

*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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5. Operating in Syringe Mode
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9. Base to External Location (e.g. to pop up clinics) Movements & Record Yield
  - (i) Vial Mode
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10. Operating in Bulk Mode
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12. Split Box
13. Quarantining Vaccine Stock
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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.**

## 1. Introduction



**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



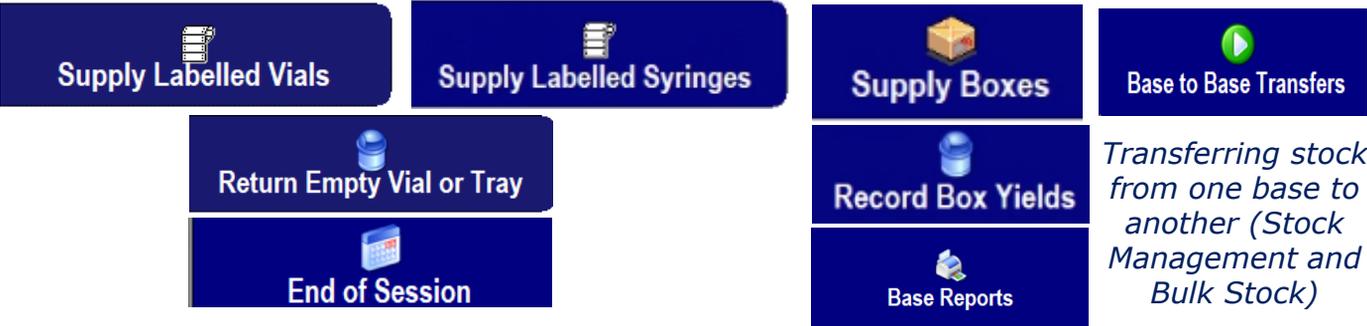
**Box Mode**

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



### Vaccine Transfer and usage - OFFSITE

*Offsite Clinics/ mobile vaccination teams/LTRCF*



*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**

# TrackVax QuickStart Guide

## 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

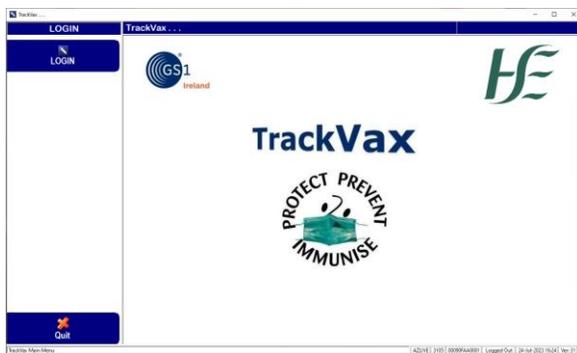
Before first Login, the Medication Management Lead (Base/Vaccination Hub Admin) in your Vaccination Hub will set you up as a TrackVax User  
Passwords can be reset by Base Admin (forgotten passwords require TrackVax Support)



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

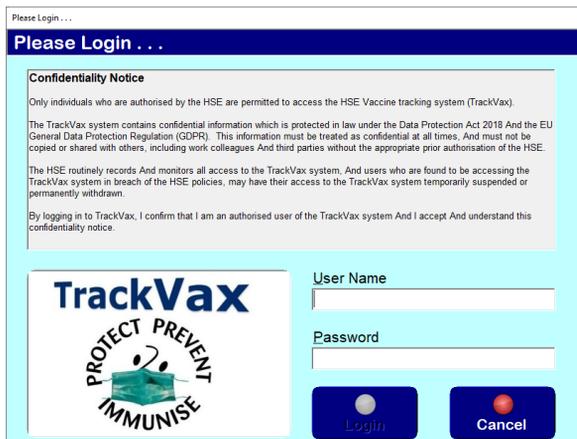


3. Select the "Login" button, scan staff badge or enter 'Username' and enter 'Password'



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



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.

## 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

Search:  ALL Words 12 of 0 Local Staff Members

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

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



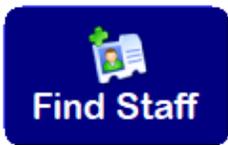
Global Staff List ...

Global Staff List ... TrackVaxAdmin

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 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



4. In order to reset password – select **"Reset Password"** from the **"Global List"**

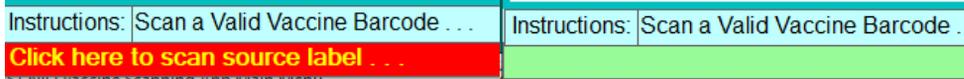


Passwords can be reset by Base Admin

# 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.**

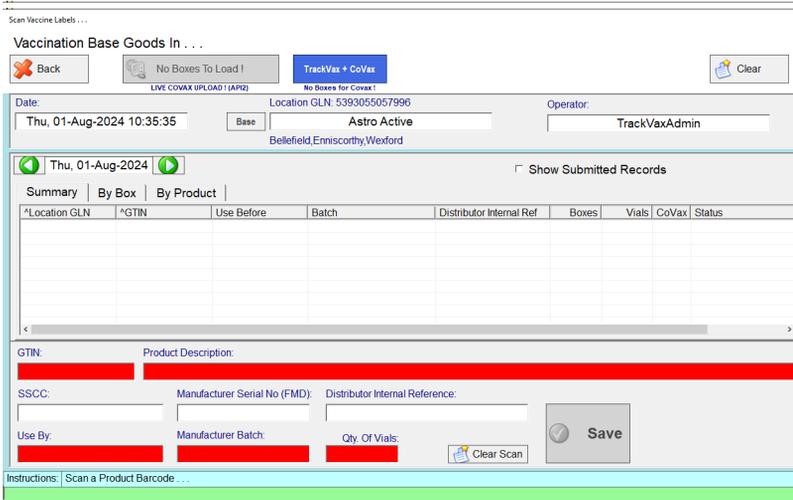


Follow Instructions on-screen:

### 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)**



**\*\*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

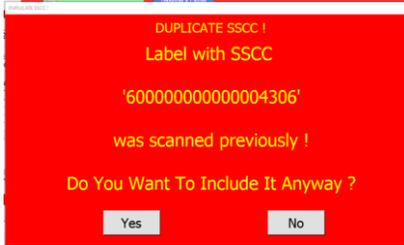
## 3. Receiving Vaccines

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

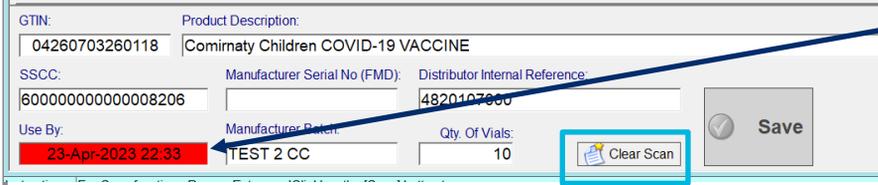


Follow Instructions on-screen:

