



## Panorama Bulletin #1

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### 1. Reminders/Announcements:

- The Inventory User Guides and SOPs are posted to Panorama. Please check under the External References section on the Dashboard. You may need to scroll to the bottom to find the Inventory ones.
- **TIP:** Open this section at the beginning of your day for easy reference while using Panorama.

### 2. Pick List Report Printing Issues:

- There are currently some issues under investigation around printing Pick List reports.
- When users attempt to open a Pick List report for printing by clicking on the Print Pick List button on the Pick/Pack/Ship screen, the process does not work as expected. Though the Pick List report may seem to open okay, users may find that it is often missing data or is for the incorrect requisition (populated with the wrong req. id and data).
- **Workaround:** Print a screenshot of the **Pick List screen**, rather than generate the Pick List report (via the Print Pick List button).
- A few users also experienced issues with opening the Pick List report, getting a message box asking the user to select Open, Save or Save As -- though none of these choices seemed to open or save the document. This issue has now seemed to have resolved (possible a local IT issue), but please report this issue if you begin to experience this issue yourself.

### 3. Mass Requisition for Multi-dose Products – Products must be ordered by SKU not Dose

- Products must be ordered by SKU not Doses. For example, if you are ordering 10 doses of a product. if the product itself comes as 10 per box, You would order 1. Note: You will need to order by full SKU.

### 4. Diluents (Auto-ordering Issue):

- There is an issue with the automated ordering of diluents when ordering associated vaccines (e.g. MMRII). Despite sufficient quantity, the diluent goes into backorder and a second

requisition is created for this. This is not obvious until the Pick/Pack/Ship stage. Sometimes both products display, and sometimes just the vaccine.

- As a workaround, the association between vaccines and diluents, and the automated ordering, has been disconnected.
- You will need to include the diluent manually when you are requisitioning applicable products.

## 5. Moving Multiple Products from Internal Holding Point Location to another HPL at Same Time

- Instructions for moving more than one product at a time: This will be added to the user guide in the future:
  - On the Move Inventory search screen, identify the Holding Point and the “From HPL”, then click “Search”. You will be presented with the Move Inventory screen.
  - Check off the products that you wish to move and indicate the quantities. If you are not moving all of the products from the original location, also check off “Override Warnings”. In the screenshot below, three line items are being moved from the Operational HPL to the SC HPL (10 doses each)
  - When you are ready, click on Move Items.

**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:** Hfx-HPL1-Op - Operational  
**To Holding Point Location:** Hfx-HPL5-SC - Refrigerated - Op

**Reason for Move:** New HPL  
 Stock issued

**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
<input checked="" type="checkbox"/>	10.0	27	HPV-4(10)	Gardasil®(10 x 0.5mL)MF	M006158	2018 Nov 3	839.0	35.0	874.0	Dos
<input checked="" type="checkbox"/>	10.0	53	Pneu-P-23(10)	Pneumovax®23(10 x 0.5mL)MF	M034698	2018 Apr 1	817.0	11.0	828.0	Dos
<input checked="" type="checkbox"/>	10.0	54	PPD(MDV)	Tubersol®(1mL MDV)SPL	C5037AB	2018 Sep 30	995.0	5.0	1,000.0	Dos
<input type="checkbox"/>		63	Tdap(10)	Boostrix®(10 x 0.5mL)GSK	AC37B227BA	2018 Oct 31	50.0	20.0	70.0	Dos
<input type="checkbox"/>		15	HAHB-regular(1)	Twintrix® Adult(1 x 1mL)GSK	BHABB333AA	2017 Oct 31	40.0	0.0	40.0	Dos

*Moving from the operational HPL to the School Clinic HPL*

- System will refresh a confirmation of what you are moving at the bottom of the screen.
- To confirm, you will need to click “Save”.

Moving to Holding Point Location:  
Hfx-HPL5-SC

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 Measur
Hfx-HPL1-Op	HPV-4(10)	Gardasil®(10 x 0.5mL)JMF	27	Merck Frosst	M006158	2018 Nov 3	10.0	10.0	10.0	Doses
Hfx-HPL1-Op	Pneu-P-23(10)	Pneumovax®23(10 x 0.5mL)JMF	53	Merck Frosst	M034698	2018 Apr 1	43.0	10.0	43.0	Doses
Hfx-HPL1-Op	PPD(MDV)	Tubersol®(1mL MDV)SPL	54	Sanofi Pasteur Ltd.	C5037AB	2018 Sep 30	10.0	10.0	10.0	Doses

Created By    Created Date/Time    Last Updated By    Last Updated Date/Time

- You will get a confirmation message to the effect of “Transaction successfully saved with Transaction ID ##)

## 6. Adjusting Multiple Products at Same Time:

- There have been some questions around adjusting more than one product at the same time. Unfortunately, this cannot be done through the Adjust Inventory screen. Items must be adjusted one at a time.

## 7. Cancelling an Order after Approval:

- If you need to cancel a line item or entire requisition, after clicking the Approve Requisition button to approve the requisition (e.g. at the picking or packing stage), this must be on the approve screen. Please follow these steps:
  - Go to Product Requisitions -> Authorize and Approve.
  - Select Override Holding Point Security and search for the requisition.
  - Under the search results screen, select the check box next to the requisition and click the “Approve” button.
  - Under row actions, select the requisition, and then click on the “Cancel Entire Requisition”, OR select the line item(s) that you would like to cancel and click on the “Cancel Line Item” button.

## 8. Process for Marking Requisitions as Delivered:

- There have been some questions around when requisitions should be marked as delivered. Some information on this can be found on page 11 of the Product Requisitions – Pick/Pack/Ship/Deliver Product reference sheets and in the Zone Distribution to Service Provider (External Holding Point, Including Transit Point) SOP document.
- Please wait for confirmation that the order has been received by the service provider (e.g. by fax), then go back into the requisition and click the Delivered button to change the status to delivered. Note: as this is a new process for service providers, some manual follow up may be required.
- Zone-to-Zone and Depot-to-Zone orders are not marked as ‘delivered’, only requisitions for service providers.



### 9. Shortened Expiry Dates on Opened Product:

- Some product lots may have a different expiry date/shelf life for unopened product versus opened product (an often much shortened expiry, e.g. 28 days for Fluzone and 30 days for PPD) which can confuse the system. This issue has been mainly noted for multidose vials.
- In this case, staff need to force the system to select the product/lots that should be used first:
  - When product is being first requisitioned (see page 9 of Product Requisitions – Manage Requisitions reference sheets) staff can enter a Line Item requestor comment if need to order a specific product/lot.
  - During the approval phase (but before approving), be sure to select specific lot number for product via the Assign Lots/Holding Point Locations button (see bullet 8 on page 5 of the Product Requisitions – Authorize/Approve reference sheets).

### 10. Wrong Delivery Location in Panorama:

- There has been a report of a provider Holding Point with a delivery location error. The issue was resolved by checking and correcting the Ship To/From Address on the associated Holding Point Profiles. During the early stages of NS's Panorama roll-out, there could be similar issues come up, necessitating verification of the Holding Point Location and Service Delivery Location information.
- Reminder: Please check the Holding Point Location information for each service providers as you process an order for them through Panorama.