Quick Guide of Vaccine and Lot No. Management and Approval for COVID-19 Vaccination Programme in Community Vaccination Centre



Points to note

- 1. User accounts with role of 'Vaccine and Lot No. Management in Centres' can perform the following actions:
 - Assign/remove vaccine
 - Assign/remove the vaccine lot number
 - Edit the system effective duration of the vaccine batch
- Any actions performed on 'Vaccine and Lot No. Management in Centres' must be approved by another user account with the role of "Vaccine and Lot No. Approval in Centres"

Vaccine and Lot No. Management in Centres

- 1. Input Login ID, Password and Token Passcode
- 2. Click "Login"



- 3. Select 'Vaccination Management'
- 4. Select 'Vaccine and Lot No. Management in Centres'



5. Select the Centre if necessary

Coviding Covid-19 DEMO (Vaccination Centre)	一 会。 Belth
Logout Inbox Home Welcome CENTRE, ADM ONE Vaccination Management	Change Password 22/03/2021 16:17:25
Vaccine and Lot No. Management in Centres	
Current Record	
Centre Please select	
Batch Assign Batch Remove	

Batch Assign

1. Click 'Batch Assign'



Vaccination Management >

Vaccine and Lot No. Management in Centres

Current Record

Centre	Community Vaccination Centre, Hong Kong Sanatorium & Hospital 🗸								
<u>Booth /</u> Outreach ▲	Vaccine Name	<u>Vaccine Lot</u> <u>No.</u>	<u>System Effective</u> <u>From</u>	<u>System Effective</u> <u>To</u>	<u>Request Type</u>	<u>System Record</u> <u>Status</u>	Created By	<u>Requested</u> <u>By</u>	
1	N/A	N/A	N/A	N/A	N/A	No Active Record	N/A	N/A	
2	N/A	N/A	N/A	N/A	N/A	No Active Record	N/A	N/A	
3	N/A	N/A	N/A	N/A	N/A	No Active Record	N/A	N/A	
4	N/A	N/A	N/A	N/A	N/A	No Active Record	N/A	N/A	
5	N/A	N/A	N/A	N/A	N/A	No Active Record	N/A	N/A	
6	N/A	N/A	N/A	N/A	N/A	No Active Record	N/A	N/A	
7	N/A	N/A	N/A	N/A	N/A	No Active Record	N/A	N/A	
8	N/A	N/A	N/A	N/A	N/A	No Active Record	N/A	N/A	
9	N/A	N/A	N/A	N/A	N/A	No Active Record	N/A	N/A	
10	N/A	N/A	N/A	N/A	N/A	No Active Record	N/A	N/A	
11	N/A	N/A	N/A	N/A	N/A	No Active Record	N/A	N/A	
12	N/A	N/A	N/A	N/A	N/A	No Active Record	N/A	N/A	
13	N/A	N/A	N/A	N/A	N/A	No Active Record	N/A	N/A	
14	N/A	N/A	N/A	N/A	N/A	No Active Record	N/A	N/A	
15	N/A	N/A	N/A	N/A	N/A	No Active Record	N/A	N/A	
16	N/A	N/A	N/A	N/A	N/A	No Active Record	N/A	N/A	
17	N/A	N/A	N/A	N/A	N/A	No Active Record	N/A	N/A	
18	N/A	N/A	N/A	N/A	N/A	No Active Record	N/A	N/A	
19	N/A	N/A	N/A	N/A	N/A	No Active Record	N/A	N/A	
20	N/A	N/A	N/A	N/A	N/A	No Active Record	N/A	N/A	
Outreach	N/A	N/A	N/A	N/A	N/A	No Active Record	N/A	N/A	



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2. Confirm the following selections:

- the centre name
- specific booths or all booths
- the vaccine name
- the vaccine lot no
- the effective period to be available in the eHS(S)

CHealth 9	System covid-19 DEMO	Select all
(Subsi	dies) (Vaccination Centre) 置健通	□ ¹
	Chealth	□ ²
Logout Inbox H	tome Welcome Discuss Welcome Action Action	
Vaccination Management	Welcome HKSH, ADM ONE	
Accination Management ·		
Vaccine and	Lot No. Management in Centres	
Vaccine Lot record - B	atch Assign	8
Centre	Community Vaccination Centre, Hong Kong Sanatorium & Hospital	□ ⁹
Booth / Outroach		
Bootin / Outreach	21 selected ≑	
		□ 13
	Selected: 1,2,5,4,5,6,7,6,9,10,11,12,15,14,15,16,17,16,19,20,000	□ ¹⁴ •
Vaccine Name	Comirnaty COVID-19 mRNA Vaccine (BNT162b2) Concentrate for Dispersion for Injection 🗸	
Vaccine Lot No.	210102	
Vaccine Expiry Date	30 Jun 2021	
System Effective From	19-03-2021 📃	
System Effective To	Image: Image	
Cancel	Save	
	•	

3. Click 'Save' to proceed

4. Click 'Confirm' to submit the request

Vaccine and Lot No. Management in Centres

Please confirm the following information.

