How to reconcile your inventory for Hansen's, Refugee, and STD

Function: Inventory Update

Step #	Execution Procedure or Input	Expected Result or Output
1	Hover over the **Inventory Tab** then select **Current Inventory.**	Inventory available to the specific program or site should populate.
2	From the Inventory Worksheet update the quantity captured from the manual inventory count	System should allow you to record a quantities you enter for inventory
3	Click on **Save**	System should adjust the program/site inventory to the quantity of each item entered. System pop-up message appears indicate 'inventory saved successfully'.
4	Click ok	Pop-up disappears.

Inventory Update Screen

Skip navigation links

TEXAS
Department of
State Health Services

Program: Hansen's Disease - Customer: DSHS - HSR 11 Harlingen

▸ Welcome | ▸ Provider Information | ▸ Receiving | ▸ Doses | ▸ Inventory | ▸ Place Order | ▸ Reports | ▸ Help

⌃ CURRENT INVENTORY

Please enter your current inventory. Only include state-provided items (not privately purchased).

1. Physical on-hand count is required each month.
2. On hand count should be by Item ID and Description.
3. You must click "Save" at the bottom of the screen after entering your inventory.

Date	Item ID	Item Long Description	Alert	Lot	Expiration	UOM	Unit Qty	MSL	Quantity Total Items On Hand
2/13/2013	00591569401HD	MINOCYCLINE CAP 50MG 100	Expired	123	2/9/2013	Cap	100	0	99

Save   **Cancel**