



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.