le Vaccine Lot record - Batch Assign

Centre	Community Vaccination Centre, Hong Kong Sanatorium & Hospital									
Booth / Out	Booth / Outreach 1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,19,20,Outreach									
Vaccine Na	ame	Comirnaty COVID-19 mRNA Vaccine	(BNT162b2) Concentrate for Dispersion for Injection							
Vaccine Lo	t No.	210102								
Vaccine Ex	piry Date	30 Jun 2021								
System Eff	ective From	19 Mar 2021								
System Eff	ective To	Up to Vaccine Expiry Date 30 Jun 202	21							
Booth / Outreach		System Effective From	System Effective To							
1		N/A >> 19 Mar 2021	N/A >> Up to Vaccine Expiry Date 30 Jun 2021							
2		N/A >> 19 Mar 2021	N/A >> Up to Vaccine Expiry Date 30 Jun 2021							
3		N/A >> 19 Mar 2021	N/A >> Up to Vaccine Expiry Date 30 Jun 2021							
4		N/A >> 19 Mar 2021	N/A >> Up to Vaccine Expiry Date 30 Jun 2021							
5		N/A >> 19 Mar 2021	N/A >> Up to Vaccine Expiry Date 30 Jun 2021							
6		N/A >> 19 Mar 2021	N/A >> Up to Vaccine Expiry Date 30 Jun 2021							
7		N/A >> 19 Mar 2021	N/A >> Up to Vaccine Expiry Date 30 Jun 2021							
8		N/A >> 19 Mar 2021	N/A >> Up to Vaccine Expiry Date 30 Jun 2021							
9		N/A >> 19 Mar 2021	N/A >> Up to Vaccine Expiry Date 30 Jun 2021							
10		N/A >> 19 Mar 2021	N/A >> Up to Vaccine Expiry Date 30 Jun 2021							
11		N/A >> 19 Mar 2021	N/A >> Up to Vaccine Expiry Date 30 Jun 2021							
12		N/A >> 19 Mar 2021	N/A >> Up to Vaccine Expiry Date 30 Jun 2021							
13		N/A >> 19 Mar 2021	N/A >> Up to Vaccine Expiry Date 30 Jun 2021							
14		N/A >> 19 Mar 2021	N/A >> Up to Vaccine Expiry Date 30 Jun 2021							
15		N/A >> 19 Mar 2021	N/A >> Up to Vaccine Expiry Date 30 Jun 2021							
16		N/A >> 19 Mar 2021	N/A >> Up to Vaccine Expiry Date 30 Jun 2021							
17		N/A >> 19 Mar 2021	N/A >> Up to Vaccine Expiry Date 30 Jun 2021							
18		N/A >> 19 Mar 2021	N/A >> Up to Vaccine Expiry Date 30 Jun 2021							
19		N/A >> 19 Mar 2021	N/A >> Up to Vaccine Expiry Date 30 Jun 2021							
20		N/A >> 19 Mar 2021	N/A >> Up to Vaccine Expiry Date 30 Jun 2021							
Outreach	_	N/A >> 19 Mar 2021	N/A >> Up to Vaccine Expiry Date 30 Jun 2021							
Back	- (.	Back Confirm								

5. The request is submitted for approval successfully

Approval should be performed by another user with the role of

leguest T

Assign

'Vaccine and Lot No. Approval in Centres'

	Allocith Customs sources		Current Re	ecord			
	(Subsidies) (Vaccination Centre)	醫健通	Gentre	Community Vaccination Centre, Hore	g Kong Sanato	rium & Hospital 🗸	
		<i>e</i> health	Booth / Outreach	Vaccine Name	Vaccine Lot <u>No.</u>	Bystem Effective From	System Effectiv To
	Logout Inbox Home Welcome HKSH, ADM ONE Change Password 19 Vaccination Management Vaccination Management Vaccination Management 19	/03/2021 15:19:28	1	Comirnaty COVID-19 mRNA Vaccine (BNT162b2) Concentrate for Dispersion for Injection	210102	N/A >> 19 Mar 2021	N(A >> 30 Jun 2021
	Vaccine and Lot No. Management in Centres		2	Comirnaty COVID-19 mRNA Vaccine (BNT162b2) Concentrate for Dispersion for Injection	210102	N/A >> 19 Mar 2021	N/A >> 30 Jun 2021
_	The request [Request ID: R202100213] is submitted for approval.		3	Comimatly COVID-19 mRNA Vaccine (BNT162b2) Concentrate for Dispersion for Injection	210102	N/A >> 19 Mar 2021	N(A >> 30 Jun 2021
_	Return		4	Comimaty COVID-19 mRNA Vaccine (BNT162b2) Concentrate for Dispersion for Injection	210102	N/A >> 19 Mar 2021	N(A >> 30 Jun 2021
				Comimaty COVID-19 mRNA Vaccine (BNT162b2) Concentrate for Dispersion for Injection	210102	N/A >> 19 Mar 2021	N(A >> 30 Jun 2021
	•	,	6	Comirnaty COVID-19 mRNA Vaccine (BNT162b2) Concentrate for Dispersion for Injection	210102	N/A >> 19 Mar 2021	N/A >> 30 Jun 2021
			7	Comirnaty COVID-19 mRNA Vaccine (BNT162b2) Concentrate for Dispersion for Injection	210102	N/A >> 19 Mar 2021	N/A >> 30 Jun 2021
			8	Comimaty COVID-19 mRNA Vaccine (BNT162b2) Concentrate for Dispersion for Injection	210102	N/A >> 19 Mar 2021	N/A >> 30 Jun 2021
			9	Comimaty COVID-19 mRNA Vaccine (BNT162b2) Concentrate for Dispersion for Injection	210102	N/A >> 19 Mar 2021	N/A >> 30 Jun 2021
			10	Comimaty COVID-19 mRNA Vaccine (BNT162b2) Concentrate for Dispersion for Injection	210102	N/A >> 19 Mar 2021	N(A >> 30 Jun 2021
			11	Comirnaty COVID-19 mRNA Vaccine	210102	N/A	N/A

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Pending Approval Ct C017 ADM1 CVC017 ADM1

