

VIMS: RECONCILE INVENTORY REQUESTS

QUICK TIPS

How to make it easier:

- 1) Take a complete inventory before sitting down at the computer.
- 2) Enter all Adjust and Transfer Requests before you start.
 - *If you forget to enter an Adjust or Transfer Request until you are part way through your Reconcile Request, all is not lost. Click “Save as Draft” at the bottom of the page. Navigate to the Adjust or Transfer Request page and submit the information. Return to your Reconcile Request via the side menu. The new information will have been added to the table and you can pick up where you left off.*
- 3) Don’t forget the Count Date– this is a required field in the upper right hand corner of the Request header.
- 4) Complete one line / row before moving on to the next– filling in both the #Doses Admin field and the Physical count.
- 5) Ignore any Alert Messages until you’ve completely filled in the table– they’re often resolved as quickly as they appear.
- 6) Save! If you are interrupted and need to walk away from the computer, click the “Save as Draft” button at the bottom of the page to avoid being timed out. You will receive a pop-up message confirming that your Request has been saved. If you *don’t* see the pop-up confirmation, click the “Save as Draft” button again.

Practice Inventory

Requests

Transfer

Adjust

Reconcile

Order

View History

Reports