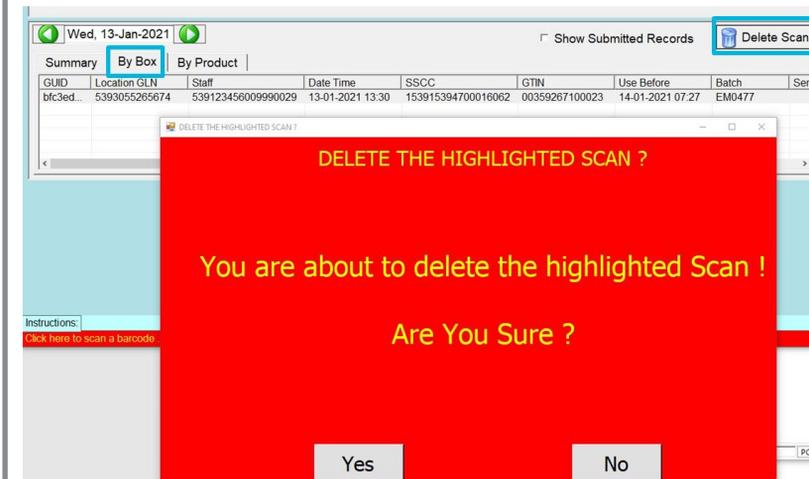
### e) Errors & Deleting a Scan



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.



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.



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

**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) Receiving Stock into TrackVax



1. Select **"Stock Management"** function from the Vac Base 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: 600000000000008206 Manufacturer Serial No (FMD): 123677888 Distributor Internal Reference: Use By: 23-Oct-2023 22:33 Manufacturer Batch: TEST2CC Qty. Of Vials: 10								

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	53940000401122332	24-07-2023 11:10	600000000000008206	04260703260118		23-Oct-2023 22:33	TEST2CC
59017d	016450	53940000401122332	24-07-2023 11:11	600000000000007306	04260703260118		23-Oct-2023 22:33	TEST2CC
e7dc5a	016450	53940000401122332	24-07-2023 11:11	600000000000004306	04260703260118		23-Oct-2023 22:33	TEST2CC
77a247	016450	53940000401122332	24-07-2023 11:13		05000283661771	No	29-Feb-2024	V3G381V
967c7e	016450	53940000401122332	24-07-2023 11:13		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



TrackVax V34 April\_2025

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

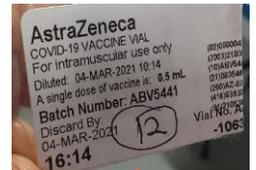
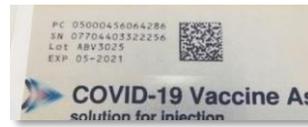
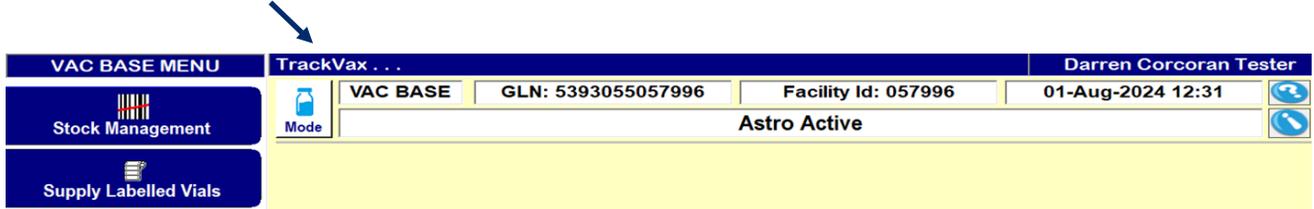
Instructions: Scan a Valid Vaccine Barcode . . .	Instructions: Scan a Valid Vaccine Barcode . . .
Click here to scan source label . . .	

Follow Instructions on-screen:

### a) 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



**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) Vial Mode – Additional Functions Onsite

**Access: Base Admin and Base Duty med management ONLY**

Reprint VIAL Label

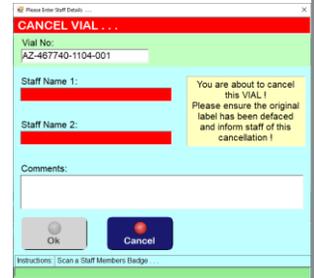
- Select the Vial you wish to Reprint and select the button **“Reprint VIAL Label”**. You may need to select ‘Only Active Items’ to see ‘All Items’
- “Reprint Vial label” screen will appear and a scan of two active Staff badges is required to generate the reprint of the vial label



**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

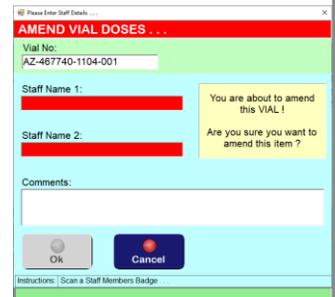


Only Active Items

All Items

**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

Amend Vials Or Trays . . . 30-Sep-2024 15:34

Amend Vials or Trays . . .

Location GLN: 5393055035161  
IMI Sandyford Vaccination Centre  
IMI Sandyford Road, Dublin 16, Dublin, D16 X8C3

Vial Id (250):	GTIN (01/02):	Description:
C2-035161-4274-001	04260703260620	Comirnaty XBB.1.5 RTU(5-11y)
Use By (17/7003):	Batch (10):	
01-Jan-2025 22:56	TEST1234	

Discards: 2 Discard Code: Discard Time Exceeded Doses: 5

Instructions: Amend the Dose or Discard Quantities . . .