Pending Approval CVC017_ADM1 CVC017_ADM1

Pending Approval CVC017_ADM1 CVC017_ADM1

Pending Approval CVC017_ADM1 CVC017_ADM1

Pending Approval

C C017_ADM1 CVC017_ADM1

CC017_ADM1_CVC017_ADM1

CC017_ADM1_CVC017_ADM1

C C017_ADM1_CVC017_ADM1

CYC017 ADM1 CVC017 ADM1

CVC017_ADM1 CVC017_ADM1

CVC017 ADM1 CVC017 ADM1

If the request was approved successfully, the system record status would turn from 'Pending Approval' to 'Active'

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18/03/2021 17:47:56

Change Password

Logout Inbox Home Welcome HKSH, ADM ONE

CHealth System co (Subsidies) (Vac

Vaccination Management

Vaccine and Lot No. Management in Centres

(Vaccination Centre)

Current Record

Centre	Community Vaccination	Centre, Hong Ko	ong Sanatorium & Hospital 🗸			/>					
Booth / Outreach	Brand	Vaccine Lot <u>No.</u>	System Effective From	System Effective To	Request Type	<u>System Record</u> <u>Status</u>	Created By	Requested By			
1	BioNTech/Fosun	210102	17 Mar 2021	30 Jun 2021	N/A	Active	CVC017_ADM1	N/A			
2	BioNTech/Fosun	210102	17 Mar 2021	30 Jun 2021	N/A	Active	CVC017_ADM1	N/A			
3	BioNTech/Fosun	210102	17 Mar 2021	30 Jun 2021	N/A	Active	CVC017_ADM1	N/A			
4	BioNTech/Fosun	210102	17 Mar 2021	30 Jun 2021	N/A	Active	CVC017_ADM1	N/A			
5	BioNTech/Fosun	<u>210102</u>	17 Mar 2021	30 Jun 2021	N/A	Active	CVC017_ADM1	N/A			
6	BioNTech/Fosun	<u>210102</u>	17 Mar 2021	30 Jun 2021	N/A	Active	CVC017_ADM1	N/A			
7	BioNTech/Fosun	<u>210102</u>	17 Mar 2021	30 Jun 2021	N/A	Active	CVC017_ADM1	N/A			
8	BioNTech/Fosun	<u>210102</u>	17 Mar 2021	30 Jun 2021	N/A	Active	CVC017_ADM1	N/A			
9	BioNTech/Fosun	<u>210102</u>	17 Mar 2021	30 Jun 2021	N/A	Active	CVC017_ADM1	N/A			
10	BioNTech/Fosun	210102	17 Mar 2021	30 Jun 2021	N/A N/A	Active	CVC017_ADM1	N/A			
11	BioNTech/Fosun	210102	17 Mar 2021	30 Jun 2021		Active	CVC017_ADM1	N/A			
12	BioNTech/Fosun	<u>210102</u>	17 Mar 2021	30 Jun 2021	N/A	Active	CVC017_ADM1	N/A			
13	BioNTech/Fosun	<u>210102</u>	17 Mar 2021	30 Jun 2021	N/A	Active	CVC017_ADM1	N/A			
14	BioNTech/Fosun	<u>210102</u>	17 Mar 2021	30 Jun 2021	N/A	Active	CVC017_ADM1	N/A			
15	BioNTech/Fosun	<u>210102</u>	17 Mar 2021	30 Jun 2021	N/A	Active	CVC017_ADM1	N/A			
16	BioNTech/Fosun	<u>210102</u>	17 Mar 2021	30 Jun 2021	N/A	Active	CVC017_ADM1	N/A			
17	BioNTech/Fosun	210102	17 Mar 2021	30 Jun 2021	N/A	Active	CVC017_ADM1	N/A			
18	BioNTech/Fosun	210102	17 Mar 2021	30 Jun 2021	N/A	Active	CVC017_ADM1	N/A			
19	BioNTech/Fosun	<u>210102</u>	17 Mar 2021	30 Jun 2021	N/A	Active	CVC017_ADM1	N/A			
20	BioNTech/Fosun	<u>210102</u>	17 Mar 2021	30 Jun 2021	N/A	Active	CVC017_ADM1	N/A			
Outreach	BioNTech/Fosun	<u>210102</u>	17 Mar 2021	30 Jun 2021	N/A	Active	CVC017_ADM1	N/A			
Batch A	Batch Assign Batch Remove										

