Adjust Inventory in OSIIS (Expired)

1. Login into system
   a. Make sure you are logged into the correct provider/clinic
2. Navigate to the Vaccine Inventory On-Hand screen by selecting Inventory > Vaccines > On-Hand from the left-hand menu.
3. Change the Status from On-Hand to Depleted/Expired
4. Locate the vaccine inventory item requiring an inventory adjustment.
5. Click the corresponding Action button and select Adjustment.
6. Complete the following required fields:
   a. **Date** (enter the actual date on which the inventory was wasted)
   b. **Reason** (select Vtrcks Other)
   c. **Modification** (if a value does not default, select Add or Subtract to make the corresponding adjustment)
   d. **Doses Adjusted** (enter the number of doses wasted for the selected reason)
   e. **Comments** (Expired)
7. Click the Create button.
8. Click the On-Hand menu item to return to the Vaccine Inventory On-Hand screen where you can verify the inventory was adjusted correctly.