

TrackVax QuickStart Guide

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TrackVax V33 March_2024

Note- This QuickStart Guide is to be used in conjunction with the TrackVax training videos on My Trailhead and the full SOP document. The Guide is primarily designed for someone who has already done the TrackVax Training

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***Note:**

The term Base is used to represent any location where vaccine is stored/ managed such as Community Vaccination Centres, Vaccination Bases, Hospital Pharmacies, etc.

This document is only for the technical operation of TrackVax. Please refer to the Vaccination Hub/Base Medication Management Guidance for all other items and specific terminology.

1. Introduction

Login



To access the latest version of the Quick Guide

LOGIN

Help

Upload Stock to TrackVax

Stock Management

Receive Vaccines

OR

Bulk Stock

Receive Bulk Stock

What Vaccine?

+ Upload to Covax for Covid-19 vaccine only

For Bulk receipt & offsite transfer/usage

Covid-19 Vaccines* & Mpox (Jynneos)

Flu, HPV & Childhood

Which Mode within the Vaccination Base?



Vial Mode

Full Vials are supplied within the base



Syringe Mode

Syringes are prepared in pharmacy area within the base



Box Mode

Boxes containing single dose prefilled syringe(s) are supplied within the base

*Additional functions for Covid-19 vaccines only

- Upload to Covax
- Split Box for transfers to small offsite clinics (pharmacist role)

**Flu Vaccine batch details uploaded to Covax centrally

Using Vaccines in Vaccination Base - ONSITE

Supply Labelled Vials

Supply Labelled Syringes

Supply Boxes

Base to Base Transfers

Return Empty Vial or Tray

End of Session

Record Box Yields

Base Reports

Transferring stock from one base to another (Stock Management and Bulk Stock)

Vaccine Transfer and usage - OFFSITE

Offsite Clinics/ mobile vaccination teams/LTRCF

External Movements

Bulk Stock

Assign Vials

Assign Boxes

Transfer Bulk Stock

Record Vial Yields

Record Box Yields

Record Doses

Return Unopened

Return Unopened

Base to Base Transfers

Split Box

Standalone function to cater for smaller number of doses offsite

Reconciliation Sheet or Vial/Box Labels to Record Doses

Reconciliation Sheet ONLY to Record Doses

2. Login

Note: Before doing any functions on Trackvax you need to enter the staff function and ensure that two staff members are activated so that you can proceed

Follow Instructions on-screen:

a) Logging in to TrackVax

**Before first Login, the Medication Management Lead (Base/Vaccination Hub Admin) in your Vaccination Hub will set you up as a TrackVax User
Passwords can be reset by Base Admin (forgotten passwords require TrackVax Support)**



1. Locate the TrackVax ICON on the Desktop PC
2. Double click on the Icon to open the TrackVax App



3. Select the **"Login"** button, scan staff badge or enter 'Username' and enter 'Password'
4. Login at start of day 'Activates' the user for the day
5. This Login gives the user access for the assigned Base/Vaccination Hub only according to their responsibility

Please Login ...

Please Login ...

Confidentiality Notice

Only individuals who are authorised by the HSE are permitted to access the HSE Vaccine tracking system (TrackVax).

The TrackVax system contains confidential information which is protected in law under the Data Protection Act 2018 And the EU General Data Protection Regulation (GDPR). This information must be treated as confidential at all times, And must not be copied or shared with others, including work colleagues And third parties without the appropriate prior authorisation of the HSE.

The HSE routinely records And monitors all access to the TrackVax system, And users who are found to be accessing the TrackVax system in breach of the HSE policies, may have their access to the TrackVax system temporarily suspended or permanently withdrawn.

By logging in to TrackVax, I confirm that I am an authorised user of the TrackVax system And I accept And understand this confidentiality notice.

TrackVax

PROTECT PREVENT IMMUNISE

User Name

Password

Login Cancel

6. If a TrackVax user is active in a second site, the local Base/Vaccination Hub Admin will need to add that staff member to the local staff list for that site, the same badge and password will then work in both sites

7. Note a minimum of two active staff members are required to perform TrackVax meds management functions

- **In the absence of a second person onsite, a badge can be setup** (only by those with sufficient responsibility) for a user called "Lone Meds Mgmt" including site name. e.g. "Lone Meds Mgmt Croke Park"

See section 2 b for reference to how staff badges are printed.

MAIN MENU

TrackVax ...

TrackVaxAdmin

GLN: 5393055094717 Facility Id: 094717 26-Jul-2023 10:06

Croke Park Vaccination Centre (CVC)

In Stock: Quarantined:

Supplied: Returned:

In Use: Expires In:

Expires In: Out of Date:

Average Yield: Actual Yield: Discarded:

Log Out Refresh (5 Min)

2. Login

Note: Before doing any functions on Trackvax you need to enter the staff function and ensure that two staff members are activated so that you can proceed

Follow Instructions on-screen:

b)

Login – Admin Functions



Base Admin only

Local Staff List ...

Local Staff List ...TrackVaxAdmin

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Find Staff

Remove

Staff Badge

Activate

Password

Local Role

Audit Trail

Help

Search: ALL Words 12 of 0 Local Staff Members

GSRN	Pin Type	Pin No.	Init.	Name	Active Today	Profile
------	----------	---------	-------	------	--------------	---------



1. Select **"Staff"** from the **"System Menu"**
2. Highlight staff members to **"activate"** for today
3. Select **"Activate"** button to activate

Global Staff List ...

Global Staff List ...TrackVaxAdmin

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Add Locally

Edit

Add New

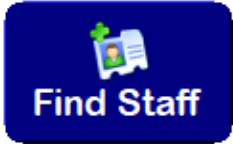
Delete

Print

Help

Search: ALL Words All 1,053 Global Staff Members All PIN Types

GSRN	Pin Type	Pin No.	Name	Profile	Pl^
------	----------	---------	------	---------	-----



1. If "Staff" is not visible then select **"Find Staff"** from the **"Local Staff List"**, then **"Search"** or highlight the staff name in the **"Global List"** and **"Add Locally"** to add to Local List
2. If "Staff" is not visible in the **"Global List"** then you can add a New **"Staff"** member to the Global List by selecting **"Add new"**. Enter the Staff details including profile type according to their responsibility (See SOP for full details) and once details entered the staff will be prompted to create their new password. Once complete, add "Staff" member to the **"Local List"** and proceed to step 3 to print a staff badge
3. If a staff badge is required, highlight the **"Staff"** name and select the **"Staff Badge"** button. The system will ask for the user's password to be entered, and the Staff Badge will then be printed

Note it is important to assign the correct profile to the new Staff depending level of responsibility.

It is recommended that only one or two people are assigned the role of Base Admin



TrackVax QuickStart Guide

3. Receiving Vaccines

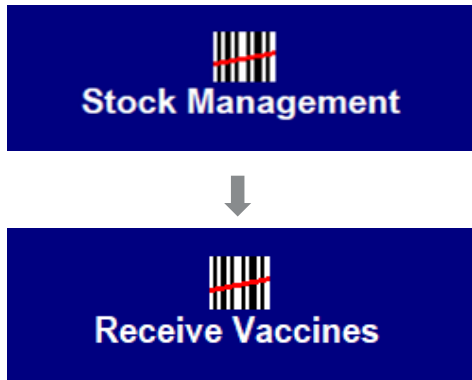
Instructions: Scan a Valid Vaccine Barcode . . .
[Click here to scan source label . . .](#)

Instructions:	Scan a Valid Vaccine Barcode .

Note: When scanning ensure the field in the bottom of the screen is active (green). If it is red, click the field before scanning.

Follow Instructions on-screen:

c) Receiving Stock - Mode



1. Select "**Stock management**" function from the main menu. Select '**Receive Vaccines**' function.

2. This will display the "Scan Vaccine Labels" screen. Stock can be received in three modes;

- A. TrackVax + Covax (default)**
- B. Covax Only (for exceptions)**
- C. TrackVax Only (for exceptions)**

[illegible]

- A**

Vaccination Base Goods In ...

Back

No Boxes To Load !

LIVE COVAX UPLOAD ! (API2)

TrackVax + CoVax

No Boxes for Covax !

B

Vaccination Base Goods In ...

Back

No Boxes To Load !

CoVax Submission is DISABLED !

TrackVax Only

No Boxes for Covax !

C

Vaccination Base Goods In ...

Back

No Boxes To Load !

LIVE COVAX UPLOAD ! (API2)

CoVax Only

No Boxes for Covax !

****NB Only Covid 19 Vaccines are loaded to COVAX. For all other vaccines stock will load to TrackVax only and there is no need to change mode.**

TrackVax QuickStart Guide

3. Receiving Vaccines

Note: When scanning ensure the field in the bottom of the screen is active (green). If it is red, click the field before scanning.

Follow Instructions on-screen:

d) Receiving Stock – Changing Mode

3. To change the receipt of stock mode to option A, B or C select the default button "TrackVax + Covax".

[illegible]

4. After completing step 3, perform a double badge scan to confirm the scanning option change.

Please Enter Staff Details ...

CHANGE THE STOCK UPLOAD MODE ...

Staff Name 1:

Staff Name 2:

Comments:

This will change the stock upload function !

Please ensure that the correct STOCK UPLOAD MODE has been selected.

Ok

Cancel

Instructions: Scan 1st Valid Staff Member ...

TrackVax QuickStart Guide

3. Receiving Vaccines

TrackVax V33 March_2024

Instructions: Scan a Valid Vaccine Barcode . . .

Click here to scan source label . . .

Instructions: Scan a Valid Vaccine Barcode . . .

Note: When scanning ensure the field in the bottom of the screen is active (green). If it is red, click the field before scanning.

Follow Instructions on-screen:

e) Errors & Deleting a Scan

DUPLICATE SSCC !
Label with SSCC
'60000000000004306'
was scanned previously !
Do You Want To Include It Anyway ?
Yes No

DUPLICATE SERIAL NO !
Label with Serial Number
'923643384453'
was scanned previously !
Do You Want To Include It Anyway ?
Yes No

1. A **Duplicate SSCC or Serial Number**. If a box which has already been scanned into stock is scanned, a notification will appear. Select 'No' to not scan the box into stock, or 'Yes' to proceed.

GTIN: 04260703260118

Product Description: Comirnaty Children COVID-19 VACCINE

SSCC: 600000000000008206

Manufacturer Serial No (FMD): 4820107600

Distributor Internal Reference:

Use By: 23-Apr-2023 22:33

Manufacturer Part: TEST 2 CC

Qty. Of Vials: 10

Clear Scan

Save

2. **Out of date vaccines cannot be loaded to stock**. The Use By date will appear in red and the save button will remain greyed out.

Wed, 13-Jan-2021

Show Submitted Records

Delete Scan

Summary

By Box

By Product

GUID	Location GLN	Staff	Date Time	SSCC	GTIN	Use Before	Batch	Ser
bfc3ed...	5393055265674	539123456009990029	13-01-2021 13:30	153915394700016062	00359267100023	14-01-2021 07:27	EM0477	

DELETE THE HIGHLIGHTED SCAN ?
You are about to delete the highlighted Scan !
Are You Sure ?
Yes No

3. **Clear Scan** can be used to remove a scan details before saving. To **delete a scan** after it has been saved but before it is loaded click on the tab "by box", highlight the row to be deleted & select "delete scan"

4. **"Amend Vaccines"** functionality can be used to adjust stock levels if loaded in error. This can be accessed by Admin in the stock management.

TrackVax QuickStart Guide

3. Receiving Vaccines

TrackVax V33 March_2024

Instructions: Scan a Valid Vaccine Barcode ...

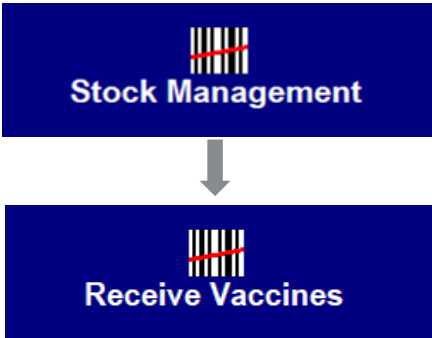
Instructions: Scan a Valid Vaccine Barcode ...

Click here to scan source label ...

Note: When scanning ensure the field in the bottom of the screen is active (green). If it is red, click the field before scanning.

Follow Instructions on-screen:

a) Receiving Stock into TrackVax



1. Select **"Stock management"** function from the main menu. Select **"Receive Vaccines"** function.
2. **Scan Vaccine Box Barcode.** When scanning ensure the field in the bottom of the screen is active (green). If it is red, click the field before scanning. Ensure correct barcode is being scanned per vaccine type (e.g. HSE Scan Me label should be scanned when present otherwise it is the manufacturers barcode)
3. Box details will populate in the bottom panel. QTY of vials can be edited if necessary
4. Select Save. Details will populate on the grid. Repeat steps above for each box being received into stock.
5. When all box labels are scanned select **"Load X Boxes (X Vials)"** button. TrackVax + Covax mode is the default upload mode. See section 3 for more details.
6. Applicable vaccines will load to CoVax. Vaccines which are not loaded to CoVax are marked as No in the grid e.g. Childhood Vaccines

Scan Vaccine Labels ...

