

Important Content Update Message

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 .

The lot will now be moved to **'Retired'**.

All retired lots are visible when the radio button next to "Retired" is selected.

Grid Print highlighted lot only Expand grid
 Lot # Expand grid

Availability: Active Retired Inactive All

Show only borrowed lots (any availability) for [Start Using] dates that have not been [Paid Back]
 2/13/2011 to 2/13/2012

Drag a column header here to group by that column

	Vaccine Name	Inventory Name	Avail	Used	Total	Notes	Lot Number	Expiry Date	VFC Stk	VFC Eligibility	Borrowed	Paid Back	Retired
...	DTaP	DTAP	0	50	50		C2606AA	03/15/2009	<input type="checkbox"/>		n/a	n/a	<input checked="" type="checkbox"/>
...	DTaP	DTAP	0	70	70		C2606AA	03/15/2009	<input type="checkbox"/>		n/a	n/a	<input checked="" type="checkbox"/>
...	DTaP	DTAP	0	50	50		C2607AA	03/28/2009	<input type="checkbox"/>		n/a	n/a	<input checked="" type="checkbox"/>
...	DTaP	DTAP	0	40	40		C2627AA	08/22/2008	<input type="checkbox"/>		n/a	n/a	<input checked="" type="checkbox"/>
...	DTaP	DTAP	0	30	30		C2628AA	08/22/2008	<input type="checkbox"/>		n/a	n/a	<input checked="" type="checkbox"/>

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.**



Availability: Inactive Retired Active

Save Cancel

5. Click **Save**.

The lot will now be moved to **'Retired'**.

All retired lots are visible when the radio button next to "Retired" is selected.

Print highlighted lot only

Expand grid

Availability:
 Active
 Retired
 Inactive
 All

Show only borrowed lots (any availability) for [Start Using] dates that have not been [Paid Back]

2/13/2011 to 2/13/2012

Drag a column header here to group by that column

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...	DTaP	DTAP	0	40	40		C2627AA	08/22/2008	<input type="checkbox"/>		n/a	n/a	<input checked="" type="checkbox"/>
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