

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

# CAIR2 Tips

Power Users,

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

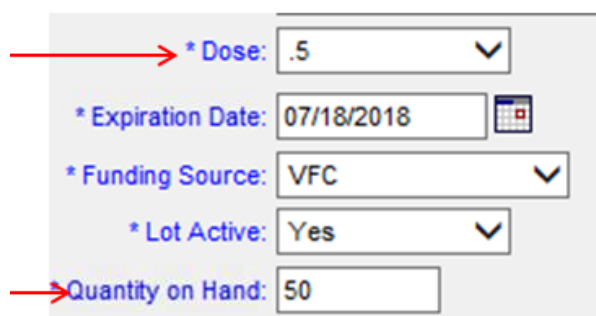
## Quantity on Hand vs. Dose:

Entering multi-dose vials into inventory can be tricky.

**Dose** is the standard amount of vaccine that should be given to a patient. An adult dose of injectable flu vaccine contains 0.5 mL

**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



A screenshot of a CAIR2 form showing several fields. A red arrow points to the '\* Dose:' field, which contains the value '.5'. Another red arrow points to the 'Quantity on Hand:' field, which contains the value '50'. Other fields include '\* Expiration Date:' (07/18/2018), '\* Funding Source:' (VFC), and '\* Lot Active:' (Yes).

## 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).

\* Trade Name: Engerix-B Peds  
\* Manufacturer: GlaxoSmithKline  
NDC:   
Packaging:   
\* Lot Number: Test-678899  
\* Dose: .5  
\* Expiration Date: 10/26/2017  
\* Funding Source: VFC  
\* Lot Active: Yes  
Quantity on Hand: 18  
Cost Per Dose (\$):   
**Modify Quantity On Hand**  
\* Action: Add  
\* Amount:   
\* Reason Type: Error Correction

### 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.

Enter New Immunization  
From CAIR Inventory  \* Date Administered 10/18/2016  
Remove  Immunization: Influenza-seasn1 \* Vaccine Eligibility: V03 - VFC Eligible Uninsured \* Trade Name-Lot #-Funding Source: Fluzone Quad MDV-flutest -VFC-12/07/2016  
\* Body Site: LEFT DELTOID Route: INTRAMUSCULAR

### 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.cairweb.org/cair-2-project/](http://www.cairweb.org/cair-2-project/).  
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