

Catalogue Item – Provincial Role

Functions:

- [Search](#)
- [View Catalogue Item](#)
- [Add Catalogue Item](#)
- [Associate a Diluent to a Product](#)
- [Update Catalogue Item](#)

Business context

The Panorama Catalogue includes all products available to order from the Bio Depot. Each catalogue item has a unique record in Panorama, with information organized in six levels, each representing a greater level of detail. The name of each level indicates the primary focus of the information captured at that level. When requisitioning products, users do so at “Level 5”, which means they order the generic product, not a specific brand. This ensures the products are distributed under the control of the Bio Depot.

Level 1 – Category

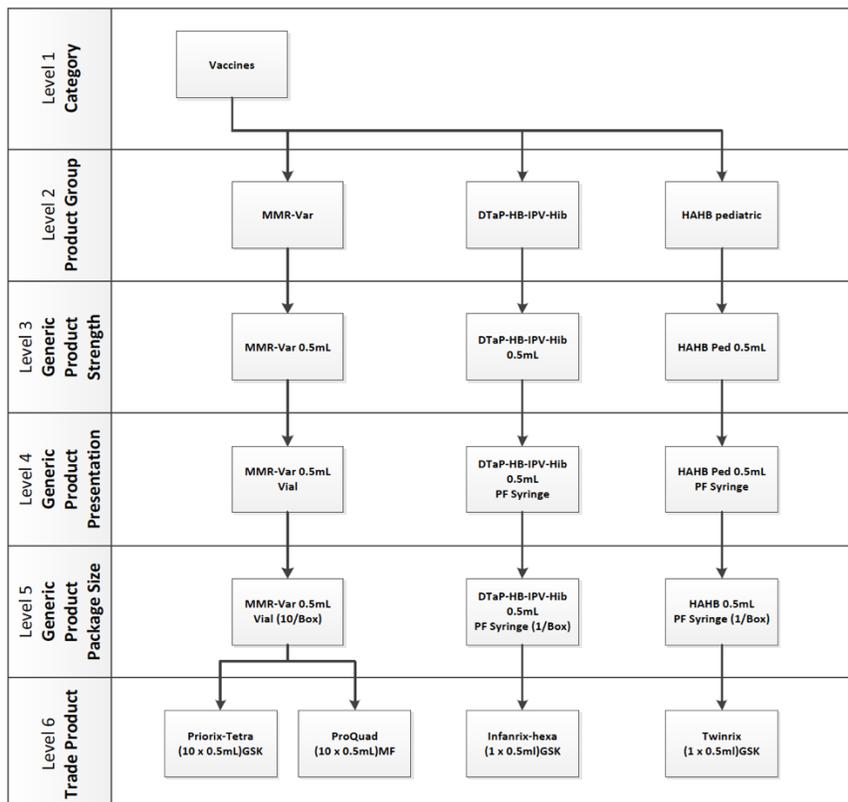
Level 2 – Product Group

Level 3 – Generic Product Strength

Level 4 – Generic Product Presentation

Level 5 – Generic Product Package Size

Level 6 – Trade Product



All Panorama users may search for catalogue items and view the details up to Level 6. The catalogue is maintained exclusively by the Bio Depot. The Add and Update functions allow Bio Depot staff to add and make updates for Catalogue items that can be acquired and distributed through Panorama.

Triggers

- A user needs to verify if a product exists in the Panorama Catalogue.
- A user wants to view detailed information about a catalogue item.
- A new catalogue item is available and must be added to the Panorama Catalogue.
- A Catalogue Item must be updated.

Business Roles

- The Search and View process will be performed in most cases by the Zone Biological Coordinators, the Bio Depot Biological Coordinator, and the Admin Support Staff.
- The Add and Update functions will be completed by staff at the Bio Depot.

Panorama Role

- Both the Inventory Zone and the Inventory Provincial roles have permissions to Search and View Catalogue Items.
- Permissions for Adding and Updating Catalogue Items, as well as associating a Diluent to a product, are restricted to users with the Inventory Provincial role.

Catalogue Item Status

- **Active** catalogue items may be requisitioned.
- **Inactive** catalogue items are not available for requisitions.
- **Discontinued** indicates that the manufacturer no longer manufactures the product. Inventory transactions can still be performed against discontinued products.