Scan Vaccine Labels ...

Back No Boxes To Load! TrackVax + CoVax No Boxes for Covax Clear

Date: Mon, 24-Jul-2023 11:09:53 Location GLN: 5393055016450 Operator: Ms Amanda O'Creane
Letterkenny Community Assessment Hub
Community Assessment Hub Kilmacrennan Road, Letterkenny, CO. DONEGAL, F92NP23

Mon, 24-Jul-2023 Show Submitted Records

Summary By Box By Product

*Location GLN	*GTIN	Use Before	Batch	Distributor Internal Ref	Boxes	Vials	CoVax	Status
---------------	-------	------------	-------	--------------------------	-------	-------	-------	--------

GTIN: 04260703260118 Product Description: Cominaty Children COVID-19 VACCINE

SSCC: 60000000000000008206 Manufacturer Serial No (FMD): 123677888 Distributor Internal Reference:

Use By: 23-Oct-2023 22:33 Manufacturer Batch: TEST2CC Qty. Of Vials: 10 Clear Scan Save

Instructions: For Save function: Press <Enter> or 'Click' on the [Save] button to save
Click here to scan a barcode

Scan Vaccine Labels ...

Scan Vaccine Labels ...

Back Load 5 Boxes (41 Vials) TrackVax + CoVax 3 Boxes for Covax Clear

Date: Mon, 24-Jul-2023 11:15:34 Location GLN: 5393055016450 Operator: Ms Amanda O'Creane
Letterkenny Community Assessment Hub
Community Assessment Hub Kilmacrennan Road, Letterkenny, CO. DONEGAL, F92NP23

Mon, 24-Jul-2023 Show Submitted Records

Summary By Box By Product

GUID	*Facility Id	Staff	Date Time	SSCC	*GTIN	CoVax	Use Before	Batch
768de3...	016450	539400004011122332	24-07-2023 11:10	60000000000000008206	04260703260118		23-Oct-2023 22:33	TEST2CC
59017d...	016450	539400004011122332	24-07-2023 11:11	60000000000000007306	04260703260118		23-Oct-2023 22:33	TEST2CC
e7dc5a...	016450	539400004011122332	24-07-2023 11:11	60000000000000004306	04260703260118		23-Oct-2023 22:33	TEST2CC
77a247...	016450	539400004011122332	24-07-2023 11:13	05000283661771	05000283661771	No	29-Feb-2024	V3G381V
967c7e...	016450	539400004011122332	24-07-2023 11:13	05050459000620	05050459000620	No	30-Sep-2025	AROLD675

Labels ...

Load 5 Boxes (41 Vials) TrackVax + CoVax 3 Boxes for Covax

Location GLN: 5393055016450

*GTIN	CoVax	Use Before	Batch
04260703260118		23-Oct-2023 22:33	TEST2CC
04260703260118		23-Oct-2023 22:33	TEST2CC
04260703260118		23-Oct-2023 22:33	TEST2CC
05000283661771	No	29-Feb-2024	V3G381V
05050459000620	No	30-Sep-2025	AROLD675

NB Saline must be loaded to Covax and can be done in TrackVax + Covax mode- but will not appear as a stock item in TrackVax

TrackVax QuickStart Guide

4. Operating in Vial Mode



Instructions: Scan a Valid Vaccine Barcode ...	Instructions: Scan a Valid Vaccine Barcode ...
Click here to scan source label ...	

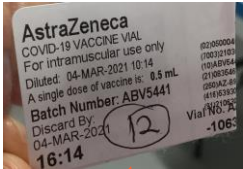
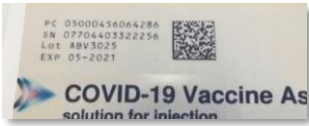
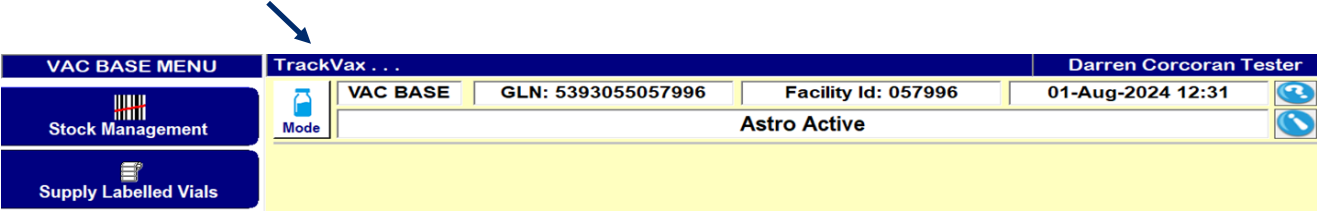
Note: When scanning ensure the field in the bottom of the screen is active (green). If it is red, click the field before scanning.

Follow Instructions on-screen:

a) Vial Mode – Basic Functions

*NB Each Staff member MUST login at the start of the day to 'ACTIVATE' themselves for the day OR Vaccination Hub/Base Admin can 'ACTIVATE' Staff at the start of the day

1. Check that you are operating in Vial Mode (see section 3D on how to change modes should you wish to label trays & syringes)



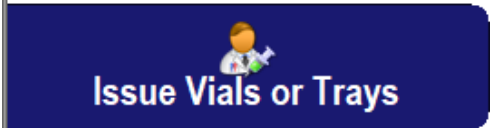
2. Scan vaccine box- not the vial.

3. Enter Qty of Vials you are labelling

4. Scan staff badge of "Labelled by" and "Checked By" and Select "Print".

- **4A Optional** If you wish to associate a vial to a vaccination bay (enter in 'Supply Labelled Vials screen') OR Select 'Issue Vials' from Main menu and Select or Scan the vial, Enter vaccination bay number and Select "Issue Vial"

Ask Vaccinators to write the yield on the vial label (on white space)



5. Scan Empty Vial Label and Enter Vial Yield
 - If you are discarding doses you need to record a reason from the List provided
6. Check Vial Yield and select "Return VIAL."
7. To make amendments (Base admin or Base Duty profile required)

Repeat Steps 1 - 6 as required

TrackVax QuickStart Guide

4. Operating in Vial Mode



TrackVax V33 March_2024

Instructions: Scan a Valid Vaccine Barcode ...	Instructions: Scan a Valid Vaccine Barcode ...
Click here to scan source label ...	

Note: When scanning ensure the field in the bottom of the screen is active (green). If it is red, click the field before scanning.

Follow Instructions on-screen:

b) Vial Mode – Additional Functions Onsite

Access: Base Admin and Base Duty med management ONLY



Reprint VIAL Label

- Select the Vial you wish to Reprint and select the button **“Reprint VIAL Label”**. You may need to select ‘Only Active Items’ to see ‘All Items’
- “Reprint Vial label” screen will appear and a scan of two active Staff badges is required to generate the reprint of the vial label

Access: Base Admin and Base Duty med management



Cancel VIAL Label

- Select the Vial you wish to Cancel and select the button **“Cancel VIAL Label”**. You may need to select “Only Active Items” to see “All Items”
- “Cancel Vial label” screen will appear and a scan of two active Staff badges is required to trigger the cancellation of the vial label

Access: Base Admin and Base Duty med management

- Select the Vial you wish to Amend and select the button **“Amend VIAL Doses”**. You may need to select ‘Only Active Items’ to see “All Items”
- “Amend VIAL Doses” screen will appear and a scan of two active Staff badges is required to access the Amend Vials screen
- Make amendments in the “Amend Vials” Screen and select “Amend VIAL” to save or cancel to exit without making amendments

Amend VIAL Doses

Note: When scanning ensure the field in the bottom of the screen is active (green). If it is red, click the field before scanning.


Instructions: Scan a Valid Vaccine Barcode ...	Instructions: Scan a Valid Vaccine Barcode ...
Click here to scan source label ...	

Follow Instructions on-screen:

a)


Syringe Mode – Basic Functions

1. Check that you are operating in Syringe Mode

TrackVax ...			Darren Corcoran
 Mode	VAC BASE	GLN: 5393055057996	Facility Id: 057996
02-Aug-2024 10:11			
Astro Active			

2. After scanning the box to supply trays and syringes from, there will be a new option, to select the number of vials required.
(Similar to the functionality in Vial Mode.)

Print Tray & Syringe Labels ... 02-Aug-2024 15:43




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Labelled By:
Darren T
CVC Staff / 654384

Checked By:
Darren Larkin
Pharmacy Technician / 870810

Current Batch:



Clear

SSCC (00): 600000000000001320

GTIN (01/02): 04260703260620

Comirnaty XBB.1.5 RTU(5-11y)

Use By (17/7003): 12-Dec-2025 22:33

Batch (10): TEWAR5T55

Serial No (21):

Reference (251): 1453528000


Vial No. (250):

Discard By (7003): 02-Aug-2024 21:42

Label

Comirnaty XBB.1.5 RTU(5-11y)
Ready to use COVID-19 Vaccine Syringe
For Intramuscular Use Only
Drawn: 02-AUG-2024 15:42
A single dose of vaccine is: 0.3ml
Batch Number: TEWAR5T55
Discard By: 02-AUG-2024
21:42 *TEST*

C2HXRTU
0204260703260620
1907ENAR5T55
2511453528000
416135050503006
918512122232




Syringe No. 00
TEST

SYRINGEADAPTED2


Issue To Bay:

No. of Vials (Max 10):

◀ 2 ▶




Split Trays




Print 2 Tray Label & 14 Syringe Labels

No. of Vials (Max 10):

◀ 2 ▶



Split Trays



Print 2 Tray Label & 14 Syringe Labels

Note: It is possible to supply more than one vial at a time when in Syringe mode

Instructions: Scan a Valid Vaccine Barcode ...

Instructions: Scan a Valid Vaccine Barcode ...

Click here to scan source label ...

Note: When scanning ensure the field in the bottom of the screen is active (green). If it is red, click the field before scanning.

Follow Instructions on-screen:

b)

Syringe Mode – Basic Functions

3. Once the number of Vials is selected (maximum will be the number available in the selected box or 12), the option to split trays remains.

Split Vaccine Trays ...

Split Vaccine Trays ...

Total No. Of Trays

12

3 Trays

2 + 2 + 3

Ok

30-Sep-2024 15:36

Current Batch: TEST1234

Clear

Label

Comirnaty XBB.1.5 RTU(5-11y)

Ready to use COVID-19 Vaccine Syringe For Intramuscular Use Only

Drawn: 30-SEP-2024 15:35

A single dose of vaccine is: 0.2ml


Batch Number: TEST1234

Discard By: 30-SEP-2024

21:35 *TEST*

Syringe No. 00

C2HXRTU



00

Syringe No. 00

TEST

SYRINGEADAPTED2

Vials (Max 10): 1

Split Trays

Print 1 Tray Label & 7 Syringe Labels

4. This split will apply to all vials being supplied in this action; e.g. If issuing 2 vials with 3 trays per vial of 2+2+3= 6 tray labels will be printed with 14 syringe labels.
5. There will be a gap of a blank label between each set of tray and syringe labels which come from the printer, and the vial number will remain visible on the label- apply the labels to the trays and syringes, in order of the corresponding vials.



Return Empty Vial or Tray

6. Scan Empty Tray Label and Enter Tray Yield
- If you are discarding doses you need to record a reason from the List provided
7. Check Tray/Syringe Yield and select "Return TRAY.."
8. To make amendments (Base admin or Base Duty Profile required)

Repeat Steps 1 - 6 as required

Instructions: Scan a Valid Vaccine Barcode . . .

Instructions: Scan a Valid Vaccine Barcode . . .

Click here to scan source label . . .

Note: When scanning ensure the field in the bottom of the screen is active (green). If it is red, click the field before scanning.

Follow Instructions on-screen:

c)

Syringe Mode – Additional Functions

Access: Base Admin and Base Duty med management ONLY

 Additional Syringe

 Issue Vials or Trays

OR

 Return Empty Vial or Tray

- Select the Tray you require an additional syringe label for and select the button **"Additional Syringe"**. You may need to select "Only Active Items" to toggle to see "All Items".
- "Additional Syringe" screen will appear and a scan of two active Staff badges is required to access the "Additional Syringe" screen

Issue Vials Or Trays . . .

