

## Panorama Navigation

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### Context

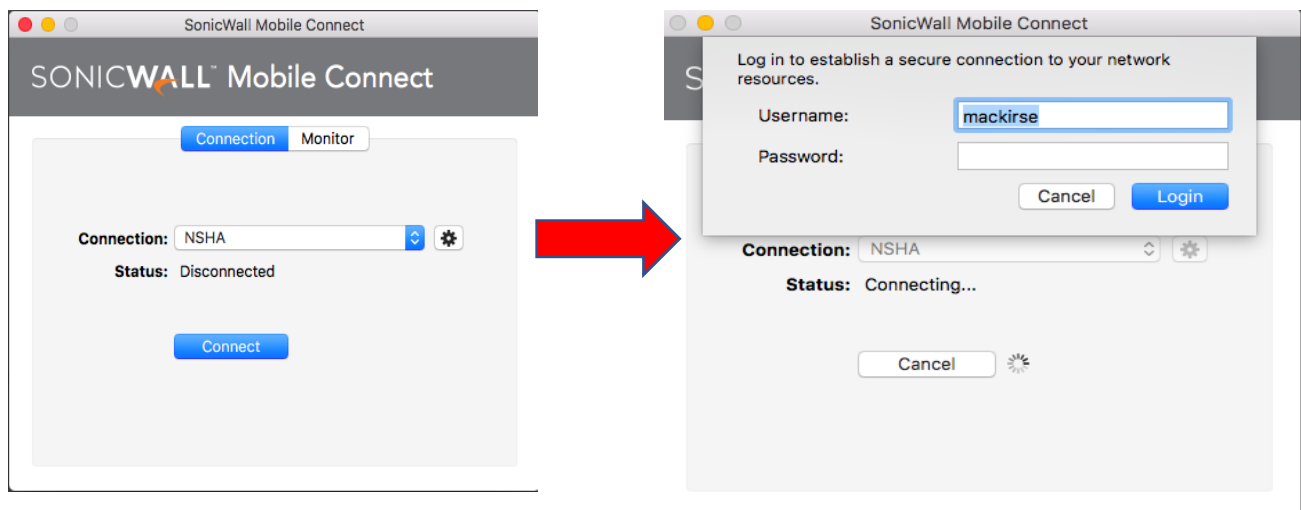
The Panorama Navigation User Guide contains information to support users with the following:

- Logging into Panorama
- Overview of Panorama screens and layout
- Buttons, field types, and functions for searching and navigating the system

### VPN Connection

When working off-site, users must access Panorama through a Virtual Private Network (VPN) connection. VPN products used are Aventail (used by DHW & NSHA staff) and Global Connect.

Connect to NSHA and enter your username and password.

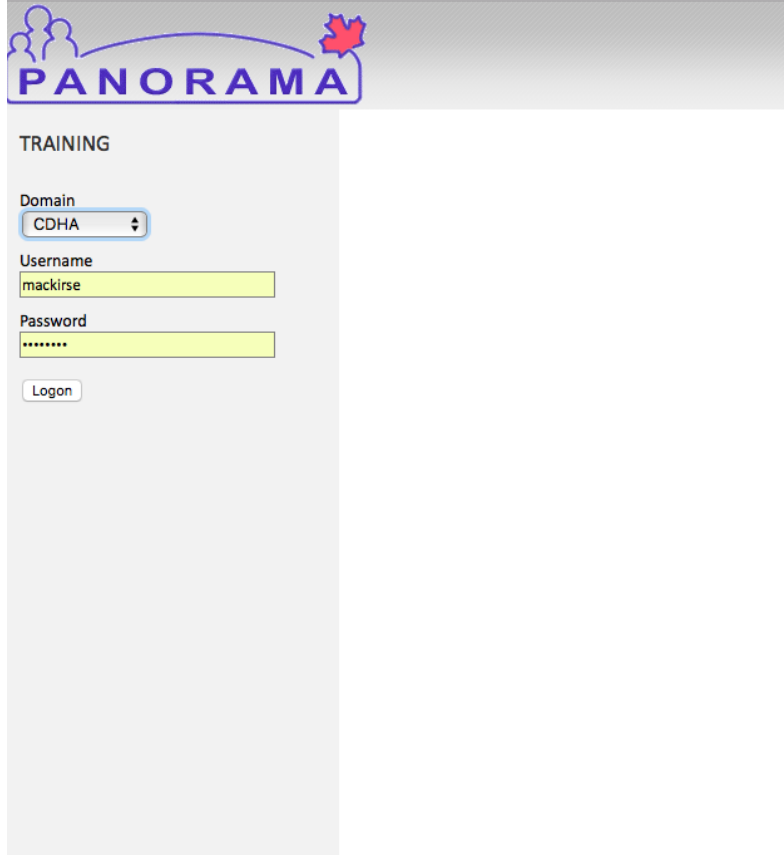


### Link to Panorama

The link to the Panorama training site is:

<https://mtrvrp01.panorama.novascotia.ca/SecurityWeb/Portal>

- Before using Panorama, a user must have a valid user ID and password. Select the appropriate domain, and enter the username and password.



