DIGISTAT® Stock Management

DIGISTAT® Version 5.0

User Manual

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Contents

1. Stock Management

For general and detailed information about the DIGISTAT® environment and the instruction for use of the Control Bar software see the document "DIG UD CBR IU 0006 ENG V01 - Digistat Control Bar User Manual". Reading and understanding this document is necessary for a correct and safe use of the Stock Management module.

1.1. Introduction

The DIGISTAT® "Stock Management" system offers a set of tools dedicated to the satellite stockrooms and not centralized pharmacies management of a clinical structure.
The system, composed by several different modules, covers all the tasks and necessities relating to this specific environment.

Specifically, the "Stock Management" system covers the following work-areas:

- stock monitoring;
- materials transfer management;
- expired resources management;
- administrative discharge management;
- resource picking process management;
- returned resources (returns) management;
- picked resources and returns attribution to the correct cost center or operation;
- resources allocation management;
- order sheets creation and print;
- waste management;
- materials requests management;
- resources inventory management;
- operating kit creation, use and return management;
- generic kits creation, use and return management;
- quick retrieval and printing of the resources list for urgent operations;

1.2. The system modules

The system, in the configuration described in this manual, is formed of the following modules:

- **Stock** - Stock monitoring.

The corresponding icon on the lateral bar is  . This module is described in paragraph 2 of this manual.

- **Material transfer** - Resources transferral from one stockroom to another.

The corresponding icon is  . This module is described in paragraph 3.

- **Expirations** - Management of resources either expired or near-to-expiration.

The corresponding icon is  . This module is described in paragraph 4.

- **Other pickings** - Administrative discharge management.

The corresponding icon is  . This module is described in paragraph 5.

- **Movements** - Summary of all the movements of resources.

The corresponding icon is  . This module is described in paragraph 6.

- **Cost center picking** - Cost center attribution for resources picking.

The corresponding icon is  . This module is described in paragraph 7.

- **Resources picking** - Management of the resources picking procedures.

This screen can be accessed from the “Cost center picking” module (paragraph 7), after the relevant cost center has been selected. The procedures relating to the resources picking are described in paragraph 8.

- **Cost center return** - Cost center attribution for the resources returned.

The corresponding icon is  . This module is described in paragraph 9.

- **Resources allocation** - Recording of the changes in the resources allocation.

The corresponding icon is  . This module is described in paragraph 10.

- **Orders** - this module makes it possible to create and print the orders sheet

The corresponding icon is  . This module is described in paragraph 11.

Returns - Returned resources management.

The corresponding icon is  . This module is described in paragraph 12.

- **Waste** - Wasted resources management.

The corresponding icon is  . This module is described in paragraph 13.

- **Kit setup** - Aid in the kit preparation procedure.

The corresponding icon is  . This module is described in paragraph 14.

- **Returned resources from kit** - Recording of the unused resources returned from the operating kits.

The corresponding icon is  . This module is described in paragraph 15.

- **Generic kits** - Generic kits creation and management procedures.

The corresponding icon is  . This module is described in paragraph 16.

- **Generic kit link** - This procedure makes it possible to link a generic kit to a specific operation (described in paragraph 17).

- **Generic kits for emergencies** - This procedure makes it possible to link a generic kit to an emergency operation.

The corresponding icon is  . This module is described in paragraph 18.

- **Requests** - Materials requests procedures management.

The corresponding icon is  . This module is described in paragraph 19.

- **Emergencies** - Quick creation and print of the resources list for the emergency operations.

The corresponding icon is  . This module is described in paragraph 20.

- **Inventory** - Inventory management.

The corresponding icon is  . This module is described in paragraph 21.

- **Search** - Resources and materials search functionalities.

The corresponding icon is  . This module is described in paragraph 22.

1.3. How to select a module

To select one of the modules

- ➢ click the corresponding icon on the lateral bar.

The icon is this way highlighted. The main page of the selected module is displayed.

1.4. Screen structure

The screens of the different modules of the system have different appearances and functionalities but always maintain the same structure.

This paragraph shows, using a sample screen, the items forming the screen structure.

These items are:

- the header (Fig 1 **A**);
- the selection filters (Fig 1 **B**);
- the data area (Fig 1 **C**);
- the command bar (Fig 1 **D**).

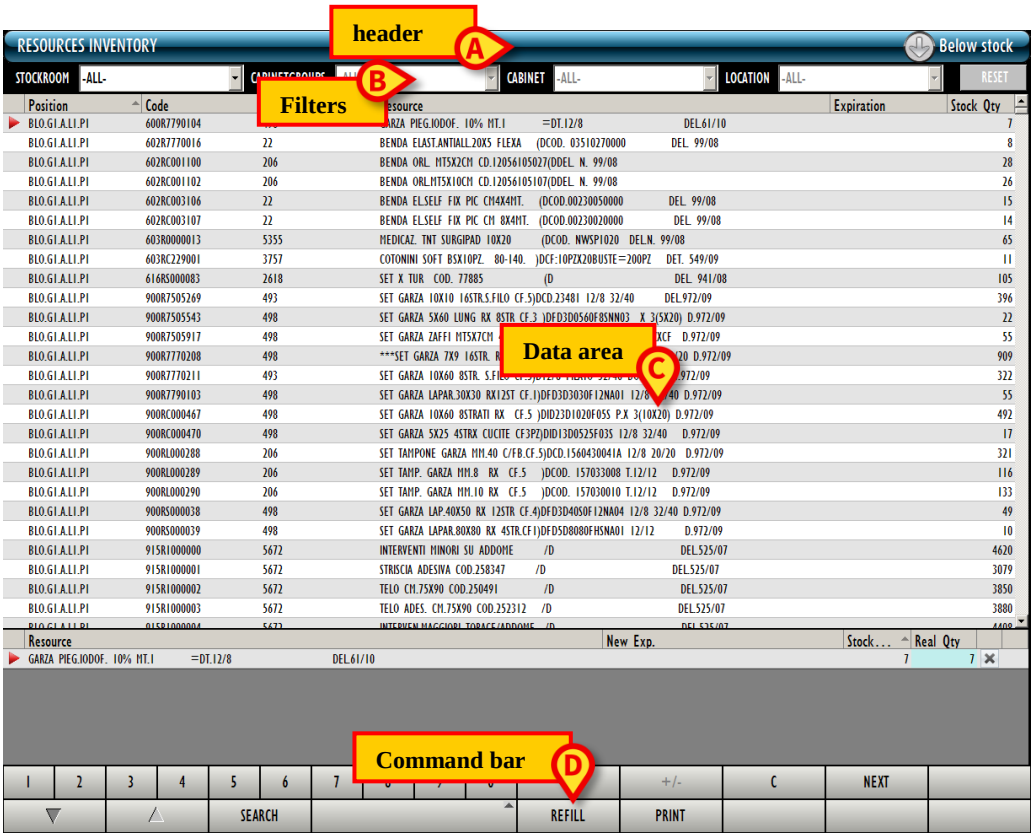


Fig 1

1.4.1. Header

A blue bar is on top of every screen. On the left of the bar a header specifies the function and contents of the screen currently displayed (Fig 2 **A**). On the right three icons are displayed, if enabled by configuration, providing information on the state of the resources in stock (Fig 2 **B**).

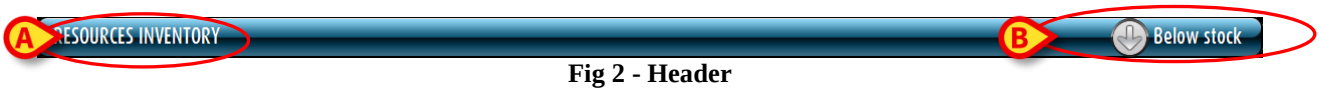


Fig 2 - Header

The  icon indicates that there are resources expired still in stock.

The  icon indicates that there are resources close to expiration in stock.

The  icon indicates that there are resources under stock (i.e. less resource units than required).

Some configurations do not manage the resouces expiration dates. In these cases the first two icons cannot appear.

1.4.2. Filters

Under the header bar there are various filters making it possible to select the items displayed on screen.

The number and kind of filters change on the different screens according to the functionalities of the specific module currently selected.

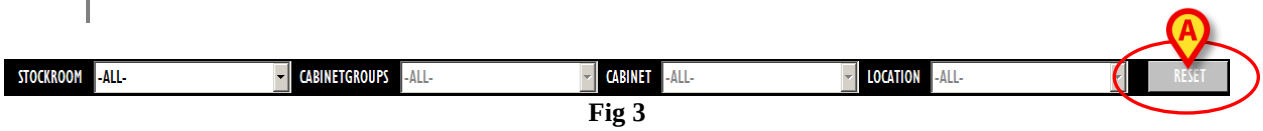


Fig 3

To use the filters

- click the  button placed near the filter.

A menu containing the available options opens.

Fig 4

- Click the wanted option.

The name of the selected filter appears in the field. The list of items displayed on screen changes accordingly.
The **Reset** button on the right (Fig 3 **A**) clears all the filters and displays the items full list.

1.4.2.1. Date filter

A date filter is available in various contexts. Fig 5 shows an example.

Fig 5

To set a date

- click the button placed near the date (Fig 5 **A**).

A calendar-window opens (Fig 6).

Fig 6

- Use the and buttons to select the month (Fig 6). Click the button to select the preceding month. Click the button to select the following month.
- Click the number corresponding to the day that must be selected.

The date this way selected is displayed in the field.

1.4.3. Data area

The data area (Fig 1 **C**) displays the contents of the different screens. These contents will be described contextually, with the relating module.

1.4.4. Command bar

The command bar (Fig 1 **D**) contains the buttons making it possible to perform the procedures relating to the module selected. The different command bars will be described contextually, with the different modules.

1.5. Resources' optimistic management

In the "Stock Management" system the phrase "Resources optimistic management" indicates that the resources expiration date editing is enabled.
The "Optimistic management" can be enabled by configuration.
This procedure makes it possible to manage the expiration date of certain resources. For instance, it can be applied to resources that are used often and in large amounts, for which the lot, serial number and expiration date specification is not strictly necessary. A generic expiration date is indicated for these resources, that is the nearest among all the existing expiration dates. This guarantees that no expired resources will be used, but it is this way possible for a resource to be labelled as expired or near-to-expiration when it is not. In these cases a new expiration date can be specified by the user.

2. Stock monitoring

The functionalities relating to stock monitoring are performed on the “Stock” module. To access this module

- click the 

button on the lateral bar.

The following screen opens.

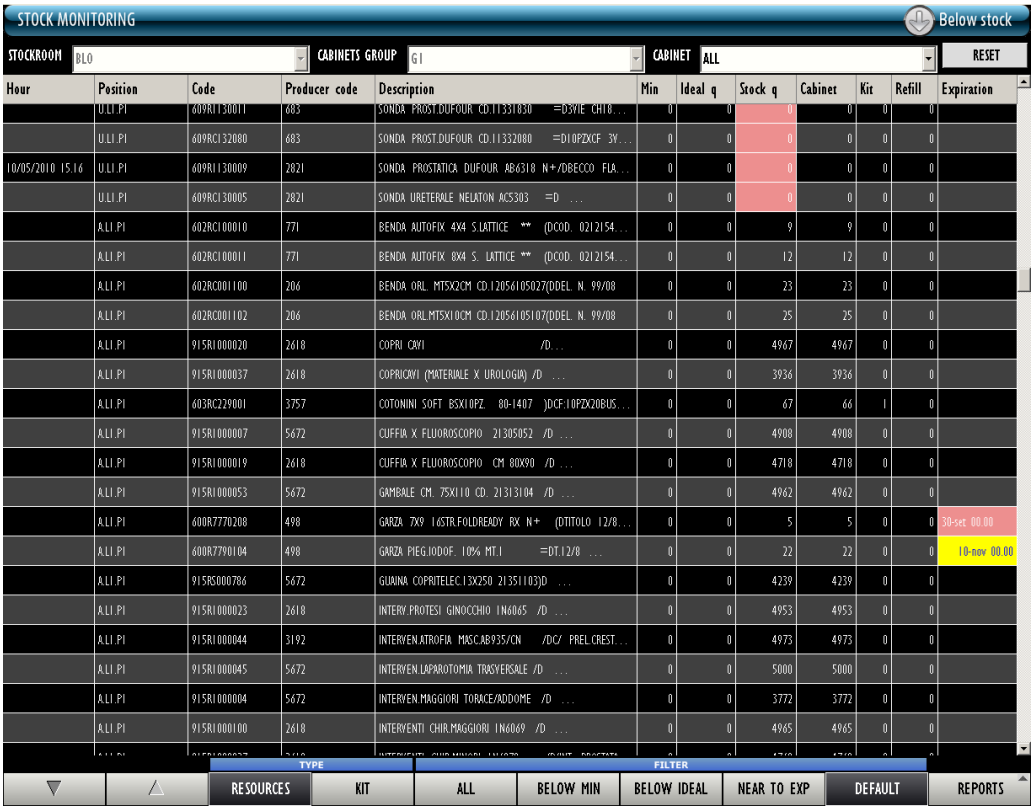


Fig 7 - Stock monitoring

2.1. Stock monitoring: screen structure

The stock monitoring screen is structured according to the general description offered in paragraph 1.4. See paragraph 1.4 for a description of the screen general features. The present paragraph describes the screen specific features.

2.1.1. Filters

Fig 8 - "Stock monitoring" screen filters

These are the filters available on this screen:

- "Stockroom" - Makes it possible to display only the resources that are in a specific stock room.
- "Cabinet group" - Makes it possible to display only the resources that are in a specific cabinet group.
- "Cabinet" - Makes it possible to display the resources that are in a specific cabinet.

See paragraph 1.4.2 for a general description of the filters used within the "Stock Management" system.

2.1.2. Data area

The data area of the "Stock Monitoring" screen makes it possible to display the list of all the resources uploaded in the system.

Each row corresponds to a resource (Fig 9).

Hour	Position	Code	Producer code	Description	Min	Ideal q	Stock q	Cabinet	Kit	Refill	Expiration
	U.LI.PI	616RC000104	3796	SET MALECOT CD.410-103 24 FR.35 =DPOST NEFROS...	0	0	0	0	0	0	
	U.LI.PI	609RI130011	683	SONDA PROST.DUFOUR CD.11331830 =D3VIE CH18...	0	0	0	0	0	0	
	U.LI.PI	609RC132080	683	SONDA PROST.DUFOUR CD.11332080 =D10PZXCF 3V...	0	0	0	0	0	0	
10/05/2010 15.16	U.LI.PI	609RI130009	2821	SONDA PROSTATICA DUFOUR AB6318 N+/DBECCO FLA...	0	0	0	0	0	0	
	U.LI.PI	609RC130005	2821	SONDA URETERALE NELATON AC5303 =D ...	0	0	0	0	0	0	
	A.LI.PI	602RC100010	771	BENDA AUTOFIX 4X4 S.LATTICE ** (DCOD. 0212154...	0	0	9	9	0	0	
	A.LI.PI	602RC100011	771	BENDA AUTOFIX 8X4 S. LATTICE ** (DCOD. 0212154...	0	0	12	12	0	0	
	A.LI.PI	602RC001100	206	BENDA ORL MT5X2CM CD.120561050027(DDEL. N. 99/08	0	0	23	23	0	0	
	A.LI.PI	602RC001102	206	BENDA ORL MT5X10CM CD.120561051107(DDEL. N. 99/08	0	0	25	25	0	0	
	A.LI.PI	915RI000020	2618	COPRI CAVI /D...	0	0	4967	4967	0	0	
	A.LI.PI	915RI000037	2618	COPRICAVI (MATERIALE X UROLOGIA) /D...	0	0	3936	3936	0	0	

Fig 9 - Stock monitoring

For each resource the following information is displayed:

- **Hour** - Time of the latest "under stock" alarm generated by the resource.
- **Position** - Resource position. Indication of the resource location.
- **Code** - Resource code.
- **Producer** - Manufacturer code.
- **Description** - Resource description.

- **Min** - Minimum suggested quantity, set by configuration, of resources of a kind that should be in stock.
- **Ideal quantity** - Ideal suggested quantity, set by configuration, of resources of a kind that should be in stock.
- **Stock quantity** - Quantity in stock. If the quantity in stock is below the minimum quantity, the cell is highlighted pink. If the quantity in stock is below the ideal quantity the cell is highlighted yellow.
- **Cabinet** - amount of resources located in the cabinets.
- **Kit** - amount of resources located in the generic kits already prepared.
- **Refill** - Suggested quantity of resource that must be acquired.
- **Expiration** - Expiration date. If the expiration date is near (proximity is defined by configuration) the cell is highlighted yellow. If the resource is expired the cell is highlighted pink.

Some "Stock Management" configurations do not manage the resources expiration. In these cases no information is displayed in the "expiration" field.

For each resource can be specified either all or part of the possible information, depending on the resources configuration.

2.1.3. Command bar

The command bar (Fig 10) contains the buttons making it possible to change the way the items on screen are displayed.

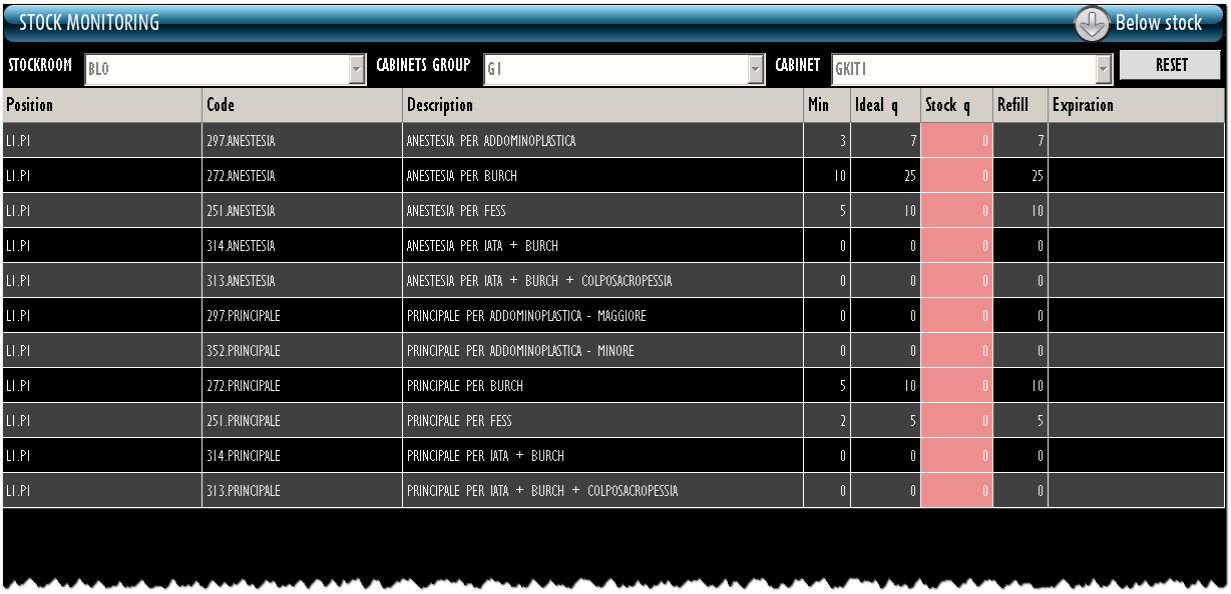
Fig 10 - Stock monitoring: command bar

Use the arrows  and  to scroll the screen content up and down.

The buttons placed under the blue bar named "TYPE" (Fig 11) can be used to select the kind of items displayed on screen.

Fig 11

If the **Resources** button is selected the screen displays the list of all the resources configured in the system.
If the **Kit** button is selected the screen displays the list of all the possible generic kits (Fig 12).



Position	Code	Description	Min	Ideal q	Stock q	Refill	Expiration
LI.PI	297.ANESTESIA	ANESTESIA PER ADDOMINOPLASTICA	3	7	0	7	
LI.PI	272.ANESTESIA	ANESTESIA PER BURCH	10	25	0	25	
LI.PI	251.ANESTESIA	ANESTESIA PER FESS	5	10	0	10	
LI.PI	314.ANESTESIA	ANESTESIA PER IATA + BURCH	0	0	0	0	
LI.PI	313.ANESTESIA	ANESTESIA PER IATA + BURCH + COLPOSACROPESSIA	0	0	0	0	
LI.PI	297.PRINCIPALE	PRINCIPALE PER ADDOMINOPLASTICA - MAGGIORE	0	0	0	0	
LI.PI	352.PRINCIPALE	PRINCIPALE PER ADDOMINOPLASTICA - MINORE	0	0	0	0	
LI.PI	272.PRINCIPALE	PRINCIPALE PER BURCH	5	10	0	10	
LI.PI	251.PRINCIPALE	PRINCIPALE PER FESS	2	5	0	5	
LI.PI	314.PRINCIPALE	PRINCIPALE PER IATA + BURCH	0	0	0	0	
LI.PI	313.PRINCIPALE	PRINCIPALE PER IATA + BURCH + COLPOSACROPESSIA	0	0	0	0	

Fig 12

The buttons placed under the blue bar named “FILTERS” (Fig 13) are filters making it possible to select the subset of items displayed on screen.

Fig 13 - Filters

The **All** button, when selected, displays all the items.
The **Below Min.** button displays only those items having a lower stock quantity than that indicated as minimum in the “Min” column.
The **Below Ideal** button displays only those items having a lower stock quantity than that indicated as ideal in the “Max” column.
The button displays the items that are close to expiration (expiration proximity is defined by configuration).
The DEFAULT button displays a default modality, chosen by configuration.

The REPORTS button makes it possible to access the module’s print functionalities. See paragraph 2.1.4 for a description of these functionalities.

2.1.4. Print documentation

To access the system’s print functionalities

- click the REPORTS button on the command bar.

A selection menu opens, making it possible to choose the kind of document to be printed (Fig 14).

Fig 14 - Possible reports

It is possible to print:

- the main stockroom resources list,
- the manufacturers list,
- the complete list of the items displayed,
- the "picked resources" list,
- the "refill" list.

When the kits list is displayed only the "Print Screen" and "Refill list" screens options are enabled.

➢ Click the button corresponding to the wanted option.

A print preview is displayed.

3. Materials transfer

The “Materials transfer” module makes it possible to record the transfer of materials and resources from one stockroom to another.

To select the module

- click the corresponding icon 

.

The following screen opens (Fig 15):

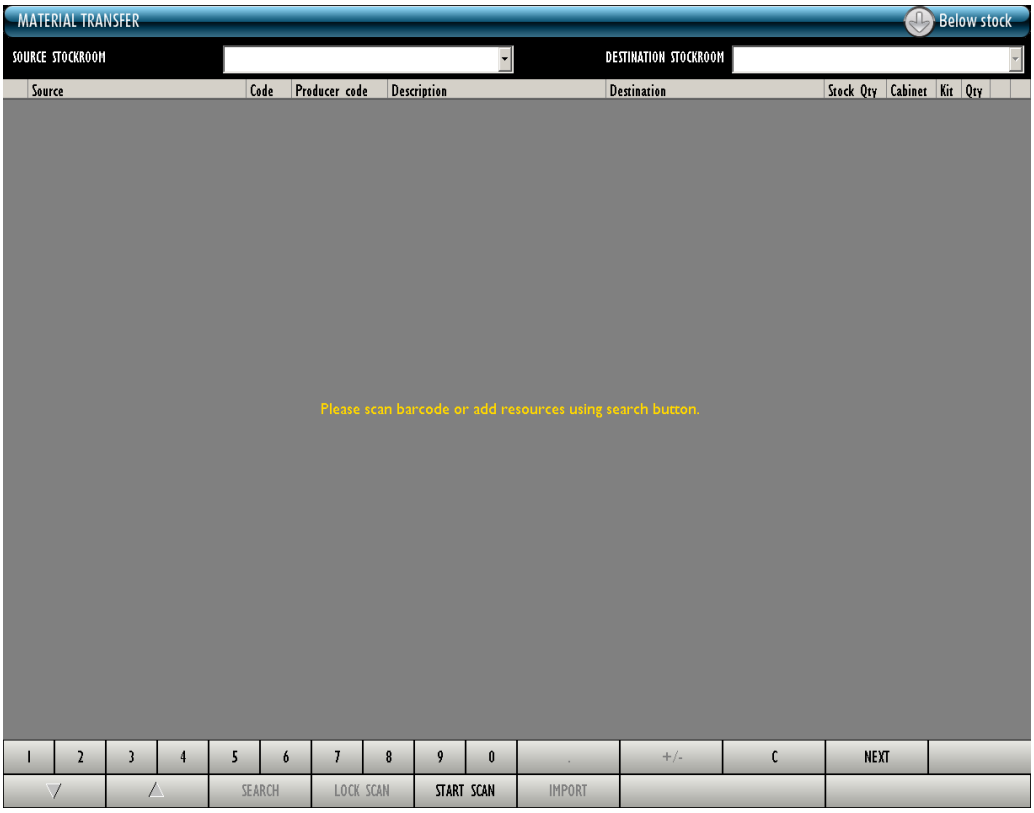


Fig 15 - Materials transfer

3.1. Materials transfer - screen structure

The “Materials transfer” screen is structured according to the general description offered in paragraph 1.4, see this paragraph for the screen general features. The present paragraph describes the screen specific features.

3.1.1. Source and destination stockroom selection

Fig 16 - Filters of the "Materials transfer" screen

The filters available on the "Materials transfer" screen (Fig 16) are:

- "Source stockroom" - It makes it possible to select the stockroom from which the resources that must be transferred come.
- "Destination stockroom" - It makes it possible to select the stockroom to which the resources are transferred.

See paragraph 1.4.2 for instructions on how the filters work.

Both filters must be specified in order to perform the materials transfer.

3.1.2. Data area

The data area of the "Materials transfer" screen contains, once selected, the list of materials to be transferred (Fig 17 **A**).

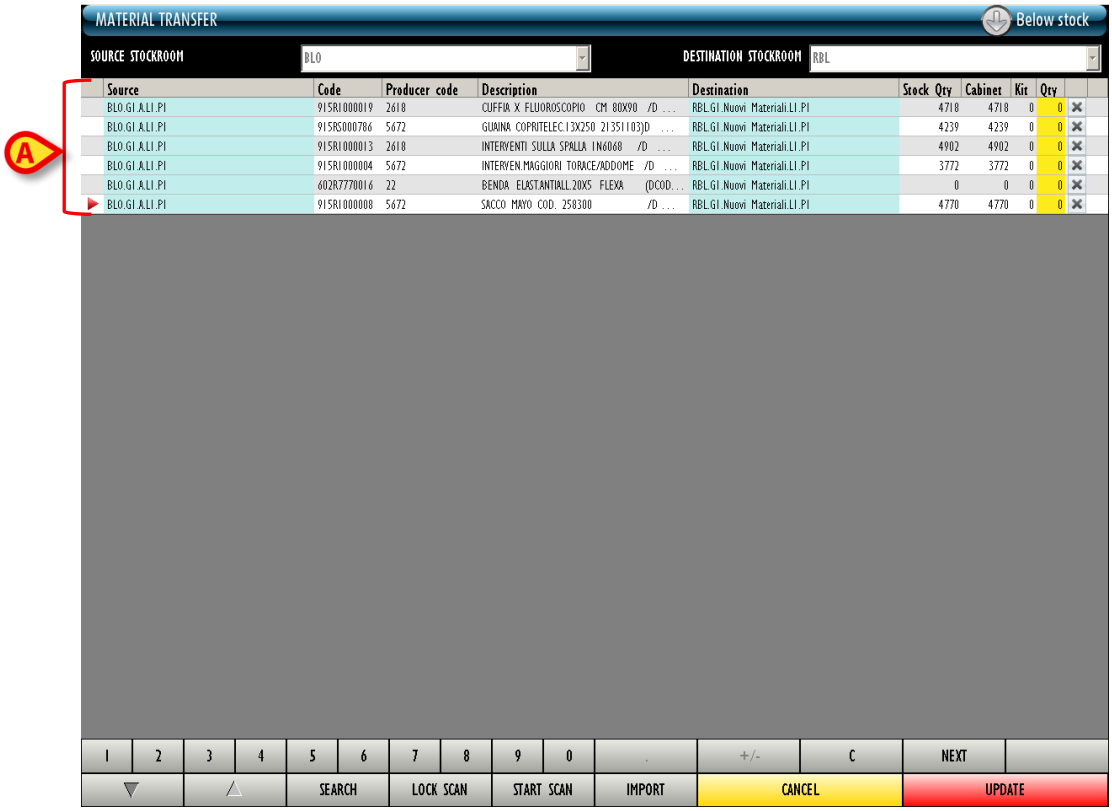


Fig 17 - Materials transfer

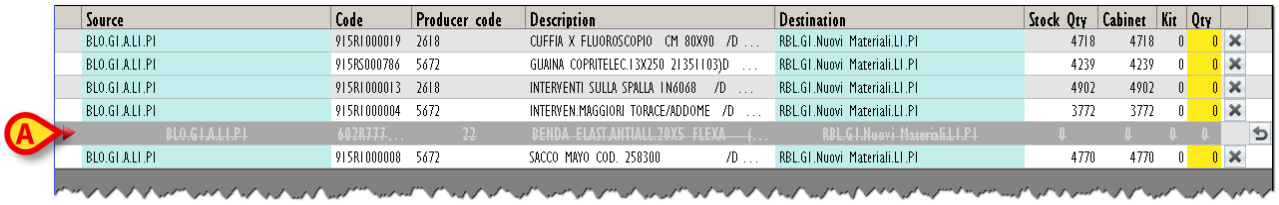
Each row corresponds to a type of resource. For each resource, in this area, the following information is displayed:

- the "source" stockroom (not editable);
- the resource code (not editable);
- the manufacturer code (not editable);
- the resource description (not editable);
- the destination stockroom (user selectable if numerous destinations are possible)
- the resource stock quantity (not editable);
- the amount of resource located in the cabinets (not editable);
- the amount of resource located in the generic kits already prepared (not editable);
- the quantity of resource that must be transferred (editable).

For each resource either all or part of the possible information can be specified, depending on the resources configuration.

The ▶ arrow possibly appearing at the beginning of a row indicates the selected resource.

The ✖ icon appearing at the end of each row makes it possible to cancel the resource. The cancelled resource appears as in Fig 18 **A**.



Source	Code	Producer code	Description	Destination	Stock Qty	Cabinet	Kit	Qty
BLO.GI.A.LI.PI	915RI000019	2618	CUFFIA X FLUOROSCOPIO CM 80X90 /D ...	RBL.GI.Nuovi Materiali.LI.PI	4718	4718	0	0
BLO.GI.A.LI.PI	915RS000786	5672	GUAINA COPRITELEC.13X250 21351103)D ...	RBL.GI.Nuovi Materiali.LI.PI	4239	4239	0	0
BLO.GI.A.LI.PI	915RI000013	2618	INTERVENTI SULLA SPALLA IN6068 /D ...	RBL.GI.Nuovi Materiali.LI.PI	4902	4902	0	0
BLO.GI.A.LI.PI	915RI000004	5672	INTERVEN.MAGGIORI TORACE/ADDOME /D ...	RBL.GI.Nuovi Materiali.LI.PI	3772	3772	0	0
BLO.GI.A.LI.PI	602R777...	22	BENDA ELAST.ANTIALL.20X5 FLEXA (...	RBL.GI.Nuovi Materiali.LI.PI	0	0	0	0
BLO.GI.A.LI.PI	915RI000008	5672	SACCO MAYO COD. 258300 /D ...	RBL.GI.Nuovi Materiali.LI.PI	4770	4770	0	0

Fig 18 - Cancelled resource

The resources corresponding to the rows cancelled this way disappear when the screen is updated.

The ↩ icon appearing at the end of each row makes it possible to annul the outcomes of the actions recently performed on the corresponding resource; it brings the resource to its original state back (it is an "Undo" button).

The fields highlighted yellow are mandatory. If a user tries to record a resource transfer without specifying one of the mandatory fields, the system stops the procedure and warns the user with a specific pop-up window (Fig 19).

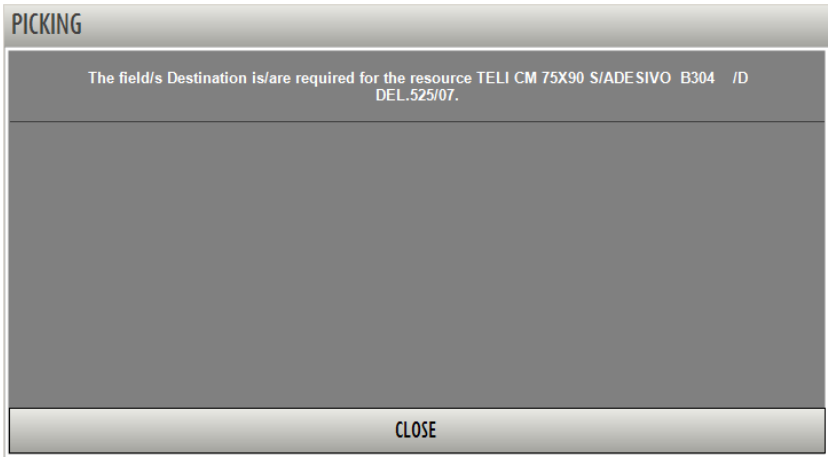


Fig 19

- Click the **Close** button to hide the pop-up.

The nature and kind of mandatory information depend on the resource configuration. When a mandatory field is specified it is highlighted light-blue (Fig 20).

Fig 20

3.1.3. The command bar of the "Materials transfer" screen

The command bar of the materials transfer screen (Fig 21) is formed of several buttons. This paragraph lists briefly the functions of the different buttons, referring to successive paragraphs when more detailed instructions on a specific functionality are necessary.

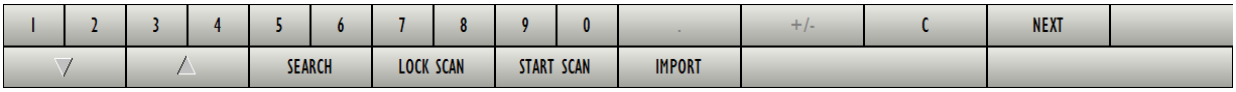


Fig 21 - Command bar

The upper line contains buttons making it possible to manage the numeric data specification.

Fig 22 - Numeric buttons

Use the numeric buttons (Fig 22) to indicate the quantities. Click one of the numbers to write the number in the "Quantity" field.

The " **.** " button is a decimal divider. The button is active only if decimal specification is relevant.
The "+/-" button makes it possible to specify whether a value is negative or positive. The button is active only if negative values specification is relevant.
The " **C** " button brings back to zero the specified quantities.
The **Next** button selects the item following the one currently selected.

Use the arrow buttons  and  to scroll up and down the screen contents in case the items are too many to be displayed all together.

Use the **Search** button to access the system's search functionalities (described in paragraph 22). Click this button to open the screen shown in Fig 28.

Use the **Lock Scan** button to lock the workstation while reading numerous barcodes that will be recorded all together afterwards. See paragraph 3.4.1 for a description of the related procedures.

Use the **Start Scan** button to begin the reading of numerous barcodes that will be recorded later, all at the same time. See paragraph 3.4.2 for the instructions relating to this procedure.

Use the **Import** button to import the selected items using a wireless barcode reader having internal memory. See paragraph 3.4.3 for the instructions relating to this option.

When editing the screen contents the **Update** and **Cancel** buttons appear on the command bar.

The **Update** button saves the changes made. After every editing of the screen contents it is necessary to click the **Update** button to save the changes.

The **Cancel** button annuls all the changes made.

3.2. Editing the resource data

The information regarding a resource can, in certain cases, be edited by the user.

The nature and kind of editable information depend on the way the resource is configured. Editable information is highlighted either yellow or light-blue on the row corresponding to the resource.

To edit the resource data

- click the field containing the information you wish to change.

The  button appears in the field (Fig 23 **A**).

- Click the  button.

A menu containing the possible options opens (Fig 23 **B**).

Fig 23

- Click the wanted option.

The option is displayed in the field. The available options on the different menus depend on the context. For example: the "position" field will display all and only the positions in which the resource can be found. Selecting an option affects the available choices in the other fields.

On the "Materials Transfer" screen described in this paragraph, the destination stockroom selection is available if the selected resource can be located in more than one stockroom.

3.2.1. Specifying the resource quantity

To specify the quantity of resource that must be transferred

- select the row corresponding to the resource.

The selected row is indicated by the  arrow (Fig 24 **A**).

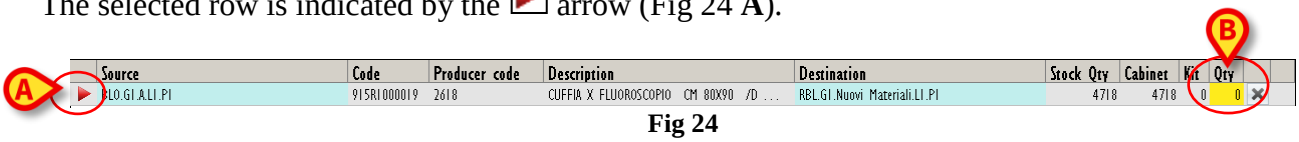


Fig 24

- Specify the new quantity using the numeric buttons on the command bar (Fig 25)

Fig 25 - Numeric buttons

Otherwise you can

- click the cell indicating the "Quantity" (Fig 24 **B**).

The quantity is highlighted.

- Set the new quantity using either the workstation keyboard or the numeric buttons on the command bar.

3.3. How to record the materials transfer

The materials transfer can be recorded either manually or using a barcode reader. The different procedures are described in the following paragraphs.

Barcode technology is recommended when selecting an item. Scanning the item's barcode, instead of selecting it manually, helps the user to diminish selection errors.

3.3.1. Manual recording

To record the material transfer manually

- select the "source" stockroom (Fig 26 **A**).
- Select the "destination" stockroom (Fig 26 **B**)

Fig 26

- click the **Search** button on the command bar (Fig 27).

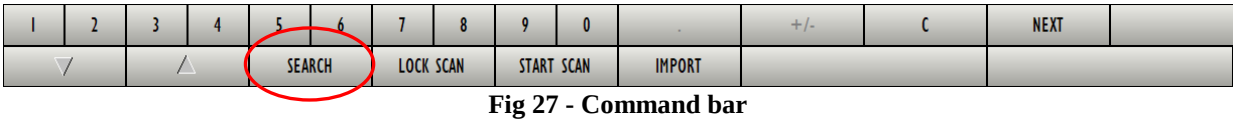


Fig 27 - Command bar

The "Search" screen opens (Fig 28). This screen is described in paragraph 22.

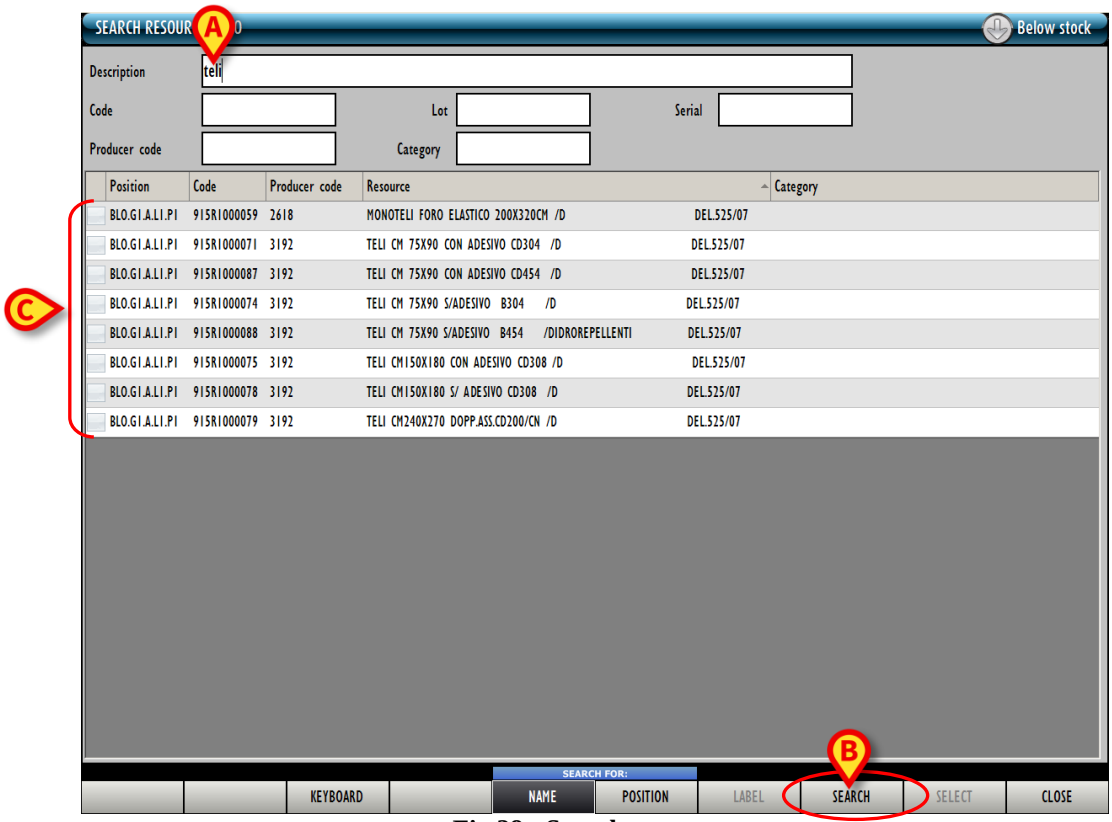


Fig 28 - Search resources

- Insert the available information on the resource in the search fields (Fig 28 **A**).
- Click the **Search** button on the command bar (Fig 28 **B**).

The list of resources corresponding to the information specified is displayed on screen (Fig 28 **C**).

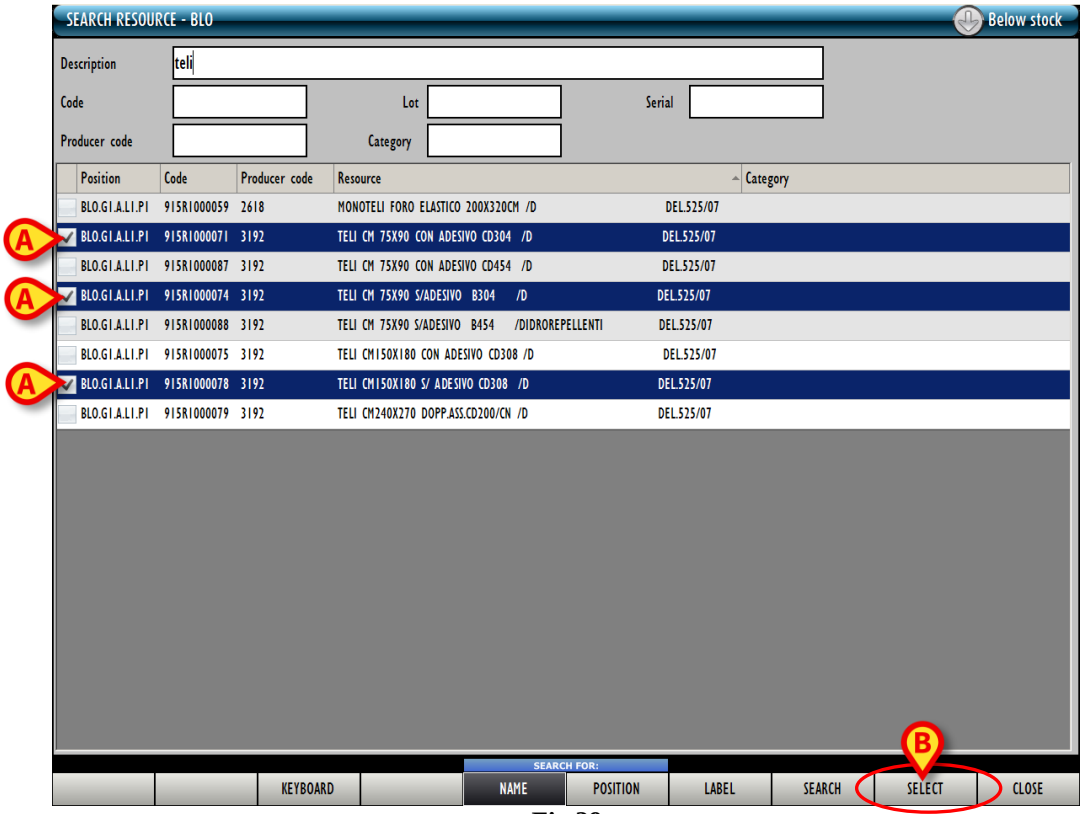


Fig 29

- Click the relevant item/s on the list. Multiple selection can be enabled by configuration.

The corresponding line/s is/are highlighted (Fig 29 **A**).

- Click the **Select** button on the command bar (Fig 29 **B**).

The resource/s this way selected appears in the "materials transfer" screen (Fig 30 **A**).

> *Double click an item to display it directly.*

Fig 30

- Set, if necessary, the resource values (destination, quantity, etc… see for instructions paragraph 3.2).
- Repeat, if necessary, the procedure to add other resources.
- Click the **Update** button on the command bar.

The resources transfer is this way recorded.

3.4. Materials transfer - barcode procedure

The resource selection can be performed using a barcode reader. This paragraph describes the procedures related to this functionality.

To record the transfer of materials and resources using barcode reading, when the “Materials transfer” screen is displayed (Fig 15, Fig 30),

- read the barcode of the resource that must be transferred

The rows corresponding to the resources appear on screen.

If a scanned barcode belongs to a resource that is not in the stockroom selected as “source”, a pink row is created to inform the user (Fig 31).

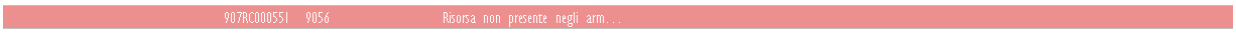


Fig 31 - Resource is not in the stockroom

Specific buttons on the command bar make it possible to launch specific barcode reading procedures. These are described in the following paragraphs.

3.4.1. Lock scan

The **Lock Scan** button on the command bar (Fig 32) makes it possible to lock the workstation while the user reads numerous barcodes that will be read later, all at the same time.

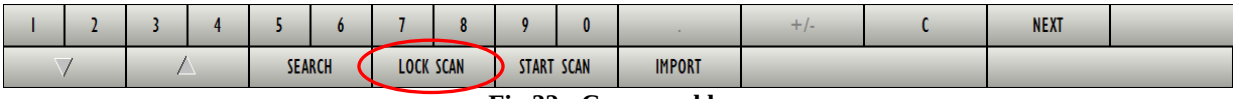


Fig 32 - Command bar

This functionality is used when it is necessary to leave the workstation alone to personally scan the barcodes of several items that are in a different place. This functionality is performed using a wireless barcode reader.

This is the procedure:

- click the **Lock Scan** button.

The button appears selected. The button remains this way while the workstation is locked.

The following window appears on screen (Fig 33).

Fig 33

- Read the barcodes. The workstation is locked to other users.

When barcodes reading is complete,

- insert your password in the field indicated in Fig 33 **A**.
- Click the **Continue** button (Fig 33 **B**).

The workstation is this way unlocked. The rows corresponding to all the barcodes read appear on screen.

The **Keyboard** button on the window opens a virtual keyboard that can be used to insert the password (Fig 34).

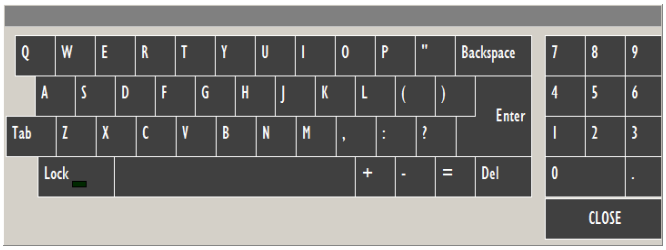


Fig 34 - Virtual keyboard

3.4.1.1. How to force the workstation unlocking

The workstation can be unlocked by another user if his/her permissions level enables him/her to do it.

To force the workstation unlocking

- click the option “Advanced options” on the window that requests password (Fig 35).

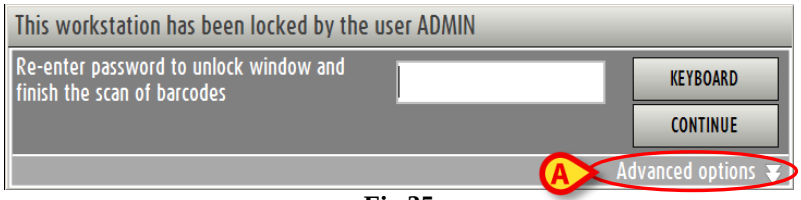


Fig 35

The window changes in the following way (Fig 36).

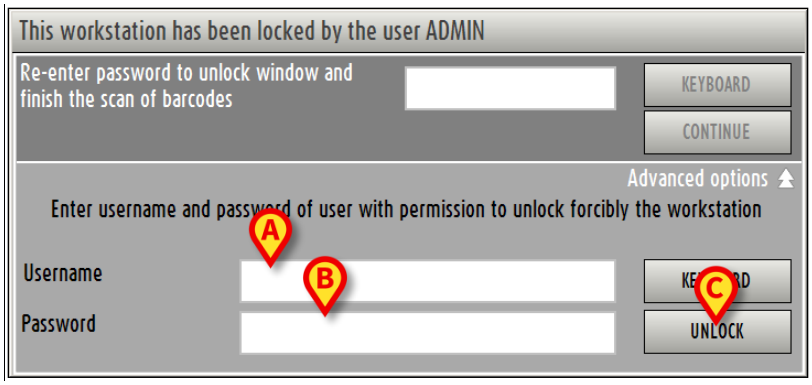


Fig 36 - Advanced options

- Insert the username of the new user in the "Username" field (Fig 36 **A**).
- Insert the password of the new user in the "Password" field (Fig 36 **B**).
- Click the **Unlock** button (Fig 36 **C**).

If the new user has the appropriate permissions the workstation is unlocked.

*The barcodes read by the original user will **not** be recorded.*

3.4.2. Start scan

The **Start Scan** button on the command bar (Fig 37) makes it possible to read numerous barcodes that will be recorded later all at the same time.

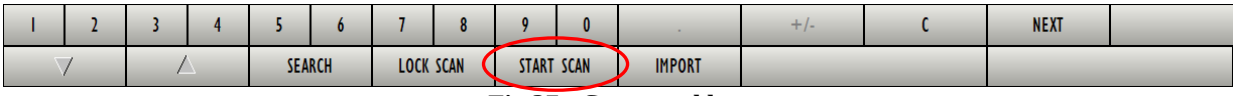


Fig 37 - Command bar

This is the procedure:

- click the **Start Scan** button.

The button changes. It appears as: **Stop Scan**.

A pop-up window informs the user that barcode reading can start.

The user is logged out. This happens because the user now probably moves away from the workstation to read the barcodes.

- Read the barcodes.

After barcode reading, to import the data of the scanned resources into the system,

- log in again.
- Click the  icon on the lateral bar to select the module “Materials transfer” again.
- Click the **Stop Scan** button.

The rows corresponding to the scanned resources barcodes appear on screen.

While scanning the blue bar on top of the screen displays the following advice “Press STOP SCAN to import the scanned products” (Fig 38).

Fig 38

3.4.3. Import

The **Import** button on the command bar (Fig 39) makes it possible to import into the system the data read with a wireless barcode reader having internal memory.

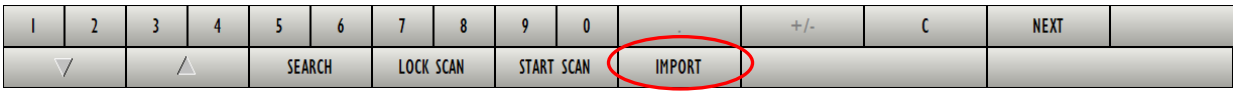


Fig 39 - Command bar

This is the procedure:

- read the barcodes using the appropriate devices, configured to connect to the system.
- Click the **Import** button.

the following windows is displayed, informing the user on the import procedure state.

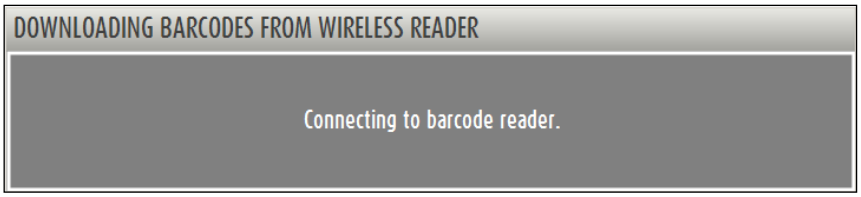


Fig 40

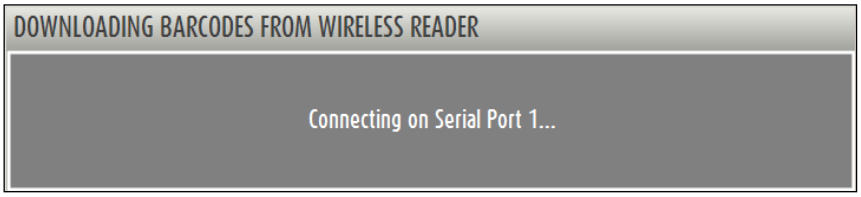


Fig 41

If the procedure succeeds the data are imported. The rows corresponding to the resources scanned appear on screen.

4. Expired resources management

The “Expired” module makes it possible to display and manage the resources either expired or closet o expiration.

