

## How to see Doses Administered History

Step #	Execution Procedure or Input	Expected Result or Output
1	Hover over the <b>Doses tab</b> and select <b>Doses Administered History</b> See Screen at end of test.	System should direct you to the Units Distributed History screen.
2	Select the month and year you want to view and click 'GO'	System should display the Item ID, Item Description, Lot, Expiration, Unit Cost (If Zoonosis) and Quantity, and comments field. Only the quantity field should be editable. If user updates the quantity field it will update history but NOT inventory
3	Review contents of the <b>Doses Administered History</b> screen.	Items on screen should reflect information per the program and site selected.
4	Click <b>Save</b> .	System should show popup box "Doses Administered Saved Successfully".

### Units Distributed History Screen

Skip navigation links



Program: Zoonosis - Customer: DSHS - HSR01sub Canyon

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### UNITS DISTRIBUTED HISTORY

If you have saved your units distributed data more than once a month, the web portal shows a duplicated line listing of all items with a different date under the **Date** column. If you need to correct units distributed that you have already entered for a time period:

1. Select the month and year in the drop down menus below
2. Click Go.
3. Correct the number of units that were distributed for the item.
4. Click Save. The number will be updated, but the date will not change.

Month2  Year

Date	Item Description	Item ID	Lot	Expiration	Unit Cost	Units Distributed	Comment
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Entered By

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