



Electronic Vaccine Inventory System (EVI) - Sequence of Activities

For the most accurate results, it is important providers perform the following steps in the order shown!

1. Receive orders and/or transfers using drop down list under the **Receiving** tab. The use of the **Add Line** function should be rare!
2. Complete transfers* using **Inventory: Transfers** tab
3. Record wasted and/or expired* using **Inventory: Wasted/Expired** tab
4. Record doses administered using **Doses: Doses Administered** tab
5. Update physical count using **Inventory: Provider C-33** tab
6. Place your order – if it is your assigned time to order

Notes: 1. Recommend completion of Steps 1, 2, 3 as they occur to avoid duplication or risk of forgetting to complete the activity in EVI. 2. ***Transfers versus Wasted/Expired:** Steps 2 and 3 should be completed based on date of occurrence – first one to occur gets recorded first. 3. **Wasted:** it is a loss/waste that was seen or reported – not a ‘mysterious’ gain/loss. A ‘mysterious’ gain/loss is considered an ‘accounting error’ and must be addressed on the **Math Error** column on the **Inventory: Provider C-33** screen. 4. On the **Doses Administered** screen always look at the date range to make sure you are recording your doses under the correct month!

Important:

1. Keep your contact information updated on the **Provider Information** tab in EVI.
2. Read the information on the **Welcome** page in EVI for the latest information and/or links to the latest information.

Resources:

1. Local Texas Vaccines for Children representative
2. Email vaccallcenter@dshs.state.tx.us or call the Vaccine Call Center @ 1-888-777-5320