To select the module

- click the corresponding icon 

.

The following screen opens (Fig 42).

Fig 42 - Expired resources management

4.1. Expired resources management - screen structure

The expired resources management screen is structured according to the general description offered in paragraph 1.4, see this paragraph for the screen general features. The present paragraph describes the screen specific features.

4.1.1. Filters

Fig 43 - Filters on the "Expired resources" screen

The available filters on the "Expired resources" screen (Fig 43) are:

- "Stockroom" - It makes it possible to display all the resources in a specific stockroom.
- "Cabinets group" - It makes it possible to display all the resources in a specific cabinets group.
- "Cabinet" - It makes it possible to display all the resources in a specific cabinet.
- "Location" - It makes it possible to display all the resources in a specific location.

See paragraph 1.4.2 for a general description of the filters in use in the DIGISTAT® "Stock Management" system.

4.1.2. Data area

The data area of the "Expired resources" area is formed of two parts (Fig 44).

Fig 44 - Expired resources

The upper area displays a list of resources (Fig 44 **A**).

The kind of list actually displayed depends on an option selected on the command bar. This procedure is described in the next paragraph “How to select the type of resources display”. The available options are:

- the expired resources;
- the expired and near to expiration resources;
- all the resources.

The current option is indicated on the button shown in Fig 44 **C**.

Each row in the list corresponds to a resource type. For each resource type, on the upper area (Fig 44 **A**), are displayed:

- the resource position (not editable);
- the resource code (not editable);
- the manufacturer code (not editable);
- the resource name (not editable);
- the expiration date (not editable);
- the quantities in stock (both in the cabinets and in the kits - not editable).

The lower area (Fig 44 **B**) displays detailed information on the resource selected in the upper area.

In this area each row corresponds either to a single resource or to a lot of resources, depending on the resource configuration.

For each row the following information is specified:

- the name of the resource (not editable);
- the lot to which it belongs (not editable);
- the serial number (not editable);
- the expiration date (not editable);
- the new expiration date;
- the quantity in stock (both in the cabinets and in the kits - not editable).

For each resource either all or part of the possible information is displayed, depending on the configuration specification.

The ▶ arrow at the beginning of a row indicates the selected resource.

The selection of a row in the upper area displays the resources details in the lower area.
I.e. in the upper area the type of resource is displayed for the specified position, while in the lower area are displayed all the items existing for that kind (these can be items belonging to different lots, single resources having a different expiration date, or groups of items having different expiration dates).

The items displayed in the lower area are those indicated by the button shown in Fig 44 **C**. I.e. these are either “expired”, “near to axpiration” or “all” the resources depending on the option selected on the command bar.

When the quantity in stock for a resource is less than the minimum quantity (indicated by configuration) the corresponding cell is highlighted red; when the quantity in stock for a resource is less than the ideal quantity (indicated by configuration) the corresponding cell is highlighted yellow.

If there are 0 items in stock for a resource, the selection of the corresponding row in the upper part of the screen does not display any item in the lower part of the screen.

If the expiration date is highlighted red it means that the resource is expired.
If the expiration date is highlighted yellow it means that the resource is close to expiration (Fig 45).

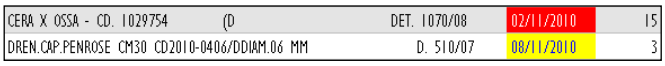


Fig 45 - expired and closet o expiration resources

The  icon on the right cancels the corresponding row. The procedure is described in paragraph 4.2.2.

The  icon placed at the end of the row is an “Undo” button bringing back the row to its original state.

How to select the type of resources displayed on screen

The button on the command bar shown in Fig 44 **C** makes it possible to select the set of items displayed on screen.

To change the set of items displayed,

- click the button.

The following options appear

Fig 46

The **Expired** option displays only the expired items (the expiration date is highlighted red).
The **Near to Expire** option displays both the expired and the “near to expiration” items (the expiration dates can be highlighted either red or yellow.

The **All** option displays all the configured items.

- Click the wanted option.

The button indicates the selected option. the list of items displayed changes accordingly.

4.1.3. The command bar of the "Expired" screen

The command bar of the "Expired" screen (Fig 47) is formed of several buttons. This paragraph lists briefly the functions of the different buttons, referring to successive paragraphs when more detailed instructions on a specific functionality are necessary.

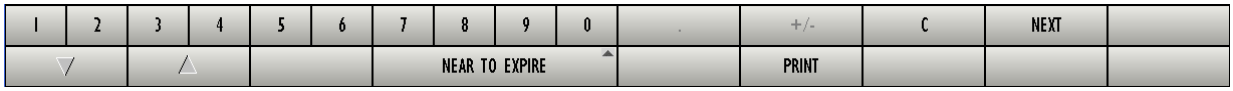


Fig 47 - Command bar

The upper line contains the buttons making it possible to manage the numeric data specification.

Fig 48 - Numeric buttons

Use the numeric buttons (Fig 47) to indicate the quantities. Click one of the numbers to write the number in the "Quantity" field, if editable.

The " **.** " button is a decimal divider. The button is active only if decimal specification is relevant.
The "**+/-**" button makes it possible to specify whether a value is negative or positive. The button is active only if negative values specification is relevant.

The " **C** " button brings back to zero the specified quantities.

The **Next** button selects the item following the one currently selected.

Use the arrow buttons  and  to scroll up and down the screen contents in case the items are too many to be displayed all together.

The **Near to Expire** button makes it possible the list of items displayed. See the previous paragraph "How to select the type of resources displayed on screen" for instructions.

Use the **Print** button to print the list of resources currently displayed.
When editing the screen contents the **Update** and **Cancel** buttons appear on the command bar.

The **Update** button saves the changes made. After every editing of the screen contents it is necessary to click the **Update** button to save the changes.

The **Cancel** button annuls all the changes made.

4.2. Editing the screen contents

The “Expired resources” module makes it possible to manage some of the values of the resources displayed. I.e. it is possible to change the expiration dates if necessary. It is moreover possible to delete a resource from the list.

For each resource the values that can be changed are highlighted light blue.

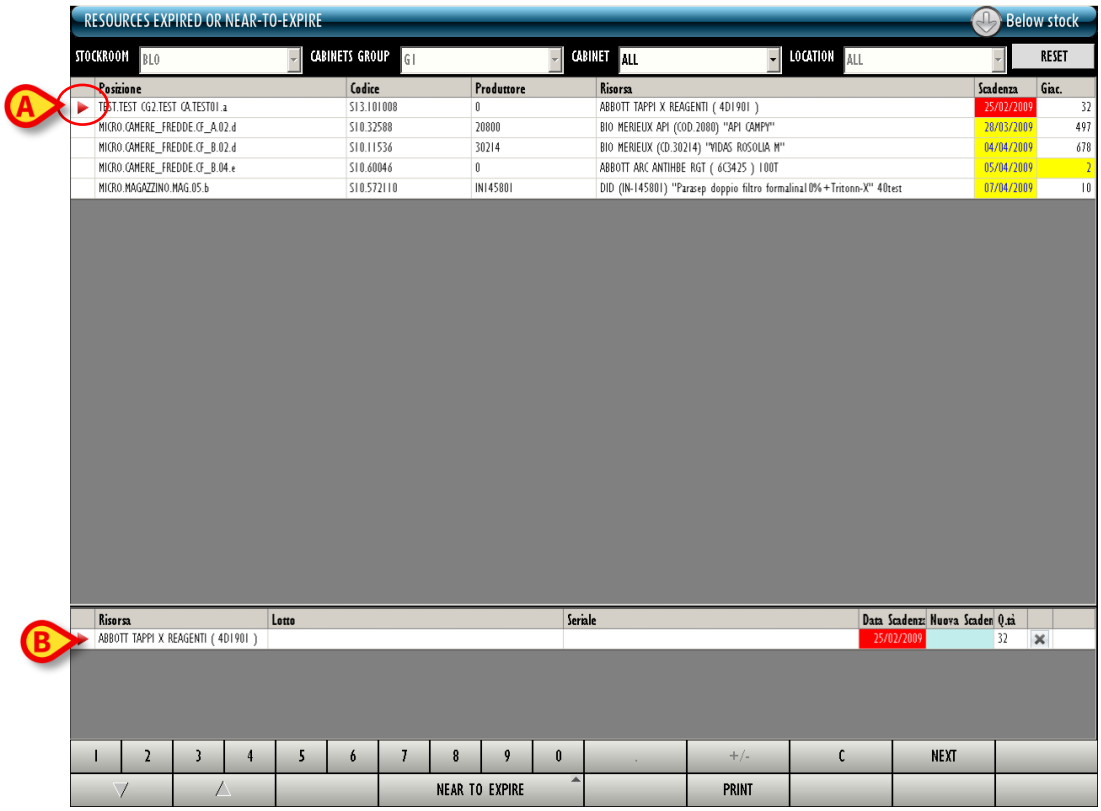
4.2.1. How to change the expiration date

The expiration date can only be changed to the “optimistic management” resources. See paragraph 1.5 for a description of this kind of resources management.

To specify a new expiration date for a resource it is necessary, in the upper area,

- click the row corresponding to the kind of resource for which the expiration date must be changed.

The kind of resources is selected; the ▶ icon appears on the left (Fig **A**).



Fig

The details of the clicked resource are displayed in the lower area (Fig **B**).

In the lower part of the screen, on the row corresponding to the resource whos values must be changed,

- click the cell indicating the resources' "new expiration date" (Fig 49).

The corresponding row is selected; the icon appears at the beginning of the row. The button appears in the cell. The current date is automatically displayed.

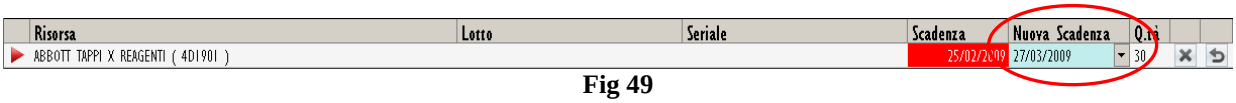


Fig 49

- Click the button.

A calendar-window appears (Fig 50).

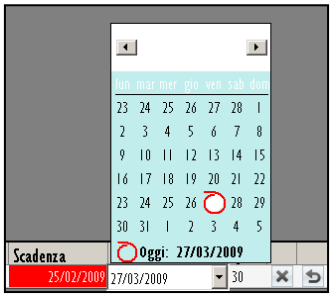


Fig 50

- Select the date on the calendar (day and month).

The new date appears in the "New expiration date" cell (Fig 51)

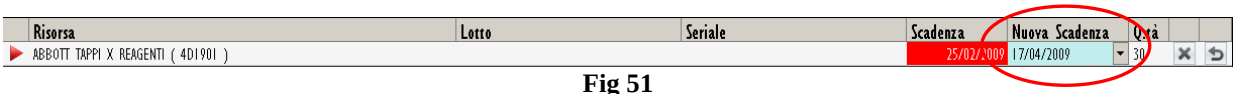


Fig 51

- Click the UPDATE button on the command bar.

The expiration date is updated according to the new values (Fig 52).

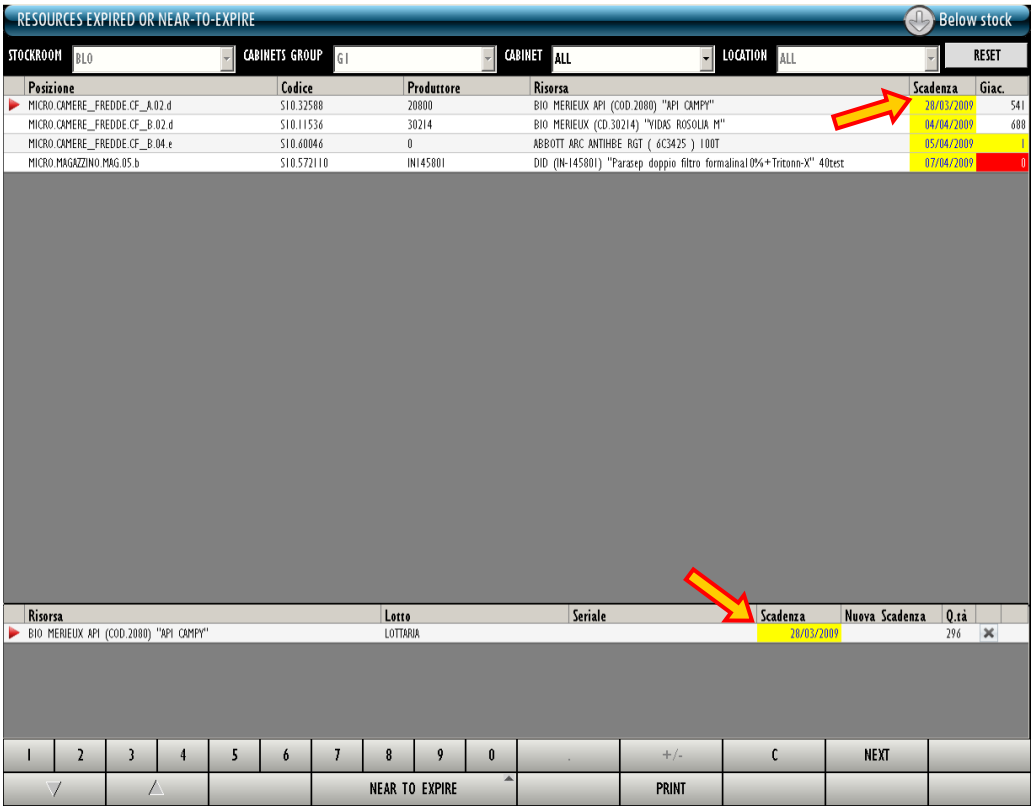


Fig 52

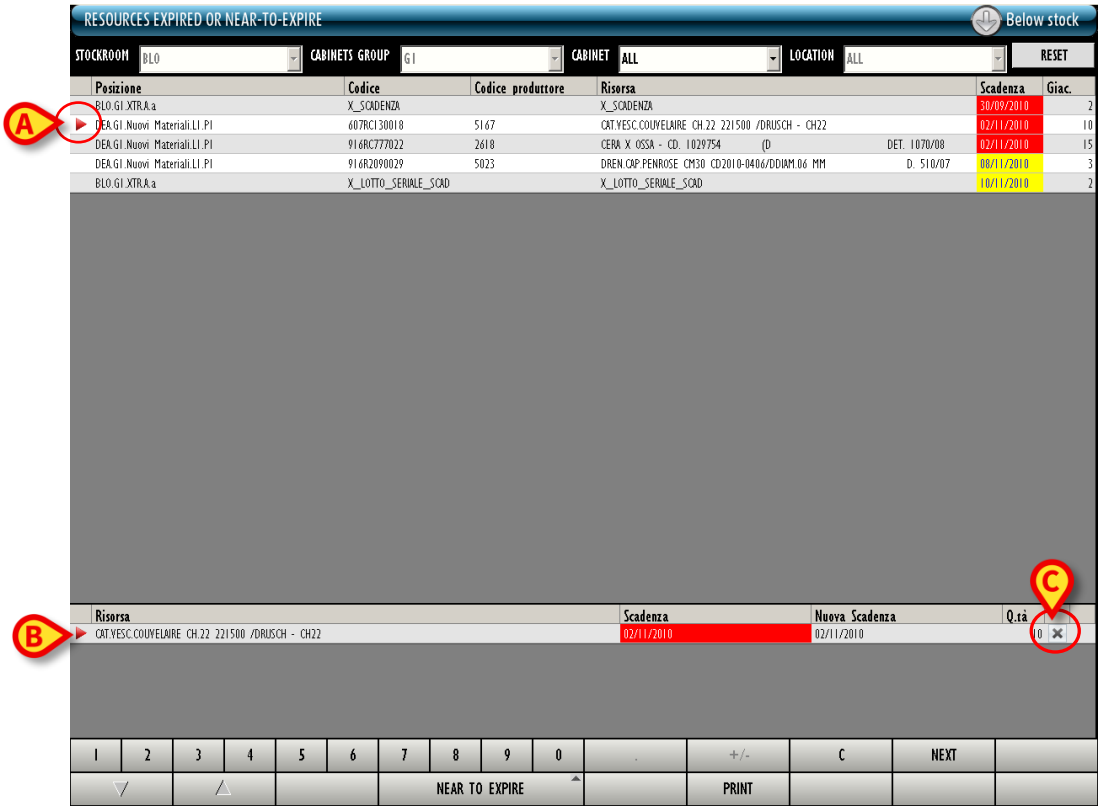
The  icon makes it possible to annul the changes made (“Undo” button).

4.2.2. How to delete an item from the list

To delete an item, in the upper area,

- click the row corresponding to the kind of resource that must be deleted.

The kind of resource is selected; the ▶ icon appears at the beginning of the row (Fig **A**).



Fig

The details of the clicked resource are displayed in the lower area (Fig **B**).

In the lower area, on the row corresponding to the resource that must be deleted,

- click the ✖ button at the end of the row (Fig **C**).

The row appears in strike-through characters (Fig 53).

Fig 53

- Click the **Update** button on the command bar.

The row disappears.

The ↩ icon makes it possible to annul the changes made (“Undo” button).

5. Administrative discharge

The administrative discharge screen makes it possible to manage those pickings that are not covered by the other picking procedures described in this manual (cost center picking, picking for operation, materials transfer etc…).
The various reasons for picking materials are defined by configuration and depend on the actual procedures in use.

To access the administrative discharge screen

- click the  on the lateral bar.

The following screen opens (Fig 54).

Fig 54 - Administrative discharge screen

This screen makes it possible to manage the material's administrative discharge.

5.1. "Administrative discharge" - screen structure

The administrative discharge management screen is structured according to the general description offered in paragraph 1.4, see this paragraph for the screen general features. The present paragraph describes the screen specific features.

5.1.1. Filters

Fig 55 - Filters on the "Administrative discharge" screen

The available filters on the "Administrative discharge" screen (Fig 55) are:

- "Stockroom" - It makes it possible to specify the stockroom in which the items on screen are located.
- "Cabinets group" - It makes it possible to specify the cabinets group in which the items on screen are located.
- "Cabinet" - It makes it possible to specify the cabinet in which the items on screen are located.

The checkbox enlarged in Fig 56, if checked, makes it possible to display only those materials expiring before a specified date. A configuration parameter either enables or disabile the data specification possibility. If selection is disabled this filter is not active.

Fig 56

See paragraph 1.4.2 for general instructions on how the filters work.

5.1.2. Data area

The data area of the “Administrative discharge” screen displays the list of the materials having the features specified in the filters (Fig 57 **A**).

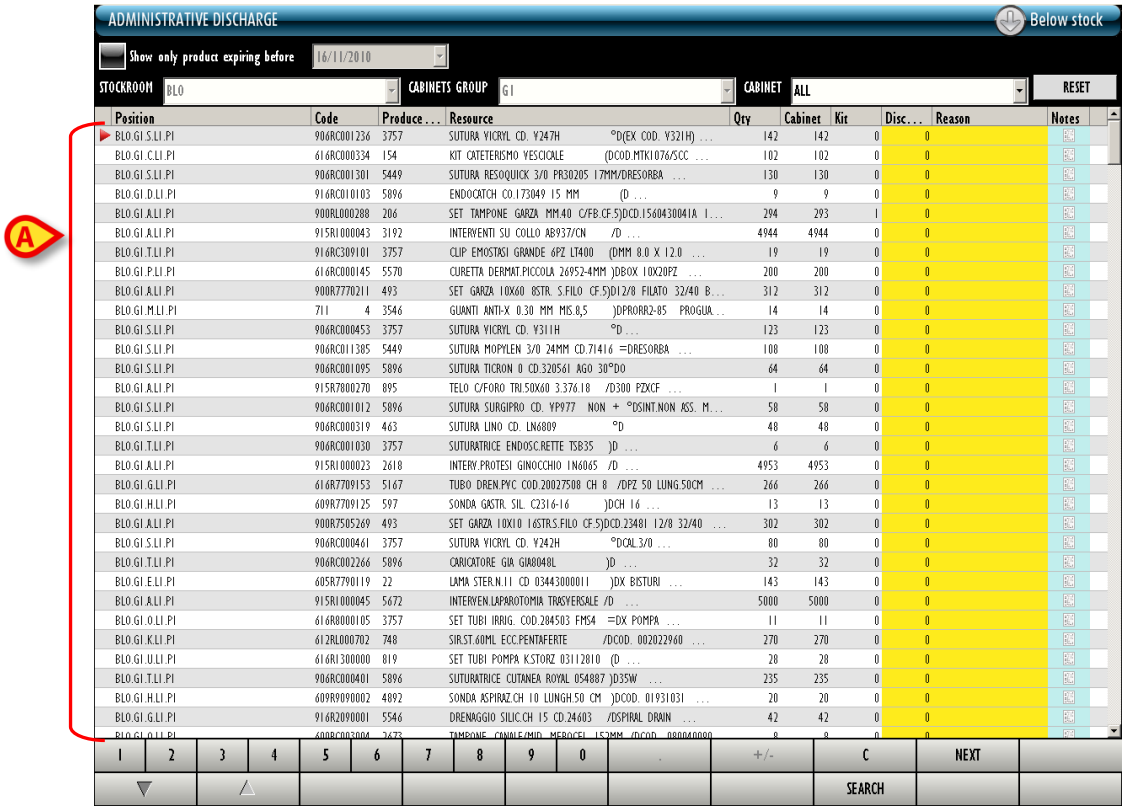


Fig 57 - Administrative discharge

Each row corresponds to a resource. For each resource the following information can be displayed:

- position;
- resource code;
- producer code;
- resource name;
- lot (if enabled by configuration);
- expiration date (if enabled by configuration);
- serial number (if enabled by configuration);
- the total quantity in stock;
- the quantity of resource located in the cabinets;
- the quantity of resource located in the generic kits already prepared.
- the resource quantity to be discharged;
- the discharge reason;
- possible notes.

The quantity to be discharged, the discharge reason and the notes must be specified by the user.

The icon on the left indicates the selected resource.

When the quantity in stock for a resource is less than the minimum quantity (indicated by configuration) the corresponding cell is highlighted pink; when the quantity in stock for a resource is less than the ideal quantity (indicated by configuration) the corresponding cell is highlighted yellow.

The rows highlighted green indicate resources that are not anymore in use for the current healthcare needs and procedures, but still there is a ceratin amount of resource in stock.

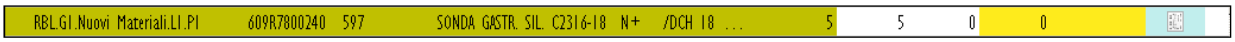


Fig 58

5.1.3. The "Administrative discharge" screen command bar

The command bar of the "Administrative discharge" screen (Fig 59) is formed of several buttons. This paragraph lists briefly the functions of the different buttons, referring to successive paragraphs when more detailed instructions on a specific functionality are necessary.

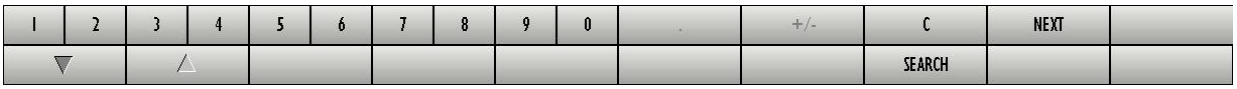


Fig 59 - Command bar

The upper line contains the buttons making it possible to manage the numeric data specification.

Fig 60 - Numeric buttons

Use the numeric buttons (Fig 60) to indicate the quantities. Click one of the numbers to write the number in the "Quantity" field, if editable.

The " **.** " button is a decimal divider. The button is active only if decimal specification is relevant.
The "**+/-**" button makes it possible to specify whether a value is negative or positive. The button is active only if negative values specification is relevant.

The " **C** " button brings back to zero the specified quantities.

The **Next** button selects the item following the one currently selected.

Use the arrow buttons and to scroll up and down the screen contents in case the items are too many to be displayed all together.

Use the **Search** button to display the list of resources whose features match those specified in the filters. See paragraph 5.2 for instructions.

5.2. How to record the resource discharge

To record the discharge of a resource

- insert the resource data in the selection filters (Fig 61 **A** - if no filter is specified the search result is the full list of all the resources configured in the system).
- Click the **Search** button on the command bar (Fig 61 **B**).

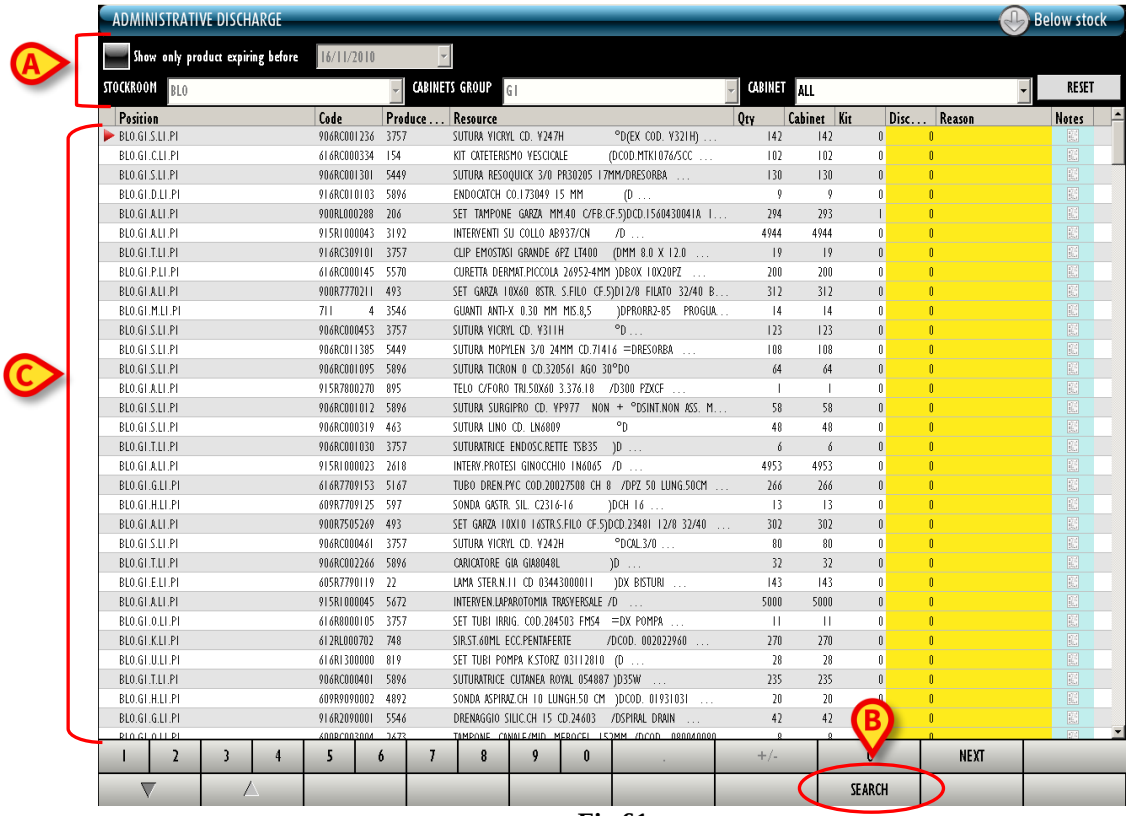


Fig 61

The list of resources matching the specified values appears on screen (Fig 61 **C**).

- Click the row corresponding to the resource that must be discharged.

The resource is this way selected. The ▶ icon appears on the left.

- Specify the resource quantity using the numeric buttons on the command bar.

Otherwise, click the "Discharge" cell on the row corresponding to the resource to be discharged and then use the workstation keyboard to specify the quantity.

The specified quantity appears in the "Discharge" cell (Fig 62 **A**).

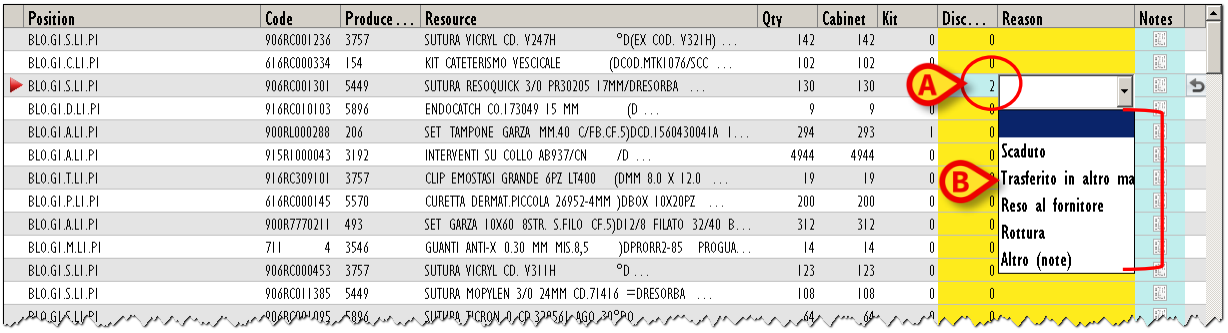


Fig 62

- Click the "Reason" cell to specify the discahrge reason. The reason specification is mandatory.

A drop down menu appears, offering various options (Fig 62 **B** - the options are defined by configuration).

- Click the wanted option.

The selected reason appears in the "Reason" cell.

The  icon makes on the right it possible to annul the changes made ("Undo" button).

- Click the **Update** button on the command bar.

5.2.1. How to insert a note

To insert a note, after the resource discharge is recorded,

- click the "Note" cell on the row corresponding to the resource ( icon).

The window shown in Fig 63 appears.

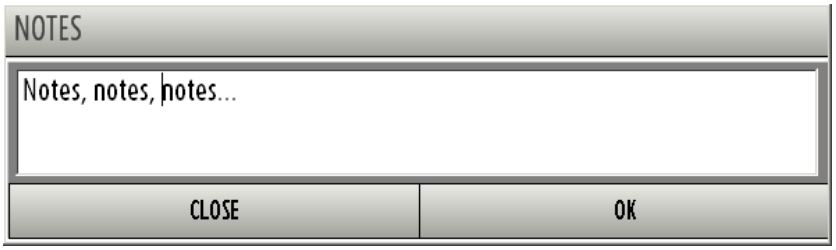
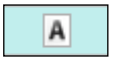


Fig 63

- Insert the note (free text).
- Click the **Ok** button.

The note is this way recorded. The corresponding icon changes in the following way:  (Fig 64).

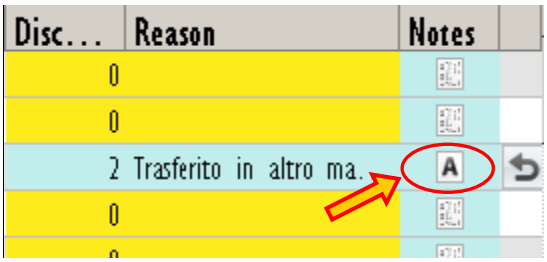
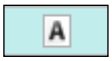


Fig 64

To read the note again

- click the  icon (Fig 64).

The window shown in Fig 63 is displayed again.

6. Movements summary

The “Movements summary” module makes it possible to display all the resources movements in a specific period. riepilogo

To access this module

- click the 

icon on the lateral bar.

The following screen opens (Fig 65).

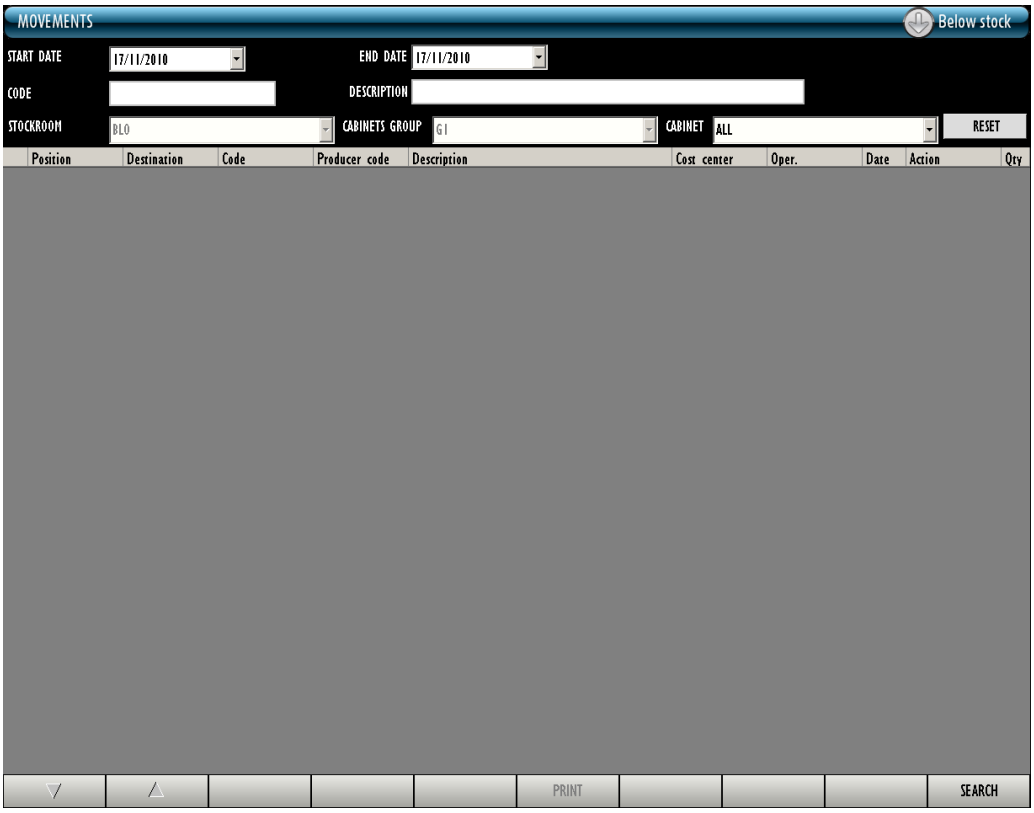


Fig 65

6.1. “Movements summary” - screen structure

The “Movements summary” screen is structured according to the general description offered in paragraph 1.4, see this paragraph for the screen general features. The present paragraph describes the screen specific features.

6.1.1. Filters

Fig 66 - Filters in the “Movements” screen

The available filters on the “Movements summary” screen (Fig 65) are:

- “Start date” and “End date” - these filters make it possible to display the list of movements recorde in the time span defined by the two dates.
- “Code” - it makes it possible to display the code of the resource whose movements will be displayed.
- “Description” - it makes it possible to display the name of the resource whose movements will be displayed.
- “Stockroom” - it displays only the movements of the resources located in a specific stockroom.
- “Cabinets group” - it displays only the movements of the resources located in a specific cabinets group.
- “Cabinet” - it displays only the movements of the resources located in a specific cabinet.

See paragraph 1.4.2 for general instructions on the filters in the “Stock Management” system.

6.1.2. Data area

The data area of the “Movements” screen displays the list of all the movements whose features match with those specified in the filters and that were recorded during the time period comprised between the specified “Start” and “End” date (Fig 67 **A**).

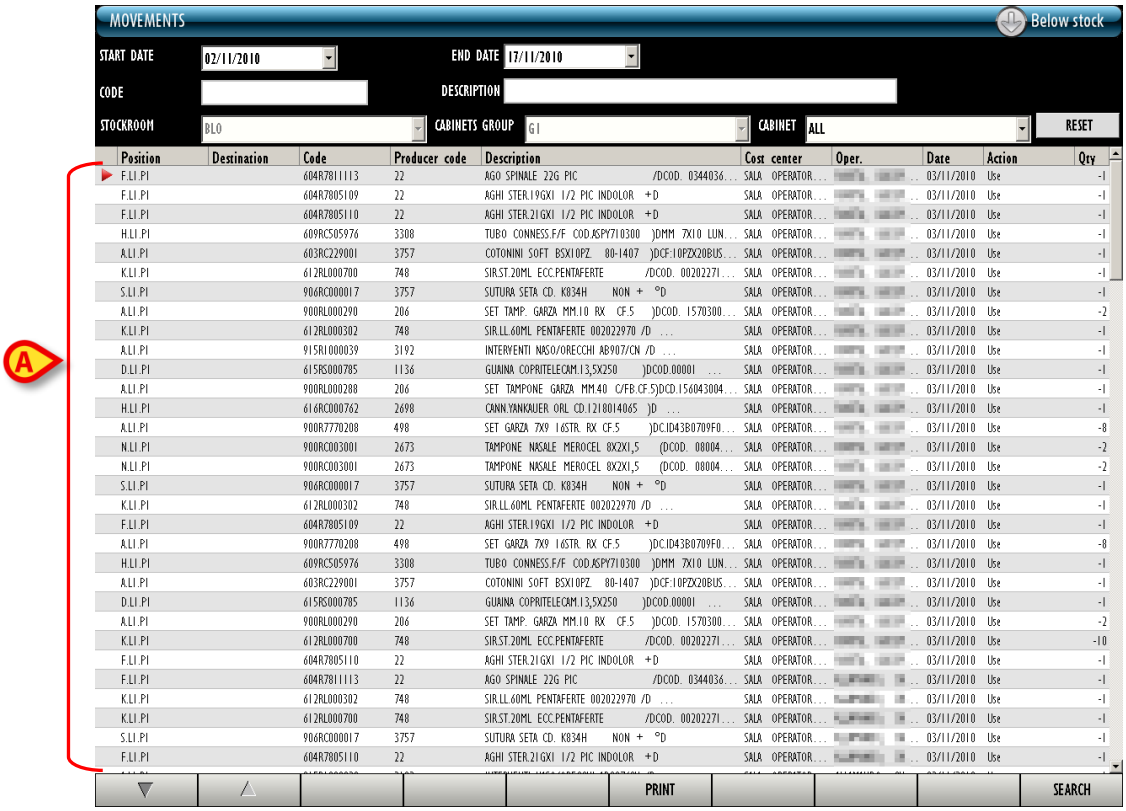


Fig 67 - Movements

Each row corresponds to the movement of a resource. Each single action is displayed separately, even thoug the resource is the same. For each movement the following information is displayed:

- the position;
- the destination (indicated in case of resource transfer from a position to another);
- the resource code;
- the producer code;
- the name of the resource;
- the lot (if enabled by configuration);
- the expiration date (if enabled by configuration);
- the serial number (if enabled by configuration);
- the relevant cost center (it is indicated if the movemente is attributed to a cost center, for instance a cost center picking);
- the relevant operation (it is indicated if the movemente is attributed to a cost center, for instance a picking for operation);
- the date in which the movement was recorded;
- the specific action performed (for example: use of the resource, change of quantity, resource transfer etc…);
- the quantity of resource moved.

This is a read-only screen. None of the values can be edited.

6.1.3. The command bar of the “Movements” screen

The command bar of the “Movements summary” screen (Fig 68) is formed of several buttons. This paragraph lists briefly the functions of the different buttons, referring to successive paragraphs when more detailed instructions on a specific functionality are necessary.

Fig 68 - Command bar

Use the arrow buttons  and  to scroll up and down the screen contents in case the items are too many to be displayed all together.

Use the **Print** button to print the list of movements currently displayed.

Use the **Search** button to display the list of movements after the values in the selection filters are set.

6.2. How to display the list of movements

To display the list of movements,

- insert the values in the search fields (Fig 69 **A**).

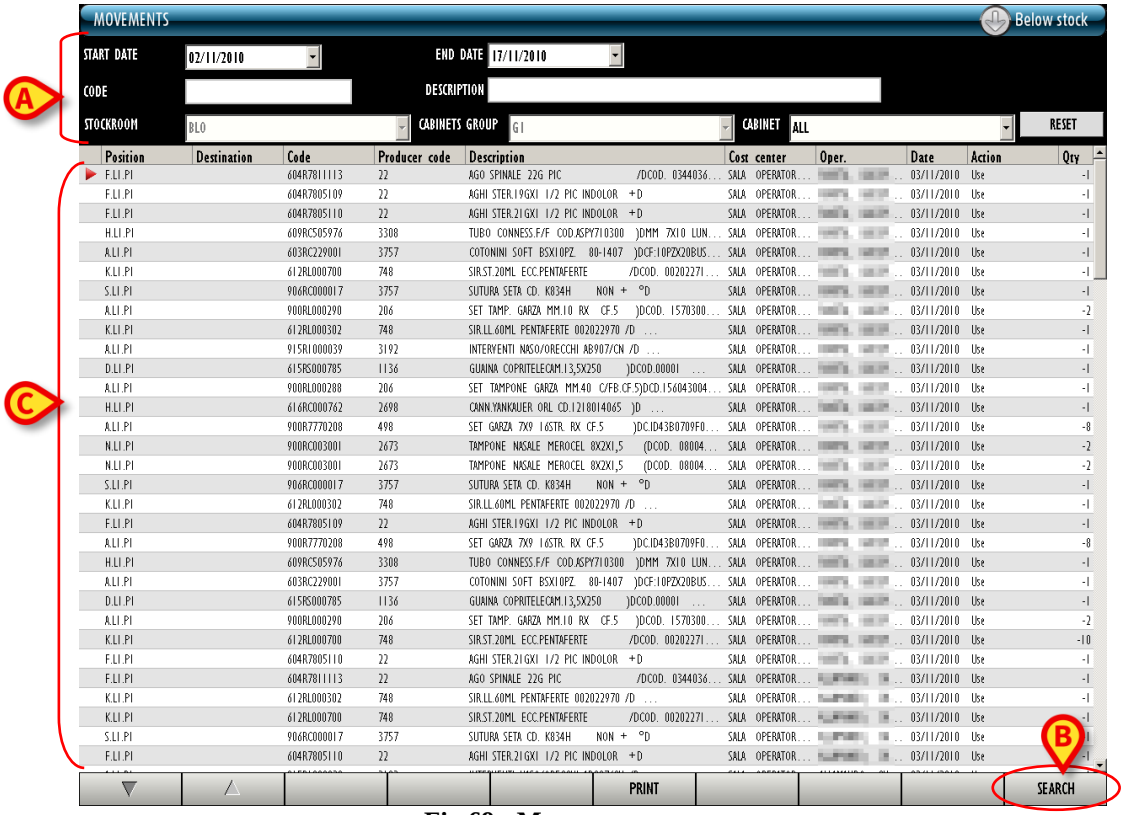


Fig 69 - Movements summary

- Click the **Search** button on the command bar (Fig 69 **B**).

The list of movements corresponding to the values specified in the search fields is displayed (Fig 69 **C**).

7. Cost center for resource picking

It is possible to record the picking of a resource and attribute it to a cost center.

To do that it is necessary, first of all, to select the cost center.

To select the cost center

- click the 

icon on the lateral bar.

The “Cost center selection” module opens (Fig 70).

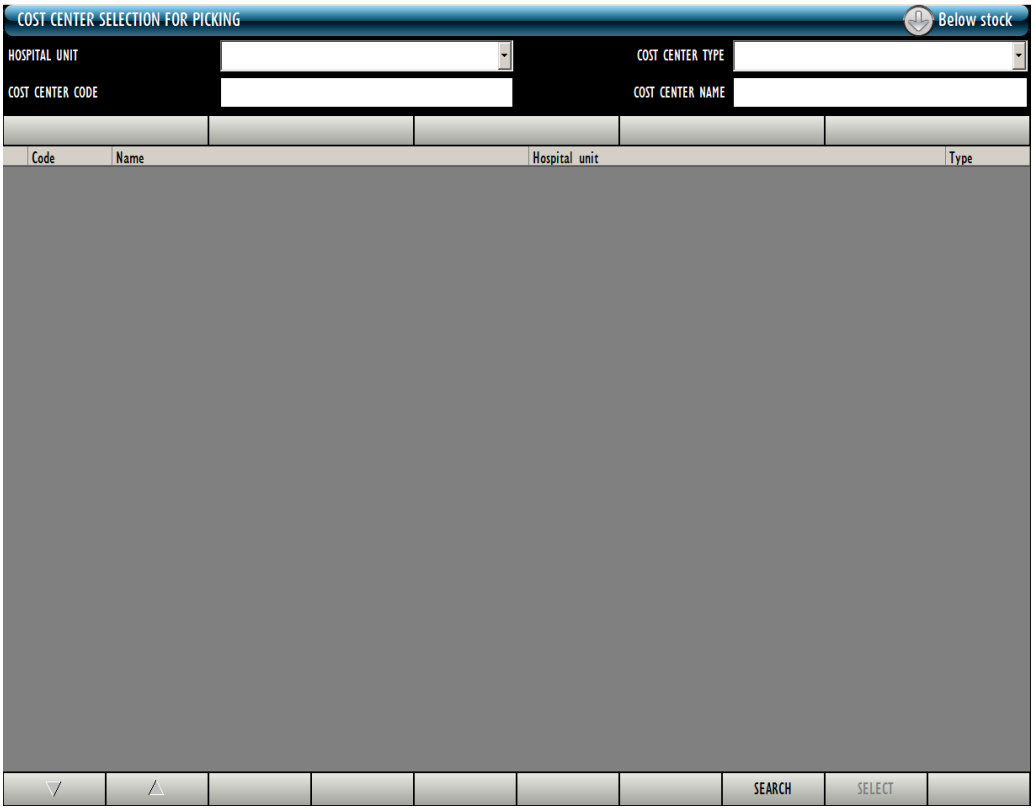


Fig 70 - Cost center attibution for resource picking

Paragraph 7.1 describes the screen shown in Fig 70.
Paragraph 7.2 describes the cost center attibution procedure.

7.1. Cost center: screen structure

The “Cost center” screen is structured according to the general description offered in paragraph 1.4, see this paragraph for the screen general features.
An additional button bar is here available, displaying the recent selections and making it possible to quick select the cost center previously selected (Fig 77).The present paragraph describes the screen specific features.

7.1.1. Filters

Fig 71 - Filters on the “Cost center” screen

The available filters on the “Cost center” screen (Fig 71) are:

- “Hospital Unit” - Specifies the hospital unit that is referent for the cost center that will be selected.
- “Cost center type” - Specifies the cost center type.
- “Cost center code” - Specifies the cost center code.
- “Cost center name” - Specifies the cost center name.

See paragraph 1.4.2 for instructions on how the filters work in the “Stock Management” system. In this specific case the filters “Hospital Unit” and “Type” are selected on a menu containing a list of pre-defined options, while the filters “Code” and “Name” are specified typing the name/code on the workstation keyboard.

7.1.2. Data area

The data area contains the list of all the cost centers having the features specified in the filters (In Fig 72 **A** the "Ortopedia and Traumatologia" Hospital Unit is specified).

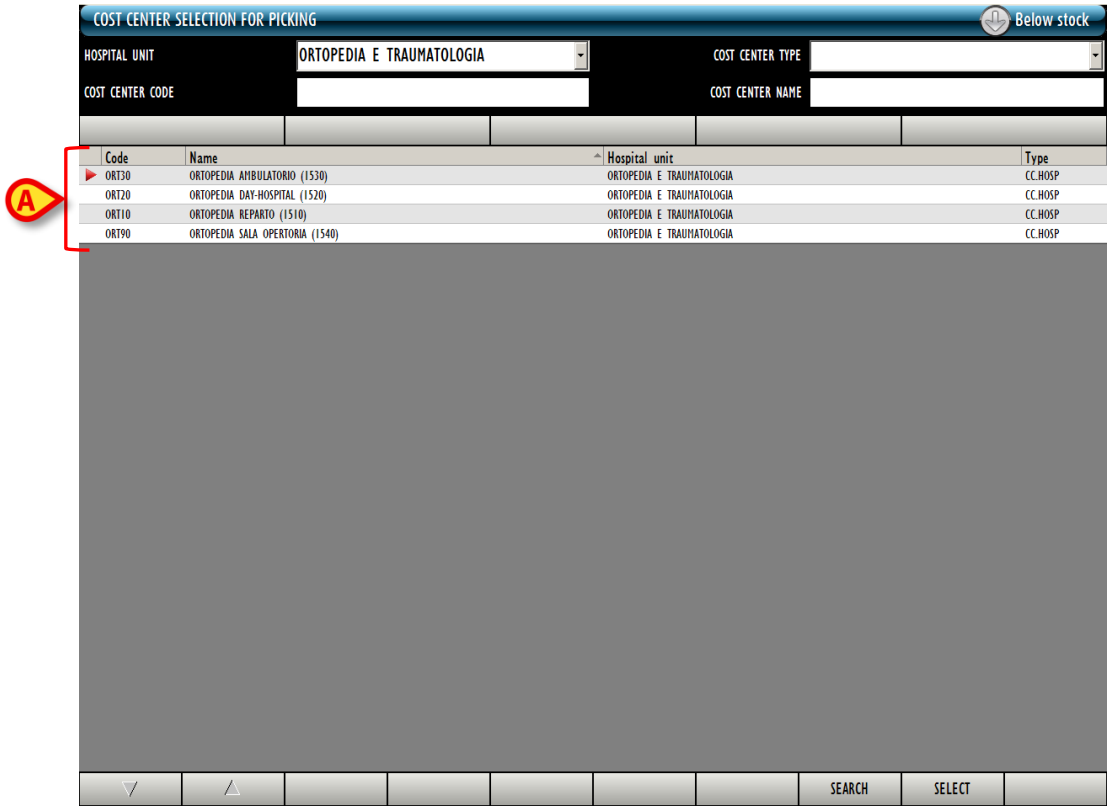


Fig 72 - Cost centers for resource picking

Each row corresponds to a cost center. For each cost center the following information can be displayed:

- cost center code;
- cost center name;
- the referent hospital unit;
- the cost center type.

None of the above information is editable.

For each cost center either all or part of the possible information can be present, depending on the way the cost center is configured.

The ▶ icon, possibly appearing at the beginning of a row, indicates the selected cost center.

7.1.3. The command bar of the "Cost center selection for picking" screen

This paragraph describes the buttons on the command bar (Fig 73) of the screen.

Fig 73 - Command bar

Use the arrow buttons  and  to scroll up and down the screen contents in case the items are too many to be displayed all together.

Use the **Search** button to search and display the list of items having the features specified in the filters described in paragraph 7.1.1.

Use the **Select** button to select the cost center to which the picking must be attributed. The detailed procedure is described in paragraph 7.2.

7.2. Cost center for picking selection procedure

This paragraph describes the procedure that must be performed to select the cost center to which the resource/s picking will be attributed.

- Click the 

icon on the lateral bar to access the cost center selection screen (Fig 74).

Fig 74 - Cost centers attribution for resource picking

- Specify, in the filters, the available data of the wanted cost center. In Fig 74 **A** the Hospital Unit "Ortopedia e Traumatologia" is specified.

- Click the **Search** button on the command bar (Fig 74 **B**).

The list of cost centers having the features specified will be displayed on screen (Fig 75 **A**).

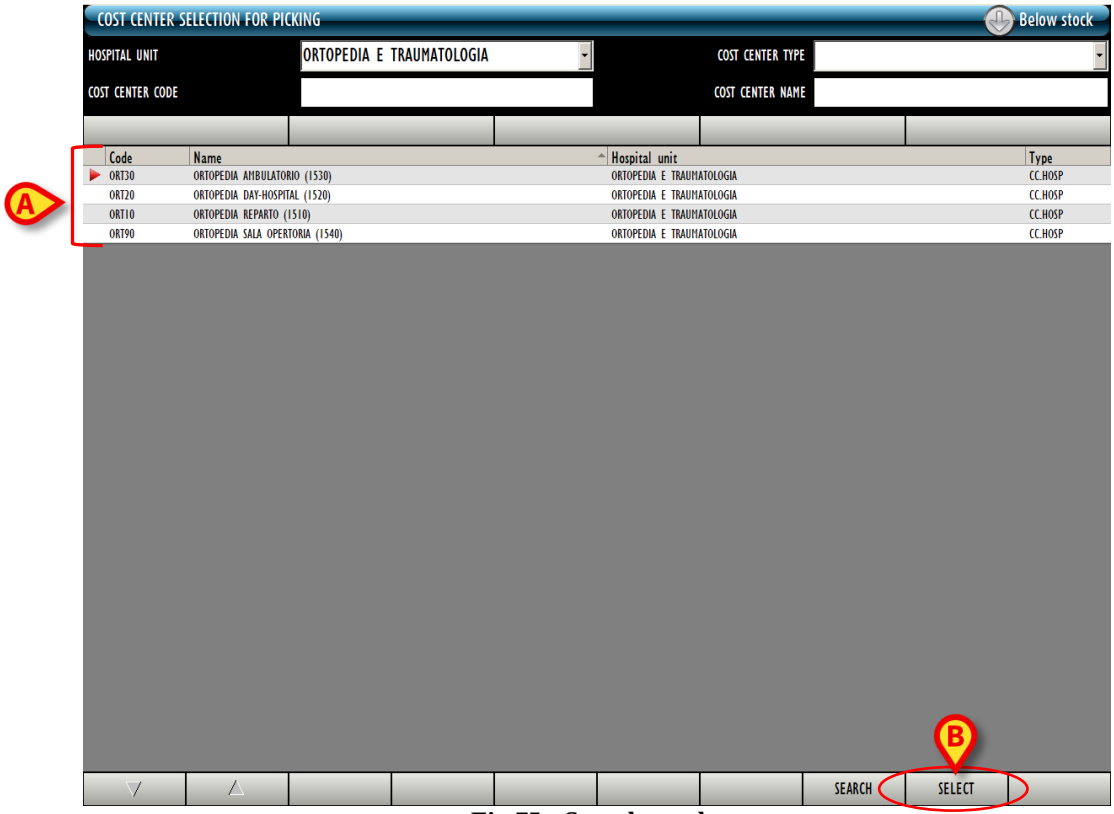


Fig 75 - Search results

- Click the row corresponding to the wanted cost center.

