

# How To Document **Unable to Extract Expected Dose** of Pfizer, and/or Moderna COVID-19 in the MCIR

Contact your [Regional MCIR Office](#) for MCIR inventory adjustment training.

1. Log in on the [MILogin](#) website to access the MCIR. After log in, the MCIR Home Screen displays.
2. Find the Vaccine Mgmt box, then select **Manage Inventory**, (Figure 1).
3. The Manage Inventory - Outbreak screen displays, (Figure 2).
4. Click directly on the hyperlinked vaccine and lot to be adjusted, (Figure 2).

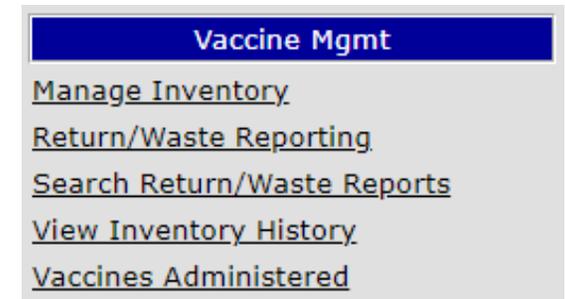


Figure 1



**Manage Inventory - Outbreak** [Print Help](#)  
[Home](#) [Exit](#)

Person Rem/Rcl Sch/CC VIM Imp/Exp VFC My Site Adm Rpts Oth  
Manage Inv Ret/Wste Rept Proc Ret/Wste Rpt Search Ret/Wste Rpts Inv Hist Vacs Admin

Inventory Outbreak  [Show inactive lots](#) [Manage Inactive](#)

**Inventory Details** Last Balanced: 11/30/2020

Name Outbreak  
 Default  Active Active Date 12/01/2020

Product	Lot #	Expires	On Hand	Active	Default
<a href="#">Add Vaccine Lot</a>					<a href="#">Lot Detail View</a>
<a href="#">COVID-19 JSN - 59676-580-15</a>	042A21A	09/19/2021	433 doses	✓	
<a href="#">COVID-19 MOD 10 CTN - 80777-273-99</a>	043B21A	10/03/2021	697 doses	✓	
<a href="#">COVID-19 MOD 10 CTN - 80777-273-99</a>	006C21A	10/10/2021	225 doses	✓	
<a href="#">COVID-19 MOD 10 CTN - 80777-273-99</a>	005C21A	10/22/2021	329 doses	✓	
<a href="#">COVID-19 MOD 10 CTN - 80777-273-99</a>	027C21A	10/26/2021	100 doses	✓	
<a href="#">COVID-19 MOD 10 CTN - 80777-273-99</a>	041C21A	11/01/2021	1100 doses	✓	
<a href="#">COVID-19 PFR 195 CTN - 59267-1000-02</a>	EW0186	11/30/2021	723 doses	✓	
<a href="#">COVID-19 PFR 195 CTN - 59267-1000-02</a>	EW0172	11/30/2021	294 doses	✓	
<a href="#">COVID-19 PFR 195 CTN - 59267-1000-02</a>	EW0179	11/30/2021	681 doses	✓	

Figure 2

## Refer to Figure 3 Below

5. Enter Date.
6. Enter dose number amount, (1).
7. **ACTION:** Select **Non-Returned Opened MDV** from the dropdown menu.
8. **REASON:** Defaults and disappears from screen
9. **INVENTORY EFFECT:** Defaults to Subtract
10. **LWB EFFECT:** Defaults to N/A
11. **COMMENT:** Unable to Extract Expected Dose Amount
12. Click Submit.

### Add Vaccine Lot Transaction - Outbreak

[Print Help](#)  
[Home](#) [Exit](#)

Person	Rem/Rcl	Sch/CC	VIM	Imp/Exp	VFC	My Site	Adm	Rpts	Oth
<a href="#">Manage Inv</a>	<a href="#">Ret/Wste Rept</a>	<a href="#">Proc Ret/Wste Rpt</a>	<a href="#">Search Ret/Wste Rpts</a>	<a href="#">Inv Hist</a>	<a href="#">Vacs Admin</a>				

[Lot Details](#)

Lot Information					
Vaccine	COVID-19 (Pfizer)	Expires	11/30/2021	Volume/Dose:	0.3
Mfr (Product)	Pfizer (COVID-19 PFR 195 CTN)	Lot #	EW0186	On Hand:	723
NDC	59267-1000-02	Presentation	CTN (1170)	CVX/MVX:	208/PFR

Transaction Detail					
Date*	09/13/2021	Doses*	1		
Action*	Non-Return Opened MDV				
Inventory Effect:	<input type="radio"/> Subtract <input type="radio"/> Add <input type="radio"/> N/A		LWB Effect:	<input type="radio"/> Subtract <input type="radio"/> Add <input type="radio"/> N/A	
Comment	Unable to extract expected dose amount				
Created By:	Date: 09/13/2021				

Figure 3