

Central Vaccination Clinics: TrackVax Quick Start Guide (Vials)



TrackVax
Live V20
07052021

**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



- Login user name/scan of badge and password
- Login at start of day should 'Activate' the user for the day

Login Details from CVC Admin
Passwords can be reset by CVC Admin but forgotten passwords require TrackVax Support.

2 CVC Admin only



- Select "Staff" from Main menu
- Highlight staff members you wish to 'activate' for today
- Select "Activate" button to activate
- If "Staff" not visible then select "Find Staff" from menu and then highlight and "Add Locally" to add to Local List

New "Staff" member can be added ("Add New") and "Staff Badge" printed in CVC Admin function.

3

Stock Management

Receive Vaccines

- Scan vaccine boxes (for some vaccines you may be asked to Enter Qty of Vials per box)
- (1) Click "Save" for each box, when all boxes scanned (2) click "**Load Boxes**" and click "Back" to return to main menu

**NB Two scans still in place
1) Receive the Vaccines in GS1Covax App to upload to Salesforce &
2) Receive vaccines to load stock in TrackVax

4

Supply Labelled Vials



Ensure Vial Mode is selected. There is also a functionality to label trays & Syringes

- **Scan vaccine box- not the vial.**
- Enter Qty of Vials you are labelling*
- Scan staff badge of "Labelled by" and "Checked By" and Select "Print". Apply Flag and label to vial(s)
- **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 Click "Issue Vial"



Issue Vials or Trays



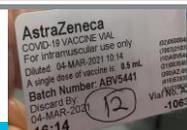
* NB: For Pfizer there is a prompt to scan the Saline or the batch and expiry date can be keyed in

5

Return Empty Vial or Tray

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

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



Repeat Steps 3 to 5 as required



Addition Editing Functionality

Process Steps

Notes

Follow Instructions on-screen:

6 Access: CVC Admin and CVC Duty med management

Reprint VIAL Label

- Select the Vial you wish to Reprint and Click on 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

7 Access: CVC Admin and CVC Duty med management

Cancel VIAL Label

- Select the Vial you wish to Cancel and Click on 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

8 Access: CVC Admin and CVC Duty med management

- Select the Vial you wish to Amend and Click on 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 click on "Amend VIAL" to save or cancel to exit without making amendments

Amend VIAL Doses

9 Access: CVC Admin and CVC Reports only

CVC Reports

- Select "CVC Reports" from Main Menu.
- User will be prompted for login details
- View
 - ✓ Current Stock
 - ✓ Vaccine Usage reports

Current Stock

Vaccine Usage

Additional reports will be provided as system is rolled out

10

End of Session

- Once ALL Vials have been returned, the 'End of Session' Screen should be completed
- Report will be presented and two additional fields should be populated
- "Covax Doses" and "Notes" to capture any comments from the session
- When finished click "Save"

Previous sessions are visible in the CVC Reports



Addition Editing Functionality

Process Steps

Notes

Follow Instructions on-screen:

11 Box received into TrackVax but No Box to scan remaining vial(s)

Note: It is **very important** to keep good track of Opening and Closing stocks. This has a direct impact on stock reconciliation and supply of vials.

Scenario A:

Vial received into clinic but no box (request a photograph of the box if possible). Receive as normal and keep for supply of vaccine OR follow steps below

Scenario B :

Box scanned into clinic but box destroyed before supply of Last Vial

- Check reports to confirm batch and serial number for Box where Vial came from (you may see 9 vials supplied and 1 left (confirm batch is correct). If unsure check with Support
- Enter 'Supply labelled vials' Menu and click on 'Select Box' in bottom right of screen
- Find the box with batch and s/n relating to that Vial
- Double click on that box and the details are entered in the 'supply labelled vials' screen
- Then follow normal process to print the vial label(s)

Supply Labelled Vials

Select Box

* For stock related amendments only please contact:
trackvaxstock@gs1ie.zendesk.com

Central Vaccination Clinics: TrackVax Site Readiness Checklist (Before install)

- **NIO Approval**
 - Identify Pharmacy site lead
 - Approval from NIO/HSE required (including agreed date for installation)
- **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