Dose and SKU Conversion

- Stock Keeping Unit (SKU) is a standard term used in the supply and distribution industry to distinguish between products. SKU can be considered the package presentation, e.g., Boostrix 1 vial/box; Boostrix 10 vials/box
- Nova Scotia operates in doses; therefore, the setup of Panorama will apply doses wherever possible.
- All Holding Points will order in doses (set in the HP Product Profile). The Conversion Factor table, which is located at Level 6 in the Catalogue, will include doses to enable ordering from the Supplier in Doses.

Conversion

- In Panorama, two doses of “Boostrix (10 x 0.5mL) GSK” will equal two vials. The naming convention is intended to demonstrate that the product is sent to the Bio Depot as 10 in a box.
- Two doses of “Boostrix (1 x 0.5mL) GSK” will be two vials. The Bio Depot may fill the order with two single boxes.

Calculation

When in the requisitions, returns, and inventory maintenance functions:

- Panorama calculates using the following:
 - [SKU unit volume] / [Typical Dose size]
 - If a typical dose is 0.5 mL and 1 vial contains 0.5 mL, then 1 vial = 1 dose
- To calculate how many doses come in a SKU (a box), then:
 - [SKU unit volume] / [Typical Dose size] x [Package Size]
 - If a typical dose is 0.5 mL and 1 vial contains 0.5 mL, and there are 10 in a box, then the calculation is:
 - $0.5 / 0.5 \times 10 = 10$ doses in a box

When in the contracts/PDR functions:

- Panorama pulls values from the Level 6 Catalogue Item conversion factor table values
 - SKU is the system default; conversion factors will relate to 1 SKU
 - Conversion factor = 1 SKU / [# of Doses in the box]
 - If 1 SKU has 1 Dose /box, then Cases conversion factor = 1
 - If 1 SKU has 10 Doses / box, then Doses conversion factor = $1/10 = 0.1$
 - If 1 SKU has 5 Doses / box, then Doses conversion factor = $1/5 = 0.2$

Steps: Search

	<ul style="list-style-type: none"> • The same codes repeat between levels, e.g., the same code may be assigned to different products depending on the Catalogue Level. • Aside from the Catalogue screen, all catalogue searches from Inventory screens (Create Requisition, Returns, etc.) are performed using Level 5. • It is therefore most appropriate to use the Level 5 Catalogue Item Code or the Product Alternate ID to do catalogue searches.
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Overview Process: Select Catalogue Item>Status Active>Search Criteria>Search

1. Select **Inventory Setup** from the Left Menu, then select the **Catalogue Item** link.
2. The **Catalogue Item Search** screen displays. For available items, select **Active** for Catalogue Item Status.
3. To complete an open search of all catalogue items, do not add criteria.
4. Enter the search criteria, using one of the following method:
 - Levels 1-6 drop-down menus: Drill down by selecting an option at each level
 - Add the Product Alternate ID to the field – type-ahead functionality is available
 - Find Search String field: Add a generic product name, e.g., MMR
5. Click the **Search** button.

WORK MGMT | INVESTIGATIONS | OUTBREAKS | IMMUNIZATION | FAMILY HEALTH | **INVENTORY** | ADMIN

Recent Work

- Inventory Replenishment
 - Product Requisitions
 - Product Delivery Request
 - Product Returns To HP
 - Product Returns To Supplier
 - Product Returns From External
 - Forecast Product Demand
 - Plan Replenishment
 - More Requisitions
- Inventory Maintenance**
- Inventory Setup
 - Product Lot
 - Contract
 - Supplier Purchase Requisitions
 - Supplier
 - Catalogue Item**

Catalogue Item Information

Level 5
 Level 6

Catalogue Item Search

Search/Add Catalogue Item - Search Required Before Adding

Catalogue Item Code: Product Alternate ID:

Catalogue Item Status: Find Search String:

Level 1 - Category: Add Edit
 Level 2 - Product Group: Add Edit
 Level 3 - Generic Product Strength: Add Edit
 Level 4 - Generic Product Presentation: Add Edit
 Level 5 - Generic Product Package Size: Add Edit
 Level 6 - Trade Product: Add Edit

Search Retrieve Clear

6. The search results display. In the search result below, two trade names (Level 6) products are identified.

Search Results Returned

Your search criteria returned 2 result(s).

