Receive Inventory Transfer

1. Login into system
   a. Make sure you are logged into the correct provider/clinic

2. Click Inventory
   a. Click Vaccines
   b. Click On-Hand

3. There will be a blue notification that states “There is 1 Pending Inventory Transfer”

4. Click on the notification

5. Click the Received button next to the vaccine to be added to inventory on-hand.

6. Enter the date on which the vaccine was received into inventory on-hand. The Received Date must be entered in MM/DD/YYYY format. Double-click the Received Date field to auto-populate the current system date.

7. Click the OK button to complete the transaction and add the vaccine to inventory on-hand.

8. Click the On-Hand menu item to return to the Vaccine Inventory On-Hand screen where you can verify the inventory was added correctly.

The notification will look like this:

**On-Hand Inventory**

- There is 1 Pending Inventory Transfer.
- There is 1 Pending VTrckS Shipment.