



Replace Lost/Wastage VFC doses in MCIR



- 1) In your private inventory, open the lot you wish to use to replace the LW dose in MCIR.
- 2) Print that screen to capture the Lot Information data. You'll need this later.
- 3) Add a New Transaction.
- 4) Enter the date and number of doses to replace.
- 5) For the Action, choose Transfer Out.
- 6) For the Reason, choose Replaced Lost/Wastage.
- 7) Add an appropriate comment.
- 8) Click Submit.
- 9) Switch to VFC inventory.
- 10) Click Add New Lot (Unless it already exists in VFC. If so, open that lot, add a new transaction and skip to step 12).
- 11) Enter the Lot Information from the print out. Double check it to be sure it is correct.
- 12) Add the date and number of Doses you transferred out of Private.
- 13) For the Action, leave/choose Transferred In.
- 14) **For the Reason, choose Replace Lost/Wastage.** (This is important!)
- 15) Add an appropriate comment.
- 16) Click Submit.
- 17) Grab a cup of coffee and celebrate a job well done. (optional 😊)

