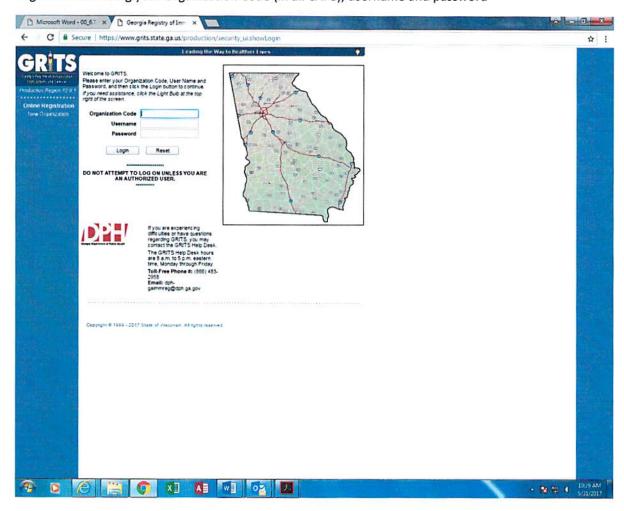
INSTRUCTIONS FOR ENTERING YOUR FIRST VFC ORDER INTO GRITS

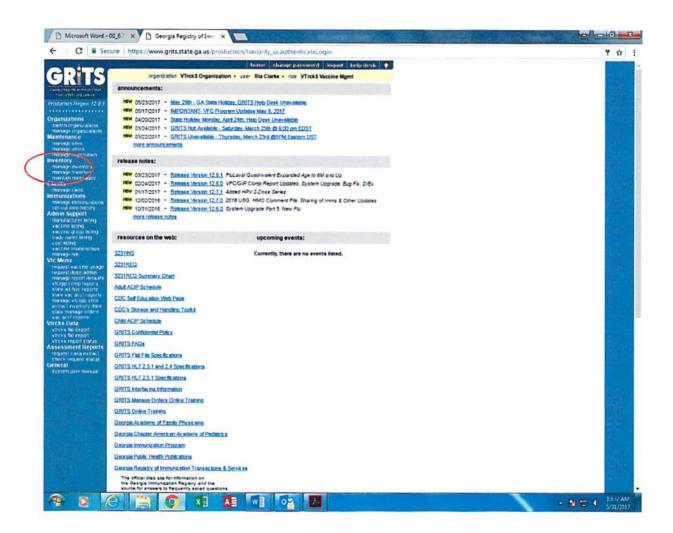
Please note that these instructions only apply to your very first VFC order or any order that was entered manually (for example, order placed via telephone)

Login to GRITS using your Organization Code (in all CAPS), username and password

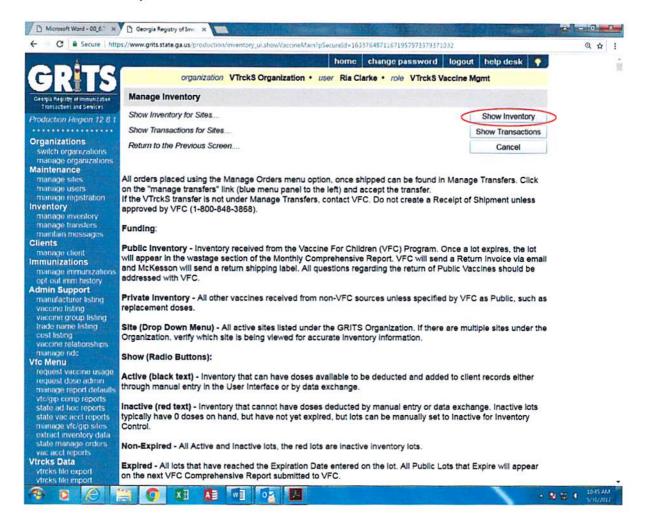


Adding New Inventory

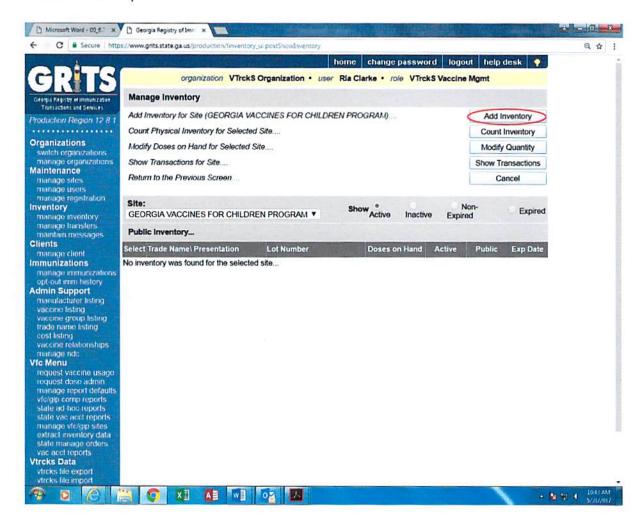
1. Click on Manage Inventory under the Inventory section of the menu panel.