# TrackVax QuickStart Guide

## 5. Operating in Syringe Mode



TrackVax V34 April\_2025

**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		
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

	Labelled By: <input type="text" value="Darren T"/> CVC Staff / 654384	Checked By: <input type="text" value="Darren Larkin"/> Pharmacy Technician / 870810	Current Batch: <input type="text"/>	
--	--	--	-------------------------------------	--

SSCC (00): 60000000000001320	Label
GTIN (01/02): 04260703260620	
Comirnaty XBB.1.5 RTU(5-11y)	
Use By (17/7003): 12-Dec-2025 22:33	<p>SYRINGEADAPTED2</p>
Batch (10): TEWAR5T55	
Serial No (21):	
Reference (251): 1453528000	
Vial No. (250):	
Discard By (7003): 02-Aug-2024 21:42	

Issue To Bay: <input type="text"/>	No. of Vials (Max 10): <input type="text" value="2"/>		<b>Print 2 Tray Label &amp; 14 Syringe Labels</b>
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No. of Vials (Max 10): <input type="text" value="2"/>		<b>Print 2 Tray Label &amp; 14 Syringe Labels</b>
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**Note: It is possible to supply more than one vial at a time when in Syringe mode**

# TrackVax QuickStart Guide

## 5. Operating in Syringe Mode



TrackVax V34 April\_2025

**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:

### b) Syringe Mode – Basic Functions

- 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.

The screenshot shows the 'Split Vaccine Trays' dialog box on the left and a vaccine label on the right. The dialog box has a grid of numbers from 1 to 24. Below the grid, it shows '3 Trays' and a text input field containing '2 + 2 + 3'. The 'Ok' button is highlighted. The vaccine label on the right includes the following information: 'Current Batch: TEST1234', 'Label: Cominaty XBB.1.5 RTU(5-11y) C2HXRTU', 'Drawn: 30-SEP-2024 15:35', 'Batch Number: TEST1234', 'Syringe No. 00', and 'Discard By: 30-SEP-2024 21:35'. At the bottom of the interface, there are buttons for 'Split Trays' and 'Print 1 Tray Label & 7 Syringe Labels'.

- 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.
- 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.."
- To make amendments (Base admin or Base Duty Profile required)

**Repeat Steps 1 - 6 as required**

# TrackVax QuickStart Guide

## 5. Operating in Syringe Mode



TrackVax V34 April\_2025

**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) Syringe Mode – Additional Functions

Access: Base Admin and Base Duty med management ONLY



OR



- 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 . . .

Issue Vials or Trays . . .

Location GLN: 5393055035161

IMI Sandyford Vaccination Centre

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

30-Sep-2024 15:38

< Back

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 . . .

Return Empty Vials or Trays . . .

Location GLN: 5393055035161

IMI Sandyford Vaccination Centre

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

30-Sep-2024 15:39

< Back

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



**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

- 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

Cancel 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

Only Active Items

All Items

Amend TRAY Doses

- 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

Please Enter Staff Details ...

**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 ...

---

Please Enter Staff Details ...

**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 ...

---

Please Enter Staff Details ...

**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 ...

30-Sep-2024 15:43

Cancel

Location GLN: 5393055035161

IMI Sandyford Vaccination Centre

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

Vial Id (250): C2-035161-4274-001

G-TIN (01/02): 04260703260620

Description: Comirnaty XBB.1.5 RTU(5-11y)

Use By (17/003): 01-Jan-2025 22:56

Batch (10): TEST1234

Discards: 3

Discard Code: Discard Time Exceeded

Doses: 4

Amend VIAL

Instructions: Amend the Dose or Discard Quantities ...

# TrackVax QuickStart Guide

## 6. Receiving Vaccines

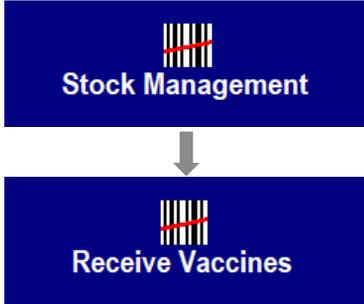


**Note: When scanning ensure the field in the bottom of the screen is active (green). If it is red, click the field before scanning.**

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

*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: 9HKGFHAGMOSFXP

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

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						
GLN	*Location GLN	Staff	Date Time	SSCC	*GTIN	CoVax	Use Before	Batch
2a4c5a	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 No Boxes for Covax!

\*\* TEST COVAX UPLOAD \*\* (API2)

*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

# TrackVax QuickStart Guide

## 6. Operating in 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:

### b) Supplying Boxes – Onsite



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. Select “**Supply Boxes**” from the Vac Base Menu

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

Supply Boxes Within BASE . . .

Supply Boxes Within BASE . . .

BASE Location 5393055032085:   
 Borg Warner, Monavalley Business Park, Co. D

Supplied By:   
 CVC Staff / 654384

Checked By:   
 Pharmacy Technician / 870810

02-Aug-2024

^GTIN	Description	Qty.	Of	Avail.	Clinic	Use Before	Batch	Serial No	SSCC
05000456074131	Fluenz Tetra	10	of	10	N	11-Nov-2025	4R56YHY63	OVJOCXO1QZH...	
05050459000637	INFANRIX HEXA	10	of	10	N	28-Feb-2027	A21CE376A	535RVYK1AE	
05050459000682	Bexsero	1	of	1	N	30-Sep-2026	ABXD21CA	5HC9ADKNS5	

No. of Doses (Max 1):

Instructions: Press [Enter] or click on [Supply 21 Doses]

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 QuickStart Guide

## 6. Operating in Box 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:

### C) Recording Box Yields – Onsite



8. Select "Record Box Yields"

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

Record Box Yields . . . 27-Sep-2024 15:56

HUB Location 5393055155302:  
 Bantry PCC Vaccination Centre  
 The Quay, Bantry, Cork

Clear Record 3 Boxes

Type	Serial No.	Batch	Expiry Date	Supplied	Returned	In Use	Supplied	Given	Unused	Discard	Discard Reason
HVJ	T1WDDPZK6O5KDG1	SDFGSDH56	03-Jan-2027	27-Sep-24 15:54	27-Sep-24 15:55	0m	1		1		
NMX	9HKGFHAGMOSFXP	NMJK7214	09-Nov-2025	27-Sep-24 15:54	27-Sep-24 15:55	0m	1	1			
VX	XAUWKKGWKLNUKCX	VBGFH586	11-Dec-2026	27-Sep-24 15:54	27-Sep-24 15:55	0m	1			1	Discard Time Ex

Description: Varivax Serial No.: XAUWKKGWKLNUKCX Expiry Date: 11-Dec-2026

Discard Code: Saved to this PC Discard Time Exceeded Doses Discarded: 1 Doses Given: Doses Unused:

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"

# TrackVax QuickStart Guide

## 7. Operating in Bulk 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:

### 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

Supply Boxes Within BASE . . .

