Home Page

The home page of the GRITS Web site opens after you have provided a valid organization code, username, and password. The home page of GRITS is divided into several sections. It may be necessary to use the vertical scroll bar to the right of the GRITS screen to view all sections of the home page.

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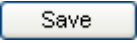
If your user role is Administrator, Inventory Control or Administrator + Data Exchange, a pop-up message will be displayed on the GRITS Home Page to indicate expired public vaccine should be returned to McKesson distribution center and marked as returned on the Show Inventory screen. Expired private vaccines cannot be returned to McKesson and should be marked returned or destroyed using the Show Inventory Screen.

Menu Bar

At the top of the screen toward the right side, you have several menu options. These menu options will appear on every screen within GRITS. The options available are the following:

1. Home: Clicking this menu option will return you to the GRITS home page from anywhere in the registry.

2. Change Password: You may change your password for GRITS at any time. To do so, follow these steps:

   • Click on Change Password on the menu bar.

- When the Change Password dialog box appears, type in a new password (choose a password four to 16 characters in length).

- Tab to the Confirm New Password input box.

- Retype your new password.

- Press [Save].

- "Password Updated" will appear in red at the top of the Change Password dialog box after your password has been successfully saved.

3. Logout: Clicking on the Logout menu option will log the user out of the current GRITS session and return you to the Login screen. The user may logout from any screen within GRITS.

4. Help Desk: Clicking on the Help Desk menu option will give you a screen with contact information for the GRITS Help Desk.

5. Online Help: Clicking on the light bulb in the right corner of the screen brings up page-specific help. Refer to the Appendix of this manual for more information on online help.

    Directly below the menu bar is a row of information highlighted in a different color. This row contains your organization's name, your first and last name, and your role within the organization. If any of this information is incorrect, contact your organization administrator.

Menu Panel

The menu panel is color-shaded and appears on the left of all screens within GRITS.

Menu Selections

The menu panel contains links — options that, when clicked, take you to the functions of the GRITS Web site. These links, which include functions under Reports, Immunizations, Clients, Maintenance, and others, are used to navigate the GRITS Web site. Your role will determine your access to these functions.

Announcements

The right hand portion of the home page, which has a white background, contains recent information on enhancements and maintenance relating to GRITS. Recent announcements that have not been viewed will have "New" highlighted in yellow alongside them. Once you have viewed the announcement and returned to the home page, the flag will disappear. To view a full announcement, do the following:

1. Click on the underlined announcement title.
2. The GRITS Announcement screen will display, giving full details and the posting date of the selected title.
3. Click on the Return to Main Page link to return to the home page.

Release Notes

Release Notes are found under the Announcements section of the home page. This section contains information regarding new releases of GRITS and features included in the releases. Release notes may be viewed in the same manner as announcements.

Inventory Alerts

The inventory alerts section will appear on the GRITS home page for users with Administrator, Administrator + Data Exchange, and Inventory Control levels of access. If a site has expired vaccine, a pop-up message will display where to return public vaccine and expired private vaccines should be returned or destroyed. Decrement public and private vaccine doses as returned or destroyed using the Show Inventory screen.

The Inventory Alerts section of the home page consists of five tables.

1. **Inventory Transfer Notifications**, lists outbound transfers that are 'On Hold or Shipped' and inbound transfers that are 'Pending Receipt' for all sites within your organization. Transfers between sites within the same organization will span two lines – a pending outbound transfer for the sending site and a pending inbound transfer for the receiving site. Once the transfer is accepted by receiving site, it will no longer appear in the alerts.

2. **Expired Inventory with Remaining Doses on Hand**, lists by site vaccines with expired inventory with remaining 'Doses on Hand' greater than zero. Expired public vaccine should be returned to the McKesson's distribution center by following the guidelines found under the heading "Returning Federal Expired Vaccine" located under the Resources on the Web section on the GRITS home page. Mark the expired vaccines doses as returned in GRITS using the Show Inventory screen to decrement inventory. Expired private vaccines should not be sent to McKesson. Mark the expired vaccine doses as destroyed or returned through proper channels using the Show Inventory screen to decrement inventory.

3. **Please take a physical count of inventory and enter it into GRITS**, lists sites that are due an inventory count and date the count is due. The alert will only appear if the inventory count is due in the next 5 days or if the count is overdue.

4. **Active Inventory That is Going to Expire**, lists inventory by site within an organization that will expire within 90 days or less.

5. **Inventory that is Running Low**, lists inventory by site within an organization that is nearly depleted (10 doses or less).

Resources on the Web

The bottom portion of the main screen contains Resources on the Web, which are links to websites or PDF documents pertaining to immunizations. The links are listed below:

The 3231 FAQs link brings the user to a PDF document with answers to frequently asked questions regarding changes to DHR Immunization Rules and Regulations.

The 3231 Form Provider Memo link brings the user to a PDF document from Department of Human Resources (DHR) director regarding guidelines for providers to update their systems to produce the new Form 3231.

The Adult ACIP Schedule link brings the user to a section of the Centers for Disease Control and Prevention's (CDC) website pertaining to the Adult ACIP schedule.

The CDC Self Education Web Page: 'You Call the Shots' link brings the user to a section the CDC website pertaining to the web-based training course.

The Child ACIP Schedule link brings the user to a section of the Centers for Disease Control and Prevention's (CDC) website pertaining to the Child ACIP schedule.

The DHR Board Approves New Vaccine Requirements link brings the user to a PDF document that explains Georgia Department of Human Resources (DHR) Board approval of new vaccines requirements for children and adolescents.

The GRITS FAQs link brings the user to a section of the Georgia Immunization Program website with answers to frequently asked questions regarding GRITS and other immunization registry topics.

The Georgia Academy of Family Physicians link brings the user to the official website for information on the Georgia Academy of Family Physicians.

The Georgia Chapter of the American Academy of Pediatrics link brings the user to the official website for information on the Georgia Chapter of the American Academy of Pediatrics.

The Georgia Immunization Program link brings the user to the official website for information on the Georgia Immunization Program.

The Georgia Public Health Publications and Forms link brings the user to a website containing many forms such as Hearing and Vision Screening Annual Reporting forms.

The Georgia Registry of Immunization Transactions and Services link brings the user to the official website for information on the Georgia Immunization Registry, and is the source for answers to frequently asked questions.

The Georgia Vaccines for Children link brings the user to the official website for information on the Vaccine for Children (VFC) Program.

The National Immunization Program link brings the user to the Centers for Disease Control and Prevention's (CDC) website for immunization information.

The Returning Federal Expired Vaccine link brings the user to a PDF document for guidelines on how public expired vaccine should be returned to McKesson.

The State Electronic Notifiable Disease Surveillance System link brings the user to the state of Georgia's SendSS website where the user can report any instance of a required notifiable disease.

The Vaccine Adverse Event Reporting System link brings the user to VAERS, an information and reporting system for vaccine safety. Adverse events can be reviewed and reported on this site.

The Vaccine Information Sheets link brings the user to the Immunization Action Coalition's website, which provides downloads of the CDC's Vaccine Information Statements (VISs) in many languages.

Upcoming Events

The Upcoming Events section of the main screen lists immunization conferences and events that may be of interest to immunization providers.