	Catalogue Item Code	Product Alternate ID	Catalogue Item Name	Catalogue Item Description	Catalogue Level	Current Catalogue Item Status
<input type="checkbox"/>	53	MMR(10)	MMR [®] II(10 x 0.5mL)MF	Measles; Mumps; Rubella	6	Active
<input type="checkbox"/>	54	MMR(10)	Priorix [®] (10 x 0.5mL)GSK	Measles; Mumps; Rubella	6	Active

7. Click on the different headings to change the order of items. For example, clicking on **Catalogue Item Code** will list the products in numerical order.

Steps: View Catalogue Item

Overview Steps: Search>Select Item>Click Catalogue Item Code hyperlink

1. Search for a catalogue item, following the search process.
2. Click the selected **Catalogue Item Code** hyperlink to view the catalogue item details.

Search Results Returned

Your search criteria returned 2 result(s).

	Catalogue Item Code	Product Alternate ID	Catalogue Item Name	Catalogue Item Description	Catalogue Level	Current Catalogue Item Status
<input type="checkbox"/>	53	MMR(10)	MMR [®] II(10 x 0.5mL)MF	Measles; Mumps; Rubella	6	Active
<input type="checkbox"/>	54	MMR(10)	Priorix [®] (10 x 0.5mL)GSK	Measles; Mumps; Rubella	6	Active

3. Panorama displays the **Catalogue Item Information** screen. The Catalogue Item screen contains information about Levels 1 to 6 for each Catalogue Item.
4. Level 1 is **Category**. In Nova Scotia, only vaccines are selected. Drugs will not be managed in Panorama.
 - Note that the status is Active. Only Active vaccines may be ordered.

* Level 1 - Category			
		✓ Contains Data	⬆ Hide Level 1
Catalogue Code:	* Catalogue Item Category:	* Current Catalogue Item Status:	* Effective Date of Current Status:
000000000002	Vaccines	Active	2017 Jan 1
Created By:	Created Date:	Last Updated By:	Last Updated Date:
PERMISSIONS, ALL	2017 Jul 14		
Chart Of Accounts			

5. Level 2 is **Product Group**, e.g., Hib. This section contains the agent (Hib), the Antigens, and the SNOMED code, as well as a detailed catalogue item description and the Created Date (the date the item was added to Panorama).

* Level 2 - Product Group			
		✓ Contains Data	⬆ Hide Level 2
Catalogue Code:	Catalogue Item Description:	* Current Catalogue Item Status:	* Effective Date of Current Status:
000000000018	Haemophilus influenzae type b	Active	2017 Jan 1
Created By:	Created Date:	Last Updated By:	Last Updated Date:
PERMISSIONS, ALL	2017 Jul 14		
* Catalogue Item Name:	* Product Group Name:	AHFS Code:	ATC Code:
Hib	Hib		
* Agent:	Antigens:	SNOMED Code:	
Hib	<div style="border: 1px solid gray; padding: 2px;"> Haemophilus[more...] </div>	333680004	
Rx:			
<input type="checkbox"/>			

6. Level 3 is **Generic Product Strength**, e.g., Hib 0.5 mL. The dose size and unit of measure can be viewed. Status and Created Date are included.

* Level 3 - Generic Product Strength			
		✓ Contains Data	⬆ Hide Level 3
Catalogue Code:	Catalogue Item Description:	* Current Catalogue Item Status:	* Effective Date of Current Status:
000000000021	Haemophilus influenzae type b	Active	2017 Jan 1
Created By:	Created Date:	Last Updated By:	Last Updated Date:
PERMISSIONS, ALL	2017 Jul 14		
* Catalogue Item Name:	* Strength:	* Typical Dose Size:	* Typical Dose Size Unit of Measure:
Hib 0.5mL	0.5	0.5	mL

- Level 4 is **Generic Product Presentation**. The presentation Type is added, e.g., Vial, and may be viewed. This section includes the Route of Administration, in addition to Status and Created Date.

* Level 4 - Generic Product Presentation			
		✓ Contains Data	↑ Hide Level 4
Catalogue Code:	Catalogue Item Description:	* Current Catalogue Item Status:	* Effective Date of Current Status:
000000000022	Haemophilus influenzae type b	Active	2017 Jan 1
Created By:	Created Date:	Last Updated By:	Last Updated Date:
PERMISSIONS, ALL	2017 Jul 14	PERMISSIONS, ALL	2017 Jul 14
* Catalogue Item Name:	* Presentation Type:	* Presentation Volume:	* Presentation Volume Unit of Measure:
Hib 0.5mL Vial	Vial	0.5	mL
* Route of Administration:	Intramuscular		

- Level 5 is **Generic Product Package Size**. This level displays the number of items in a package, e.g., 5 to a box. The Dose Conversion Factor is the number of doses per package or SKU. In this example, there are five Vials per Box. Each vial contains a .5mL dose.
- If the product is a diluent, the Diluent box will be checked.
 - Note: In the future, SKU Package Unit of Measure will not include a value.