BASE Location 5393055094717      Supplied By      Checked By

< Back      Croke Park Vaccination Centre (CVC)      Clear

03-Oct-2024      Delete Scanned Item

^GTIN	Description	Qty.	Of	Avail.	Clinic	Use Before	Batch	Serial No	SSCC
05000456074131	Fluenz Tetra	20	of	290	N	12-Dec-2025	VBNM7896		
03664798055931	QIV (Sanofi)	35	of	335	N	12-Dec-2026	TEST4566		
05050459000682	Bexsero	20	of	300	N	08-Aug-2025	THYF9694		

No. of Doses (Max 300):      Supply 75 Doses

20

Instructions: Select the No. of Doses required And then Scan the 1st Staff Member Badge . . .

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

4. Select "Supply X Doses"



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

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

# TrackVax QuickStart Guide

## 7. Operating in Bulk 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) 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 . . .

HUB Location 5393055094717:  
 Croke Park Vaccination Centre (CVC)

03-Oct-2024 11:43

< Back 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: Bexsero      Serial No.:      Expiry Date: 08-Aug-2025

Discard Code: Wasted Dose      Doses Discarded: 10      Doses Given: 10      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"**

# TrackVax QuickStart Guide

## 8. Base to Base Transfer & Receipt

**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) Base to Base Transfer



1. Select 'Stock management' function from the Vace Base 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**

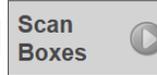
\*\*Left click the red ribbon 'Select the destination location' to activate

Vaccine Stock Transfer ...

Vaccine Stock Transfer ...



Select the destination location ...



50 of 49 Locations Selected

Other Location ...	(180076) Midlands Park Hotel Vaccination Centre Jessep St., Portlaoine, R32 KV29	(322356) Breaffy House Resort Vaccination Centre Breaffy, Castlbar, T23TN97
(088273) Kerry Sports Academy Vaccination Centre North Campus, Dromschar, Tralee, V92 HD4V	(316154) International Arena AIT Vaccination Centre Dublin Road, Athlone, N37 A3W4	(412400) West County Hotel Vaccination Centre Limerick Road, Ennis, V95 C9CT
(118246) Abbeycourt Hotel Vaccination Centre DUBLIN ROAD, NENAGH, E45 KA99	(336947) Riverside Hotel Enniscorthy Vaccination Centre The Promenade, Enniscorthy, Y21 T2F4	(450797) Killarney Sports Leisure Centre Vaccination Centre Bypass Road, Killarney, V93 FP92
(195227) Heila Theatre DCU Vaccination Centre DCU GLASNEVIN CAMPUS, COLLINS	(341231) Galway Racecourse Vaccination Centre Galway Racecourse, Ballybrit, H91V654	(451927) Bloomfield House Hotel Vaccination Centre Belevadera, Mullingar, N91 HP8E

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.

Vaccine Stock Transfer ...

Vaccine Stock Transfer ...



IMI Sandyford Vaccination Centre  
IM Sandyford Road, Dublin 16, Dublin D16 X8C3



Type	Transfer	Orig Vials	Batch	Expiry Date	Serial No.	Transfer Code

GTIN: 04260703260132 Product Description: Cominaty 6mths to 4yrs M: 1006674

SSCC: 80000000000002907 Manufacturer Serial No (FMD): 0485710000 Current Stock: 10

Use By: 12-Dec-2025 22:33 Manufacturer Batch: 5432WEDRT Transfer Code: Site Closure: Transfer Qty: 10

Save

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.

# TrackVax QuickStart Guide

## 8. Base to Base Transfer & Receipt

**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 . . .
<b>Click here to scan source label . . .</b>	

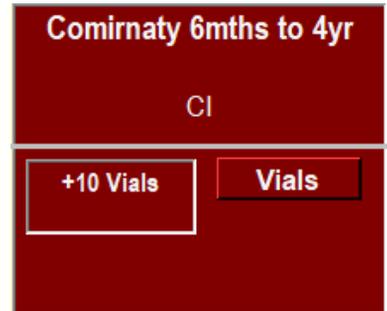
Follow Instructions on-screen:

### 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 Vace Base Menu.
2. Once the page displays, select 'Receive Vaccines' function.



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

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

Vaccine Sheet No. (SSCC):	
Facility ID:	Facility GLN:
<b>155302</b>	<b>5393055155302</b>
Facility id:	Facility GLN:
<b>035161</b>	<b>5393055035161</b>
(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.)

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**



Mode

# TrackVax QuickStart Guide

## 9. (i) Base to External Location- Vial 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:

### a) Vial Mode- Assign Vials 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 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.

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.

Vial Movement Station . . .

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

Vial Movement Station . . .

Assign Vials to an external location . . .

Assign To External Location 539305000589  
Cork Youghal Vaccine Hub (DIS Vaccine Hub)  
ST RAPHAEL'S CENTRE,BARRACK ROAD

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

SSCC (00): 60000000000004109  
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: TEST1234  
Discard By: DD / MM / YY  
HH : MM

Saline GTIN: 04030539068079 Description: 0.9% w/v Sodium Chloride Injection BP Batch Number: 1RGGS55 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](#)

**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)539305057996  
(91)2512122255

Vial No. CH-000589  
4248-001

Vial No. CH-000589  
4248-001

External Movement details are available in Base Reports&gt; External Movements



Mode

# TrackVax QuickStart Guide

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

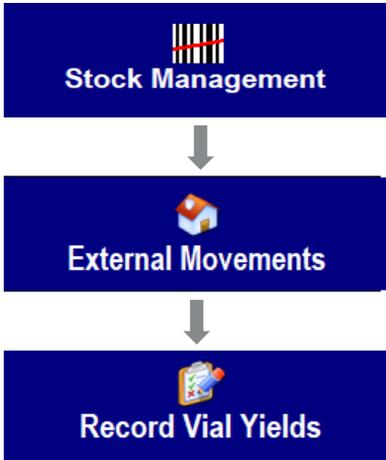
Instructions: Scan a Valid Vaccine Barcode . . .  
Click here to scan source label . . .

Instructions: Scan a Valid Vaccine Barcode . . .

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 Vac Base 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	Vials
+10.00 Vials	38

TrackVax  
HE

**External Location Reconciliation Sheet**

Central Location Centre: Astro Active	Facility ID: 057996	Reconciliation Sheet No.: 00034897	
External Location: Cork Youghal Vaccine Hub (DIS Vaccine Hub)	Facility GLN: 539305500589	Facility GLN: 539305500589	

External Location: Wed, 28-Aug-2024 10:02 Page: 1 of 3 \* TEST REPRINT \* SCAN ME TO SELECT LOCATION

---

Xlotr 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

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

---

Xlotr 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

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 . . . 29-Aug-2024 12:44

External Location GLN: 539305500589  
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

Sheet Id.	Vial No.	Supplied	Returned	In Use	Supplied	Yield	Discards	Reasi
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			12			
					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

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



Mode

# TrackVax QuickStart Guide

## 9. (i) Base to External Location- Vial 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)**

### Vial Mode- Return Unopened Offsite

  
**Stock Management**  
**External Movements**  
**Return Unopened**

1. Select "**Stock Management**" function from the Vac Base 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 . . .

Return Unopened Vials . . .

