

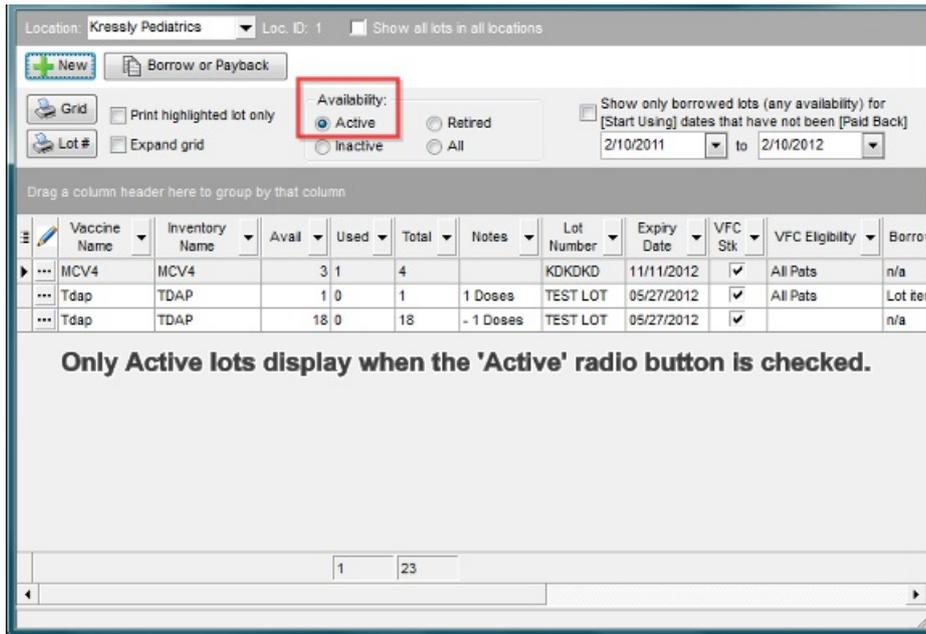
Active vs Inactive Lots

Last Modified on 03/12/2021 4:22 pm EST

Version 14.19

Overview

An Active lot in the inventory is that which that your practice is currently administering to patients. Any additional vaccine stock that you are currently not administering can be added into OP as an Inactive lot. By adding an Inactive lot into OP, you are able to make only one choice of vaccines available for documentation purposes to in turn reduce data entry mistakes.



To Make a New Lot Entry Inactive

When entering a new lot, select the Inactive radio button.

View Inactive Lots

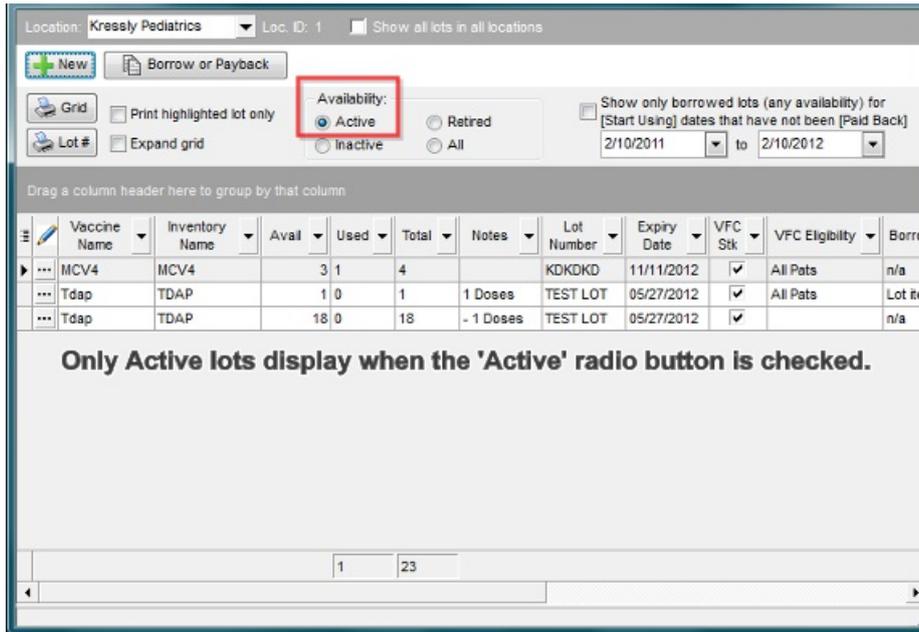
In the Vaccine Inventory window, select the Inactive availability radio button to view only Inactive lots.

To Make an Inactive Lot Active

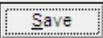
1. Locate the lot you would like to make active and click on it once to highlight it.
2. Click the **ellipsis** button  to edit the lot.
3. Change the availability to **Active**.
4. Click **Save**. The lot will now be activated and available for administration.

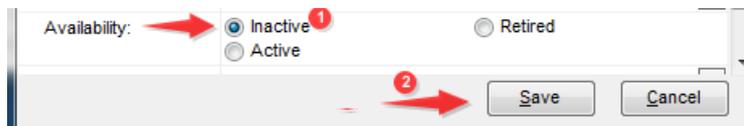
Version 14.10

An **Active** lot in Office Practicum is the lot entry in the inventory that your practice is currently administering to patients. Any additional vaccine stock that you are currently not administering can be added into OP as an **Inactive** lot. By adding an Inactive lot into Office Practicum, you are able to make only one choice of vaccines available for documentation purposes to in turn reduce data entry mistakes.



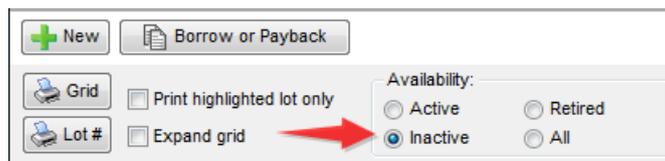
To Make a New Lot Entry Inactive

1. Follow the instructions for **adding a new lot into the vaccine inventory**
2. Once you are down to the area to choose your availability for the lot, change it to "Inactive".
3. Click the  button.



Viewing Inactive Lots

After saving your new lot as inactive you will be able to locate the lot by changing the availability at the top of the inventory:



To Make an Inactive Lot Active

1. Locate the lot you would like to make active and click on it once to highlight it.
2. Click .
3. Change the availability to **Active**.
4. Click the  button.