

## Physical count and adjustments: I cannot save the data

When registering a physical count and/or adjustment, the data will be saved when clicking the button “Finalize” on the bottom right corner of the “Physical Count & Adjustments” page. However, in some instances, this button can be inactive.

ADS_0.1ml	0123456	1,500,000			<input type="checkbox"/>			
ADS_0.5ml	765289	1,000,000			<input type="checkbox"/>			
bednet	8we3	305			<input type="checkbox"/>			

If the Finalize button remains inactive and the data cannot be saved, review the items lines to ensure that, if discrepancies have been recorded, the box “Accept adjustment” is showing a green tick mark.

Product ↑	Batch No.	System Quantity (doses)	Counted Quantity (doses)	Discrepancy	Accept Adjustment
<b>Vaccine</b>					
BCG	099457	382,780	382,780	0	<input type="checkbox"/>
BCG	099458	318,000	317,980	-20	<input checked="" type="checkbox"/>
BCG	2158935	1,000,000	999,980	-20	<input type="checkbox"/>

Quantity discrepancy recorded, accept adjustment box is NOT ticked. This will block the finalization

If some items do not have the “Accept Adjustment” ticked, click the edit button to review and complete the information.

- If the quantity discrepancy was entered by error, re-enter the correct counted quantity to ensure the discrepancy shown is zero.
- If the counted quantity entered was correct and there is indeed a discrepancy that needs to be recorded, click the “accept adjustment” box and enter a comment in the mandatory comment box, then save.

## Physical Count & Adjustments



Product : BCG Batch No. : 099458

Please enter counted quantity\* **Stock Quantity\***  
317980

System Quantity (doses)	Counted Quantity (doses)	Discrepancy	Reason for Adjustment
318000	317980	-20	Missing

Accept Adjustment? **Comments\*** One vial missing during physical count

Reset

SAVE

Once all the lines with discrepancies have been correctly completed, the “Finalize” button at the end of the page will become active and you will be able to save the physical count and/or adjustment.

ADS_0.1ml	0123456	1,500,000			<input type="checkbox"/>			
ADS_0.5ml	765289	1,000,000			<input type="checkbox"/>			
bednet	8we3	305			<input type="checkbox"/>			

Reset All Fields **FINALIZE**