

Inventory Management Job Aid

Your Profile: COVax Inventory Manager or Site Super User

Create shipments, [shipment line item\(s\) \(SLI\)](#) and process Inventory (Receive Inventory) for [SLI\(s\)](#), then allocate inventory to Vaccination Events to make it available for administration to clients, and reconcile inventory as part of an ongoing operations.

Inventory Set Up

Here are the core [inventory setup](#) tasks you will perform daily. **Click the relevant link:**

#	Section	Description
1	Create Shipment Records	Create a shipment record to reflect the details of doses received
2	Create Shipment Line Item (SLI)	Create a shipment line item for each lot received in the shipment
3	Log any SLI Damages	Record any SLI Damages from within the SLI record.
4	Process Inventory for SLI (s)	After creating a shipment record and associated SLI(s), inventory records are created/updated automatically through "Processing Inventory"
5	Creating Storage Locations	Create a storage location for Inventory if it does not already exist
6	Allocate Inventory to a Vaccination Event	Allocate the inventory at the Authorized Organization (AO) to a Vaccination Event (VE) to make it available for dose administration

Inventory Reconciliation

Here are the [inventory reconciliation](#) tasks you will perform on an as-needed basis. **Click the relevant link:**

#	Section	Description
5	AO Inventory Reconciliations	Reconcile inventory at the AO Level for: A. Generic Adjustments B. Wastage Events C. Excursion Events
6	VE Inventory Reconciliations	Reconcile inventory at the VE Level for: A. Wastage Events B. Extra Doses from Vial Adjustments C. No Consent Adjustments
7	Transfer & Accept Inventory	Transfer the appropriate amount of inventory from your AO to another AO. Once complete, the receiving AO must accept the transfer
8	Manage Recalls	Create a recall against the inventory record when advised that a lot of inventory may need to be recalled. Subsequently, recalls can be rescinded if needed to become available for use

Additional Information

Refer to the "**User Profile Set Up**" job aid to learn more about your system access. Refer to the "**MOH Clinical Package**" on SharePoint for forms and process information that you might need in addition to this job aid.

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Disclaimer

Data Privacy: Users with access to COVaxON can see the demographic details and HCNs of other clients in the system when searching for a particular person. The information is presented this way to help ensure that users access the correct client record and to reduce the risk of either not locating a client's record or improperly creating duplicate client records. **As required by PHIPA and under the terms of the Acceptable Use Policy, system users are only permitted to access the information of individuals to whom they are providing care or for other purposes that are specifically authorized.**

COVaxON records detailed audit transaction logs that inform the MOH of which client records were accessed by each user, and what actions they took in the system. Any concerns that are identified about improper access to the system will be investigated and appropriate actions taken.

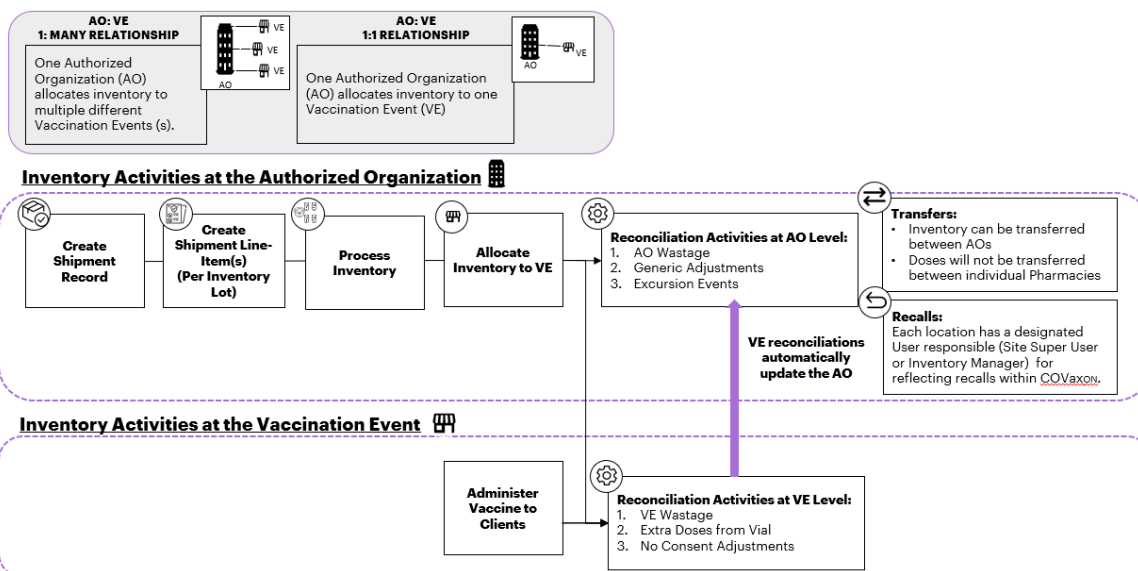
COVID Public Health: All COVID public health measures must be followed in alignment with the tasks outlined in this job aid

MODULE 1: INVENTORY SET UP

Scenario Overview: Inventory is managed by Authorized Organizations (AOs), which typically includes three scenarios:

- 1. Public Health Units (PHUs) Receive & Manage Inventory on Behalf of LTCHs/RHs/NHs or Primary Care Physician Offices:** PHUs will receive shipments at an AO, where it will be inspected. PHUs will create Shipment records and Shipment Line Item (SLI) records for each lot of inventory, process Inventory for SLI(s) and then allocate inventory to Vaccination Events (VEs) such as Long-Term Care Homes and Primary Care Physician locations.
- 2. Hospitals/Clinics Receive & Manage Inventory:** Hospitals will receive shipments at an AO, where it will be inspected. Hospitals will create Shipment records and Shipment Line Item (SLI) records for each lot of inventory, process Inventory for SLI(s) and then allocate inventory to Vaccination Events (VEs) to just one VE (their hospital/clinic) or separate VEs such as wings/floors operating as separate clinics. The PHU may request the hospital to manage and allocate inventory to other VEs such as Long-Term Care Homes.
- 3. Pharmacies Receive & Manage Inventory:** Specific Pharmacy locations will receive shipments, where it will be inspected. Pharmacy's create Shipment records and Shipment Line Item (SLI) records for each lot of inventory, process Inventory for SLI(s) and allocate it to the pharmacy VE (each individual pharmacy store is an AO and a VE).

INVENTORY MANAGEMENT OVERVIEW

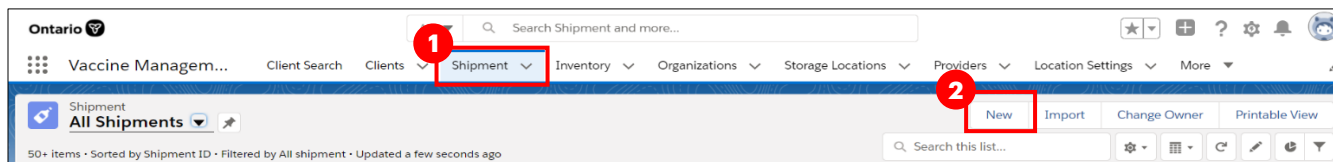


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1. Create Shipment Records

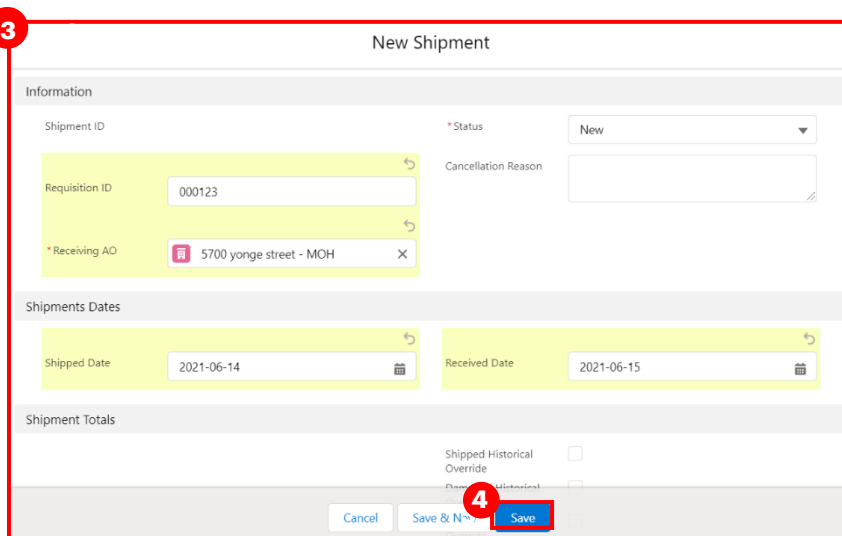
Description:

