View Inventory

Functions:
[Search](#)
[View](#)

Business context

View Inventory allows users to view details about the inventory products at a public health office or the Bio Depot. Users may view inventory at their own public health office and at other public health offices.

Pre-requisite: Inventory must be available in the HPLs to view.

Triggers

- A user wants to know which products are available in the holding point locations at a holding point, prior to creating a product requisition, or prior to moving inventory between holding point locations.
- A user would like to view the inventory that has been committed to requisitions and returns.

Business Roles

View Inventory is a Panorama maintenance function. The View Inventory functionality will be performed by the Zone Biological Coordinators, the Bio Depot Biological Coordinator, and the Admin support staff.

Panorama Role

Both the Inventory Zone and the Inventory Provincial roles have permissions for the View Inventory functionality.

Steps: Search

Overview Steps: Inventory Maintenance>View Inventory>Add Search criteria>Click **Search**

1. Select **Inventory Maintenance** from the Left-Hand Navigation Menu, then select the **View Inventory** link.

2. The **Search Holding Point Inventory** screen displays.

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Product Inventory

Search Holding Point Inventory ⌃ Hide Search Holding Point Inventory

Product Alternate ID:		Catalogue Item Name:	Tubersol®(1mL MDV)SPL
Catalogue Item Code (L5):			
	Search Catalogue		
Inventory Status:			
Manufacturer Code:			
Holding Point:	Antigonish PHO-HP - Antigonish	Search	Holding Point Type:	
HPL Code:			
Expiry Date From:	/ /	yyyy mm dd	Expiry Date To:	/ /	yyyy mm dd
Lot Number:			
Override Holding Point Security: ☑			

Search | Retrieve | Clear

3. For an open Inventory search, do not add seach criteria and click **Search**.
4. To search for Inventory in a specific Holding Point, add the Holding Point to the **Holding Point** field, using the type ahead feature.
5. To view inventory for Holding Points not part of a user's Organization, click the **Override Holding Point Security** checkbox.
6. A search may be refined by selecting an option from the **Holding Point Type** dropdown menu, e.g., public health office.
7. To add a specific product to the search, add the Product Alternate ID or the Catalogue Item Name.
8. Click the **Search** button.
9. The results will display in the **Search Results** section.

Search Results ⌃ Hide Search Results

Your search criteria returned 1 result(s).

Row Actions: | Show HPL Details | Show Product Details | Show Qty in Doses |
○ SKU ● Doses

Product Alt ID	Catalogue Item Name	Catalogue Item Code (L6)	Trade Name	Manufacturer Code	Holding Point Code	Lot Number	Original Expiry Date	Current Expiry Date	QoH	Qty on Order
PPD(MDV)	Tubersol®(1mL MDV)SPL	54	Tubersol®	Sanofi Pasteur Ltd.	Antigonish PHO-HP	C5037AB	2018 Sep 30	2018 Sep 30	3,001.0	0.0

Total: 1 | ⏮ ◀ Page 1 of 1 ▶ ⏭ | Jump to page: [ ] →

Steps: View Inventory

Overview Steps: Search> Select Line Item> Click buttons and hyperlinks to view inventory> Close

1. Complete an Inventory search.
2. Select a line item.
3. By selecting the radio button for an item of interest, the **Row Actions** buttons are enabled.

Search Results ⌃ Hide Search Results

Your search criteria returned 1 result(s).

Row Actions: | **Show HPL Details** | **Show Product Details** | **Show Qty in Doses** |

○ SKU ● Doses

	Product Alt ID	Catalogue Item Name	Catalogue Item Code (L6)	Trade Name	Manufacturer Code	Holding Point Code	Lot Number	Original Expiry Date	Current Expiry Date	QoH	Qty on Order
●	DTaP-IPV-Hib(5)	Pediacel® (5 x 0.5mL)SPL	8	Pediacel®	Sanofi Pasteur Ltd.	Antigonish PHO-HP	C5094AA	2018 Oct 31	2018 Oct 31	3,001.0	10.0

Total: 1 | |◄ ◄ Page 1 of 1 ► ►| | Jump to page:

4. Click the **Product Alternate ID** link to view catalogue item details.
5. The **SKU** and **Doses** radio buttons indicate the unit of measure of displayed quantities.
6. Click the **QoH** link or the **Show HPL Details** button to display the *Holding Point Location Details* screen.

Holding Point Location Details

Product Alternate Id	DTaP-IPV-Hib(5)	**Catalogue Item Name**	Pediacel® (5 x 0.5mL)SPL
Prepaid Quantity	0		
Catalogue Item Code	Antigonish PHO-HP	**Product Description**	Diphtheria; Tetanus; Acellular Pertussis; Inactivated Poliomyelitis; Haemophilus influenzae type b Pediatric

Row Actions: | **Expand All** | **Collapse All** |

	HP Code	HP Name	HPL Code	HPL Type	Committed Qty	Uncommitted Qty	Total Qty	UOM	Lot Number	Original Expiry Date	Current Expiry Date
⊕	Antigonish PHO-HP	Antigonish PHO	Antig-HPL1-Op	Operational	0.0	3,001.0	3,001.0	Doses	C5094AA	2018 Oct 31	2018 Oct 31

7. Click the **Qty on Order** link. The **Quantity On Order Summary** screen lists all the requisitions that contain the selected product.

