

Vaccine Distribution Tracking (VDT) User Guide

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Acronym List

eHS	eHealth Saskatchewan
SHA	Saskatchewan Health Authority
VDT	Vaccine Distribution Tracking
SDL	Service Delivery Location

Review History

Reviewed by	Review Date	Reason
<i>KBA - Neudorf</i>	<i>March 15, 2021</i>	<i>Vaccine Clinic Support</i>
<i>KM TL - Jewsbury</i>	<i>March 15, 2021</i>	<i>Vaccine Clinic Support</i>
<i>KMTL - Jewsbury</i>	<i>March 18, 2021</i>	<i>Duo login</i>

Version History

Version	Implemented by	Revision Date	Approval	Reason
<i>1.0</i>	<i>KBA - Matchett</i>	<i>March 13, 2021</i>	<i>KM TL</i>	<i>Vaccine Clinic Support</i>
<i>1.1</i>	<i>KM TL - Jewsbury</i>	<i>March 15, 2021</i>		<i>Vaccine Clinic Support</i>
<i>1.2</i>	<i>KBA - Matchett</i>	<i>March 16, 2021</i>	<i>KM TL</i>	<i>Update login</i>
<i>1.3</i>	<i>BA - Zorn</i>	<i>March 17, 2021</i>		<i>Duo login</i>
<i>1.4</i>	<i>KBA - Matchett</i>	<i>March 18, 2021</i>	<i>KM TL</i>	<i>""</i>
<i>1.5</i>	<i>KBA - Neudorf</i>	<i>April 29, 2021</i>		<i>Add Pharmacy Staff information</i>
<i>1.6</i>	<i>KM TL - Jewsbury</i>	<i>April 29, 2021</i>		<i>""</i>

Log In to Vaccine Distribution Tracker

1. Login Steps


- a. Open either **Google Chrome**  or **Microsoft Edge**  for your web browser.

NOTE: This program is not supported in Internet Explorer (IE).

- b. Navigate to <https://vdt.ehealthsask.ca>.

- c. At the Logon screen, **select domain** using the following criteria:

- **Saskatchewan Health Authority (SHA) employee** (currently work in the SHA and login using a former health region "domain"):
 - i. Enter your usual **network username** and **password**.
 - ii. Select your Domain: (former health region – e.g. Five Hills Health Region).
- **Non-SHA user/Pharmacy Warehouse Staff:** (does not currently work in the SHA - e.g. private clinic, government agency, etc.):
 - i. Enter your **myeHealth username** and **password**.
 - ii. Select the following Domain:
eHealth Saskatchewan, Ministry of Health, Mamawetan Churchill River.



The screenshot shows the login interface for the Vaccine Distribution Tracker. It features a 'Select Domain' dropdown menu with a list of options. The first option, 'eHealth Saskatchewan, Ministry of Health, Mamawetan Churchill River', is selected and highlighted. Other options include various health regions like Five Hills, Souris, Regina Qu'Appelle, and others. Below the domain selection, there are input fields for 'Username' and 'Password', and a 'Logon' button.

- **Pharmacy Staff:**
 - i. Enter your **PIP Application username** and **password**.
 - ii. Select the **HEALTH** Domain.

- d. Click **Logon**.

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Reset Password

1. Reset Password

SHA Employee: If you **have a network account with the SHA** and need to change your password, contact the eHealth Service Desk at 1- 888-316-7446 for assistance.

Non-SHA user/Pharmacy Warehouse Staff: If you **do NOT have a network account with the SHA** (instead have a myeHealth account to access the network), complete the following steps to change your password.

- a. Navigate to <https://services.ehealthsask.ca/myehealth/>



- b. Click **Reset my Password**.

- c. Complete the password reset form:

- Enter your **myeHealth Username**.
- Fill into the **Enter security code at right** the information in the **Captcha** screen to the right and click on **Next**.

- d. Answer the Security Questions entered when you registered. Click **Next**.
- e. The temporary password link will be emailed to you.

NOTE: If no security questions are on file for you, or the new password is not delivered, please contact the **eHealth Service Desk** at **1-888-316-7446**.

Pharmacy Staff: If you use the **Pharmaceutical Information Program (PIP) application**, complete the following steps to change your password.

- a. Go to **PIPidm** website: <https://pipidm.ehealthsask.ca>.
- b. Select **Reset my password**.



- c. Select **HEALTH** as **Region** and enter your **PIP username** into **User ID** and click on **Next**.
- d. Answer the Security Questions entered when you registered.
- e. Enter and confirm your new password and click **Submit**.

NOTE: If no security questions are on file for you, or you are unable to change your password, please contact the **eHealth Service Desk** at **1-888-316-7446**.

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How to Use VDT application

1. Service Delivery Location - Search

a. There are 3 different criteria you can search on:

- **Search by City:** Type in/Select from scrolling through dropdown list in **City** field.
- **Search by Type:** Select from dropdown list in **Type** field.
- **Search by SDL:** Type in/Select from scrolling through dropdown list in **SDL** field.

b. If you want to clear the fields to start the search over, simply click on the **X** to the right of the field, or click the magnifying glass icon on the blue bar.