Authorized Organizations (PHU, Hospitals, Pharmacies, etc.) receive vaccine and diluent inventory from distributors (i.e. the Federal government) and create a shipment record to represent the full shipment received. Shipments can include multiple lots of the same product or different vaccine products. After a shipment is received and inspected, create a shipment record to document the information in COVaxON.



How:

1. Go to the **"Shipment"** tab
2. Click **"New"**
3. Populate the following information:
 - **"Requisition ID"**: Enter the alpha numeric ID on the shipping paperwork
 - **"Receiving AO"***: Use the search bar to select your AO
 - **"Status"***: **"New"** should be selected (default) when creating the shipment.
 - **"Shipped Date"**: Input date shipment was sent
 - **"Received Date"**: Input date shipment was received



Note: The **"Shipped Historical Override"**, **"Damaged Historical Override"** and **"Received Historical Override"** are read-only checkboxes will not to be populated by users.

4. Click **"Save"**

2. Create Shipment Line Item (SLI)

Description:

After creating a shipment, one or multiple shipment line item records must be created. An SLI can only contain a single lot of Inventory. Therefore, if a shipment includes multiple lots of inventory, multiple shipment line item records must be created. For example, if a shipment arrives and it includes 2 Pfizer product lots and 1 Moderna product lot, 3 different SLI records must be created for each distinct product/lot record.

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How:

- On the shipment record, go to the **"Shipment Line Items"** section and select **"New"**
- Populate the following information:
 - "Shipment Line Item ID"**: Auto populated based on order of creation
 - "Shipment ID"**: Linked shipment record will be auto populated
 - "Temperature Reading"**: Input temperature of the doses received
 - "Status"** *: Defaulted to "New"
 - "Inventory Lot"** *: Search for and select from the list of pre-created inventory lots
 - "Shipped Doses"** *: Input the number of doses that have been received in the SLI
- Click **"Save"**

To open the newly created SLI record:

- Click the SLI link from the **"Shipment Line Items"** section
- The **"Product"** field in the SLI screen that is associated to the Inventory lot will be available as a read-only field

Shipment ...	Product	Inventory Lot	Shipped D...
SLI-000356	MODERNA COVID-19 ...	LOT - Moderna - MH - Jun...	9,870

Cancelling SLI Records:

- If you would like to cancel an SLI record, click the **"Cancel SLI"** button at the top corner and input a cancellation reason.
- Once saved, the SLI's status will automatically be updated to **"Cancelled"**. Once an SLI is cancelled, the associated SLI lot cannot be added again within the same shipment. Therefore, cancellations should be carefully reviewed as they are permanent and cannot be reversed.
- Because cancelling an SLI is final, if any edits need to be made to an SLI record, you can select the **"Edit"** button to make any required changes. Please note, the SLI records are locked for editing once the Inventory is received.

Notes

- Once inventory is processed, the SLI record is 'locked' for editing. Therefore, ensure that all appropriate SLI records are completed before processing inventory in the upcoming steps. For example, if the

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Shipment record included 3 distinct lots, 3 distinct SLIs must be created before any inventory is processed.

- A tab **"Inventory Lots"** is available in COVaxON for Inventory Managers and Site Super Users. From this tab, Inventory Lot records can be viewed. Please note, Inventory Managers and Site Super Users will not be creating any records as they will be pre-created in the system. All Inventory Lot records will be linked to the appropriate product and will also include the corresponding expiry date.
- All quantities with regards to inventory in COVaxON are measured in doses, not vials. The amount of doses per vial differs between vaccine types.

3. Log any SLI Damages

Description:

After creating a Shipment Line Item record, any doses that were damaged doses in the shipment process can be recorded in an SLI Damages record. Only one reason can be selected for each SLI Damage record. If there are multiple reasons for damage, then multiple SLI Damage records must be created.

How:

1. From the SLI screen, in the **"Shipment Line Item Damage"** section click the dropdown arrow and select **'New'**
2. Populate the following information:
 - **"ID"**: Will be auto populated based on order of creation
 - **"Quantity"***: Input the number of damaged doses
 - **"Reason"***: Select the reason for damage from the dropdown
 - **"Shipment Line Item"**: Associated SLI is automatically linked

3. Click **"Save"**

The screenshot shows the 'New Shipment LI Damage' form in the COVaxON system. The form is titled 'New Shipment LI Damage' and has a 'Information' section. It contains fields for 'ID' (auto-populated), 'Quantity' (input field with '1,234'), 'Reason' (dropdown menu with 'DP - Damaged Product'), and 'Shipment Line Item' (dropdown menu with 'SLI-000374'). The form has buttons for 'Cancel', 'Save & New', and 'Save'. Red callout boxes with numbers 1, 2, and 3 highlight the 'New' button, the 'Quantity' field, and the 'Save' button respectively.

Additional Notes:

- Once the SLI Damage is saved, the following fields will be updated on the SLI record:
 - **Received Doses** = Sum of the Shipped Doses minus all Damaged Doses
 - **Damaged Doses** = Sum of all damaged doses within linked SLI Damages record
- Ensure all damages related to shipments are captured before proceeding to Section 4: **"Process Inventory from SLI(s)"**. Once the inventory is processed, the SLI record will be locked and no further edits can be made to it. If any damages need to be recorded after the SLI has been locked, this must be logged as an **"Adjustment"** Inventory Transaction at the AO level. The reason for the adjustment will be **"QH - Quantity Adjustment"** and the notes should state, *"The Shipment Damages were entered in error. The Inventory Record is being adjusted by XX number of doses"*

4. Process Inventory from SLI(s)

Description:

Once the Shipment and all SLI, and SLI Damage record(s) within that shipment have been created, the SLI(s) must be "Processed" to automatically create the relevant inventory record(s) or update existing inventory records.

If an inventory record for the received lot already exists in COVaxON, the quantity received for the SLI will be added to the existing inventory record. If there is no existing inventory record in COVaxON for the received lot, a new inventory record is created automatically upon processing. For example:

- If lot ABC at the Toronto Public Health AO has an existing inventory record with 1000 doses, and an SLI record is created for an additional 200 doses, once the inventory is processed, the doses will be added to the existing inventory record, bringing the total number of available doses to 1200.
- If lot XYZ at the Toronto Public Health AO does not have an existing inventory record, once the inventory is processed, the details from the lot and SLI record will be used to create a new inventory record. If the SLI record is created with 200 doses, then the inventory record will have 200 available doses. If additional SLI records are created for this inventory, they will continue to be added to the record.

