

## Transit Points

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Functions:

[Create a Transit Point](#)

[Add a Transit Point to a Holding Point Profile \(HPP\)](#)

[Ship to a Transit Point](#)

### Business context

A Transit Point is a Holding Point (HP) through which deliveries for an external HP may be routed. A healthcare provider may designate a Transit Point (through the Transit Point field in Panorama) as its pick-up location. If an external HP uses a transit point, this is documented on the **Holding Point Profile** to ensure the vaccine is shipped to the right destination.

A Transit Point may be internal or external. If a facility manages inventory in Panorama and functions as a transit point, then two Holding Point Profiles are created – one as a regular HP and another as a Transit Point HP. In Nova Scotia, Transit Points have been created for most public health offices. Examples of External HPs include hospitals and pharmacies.

### Triggers

- A new transit point must be created.
- A new provider will use a transit point and it must be added to the holding point profile.
- A product requisition must be shipped to a Transit Point.

### Standard Operating Procedures (SOPs)

- Each Zone will be responsible for developing a log system with the transit point to communicate confirmation of deliveries.

### Business Roles

The Biological Coordinators and admin staff at the zones will be responsible for creating new Transit Point Holding Points. They will also ensure that if an external Holding Point uses a Transit Point, this information documented on the Holding Point Profile.

### Panorama Role

Both the Inventory Zone and Inventory Provincial roles have permissions to create Transit Point Holding Point and to update Holding Point Profiles.

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### Steps: Creating a Transit Point

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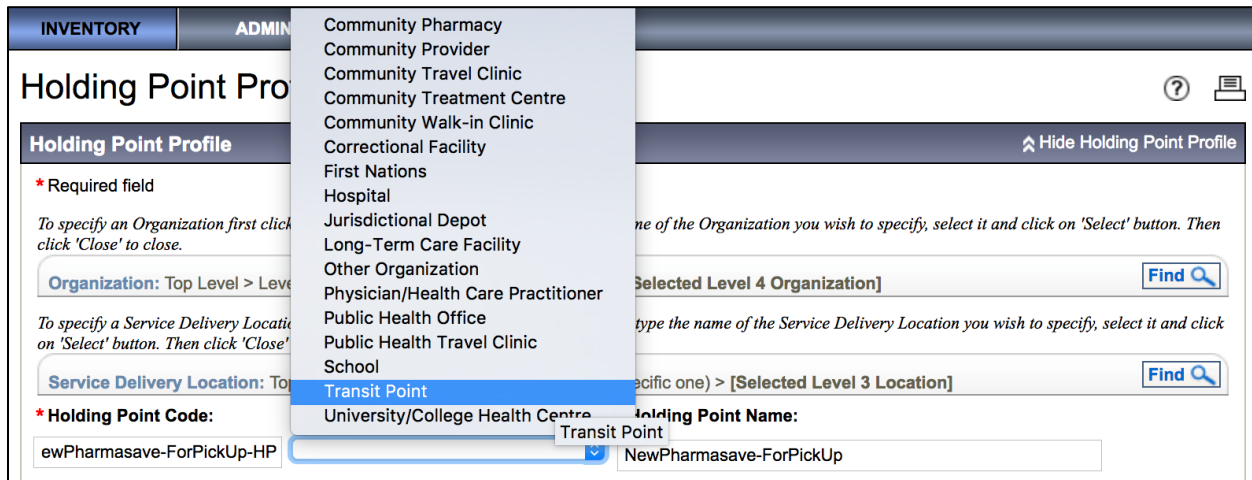
**TIP:** When creating a Transit Point HP for a HP that already exists in Panorama, the original HP may be copied and updated with Transit Point content.

★	<p><b>Transit Point Naming Convention</b></p> <p><b>Internal Holding Point Code:</b> Add ForPickUp after PHO, e.g., Halifax PHO-ForPickUp-HP</p> <p><b>Internal Holding Point Name:</b> HP Name followed by ForPickUp, e.g., Halifax PHO-ForPickUp</p> <p><b>External Holding Point Code:</b> Name of Provider, followed by ForPickUp-HP, e.g., Chester Pharmasave-ForPickUp-HP</p> <p><b>External Holding Point Name:</b> Name of Provider, followed by ForPickUp</p>
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**Scenario 1:** The facility is not documented in Panorama as a HP.