The ▶ arrow appears at the beginning of the clicked row.

- Click the **Select** button on the command bar (Fig 75 **B**).

The screen making it possible to record the picking of materials will open (“Picking”), described in paragraph 8. On this screen, the name of the cost center selected appears under the screen header (Fig 76).

See paragraph 8 for the screen description on the materials picking procedure.

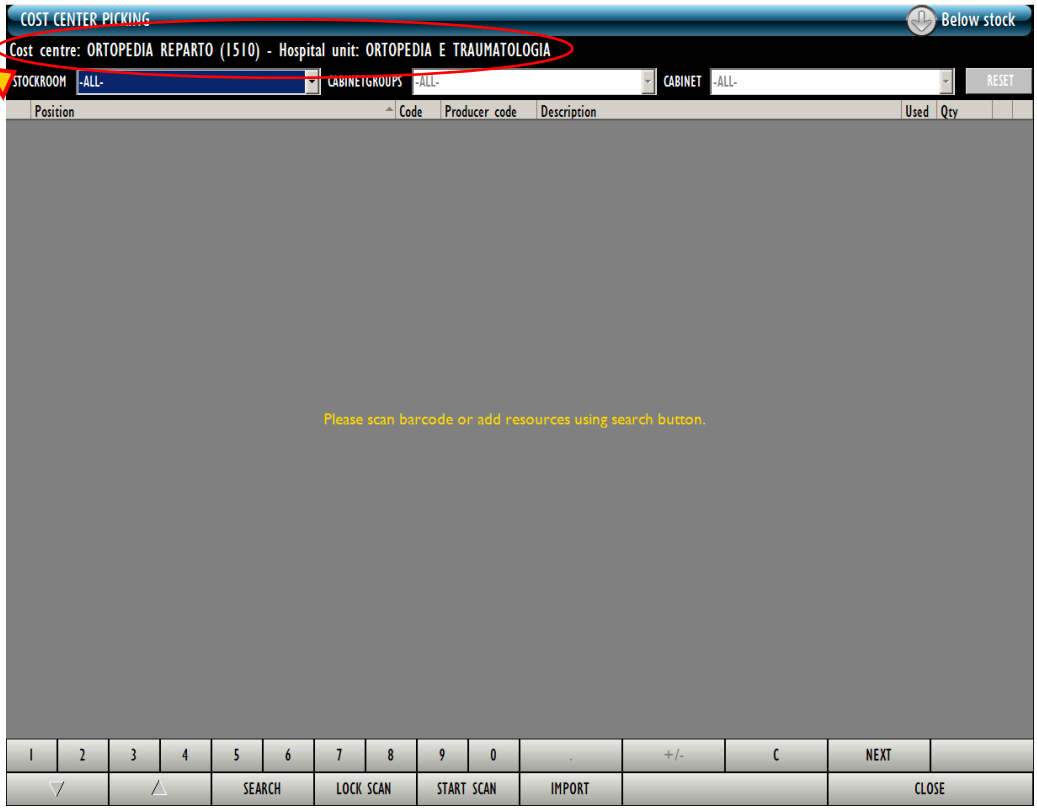


Fig 76 - "Picking" screen with cost center specification

7.2.1. "Recent" cost centers

The bar indicated in Fig 77 is formed of five buttons displaying the five most recent cost center selections.

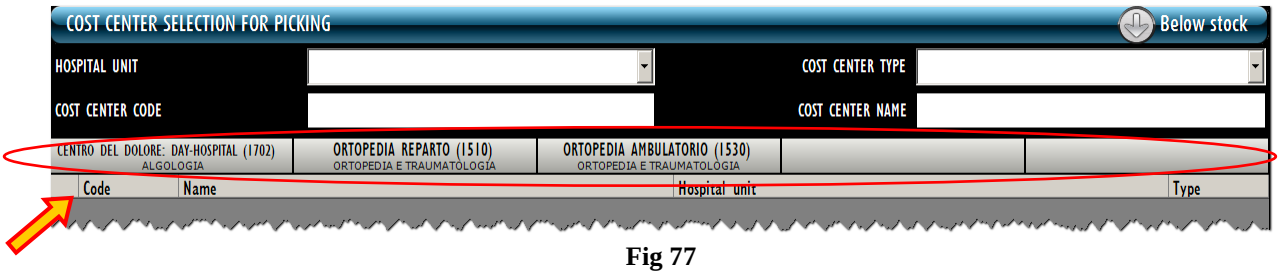


Fig 77

To select one of those cost centers again

- click the corresponding button.

The "Picking" module screen, described in paragraph 8, will open, displaying under the header the name of the chosen cost center (Fig 76).

8. Resource picking

The “Picking” module can be used every time the picking of a resource must be recorded. The picking can be attributed to a cost center, to an operation or to any other relevant entity, depending on the procedures in use and the configuration chosen.

The configuration here described attributes the resource picking to a cost center.
In this configuration the resource picking is enabled only after cost center selection. Therefore the procedure described in paragraph 8.3 and subsequent (resource selection) follows the procedure described in paragraph 7.2 (cost center for picking selection).

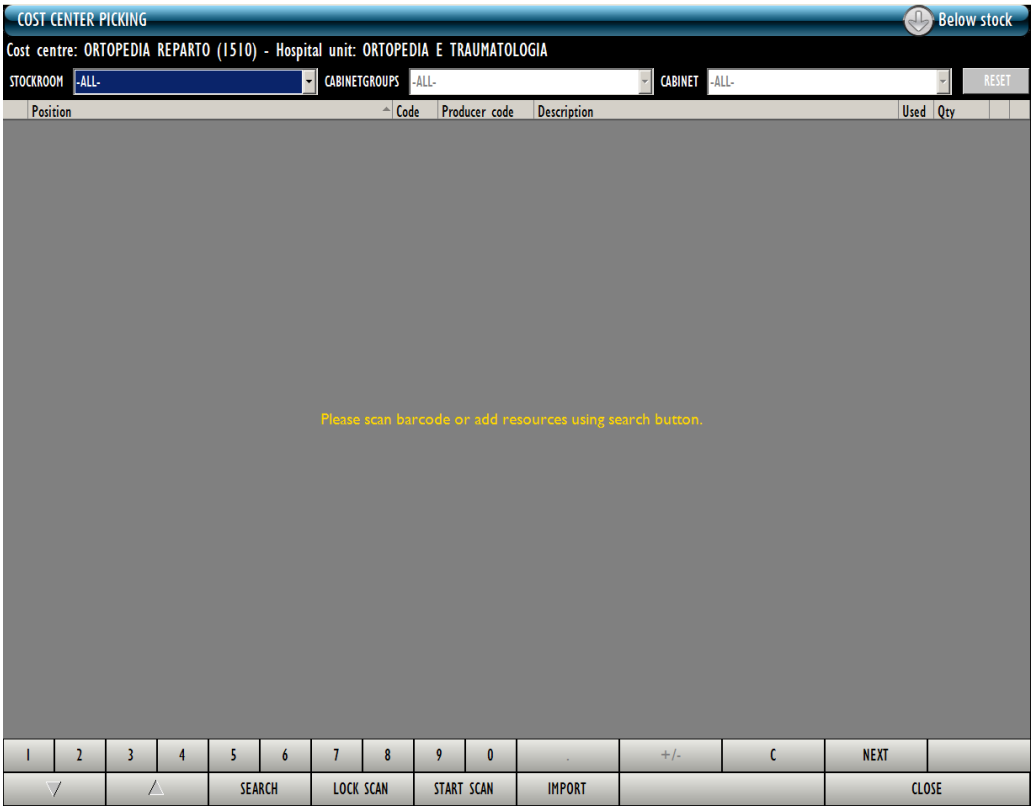


Fig 78 - Picking screen with cost center specification

The screen shown in Fig 78 is described in paragraph 8.1.
The related procedures are described in paragraph 8.2 (data editing), 8.3 (picking recording) and 8.4 (barcode picking recording).

8.1. “Picking” screen description

8.1.1. Filters

Fig 79 - Filters on the “Resources picking” screen

The filters available on the “Resources picking” screen (Fig 79) are:

- “Stockroom” - Displays only the resources of a specific stockroom.
- “Cabinet group” - Displays only the resources of a specific cabinet group.
- “Cabinet” - Displays only the resources of a specific cabinet.

See paragraph 1.4.2 for a general description of the filters in the “Stock Management” system.

8.1.2. Data area

The different resources are listed on screen in the way shown in Fig 80.

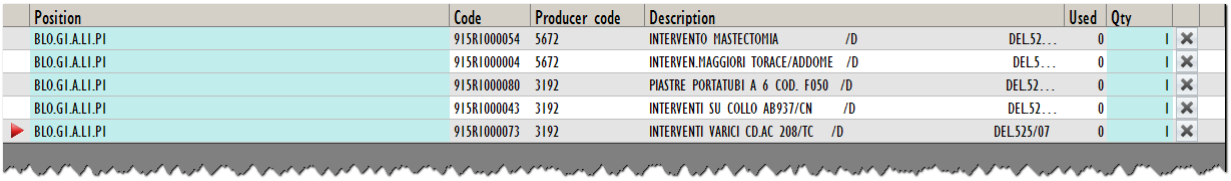


Fig 80

For each resource the following data can be displayed:

- resource position;
- resource code (not editable);
- manufacturer code (not editable);
- description (not editable);
- the lot (if enabled by configuration);
- the expiration date (if enabled by configuration);
- the serial number (if enabled by configuration);
- used resource quantity;
- quantity of resources to be picked.

Not all the information is always specified. The kind of information available (or mandatory) depends on the configuration chosen and the procedures in use.

The information highlighted yellow is mandatory. In case of missing mandatory information the system stops the picking procedure and warns the user with a specific pop-up message (Fig 81).

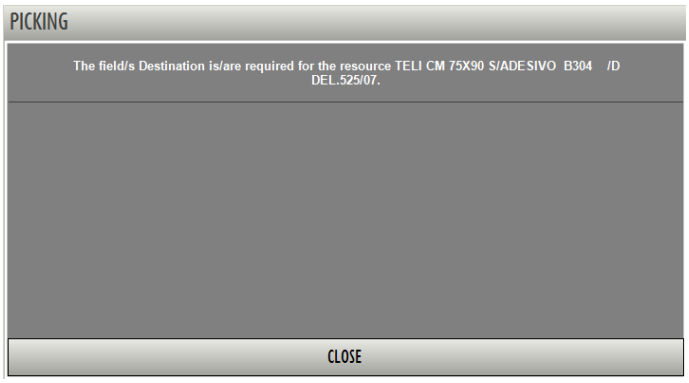


Fig 81

- Click **Close** to hide the pop-up window.

The kind and number of mandatory information for a resource depends on the resource configuration. When one of the mandatory information is specified the cell colour turns from yellow to light-blue

The  arrow appearing at the beginning of a row indicates the selected resource.

The  icon at the end of the row makes it possible to cancel the resource.

When the icon is clicked the row changes in the way shown in Fig 82.

Fig 82 - Cancelled resource

When the screen is updated the rows cancelled this way are not considered as picked resources. This functionality makes it possible to rapidly cancel and possibly insert again the items of the picked resources list.

The  icon is an “Undo” button. Click the icon to annul the editing performed since and to bring back the row to its original state.

8.1.3. The “resource picking” screen command bar

The command bar of the “resource picking” screen (Fig 83) is formed of several buttons. This paragraph lists briefly the functions of the different buttons, referring to successive paragraphs when more detailed instructions on a specific functionality are necessary.

Fig 83 - Command bar

The upper line contains buttons making it possible to manage the numeric data specification.

Fig 84 - Numeric buttons

Use the numeric buttons (Fig 84) to indicate the quantities. Click one of the numbers to write the number in the “Quantity” field.

The “ **.** ” button is a decimal divider. The button is active only if decimal specification is relevant.
The “**+/-**” button makes it possible to specify whether a value is negative or positive. The button is active only if negative values specification is relevant.

The “ **C** ” button brings back to zero the specified quantities.

The **Next** button selects the item following the one currently selected.

In the lower line:

Use the arrow buttons  and  to scroll up and down the screen contents in case the items are too many to be displayed all together.

Use the **Search** button to access the system’s search functionalities (described in paragraph 22). Click this button to open the screen shown in Fig 89.

Use the **Lock Scan** button to lock the workstation while reading numerous barcodes that will be recorded all together afterwards. See paragraph 8.4.1 for a description of the related procedures.

Use the **Start Scan** button to begin the reading of numerous barcodes that will be recorded all together afterwards. See paragraph 8.4.2 for the instructions relating to this procedure.

Use the **Import** button to import the selected items using a wireless barcode reader having internal memory. See paragraph 8.4.3 for the instructions relating to this option.

Use the **Close** button to close the current screen.

When editing the screen contents the **Update** and **Cancel** buttons appear on the command bar.

The **Update** button saves the changes made. After every editing of the screen contents it is necessary to click the **Update** button to save the changes.

The **Cancel** button annuls all the changes made.

8.2. Resource data editing

The information regarding a resource can, in certain cases, be edited by the user.

To edit the resource data

- click the field containing the information you wish to change.

The  button appears in the field (Fig 85 **A**).

- Click the  button.

A menu containing the possible options opens (Fig 85 **B**).

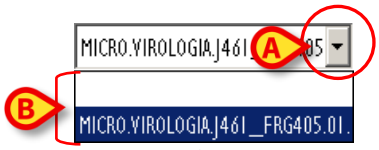


Fig 85

- Click the wanted option.

The option appears in the field.

The available options on the different menus depend on the context. For example: for the “position” field will display all and only the positions in which the resource can be found.

Selecting an option affects the available choices in the other fields. In the “lot” field, for example, only those lots corresponding to the resource and the position selected before will be available for selection.

8.2.1. Specifying the resource quantity

To specify the quantity of resource that must be transferred

- select the row corresponding to the resource.

The selected row is indicated by the arrow (Fig 86 **A**).

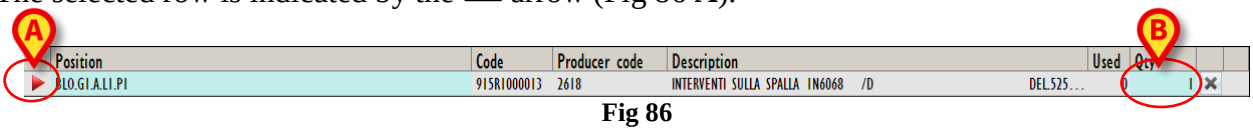


Fig 86

- Specify the new quantity using the numeric buttons on the command bar (Fig 87)

Fig 87 - Numeric buttons

Otherwise you can

- click the cell indicating the "Quantity" (Fig 87 **B**).

The quantity will be highlighted.

- Set the new quantity using either the workstation keyboard or the numeric buttons on the command bar.

8.3. How to record the resource picking

The materials transfer can be recorded both manually, using the buttons on screen, and using a barcode reader.

The different procedures are described in the following paragraphs.

Barcode technology is recommended when selecting an item. Scanning the item's barcode, instead of selecting it manually, helps the user to diminish selection errors.

8.3.1. Manual procedure

To record the resource picking using a manual procedure

- click the **Search** button on the command bar (Fig 88).

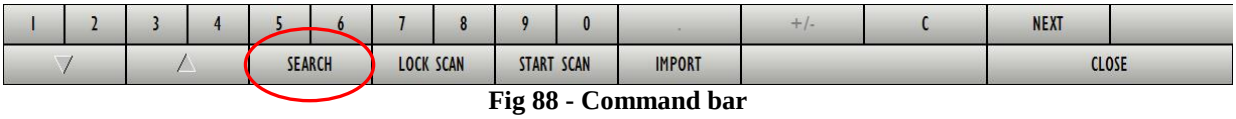


Fig 88 - Command bar

The "Search" screen opens (Fig 89). The screen is described in paragraph 22.

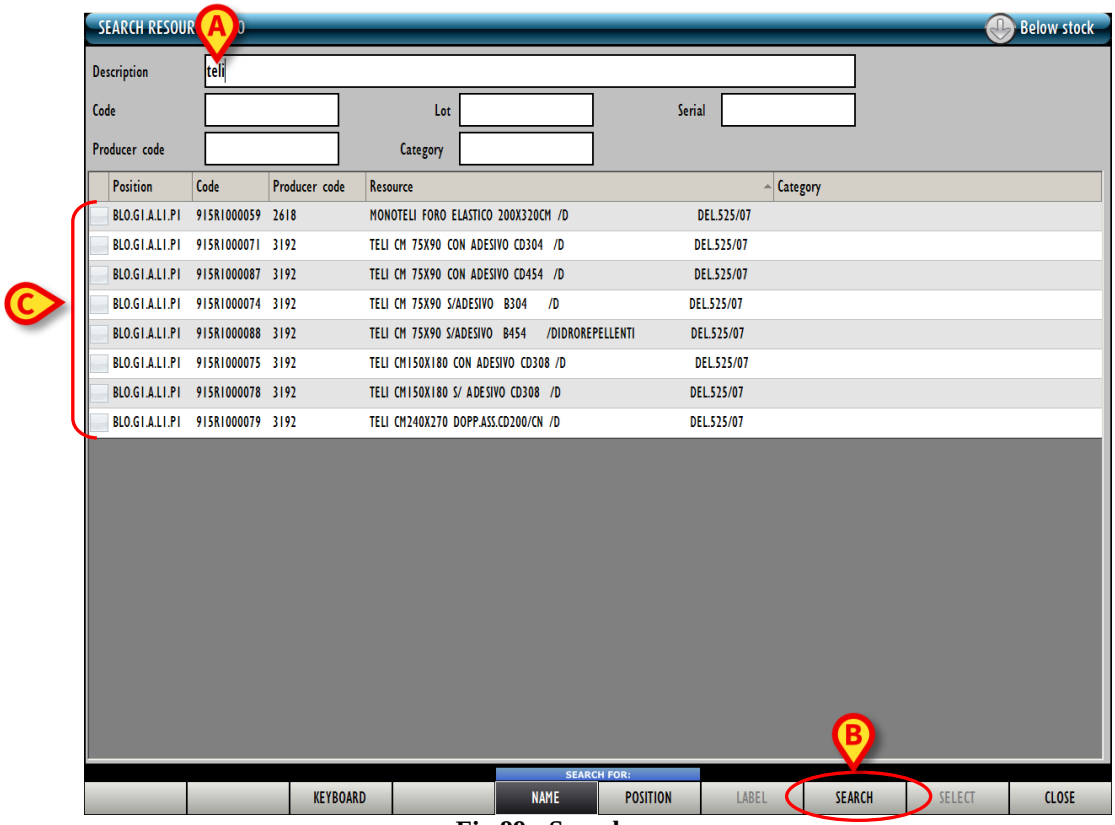


Fig 89 - Search resources

- Insert the available information on the resource in the search fields (Fig 89 **A**).
- Click the **Search** button on the command bar (Fig 89 **B**).

The list of resources corresponding to the information specified is displayed on screen (Fig 89 **C**).

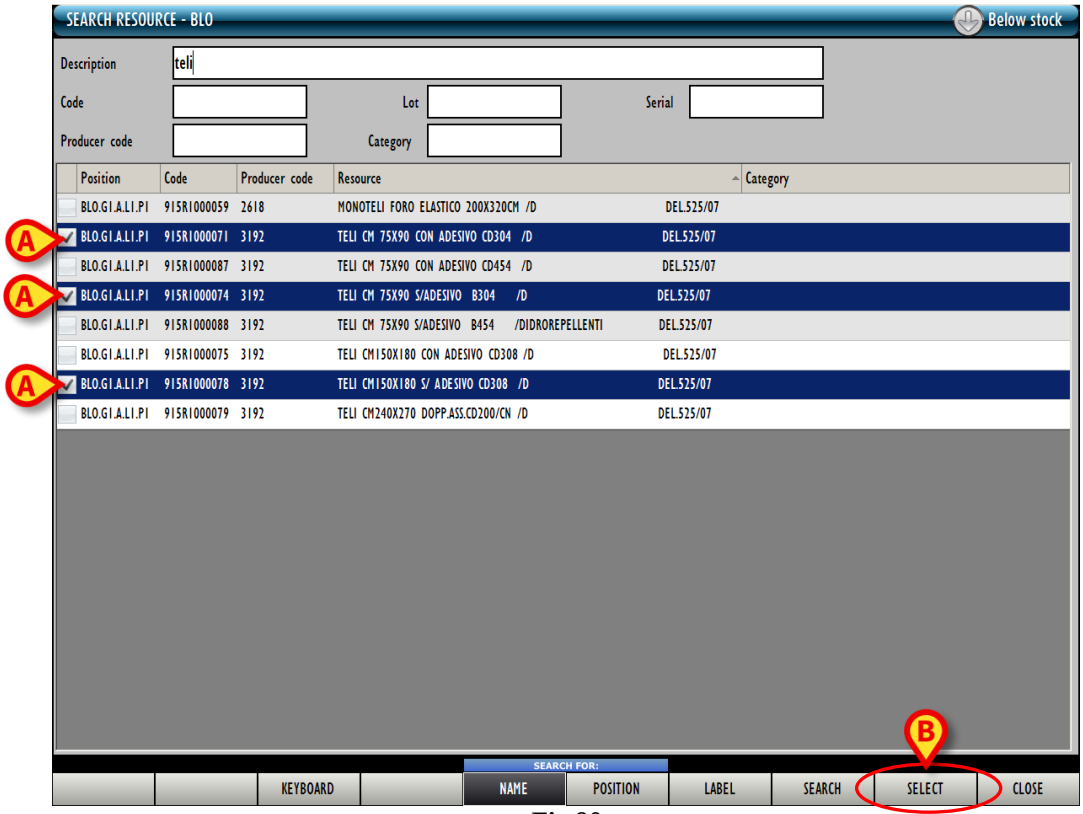


Fig 90

- Click the relevant item/s on the list. Multiple selection is enabled.

The corresponding line/s is/are highlighted (Fig 90 **A**).

- Click the **Select** button on the command bar (Fig 90 **B**).

The resource/s this way selected is displayed in the “materials transfer” screen (Fig 90 **A**).

Double click an item to display it directly.

Fig 91

- Set, if necessary, the values of the inserted resource (lot, quantity, etc… see paragraph 8.2 for the data editing procedures).

- Click the **Update** button on the command bar.

The resource picking is this way recorded. The picking is attributed to the cost center indicated on top of the screen.

8.4. Barcode picking procedure

The resource selection can be performed using a barcode reader. This paragraph describes the procedures related to this functionality.

To record the resource picking using barcode reader, when the “Resource picking” screen is displayed (Fig 91),

- read the barcode of the resource that must be picked.

A row corresponding to the resource appears on screen.

A pink row is created to inform the user when the read barcode belongs to a resource that is not in the cabinets selected as “source” (Fig 92).

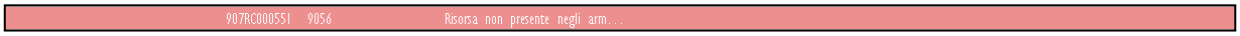


Fig 92

Specific buttons on the command bar make it possible to launch specific barcode reading procedures. These are described in the following paragraphs.

8.4.1. Lock scan

The **Lock Scan** button on the command bar (Fig 93) makes it possible to lock the workstation while the user reads numerous barcodes that will be read later, all together.

Fig 93 - Command bar

This functionality is used when it is necessary to leave the workstation alone to personally scan the barcodes of several items that are in a different place. This function is performed using a wireless barcode reader.

This is the procedure:

- click the **Lock Scan** button.

The button appears selected: 

. The button remains selected while the workstation is locked.

The following window is displayed on screen (Fig 94).

Fig 94

- Read the barcodes. The workstation is locked to other users.

When barcodes reading is complete,

- insert your password in the field indicated in Fig 94 **A**.
- Click the **Continue** button (Fig 94 **B**).

The workstation is this way unlocked. The rows corresponding to all the barcodes read appear on screen.

The **Keyboard** button on the window opens a virtual keyboard that can be used to insert the password (Fig 95).

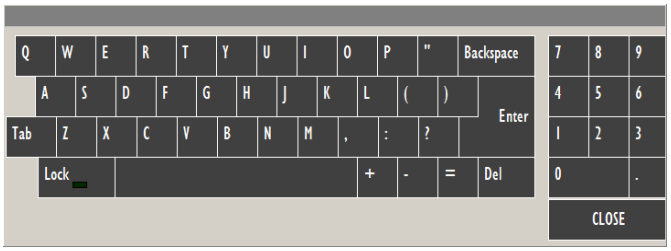


Fig 95 - Virtual keyboard

8.4.1.1. How to force the workstation unlocking

The workstation can be unlocked by another user if his/her permissions level enables him/her to do it.

To force the workstation unlocking

- click the option “Advanced options” on the window that requests password (Fig 96 **A**).

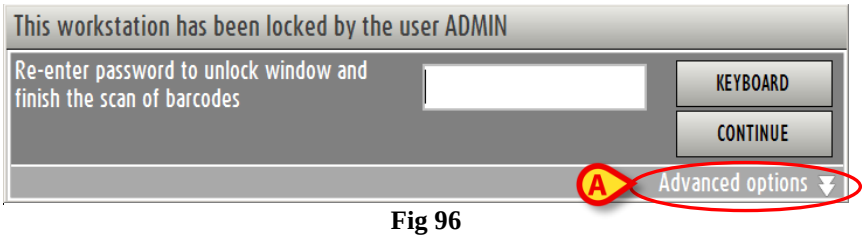


Fig 96

The window changes in the following way (Fig 97).

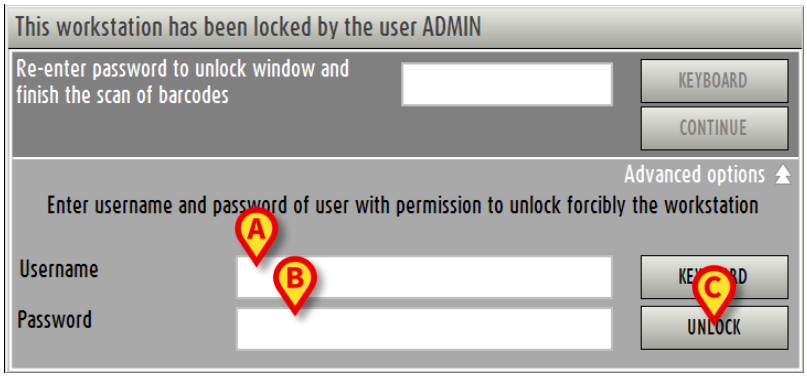


Fig 97 - Advanced options

- Insert the username of the new user in the "Username" field (Fig 97 **A**).
- Insert the password of the new user in the "Password" field (Fig 97 **B**).
- Click the **Unlock** button (Fig 97 **C**).

If the new user has the appropriate permissions the workstation is unlocked.

*The barcodes read by the original user will **not** be recorded.*

8.4.2. Start scan

The **Start Scan** button on the command bar (Fig 98) makes it possible to read numerous barcodes that will be recorded later all at the same time.

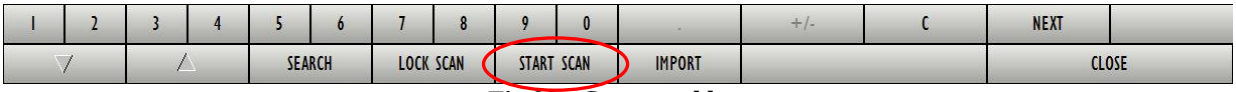


Fig 98 - Command bar

This is the procedure:

- click the **Start Scan** button.

The button changes to **Stop Scan**.

A pop-up window informs the user that barcode reading can start.

The user is logged out. This happens because the user now probably moves away from the workstation to read the barcodes.

- Read the barcodes.

After barcode reading, to import the data of the scanned resources into the system,

- log in again.
- Click the  icon on the lateral bar to select the “Cost Center for picking” module again.
- Click the **Stop Scan** button.

The rows corresponding to the scanned resources barcodes appear on screen.

While scanning the blue bar on top of the screen displays the following advice “Press STOP SCAN to import scanned products” (Fig 99).

Fig 99

8.4.3. Import

The **Import** button on the command bar (Fig 100) makes it possible to import into the system the data read with a wireless barcode reader having internal memory.

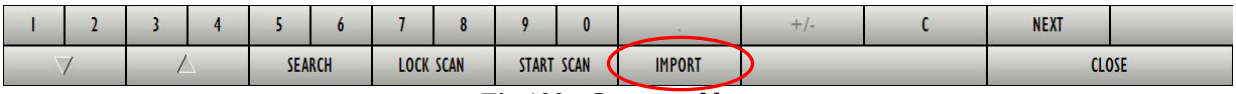


Fig 100 - Command bar

This is the procedure:

- read the barcodes using the appropriate devices, configured to connect to the system.
- Click the **Import** button.

the following windows appear, informing the user on the import procedure state.

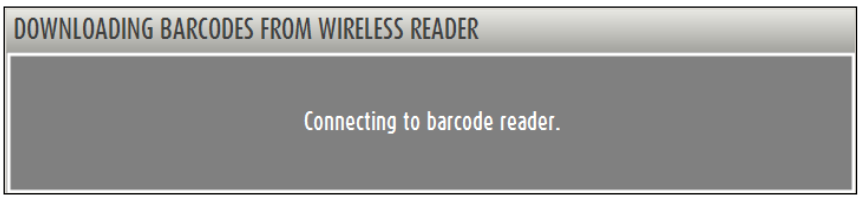


Fig 101

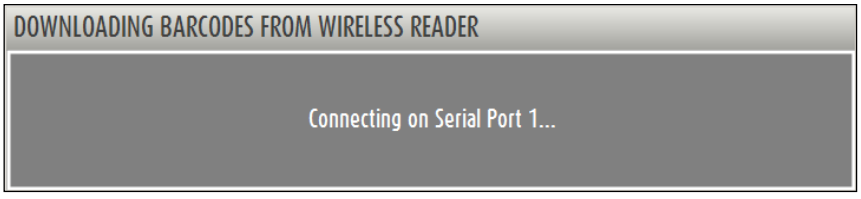


Fig 102

If the procedure succeeds the data are imported. The rows corresponding to the resources scanned appear on screen.

9. Cost center selection for return

The system makes it possible to record the returned resources and to attribute these “Returns “ to the appropriate cost center. To do that, firstly, it is necessary to select the appropriate cost center.

To select the “Cost Center for Returns” module

- click the correponding icon  on the lateral bar.

The following screen opens (Fig 103).

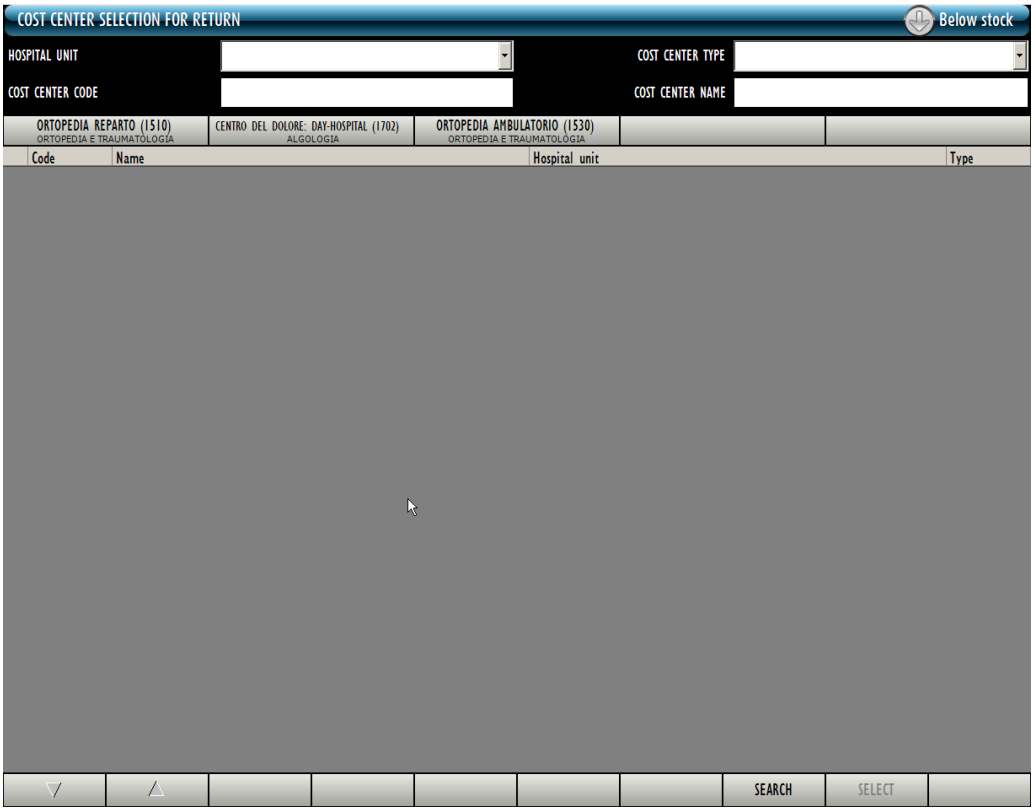


Fig 103 - Cost center for returns

Paragraph 9.1 describes the screen shown in Fig 103.

Paragraph 9.2 describes the cost center selection procedure.

9.1. Cost Center - screen structure

The “Cost center” screen is structured according to the general description offered in paragraph 1.4, see this paragraph for the screen general features.
An additional button bar is here available, displaying the recent selections and making it possible to quick select the cost center previously selected (Fig 110).

This paragraph describes the screen’s specific features.

9.1.1. Filters

Fig 104 - Filters on the “Cost center selection” screen

The available filters on the “Cost center for returns” screen (Fig 104) are:

- “Hospital Unit” - Specifies the hospital unit that is referent for the cost center that will be selected.
- “Type” - Specifies the cost center type.
- “Code” - Specifies the cost center code.
- “Name” - Specifies the cost center name.

See paragraph 1.4.2 for instructions on how the filters work within the “Stock Management” system. In this specific case the filters “Hospital Unit” and “Type” are selected on a menu containing a list of pre-defined options, while the filters “Code” and “Name” are specified typing the name/code on the workstation keyboard.

9.1.2. Data area

The data area contains the list of all the cost centers having the features specified in the filters (In Fig 105 the "Ortopedia e Traumatologia" Hospital Unit is specified).

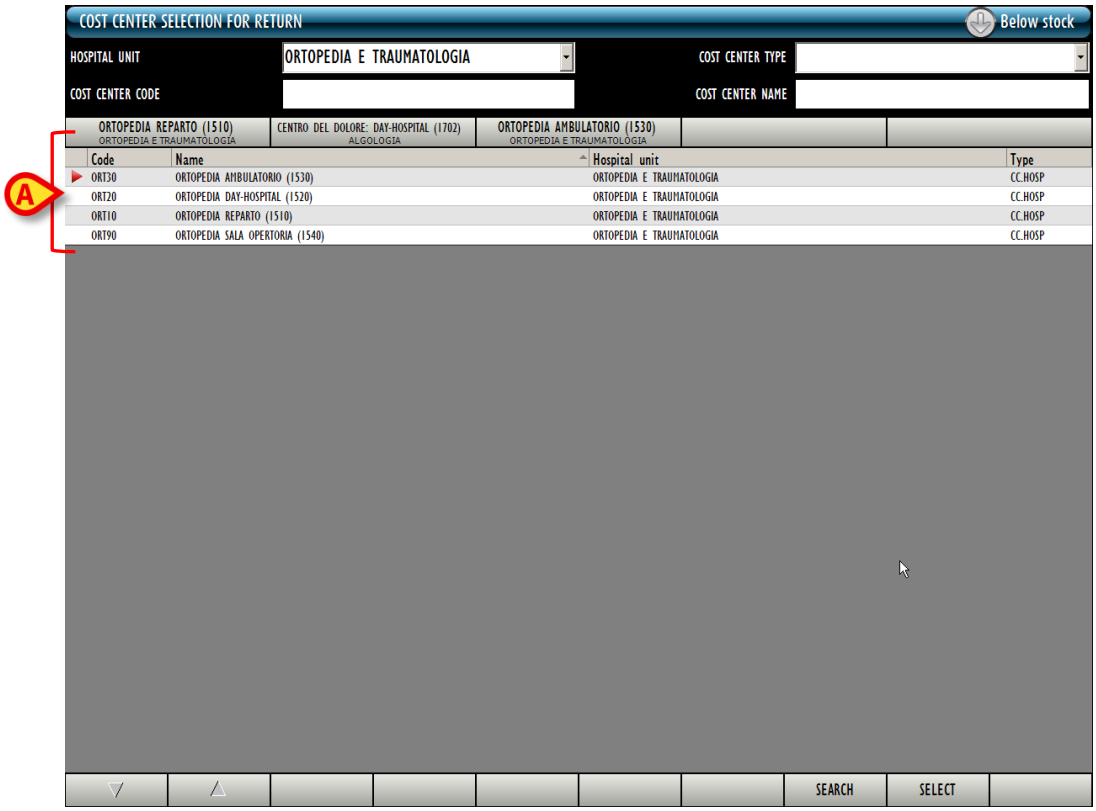


Fig 105 - Cost centers for returns

Each row corresponds to a cost center. For each cost center the following information can be displayed:

- cost center code;
- cost center name;
- the referent hospital unit;
- the cost center type.

None of the above information is editable.

For each cost center either all or part of the possible information can be present, depending on the way the cost center is configured.

The ▶ arrow, possibly appearing at the beginning of a row, indicates the cost center selected.

9.1.3. The command bar of the “Cost center for returns” screen

This paragraph describes the buttons on the command bar (Fig 106) of the screen.

Fig 106 - Command bar

Use the arrow buttons  and  to scroll up and down the screen contents in case the items are too many to be displayed all together.

Use the **Search** button to search and display the list of items having the features specified in the filters described in paragraph 9.1.1.

Use the **Select** button to select the cost center to which the picking must be attributed. The detailed procedure is described in paragraph 9.4.

9.2. Cost center for returns selection procedure

This paragraph describes the procedure that must be performed to select the cost center to which the resource/s return will be attributed.

- Click the 

icon on the lateral bar to access the cost center selection screen (Fig 107).

Fig 107 - Cost center for return attribution

- Specify in the filters the available cost center data. In Fig 107 **A** the "Allergologia" Hospital Unit is specified.

- Click the **Search** button on the command bar (Fig 107 **B**).

The list of cost centers having the features specified is displayed on screen (Fig 108 **A**).

Fig 108 - Search result

- Click the row corresponding to the relevant cost center.

The ▶ arrow appears at the beginning of the row.

- Click the **Select** button on the command bar (Fig 108 **B**).

The screen making it possible to record the resources return will open ("Cost center for returns" - Fig 109). The screen is described in detail in paragraph 9.3. Paragraph 9.4 describes the procedure to perform to select the resources that must be returned.

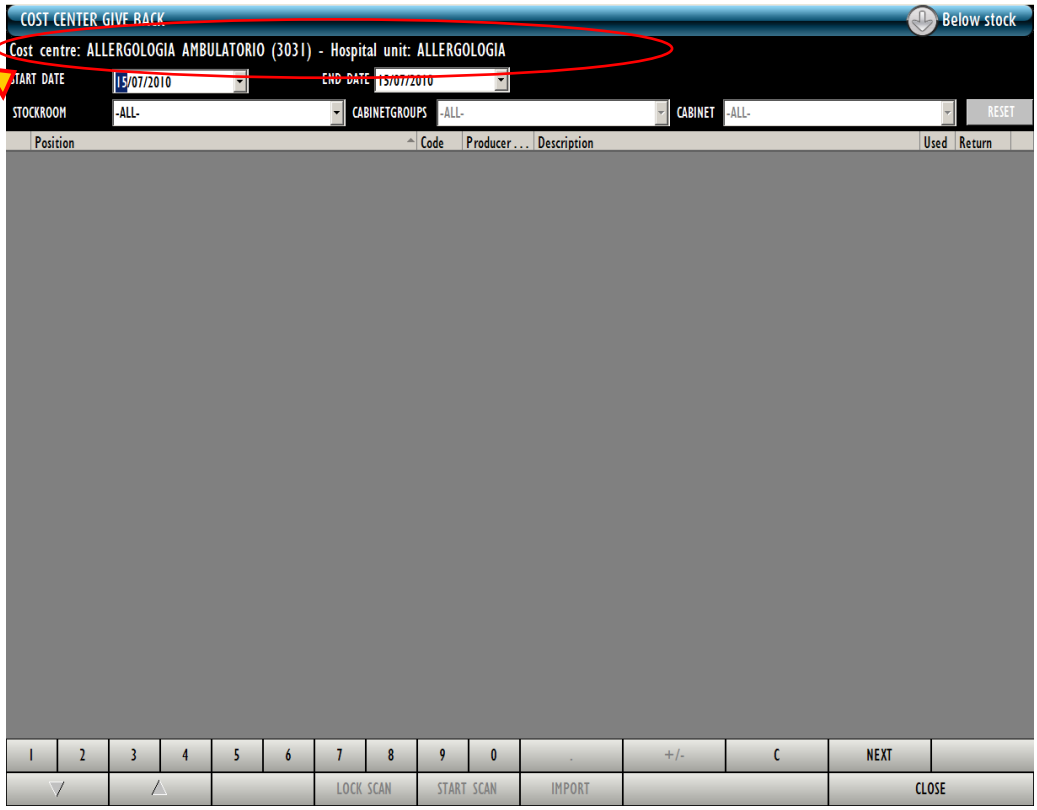


Fig 109 - Cost center for returns screen

9.2.1. "Recent" cost centers

The bar indicated in Fig 110 is formed of five buttons displaying the five most recent cost center selections.

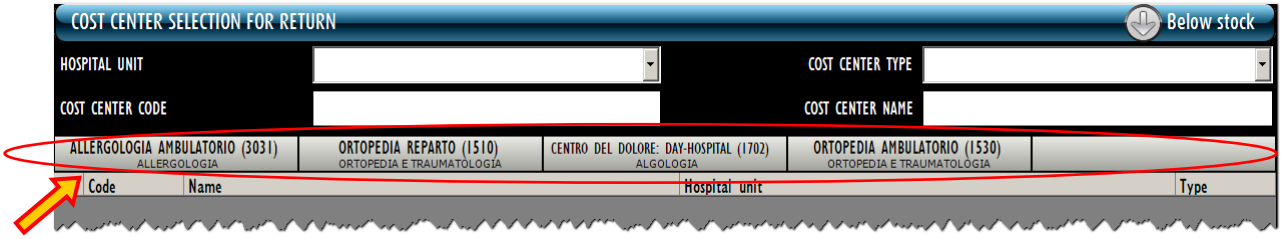


Fig 110

To select one of those cost centers again

- click the corresponding button.

The "Cost center for returns" module screen (Fig 109) will open, displaying under the header the name of the chosen cost center.

9.3. “Cost center for returns” screen description

The “Cost center for returns” screen is structured according to the general description offered in paragraph 1.4, see this paragraph for the screen general features. The present paragraph describes the screen specific features.

9.3.1. Filters

Fig 111 - Filters on the “Cost center for returns” screen

The available filters on this screen are:

- “Start date” and “End date” - make it possible to display only the resources picked during the specified period.
- “Stockroom” - displays only the resources picked ina specific stockroom.
- “Cabinet group” - displays only the resources picked ina specific cabinet group.
- “Cabinet” - displays only the resources picked in a specific cabinet.

See paragraph 1.4.2 for instructions on how the filters work in the “Stock Management” system.

9.3.2. Data area

The “Cost center for returns” screen displays all the resources picked for the cost center previously selected during the period specified by the “Start date” and “End date” filters (Fig 112).

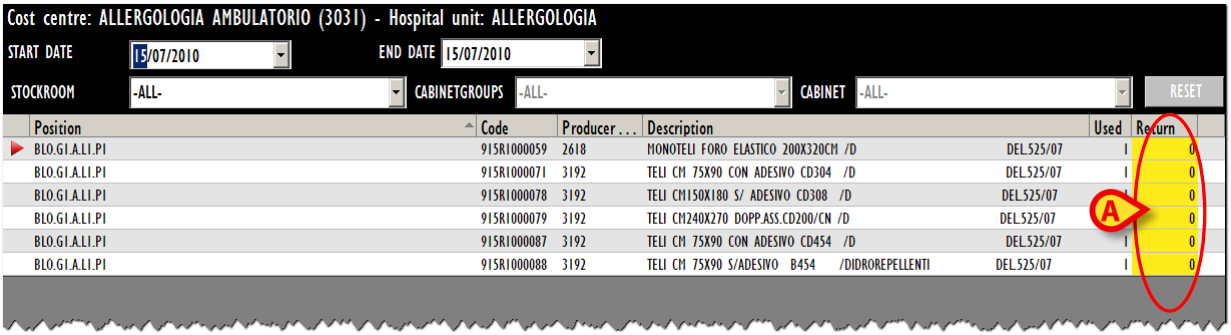


Fig 112

Each row corresponds to a resource. For each resource the following data can be displayed:

- resource position (not editable);
- resource code (not editable);
- manufacturer code (not editable);
- description (not editable);
- picked quantity (not editable);

- quantity to be returned.

Not all the information is always specified. The kind of information available depends on the configuration chosen and the procedures in use.

The  arrow appearing at the beginning of a row indicates the selected resource. The only editable item on this screen is the quantity of items that must be returned. the corresponding cell is highlighted yellow if no value is displayed (Fig 112 **A**). When a value is specified, before clicking the **Update** button on the command bar, the cell is highlighted light blue (Fig 113).

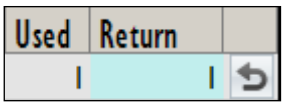


Fig 113

The  icon is an "Undo" button. Click the icon to annul the editing performed since and to bring back the row to its original state.

See paragraph 9.4 for the "Returns" specification procedure.

9.3.3. The "Cost center for returns" screen command bar

The command bar of the "Cost center for returns" screen (Fig 114) makes it possible to manage the screen contents.

Fig 114

The numeric buttons make it possible to specify the quantities to be returned (Fig 115).

Fig 115 - Numeric buttons

Click one of the numbers to write the number in the "Return" field (Fig 112 **A**).

The " **.** " button is a decimal divider. The button is active only if decimal specification is relevant.
The "**+/-**" button makes it possible to specify whether a value is negative or positive. The button is active only if negative values specification is relevant.

The " **C** " button brings back to zero the specified quantities.

The **Succ.** button selects the item following the one currently selected.

Use the arrow buttons  and  to scroll up and down the screen contents in case the items are too many to be displayed all together.

The other buttons are not active on this screen.

Use the **Close** button to close the current screen.

When editing the screen contents the **Update** and **Cancel** buttons appear on the command bar.

The **Update** button saves the changes made. After every editing of the screen contents it is necessary to click the **Update** button to save the changes.

The **Cancel** button annuls all the changes made.

9.4. How to record a "Return"

To record a returned resource, on the "Cost center for return" screen (Fig 109).

- Click the row corresponding to the resource to be returned.

The row will be selected, the  icon appears at the beginning of the row.

- Use the numeric buttons on the command bar to specify the resource quantity.
- Click the **Update** button on the command bar.

Or

- Click the "Return" cell on the row corresponding to the resource to be returned.

The corresponding row is selected, the  icon appears at the beginning of the row.

The quantity inside the cell is highlighted.

- Use the workstation keyboard to set the quantities.
- Click the **Update** button on the command bar.

After clicking on **Update** the quantities specified in the "Used" cell are updated according to the new values. I.e.: if 5 items are picked of a certain resource and 2 items are returned, the "Used" cell, after updating, specifies "3".

If the quantity of items returned is equal to or bigger than the quantity of picked items, the row corresponding to the resource disappears from the list displayed on screen.

9.4.1. Barcode reading for the “Return” procedure

When the “Cost center for returns” screen is displayed the barcode reader can be used as search and selection tool.

Reading the barcode of the resource that must be returned brings the corresponding row to the first place in the list of resources displayed on screen. The quantity is increased (one unit).

To use this procedure

- read the barcode of the resource that must be returned.

The corresponding row is displayed on top of the resources list, the quantity displayed in the “Return” cell is increased of one unit.

- Click the **Update** button on the command bar.

10. Resources allocation

The “Resources al location” module makes it possible to record those changes in the cabinet configuration regarding the allocation of resources.

In the Stock Management system each cabinet is configured to contain only specific resources (and not others). That means that a certain resource can be allocated, by configuration, in certain cabinets and not in others. The “Resources alloctaion” module makes it possible to specify that a certain resource is not allocated anymore in a cabinet selected as “source” and is allocated from now on in a specified “destination” cabinet.

I.e. the module records that the possibility itself, for a resource, to be in a certain cabinet, is moved to another cabinet. Cabinet configuration this way changes.

Riallocating a resource with this module moves all the units of the resource specified that are in the source cabinet to the destination cabinet.

The “Resources allocation” module cannot be used to record the movement of a certain quantity of resource from a cabinet to another. For this purpose use the “Materials transfer” module described in paragraph 3.

To select the module

- click the icon 

on the lateral bar.

The following screen opens (Fig 116):

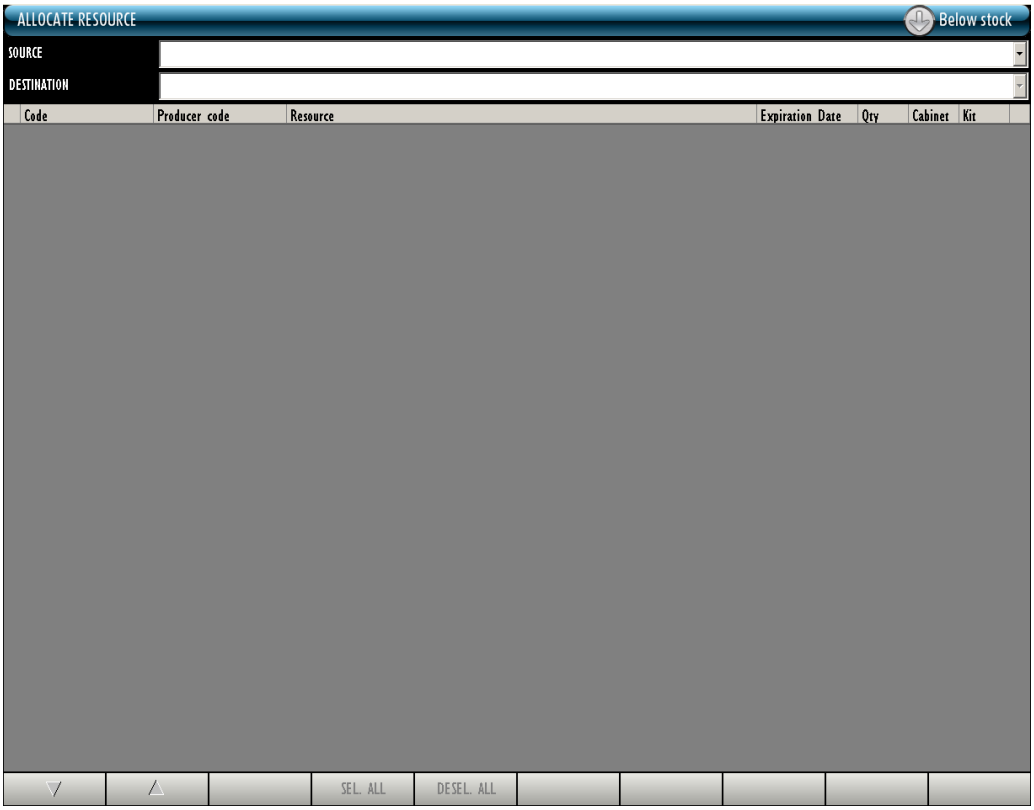


Fig 116 - Resources allocation

10.1. Resources allocation - screen structure

The "Resources allocation" screen is structured according to the general description offered in paragraph 1.4, see this paragraph for the screen general features. The present paragraph describes the screen specific features.

10.1.1. Source and destination specification

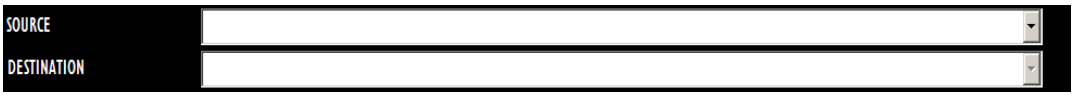


Fig 117 - Filters on the "Resources allocation" screen

The filters available on the "Resources allocation" screen (Fig 117) are:

- "Source" - Selects the source cabinet.
- "Destination" - Selects the destination cabinet.

See paragraph 1.4.2 for instructions on how the filters work.

10.1.2. Data area

After the “Source” and “Destination” cabinet are selected, the data area displays the list of resources that can be reallocated from the selected source to the selected destination (Fig 118 **A**).