* Level 5 - Generic Product Package Size			
		✓ Contains Data	↑ Hide Level 5
Catalogue Code:	Catalogue Item Description:	* Current Catalogue Item Status:	* Effective Date of Current Status:
000000000022	Haemophilus influenzae type b	Active	2017 Jan 1
Created By:	Created Date:	Last Updated By:	Last Updated Date:
PERMISSIONS, ALL	2017 Jul 14	PERMISSIONS, ALL	2017 Jul 14
* Catalogue Item Name:	* Package Size:	Package Units:	SKU Volume:
Hib 0.5mL Vial (5/Box)	5	Vial	2.500
SKU Volume Unit of Measure:	Dose Conversion Factor:	Jurisdiction Use Only:	Restricted For Emergency Use:
mL	5,000	<input type="checkbox"/>	<input type="checkbox"/>
Always Requires PHD Authorization:	GST Exempt:	PST Exempt:	HST Exempt:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Product Alternate Description:	Lot Controlled:	Requires Manual Approval:	Jurisdictional Depot Requires PHD Authorization:
<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>			
<input type="text"/>			
SKU Package Unit of Measure:	Product Specification:	* Product Alternate ID:	List Price
Vial	<input type="text"/>	Hib(5)	<input type="text"/>
Diluent:	<input type="checkbox"/>		

10. Level 6 is **Trade Product**. It contains the Trade Name, in addition to the information from Levels 1 – 5. Other information may be viewed:

- Short Date Period - If the current date is within the number of days entered into this field of the product's expiry date, then it is considered to be 'short-dated'. In Nova Scotia, the Short-Date period for vaccines is 90 days.
- Cold Chain Required dropdown, e.g., Refrigerated.
- Manufacturer Code

* Level 6 - Trade Product		✓ Contains Data		↑ Hide Level 6	
Catalogue Item Description: Haemophilus influenzae ty		* Current Catalogue Item Status: Active			
Created By: PERMISSIONS, ALL	Created Date: 2017 Jul 14	Last Updated By: PERMISSIONS, ALL	Last Updated Date: 2017 Jul 17		
* Catalogue Item Name: Act Hib~(5 x 0.5mL)SPL		Catalogue Code: 25	Cold Chain Required: Refrigerated		
CCI Code:	Product Budget Code:				
* Product Trade Name: Act Hib~		* Product Alternate ID: Hib(5)		Lot Controlled: <input checked="" type="checkbox"/>	
Short Date Period: 90		Available Through SAP: <input type="checkbox"/>			
Manufacturer Code: Sanofi Pasteur Ltd.					
Reconstitution Required: <input type="checkbox"/>	Manufacturer Product Code:		Item GTIN:	Item DIN:	
Date Vaccine Approved in Canada: / / yyyy mm dd	Date Vaccine Approved in Jurisdiction: / / yyyy mm dd		Previous (Not in Use) Equivalent Product:	Funded: <input type="checkbox"/>	
Field for user to enter bar code:		PO Number Required: <input type="checkbox"/>		Repackaged Shelf Life(in Days):	
Auxiliary Directions:		Generic Directions:		Light Sensitive: <input type="checkbox"/>	
				Weight Per SKU: 0	

Comment: (4000 characters remaining)

Date	Comments	Recorded By

Conversion Factor to Add:

	Conversion Factor Unit	Conversion Factor
<input type="checkbox"/>	Dose(s)	5
<input type="checkbox"/>	SKU	1
<input type="checkbox"/>	Box	1



- The **Conversion Factor Unit** table displays the conversion of Doses and Boxes to SKUs. For example, a SKU equals 1 box and five doses of Act Hib.
- Product requisitions are ordered in doses.
- The Bio Depot orders in doses.
- SKU (Stock Keeping Unit) is a manufacturer term.

