

## Search/View/Update a Holding Point

### Have the following ready:

- Name of the Holding Point, associated Organization, associated Service Delivery Location
- If updating to include Transit Point on the Profile, name of Transit Point

### Steps

1. Logon to Panorama
2. Select the **Inventory** tab
3. Select **Holding Point Profile** located in the **Inventory Setup** menu
4. The **Holding Point Profile Search** screen is displayed
5. Identify the **Organization** to which the HP belongs: if nothing is selected, or if you need to change the organization selected, do the following:
  - Click **Find**
  - Start typing the organization name in the **Organization** field
  - Select the organization from the displayed list
  - Click **Select**
6. Identify the associated **Service Delivery Location (SDL)** – you do not have to enter this if you are not narrowing down the search by SDL
  - Click **Find**
  - Start typing the SDL name in the **SDL** field
  - Select the SDL from the displayed list
  - Click **Select**
7. **Search for the HP**
  - Enter search criteria or leave blank if completing an open search
  - If searching for a HP that is outside of your own organization, ensure “**Override Holding Point Security**” box is checked
  - Click **Search**
  - Search results will return a list of all HPs that fit the search criteria
8. **View/Update Holding Point**
  - Click the radial button next to the name of the desired holding point
  - Click **Update** to view the details of the HP
  - Update the information as needed
  - Click **Save**
  - Click **Cancel** to return to the **Holding Point Profile Search** screen