How To Document a Pfizer **Unable to Obtain 6th Dose** in the MCIR

Contact your **Regional MCIR Office** for MCIR inventory adjustment training.

1. Log in on the **MiLogin** website to access the MCIR. After log in, the MCIR Home Screen displays.

2. Find the Vaccine Mgmt box, then select **Manage Inventory**, (Figure 1).

3. The Manage Inventory - Outbreak screen displays, (Figure 2).

4. Click directly on the hyperlinked vaccine and lot to be adjusted, (Figure 2).
Refer to Figure 3 Below

5. Enter Date.
6. Enter dose number amount.
7. **ACTION**: Select **Adjustment** from the dropdown menu.
8. **REASON**: Select **Data Entry Correction** from the dropdown menu.
9. **INVENTORY EFFECT**: Click the **Subtract** bubble under Adjustment.
10. **LWB EFFECT**: Click the **N/A** bubble.
11. **COMMENT**: Unable to Obtain 6th dose from vial of Pfizer
12. Click Submit.