TRAINING

Domain  
CDHA

Username  
mackirse

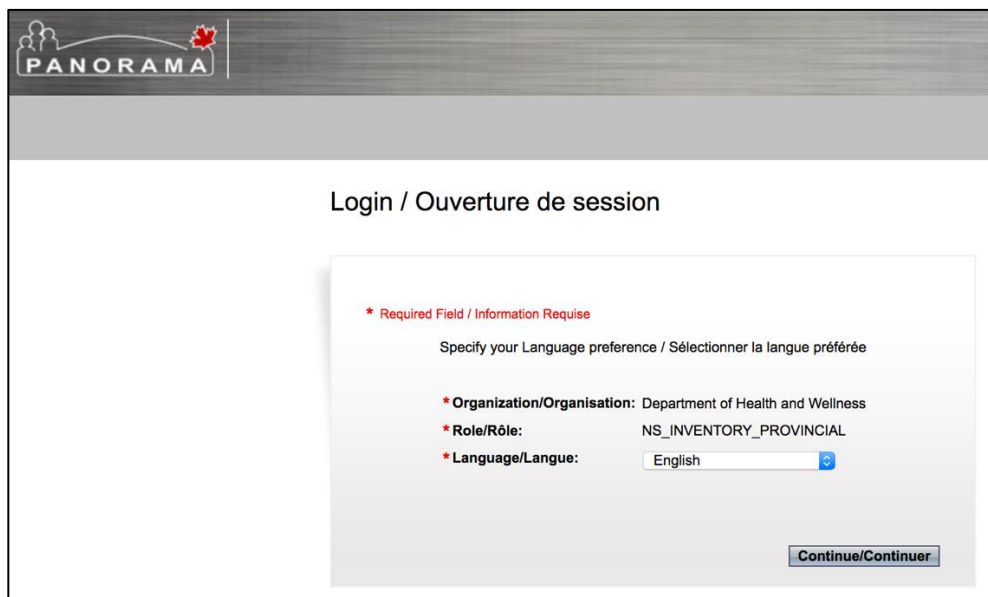
Password  
\*\*\*\*\*

Logon

Nova Scotia Dept. of Health and Wellness

### Panorama Login Screen

The Panorama Login screen is the first screen a user sees after accessing Panorama. A User's Organization and Role are listed on this screen.