Batch Removal

1. Click "Batch Remove"

Vaccine and Lot No. Management in Centres

Current Record

Centre Community Vaccination Centre, Hong Kong Sanatorium & Hospital 🗸

Booth / Outreach	Vaccine Name	Vaccine Lot <u>No.</u>	System Effective From	<u>System Effective</u> <u>To</u>	Request Type	System Record Status	Created By	Requested By
1	Comimaty COVID-19 mRNA Vaccine (BNT162b2) Concentrate for Dispension for Injection	210102	19 Mar 2021	30 Jun 2021	NGA	Active	CVC017_ADM1	N/A.
2	Comimaty COVID-19 mRNA Vaccine (BNT 162b2) Concentrate for Dispension for Injection	210102	19 Mar 2021	30 Jun 2021	NGA	Active	CVC017_ADM1	N/A.
3	Comimaty COVID-19 mRNA Vaccine (BNT162b2) Concentrate for Dispension for Injection	210102	19 Mar 2021	30 Jun 2021	NGA	Active	CVC017_ADM1	N/A.
4	Comimaty COVID-19 mRNA Vaccine (BNT162b2) Concentrate for Dispersion for Injection	210102	19 Mar 2021	30 Jun 2021	NGA	Active	CVC017_ADM1	N/A
5	Comimaty COVID-19 mRNA Vaccine (BNT162b2) Concentrate for Dispersion for Injection	210102	19 Mar 2021	30 Jun 2021	NGA	Active	CVC017_ADM1	N/A.
8	Comimaty COVID-19 mRNA Vaccine (BNT162b2) Concentrate for Dispersion for Injection	210102	19 Mar 2021	30 Jun 2021	NGA	Active	CVC017_ADM1	N/A
7	Comimaty COVID-19 mRNA Vaccine (BNT162b2) Concentrate for Dispersion for Injection	<u>210102</u>	19 Mar 2021	30 Jun 2021	N/A	Active	CVC017_ADM1	N/A
8	Comimaty COVID-19 mRNA Vaccine (BNT162b2) Concentrate for Dispersion for Injection	210102	19 Mar 2021	30 Jun 2021	NGA	Active	CVC017_ADM1	N/A
9	Comimaty COVID-19 mRNA Vaccine (BNT162b2) Concentrate for Dispension for Injection	<u>210102</u>	19 Mar 2021	30 Jun 2021	NGA	Active	CVC017_ADM1	N/A
10	Comimaty COVID-19 mRNA Vaccine (BNT162b2) Concentrate for Dispersion for Injection	210102	19 Mar 2021	30 Jun 2021	NGA	Active	CVC017_ADM1	N/A.
11	Comimaty COVID-19 mRNA Vaccine (BNT162b2) Concentrate for Dispension for Injection	210102	19 Mar 2021	30 Jun 2021	NGA	Active	CVC017_ADM1	N/A.
12	Comimaty COVID-19 mRNA Vaccine (BNT162b2) Concentrate for Dispension for Injection	210102	19 Mar 2021	30 Jun 2021	NGA	Active	CVC017_ADM1	N/A.
13	Comimaty COVID-19 mRNA Vaccine (BNT162b2) Concentrate for Dispension for Injection	210102	19 Mar 2021	30 Jun 2021	NGA	Active	CVC017_ADM1	N/A.
14	Comimaty COVID-19 mRNA Vaccine (BNT 162b2) Concentrate for Dispension for Injection	210102	19 Mar 2021	30 Jun 2021	N/A	Active	CVC017_ADM1	N/A.
15	Comimaty COVID-19 mRNA Vaccine (BNT162b2) Concentrate for Dispension for Injection	210102	19 Mar 2021	30 Jun 2021	NGA	Active	CVC017_ADM1	N/A.
16	Comimaty COVID-19 mRNA Vaccine (BNT162b2) Concentrate for Dispersion for Injection	210102	19 Mar 2021	30 Jun 2021	NGA	Active	CVC017_ADM1	N/A.
17	Comimaty COVID-19 mRNA Vaccine (BNT162b2) Concentrate for Dispension for Injection	210102	19 Mar 2021	30 Jun 2021	NGA	Active	CVC017_ADM1	N/A.
18	Comimaty COVID-19 mRNA Vaccine (BNT162b2) Concentrate for Dispersion for Injection	210102	19 Mar 2021	30 Jun 2021	NGA	Active	CVC017_ADM1	N/A.
19	Comimaty COVID-19 mRNA Vaccine (BNT162b2) Concentrate for Dispension for Injection	210102	19 Mar 2021	30 Jun 2021	N/A	Active	CVC017_ADM1	N/A.
20	Comimaty COVID-19 mRNA Vaccine (BNT162b2) Concentrate for Dispersion for Injection	210102	19 Mar 2021	30 Jun 2021	NGA	Active	CVC017_ADM1	N/A.
Outreach	Comimaty COVID-19 mRNA Vaccine (BNT162b2) Concentrate for Dispersion of asystematic	210102	19 Mar 2021	30 Jun 2021	NGA	Active	CVC017_ADM1	N/A.
Batch A	ssig [*] Batch Remove	2						

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2. Confirm the following selections:

3. Click 'Save' to proceed

Select all

- the centre name
- specific booths or all booths
- the vaccine name to be removed from the eHS(S)
- the vaccine lot no to be removed in the eHS(S)

Logout Inbox Vaccination Management	Home Welcome HKSH, ADM ONE (Vaccination Centre)	□ 3 □ 4 □ 5 □ 6 □ 7 8
Vaccine Lot record -	Batch Remove	9
Centre	Community Vaccination Centre, Hong Kong Sanatorium & Hospital	□ 10 □ 11
Booth / Outreach	None selected \$	12 13
	Selected:	↓ ¹⁴ ▼
Vaccine Name	Comirnaty COVID-19 mRNA Vaccine (BNT162b2) Concentrate for Dispersion for Injection 🗸	
Vaccine Lot No.	210102	
Vaccine Expiry Date	30 Jun 2021	
Cancel	Save	
	NS CONTRACTOR OF	

