# TrackVax QuickStart Guide Contents

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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- 3. Receiving Vaccines
- 4. Operating in Vial Mode
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- 6. Operating in Box Mode
- 7. Transferring Vaccines
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  - ii. CVC to External Location (e.g. to pop up clinics) Movements & Record Yield
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- 8. End of Session & Reports
- 9. Split Box
- **10.** Quarantining Vaccine Stock
- 11. Amending Vaccine Stock
- 12. Stocktaking
- 13. Support
- 14. Checklist for Sites
- 15. TrackVax FAQ

\*Note:

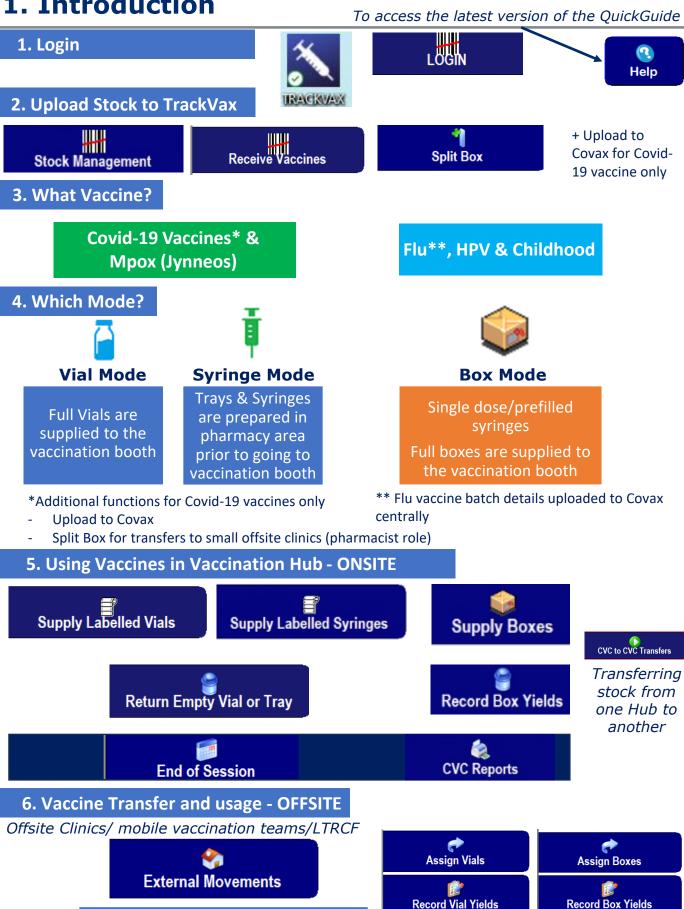
The term CVC is used to represent any location where vaccine is stored/managed such as Community Vaccination Centres, Vaccination Bases, Hospital Pharmacies, etc.

Return Unopened

Return Unopened

# TrackVax QuickStart Guide

# 1. Introduction



Prints Reconciliation Sheet and Labels to Travel to External Location

# TrackVax QuickStart Guide 2. Login

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:

a)

## Logging in to TrackVax

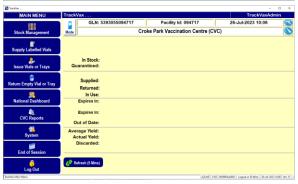
Before first Login, the Medication Management Lead (CVC/Vaccination Hub Admin) in your Vaccination Hub will set you up as a TrackVax User
Passwords can be reset by CVC Admin (forgotten passwords require TrackVax Support)



- 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 'User Name' 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 CVC/Vaccination Hub only according to their responsibility
- 6. If a TrackVax user is active in a second site, the local CVC/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.

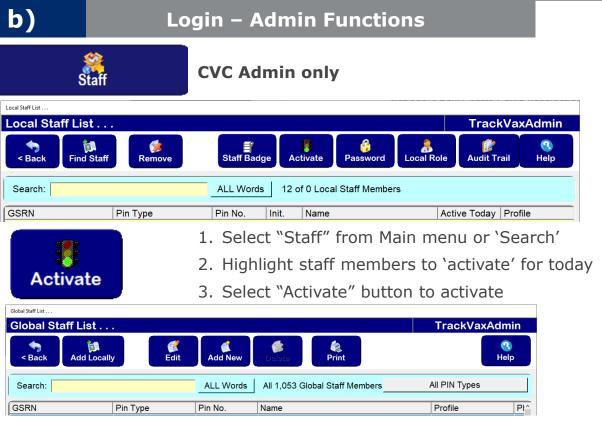
# TrackVax QuickStart Guide 2. Login

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:



Find Staff

4. If "Staff" is not visible then select "Find Staff" from menu 'Search' and then highlight the staff name in the "Global List" and "Add Locally" to add to Local List – proceed to step 2 & 3 (to print a badge see step 6)

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 CVC Admin

- 5. 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, proceed to Step 4 to add "Staff" to the 'Local List' and step 6 to print a staff badge
- 6. 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