11. Click the **Cancel** button in the button right hand corner of the screen to return to the Search screen.

Steps: Add Catalogue Item

Overview Steps: Search > Add Each Level> Add Each Level Information >Save > Cancel

1. Complete a search for the Catalogue Item, following the search process.
2. If a catalogue item does not exist, select Vaccines from the **Level 1 – Category** from the dropdown.

Level 1 - Category:	<input type="button" value="Add"/>	<input type="button" value="Edit"/>	Vaccines	<input type="button" value="v"/>
Level 2 - Product Group:	<input type="button" value="Add"/>	<input type="button" value="Edit"/>		<input type="button" value="v"/>
Level 3 - Generic Product Strength:	<input type="button" value="Add"/>	<input type="button" value="Edit"/>		<input type="button" value="v"/>
Level 4 - Generic Product Presentation:	<input type="button" value="Add"/>	<input type="button" value="Edit"/>		<input type="button" value="v"/>
Level 5 - Generic Product Package Size:	<input type="button" value="Add"/>	<input type="button" value="Edit"/>		<input type="button" value="v"/>
Level 6 - Trade Product:	<input type="button" value="Add"/>	<input type="button" value="Edit"/>		<input type="button" value="v"/>

3. LEVEL 2: Check whether the Product Group (diagram under Business Context) exists at Level 2. If not, click the **Add** button.
4. The **Catalogue Item Information screen** displays. Enter the required information (red*).
 - System required fields
 - Current Catalogue Item Status: Active
 - Effective Date of Current Status (populates with today's date but can be changed using the Calendar function)
 - Agent

Search/Add Catalogue Item - Search Required Before Adding

Catalogue Item Code: Product Alternate ID:

Catalogue Item Status: Find Search String:

Level 1 - Category: Vaccines

Level 2 - Product Group: MMR-Var

Level 3 - Generic Product Strength:

Level 4 - Generic Product Presentation:

Level 5 - Generic Product Package Size:

Level 6 - Trade Product:

7. The **Catalogue Item Information** screen displays. Enter **Level 3 – Generic product Strength** information.

- System required fields
 - Current Catalogue Item Status: Active
 - Effective Date of Current Status (populates with today's date but can be changed using the Calendar function)
 - Catalogue Item Name: Copy from Level 2 plus strength, e.g., MMR-Var 0.5 mL
 - Strength, e.g., 0.5
 - Typical Dose Size - e.g., 0.5
 - Typical Dose Size Unit of Measure - e.g., mL
- Other
 - Catalogue Item Description: Copy from Level 2
 - Created By, Created Date, Last Updated By, and Last Updated Date system populates

8. Click **Save**. A confirmation message will display. The user clicks **Cancel** to return to the search screen.

*** Level 3 - Generic Product Strength** Hide Level 3

Catalogue Code:	Catalogue Item Description: Mumps; Rubella; Varicella	* Current Catalogue Item Status: Active	* Effective Date of Current Status: 2017 / 09 / 01 yyyy mm dd
Created By:	Created Date:	Last Updated By:	Last Updated Date:
* Catalogue Item Name: MMR-Var 0.5mL	* Strength: 0.5	* Typical Dose Size: 0.5	* Typical Dose Size Unit of Measure: mL

9. Add level 4 Catalogue Item information by clicking the **Add** button (**Level 4 – Generic Product Presentation**).

Catalogue Item Search

Search/Add Catalogue Item - Search Required Before Adding

Catalogue Item Code: Product Alternate ID:

Catalogue Item Status: Find Search String:

Level 1 - Category: Vaccines

Level 2 - Product Group: MMR-Var

Level 3 - Generic Product Strength: MMR-Var 0.5mL

Level 4 - Generic Product Presentation:

Level 5 - Generic Product Package Size:

Level 6 - Trade Product:

10. The **Catalogue Item Information** screen displays. Enter **Level 4 – Generic Product Presentation** information.

- System required fields
 - Current Catalogue Item Status: Active
 - Effective Date of Current Status (populates with today's date but can be changed using the Calendar function)
 - Catalogue Item Name: Copy from Level 3 plus presentation, e.g., MMR-Var 0.5mL Vial
 - Route of Administration - e.g., subcutaneous
 - Presentation Type – e.g., Vial
 - Presentation Volume – e.g., 0.5
 - Presentation Volume Unit of Measure – e.g., mL
- Other
 - Catalogue Item Description: Copy from Level 3
 - Catalogue Code: System populated
 - Created By, Created Date, Last Updated By, and Last Updated Date system populated