PANORAMA

Login / Ouverture de session

\* Required Field / Information Requisite

Specify your Language preference / Sélectionner la langue préférée

\* Organization/Organisation: Department of Health and Wellness

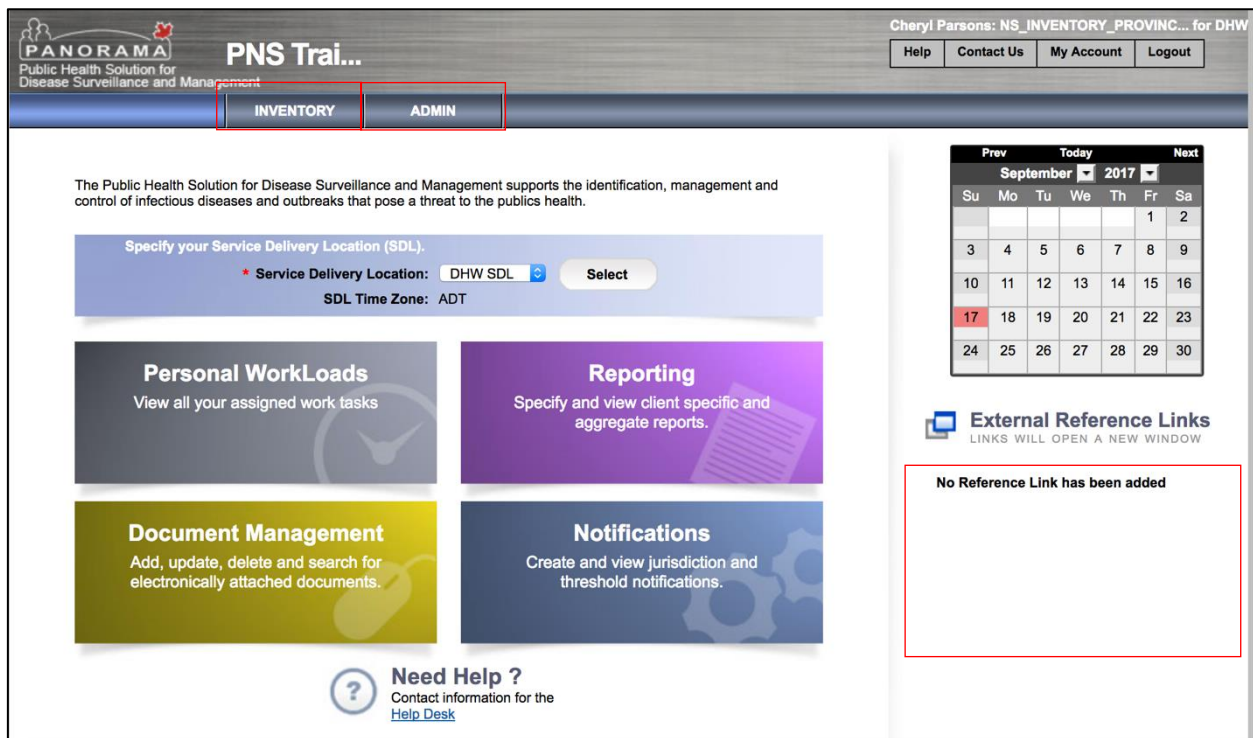
\* Role/Rôle: NS\_INVENTORY\_PROVINCIAL

\* Language/Langue: English

Continue/Continuer

- The logo in the top left-hand corner of the screen will display throughout the application. Logging out takes a user back to this screen.
- Roles define what users are authorized to view and perform while working with Panorama. A user may be provided with one or more roles, depending on the person's job requirements.
- Each role may be associated with one or more organization. If this is the case, it is essential to select the correct organization and associated role for each Panorama session.
- Click **Continue** to proceed to the next screen.

## Panorama Dashboard



The screenshot shows the Panorama Dashboard interface. At the top left is the PANORAMA logo with the tagline 'Public Health Solution for Disease Surveillance and Management'. The user's name 'Cheryl Parsons: NS\_INVENTORY\_PROVINC... for DHW' is displayed in the top right, along with 'Help', 'Contact Us', 'My Account', and 'Logout' buttons. Below the logo is the title 'PNS Trai...' and two navigation tabs: 'INVENTORY' and 'ADMIN'. The main content area contains a message: 'The Public Health Solution for Disease Surveillance and Management supports the identification, management and control of infectious diseases and outbreaks that pose a threat to the public's health.' Below this is a section for 'Specify your Service Delivery Location (SDL)' with a dropdown menu for 'Service Delivery Location' set to 'DHW SDL' and a 'Select' button. Below the dropdown is 'SDL Time Zone: ADT'. There are four main tiles: 'Personal WorkLoads' (View all your assigned work tasks), 'Reporting' (Specify and view client specific and aggregate reports), 'Document Management' (Add, update, delete and search for electronically attached documents), and 'Notifications' (Create and view jurisdiction and threshold notifications). On the right side, there is a calendar for September 2017 and an 'External Reference Links' section with the message 'No Reference Link has been added'. At the bottom left, there is a 'Need Help?' link with a question mark icon and the text 'Contact information for the Help Desk'.

- The Panorama **Dashboard** screen is the first page a user sees upon a successful login to Panorama. This screen is accessible from anywhere in Panorama by clicking on the Panorama logo in the upper left-hand corner of any screen.
- A user must click the **Inventory** tab in the top navigation bar to complete most inventory tasks.
- The **Admin** tab is clicked to access admin functionality such as the creation/management of Service Delivery Locations (SDL).
- In the future, Nova Scotia may post reference links to the External Reference Links

section.

Inventory Zone Roles	Inventory Provincial Roles
<ul style="list-style-type: none"> <li>• Product requisitions to the Bio Depot, public health offices, and external providers</li> <li>• No contract, supplier, PDR, and forecast permissions</li> <li>• Cannot add or update Catalogue Items or Product Lots</li> </ul>	<ul style="list-style-type: none"> <li>• All functionality, including contract, supplier, PDR, and Forecast.</li> <li>• Permissions to add and update Catalogue Items and Product Lots</li> </ul>

### Left-Hand Navigation Menu

The **Left-Hand Navigation Menu** bar allows users to easily move between Panorama screens.



