

## Move Inventory

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Functions:

[Search](#)

[Move Inventory](#)

### Business context

Move Inventory allows authorized users to move inventory from one Holding Point Location to another within a selected Holding Point. Move inventory may be completed to coincide with a physical move, e.g., to move inventory from one refrigerator to another, to set aside inventory for a cold chain investigation, or to set aside inventory for a clinic or school event.

### Triggers

- An event has occurred that requires inventory located in one Holding Point Location to be moved to another Holding Point Location, e.g., obtaining a new refrigerator, holding a clinic, or managing a cold chain investigation.

### Business Roles

Move Inventory is a Panorama maintenance function. The Move Inventory functionality will be performed by the Zone Biological Coordinators, the Bio Depot Biological Coordinator, and the Admin support staff. In some locations, the Public Health Nurses may perform this function.

### Panorama Role

The Move Inventory functionality may be performed by both the Inventory Zone and the Inventory Provincial roles.

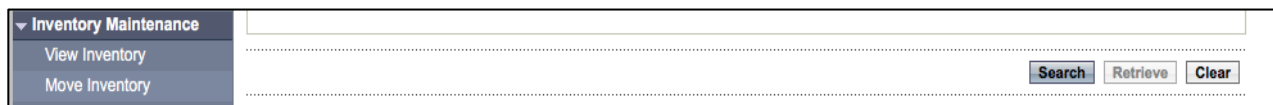
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### Steps: Search

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**Overview Steps:** Inventory Maintenance>Move Inventory>Add Holding Point>Enter From Holding Point Location>Click Search>View Search Results

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



2. The **Move Inventory Items within a Holding Point** screen displays.
3. Click the **Override Holding Point Security** checkbox.
4. Add the Holding Point in the **Holding Point Code** field, using the type-ahead feature.

5. Select a value for **From Holding Point Location** using the type-ahead feature, and enter other search criteria as needed.

### Move Inventory Items within a Holding Point ? 📄

**Move Inventory Items**
⤴ Hide Move Inventory Items

Specify Source Product Inventory and Location

**\* Required field**

**\* Holding Point Code:**  [Search](#)      **\* From Holding Point Location:**

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

**Catalogue Item Code:**  [Search Catalogue](#)

**Override Holding Point Security**

6. Click **Search**.
7. The results display in the **Search Results** section.

**Search Results**
⤴ Hide Search Results


Your search criteria returned 3 result(s).

Transaction ID:	Transaction Date:	Holding Point Code:	From Holding Point Location:	To Holding Point Location:	Reason for Move	Comments:
<a href="#">22</a>	2017 Sep 20	Antigonish PHO-HP	Antig-HPL1-Op	Antig-HPL2-Clinic	Administered	-
<a href="#">14</a>	2017 Sep 13	Antigonish PHO-HP	Antig-HPL1-Op	Antig-HPL2-Clinic	Stock issued	SAJS clinic
<a href="#">4</a>	2017 Sep 13	Antigonish PHO-HP	Antig-HPL1-Op	Antig-HPL2-Clinic	Product concern adjustment	-

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### Steps: Move Inventory

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In order to move inventory from one HPL to another, there must be sufficient inventory in the first HPL. View Inventory prior this process.

**Overview Steps:** Search for Holding Point Code>Enter **From Holding Point Location**>Click **New Move** button>Select product to move>Enter **To Holding Point Location**>Enter Qty>Enter Reason for Move>Click Override Warning>Click **Move Items**>Save

1. Select **Inventory Maintenance** from the Left-Hand Navigation Menu, then select the **Move Inventory** link.
2. The **Move Inventory Items within a Holding Point** screen is displayed. Search for the Holding Point Code following the Search process.

### Move Inventory Items within a Holding Point

Specify Source Product Inventory and Location

\* Required field

\* Holding Point Code:  [Search](#)      \* From Holding Point Location:

Product Alternate ID:       Catalogue Item Name:

Catalogue Item Code:  [Search Catalogue](#)

Override Holding Point Security

[Search](#) [Retrieve](#) [Clear](#)

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### Search Results

[New Move](#)

Transaction ID:	Transaction Date:	Holding Point Code:	From Holding Point Location:	To Holding Point Location:	Reason for Move	Comments:
Total: 0      Page 1 of 1      Jump to page: <input type="text"/>						

3. Enter the **From Holding Point Location** from where inventory will be moved.

### Move Inventory Items within a Holding Point

Specify Source Product Inventory and Location

\* Required field

\* Holding Point Code:  [Search](#)      \* From Holding Point Location:

Product Alternate ID:       Catalogue Item Name:

Catalogue Item Code:  [Search Catalogue](#)

Override Holding Point Security

[Search](#) [Retrieve](#) [Clear](#)

Antig-HPL1-Op - Refrigerated - Operational  
 Antig-HPL2-School - Refrigerated - Operational  
 Antig-HPL3-CCQuar - Refrigerated - CC Quarantined  
 Antig-HPL4-Return - None - For Return

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### Search Results

[New Move](#)

Transaction ID:	Transaction Date:	Holding Point Code:	From Holding Point Location:	To Holding Point Location:	Reason for Move	Comments:
Total: 0      Page 1 of 1      Jump to page: <input type="text"/>						

4. Click the **New Move Button**.
5. The **Product Inventory and Original Location** screen displays.
6. The **From Holding Point Location** field is pre-populated with the user's selection.
7. A list of inventory items contained at that Holding Point Location is now displayed.