*** Level 4 - Generic Product Presentation** ✓ Contains Data

Catalogue Code:	Catalogue Item Description: <input type="text" value="Mumps: Rubella; Varicella"/>	* Current Catalogue Item Status: <input type="list" value="Active"/>	* Effective Date of Current Status: <input type="text" value="2017"/> / <input type="text" value="09"/> / <input type="text" value="01"/> <small>yyyy mm dd</small>
Created By:	Created Date:	Last Updated By:	Last Updated Date:
* Catalogue Item Name: <input type="text" value="MMR-Var 0.5 mL Vial"/>	* Presentation Type: <input type="list" value="Vial"/>	* Presentation Volume: <input type="text" value="0.5"/>	* Presentation Volume Unit of Measure: <input type="list" value="mL"/>
* Route of Administration: <input type="list" value="Subcutaneous"/>			

11. Click **Save**. A confirmation message will display. The user clicks **Cancel** to return to the search screen.
12. Add Level 5 Catalogue Item information by clicking the **Add** button (**Level 5 – Generic Product Package Size**).

Catalogue Item Information ? 📄

Level 5
 Level 6

Catalogue Item Search

Search/Add Catalogue Item - Search Required Before Adding

Catalogue Item Code:	<input type="text"/>	Product Alternate ID:	<input type="text"/>
Catalogue Item Status:	<div style="border: 1px solid black; padding: 2px;"> Active Discontinued Inactive </div>	Find Search String:	<input type="text"/>

Level 1 - Category:	<input type="button" value="Add"/>	<input type="button" value="Edit"/>	<input type="text" value="Vaccines"/>
Level 2 - Product Group:	<input type="button" value="Add"/>	<input type="button" value="Edit"/>	<input type="text" value="MMR-Var"/>
Level 3 - Generic Product Strength:	<input type="button" value="Add"/>	<input type="button" value="Edit"/>	<input type="text" value="MMR-Var 0.5mL"/>
Level 4 - Generic Product Presentation:	<input type="button" value="Add"/>	<input type="button" value="Edit"/>	<input type="text" value="MMR-Var 0.5mL Vial"/>
Level 5 - Generic Product Package Size:	<input type="button" value="Add"/>	<input type="button" value="Edit"/>	<input type="text"/>
Level 6 - Trade Product:	<input type="button" value="Add"/>	<input type="button" value="Edit"/>	<input type="text"/>

13. The **Catalogue Item Information** screen displays. Enter **Level 5 – Generic Product Package Size** information.

	<ul style="list-style-type: none"> If the new product is a diluent, click the diluent box. If the diluent is not available in the catalogue, create a new catalogue item for the diluent following the Add Catalogue item process.
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- System required fields
 - Current Catalogue Item Status: Active
 - Effective Date of Current Status (populates with today's date but can be changed using the Calendar function)
 - Catalogue Item Name: Copy from Level 4 and add package size, e.g., MMR-Var 0.5mL Vial (10/Box)
 - Package Size – e.g., 10
 - Product Alternate ID: Add
- Other Fields – not mandatory
 - SKU Package Unit of Measure: Disregard this field.
 - Catalogue Item Description: Copy from Level 4
 - List Price: Optional
 - Package Unit: Auto-populates
 - Catalogue Code system populates

- Created By, Created Date, Last Updated By, and Last Updated Date system populates
- Lot Controlled: System populates
- Not required
 - Always Require PHD Authorization
 - Jurisdictional Depot Requires PHD Authorization
 - HST Exempt
 - GST Exempt
 - PST Exempt