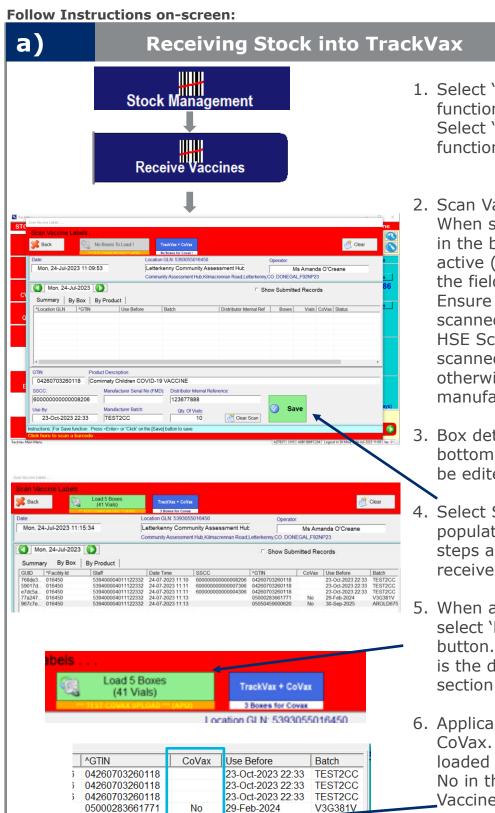
Staff Badge

# TrackVax QuickStart Guide 3. Receiving Vaccines

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.



05050459000620

- 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

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

# TrackVax QuickStart Guide 3. Receiving Vaccines

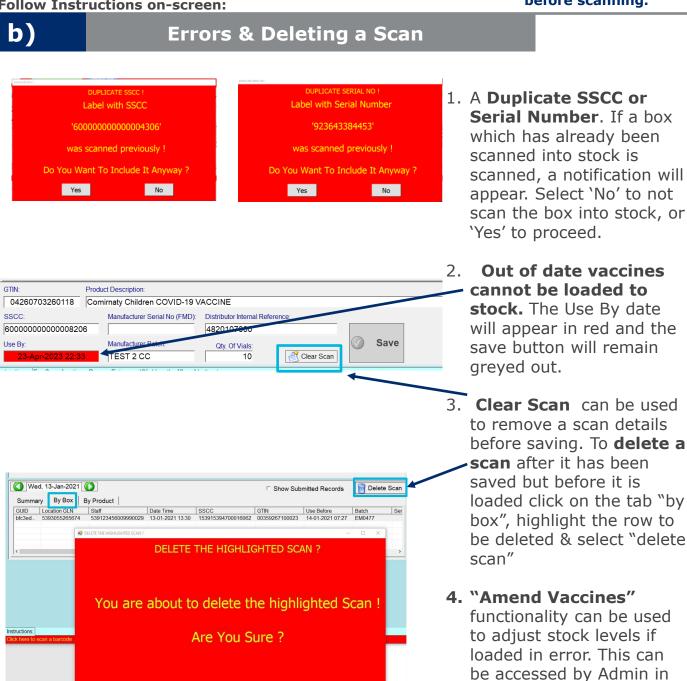
Yes

Instructions: Scan a Valid Vaccine Barcode. Instructions: Scan a Valid Vaccine Barcode lick 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.

the stock management.

Follow Instructions on-screen:



# TrackVax QuickStart Guide 3. Receiving Vaccines

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:

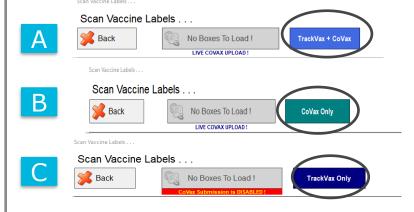
Stock Management

Receive Vaccines

 Select 'stock management' function from the main menu. Select 'Receive Vaccines' function.



- 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)



\*\*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

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).

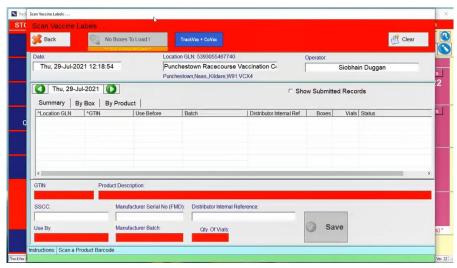
If it is red, click the field before scanning.

