaccine Coordinators with ordering permissions)
2. Click on “Vaccine Advertisement”
3. Select the “View All Vaccine Advertisements” radio button
4. Use the “Search” option if looking for a certain vaccine type or sort by city to find vaccines in your area

1. [Red box highlighting the 'Orders/Transfers' menu item]

2. [Red box highlighting the 'Vaccine Advertisement' sub-menu item]

3. [Red box highlighting the 'View All Vaccine Advertisements' radio button]

Vaccine	Lot #	Exp Date	Qty Available	Date Advertised	VFC Pin	Comment	Contact Name	Phone Number	Phone Ext	Email	City	Zip
Tdap	U7549AA	11/04/2024	30	01/03/2023								
rotavirus, monovalent	7L2D7	02/24/2024	10	10/17/2022								
MMR	W001598	01/14/2024	5	12/18/2023								
meningococcal B, recombinant	EW6499	06/30/2024	10	06/27/2023								
IPV	V1B901M	06/02/2024	20	01/03/2023								

Create a Vaccine Advertisement:

After logging into the WyIR follow the steps below:

1. Reconcile public vaccine inventory before entering the Vaccine Advertisement screen



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2. Open the “Orders/Transfers” tab from the menu on the left (menu is only visible to Vaccine Coordinators with ordering permissions)
3. Click on “Vaccine Advertisement”
4. Select the “Advertise Vaccine for Transfer” radio button
5. Locate the publicly supplied vaccine lot number(s) and enter the number of doses you want to transfer
6. Verify contact information and include any necessary comments
7. Click “Advertise”

The screenshot shows a web application interface for vaccine advertisements. On the left is a navigation menu with items like Main, Dashboard, Message, Favorites, Patient, Waitlist, Vaccinations, Exec. Dashboard, Organization, Facilities, Physicians & Vaccinators, Lot Numbers, and Orders/Transfers. The 'Orders/Transfers' menu item is highlighted with a red box labeled '2.'. Below it, 'Vaccine Advertisement' is selected with a red box labeled '3.'. The main content area is titled 'Vaccine Advertisement' with a red box labeled '4.'. Below the title are two radio buttons: 'View All Vaccine Advertisements' and 'Advertise Vaccine for Transfer', with the latter selected. Below the radio buttons is a table with columns: Vaccine, Lot #, Exp Date, Doses on Hand, Advertise Qty, Contact First Name, Contact Last Name, Phone Number, Phone Ext, Email, and Comments. A red box labeled '5.' points to the 'Vaccine' column. The first row of the table contains the text 'DTaP,IPV,Hib,HepB', 'U7124AA', '07/13/2024', '10.0', and several empty input fields. A red box labeled '6.' points to the 'Advertise Qty' column. At the end of the row is an 'Advertise' button with a red box labeled '7.'.

Deleting or Updating Vaccine Advertisements:

Advertised vaccines should be updated at least every two weeks to ensure the correct doses on hand are displayed. Vaccines that were able to be used should be removed as soon as possible.

After logging into the WylR follow the steps below:

To delete an advertised vaccine:

1. Open the “Orders/Transfers” tab from the menu on the left
2. Click on “Vaccine Advertisement”
3. Select “Advertise Vaccine for Transfer” radio button
4. Click “Delete”



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1. Orders/Transfers

2. Vaccine Advertisement

3. Vaccine Advertisement

View All Vaccine Advertisements Advertise Vaccine for Transfer

Vaccine	Lot #	Exp Date	Doses on Hand	Advertise Qty	Contact First Name	Contact Last Name	Phone Number	Phone Ext	Email	Comments	
DTaP,IPV,Hib,HepB	U7124AA	07/13/2024	10.0	10	IMM	UNIT	(307)777-7				Update Delete

4.

To update an advertised vaccine:

1. *Follow steps 1-3 above “To delete an advertised vaccine”
2. Update the “Advertise Qty” field
3. Click “Update”

1. Vaccine Advertisement

View All Vaccine Advertisements Advertise Vaccine for Transfer

Vaccine	Lot #	Exp Date	Doses on Hand	Advertise Qty	Contact First Name	Contact Last Name	Phone Number	Phone Ext	Email	Comments	
DTaP,IPV,Hib,HepB	U7124AA	07/13/2024	10.0	10	IMM	UNIT	(307)777-7				Update Delete

2.

3.

Still have questions? Please contact:

WylIR Help Desk: 833-231-1451 or wylir.helpdesk@wyo.gov



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