* Level 5 - Generic Product Package Size
✓ Contains Data ⬆ Hide Level 5

Catalogue Code:	Catalogue Item Description: ; Mumps; Rubella; Varicella	* Current Catalogue Item Status: Active	* Effective Date of Current Status: 2017 / 09 / 01 <small>yyyy mm dd</small>
Created By:	Created Date:	Last Updated By:	Last Updated Date:
* Catalogue Item Name: IR-Var 0.5mL Via (10/Box)	* Package Size: 10	Package Units: Vial	SKU Volume:
SKU Volume Unit of Measure: mL	Dose Conversion Factor:	Jurisdiction Use Only: <input type="checkbox"/>	Restricted For Emergency Use: <input type="checkbox"/>
Always Requires PHD Authorization: <input type="checkbox"/>	GST Exempt: <input type="checkbox"/>	PST Exempt: <input type="checkbox"/>	HST Exempt: <input type="checkbox"/>
Product Alternate Description: <input type="text"/> <input type="text"/> <input type="text"/>	Lot Controlled: <input checked="" type="checkbox"/>	Requires Manual Approval: <input type="checkbox"/>	Jurisdictional Depot Requires PHD Authorization: <input type="checkbox"/>
SKU Package Unit of Measure: <input type="text"/>	Product Specification: <div style="border: 1px solid gray; height: 80px; width: 100%;"></div>	* Product Alternate ID: MMR-Var (10)	List Price <input type="text"/>
Diluent: <input type="checkbox"/>			

14. Click **Save**. A confirmation message will display. The user clicks **Cancel** to return to the search screen.

15. Add level 6 Catalogue Item information by clicking the **Add** button (**Level 6 – Trade Product**).

Catalogue Item Search			
Search/Add Catalogue Item - Search Required Before Adding			
Catalogue Item Code:	<input type="text"/>	Product Alternate ID:	<input type="text"/>
Catalogue Item Status:	<div style="border: 1px solid black; padding: 2px;"> Active Discontinued Inactive </div>	Find Search String:	<input type="text"/>
Level 1 - Category:	<input type="button" value="Add"/>	<input type="button" value="Edit"/>	Vaccines <input type="text"/>
Level 2 - Product Group:	<input type="button" value="Add"/>	<input type="button" value="Edit"/>	MMR-Var <input type="text"/>
Level 3 - Generic Product Strength:	<input type="button" value="Add"/>	<input type="button" value="Edit"/>	MMR-Var 0.5mL <input type="text"/>
Level 4 - Generic Product Presentation:	<input type="button" value="Add"/>	<input type="button" value="Edit"/>	MMR-Var 0.5mL Vial <input type="text"/>
Level 5 - Generic Product Package Size:	<input type="button" value="Add"/>	<input type="button" value="Edit"/>	MMR-Var 0.5mL Vial (10/Box) <input type="text"/>
Level 6 - Trade Product:	<input type="button" value="Add"/>	<input type="button" value="Edit"/>	<input type="text"/>
			<input type="button" value="Search"/> <input type="button" value="Retrieve"/> <input type="button" value="Clear"/>

16. The **Catalogue Item Information** screen displays. Enter **Level 6 – Trade Product** information.

- System required fields
 - Current Catalogue Item Status: Active
 - Catalogue Item Name – e.g., Priorix-Tetra (10 x 0.5mL) GSK
 - Product Trade Name – e.g., Priorix-Tetra
 - Product Alternate ID: Auto-populated with Alternate ID
- Non-Mandatory but should be added.
 - Catalogue Item Description: Copy from Level 5
 - Short Date Period: 90 (refers to expiry date) – Nova Scotia has set the Short Date Period at 90 days.
 - Manufacturer Code: Select from drop-down
 - Cold Chain Required – e.g., Refrigerated
 - Bio Depot updates “Weight per SKU” filed when the product is received from the supplier
 - If a diluent should be associated to the new product, check the diluent box and the Associated Diluent Product drop-down auto-populates.

	<ul style="list-style-type: none"> • A diluent can only be associated to the new product if the diluent box was checked off in Level 5 of the Diluent product in the catalogue. • This process will be completed once Panorama is available for use.
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* Level 6 - Trade Product		✓ Contains Data		⬆ Hide Level 6	
Catalogue Item Description: Measles; Mumps; Rubella;		* Current Catalogue Item Status: Active			
Created By:	Created Date:	Last Updated By:	Last Updated Date:		
* Catalogue Item Name: orix-Tetra (10x0.5mL)GSK	Catalogue Code:	Cold Chain Required: Refrigerated			
CCI Code:	Product Budget Code:				
* Product Trade Name: Priorix-Tetra	* Product Alternate ID: MMR-Var(10)	Lot Controlled: <input checked="" type="checkbox"/>			
Short Date Period: 90	Available Through SAP: <input type="checkbox"/>				
Manufacturer Code: GlaxoSmithKline					
Reconstitution Required: <input type="checkbox"/>	Manufacturer Product Code:	Item GTIN:	Item DIN:		
Date Vaccine Approved in Canada: / /	Date Vaccine Approved In Jurisdiction: / /	Previous (Not in Use) Equivalent Product:	Funded: <input type="checkbox"/>		
Field for user to enter bar code:		PO Number Required: <input type="checkbox"/>	Repackaged Shelf Life(in Days):		
Auxiliary Directions:	Generic Directions:	Light Sensitive: <input type="checkbox"/>	Weight Per SKU: 0		
Weight Unit of Measure: Gram(s)	Diluent Required: <input checked="" type="checkbox"/>	Associated Diluent Product:			