How:

1. From the SLI record, click the "Receive Inventory" button

2. A warning message will appear, to ensure that all SLI damages have been entered prior to processing the inventory because once processed, the SLI record will be locked for editing. If the relevant damage has been entered, click "Next".

3. Depending on whether the Inventory being received exists in COVaxON or not the following will occur:

- a. If the inventory record for that lot exists in COVaxON, the record details will appear on the screen. Review the information to ensure accuracy and that the new SLI doses should be added to the inventory. Select the inventory item and click "Next". (Note: if the inventory record was formerly in the "Complete" status which means quantity of doses reached zero, and the new received doses are added from the SLI record, the status will be updated to "Available")
- b. If the inventory record for that lot does not exist in COVaxON, a new inventory record will be created using the selected lot record's details. From the newly created inventory record, users can input the appropriate storage location, or create a new location if needed (see Section 5 "Create Storage Locations"). Click "Next"

1

Shipment Line Item
SLI-000377

Cancel SLI Receive Inventory Edit

2

Receive Inventory

Check that the Damage doses have been entered with reasons if applicable

Next

3a

If inventory record for that lot exists

Please select existing inventory to receive SLI.

Invent...	Invent...	Status	Doses ...	Storag...	Create...	Last M...
MODERNA COVID-19 mRNA-1273 null ml - 7777, 2021-10-19	LOT - Moder...	Complete	9,870		2021-06-15,...	2021-06-15,...

Clear Selection

Previous Next

3b

If inventory record for that lot does not exist

Receive Inventory

New Inventory will be created with following details.

Authorized Organization : 5700 yonge street - MOH
Inventory Lot : Pfizer-BIONTECH COVID-19 mRNA - EH-0005 - 2021-10-31
Shipment Received Doses : 500
Status : Available

Previous Next

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4. Once the inventory has been processed, click the inventory hyperlink and the record will open in a new tab.

5. Return to the original tab and exit or click **"Finish"** on the Receive Inventory window.

Receive Inventory

4

Your Inventory has been received MODERNA COVID-19 mRNA-1273 null ml - 7777, 2021-10-19

5

Finish

Note: Within the newly received inventory record you can perform all the AO inventory activities such as allocating to VEs, inventory reconciliations, transfers and recalls can be performed using the existing processes.

6. Once inventory is processed, the SLI record will be updated as follows:

- An Inventory Transaction record will be automatically created, showing that the shipment has been received and added to the AO inventory record
- The status of the SLI record will be automatically updated to **"Processed – In Full"** if no damages were recorded, and **"Processed – With Discrepancy"** if damages were recorded.

7. Once inventory is processed, the shipment record will be updated as follows:

- Once all linked SLI's are processed, the Shipment record's status will be automatically updated, and users will no longer be able to edit the record as it will be locked.
- If all linked SLIs are **"Processed – In Full"** and/or **"Cancelled"**, the Shipment status will be set to **"Received – In Full"**. If any linked SLIs are **"Processed – With Discrepancy"**, the Shipment status will be set to **"Received – With Discrepancy"**

Further Context

- From the Inventory record, the associated lot record will be locked as read-only for users. This is to prevent any mismatch between the SLI's inventory lot and the inventory record's associated lot. Users must contact ITS if they require:
 - An update to the linked inventory lot (i.e. if the lot selected on the SLI record was incorrect)
 - An update to the information within the inventory lot record (i.e. the expiration date is incorrect)
- A specific inventory record can be managed by one AO and linked to multiple VEs. As doses are administered at the VE(s), doses will automatically decrement from the associated AO inventory record.
- Within the inventory record, there is an option to add files (for example, a temperature logger). This can be done from the **"Other"** tab of the inventory record by selecting **"Upload Files"**

Inventory

PFIZER-BIONTECH COVID-19 mRNA
PB(double) 0.3 ml - 3344, 2021-10-26

Transfer Doses Accept Inventory Recall Inventory Reject Inventory

Inventory Product PFIZER-BIONTECH COVID-19 mRNA PB(double) Doses Available 3,493

Details Related Events Inventory History **Other**

Files (0) Add Files

Upload Files

Or drop files

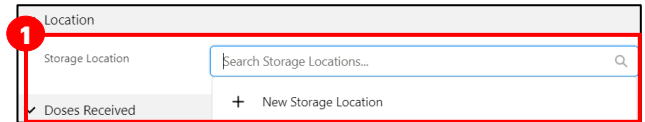
5. Create Storage Locations

Description:

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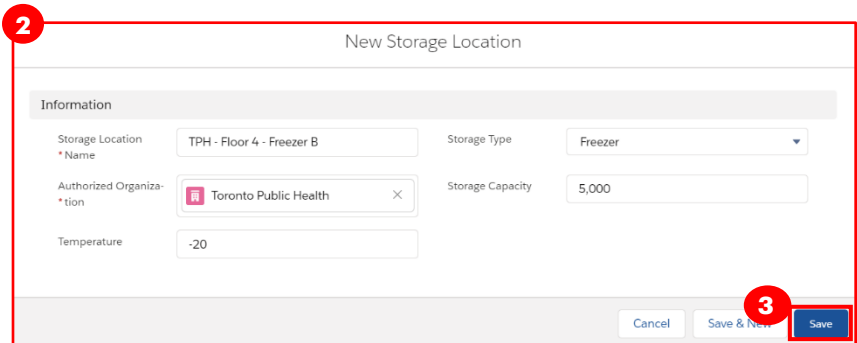
After creating a new inventory record, a **"Storage Location"** can be added to the Inventory record. If the required location does not exist in COVaxON, Inventory Managers or Site Super Users can use these steps to create a new location.

1. From the **"Details"** tab on the inventory record, if the required storage location does not exist in the system, select **"New Storage Location"**. A new window will open called **"New Storage Location"**.



2. Fill in New Storage Location details:

- **Storage Location Name***: The naming convention may differ for each location depending on their layout. For example: *TPH – Floor 4 – Freezer B*
- **Authorized Organization***: Use the search bar to indicate the AO the inventory is associated to. This is a mandatory field and must be the same AO as on your User profile.
- **Storage Type**: Indicates how the inventory is being stored (select from dropdown)
- **Storage Capacity**: Number of doses that the storage location can hold (UOM: doses)
- **Temperature**: Temperature of storage location (UOM: Celsius)



3. Click **"Save"**. The storage location will be saved, and you will return to the Inventory window. The storage location you created will be auto populated into the **"Storage Location"** field.

4. Click **"Save"** again to save the changes to the Inventory record

Notes

- Inventory Managers and Site Super Users can create, edit, and/or select storage location records that are within their AO, and have read-only access for storage location records outside of their AO.
- Site staff and Vaccinators have read-only access for Storage Locations across all AOs.

6. Allocate Inventory to a Vaccination Event

Description:

Site Super Users and Inventory Managers can link existing inventory records at an Authorized Organization to Vaccination Events. This allows Vaccinators to be able to select the inventory when administering doses to clients. The act of linking existing inventory records creates a **Vaccine Event Inventory (VEI)** record associated to a specific VE, which is tied to a main AO inventory record. As doses are administered from the VE, the updates will be displayed in the header of the VEI record, and from the "Doses Available" section on the Authorized Organization inventory record.

