



We are currently updating the OP Help Center content for the release of OP 20. OP 20 (official version 20.0.x) is the certified, 2015 Edition, version of the Office Practicum software. This is displayed in your software (**Help tab > About**) and in the Help Center tab labeled Version 20.0. We appreciate your patience as we continue to update all of our content.

## **Retiring Lots**

Last Modified on 12/10/2019 11:15 am EST

Version 14.19

To open the vaccine inventory, navigate to **Practice Management > Manage Vaccine Inventory**.

A Vaccine lot may be retired when it has reached its expiration date or is no longer usable. You may also retire a lot which was entered incorrectly. When a lot has reached expiration date it will be highlighted pink in the Vaccine Inventory.

## Retiring lots:

- 1. Locate the lot you wish to retire and highlight that line.
- 2. You may enter a brief reason for retiring the vaccine in the Notes field, located in the middle of the form.
- 3. Click ... .
- 4. Locate the availability and click the radio button next to the word **Retired**."

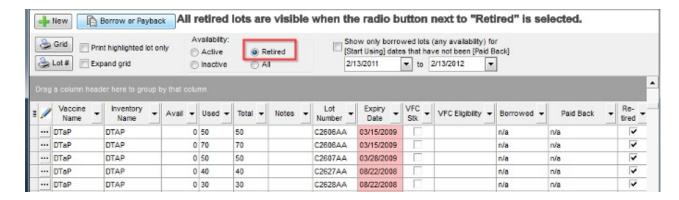


5. Click Save .

The lot will now be moved to'Retired'.







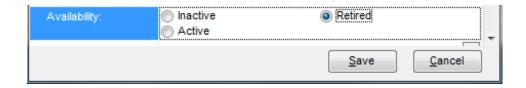
Version 14.10

Note: To open the vaccine inventory go to the top menu bar and click on **Utilities > Vaccine Inventory**.

A **Vaccine lot** may be retired when it has reached its expiration date or is no longer usable. You may also retire a lot which was entered incorrectly. When a lot has reached expiration date it will be highlighted pink in the **Vaccine Inventory**.

## Retiring lots:

- 1. Locate the lot you wish to retire and highlight that line.
- 2. You may enter a brief reason for retiring the vaccine in the Notes field, located in the middle of the form.
- 3. Click ... .
- 4. Locate the availability and click the radio button next to the word Retired."



5. Click Save .

The lot will now be moved to 'Retired'.