29-Aug-2024 12:59

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.

# TrackVax QuickStart Guide

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



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:

### 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"

No Box 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.

Box Movement Station ...

Box Movement Station ...



< Back

Scan or Select An External Location ...

Box Movement Station ...

Supply Boxes to an external location ...

Assign To External Location: 5393055000589  
 Supplied By: Darren T  
 Checked By: Darren Larkin  
 ST RAPHAEL'S CENTRE, BARRACK ROAD  
 CVC Staff / 654384  
 Pharmacy Technician / 870810

05-Aug-2024

Delete Scanned Item

*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	136C47A66D9H93	
05000456074131	Fluenz Tetra	10	of	10	N	11-Nov-2025	4R56YH63	AHXGSFX4FD2	
05050459000736	boostrix	1	of	1	N	30-Nov-2026	AC37B455BB	5N7MEDRSBA	

No. of Doses (Max 1):

1

Supply 13 Doses

Covax Upload Not Required!

Supply 13 Doses

Covax Upload Not Required!

External Movement details are available in Base Reports> External Movements



# TrackVax QuickStart Guide

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

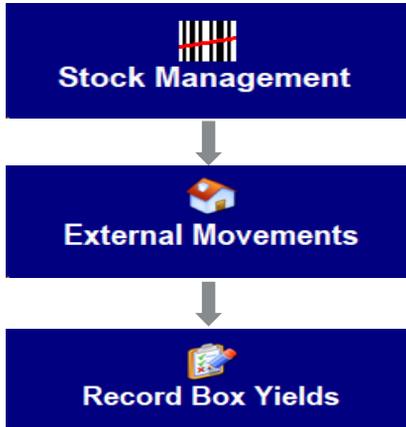
**Note:** When scanning ensure the field in the bottom of the screen is active (green). If it is red, click the field before scanning.

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

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 Vac Base Menu.
2. 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 to record for that external location. The details will populate on screen as boxes are scanned

Record Box Yields . . . 29-Aug-2024 13:28

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

< Back 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
476508136881	HG8419	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: REVAXIS Serial No.: 136R481KHTC6HC Expiry Date: 30-Nov-2025

Discard Code: Discard Time Exceeded Doses Discarded: 1 Doses Given: Doses Unused:

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.



# TrackVax QuickStart Guide

## 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.

If it is red, click the field before scanning.

Instructions: Scan a Valid Vaccine Barcode . . .

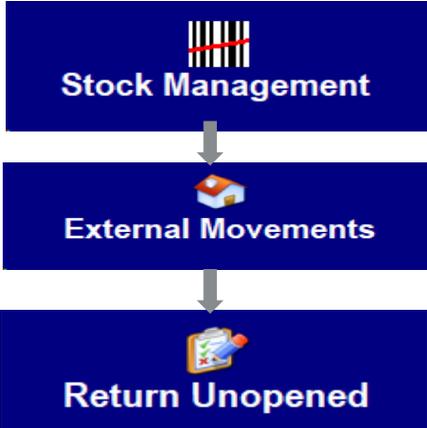
Instructions: Scan a Valid Vaccine Barcode . . .

[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 Vac Base Menu.
2. Once the page displays, select "External Movements" function.
3. Select "Return Unopened"

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 which to record for that external location.

Return Unopened Boxes . . .

Return Unopened Boxes . . . 29-Aug-2024 13:50

External Location GLN: 5393055000589

Cork Youghal Vaccine Hub (DIS Vaccine Hub)

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

Return 4 Boxes

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	
CCFOYS3IRVQX144	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	

Instructions: Scan a Valid Vaccine Barcode . . .

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.



# 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 the Bulk Stock Menu

Receive Bulk Vaccines . . .

Receive Bulk Vaccines . . . Fri, 04-Apr-2025 11:18:51

Base:  Receive To Location: 5393055094717 Operator:

04-Apr-2025

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:

Scan a Product 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 Vaccines . . .

Receive Bulk Vaccines . . . Fri, 04-Apr-2025 11:26:24

Base:  Receive To Location: 5393055094717 Operator:

04-Apr-2025

By Product | By Box | History

Date Time	^GTIN	Description	Use Before	Batch	Serial No	Boxes	Doses
04-04-2025 11:24	00191778001693	Gardasil 9	11-Oct-2025	THYG5848	ORDJHESDZ...	1.00	1
04-04-2025 11:24	00191778001693	Gardasil 9	11-Oct-2025	THYG5848	RJ16GRMPI...	1.00	1
04-04-2025 11:25	00191778001693	Gardasil 9	11-Oct-2025	THYG5848	XNPFZC6S...	1.00	1
04-04-2025 11:25	00191778001693	Gardasil 9	11-Oct-2025	THYG5848	XFENOG...	1.00	1
Total:						4.00	4

GTIN:  Product Description:

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

Scan a Product Barcode . . .

[Click here to scan a 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 . . .  
Click here to scan source label . . .

Follow Instructions on-screen:

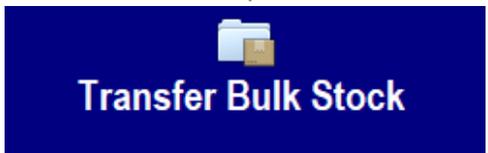
### b) Bulk Stock- Transfer Bulk Stock



1. Select "Stock Management" function Vac Base 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

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: 05099151918475	Product Description: Influvac Tetra Flu Vaccine		
Use By: 11-Nov-2026	Manufacturer Batch: VBGH7546		
<input type="button" value="Clear Scan"/>	<input type="button" value="Scan One Box"/>	Qty. Of Doses: <input type="text" value=""/> (Max. 300 of 400)	<input type="button" value="Save"/>

You Must Enter A Quantity between 1 and 300 doses

# 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.**

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

Transfer Bulk Stock To An External Location . . .