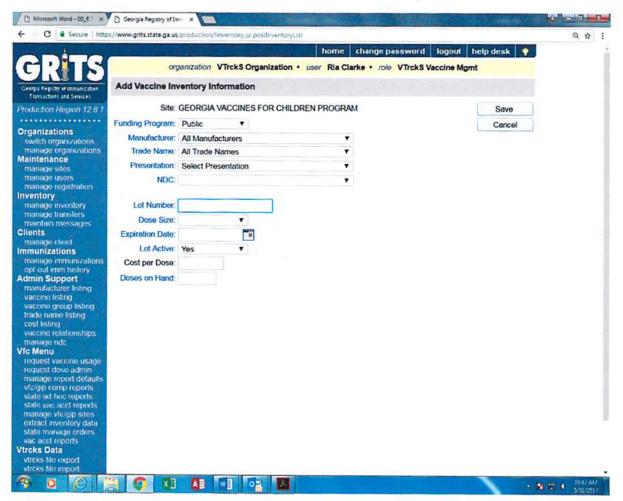
Click Show Inventory.



3. Click Add Inventory



5. At the Add Vaccine Inventory Information screen, enter the following:



First, choose the vaccine's trade name from the pick list provided.

This is because sometimes manufacturers change but the trade names will always be right and available. If not, please call the GRITS Help Desk at 866-483-2958.

Note: The pick lists Manufacturer, Trade Name, and Dose Size function together to filter available options. For instance, when a manufacturer is chosen in the Manufacturer pick list, only trade names associated with the selected manufacturer are displayed; likewise, when a trade name is chosen from the Trade Name pick list, only manufacturers associated with that trade name will be displayed. Further, if the trade name has a specific dose size(s), the Dose Size pick list will be limited to the appropriate dose size(s).

- Choose the manufacturer's trade name from the pick list provided.
- Enter the lot number of the vaccine in the Lot Number text box.
- Choose the dose from the Dose Size pick list; choose .25, .5, .65, 1 ml, or 2ml.

- Enter the vaccine lot's expiration date using the MM/DD/YYYY format, or use the pop-up calendar by clicking the calendar icon to the right of the field. If using the calendar icon, choose a month and year from the pick lists provided and choose a day by clicking on the appropriate calendar day. Press OK. If the vaccine lot's expiration date does not specify a day, enter the last day of the month.
- Choose the source of funding (public or private) used for the purchase of the vaccine from the pick list. State-supplied vaccine should be entered as public. All other vaccine should be entered as private.
- Choose Yes from the Lot Active pick list. When adding new inventory, the lot may only be entered as active. This controls whether the lot shows up on pick lists when entering

immunizations.

- Enter the Cost per Dose if known. This field is optional.
- Enter the number of vaccine doses received in the Doses on Hand text box.
- 6. Press SAVE.
- 7. If the new vaccine was saved successfully, the message "Inventory was inserted successfully" will appear at the bottom of the screen.
- 8. To add additional vaccines, press Add New.
- 9. To return to the Show Inventory screen, press CANCEL.

SPECIAL NOTE ON ENTERING FLUZONE** VACCINES:

Flu vaccines need to be entered manually using the same steps indicated above. However, because the flu dose size can vary, care must be taken to enter the correct dose size as indicated on the packing slip.

The following information provides guidance on entering Fluzone ONLY. All other flu vaccines should be entered according to the previously stated guidelines for adding new inventory.

Please enter the Fluzone products into GRITS as follows:

Fluzone Product	GRITS Trade Name
0.25mL single dose, vial or syringe	Fluzone-PF 6-35 M (IIV4)
0.50mL single dose, vial or syringe	Fluzone -PF > 3 Y (IIV4)
0.50mL multi-dose *	Fluzone > 6 M (IIV4)

*Fluzone multi-dose vial reminder:

In GRITS inventory, add your Fluzone > 6 Months (multi-dose vials) with a dose size of 0.50mL.

-When an immunization is entered into GRITS, either via data exchange or the user interface, GRITS will calculate the immunization dose size based on the age of the client when the shot was administered.

For example, an immunization given to a child younger than age 3 years, will automatically deduct 1/2 of a dose, or 0.25mL. Conversely, an immunization given to a client age 3 years and up will deduct a single dose of 0.50mL.

^{**}Please note that flu trade names can change from year to year. The Fluzone used in the above example may not be available this year. It is important to read your packing slip for information regarding your flu doses.