8. Select the inventory item that will be moved by clicking the checkbox. This action will enable the **To Holding Point Location**, **Reason for Move**, and **QTY to Move** fields, as well as the **Move Items** button.
9. Click the **Override Warnings** button.



**Tips:**

- The quantity to move cannot exceed the quantity available.
- If the quantity to move is less than the full quantity available, select the **Override Warnings** checkbox.
- Users are not able to move product from a “For Disposal” Holding Point Location to an “Operational” Holding Point Location. Use the **Adjust Inventory** function to adjust if an error is made.

10. Add the **Holding Point Location** where the inventory will be moved to. Type Ahead functionality works in this field.
11. Enter the **QTY to Move**.
12. Select a **Reason for Move**.
13. Enter a **Comment** if applicable.

### Move Inventory Items within a Holding Point ? 📄

**Product Inventory and Original Location**

Specify Inventory Item(s) to move to a destination Holding Point Location.

**From Holding Point Location:** Antig-HPL1-Op - Operational

**To Holding Point Location:** Antig-HPL2-Clinic - Refrigerated -

[New HPL](#)

**Reason for Move** Administered

**Comments**

**Override Warnings**

Row Actions: Select All
Move Items

Select	QTY to Move:	Catalogue Item Code:	Product Alternate ID:	Catalogue Item Name:	Lot Number:	Current Expiry Date:	Uncommitted Quantity:	Committed Quantity:	Quantity on Hand (QOH):	Unit of Measure:
<input checked="" type="checkbox"/>	20	53	Pneu-P-23(10)	Pneumovax®23(10 x 0.5mL)MF	M035579	2018 May 16	920.0	0.0	920.0	Doses
<input type="checkbox"/>		53	Pneu-P-23(10)	Pneumovax®23(10 x 0.5mL)MF	M034698	2018 Apr 1	10.0	0.0	10.0	Doses
<input type="checkbox"/>		54	PPD(MDV)	Tubersol®(1mL MDV)SPL	C5037AB	2018 Sep 30	1,000.0	0.0	1,000.0	Doses
<input type="checkbox"/>		8	DTaP-IPV-Hib(5)	Pediacel® (5 x 0.5mL)SPL	C5094AA	2018 Oct 31	3.0	0.0	3.0	Doses
<input type="checkbox"/>		27	HPV-4(10)	Gardasil®(10 x 0.5mL)MF	M006158	2018 Nov 3	900.0	0.0	900.0	Doses

From HPL:	Product Alternate ID:	Catalogue Item Name:	Catalogue Item Code:	Manufacturer:	Lot Number:	Current Expiry Date:	Uncommitted Quantity:	QTY Moved:	Quantity on Hand (QOH):	Unit of Measure:
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Save
Print
Cancel

14. Click the **Move Items** button.
15. The **Product Inventory and Original Location** screen displays.
16. The **Moving to Holding Point Location** section is listed at the bottom of the screen. It documents what product is moving from one HPL to another.

**Product Inventory and Original Location**

Specify Inventory Item(s) to move to a destination Holding Point Location.

**From Holding Point Location:** Antig-HPL1-Op - Operational  
**To Holding Point Location:** Antig-HPL2-Clinic - Refrigerated - Operational  
[New HPL](#) [Update HPL](#)

**Reason for Move**

**Comments**

**Override Warnings**

**Row Actions:**

Select	QTY to Move:	Catalogue Item Code:	Product Alternate ID:	Catalogue Item Name:	Lot Number:	Current Expiry Date:	Uncommitted Quantity:	Committed Quantity:	Quantity on Hand (QOH):	Unit of Measure:
<input type="checkbox"/>	<input style="width: 30px;" type="text"/>	53	Pneu-P-23(10)	Pneumovax@23(10 x 0.5mL)MF	M035579	2018 May 16	900.0	0.0	900.0	Doses
<input type="checkbox"/>	<input style="width: 30px;" type="text"/>	53	Pneu-P-23(10)	Pneumovax@23(10 x 0.5mL)MF	M034698	2018 Apr 1	10.0	0.0	10.0	Doses
<input type="checkbox"/>	<input style="width: 30px;" type="text"/>	54	PPD(MDV)	Tubersol@(1mL MDV)SPL	C5037AB	2018 Sep 30	1,000.0	0.0	1,000.0	Doses
<input type="checkbox"/>	<input style="width: 30px;" type="text"/>	8	DTaP-IPV-Hib(5)	Pediacel® (5 x 0.5mL)SPL	C5094AA	2018 Oct 31	3.0	0.0	3.0	Doses
<input type="checkbox"/>	<input style="width: 30px;" type="text"/>	27	HPV-4(10)	Gardasil@(10 x 0.5mL)MF	M006158	2018 Nov 3	900.0	0.0	900.0	Doses

**Moving to Holding Point Location:**  
 Antig-HPL2-Clinic

From HPL:	Product Alternate ID:	Catalogue Item Name:	Catalogue Item Code:	Manufacturer:	Lot Number:	Current Expiry Date:	Uncommitted Quantity:	QTY Moved:	Quantity on Hand (QOH):	Unit of Measure:
Antig-HPL1-Op	Pneu-P-23(10)	Pneumovax@23(10 x 0.5mL)MF	53	Merck Frosst	M035579	2018 May 16	25.0	20.0	25.0	Doses

17. Click the **Save Button**. A success confirmation message is displayed.

**Move Inventory Items within a Holding Point** ? 📄

Transaction successfully saved with transaction ID 22