Receive Inventory Transfer

1. Login into system
   a. Make sure you are logged into the correct provider/clinic
2. Click Inventory
   a. Click **Vaccines**
   b. Click **On-Hand**
3. There will be a blue notification that states "**There is 1 Pending Inventory Transfer**"
4. Click on the notification

5. Click the **Received** button next to the vaccine to be added to inventory on-hand.
6. Enter the date on which the vaccine was received into inventory on-hand. The **Received Date** must be entered in MM/DD/YYYY format. Double-click the **Received Date** field to auto-populate the current system date.
7. Click the **OK** button to complete the transaction and add the vaccine to inventory on-hand.
8. Click the **On-Hand** menu item to return to the *Vaccine Inventory On-Hand* screen where you can verify the inventory was added correctly.

The notification will look like this:

On-Hand Inventory

⚠ There is 1 Pending Inventory Transfer.
⚠ There is 1 Pending VTrckS Shipment.