2. Update Inventory Quantities

a. Once the SDL is selected, the following screen will display:

b. The options to adjust inventory are as follows:

- i. Receive Product
- ii. Update Quantity
 - Administered
 - Bonus
 - Wastage
 - QOH Adjustment
- iii. Send product

3. Receive Product

- Click the **Receive Product** button – the **Receive Product** section will now be displayed.
- Enter the **Date**.
- Select the **Lot#** from the dropdown list.
- Click the **Received From** field.

The screenshot shows the 'Receive Product' form with the following fields: Date (2021-Mar-11), Lot # (MOD1547964), Vaccine (Moderna mRNA COVID-19), Expiry Date (2021-Mar-20), Received From, and Doses Received. The 'Receive Product' button is highlighted with a red box.

- The SDL search fields are now displayed.
- Select the **SDL** (same process as searching for SDL).

The screenshot shows the 'Receive Product' form with the following fields: Date (2021-Mar-11), Lot # (MOD1547964), Vaccine (Moderna mRNA COVID-19), Expiry Date (2021-Mar-20), Received From, Doses Received, Packing Slip #, City (Select...), Type (Select...), and SDL Name (Select...). The 'Save and Refresh Inventory Details' button is highlighted with a red box.

- Enter the number of doses received (*no decimal points*).
- Click on **Save and Refresh Inventory Details**.

The screenshot shows the 'Receive Product' form with the following fields: Date (2021-Mar-08) and Lot # (dropdown menu). The 'Save and Refresh Inventory Details' button is highlighted with a red box.

- After saving, a summary screen with updated totals will be displayed.

4. Update Quantity – Administered

- a. Click on **Update Quantity**.
- b. Enter the **Date**.
- c. Select the **Lot#** from dropdown list. This will populate vaccine and expiry date fields.
- d. Select **Administered** from **Transaction Type** dropdown list.
- e. Enter the number of doses administered in the **Doses** field (*no decimal points*).
- f. Click on **Save and Refresh Inventory Details**.
- g. The inventory totals will be adjusted by subtracting the administered doses from the Lot#.

5. Update Quantity - Bonus

- a. Click on **Update Quantity**.
- b. Enter the **Date**.
- c. Select the **Lot#** from the dropdown list.
- d. Select **Bonus** from **Transaction Type** dropdown list. Enter the number of bonus doses in the **Doses** field (*no decimal points*).
- e. Click on **Save and Refresh Inventory Details**.
- f. The Inventory totals will be adjusted by adding the bonus doses to the Lot#.

6. Update Quantity - Wastage

- a. Click on **Update Quantity**.
- b. Enter the **Date**.
- c. Select the **Lot#** from the dropdown list.
- d. Select **Wastage** from the **Transaction Type** dropdown list.
- e. Enter the number of wastage doses in the **Doses** field (*no decimal points*).

- f. Enter the **Wastage Reason** from the dropdown list:
 - i. **Cold Chain Break:**
 - CCB Backup Generator Failed
 - CCB Human Error
 - CCB Insufficient Dry Ice
 - CCB Other
 - CCB Power Outage
 - CCB Refrigerator Malfunction
 - CCB Thermometer Broken
 - CCB Transportation
 - ii. **Count Discrepancy**
 - iii. **Disposal due to Lot Expiry**
 - iv. **Previous Data Entry Error**
 - v. **Product Wastage Report**
 - PWR Defective or Damaged
 - PWR Expired (Opened)
 - PWR Expired (Unopened)
 - PWR Not Administered
 - vi. **Wrong Antigen / Lot Decrement**
- g. Click on **Save and Refresh Inventory Details**.
The inventory totals will be adjusted by subtracting the wastage doses from the Lot#.

7. Update Quantity – QOH Adjustment

- a. Click on **Update Quantity**.
- b. Enter the **Date**.
- c. Select the **Lot#** from the dropdown list. Select **QOH Adjustment** from the **Transaction Type** dropdown list.
- d. Enter the number of QOH adjustment doses in the **Doses** field (if it is a negative amount, enter -1. If a positive amount, enter 1.) (*no decimal points*).
- e. Enter the **QOH Adjustment Reason** (this field is free-text and mandatory).

- f. Click on **Save and Refresh Inventory Details**.
- g. The inventory totals will be adjusted by either adding or subtracting the QOH Adjustment doses from the Lot#.

8. Send Product

- a. Click on the **Send Product** button.
- b. Enter the **Date**.
- c. Select the **Lot#** from the dropdown list.
- d. Click in the **Send To** field.
- e. Select the **SDL** (*same process as searching for SDL*).
- f. Enter the number of doses to be sent (*no decimal points*).
- g. Enter the **Packing Slip #**.
- h. Click **Save and Refresh Inventory Details**.
- i. The inventory totals will adjust by subtracting the number of sent doses from the Lot#.

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