Follow Instructions on-screen:

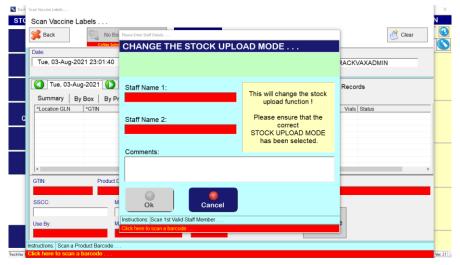
d)

# **Receiving Stock - Changing Mode**

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



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



# 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.

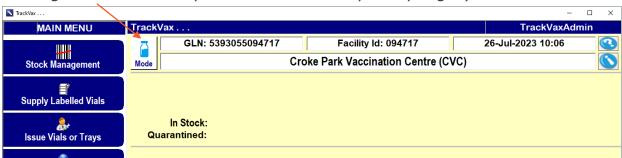
Follow Instructions on-screen:

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/CVC Admin can 'ACTIVATE' Staff at the start of the day

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



Supply Labelled Vials



- 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)



# Return Empty Vial or Tray

- 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 (CVC admin or CVC Duty profile required)

# Repeat Steps 1 - 6 as required

# TrackVax QuickStart Guide 4. Operating in Vial Mode



Instructions: Scan a Valid Vaccine Barcode . . . 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.

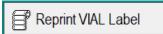
Vial No: AZ-467740-1104-001

#### Follow Instructions on-screen:

# b)

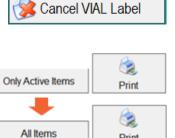
## **Vial Mode – Additional Functions**

#### Access: CVC Admin and CVC Duty med management ONLY



- 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: CVC Admin and CVC Duty med management



Print

- 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: CVC Admin and CVC 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

AZ-467740-1104-001	
Staff Name 1:	You are about to amend
Staff Name 2:	this VIAL!
Staff Name 2.	amend this item ?
Comments:	
l .	

Amend VIAL Doses
------------------

💀 Amend Vials Or Trays					-	□ ×
Amend Vials or Trays  Location GLN: 539305  Punchestow Punchestown,Naas,,Ki	5467740 vn Racecourse Vaccination C	entre			14-Apr-2021	18:58
Vial Id (250): AZ-467740-1104-001	GTIN (01/02): 05000456064286	Descriptio ASTRAZ	n: ENECA COVID	-19 VACCINE		
	Use By (17/7003): 31-May-2021	Batch	(10): ABV3025			
Discards:  0  Instructions: Scan A Vial or Tray Label				Doses:	<b>○</b> • Amond	VIAL



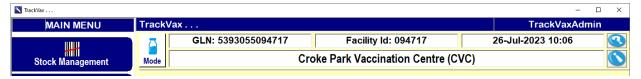
Instructions: Scan a Valid Vaccine Barcode . . . Instructions: Scan a Valid Vaccine Barcode active (green).

**Note: When scanning** ensure the field in the bottom of the screen is If it is red, click the field before scanning.

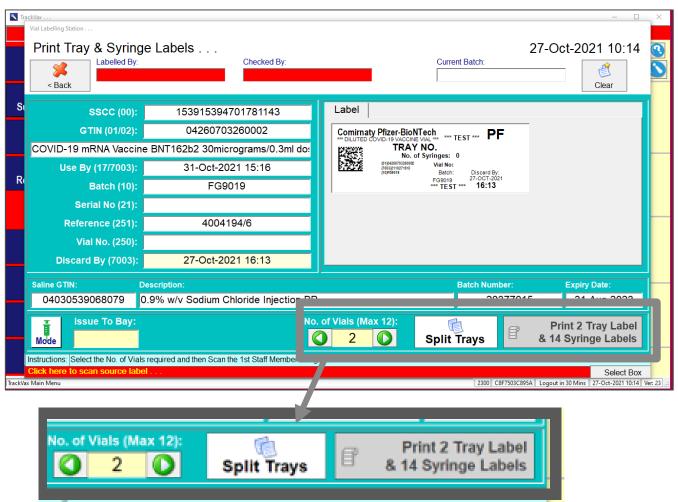
#### Follow Instructions on-screen:

#### Syringe Mode – Basic Functions a)

1. Check that you are operating in Syringe Mode (see later slide on how to change modes)



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.)



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

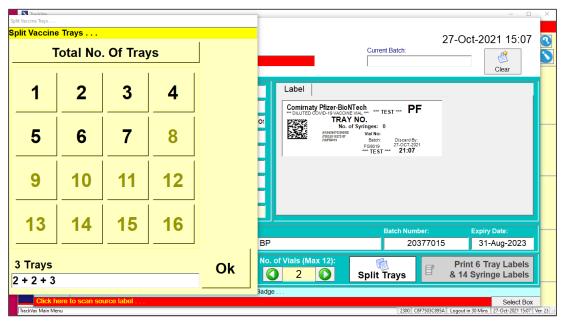
**Note: When scanning** ensure the field in the bottom of the screen is active (green). If it is red, click the field before scanning.

Follow Instructions on-screen:

## **a**)

## 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.



- 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

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

# Repeat Steps 1 - 6 as required

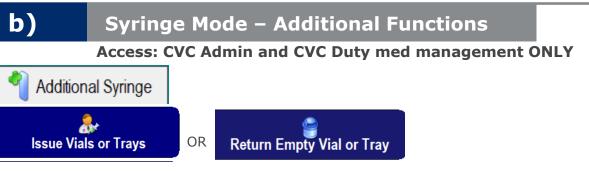


Instructions: Scan a Valid Vaccine Barcode.

