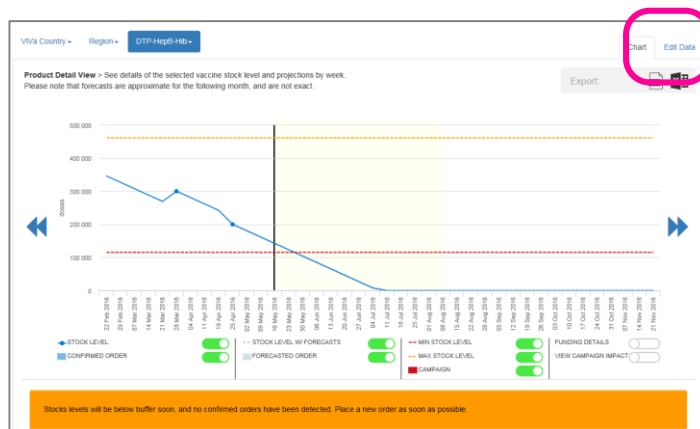# ViVa *Visibility for Vaccines*

QUICK REFERENCE: Creating an Order *(regional level)*

At the central level, all information about upcoming orders and forecasts are updated by UNICEF Supply Division based on confirmed purchase orders and monthly forecasts. ViVa enables country users to create this information manually at the **regional levels** as well, to enable regional store managers to update stock projections based on upcoming deliveries from the national stores or other sources.
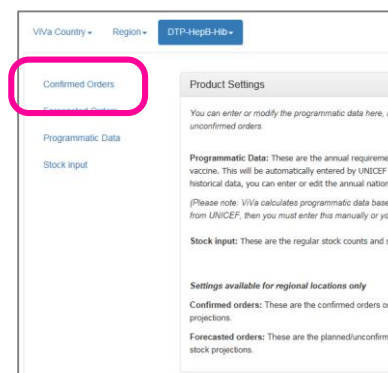
1 From a regional (not central) location, select a product.

2 Navigate to the "edit data" tab to create both confirmed orders and forecasts.

3 You will see options for "confirmed orders" and "forecasted orders" at regional level. Click "confirmed orders" to add a new order.
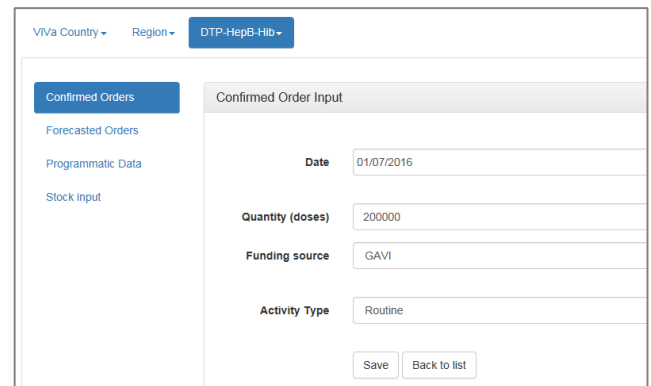
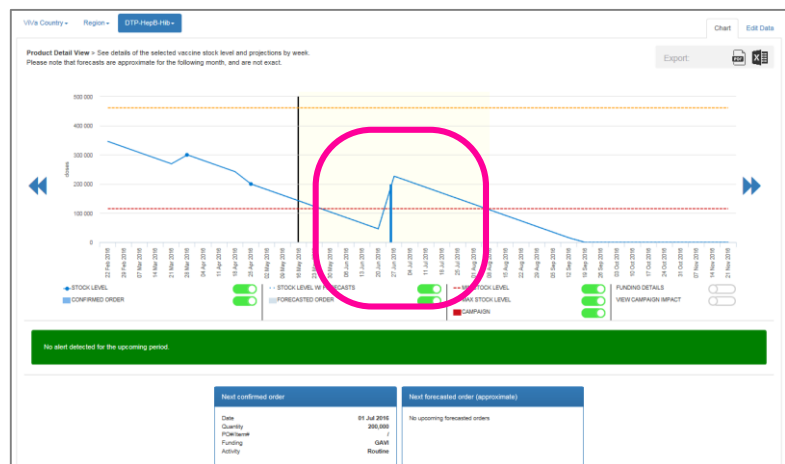**4** Click on "create new entry" to add a new order.

5 Enter the expected arrival date, the quantity of the order in doses, and indicate funding source (GAVI, non-GAVI) and activity type (routine or supplementary), for information only.

Press "save" and click on the vaccine name or click on "chart" to return to the product overview page.

6 Your stock projection line will now increase to account for the confirmed delivery, and alert levels will be recalculated based on the new stock situation.

Additional details of the order will appear in the boxes below.

To insert a forecasted order, follow the same steps as described above.