30-Sep-2024 15:38

 < Back

Location GLN: 5393055035161

IMI Sandyford Vaccination Centre

IMI Sandyford Road,Dublin 16,,Dublin,D16 X8C3

Only Active Items

 Print

 Audit Trail

 Clear

 Additional Syringe

 Cancel TRAY Label

 Reprint TRAY Label

Item	Vial No.	Tray No.	Batch	Supplied	Issued	Discard	Returned	In Use	Issued	Bay
TRAY	C2-035161-4274-002	4274-0002	TEST1234	15:38		21:38			7	

Return Empty Vials or Trays . . .

30-Sep-2024 15:39

 < Back

Location GLN: 5393055035161

IMI Sandyford Vaccination Centre

IMI Sandyford Road,Dublin 16,,Dublin,D16 X8C3

Only Active Items

 Print

 Audit Trail

 Clear

 Additional Syringe

 Cancel TRAY Label

 Reprint TRAY Label

Vial No.	Tray No.	Supplied	Bay	Discard By	Returned	In Use	Supplied	Yield	Discards	Re
C2-035161-4274-002	4274-0002	15:38		21:38			7			
							7			

TrackVax QuickStart Guide

5. Operating in Syringe Mode

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Note: When scanning ensure the field in the bottom of the screen is active (green). If it is red, click the field before scanning.


Instructions: Scan a Valid Vaccine Barcode ...	Instructions: Scan a Valid Vaccine Barcode ...
Click here to scan source label ...	


Follow Instructions on-screen:

D) Syringe Mode – Additional Functions Onsite

Access: Base Admin and Base Duty med management ONLY


Issue Vials or Trays


Reprint TRAY Label


Cancel TRAY Label


Only Active Items

Print

↓

All Items

Print


Amend TRAY Doses

- Select the Tray you wish to Reprint and select the button **"Reprint TRAY Label"**. You may need to click on **"Only Active Items"** to toggle to **'All Items'**
- "Reprint Tray label" screen will appear and a scan of two active Staff badges is required to generate the reprint of the Tray label
- Select the Tray you wish to Cancel and select the button **"Cancel TRAY Label"**. You may need to click **'Only Active Items'** to toggle to **'All Items'**
- "Cancel TRAY label" screen will appear and a scan of two active Staff badges is required to trigger the cancellation of the Tray label
- Select the Tray you wish to Amend and select the button **"Amend TRAY Doses"**. You may need to click **"Only Active Items"** to toggle to see **"All Items"**.
- 'Amend TRAY Doses' screen will appear and a scan of two active Staff badges is required to access the Amend Tray Doses screen
- Make amendments in the "Amend TRAY Doses" Screen and select **"Amend VIAL"** to save or cancel to exit without making amendments

REPRINT TRAY LABEL ...

Vial No:
CI-598512-3207-001

Tray No:
3207-0001

Staff Name 1:
[Redacted]

Staff Name 2:
[Redacted]

Comments:

Ok

Cancel

Instructions: Scan 1st Valid Staff Member ...

CANCEL TRAY ...

Vial No:
CI-598512-3207-001

Tray No:
3207-0001

Staff Name 1:
[Redacted]

Staff Name 2:
[Redacted]

Comments:

Ok

Cancel

Instructions: Scan 1st Valid Staff Member ...

AMEND TRAY DOSES ...

Vial No:
CI-598512-3207-001

Tray No:
3207-0001

Staff Name 1:
[Redacted]

Staff Name 2:
[Redacted]

Comments:

Ok

Cancel

Instructions: Scan 1st Valid Staff Member ...

Amend Vials Or Trays ...

Amend Vials or Trays ...



Cancel

Location GLN: 5393055035161

IMI Sandyford Vaccination Centre

IMI Sandyford Road,Dublin 16,,Dublin,D16 X8C3

30-Sep-2024 15:43

Vial Id (250): C2-035161-4274-001	GTIN (01/02): 04260703260620	Description: Comirnaty XBB.1.5 RTU(5-11y)
Use By (17/7003): 01-Jan-2025 22:56	Batch (10): TEST1234	
Discards: 3	Discard Code: Discard Time Exceeded	Doses: 4
Instructions: Amend the Dose or Discard Quantities ...		

TrackVax QuickStart Guide

6. Receiving Vaccines



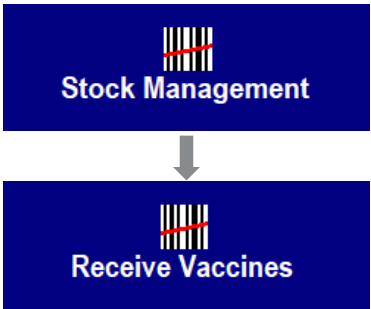
TrackVax V33 March_2024

Note: When scanning ensure the field in the bottom of the screen is active (green). If it is red, click the field before scanning.

Instructions: Scan a Valid Vaccine Barcode ...
Click here to scan source label ...

Follow Instructions on-screen:

a) Receiving Stock - Box Mode Onsite



1. Select "**Stock management**" function from the Vac Base menu. Select "Receive Vaccine" function.
2. Scan Vaccine Box Barcode. When scanning ensure the field in the bottom of the screen is active (green). If it is red, click the field before scanning. Ensure correct barcode is being scanned per vaccine type (e.g. HSE Scan Me label should be scanned when present otherwise it is the manufacturers barcode)
3. Box details will populate in the bottom panel. QTY of vials can be edited if necessary
4. Select "**Save**". Details will populate on the grid. Repeat steps above for each box being received into stock.
5. Select "**Show Submitted Records**" to see stock items that have been received into stock
6. When all box labels are scanned select "**Load X Boxes**" button. TrackVax + Covax mode is the default upload mode. See page 5 for more details.
7. Applicable vaccines will load to CoVax. Vaccines which are not loaded to CoVax are marked as No in the grid e.g. Childhood Vaccines

Scan Vaccine Labels ...

Vaccination Base Goods In ...

Back Load 3 Boxes (3 Vials) TrackVax + CoVax No Boxes for Covax!

Date: Fri, 27-Sep-2024 14:55:53 Location GLN: 5393055155302 Operator: Darren Larkin

Base: Bantry PCC Vaccination Centre The Quay Bantry, Cork

Fri, 27-Sep-2024 Show Submitted Records

Summary	By Box	By Product						
*Location GLN	*GTIN	Use Before	Batch	Distributor Internal Ref	Boxes	Vials	CoVax	Status
5393055155302	00191778019957	11-Dec-2026	VBGFH586		1	1	No	
5393055155302	05099211002922	03-Jan-2027	SDFGSDH56		1	1	No	
5393055155302	05415062370568	09-Nov-2025	NMJK7214		1	1	No	

GTIN: 05415062370568 Product Description: Nimenrix

SSCC: 9HKGFHAGM0SFXP Manufacturer Serial No (FMD): Distributor Internal Reference:

Use By: 09-Nov-2025 Manufacturer Batch: NMJK7214 Qty. Of Vials: 1

Clear Scan Save

Instructions: For Save function: Press <Enter> or 'Click' on the [Save] button to save

Scan Vaccine Labels ...

Vaccination Base Goods In ...

Back Load 3 Boxes (3 Vials) TrackVax + CoVax No Boxes for Covax!

Date: Fri, 27-Sep-2024 15:03:47 Location GLN: 5393055155302 Operator: Darren Larkin

Base: Bantry PCC Vaccination Centre The Quay Bantry, Cork

Fri, 27-Sep-2024 Show Submitted Records

Summary	By Box	By Product						
GUID	*Location GLN	Staff	Date Time	SSCC	*GTIN	CoVax	Use Before	Batch
2a4c3a	5393055155302	539400004108708104	27-09-2024 14:38		05099211002922	No	03-Jan-2027	SDFGSDH56
8a4cd8	5393055155302	539400004108708104	27-09-2024 14:38		05415062370568	No	09-Nov-2025	NMJK7214
85eb70	5393055155302	539400004108708104	27-09-2024 14:38		00191778019957	No	11-Dec-2026	VBGFH586

Load 3 Boxes (3 Vials) TrackVax + CoVax

*** TEST COVAX UPLOAD *** (API2) No Boxes for Covax!

^GTIN	CoVax	Use Before	Batch
05099211002922	No	03-Jan-2027	SDFGSDH56
05415062370568	No	09-Nov-2025	NMJK7214
00191778019957	No	11-Dec-2026	VBGFH586
04260703260606		14-Dec-2025 12:36	BVBG7896

NB Saline must be loaded to Covax and can be done in TrackVax + Covax mode- but will not appear as a stock item in TrackVax



Note: When scanning ensure the field in the bottom of the screen is active (green).

If it is red, click the field before scanning.

Follow Instructions on-screen:

b) Supplying Boxes – Onsite



Mode

Ensure Box Mode is selected. There is also a functionality to label trays & Syringes and vials. Only vaccines set for Box Mode (e.g. Flu) can be supplied in Box Mode.



Supply Boxes

1. Select "**Supply Boxes**" from the Vac Base Menu

2. Scan the number of box barcodes which you wish to supply

[illegible]

3. The details will populate on screen once you have scanned the box.

4. Continue to scan all boxes to be supplied.

5. Scan two active badges.

6. Total number of doses will display in the green "supply" button. In this example there are 3 boxes of 3= 3 doses. Select this button to supply.

7. The Dashboard stock will update – and boxes/doses supplied will be visible.

Supply 3 Doses

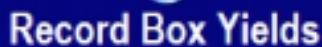
**NB NO LABELS WILL
PRINT FOR BOX MODE
VACCINES- VACCINES
BOXES SHOULD BE
RETURNED TO
PHARMACY TO
RECORD YIELDS**

Note: Select box functionality is only available temporarily by raising a ticket

TrackVax V33 March 2024

Note: When scanning ensure the field in the bottom of the screen is active (green). If it is red, click the field before scanning.

C) Recording Box Yields – Onsite



8. Select "Record Box Yields"

9. Scan the number of box barcodes which you wish to record.

[illegible]

10.The details will populate on screen as boxes are scanned.

11. The default doses will display for a particular vaccine type. **Edit doses in the panel at the bottom of the screen and select a discard code. If doses are being returned to stock- select the number of doses unused.** A particular record can be edited by highlighting a row prior to the double badge scan.

12. You will be prompted to scan two active badges.

13.The Dashboard stock will update – and boxes/doses supplied & returned will be visible.

14. For boxes which had doses returned to stock- a label will print with a 'use me first' note.

USE ME FIRST !

Duration (cumulative) stored above +8°C

(write here)

Type	Batch/Lot	Expiry Date	Serial No.
HV	SDFGSDH56	03-JAN-2027	T1WDDPZK6O5KDG1

Note: An alert will appear saying "All Boxes, Vial & Trays have been returned"



Note: When scanning ensure the field in the bottom of the screen is active (green). If it is red, click the field before scanning.

Instructions:	Scan a Valid Vaccine Barcode . . .	Instructions:	Scan a Valid Vaccine Barcode . . .
Click here to scan source label . . .			

Follow Instructions on-screen:

a) Supplying Bulk Mode stock- Onsite

Note: This relates to Supplying boxes within the Base after receiving the stock in using Bulk Mode

1. Scan the number of box barcodes which you wish to Supply.
2. The details will populate on screen as the boxes are scanned. Enter the Qty you would like to supply from the available amount

[illegible]

3. Once you complete the double badge scan the "Supply X Doses" function will appear in green

- #### 4. Select "Supply X Doses"

Supply 75 Doses

5. The Dashboard stock will update – and boxes/doses supplied will be visible.

All Categories	Fluenz Tetra	QIV (Sanofi)
	FT	QIVSF
In Stock:	Units 28	Units 33.6
Quarantined:		5
Supplied:	Boxes 20	Boxes 35
Returned:		
In Use:	20.00	35.00



Note: When scanning ensure the field in the bottom of the screen is active (green).

If it is red, click the field before scanning.

Follow Instructions on-screen:

b) Recording Bulk Mode stock- Onsite

Note: This relates to Recording boxes within the Base after supplying stock that has been received in using Bulk Mode

9. Scan the number of box barcodes which you wish to record. The details will populate on screen as boxes are scanned.

Record Box Yields ...

< Back

HUB Location 5393055094717:

Clear

Record
3 Boxes

Type	Serial No.	Batch	Expiry Date	Supplied	Returned	In Use	Supplied	Given	Unused	Discard	Discard Reason
FT		VBNM7896	12-Dec-2025	03-Oct-24 10:56	03-Oct-24 11:40	44m	20	15	5		
QIVSF		TEST4566	12-Dec-2026	03-Oct-24 10:56	03-Oct-24 11:40	44m	35	25	10		
BXMB		THYF9694	08-Aug-2025	03-Oct-24 10:56	03-Oct-24 11:40	44m	20	10		10	Wasted Dose

Description

Serial No.

Expiry Date

Discard Code:

Doses Discarded

Doses Given

Doses Unused

Instructions:

10. Edit doses in the panel at the bottom of the screen for each vaccine and select a discard code. If doses are being returned to stock- select the number of doses unused. A particular record can be edited by highlighting a row prior to the double badge scan.

