Immunization Registry Information System (IRIS)
Instructions to Accept COVID-19 Vaccine Orders in Inventory
## October 5, 2020

The following are instructions to accept COVID-19 vaccine orders into IRIS inventory. Contact the IRIS Help Desk at 800-374-3958 with questions regarding vaccine orders and vaccine shipments.

1. When a vaccine order is available to be accepted into IRIS inventory, a number will display in the Shipped column of the Order(s) line in the Vaccine Order/Transfer Notification table on the IRIS home page.

Vaccine Order/Transfer Notification ...

Type	Shipped	Awaiting Return Shipment	Rejected
Order(s)	3	0	0
Transfer(s)		No Transfer Notification	

2. Select the 'manage transfers' link under the Inventory section on the left menu panel.

Inventory
manage inventory
manage orders
manage transfers
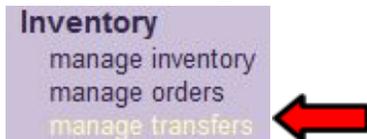
3. On the Manage Transfers page, orders to be accepted will be listed in the 'Inbound Transfer' table. To begin accepting the order, select the blue hyperlink under the Transfer ID column.

Inbound Transfer

Create Date	Type	Transfer ID	Order ID	Sending Org	Receiving Org	Ship Date	Accept Date	Return Date
09/10/2020	ORDER	256213	189430	Iowa Immunization Program	Iowa Training Organization	09/09/2020		
09/08/2020	ORDER	255757	188599	Iowa Immunization Program	Iowa Training Organization	09/02/2020		
08/28/2020	ORDER	253877	187196	Iowa Immunization Program	Iowa Training Organization	08/27/2020		

# *All COVID-19 vaccines will be accepted into the organization's VFC/Public Vaccine Inventory.*

4. On the Receive Transfer page, information is displayed regarding the sending and receiving organization, vaccine information, including lot number, the amount of doses and the inventory action that will take place once the order is accepted (e.g., Create New Lot or Merge with an existing lot number).

Receive Transfer		Order ID 189430
Accept Entire Transfer....		Accept Transfer
Reject Entire Transfer....		Reject Transfer
Partially Accept Transfer....		Partially Accept
Return to the Previous Screen....		Cancel

Transfer Number 256213   **Created on 09/10/2020**

Sending Entity	Receiving Entity
Organization Iowa Immunization Program	*Organization* Iowa Training Organization
Address 321 E 12 ST	*Address* 123 FAKE ST
DES MOINES,IA 50319	ANTHON,IA 51004
Contact JANEAN Iddings	*Contact* TEST USER
Phone # (800) 831-6293 x5	*Phone #* (515) 555-4444
	Order # 189430
Ship Date 09/09/2020	

Transfer Vaccine Item

Vaccine Group	Trade Name	Lot Number	Inventory Action	Transfer Quantity	Order Line Number	Shipping Info
COVID-19	COVID-19 Trade Name (55555-4444-22)	ABC123	*Create New Lot*	1000	315997	FDX1

5. After reviewing the information, accept the order by selecting the 'Accept Transfer' button.

| Receive Transfer		Order ID 1681
Accept Entire Transfer....		Accept Transfer
Reject Entire Transfer....		Reject Transfer
Partially Accept Transfer....		Partially Accept
Return to the Previous Screen....		Cancel

6. The following message will appear. Select 'OK' to continue.
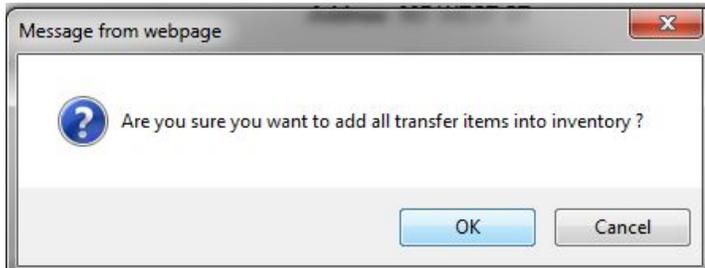
7. The message, 'Transfer Successfully Accepted' will display. The accepted vaccine will appear in the organization's inventory. Follow these steps to accept each vaccine in the order into the organization's inventory.

8. After all vaccine products have been accepted, the order status will display as 'Accepted' and will become a historical order. To view historical orders, select the 'manage orders' link on the left hand side of the screen under the inventory section of the menu panel.
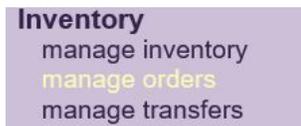
9. Select the Pandemic Historical radio button.
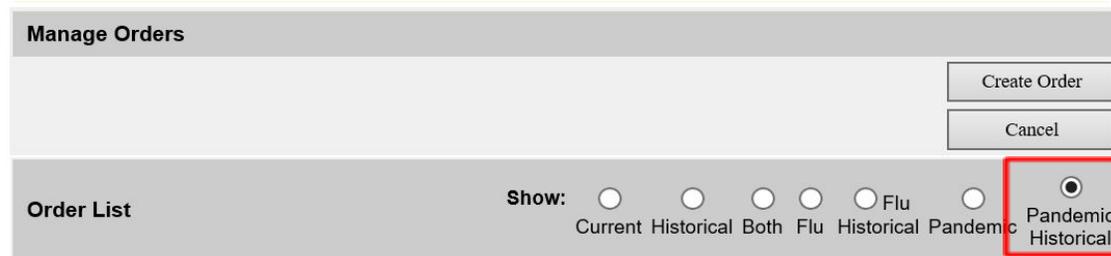
10. Select the event from the Event dropdown menu. The previous 30 days of orders will display. To see a different date range, enter the date range and select 'Refresh List'. All orders in the selected time frame will display.