17. Click **Save**. A confirmation message will display.

Steps: Associate a Diluent to a Product

Products that require a diluent must have the diluent associated (connected) in the Catalogue. The association process will be completed once Panorama has gone live. This process most also be completed for MMR and Var products added in the future.

- | | |
|---|---|
|  | <ul style="list-style-type: none"> • Document that a product is a diluent at Level 5. • Associate a diluent to a product at Level 6. • Only one product can be associated to diluent at a time. For example, currently there are two MMR products in the catalogue. If the diluent must be associated to both products, select the first product, associate it, save; then select the second product, associate it, then save. |
|---|---|

Overview Steps: Enter Criteria> Click Level 5 Edit> Search>Check-off Diluent>Select product to associate> Save

- To associate a product to this diluent, search for the product using either the Alternate ID, the find search string, or the Levels 1-6 dropdown menus. Select the product.

Search Results Returned						
Your search criteria returned 2 result(s).						
<input type="button" value="Select All"/> <input type="button" value="Deselect All"/>						
<input type="checkbox"/>	Catalogue Item Code	Product Alternate ID	Catalogue Item Name	Catalogue Item Description	Catalogue Level	Current Catalogue Item Status
<input checked="" type="checkbox"/>	68	Var(10)	Varilrix™(10 x 0.5mL) GSK	Varicella	6	Active
<input type="checkbox"/>	69	Var(10)	Varivax™(10 x 0.5mL) MF	Varicella	6	Active

- Select the product to associate to the diluent and click on the **Catalogue Item Code** hyperlink.
- Go to the Level 6 section of the selected product's catalogue information page. Check off the "Diluent Required" box, then select the diluent in the **Associated Diluent Product** drop-down, which will now be enabled. Then click **Save**.

Field for user to enter bar code: <input type="text"/>	PO Number Required: <input type="checkbox"/>	Repackaged Shelf Life(in Days): <input type="text"/>
Auxiliary Directions: <input type="text"/>	Generic Directions: <input type="text"/>	Light Sensitive: <input type="checkbox"/>
Weight Unit of Measure: Gram(s)	Diluent Required: <input checked="" type="checkbox"/>	Weight Per SKU: 0
Associated Diluent Product: <input type="text" value="Diluent-Var(10)"/>		
Comment:		(4000 characters remaining)

Steps: Update Catalogue Item



- A user may update any level of a catalogue item without updating the previous levels.
- **NOTE:** The Delete button does not work. To delete a catalogue item, change the status to Inactive. The Status drop-down menu is listed on the Catalogue item level information screen. Inactive Catalogue Items do not display in a catalogue search. They are not available for order.

Overview Steps: Search > Click Level Edit > Update Level Information > Save > Cancel

1. Select the **Catalogue Item** link on the Left Menu.
2. On the **Catalogue Item Search** screen, select a level to be updated. Click the **Edit** button at the selected level.

Level 1 - Category:	<input type="button" value="Add"/> <input type="button" value="Edit"/>	Vaccines	<input type="button" value="v"/>
Level 2 - Product Group:	<input type="button" value="Add"/> <input type="button" value="Edit"/>	MMR	<input type="button" value="v"/>
Level 3 - Generic Product Strength:	<input type="button" value="Add"/> <input type="button" value="Edit"/>	MMR 0.5mL	<input type="button" value="v"/>
Level 4 - Generic Product Presentation:	<input type="button" value="Add"/> <input type="button" value="Edit"/>		<input type="button" value="v"/>
Level 5 - Generic Product Package Size:	<input type="button" value="Add"/> <input type="button" value="Edit"/>		<input type="button" value="v"/>
Level 6 - Trade Product:	<input type="button" value="Add"/> <input type="button" value="Edit"/>		<input type="button" value="v"/>

3. The system displays the selected **Catalogue Item** level information screen. Make updates to the information and click the **Save** button. A confirmation message will display.
4. Click **Cancel** to return to the search screen.