Quantity On Order Summary

Quantity On Order Summary

Product Alternate ID: **Catalogue Item Name:**

Catalogue Item Code: 8

Override Holding Point Security: ☐

Quantity On Order Line Items

Requisition ID	Replenishment HP Code	To Holding Point	Qty On Order	Unit Of Measure	Expected Delivery Date
37	Halifax PHO-HP	Antigonish PHO-HP	10.0	Doses	2017 Sep 14
Total: 1	⏮◀ Page 1 of 1 ▶⏭				Jump to page:

PDR ID	Contract#/PO#	Supplier	To Holding Point	PDR Qty	Available Qty To Order	Unit Of Measure	Required Delivery Date
Total: 0		⏮◀ Page 1 of 1 ▶⏭					Jump to page:

[Close]

8. Click on the Requisition ID hyperlink to view requisition details. The **Manage Requisitions** screen displays.

Manage Requisitions

[Save Requisition] [Submit Requisition] [Create New Requisition] [Cancel] [Print]

View/Edit Requisition

* Required field

Requisition ID: 37   **Requisition Type:**   Regular

* Ship To Holding Point: Antigonish PHO-HP - Antigonish PHO

Requestor Document Reference Number: **Requestor Requisition Date:**   2017 Sep 13

* Ship-to Address: #2N - 23 Bay Street, Antigonish NS B2G2G7, Canada ▾

☐ Use Ad Hoc Address   [Generate Ad hoc Address]

9. Click the **Show Product Details** button for information about the products in the HPL. Click the **Close** button when viewing is complete.

Search Results   ⌃ Hide Search Results

Your search criteria returned 1 result(s)

Row Actions: [Show HPL Details] [Show Product Details] [Show Qty in Doses]

○ SKU   ● Doses

	Product Alt ID	Catalogue Item Name	Catalogue Item Code (L6)	Trade Name	Manufacturer Code	Holding Point Code	Lot Number	Original Expiry Date	Current Expiry Date	QoH	Qty on Order
●	DTaP-IPV-Hib(5)	Pediacel® (5 x 0.5mL)SPL	8	Pediacel®	Sanofi Pasteur Ltd.	Antigonish PHO-HP	C5094AA	2018 Oct 31	2018 Oct 31	3,001.0	10.0
Total: 1	⏮◀ Page 1 of 1 ▶⏭										Jump to page:

Product Inventory

Product Details

Product Alternate ID:	**Catalogue Item Name:**	**Catalogue Item Code:**	**Product Trade Name:**
DTaP-IPV-Hib(5)	Pediacel® (5 x 0.5mL)SPL	8	Pediacel®
WAC:	**Committed Qty for Requisitions/Returns:**	**PDR Qty:**	**Qty Received To Date:**
$0.00	0.0	0.0	0.0
Contract/PO Qty Remaining:	**Requisition Qty:**	**List Price**	
0.0	10.0	-	

Holding Point ▲	Committed Quantity	Uncommitted Quantity	Committed Value	Uncommitted Value	Inventory Value
Antigonish PHO-HP	0.0	3,001.0	$0.00	$0.00	$0.00

Close

10. Click the **Show Qty in Doses** button to view product information in doses. Click the **Close** button when done.

Search Results

⌃ Hide Search Results

Your search criteria returned 1 result(s).

Row Actions: | Show HPL Details | Show Product Details | **Show Qty in Doses** |

◯ SKU ⦿ Doses

	Product Alt ID	Catalogue Item Name	Catalogue Item Code (L6)	Trade Name	Manufacturer Code	Holding Point Code	Lot Number	Original Expiry Date	Current Expiry Date	QoH	Qty on Order
⦿	DTaP-IPV-Hib(5)	Pediacel® (5 x 0.5mL)SPL	8	Pediacel®	Sanofi Pasteur Ltd.	Antigonish PHO-HP	C5094AA	2018 Oct 31	2018 Oct 31	3,001.0	10.0

Total: 1 | ◀◀ ◀ Page 1 of 1 ▶ ▶▶ | Jump to page: [ ] ➡

Product Inventory

Quantity In Doses

Catalogue Item Code:	**Product Alternate ID:**	**Catalogue Item Name:**	**Product Trade Name:**
8	DTaP-IPV-Hib(5)	Pediacel® (5 x 0.5mL)SPL	Pediacel®

Holding Point:

Antigonish PHO-HP - Antigonish PHO

Holding Point Location	Lot #	Expiry Date	Quantity	Committed Quantity	Uncommitted Quantity
Antig-HPL1-Op	C5094AA	2018 Oct 31	3,001.0	0.0	3,001.0

Close

11. To view inventory committed to requisitions and returns, select a line item and click the **Show Product Details** button. The **Product Details** screen displays.

12. Click on the **Committed Qty for Requisitions/Returns** hyperlink.
13. The **Committed Quantity Summary** page displays with a list of Requisitions and Returns.

14. To view further details about a specific requisition or return, click on the **Requisition Id** or **Return Id** hyperlink.