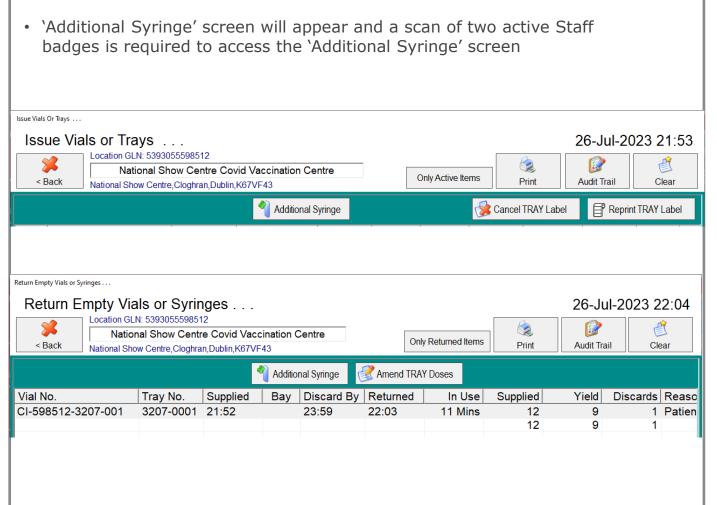
Instructions: Scan a Valid Vaccine Barcode

**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:



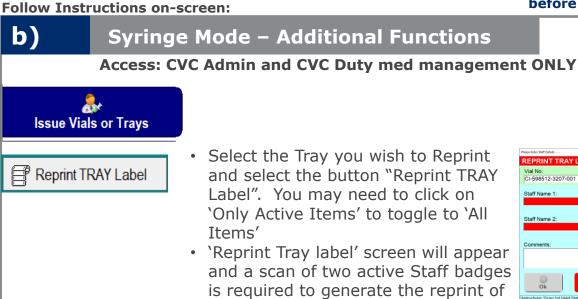
Select the Tray you require an additional syringe label for and select the button "Additional Syringe". You may need to select 'Only Active Items' to toggle to see 'All Items'.





Instructions: Scan a Valid Vaccine Barcode . . Instructions: Scan a Valid Vaccine Barcode lick 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.



🕻 Cancel TRAY Label

Amend TRAY Doses

Print

Only Active Items

All Items

- 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



Amend Vials Or Trays					_	□ ×
Amend Vials or Trays					14-Apr-2021	1 18:58
Location GLN: 539305	55467740 wn Racecourse Vaccination C	entre				
Cancel Punchestown, Naas,, Ki		entre				
Vial Id (250):	GTIN (01/02):	Description:				
AZ-467740-1104-001	05000456064286	ASTRAZENEC	CA COVID-1	9 VACCINE		
	Use By (17/7003):	Batch (10):				
	31-May-2021	AB\	/3025			
Discards:				Doses:		
0				12	Amen	d VIAL
Instructions: Scan A Vial or Tray Label						

# TrackVax QuickStart Guide 6. Operating in Box Mode



Instructions: Scan a Valid Vaccine Barcode .

Instructions: Scan a Valid Vaccine Barcode

ode..

Follow Instructions on-screen:

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 )

## **Box Mode – Basic Functions**

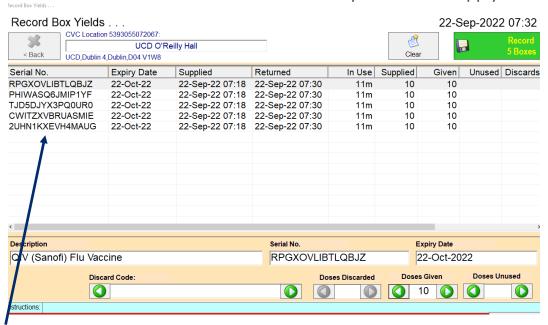


Ensure Box Mode is selected. There is also a functionality to label trays & Syringes and vials. Only vaccines set for Box Mode (e.g. Flu) can be supplied in Box Mode.



1. Under Box mode-two new options will appear. Supply Boxes and Record Box Yields. Select "Supply Boxes"

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



- 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 5 boxes of 10= 50 doses. Select this button to supply.
- 7. The Dashboard stock will update and boxes/doses supplied will be visible.

# **Supply 50 Doses**

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

# TrackVax QuickStart Guide 6. Operating in Box Mode



Instructions: Scan a Valid Vaccine Barcode . . .

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.

