

Job Aid: Making doses available for Administration at a Vaccination Event

COVAX Role Designation:	Site Super Users
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Vaccine Event Inventory Overview

In COVax, doses are administered from the Vaccine Event Inventory (VEI). Each VEI is a unique record and represents the vaccine product you have (or previously had) at your Vaccination Event. When vaccine product is shipped to your site, MLHU creates and allocates doses to a VEI. The status of a VEI must be set to 'Active' before administering doses. Similarly, vaccinators will be unable to administer a dose from a VEI when the status is set to 'Inactive'.

The Site Super User must ensure that the current vaccine product(s) being administered on-site matches the VEI set to 'Active' in COVax. All other VEI statuses should be set to 'Inactive'. When new vaccine product is delivered to a site, MLHU will set the VEI status to 'Inactive'. Before administering a new lot number, the Site Super User must ensure that (1) the status of the old inventory is set to 'Inactive' and (2) the status of the new inventory is set to 'Active'.

How to change the status of Vaccine Event Inventory (VEI)

Use the following steps to change the status of a VEI.

1. Note the **Vaccine Lot Number** that needs to be made 'Active'.
2. Find your **Vaccination Event** in COVax (refer to the [How to find your Vaccination Event video](#)).
3. From the **Vaccination Event** landing page, scroll down to the **Vaccine Event Inventory** section. Click on **View All**.

VE Inventory Name	VEI Status	Historical Allocated Doses	Extra Doses From Vial
PFIZER-BIONTECH COVID-19 VACCINE mRNA (double) ...			0
PFIZER Diluent 0.9% Sodium Chloride null null - 7799, 2...	Active		0
MODERNA COVID-19 mRNA-1273 0.5 ml - 7755, 2022-...	Active		0
MODERNA COVID-19 mRNA-1273 0.5 ml - 9999, 2022-...	Active		0
MODERNA COVID-19 mRNA-1273 0.5 ml - 9999, 2022-...	Active		0
PFIZER-BIONTECH COVID-19 VACCINE mRNA (double) ...	Active		5

[View All](#)

4. To change the status of a **Vaccine Event Inventory**, click on the **Vaccine Event Inventory** hyperlink that matches the lot number of your vaccine product. Below is an example.

Vaccine Event Inventory (6+)			
VE Inventory Name	VEI Status	Historical Allocated Doses	Extra Doses From Vial
PFIZER-BIONTECH COVID-19 VACCINE mRNA (double) ...			0
PFIZER Diluent 0.9% Sodium Chloride null null - 7799, 2...	Active		0
MODERNA COVID-19 mRNA-1273 0.5 ml - 7755, 2022-...	Active		0
MODERNA COVID-19 mRNA-1273 0.5 ml - 9999, 2022-...	Active		0
MODERNA COVID-19 mRNA-1273 0.5 ml - 9999, 2022-...	Active		0
PFIZER-BIONTECH COVID-19 VACCINE mRNA (double) ...	Active		5

[View All](#)

5. There is field called **VEI Status**. Edit the status by selecting the pencil icon on the far right. Once you have changed the status, click **Save**.

Vaccine Event Inventory
MODERNA COVID-19 mRNA-1273 0.5 ml - 7755, 2022-02-10

Available Doses 19,967	Dose Administered (Known Client) 4	Doses Administered (No Consent) 0	Extra Doses From Vial 0	Doses Wasted 0
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Related **Details**

VE Inventory Name MODERNA COVID-19 mRNA-1273 0.5 ml - 7755, 2022-02-10	Inventory MODERNA COVID-19 mRNA-1273 0.5 ml - 7755, 2022-02-10
Vaccination Event Simcoe Health - Muskoka - TT	Adjusted Expiration Date
Comments	VEI Status Active
Inventory Type Vaccine	Vaccination Type Point Of Service
Allocated Doses 1,000	Inventory Product MODERNA COVID-19 mRNA-1273
	Inventory Status Suspended for Vaccines
Created By Data Management, 2022-03-18, 10:06 a.m.	Last Modified By Clinic test12, 2022-05-04, 9:45 a.m.

- a. If the status is 'Active', change the status to 'Inactive' when needed.
 - b. If the status is 'Inactive', change the status to 'Inactive' when needed.
6. Note: once the VEI Status is set to 'Active', immunizers at your site (under your site's Vaccination Event) will be able to select the vaccine from the lot number that you have made 'Active' during dose administration.