

EZTRAK QUICK GUIDE

Adding Inventory

01 On the Inventory page, click 'Add Inventory'.

Inventory

Search by Catalog/Product --Filter by Category-- --Filter by Unit-- --Filter by Manufacturer-- Clear Filters Export All **Add Inventory** Add shipment to VDC

Showing 1 to 24 of 24 entries Show 500 entries

Select	Name	Description	Manufacturer	Category	Quantity	UoM	Actions
<input type="checkbox"/>	TestTest	TESTesTest	GSK	Vaccine	28	Box (5)	

02 In the following window, complete the required information.

Add Inventory

Name * Description *

Manufacturer Category

UOM

Cancel Add Inventory

03 Click 'Add Inventory' to save your changes.

Add Inventory

Name * Spikevax Description * COVID-19 Vaccine

Manufacturer Moderna Category Vaccine

UOM Box - Single Dose Syringe - 10

Cancel **Add Inventory**

Adding Shipments

01 On the Inventory page, select the item you received a shipment for, then click 'Add Shipment to VDC'.

Inventory

Search by Catalog/Product --Filter by Category-- --Filter by Unit-- --Filter by Manufacturer-- Clear Filters Export All Add Inventory **Add shipment to VDC**

Showing 1 to 24 of 24 entries 1 row selected Show 500 entries

Select	Name	Description	Manufacturer	Category	Quantity	UoM	Actions
<input checked="" type="checkbox"/>	TestTest	TESTesTest	GSK	Vaccine	28	Box (5)	

02 In the following window, complete the required information.

Add Shipment

Lot # *	Source *	Delivery QTY *	UOM	Manufacturer Expiration Date	BUD (Beyond used date)	Location *
<input type="text"/>	Select Funding Source	<input type="text"/>	Box (5)	mm/dd/yyyy <input type="text"/>	mm/dd/yyyy <input type="text"/>	Select Location

Add Line Item Save

03 Click 'Add Line Item' to add another batch if needed. Then, click 'Save' to successfully add the shipment.

Add Shipment

Lot # *	Source *	Delivery QTY *	UOM	Manufacturer Expiration Date	BUD (Beyond used date)	Location *
999022	BAP 317	5	Box (5)	06/01/2028	06/22/2028	REF-1 - A - B

Add Line Item Save

Placing An Order

01 On the inventory page, click the 'plus' icon next to the item you want to place an order for.

Select	Name	Description	Manufacturer	Category	Quantity	UoM	Actions
<input type="checkbox"/>	TestTest	TESTesTest	GSK	Vaccine	28	Box (5)	
<input type="checkbox"/>	2ml Diluent	2ml Diluent	Test	General	15	Vial	
<input type="checkbox"/>	Spikevax	COVID-19 vaccine	Moderna	Vaccine	3	Box - Single Dose Syringe - 10	

02 Click on the cart icon to initiate the checkout process.

Inventory

Search by Catalog/Product --Filter by Category-- --Filter by Unit-- --Filter by Manufacturer-- Clear Filters Export All Add Inventory Add shipment to VDC

03 Indicate the quantity desired for the item, then click 'Next'.

Showing 1 to 1 of 1 entries Show 500 entries

Name	Description	OH QTY	QTY	UOM	Actions
Spikevax	COVID-19 vaccine	3	<input type="text"/>	Box - Single Dose Syringe - 10	

Back **Next**

04 Complete the necessary information, then click 'Submit' to send in your order.

Instructions

Type ☒ Distribution ☐ Delivery

Date Needed *

Start Time

End Time

Notes

Facility *

Contact Name *

Telephone *

Email *

☒ Send Order Confirmation ☒ Send Delivery Confirmation

Back Cancel **Submit**