Transfer Bulk Stock To An External Location . . . Fri, 04-Apr-2025 11:30:20

Back Transfer Stock Clear

Base: Transfer From Location: 5393055094717 Transfer To Location: 5393055000329 Operator: Darren Larkin

VACCINATION Croke Park Vaccination Centre (CVC) St. Johns Parish Homes for the Elderly A. The Presbytery, The Presbytery, St. Johns Church dublin rd

04-Apr-2025

By Product	By Box	History				
GTIN	Product Description	Batch	Expiry Date	Boxes	Doses	Status
				0.00	0	

GTIN: 05099151918475 Product Description: Influvac Tetra Flu Vaccine

Use By: 11-Nov-2026 Manufacturer Batch: VBGH7546 Qty Of Doses: 300 (Max. 300 of 400)

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"



TrackVax Bulk Transfer Reconciliation Sheet

Reconciliation Sheet No.: 00035396

Central Vaccination Centre: Croke Park Vaccination Centre (CVC) Facility ID: 094717 Facility GLN: 5393055094717

External Location: St. Johns Parish Homes for the Elderly Association Ltd + Day Facility ID: 000329 Facility GLN: 5393055000329

Fri, 04-Apr-2025 11:31 Page: 1 of 1 \* TEST \* SCAN ME TO SELECT LOCATION

---

Xler id: 1070627 ITFL Influvac Tetra

Batch: VBGH7546 Use By: 11-Nov-2026

Transferred 300

10. A Vaccine Transfer Sheet will also print with details of Doses 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 To An External Location . . .

Transfer Bulk Stock To An External Location . . . Fri, 04-Apr-2025 11:35:34

Back Transfer 4 Doses Clear

Base: Transfer From Location: 5393055094717 Transfer To Location: 5393055000329 Operator: Darren Larkin

VACCINATION Croke Park Vaccination Centre (CVC) St. Johns Parish Homes for the Elderly A. The Presbytery, The Presbytery, St. Johns Church dublin rd

04-Apr-2025

Date Time	GTIN	Description	Use Before	Batch	Serial No	Boxes	Doses
04-04-2025 11:34	00191778001693	Gardasil 9	11-Oct-2025	THYG5848	0RDUHESDZ...	1.00	1
04-04-2025 11:34	00191778001693	Gardasil 9	11-Oct-2025	THYG5848	RJH6GRMPR...	1.00	1
04-04-2025 11:34	00191778001693	Gardasil 9	11-Oct-2025	THYG5848	XNPFZC6S...	1.00	1
04-04-2025 11:35	00191778001693	Gardasil 9	11-Oct-2025	THYG5848	XFENOGGL...	1.00	1
					Total	4.00	4

GTIN: [Redacted] Product Description: [Redacted]

Use By: [Redacted] Manufacturer Batch: [Redacted] Manufacturer Serial No (FMD): [Redacted]

Clear Scan Scan Every Box

Scan a Product Barcode . . .

Click here to scan a 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

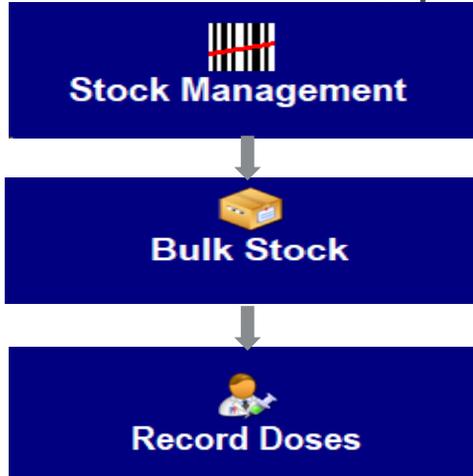
**Note: When scanning ensure the field in the bottom of the screen is active (green). If it is red, click the field before scanning.**

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

Follow Instructions on-screen:

### 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.**



1. Select “**Stock Management**” from the Vac Base 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 . . . Fri, 04-Apr-2025 11:39:02

Back Clear

Base: \VACCINATION Location: 5393055000329 The Presbytery, The Pr Operator: Darren Larkin  
 St. Johns Parish Homes for the Elderly A.

04-Apr-2025

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

GTIN: 05099151918475 Product Description: Influvac Tetra Flu Vaccine Xfer Id: 1070627 Xfer Sheet No: 00035396  
 Use By: 11-Nov-2026 Manufacturer Batch: VBGH7546 Max. Doses: 300 Clear Scan

Discard Code: Wasted Doses Discarded: 10 Doses Given: 200 Return To Base: 80 Keep In Stock: 10 Record Doses

Instructions: \*Click\* on the [Record Doses] button to Record Doses Select Box

**\*\* 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

# TrackVax QuickStart Guide

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

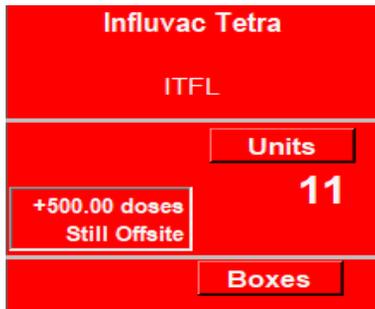
## 11. Bulk Mode- Reports

Follow Instructions on-screen:

### d) Bulk Mode –Dashboard (Offsite stock)

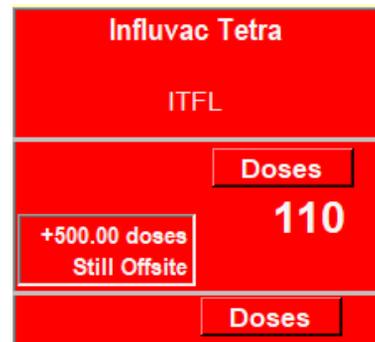


1. Select **"Stock Management"** from the Vac Base Menu.
2. Click on **"Bulk Stock"** from the Bulk Stock Menu
3. Click on **"Units"** to change it to **"Doses"**



\*\* 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

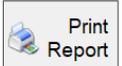
Offsite Stock ...

Offsite Stock ...

5393055094717

Location: Croke Park Vaccination Centre (CVC)

Vaccine: ITFL Influvac Tetra



Offsite Stock									
Type	Xferred	Assigned	Balance	External Location	Date	Xfer Sheet	Batch	Expir	
ITFL	200		200	St. Johns Parish Homes for the Elderly A...	04-Apr-2025 11:15	0035393	VBGH7546	11-Nc	
ITFL	300		300	St. Johns Parish Homes for the Elderly A...	04-Apr-2025 11:31	0035396	VBGH7546	11-Nc	
	500		500						

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

**If it is red, click the field before scanning.**

# TrackVax QuickStart Guide

## 11. Base- Base Transfer Bulk Mode

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

Follow Instructions on-screen:

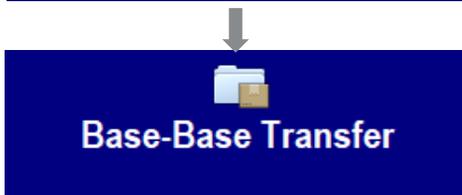
### e) Bulk Stock- Base to Base transfer



1. Select "**Stock Management**" function Vac Base Menu



2. Select "**Bulk Stock**" from Stock Management Menu



3. Select "**Base- Base Transfer**" 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'.

Vaccine Stock Transfer . . .

