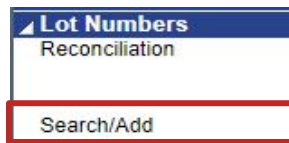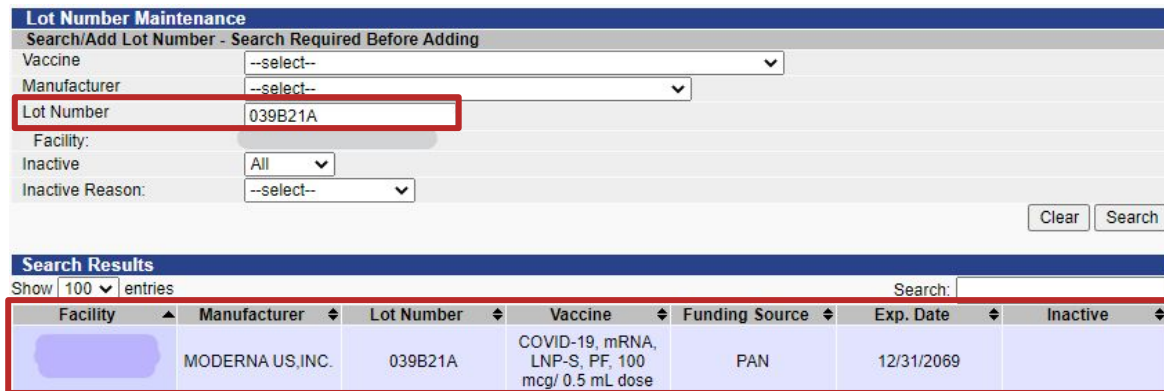# How to Edit COVID-19 Lot Number Expiration Dates After Receiving an Order in ASIIS

Step 1: Select the Lot Number tab from the left hand menu in ASIIS & then select Search/Add under the Lot Number tab
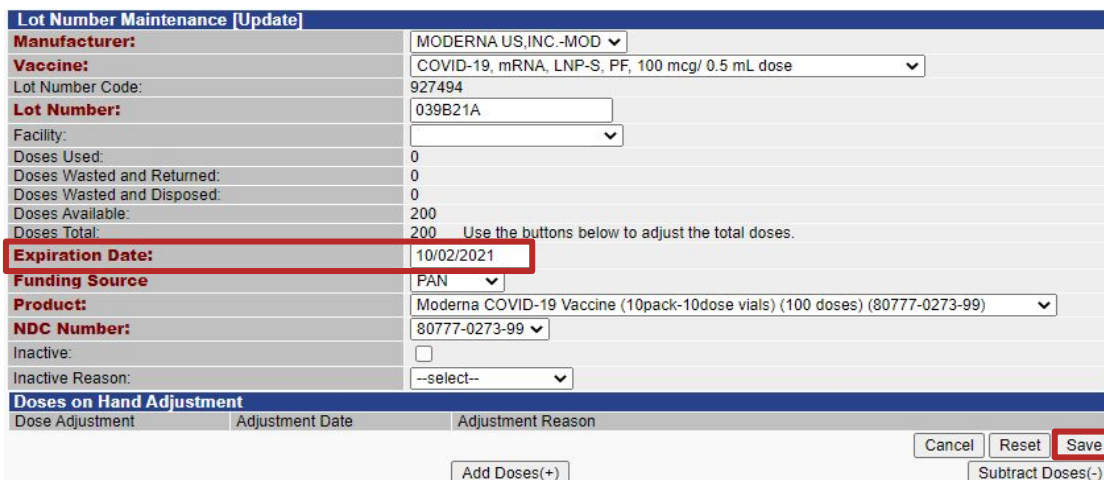

Step 2: Enter the lot number in the search bar and press enter. Then select the lot number by clicking on it

Step 3: Press edit on the bottom right hand corner of the lot number maintenance screen & edit the lot number expiration to the appropriate date. (Please refer to the Moderna and Johnson & Johnson specific websites to generate the correct expiration date for each lot number). Once the expiration date is correct, press Save on the bottom right.

Please note: No other information should ever be altered in this screen. Please double check you are only changing incorrect expiration dates for COVID-19 vaccines.