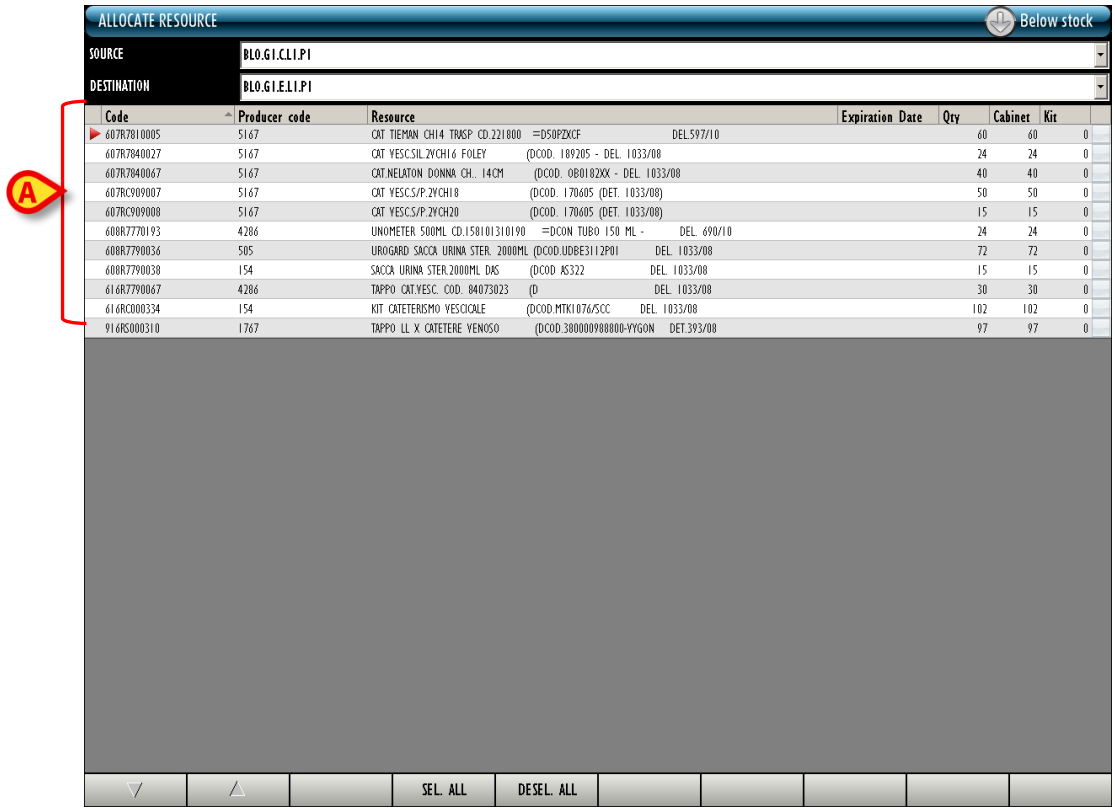


Fig 118 - Resources allocation

Each row corresponds to a resource. For each resource the following data can be displayed:

- resource code (not editable);
- manufacturer code (not editable);
- resource description (not editable);
- total quantity in stock (not editable);
- quantity located in the cabinets (not editable);
- quantity located in the generic kits already prepared (not editable).

Not all the information is always specified. The kind of information available depends on the configuration chosen and the procedures in use.

The checkboxes on the right (Fig 119 **A**) indicate, when selected - - , that the corresponding resource will be reallocated.

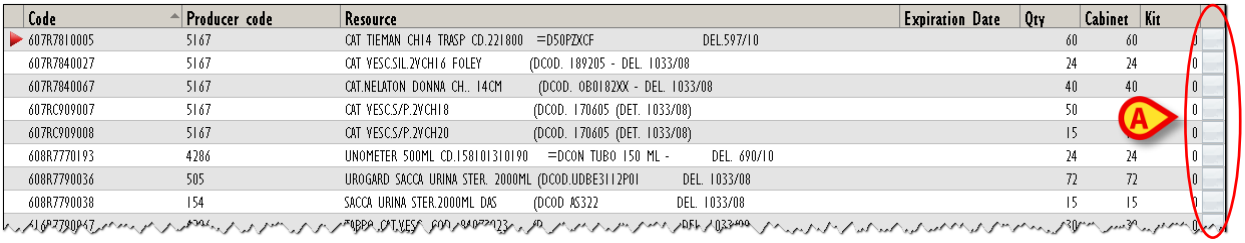


Fig 119

The ▶ arrow appearing at the beginning of a row indicates that the correposnding resource is selected.

When the quantity in stock for a resource is less than the minimum quantity (indicated by configuration) the corresponding cell is highlighted red; when the quantity in stock for a resource is less than the ideal quantity (indicated by configuration) the corresponding cell is highlighted yellow.

10.1.3. The command bar of the “Resources allocation” screen

The command bar (Fig 120), formed of several buttons, makes it possible to manage the screen contents.

Fig 120 - Command bar

The numeric buttons on the upper line are not used on this screen (“Resources allocation”).

Use the arrow-buttons, when active, to scroll the screen contents up and down.

The **Sel. All** button selects all the items displayed on screen.

The **Desel. All** button deselects all the selected items.

When editing the screen contents the **Update** and **Cancel** buttons are displayed on the command bar.
The **Update** button saves the changes made. After every editing of the screen contents it is necessary to click the **Update** button to save the changes.
The **Cancel** button annuls all the changes made.

The command bar of the “Cost center for returns” screen (Fig 114) makes it possible to manage the screen contents.

10.2. How to change the resource allocation

To change the resource allocation

- click the 

icon on the lateral bar to display the “Resources allocation” screen (Fig 121).

Please remember that the “Resources allocation” module cannot be used to record the movement of a certain quantity of resource from a cabinet to another. For this purpose use the “Materials transfer” module described in paragraph 3.

The following screen opens.

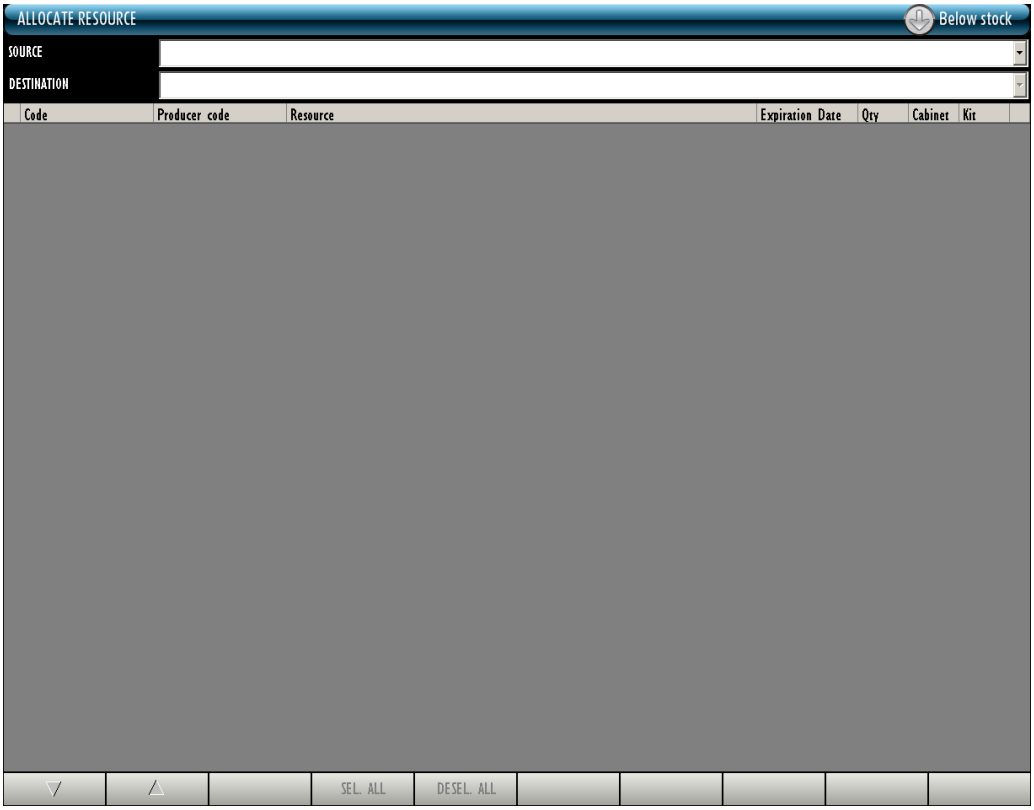


Fig 121 - Resources allocation

- Select the source cabinet (specify the “Source” field Fig 122 **A**).
- Select the destination cabinet (specify the “Destination” field Fig 122 **B**).

The data area displays the list of resources that can be reallocated (Fig 122 **C**).

Fig 122

- Click, on the right of the data area, the boxes corresponding to the resources that must be reallocated (Fig 123 **A**). The clicked boxes is selected -  - .

Fig 123

- Click the **Update** button on the command bar (Fig 123 **B**).

The reallocation is this way completed.

A print report is automatically created. A print preview is displayed (Fig 124).

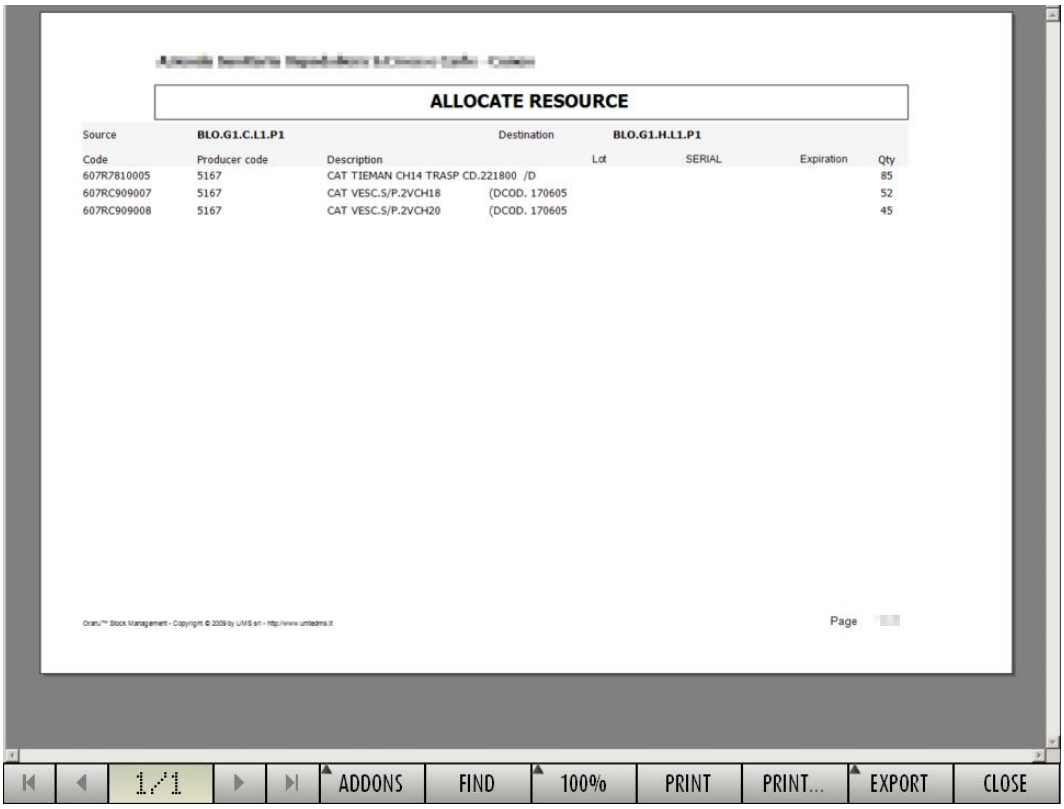


Fig 124 - Print preview

The **Close** button (Fig 124 **A**) closes the “Print preview” screen.

11. Orders sheet print

The “Orders” module makes it possible to create a document that can be used to order the materials.

To activate the “Orders” module,

- click the  icon on the lateral bar.

The following screen opens,

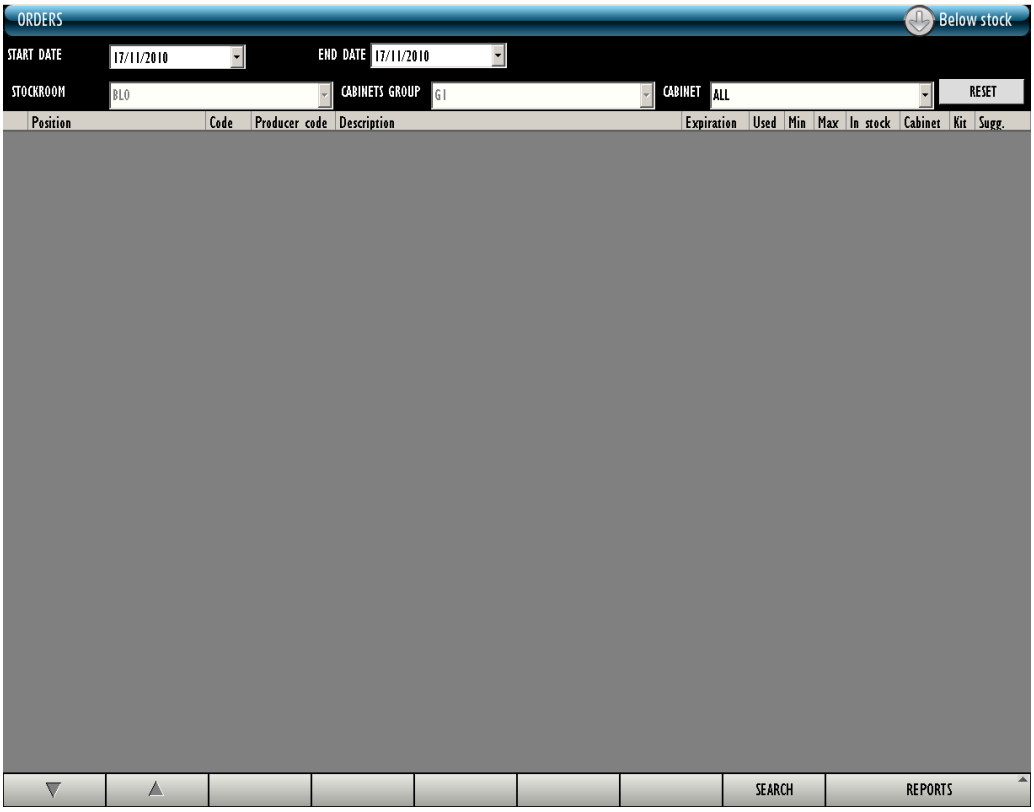


Fig 125 - Orders

11.1. “Orders” - screen structure

The “Orders” screen is structured according to the general description offered in paragraph 1.4, see this paragraph for the screen general features. The present paragraph describes the screen specific features.

11.1.1. Filters

Fig 126 - Filters on the "Orders" screen

The available filters on the "Orders" screen (Fig 126) are:

- "Start date - End date" - these fields make it possible to specify the time period to which the items displayed in the data area refer.
- "Stockroom" - it displays only the resources located in a specific stockroom.
- "Cabinets group" - it displays only the resources located in a specific cabinets group.
- "Cabinet" - it displays only the resources located in a specific cabinet.

See paragraph 1.4.2 for general instructions on how the filters work.

11.1.2. Data area

The data area of the "Orders" screen displays the list of resources used during the specified period and whose values correspond to those possibly specified in the other filters.

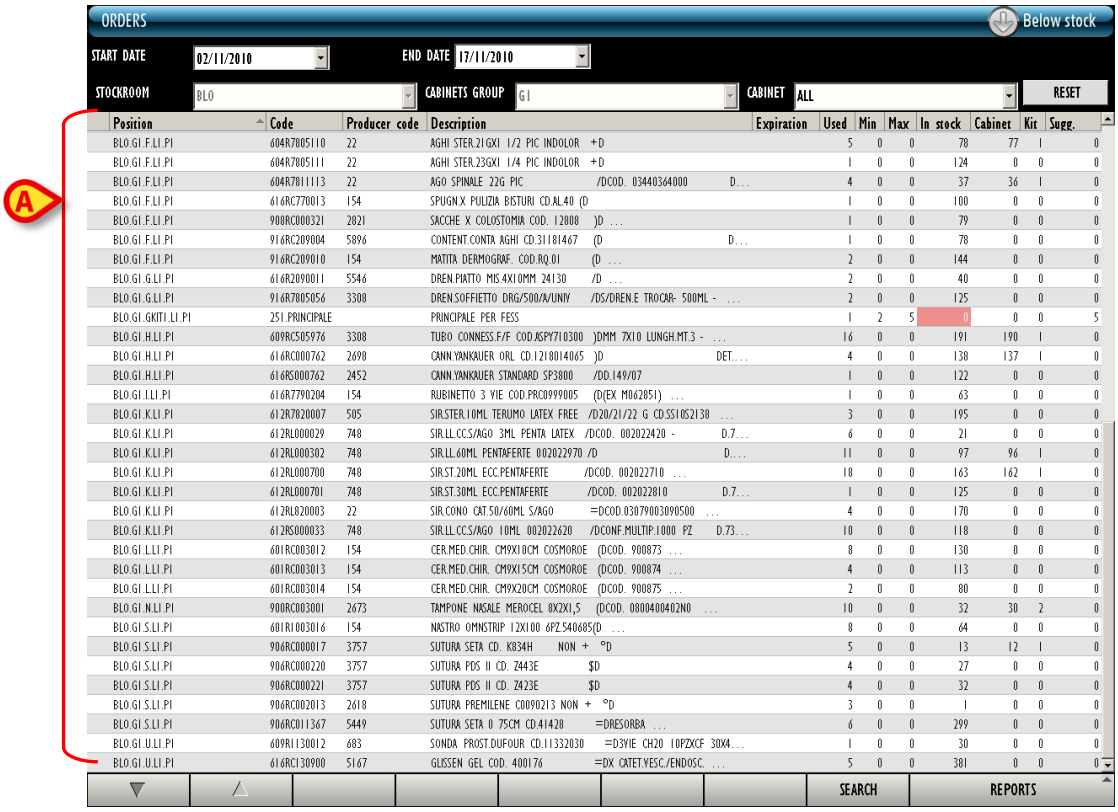


Fig 127 - Data area

Each row corresponds to a resource. For each resource the following information can be displayed:

- the resource position;
- the resource code;
- the producer code;

- the resource description;
- the quantity of resources used in the relevant period;
- the minimum quantity;
- the suggested quantity;
- the total quantity in stock;
- the quantity located in the cabinets;
- the quantity located in the generic kits already prepared;
- the suggested order quantity (this is the difference between the suggested quantity and the quantity in stock).

None of the values displayed can be modified by the user.

11.1.3. The command bar of the “Orders” screen

The command bar (Fig 128), formed of several buttons, makes it possible to manage the screen contents.

Fig 128 - Command bar

Use the arrow buttons  and  to scroll up and down the screen contents in case the items are too many to be displayed all together.
Use the **Search** button to search and display the list of items having the features specified in the filters described in paragraph 11.1.1.

The **Reports** button makes it possible to print the screen contents.

11.2. How to display and print the orders sheet

To display the list of resources,

- specify the search filters values (Fig 129 **A**).

Fig 129 - "Orders" module

- Click the **Search** button on the command bar (Fig 129 **B**).

The list of resources whose features match with those specified in the filters is displayed (Fig 129 **C**).

- Click the **Reports** button on the command bar (Fig 129 **D**). The "Orders" option activates (Fig 130).

Fig 130

- Click the "Orders" option.

The print report is created. A print preview is displayed (Fig 131).

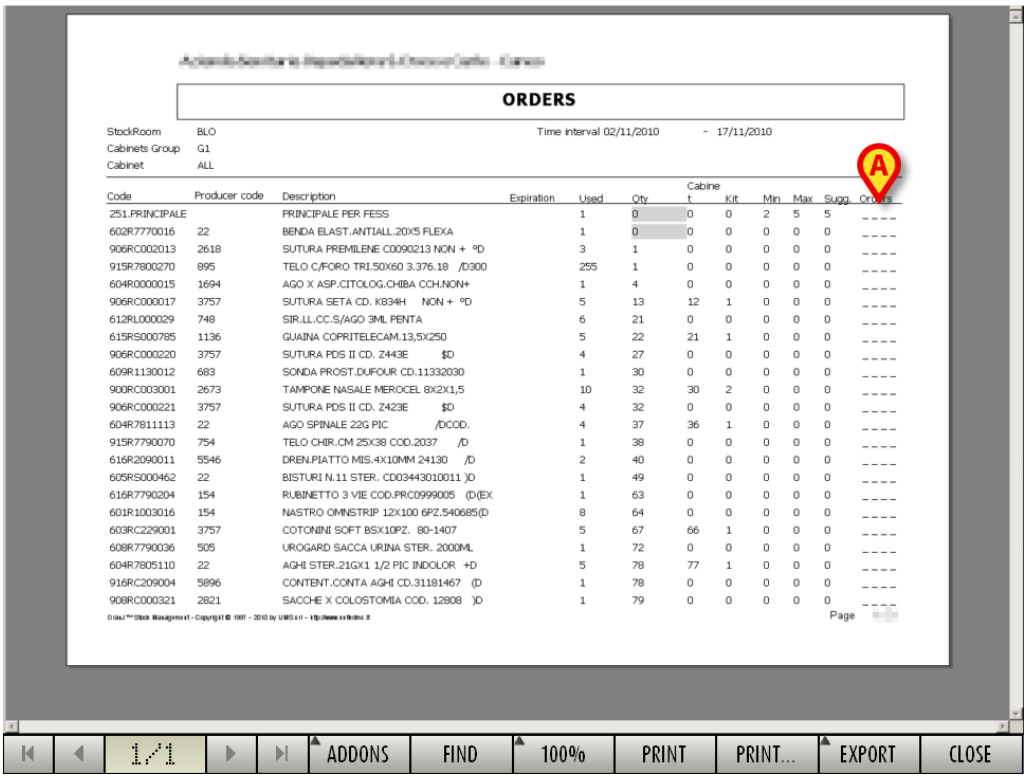


Fig 131

The last column on the right can be used to specify the quantities to be ordered (Fig 131 **A**).

12. Operation attribution of returned resources

The “Returns for operation” module makes it possible to record the returned resources (“Returns” from now on) and attribute them automatically to a specific operation.

To select the module

- click the corresponding icon 

.

The following screen opens (Fig 132).

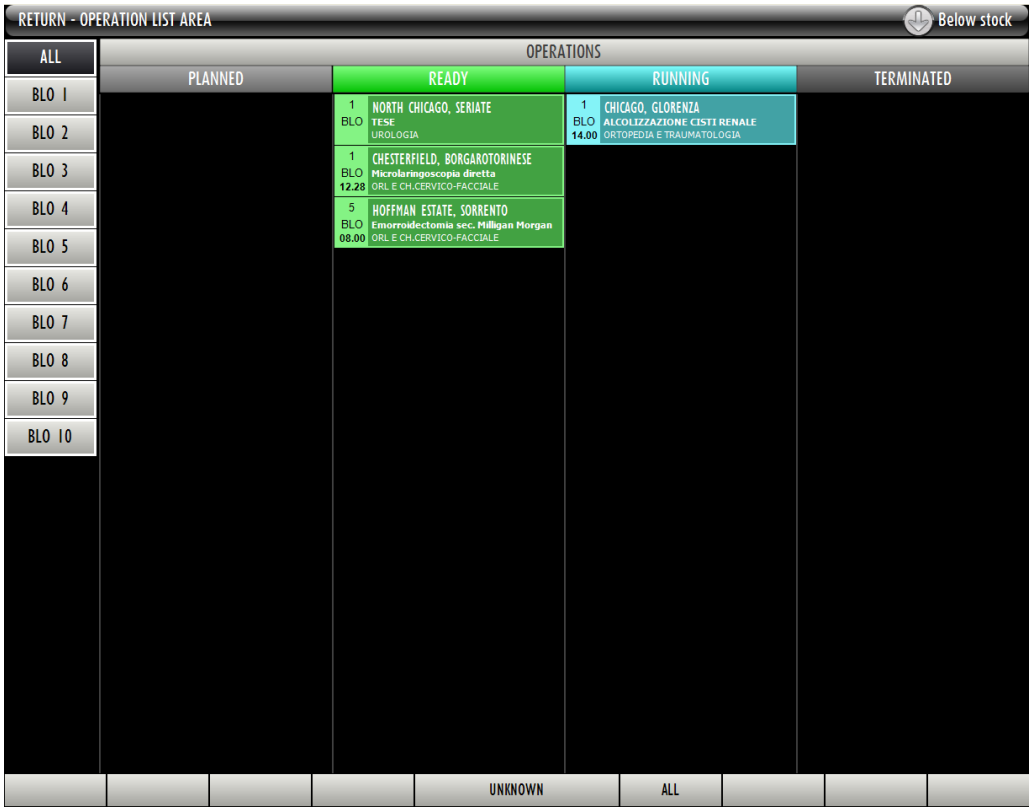


Fig 132 - Operation list

12.1. Operation list - Screen description

The “Operation list” screen displays all the operations scheduled for the current day in the block (or blocks) covered by the system and for which there are picked resources recorded. The operations are represented as rectangles (Fig 133).

Fig 133 - Operation rectangle

On the left of the rectangles the planned room, block and time are displayed (Fig 133 **A**).

The room, block and time can be unspecified. Inthese cases the operation is a "Reserve". "Reserves" are described in detail in the user manuals of the DIGISTAT® Smart Scheduler and OranJ systems. See these documents for more details.

The number and kind of information displayed in the operation rectangle do not affect the DIGISTAT® Stock Management procedures.

The patient name, the planned operation and the requesting hospital unit are displayed on the right of the operation rectangle (Fig 133 **B**).

The type of information displayed on the operation rectangle can be changed by configuration. refer to your system administrator for more information.

The colour of the operation-rectangle indicates the state of the operation:

- light grey characterizes "planned" operations;
- green characterizes "ready" operations;
- cyan characterizes "in progress" operations;
- dark grey characterizes "completed" operations.

The rectangles corresponding to emergencies are characyerized by a red border (Fig 134).

Fig 134

It is not possible to attribute a "return" to a completed operation. The operation state does not affect in any other way the DIGISTAT® Stock Management procedures.

The operation states are described in detail in the DIGISTAT® Smart Scheduler and DIGISTAT® OranJ systems user manuals.

The operation rectangles are divided into four columns. Each of them contains the operations having the same state. The state is specified in the column header (Fig 135).

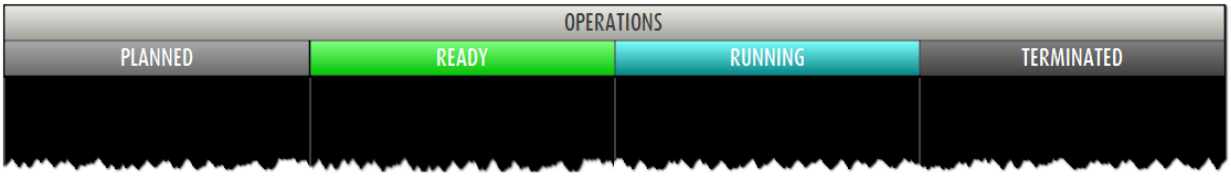


Fig 135

On the left of the screen a list of buttons makes it possible to filter the operations displayed (Fig 136).

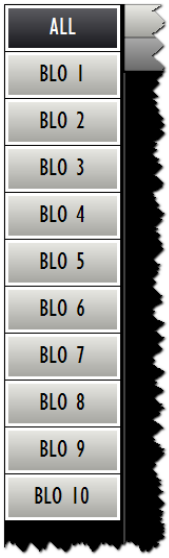


Fig 136 - Filter buttons

Each button corresponds to a room.

Click a button to display only the operations of the corresponding room.
The selected button appears highlighted.
The **All** button displays the complete list again.

The **Unknown** button on the command bar activates the “unknown operation return” procedure, described in paragraph 12.5.

12.2. Operation selection

To select the operation to which the “return” will be attributed

- click the corresponding rectangle (Fig 137).

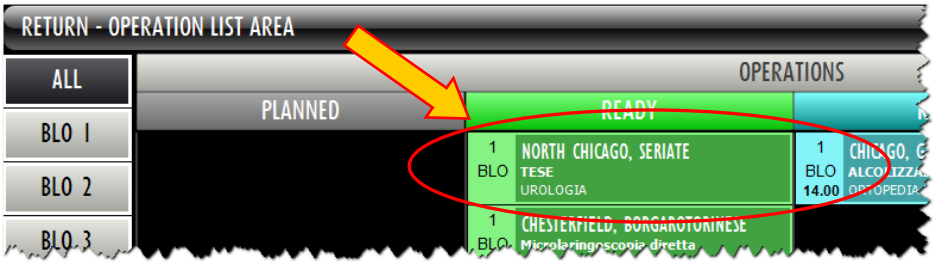


Fig 137 - Operation rectangle

The screen making it possible to record the “returns” will open (Fig 138).

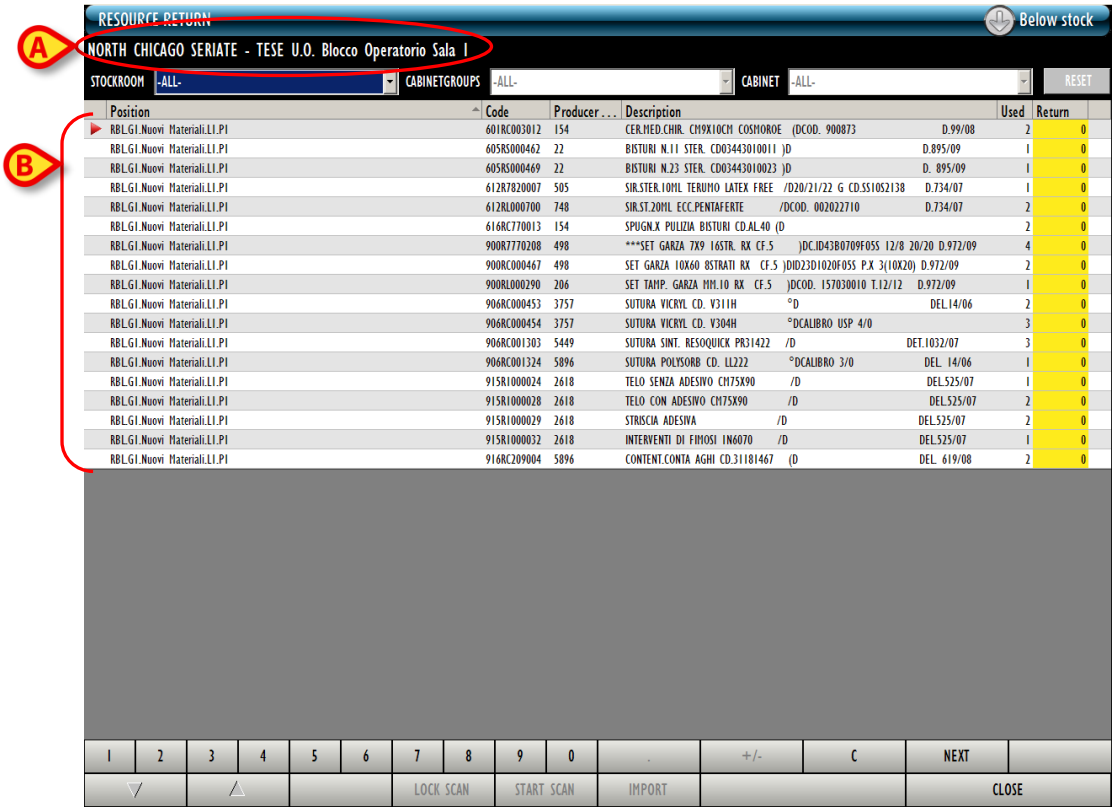


Fig 138 - “Returns from operation” screen

On the top-left corner of the screen are displayed the data of the operation to which the “return” will be attributed (Fig 138 **A**).

The data area displays the list of all the resources picked for the selected operation (Fig 138 **B**).

12.3. “Returns from operation”: screen structure

The “Returns from operation” screen is structured according to the general description offered in paragraph 1.4, see this paragraph for the screen general features. The present paragraph describes the screen specific features.

12.3.1. Filters

Fig 139 - Filters on the “Returns from operation” screen

The filters available on this screen are:

- “Stockroom” - displays only the resources picked from a specific stockroom.
- “Cabinet group” - displays only the resources picked from a specific cabinet group.
- “Cabinet” - displays only the resources picked from a specific cabinet.

See paragraph 1.4.2 for instructions on the filters in the “Stock Management” system.

12.3.2. Data area

The data area, if no filter is specified, displays the list of all the resources picked for the selected operation (Fig 140).

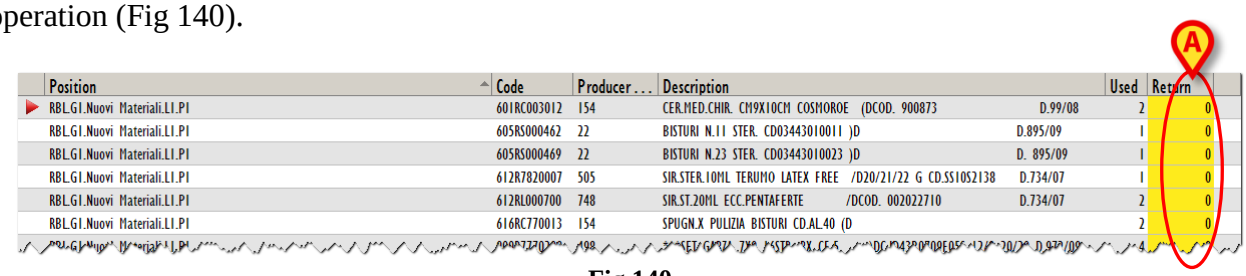


Fig 140

Each row corresponds to a resource. For each resource the following data can be displayed:

- resource position (not editable);
- resource code (not editable);
- manufacturer code (not editable);
- description (not editable);
- the lot (if enabled by configuration - not editable);
- the expiration date (if enabled by configuration - not editable);
- the serial number (if enabled by configuration - not editable);
- used quantity (not editable);
- quantity to be returned.

Not all the information is always specified. The kind of information available depends on the configuration chosen and the procedures in use.

The  arrow appearing at the beginning of a row indicates the selected resource. The only editable item on this screen is the quantity of items that must be returned. the corresponding cell is highlighted yellow if no value is displayed (Fig 140 **A**). When a value is specified, before clicking the **Update** button on the command bar, the cell is highlighted light blue (Fig 141).

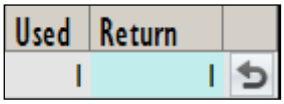


Fig 141

The  icon is an "Undo" button. Click the icon to annul the editing performed since and to bring back the row to its original state.

See paragraph 12.4 for the "Returns" specification procedure.

12.3.3. The command bar of the "Returns from operation" screen

The command bar on the "Returns from operation" screen (Fig 142) contains the buttons making it possible to manage the screen contents.

Fig 142

The numeric buttons on the upper line of the command bar (Fig 143) can be used to insert the resource quantities.

Fig 143 - Numeric buttons

Click one of the numbers to write it in the "Return" field (Fig 140 **A**).

The " **.** " button is a decimal divider. The button is active only if decimal specification is relevant.
The "**+/-**" button makes it possible to specify whether a value is negative or positive. The button is active only if negative values specification is relevant.

The " **C** " button brings back to zero the specified quantities.

The **Next** button selects the item following the one currently selected.

Use the arrow buttons  and  to scroll up and down the screen contents in case the items are too many to be displayed all together.

The other buttons are not active on this screen.

Use the **Close** button to close the current screen.

When editing the screen contents the **Update** and **Cancel** buttons appear on the command bar.

The **Update** button saves the changes made. After every editing of the screen contents it is necessary to click the **Update** button to save the changes.

The **Cancel** button annuls all the changes made.

12.4. How to record the returned resources

To record a returned resource, on the "Returns from operation" screen (Fig 138).

- Click the row corresponding to the resource to be returned.

The row is selected, the  icon appears at the beginning of the row.

- Use the numeric buttons on the command bar to specify the resource quantity.
- Click the **Update** button on the command bar.

Otherwise you can

- click the "Return" cell on the row corresponding to the resource to be returned.

The corresponding row is this way selected, the  icon appears at the beginning of the row.

- Use either the numeric buttons or the workstation keyboard to set the quantities.
- Click the **Update** button on the command bar.

After clicking the **Update** button, the quantities specified in the "Used" cell are updated according to the new values. I.e.: if 5 items are picked of a certain resource and 2 items are returned, the "Used" cell, after updating, specifies "3".

If the quantity of items returned is equal or bigger than the quantity of picked items, the row corresponding to the resource disappears from the list displayed on screen.

12.4.1. Barcode reading in the "Return" procedure

When the "Returns from operation" screen is displayed the barcode reader can be used as search and selection tool. Reading the barcode of the resource that must be returned brings the corresponding row to the first place in the list of resources displayed on screen. The quantity is increased (one unit).

To perform this procedure

- scan the barcode of the resource that must be returned.

The corresponding row is displayed on top of the resources list, the quantity displayed in the "Returne" cell is increased of one unit.

- Click the **Update** button on the command bar.

12.5. Returned resources from unknown operation

When returning a resource picked for unknown operation:

- select the "Returns from operation" module by clicking the 

icon on the lateral bar.

The "Operation list" screen opens (Fig 144):

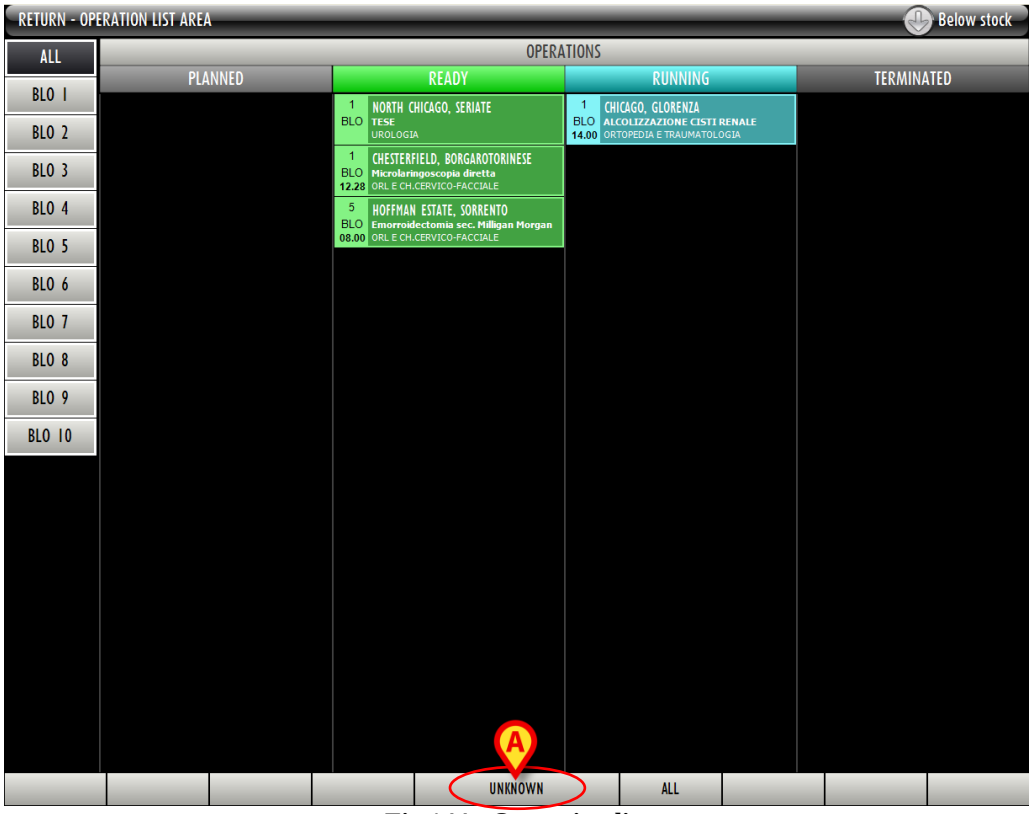


Fig 144 - Operation list

- Click the **Unknown** button on the command bar (Fig 144 **A**).

The "Returns from operation" screen will open (Fig 145). The indication "unknown operation" appears on top of the screen instead of the indication of the selected operation (Fig 145 **A**).

The screen displays the list of all the resources picked for unknown operation.

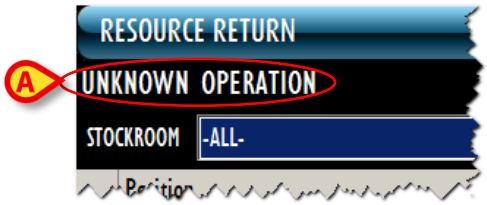


Fig 145

To record the "Returns" use the procedures described in paragraphs 12.4 and 12.4.1.

12.6. Display all the picked resources

The **All** button on the command bar (Fig 146 **A**) displays the list of all the resources picked in the selected period. All the pickings are displayed: those associated to the operations, those associated to the cost centers, those associated to any other possible relevant entity.

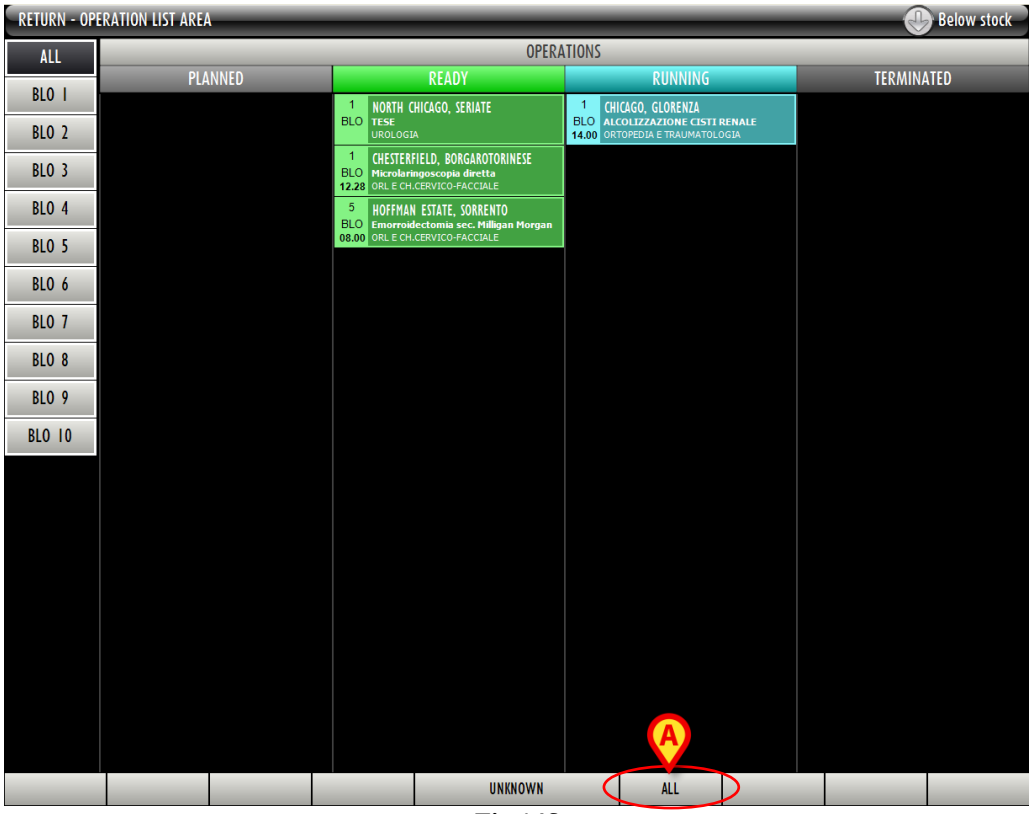


Fig 146

To display the list of all pickings

- click the **All** button on the command bar (Fig 146 **A**).

The following screen opens (Fig 147)

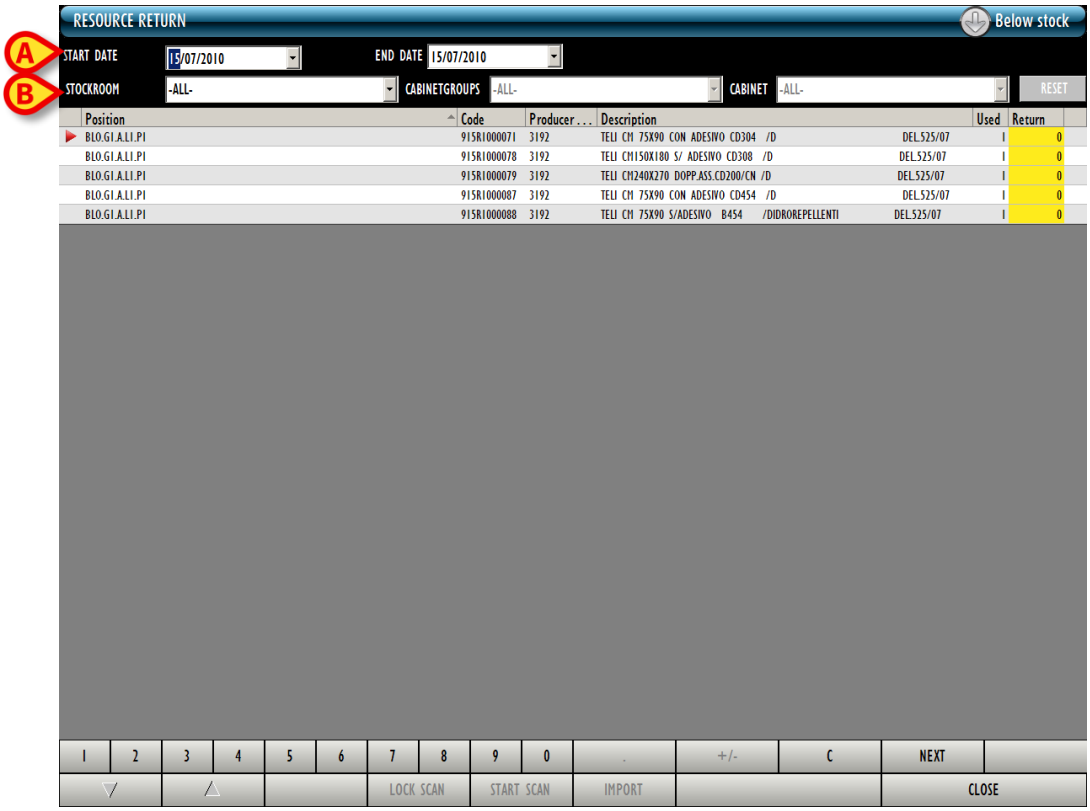


Fig 147 - All the picked resources

Use the “Start date” and “End date” filters (Fig 147 **A**) to select the relevant period of time. Only the resources picked in the period indicated are displayed. Use the other filters (Fig 147 **B**) to display the pickings relating to a specific stockroom, cabinets group or cabinet.

Use the procedures described in paragraphs 12.4 and 12.4.1.

13. Waste management

The “Waste” module makes it possible to record the waste of picked materials that are not used and that, at the same time, cannot be returned (for example: broken materials). The wasted resources are automatically associated to a specific operation.

To select the module

- click the corresponding icon 

.

The following screen opens (Fig 148 - List of operation).

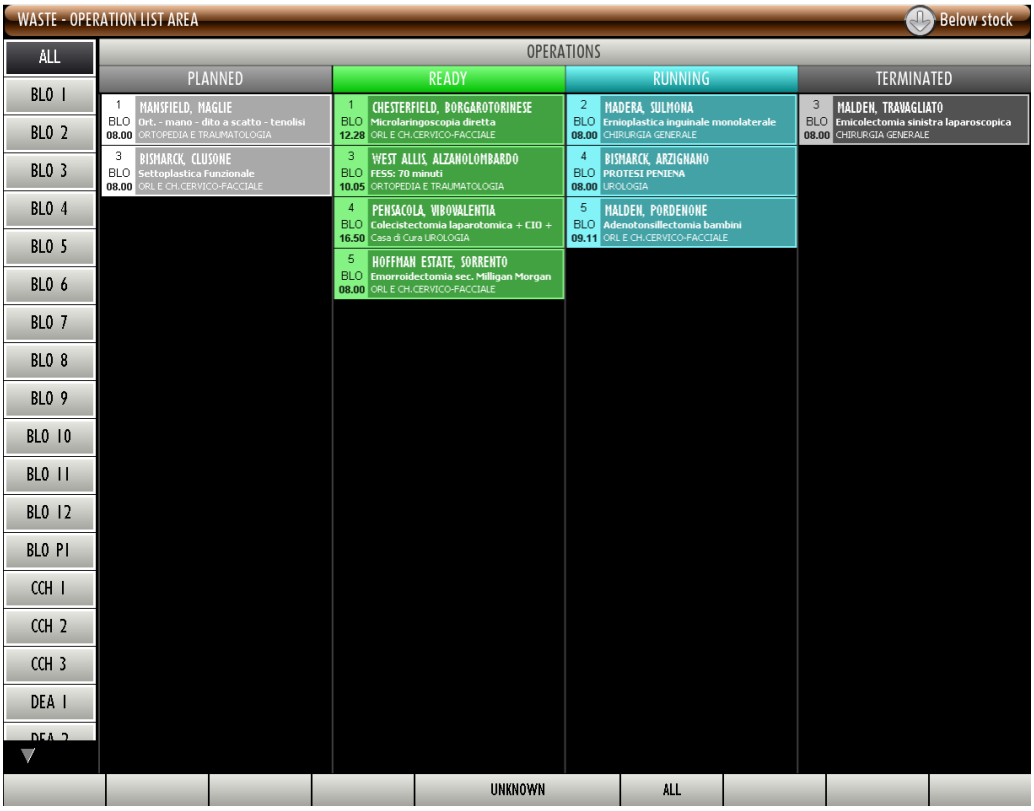


Fig 148 - List of operations

13.1. List of operations - Screen description

The “Operation list” screen displays all the operations scheduled for the current day in the block (or blocks) covered by the system and for which there are picked resources recorded. The operations are represented as rectangles (Fig 149).

Fig 149 - Operation rectangle

On the left of the rectangles the planned room, block and time are displayed (Fig 149 **A**).

The room, block and time can be unspecified. Inthese cases the operation is a "Reserve". "Reserves" are described in detail in the user manuals of the DIGISTAT® Smart Scheduler and OranJ systems. See these documents for more details.

The number and kind of information displayed in the operation rectangle do not affect the DIGISTAT® Stock Management procedures.

The patient name, the planned operation and the requesting hospital unit are displayed on the right of the operation rectangle (Fig 149 **B**).

The type of information displayed on the operation rectangle can be changed by configuration. refer to your system administrator for more information.

The colour of the operation-rectangle indicates the state of the operation:

- light grey characterizes "planned" operations;
- green characterizes "ready" operations;
- cyan characterizes "in progress" operations;
- dark grey characterizes "completed" operations.

The rectangles corresponding to emergencies are characyerized by a red border (Fig 150).

Fig 150

It is not possible to attribute a "return" to a completed operation. The operation state does not affect in any other way the DIGISTAT® Stock Management procedures.

The operation states are described in detail in the DIGISTAT® Smart Scheduler and DIGISTAT® OranJ systems user manuals.

The operation rectangles are divided into four columns. Each of them contains the operations having the same state. The state is specified in the column header (Fig 151).

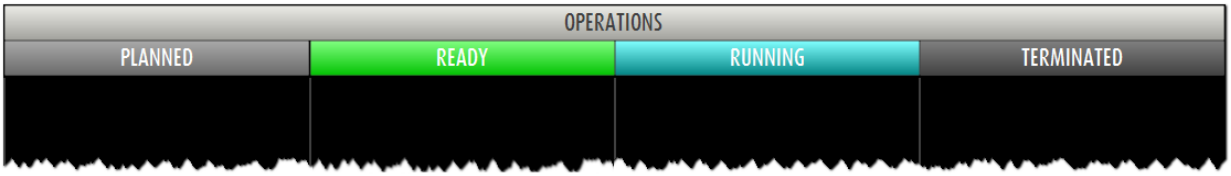


Fig 151

On the left of the screen a list of buttons makes it possible to filter the operations displayed (Fig 152).

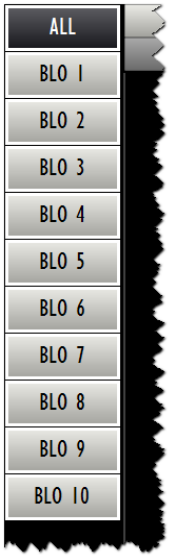


Fig 152 - Filter buttons

Each button corresponds to a room.

Click a button to display only the operations of the corresponding room.
The selected button appears highlighted.
The **All** button displays the complete list again.

The **Unknown** button on the command bar activates the “unknown operation return” procedure, described in paragraph 13.5.

13.2. Operation selection

To select the operation to which the “waste” is attributed

- click the box corresponding to the operation (Fig 153).

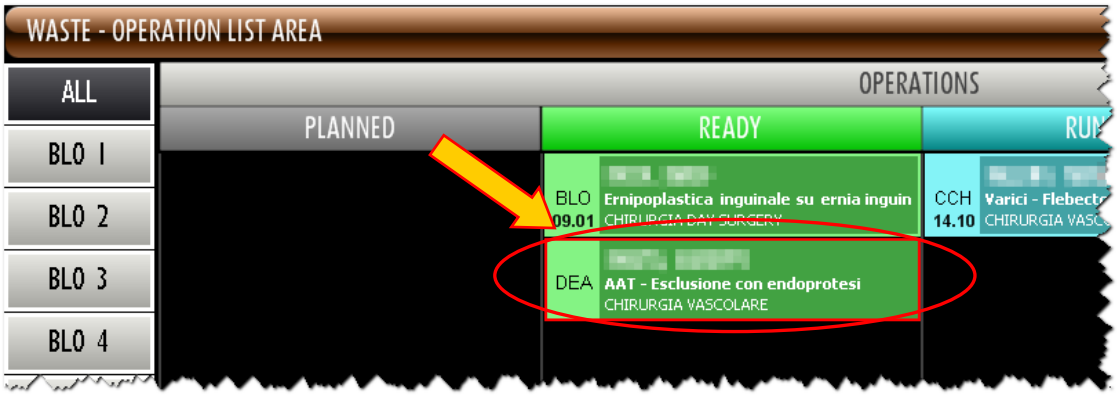


Fig 153 - Operation-rectangle

The “Resource waste” screen opens (Fig 154).

