

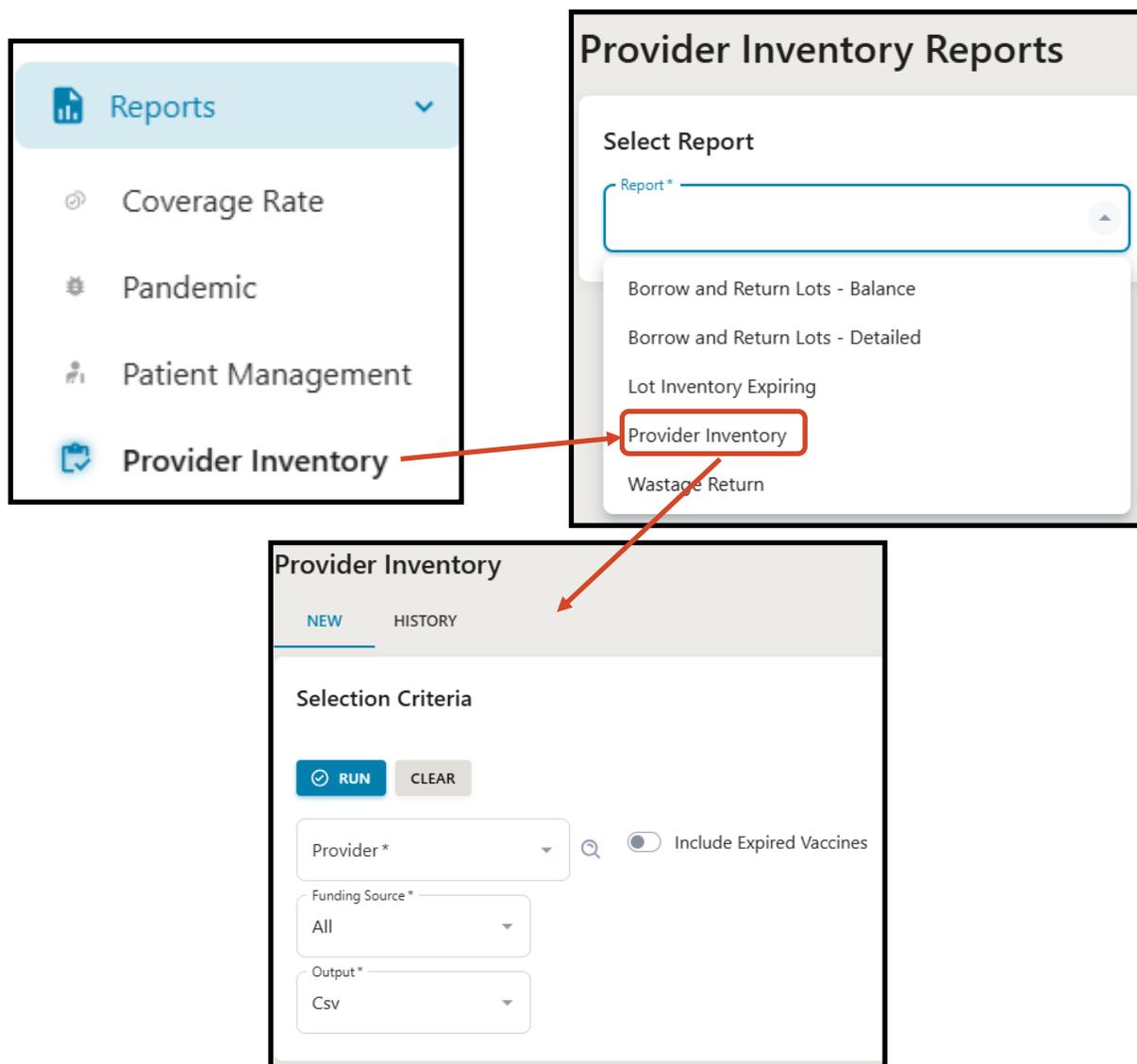
## Provider Inventory Report

### Getting Started

The Provider Inventory report allows providers to pull a list of all lots in their NDIIS immunization inventory.

### How to Run a Provider Inventory Report:

1.) To access this report, select the 'Provider Inventory' category from the **Reports** drop-down, then select 'Provider Inventory' in the 'Select Report' drop-down. The report will open to the **Selection Criteria**.



The first screenshot shows a 'Reports' dropdown menu with the following options: Coverage Rate, Pandemic, Patient Management, and Provider Inventory. The 'Provider Inventory' option is highlighted with a red box and an arrow pointing to the second screenshot.

The second screenshot shows the 'Provider Inventory Reports' page with a 'Select Report' dropdown menu. The options are: Borrow and Return Lots - Balance, Borrow and Return Lots - Detailed, Lot Inventory Expiring, Provider Inventory (highlighted with a red box and an arrow pointing to the third screenshot), and Wastage Return.

The third screenshot shows the 'Provider Inventory' report page with the 'Selection Criteria' section. It includes a 'RUN' button, a 'CLEAR' button, a 'Provider\*' dropdown menu, a search icon, an 'Include Expired Vaccines' toggle switch, a 'Funding Source\*' dropdown menu (set to 'All'), and an 'Output\*' dropdown menu (set to 'Csv').

2.) Select your provider site from the **Provider** drop-down.

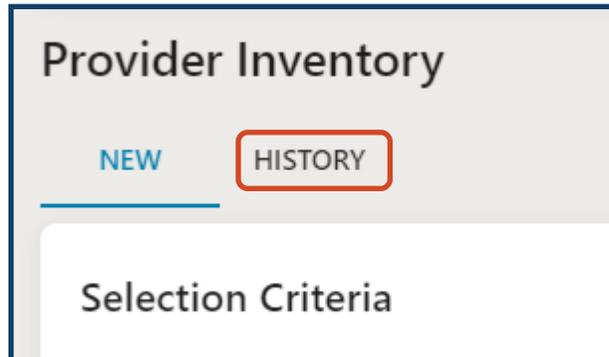
3.) You may choose to include expired lots in this report. To include expired lots, click the toggle next to **Include Expired Lots**. The toggle will turn blue and the report will include lots with an expiration date before today's date.



4.) Select the funding source(s) you want to include. The report is defaulted to include all inventory (public and private), but you may choose to include one or the other by making a selection from the **Funding Source** drop-down.

5.) Click **Run** to run the report.

6.) The completed report and all other reports of this type can be viewed in the **History** tab.



*The completed Provider Inventory report will include the name of the immunization, lot number, funding source, NDC, expiration date, and current quantity on hand for lots in your NDIIS immunization inventory. The report will group the information by immunization.*