4. Click 'Confirm' to submit the request

Hea	alth System	COVID-19 DEMO	◎ 聲健道
	(Subsidies)	(Vaccination Centre)	chealt
Logout	Inbox Home		Chappe Password
accination M	anagement	ADM ONE	Change Password 17/03/2021 18:11:
Vaccir	ne and Lot No. Management ir	Centres	
Pleas	e confirm the following information	1.	
Vaccine I	of record Batch Demove		
vaccine L	Lot record - Datch Remove		
Centre	Community Vacci	nation Centre, Hong Kong Sanatorium	a Hospital
Booth / Out	reach Comirnaty COVII	D-19 mRNA Vaccine (BNT162b2) Co	oncentrate for Dispersion for Injection
Brand	BioNTech/Fosun		
Vaccine Lot	No. 210102		
Versier Eur			
vaccine Exp	30 Jun 2021		
Booth / Outreach	System Effective From	System Effective To	Record Status
1	17 Mar 2021	12 May 2021	Active >> Remove
2	17 Mar 2021	Up to Vaccine Expiry Date 30 Jun 2021	Active >> Remove
3	17 Mar 2021	Up to Vaccine Expiry Date 30 Jun 2021	Active >> Remove
4	17 Mar 2021	Up to Vaccine Expiry Date 30 Jun 2021	Active >> Remove
5	17 Mar 2021	Up to Vaccine Expiry Date 30 Jun 2021	Active >> Remove
6	17 Mar 2021	Up to Vaccine Expiry Date 30 Jun 2021	Active >> Remove
7	17 Mar 2021	Up to Vaccine Expiry Date 30 Jun 2021	Active >> Remove
8	17 Mar 2021	Up to Vaccine Expiry Date 30 Jun 2021	Active >> Remove
9	17 Mar 2021	Up to Vaccine Expiry Date 30 Jun 2021	Active >> Remove
10	17 Mar 2021	Up to Vaccine Expiry Date 30 Jun 2021	Active >> Remove
11	17 Mar 2021	Up to Vaccine Expiry Date 30 Jun 2021	Active >> Remove
12	17 Mar 2021	Up to Vaccine Expiry Date 30 Jun 2021	Active >> Remove
13	17 Mar 2021	Up to Vaccine Expiry Date 30 Jun 2021	Active >> Remove
14	17 Mar 2021	Up to Vaccine Expiry Date 30 Jun 2021	Active >> Remove
15	17 Mar 2021	Up to Vaccine Expiry Date 30 Jun 2021	Active >> Remove
16	17 Mar 2021	Up to Vaccine Expiry Date 30 Jun 2021	Active >> Remove
17	17 Mar 2021	Up to Vaccine Expiry Date 30 Jun 2021	Active >> Remove
18	17 Mar 2021	Up to Vaccine Expiry Date 30 Jun 2021	Active >> Remove
19	17 Mar 2021	Up to Vaccine Expiry Date 30 Jun 2021	Active >> Remove
20	17 Mar 2021	Up to Vaccine Expiry Date 30 Jun 2021	Active >> Remove
Outreach	17 Mar 2021	Up to Vaccine Expiry Date 30 Jun 2021	Active >> Remove
Back	Confirm		



5. The request is submitted for approval successfully



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	Approva (Vaco	al sho cine	ould k w and L	be per ith the ot No.	forme e role . Appr	ed by a of oval in	nothe Centi	r user res'	
Vaccination	Management >								
∰ l Va	ccine and Lot No. Ma	nagem	ent in Cer	ntres					
Current Re	ecord								
Centre	Community Vaccination Centre, Hong	Kong Sanato	rium & Hospital 🗸						
Booth / Outreach	Vaccine Name	Vaccine Lot <u>No.</u>	System Effective From	<u>System Effective</u> <u>To</u>	Request Type	System Record Status	Created By	Requested By	
1	Comirnaty COVID-19 mRNA Vaccine (BNT162b2) Concentrate for Dispersion for Injection	210102	19 Mar 2021	30 Jun 2021	Remove	Pending Approval	CVC017_ADM1	CVC017_ADM1	
2	Comirnaty COVID-19 mRNA Vaccine (BNT162b2) Concentrate for Dispersion for Injection	210102	19 Mar 2021	30 Jun 2021	Remove	Pending Approval	CVC017_ADM1	CVC017_ADM1	
3	Comirnaty COVID-19 mRNA Vaccine (BNT162b2) Concentrate for Dispersion for Injection	210102	19 Mar 2021	30 Jun 2021	Remove	Pending Approval	CVC017_ADM1	CVC017_ADM1	
4	Comirnaty COVID-19 mRNA Vaccine (BNT162b2) Concentrate for Dispersion for Injection	210102	19 Mar 2021	30 Jun 2021	Remove	Pending Approval	CVC017_ADM1	CVC017_ADM1	
5	Comirnaty COVID-19 mRNA Vaccine (BNT162b2) Concentrate for Dispersion for Injection	210102	19 Mar 2021	30 Jun 2021	Remove	Pending Approval	CVC017_ADM1	CVC017_ADM1	
6	Comirnaty COVID-19 mRNA Vaccine (BNT162b2) Concentrate for Dispersion for Injection	210102	19 Mar 2021	30 Jun 2021	Remove	Pending Approval	CVC017_ADM1	CVC017_ADM1	
7	Comirnaty COVID-19 mRNA Vaccine (BNT162b2) Concentrate for Dispersion for Injection	210102	19 Mar 2021	30 Jun 2021	Remove	Pending Approval	CVC017_ADM1	CVC017_ADM1	
8	Comirnaty COVID-19 mRNA Vaccine (BNT162b2) Concentrate for Dispersion for Injection	210102	19 Mar 2021	30 Jun 2021	Remove	Pending Approval	CVC017_ADM1	CVC017_ADM1	
9	Comirnaty COVID-19 mRNA Vaccine (BNT162b2) Concentrate for Dispersion for Injection	210102	19 Mar 2021	30 Jun 2021	Remove	Pending Approval	CVC017_ADM1	CVC017_ADM1	

CHealth System C (Subsidies)

If the request was approved successfully, the system record status would turn from 'Pending Approval' to 'No Active Record'