To access a particular screen, click on the **Left-Hand Navigation Menu** topic.

Some functions are grouped in categories. In order to see what functions are available within a group, click the arrow next to the name of the primary function (e.g., Physical Inventory). The menu will expand and display additional functions available.

The top navigation menu displays the Panorama components a user has access to. These links are commonly referred to as Top Navigation or Top Nav. For Inventory users, access is provided for **Inventory** and **Admin**.



## Back Button

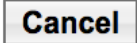

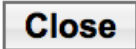
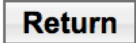
Users should not use the **Back** button of the internet browser to move/return to the previous screen of Panorama. Always use the **Cancel** button or menu options.


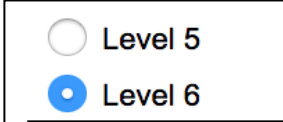
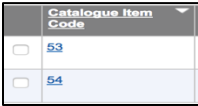
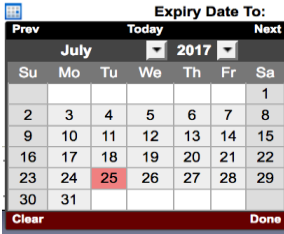


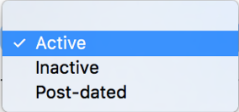
## Wild Card Searches

Wildcard characters % may be used to generate more search results. A % may be added after a few letters of a name, facility, or even a Lot Number. Panorama will generate a list of items containing the letters before the %. For example, %AR may result in Aaron, Arlene, or Lot Number AR3455.

## Common Panorama Fields and Screen Buttons

The following table provides a list and descriptions of common screen elements and buttons in Panorama.

Button/Field Type	Description
	<p>The <b>Cancel</b> button is a command that takes users out of the current screen and back to the previous page. Any unsaved edits made on screen will be lost. Only data that was saved prior to selecting the Cancel button will be kept.</p> <p><b>Note:</b> If clicking the Cancel button in the middle of a process, a warning usually displays prior to exiting the screen.</p>
	<p>The <b>Search</b> button initiates a search in Panorama, using the criteria selected in the search screen. It is highlighted in grey.</p> <p>The <b>Retrieve</b> button, generates the previous search criteria.</p> <p>The <b>Clear</b> button clears the search criteria. All three buttons are grouped together on search screens.</p>
	<p>The <b>Close</b> button displays on screens with information to view, e.g., viewing inventory. Click the <b>Close</b> button to return to the previous screen.</p>
	<p>The <b>Return</b> button returns a user to the original search screen, e.g., following a Catalogue Item search.</p>

	<p>The <b>Print</b> button allows a user to print and download a PDF of information on the screen, e.g., Manage Requisitions. The print icon simply prints the screen.</p>
<p>Back Button</p>	<p>DO NOT USE the Internet <b>Back button</b> to return to the previous screen. Always use the <b>Cancel</b> button or other menu options to move between screens.</p>
	<p>A <b>Radio Button</b> is used to select <u>only one</u> value from a predefined set of options. It can be selected or deselected.</p>
	<p>A <b>Checkbox</b> is used to select <u>one or more than one</u> value from a predefined set of options. It can be selected or deselected.</p>
	<p>The <b>calendar</b> field in Panorama can be used to enter the date by picking the date from the calendar. To display the calendar field, a user can click the calendar widget in the date field. By default, the current date is automatically selected. A user can select another date as needed. Select a required month and year from the respective drop-down lists. The date can be cleared by clicking the <b>Clear</b> button in the lower left-hand corner. Click <b>Done</b> when finished.</p>
<p><a href="#">Add Holding Point(s)</a></p>	<p>A <b>Hyperlink</b> takes a user to another Panorama screen. Hyperlinks are blue.</p>
	<p>A <b>Command button</b> is used to initiate an immediate action that is invoked when the user clicks on the button. For example, clicking the  button will initiate a client search.</p>
	<p>A <b>Dropdown list</b> is used to select one value from a list. When a dropdown list is inactive, it displays a single value. When activated, it displays (drop downs) a list of values from which the user can select one.</p>
<p>Supplier Name:</p> <input data-bbox="212 1461 529 1499" type="text"/>	<p><b>Free text</b> fields allow users to enter text of their choice. There may be a limitation to the number of characters a user can enter in a particular field.</p>
<p>*Type:</p> <input data-bbox="212 1577 537 1614" type="text" value="Product"/>	<p><b>Mandatory</b> fields must be populated before the information on the screen can be saved. Mandatory fields may be marked by a red asterisk.</p>

### Time Out

Panorama will time out after 15-20 minutes of non-use.