11. You will be prompted to scan two active badges.

12.The Dashboard stock will update – and boxes/doses supplied & returned will be visible.

13. For boxes which had doses returned to stock- a label will print with a 'use me first' note.

USE ME FIRST !

Duration (cumulative) stored above +8°C

(write here)

Type	Batch/Lot	Expiry Date	Serial No.
FT	VBNM7896	12-DEC-2025	

Note: An alert will appear saying "All Boxes, Vial & Trays have been returned"

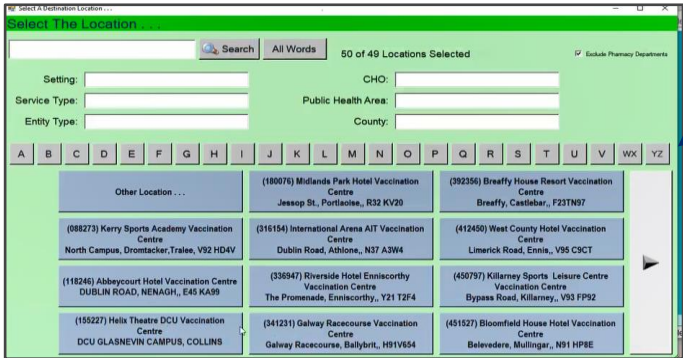
Note: When scanning ensure the field in the bottom of the screen is active (green). If it is red, click the field before scanning.

Follow Instructions on-screen:

a) Base to Base Transfer



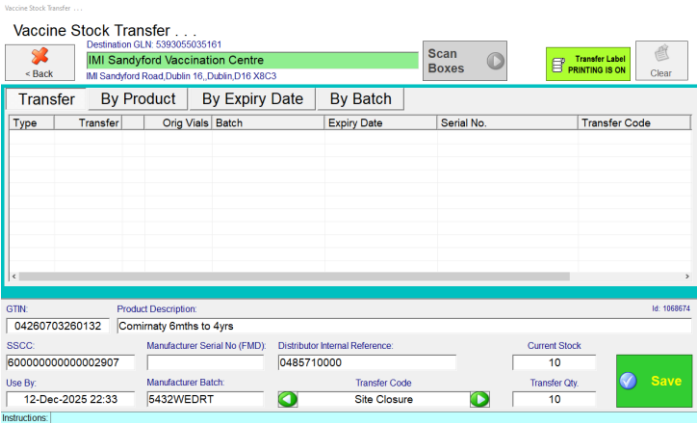
1. Select 'stock management' function from the main menu. Once the page displays, select 'Transfer Vaccines' function. Once complete, you will then need to select the destination location for the transfer- **this function is for Base to Base only, and transfer of expired stock to the NCCS**
- **Left click the red ribbon 'Select the destination location' to activate**



2. Select or search the required location for the transfer. Once done scan the box you wish to transfer and **select the transfer reason** and select 'save'. **You will be notified if this box has previously been transferred.** Once complete, confirm the transfer and scan two active staff badges when prompted.

3. If a box needs to be split, this must be first done using split box functionality (located in the external movements menu)

4. A Vaccine Transfer Sheet will also print with details of vials transferred including a barcode. This document can be used in the destination Base to receive the stock.



****NB Transfer Sheets and Transfer Reports can be reprinted in Base Reports > Base to Base Transfers.**

Instructions: Scan a Valid Vaccine Barcode ...

Instructions: Scan a Valid Vaccine Barcode ...

Click here to scan source label ...

Note: When scanning ensure the field in the bottom of the screen is active (green). If it is red, click the field before scanning.

Follow Instructions on-screen:

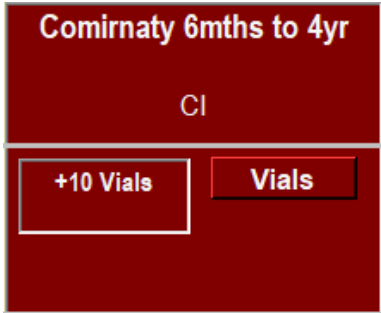
b)

Receiving a Transfer into a Base

Note- on the Dashboard a notification will appear with the quantity of the transfer due into the Base/Vaccination Hub. These details can be viewed in Base Reports



1. Select "Stock management" function from the main menu.
2. Once the page displays, select 'Receive Vaccines' function.



3. Scan the barcode at the top of the transfer sheet accompanying the transfer.

TrackVax

Vaccine Transfer Sheet

Send From Vaccination Base:
Bantry PCC Vaccination Centre

Destination Vaccination Base:
IMI Sandyford Vaccination Centre

Transfer Date:
Fri, 27-Sep-2024 16:34

Facility ID:
155302

Facility ID:
035161

Page: 1 of 1 *TEST*

Vaccine Sheet No. (SSCC):
753930550000027530

Facility GLN:
5393055155302

Facility GLN:
5393055035161

SCC: 60000000000002907

QR Code

Code	Description	Qty. Transferred	Suppliers Expiry Date	Suppliers Batch No.	Suppliers Serial No.	Suppliers SSCC
CI	Comirnaty 6 mths to Site Closure	10	12-Dec-2025 22:33	5432WEDRT		60000000000002907

Vaccine Sheet No. (SSCC):
753930550000027530

Facility ID:
155302

Facility ID:
035161

Facility GLN:
5393055155302

Facility GLN:
5393055035161

QR Code

(00)753930550000027530

SCAN ME TO RECEIVE GOODS

4. Once the barcode is scanned the list of boxes from that transfer will populate ready to load. There is no need to scan individual boxes (but they can be scanned in the absence of the transfer sheet.)

Scan Vaccine Labels ...

Vaccination Base Goods In ...

Back

Load 1 Boxes (10 Vials)

TrackVax + CoVax

Clear

Date:
Fri, 27-Sep-2024 16:38:57

Base:
IMI Sandyford Vaccination Centre

Operator:
TrackVaxAdmin

Fri, 27-Sep-2024

Show Submitted Records

Summary

By Box

By Product

*Location GLN	*GTIN	Use Before	Batch	Distributor Internal Ref	Boxes	Vials	CoVax	Status
5393055035161	04260703260132	12-Dec-2025 22:33	5432WEDRT	0485710000	1	10		

5. Verify the details are correct and select "Load X Boxes" in TrackVax & Covax Mode to load vaccines to Covax and TrackVax.

****NB Transfer Sheets and Transfer Reports can be reprinted in Base Reports as well as the dashboard**



TrackVax QuickStart Guide

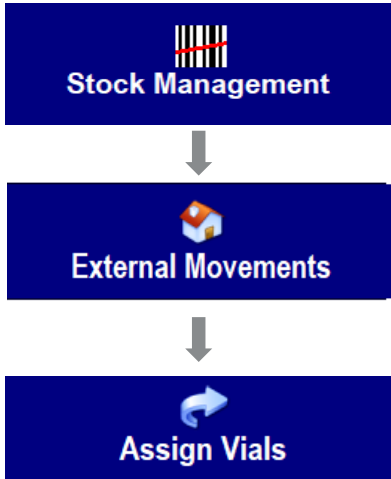
9. (i) Base to External Location- Vial Mode

Instructions: Scan a Valid Vaccine Barcode ...	Instructions: Scan a Valid Vaccine Barcode ...
Click here to scan source label ...	

Note: When scanning ensure the field in the bottom of the screen is active (green). If it is red, click the field before scanning.

Follow Instructions on-screen:

a) Vial Mode- Assign Vials Offsite



1. Select "Stock management" function from the main menu. Once the page displays, select "External Movements" function. **This function is for external/offsite locations that the Base is supplying to.**
2. The external movements menu appears with three functions- Assign vials, record yields and return unopened vials.
3. Select "Assign Vials"- Vial Movement Station will appear
4. Select the external Location. Click the red ribbon 'Select the destination location' to activate. Search for and select the location.

Vial Movement Station ...

< Back

[Scan or Select An External Location ...](#)

Vial Movement Station ...

Assign Vials to an external location ...

Assign to External Location 5393055000589

[Cork Youghal Vaccine Hub (DIS Vaccine Hub)]
ST RAPHAEL'S CENTRE, BARRACK ROAD

Labelled By: [Redacted] Checked By: [Redacted]

SSCC (00): 600000000000004109
GTIN (01/02): 04260703260613
Comirnaty XBB.1.5 (5-11yrs)
Use By (17/003): 12-Apr-2025 22:33
Batch (10): 9TUGH643
Serial No (21):
Reference (251): 4902915000
Vial No. (250):
Discard By (7003): 12-Apr-2025 22:33

Label: Comirnaty XBB.1.5 (5-11yrs)CH
Diluted COVID-19 Vaccine Vial
For intramuscular use only
Moved: 04-SEP-2024 15:35
A single dose of vaccine is: 0.2ml
Batch Number: 9TUGH643
Discard By: 12-Apr-2025 22:33

Saline GTIN: 04030539068079 Description: 0.9% w/v Sodium Chloride Injection BP Batch Number: 1RGSG55 Expiry Date: 12-Dec-2026

Note: No. of Vials (Max 10): 10 Assign 10 Vials and Update CoVax

Instructions: [Select the No. of Vials required And then Scan the 1st Staff Member Badge ...]
[Click here to scan source label](#)

5. Scan the box (and saline if required) that is being sent with those vials. **Note split box functionality must be used to send partial boxes offsite.** Scan two Active Staff Badges. And select Assign X number of Vials and Update Covax.

Assign 10 Vials and Update CoVax

6. Vial Labels will print with discard details to be populated onsite.
7. External Movement Sheet will print which lists details of stock movement. This document should accompany the box of vials to the external location.

Comirnaty XBB.1.5 (5-11yrs)CH
Diluted COVID-19 Vaccine Vial
For intramuscular use only
Moved: 04-SEP-2024 15:35
A single dose of vaccine is: 0.2ml
Batch Number: TEST1234
Discard By: DD / MM / YY
HH : MM

(02)04260703260613
(7003)2512122255
(10)TEST1234
(250)CH-000589-4248-001
(251)3439313000
(416)5393055057996
(91)2512122255

Vial No. CH-000589
4248-001

TEST

External Movement details are available in Base Reports> External Movements



Mode

TrackVax QuickStart Guide

9. (i) Base to External Location- Vial Mode

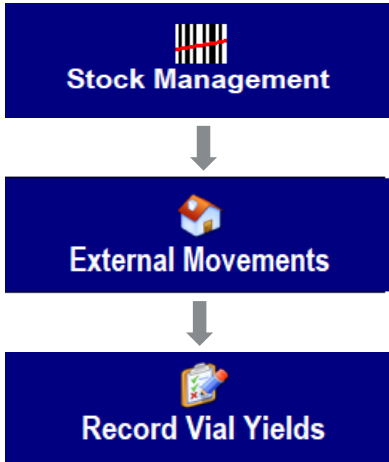
Instructions: Scan a Valid Vaccine Barcode ...
 Click here to scan source label ...

Note: When scanning ensure the field in the bottom of the screen is active (green). If it is red, click the field before scanning.

Follow Instructions on-screen:

b) Vial Mode- Record Yields Offsite

Note- on the Dashboard a notification will appear "X Vials Still off Site" to indicate that there are vials still offsite. These details can be viewed in Base Reports under External Movements.



1. Select "Stock management" function from the main menu.

2. Once the page displays, "Select 'External Movements'" function.

3. Select "Record Vial Yields" and the Record Yields Screen will appear

Comirnaty XBB.1.5 (5-11y)

CHXBB

T'fers Due In

+10.00 Vials

Vials

38

TrackVax
HE

External Location Reconciliation Sheet

Reconciliation Sheet No: 00034897

Central Location Centre: Astro Active

Facility ID: 057996

Facility GLN: 5393050500589

External Location: Cork Youghal Vaccine Hub (DIS Vaccine Hub)

Facility ID: 000589

Facility GLN: 5393050500589

Barcode: (418)030050000589

Wed, 28-Aug-2024 10:02 Page: 1 of 3 * TEST REPRINT *

SCAN ME TO SELECT LOCATION

Xlot ID: 1068841

CHXBB Comirnaty XBB.1.5 (5-11yrs)

Vial No: CH-000589-4241-001

Batch: 9TUGH643

Use By: 12-Apr-2025 22:33

SSCC: 600000000000004109

4241-001

Discard Date/Time

Doses

Discards

Transferred

12

** If there are Discards, please Tick ONLY ONE Discard Code

☐ Discard Time Exceeded
☐ Exp/Use By Date Exceeded
☐ Cold chain failure
☐ Storage problem (e.g. stored sideways)
☐ Dropped/Damaged
☐ Quality Defect (eg. Coring)
☐ Reconstitution Issue (Operator Issue)
☐ Patient Moved
☐ Unobtained Dose
☐ Insufficient Clients to administer

Xlot ID: 1068842

CHXBB Comirnaty XBB.1.5 (5-11yrs)

Vial No: CH-000589-4241-002

Batch: 9TUGH643

Use By: 12-Apr-2025 22:33

SSCC: 600000000000004109

4241-002

Discard Date/Time

Doses

Discards

Transferred

12

** If there are Discards, please Tick ONLY ONE Discard Code

☐ Discard Time Exceeded
☐ Exp/Use By Date Exceeded
☐ Cold chain failure
☐ Storage problem (e.g. stored sideways)
☐ Dropped/Damaged
☐ Quality Defect (eg. Coring)
☐ Reconstitution Issue (Operator Issue)
☐ Patient Moved
☐ Unobtained Dose
☐ Insufficient Clients to administer

4. Scan the barcode at the top of the external movement sheet to set location. Or search in the locations field.

5. Proceed to scan and record the vial yields for that external location.

Reprint Reconciliation Sheet & Reprint Vial Label

Return Empty Vial Or Tray ...

