

## INSTRUCTIONS FOR ENTERING YOUR FIRST VFC ORDER INTO GRITS

Please note that these instructions only apply to your very first VFC order or any order that was entered manually (for example, order placed via telephone)

Login to GRITS using your Organization Code (in all CAPS), username and password

Microsoft Word - 00\_5.7 x Georgia Registry of Immunization x

Secure | https://www.grits.state.ga.us/production/security\_uishowLogin

**GRITS** Leading the Way to Healthier Lives

Welcome to GRITS.  
Please enter your Organization Code, User Name and Password, and then click the Login button to continue. If you need assistance, click the Light Bulb at the top right of the screen.

Organization Code

Username

Password

DO NOT ATTEMPT TO LOG ON UNLESS YOU ARE AN AUTHORIZED USER.

**DPH**  
Division of Public Health

If you are experiencing difficulties or have questions regarding GRITS, you may contact the GRITS Help Desk. The GRITS Help Desk hours are 9 a.m. to 5 p.m. eastern time, Monday through Friday. Toll-Free Phone #: (800) 453-2958. Email: dph-gamreg@dph.ga.gov

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19:29 AM 5/21/2017

## Adding New Inventory

1. Click on Manage Inventory under the Inventory section of the menu panel.

The screenshot displays the GRITS web application interface. The browser address bar shows the URL [https://www.grits.state.ga.us/production/!security\\_ui.authenticateLogin](https://www.grits.state.ga.us/production/!security_ui.authenticateLogin). The user is logged in as 'Ria Clarke' with the role 'VTrick5 Vaccine Mgmt'. The left-hand navigation menu is visible, with the 'Inventory' section highlighted in blue and the 'manage inventory' link circled in red. The main content area is divided into several sections: 'announcements' with a list of recent updates, 'release notes' with a list of version updates, 'resources on the web' with various links, and 'upcoming events' which currently shows no events. The bottom of the screen shows the Windows taskbar with the system clock indicating 1:17 AM on 5/31/2017.

2. Click Show Inventory.

The screenshot shows a web browser window displaying the GRITS (Georgia Registry of Immunizations Transactions and Services) application. The browser address bar shows the URL: [https://www.grits.state.ga.us/production/inventory\\_ui.showVaccineMain?pSecureId=16337648711671957973379371032](https://www.grits.state.ga.us/production/inventory_ui.showVaccineMain?pSecureId=16337648711671957973379371032). The application header includes navigation links: home, change password, logout, help desk. Below the header, the user information is displayed: organization VTrckS Organization, user Ria Clarke, role VTrckS Vaccine Mgmt.

The main content area is titled "Manage Inventory" and contains the following options:

- Show Inventory for Sites...
- Show Transactions for Sites...
- Return to the Previous Screen....

The "Show Inventory" button is circled in red. Below these options are buttons for "Show Transactions" and "Cancel".

The left sidebar contains a navigation menu with the following sections:

- GRITS** (Georgia Registry of Immunizations Transactions and Services)
- Production Region 12 8 1
- Organizations**
  - switch organizations
  - manage organizations
- Maintenance**
  - manage sites
  - manage users
  - manage registration
- Inventory**
  - manage inventory
  - manage transfers
  - maintain messages
- Clients**
  - manage client
- Immunizations**
  - manage immunizations
  - opt out imm history
- Admin Support**
  - manufacturer listing
  - vaccine listing
  - vaccine group listing
  - trade name listing
  - cost listing
  - vaccine relationships
  - manage rdc
- Vfc Menu**
  - request vaccine usage
  - request dose admin
  - manage report defaults
  - vfc/gip comp reports
  - state ad hoc reports
  - state vac acct reports
  - manage vfc/gip sites
  - extract inventory data
  - state manage orders
  - vac acct reports
- Vtrcks Data**
  - vtrcks file export
  - vtrcks file import

The right sidebar contains detailed information about inventory management:

All orders placed using the Manage Orders menu option, once shipped can be found in Manage Transfers. Click on the "manage transfers" link (blue menu panel to the left) and accept the transfer. If the VTrckS transfer is not under Manage Transfers, contact VFC. Do not create a Receipt of Shipment unless approved by VFC (1-800-848-3858).

**Funding:**

- Public Inventory** - Inventory received from the Vaccine For Children (VFC) Program. Once a lot expires, the lot will appear in the wastage section of the Monthly Comprehensive Report. VFC will send a Return Invoice via email and McKesson will send a return shipping label. All questions regarding the return of Public Vaccines should be addressed with VFC.
- Private Inventory** - All other vaccines received from non-VFC sources unless specified by VFC as Public, such as replacement doses.

**Site (Drop Down Menu)** - All active sites listed under the GRITS Organization. If there are multiple sites under the Organization, verify which site is being viewed for accurate Inventory information.

**Show (Radio Buttons):**

- Active (black text)** - Inventory that can have doses available to be deducted and added to client records either through manual entry in the User Interface or by data exchange.
- Inactive (red text)** - Inventory that cannot have doses deducted by manual entry or data exchange. Inactive lots typically have 0 doses on hand, but have not yet expired, but lots can be manually set to Inactive for Inventory Control.
- Non-Expired** - All Active and Inactive lots, the red lots are inactive inventory lots.
- Expired** - All lots that have reached the Expiration Date entered on the lot. All Public Lots that Expire will appear on the next VFC Comprehensive Report submitted to VFC.

The Windows taskbar at the bottom shows the system clock as 10:45 AM on 11/1/2017.

### 3. Click Add Inventory

The screenshot shows the GRITS web application interface. The browser address bar displays the URL [https://www.grits.state.ga.us/production/inventory\\_ui/postShowInventory](https://www.grits.state.ga.us/production/inventory_ui/postShowInventory). The application header includes navigation links: home, change password, logout, and help desk. The user is logged in as 'Ria Clarke' with the role 'VTrckS Vaccine Mgmt'.

