

**Note:** The purpose of this step sheet is to demonstrate how to add Serialized and Non-Serialized breast pumps and supplies into Cascades inventory.

Steps	Cascades Screen
<p><b><u>Step 1 Assess Search Product Inventory</u></b></p> <p>From the <b>Home</b> Screen go to:</p> <ul style="list-style-type: none"> <li>• <b>Operations</b> <ul style="list-style-type: none"> <li>○ <b>Inventory</b></li> <li>○ <b>Search Product Inventory</b></li> </ul> </li> </ul>	<p>The screenshot shows the Cascades Management Information System interface. The top navigation bar includes 'Home', 'Family Services', 'Scheduling', 'Vendor', 'Operations', 'Finance', 'Administration', and 'Help'. The 'Home' menu item is highlighted with a red box. The 'Operations' menu is expanded, showing a list of options including 'State Family Workflow Dashboard', 'Search Dual Participation', 'Maintain Customer Service Issues', 'Notifications', 'Maintain Tasks', 'Maintain Outreach Organizations', 'Maintain Outreach Campaigns', 'Maintain Case Files', 'Inventory', 'Monitoring and Analysis', 'Manage Staff Training', and 'Create Survey Distribution List'. The 'Inventory' option is highlighted in yellow. A sub-menu for 'Inventory' is also visible, containing 'Search Product Inventory', 'Search Orders and Transfer Requests', 'Maintain Products', and 'Maintain Types'. The 'Search Product Inventory' option is circled in red.</p>

## Step 2 Add New Item into Inventory

The Search Inventory Product Inventory screen displays

- If not already listed. Select correct agency clinic from **Search location** under Clinic.
- Select **Add New Item** at the bottom of the **Search Inventory Product Inventory**.

**Management Information System** Search Product Inventory

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**Search Inventory Product Inventory**

Search Location:  All  State  Agency  Clinic

Inventory Product ID:  Inventory Product Name:  State Inventory Number:  Expiration Date:  Inventory Type:  Search Type:  Serialized  Non-Serialized  Only Low Inventory

Item ID:  Item Name:  Manufacturer Number:  Inventory Status:

**L01C01 - ADAMS CHD** (highlighted)

L01C01 - ADAMS CHD-OTHELLO  
L01C02 - Adams CHD-Ritzville  
L02C01 - Asotin CHD-Asotin  
L02C02 - OLDAsotin CHD-Clarkston  
L02C03 - Asotin CHD-Clarkston  
L03C01 - Benton Franklin HD-Benton City  
L03C02 - Benton Franklin HD-Connell  
L03C03 - Benton Franklin HD-Kennewick  
L03C04 - Benton Franklin HD-New Horizons High School  
L03C05 - Benton Franklin HD-Pasco  
L03C06 - Benton Franklin HD-Tri Tech Skills Center  
L04C01 - Chelan Douglas HD-East Wenatchee  
L04C02 - Chelan Douglas HD-Leavenworth  
L05C01 - CHI Franciscan-Lakewood  
L05C02 - CHI Franciscan-Parkland  
L05C03 - CHI Franciscan-Highline  
L05C04 - CHI Franciscan-Harrison Medical Center WIC  
L06C01 - Clallam CDHHS-Forks  
L06C02 - Clallam CDHHS-Port Angeles  
L06C03 - Clallam CDHHS-Sequim  
L07C01 - Columbia Basin HA-Mattawa  
L07C02 - Columbia Basin HA-Othello

Total Items: 0

**Inventory Search Results (Items)** Total Items: 0

Item ID	Item Name	State Inventory Number	Status	Quantity

Selected Row Details: Issue Reserve Dispose Return Items

**Add New Item** Cancel

## Step 3 Add New Inventory Item

The **Add new Inventory Item** screen displays

- Select **Location** search tab if agency-clinic displayed not correct.
  - Change clinic by selecting in drop-down.
- Select the search tab for **Choose Inventory Product** to select a product.
- Proceed to **Step 4 to select Inventory Product**.

