To: All Power Users in Phase 1  
Subject: CAIR2 Tip: Inventory Management

Power Users,

Welcome to CAIR2! Here are a few tips for managing inventory to help you make the most of CAIR2!

**Quantity on Hand vs. Dose:**
Entering multi-dose vials into inventory can be tricky.

<table>
<thead>
<tr>
<th><strong>Dose</strong></th>
<th>is the standard amount of vaccine that should be given to a patient. An adult dose of injectable flu vaccine contains 0.5 mL</th>
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| **Quantity on Hand** | is the number of doses (not vials) you are adding to inventory. For multi-dose vials, multiply the number of vials by the number of doses per vial.  
  5 full multi-dose vials of IPV  
  x 10 doses in each vial  
  50 doses total |

**Correcting Lot Information:**
Double-check that the number of doses you have on hand are correct. Some multi-dose vials may have transferred incorrectly from the old CAIR. If the number of doses on hand or other vaccine lot, information needs to be adjusted:
Select the vaccine in your inventory. Check the Quantity on Hand. Change the quantity by entering the Amount of doses to add or subtract.

Changes can also be made to the type of vaccine, lot number, dose amount, etc.

Note: once you delete a vaccine lot, it cannot be entered in to CAIR2 again. If a lot was accidentally deleted and needs to be added back in, enter a new lot with the same lot number and add “-VFC” or “-PVT” at the end (e.g., U2481FA-VFC).

**Doses Administered:**
If your site manages inventory in CAIR2, make sure to check the box “From CAIR Inventory” when entering new immunizations for patients. This will allow the drop-down menu for Trade Name to show lot numbers currently in your site’s inventory and then subtract those doses from inventory.

**Need More Info?**
Check out these helpful resources:
- Quick Guides and Training Videos
- Yellow light-bulb icon at the top right of any screen in CAIR2
- Moving from CAIR1 to CAIR2 Guide

For the latest information about CAIR2, visit [www.cainweb.org/cair-2-project](http://www.cainweb.org/cair-2-project/).

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