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.

Figure 1

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).

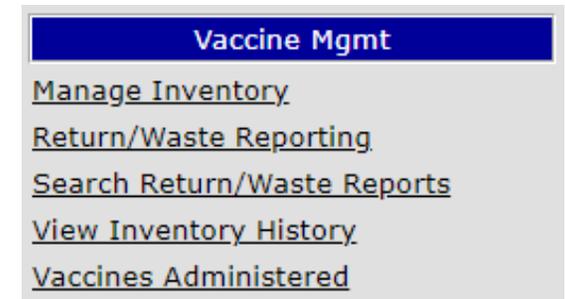4. Click directly on the hyperlinked vaccine and lot to be adjusted, (Figure 2).

Figure 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.

Figure 3