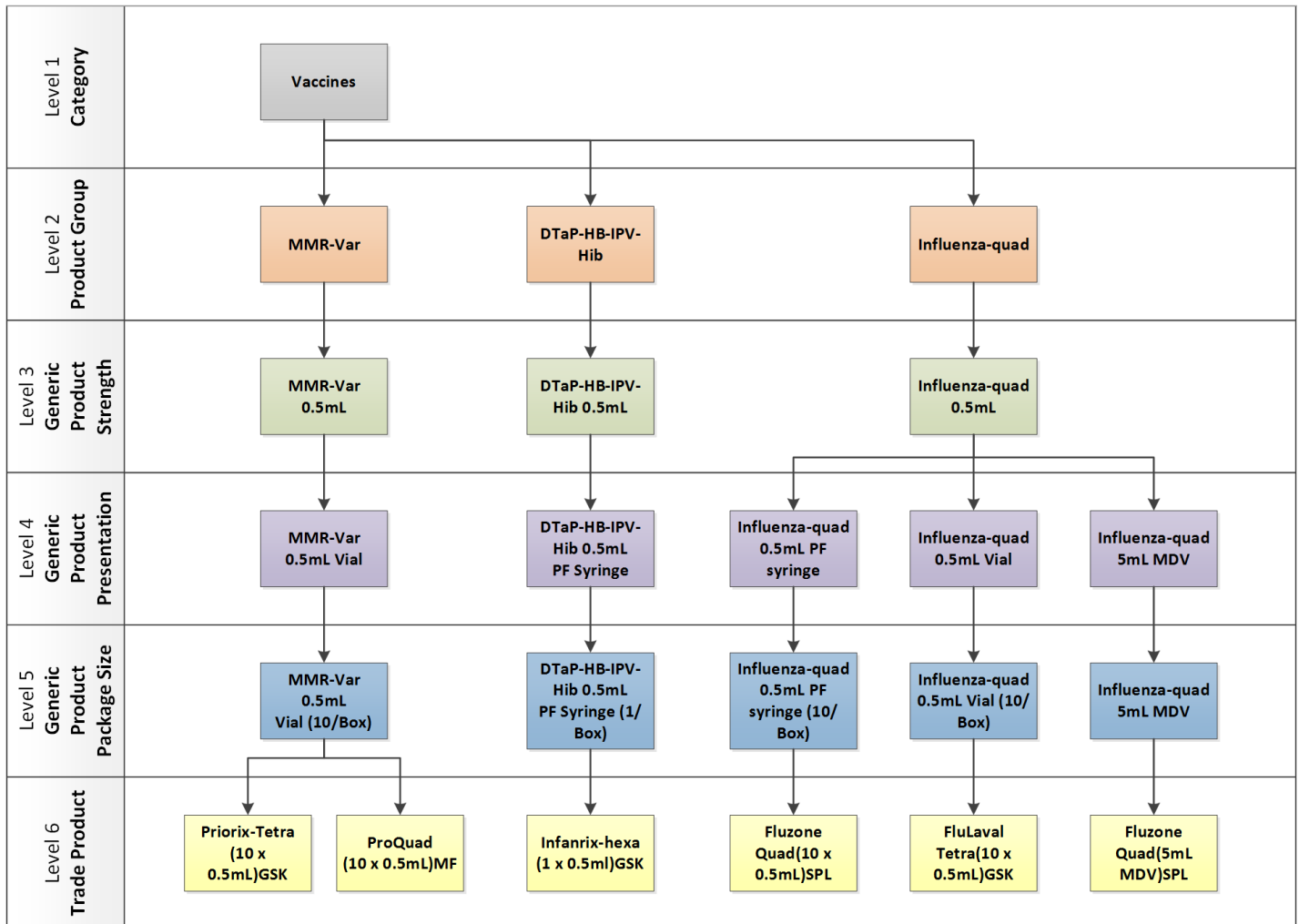


Understanding the Catalogue

- The Inventory Catalogue is a listing of all vaccines that can be ordered from the Bio Depot
- Each catalogue item has a detailed information page that is organized into 6 levels:
 - Product Category – Vaccines, Drugs
 - Group – Identifies the immunizing agent (e.g., DTaP, HPV-4, HB, etc.)
 - Strength – Strength of the product, typical dose size
 - Presentation – Vial, PF Syringe
 - Package Size – # in the package
 - Trade Product – Trade product name, manufacturer
- The following diagram shows a subset of products from the Nova Scotia catalogue organized into the 6 Catalogue Levels:



Searching for Products in the Catalogue

- When in the Catalogue Item Search page, searches for products can be done at a Level 5 or a Level 6; Level 6 is the default
- Catalogue searches from other Inventory screens – e.g., Create Requisition, Returns, etc. – are performed using Level 5
- Do not use the Catalogue Item Number to perform a search because Catalogue Item Numbers are not the same across levels
- Using the Alternate ID is a quick way to narrow down the search to find products with a specific Agent and # of units
 - The naming convention of the Alternate ID is: *Immunizing Agent(# of units in the package)* – e.g., Var(10)
 - When you search using Product Alternate ID = Var(10), two search results will be returned:
 - Varilrix(10 x 0.5mL)GSK
 - Varivax(10 x 0.5mL)MF
- You can also use the Level drop-downs to specify more detailed search criteria