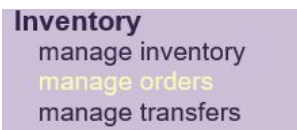




## Immunization Registry Information System (IRIS) Viewing Vaccine Orders in Inventory December 11, 2020

The following instructions address how IRIS users can view vaccine orders details in IRIS. Previously, IRIS users were required to accept vaccine orders into inventory via the Manage Transfers. The new IRIS functionality automatically adds vaccine orders to the organization inventory and will email the **Vaccine Delivery contacts within a provider organization to inform the organization a vaccine order has been sent and has been added to inventory.** In addition, IRIS users at the organization will receive a pop-up message to inform users a new vaccine order was added to inventory. Contact the IRIS Help Desk at 800-374-3958 with questions regarding vaccine orders and vaccine shipments.

1. IRIS users can view vaccine orders on the 'manage orders' page. Select the 'manage orders' link on the left side of the screen under the inventory section of the menu panel.



2. The page will default to show all current orders. To view the order sent to the provider organization, select the Accepted link under the status section.

**Manage Orders**

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**Order List** Show:  Current  Historical  Both  Flu  Historical  Pandemic  Pandemic Historical

**Current Orders**

User	Submit Date	Status	Order #
Joseph Zehner	12/11/2020	<a href="#">ACCEPTED</a>	4503

3. The page will display the incoming vaccine order including trade name, NDC, quantity approved, quantity shipped, and the order status. Incoming vaccine orders will automatically appear in the organization's VFC vaccine inventory.

Vaccines Ordered											
Item #	Order Qty.	Vaccine	Trade Name	Packaging	NDC	Lot Number	Doses On Hand	Qty Apprvd	Qty Denied	Qty Shipped	Status
5954	100	DTaP,5 pertussis antigens	DAPTACEL	DTAP SDV 10-PACK	49281-0286-10	YZ97N123	0	100	0		ACCEPTED