Return Empty Vial or Tray ...

External Location GLN: 5393050500589

Cork Youghal Vaccine Hub (DIS Vaccine Hub)

ST RAPHAEL'S CENTRE, BARRACK ROAD, YOUGHAL, CO. CORK, P36 C

31/May/24 to 29/Aug/24

Only Active Items

Print

Clear

29-Aug-2024 12:44

Sheet Id.	Vial No.	Supplied	Returned	In Use	Supplied	Yield	Discards	Reas
00034897	CH-000589-4241-003	28-Aug-2024 10:02			12			
00034897	CH-000589-4241-004	28-Aug-2024 10:02			12			
00034897	CH-000589-4241-005	28-Aug-2024 10:02			12			
00034897	CH-000589-4241-006	28-Aug-2024 10:02			12			
00034897	CH-000589-4241-007	28-Aug-2024 10:02			12			
00034897	CH-000589-4241-008	28-Aug-2024 10:02			12			
00034897	CH-000589-4241-009	28-Aug-2024 10:02			12			
00034897	CH-000589-4241-010	28-Aug-2024 10:02			120			

Vial Id (250): CH-000589-4241-001

GTIN (0102): 04260703260613

Description: Comirnaty XBB.1.5 (5-11yrs)

Use By (177003): 12-Apr-2025 22:33

Batch (10): 9TUGH643

Discarded Doses: 2

Discard Code: Discard Time Exceeded

Used Doses (Vial Yield): 10

Return VIAL with 2 Discards

Instructions:

6. The default doses will display for a particular vaccine type

7. Edit Doses in the panel at the bottom of the screen and select a discard code

TrackVax QuickStart Guide

9. (i) Base to External Location- Vial Mode



Instructions: Scan a Valid Vaccine Barcode . . .

Instructions: Scan a Valid Vaccine Barcode . . .

Click here to scan source label . . .

Note: When scanning ensure the field in the bottom of the screen is active (green). If it is red, click the field before scanning.

Follow Instructions on-screen:

c)

Vial Mode- Return Unopened Offsite

Stock Management

External Movements

Return Unopened

1. Select **"Stock management"** function from the main menu.

2. Once the page displays, **select "External Movements"** function.

3. Select **'Return unopened'** function from the three options available

4. **Set External location** by clicking on "scan or select External Location" Or by scanning the barcode on the top of the movement sheet.

Return Unopened Vials . . .

29-Aug-2024 12:59

< Back

External Location GLN: 5393055000589

Cork Youghal Vaccine Hub (DIS Vaccine Hub)

ST RAPHAEL'S CENTRE,BARRACK ROAD,YOUGHAL,CO. CORK,P36 C

31/May/24 to 29/Aug/24

Clear

Sheet Id.	Vial No.	Supplied	Returned	In Use	Returned	Of	Supplied	Relabel
00034897	CH-000589-4241-005	28-Aug-2024 10:02	29-Aug-2024 12:59	26h 56m	12		12	
00034897	CH-000589-4241-006	28-Aug-2024 10:02	29-Aug-2024 12:59	26h 56m	12		12	
00034897	CH-000589-4241-007	28-Aug-2024 10:02	29-Aug-2024 12:59	26h 56m	12		12	
00034897	CH-000589-4241-008	28-Aug-2024 10:02	29-Aug-2024 12:59	26h 56m	12		12	
					48			

Return 4 Vials Unopened

Instructions:

6. Select **" Return X Vials unopened"** and scan two badges to return these vials unopened

7. The Dashboard stock will update – and boxes/doses supplied & returned will be visible.

Instructions: Scan a Valid Vaccine Barcode . . .

Instructions: Scan a Valid Vaccine Barcode . . .

Click here to scan source label . . .

Note: When scanning ensure the field in the bottom of the screen is active (green).
If it is red, click the field before scanning.

Follow Instructions on-screen:

a) Box Mode- Assign Boxes Offsite

Stock Management

External Movements

Assign Vials

1. Select "Stock management" function from the Vac Base menu. Once the page displays, select 'External Movements' function. **this function is for external/offsite locations that the Base is supplying to.**

2. The external movements menu appears with three functions- assign boxes, record box yields and return unopened boxes.

3. Select "Assign Boxes" - Box Movement Station will appear

4. Select the external Location. Click the red ribbon "Select the destination location" to activate. Search for and select the location.

5. Scan the box to send to the external location. The contents of each box are to be sent- there is no splitting of boxes for box mode vaccines. Continue to scan all the boxes to send to that location.

6. Scan two Active Staff Badges. Click on "Assign X Doses"

7. External Movement Sheet will print which lists details of stock movement. This document should accompany the boxes to the external location.

Box Movement Station . . .

Box Movement Station . . .

Supply Boxes to an external location . . .

*GTIN	Description	Qty	Of	Avail	Clinic	Use Before	Batch	Serial No	SSCC
05000283661771	TETRAVAC	1	of	1	N	30-Nov-2025	X3B752V	136C47A66CH3	
05000283661771	TETRAVAC	1	of	1	N	30-Nov-2025	X3B752V	136C47A66D9H83	
05000456074131	Fluenz Tetra	10	of	10	N	11-Nov-2025	4R56YH63	AHXG5FX4FD2	
05050459000736	boostrix	1	of	1	N	30-Nov-2026	AC37B455BB	5N7MEDRSBA	

Supply 13 Doses

Supply 13 Doses

External Movement details are available in Base Reports> External Movements

Instructions: Scan a Valid Vaccine Barcode . . .	Instructions: Scan a Valid Vaccine Barcode . . .
Click here to scan source label . . .	

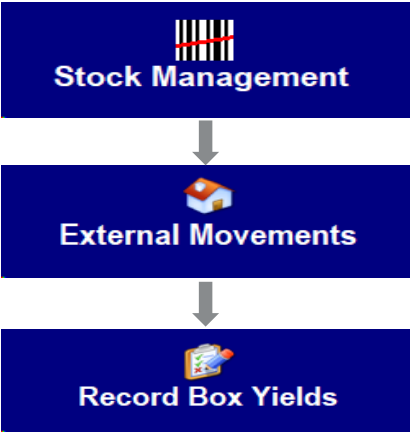
Note: When scanning ensure the field in the bottom of the screen is active (green).
If it is red, click the field before scanning.

Follow Instructions on-screen:

b)

Box Mode- Record Yield Offsite

Note- on the Dashboard a notification will appear “X Boxes Still Off Site” to indicate that there are boxes still offsite. These details can be viewed in Base Reports under External Movements.



1. Select “Stock management’ function from the main menu.
2. Once the page displays, select “External Movements’ function.
3. Select “Record Box Yields”

TETRAVAC

TRV

Units

5

Still Off Site

Boxes

4. Scan the barcode at the top of the external movement sheet to set location or search in the locations field.
5. Scan the box barcodes to record for that external location. The details will populate on screen as boxes are scanned

Record Box Yields . . .

29-Aug-2024 13:28

< Back

External Location GLN: 5393055000688
Mayo University Hospital
Adult Mental Health Unit, Westport Road, Castlebar, Mayo, F23H529

Clear

Record 3 Boxes

Serial No.	Batch	Expiry Date	Supplied	Returned	In Use	Supplied	Given	Unused	Discard
136R481KHTC6HC	X3B231V	30-Nov-2025	05-Aug-24 23:07	29-Aug-24 13:28	566h 20m	1			1
476508136861	HGB419	31-Jan-2026	05-Aug-24 23:07	29-Aug-24 13:28	566h 20m	1		1	
136C47A5CN688F	X3B752V	30-Nov-2025	05-Aug-24 23:07	29-Aug-24 13:28	566h 20m	1	1		

Description

Serial No.

Expiry Date

REVAXIS

136R481KHTC6HC

30-Nov-2025

Discard Code:

Discard Time Exceeded

Doses Discarded

Doses Given

Doses Unused

1

Instructions: Select Box

7. The default doses will display for a particular vaccine type. **Edit doses in the panel at the bottom of the screen and select a discard code. If doses are being returned to stock- select the number of doses unused.** Select Record X Boxes. There will be a prompt to scan two active badges.
9. The Dashboard stock will update – and boxes/doses supplied & returned will be visible. For boxes which had doses returned to stock- a label will print a note to use this vaccine first.

9. (ii) Base to External Location- Box Mode

Note: When scanning ensure the field in the bottom of the screen is active (green).
If it is red, click the field before scanning.

Instructions: Scan a Valid Vaccine Barcode ...

Instructions: Scan a Valid Vaccine Barcode ...

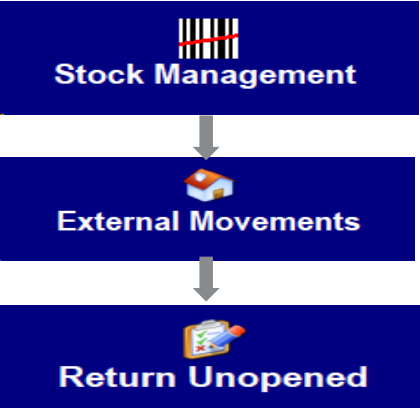
Click here to scan source label ...

Follow Instructions on-screen:

c)

Box Mode- Return Unopened Offsite

Note- on the Dashboard a notification will appear “X Boxes Still Off Site” to indicate that there are vials still offsite. These details can be viewed in Base Reports under External Movements.



1. Select “**Stock management**” function from the main menu.
2. Once the page displays, select “**External Movements**” function.
3. Select “**Return Unopened**”

TETRAVAC

TRV

Units

Still Off Site

5

Boxes

4. Scan the barcode at the top of the external movement sheet to set location Or search in the locations field.
5. Scan the box barcodes which to record for that external location.

Return Unopened Boxes ...

29-Aug-2024 13:50

< Back

External Location GLN: 5393055000589

Clear

Return 4 Boxes

Cork Youghal Vaccine Hub (DIS Vaccine Hub)

ST RAPHAEL'S CENTRE,BARRACK ROAD,YOUGHAL, CO. CORK,P36 C

Serial No.	Batch	Expiry Date	Supplied	Returned	In Use	Supplied	Given	Unused	Discard
RJ0DBIUYYUSYDZ	34354677	11-Nov-2026	29-Aug-24 13:49	29-Aug-24 13:50	1m	10		10	
CCFOYS3IRVQXI44	34354677	11-Nov-2026	29-Aug-24 13:49	29-Aug-24 13:50	1m	10		10	
OKVPLRQVZDWUB9I	TEST1245	12-Nov-2025	29-Aug-24 13:49	29-Aug-24 13:50	1m	10		10	
UV8SRB1UYTWALOC	TEST1245	12-Nov-2025	29-Aug-24 13:49	29-Aug-24 13:50	1m	10		10	

Description

Serial No.

Expiry Date

Priorix

UV8SRB1UYTWALOC

12-Nov-2025

Instructions:

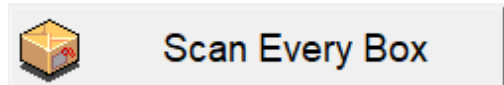
Select Box

6. The details will populate on screen as boxes are scanned.
7. The default doses will display for a particular vaccine type. **Edit doses in the panel at the bottom of the screen and select a discard code. If doses are being returned to stock- select the number of doses unused.** Select Record X Boxes. There will be a prompt to scan two active badges.

9. The Dashboard stock will update – and boxes/doses supplied & returned will be visible. For boxes which had doses returned to stock- a label will print with the cumulative time in ambient temperature with a note to use this vaccine first.

Instructions: Scan a Valid Vaccine Barcode . . .	Instructions: Scan a Valid Vaccine Barcode . . .
Click here to scan source label . . .	

a) Receiving Stock in Bulk Mode- Scan One Box



Receive Bulk Goods In

Wed, 28-Aug-2024 14:12:29

Back

Receive 300 Doses ...