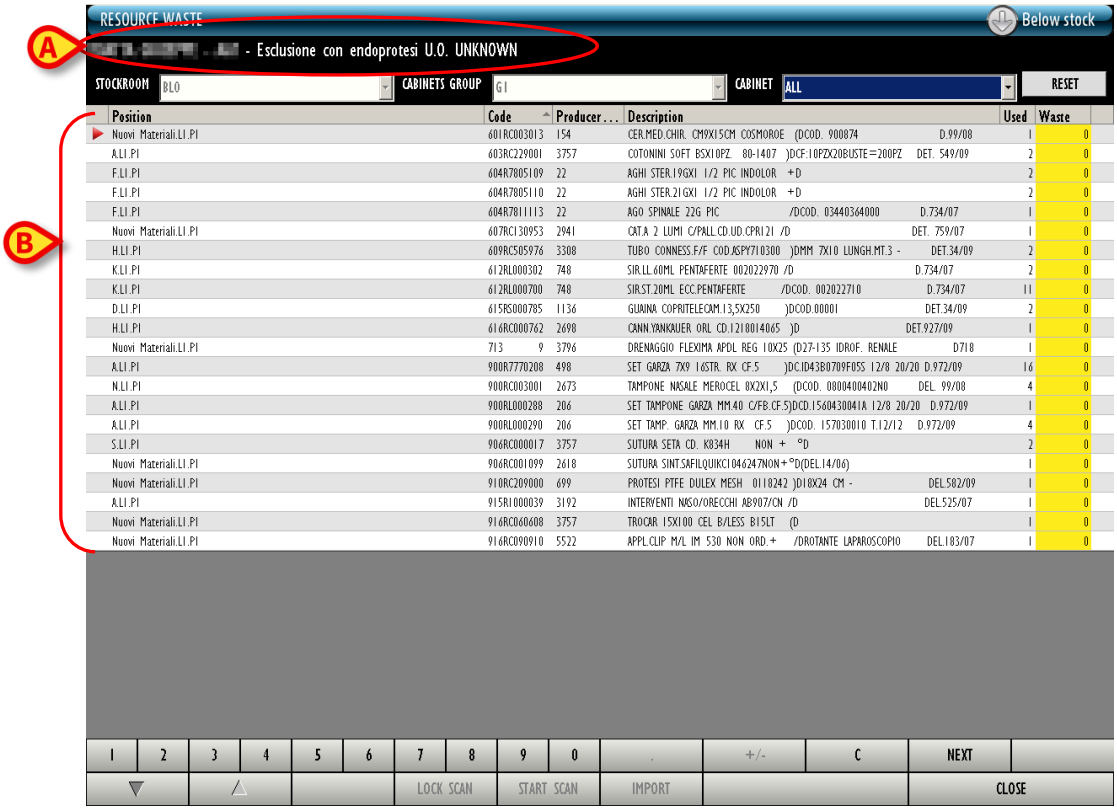


Fig 154 - Resource waste management

On the top-left corner of the screen are displayed the main data of the operation to which the wasted materials will be associated (Fig 154 **A**).

The data area displays the list of all the resources picked for the selected operation (Fig 154 **B**).

13.3. Wasted materials management: screen structure

The “Wasted materials management” screen is structured according to the general description offered in paragraph 1.4, see this paragraph for the screen general features. The present paragraph describes the screen specific features.

13.3.1. Filters

Fig 155 - Filters on the “Wasted materials management ” screen

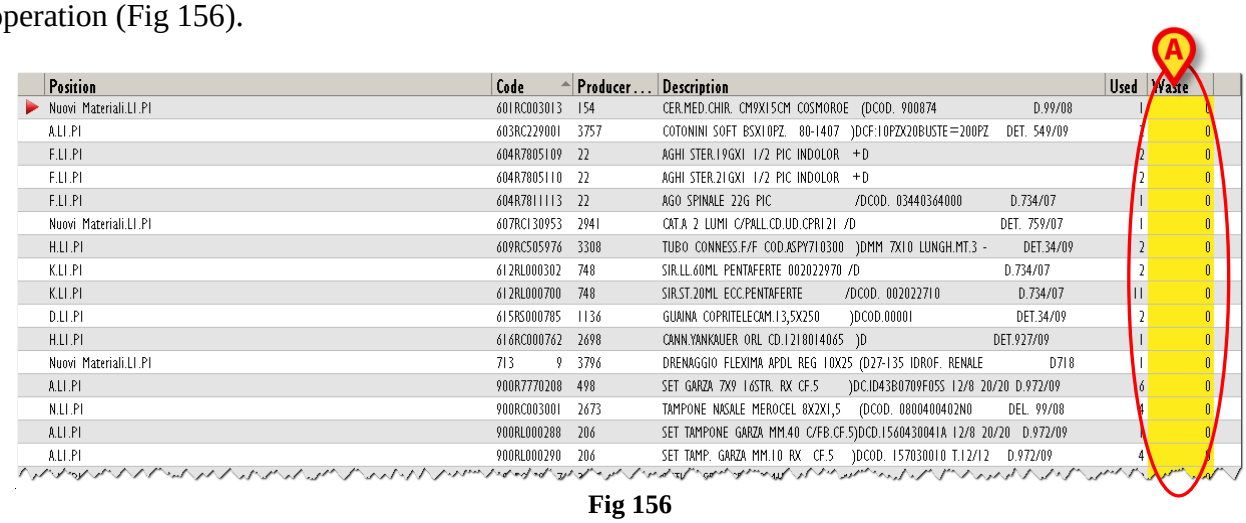
The filters available on this screen are:

- “Stockroom” - displays only the resources picked from a specific stockroom.
- “Cabinet group” - displays only the resources picked from a specific cabinet group.
- “Cabinet” - displays only the resources picked from a specific cabinet.

See paragraph 1.4.2 for instructions on the filters in the “Stock Management” system.

13.3.2. Data area

The “Resource waste” screen, if no filter is active, displays all the resources picked for the selected operation (Fig 156).



Position	Code	Producer...	Description	Used	Waste
Nuovi Materiali.LI.PI	601RC003013	154	CER.MED.CHIR. CM9X15CM COSMOROE (DCOD. 900874	D.99/08	1	0
A.LI.PI	603RC229001	3757	COTONINI SOFT BSX10PZ. 80-1407)DCF:10PZX20BUSTE=200PZ	DET. 549/09	1	0
F.LI.PI	604R7805109	22	AGHI STER.19GXI 1/2 PIC INDOLOR +D		2	0
F.LI.PI	604R7805110	22	AGHI STER.21GXI 1/2 PIC INDOLOR +D		2	0
F.LI.PI	604R7811113	22	AGO SPINALE 22G PIC /DCOD. 03440364000	D.734/07	1	0
Nuovi Materiali.LI.PI	607RC130953	2941	CAT.A 2 LUMI C/PALL.CD.UD.CPR121 /D	DET. 759/07	1	0
H.LI.PI	609RC505976	3308	TUBO CONNESS.F/F COD.ASPY710300)DMM 7X10 LUNGH.MT.3 -	DET.34/09	2	0
K.LI.PI	612RL000302	748	SIR.LL.60ML PENTAFERTE 002022970 /D	D.734/07	2	0
K.LI.PI	612RL000700	748	SIR.ST.20ML ECC.PENTAFERTE /DCOD. 002022710	D.734/07	11	0
D.LI.PI	615RS000785	1136	GUAINA COPRITELECAM.13,5X250)DCOD.00001	DET.34/09	2	0
H.LI.PI	616RC000762	2698	CANN.YANKAUER ORL CD.12180I4065)D	DET.927/09	1	0
Nuovi Materiali.LI.PI	713 9	3796	DRENAGGIO FLEXIMA APDL REG 10X25 (D27-135 IDROF. RENALE	D718	1	0
A.LI.PI	900R7770208	498	SET GARZA 7X9 16STR. RX CF.5)DC,ID43B0709F05S 12/8 20/20	D.972/09	6	0
N.LI.PI	900RC003001	2673	TAMPONE NASALE MEROCEL 8X2X1,5 (DCOD. 0800400402N0	DEL. 99/08	4	0
A.LI.PI	900RL000288	206	SET TAMPONE GARZA MM.40 C/FB.CF.5)DCD.1560430041A 12/8 20/20	D.972/09	1	0
A.LI.PI	900RL000290	206	SET TAMP. GARZA MM.10 RX CF.5)DCOD. 157030010 T.12/12	D.972/09	4	0

Fig 156

Each row corresponds to a resource.

For each resource the following information can be displayed:

- the resource position (not editable);
- the resource code (not editable);
- the producer code (not editable);
- the resource description (not editable);
- the lot (if enabled by configuration - not editable);

- the expiration date (if enabled by configuration - not editable);
- the serial number (if enabled by configuration - not editable);
- the used resources quantity (not editable);
- the wasted resources quantity.

The  icon at the beginning of a row indicates the selected item.
The only editable value on this screen is the number of wasted items; the corresponding cell is highlighted yellow if no value is here specified (Fig 156 **A**). Afyer value specification, and before clicking the **Update** button on the command bar, the cell is highlighted light blue (Fig 157).

Fig 157

The  icon appearing alongside the cell makes it possible, when clicked, to bring the row back to its original values ("Undo" button).

See paragraph 13.4 ro the wasted resources recording procedure.

Not all the information is always specified. The kind of information available depends on the configuration chosen and the procedures in use.

13.3.3. The command bar of the "Waste" screen

The command bar on the "Waste" screen (Fig 158) contains the buttons making it possible to manage the screen contents.

Fig 158

The numeric buttons on the upper line of the command bar (Fig 159) can be used to insert the resource quantities.

Fig 159 - Numeric buttons

Click one of the numbers to write it in the "Waste" field (Fig 156 **A**).

The " **.** " button is a decimal divider. The button is active only if decimal specification is relevant.
The "**+/-**" button makes it possible to specify whether a value is negative or positive. The button is active only if negative values specification is relevant.

The " **C** " button brings back to zero the specified quantities.

The **Next** button selects the item following the one currently selected.

Use the arrow buttons  and  to scroll up and down the screen contents in case the items are too many to be displayed all together.

The other buttons are not active on this screen.

Use the **Close** button to close the current screen.

When editing the screen contents the **Update** and **Cancel** buttons appear on the command bar.

The **Update** button saves the changes made. After every editing of the screen contents it is necessary to click the **Update** button to save the changes.

The **Cancel** button annuls all the changes made.

13.4. How to record a "waste"

To record the fact that a resource was wasted, on the "Waste" screen (Fig 154).

- Click the row corresponding to the resource to be returned.

The row is selected, the  icon appears at the beginning of the row.

- Use the numeric buttons on the command bar to specify the resource quantity.
- Click the **Update** button on the command bar.

Otherwise you can

- click the "Waste" cell on the row corresponding to the resource to be wasted.

The corresponding row is this way selected, the  icon appears at the beginning of the row.

- Use either the numeric buttons or the workstation keyboard to set the quantities.
- Click the **Update** button on the command bar.

After clicking the **Update** button, the quantities specified in the "Used" cell are updated according to the new values. I.e.: if 5 items are picked of a certain resource and 2 items are wasted, the "Used" cell, after updating, specifies "3".

If the quantity of items returned is equal or bigger than the quantity of picked items, the row corresponding to the resource disappears from the list displayed on screen.

13.4.1. Use of barcode reader in the “Waste” recording procedure

When the “Waste” screen is displayed the barcode reader can be used as search and selection tool.

Reading the barcode of the resource that must be wasted brings the corresponding row to the first place in the list of resources displayed on screen. The quantity is increased (one unit).

To perform this procedure

- scan the barcode of the resource that must be wasted.

The corresponding row is displayed on top of the resources list, the quantity displayed in the “Wasted” cell is increased of one unit.

- Click the **Update** button on the command bar.

13.5. Waste for unknown operation

When recording a waste for a resource picked for unknown operation:

- select the “Returns from operation” module by clicking the 

icon on the lateral bar.

The “Operation list” screen opens (Fig 160):

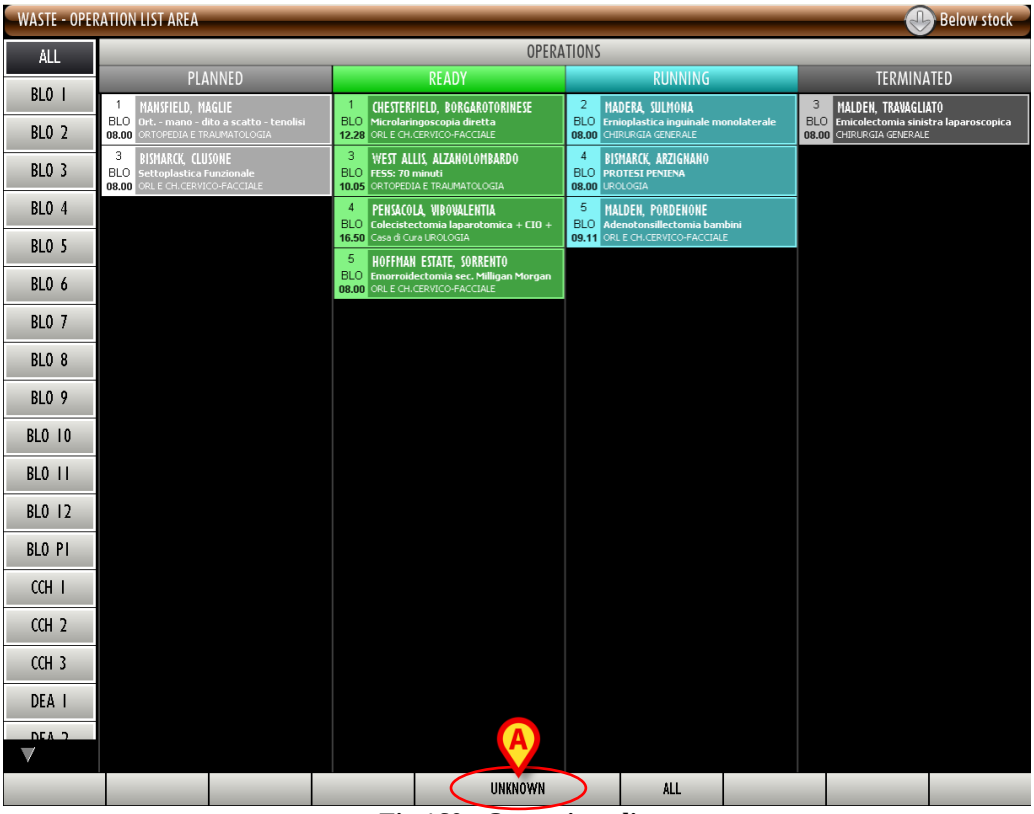


Fig 160 - Operation list

- Click the **Unknown** button on the command bar (Fig 160 **A**).

The “Resource waste” screen opens (Fig 162). The indication “Unknown operation” appears on top of the screen instead of the indication of the selected operation (Fig 161, Fig 162 **A**).

The screen displays the list of all the resources picked for unknown operation.

Fig 161

Fig 162 - Resource waste for unknown operation

To record the “Waste” use the procedures described in paragraphs 13.4 and 13.4.1.

13.6. Display all pickings

The **All** button on the command bar (Fig 163 **A**) displays the list of all the resources picked in the selected period. All the pickings are displayed: those associated to the operations, those associated to the cost centers, those associated to any other possible relevant entity.

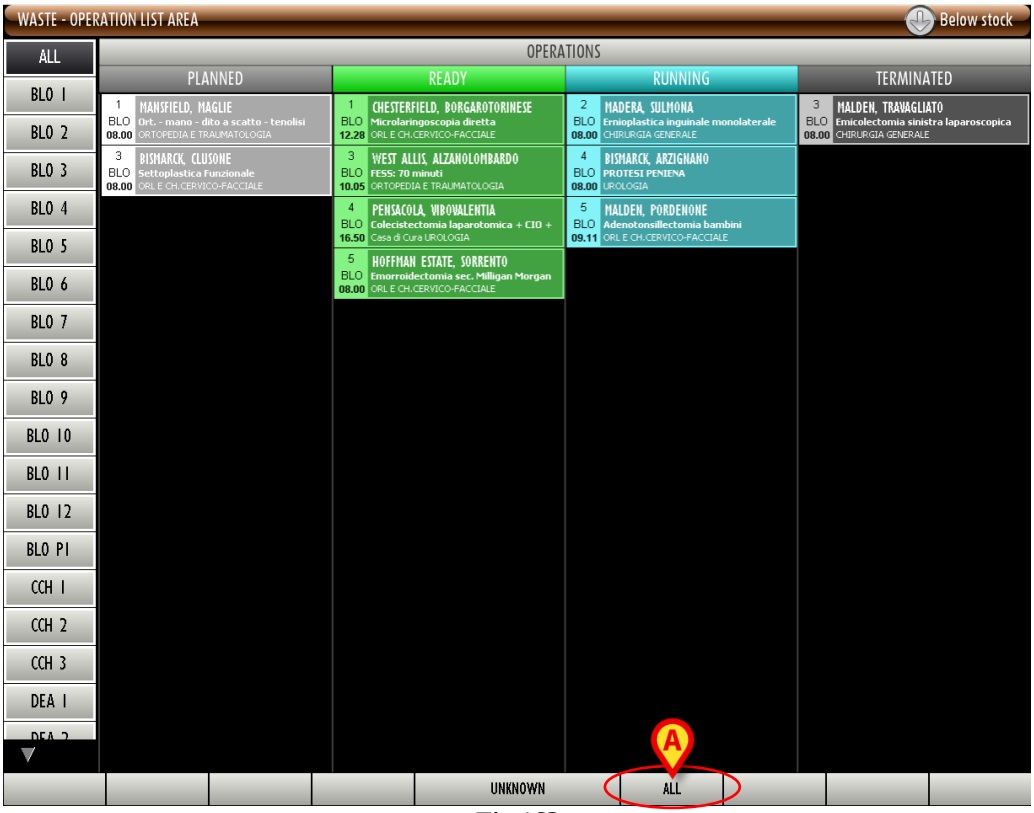


Fig 163

To display the list of all pickings

- click the **All** button on the command bar (Fig 163 **A**).

The following screen opens (Fig 164)

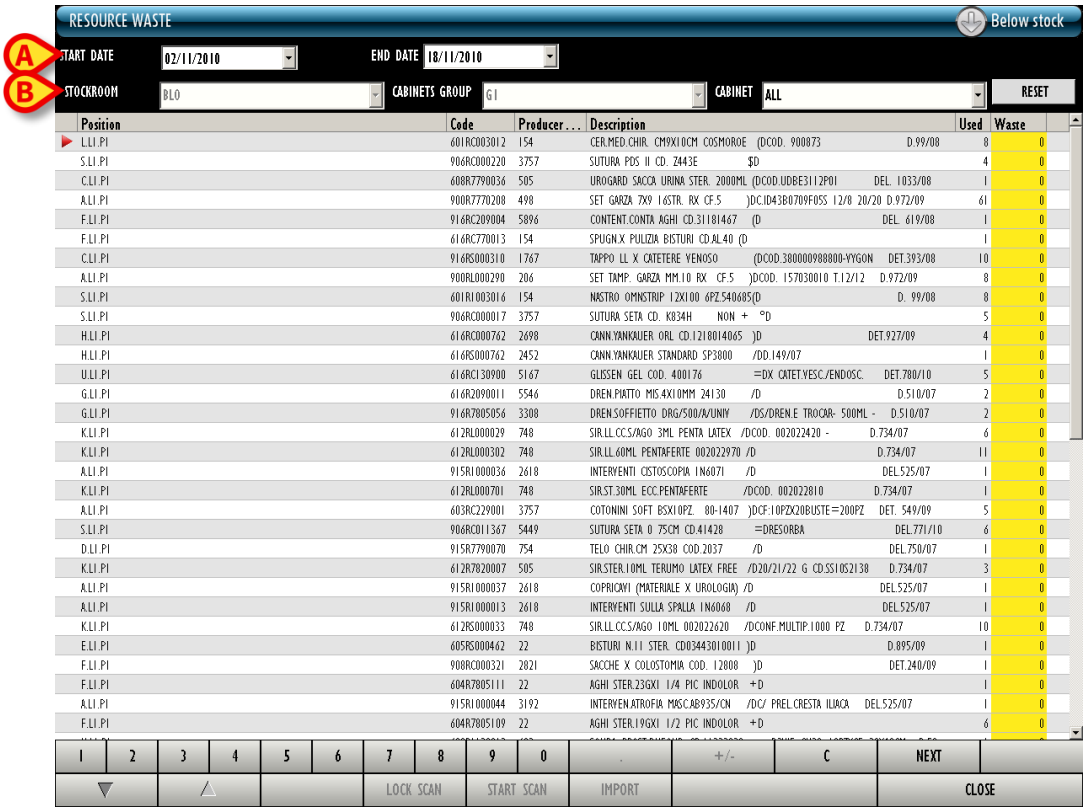


Fig 164 - Display all pickings

Use the “Start date” and “End date” filters (Fig 164 **A**) to select the relevant period of time. Only the resources picked in the period indicated are displayed. Use the other filters (Fig 164 **B**) to display the pickings relating to a specific stockroom, cabinets group or cabinet.

Use the procedures described in paragraphs 13.4 and 13.4.1.

14. Operation kit setup procedure

The DIGISTAT® "Stock Management" system makes it possible to fully manage all the procedures relating to the operation kits.

The operation kit setup is performed on the "Kit setup" module. To access this module

- click the corresponding icon  on the lateral bar.

The following screen opens (Fig 165).

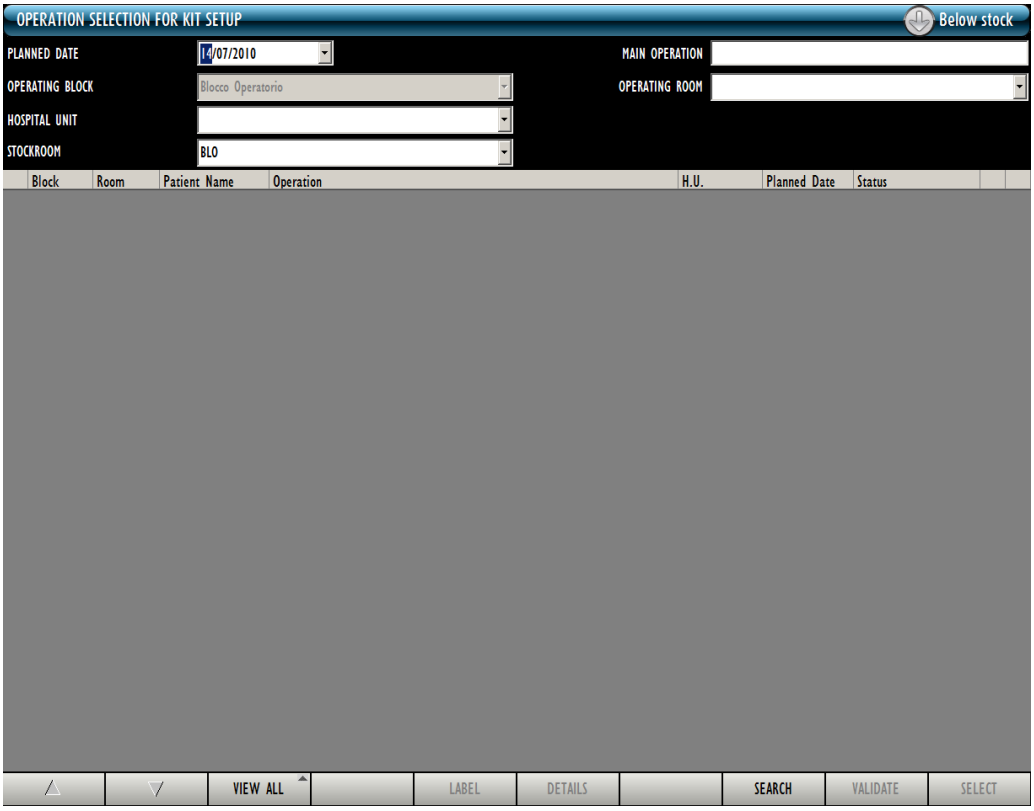


Fig 165

This screen makes it possible to find and select the operation for which the kit is prepared.

14.1. “Kit setup” - Screen structure

The “Kit setup” screen is structured according to the general description offered in paragraph 1.4, see this paragraph for the screen general features. The present paragraph describes the screen specific features.

14.1.1. Filters

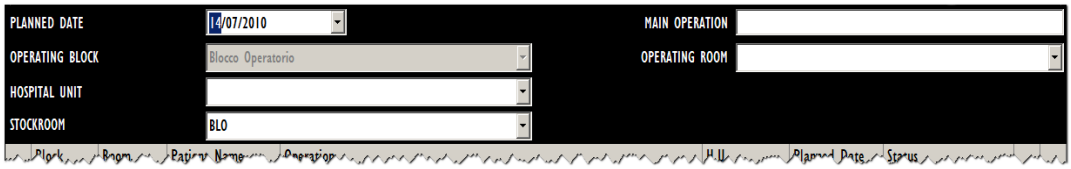


Fig 166 - Filters on the “Kit setup” screen

The filters available on the “Kit setup” screen (Fig 166) are:

- “Planned date” - Makes it possible to specify the planned date of the operation for which the kit is prepared. The operations listed on this screen (see paragraph 14.1.2) are all planned for the date here specified.
- “Operating block” - Displays the operations of a specific block.
- “Hospital unit” - Displays the operations of a specific hospital unit.
- “Stockroom” - This field makes it possible to select the stockroom in which the user is going to pick the kit’s resources. This is not properly a filter: its specification is necessary to indicate the relevant stockroom.
- “Main operation” - Displays only the specified main operation.
- “Operating room” - Displays the operations of a specific room.

See paragraph 1.4.2 for a general description of the filters in the “Stock Management” system.

14.1.2. Data area

The data area lists the operations corresponding to the features specified in the filters.

To display the list of operations,

- set the filters values (Fig 167 **A**).
- Click the **Search** button on the command bar (Fig 167 **B**).

The list of operations will be displayed, as a table, in the data area (Fig 167 **C**).

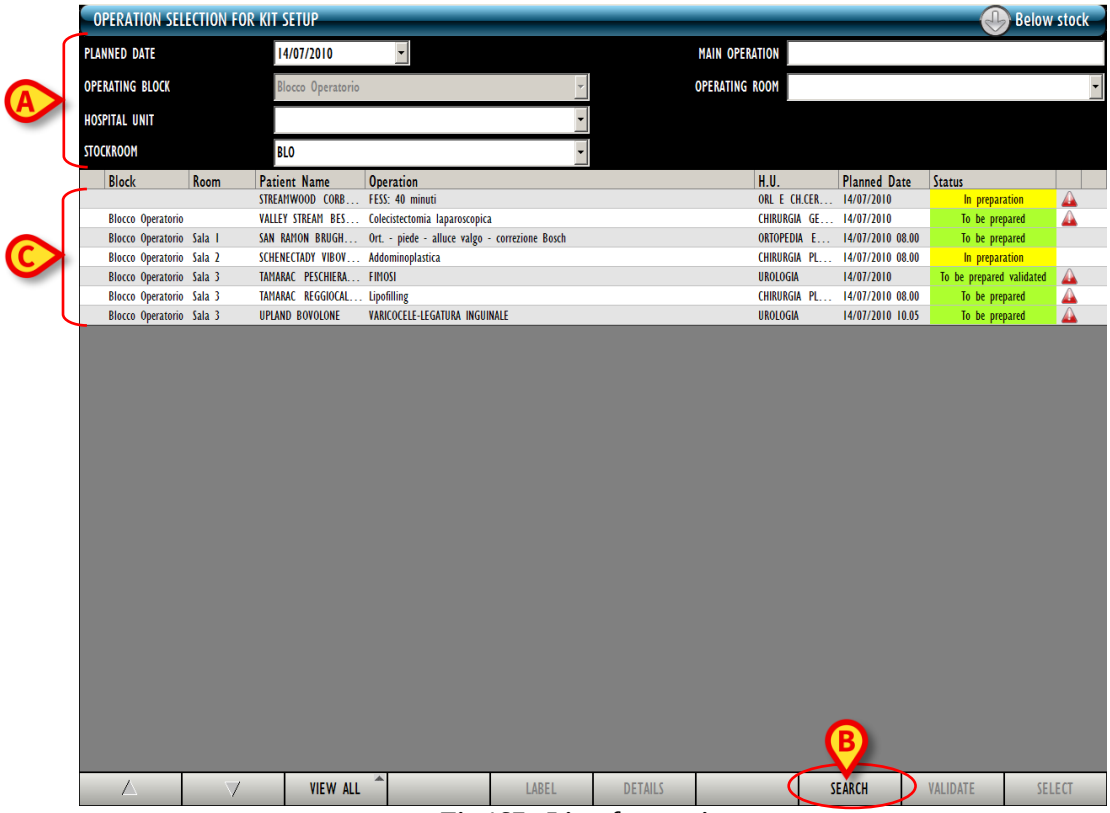


Fig 167 - List of operations

Each row on the table corresponds to an operation. For each operation the following information can be displayed:

- the operating block;
- the operating room;
- the patient name;
- the planned operation name;
- the hospital unit;
- the planned date and time;
- the operation kit status.

There are 7 possible statuses for an operation kit. These are:

- to be prepared - meaning that the kit has not been prepared yet;
- to be prepared validated - meaning that the kit has not been prepared yet but it was reviewed, possibly modified and validated by the person in charge for this purpose (i.e. the pharmacy staff);
- in preparation - someone is managing the kit (either for validation or for preparation);
- prepared - the kit has been prepared;
- prepared no more valid - the kit has been prepared but something changed after preparation (i.e. the operation data, the kit structure, the resouces quantities in the kit etc.);
- partial return - some of the kit resources have been returned;

- total return - all of the kit resources have been returned.

The  icon, when displayed on the left of a row, indicates the selected operation.

The  icon, when displayed at the end of a row indicates that the operation is not “locked”. The operation can be locked only on the DIGISTAT® Smart Scheduler system. See the Smart Scheduler documentation for instructions on the operation lock/unlock procedures (see Fig 168 A).

The  icon does not affect the procedure described in this paragraph.

The standard kit preparation procedure requires that the operation is locked on DIGISTAT® Smart Scheduler before the kit is prepared.

See the Smart Scheduler documentation for instructions on the operation lock/unlock procedures.

The  icon appears on the right on the rows corresponding to “prepared” kits. The icon can be clicked to display a pdf file containing the kit resources detailed list (see Fig 168 A).

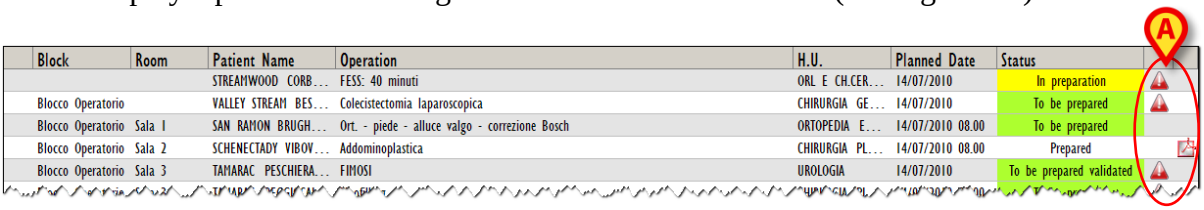


Fig 168

14.1.3. Command bar

This paragraph explains the functionalities of the buttons on the command bar (Fig 169).

Fig 169 - Command bar

Use the arrow buttons  and  to scroll up and down the screen contents in case the items are too many to be displayed all at the same time.

The **View All** button makes it possible to manage the way the operations are displayed. Click it to open a menu containing the available options (Fig 170).

Fig 170

The **View All** option displays all the operations.
The **Planned** option displays only the planned operations (and not the reserves).

The **Reserve** option displays only the reserves. See the DIGISTAT® Smart Scheduler and OranJ documentation for an explanation of the meaning of "Reserve".

Use the **Label** button to print again the selected kit's sticker label. This button is only active for prepared kits. See paragraph 14.8 for the complete procedure.

Use the **Details** button to display the selected kit details in a print report. A print preview is displayed.

Use the **Search** button to display on screen the list of operations having the features specified in the search filters (see paragraph 14.1.2).

Use the **Validate** button to access the kit validation functionalities. See paragraph 14.2 for the complete procedure.

Use the **Select** button to select the operation for which the kit is being prepared and proceed with the kit preparation. After clicking **Select** the kit preparation sheet is created and displayed in a print preview.

14.2. Kit validation procedure

The kit composition for a selected operation can be reviewed and, if necessary, edited by a person having the appropriate permissions. This procedure is named "kit validation procedure".
To validate a kit

- click the row corresponding to the relevant operation.

The row is this way selected, the  icon appears on the left of the row.

- Click the **Validate** button on the command bar.

The following screen opens

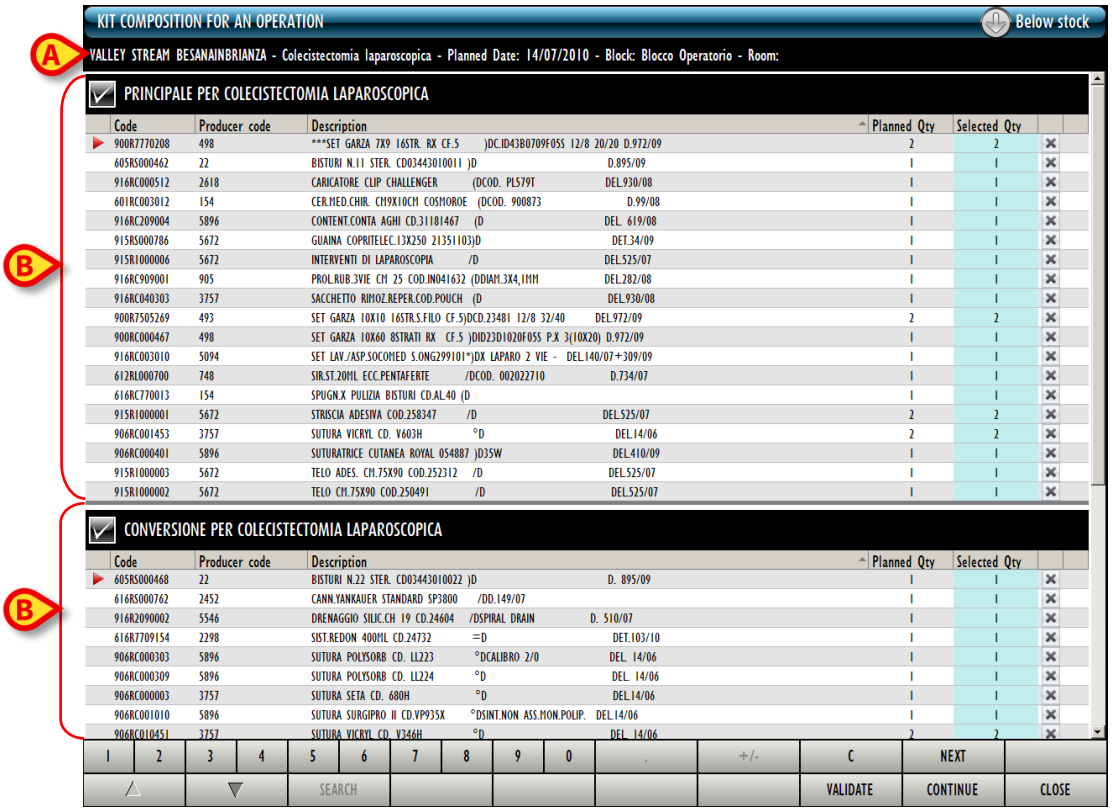


Fig 171 - Kit validation screen

The screen displays on top the main operation data (patient name, operation, planned date and location - Fig 171 **A**).

All the resources that are part of the kit are listed on screen, divided in groups corresponding to sub-kits (Fig 171 **A**).

The name of every group is indicated on the top-left corner of each group (Fig 172).

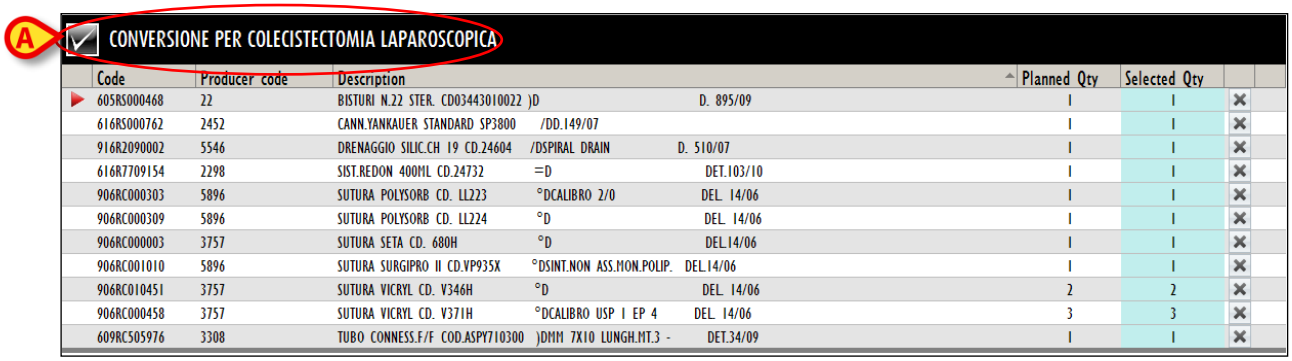


Fig 172 - Resources group

The checkbox  placed before the name of the group makes it possible, if clicked, to deselect the whole group. I.e. the checkbox deselection indicates that no resource belonging to that group is required for the kit preparation. After deselection the list disappears (Fig 173).

Fig 173

Each row on the list corresponds to a resource. For each resource the following information can be specified:

- resource code;
- manufacturer code;
- resource description;
- required quantity according to kit configuration;
- new required quantity according to user specification.

The user can edit the kit composition. The editing procedures are described in paragraph 14.2.1.

After kit editing there are two possibilities.

- ➢ either click the **Validate** button on the command bar to complete the validation procedure and go back to the "Operation selection for kit setup" screen (Fig 174 - the kit status is now "To be prepared validated");

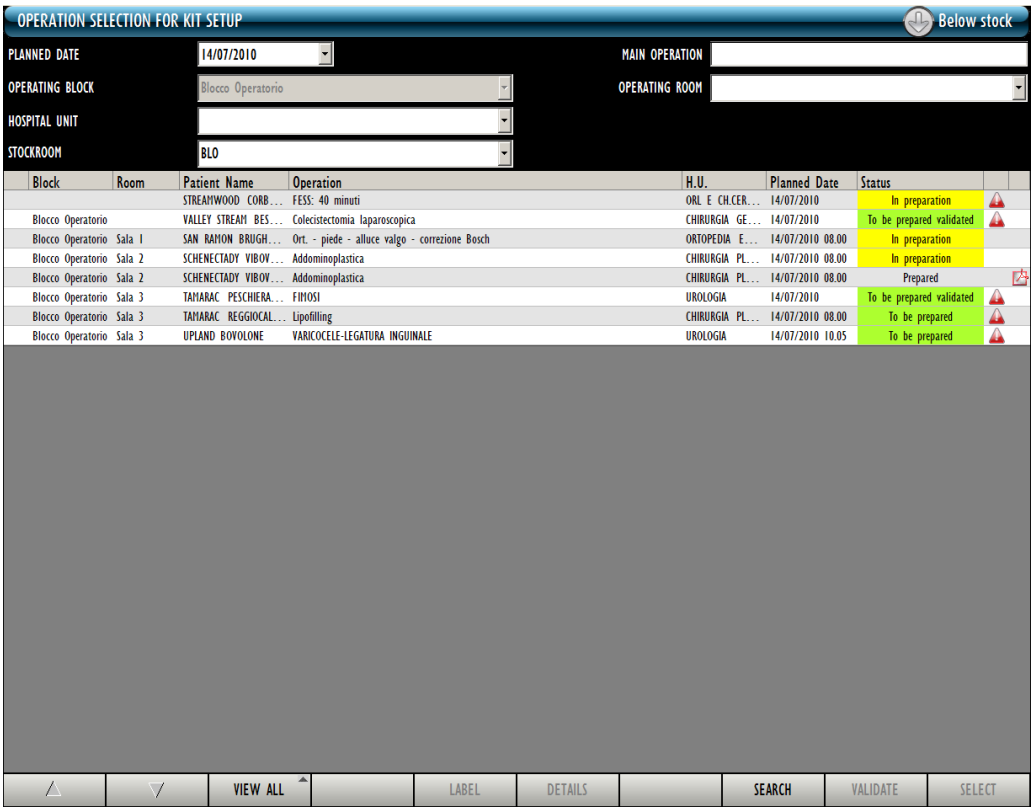


Fig 174 - Operation selection for kit setup

- ➢ or click the **Continue** button on the command bar to proceed with the kit preparation procedure.

After clicking the **Continue** button the kit creation sheet is created and displayed in a print preview. See paragraph 14.3

14.2.1. Kit editing

The user can edit the kit contents in the following ways:

1) changing the indicated quantity;
2) deleting a resource if not needed;
3) adding a resource to the kit.

14.2.1.1. Changing the resource quantity

To change the indicated quantity

- click the row corresponding to the relevant resource

The row is selected. The  icon appears on the left.

- Use the numeric buttons on the command bar to specify the new quantity.

Or

- click the cell displaying the configured quantity.

The row is selected. The  icon appears on the left. The quantity appears as highlighted.

- Use the workstation keyboard to specify the new quantity.

After resource editing the  icon appears on the right (Fig 175). That is an “Undo” button. Click it to bring back the resource to the original quantity.

Fig 175 - Quantity has been changed

14.2.1.2. Deleting a resource

Use the  button displayed on each row to delete the corresponding resource from the kit. After deletion the row appears as in Fig 176.

Fig 176 - Deleted resource

14.2.1.3. Adding a resource

To add a resource to the kit.

- Click the **Search** button on the command bar.

The system's search functionalities activate. The following screen opens.

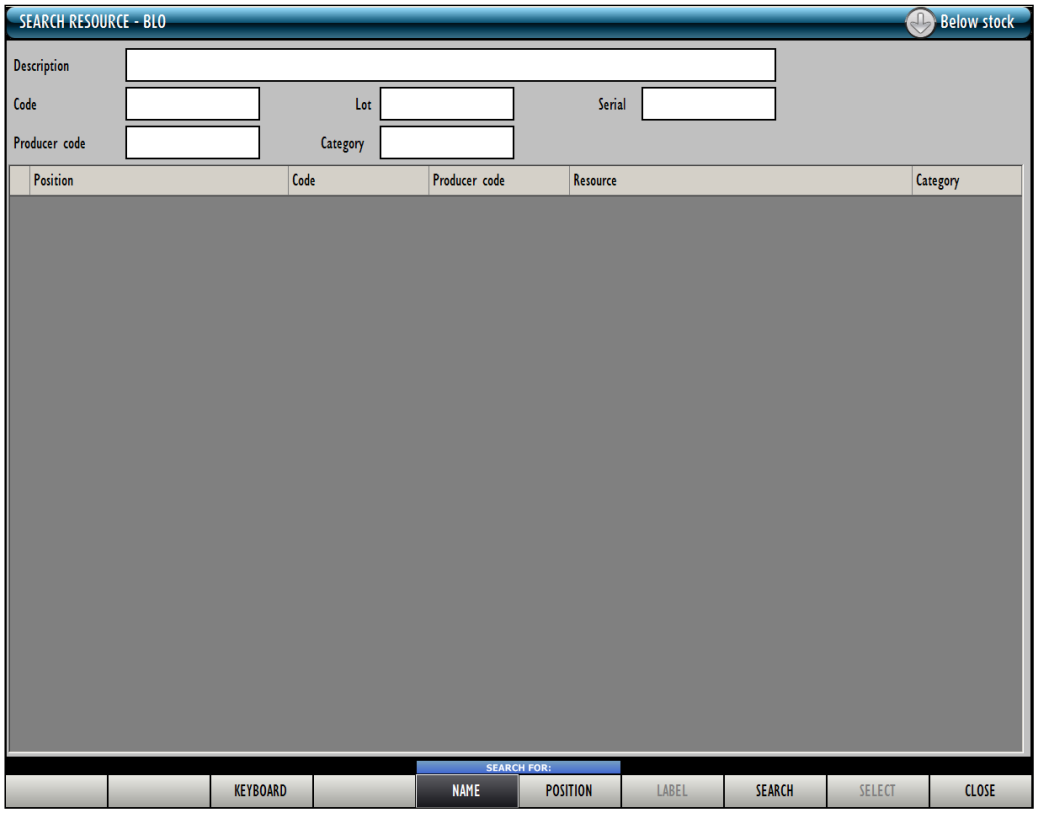


Fig 177 - Search screen

- Search for the wanted resource using the functionalities described in paragraph 22.

The resource will be added to the list (Fig 178). The planned quantity is 0. The new required quantity (editable) is 1.

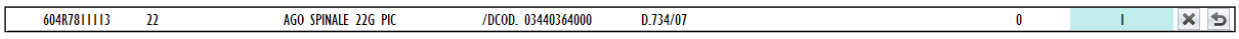


Fig 178 - Resource added

14.3. The "Kit creation" sheet

After selection of the operation for which the kit is being prepared

- click the **Select** button on the command bar to proceed with the kit preparation.

The kit preparation sheet is created and displayed in a print preview. See the example shown in Fig 179.

This document lists all the resources that are part of the kit that will be used in the selected operation.

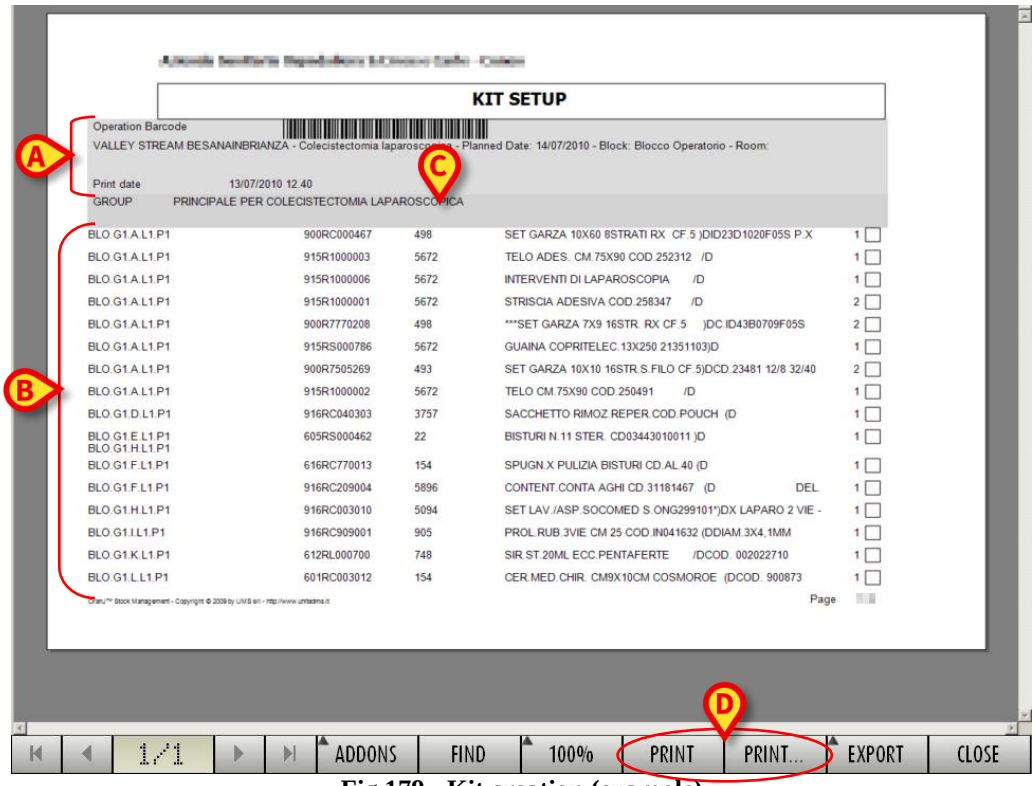


Fig 179 - Kit creation (example)

The resources are ordered by group. At the beginning a header (indicated in Fig 179 **A**), displays the operation barcode, the operation data (patient name, name of the operation, date, time, planned block and room) and the document date of creation.
The resources of the same operation are divided in groups. The group is indicated by the dark grey stripe shown in Fig 179 **C**.
The area indicated in Fig 179 **B** displays the list of resources. For each resource are indicated the position, the resource code, the manufacturer code, the description and the needed quantity (Fig 180).

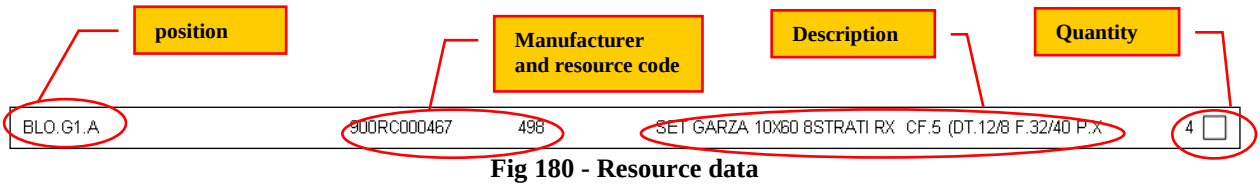


Fig 180 - Resource data

Use the **Print** button (Fig 179 **D**) on the command bar to print the document.

The print sheet is to be used as a checklist when the resources are actually picked from the cabinets and the kit is prepared. The checkboxes on the right can be used for this purpose.

Click the **Close** button to proceed with the kit preparation procedure. After closing the print preview the “Kit creation screen” is displayed.

14.4. Kit creation for an operation

The “Kit creation” screen (Fig 181) can be used to record the actual picking of the kit resources and to verify their quantities.

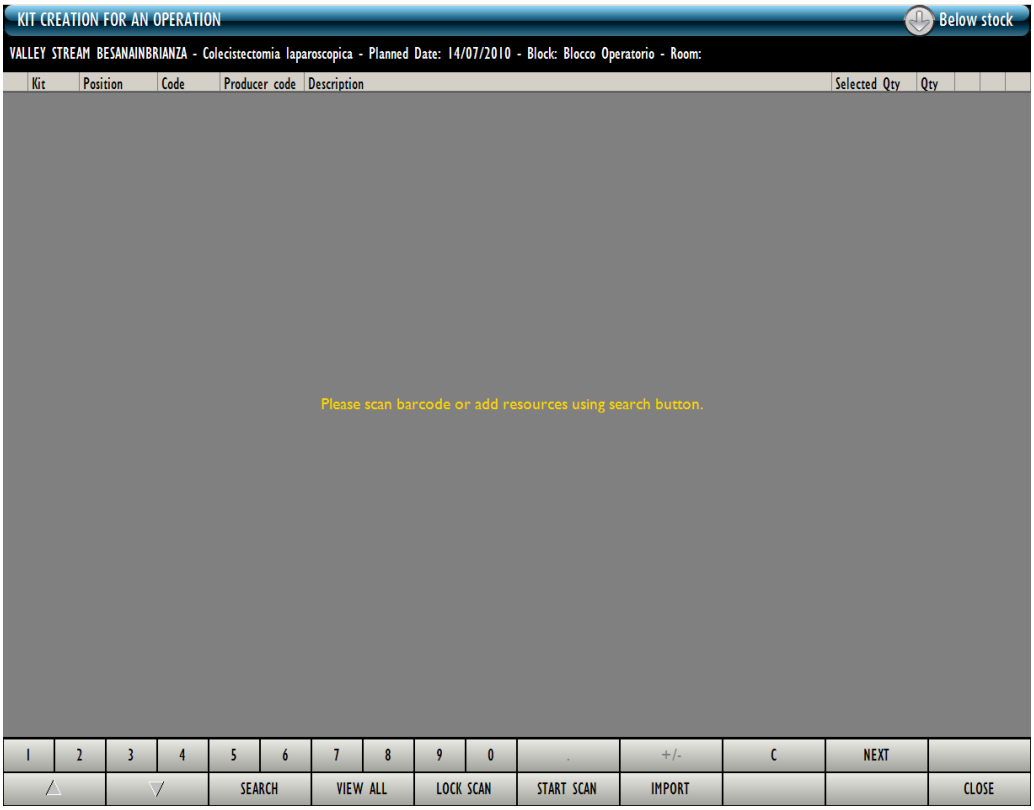


Fig 181 - Kit creation for an operation

The recording can be performed either manually (the procedure is described in paragraph 0) or using a barcode reader (the procedure is described in paragraph 14.6.2).

Barcode technology is recommended when selecting an item. Scanning the item’s barcode, instead of selecting it manually, helps the user to diminish selection errors.

14.5. Kit creation screen description

The screen shown in Fig 181 is formed of three main areas:

- the header;
- the data area;
- the command bar.

These areas are described in the following paragraphs.

14.5.1. Header

The header displays the data of the operation for which the kit is being prepared.

