

Managing vaccine supplies

Purpose

To ensure that Book my Vaccine information reflects vaccines provided by your site

When used

Add vaccine types available at your site and when the vaccine is available

End date vaccine types you are no longer offering

Person responsible

Site Administrator

Before you begin

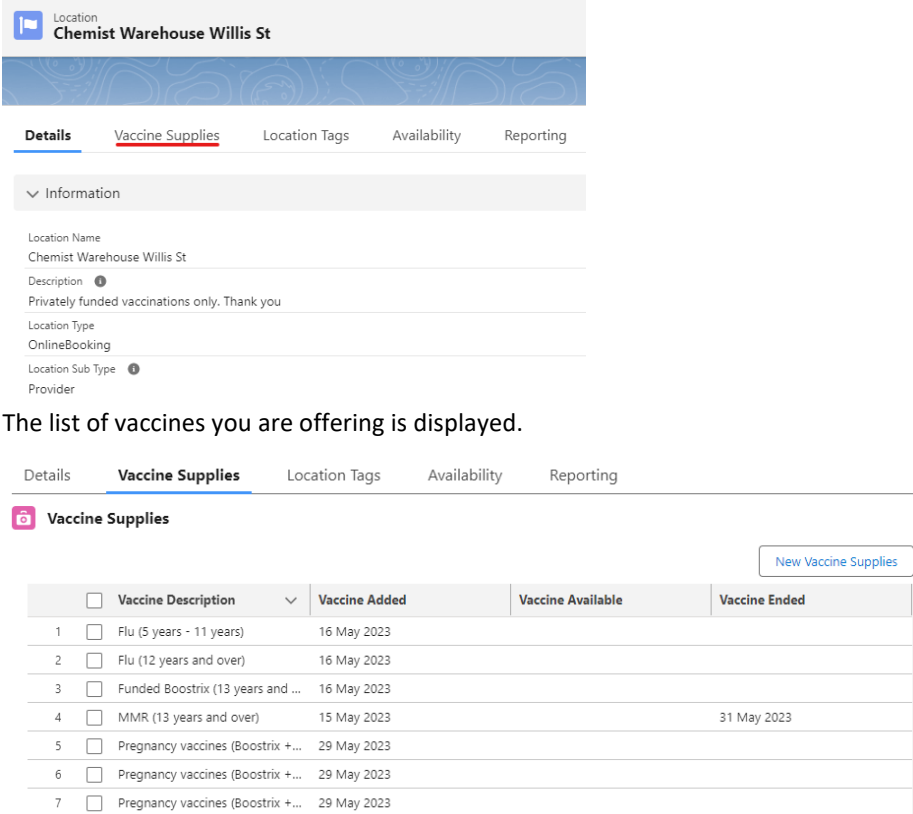
- Determine the vaccines your site will provide
- Determine when you will begin providing the vaccines
- Determine the length of time you will provide the vaccines
- You are logged in to the BMV admin portal

For help: Email help@imms.min.health.nz or call 0800 223 987.

Procedure








Note: Screenshots have been taken from a test version of Book my Vaccine. The colours in your version may be different.

To manage your vaccine availability:

Step	Action																																								
1	<p>Logon as the Site Manager in Salesforce.</p> <p>Note: Use this link: nibs.my.salesforce.com</p>																																								
2	<p>Click Vaccine Supplies.</p>  <p>The list of vaccines you are offering is displayed.</p> <table border="1" data-bbox="300 1697 1193 1926"> <thead> <tr> <th><input type="checkbox"/></th> <th>Vaccine Description</th> <th>Vaccine Added</th> <th>Vaccine Available</th> <th>Vaccine Ended</th> </tr> </thead> <tbody> <tr> <td>1</td> <td><input type="checkbox"/> Flu (5 years - 11 years)</td> <td>16 May 2023</td> <td></td> <td></td> </tr> <tr> <td>2</td> <td><input type="checkbox"/> Flu (12 years and over)</td> <td>16 May 2023</td> <td></td> <td></td> </tr> <tr> <td>3</td> <td><input type="checkbox"/> Funded Boostrix (13 years and ...)</td> <td>16 May 2023</td> <td></td> <td></td> </tr> <tr> <td>4</td> <td><input type="checkbox"/> MMR (13 years and over)</td> <td>15 May 2023</td> <td></td> <td>31 May 2023</td> </tr> <tr> <td>5</td> <td><input type="checkbox"/> Pregnancy vaccines (Boostrix + ...)</td> <td>29 May 2023</td> <td></td> <td></td> </tr> <tr> <td>6</td> <td><input type="checkbox"/> Pregnancy vaccines (Boostrix + ...)</td> <td>29 May 2023</td> <td></td> <td></td> </tr> <tr> <td>7</td> <td><input type="checkbox"/> Pregnancy vaccines (Boostrix + ...)</td> <td>29 May 2023</td> <td></td> <td></td> </tr> </tbody> </table>	<input type="checkbox"/>	Vaccine Description	Vaccine Added	Vaccine Available	Vaccine Ended	1	<input type="checkbox"/> Flu (5 years - 11 years)	16 May 2023			2	<input type="checkbox"/> Flu (12 years and over)	16 May 2023			3	<input type="checkbox"/> Funded Boostrix (13 years and ...)	16 May 2023			4	<input type="checkbox"/> MMR (13 years and over)	15 May 2023		31 May 2023	5	<input type="checkbox"/> Pregnancy vaccines (Boostrix + ...)	29 May 2023			6	<input type="checkbox"/> Pregnancy vaccines (Boostrix + ...)	29 May 2023			7	<input type="checkbox"/> Pregnancy vaccines (Boostrix + ...)	29 May 2023		
<input type="checkbox"/>	Vaccine Description	Vaccine Added	Vaccine Available	Vaccine Ended																																					
1	<input type="checkbox"/> Flu (5 years - 11 years)	16 May 2023																																							
2	<input type="checkbox"/> Flu (12 years and over)	16 May 2023																																							
3	<input type="checkbox"/> Funded Boostrix (13 years and ...)	16 May 2023																																							
4	<input type="checkbox"/> MMR (13 years and over)	15 May 2023		31 May 2023																																					
5	<input type="checkbox"/> Pregnancy vaccines (Boostrix + ...)	29 May 2023																																							
6	<input type="checkbox"/> Pregnancy vaccines (Boostrix + ...)	29 May 2023																																							
7	<input type="checkbox"/> Pregnancy vaccines (Boostrix + ...)	29 May 2023																																							
<p>To add vaccines</p>																																									