Clear

Base: Kerry
VACCINATION | **KERRY VACCINATION CENTRE**
 Borg Warner Monavalley Business Park Co. Kerry¹

Operator: **Darren Larkin**

28-Aug-2024

By Product	By Box	History
GTIN	Product Description	Batch
05000456074131	Influenza Tetra	34354677
		Expiry Date
		11-Nov-2026
		Boxes
		30.00
		Doses
		300
		300

<

GTIN: [Redacted] Product Description: [Redacted]

Use By: [Redacted] Manufacturer Batch: [Redacted] Qty. Of Doses: [Redacted]

Clear Scan Scan One Box

Save

9. Select "**Back**" and return to Bulk Stock Menu.



TrackVax V33 March_2024

TrackVax QuickStart Guide

11. Receiving Vaccines- Bulk Mode

Note: When scanning ensure the field in the bottom of the screen is active (green). If it is red, click the field before scanning.

Instructions: Scan a Valid Vaccine Barcode ...

Instructions: Scan a Valid Vaccine Barcode ...

Click here to scan source label ...

Follow Instructions on-screen:

b)

Receiving Stock in Bulk Mode – Scan Every Box



1. Select “Receive Bulk Stock” from “Bulk Stock Menu”

Transfer Bulk Stock ...

Tue, 21-Nov-2023 11:23:11

Back Transfer Stock Clear

Hub: Transfer From Location: 5393055069555 Transfer To Location: 5393055000688 Operator: VACCINATION Laois Vaccination Centre Mayo University Hospital Darren Corcoran Spraoil Centre, SAINT FINTANS HEALTHCARE CA Adult Mental Health Unit, Westport Road, Castlebar

21-Nov-2023

By Product By Box History

GTIN	Product Description	Batch	Expiry Date	Boxes	Doses	Status
				0.00	0	

GTIN: Product Description: Use By: Manufacturer Batch: Qty. Of Doses: Qty. Of Boxes: Save

Clear Scan Scan One Box

Scan a Product Barcode ...

Click here to scan a barcode ...

2. To change the receipt of stock mode to “Scan Every Box” select the default setting “Scan One box”

3. Scan the vaccine boxes
4. Select “Receive “X” Doses”
5. Select “Back” and return to the Bulk Stock Menu.

**NB You can scan one after another. If you scan the same barcode twice a warning will appear

Receive Bulk Goods In ...

Wed, 28-Aug-2024 13:52:01

Back Receive 40 Doses Clear

Base: Receive To Location: 5393055032085 Operator: VACCINATION KERRY VACCINATION CENTRE Darren Larkin Borg Warner, Monavalley Business Park, Co. Kerry, I

28-Aug-2024

By Product By Box History

Date Time	*GTIN	Description	Use Before	Batch	Serial No	Boxes	Doses
28-08-2024 13:51	05000456074131	Fluenz Tetra	11-Nov-2026	34354677	CCFOYS3IR...	1.00	10
28-08-2024 13:51	05000456074131	Fluenz Tetra	11-Nov-2026	34354677	BGDT01TU...	1.00	10
28-08-2024 13:51	05000456074131	Fluenz Tetra	11-Nov-2026	34354677	RJ0DBIUFY...	1.00	10
28-08-2024 13:51	05000456074131	Fluenz Tetra	11-Nov-2026	34354677	PRYG0FIRN...	1.00	10
					Total:	4.00	40

GTIN: Product Description: Use By: Manufacturer Batch: Manufacturer Serial No (FMD):

Clear Scan Scan Every Box

Scan a Product Barcode ...

11. Base to External Location- Bulk Mode

Note: When scanning ensure the field in the bottom of the screen is active (green). If it is red, click the field before scanning.

Instructions: Scan a Valid Vaccine Barcode . . .

Instructions: Scan a Valid Vaccine Barcode . . .

Click here to scan source label . . .

Follow Instructions on-screen:

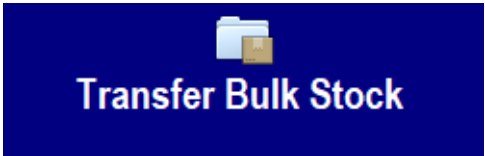
b) Bulk Stock- Transfer Bulk Stock



1. Select “**Stock Management**” function Vac Hub Menu



2. Select “**Bulk Stock**” from Stock Management menu



3. Select “**Transfer Bulk Stock**” from the Bulk Stock Menu

4. Select or search the required location for the transfer. Once done scan the box you wish to transfer and select “**Save**”.

Transfer Bulk Stock . . .

Fri, 20-Oct-2023 09:17:45

Back

Transfer Stock

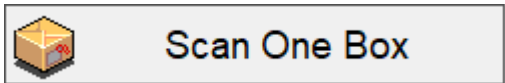
Clear

Hub: VACCINATION

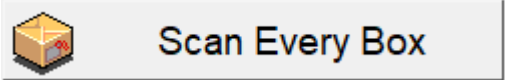
Transfer From Location: 5393055057996
Astro Active
Bellefield, Enniscorthy, Wexford

Transfer To Location: 5393055001425
Liffey House
Athgarvan, Mill Road, Newbridge, Kildare, W

Operator:



5. Stock can be transferred in two modes;



- A. Scan One Box (default)
- B. Scan Every Box

6. Scan the vaccine Box that is to be sent to the external location

GTIN: 05000456074131

Product Description: Fluenz Tetra

Use By: 04-Feb-2024

Manufacturer Batch: 5676UIKJ

Qty. Of Doses: (Max. 490 of 490)

Qty. Of Boxes:

Clear Scan

Scan One Box

Save

You Must Enter A Quantity between 1 and 490 doses

TrackVax V33 March_2024

TrackVax QuickStart Guide

11. Base to External Location- Bulk Mode

Note: When scanning ensure the field in the bottom of the screen is active (green).
If it is red, click the field before scanning.

Follow Instructions on-screen:

b)

Bulk Stock- Transfer Bulk Stock

Transfer Bulk Stock ...

Transfer Bulk Stock ... Tue, 21-Nov-2023 11:54:41

Back Transfer Stock Clear

Hub: Transfer From Location: 5393055069555 Transfer To Location: 5393055000589 Operator: Darren Corcoran

VACCINATION Laois Vaccination Centre Cork Youghal Vaccine Hub (DIS Vaccine

Spraoi Centre, SAINT FINTANS HEALTHCARE CA ST RAPHAEL'S CENTRE, BARRACK ROAD, YOU

21-Nov-2023

By Product By Box History

GTIN Product Description Batch Expiry Date Boxes Doses Status

0.00 0

GTIN: 05000456074131 Product Description: Fluenz Tetra

Use By: 15-Feb-2024 Manufacturer Batch: RYTH9HUI Qty Of Doses: 250 Qty Of Boxes: 25 (Max. 300 of 390)

Clear Scan Scan One Box Save

For Save function: "Click" on the [Save] button to save

7. You must choose the number of Boxes/Doses to be transferred

8. Select "Save"

9. Select "Transfer "X" doses"

 Transfer 250 Doses

TrackVax Bulk Transfer Reconciliation Sheet

Central Vaccination Centre: Laois Vaccination Centre Facility ID: 069555 Facility GLN: 5393055069555

External Location: Cork Youghal Vaccine Hub (DIS Vaccine Hub) Facility ID: 000589 Facility GLN: 5393055000589

Tue, 21-Nov-2023 11:56 Page: 1 of 1 * TEST REPRINT * SCAN ME TO SELECT LOCATION

FT Fluenz Tetra Discard Date/Time Doses Discards Wasted dose

Box No: Batch: RYTH9HUI Use By: 15-Feb-2024 Transferred 250

** If there are Discards, please Tick ONLY ONE Discard Code

10. A Vaccine Transfer Sheet will also print with details of Boxes transferred including the box barcode and location barcode

**NB You can scan one after another. If you scan the same barcode twice a warning will appear

11. To change the receipt of stock mode to "Scan Every Box" select the default setting "Scan One box"

Transfer Bulk Stock ... Tue, 21-Nov-2023 12:00:13

Back Transfer 40 Doses Clear

Hub: Transfer From Location: 5393055069555 Transfer To Location: 5393055000589 Operator: Darren Corcoran

VACCINATION Laois Vaccination Centre Cork Youghal Vaccine Hub (DIS Vaccine

Spraoi Centre, SAINT FINTANS HEALTHCARE CA ST RAPHAEL'S CENTRE, BARRACK ROAD, YOU

21-Nov-2023

By Product By Box History

Date Time *GTIN Description Use Before Batch Serial No Boxes Doses

21-11-2023 11:59 05000456074131 Fluenz Tetra 15-Feb-2024 RYTH9HUI UQWPRQ69 1.00 10

21-11-2023 11:59 05000456074131 Fluenz Tetra 15-Feb-2024 RYTH9HUI LGRIYKCPHL 1.00 10

21-11-2023 11:59 05000456074131 Fluenz Tetra 15-Feb-2024 RYTH9HUI YGUJUKCED 1.00 10

21-11-2023 11:59 05000456074131 Fluenz Tetra 15-Feb-2024 RYTH9HUI SMNSTSGX 1.00 10

Total 4.00 40

GTIN: Product Description:

Use By: Manufacturer Batch: Manufacturer Serial No (FMD):

Clear Scan Scan Every Box

Scan a Product Barcode ...

12. Scan the vaccine boxes

13. Select "Transfer "X" doses"

**NB Scans are not duplicated. Serial numbers are recorded

**NB a vaccine transfer sheet will print for both modes

**NB Transfer Sheets and Transfer Reports can be reprinted in Base Reports > External movements, and from the dashboard

TrackVax QuickStart Guide

11. Bulk Mode- Record Doses

Instructions: Scan a Valid Vaccine Barcode . . .	Instructions: Scan a Valid Vaccine Barcode . . .
Click here to scan source label . . .	


Note: When scanning ensure the field in the bottom of the screen is active (green).
If it is red, click the field before scanning.


Follow Instructions on-screen:


c)

Bulk Mode – Record Doses

Note- on the Dashboard a notification will appear “X Boxes Still Off Site” to indicate that there are Boxes are offsite. These details can be viewed in Base Reports under External Movements.


Stock Management


Bulk Stock


Record Doses

1. Select “**Stock Management**” from the Vac Hub Menu.
2. Select “**Bulk Stock**” from the main menu
3. Select “**Record Doses**”

4. Select the location by scanning the barcode on the top of the transfer sheet

5. You must scan the barcode for the vaccine you are recording doses for from the transfer sheet

Record Bulk Doses ...

Record Bulk Doses ... Wed, 28-Feb-2024 09:43:22

Back Clear

Base: VACCINATION Location: 5393055000589 ST RAPHAEL'S CENT Operator: Darren Corcoran

28-Feb-2024

History

Date Time	*GTIN	Description	Use Before	Batch Total	Given	Discards	Discard Reason

GTIN: 05050459000682 Product Description: Bexsero Xfer Id: 1037320 Xfer Sheet No: 00027714

Use By: 18-Mar-2024 Manufacturer Batch: RTF71456 Max. Doses: 260 Clear Scan

Discard Code: Wasted dose Doses Discarded: 10 Doses Given: 200 Return To Base: 40 Keep In Stock: 10 Record Doses

Instructions: 'Click' on the [Record Doses] button to Record Doses

**** Keep in stock means it will remain off-site in that external location**

****NB There is only one discard code for Bulk Mode which is “Wasted Dose”**

6. Edit doses to be recorded in the panel at the bottom of the screen and select the discard code. Enter the number of doses to be discarded. Select if doses are being “**Returned to Base**” or “**Kept in stock**,”. Toggle the amount for “**Doses Given**”. Select “**Record X Doses**”

****A prompt will appear with a summary of the doses you are about to record.**

7. The Dashboard stock will update – and doses supplied & returned will be visible. Any doses “Kept in stock” will remain visible at the off-site location

Note: When scanning ensure the field in the bottom of the screen is active (green). If it is red, click the field before scanning.

Follow Instructions on-screen:

Stock Management

Bulk Stock

Gardasil 9

Units

+300.00 Boxes
Still Off Site

Boxes

Gardasil 9

Doses

+300.00 Doses
Still Off Site

Doses

1. Select "**Stock Management**" from the Vac Hub Menu.
2. Click on "**Bulk Stock**" from the Bulk Stock Menu
3. Click on "**Units**" to change it to "**Doses**"

**** Boxes figure is an estimate and may not reflect the exact number in stock (Due to Bulk upload), please change to Doses to see the exact number of doses offsite**

4. Click on the text which states that there is **"X Boxes/Doses still off site"**

**** The information for the stock that is offsite will appear: Type of Stock, Number supplied, Doses, Discarded, Balance offsite External location, Date and time, Batch, Expiry Date, Serial No, Source**

Offsite Stock . . .

Offsite Stock . . .

