How to Record **No Longer Viable COVID-19 Doses** from a Multi-Dose Vial (MDV) in MCIR

1. Log in directly to the MCIR via [MILogin](#).

2. On your MCIR home screen click [Manage Inventory](#).

3. From the inventory dropdown options select **Outbreak** and click **Get Inventory**.

4. Find the vaccine lot to document the no longer viable COVID-19 vaccine, (Figure 1).

5. Click directly on the hyperlinked vaccine product name, (Figure 1).

6. Click **Add New Transaction**, (Figure 2).
The Add Vaccine Lot Transaction Outbreak Screen displays.

7. **Enter the date** the multi-dose vial (MDV) is no longer viable, (Figure 3).

8. **Enter number of doses** remaining in the MDV that are no longer viable, (Figure 3).

9. **ACTION:** Select Non-Return Opened MDV (Figure 3).

10. **COMMENT:**
    Required to discard due to loss in vaccine viability.* (Figure 4).

11. Click Submit.

*Use this standard comment for Multi-dose vial loss transactions.
The Lot Transactions – Outbreak Screen displays the vaccine **Non-return MDV transaction with comment**, (Figure 5).

![Lot Transactions - Outbreak Screen](image)

**Figure 5**