

VANDERBILT WUNIVERSITY MEDICAL CENTER

INACTIVATE ACTIVE ITEM ON THE FLY

Items that were added "On The Fly" can be inactivated in Tecsys by following these steps.

Inactivate Active Item On The Fly Home 🖋 SMS Masters SMS Transactions and Queries Case Inventory Manager 1. Select the Items on the Fly resource from Cost Centers Supply Orders Cases the Tecsys Home screen. Supply Order Pick Lists Reorder Groups Case Documentation Critical Supply Order Pick Lists Hospitals Case Documentation for the OR 2. Enter any necessary item information into Units Deliveries Case Shortages Rooms Delivery Receiving Cart Item Reassignment the search criteria (item number, Beds Delivery Putaway Today's Cases by Unit description, etc). Warehouses Supply Usages Tomorrow's Cases Vendors Supply Returns Case Cost Analysis Vendor Users Supply Counts + Procedural Masters 3. Enter "1" into the Active field to limit your Case Query Resources Vendor User Locations Supply Adjustments search to only the active Items on the Fly. Supply Areas Supply Transfers Locations Cost Adjustments Find Item Item Families 4. Double click Yes in the Active column of Items on the Fly Item Specialties the item needing to be inactivated. Usage Query Items Item UOMs Usage Item Query 5. Select No from the dropdown. Item UOM GTINs Movements Item Aliases Financial Inventory Transactions 6. Select the check mark to save the status.

Items on the Fly				
Search Criteria Save Field Values More				
2 Item	01-01	Y	Description 1	Y
3 Active	1	₹ 8	Description 2	7
Created On		▼ 🗰		
Records 1-50 of 400+				
	Item ^	Active Descrip	ption 1	Description 2
	00711889	Yes moray forceps		steris
	01-01	Yes ultrasound transmission gel		parker
	01-1200-0007 5	No 🗸 🏓	child	Orthopediatrics
	01250-20"-01 6	×	al knee immobilizer	ezywrap
	014396.	Yes GUIDE	WIRE	SMITH&NEPHEW
	0150421	🎍 Yes 🛛 Tibia ba	ase with plug	BIOMET
	0150462	Yes Total Fe	emur Dlaphyseal Coupler	Biomet
	0161012	A Ves Femora	al component Left 7cm	Biomet

QUESTIONS?

Please email <u>businesseducation@vumc.org</u>.