**Add New Inventory Item**

**Location**  
Adams CHD-Ritzville

**Choose Inventory Product** ★  
Inventory Product is a required field.

**Non Serialized Item**

<b>Item Name</b> ★	<b>Expiration Date</b>	<b>Date Added To Inventory</b>
<input type="text"/>	<input type="text"/>	<input type="text" value="2/18/2020"/>
<b>Quantity</b> ★	<b>Manufacturer Number</b>	<input type="button" value="Scan Barcode"/>
<input type="text"/>	<input type="text"/>	

## Step 4: Select Inventory Type

The **Inventory Product Search** screen displays.

- In the Inventory product Search, select the dropdown tab to view the **Inventory Type** to continue the add inventory process.
- In this example, the selection is the **Multi-user electric breast pump** from the inventory type dropdown.
- Select **Search** and proceed to **Step 5**.

The image shows a dropdown menu titled "Inventory Type". The menu is open, displaying a list of options: Manual breast pump, Personal use electric breast pump, Multi-user electric breast pump, Breastfeeding supplies, EBT Cards, Breast pump kits, and Blood test equipment. A red arrow points from the "Multi-user electric breast pump" option in this menu to the corresponding dropdown in the main search form.

The image shows the "Inventory Product Search" form. It includes a search bar, a "Product Name" field, an "Inventory Type" dropdown menu (with "Multi-user electric breast p" selected), an "MCH Inventory" checkbox (unchecked), and "Search" and "Clear Criteria" buttons. A red arrow points from the "Multi-user electric breast pump" option in the dropdown menu to the "Search" button.

**Step 5 Select product to add to inventory**

- The **Inventory Product Selection** screen displays search results for the inventory type you selected.
  - In this example, Multi-user breast pump available products displays.
    - The Endeare multi user pump is the product selection for this example.
- **Double select** the desired product from the Inventory Product Selection.
 

**Or**
- Highlight the product line of choice once then scroll down and select **Add to Order** to continue adding inventory to your clinic.
- Proceed to **Step 6 Add New Inventory Item**

*Highlight Product you want to add. The top line automatically appears highlighted.*

Product ID	Serialized	Product Name	Inventory Type	Model
18	✓	EnDeare	Multi-user electric breast pump	EnDeare
47	✓	Lactina	Multi-user electric breast pump	Lactina

Add To Order
Cancel

## Step 6 Add New Inventory item

- The **Add New Inventory Item** screen displays
- **Under Serialized Item**
  - Select 'Single item' if not already selected.
- **Item Name** automatically displays from your product selection
- Enter the product serial number under
  - **Manufacturer Number**
- Enter your State agency-clinic code provided by the State plus the product serial number into the **State Inventory Number**.
- Select **Save** to add Multi user to your inventory. Proceed to **Step 7**

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**Add New Inventory Item**

Location  
ADAMS CHD-OTHELLO

Product ID 18 Product Name EnDeare Inventory Type Multi-user electric breast pump

**Serialized Item**

Select Item Entry Method  
 Single Item  Multi-Item

Item ID: EnDeare Inventory Item Status: On Hand Expiration Date: [ ]

Item Name: EnDeare Manufacturer Number: 100025 Date Added To Inventory: 4/11/2019

State Inventory Number: Ado10025

Buttons: Scan Barcode, Print Barcode

Buttons: Save, Cancel

**The State Inventory Number is the State Inventory code provided from the State and the Multi user product serial number (In this example: Clinic State Inventory Code ADO + multi user serial number 10025 = Ado10025)**

## Step 7 Add New Serialized Product Complete

- You returned the **Search Inventory Product Inventory** page.
- **Products** now list the total quantity entered for pump supply.
- The “Serialized Item Saved Successfully” message displays.
- Select **Add New Item** to continue adding inventory to clinic stock.

## Next Section: Step 7a (Optional Step)

Or  
[Skip to Section 8 Correcting Multi user pump entry if entered into wrong clinic](#)

The screenshot shows the 'Management Information System' interface. At the top, there's a navigation bar with 'Home', 'Family Services', 'Scheduling', 'Vendor', 'Operations', 'Finance', 'Administration', and 'Help'. The user is logged in as 'RACHEL MARKHAM'. The main section is titled 'Search Inventory Product Inventory'. It includes search filters for 'Search Location' (All, State, Agency, Clinic), 'Inventory Product ID', 'Inventory Product Name', 'State Inventory Number', 'Expiration Date', 'Inventory Type', 'Item ID', 'Item Name', 'Manufacturer Number', and 'Inventory Status'. Below the search filters are two tables: 'Inventory Search Results (Products)' with 3 items and 'Inventory Search Results (Items)' with 16 items. A status message box in the bottom right corner says 'Serialized Item Saved Successfully.' and the 'Add New Item' button is highlighted with a red box.

