Welcome! This is the first of a four-part instructional video series describing the Vaccine Ordering and Management System (VOMS) within VacTrAK, the State of Alaska’s Immunization Information System (IIS), and is designed for providers who wish to order state-supplied vaccines online using VacTrAK. The series includes:

1) Overview
2) Reconciliation
3) Ordering and Receiving
4) Vaccine Returns

VacTrAK Contact Information

Website: https://vactrak.alaska.gov/iweb/

VacTrAK Support Help Desk
866-702-8725 (866-702-TRAK)
In Anchorage – (907) 269-0312
E-mail: vactrak@alaska.gov
Fax: (907) 562-7802

Epidemiology Vaccine Depot
9210 Vanguard Drive, Suite 102A
Anchorage, AK 99507
E-mail: vaccinedepot@alaska.gov
Telephone: (907) 341-2202
Fax: (907) 341-2228
Vaccine Ordering and Management System (VOMS) – Overview

Objectives
In this video, Vaccine Ordering and Management System (VOMS) – Overview, you will learn how navigate the vaccine ordering and management functions of the system, to include:
1) How to navigate the vaccine ordering and management functions
2) How to view alerts about vaccines in your inventory that are about to expire or are running low
3) How to view the status of current orders placed
4) How to search the order history for any of your previous orders
5) How to contact technical support and information about system access

Note: To order vaccine using VacTrAK, your account has to be set up with permission to order vaccine. Please have your facility administrator fill out the Modify VacTrAK User Request form and submit it to the VacTrAK Help Desk to make sure you have this permission when you are ready to order vaccine on-line using the system.

Navigation Menu
After you log into VacTrAK, you will see the Navigation Menu on the left-hand side. This menu lists all the functions for which VacTrAK may be used, and helps you to move through the application.

Order/Transfers Function
The Orders/Transfers function is located on the Main Menu and allows you to:
1) Place orders for your facility or clinic
2) Track the status of your existing vaccine orders
3) Review your vaccine order history and details

The Orders/Transfers button contains several options. They are:
1) Alerts
2) Create/View Orders
3) Search History
4) Cold Storage (not currently active)
Alerts – The Alerts option tracks inventory that is about to expire or is running low. It also lets you see order notifications and the status of orders you've placed.

Inventory Order Details
When you click on the Alerts option, the Inventory Order Details screen will appear. When you use this feature, the system tracks the expiration dates of your vaccine inventory. This screen shows you which vaccines have expired or will expire in the next 90 days. It lists the vaccine name and lot number, expiration date, and the quantity on hand.

Note: This is helpful for conserving vaccines by transferring them to another provider rather than to allow them to expire in inventory. Contact the Vaccine Depot for approval in advance of any transfer. Never dispose of vaccine until after it has expired.

This screen also lists whether the vaccine lot is state-supplied (Public-Y) or privately purchased by your facility (Public-N). Therefore, you may track both state supplied vaccine inventory and privately purchased inventory using VacTrAK.
Inventory Running Low
This section lists the vaccine name and quantity on hand of vaccines that are running low. The limits are defined under your personal settings and the Inventory Running Low section will remain unpopulated until the default is changed.

Order Notifications
This is where you will find any notifications sent regarding your orders pending in action. Order Notifications list the order number, the dates the order was submitted and approved, and the order status.

Create/View Orders – The Create/View Orders page includes Inbound Orders, Backordered Orders, Denied Orders, Inbound Transfers, Outbound Transfers and Rejected Transfers.

Inbound Orders
This section displays information about orders you have already placed. Each order has an order number, PIN, submission and approval date. Each order also has a status that lets you track the progress of the vaccine order. The order statuses you will see include:
- **Saved** – The order has been entered and saved, but has not yet been submitted to the Depot for approval.
- **In Manual Review** – Requires special consideration due to lack of acceptable administration data, temperatures, was out of order cycle, or exceeded quantities allowed, and is in the process of review and approval.
- **Pending Depot Approval** – All basic requirements have been met and the Depot is in the process of reviewing and approving your order.
- **Pending State Approval** – Same as above, but is specific to varicella orders.
- **Approved** – The order has been approved and is being processed.
- **Shipped** – The order has been approved and released to the Depot warehouse for fulfillment. A copy of the order invoice will be faxed to your office when the order is shipped or available for pickup in Anchorage. (Varicella orders are shipped from a different location and will not show as Shipped).

**Backordered Orders**
This section will show similar detail as above for any order that is being held by the Vaccine Depot due to insufficient stock. Your order will be processed when stock is available.

**Denied Orders**
This section includes detail about orders denied by the Vaccine Depot. Contact the Vaccine Depot for information about denied orders. Denied orders may be deleted. Select Delete Order.

**Inbound, Outbound, and Rejected Transfers**
These sections provide details about transfers within VacTrAK. Providers are encouraged to transfer vaccines to other providers before they expire in inventory, but this action requires prior approval from the Vaccine Depot.

Selecting and viewing details of your order may be accomplished by clicking the Select arrow in the far left column of the page. This will allow you to view the details of any order. Click Cancel to return to the Current Order/Transfer List page.

Returning to the Current Order/Transfer List page, two buttons appear at the bottom right hand side of the page (see illustration on prior page). The Create Order button is used to create an order and is covered in the third video of the training, Vaccine Ordering and Management System (VOMS) – **Ordering and Receiving**.
The Vaccine Return button will be covered in the fourth video of the training, Vaccine Ordering and Management System (VOMS) – Vaccine Returns.

Search History – This option allows you to view the vaccine order history for your clinic.

Search History allows you to quickly search for one or more of your orders based on criteria you select using this screen:

1) Date – Date ranges may be entered in the Submit Date, Receipt Date, Approval Date or Denial Date lines. This will limit your search results to orders within the dates selected.
2) Vaccine - You may also limit your search to one or more vaccine products by selecting them from the Vaccine menu list and the system will search for orders containing only those vaccines.
3) Lot Number – By entering a specific lot number, only orders containing that lot number will appear.
4) Order Status – Use the drop down menu to select a search by order status.
5) **Order Number** - Use the order number field to enter a known order number.  
   *Note: Keeping a separate list of your order numbers will make it easy for you to have a reference number for each order when tracking and receiving orders.*

6) **Deleted Orders box**– When checked, deleted orders will be included in the search results.

*Note: You do not need to enter data for all the fields on the Search History screen, fill the minimal information to find the orders you are interested in reviewing. Leaving all the fields blank will return all the order history on record.*

**Search Results**
When you have entered the data for the fields you want to search, click on the Search button at the lower right of the page.

A screen will display the orders that match your search criteria.

Select the Export Report button to export your search results as a data file you can open using a spreadsheet program such as Excel. You can then view and analyze your order history data outside VacTrAK.
Cold Storage – This function is not currently being used in VacTrAK.

When you have completed your work you can use the other options available to you on the Main Menu, or you can log out. To log out, select the Logout option under Main at the top left of the page.

This concludes Vaccine Ordering and Management System (VOMS) – Overview. Please return to the VacTrAK website to view the rest of this training series.