

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
KBA - Neudorf	March 15, 2021	Vaccine Clinic Support
KM TL - Jewsbury	March 15, 2021	Vaccine Clinic Support
KMTL – Jewsbury	March 18, 2021	Duo login

Version History

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

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 logon interface for the Vaccine Distribution Tracker. At the top, there's a logo for 'eHealth Saskatchewan'. Below it, a message says 'Website Login Required'. There are fields for 'Username' and 'Password'. A dropdown menu labeled 'Select Domain' has a list of options, with 'eHealth Saskatchewan, Ministry of Health, Mamawetan Churchill River' highlighted. At the bottom is 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/>

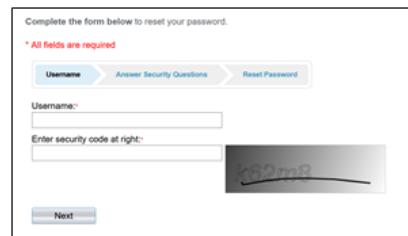


- b. Click **Reset my Password**.

- c. Complete the password reset form:

- i. Enter your **myeHealth Username**.

- ii. 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

- There are 3 different criteria you can search on:

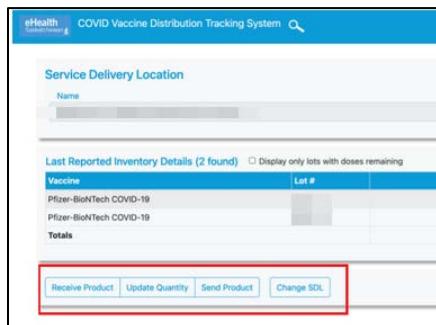
- Search by City:** Type in/Select from scrolling through dropdown list in **City** field.
- Search by Type:** Select from dropdown list in **Type** field.
- Search by SDL:** Type in/Select from scrolling through dropdown list in **SDL** field.



- 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

- Once the SDL is selected, the following screen will display:



- The options to adjust inventory are as follows:

- Receive Product
- Update Quantity
 - Administered
 - Bonus
 - Wastage
 - QOH Adjustment
- Send product

3. Receive Product

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

The screenshot shows the 'Receive Product' screen. At the top, there are four buttons: 'Receive Product' (highlighted with a red box), 'Update Quantity', 'Send Product', and 'Change SDL'. Below these are several input fields: 'Date' (2021-Mar-11), 'Lot #' (MOD1547964), 'Vaccine' (Moderna mRNA COVID-19), 'Expiry Date' (2021-Mar-20), 'Received From' (Pfizer-BioNTech COVID-19), and 'Doses Received' (empty). At the bottom is a blue 'Save and Refresh Inventory Details' button.

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

The screenshot shows the 'Receive Product' screen with the SDL search fields highlighted by a red box. The fields are: 'City' (Select...), 'Type' (Select...), and 'SDL Name' (Select...). Other fields like Date, Lot #, Vaccine, Expiry Date, Received From, Doses Received, and Packing Slip # are also visible. At the bottom is a blue 'Save and Refresh Inventory Details' button.

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

The screenshot shows the 'Receive Product' screen with the 'Save and Refresh Inventory Details' button highlighted by a red box. The other fields are visible but not highlighted.

- i. 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 **Transcription 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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