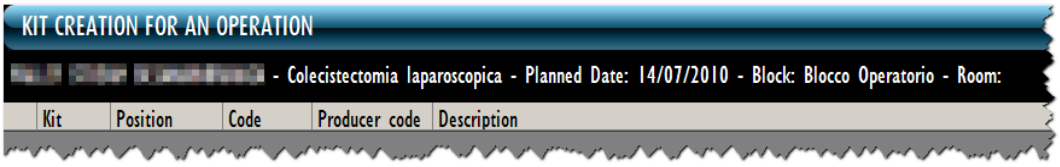


Fig 182 - Header

These data are:

- the patient name;
- the operation;
- the operation planned date and time;
- the planned block and room.

14.5.2. Data area

The data area displays the list of resources that are progressively recorded and entered into the kit. The resources are listed in a table (Fig 183 **A**).

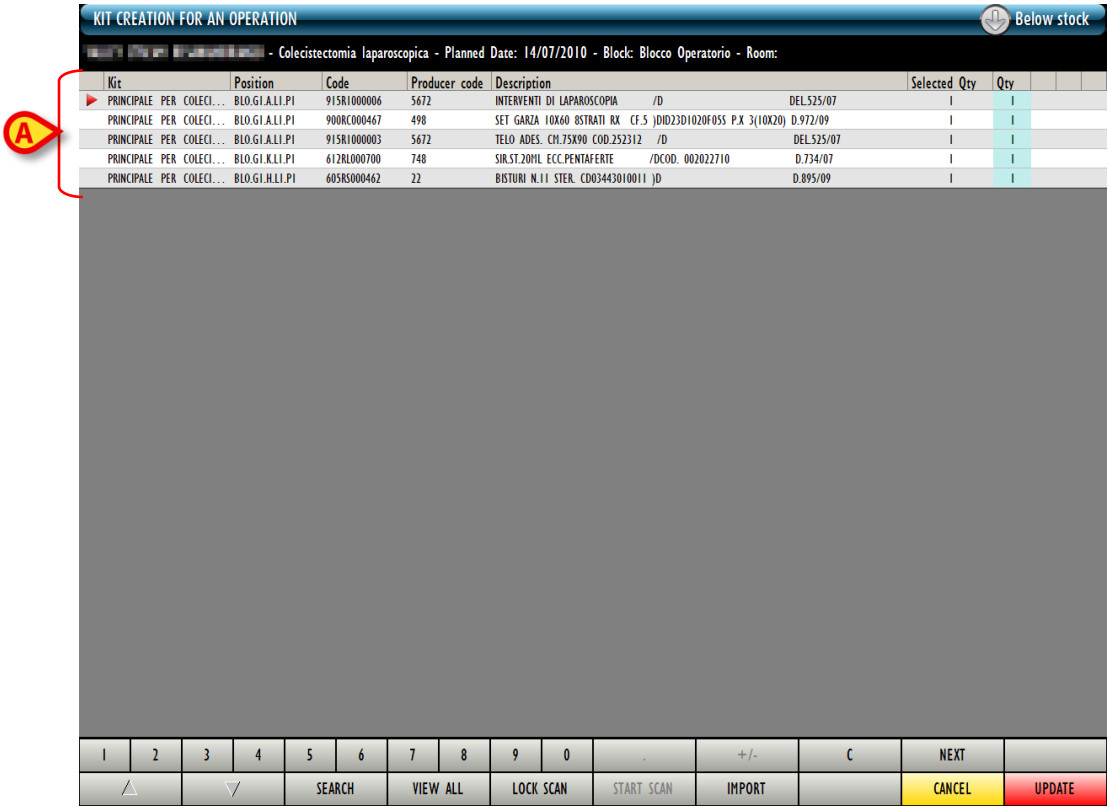


Fig 183 - Recorded resources

The list "grows" as the resources are entered (either manually or by barcode scan). Each row corresponds to a resource (Fig 184).

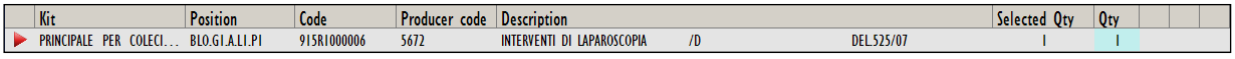


Fig 184 - Resource

The information that can be displayed for each resource is:

- Name of the kit
- Position from which the resource is picked
- Resource code
- Manufacturer code
- Resource description
- Needed quantity
- Recorded quantity

The ▶ icon on the left indicates the selected row.
The mandatory fields are highlighted light-blue.

The possible yellow fields must be filled by the user (Fig 185).

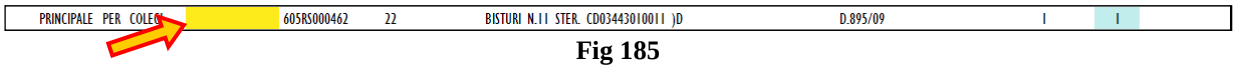


Fig 185

To insert information in a field click the field and type the information. When multiple choice is possible, a drop down offers the admissible multiple values (Fig 186).

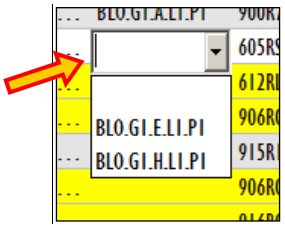


Fig 186 - Information selection

Numeric values can be inserted using either the numeric keyboard on the command bar or the workstation keyboard.

14.5.3. The command bar

The command bar (Fig 187) is formed of several buttons. This paragraph lists briefly the functions of the different buttons, indicating successive paragraphs when more detailed instructions on a specific functionality are necessary.

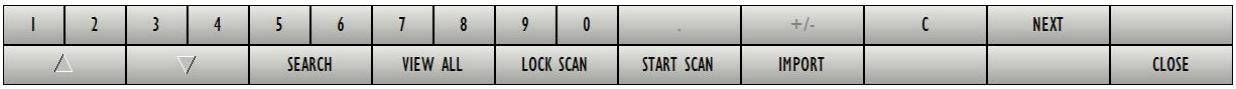


Fig 187 - Command bar

The buttons in the upper line make it possible to manage the numeric data specification.

Fig 188 - Numeric buttons

Use the numeric buttons (Fig 188) to indicate the quantities. Click one of the numbers to write the number in the “Quantity” field.

The “ **.** ” button is a decimal divider. The button is active only if decimal specification is relevant.
The “**+/-**” button makes it possible to specify whether a value is negative or positive. The button is active only if negative values specification is relevant.

The “ **C** ” button brings back to zero the specified quantities.

The **Next** button selects the item following the one currently selected.

The lower line of the command bar contains the following buttons.

Use the arrow buttons  and  to scroll up and down the screen contents in case the items are too many to be displayed all at the same time.

Use the **Search** button to access the system's search functionalities (described in paragraph 22). Click this button to open the screen shown in Fig 190.

Use the **View All** button to display the complete list of resources needed for the selected kit. See paragraph 14.6.6 for a description of this functionality.

Use the **Lock Scan** button to lock the workstation while reading numerous barcodes that will be recorded all together afterwards. See paragraph 14.6.3 for a description of the related procedures.

Use the **Start Scan** button to begin the reading of numerous barcodes that will be recorded all together afterwards. See paragraph 0 for the instructions relating to this procedure.

Use the **Import** button to import the selected items using a wireless barcode reader having internal memory. See paragraph 14.6.5 for the instructions relating to this option.

Use the **Close** button to close the current screen.

When editing the screen contents the **Update** and **Cancel** buttons are displayed on the command bar.

Use the **Update** button to save the changes made. After every editing it is necessary to click the **Update** button to save the changes.

The **Cancel** button annuls all the changes made.

14.6. How to record the resource picking for kit composition

The resource picking for the composition of a kit can be recorded either manually or using a barcode reader.

The different procedures are described in the following paragraphs.

Barcode technology is recommended when selecting an item. Scanning the item's barcode, instead of selecting it manually, helps the user to diminish selection errors.

14.6.1. Manual procedure

To manually record the resource picking

- click the **Search** button on the command bar (Fig 189).

Fig 189

the search screen opens (Fig 190). The screen is described in paragraph 22.

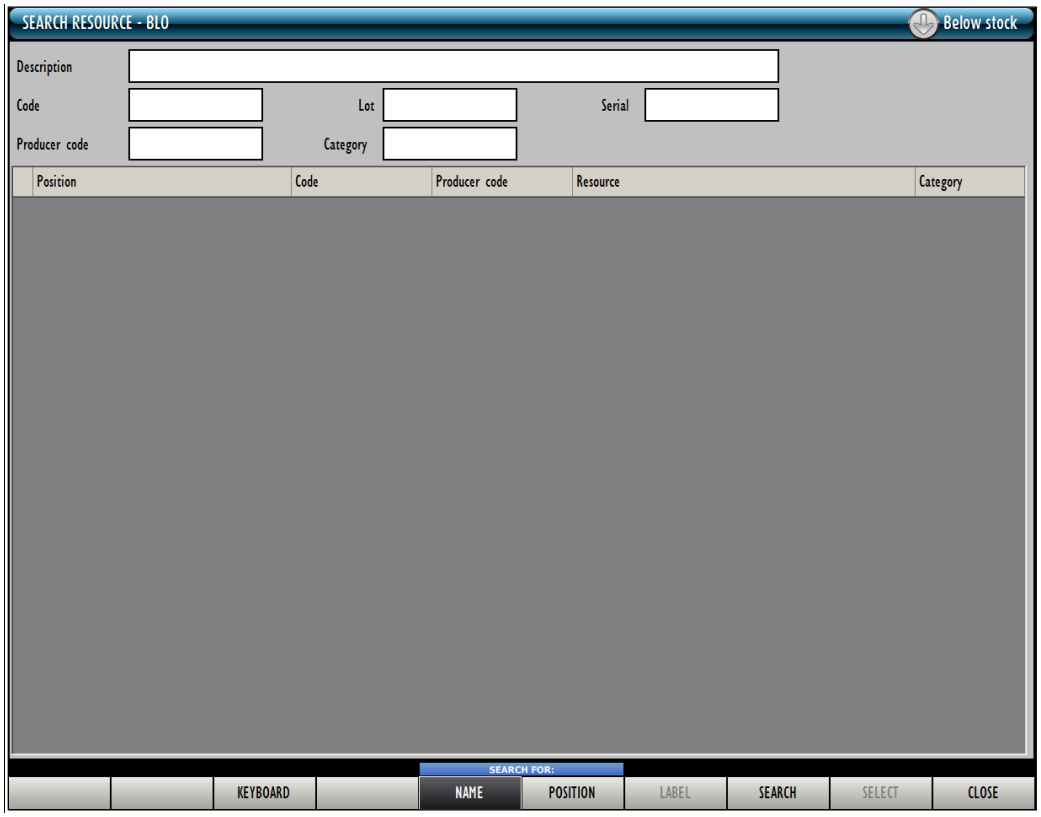


Fig 190 - Search resource

- Search the wanted resource using the functionalities described in paragraph 22.
- Double click the row corresponding to the resource that will be inserted in the kit.

A row will be added to the table on the “Kit creation screen”, corresponding to the selected resource (Fig 191 **A**).

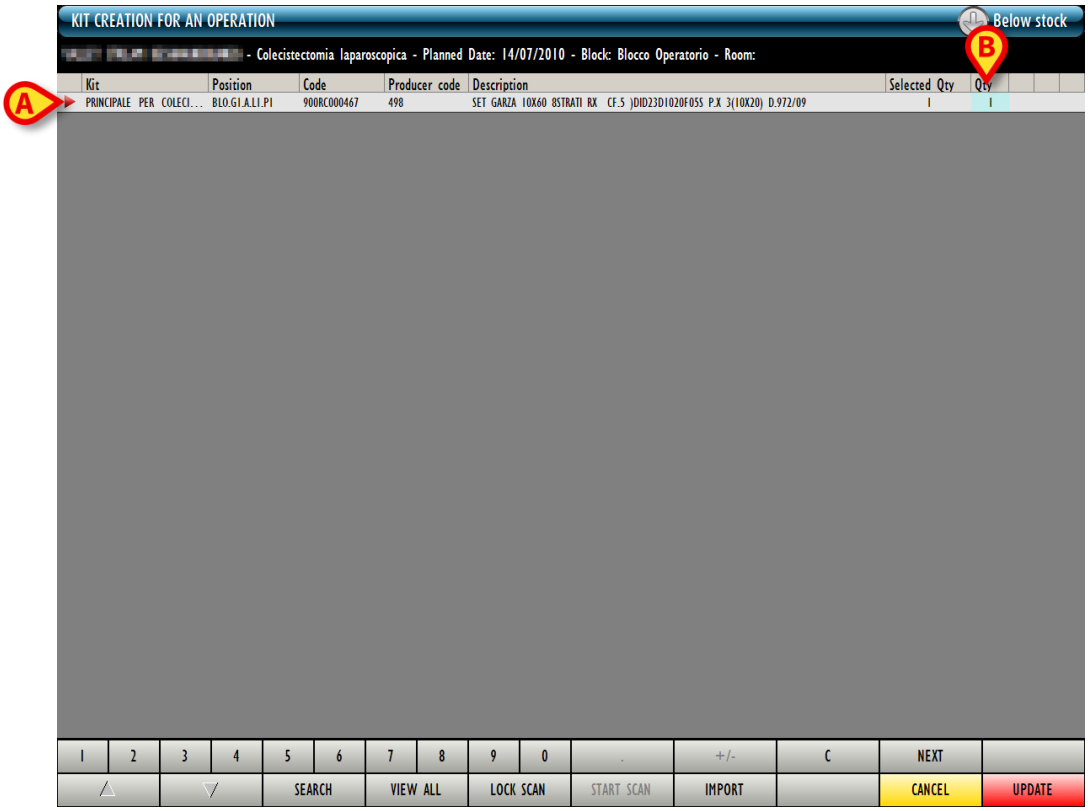


Fig 191

- Specify the resource quantity in the "Quantity" field (Fig 191 **B**).
- Click the **Update** button on the command bar.

This procedure records the fact that the specified quantity of the selected resource has been inserted in the kit.

14.6.2. Barcode procedure

The resources can also be recorded using a barcode reader and scanning the resource barcode. This paragraph describes the procedures relating to this functionality.

Access the "Kit creation" screen (Fig 191),

- scan the resource barcode.

A row corresponding to the resource will be displayed on screen.

When the barcodes of resources of the same kind are scanned the resource quantity increases.

14.6.3. Lock scan

The **Lock Scan** button on the command bar (Fig 192) makes it possible to lock the workstation while the user reads numerous barcodes that will be recorded later, all together.

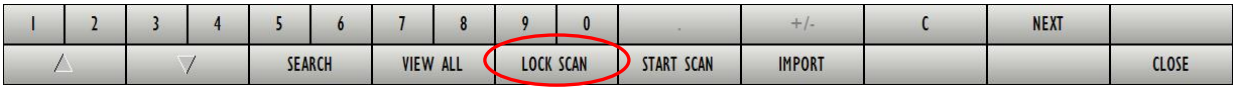


Fig 192 - Command bar

This functionality is used when it is necessary to leave the workstation alone to personally scan the barcodes of several items that are in a different place. This procedure is performed using a wireless barcode reader.

This is the procedure:

- click the **Lock Scan** button.

The button appears as selected. The button remains this way while the workstation is locked.

The following window is displayed (Fig 193).

Fig 193

- Read the barcodes. The workstation is locked to other users.

After barcodes reading,

- insert your password in the field indicated in Fig 193 **A**.
- Click the **Continue** button (Fig 193 **B**).

The workstation is this way unlocked. The rows corresponding to all the barcodes read appear on screen.

The **Keyboard** button on the window opens a virtual keyboard that can be used to insert the password (Fig 194).

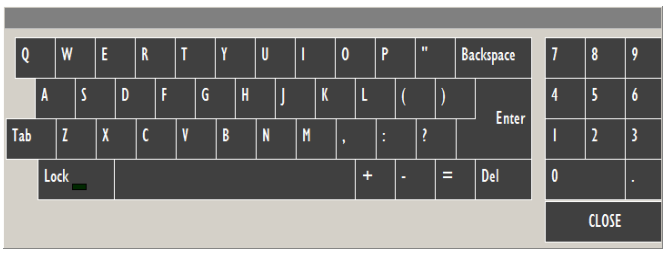


Fig 194 - Virtual keyboard

14.6.3.1. How to force the workstation unlocking

The workstation can be unlocked by another user if his/her permissions level enables him/her to do it.

To force the workstation unlocking

- click the option “Advanced options” on the window requesting password (Fig 195).

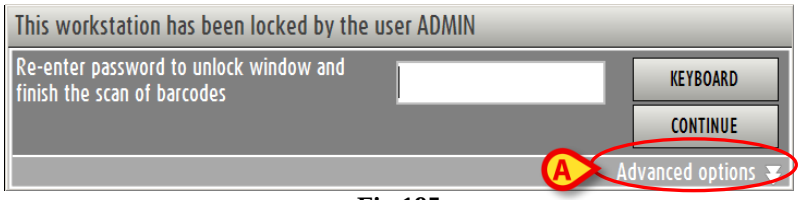


Fig 195

The window changes in the following way (Fig 196).

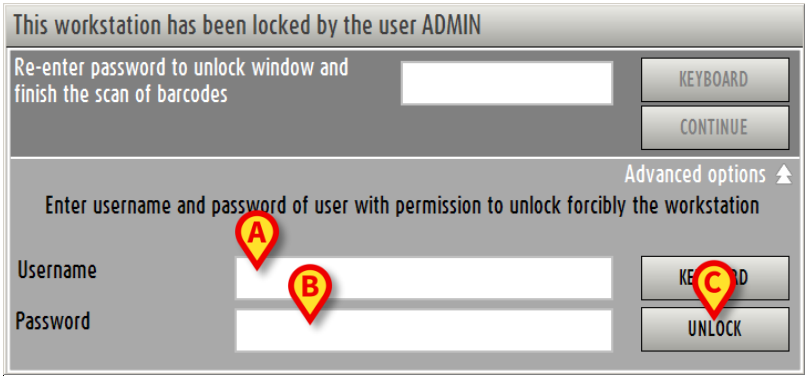


Fig 196 - Advanced options

- Insert the username of the new user in the “Username” field (Fig 196 **A**).
- Insert the password of the new user in the “Password” field (Fig 196 **B**).
- Click the **Unlock** button (Fig 196 **C**).

If the new user has the appropriate permissions the workstation is unlocked.

! *The barcodes read by the original user will **not** be recorded.*

14.6.4. Start scan

The **Start Scan** button on the command bar (Fig 197) makes it possible to read numerous barcodes that will be recorded later, all at the same time.

Fig 197 - Command bar

This is the procedure:

- click the **Start Scan** button.

The button changes to **Stop Scan**.

A pop-up window informs the user that barcode reading can start.

The user is logged out. This happens because the user now probably moves away from the workstation to read the barcodes.

- Read the barcodes.

After barcode reading, to import the data of the scanned resources into the system,

- log in again.
- Click the 

icon on the lateral bar to access the “Kit creation” screen again.
- Click the **Stop Scan** button.

The rows corresponding to the scanned resources barcodes appear on screen.

While scanning, the blue bar on top of the screen displays the following advice “Press STOP SCAN to import the scanned products” (Fig 198).

Fig 198

14.6.5. Import

The **Import** button on the command bar (Fig 199) makes it possible to import into the system the data read with a wireless barcode reader having internal memory.

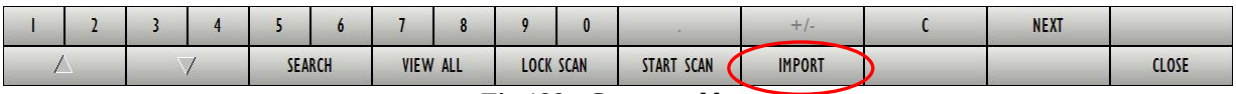


Fig 199 - Command bar

This is the procedure:

- read the barcodes using the appropriate devices, configured to connect to the system.

- Click the **Import** button.

the following windows appear, informing the user on the import procedure state.

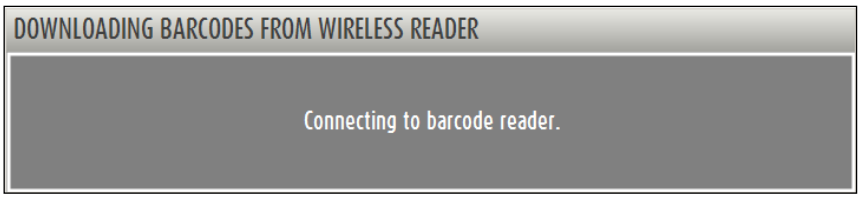


Fig 200

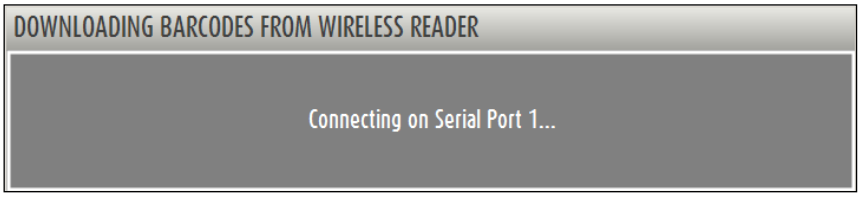


Fig 201

If the procedure succeeds the data are imported. The rows corresponding to the resources scanned appear on screen.

14.6.6. The “View all” option

The **View All** button on the command bar displays the complete list of resources needed for the selected operation (Fig 202).

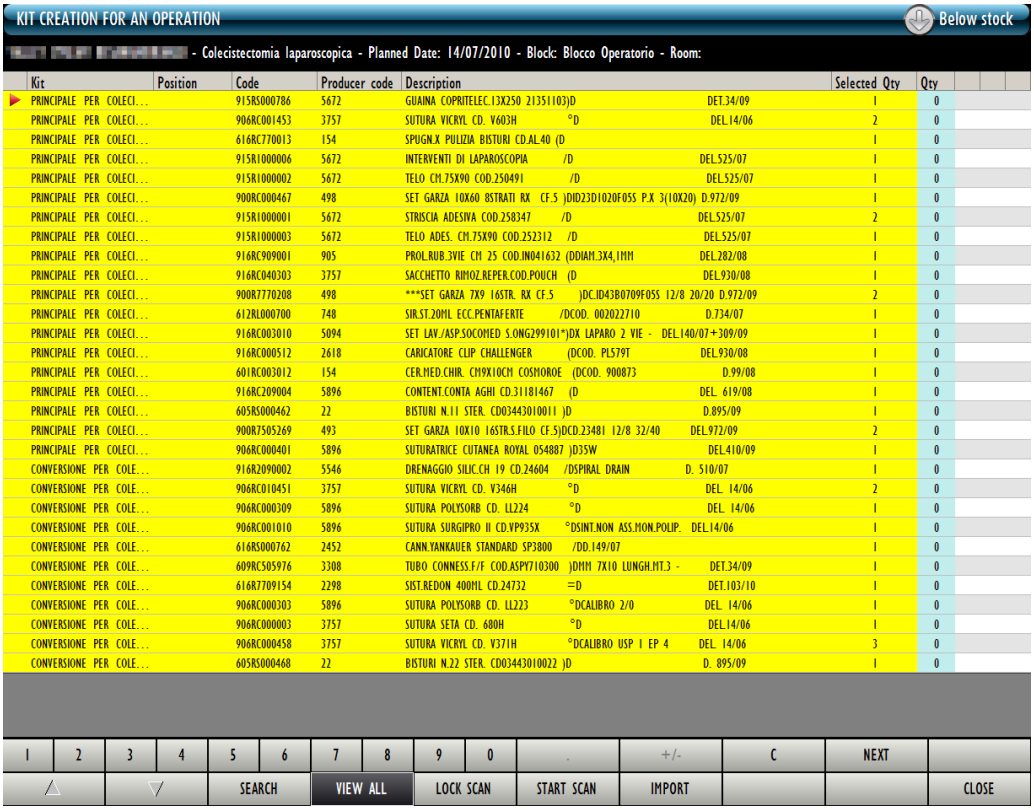


Fig 202 - Display all

When the “View all” mode is activated the button appears as selected.
The resources are highlighted yellow until they are correctly recorded and indicated as “picked” and inserted into the kit in the appropriate quantities. After recording the row becomes white.
The procedures relating to the resources recording are those described in the preceding paragraphs.

14.6.7. Quick resource quantity recording

To quickly record the quantity of resource needed

- click the cell indicating the “Needed quantity” of the relevant resource.

See Fig 203 **A** for an example.

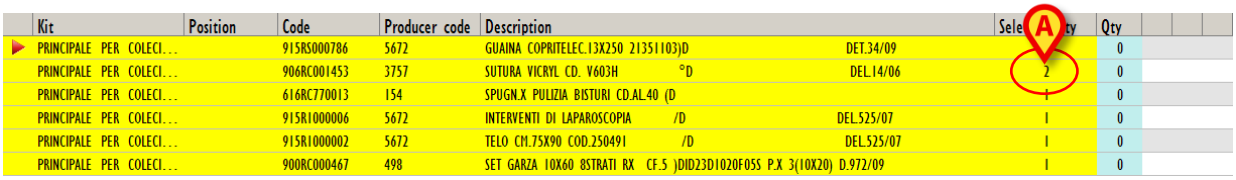
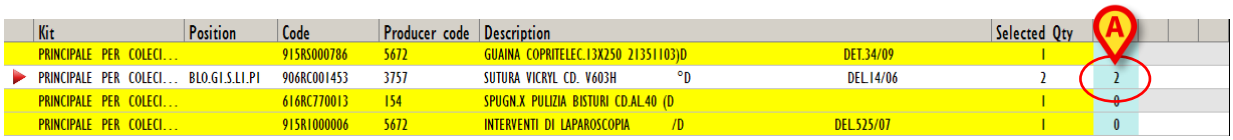


Fig 203

The quantity of resource indicated as necessary will be automatically inserted in the "Used quantity" cell (Fig 204 **A**).



Kit	Position	Code	Producer code	Description		Selected Qty	
PRINCIPALE PER COLECI...		915RS000786	5672	GUAINA COPRITELEC.13X250 21351103)D	DET.34/09	1	
PRINCIPALE PER COLECI...	BLO.GI.S.LI.PI	906RC001453	3757	SUTURA VICRYL CD. V603H °D	DEL.14/06	2	2
PRINCIPALE PER COLECI...		616RC770013	154	SPUGN.X PULIZIA BISTURI CD.AL.40 (D		1	0
PRINCIPALE PER COLECI...		915R1000006	5672	INTERVENTI DI LAPAROSCOPIA /D	DEL.525/07	1	0

Fig 204

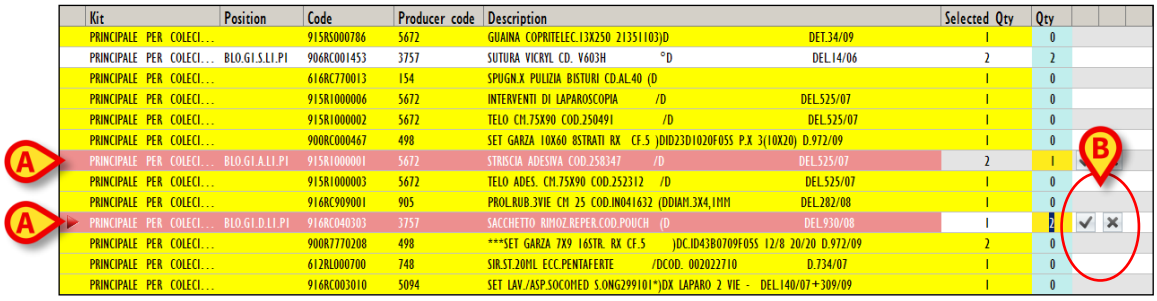
14.7. Possible exceptions

There are cases in which the recorded quantity of a resource does not correspond to the quantity requested by the kit. These cases are signalled with a specific procedure.

There are three possible cases:

1) a resource is recorded that was not in the list of resources needed for the kit;
2) the resource quantity is higher than that needed;
3) the resource quantity is lower than that needed.

The exceptions, in all cases, are signalled by the pink colour highlighting the relevant row (Fig 205 **A**).



Kit	Position	Code	Producer code	Description		Selected Qty	Qty
PRINCIPALE PER COLECI...		915RS000786	5672	GUAINA COPRITELEC.13X250 21351103)D	DET.34/09	1	0
PRINCIPALE PER COLECI...	BLO.GI.S.LI.PI	906RC001453	3757	SUTURA VICRYL CD. V603H °D	DEL.14/06	2	2
PRINCIPALE PER COLECI...		616RC770013	154	SPUGN.X PULIZIA BISTURI CD.AL.40 (D		1	0
PRINCIPALE PER COLECI...		915R1000006	5672	INTERVENTI DI LAPAROSCOPIA /D	DEL.525/07	1	0
PRINCIPALE PER COLECI...		915R1000002	5672	TELO CM.75X90 COD.250491 /D	DEL.525/07	1	0
PRINCIPALE PER COLECI...		900RC000467	498	SET GARZA 10X60 8STRATI RX CF.5)DID23D1020F05S P.X 3(10X20) D.972/09		1	0
PRINCIPALE PER COLECI...	BLO.GI.A.LI.PI	915R1000001	5672	STRISCIA ADESIVA COD.258347 /D	DEL.525/07	2	1
PRINCIPALE PER COLECI...		915R1000003	5672	TELO ADES. CM.75X90 COD.252312 /D	DEL.525/07	1	0
PRINCIPALE PER COLECI...		916RC909001	905	PROL.RUB.3VIE CM 25 COD.IN041632 (DDIAM.3X4,1MM	DEL.282/08	1	0
PRINCIPALE PER COLECI...	BLO.GI.D.LI.PI	916RC040303	3757	SACCHETTO RIMOZ.REPER.COD.POUCH (D	DEL.930/08	1	2
PRINCIPALE PER COLECI...		900R7770208	498	***SET GARZA 7X9 16STR. RX CF.5)DC.ID43B0709F05S 12/8 20/20 D.972/09		2	0
PRINCIPALE PER COLECI...		612RL000700	748	SIR.ST.20ML ECC.PENTAFERTE /DCOD. 002022710	D.734/07	1	0
PRINCIPALE PER COLECI...		916RC003010	5094	SET LAV./ASP.SOCOMED S.ONG299101*)DX LAPARO 2 VIE -	DEL.140/07+309/09	1	0

Fig 205 - Exceptions

The  icon on the right of the row (Fig 205 **B**) cancels the resource from the list. After clicking the  icon the row appears as in Fig 206.

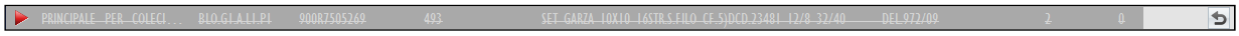


Fig 206 - Cancelled resource

The  icon on the right of the row (Fig 205 **B**) accepts an exception as a correct value. After clicking the  icon the row appears as in Fig 207. The cell indicating the recorded quantity remains yellow to indicate that it still is an exception.

Fig 207 - Accepted exception

In both cases you can use the  button as "Undo" button.

14.8. Completing the kit resources recording procedure

When the user decides that the kit is complete, he/she must click the **Update** button on the command bar.

The procedures requires now to print the adhesive labels that will be stuck to the cases that will be brought in the operating room.

For this purpose a specific window appears on screen (Fig 208) after the **Update** button is clicked.

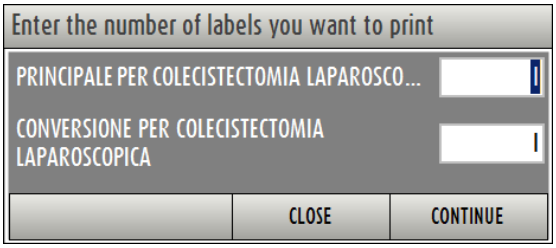


Fig 208 - print label

The window lists all the groups forming the prepared kit. The field placed near each group makes it possible to specify the number of labels that will be printed (the resources belonging to the same group can be placed in different cases).

The labels are then stuck to the cases containing the resources.

After the number of labels has been specified

- click the **Continue** button.

The labels are printed. A print report is also created as summary, listing the resources in the different groups. A print preview is displayed (Fig 209).

This document usually goes with the kit, into the operating room.

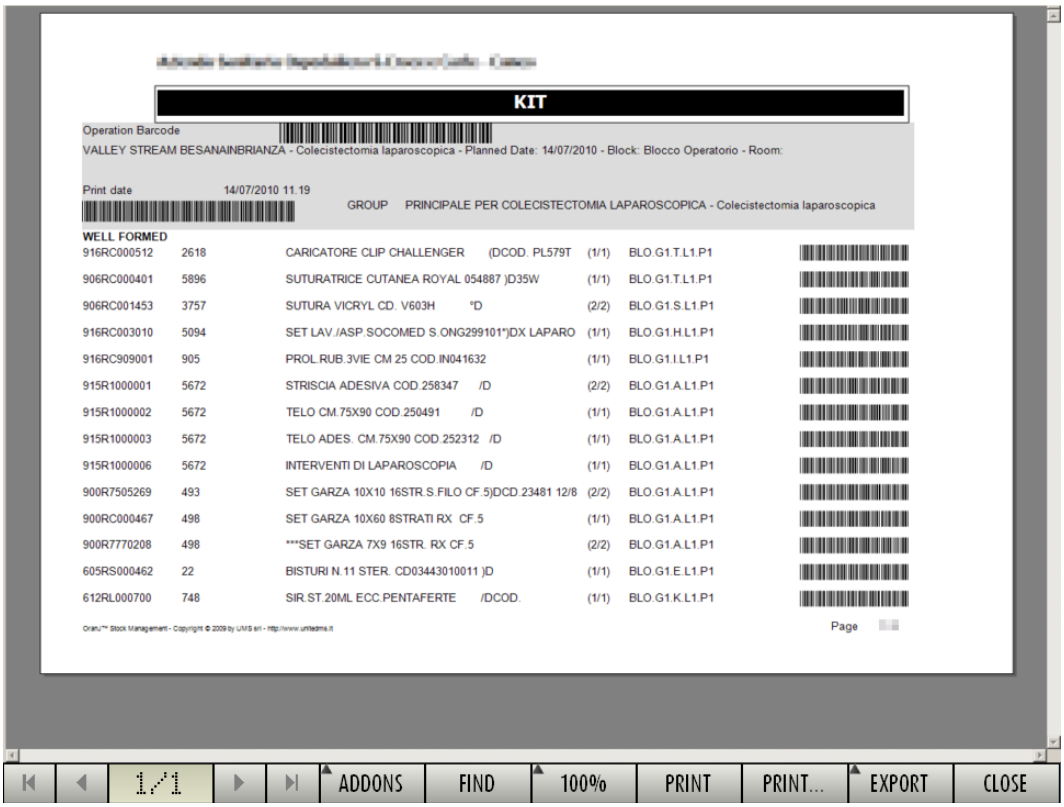


Fig 209 - Kit content (print report)

15. Return from kit

The “Return from kit” module is used to record the resources that were picked from the cabinets to be inserted in the kits but were not used during the operation (“Returns” from now on).

To select the module

- click the corresponding icon 

.

The following screen opens (Fig 210).

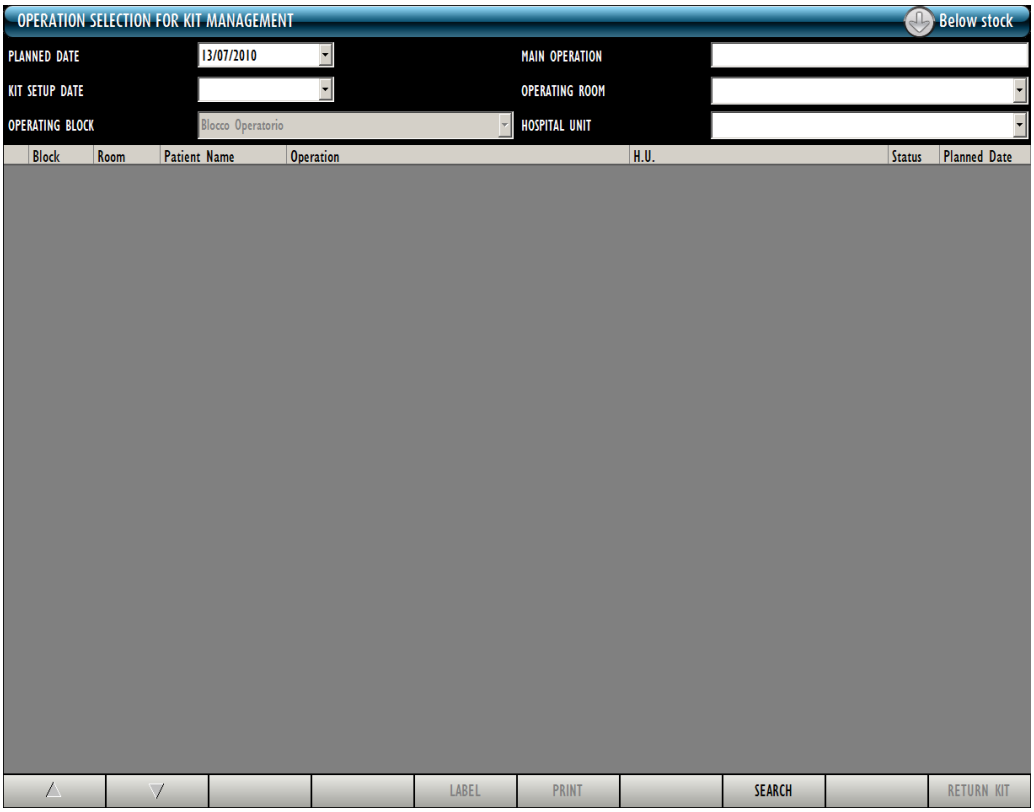


Fig 210 - Operation selection for “return from kit”

This screen makes it possible to find and select the operation for which the resources are returned.

15.1. Screen structure

The “Return from kit” screen is structured according to the general description offered in paragraph 1.4, see this paragraph for the screen general features. The present paragraph describes the screen specific features.

The procdure requires, first of all, the selection of the operation to which the returned resources are attributed.
After selection, the list of all the resources picked for that operation is displayed.

The screen changes when the work switches from the operation selection phase to the “Returns” recording phase. Both phases are described in the following paragraphs.

15.1.1. Operation selection - Filters

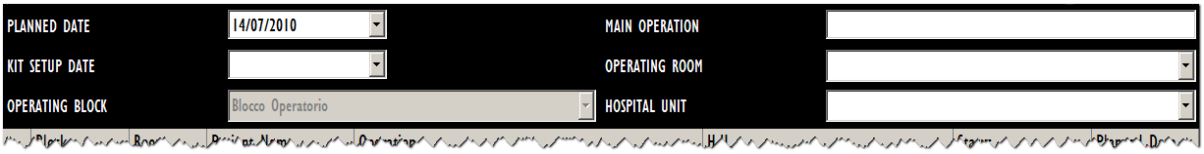


Fig 211 - Filters on the “Operation selection” screen

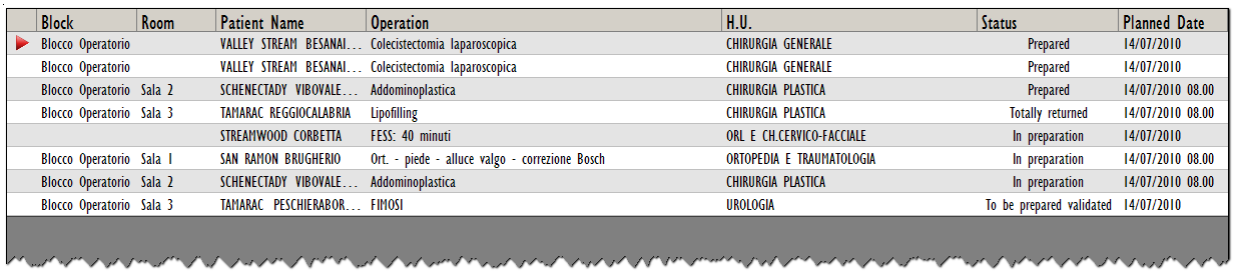
The available filters on this screen are:

- “Planned date” - Makes it possible to specify the planned date of the operation for which the kit has been prepared. The operations listed on this screen are all planned for the date here specified.
- “Kit setup date” - Makes it possible to specify the date in which the kit was set up.
- “Operating block” - Displays the operations of a specific operating block.
- “Main operation” - Displays only the specified main operation.
- “Hospital unit” - Displays the operations of a specific hospital unit.
- “Operating room” - Displays the operations of a specific room.

See paragraph 1.4.2 for general instructions on how the filters work.

15.1.2. Operation selection - Data area

The data area contains the list of operations corresponding to the values specified in the search fields.



	Block	Room	Patient Name	Operation	H.U.	Status	Planned Date
▶	Blocco Operatorio		VALLEY STREAM BESANAI...	Colecistectomia laparoscopica	CHIRURGIA GENERALE	Prepared	14/07/2010
	Blocco Operatorio		VALLEY STREAM BESANAI...	Colecistectomia laparoscopica	CHIRURGIA GENERALE	Prepared	14/07/2010
	Blocco Operatorio	Sala 2	SCHENECTADY VIBOVALE...	Addominoplastica	CHIRURGIA PLASTICA	Prepared	14/07/2010 08.00
	Blocco Operatorio	Sala 3	TAMARAC REGGIOCALABRIA	Lipofilling	CHIRURGIA PLASTICA	Totally returned	14/07/2010 08.00
			STREAMWOOD CORBETTA	FESS: 40 minuti	ORL E CH.CERVICO-FACCIALE	In preparation	14/07/2010
	Blocco Operatorio	Sala 1	SAN RAMON BRUGHERIO	Ort. - piede - alluce valgo - correzione Bosch	ORTOPEDIA E TRAUMATOLOGIA	In preparation	14/07/2010 08.00
	Blocco Operatorio	Sala 2	SCHENECTADY VIBOVALE...	Addominoplastica	CHIRURGIA PLASTICA	In preparation	14/07/2010 08.00
	Blocco Operatorio	Sala 3	TAMARAC PESCHIERABOR...	FIMOSI	UROLOGIA	To be prepared validated	14/07/2010

Fig 212

Each row corresponds to an operation.

For each operation the following information can be displayed:

- the operating block;
- the operating room;
- the patient name;
- the operation;
- the operation hospital unit
- the operation kit status
- the operation date and time.

There are 7 possible statuses for an operation kit. These are:

- to be prepared - meaning that the kit has not been prepared yet;
- to be prepared validated - meaning that the kit has not been prepared yet but it was reviewed, possibly modified and validated by the person in charge for this purpose (i.e. the pharmacy staff);
- in preparation - someone is managing the kit (either for validation or for preparation);
- prepared - the kit has been prepared;
- prepared no more valid - the kit has been prepared but something changed after preparation (i.e. the operation data, the kit structure, the resouces configured quantities in the kit etc.);
- partial return - some of the kit resources have been returned;
- total return - all of the kit resources have been returned.

The  icon at the beginning of a row indicates the operation currently selected.

15.1.3. Operation selection - Command bar

The command bar contains several buttons (Fig 213). This paragraph explains the functions of each button.

Fig 213 - Command bar

Use the arrow buttons  and  to scroll up and down the screen contents in case the items are too many to be displayed all together.

The **Label** button makes it possible to print the kit sticker label again, in case of need (see paragraph 14.8).
The **Print** button makes it possible to print the kit resources complete list again, in case of need (see paragraph 14.8).
Use the **Search** button to display the list of operations corresponding to the values specified in the search fields.
Use the **Return Kit** button to proceed with the "return" procedure. The **Return Kit** button opens the "Returns" recording screen, described in paragraph 15.2 and following.

15.2. "Operation kits give back" screen description

To access the "Operation kits give back" screen,

on the "Operation selection" screen (Fig 210),

- click the row corresponding to the operation for which the returns are being recorded.

The row is selected, the  icon appears on the left.

- Click the **Return Kit** button on the command bar.

The following screen opens (Fig 214).

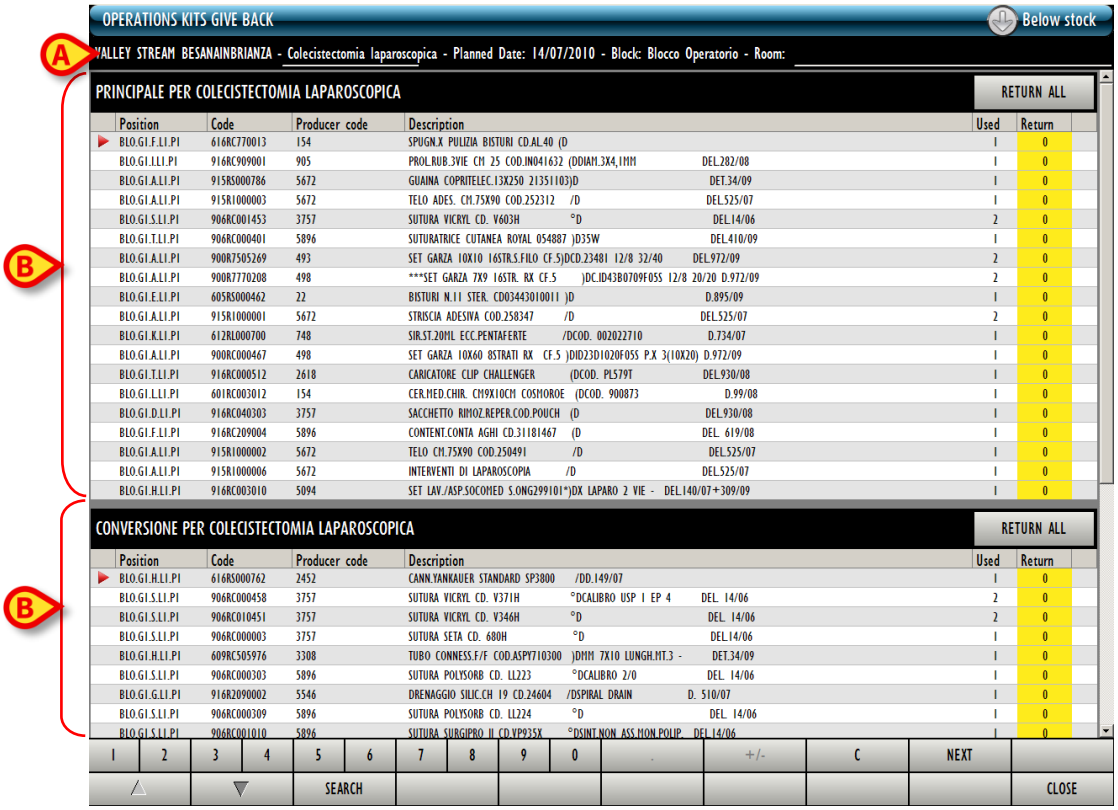
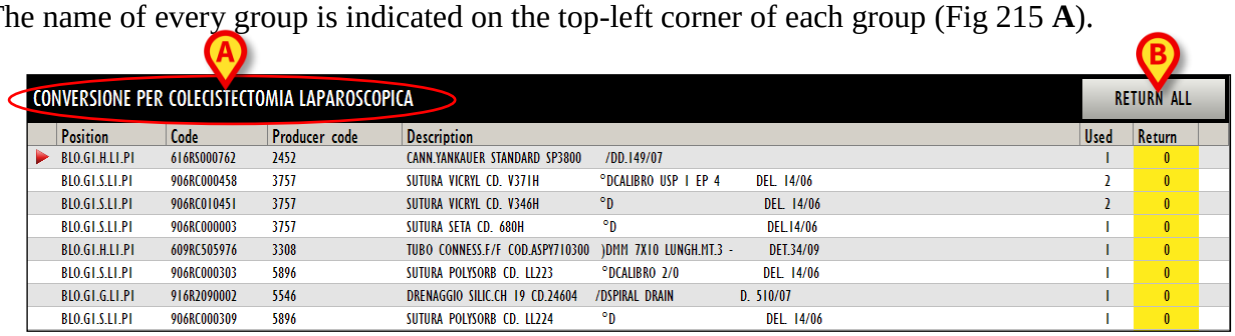


Fig 214 - Returns from kit

The screen displays on top the main operation data (patient name, operation, planned date and location - Fig 214 **A**).

All the resources that are part of the kit are displayed on screen, divided in groups corresponding to sub-kits (Fig 214 **B**).

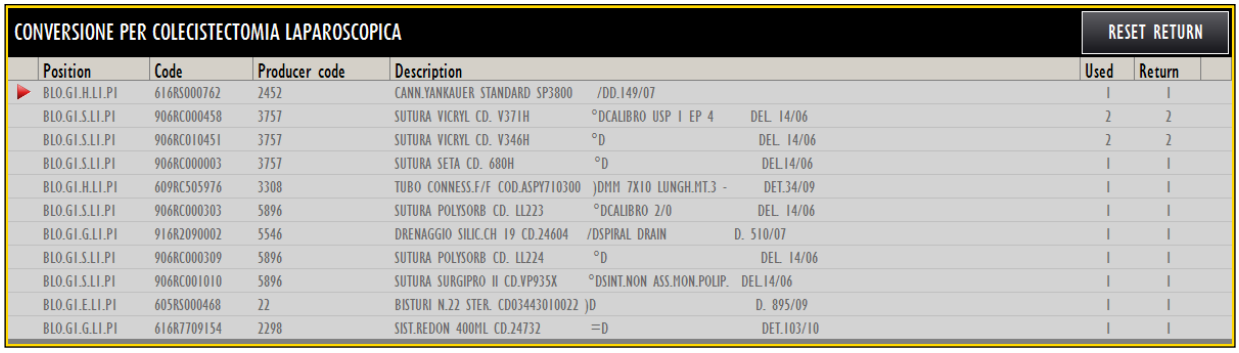
The name of every group is indicated on the top-left corner of each group (Fig 215 **A**).



Position	Code	Producer code	Description	Used	Return
BLO.GI.H.LI.PI	616RS000762	2452	CANN.YANKAUER STANDARD SP3800 /DD.149/07	1	0
BLO.GI.S.LI.PI	906RC000458	3757	SUTURA VICRYL CD. V371H °DCALIBRO USP 1 EP 4 DEL. 14/06	2	0
BLO.GI.S.LI.PI	906RC010451	3757	SUTURA VICRYL CD. V346H °D DEL. 14/06	2	0
BLO.GI.S.LI.PI	906RC000003	3757	SUTURA SETA CD. 680H °D DEL.14/06	1	0
BLO.GI.H.LI.PI	609RC505976	3308	TUBO CONNESS.F/F COD.ASPY710300)DMM 7X10 LUNGH.MT.3 - DET.34/09	1	0
BLO.GI.S.LI.PI	906RC000303	5896	SUTURA POLYSORB CD. LL223 °DCALIBRO 2/0 DEL. 14/06	1	0
BLO.GI.G.LI.PI	916R2090002	5546	DRENAGGIO SILIC.CH 19 CD.24604 /DSPIRAL DRAIN D. 510/07	1	0
BLO.GI.S.LI.PI	906RC000309	5896	SUTURA POLYSORB CD. LL224 °D DEL. 14/06	1	0

Fig 215 - Resources group

The **Return All** button on the right (Fig 215 **B**) makes it possible, with just one click, to return all the resources of a group at the same time. After clicking the button the list of resources appears as in Fig 216. The button turns to **Reset Return**. Click it to annul the procedure.



Position	Code	Producer code	Description	Used	Return
BLO.GI.H.LI.PI	616RS000762	2452	CANN.YANKAUER STANDARD SP3800 /DD.149/07	1	1
BLO.GI.S.LI.PI	906RC000458	3757	SUTURA VICRYL CD. V371H °DCALIBRO USP 1 EP 4 DEL. 14/06	2	2
BLO.GI.S.LI.PI	906RC010451	3757	SUTURA VICRYL CD. V346H °D DEL. 14/06	2	2
BLO.GI.S.LI.PI	906RC000003	3757	SUTURA SETA CD. 680H °D DEL.14/06	1	1
BLO.GI.H.LI.PI	609RC505976	3308	TUBO CONNESS.F/F COD.ASPY710300)DMM 7X10 LUNGH.MT.3 - DET.34/09	1	1
BLO.GI.S.LI.PI	906RC000303	5896	SUTURA POLYSORB CD. LL223 °DCALIBRO 2/0 DEL. 14/06	1	1
BLO.GI.G.LI.PI	916R2090002	5546	DRENAGGIO SILIC.CH 19 CD.24604 /DSPIRAL DRAIN D. 510/07	1	1
BLO.GI.S.LI.PI	906RC000309	5896	SUTURA POLYSORB CD. LL224 °D DEL. 14/06	1	1
BLO.GI.S.LI.PI	906RC001010	5896	SUTURA SURGIPRO II CD.VP935X °DSINT.NON ASS.MON.POLIP. DEL.14/06	1	1
BLO.GI.E.LI.PI	605RS000468	22	BISTURI N.22 STER. CD03443010022)D D. 895/09	1	1
BLO.GI.G.LI.PI	616R7709154	2298	SIST.REDON 400ML CD.24732 =D DET.103/10	1	1

Fig 216 - All resources returned

Each row on the list corresponds to a resource. For each resource the following information can be specified:

- resource position;
- resource code;
- manufacturer code;
- resource description;
- used quantity;
- returned quantity.

15.2.1. How to record the “Returns”

1. Click the row corresponding to the resource that must be returned.

The row is selected. The ▶ icon appears on the left.