Inventory Product ID	Inventory Product	Total on Order	Reorder Point	Total on Hand
14	Lactina	0	40	16
15	Harmony - One Handed Manual	0	40	200
18	EnDeare	0	40	13

Item ID	Item Name	State Inventory Number	Status	Quantity
569	Lactina	610717	On Hand	1
570	Lactina	610718	On Hand	1
571	Lactina	610719	On Hand	1

- If you add inventory to the incorrect clinic or add wrong item. Use Dispose Of **pump supply from inventory** step sheet and reenter to correct inventory.

## Step 7a (Optional Step) Add Message To Multi User State Inventory Number

- Multi User Breast Pumps allows a message to be entered after the State Inventory Number
- Add Message after State Inventory Number as in this example message displays: “ACR8000000 Emp Pump Don’t Issue”
  - This message was added to alert staff that State Inventory Number displayed is not to be issued.
- When issuing a Multi User breast pump the State Inventory Number with message displays in the Breast Pump Assignment section under Breast Pump Inventory.

**Add New Inventory Item**

Location: Adams CHD-Ritzville

Product ID: 18 | Product Name: Hygeia EnDeare | Inventory Type: Multi-user electric breast pump

Serialized Item

Select Item Entry Method:  Single Item  Multiple Item

Item ID: | Inventory Item Status: On Hand | Expiration Date: [calendar icon]

Item Name: Hygeia EnDeare | Manufacturer Number: 8000000 | Date Added To Inventory: 3/8/2021

**State Inventory Number**: ACR8000000 Emp Pump Dont Issue

Out for Maintenance

[Scan Barcode] [Print Barcode]

**Breast Pump Assignment**

Pump Type	Quantity In Stock	Product Name	Manufacturer	Quantity In Stock	Quantity Issued
Multi-user electric breast pump	5				

  

**Breast Pump Inventory** Total Items: 5

Pump Status	Quantity On Hand	State Inventory Number	Product Name	Manufacturer	Issued Date	Expected Return Date	Reserved Members Count
Available	1	ACR8000000 Emp Pump Dont Issu	Hygeia EnDeare	Hygeia			0
Available	1	ACR0800000 Hospital Loaner Pump	Hygeia EnDeare	Hygeia			0



## Step 8 Correcting Add New Multi user Inventory

In this example pumps ACR4141 entered under incorrect clinic.

- Dispose of the pumps than reenter pumps into correct clinic.
- Cascade remembers the disposed pump **State Inventory Number** (i.e. ACR4141) Displaying an error message.
- Update the **State Inventory number** to appear slightly different with same number.
  - In the example, change entry from ACR4141 by adding a space now displays ACR 4141. Error message disappears.
- Select Save to complete adding inventory.

Inventory Search Results (Products)						Total Items: 2
Inventory Product ID	Inventory Product Name	Total on Order	Reorder Point	Total on Hand		
<input type="checkbox"/> 11	Cascades EBT Card	2	40	0		
<input checked="" type="checkbox"/> 18	EnDeare	0	40	3		

Inventory Search Results (Items)						Total Items: 3
Item ID	Item Name	State Inventory Number	Status	Quantity		
<input type="checkbox"/> 101186	EnDeare	ACR4141	On Hand	1		
<input type="checkbox"/> 101187	EnDeare	ACR9494	On Hand	1		
		AC00004	On Hand	1		