The main content area is titled 'Manage Inventory'. It features a list of actions for a selected site: 'Add Inventory for Site (GEORGIA VACCINES FOR CHILDREN PROGRAM)...', 'Count Physical Inventory for Selected Site...', 'Modify Doses on Hand for Selected Site...', 'Show Transactions for Site...', and 'Return to the Previous Screen...'. On the right side, there are buttons for 'Add Inventory', 'Count Inventory', 'Modify Quantity', 'Show Transactions', and 'Cancel'. The 'Add Inventory' button is circled in red.

Below the actions, there is a 'Site:' dropdown menu set to 'GEORGIA VACCINES FOR CHILDREN PROGRAM'. To the right of the dropdown are radio buttons for 'Show' with options: Active, Inactive, Non-Expired, and Expired.

Under the 'Public Inventory...' section, there is a table with the following columns: 'Select Trade Name', 'Presentation', 'Lot Number', 'Doses on Hand', 'Active', 'Public', and 'Exp Date'. Below the table, a message states: 'No inventory was found for the selected site...'

The left sidebar contains a navigation menu with categories: 'Production Region 12 8 1', 'Organizations', 'Maintenance', 'Inventory', 'Clients', 'Immunizations', 'Admin Support', 'Vfc Menu', and 'Vtrcks Data'. Each category lists several sub-options.

The Windows taskbar at the bottom shows the system tray with the date and time: 10:43 AM 5/11/2017.

5. At the Add Vaccine Inventory Information screen, enter the following:

The screenshot displays the 'Add Vaccine Inventory Information' screen in the GRITS application. The page header includes the GRITS logo and navigation links: home, change password, logout, and help desk. The user is logged in as 'Ria Clarke' with the role 'VTrckS Vaccine Mgmt'. The form contains the following fields and options:

- Site: GEORGIA VACCINES FOR CHILDREN PROGRAM
- Funding Program: Public
- Manufacturer: All Manufacturers
- Trade Name: All Trade Names
- Presentation: Select Presentation
- NDC: [Empty]
- Lot Number: [Text Box]
- Dose Size: [Pick List]
- Expiration Date: [Calendar Icon]
- Lot Active: Yes
- Cost per Dose: [Text Box]
- Doses on Hand: [Text Box]

Buttons for 'Save' and 'Cancel' are located at the top right of the form area.

First, choose the vaccine's trade name from the pick list provided.

This is because sometimes manufacturers change but the trade names will always be right and available. If not, please call the GRITS Help Desk at 866-483-2958.

Note: The pick lists Manufacturer, Trade Name, and Dose Size function together to filter available options. For instance, when a manufacturer is chosen in the Manufacturer pick list, only trade names associated with the selected manufacturer are displayed; likewise, when a trade name is chosen from the Trade Name pick list, only manufacturers associated with that trade name will be displayed. Further, if the trade name has a specific dose size(s), the Dose Size pick list will be limited to the appropriate dose size(s).

- Choose the manufacturer's trade name from the pick list provided.
- Enter the lot number of the vaccine in the Lot Number text box.
- Choose the dose from the Dose Size pick list; choose .25, .5, .65, 1 ml, or 2ml.

- Enter the vaccine lot's expiration date using the MM/DD/YYYY format, or use the pop-up calendar by clicking the calendar icon to the right of the field. If using the calendar icon, choose a month and year from the pick lists provided and choose a day by clicking on the appropriate calendar day. Press OK. If the vaccine lot's expiration date does not specify a day, enter the last day of the month.
  - Choose the source of funding (public or private) used for the purchase of the vaccine from the pick list. **State-supplied vaccine should be entered as public. All other vaccine should be entered as private.**
  - Choose Yes from the Lot Active pick list. When adding new inventory, the lot may only be entered as active. This controls whether the lot shows up on pick lists when entering immunizations.
  - Enter the Cost per Dose if known. **This field is optional.**
  - Enter the number of vaccine doses received in the Doses on Hand text box.
6. Press SAVE.
  7. If the new vaccine was saved successfully, the message "Inventory was inserted successfully" will appear at the bottom of the screen.
  8. To add additional vaccines, press Add New.
  9. To return to the Show Inventory screen, press CANCEL.

**SPECIAL NOTE ON ENTERING FLUZONE\*\* VACCINES:**

Flu vaccines need to be entered manually using the same steps indicated above. However, because the flu dose size can vary, care must be taken to enter the correct dose size as indicated on the packing slip.

The following information provides guidance on entering Fluzone ONLY. All other flu vaccines should be entered according to the previously stated guidelines for adding new inventory.

Please enter the Fluzone products into GRITS as follows:

Fluzone Product	GRITS Trade Name
0.25mL single dose, vial or syringe	Fluzone-PF 6-35 M (IIV4)
0.50mL single dose, vial or syringe	Fluzone -PF > 3 Y (IIV4)
0.50mL multi-dose *	Fluzone > 6 M (IIV4)

***\*Fluzone multi-dose vial reminder:***

In GRITS inventory, add your Fluzone > 6 Months (multi-dose vials) with a dose size of 0.50mL.

-When an immunization is entered into GRITS, either via data exchange or the user interface, GRITS will calculate the immunization dose size based on the age of the client when the shot was administered.

- For example, an immunization given to a child younger than age 3 years, will automatically deduct 1/2 of a dose, or 0.25mL. Conversely, an immunization given to a client age 3 years and up will deduct a single dose of 0.50mL.

***\*\*Please note that flu trade names can change from year to year. The Fluzone used in the above example may not be available this year. It is important to read your packing slip for information regarding your flu doses.***