How:

1. Navigate into the AO inventory record if it is not already open.
2. Select the **"Related Events"** tab.

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3. Click “New” to the right of “Event Inventories”



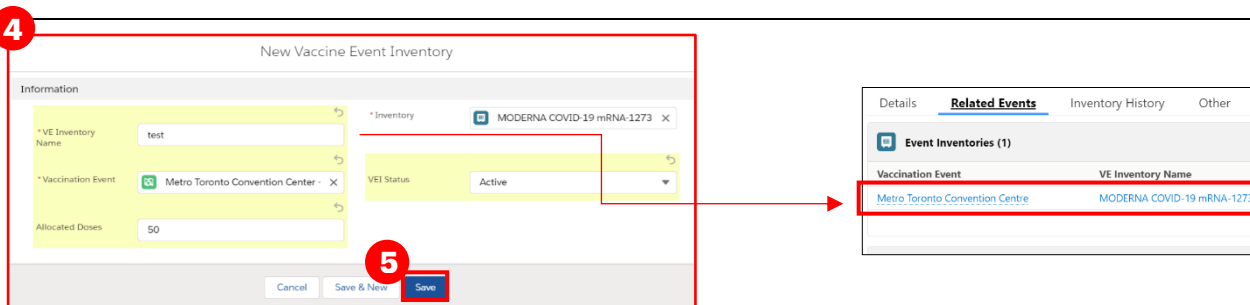
Details **Related Events** Inventory History Other

Event Inventories (0) New

4. Enter in the details for the VE inventory:

- **VE Inventory Name***: Input “test” and continue filling out the other fields. Once saved, this field will auto populate with the same name as the linked AO inventory
- **Vaccination Event***: Search and select the VE the inventory is being allocated to
- **Inventory**: This field will be auto populated with the inventory associated to that AO (this is the “linked” inventory that will be decremented from as doses are administered)
- **Allocated Doses**: Enter the # of doses being allocated to that VE. *This is a static field, meaning it will not auto decrement as doses are administered or adjusted.*
- **VEI Status**: Selecting “Active” will make the inventory available for administration. If the inventory is not yet available for administration, users can select the status “Inactive”, or, select the “Entered in Error” if the VEI record was mistakenly entered and should no longer be available for administration. After selecting “Entered In Error” re-allocate the correct inventory to the VE.

5. Click “Save”



New Vaccine Event Inventory

Information

*VE Inventory Name test

*Vaccination Event Metro Toronto Convention Center X

Allocated Doses 50

*Inventory MODERNA COVID-19 mRNA-1273 X

VEI Status Active

Cancel Save & New **Save**

Details **Related Events** Inventory History Other

Event Inventories (1)

Vaccination Event	VE Inventory Name
Metro Toronto Convention Centre	MODERNA COVID-19 mRNA-1273

Notes

- Users may link the same AO inventory record to multiple Vaccination Events by allocating various amounts of that Lot Number across various VEs, as long as they belong to the same AO.

MODULE 2: INVENTORY RECONCILIATION

The following activities should be completed on an as-needed basis by Inventory Managers.

7. Inventory Reconciliations at the AO Level

Description:

Inventory reconciliations ensure that the inventory information within COVaxON is reflective of the physical on-hand inventory and there are no disruptions to the ability to vaccinate clients within COVaxON. Reconciliations can occur at both the AO and VE levels. Reconciliation types at the AO level are: Generic Quantity Adjustments, Wastage Events and Excursion Events. For details on reconciliations at the VE level, see Section 8: “**Inventory Transactions at the VE Level**” below. When inventory is reconciled at the VE level, it will also be reflected on the parent AO record. To document reconciliations at the AO within COVaxON, use the following process.

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How:

1. Go to the **"Inventory"** tab.
2. Select **"All Inventory"** from the dropdown.
3. Click the AO inventory record you wish to update. You can use the search bar to aid in your search. This will bring you to a specific inventory record.

Vaccine Managem... Client Search Clients Jobs Vaccination Events Inventory Lots Shipment **Inventory** Institutions * More

Inventory **All Inventory** Report Shipment Incident Return

2 items • Sorted by Inventory Name • Filtered by All inventory • Updated a few seconds ago

	Inventory Name ↑	Authorized Organiz...	Shipment	L...	Status	Product Trade Name	Storage Location
1	MODERNA COVID-19 mRNA-1273 0.5 ml ...	Toronto Public Health	SHIP-0003...		Suspended for Vaccin...	MODERNA COVID-19 mRNA-1273	TPH - Floor 2 - Freezer...
2	MODERNA COVID-19 mRNA-1273 0.5 ml ...	Toronto Public Health	SHIP-0003...		Available	MODERNA COVID-19 mRNA-1273	

4. From the inventory record, navigate to the **"Related Events"** tab.
5. Under **"Shipment Doses Received & Reconciliations"**, select the appropriate reconciliation type and follow the instructions in the below sections:

7.A Adjustments

7.B Wastage Events

7.C Excursion Events

6. Once an inventory reconciliation is saved, you will be redirected to a screen which provides an overview of the Inventory Transaction. Click the hyperlink in **"Inventory (From)"** to return to the AO Inventory Record.

Inventory MODERNA COVID-19 mRNA-1273

Inventory Product MODERNA COVID-19 mRNA-1273 Doses Available 557

Details **Related Events** Inventory History

Adjustment Wastage Event Excursion Event

Created By Created

Inventory Transaction IT-0245

Record Type Adjustment Quantity 6

Related Details

Basic Details

Inventory Transaction Id IT-0245

Inventory (From) MODERNA COVID-19 mRNA-1273 0.3 ml - BN0003, 2021-07-31

Note: Users can **not** edit inventory transaction records once they are created. If a transaction is unintentionally/mistakenly created, users must create 2 inventory transactions to reconcile for the mistake:

1. First, create a record to counteract/reverse the original error
2. Second, create a record for the correct reconciliation

7.A Adjustments

Description:

For generic adjustments at the AO level (i.e. physical inventory count discrepancies), follow the below process. Please note, generic adjustments cannot be made at the VE level. If a generic adjustment is required at the VE (for example, a physical count discrepancy), the VE Inventory Manager must contact the AO Inventory Manager to document this adjustment at the AO level.

1. In the AO Inventory record, under **"Shipment Doses Received & Reconciliations"**, select **"Adjustment"**

Shipment Doses Received & Reconciliations (1)

1 item • Sorted by Created Date • Updated 5 minutes ago

Adjustment Wastage Event

	Inventory Transac...	Record Type	Quantity	Vaccine Event Inv...	Vaccination Event	Notes	Created By	Created Date ↓
1	IT-0323	Received Shipment	10				Ellen Hall	2021-06-14, 5:05 PM

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2. Fill in the details of the Adjustment:

- **Inventory Transaction ID:** Unique identifier for each Inventory transaction. Auto populated once saved based on order of creation.
- **Reason*:** Select "QH- Quantity Adjustment" from drop down
- **Quantity*:** Indicate the number of doses that are being adjusted (can be a positive or negative number)
- **Notes*:** Describe the reason for Adjustment

3. Click "Save"

New Inventory Transaction: Adjustment

Basic Details

Inventory Transaction Id: MODERNA COVID-19 mRNA-1273

Adjustment Details

* Reason: QH - Quantity Adjustment

* Quantity: 2

Additional Details

* Notes: 2 doses from physical count

Buttons: Cancel, Save & New, Save

7.B Wastage Events

Description:

For wastage events at the AO level, follow the below process:

1. Under "Shipment Doses Received & Reconciliations", select "Wastage Event"

Shipment Doses Received & Reconciliations (1)

1 item • Sorted by Created Date • Updated 5 minutes ago

Inventory Transac...	Record Type	Quantity	Vaccine Event Inv...	Vaccination Event	Notes	Created By	Created Date
IT-0323	Received Shipment	10				Ellen Hall	2021-06-14, 5:05 PM

2. Fill in the details of the Wastage Event:

- **Inventory Transaction ID:** Unique identifier for each Inventory transaction. Auto populated once saved based on order of creation.
- **Reason*:** Select reason for wastage from dropdown list
- **Start Date Occurred*:** Select date and time the wastage occurred.
- **Quantity*:** Enter number of doses wasted
- **Entire Vaccine Inventory Wasted:** Checkbox if the entire inventory record has been wasted. Leave unselected if only a portion of the inventory has been wasted.
- **Notes:** Input any desired notes

3. Click "Save"

New Inventory Transaction: Wastage Event (Inventory)

Basic Details

Inventory Transaction Id: MODERNA COVID-19 mRNA-1273

Wastage Details

* Reason: DE - Defective Product

* Quantity: 20

* Start Date Occurred: 2021-05-04 12:00 PM

Entire Vaccine Inventory Wasted: ☐

Additional Details

* Notes:

Buttons: Cancel, Save & New, Save

Note: Wastage event reconciliations should not be created unless the inventory record is in the status "Available".