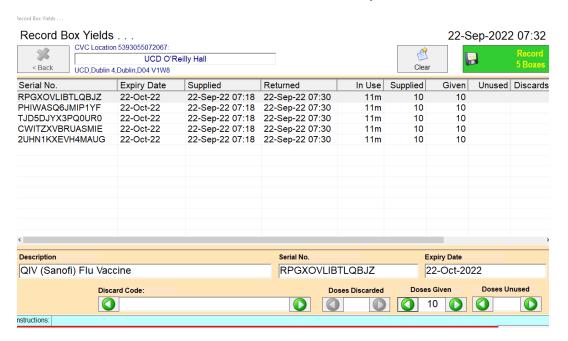
Follow Instructions on-screen:

a)

## **Box Mode - Basic Functions**



- 8. Under Box mode-two new options will appear. Supply Boxes and Record Box Yields. select "Record Box Yields"
- 9. Scan the number of box barcodes which you wish to record.



- 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.

PV FT8657 31-OCT-2024 820402091021

# TrackVax QuickStart Guide 7. i. CVC to CVC Transfer & Receipt

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).

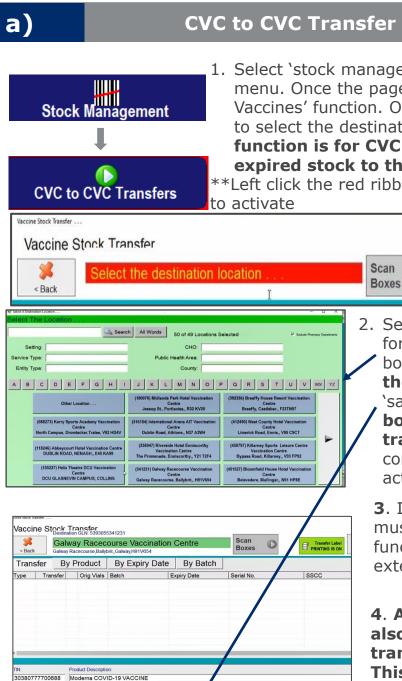
If it is red, click the field before scanning.

Follow Instructions on-screen:

87382017

522242602

23-Aug-2021 12:22



 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 CVC to CVC only, and transfer of expired stock to the NCCS

\*\*Left click the red ribbon 'Select the destination location' to activate

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.

Transfer Label PRINTING IS ON

- **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 CVC to receive the stock.

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

# TrackVax QuickStart Guide 7. i. CVC to CVC Transfer & Receipt

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:

b)

Comirnaty \* Children

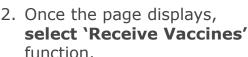
Comirnaty \* Children

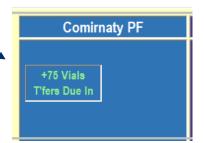
Receiving a Transfer into a CVC

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



**1. Select 'stock** management' function from the main menu.



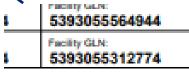


Receive Vaccines TrackVax Vaccine Transfer Sheet 753930550000000472 Westmeath Community Vaccination Cents 5393055564944 Æ 5393055312774 RDS VACCINATION CENTRE 312774 SCAN ME TO RECEIVE GOODS Fr Mon, 07-Feb-2022 12:11 Page: 1 of 1 \* TEST \* Code Description Qty. Suppliers Transferred Expiry Date Suppliers Serial No.

10 28-Mar-2022 10:18 FN4071

10 23-Mar-2022 15:51 FN4071

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



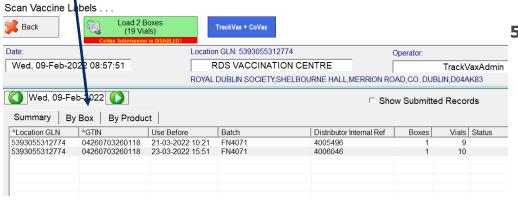


SCAN ME TO RECEIVE GOODS

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.)

153915394702735794

153915394702721896



5. Verify the details are correct and press (select) load in TrackVax&Covax Mode to load vaccines to Covax and TrackVax.

\*\*NB Transfer Sheets and Transfer Reports can be reprinted in CVC Reports

# TrackVax QuickStart Guide 7. ii. CVC to External Location- Vial Mode



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:

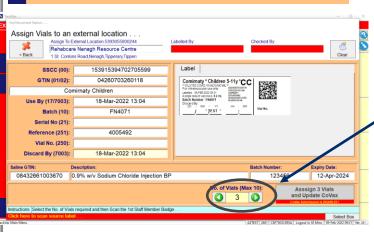
# Stock Management External Movements

Assign Vials

Vial Movement Station . . .

< Back

- Vial Mode- Assign Vials
  - 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 CVC is supplying to.
  - 2. The external movements menu appears with three functions- assign vials, record yields and return unopened vials.
  - 3. Click 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.
      - 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 3 Vials and Update CoVax

\*\*\* TEST COVAX UPLOAD \*\*\*

- 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.

External Movement details are available in CVC Reports> External Movements

# TrackVax QuickStart Guide 7. ii. CVC to External Location- Vial Mode



Instructions: Scan a Valid Vaccine Barcode . . .

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.

Click here to scan source label

Follow Instructions on-screen:

#### Vial Mode- Record Yields b)

Note- on the Dashboard a notification will appear with the to indicate that there are vials still offsite. These details can be viewed in CVC Reports under External Movements.