**Add New Inventory Item**

**Location**  
Adams CHD-Ritzville

**Product ID** 18    **Product Name** EnDeare    **Inventory Type** Multi-user electric breast pump

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**Serialized Item**

Select Item Entry Method  
 Single Item     Multiple Item

**Item ID**                      **Inventory Item Status** On Hand                      **Expiration Date**

**Item Name** ★                      **Manufacturer Number** ★                      **Date Added To Inventory**

EnDeare                      4141                      3/30/2020

Out for Maintenance

**State Inventory Number**  
 ACR4141

**Serialized Item**

Select Item Entry Method  
 Single Item     Multiple Item

**Item ID**                      **Inventory Item Status** On Hand                      **Expiration Date**

**Item Name** ★                      **Manufacturer Number** ★                      **Date Added To Inventory**

EnDeare                      4141                      3/30/2020

**State Inventory Number**  
 ACR 4141

**Step 9 Add Non Serialized Pump and Pump Supplies Inventory**

- **Repeat Steps 1-4**
  - Select product from **Inventory Type** drop-down.
  - **In this example**
    - Manual breast pump from **Inventory Type** was selected.
    - Inventory product selected is Harmony (One Handed) Manual Pump
  - Double select Product Name from **the Inventory Product Selection**.
- Or**
- Select item once in **Inventory Product Selection**. Then scroll down and select **Add to Order** to continue adding item to inventory.

**Inventory Product Search**

**Product ID**

**Product Name**

**Inventory Type**

**MCH Inventory**  
 MCH Inventory Only

**Inventory Product Selection** Total Items:

Product ID	Serialized	Product Name	Inventory Type
19	<input type="checkbox"/>	EnHande - One Handed Manual	Manual breast pump
15	<input type="checkbox"/>	Harmony (One Handed) Manual	Manual breast pump
20	<input type="checkbox"/>	Hygeia - Two Handed Manual	Manual breast pump
16	<input type="checkbox"/>	Medela - Manual Piston	Manual breast pump

**Step 10 Add New Inventory Item**

Add New Inventory Item page displays

- Under **Non Serialized Item** complete **Required** fields.
- **Item Name** should already be entered. If incorrect Item select **Product ID** tab to change.
- Add number of products available under **Quantity**.
- In this example, we're adding a quantity of 10 of the Harmony-One Handed Manual pumps to the inventory.
- Select **Save Complete adding Inventory**.
- Proceed to **Step 11**

Add New Inventory Item
?

	<b>Location</b> Benton Franklin HD-Benton City						
	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;"><b>Product ID</b></td> <td style="width: 40%;"><b>Product Name</b></td> <td style="width: 40%;"><b>Inventory Type</b></td> </tr> <tr> <td>15</td> <td>Harmony - One Handed Manual</td> <td>Manual breast pump</td> </tr> </table>	<b>Product ID</b>	<b>Product Name</b>	<b>Inventory Type</b>	15	Harmony - One Handed Manual	Manual breast pump
<b>Product ID</b>	<b>Product Name</b>	<b>Inventory Type</b>					
15	Harmony - One Handed Manual	Manual breast pump					

Non Serialized Item

<b>Item Name</b> ★	<b>Expiration Date</b>	<b>Date Added To Inventory</b>
<input type="text" value="Harmony - One Handed Manual"/>	<input type="text"/>	<input type="text" value="4/12/2019"/>
<b>Quantity</b> ★	<b>Manufacturer Number</b>	<input type="button" value="Scan Barcode"/>
<input type="text" value="100"/>	<input type="text"/>	

**Step 11 Search Inventory Product Inventory Complete**

- You returned to the **Search Inventory Product Inventory** page.
- The **Inventory Search Results** list the quantity entered.
- The “Non-Serialized Item Saved Successfully” message displays.
- Select **Add New Item** to continue adding inventory to your clinic stock.

**Search Inventory Product Inventory**

Search Location

All  State

Agency  Clinic

L03C01 - Benton Fran

Inventory Product ID

Inventory Product Name

State Inventory Number

Expiration Date

Inventory Type

Item ID

Item Name

Manufacturer Number

Inventory Status

Search Clear Criteria

**Inventory Search Results (Products)** Total Items: 1

	Inventory Product ID	Inventory Product Name	Total on Order	Reorder Point	Total on Hand
<input type="checkbox"/>	15	Harmony - One Handed Manual	0	40	10

Order Transfer

**Inventory Search Results (Items)** Total Items: 2

	Item ID	Item Name	State Inventory Number	Status	Quantity
<input type="checkbox"/>	567	Harmony - One Handed Manual		On Hand	10

Issue Reserve Dispose

Add To Results By Scan

Status Message

Non-Serialized Item Saved Successfully.

**Add New Item** Cancel

Adding Non Serialized Product Inventory Complete

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DOH 961-1217 August 2023