7.C Excursion Events

Description:

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Excursion Events differ from wastage events as they specifically describe ASC (adverse storage condition) malfunctions. Therefore, excursion events are only meant for storage hubs (AOs) that both store inventory specifically at their location and when the malfunction is storage related. Therefore, wastage that occurs at a Vaccination Event due to on-site error will be recorded as regular wastage event. If an excursion event is required at the VE, a wastage event with the reason **"Vaccine Stored Temperature Excursion at Clinic"** should be recorded.

For excursion events at the AO level, follow the below process. All excursion events will undergo an inspection by the PHU before being validated in COVaxON.

1. Once an Excursion Event is identified, the Inventory Manager/Site Super User must change the Inventory status to **"Suspended for Vaccines"**
2. Contact the PHU to inform them of the excursion. The PHU will perform an inspection of the event. While the inspection occurs, the doses remain in "quarantine"
3. The PHU will contact your location with the inspection results indicating the impacted number of doses if any. Once the investigation is complete, the excursion record can be created in COVaxON.
4. Change the inventory record status back to **"Available"**. Excursion event reconciliations should not be created unless inspection by the PHU is completed and the inventory record is in the Available status.
5. To create an excursion record, within the **"Related Events"** tab, under **"Shipment Doses Received & Reconciliations"**, click the drop-down arrow and then select **"Excursion Event"**

6. Fill in the details of the Excursion Event:

- **Inventory Transaction ID:** Unique identifier for each Inventory transaction. Auto populated once saved based on order of creation.
- **Excursion Type:** Select "Temperature"
- **Quantity***: Indicate the number of doses that were impacted by the excursion event. If the entire inventory Lot# was unaffected from the excursion event, input 0.
- **Reason***: Use the drop-down options to indicate the cause of the excursion
- **Entire Vaccine Inventory Wasted:** Use checkbox to indicate if the entire inventory record was impacted by the excursion.

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- **Start Date Occurred ***: Time when the temperature went out of range
- **End Date Occurred ***: Time when the temperature was set back in range
- **Time Duration of Excursion (In hours)**: Time elapsed between start time of excursion and end time
- **Discovery Date/Time**: Input when the Inventory Manager discovered the excursion
- **Temperature Reading (°C)**: Indicate the temperature that the storage location was at during the excursion event
- **Min Temp During Excursion**: Indicate the lowest temperature during excursion
- **Last Logged Temperature**: Last temperature showing on the data log
- **Max Temp During Excursion**: Indicate the highest temperature during excursion
- **Temp Last Logged Date/Time**: Enter date/time
- **Event Description**: Input any additional details
- **List of items in the storage unit**: List all products stored in compromised storage location
- **Number of Times product was exposed**: Indicate # of times vaccine was exposed to an excursion event (1 = first time)
- **Monitor Type (multi-select)**: Select the monitor type from the available options and use the right arrow to move the applicable option(s) to "Chosen" category
- **Detected During Annual Inspection**: Check this box if the event was found during annual Inspection
- **Any problems with storage Unit?**: Any problems with the storage unit and/or vaccine prior to the event
- **Duration of Product Exposure**: Indicate the total exposure the product has experienced by referencing the "Time duration of Excursion" and "Total cumulative duration the product was exposed"

*** Start Date Occurred** Date: 2021-05-21 Time: 12:00 PM

Time duration of Excursion (In Hours): 1.000

*** End Date Occurred** Date: 2021-05-21 Time: 1:00 PM

Discovery Date/Time Date: 2021-05-21 Time: 12:00 PM

Temperature Details

Temperature Reading (°C): -10

Min Temp During Excursion: -10.00

Max Temp During Excursion: -10.00

Last Logged Temperature: -20.00

Temp Last Logged Date/Time Date: 2021-05-20 Time: 12:00 PM

Additional Details

Event Description:

List of items in the storage unit:

Number of Times Prod. was Exposed: 1

Monitor Type

Available: Continuous Chart Rec..., Continuous Monitorin..., Continuous Monitorin..., Freeze Temperature In...

Chosen: Continuous Monitoring - ...

Detected During Annual Inspection: ☐

Any problems with storage unit?:

Duration of Product Exposure:

Inventory Management Job Aid

- **Actions Taken (multi-select):** Select actions from the available category and use the arrows to move the applicable actions to “Chosen” category

Datalogger Recording Sent for

Assessment: Click the checkbox if you have sent the log to the PHU for inspection

- **Recommended Disposition**

(Resolution): Select “Viable” or “Unusable” from the drop down based on the results of the PHU investigation.

- **Notes:** Input any additional comments

- **Reported By*:** Indicate Inventory Manager/Site Super User who discovered the excursion event

- **Contact #:** Input telephone number for the owner of this record

7. Click “Save” on the excursion record

The screenshot shows a web form for recording an excursion event. It includes a multi-select 'Actions Taken' section with 'Available' and 'Chosen' lists. The 'Recommended Disposition (Resolution)' is set to 'Unusable'. There is a checkbox for 'Datalogger Recording Sent for Assessment'. A 'Notes' text area is present. The 'Reported By Details' section shows 'Reported By' as 'Hannah Brown' and 'Contact Phone Number' as '1234567890'.

Notes:

- If an excursion event is unintentionally/mistakenly created, users must create 2 inventory transactions to reconcile for the mistake:
 1. First, create a record to counteract/reverse the original error
 2. Second, create a record for the correct reconciliation

AO Inventory Reconciliation - Field Descriptions

- There are numerous fields on the AO inventory record that will be updated when Inventory Reconciliations are made:

Field	Description
“Total Doses”	This reflects the total number of doses managed by the AO – this includes what was received in the initial Shipment, plus any received transferred doses, plus any extra doses extracted from vials, minus any sent transferred doses.
“Total Doses Wasted”	Sum of all “Wastage” Inventory Reconciliations made on the AOI and across all linked VEIs
“Doses Wasted (Inventory)”	Sum of all “Wastage” Inventory Reconciliations made at the AOI
“Doses Wasted-VE”	Sum of “Wastage” Inventory Reconciliations across all linked VEIs
“Total Extra Doses”	Sum of all “Extra Doses from Vial” Inventory Reconciliations made across all linked VEIs
“Doses Adjusted (Inventory)”	Sum of all “Adjustment” Inventory Reconciliations made at the AOI
“Excursion Wastage Doses-Inventory”	Sum of all “Excursion” Inventory Reconciliations made at the AOI
“Doses Available”	Reflects the quantity of doses available at the AOI (across linked VEIs). This is the initial total doses plus any adjustments, less any doses administered, wastage events, excursions or recalls.
“Total Doses Administered”	Sum of all “Known” and “No Consent” doses administered across all linked VEIs
“Doses Administered (Known Client)”	Sum of all doses administered to clients through regular or simplified flow process in COVaxON across all linked VEIs

Inventory Management Job Aid

"Doses Administered (No Consent)"

Sum of all "No Consent" Inventory Reconciliations made across all linked VEIs

8. Inventory Transactions at the VE Level

Description:

Inventory reconciliations ensure that the inventory information within COVaxON is reflective of the physical on-hand inventory and there are no disruptions to the ability to vaccinate clients within COVaxON.

