

# LHD How To View On-Hand COVID-19 Inventories

Local Health Departments contact your [Regional MCIR Office](#) for MCIR system training.

1. Log in on the [MILogin](#) website to access the MCIR. After log in the MCIR Home Screen displays.

2. Under the Administration box, select **Outbreak Administration**, (Figure 1).

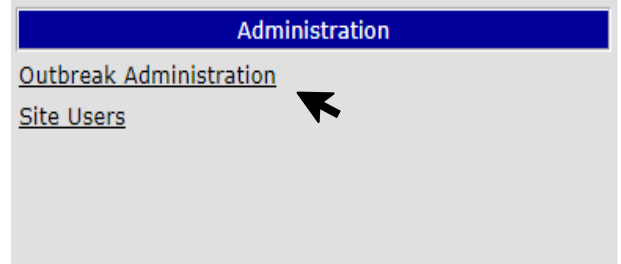


Figure 1

3. The Outbreak Administration-Site Management screen displays. View: Select **Inventory**, (Figure 2).

4. Click the **Vaccine** box to the right of Administration of,  (Figure 2).

5. Select County from County dropdown, if applicable, (Figure 2).

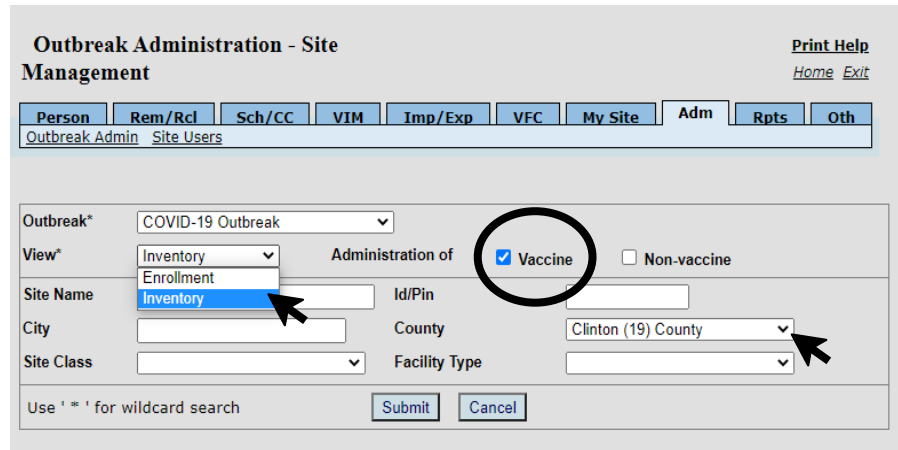
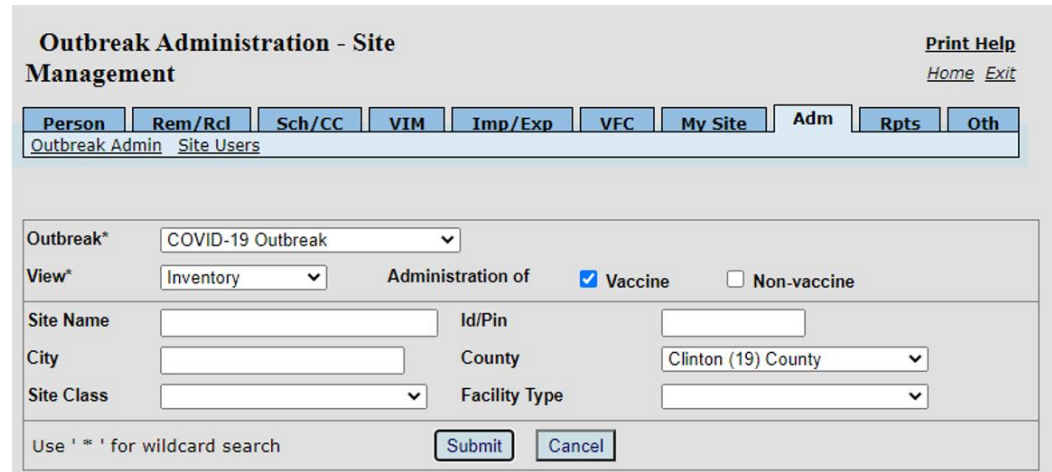


Figure 2

6. Click **Submit**.

7. A list of enrolled sites display On Hand Inventories, (Figure 3).



On Hand Inventory Results Meeting Above Criteria			
Pin ▼	Name ▼	207/MOD	208/PFR
10000	Test Provider 1	111	0
20000	Test Provider 2	0	0
30000	Test Provider 3	12	0
40000	Test Provider 4	523	100
50000	Test Provider 5	0	0
60000	Test Provider 16	0	100

Figure 3

\*This example reflects providers in a specific county under LHD jurisdiction.

You may customize any field to generate specific results to view such as entering site name, pin #, city, site class or facility type.\*