**Overview Steps:** Search> Click **Create** on the Holding Point Profile screen> Add Transit Point details>Save as Draft status> Add Addresses>Add Contacts> Change to Active Status>Save

1. Search for the Transit Point HP on the Holding Point Profile screen.
2. If this is a new Transit Point HP, and the HP does not exist in Panorama (note that many HPs function as both regular HPs and Transit Points), initiate the process by following the steps for creating a Holding Point Profile. See *Holding Point Profile* User Guide.
3. Follow the Transit Point Naming Convention as described above.
4. In the Holding Point Type, select Transit Point.



The screenshot shows the 'Holding Point Profile' form. A dropdown menu for 'Organization' is open, listing various facility types. 'Transit Point' is highlighted in blue. Below the dropdown, the 'Holding Point Code' field is populated with 'ewPharmasave-ForPickUp-HP' and the 'Holding Point Name' field is populated with 'NewPharmasave-ForPickUp'. There are also search buttons for 'Selected Level 4 Organization' and 'Selected Level 3 Location'.

5. Click **Save**. The Transit Point is in Draft status.
6. Do not add the Transit Point HP to the Order Set. Product is not required for a Transit Point HP.
7. Add the three transit point addresses.
8. Add transit point contacts for each address type.
9. Change the status to Active.
10. Click the **Save** button.

**Scenario 2:** The facility is already a HP in Panorama. To save time, the original HP may be copied and updated with Transit Point information.

**Overview Steps:** Search> Select HP to copy> click **Copy** button> Change Holding Point Type to Transit Point>Complete Name and Code fields>Save>Delete Product> Check Addresses and Contacts> Ensure Active Status>Save

1. Search for the HP on the **Holding Point Profile Search** screen.
2. Under the **Holding Point Profile Results** section, select the Holding Point.
3. Click the **Copy** button.
4. The **Holding Point Profile** screen displays with the fields populated with the Holding Point information.
5. Change the **Holding Point Type** to Transit Point.
6. Refer to the Transit Point Naming Convention to complete the **Holding Point Name** and **Holding Point Code**.
7. Click **Save**.
8. Product is not added to a Transit Point HP. When using the **Copy** function, the product will be listed. It may be deleted from the Transit Point Holding Point Profile.
9. Ensure the Addresses and Contacts are unchanged.
10. Ensure the Holding Point Status is Active.
11. Click **Save**.

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### Steps: Add a Transit Point to a Holding Point Profile

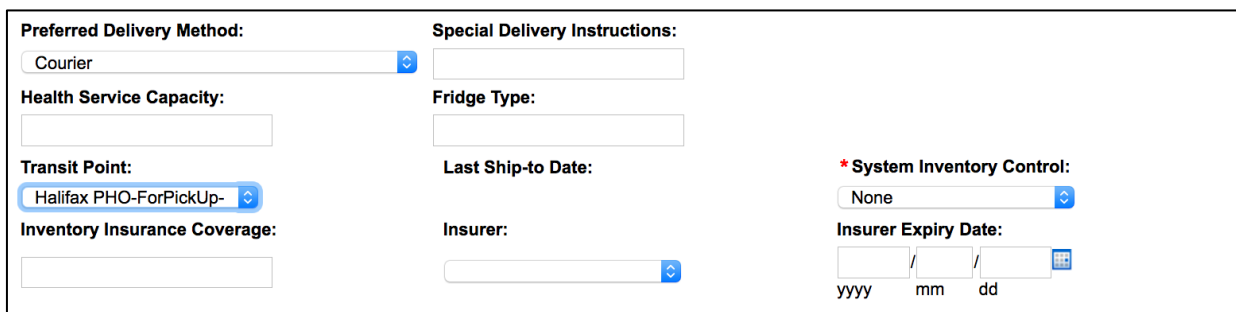
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**Overview Steps:** Search for HP>Select HP>Select Transit Point>Save

1. To add a transit point to a Holding Point Profile, click **Holding Point Profile** on the Left Menu.
2. Search for the HP on the **Holding Point Profile Search** screen.