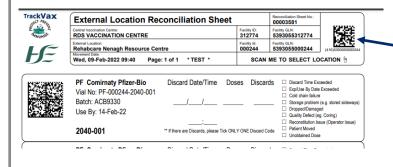


- 1. Select 'stock management' function from the main menu.
- 2. Once the page displays, **select** 'External Movements' function.



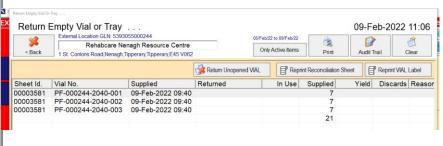
Record Yields

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



- 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



6. Within the Record Yields screen, highlight a vial or sheet number, select the action required and scan two staff badges.

# TrackVax QuickStart Guide 7. ii. CVC to External Location- Vial Mode

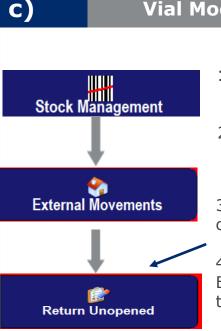


Instructions: Scan a Valid Vaccine Barcode . . .

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:** 



# Vial Mode- Return Unopened

- 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.

## Scan or Select A Valid External Location

5. Scan each barcode for vials to be returned unopened.

Instructions:

Click here to scan sou

Click here to scan source label . .

Select Vial

- 6. Select " **Return X Vials unopened**" and Scan two badges to return these vials unopened And add a comment.
- 7. Vials will be returned to stock. Meds
  Management guidance to be followed when handling
  these returned vials.



#### TrackVax V31.05 01082023

# TrackVax QuickStart Guide 7. ii. CVC to External Location- Box Mode

Instructions: Scan a Valid Vaccine Barcode . . . Instructions: Scan a Valid Vaccine Barcode

Click here to scan source label . . .

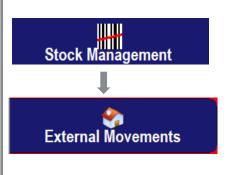
Note: When scanning ensure the field in the bottom of the screen is active (green).

If it is red, click the field before scanning.

#### **Follow Instructions on-screen:**

# a) Box

## **Box Mode- Assign Boxes**



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

# **Assign Boxes**

3. Select Assign Boxes - Box Movement Station will appear

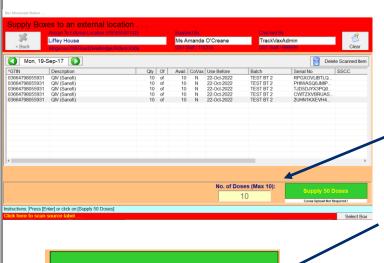


Box Movement Station . . .

Scan or Select An External Location . . .

- 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 sentthere 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 number of doses NO LABELS WILL PRINT FOR BOX MODE VACCINES.
  - 7. External Movement Sheet will print which lists details of stock movement. This document should accompany the boxes to the

external location.



Supply 50 Doses

Covax Upload Not Required!

External Movement details are available in CVC Reports> External Movements

#### TrackVax V31.05 01082023

# TrackVax QuickStart Guide 7. ii. CVC to External Location- Box 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).

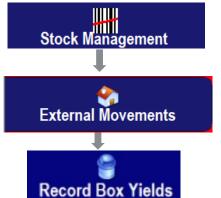
If it is red, click the field before scanning.

Follow Instructions on-screen:

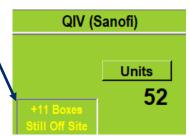
# **b**)

## **Box Mode- Record Yield**

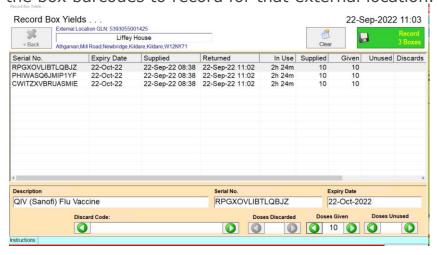
Note- on the Dashboard a notification will appear with the to indicate that there are vials still offsite. These details can be viewed in CVC Reports under External Movements.



- **1. Select 'stock**management' function from the main menu.
- Once the page displays, select `External Movements' function.
- 3. Select Record Box Yields



- 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.



- 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 a note to use this vaccine first.

# TrackVax QuickStart Guide 7. ii. CVC to External Location- Box 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).

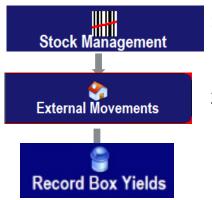
If it is red, click the field before scanning.