Step	Action																																																																						
3	<p>Click New Vaccine Supplies.</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p style="margin: 0;">Details Vaccine Supplies Location Tags Availability Reporting</p> <hr/> <p style="margin: 0;">📌 Vaccine Supplies New Vaccine Supplies</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr style="background-color: #f2f2f2;"> <th style="width: 5%;"></th> <th style="width: 40%;">Vaccine Description</th> <th style="width: 20%;">Vaccine Added</th> <th style="width: 20%;">Vaccine Available</th> <th style="width: 15%;">Vaccine Ended</th> </tr> </thead> <tbody> <tr><td>1</td><td><input type="checkbox"/> Flu (5 years - 11 years)</td><td>16 May 2023</td><td></td><td></td></tr> <tr><td>2</td><td><input type="checkbox"/> Flu (12 years and over)</td><td>16 May 2023</td><td></td><td></td></tr> <tr><td>3</td><td><input type="checkbox"/> Funded Boostrix (13 years and ...</td><td>16 May 2023</td><td></td><td></td></tr> <tr><td>4</td><td><input type="checkbox"/> MMR (13 years and over)</td><td>15 May 2023</td><td></td><td>31 May 2023</td></tr> <tr><td>5</td><td><input type="checkbox"/> Pregnancy vaccines (Boostrix + ...</td><td>29 May 2023</td><td></td><td></td></tr> <tr><td>6</td><td><input type="checkbox"/> Pregnancy vaccines (Boostrix + ...</td><td>29 May 2023</td><td></td><td></td></tr> <tr><td>7</td><td><input type="checkbox"/> Pregnancy vaccines (Boostrix + ...</td><td>29 May 2023</td><td></td><td></td></tr> </tbody> </table> <p style="margin-top: 10px;">A list of vaccines is displayed.</p> <p style="text-align: center; margin: 0;">New Vaccine Supplies</p> <hr/> <p style="font-size: small; margin: 0;">Please select one or more vaccines from the table below:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr style="background-color: #f2f2f2;"> <th style="width: 5%;"></th> <th style="width: 40%;">Vaccine Description</th> </tr> </thead> <tbody> <tr><td><input type="checkbox"/></td><td>Flu (3 years - 4 years)</td></tr> <tr><td><input type="checkbox"/></td><td>Flu (6 months - 2 years)</td></tr> <tr><td><input type="checkbox"/></td><td>Privately funded Boostrix (13 years and over)</td></tr> <tr><td><input type="checkbox"/></td><td>Covid + flu (12 and over)</td></tr> <tr><td><input type="checkbox"/></td><td>Covid + flu (3 to 4 years)</td></tr> <tr><td><input type="checkbox"/></td><td>Covid + flu (5 - 11 years)</td></tr> <tr><td><input type="checkbox"/></td><td>Covid + flu (6 months - 2 years)</td></tr> <tr><td><input type="checkbox"/></td><td>Covid Novavax + flu (12 and over)</td></tr> <tr><td><input type="checkbox"/></td><td>mpox first consultation</td></tr> <tr><td><input type="checkbox"/></td><td>mpox follow-up consultations</td></tr> <tr><td><input type="checkbox"/></td><td>Paediatric Pfizer (6 months to 4 years) first dose</td></tr> <tr><td><input type="checkbox"/></td><td>Paediatric Pfizer first dose</td></tr> <tr><td><input type="checkbox"/></td><td>Pfizer Booster</td></tr> <tr><td><input type="checkbox"/></td><td>Novavax, first dose only</td></tr> </tbody> </table> </div>		Vaccine Description	Vaccine Added	Vaccine Available	Vaccine Ended	1	<input type="checkbox"/> Flu (5 years - 11 years)	16 May 2023			2	<input type="checkbox"/> Flu (12 years and over)	16 May 2023			3	<input type="checkbox"/> Funded Boostrix (13 years and ...	16 May 2023			4	<input type="checkbox"/> MMR (13 years and over)	15 May 2023		31 May 2023	5	<input type="checkbox"/> Pregnancy vaccines (Boostrix + ...	29 May 2023			6	<input type="checkbox"/> Pregnancy vaccines (Boostrix + ...	29 May 2023			7	<input type="checkbox"/> Pregnancy vaccines (Boostrix + ...	29 May 2023				Vaccine Description	<input type="checkbox"/>	Flu (3 years - 4 years)	<input type="checkbox"/>	Flu (6 months - 2 years)	<input type="checkbox"/>	Privately funded Boostrix (13 years and over)	<input type="checkbox"/>	Covid + flu (12 and over)	<input type="checkbox"/>	Covid + flu (3 to 4 years)	<input type="checkbox"/>	Covid + flu (5 - 11 years)	<input type="checkbox"/>	Covid + flu (6 months - 2 years)	<input type="checkbox"/>	Covid Novavax + flu (12 and over)	<input type="checkbox"/>	mpox first consultation	<input type="checkbox"/>	mpox follow-up consultations	<input type="checkbox"/>	Paediatric Pfizer (6 months to 4 years) first dose	<input type="checkbox"/>	Paediatric Pfizer first dose	<input type="checkbox"/>	Pfizer Booster	<input type="checkbox"/>	Novavax, first dose only