3. Select the HP.
4. Scroll to the **Transit Point** dropdown menu.
5. Select the Transit Point from the dropdown menu.



6. Click the **Save** button.

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### Steps: Ship to a Transit Point

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**Overview Steps:** Follow Manage Product Requisition Process> Approve Product Requisition> Pick>Pack>Click **Completed Packing – go directly to Transit Shipping**>Click **Completed Shipping**

1. A product requisition that will be shipped to a Transit Point is Picked and Packed in the standard way.
2. To ship, click **Completed Packing – go directly to Transit Shipping**.

#### Container List

Row Actions: <input type="button" value="Commit Actual Weight"/>		No. of Labels: <input type="text" value="1"/>	Shipping Label: <input type="button" value="Print Labels"/>
<input type="button" value="Remove Container"/>		Packing Report: <input type="button" value="Print Report"/>	
	Container ID	Estimated Weight	Actual Weight
<input checked="" type="checkbox"/>	1	-	0 Gram(s)

**Container Details: Container ID: -**

<input type="button" value="Add Container"/> <input type="button" value="Clear"/>										
Product Alternate ID	Catalogue Item Name	Catalogue Item Code	Lot Number	Picked Quantity	Remaing Quantity to Pack	Packed Quantity	Unit of Measure	Cold Chain Required	Distribution Fee/Type	Estimated Weight

**Cancelled Items:**

Product Alternate ID	Catalogue Item Name	Cat Item Code	Holding Point Location	Lot Number	CC Req	UOM	Appr Qty	Pick Qty

3. The **Transit Shipment** screen displays with a confirmation message.

**Product Fulfillment** ? 📄

Requisition has been packed and saved successfully.

**Transit Shipment**

<b>Requisition ID:</b> 95			
<b>Requestor Contact Name:</b> HP Contact	<b>Requestor Phone Number:</b> -	<b>Ship-to Address:</b> 3785 Highway 3, Chester NS B0J1J0, Canada	<b>Ship-to Instructions:</b> -
<b>Ship From Holding Point:</b> Bridgewater PHO-HP - Bridgewater PHO	<b>Ship To Holding Point:</b> Chester Pharmsave-ForPickUp-HP - Chester Pharmsave-ForPickUp	<b>Shipping Payment Type:</b> <input type="text"/>	<b>* Number of Containers:</b> 1
<b>Preferred Delivery Method:</b> <input type="text" value="Client pick-up"/>	<b>Carrier Tracking Number:</b> <input type="text"/>	<b>Weight:</b> 0.0 Gram(s)	<b>Requisition Status:</b> Packed
<b>Carrier Name:</b> <input type="text"/>	<b>Freight Indicator:</b> <input type="checkbox"/>	<b>Freight Comment:</b> <input type="text"/>	<b>Original Requisition ID:</b> <input type="text"/>

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Shipping Label:

4. Click **Completed Shipping**.
5. The Transit Shipment screen displays with a confirmation message that the product has shipped.

## Product Fulfillment

Requisitions have been shipped successfully.

**Transit Shipment**

<b>Requisition ID:</b> 95			
<b>Requestor Contact Name:</b> HP Contact	<b>Requestor Phone Number:</b> -	<b>Ship-to Address:</b> 3785 Highway 3, Chester NS B0J1J0, Canada	<b>Ship-to Instructions:</b> -
<b>Ship From Holding Point:</b> Bridgewater PHO-HP - Bridgewater PHO	<b>Ship To Holding Point:</b> Chester Pharmasave-ForPickUp-HP - Chester Pharmasave-ForPickUp	<b>Shipping Payment Type:</b> <input type="text"/>	<b>* Number of Containers:</b> 1
<b>Preferred Delivery Method:</b> <input type="text" value="Client pick-up"/>	<b>Carrier Tracking Number:</b> <input type="text"/>	<b>Weight:</b> 0.0 Gram(s)	<b>Requisition Status:</b> Shipped
<b>Carrier Name:</b> <input type="text"/>	<b>Freight Indicator:</b> <input type="checkbox"/>	<b>Freight Comment:</b> <input type="text"/>	<b>Original Requisition ID:</b> <input type="text"/>

**Shipping Label:**

6. The Transit Point HP will click the **Delivered** button, and communicate the delivery, based on the business process.