Bulk Base-Base Stock Transfer . . .



Vaccine Stock Transfer . . .

Bulk Base-Base Stock Transfer . . .

Destination GLN: 5393055009555  
 Laois Vaccination Centre  
 Spraoi Centre, SAINT FINTANS HEALTHCARE CAMPUS, Dublin Road, Portlaoise, La

Transfer By Product By Expiry Date By Batch

Type	Transfer	Orig Doses	Batch	Expiry Date	Serial No.	Transfer Code

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

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.

**\*\*NB You will be notified if the box has already been transferred**

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.**

# TrackVax QuickStart Guide

## 11. Base to Base Transfer & Receipt

**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	Units
+26.00 Boxes Still Off Site	<b>101.9</b>



1. Select **"Stock management"** function from the Vac Base Menu.



2. Select **"Receive Bulk Stock"** function.

**Bulk Base-Base Transfer Sheet**

Vaccine Sheet No. (SSCC): 75393055000022467

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

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

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

Vaccine Sheet No. (SSCC): 75393055000022467

Facility ID: 035161	Facility GLN: 5393055035161
Facility ID: 069555	Facility GLN: 5393055069555

(00)75393055000022467

**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) TrackVax Only Clear

CoVax Submission is DISABLED! No Boxes for Covax!

Date: Mon, 19-Feb-2024 11:38:40 Location GLN: 5393055069555 Operator: TrackVaxAdmin

Spraoi 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"**

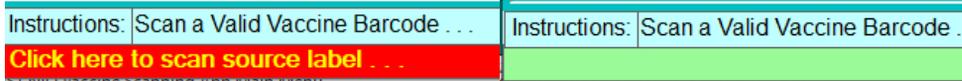
**\*\*NB Transfer Sheets and Transfer Reports can be reprinted in Base Reports > Base to Base Transfers.**



# TrackVax QuickStart Guide

## 12. End of Session & Reports

**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

End of Session

Previous sessions are visible in the Base Reports

The unit setting on the dashboard should be reflected in the End of Session Report. For example, if the dashboard is set to "Vials," the report will display quantities in vials.

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

There has been two new columns added to End of session- Base- Base Transfer and External Movement

ALL VIALS RETURNED !

ALL BOXES, VIALS & TRAYS HAVE BEEN RETURNED

IF THIS SESSION IS FINISHED PLEASE REMEMBER TO COMPLETE THE END OF SESSION REPORT

Ok

End of Session

GLN: 5393055094717 Facility Id: 094717 Date: 04-Apr-2025 Session No.: 094717

Location: Croke Park Vaccination Centre (CVC) Notes for Data Quality:

UDD Code: 3004631

UDD Name: Croke Park Mass Vaccination Clinic

Show Unused Items

Reconciliation Discards

Code	Description	Opening Stock	UDD	Base-Base Transfer	External Movement	Registered Doses	Opening Stock	Target Doses	Actual Field	Discarded Doses	Target vs Actual	Average Vial Yield	Unfilled Vials	Clinic Doses	Notes
AZ	Vaccines AZ	0	0			110	110								
PT	Plavix Tablets	119					119								
CC	Cominvy Children	48					48								
QVSP	QV (Stand)	336					336								
ITFL	Influenza Tablets	10	600		-600		110								
HPV9	Gardasil 9	586	4		-4		586								
CH4-5	Cominvy Children	288					288								

Access: Base Admin ONLY

Base Reports

- Select "Base Reports" from Main Menu.
- User will be prompted for login details
- 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

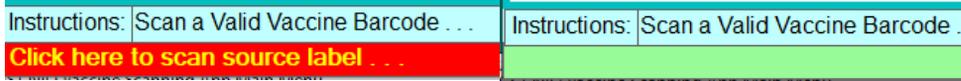
External Movements

System Reports

# TrackVax QuickStart Guide

## 12. Split Box Functionality

**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 Vac Base 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.**

Instructions: Scan a Valid Vaccine Barcode . . .

Instructions: Scan a Valid Vaccine Barcode . . .

**Click here to scan source label . . .**

Follow Instructions on-screen:

### b) Restore stock in Quarantine



1. Select **"Stock management"** function from the Vac Base 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

Vaccine Stock Quarantine . . .

Restore Stock From Quarantine . . .

< Back   **Mode: Restore Stock From Quarantine**   Scan Boxes to be Restored   Return to NCCS   Clear

Quarantine	By Product	By Expiry Date	By Batch			
Type	Quaranti...	Orig Vials	Batch	Expiry Date	Serial No.	SSCC

GTIN: 04260703260613   Product Description: Cominaty XBB.1.5 (5-11yrs)

SSCC: 600000000000004109   Manufacturer Serial No (FMD): 4902815000   Distributor Internal Reference:   **Save**

Use By: 12-Apr-2025 22:33   Manufacturer Batch: 9TUGH643   Quarantine Qty: 10

Instructions:   Select Box

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.

Vaccine Stock Quarantine . . .

Restore Stock From Quarantine . . .

< Back   **Mode: Restore Stock From Quarantine**   Restore 10 Vials   **Return to NCCS**   Clear

Quarantine	By Product	By Expiry Date	By Batch			
Type	Quaranti...	Orig Vials	Batch	Expiry Date	Serial No.	SSCC
CHXBB	10 of 10	9TUGH643	12-Apr-2025 22:33	600000000000004109		
S/Total	10					
Total	10					

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

**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) Amending Vaccine Stock



1. Select "Stock Management" function from the Vac Base 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 ...

Vaccine Stock Amendment ...

< Back Scan Boxes Clear

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: Comimaty 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: -5 New Qty: 5

Save

Instructions: Select 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 ...

Vaccine Stock Amendment ...

< Back Amend 1 Box Clear

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				

# TrackVax QuickStart Guide

## 15. Stocktaking

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



1. Select **"Stock Management"** function from the Vac Base 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 ...

< Back All Products ...

Unscanned Stock Only

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 ...