	Vaccine Description	Vaccine Added	Vaccine Available	Vaccine Ended																																																																			
1	<input type="checkbox"/> Flu (5 years - 11 years)	16 May 2023																																																																					
2	<input type="checkbox"/> Flu (12 years and over)	16 May 2023																																																																					
3	<input type="checkbox"/> Funded Boostrix (13 years and ...	16 May 2023																																																																					
4	<input type="checkbox"/> MMR (13 years and over)	15 May 2023		31 May 2023																																																																			
5	<input type="checkbox"/> Pregnancy vaccines (Boostrix + ...	29 May 2023																																																																					
6	<input type="checkbox"/> Pregnancy vaccines (Boostrix + ...	29 May 2023																																																																					
7	<input type="checkbox"/> Pregnancy vaccines (Boostrix + ...	29 May 2023																																																																					
	Vaccine Description																																																																						
<input type="checkbox"/>	Flu (3 years - 4 years)																																																																						
<input type="checkbox"/>	Flu (6 months - 2 years)																																																																						
<input type="checkbox"/>	Privately funded Boostrix (13 years and over)																																																																						
<input type="checkbox"/>	Covid + flu (12 and over)																																																																						
<input type="checkbox"/>	Covid + flu (3 to 4 years)																																																																						
<input type="checkbox"/>	Covid + flu (5 - 11 years)																																																																						
<input type="checkbox"/>	Covid + flu (6 months - 2 years)																																																																						
<input type="checkbox"/>	Covid Novavax + flu (12 and over)																																																																						
<input type="checkbox"/>	mpox first consultation																																																																						
<input type="checkbox"/>	mpox follow-up consultations																																																																						
<input type="checkbox"/>	Paediatric Pfizer (6 months to 4 years) first dose																																																																						
<input type="checkbox"/>	Paediatric Pfizer first dose																																																																						
<input type="checkbox"/>	Pfizer Booster																																																																						
<input type="checkbox"/>	Novavax, first dose only																																																																						
4	<p>Tick the box to the left of the vaccine you are providing. The following screenshot is an example.</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p style="font-size: small; margin: 0;">Please select one or more vaccines from the table below:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr style="background-color: #f2f2f2;"> <th style="width: 5%;"></th> <th style="width: 40%;">Vaccine Description</th> </tr> </thead> <tbody> <tr><td><input type="checkbox"/></td><td>Flu (3 years - 4 years)</td></tr> <tr><td><input type="checkbox"/></td><td>Flu (6 months - 2 years)</td></tr> <tr><td><input type="checkbox"/></td><td>Privately funded Boostrix (13 years and over)</td></tr> <tr style="background-color: #e0ffe0;"><td><input checked="" type="checkbox"/></td><td>Covid + flu (12 and over)</td></tr> <tr><td><input type="checkbox"/></td><td>Covid + flu (3 to 4 years)</td></tr> <tr><td><input type="checkbox"/></td><td>Covid + flu (5 - 11 years)</td></tr> <tr><td><input type="checkbox"/></td><td>Covid + flu (6 months - 2 years)</td></tr> <tr><td><input type="checkbox"/></td><td>Covid Novavax + flu (12 and over)</td></tr> </tbody> </table> </div>		Vaccine Description	<input type="checkbox"/>	Flu (3 years - 4 years)	<input type="checkbox"/>	Flu (6 months - 2 years)	<input type="checkbox"/>	Privately funded Boostrix (13 years and over)	<input checked="" type="checkbox"/>	Covid + flu (12 and over)	<input type="checkbox"/>	Covid + flu (3 to 4 years)	<input type="checkbox"/>	Covid + flu (5 - 11 years)	<input type="checkbox"/>	Covid + flu (6 months - 2 years)	<input type="checkbox"/>	Covid Novavax + flu (12 and over)																																																				