Logout Inbox Home Welcome HKSH, ADM

Vaccination Management +

Vaccine and Lot No. Management in Centres

Current Record

Centre Community Vaccination Centre, Hong Kong Sanatorium & Hospital V

<u>Booth /</u> Outreach	Vaccine Name	Vaccine Lot No.	System Effective Erom	System Effective To	Request Type	System Record Status	Created By	Requested By
1	N/A	N/A	N/A	N/A	N/A	No Active Record	N/A	N/A
2	N/Δ	N/A	N/A	N/A	N/A	No Active Record	N/A	N/A
3	N/A	N/A	N/A	N/A	N/A	No Active Record	N/A	N/A
4	N/A	N/A	N/A	N/A	N/A	No Active Decord	N/A	N/A
	N/A	NVA	NVA.	NA	N/A	No Active Record	NVA	NUA
0	N/A	N/A	N/A	DVA	N/A	NO ACTIVE RECOID	IN/A	N/A
6	N/A	N/A	N/A	N/A	N/A	No Active Record	N/A	N/A
7	N/A	N/A	N/A	N/A	N/A	No Active Record	N/A	N/A
8	N/A	N/A	N/A	N/A	N/A	No Active Record	N/A	N/A
9	N/A	N/A	N/A	N/A	N/A	No Active Record	N/A	N/A
10	N/A	N/A	N/A	N/A	N/A	No Active Record	N/A	N/A
11	N/A	N/A	N/A	N/A	N/A	No Active Record	N/A	N/A
12	N/A	N/A	N/A	N/A	N/A	No Active Record	N/A	N/A
13	N/A	N/A	N/A	N/A	N/A	No Active Record	N/A	N/A
14	N/A	N/A	N/A	N/A	N/A	No Active Record	N/A	N/A
15	N/A	N/A	N/A	N/A	N/A	No Active Record	N/A	N/A
16	N/A	N/A	N/A	N/A	N/A	No Active Record	N/A	N/A
17	N/A	N/A	N/A	N/A	N/A	No Active Record	N/A	N/A
18	N/A	N/A	N/A	N/A	N/A	No Active Record	N/A	N/A
19	N/A	N/A	N/A	N/A	N/A	No Active Record	N/A	N/A
20	N/A	N/A	N/A	N/A	N/A	No Active Record	N/A	N/A
Outreach	N/A	N/A	N/A	N/A	N/A	No Active Record	N/A	N/A
Batch A	ssign Batch Remove							

Remove Vaccine Lot from Individual Booth

1. Click on the 'Vaccine Lot No'

Click 'Remove' Click 'Yes' on the pop up



4. The request is submitted for approval successfully



ç	ZH	Approval should be performed by another user with the role of 'Vaccine and Lot No. Approval in Centres'									
Logout Inbox Home Welcome HKSH, ADM ONE Vaccination Management 19/03/2021 19:43:22 Vaccine and Lot No. Management in Centres Current Record											
	Booth / Outreach	Vaccine Name	Vaccine Lot No.	System Effective From	System Effective <u>To</u>	Request Type	System Record Status	Created By	Requested By		
1	1	Comirnaty COVID-19 mRNA Vaccine (BNT162b2) Concentrate for Dispersion for Injection	210102	19 Mar 2021	30 Jun 2021 >> 31 Mar 2021	Assign	Active	CVC017_ADM1	CVC017_ADM1		
	2	Comirnaty COVID-19 mRNA Vaccine (BNT162b2) Concentrate for Dispersion for Injection	210102	19 Mar 2021	30 Jun 2021	Remove	Pending Approval	CVC017_ADM1	CVC017_ADM1		
	3	Comirnaty COVID-19 mRNA Vaccine (BNT162b2) Concentrate for Dispersion for Injection	<u>210102</u>	19 Mar 2021	30 Jun 2021	N/A	Active	CVC017_ADM1	N/A		
	4	Comirnaty COVID-19 mRNA Vaccine (BNT162b2) Concentrate for Dispersion for Injection	<u>210102</u>	19 Mar 2021	30 Jun 2021	N/A	Active	CVC017_ADM1	N/A		
	5	Comirnaty COVID-19 mRNA Vaccine (BNT162b2) Concentrate for	<u>210102</u>	19 Mar 2021	30 Jun 2021	N/A	Active	CVC017_ADM1	N/A		

