

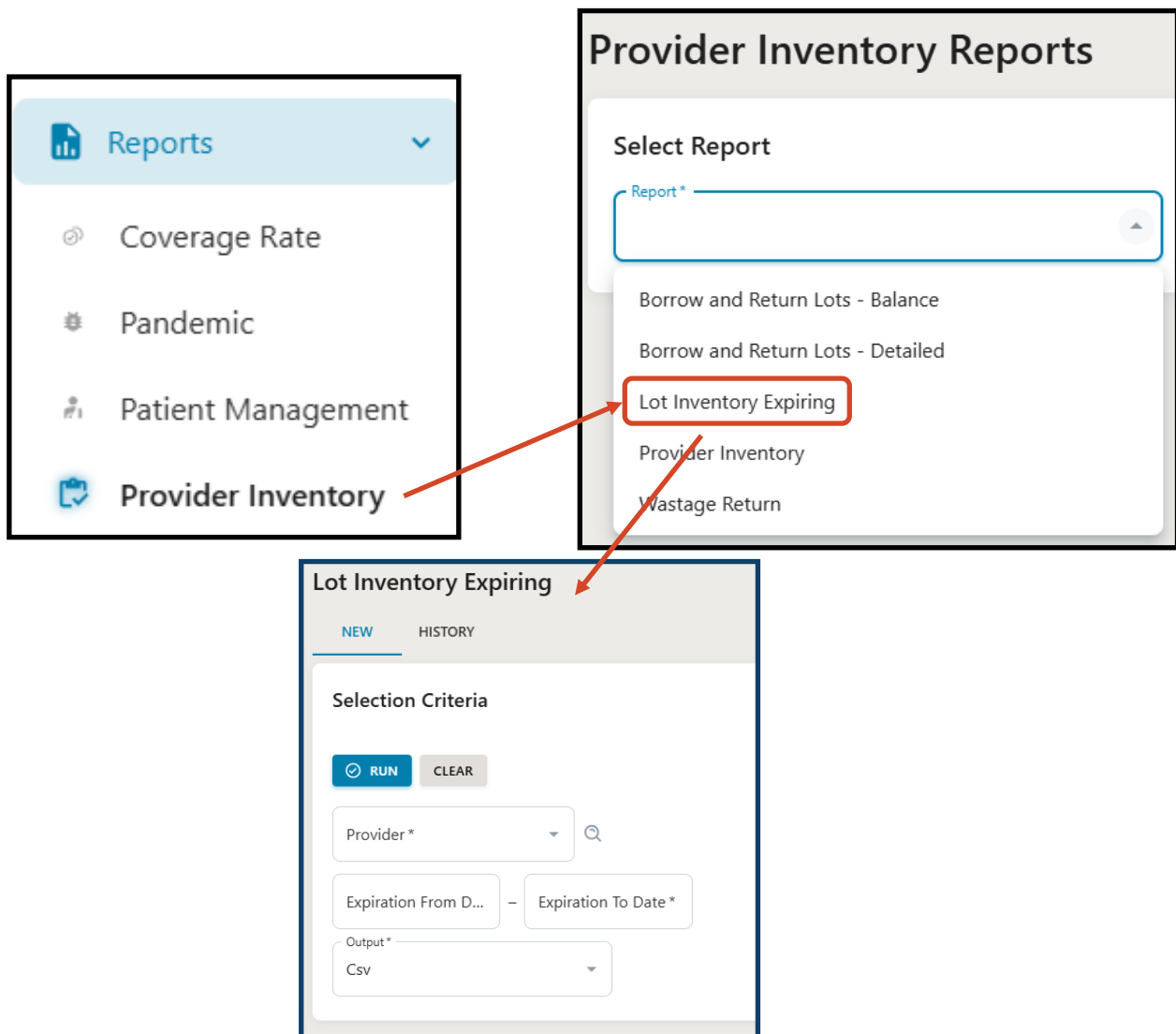
Lot Inventory Expiring Report

Getting Started

The Lot Inventory Expiring Report allows providers to pull a list of all immunization lots in their NDIIS inventory that will expire within a specified date range.

How to Run a Lot Inventory Expiring Report:

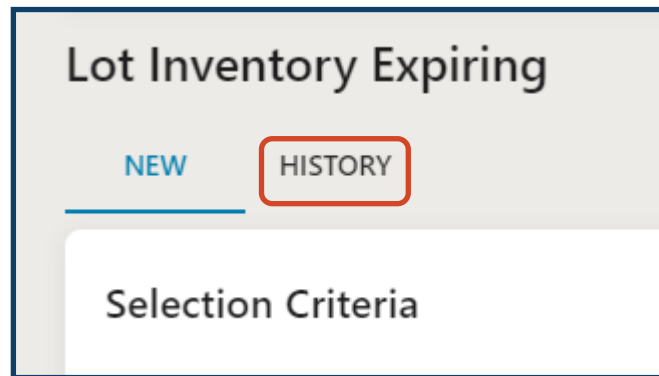
1.) To access this report, select the 'Provider Inventory' category from the **Reports** drop-down, then select 'Lot Inventory Expiring' in the 'Select Report' drop-down. The report will open to the **Selection Criteria**.



The image illustrates the process of running a Lot Inventory Expiring Report through three sequential screenshots of the NDIIS interface:

- Reports Menu:** A dropdown menu titled 'Reports' is shown with options: Coverage Rate, Pandemic, Patient Management, and **Provider Inventory**. An arrow points from 'Provider Inventory' to the next screen.
- Provider Inventory Reports:** A screen titled 'Provider Inventory Reports' features a 'Select Report' dropdown menu. The options are: Borrow and Return Lots - Balance, Borrow and Return Lots - Detailed, **Lot Inventory Expiring** (highlighted with a red box), Provider Inventory, and Wastage Return. An arrow points from the highlighted option to the next screen.
- Lot Inventory Expiring Selection Criteria:** A screen titled 'Lot Inventory Expiring' with tabs for 'NEW' and 'HISTORY'. Under 'Selection Criteria', there are buttons for 'RUN' and 'CLEAR', a 'Provider *' dropdown menu, date range fields for 'Expiration From D...' and 'Expiration To Date *', and an 'Output *' dropdown menu set to 'Csv'.

- 3.) Select your provider by opening the **Provider** drop-down and selecting the provider you want to run the report for.
- 4.) Enter the expiration date range you want to assess by putting the desired dates in the **Expiration From Date** and **Expiration To Date**.
- 5.) Click **Run** to run the report.
- 6.) The completed report and all past reports of this type can be viewed int the **History** tab.



The completed Lot Inventory Expiring report will include the lot number, funding source, vaccine name, current quantity on hand, NDC, Expiration Date, and Manufacturer for all lots in the selected provider's NDIIS inventory that have an expiration date in the selected date range. The report output will group by immunization.