	Vaccine Description																																																																						
<input type="checkbox"/>	Flu (3 years - 4 years)																																																																						
<input type="checkbox"/>	Flu (6 months - 2 years)																																																																						
<input type="checkbox"/>	Privately funded Boostrix (13 years and over)																																																																						
<input checked="" type="checkbox"/>	Covid + flu (12 and over)																																																																						
<input type="checkbox"/>	Covid + flu (3 to 4 years)																																																																						
<input type="checkbox"/>	Covid + flu (5 - 11 years)																																																																						
<input type="checkbox"/>	Covid + flu (6 months - 2 years)																																																																						
<input type="checkbox"/>	Covid Novavax + flu (12 and over)																																																																						
5	<p>Click Save.</p> <p>The vaccine is added to your vaccine list.</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p style="margin: 0;">Details Vaccine Supplies Location Tags Availability Reporting</p> <hr/> <p style="margin: 0;">📌 Vaccine Supplies</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr style="background-color: #f2f2f2;"> <th style="width: 5%;"></th> <th style="width: 40%;">Vaccine Description</th> <th style="width: 20%;">Vaccine Added</th> </tr> </thead> <tbody> <tr><td>1</td><td><input type="checkbox"/> Flu (5 years - 11 years)</td><td>16 May 2023</td></tr> <tr><td>2</td><td><input type="checkbox"/> Flu (12 years and over)</td><td>16 May 2023</td></tr> <tr><td>3</td><td><input type="checkbox"/> Funded Boostrix (13 years and over)</td><td>16 May 2023</td></tr> <tr><td>4</td><td><input type="checkbox"/> MMR (13 years and over)</td><td>15 May 2023</td></tr> <tr><td>5</td><td><input type="checkbox"/> Pregnancy vaccines (Boostrix + Flu)</td><td>29 May 2023</td></tr> <tr><td>6</td><td><input type="checkbox"/> Pregnancy vaccines (Boostrix + Flu + Covid)</td><td>29 May 2023</td></tr> <tr><td>7</td><td><input type="checkbox"/> Pregnancy vaccines (Boostrix + Covid)</td><td>29 May 2023</td></tr> <tr style="border-bottom: 2px solid red;"><td>8</td><td><input type="checkbox"/> Covid + flu (12 and over)</td><td>2 Jun 2023</td></tr> </tbody> </table> </div>		Vaccine Description	Vaccine Added	1	<input type="checkbox"/> Flu (5 years - 11 years)	16 May 2023	2	<input type="checkbox"/> Flu (12 years and over)	16 May 2023	3	<input type="checkbox"/> Funded Boostrix (13 years and over)	16 May 2023	4	<input type="checkbox"/> MMR (13 years and over)	15 May 2023	5	<input type="checkbox"/> Pregnancy vaccines (Boostrix + Flu)	29 May 2023	6	<input type="checkbox"/> Pregnancy vaccines (Boostrix + Flu + Covid)	29 May 2023	7	<input type="checkbox"/> Pregnancy vaccines (Boostrix + Covid)	29 May 2023	8	<input type="checkbox"/> Covid + flu (12 and over)	2 Jun 2023																																											
	Vaccine Description	Vaccine Added																																																																					
1	<input type="checkbox"/> Flu (5 years - 11 years)	16 May 2023																																																																					
2	<input type="checkbox"/> Flu (12 years and over)	16 May 2023																																																																					
3	<input type="checkbox"/> Funded Boostrix (13 years and over)	16 May 2023																																																																					
4	<input type="checkbox"/> MMR (13 years and over)	15 May 2023																																																																					
5	<input type="checkbox"/> Pregnancy vaccines (Boostrix + Flu)	29 May 2023																																																																					
6	<input type="checkbox"/> Pregnancy vaccines (Boostrix + Flu + Covid)	29 May 2023																																																																					
7	<input type="checkbox"/> Pregnancy vaccines (Boostrix + Covid)	29 May 2023																																																																					
8	<input type="checkbox"/> Covid + flu (12 and over)	2 Jun 2023																																																																					