Reconciliations can occur at both the AO and VE levels. Reconciliation options at the VE level are: **Wastage Events**, **Extra Doses from Vial** Adjustments, and **No Consent** Adjustments. For details on reconciliations at the AO level, see section 7: **"Inventory Transactions at the AO level"** above. When inventory is reconciled at the VE level, it will also be automatically reflected on the parent AO record. To document reconciliations at the VE within COVaxON, use the following process:

1. From the AO inventory record, select the **"Related Events"** tab.
2. Under **"Event Inventories,"** select the relevant Vaccination Event Inventory (VEI) record from the associated **"VE Inventory Name"** hyperlink. You may also click **"View All"** to see the full list of associated records.
3. From the VEI record, navigate to the **"Related"** tab
4. Under **"Inventory Reconciliations,"** select the appropriate reconciliation type and follow the instructions in the below sections:

8A. Wastage Events

8B. Extra Doses from Vial

8C. No Consent

The screenshot shows the 'Inventory Product' section with 'MODERNA COVID-19 mRNA-1273' and 'Doses Available' of 4,089. Below this is a tabbed interface with 'Details', 'Related Events' (highlighted with a red box and a red circle with the number 1), 'Inventory History', and 'Other'. Under the 'Related Events' tab, there is a section 'Event Inventories (1)'. It contains a table with two columns: 'Vaccination Event' and 'VE Inventory Name'. The 'Vaccination Event' column has a link 'Metro Toronto Convention Centre'. The 'VE Inventory Name' column has a link 'MODERNA COVID-19 mRNA-1273' (highlighted with a red box and a red circle with the number 2).

The screenshot shows the 'Vaccine Event Inventory' section with 'MODERNA COVID-19 mRNA-1273 0.5 ml - EH-0009, 2021-08-31'. Below this is a tabbed interface with 'Related' (highlighted with a red box and a red circle with the number 3) and 'Details'. Under the 'Related' tab, there is a section 'Inventory Reconciliations (0)'. It contains a table with two columns: 'Wastage Event' and 'Extra Doses From Vial'. The 'Wastage Event' column has a link 'Wastage Event' (highlighted with a red box and a red circle with the number 4). The 'Extra Doses From Vial' column has a link 'Extra Doses From Vial'. Below this table is a section 'Vaccine Event Inventory History (2)'.

Note: Users can **not** edit inventory transaction records once they are created. If a transaction is unintentionally/mistakenly created, users must create 2 inventory transactions to reconcile for the mistake:

1. First, create a record to counteract/reverse the original error
2. Second, create a record for the correct reconciliation

Inventory Management Job Aid

8A. Wastage Events

Description:

For wastage events at the VE level, follow the below process. Please note, any excursion/temperature-related wastage events that occur at the VE level should be logged as a wastage event under the VE using the reason, **"Vaccine Stored Temperature Excursion at Clinic"**

1. Under Inventory Reconciliations, select **"Wastage Event"**



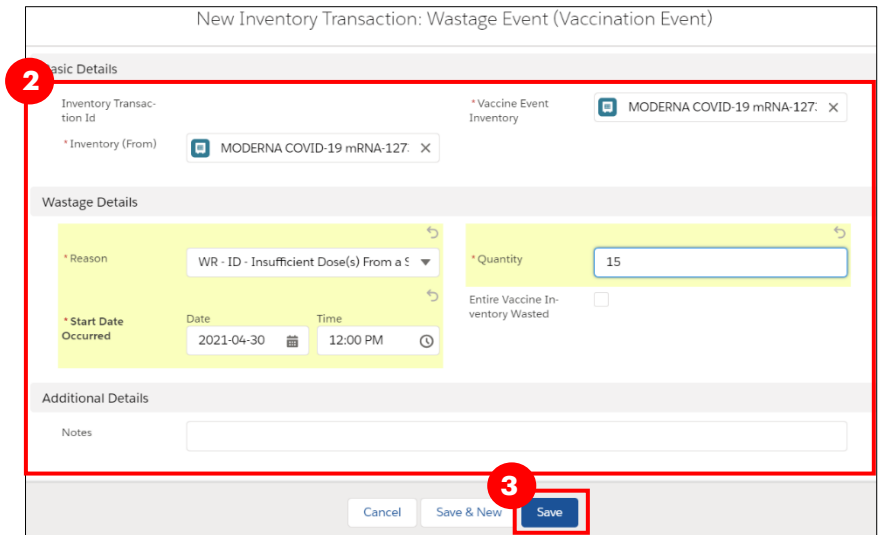
Inventory Reconciliations (0)

Wastage Event

Extra Doses From Vial

2. Fill in the details of the Wastage Event:

- **Inventory Transaction ID:** Unique identifier for each Inventory transaction. Auto populated once saved based on order of creation.
- **Reason*:** Select reason for wastage from dropdown list
- **Date Occurred*:** Select date and time the wastage occurred
- **Quantity*:** Enter number of doses wasted
- **Entire Vaccine Inventory Wasted:** Checkbox if the entire inventory record has been wasted. Leave unselected if only a portion of the inventory has been wasted.
- **Notes:** Input any desired notes



New Inventory Transaction: Wastage Event (Vaccination Event)

Basic Details

Inventory Transaction Id

* Vaccine Event Inventory

MODERNA COVID-19 mRNA-127

* Inventory (From)

MODERNA COVID-19 mRNA-127

Wastage Details

* Reason

WR - ID - Insufficient Dose(s) From a 5

* Quantity

15

* Start Date Occurred

Date

2021-04-30

Time

12:00 PM

Entire Vaccine Inventory Wasted

Additional Details

Notes

Cancel

Save & New

Save

3. Click **"Save"**.

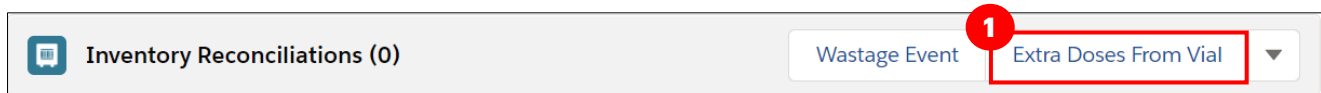
Note: Wastage event reconciliations should not be created unless the inventory record is in the status **"Available"**.

8B. Extra Doses from Vial

Description:

All inventory arrives from the manufacturer in vials. Within each vial, there is a designated number of doses yielded (i.e. for Pfizer, each vial is said to yield 6 doses). In some circumstances, extra doses from vials can be yielded (i.e. a Pfizer vial has 7 doses instead of 6). To account for this extra dose, a reconciliation must be made at the VE level. Please note this adjustment type is only available from the VE level since this is where vaccinations will physically be administered.

1. Under Inventory Reconciliations, select **"Extra Doses from Vial"**



Inventory Reconciliations (0)

Wastage Event

Extra Doses from Vial

Inventory Management Job Aid

2. Fill in details of the Extra Dose from Vial adjustment

- **Inventory Transaction ID:** Unique identifier for each Inventory transaction. Auto populated once saved based on order of creation.
 - **Quantity*:** Input number of extra doses from vial that have been yielded
 - **Notes:** Input any desired notes
3. Click **"Save"**

8C. No Consent

Description:

When client's do not consent to data collection during the check-in process, their data is recorded in an offline paper form instead of in COVaxON. However, since these clients do receive a dose "external" to COVaxON, the Inventory Manager must ensure that the **"No Consent"** doses are accounted for at the VE level. To account for these doses, follow the process outlined below. Please note this adjustment type is only available from the VE level since this is where vaccinations will physically be administered.