< Back All Products ... Unscanned Stock Only

Stock Take By Product By Expiry Date By Batch By Box

# TrackVax QuickStart Guide

## 16. Support

**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 . . .	

a)

### How to contact support

To raise a case (ticket) on service cloud just send an email to [covid19.support@healthservice.ie](mailto: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 Configuration 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

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

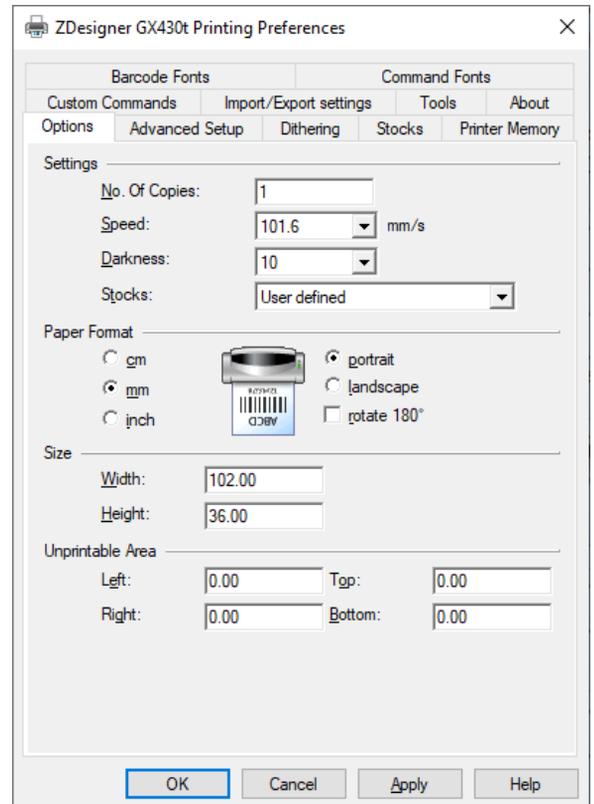
- Check Printer settings and confirm Zebra Label Printer status is 'Online'. Ensure the printer is set as the default printer and select print a test page and restart TrackVax
- Unplug/replug in the USB cable from the PC to the printer and restart TrackVax

- **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

## 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

# TrackVax QuickStart Guide

## Programming your scanner

TrackVax V34 April\_2025

Programming 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) 

# TrackVax QuickStart Guide

## 20. FAQ- Opening a site on TrackVax

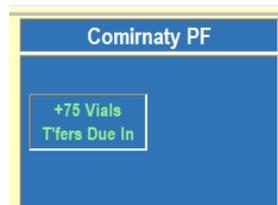
Ensure that Hardware, Software and Consumables are available as per section 14 of the TrackVax QuickStart Guide. **This activity should be co-ordinated with the pharmacists/meds management lead.**

### 1. Set Device Location & Request 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.



# TrackVax QuickStart Guide

## 21. 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:

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

- Stock Transfer function can be used to transfer stock to the new site
- 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 13 of the TrackVax QuickStart Guide.



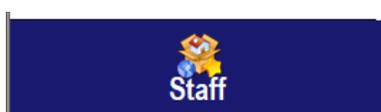
- Note: "**Amend stock**" function can be used if necessary as per section 14 of the TrackVax QuickStart Guide.



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

### 2. User Access

- Remove users from the local list as applicable.



**\* NB: Please raise a support ticket when closing a site with the appropriate reason: PHM Pharma/PHM-TrackVax Config**

# TrackVax QuickStart Guide

## 22. FAQ- Split Box functionality

The steps for splitting a box is outlined in Section 12

### 1. Purpose of Split box functionality

- The Split Box functionality on TrackVax allows an operator to split a box of Covid-19 Vaccines, full or partially full, into the required number of vials for use in an off-site clinic or location.
- Ideally managed by a **registered pharmacist**.
- In the absence of a pharmacist, the area Medicines Management Lead may delegate the use of the split box functionality to an appropriate clinical staff member.

### 2. Management and delegation :

- This function will ideally be managed by a registered pharmacist. In the absence of a pharmacist, the area Medicines Management Lead may delegate the use of the split box functionality to an appropriate clinical staff member.
- The area Medicines Management Lead must ensure that the appropriate training and induction has been completed, and that anyone authorised to split boxes is competent to do so.

### 3. Training

- Required HSeLanD training to be completed prior to using split box:
- I. Storing and Managing Vaccines
- II. mRNA COVID-19 Vaccine Formulations for People Aged 12 Years and Older
- III. mRNA COVID-19 Vaccine Formulations for Children Aged 5-11 Years and 6 Months to 4 Year

### 4. Access request

- Submit a support ticket to **covid19.support@healthservice.ie** to request split box access for TrackVax users.

# TrackVax QuickStart Guide

## 22. FAQ- Split Box functionality

The steps for splitting a box is outlined in Section 12

### 5. Handling & Labelling:

- Remove vials from the fridge for the shortest time possible.
- Place in a blank white box with the new TrackVax label affixed to the top.
- Request blank white boxes and holder foam through your next NCCS delivery by emailing **vaccines@udd.ie**. These are for **single use only** and must be safely disposed of after use.

### 6. Double check process

- Double check the vial and box label generated on TrackVax against the original container.
- Record the names of both the person splitting the box and the person performing the independent check.
- Both must be registered TrackVax users
- Independently double-check the correct vaccine, quantity, batch number and use by date.

### 7. Generation of New Box with SSC Code

- After the box is split, a new box with a corresponding SSC code and the required number of vials will be generated on TrackVax. This box can then be assigned to an external location as detailed in the transferring vaccines section of the TrackVax Quickstart Guide.

### 8. Minimum Vial Splitting and Storage of Returned Boxes

- Only the minimum required number of vials should be split from their original container and brought to an external clinic. Any split boxes returned to operational base stock, after maintaining the cold chain, must be properly segregated by vaccine type in the base's pharmaceutical-grade fridge.

# TrackVax QuickStart Guide

## 23. Split Box Fillable form

### Split Box Access Request Form

This form must be completed to request access to the Split Box Functionality in TrackVax. Access is restricted to clinical staff and requires the approval of both the Medicines Management Lead and the Clinical Lead. All fields must be completed accurately and the form included in the support ticket request.

Field	Details (Fillable)
<b>HSE Health Region:</b>	_____ _____
<b>Vaccination Base Location:</b>	_____ _____
<b>Staff Member Name:</b>	_____ _____
<b>Is this staff member a clinical professional?</b> (Yes/No)	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Professional Body (e.g. NMBI, IMC):</b>	_____ _____
<b>PIN / Registration Number:</b>	_____ _____
<b>Medicines Management Lead Approval</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No Name: _____
<b>Clinical Lead Approval</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No Name: _____
<b>Date of Approval:</b>	_____ _____