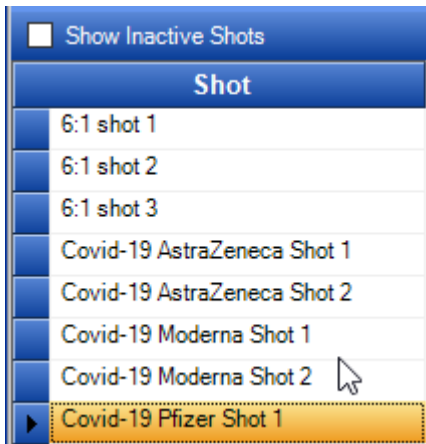


### Adding Batches in Control Panel

Open My Control Panel > Admin Console > Immunisations.

Select the shot from the list on the left hand side e.g. Covid-19 Pfizer Shot 1.



### First Shot

The shot details will be displayed and you can enter the Batch Number in the Batch Number field.



**Tab** to the next field using the Tab key on your keyboard (Left hand side on keyboard)



This will automatically search for the batch and display the details previously entered if it exists.

Enter the details required:

- Expiry date - *This is the expiry date of the actual batch that you have in your fridge.*
- Batch Count – *This is the number of shots you can give with this batch.*
- Batch Remaining - *This will equal Batch Count unless you have already administered some before adding it to My Control Panel.*
- Drug - *select the ellipsis button and search and double click on the correct drug on the drug search window. Use X button to remove a drug if you selected an incorrect drug in error.*

Drug  X ...

Search By Name or Manufacturer.

Search

Search By

Name

Manufacturer

- Trade Name – *These details will be entered automatically once you select the drug.*
  - Trade Name
  - Manufacturer

Should the drug not be in your drug file, you can type in the details into these fields. You can also check you are on the latest version of the drug file.

Drug Search (version 2021.2.0.0)

**Drug Search**

Search

Search By  Classification  Wildcard Search

Name  GMS No

Manufacturer  Status  Search Clear

Trade Name	Generic Name	Manufacturer	Strength	Pack	Form	Cost	GMS
PREVENAR 13 SUSPENSION VACCINE	PNEUMOCOCCAL VACCINE	Pfizer Healthcare Ireland		10	VACCINE	€0.00	No
COMIRNATY COVID-19 MRNA 6 DOSE 30 MCG / 0.3 ML VACCINE	CORONAVIRUS VACCINE	Pfizer Healthcare Ireland				€0.00	No

- Complete Batch when Zero Remaining – This will set the Batch Number as inactive and it will no longer appear in the dropdown list on the Administer Shot window.

Click Save.

The Batch is now shown under the Shot.

Name

Type

Dose

Method

Site

Active

Move Up Move Down Sort Active Inactive

Batch	Expiry	TradeName
T235235	30/06/2021	COMIRNATY COVID-19 MRNA 6 DOSE 30 MCG / 0.3 ML VACCINE

Repeat this process for each batch that you wish to add for this Shot.

### Second Shot

Select the second Shot e.g. Covid-19 Pfizer Shot 2 and enter the Batch Number in the Batch Number field.

**Tab** to the next field using the Tab key on your keyboard (Left hand side on keyboard)



All details previously entered will be populated. Click Save.




Batch	Expiry	TradeName
T235235	21/02/2020	COMIRNATY COVID-19 MRNA 6 DOSE 30

The Batch is now shown under the Shot.

Batch	Expiry	TradeName
T235235	30/06/2021	COMIRNATY COVID-19 MRNA 6 DOSE 30 MCG /

Repeat this process for each batch that you wish to add for this Shot.

If you added e.g. an incorrect batch expiry date then you can select the batch from the list under either shot, then enter the correct batch details and click **Update**.

Batch Number	<input type="text" value="T235235"/>	...
Expiry Date	<input type="text" value="21/02/2020"/>	▼
Batch Count	<input type="text" value="100"/>	
Remaining	<input type="text" value="99"/>	
Drug	<input type="text" value="COMIRNATY COVID-19 MRNA 6"/>	X ...
Trade Name	<input type="text" value="COMIRNATY COVID-19 MRNA 6 DOSE"/>	
Manufacturer	<input type="text" value="Pfizer Healthcare Ireland"/>	
Agent	<input type="text"/>	
Complete Batch when Zero Remaining <input checked="" type="checkbox"/>		
 Delete	 Update	 Clear