2. Use the numeric buttons on the command bar to specify the returned resource quantity.

3. Click the **Update** button on the command bar.

OR

1. Click the “Returned quantity” cell (Fig 217) on the row corresponding to the resource that must be returned.

The row is selected. The icon appears on the left.

The quantity is highlighted inside the cell (Fig 217).

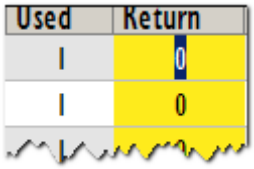


Fig 217

2. Use either the numeric buttons on the command bar or the workstation keyboard to specify the returned resource quantity.

3. Click the **Update** button on the command bar.

After clicking on **Update** button a print record listing the returned resources is created. A print preview is displayed.

The quantities specified in the “Used resource” cell are updated according to the new values. I.e.: if 5 items are picked of a certain resource and 2 items are returned, the “Used resources” cell, after updating, specifies “3”.

If the quantity of items returned is equal to or bigger than the quantity of picked items, the row corresponding to the resource disappears from the list displayed on screen.

An additional “Waste” column is displayed on the “Operation kits give back” screen if the “Waste” module is currently in use. In this case it is possible to indicate the possible waste as well. To do that click the “Waste” cell and then indicate the wasted resource quantity

15.2.2. Barcode reading for the “Return” procedure

When the “return from kit” screen is displayed the barcode reader can be used as search and selection tool.

Reading the barcode of the resource that must be returned increases the returned quantity (one unit).

To use this procedure

- read the barcode of the resource that must be returned.

The quantity displayed in the “Returned resources” cell is increased of one unit.

- Click the **Update** button on the command bar.

If the kit’s main barcode is scanned all the resources are returned at once.

16. Generic kits management procedures

A “generic kit” is a kit that is not associated to a specific operation. Generic kits are prepared in advance and kept in a stocroom to be used at need.

The procedures relating to the generic kits management can be described in three main phases:

1. generic kit creation (described in this paragraph);
2. existing generic kits monitoring and management (described in this paragraph);
3. generic kit association to a specific operation (described in paragraph 17).

A specific procedure exists, to associate a generic kit to an emergency operation (this procedure is described in paragraph 18).

Generic kits creation, monitoring and management procedures are performed on the “Generic kit management” module.

To access this module

- click the corresponding icon 

on the lateral bar.

The following screen opens (Fig 218).

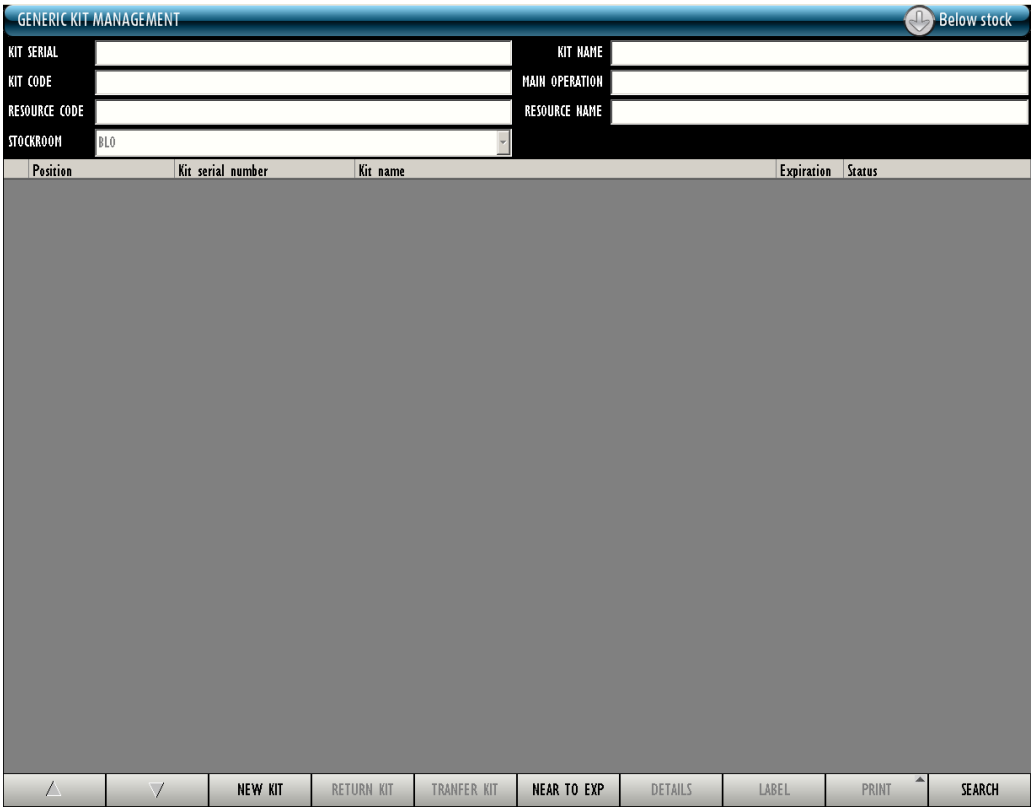


Fig 218 - Generic kits management

16.1. “Generic kit management” - Screen structure

The “Return from kit” screen is structured according to the general description offered in paragraph 1.4, see this paragraph for the screen general features. The present paragraph describes the screen specific features.

16.1.1. Filters

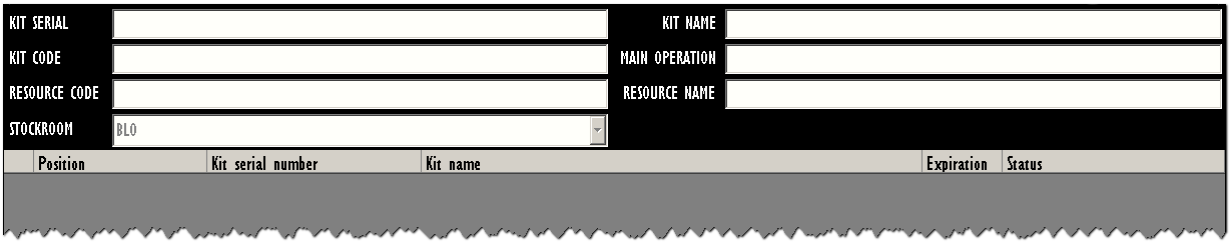


Fig 219 - Filters on the “Generic kits management” screen

The filters available on the “Generic kits management” screen (Fig 219) are:

- “Kit serial” - It makes it possible to specify the serial number of the kit that must be displayed.
- “Kit code” - It makes it possible to specify the code of the specific kit that must be displayed.
- “Resource code” - It makes it possible to insert the code of a resource belonging to the kit that must be displayed. The list of all the kits containing the resource is this way displayed.
- “Stockroom” - It makes it possible to select the relevant stockroom. This is not properly a filter: the stockroom specification is necessary to indicate the stockroom from which the resources are picked.
- “Kit name” - It makes it possible to specify the name of the specific kit that must be displayed.
- “Main operation” - It makes it possible to specify the name of the main operation to which the kit that must be displayed refers. The list of all the kits referring to the main operation indicated in this filter is displayed (please note: it is a “standard operation”, not a specific intervention)
- “Resource name” - It makes it possible to insert the name of a resource belonging to the kit that must be displayed. The list of all the kits containing the resource is this way displayed.

See paragraph 1.4.2 for instruction on the use of filters in the DIGISTAT® “Stock Management” system.

16.1.2. Data area

The data area displays the list of kits corresponding to the values specified in the filters.

To display the list of kits,

- specify the values of the filters (Fig 220 **A**).
- Click the **Search** button on the command bar (Fig 220 **B**).

The list of kits is displayed as a table (Fig 220 **C**). If no value is specified the system displays the list of all the existing kits.

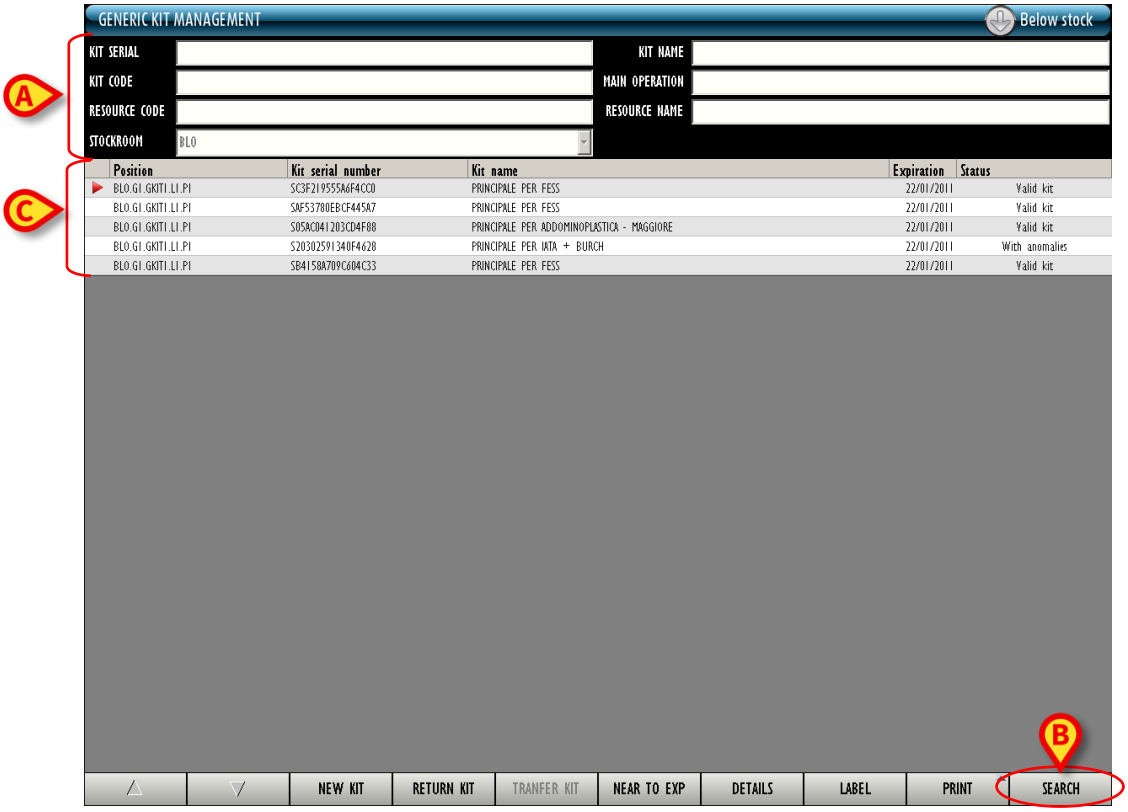


Fig 220 - Generic kits list

The kit search can be performed by barcode reader. In this case a single row is displayed, corresponding to the kit whose barcode is scanned. Then, in the following procedures "Kit return" and "Kit transfer" (paragraphs 16.3 and 16.4) the kit serial number (or kit barcode specification) is not necessary.

Each row on the table corresponds to a kit. For each kit the following information can be specified:

- the position;
- the kit serial number;
- the kit name;

- the kit expiration date;
- the kit status.

There are three possible statuses for a generic kit:

- valid kit - it means that the kit contains all and only the resources forming the “standard” kit;
- kit with anomalies - it means that there are differences between the resources actually in the kit and the resources forming the “standard” kit. A kit “with anomalies” can be associated to an operation or transferred to another position only by users having specific permissions, otherwise only the “return from kit” procedure can be activated;
- expired kit - the expired kits are highlighted red. An expired kit can be associated to an operation or transferred to another position only by users having specific permissions, otherwise only the “return from kit” procedure can be activated.

The  icon at the beginning of a row indicates the selected kit.

16.1.3. Command bar

This paragraph explains the functionalities relating to each button on the command bar (Fig 221).

Fig 221 - Command bar

Use the arrow buttons  and  to scroll up and down the screen contents in case the items are too many to be displayed all together.

Use the **New Kit** button to create a new generic kit. The procedure is described in paragraph 16.2.

The **Return Kit** button activates the “Generic kit return” procedure, described in paragraph 16.3.

Use the **Transfer Kit** button to activate the “Generic kit transfer” procedure, described in paragraph 16.4.

The **Near to Exp.** button, when selected, displays only those generic kits that are close to expiration. The proximity is set by configuration. The button, after clicked, appears as selected.

Use the **Details** button to display the details of a selected kit (see paragraph 16.5).

The **Label** button makes it possible to print the kit sticker label again.

The **Print** button opens a menu containing two options (Fig 222).

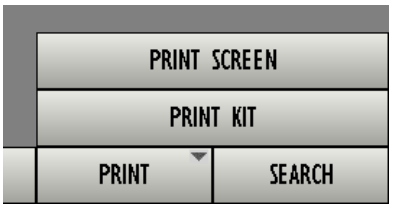


Fig 222

The “Print screen” option creates a report summarizing the contents of the screen currently displayed.
The “Print kit” option creates a report listing the resources that are part of a selected kit. In both cases a print preview is displayed.

Use the **Search** button to display the list of existing generic kits on the “generic kits management” screen. See paragraph 16.1.2.

16.2. How to create a new generic kit

To create a new generic kit,

- use the “Stockroom” filter to select the stockroom from which the resources will be picked.

The name of the selected stockroom is displayed in the “Stockroom” field.

- click the **New Kit** button on the command bar.

The “Standard operation selection” screen opens (Fig 223).

Fig 223 - Standard operation selection

This screen makes it possible to specify the standard operation (i.e. the type of operation) for which the kit is being created.

The filters indicated in Fig 223 **A** make it possible to search for the relevant standard operation. You can search by either the name or the code of the standard operation.

- Insert either the code or the name of the operation in the fields indicated Fig 224 **A**.
- Click the **Search** button on the command bar (Fig 224 **B**).
- The list of operations matching the specified values is displayed (Fig 224 **C**).

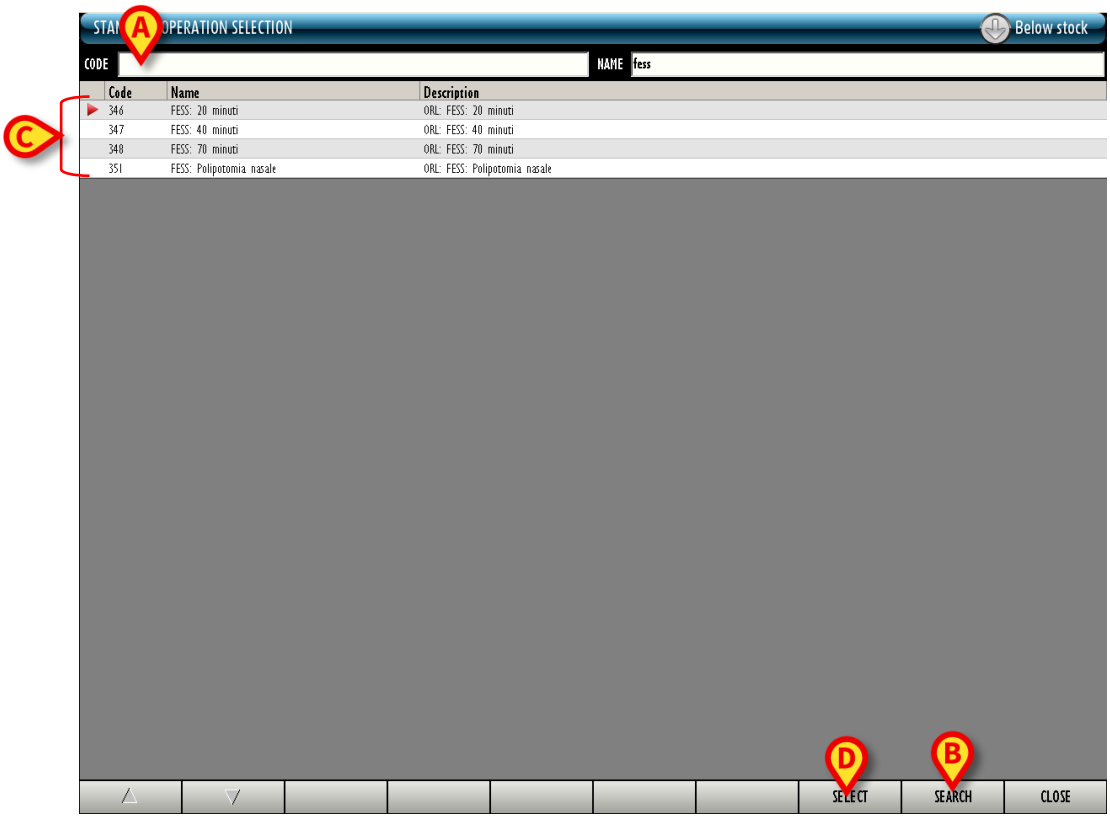


Fig 224

- Click the row corresponding to the relevant standard operation.

The  icon appears at the beginning of the selected row.

- Click the **Select** button on the command bar (Fig 224 **D**).

The following screen opens (Fig 225 - Standard kit selection).

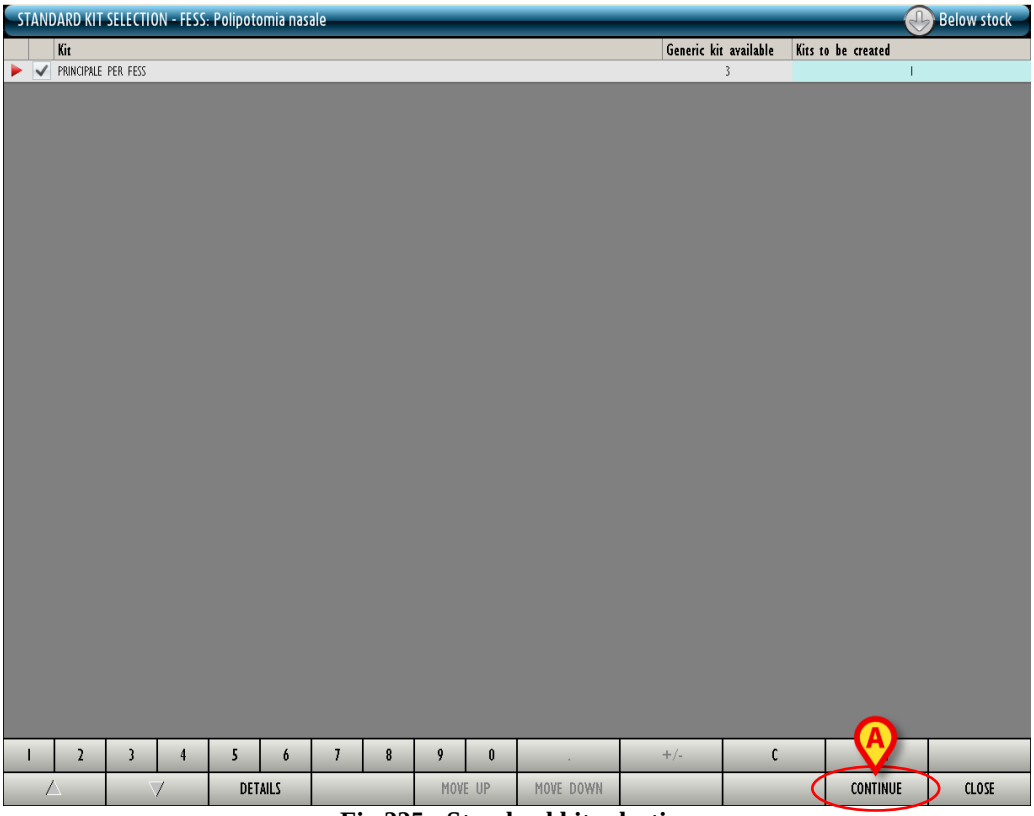


Fig 225 - Standard kit selection

This screen displays the list of the possible kits for the standard operation selected in the previous screen.

If, for an operation, several kits exist it is possible to choose which kits are going to be prepared by either selecting or deselecting the checkbox placed at the beginning of the row corresponding to the kit (Fig 226).

Fig 226 - 2 kits configured for the same operation

If one of the checkboxes is deselected the corresponding row changes as in Fig 227. Only the selected kits are prepared.

Fig 227 - Only one kit will be prepared

For each kit the available quantity is indicated (Fig 228 **A**).

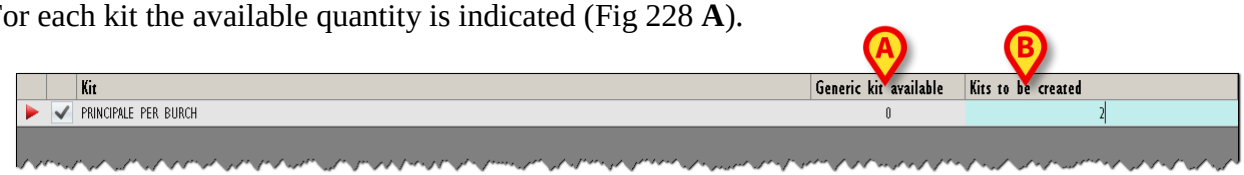


Fig 228

- Insert the number of generic kits to be created in the field indicated in Fig 228 **B**.
- Click the **Continue** button on the command bar (Fig 225 **C**).

A print report is generated, containing the list of resources that are part of the kit. A print preview is displayed (Fig 229).

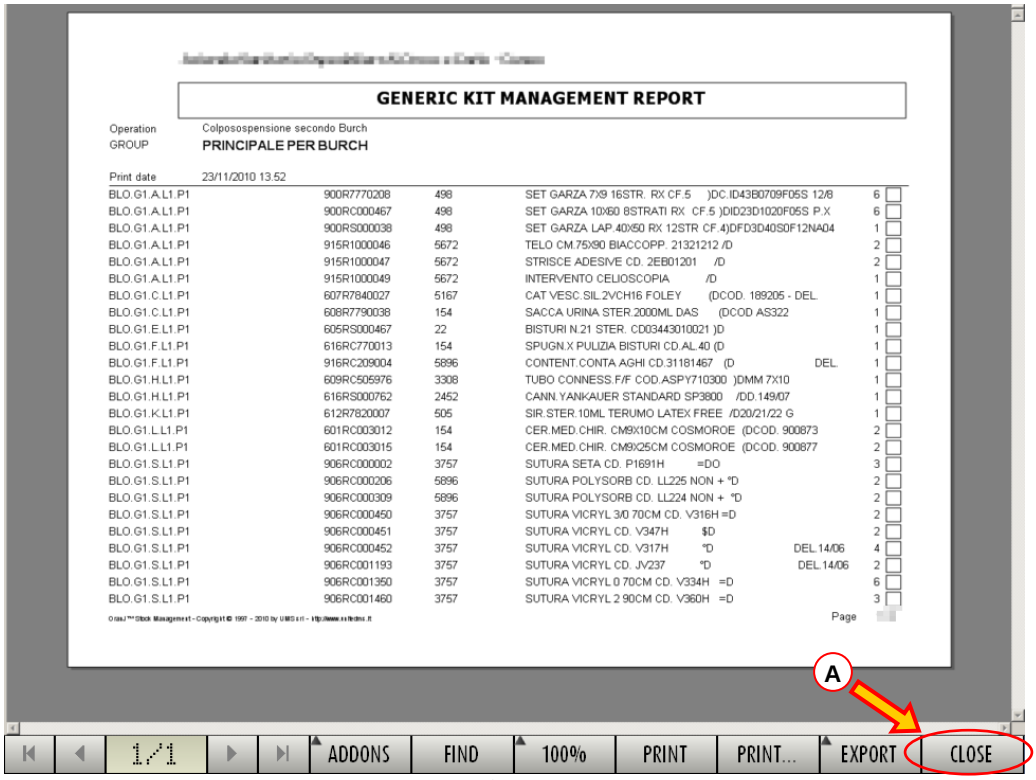


Fig 229

- Close the print preview (Fig 229 **A**).

The generic kit creation screen opens (Fig 230). This screen is described in detail in paragraph 16.2.1.

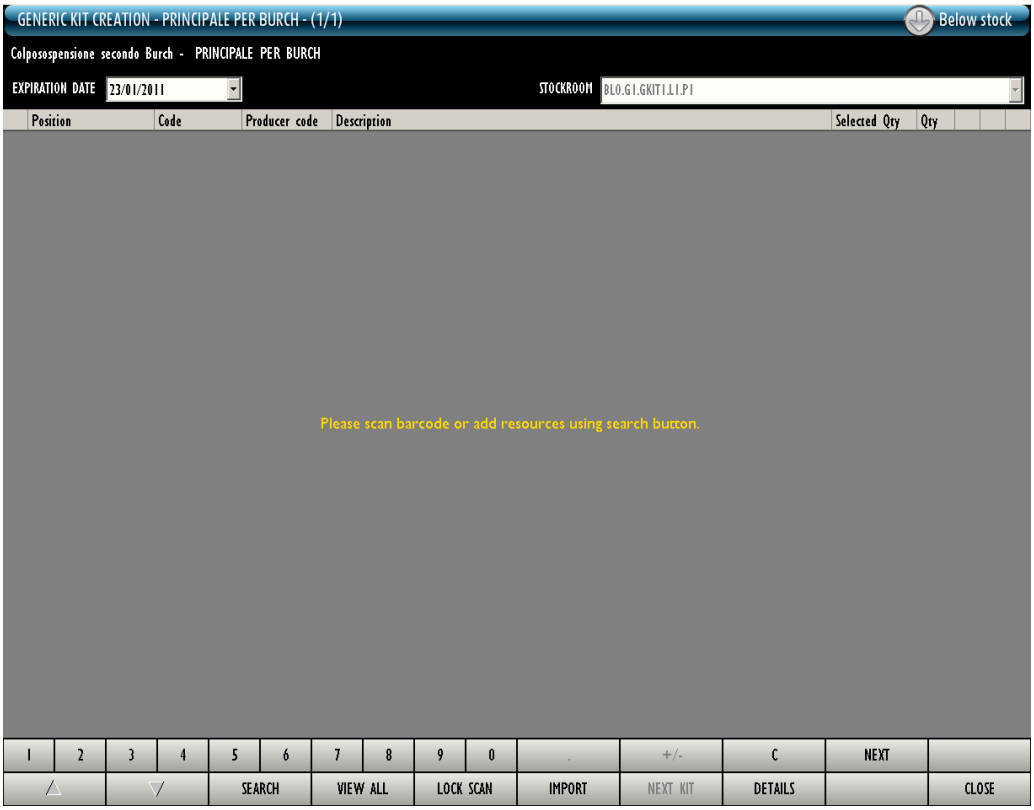


Fig 230

Insert the kit's resources (either manually or by barcode scan). See paragraphs 14.6, 14.7 and 14.8 for a detailed description of the resources specification procedures.

- Specify the kit's expiration date in the field indicated in Fig 231 **B**.

- Specify the stockroom in which the kit will be located (use the field indicated in Fig 231 **C** for this purpose). Selection is enabled only if several options are available.

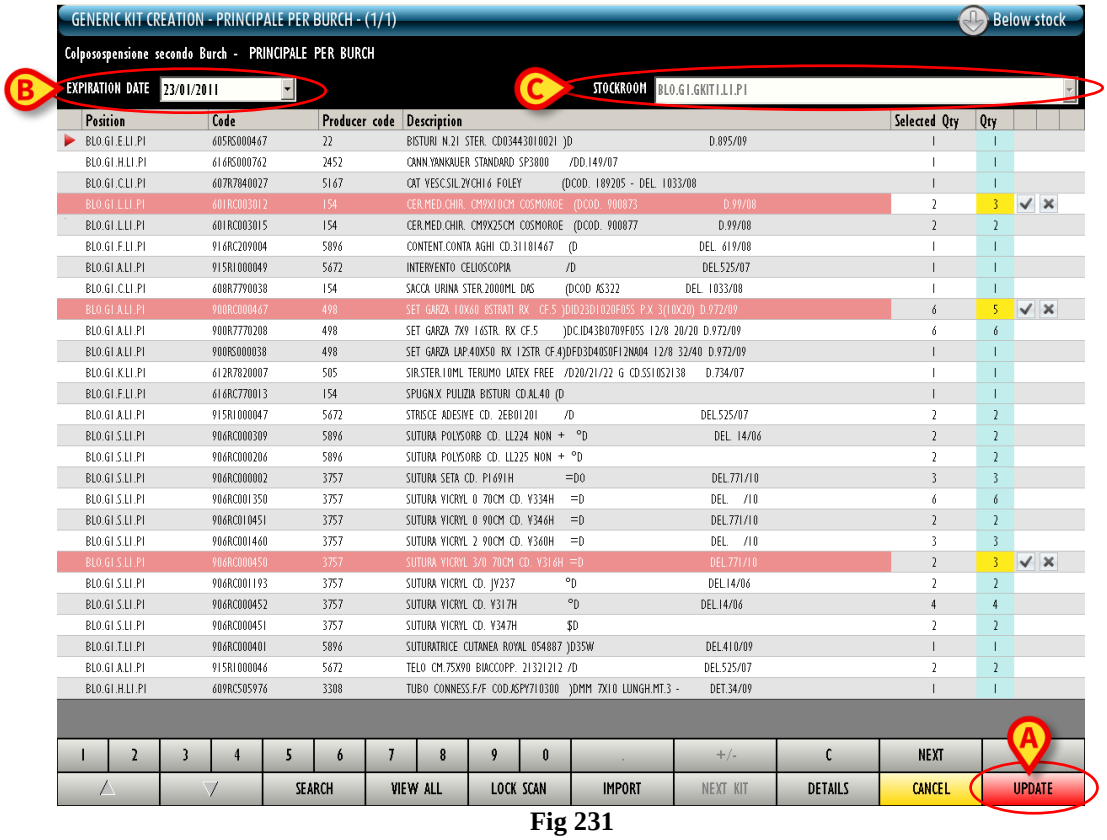


Fig 231

- Click the **Update** button on the command bar (Fig 231 **A**).

A window opens, making it possibile to specify the number of sticker labels to be printed (Fig 232).

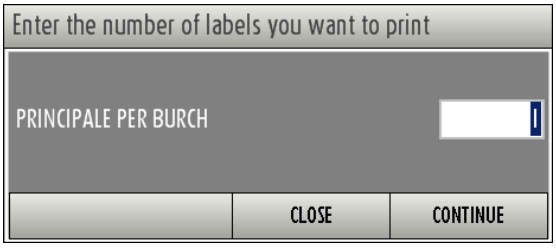


Fig 232

- Specify the number of labels.
- Click the **Continue** button on the window.

The system creates now the print report to be inserted in the kit envelope. A print preview is displayed (Fig 233).

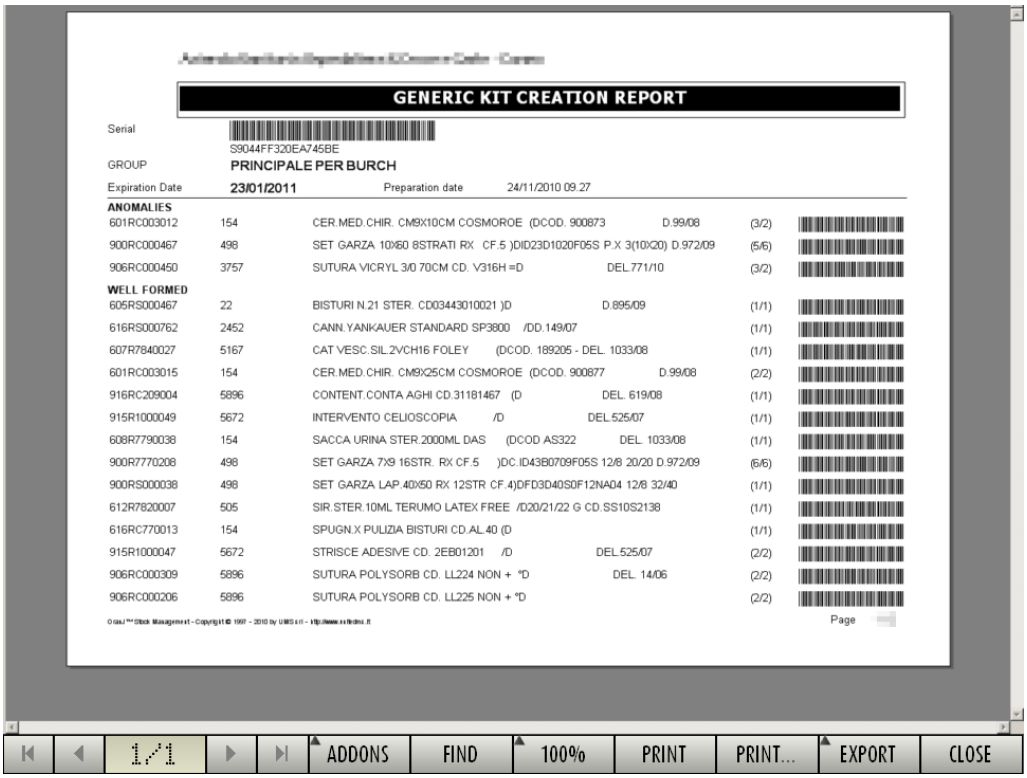


Fig 233

- Close the print preview.

The generic kit creation procedure concludes here. If, in the "Standard kit creation" screen, more than one kit was indicated in the "kits to be created" column (Fig 225 **B**) the system goes to the beginning of the creation procedure of following kit (Fig 230). The screen header indicates the number of the kit we are creating (in Fig 234 the second kit of three is being created).

Fig 234

When the last kit is created the system goes back to the generic kit management screen.

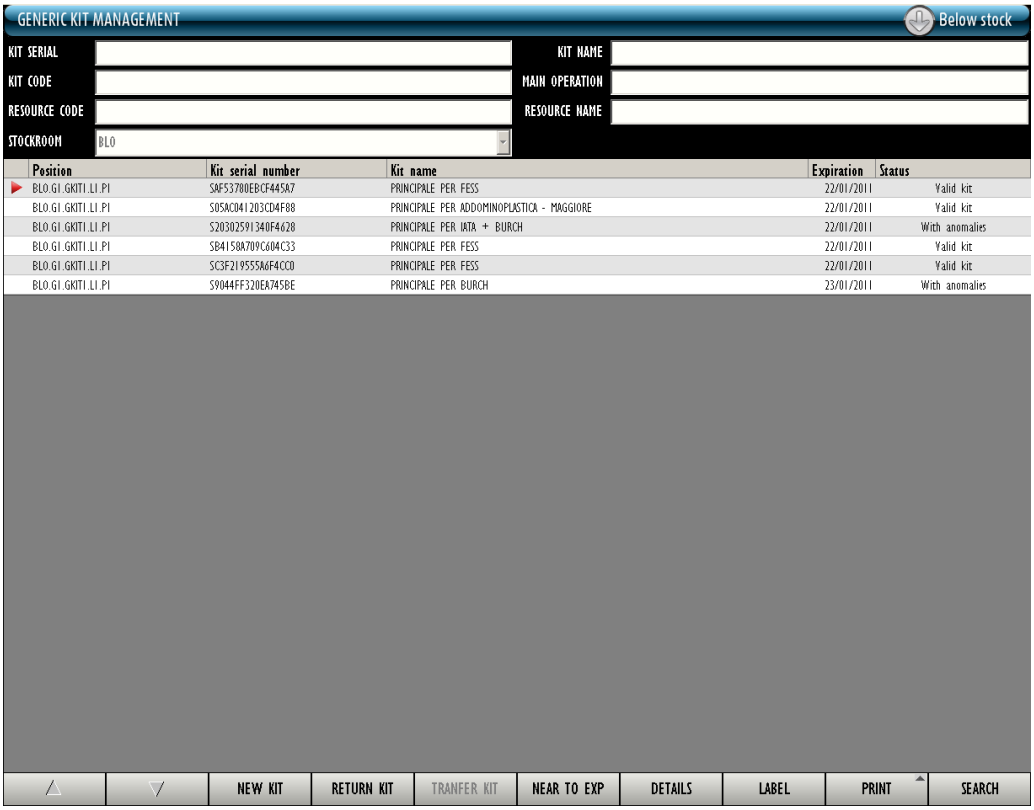


Fig 235

16.2.1. Generic kit creation screen description

The generic kit creation screen, shown in Fig 236, is formed of three main areas:

- the header (Fig 236 **A**);
- the data area (Fig 236 **B**);
- the command bar (Fig 236 **C**).

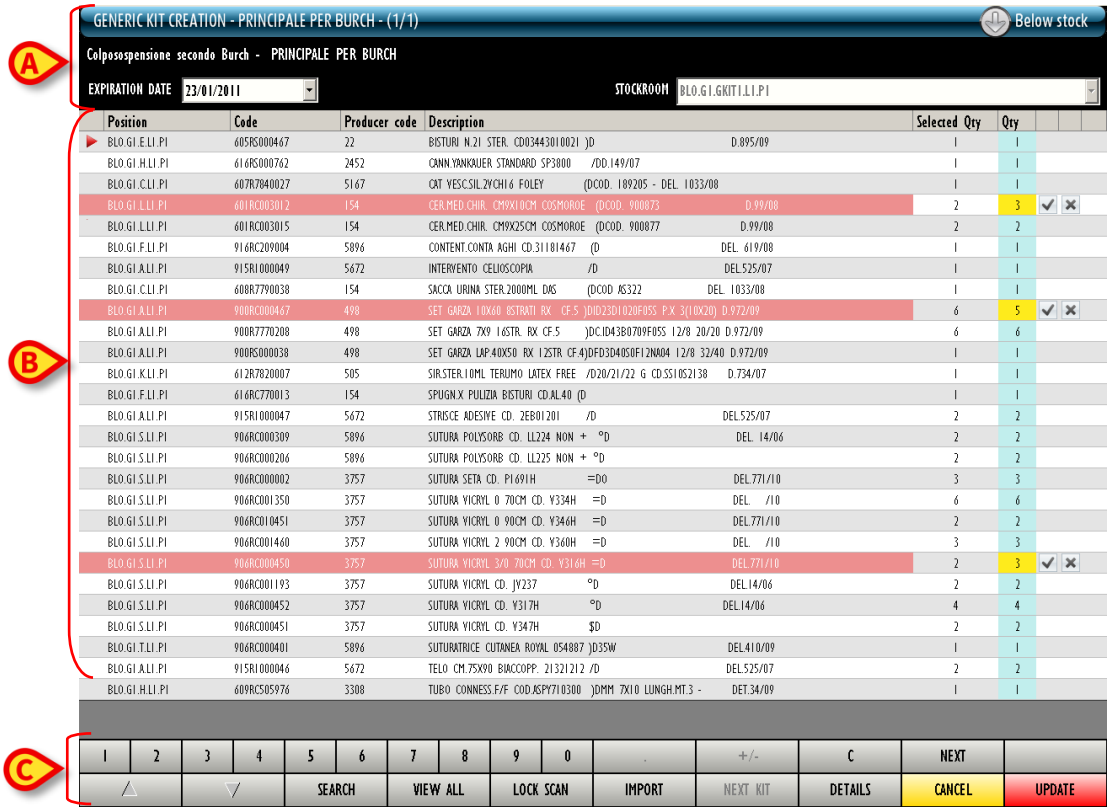


Fig 236

The following paragraphs describe these three areas.

16.2.1.1. Header

The header displays, in the blue bar on top of the page, alongside the name of the screen ("generic kit creation"), the name of the kit we are creating ("Principale per IATA…" in the example shown in Fig 237) and the indication of the number of kit we are creating relating to the required total (2/3 in the example).

Fig 237 - Header

Under the blue bar the name of the kit is displayed again.

The field indicated in Fig 237 **A** makes it possible to specify the expiration date of the kit being created.
The field indicated in Fig 237 **B** makes it possible to specify the stockroom in which the kit being created is going to be located. The field is enabled only if several options are available.

16.2.1.2. The data area

The data area shows the list of resources that are progressively recorded and inserted in the kit. The resources are listed in a table (Fig 236 **B**).
The list "grows" as the resources are inserted (either manually or by barcode scan). Each row corresponds to a resource (Fig 238).

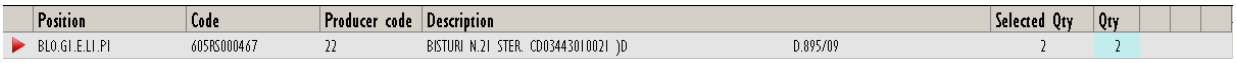


Fig 238 - Resource

The information that can be provided for each resource is:

- position from which the resource is picked;
- resource code;
- producer code;
- resource description;
- needed quantity;
- recorded quantity.

The ▶ icon placed on the left of a row indicates the selected row.
The mandatory fields are highlighted light blue.
The possible fields highlighted yellow must be specified by the user (Fig 239).

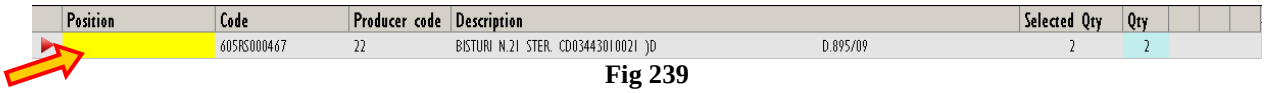


Fig 239

To specify one of the fields, click the field and type the information required. Sometimes a drop down menu containing the possible options is available (Fig 240).

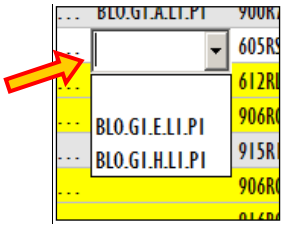


Fig 240 - Selection

Numeric values can be inserted using both the numeric buttons on the command bar and the physical workstation keyboard.

16.2.1.3. The command bar

The command bar (Fig 241) is formed of several buttons. This paragraph lists briefly the functionalities relating to the different buttons, indicating successive paragraphs when more detailed instructions on a specific functionality are necessary.

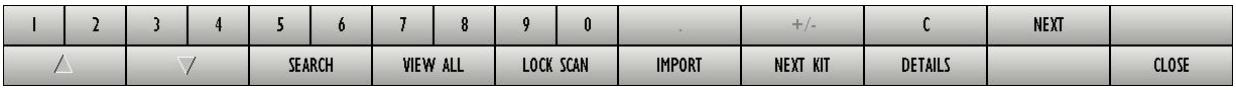


Fig 241 - Command bar

The buttons in the upper line make it possible to manage the numeric data specification.

Fig 242 - Numeric buttons

Use the numeric buttons (Fig 242) to indicate the quantities. Click one of the numbers to write the number in the "Quantity" field.

The " **.** " button is a decimal divider. The button is active only if decimal specification is relevant.
The "**+/-**" button makes it possible to specify whether a value is negative or positive. The button is active only if negative values specification is relevant.

The " **C** " button brings back to zero the specified quantities.

The **Next** button selects the item following the one currently selected.

The lower line of the command bar contains the following buttons.

Use the arrow buttons  and  to scroll up and down the screen contents in case the items are too many to be displayed all at the same time.

Use the **Search** button to access the system's search functionalities (described in paragraph 22).

Use the **View All** button to display the complete list of resources needed for the selected kit. See paragraph 14.6.6 for a description of this functionality.

Use the **Lock Scan** button to lock the workstation while reading numerous barcodes that will be recorded all together afterwards. See paragraph 14.6.3 for a description of the related procedures.

Use the **Import** button to import the selected items using a wireless barcode reader with internal memory. See paragraph 14.6.5 for the instructions relating to this option.

Use the **Next Kit** button to create the successive kit. I.e. if the second kit is being prepared of four required, this button can be clicked to directly create the third kit.

Use the **Details** button to create a print report containing the full list of resources that are part of the kit (an example is shown in Fig 229).

Use the **Close** button to close the current screen.

When editing the screen contents the **Update** and **Cancel** buttons are displayed on the command bar.

Use the **Update** button to save the changes made. After every editing it is necessary to click the **Update** button to save the changes.

The **Cancel** button annuls all the changes made.

16.2.2. Kit resources recording procedures

The procedures that must be activated to record the resources of a generic kit are the same used to record the resources of the kits associated to a specific operation. See paragraphs 14.6, 14.7 and 14.8 for a detailed description of these procedures.
The procedure described in paragraph 0 (“Start scan”) is not active for the creation of generic kits, therefore it is not relevant in this context.

16.3. How to return a generic kit

To return a generic kit, on the generic kits management screen (Fig 243),

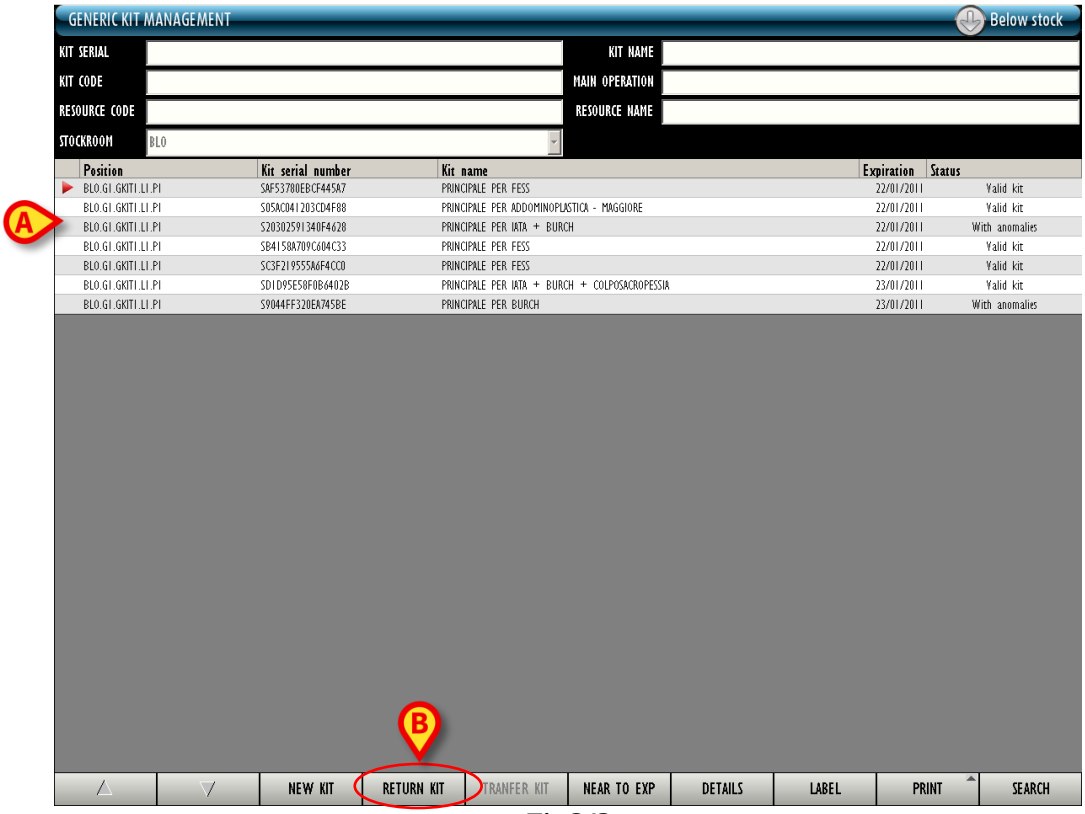


Fig 243

- click the row corresponding to the kit that must be returned.

The ▶ icon appears on the left (Fig 243 **A**).

- Click the **Return Kit** button on the command bar (Fig 243 **B**).

The following screen opens (Fig 244).

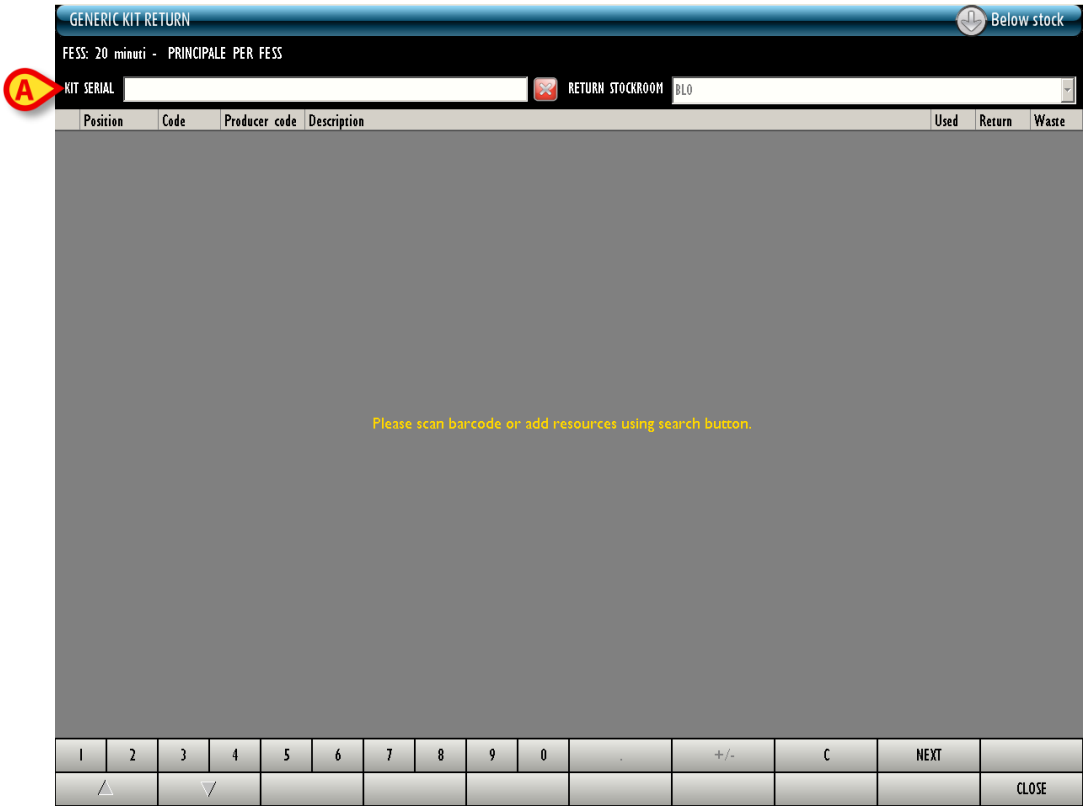


Fig 244 - Generic kit return

- Either insert the kit serial number in the field indicated in Fig 244 **A**, or scan the kit's barcode.

If, in the generic kit management screen (Fig 243), the kit is selected by barcode scan, it is not necessary to insert the kit serial number or to scan the kit's barcode again.

If the serial number is correct the screen changes in the way shown in Fig 245, displaying the list of resources that are part of the kit.

The "return stockroom" field placed on the right is enabled only if it is possible to return the kit to more than one stockroom. In these cases stockroom specification is required.

Fig 245

The screen shown in Fig 245 makes it possible to indicate the possible waste of the resources that are part of the kit.

To specify a waste

- Click the "Waste" cell on the row corresponding to the resource to be wasted (Fig 246).

The number in the cell is this way highlighted.

- Insert the number of "wasted" items using either the workstation keyboard or the numeric buttons on the command bar.

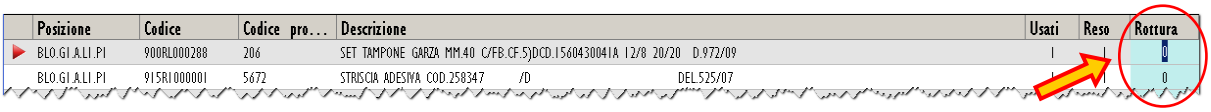


Fig 246

Repeat this procedure for all the wasted resources.

- Click the **Update** button on the command bar.

The return from kit is this way recorded.

A print report is created, listing all the resources that must be returned, and indicating for each resource the position (Fig 247). A print preview is displayed. The report can be printed and used to bring the resources back to their original positions.

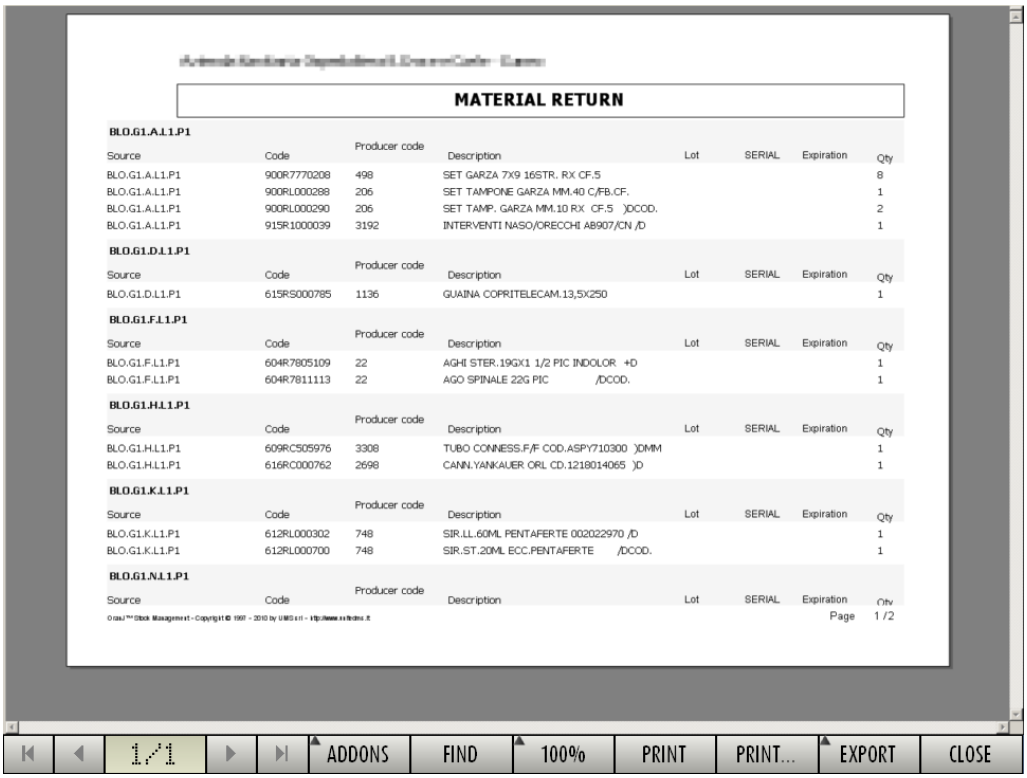


Fig 247

When the print preview is closed the generic kits management screen is displayed again (Fig 248).