1. Under Inventory Reconciliations, select the drop-down and select **"No Consent"**

2. Fill in details of the No Consent adjustment:

- **Inventory Transaction ID:** Unique identifier for each Inventory transaction. Auto populated once saved based on order of creation.
 - **Quantity*:** Input number of no consent for data collection doses that have been administered
 - **Notes:** Input any desired notes
3. Click **"Save"**

VE Inventory – Field Descriptions

There are numerous fields on the VE inventory record that will be updated when Inventory Reconciliations are made:

Field	Description
Doses Administered (Known Client)	Number of doses administered to clients through regular or simplified flow process in COVaxON at the specific VEI
Doses Administered (No Consent)	Number of "No Consent" Inventory Reconciliations made on the specific VEI

Inventory Management Job Aid

Extra Doses from Vial	Number of "Extra Does from Vial" Inventory Reconciliations made on the specific VEI
Doses Wasted	Number of "Wastage" Inventory Reconciliations made on the specific VEI

- The status bar on the VEI screen shows the cumulative number of transactions for the Vaccine Event Inventory

Vaccine Event Inventory MODERNA COVID-19 mRNA-1273 0.5 ml - EH-0009, 2021-08-31			
Doses Administered (Known Client)	Doses Administered (No Consent)	Extra Doses From Vial	Doses Wasted
1	5	10	43

9. Transfer & Accept Inventory

Description:

Transfers in COVaxON are created to fulfill requests for doses between Authorized Organizations. All transfers documented in COVaxON denote inventory being transferred from one Authorized Organization to another Authorized Organization (for example, a transfer of ownership between two PHUs). Once the transfer is complete, the receiving AO must accept the inventory transfer.

Important note for Pharmacies:

- Each pharmacy is considered to be an individual AO, but doses will **not** be transferred between individual Pharmacies.
- However, select pharmacies may have to accept inventory transfers from their PHUs.

How to Initiate an Inventory Transfer:

- Select the "Inventory" tab
- Ensure "All Inventory" is selected from the dropdown.
- If necessary, use the search bar to locate the inventory that is being transferred
- Click on the relevant inventory record that you would like to transfer doses from
- From the inventory's screen, select "Transfer Doses"
- A pop-up will appear. Populate the "Transferring to Authorized Organization" field with the receiving AO's name.
- Populate the "Total Number of Doses" with the number of doses being transferred
- Click "Next" & "Next" again & then "Finish"
- After the transfer is complete, locate the transferred inventory record from the "Pending Transfer Inventory" list from the Inventory tab. If desired, use the search bar to aid in your search.
- Select the pencil icon next to the storage location field on the inventory record and delete the storage location.
- Save the updated record.

Inventory

Pending Transfer Inventory

Location

Storage Location

Vaccine Managem...
 Client Search
 Clients
 Inventory
 Shipment
 Dashboards
 Mass DataLoads
 Providers
 Jobs
 More

Inventory
 All Inventory

Report Shipment Incident
 Report Wastage
 Return

4 items - Sorted by Lot Number - Filtered by All Inventory - Updated a few seconds ago

EH0055

Inventory Management Job Aid

Inventory

MODERNA COVID-19 mRNA-1273 0.5 ml - EH0055, 2021-09-30

Inventory Product: MODERNA COVID-19 mRNA-1273 Doses Available: 1,000

5 Transfer Doses Accept Inventory Recall Inventory Reject Inventory

Details

Related Events

Inventory History

Other

Inventory Name: MODERNA COVID-19 mRNA-1273 0.5 ml - EH0055, 2021-09-30 ✓	Status: Available ✓
Authorized Organization: Toronto Public Health ✓	Parent Inventory: ✓
Inventory Product: MODERNA COVID-19 mRNA-1273	Type: Vaccine ✓
Inventory Lot: MODERNA COVID-19 mRNA-1273-EH0055, 2021/09/30	Temperature Reading (°C): ✓
	Lot Number: ✓
	Expiration Date: ✓
	Product: ✓

Transfer Doses

6

* Transferring To Authorized Organization

Kingston General Hospital
X

7

* Total Number of Doses

Next

Further Context

- An error message will return if a user tries to transfer more doses than available – i.e. if you have 1500 doses at the primary AO, but you try to transfer 1600 doses to another AO, you will receive an error
- To confirm the correct name of the Authorized Organization you are transferring to, refer to the Authorized Organization tab.
- If a transfer is made from a primary AO to a secondary AO, but the doses need to be returned to the primary AO, an inventory adjustment should be made instead of a second transfer. Also, for any transfers that should not be accepted, the **“Reject Inventory”** functionality should **not** be used. It is recommended for the receiving site to accept the transfer, and for both sites to create adjustments to reflect the accurate inventory quantities.
- When a transfer is completed, the **“Doses Relocated”** field on for the sending AO will be updated with the total amount of doses that has been relocated. The number of doses that have been transferred out of the AO will be decremented from the **“Total Doses”** field.
- When Inventory is re-allocated from one VE to another within the same AO, the Transfer Inventory functionality should not be utilized. Instead, the “Allocated Doses” field on both Vaccine Event Inventory records should be adjusted to reflect the new inventory allocations. This re-allocation should be done by the Authorized Organization Inventory Manager.

How to Accept an Inventory Transfer:

1. Go to the **“Inventory”** tab
2. To identify any inventory transfers that are awaiting acceptance within your AO, select the **“Receive Pending Transfer Inventory”** list from the dropdown
3. Select the relevant inventory item
4. From the Inventory’s page, click **“Accept Inventory”**
5. Click **“Next”**

Inventory Management Job Aid

6. Exit the window. Refresh the inventory record to see the updated status and location.

1. Click 'Inventory' in the top navigation bar.

2. Click 'Receive Pending Transfer Inventory' in the left sidebar.

3. Click the 'Transferring To Org' dropdown in the table header.

4. Click the 'Accept Inventory' button in the top right of the inventory details view.

5. Click the 'Next' button in the 'Accept Inventory' modal.

Inventory Product: ASTRAZENECA COVID-19 VACCINE

Doses Available: 200

Details	Related Events	Inventory History	Other
Inventory Name	ASTRAZENECA COVID-19 VACCINE 0.5 ml - MT0055, 2021-07-01	Status	Pending for Transfer
Authorized Organization	Toronto Public Health	Parent Inventory	ASTRAZENECA COVID-19 VACCINE 0.5 ml - MT0055, 2021-05-31
Inventory Product	ASTRAZENECA COVID-19 VACCINE	Type	Vaccine
Inventory Lot	ASTRAZENECA COVID-19 VACCINE - MT0055, 2021/07/01	Temperature Reading (°C)	
		Lot Number	MT0055
		Expiration Date	2021-05-31
		Product	ASTRAZENECA COVID-19 VACCINE

Accept Inventory

Please click Next to accept this inventory.