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Edit System Effective Date

1. Click 'Edit' to edit the system effective date

2. Edit the system effective period and click 'Save'



3. Click 'Confirm' to submit the request for approval



4. The request is submitted for approval successfully



<mark>¢</mark> He	Approval should be performed by another user with the role of 'Vaccine and Lot No. Approval in Centres'									
Logout	Inbox Home Welcome H	IKSH, ADM C	INE		Chang	e F	4			
Vaccination	Management 🕨									
≣iVa	ccine and Lot No. Ma	nadem	ent in Cer	tres						
	ceine and Lot No. Ma	Uadeu	eur iu ceu	1.65						
Current R		Keen Count	utions & Linearthal Md							
Booth /	Community vaccination Centre, Hong	Vaccine Lot	System Effective	System Effective		System Record				
Outreach	Vaccine Name	No.	Erom	Γ	Request Type	Status	Created By	Requested By		
1	Comirnaty COVID-19 mRNA Vaccine (BNT162b2) Concentrate for Dispersion for Injection	210102	19 Mar 2021	30 Jun 2021 >> 31 Mar 2021	Assign	Pending Approval	CVC017_ADM1	CVC017_ADM1		
2	Comirnaty COVID-19 mRNA Vaccine (BNT162b2) Concentrate for Dispersion for Injection	<u>210102</u>	19 Mar 2021	30 Jun 2021	N/A	Active	CVC017_ADM1	N/A		
3	Comirnaty COVID-19 mRNA Vaccine (BNT162b2) Concentrate for Dispersion for Injection	<u>210102</u>	19 Mar 2021	30 Jun 2021	N/A	Active	CVC017_ADM1	N/A		
4	Comirnaty COVID-19 mRNA Vaccine (BNT162b2) Concentrate for Dispersion for Injection	<u>210102</u>	19 Mar 2021	30 Jun 2021	N/A	Active	CVC017_ADM1	N/A		
5	Comirnaty COVID-19 mRNA Vaccine (BNT162b2) Concentrate for Dispersion for Injection	<u>210102</u>	19 Mar 2021	30 Jun 2021	N/A	Active	CVC017_ADM1	N/A		
6	Comirnaty COVID-19 mRNA Vaccine (BNT162b2) Concentrate for Dispersion for Injection	<u>210102</u>	19 Mar 2021	30 Jun 2021	N/A	Active	CVC017_ADM1	N/A		
7	Comirnaty COVID-19 mRNA Vaccine (BNT162b2) Concentrate for Dispersion for Injection	<u>210102</u>	19 Mar 2021	30 Jun 2021	N/A	Active	CVC017_ADM1	N/A		
8	Comirnaty COVID-19 mRNA Vaccine (BNT162b2) Concentrate for	<u>210102</u>	19 Mar 2021	30 Jun 2021	N/A	Active	CVC017_ADM1	N/A.		

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Vaccine and Lot No. Approval in Centres

- 1. Input Login ID, Password and Token Passcode
- 2. Click "Login"

- 3. Select "Vaccination Management"
- 4. Select "Vaccine and Lot No. Approval in Centres"



5. Select the Centre if necessary



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Vaccine Lot Approval

1. Click on the 'Request ID' to view details

CHealth System COVID-19 DEMC									
(Subsidies) (Vaccination Centre)									
Logout Inbox Home Welcome HKSH, ADM TWO Change Password 19/03/2021 19:27:03									
Vaccination Management >	Vaccination Management								
Vaccine and Lot No. Ap	Vaccine and Lot No. Approval in Centres								
Search Results Show Criteria							_	_	
Renued ID <u>Centre</u>	<u>Booth /</u> <u>Outreach</u>	Vaccine Name	<u>Vaccine</u> Lot No.	<u>Vaccine</u> Expiry Date	System Effective From	<u>System</u> <u>Effective To</u>	<u>Request</u> <u>Type</u>	System <u>Record</u> Status	Requested By
1 R202100215 Community Vaccination Centre, Hong Kong Sanatorium & Hospital	1,2,3,4,5, 6,7,8,9,10, 11,12,13,1 4,15,16,1 7,18,19,2 0,Outreach	Comirnaty COVID-19 mRNA Vaccine (BNT162b2) Concentrate for Dispersion for Injection	210102	30 Jun 2021	19 Mar 2021	30 Jun 2021	Assign	Pending Approval	CVC017_ADM1
Page 1 of 1 (1 items)									
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2. Click 'Approve'

3. Then click 'Yes' on the auto pop up

Approve R

🔴 Vaccine Lot Record

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Request ID		R202100215								
Centre		Community Vaccination Centre, Hong Kong Sanatorium & Hospital								
Booth		1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,19,20,Outreach								
Vaccine Name		Comirnaty COVID-19 mRNA Vaccine (BNT162b2) Concentrate for Dispersion for Injection								
Vaccine Lot No.		210102								
Vaccine Expiry Date	9	30 Jun 2021								
System Effective Fr	om	19 Mar 2021								
System Effective To)	Up to Vaccine Expiry Date 3	Up to Vaccine Expiry Date 30 Jun 2021							
Booth		System Effective From	System Effective To							
1		N/A >> 19 Mar 2021	N/A >> Up to Vaccine Expiry Date 30 Jun 2021							
2		N/A >> 19 Mar 2021	N/A >> Up to Vaccine Expiry Date 30 Jun 2021							
3		N/A >> 19 Mar 2021	N/A >> Up to Vaccine Expiry Date 30 Jun 2021							
4		N/A >> 19 Mar 2021	N/A >> Up to Vaccine Expiry Date 30 Jun 2021							
5		N/A >> 19 Mar 2021	N/A >> Up to Vaccine Expiry Date 30 Jun 2021							
6		N/A >> 19 Mar 2021	N/A >> Up to Vaccine Expiry Date 30 Jun 2021							
7		N/A >> 19 Mar 2021	N/A >> Up to Vaccine Expiry Date 30 Jun 2021							
8		N/A >> 19 Mar 2021	N/A >> Up to Vaccine Expiry Date 30 Jun 2021							
9		N/A >> 19 Mar 2021	N/A >> Up to Vaccine Expiry Date 30 Jun 2021							
10		N/A >> 19 Mar 2021	N/A >> Up to Vaccine Expiry Date 30 Jun 2021							
11		N/A >> 19 Mar 2021	N/A >> Up to Vaccine Expiry Date 30 Jun 2021							
12		N/A >> 19 Mar 2021	N/A >> Up to Vaccine Expiry Date 30 Jun 2021							
13		N/A >> 19 Mar 2021	N/A >> Up to Vaccine Expiry Date 30 Jun 2021							
14		N/A >> 19 Mar 2021	N/A >> Up to Vaccine Expiry Date 30 Jun 2021							
15		N/A >> 19 Mar 2021	N/A >> Up to Vaccine Expiry Date 30 Jun 2021							
16		N/A >> 19 Mar 2021	N/A >> Up to Vaccine Expiry Date 30 Jun 2021							
17		N/A >> 19 Mar 2021	N/A >> Up to Vaccine Expiry Date 30 Jun 2021							
18		N/A >> 19 Mar 2021	N/A >> Up to Vaccine Expiry Date 30 Jun 2021							
19		N/A >> 19 Mar 2021	N/A >> Up to Vaccine Expiry Date 30 Jun 2021							
20		N/A >> 19 Mar 2021	N/A >> Up to Vaccine Expiry Date 30 Jun 2021							
Outreach		N/A >> 19 Mar 2021	N/A >> Up to Vaccine Expiry Date 30 Jun 2021							
System Record Stat	tus	Pending Approval								
Request Type		Assign								
Requested By		CVC017_ADM1 (19 Mar 2021 18:56)								



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4. The request is approved successfully.