Follow Instructions on-screen:

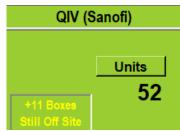
## c)

## **Box Mode- Return Unopened**

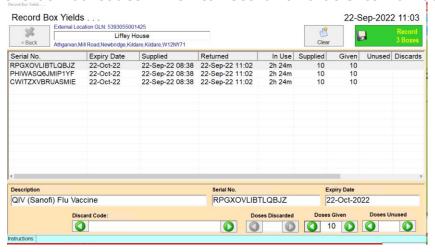
Note- on the Dashboard a notification will appear with the to indicate that there are vials still offsite. These details can be viewed in CVC Reports under External Movements.



- Select 'Stock management' function from the main menu.
- Once the page displays, select 'External Movements' function.
- 3. Select Record Box Yields



- **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.



- 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.

# TrackVax QuickStart Guide 8. End of Session & Reports

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: CVC Admin and CVC Duty med management ONLY



Previous sessions are visible in the CVC Reports

- 1. Once ALL Vials have been returned, the 'End of Session' Screen should be completed (a notification screen will be visible for CVC
- 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"





## Access: CVC Admin ONLY



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



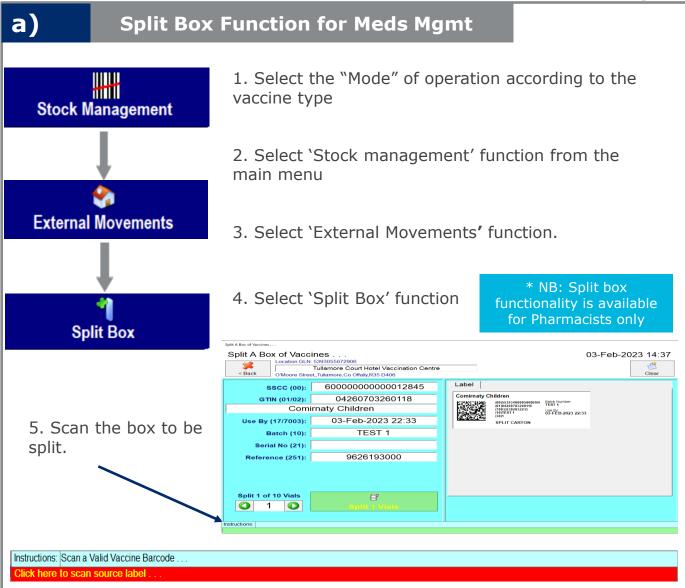
# TrackVax QuickStart Guide 9. Split Box Functionality

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:



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

Split 1 of 10 Vials

1

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

# TrackVax QuickStart Guide 10. Quarantining Vaccine Stock

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

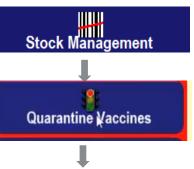
Note: When scanning ensure the field in the bottom of the screen is active (green).

If it is red, click the field before scanning.

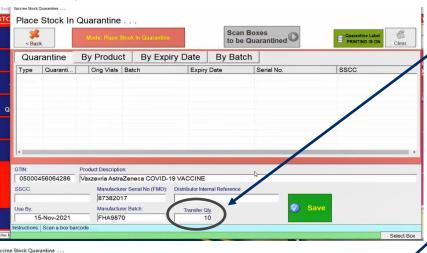
Follow Instructions on-screen:

a)

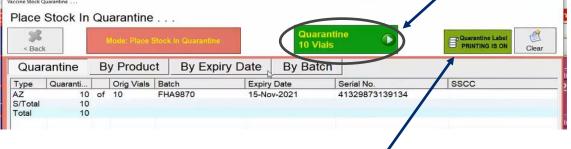
## Placing stock in Quarantine



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



- 2. In "Place stock in Quarantine" mode, Scan box and confirm the Qty of vials to be quarantined and select 'save'.
- Confirm action and complete double badge scan when prompted. A comment is mandatory.



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

# TrackVax QuickStart Guide 10. Quarantining 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.

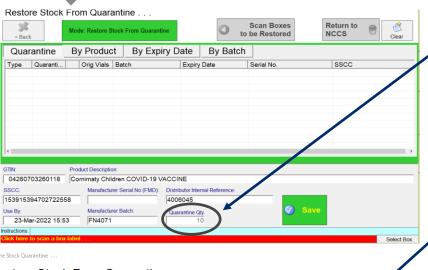
Follow Instructions on-screen:

b)

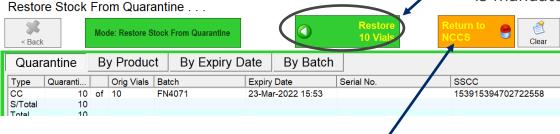
## Restore stock in Quarantine



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



- 2. In "Restore stock in Quarantine" mode, Scan box and confirm the Qty of vials to be restored from quarantine and select 'save'.
- 3. To restore stock from quarantine select the "Restore" 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.