5393055057996 Bellefield,Enniscorthy,Wexford

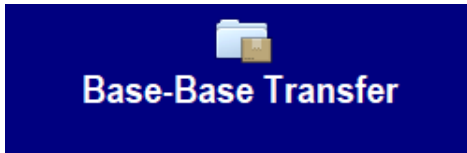
Location: Astro Active

Vaccine: HPV9 Gardasil 9

 [Print Report](#)[illegible]

Instructions:	Scan a Valid Vaccine Barcode . . .	Instructions:	Scan a Valid Vaccine Barcode .
Click here to scan source label . . .			

e) Bulk Stock- Base to Base transfer



3. Select "**Base- Base Transfer**" from the Bulk Stock Menu

- Vaccine Stock Transfer ...


[< Back](#)

Select the destination location . . .

Scan Boxes






Transfer Label
PRINTING IS ON




Clear

Vaccine Stock Transfer ...


Bulk Base-Base Stock Transfer . . .


< Back

Destination GLN: 5393055069555
Laois Vaccination Centre
Spraoi Centre, SAINT FINTANS HEALTHCARE CAMPUS, Dublin Road, Portlaoise, La

Scan Boxes


Transfer Label
PRINTING IS ON


Clear

Transfer		By Product	By Expiry Date	By Batch		
Type	Transfer	Orig Doses	Batch	Expiry Date	Serial No.	Transfer Code
<div> <div><</div> <div></div> <div>></div> </div>						

GTIN: 05000456074131
Product Description: **Fluenz Tetra**
Id: 1037076

SSCC:


Manufacturer Serial No (FMD):

Distributor Internal Reference:

Current Stock:

198

Use By: 10-Mar-2024
Manufacturer Batch: SDFDSFD67
Transfer Code: Expired
Transfer Qty: 198


Save

Instructions:

5. Once done scan the box you wish to transfer and **select the transfer reason** and select 'save'. Once complete, confirm the transfer and scan two active staff badges when prompted.

6. A Vaccine Transfer Sheet will also print with details of transferred stock including a barcode. This document can be used in the destination Base to receive the stock.

****NB Transfer Sheets and Transfer Reports can be reprinted in Base Reports > Base to Base Transfers.**

Note: When scanning ensure the field in the bottom of the screen is active (green). If it is red, click the field before scanning.

Instructions: Scan a Valid Vaccine Barcode . . .

Instructions: Scan a Valid Vaccine Barcode . . .

Click here to scan source label . . .

Follow Instructions on-screen:

f) Receiving a Transfer into a Base

Note- on the Dashboard a notification will appear with the quantity of the transfer due into the Vaccination Base (In Green). These details can be viewed in Base Reports

Fluenz Tetra

+198 Boxes T'fers Due In

+26.00 Boxes Still Off Site

Units 101.9

1. Select "Stock management" function from the Vac Base menu.
2. Select "Receive Bulk Stock" function.

Stock Management

Receive Bulk Stock

3. Scan the barcode at the top of the transfer sheet accompanying the transfer.

TrackVax Bulk Base-Base Transfer Sheet

Vaccine Sheet No. (SSCC): 753930550000022467

Sent From Vaccination Base: IMI Sandyford Vaccination Centre

Facility ID: 035161

Facility GLN: 5393055035161

Destination Vaccination Base: Laois Vaccination Centre

Facility ID: 069555

Facility GLN: 5393055069555

Transfer Date: Mon, 19-Feb-2024 11:23

Page: 1 of 1

* TEST *

SCAN ME TO RECEIVE GOODS

Code	Description	Qty. Transferred	Suppliers Expiry Date	Suppliers Batch No.	Suppliers Serial No.	Suppliers SSCC
FT	Fluenz Tetra	198	10-Mar-2024	SDFDSFD67		
X1037076	Expired					

Vaccine Sheet No. (SSCC): 753930550000022467

Facility ID: 035161

Facility GLN: 5393055035161

Facility ID: 069555

Facility GLN: 5393055069555

(00)753930550000022467

SCAN ME TO RECEIVE GOODS

4. Once the barcode is scanned the list of boxes from that transfer will populate ready to load.

Scan Vaccine Labels . . .

Vaccination Hub Goods In . . .

Back

Load 1 Boxes (198 Vials)

CoVax Submission is DISABLED!

TrackVax Only

No Boxes for CoVax!

Clear

Date: Mon, 19-Feb-2024 11:38:40

Location GLN: 5393055069555

Operator: TrackVaxAdmin

Laois Vaccination Centre

Spraui Centre, SAINT FINTANS HEALTHCARE CAMPUS, Dublin Road, Portlaoise, Laois, R32XEN0

Mon, 19-Feb-2024

Show Submitted Records

Summary | By Box | By Product |

*Location GLN	*GTIN	Use Before	Batch	Distributor Internal Ref	Boxes	Vials	CoVax	Status
5393055069555	05000456074131	10-Mar-2024	SDFDSFD67		1	198	No	

5. Verify the details are correct and Click "Load "X" Boxes"

**NB Transfer Sheets and Transfer Reports can be reprinted in Base Reports > Base to Base Transfers.

Note: When scanning ensure the field in the bottom of the screen is active (green). If it is red, click the field before scanning.

Follow Instructions on-screen:

g) Bulk Mode –Dashboard (Incoming stock)



1. Select "**Stock Management**" from the Vac Hub Menu.
2. Click on "**Bulk Stock**" from the Bulk Stock Menu
3. Click on "**Units**" to change it to "**Doses**"

**** Boxes figure is an estimate and may not reflect the exact number in stock (Due to Bulk upload), please change to Doses to see the exact number of doses offsite**

4. Click on the green text which states that there is **"X Vials still off site"**

**** The information for the incoming stock will appear: Type of Stock, Number supplied, Doses, Discarded, Balance offsite External location, Date and time, Batch, Expiry Date, Serial No, Source**

Transferred Stock . . .

Transferred Stock . . .

Vaccine:



From: Sun, 04-Feb-24

To: Mon, 19-Feb-24

Outstanding Items

[illegible]

TrackVax QuickStart Guide

12. End of Session & Reports

TrackVax V33 March_2024

Instructions: Scan a Valid Vaccine Barcode . . .	Instructions: Scan a Valid Vaccine Barcode . . .
Click here to scan source label . . .	

Note: When scanning ensure the field in the bottom of the screen is active (green).

If it is red, click the field before scanning.

Follow Instructions on-screen:

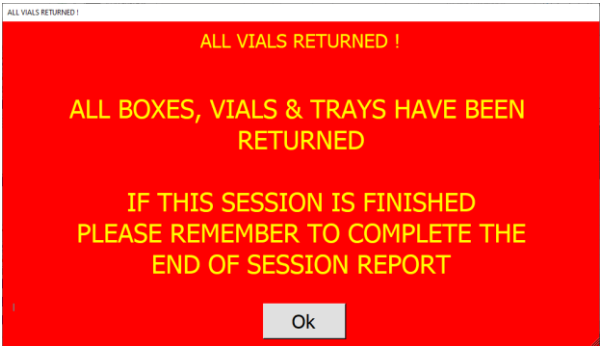
a) End of Session and other Reports

Access: Base Admin and Base Duty med management ONLY

Previous sessions are visible in the Base Reports


End of Session

1. Once ALL Vials have been returned, the “**End of Session**” Screen should be completed (a notification screen will be visible for Base
2. Report will be presented, and two additional fields should be populated
3. “**Covax Doses**” and “**Notes**” to capture any comments from the session
4. When finished select “Save”



End Of Session ...

End Of Session: ...

TrackVaxAdmin

BackSavePrint

RefreshHelp

GLN: 539305598512Facility Id: 598512Date: 27-Jul-2023Session No.: 1000000000

Location: National Show Centre Covid Vaccination CentreNotes for Data Quality:

UDD Code:UDD Name:

ReconciliationDiscards

		Description	Opening Stock Vials	UDD Generated Vials	Supplied Vials	Closing Stock Vials	Target Doses	Actual Vials	Discarded Doses	Target vs Actual +/-	Average Vial Yield	Unreturned Vials	Clinic Doses +/-	Clinic Doses +/-	Notes
1	PF	Cotnamy PF													
2	MO	Moderna MO													
3	AZ	Vaxzevria AZ													
4	JJ	Janssen JJ													
5	MB	Moderna BOOSTER													
6	NK	Novavax NK		12		12									
7	FT	Fluoro Teta													
8	CC	Cotnamy Children													

Instructions: Please enter the number of doses recorded on the CoVax system And enter any notes or observations you may have ...

Access: Base Admin ONLY


Base Reports

1. Select “Base Reports” from Main Menu.
2. User will be prompted for login details
3. Base Reports available:
 - Current Stock
 - Vaccine Usage reports
 - Stock Amendments
 - Base to Base Transfers
 - Quarantined Stock
 - External Movements
 - End of Session reports (previous sessions)

BASE REPORTS


Current Stock


Vaccine Receipts



Vaccine Usage


Stock Amendments


Base to Base Transfers


Quarantined Stock


External Movements


System Reports

TrackVax QuickStart Guide

12. Split Box Functionality

TrackVax V33 March_2024

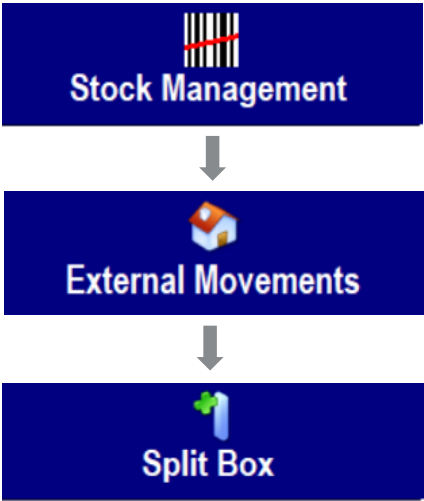
Instructions: Scan a Valid Vaccine Barcode . . .	Instructions: Scan a Valid Vaccine Barcode . . .
Click here to scan source label . . .	

Note: When scanning ensure the field in the bottom of the screen is active (green).

If it is red, click the field before scanning.

Follow Instructions on-screen:

a) Split Box Function for Meds Mgmt



1. Select the “**Mode**” of operation according to the vaccine type
2. Select “**Stock management**” function from the main menu
3. Select “**External Movements**” function.
4. Select “**Split Box**” function

* NB: Split box functionality must be requested and approved

5. Scan the box to be split.

6. Use the arrows to toggle to the number of vials required to be split into a new box.

7. A new label will print and stock will be updated accordingly

8. You can reprint a split box label by selecting “Reprint Label”

9. Date and time is visible on the split box label

TrackVax QuickStart Guide

13. Quarantining Vaccine Stock

Note: When scanning ensure the field in the bottom of the screen is active (green).

If it is red, click the field before scanning.

Follow Instructions on-screen:

a) Placing stock in Quarantine




1. Select "**Stock management**" function from the main menu.
2. Select "**Quarantine Vaccines**" function.
Toggle between mode "**Place Stock in Quarantine**" or "**Restore stock from Quarantine**" by pressing the button on screen

2. In **"Place stock in Quarantine"** mode, Scan box and confirm the Qty of vials to be quarantined and select **"Save"**
3. Confirm action and complete double badge scan when prompted. A comment is mandatory.
4. You have the option to turn label printing on or off by selecting **"Quarantine Label PRINTING IS ON"**

[illegible]

Vaccine Stock Quarantine . . .


Place Stock In Quarantine . . .


< Back

Mode: Place Stock In Quarantine

Quarantine 10 Vials

Quarantine Label PRINTING IS ON


Clear

Quarantine		By Product	By Expiry Date	By Batch	
Type	Quaranti...	Orig Vials	Batch	Expiry Date	Serial No. SSCC
CHXB	10 of 10	9TUGH643	12-Apr-2025 22:33		6000000000000004109
SrTotal	10				
Total	10				

4. When Quarantine Label Printing is on, a label with the word "Quarantine" with the date & time will print, along with a copy label with the barcode for the quantity quarantined for a partial box

QUARANTINED

Quarantined: 29-AUG-2024 14:52

If it is red, click the field before scanning.

b) Restore stock in Quarantine

Restore stock in Quarantine

1. Select "**Stock management**" function from the main menu. Once the page displays, Select "Quarantine Vaccines" function. Toggle between mode "**Place Stock in Quarantine**" or "**Restore stock from Quarantine**" by pressing the button on screen

Restore Stock From Quarantine . . .

2. In "Restore stock in Quarantine" mode, Scan box and confirm the Qty of vials to be restored from quarantine and select "Save".

3. Select **"Restore Stock from Quarantine function"** button and complete double badge scan when prompted. A comment is mandatory.

4. To transfer expired stock from quarantine directly to the NCCS, select the "**Return to NCCS**" button. Complete double badge scan when prompted. A comment is mandatory.

