

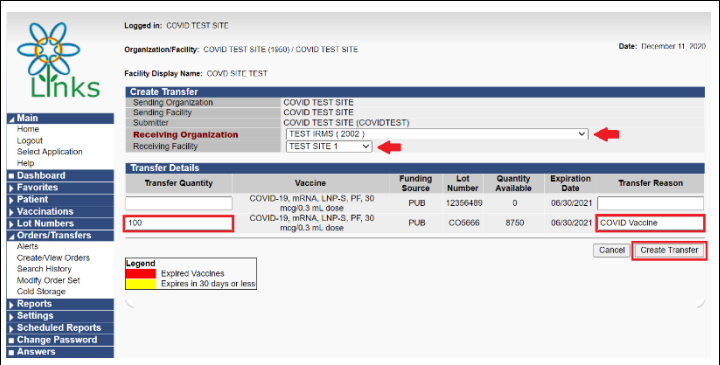
HOW TO TRANSFER VACCINES TO ANOTHER FACILITY

- Under “Orders/Transfers” on the left toolbar, click “Create/View Orders.”
- Click “Create Transfer.”




The screenshot shows the LINKS application interface. On the left sidebar, the 'Orders/Transfers' menu is expanded, and the 'Create/View Orders' option is highlighted with a red arrow. In the main content area, the 'Create Transfer' button is highlighted with a red box.

- Select a Receiving Organization.
- Select a Receiving Facility
- Enter a Transfer Quantity for the vaccine you would like to transfer.
- Enter a reason for the vaccine transfer.
- Click “Create Transfer.”



The screenshot shows the 'Create Transfer' form. The 'Receiving Organization' dropdown is set to 'TEST IRMS (2002)' and the 'Receiving Facility' dropdown is set to 'TEST SITE 1', both highlighted with red arrows. The 'Transfer Quantity' field contains the value '100'. The 'Vaccine' dropdown is set to 'COVID-19, mRNA, LNP-S, PF, 30 mcg/0.3 ml. dose'. The 'Create Transfer' button is highlighted with a red box.

- The vaccines have now been transferred and are shown under “Outbound Transfers.”

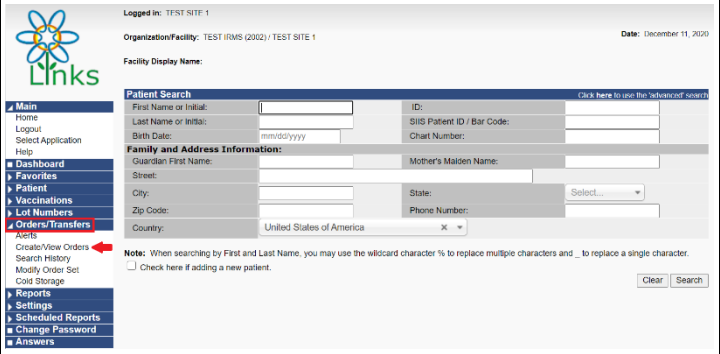


The screenshot shows the 'Outbound Transfers' table. The newly created transfer entry is highlighted with a red box. The table contains the following data:

Select	Transfer Number	PIN	Submit Date	Receiving Organization/Facility	Status
<input type="checkbox"/>	4047	CV9996	12/11/2020	TEST IRMS / TEST SITE 1	Approved
<input type="checkbox"/>	4048	CV9996	12/11/2020	TEST IRMS / TEST SITE 1	Approved

HOW TO RECEIVE A VACCINE TRANSFER

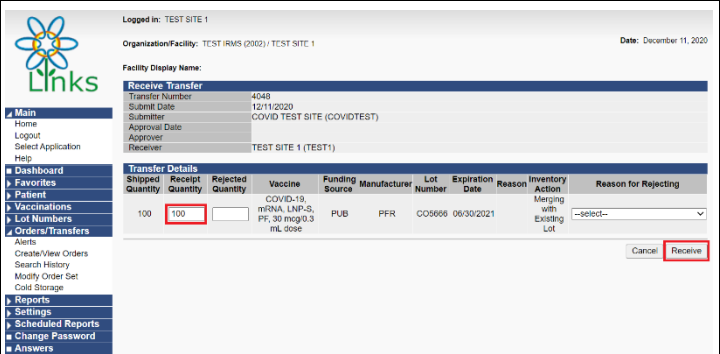
- Under "Orders/Transfers" on the left toolbar, click "Create/View Orders."
- Click "Create Transfer."



- Under "Inbound Transfers," select the transfer you would like to receive.



- Enter the "Receipt Quantity."
- Click "Receive."



- To confirm that the inventory was correctly received, go to "Lot Numbers" on the left toolbar.
- Click "Reconciliation."
- The new inventory is shown under Quantity on Hand.