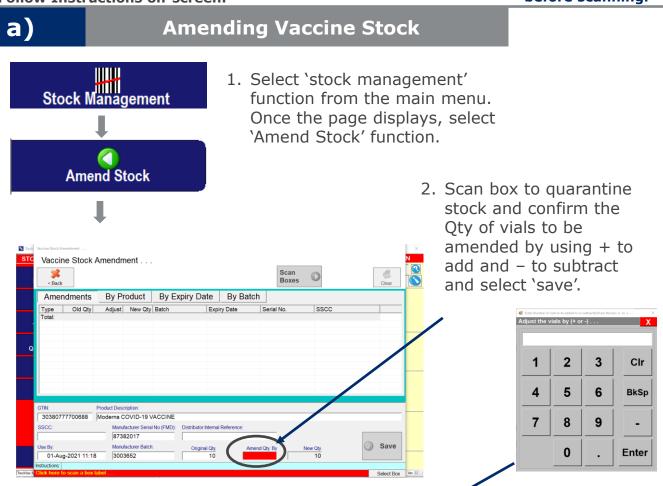
# TrackVax QuickStart Guide 11. Amending Vaccine Stock

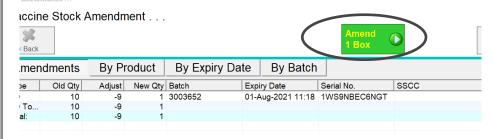
Instructions: Scan a Valid Vaccine Barcode . . . Instructions: Scan a Valid Vaccine Barcode . Click here to scan source label . . .

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:





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

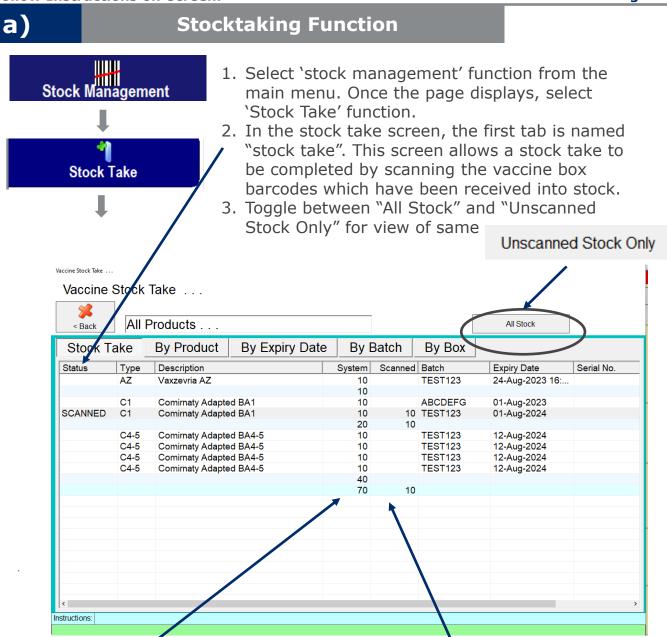
# TrackVax QuickStart Guide 12. Stocktaking

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

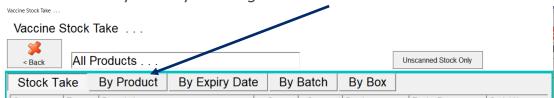
Note: When scanning ensure the field in the bottom of the screen is active (green).

If it is red, click the field before scanning.

#### **Follow Instructions on-screen:**



- 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.



# TrackVax QuickStart Guide 13. Support

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.

# a)

## **How to contact support**

To raise a case (ticket) on service cloud just send an email to <a href="mailto:covid19.support@healthservice.ie">covid19.support@healthservice.ie</a> 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).

Α	В	
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 V31.05 01082023

# TrackVax QuickStart Guide 14. 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 contigency, 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 15. FAQ- printing

## What if my Label printer doesn't print?

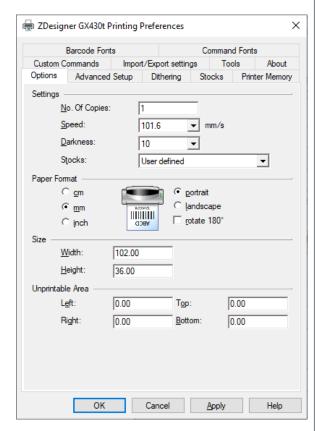
Check Printer settings and confirm Zebra Label Printer status is 'Online'.
 Ensure the printer is set as the default printer and select print a test page and restart TrackVax

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



# TrackVax QuickStart Guide 15. 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

# TrackVax QuickStart Guide 15. FAQ- Opening a site on TrackVax

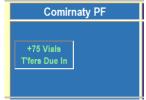
Ensure that Hardware, Software and Consumables are available as per section 14 of the TrackVax QuickStart Guide. This activity should be co-ordinated with the pharmacists/meds management lead.

## 1. Set Device Location & Request CVC 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 CVC 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 CVC to CVC 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 (CVC 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.



# TrackVax QuickStart Guide 15. FAQ- Closing a site on TrackVax

## 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:
  - 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 CVC Reports- Current Stock & Quarantine Stock must be 0.

#### 2. User Access

Remove users from the local list as applicable.



# TrackVax QuickStart Guide Appendix i

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