Vaccine Lot Reject

1. Click on the 'Request ID' to view details

ZHea (lth Syste Subsidies)	(Vac	DVID-19 DEMO				醫健 eheal	通 th		
Logout	nbox Home Welcome H	IKSH, ADM 1	wo		Change P	assword 19	9/03/2021 19:2	7:03		
Search Res	sults Show Criteria	provai	in Centres							
Request ID	Centre	<u>Booth /</u> <u>Outreach</u>	Vaccine Name	<u>Vaccine</u> Lot No.	Vaccine Expiry Date	System Effective From	<u>System</u> <u>Effective To</u>	<u>Request</u> <u>Type</u>	System <u>Record</u> Status	Requested By
<u>R202100215</u>	Community Vaccination Centre, Hong Kong Sanatorium & Hospital	1,2,3,4,5, 6,7,8,9,10, 11,12,13,1 4,15,16,1 7,18,19,2 0,Outreach	Comirnaty COVID-19 mRNA Vaccine (BNT162b2) Concentrate for Dispersion for Injection	210102	30 Jun 2021	19 Mar 2021	30 Jun 2021	Assign	Pending Approval	CVC017_ADM
Page 1 of 1 (1 ite	ems)									
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2. Click 'Reject'

3. Then click 'Yes' on the auto pop up



Vaccination Management +

Vaccine and Lot No. Approval in Centres

Vaccine Lot Recor	d								
Request ID	R202100215								
Centre	Community Vaccination Ce	Community Vaccination Centre, Hong Kong Sanatorium & Hospital							
Booth	1,2,3,4,5,6,7,8,9,10,11,12,13	1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,19,20,Outreach							
Vaccine Name	Comirnaty COVID-19 mRN/	Comirnaty COVID-19 mRNA Vaccine (BNT162b2) Concentrate for Dispersion for Injection							
Vaccine Lot No.	210102	210102							
Vaccine Expiry Date	30 Jun 2021	30 Jun 2021							
System Effective From	19 Mar 2021								
System Effective To	Up to Vaccine Expiry Date	30 Jun 2021							
Booth	System Effective From	System Effective To							
1	N/A >> 19 Mar 2021	N/A >> Up to Vaccine Expiry Date 30 Jun 2021							
2	N/A >> 19 Mar 2021	N/A >> Up to Vaccine Expiry Date 30 Jun 2021							
3	N/A >> 19 Mar 2021	N/A >> Up to Vaccine Expiry Date 30 Jun 2021							
4	N/A >> 19 Mar 2021	N/A >> Up to Vaccine Expiry Date 30 Jun 2021							
5	N/A >> 19 Mar 2021	N/A >> Up to Vaccine Expiry Date 30 Jun 2021							
6	N/A >> 19 Mar 2021	N/A >> Up to Vaccine Expiry Date 30 Jun 2021							
7	N/A >> 19 Mar 2021	N/A >> Up to Vaccine Expiry Date 30 Jun 2021							
8	N/A >> 19 Mar 2021	N/A >> Up to Vaccine Expiry Date 30 Jun 2021							
9	N/A >> 19 Mar 2021	N/A >> Up to Vaccine Expiry Date 30 Jun 2021							
10	N/A >> 19 Mar 2021	N/A >> Up to Vaccine Expiry Date 30 Jun 2021							
11	N/A >> 19 Mar 2021	N/A >> Up to Vaccine Expiry Date 30 Jun 2021							
12	N/A >> 19 Mar 2021	N/A >> Up to Vaccine Expiry Date 30 Jun 2021							
13	N/A >> 19 Mar 2021	N/A >> Up to Vaccine Expiry Date 30 Jun 2021							
14	N/A >> 19 Mar 2021	N/A >> Up to Vaccine Expiry Date 30 Jun 2021							
15	N/A >> 19 Mar 2021	N/A >> Up to Vaccine Expiry Date 30 Jun 2021							
16	N/A >> 19 Mar 2021	N/A >> Up to Vaccine Expiry Date 30 Jun 2021							
17	N/A >> 19 Mar 2021	N/A >> Up to Vaccine Expiry Date 30 Jun 2021							
18	N/A >> 19 Mar 2021	N/A >> Up to Vaccine Expiry Date 30 Jun 2021							
19	N/A >> 19 Mar 2021	N/A >> Up to Vaccine Expiry Date 30 Jun 2021							
20	N/A >> 19 Mar 2021	N/A >> Up to Vaccine Expiry Date 30 Jun 2021							
Outreach	N/A >> 19 Mar 2021	N/A >> Up to Vaccine Expiry Date 30 Jun 2021							
System Record Status	Pending Approval								

Confirmation Do you confirm to reject the vaccine lot changes? No

Request Type Assign

Requested By

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CVC017_ADM1 (19 Mar 2021)



4. The request is rejected successfully