5. An A4 transfer sheet will print when stock has been transferred to the NCCS.

TrackVax QuickStart Guide

14. Amending Vaccine Stock

Instructions: Scan a Valid Vaccine Barcode ...

Instructions: Scan a Valid Vaccine Barcode ...

Click here to scan source label ...

Note: When scanning ensure the field in the bottom of the screen is active (green).
If it is red, click the field before scanning.

Follow Instructions on-screen:

a)

Amending Vaccine Stock

Stock Management

Amend Stock

1. Select "Stock management" function from the main menu. Once the page displays,

2. Select "Amend Stock" function.

3. Scan box to quarantine stock and confirm the Qty of vials to be amended by using + to add and - to subtract and select "Save".

Vaccine Stock Amendment ...

Amendments

By Product

By Expiry Date

By Batch

Type	Old Qty	Adjust	New Qty	Batch	Expiry Date	Serial No.	SSCC
Total:							

GTIN: 04260703260613

Product Description: Cominaty XBB.1.5 (5-11yrs)

SSCC: 600000000000004147

Manufacturer Serial No (FMD): 5744592000

Distributor Internal Reference:

Use By: 12-Apr-2025 22:33

Manufacturer Batch: 9TUGH643

Original Qty: 10

Amend Qty By: -5

New Qty: 5

Save

Instructions:

Select Box

Amend X Box

Adjust the vials by (+ or -) ...

1

2

3

Clr

4

5

6

BkSp

7

8

9

-

0

.

Enter

3. Click "Amend X Box"

4. Confirm action and complete double badge scan when prompted. A comment is mandatory.

Vaccine Stock Amendment ...

Amendments

By Product

By Expiry Date

By Batch

Type	Old Qty	Adjust	New Qty	Batch	Expiry Date	Serial No.	SSCC
CHXBB	10	-5	5	9TUGH643	12-Apr-2025 22:33		600000000000004147
CHXB...	10	-5	5				
Total:	10	-5	5				

Amend 1 Box

Clear

TrackVax QuickStart Guide

15. Stocktaking

TrackVax V33 March_2024

Instructions: Scan a Valid Vaccine Barcode ...

Instructions: Scan a Valid Vaccine Barcode ...

Click here to scan source label ...

Note: When scanning ensure the field in the bottom of the screen is active (green).
If it is red, click the field before scanning.

Follow Instructions on-screen:

a)

Stocktaking Function

Stock Management

Stock Take

1. Select **"Stock management"** function from the main menu. Once the page displays, select **"Stock Take"** function.

2. In the stock take screen, the first tab is named **"stock take"**. This screen allows a stock take to be completed by scanning the vaccine box barcodes which have been received into stock.

3. Toggle between **"All Stock"** and **"Unscanned Stock Only"** for view of same

Vaccine Stock Take ...

Vaccine Stock Take ...

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All Products ...

All Stock

Stock Take

By Product

By Expiry Date

By Batch

By Box

Status	Type	Description	System	Scanned	Batch	Expiry Date	Serial No.
	AZ	Vaxzevria AZ	10		TEST123	24-Aug-2023 16:...	
			10				
	C1	Comirnaty Adapted BA1	10		ABCDEFGH	01-Aug-2023	
SCANNED	C1	Comirnaty Adapted BA1	10	10	TEST123	01-Aug-2024	
			20	10			
	C4-5	Comirnaty Adapted BA4-5	10		TEST123	12-Aug-2024	
	C4-5	Comirnaty Adapted BA4-5	10		TEST123	12-Aug-2024	
	C4-5	Comirnaty Adapted BA4-5	10		TEST123	12-Aug-2024	
	C4-5	Comirnaty Adapted BA4-5	10		TEST123	12-Aug-2024	
			40				
			70	10			

Instructions:

3. Once all items are scanned the stock take screen **"scanned"** and **"system"** values should be the same. Stock Management functions e.g. amend or receive can be used to deal with any discrepancies

4. Current stock reports can also be viewed by product, by expiry date, by date and by box by clicking on the tabs.

Vaccine Stock Take ...

Vaccine Stock Take ...

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All Products ...

Unscanned Stock Only

Stock Take

By Product

By Expiry Date

By Batch

By Box

TrackVax QuickStart Guide

16. Support

Instructions: Scan a Valid Vaccine Barcode . . .	Instructions: Scan a Valid Vaccine Barcode . . .
Click here to scan source label . . .	

Note: When scanning ensure the field in the bottom of the screen is active (green). If it is red, click the field before scanning.

a) How to contact support

To raise a case (ticket) on service cloud just send an email to **covid19.support@healthservice.ie** and put in the subject line a combination of A/B from below e.g. "PHM Pharma / PHM- Stock Problem"

Then explain the issue in the body of the email (include name and phone contact details).

A	B	
Health Directory	New External Facility ID Request	Request New External Location
PHM Pharma	PHM - Missing Location	Report Missing Location
PHM Pharma	PHM - Stock problem	Report Stock problem
PHM Pharma	PHM - TrackVax Error	Report TrackVax Error
PHM Pharma	PHM - ScanVax Error	Report ScanVax Error
PHM Pharma	PHM - TRX User Access	Record support issue with TRX User Access
PHM Pharma	PHM - Whitelist IP Address	Whitelist public ip address of TrackVax/ScanVax device for secure access
PHM Pharma	PHM - Set TrackVax location	Set TrackVax Location on new TrackVax Installation
PHM Pharma	PHM - TrackVax Config	Request Change to TrackVax Confiuration e.g. add split box functionality
User Administration	Reactivate Account	Reactivate Salesforce CoVax Account
User Administration	Reset Password	Reset Salesforce CoVax Password

Tickets can also be raised with the National Support Desk (NSD) on 0818 300 300

TrackVax QuickStart Guide

17. Checklist for Sites (before installation)

- **NIO Approval**

- Identify Pharmacy site lead
- Approval from NIO/HSE required (including agreed date for installation)
 - NIO will provide onboarding document which will need to be completed (includes contact names, facility ID/GLN and Laptop IDs etc)

- **Hardware**

- Laptop connected to Raw Broadband
- Barcode Scanner (one per laptop)
- Label Printer (Zebra 300dpi) (one per laptop)

- **Consumables:**

- White Labels (102mm x36 mm)
(*Order Numbers depend on operational mode syringe or vials) (Syringe Ratio 14:1 plus contingency, Vial Ratio 1:1, plus contingency.)
- Vial Flag Label (38mmx174mm)
(*Order Numbers depend on operational mode- vials only, ratio 1:1 plus contingency)

- **Software:**

- TrackVax (provided by GS1 Ireland)
- Zebra Label printer is set as default printer
- Datto Access for GS1 Ireland Remote Access

- **Vaccines:**

- Box to scan (or picture of a vaccine box barcode) to test TrackVax

TrackVax QuickStart Guide

18. FAQ- Printing

TrackVax V33 March_2024

- **What if my Label printer doesn't print?**

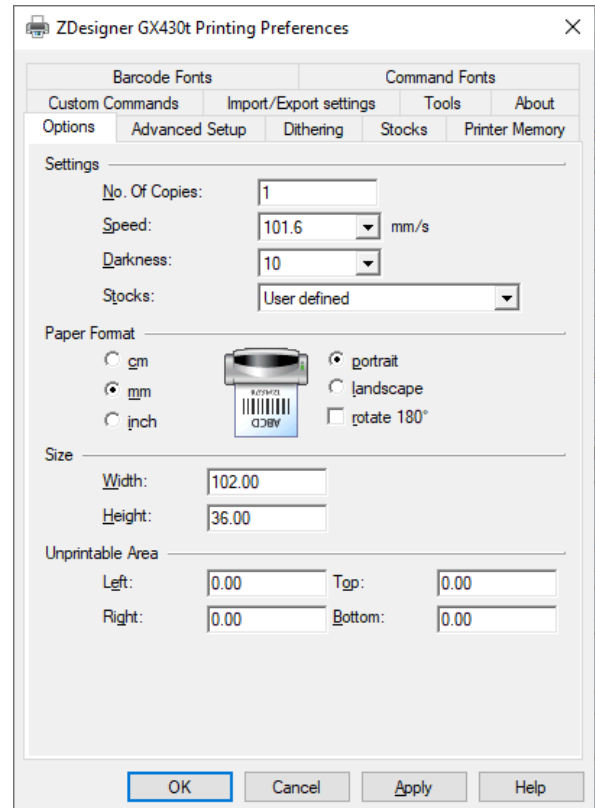
- Check Printer settings and confirm Zebra Label Printer status is 'Online'. Ensure the printer is set as the default printer and select print a test page and restart TrackVax
- Unplug/replug in the USB cable from the PC to the printer and restart TrackVax

- **What if my label printer is printing but a barcode isn't visible**

- Go to Printer settings and check Printing preferences (label size should be Width 102.00 and Height 36.00)
- Restart TrackVax and test the printing of a label by printing a staff badge to confirm the barcode is now printing

- **The label didn't print or the label roll ran out so I don't have my labels**

- See options to reprint labels



19. FAQ- Scanning

- **What if my barcode scanner wont scan?**

- When scanning ensure the field in the bottom of the screen is active (green). If it is red, click the field before scanning
- Unplug/replug in the USB cable from the PC to the scanner and restart TrackVax
- Scan another barcode into notepad to check if there is an issue with the barcode quality
- There may be an issue with the barcode scanner configuration e.g., if the barcode is in white on a black background (inverse). See appendix I for instructions on how to to reconfigure scanner to default settings by scanning the codes as per instructions.
- Replace scanner with a spare &/or raise a support ticket

- **The barcode on the vaccine box won't scan or incorrect packaging returned**

- Ensure the barcode scanner is working as per section above
- **If there is an issue with barcode quality, please report to NIO**
- Ensure box is "in stock" by checking stock take
- The option to 'Select Box' can be temporarily turned on, please raise a support ticket

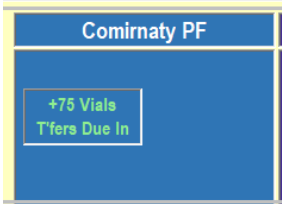
Ensure that Hardware, Software and Consumables are available as per section 14 of the TrackVax QuickStart Guide. **This activity should be co-ordinated with the pharmacists/meds management lead.**

1. Set Device Location & Request Base Admin access

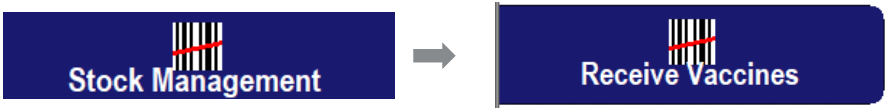
- Raise a ticket using case reason: " PHM Pharma / PHM - Set TrackVax location " to arrange location setting, including the GLN, laptop asset tag(s) and the details of one user with Base Admin access
 - *New site details i.e. GLN and site name are to be requested by the site lead in advance of site opening*
- If stock is being transferred from another site, initiate the transfer on TrackVax at the old site using Base to Base transfer as per section 7 i) of the TrackVax QuickStart Guide.

2. Receive stock

- **Scenario 1: Stock Transferred from previous or another site.** There will be a notification on the dashboard for stock due in. – use transfer sheet to receive stock.



- **Scenario 2: Stock delivered to new location from NCCS.** Use receive vaccines as per section 3 of the TrackVax QuickStart Guide.



3. User Access

- Can be managed by the user added during site setup (Base Admin access required), existing users can be added to the local list from the global list/ new users added as per section 2 of the TrackVax QuickStart Guide.



1. Stock Management

- Ensure to perform a stock transfer of any remaining stock (including quarantined stock) from the existing site to the newly opened site or return to NCCS where applicable.. This will ensure the stock levels in the existing site are set to zero, accurately reflecting the closure. This includes:

I. Current stock (both in date and expired stock)

- Stock Transfer function can be used to transfer stock to the new site as per section 7 i) of the TrackVax QuickStart Guide.
- Select "Site Closure" for reason code for stock being sent to new site, other appropriate reason e.g., "Expired Stock" being returned to NCCS.



II. Quarantined stock

- Restore or return stock to NCCS as per section 10 of the TrackVax QuickStart Guide.



- Note: "**Amend stock**" function can be used if necessary as per section 11 of the TrackVax QuickStart Guide.



III. Check Base Reports- Current Stock & Quarantine Stock must be 0.





2. User Access

- Remove users from the local list as applicable.



TrackVax QuickStart Guide

Programming your scanner

Programming Your QM2400 Scanner		
1	Enter Setup Mode	<div> Enter/Exit Programming Mode</div>
2	Enable Inverse Scanning	<div> Normal/Inverse Symbol Control = Both Normal and Inverse</div>
3	Exit Setup Mode	<div> Enter/Exit Programming Mode</div>
4	Add carriage return suffix	<div>Suffix = Enter (CR) </div>