

View and update site details

This information is OFFICIAL



View site details

With the **Supply Dashboard** displayed you can view information about your site.

1. Click the **Site Information & Stock** button.

The screenshot shows the 'Supply Dashboard' interface. At the top, there's a navigation bar with 'Vaccines Homepage' and 'Supply Dashboard'. Below this, a status bar displays 'Opt-in to Replen: true', 'Days since last stocktake: 50', 'Foundry Site Code: 958-8041-975', 'Stock expiring in the next 14 days: 0', 'Support', 'Training materials', 'Site status: active', and '1 Test Site'. The main section is titled 'Information' and contains a 'METRIC CARDS' grid. The grid has two rows of six cards each. The first row includes 'Vaccine Volume Ordered' (0), 'Vaccine Volume Delivered' (0), 'Vaccination Events since start of campaign' (0), 'Vaccination events in last 7 days' (0), 'Open Vaccine Transfer (Recipient)' (0), and 'Open Vaccine Transfer (Donor)' (0). The second row includes 'Stock on site' (0), '% walk-in last 7 days' (—), 'Future Bookings (day 1 to day 7)' (0), 'Future Bookings (day 8 to day 14)' (0), 'Current Daily Coverage' (—), and 'Replenishment Threshold (Daily Coverage)' (—). At the bottom, there's a 'Supply Plans' section with a 'Request Change To Volume in Exceptions plan' button and a 'Site Information & Stock' button, which is highlighted with a blue box and an arrow pointing to it.

**Site Information &
Stock button**

2. A pop-up appears from the right. Select the **Site information** tab.

Site information tab

Site information

Site detail changes

Notifications Manager

Update Stocktakes

Opt out of Replen

Site Details

Site Name

MOCK PLG VC Site 1

Latest Stocktake from Site

Mon, Sep 8, 2025

Delivery Days

There are no delivery days configured

Site ODS Code

111

Intra Pillar Site Type

Vaccination Centres - Other

ICB SVOC Email Address

pando@snee.nhs.uk

Region Name

East of England

ICB Name

NHS Suffolk And North East Essex Integrated Care B...

Address Name

MOCK PLG VC Site 1

Address Line 1

1 Runwell chase

Address Line 2

No value

City

Southend on Sea City

Postcode

BN1 9BU

Contact Label

Email

Name

Phone

Site lead contact

john.doe@nhs.net

John Doe

01234567890

Latest Stocktake

Product	Latest Stocktake Date	Latest Stocktake Quantity Doses	Perpetual Inventory Doses
 Comirnaty 10 (JN.1)	8 Sept 2025	0	0
 Comirnaty 3 (THREE) (JN.1) Concentrate	8 Sept 2025	0	0
 Spikevax (JN.1)	8 Sept 2025	0	0

The site information shows:

- the latest stocktake for adult vaccine,
- the days your site can have deliveries scheduled for,
- your ICB SVOC email address, and
- the latest stocktake for all vaccines.

Site information

Site detail changes

Notifications Manager

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Opt out of Replen

Site Details

Site Name	Latest Stocktake from Site		Delivery Days
MOCK PLG VC Site 1	Mon, Sep 8, 2025		There are no delivery days configured

Site ODS Code	111	Region Name	East of England
Intra Pillar Site Type	Vaccination Centres - Other	ICB Name	NHS Suffolk And North East Essex Integrated Care B...
ICB SVOC Email Address	pando@snee.nhs.uk		

Address Name	MOCK PLG VC Site 1
Address Line 1	1 Runwell chase
Address Line 2	No value
City	Southend on Sea City
Postcode	BN1 9BU

Contact Label	Email	Name	Phone
Site lead contact	john.doe@nhs.net	John Doe	01234567890

Latest Stocktake

Product	Latest Stocktake Date	Latest Stocktake Quantity Doses	Perpetual Inventory Doses
Comirnaty 10 (JN.1)	8 Sept 2025	0	0
Comirnaty 3 (THREE) (JN.1) Concentrate	8 Sept 2025	0	0
Spikevax (JN.1)	8 Sept 2025	0	0

3. Click the cross at the top right corner to return to the Supply Dashboard.

Update site details

With the **Supply Dashboard** displayed lead contact details or site storage capacity can be updated.

1. Click the **Site Information & Stock** button.

The screenshot shows the 'Supply Dashboard' with various metrics and buttons. The 'Site Information & Stock' button is located at the bottom right of the dashboard, highlighted with a blue box. An arrow points from a callout box to this button.

Site Information & Stock button

2. Select the **Site detail changes** tab and then select the **Site lead** tab.

- It is **important** that this section is completed as sites will need to be contacted if there are issues with their delivery.

Site detail changes tab

The screenshot shows the 'Site detail changes' tab with various sections and buttons. The 'Site lead' tab is highlighted with a blue box. An arrow points from a callout box to this tab.

Site information | **Site detail changes** | Notifications Manager | Update Stocktakes | Opt out of Replenishment

Changes | **Site lead** | Site IT User 1 | Site IT User 2 | Site lease date (VC only) | Capacity Constraint

Site lead tab

Maxine Pitman | Lead Contact Email: M.Pitman@nhs.net | Lead Contact Phone: 07500080247

Create a change request | Edit request | Cancel request | Confirm changes

Please remember to **Confirm changes** once you are happy with the submission.

Request Status	Lead Contact Name	Lead Contact Email	Lead Contact Phone Number	Created By	Created At	Updated By	Updated At

3. Click the **Capacity Constraint** tab. It is **important** that this section is completed as sites will need to be contacted if there are issues with their delivery.
4. Click the **Update Fridge Storage Capacity** button to amend the doses.

Capacity Constraint tab

Update Fridge Storage Capacity button

Site information Site detail changes

Changes Site lead Site IT User 1 Site IT User 2 Site lease date (VC only) **Capacity Constraint**

Update Fridge Storage Capacity

Current value Storage Doses **3000**

Created At	Updated By	Updated At
29 Aug 2025, 10:53	No value	No value

Comirnaty vaccines - 60 doses

- 37 x 47 x 89mm

Moderna - 50 doses

- 61 x 130 x 61mm
- 54 x 138 x 61mm

5. Click inside the **Storage Doses** box and type in the number of doses required. Click the **Submit** button.

[Vaccination Sites] Site Change Request - Update Fridge Storage Capacity

Site*

1 Test Site

Storage Doses*

Enter a number

Cancel Submit

Storage Doses box

Submit button