

Central Vaccination Clinics: TrackVax Quick Start Guide (Version 22)

**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 ...

Instructions: Scan a Valid Vaccine Barcode ...

Process Steps

Notes

Follow Instructions on-screen:

*NB Each Staff member MUST login at the start of the day to 'ACTIVATE' themselves for the Day OR CVC Admin can 'ACTIVATE' Staff at the start of the day

1 Receiving Stock Steps

Stock Management

Receive Vaccines

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

2. This will display the 'Scan Vaccine Labels' screen. Here, you be able to receive stock in three ways;
 - A. TrackVax + Covax
 - B. Covax Only
 - C. TrackVax Only

A

B

C

****NB Selecting TrackVax + Covax will mean you will only need to perform one scan of the vaccine stock to add it to both TrackVax & Covax**

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1 Receiving Stock Steps

The screenshot shows the 'Scan Vaccine Labels' window. At the top, there are buttons for 'Back', 'No Boxes To Load!', and 'TrackVax + CoVax'. The 'TrackVax + CoVax' button is highlighted with a blue arrow. Below these are fields for 'Date' (Thu, 29-Jul-2021 12:18:54), 'Location GLN' (Punchestown Racecourse Vaccination C), and 'Operator' (Nobhain Duggan). There is a 'Show Submitted Records' checkbox. Below that is a table with columns: *Location GLN, *GTIN, Use Before, Batch, Distributor Internal Ref, Boxes, Vials, Status. At the bottom, there are fields for 'GTIN', 'Product Description', 'SSCC', 'Manufacturer Serial No (FMD)', 'Distributor Internal Reference', 'Use By', 'Manufacturer Batch', and 'Qty. Of Vials'. A 'Save' button is located at the bottom right.

3. To change the receipting to option A, B or C you will need to click the default button 'TrackVax + Covax'.

The screenshot shows the 'Scan Vaccine Labels' window with a dialog box titled 'CHANGE THE STOCK UPLOAD MODE . . .'. The dialog box has a title bar 'Please Enter Staff Details'. It contains fields for 'Staff Name 1', 'Staff Name 2', and 'Comments'. There are 'Ok' and 'Cancel' buttons. A yellow warning box says: 'This will change the stock upload function! Please ensure that the correct STOCK UPLOAD MODE has been selected.' The background window shows the same interface as the previous screenshot, but with a red bar at the bottom indicating an active field.

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

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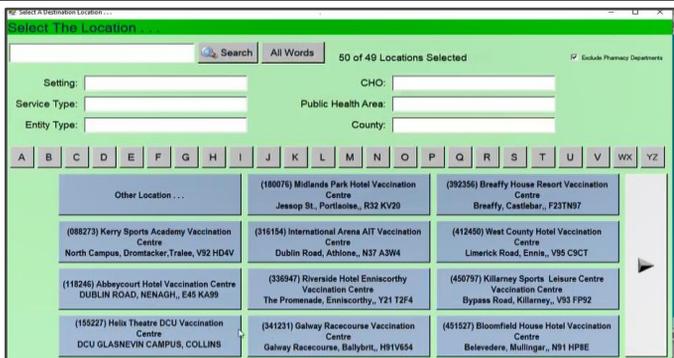
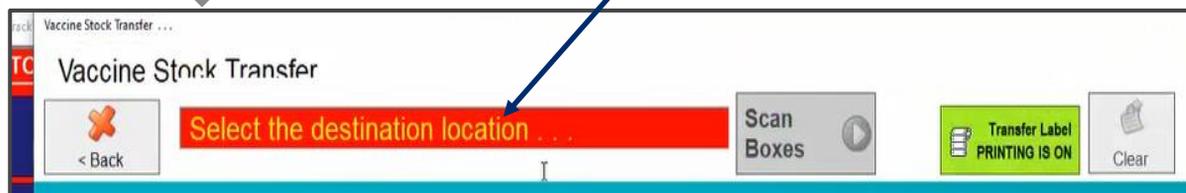
Follow Instructions on-screen:

2 Transferring Stock

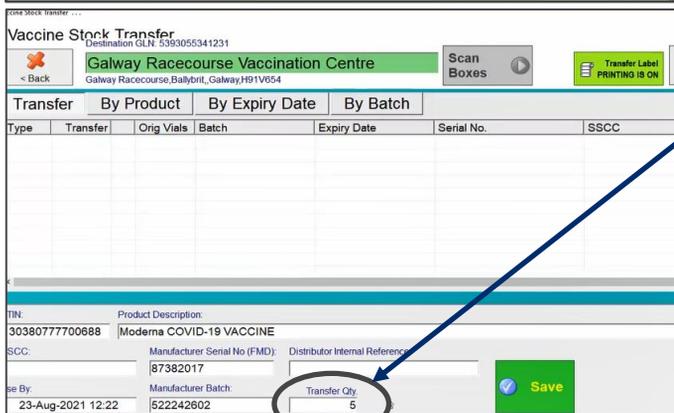


1. Select 'stock management' function from the main menu. Once the page displays, select 'Transfer Vaccines' function. Once complete, you will then need to select the destination location for the transfer

**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 input the vial quantity for transfer and click 'save'. Once complete, confirm the transferring of vials and complete double badge scan when prompted



****NB This transfer of stock will not update the stock in the destination location.**

The transferred stock will need to be received by the destination location

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Follow Instructions on-screen:

3 Quarantining Stock



1. Select 'stock management' function from the main menu. Once the page displays, select 'Quarantine Vaccines' function.

Place Stock In Quarantine . . .

Mode: Place Stock In Quarantine

Scan Boxes to be Quarantined

Quarantine Label PRINTING IS ON

Clear

Quarantine	By Product	By Expiry Date	By Batch			
Type	Quaranti...	Orig Vials	Batch	Expiry Date	Serial No.	SSCC
GTIN: 05000456064286 Product Description: Vaxzevria AstraZeneca COVID-19 VACCINE SSCC: Manufacturer Serial No (FMD): 87382017 Use By: 15-Nov-2021 Manufacturer Batch: FHA9870 Transfer Qty: 10						

Save

Instructions: Scan a box barcode . . .

2. Scan box to quarantine stock and confirm the Qty of vials you wish to quarantine and select 'save'

3. Confirm action and complete double badge scan when prompted

Place Stock In Quarantine . . .

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
AZ	10 of 10	FHA9870	15-Nov-2021	41329873139134		
S/Total	10					
Total	10					