Managing vaccine supplies

Step	Action																																													
6	<p>Enter the date that the vaccine will be available at your location. Note: This is the first date that people can book for that vaccine.</p> <p>Details Vaccine Supplies Location Tags Availability Reporting</p> <p> Vaccine Supplies New Va</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 15%;"><input type="checkbox"/> Vaccine Description</th> <th style="width: 25%;">Vaccine Added</th> <th style="width: 25%;">Vaccine Available</th> <th style="width: 30%;">Vaccine Ended</th> </tr> </thead> <tbody> <tr><td>1</td><td><input type="checkbox"/> Flu (5 years - 11 years)</td><td>16 May 2023</td><td>1 Apr 2023</td><td>30 Sept 2023</td></tr> <tr><td>2</td><td><input type="checkbox"/> Flu (12 years and over)</td><td>16 May 2023</td><td>1 Apr 2023</td><td>30 Sept 2023</td></tr> <tr><td>3</td><td><input type="checkbox"/> Funded Boostrix (13 years and ...</td><td>16 May 2023</td><td>12 Jul 2023</td><td></td></tr> <tr><td>4</td><td><input type="checkbox"/> MMR (13 years and over)</td><td>15 May 2023</td><td>12 Jul 2023</td><td></td></tr> <tr><td>5</td><td><input type="checkbox"/> Pregnancy vaccines (Boostrix + ...</td><td>29 May 2023</td><td>12 Jul 2023</td><td></td></tr> <tr><td>6</td><td><input type="checkbox"/> Pregnancy vaccines (Boostrix + ...</td><td>29 May 2023</td><td>12 Jul 2023</td><td></td></tr> <tr><td>7</td><td><input type="checkbox"/> Pregnancy vaccines (Boostrix + ...</td><td>29 May 2023</td><td>12 Jul 2023</td><td></td></tr> <tr style="background-color: #fff9c4;"><td>8</td><td><input type="checkbox"/> Covid + flu (12 and over)</td><td>2 Jun 2023</td><td style="background-color: #fff9c4;">2 Jun 2023</td><td></td></tr> </tbody> </table> <p style="text-align: right;"><input type="button" value="Cancel"/> <input type="button" value="Save"/></p>		<input type="checkbox"/> Vaccine Description	Vaccine Added	Vaccine Available	Vaccine Ended	1	<input type="checkbox"/> Flu (5 years - 11 years)	16 May 2023	1 Apr 2023	30 Sept 2023	2	<input type="checkbox"/> Flu (12 years and over)	16 May 2023	1 Apr 2023	30 Sept 2023	3	<input type="checkbox"/> Funded Boostrix (13 years and ...	16 May 2023	12 Jul 2023		4	<input type="checkbox"/> MMR (13 years and over)	15 May 2023	12 Jul 2023		5	<input type="checkbox"/> Pregnancy vaccines (Boostrix + ...	29 May 2023	12 Jul 2023		6	<input type="checkbox"/> Pregnancy vaccines (Boostrix + ...	29 May 2023	12 Jul 2023		7	<input type="checkbox"/> Pregnancy vaccines (Boostrix + ...	29 May 2023	12 Jul 2023		8	<input type="checkbox"/> Covid + flu (12 and over)	2 Jun 2023	2 Jun 2023	
	<input type="checkbox"/> Vaccine Description	Vaccine Added	Vaccine Available	Vaccine Ended																																										
1	<input type="checkbox"/> Flu (5 years - 11 years)	16 May 2023	1 Apr 2023	30 Sept 2023																																										
2	<input type="checkbox"/> Flu (12 years and over)	16 May 2023	1 Apr 2023	30 Sept 2023																																										
3	<input type="checkbox"/> Funded Boostrix (13 years and ...	16 May 2023	12 Jul 2023																																											
4	<input type="checkbox"/> MMR (13 years and over)	15 May 2023	12 Jul 2023																																											
5	<input type="checkbox"/> Pregnancy vaccines (Boostrix + ...	29 May 2023	12 Jul 2023																																											
6	<input type="checkbox"/> Pregnancy vaccines (Boostrix + ...	29 May 2023	12 Jul 2023																																											
7	<input type="checkbox"/> Pregnancy vaccines (Boostrix + ...	29 May 2023	12 Jul 2023																																											
8	<input type="checkbox"/> Covid + flu (12 and over)	2 Jun 2023	2 Jun 2023																																											
7	Click Save .																																													
To end date a vaccine																																														
8	If you know that you will only be offering this vaccine for a limited time, add an end date. Tick the box to the left of the vaccine to be end dated.																																													
9	Hover over the vaccine ended field. The Pencil icon is displayed.																																													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 5%;">8</td> <td style="width: 15%;"><input checked="" type="checkbox"/> Covid + flu (12 and over)</td> <td style="width: 25%;">2 Jun 2023</td> <td style="width: 25%;">2 Jun 2023</td> <td style="width: 30%; text-align: right;"></td> </tr> </tbody> </table>		8	<input checked="" type="checkbox"/> Covid + flu (12 and over)	2 Jun 2023	2 Jun 2023																																									
8	<input checked="" type="checkbox"/> Covid + flu (12 and over)	2 Jun 2023	2 Jun 2023																																											
10	Click the Pencil . The calendar field is displayed.																																													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 5%;">8</td> <td style="width: 15%;"><input checked="" type="checkbox"/> Covid + flu (12 and over)</td> <td style="width: 25%;">2 Jun 2023</td> <td style="width: 25%;">2 Jun 2023</td> <td style="width: 30%; text-align: right;"></td> </tr> </tbody> </table>		8	<input checked="" type="checkbox"/> Covid + flu (12 and over)	2 Jun 2023	2 Jun 2023																																									
8	<input checked="" type="checkbox"/> Covid + flu (12 and over)	2 Jun 2023	2 Jun 2023																																											
11	Enter the date or use the calendar to select the date.																																													
12	Press Enter . The Vaccine Ended field is highlighted.																																													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 5%;">8</td> <td style="width: 15%;"><input checked="" type="checkbox"/> Covid + flu (12 and over)</td> <td style="width: 25%;">2 Jun 2023</td> <td style="width: 25%;">2 Jun 2023</td> <td style="width: 30%; text-align: right; background-color: #fff9c4;">30 Sept 2023</td> </tr> </tbody> </table>		8	<input checked="" type="checkbox"/> Covid + flu (12 and over)	2 Jun 2023	2 Jun 2023	30 Sept 2023																																								
8	<input checked="" type="checkbox"/> Covid + flu (12 and over)	2 Jun 2023	2 Jun 2023	30 Sept 2023																																										
13	Click Save . The vaccine is updated.																																													

Next steps

This procedure is complete.