Next

Before Acceptance

Inventory Product: MODERNA COVID-19 mRNA-1273

Doses Available: 4,089

Details	Related Events	Inventory History	Other
Inventory Name	MODERNA COVID-19 mRNA-1273 null ml - R1111, 2021-06-17	Status	Pending for Transfer
Authorized Organization	S700 yonge street - MOH	Parent Inventory	MODERNA COVID-19 mRNA-1273 - R1111, 2021-06-17
Inventory Product	MODERNA COVID-19 mRNA-1273	Type	Vaccine
Inventory Lot	MODERNA COVID-19 mRNA-1273- R1111, 2021/06/30	Temperature Reading (°C)	

After Acceptance

Inventory Product: MODERNA COVID-19 mRNA-1273

Doses Available: 4,089

Details	Related Events	Inventory History	Other
Inventory Name	MODERNA COVID-19 mRNA-1273 null ml - R1111, 2021-06-17	Status	Available
Authorized Organization	Toronto Public Health	Parent Inventory	MODERNA COVID-19 mRNA-1273 - R1111, 2021-06-17
Inventory Product	MODERNA COVID-19 mRNA-1273	Type	Vaccine
Inventory Lot	MODERNA COVID-19 mRNA-1273- R1111, 2021/06/30	Temperature Reading (°C)	

Upon Acceptance: (Note: it may take a few moments for the transfer to refresh in the system)

- The inventory's status will move from **"Pending for Transfer"** to **"Available"** for the receiving AO
- The inventory's location will change from the primary AO to the receiving AO

Further Context

- Do not edit any fields on the received inventory transfer record before the inventory has been accepted
 - If a user tries to update the status of the inventory from **"Pending for Transfer"** to **"Available"** before it has been properly accepted at that site, the inventory transfer will fail.
 - If a user tries to create an event (i.e. a Wastage Event) for the inventory before it has been properly accepted at the new site, the event will be unsuccessful

Inventory Management Job Aid

- When accepting an inventory transfer, if you receive this error it is because the sending AO did not delete their storage location after sending the record. Please contact the sending AO and ensure they follow steps 9-11 in the “How to Initiate an Inventory Transfer” section above.

Accept Inventory

The flow tried to update these records: null. This error occurred: FIELD_FILTER_VALIDATION_EXCEPTION: Only allowed to edit by the same Authorized Organization or by MOH Super user only. You can look up ExceptionCode values in the [SOAP API Developer Guide](#).

10. Manage Recalls

Description:

Recalls may occur due to an issue with a specific lot of inventory such as a higher AEFI rate than expected, an identified shipment issue that impacted the inventory, etc., and can be identified by 1) Manufacturer notifies Health Canada, 2) Health Canada notifies the provinces/territories, 3) Public Health Ontario notifies the Ministry of Health.

Health Canada (and often the manufacturer) will perform an investigation of the impacted Lot Number and communicate to the Users (outside of COVaxON) on next steps. This is in the form of notice to the province on further use of the vaccine (i.e. discard or lift the suspension so the vaccines can be distributed for use). Public Health Ontario/the Ministry of Health would inform the PHUs who inform their local providers (Users of COVaxON). Each location has a designated User (Site Super User or Inventory Manager) responsible for reflecting recalls within COVaxON. The User will follow the below process to recall the vaccine within the COVaxON system, including any portion of the lot that was transferred.

How:

- Identify the impacted Lot Number that has been recalled and all the associated inventory records (including any quantity that was allocated to another location). The AO Inventory Manager should ensure that any VE's using this lot of inventory are made aware of the recall so operations can be adjusted.
- On the inventory page go to the right-hand corner and click “**Recall Inventory**” button
- Recall Source:** Select “**Health Canada**” or “**Manufacturer**”
- Recall Date:** Select the date that the Lot Number was recalled.
- Click “**Next**” and “**Finish**”. Once the recall is saved:
 - Available doses on the inventory record will be 0 and, the “**Number of Doses Recalled**” will be automatically populated.
 - Inventory status will update to “**Recalled**”

Transfer Doses

Accept Inventory

Recall Inventory

Recall Inventory

* Recall Source

Manufacturer

* Recall Date

Jan 26, 2021

Next

Inventory	MODERNA COVID-19 mRNA-1273 0.3 ml - BN0003, 2021-07-31
Product	MODERNA COVID-19 mRNA-1273
Doses Available	0
Related	Details
Inventory Name	MODERNA COVID-19 mRNA-1273 0.3 ml - BN0003, 2021-07-31
Status	Recalled

Inventory Management Job Aid

In this example, the inventory record was comprised of 100 doses. Before the recall, 0 doses had been administered. Once the product was recalled, the inventory status changed to **"Recalled"** and the Doses Available became "0".

Based on the **"Recalled"** status, Vaccinators are now unable to administer doses, and under the Dose Information and Recall Information, users can see "100 Total Doses, 0 Doses Administered and 100 Doses recalled".

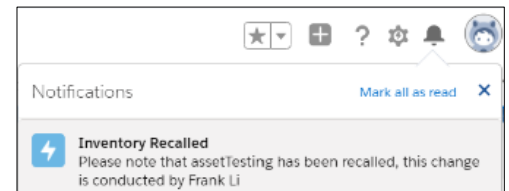
Dose Information	
Total Doses	100
Received Doses	100
Doses Available	0
Total Extra Doses	0
Total Doses Wasted	0
Total Doses Administered	0
Doses Administered (Known Client)	0
Doses Administered (No Consent)	0

Recall Information	
Recall Source	Manufacturer
Doses Recalled	100

Further Context

When a recall is saved, the status of the inventory will be set to "Recalled", and:

- The inventory will be frozen, rendering the inventory unavailable for administration. Functions such as reporting Wastage, reporting Excursions, and/or Transferring Doses will also be unavailable. Therefore, the only way to "unfreeze" inventory is for a Site Super User to rescind a recall (details below)
- The record cannot be edited by Inventory Managers. Only Site Super Users will be able to update the status.
- A notification will be sent to Site Super Users, Inventory Managers, Vaccinators, and Site Staff in COVaxON so they are aware the recall has been reflected in the system and they can no longer select that inventory for administration.
- If additional doses are added to the **"Total Doses"** field, those additional doses will be added to the **"Recalled Doses"** quantity and will not be listed as available inventory. The **"Doses Available"** inventory amount will continue to reflect 0 doses. This is to accommodate a situation whereby the number of total doses require adjustment after a recall has already been made against that inventory.



10A. Rescind a Recall

Description:

The PHU will advise AOs of the outcome of the recall investigation and provide recommendations on the use of the inventory (communication is done outside of COVaxON). If the inventory is determined to have no safety issues, the PHU will notify all Users that the inventory can be redistributed for administration and the Site Super User can rescind the recall.

How:

- From the recalled inventory record, change the status of the Inventory from **"Recalled"** to **"Available"**
- Populate the **Rescind Date** in the **"Recall Information"** section of the inventory page.

Inventory	
Product	MODERNA COVID-19 mRNA-1273 0.5 ml - EH-0007, 2021-10-31
Doses Available	0
Status	Recalled
Product	MODERNA COVID-19 mRNA-1273

Inventory	
Product	MODERNA COVID-19 mRNA-1273 0.5 ml - EH-0007, 2021-10-31
Doses Available	510
Status	Available
Product	MODERNA COVID-19 mRNA-1273

Inventory Management Job Aid

3. Click **"Save"**. The doses that were initially recalled will now be associated to **"Doses Available"**

2 Recall Information

Recall Source	Health Canada	Recall Date	2021-06-07
Doses Recalled	0	Rescind Date	2021-04-10

Note: If an inventory is recalled multiple times, users would need to remove the rescind date before recalling the inventory again. The history of the initial recall and rescind are captured in the Inventory History.

At end of shift, log out of COVax_{ON} and clear the browser cache. Refer to the User Profile Set Up job aid for detailed steps. Sanitize shared devices in accordance with location protocols.