16.4. How to transfer a generic kit

To record the transfer of a generic kit, on the generic kit management screen (Fig 248),

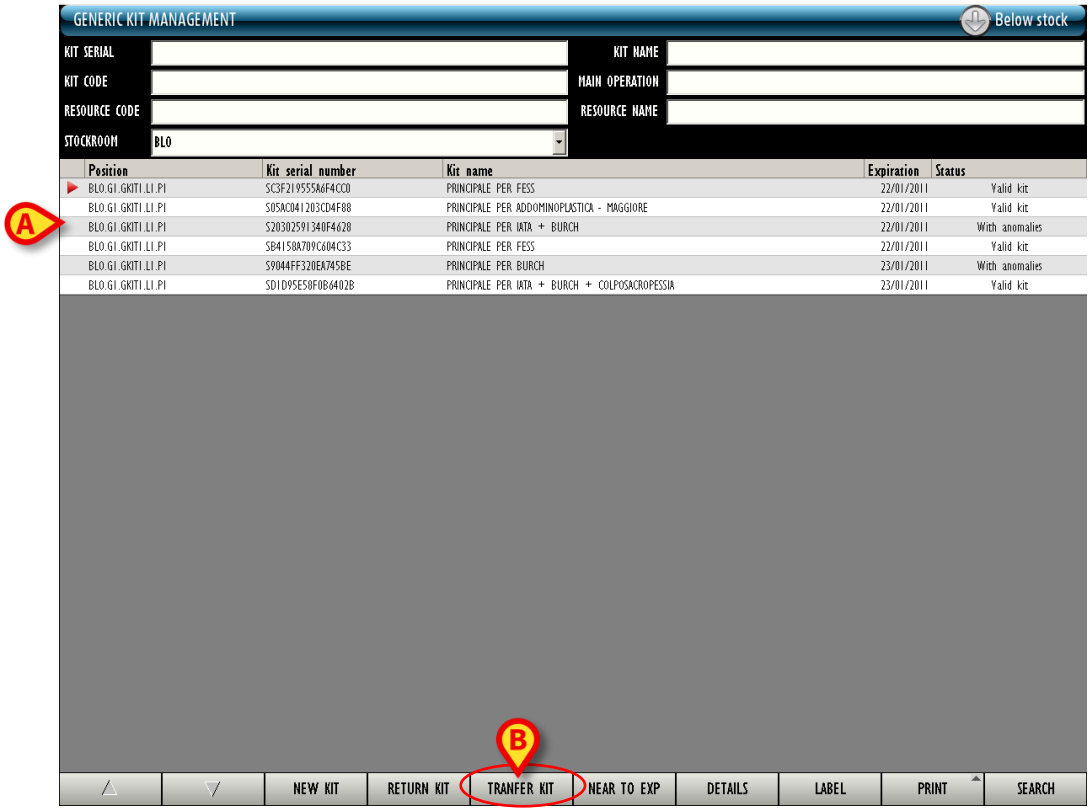


Fig 248

- click the row corresponding to the kit that must be transferred.

The ▶ icon appears on the left (Fig 248 **A**).

- Click the **Transfer Kit** button on the command bar (Fig 248 **B**).

The following screen opens (Fig 249).

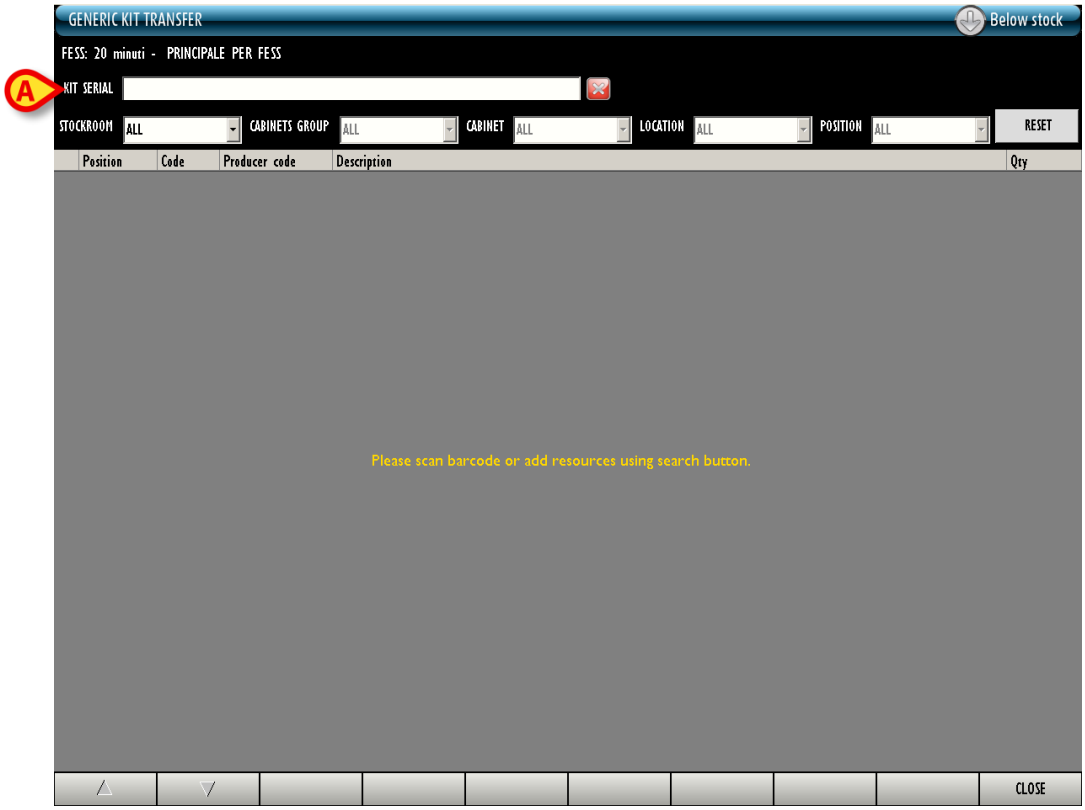


Fig 249

- Either insert the kit serial number in the field indicated in Fig 249 **A**, or scan the kit barcode.

If, in the generic kit management screen (Fig 248) the kit is selected by barcode scan, it is not necessary to insert the kit serial number or to scan the kit's barcode again.

- Specify the destination stockroom in the field indicated in Fig 250 **A**.

The screen changes to display the list of resources that will be transferred (Fig 250).

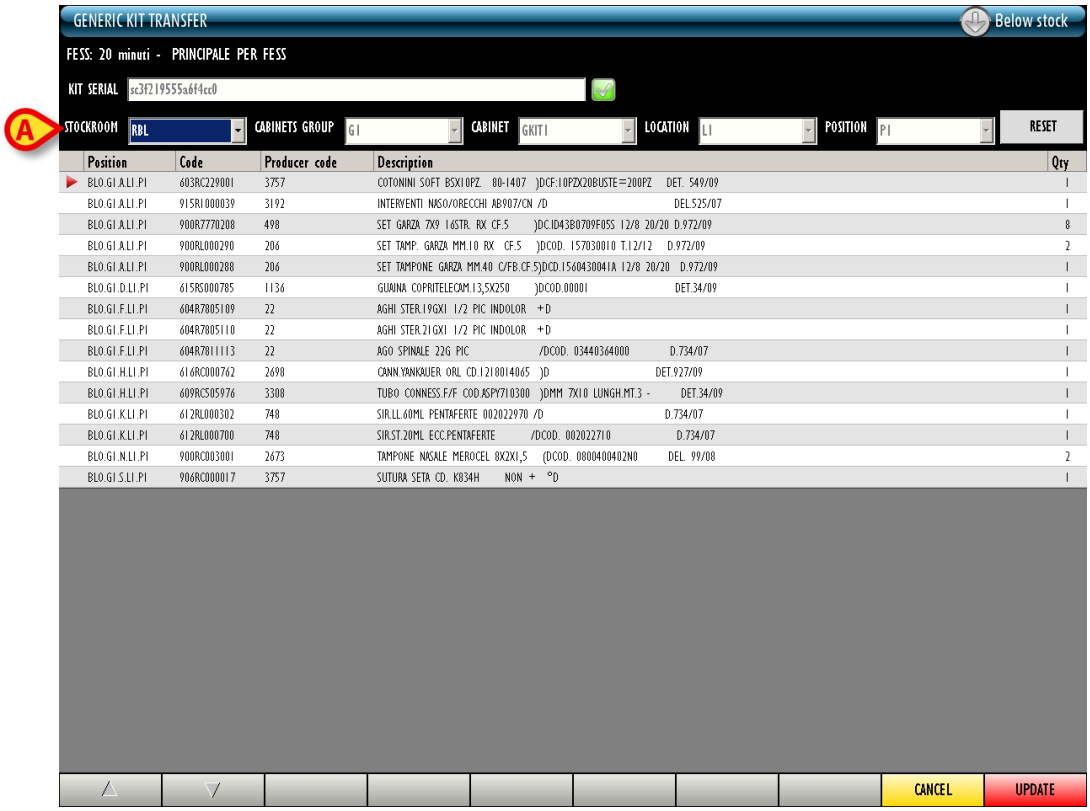


Fig 250

- Specify, in the “Cabinet group”, “Cabinet”, “Location”, “Position” fields (indicated in Fig 250 **A**) the kit’s new destination. If the fields are not enabled it means that only one destination is available.

- Click the **Update** button on the command bar.

The kit transfer is this way recorded. The generic kit management screen is displayed again (Fig 248).

16.5. How to display the kit details

To display the details of a generic kit, on the generic kits management screen (Fig 251),

Fig 251

- click the row corresponding to the kit whose details must be displayed.

The ▶ icon is displayed on the left (Fig 251 **A**).

- Click the **Details** button on the command bar (Fig 251 **B**).

The screen changes in the following way (Fig 252). The details of the selected kit are displayed in the area shown in Fig 252 **A**.

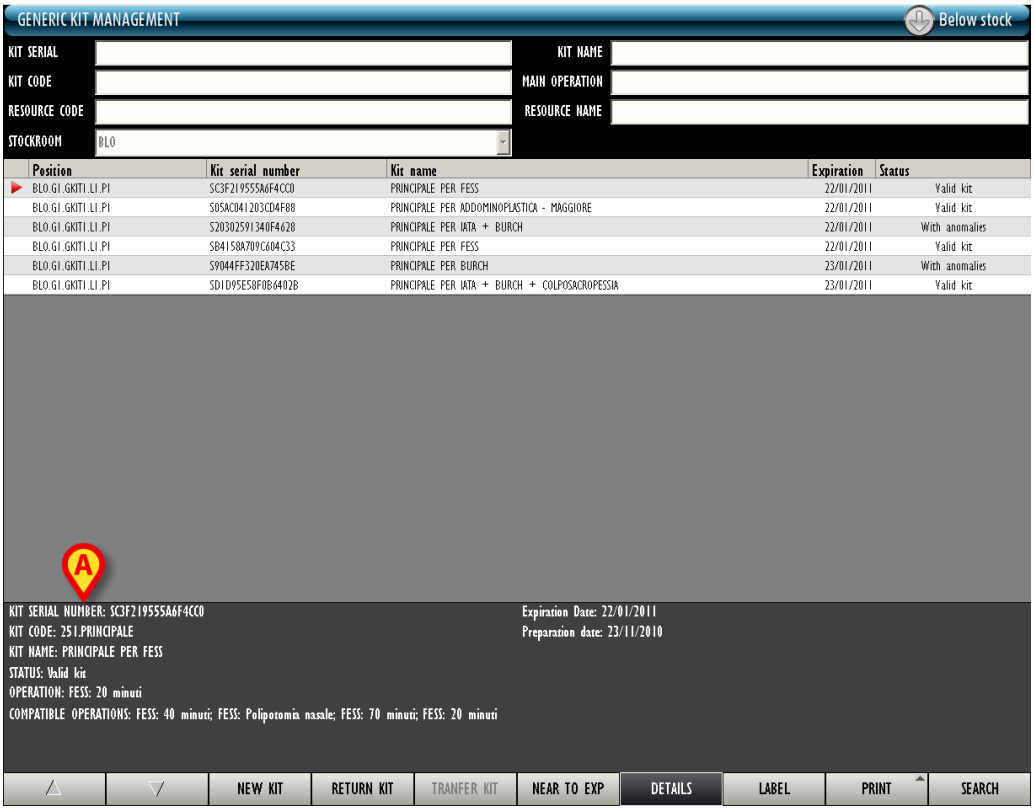

GENERIC KIT MANAGEMENT
Below stock
KIT SERIAL
KIT NAME
KIT CODE
MAIN OPERATION
RESOURCE CODE
RESOURCE NAME
STOCKROOM
BLO
Position
Kit serial number
Kit name
Expiration
Status
BLO.GI.GKITI.LI.PI SC3F219555A6F4CC0 PRINCIPALE PER FESS 22/01/2011 Valid kit
BLO.GI.GKITI.LI.PI S05AC041203CD4F88 PRINCIPALE PER ADDOMINOPLASTICA - MAGGIORE 22/01/2011 Valid kit
BLO.GI.GKITI.LI.PI S203025913340F4628 PRINCIPALE PER IATA + BURCH 22/01/2011 With anomalies
BLO.GI.GKITI.LI.PI SB4158A709C604C33 PRINCIPALE PER FESS 22/01/2011 Valid kit
BLO.GI.GKITI.LI.PI S9044FF320EA745BE PRINCIPALE PER BURCH 23/01/2011 With anomalies
BLO.GI.GKITI.LI.PI SD1D95E58F0B6402B PRINCIPALE PER IATA + BURCH + COLPOSACROPESSIA 23/01/2011 Valid kit
A
KIT SERIAL NUMBER: SC3F219555A6F4CC0
KIT CODE: 251.PRINCIPALE
KIT NAME: PRINCIPALE PER FESS
STATUS: Valid kit
OPERATION: FESS: 20 minuti
COMPATIBLE OPERATIONS: FESS: 40 minuti; FESS: Polipotomia nasale; FESS: 70 minuti; FESS: 20 minuti
Expiration Date: 22/01/2011
Preparation date: 23/11/2010
NEW KIT
RETURN KIT
TRANFER KIT
NEAR TO EXP
DETAILS
LABEL
PRINT
SEARCH

Fig 252

17. Associating a generic kit to an operation

To associate a generic kit to an operation,

- click the  icon on the lateral bar to access the operation selection screen (Fig 253).

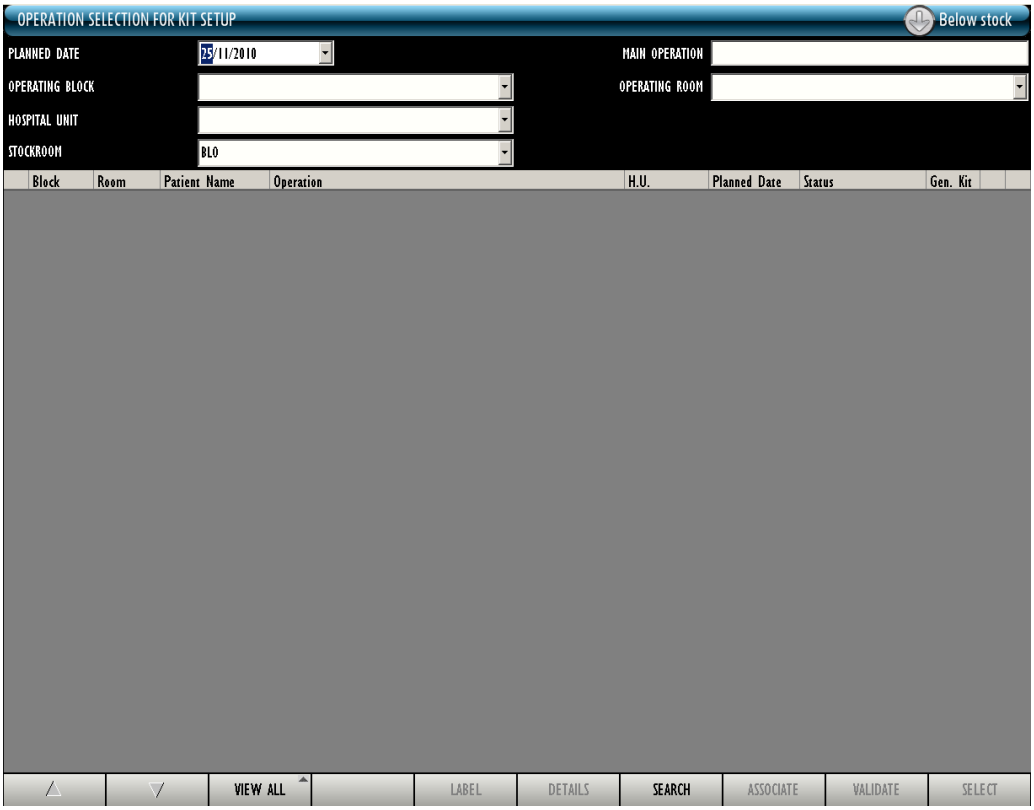


Fig 253

This screen and the relating procedures are described in paragraph 14.

- Use the search filters to search the operation that must be associated to the kit.

The row corresponding to the wanted operation is displayed. In the example shown in Fig 254 it is an “Addominoplastica” operation.

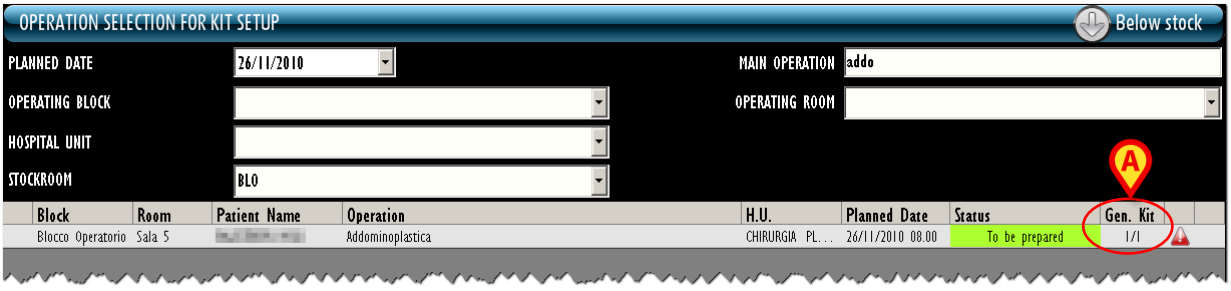


Fig 254

The cell indicated in Fig 254 **A** and enlarged in Fig 255 displays the quantity of generic kits available for the operation. In the example there is 1 kit available on 1 necessary (1/1).

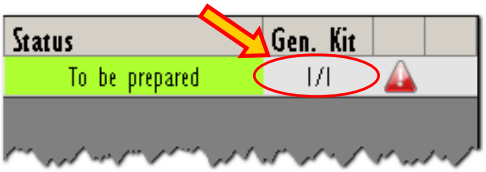


Fig 255

- Click the row corresponding to the operation to which the generic kit must be associated.

The operation is this way selected. The ▶ icon appears on the left.

- Click the **Associate** button on the command bar.

The "Kit composition for an operation" screen opens (Fig 256). This screen's features and procedures are described in paragraph 14.2 and following paragraphs.

Fig 256

For each kit the number of compatible generic kits is indicated (Fig 256 **A**).

- Click the **Associate** button to associate the kit to the selected operation (Fig 256 **B**).

The screen changes in the following way (Fig 257).

Fig 257

- Click the **Continue** button on the command bar (Fig 257 **A**).

A print report containing the list of items to be picked is created. A print preview is displayed (Fig 258). The report can be used to actually pick the resources.

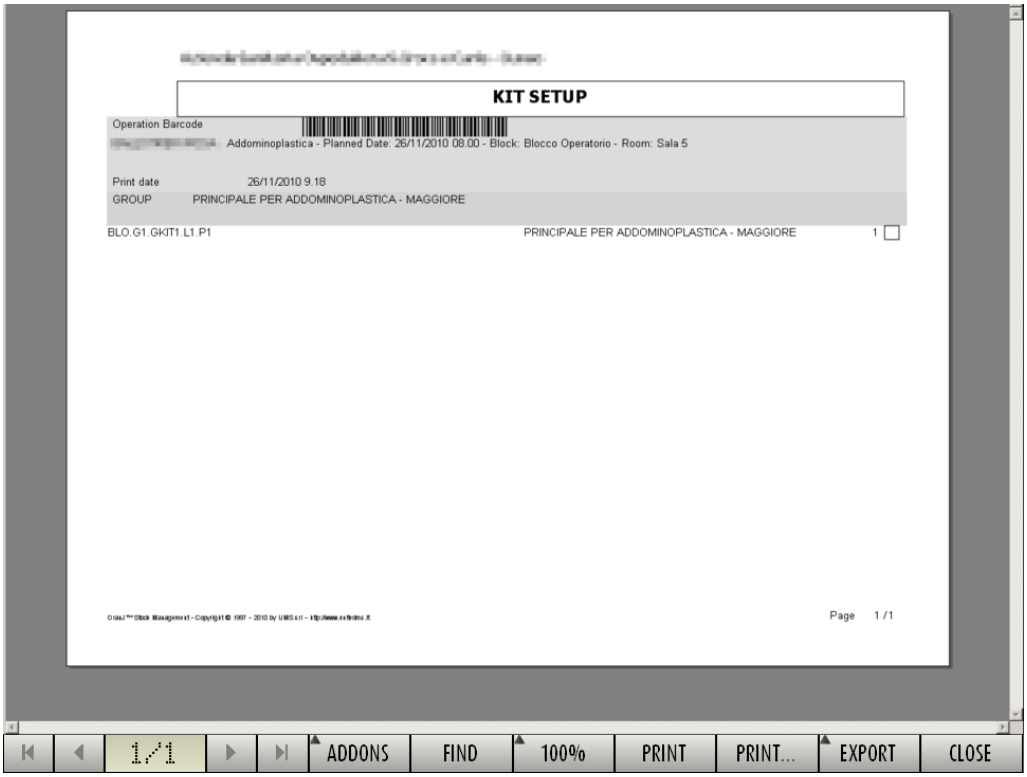


Fig 258

- Close the print preview.

The “Kit creation for an operation” screen is displayed (Fig 259). This screen’s features and functionalities are described in paragraph 14.2 and following paragraphs.

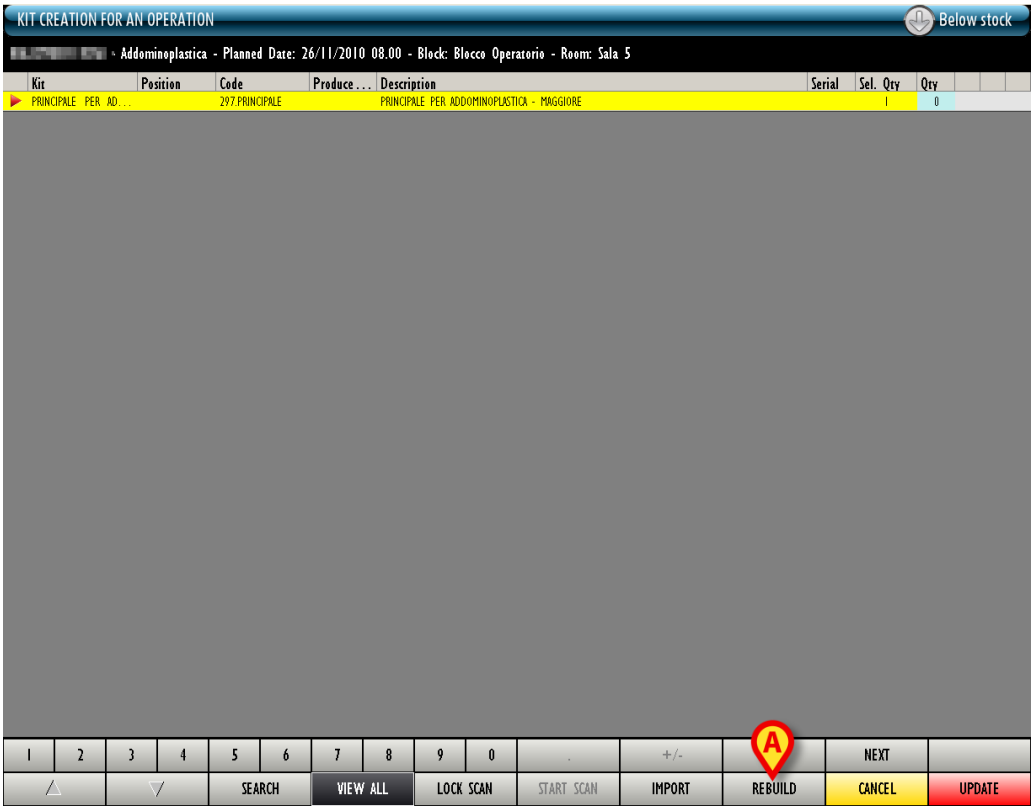


Fig 259

- Specify, where required, all the data relating to the kit to be picked: the quantity, the serial number, the position of each kit (Fig 260).

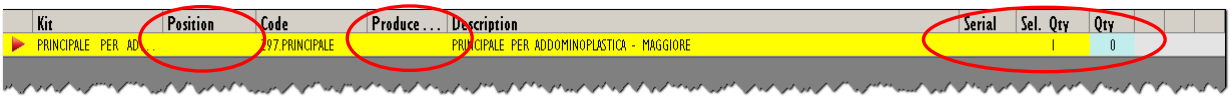


Fig 260

- Click the **Update** button on the command bar.

If necessary, the kit can be rebuilt by specifying the resources again. Use for this purpose the **Rebuild** button on the command bar (Fig 259 **A**). The resources specification procedure (described in paragraph 14.6) is this way activated again.

A pop-up window appears, requiring to specify the number of labels to be printed.

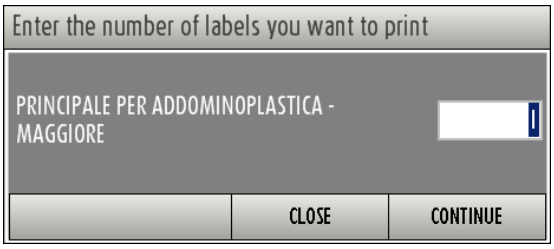


Fig 261

After specification,

- click the **Continue** button.

The labels are now printed. The print report accompanying the kit is created. A print preview is displayed (Fig 262).

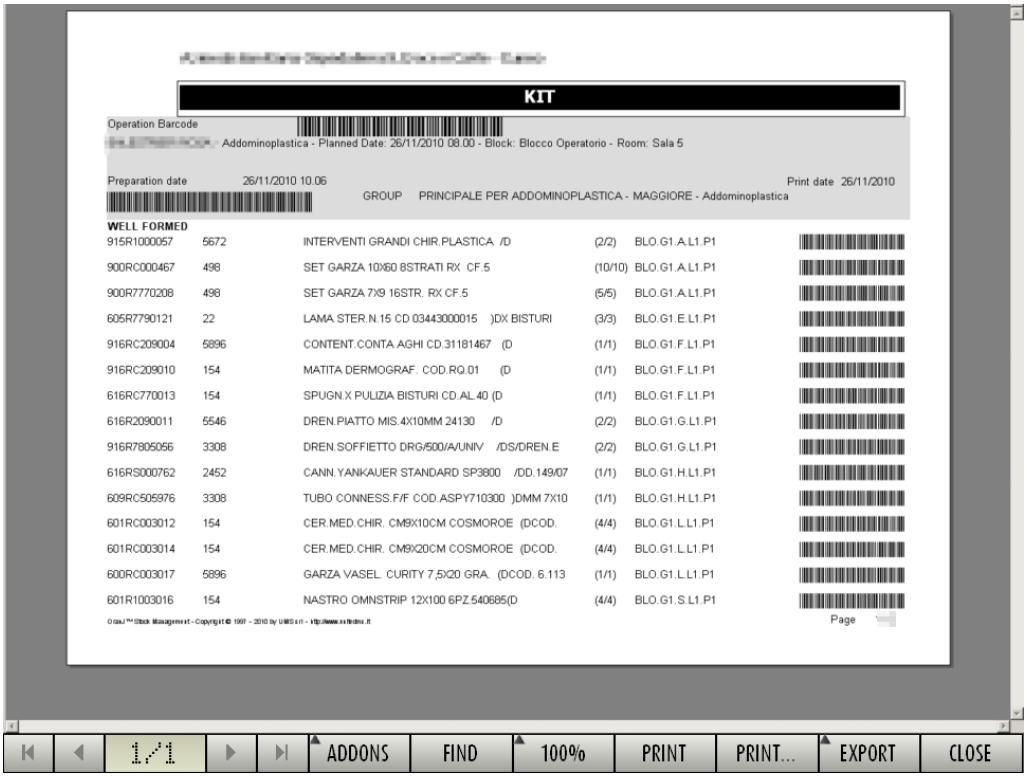


Fig 262

- Close the print preview.

The generic kit association procedure is this way completed. The “Operation selection for kit setup” screen is displayed again (Fig 263).

The state of the operation for which the association procedure was performed is now “Prepared” (Fig 263 **A**).

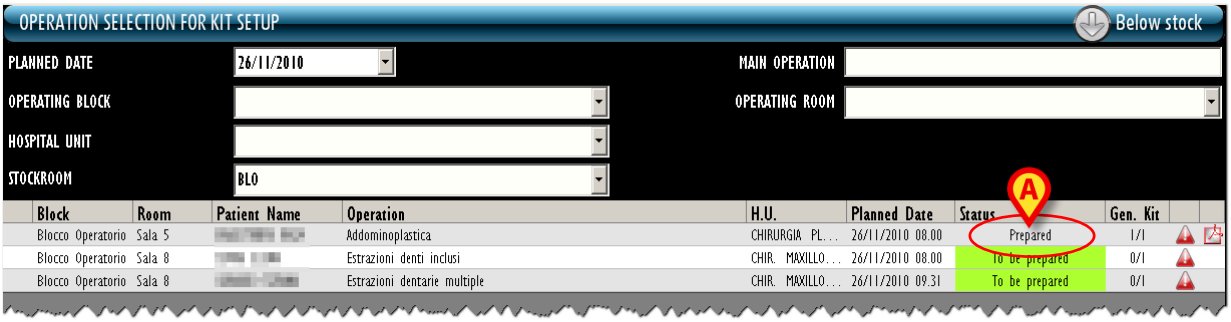


Fig 263

18. Generic kit association to an emergency operation

A specific procedure makes it possible to associate a generic kit to an emergency operation.

To activate this procedure,

- click the  icon on the lateral bar.

The following screen opens (Fig 264).

Fig 264

The screen is formed of two areas. The upper area is about the patient and operation to which the kit must be associated (Fig 264 **A**). The lower area is about the kit to be associated (Fig 264 **B**).

- Either insert the patient code in the field indicated in Fig 264 **C** or scan the patient barcode.

All the operations existing for the specified patient are displayed (the operations displayed are either in “Ready”, or “In progress”, or “Terminated” status - Fig 265 - see the user manual of the DIGISTAT® OranJ module for the meaning of operation status).

- Click the row corresponding to the operation to which the kit must be associated.

The operation is this way selected. The ▶ icon appears on the left (Fig 265).

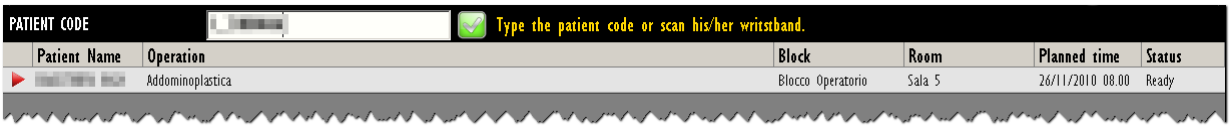


Fig 265

- Insert, in the field indicated in Fig 264 **D**, the serial number of the generic kit that must be associated to the operation. Otherwise scan the kit's barcode.

- Click the ADD KIT button (Fig 266 **A**).

A row corresponding to the kit to be associated is displayed (Fig 266 **B**).

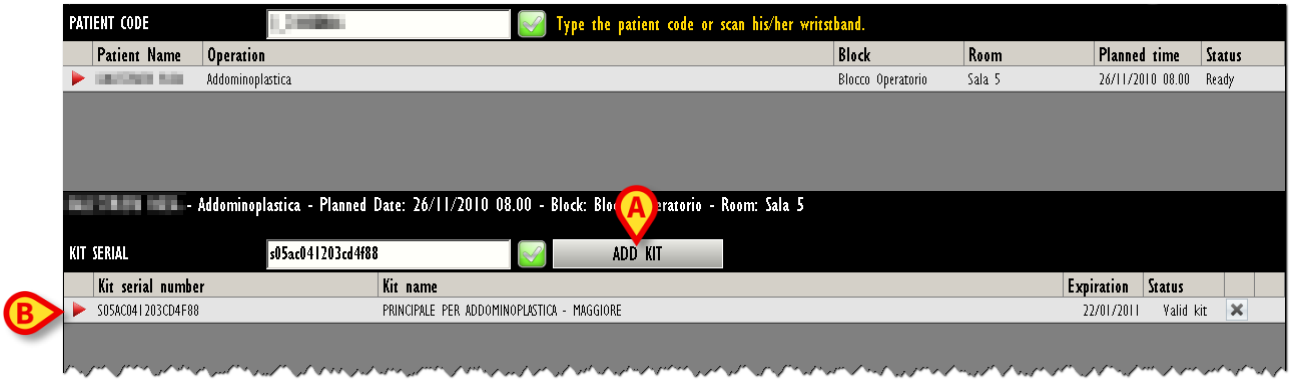


Fig 266

- Click the **Update** button on the command bar.

The generic kit is this way associated to the operation. A print report is created, summarizing the performed procedure's main data.

19. Materials requests management

A specific module makes it possible to manage the materials requests.

To access this module

- click the 

icon on the lateral bar.

The following screen opens (Fig 267)

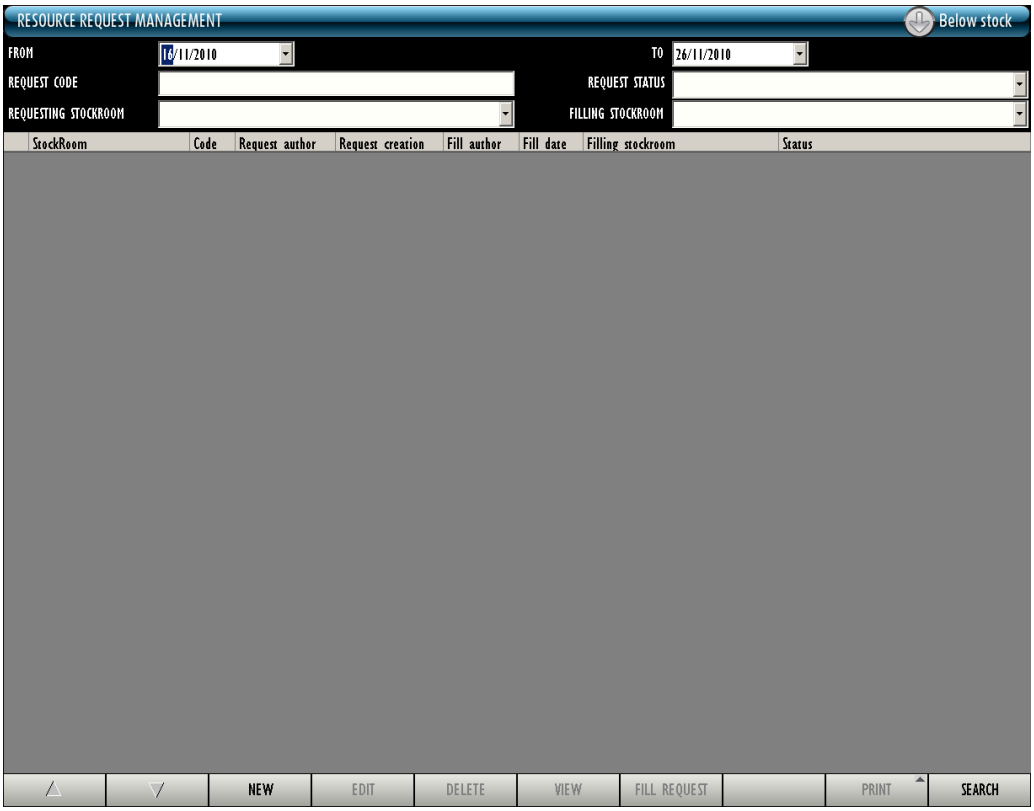


Fig 267 - Materials requests management

The “materials request” procedure activates when one of the stockrooms configured in the system needs a certain resource and requests it to another stockroom.

19.1. “Requests management” - Screen structure

The “Requests management” screen is structured according to the general description offered in paragraph 1.4, see this paragraph for the screen general features. The present paragraph describes the screen specific features.

19.1.1. Filters

Fig 268 - Filters on the "Requests management screen"

The filters available on the "Requests management screen" (Fig 268) are:

- "Start date" ("From" field) and "End date" ("To" field) - these fields make it possible to specify a relevant period. The requests displayed in the data area (see paragraph 19.1.2) all refer to the time span here specified.
- "Request code" - It makes it possible to specify the code of the request that must be displayed.
- "Request status" - It makes it possible to display only the requests that are in a certain status.
- "Requesting stockroom" - It makes it possible to indicate the requesting stockroom.
- "Filling stockroom" - It makes it possible to indicate the filling stockroom.

See paragraph 1.4.2 for instructions on how the filters work.

19.1.2. Data area

The data area contains a list of requests matching the values specified in the filters.

To display the requests list,

- specify the filter values (Fig 269 **A**).
- Click the **Search** button on the command bar (Fig 269 **B**).

The list of requests is this way displayed (Fig 269 **C**).

Fig 269 - Requests list

Each row on the table corresponds to a request. For each request the following information can be specified:

- the requesting stockroom;
- the request code;
- the acronym of the user who recorded the request;
- the request creation date;
- the acronym of the user who filled the request;
- the filling stockroom;
- the fill date;
- the request status.

There are 3 possible statuses for a request:

- to be filled;
- in progress;
- filled.

No information can be edited on this screen. The  icon indicates the selected request.

19.1.3. The command bar

This paragraph explains the functionalities relating to the different buttons on the command bar (Fig 270).

Fig 270 - Command Bar

Use the arrow buttons  and  to scroll up and down the screen contents in case the items are too many to be displayed all at the same time.

Use the **New** button to create a new request (see paragraph 19.2 for the detailed procedure).

Use the **Edit** button to edit a selected request (see paragraph 19.3 for the detailed procedure).

Use the **Delete** button to delete a selected request (see paragraph 19.4).

Use the **View** button to display the details of a selected request (see paragraph 19.5).

Use the **Fill Request** button to activate the request filling procedure (described in paragraph 19.6).

The **Print** button opens a menu making it possible to create two kinds of print reports (Fig 271).

Fig 271

The “Print requests” option creates a record containing the list of all the existing requests.
The “Print selected request” option creates a print report containing the details of a selected request.

Use the **Search** button to display the list of requests whose features match the values specified in the search filters (see paragraph 19.1.2).

19.2. How to create a new request

To create a new request

- click the **New** button on the command bar.

The following screen opens (“Resource request creation” - Fig 272).

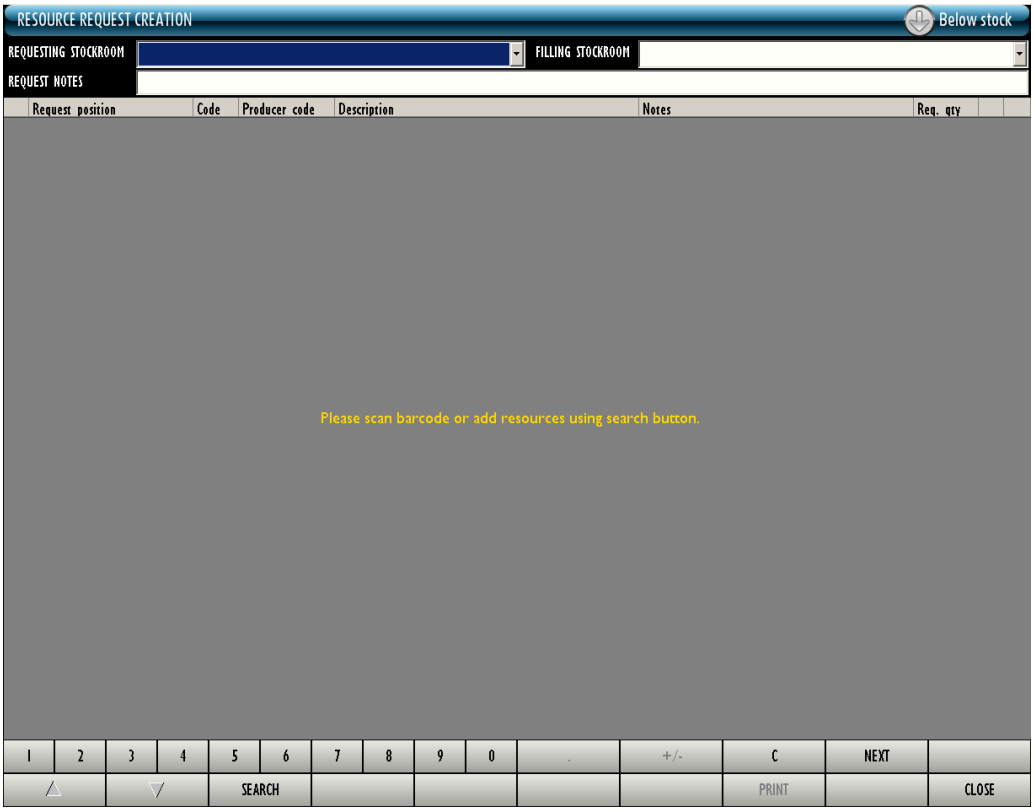


Fig 272

- Specify the requesting and filling stockrooms in the fields shown in Fig 273.
- Insert, if necessary, request notes in the “Request notes” field (free text field).

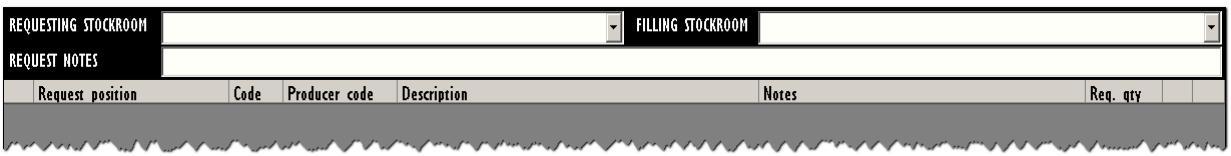


Fig 273

- Insert the resources to be requested.

The resources can be inserted either by barcode scan or manually (i.e. activating the system’s search functionalities by clicking the **Search** button on the command bar).
The manual resource search and selection procedure is described in paragraph 22.

The list of resources is displayed (Fig 274).

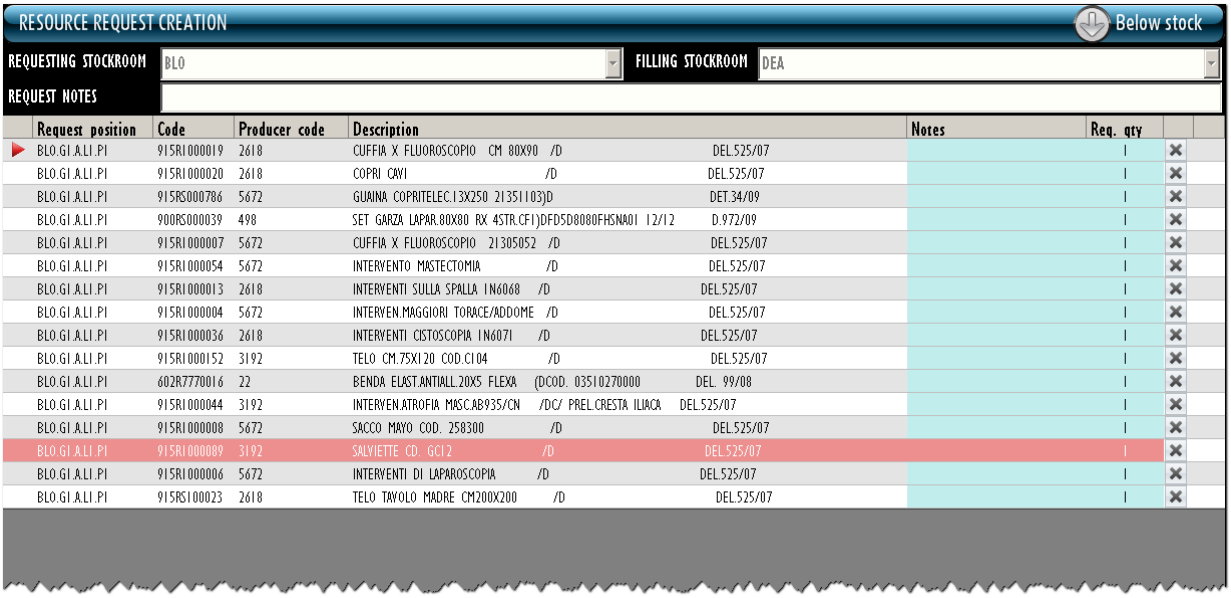


Fig 274 - Requested resources list

- Specify the quantity of each requested resource in the celle indicated in Fig 275 **B** (default quantity is 1).

It is possible to insert, if necessary, a specific note for each resource (Fig 275 **A**).

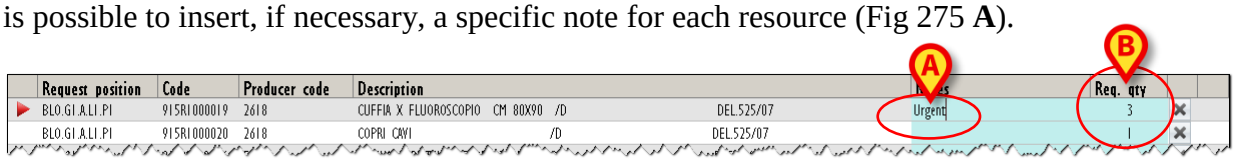


Fig 275

The  icon indicates the selected resource.

The  icon placed on the right of each row can be clicked to delete the corresponding resource.

The cancelled resources appear as shown in Fig 276. The  icon appearing at the end of the cancelled row can be clicked to restore the resource (it is an "Undo" button).

Fig 276 - Cancelled resource

The rows highlighted pink (Fig 277) correspond to resources that are not available in the filling stockroom. The request can be created anyway, even though some resources are unavailable.

Fig 277 - Unavailable resource

When the resources list is complete,

- Click the **Update** button on the command bar.

The request is this way created. A new row, corresponding to the new request, is displayed on the materials requests management screen.

19.3. How to edit an existing request

To edit an existing request

- use the filters on the "Requests management" screen (Fig 278 **A**) to display the row corresponding to the request that must be edited.

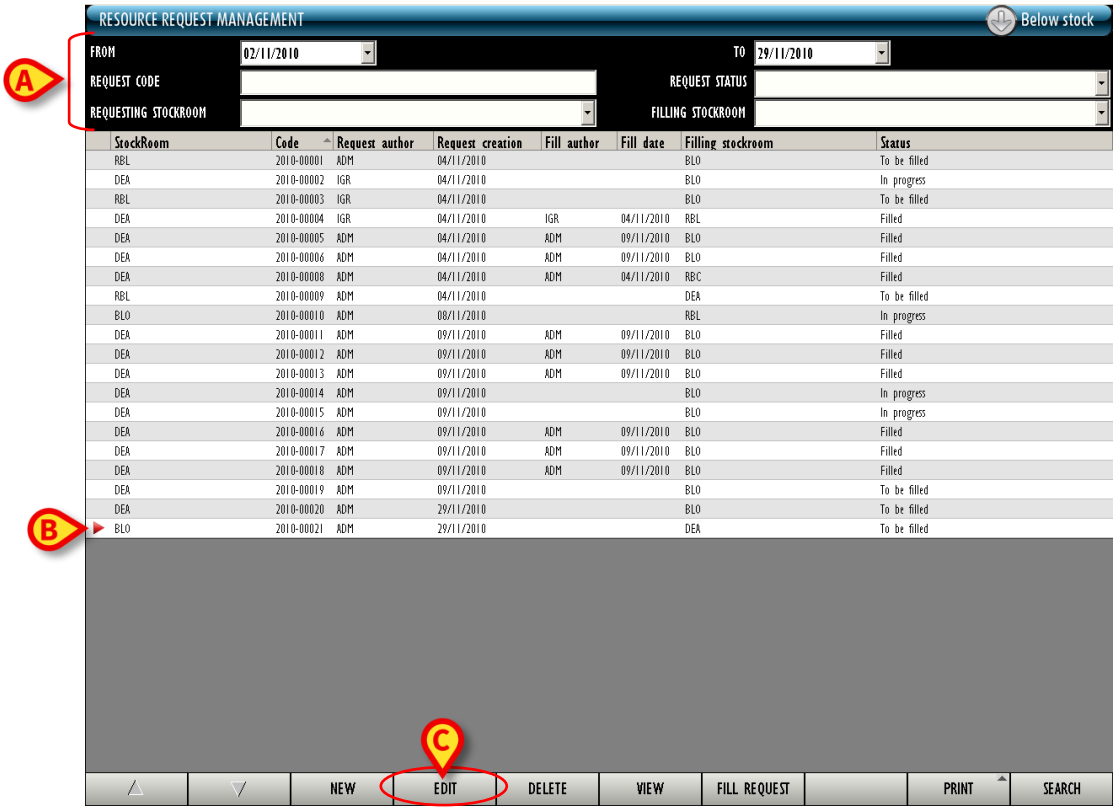


Fig 278 - Requests management

- Click the relevant row.

The  icon appears at the beginning of the row (Fig 278 **B**).

- Click the **Edit** button on the command bar (Fig 278 **C**).

The **Edit** button is enabled only if the request is in "To be filled" status and the user performing the procedure has the adequate permissions.

The list of requested resources is displayed (Fig 279).

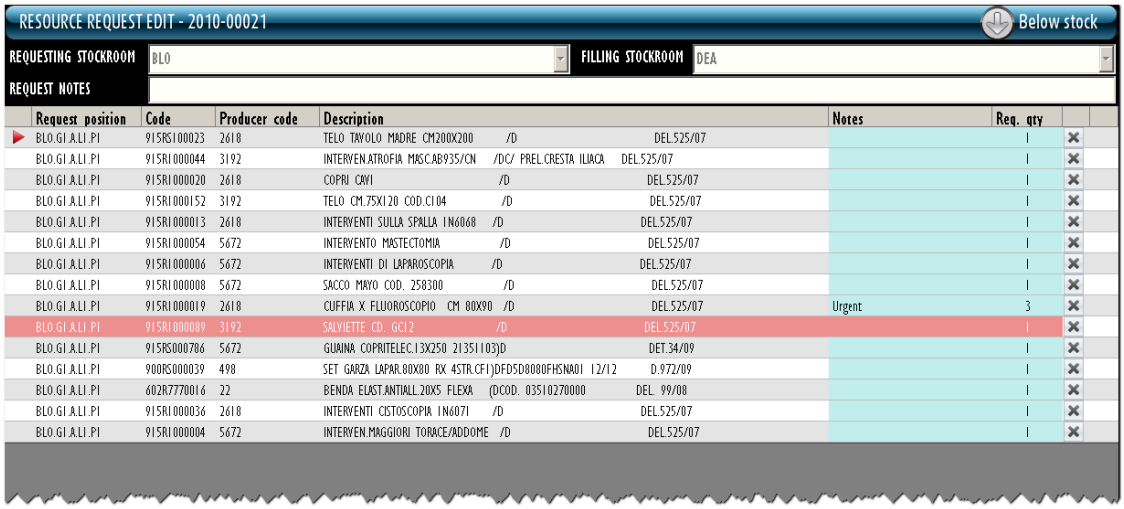


Fig 279

- Edit the request (the quantities can be changed, for instance, resources can be either added or removed).

- Click the **Update** button on the command bar.

19.4. How to delete an existing request

To delete an existing request

- use the filters on the "Requests management" screen (Fig 280 **A**) to display the row corresponding to the request that must be deleted.

Fig 280 - Gestione richieste

- Click the relevant row.

The  icon appears at the beginning of the row (Fig 280 **B**).

Click the **Delete** button on the command bar (Fig 280 **C**). The **Delete** button is enabled only if the request is in "To be filled" status and the user performing the procedure has the adequate permissions.

User confirmation is required.

- Click **Yes** to delete the request.

19.5. How to display the deatils of a request

To display the list of resources that are part of a request

- use the filters on the "Requests management" screen (Fig 281 **A**) to display the row corresponding to the request whose details must be displayed.

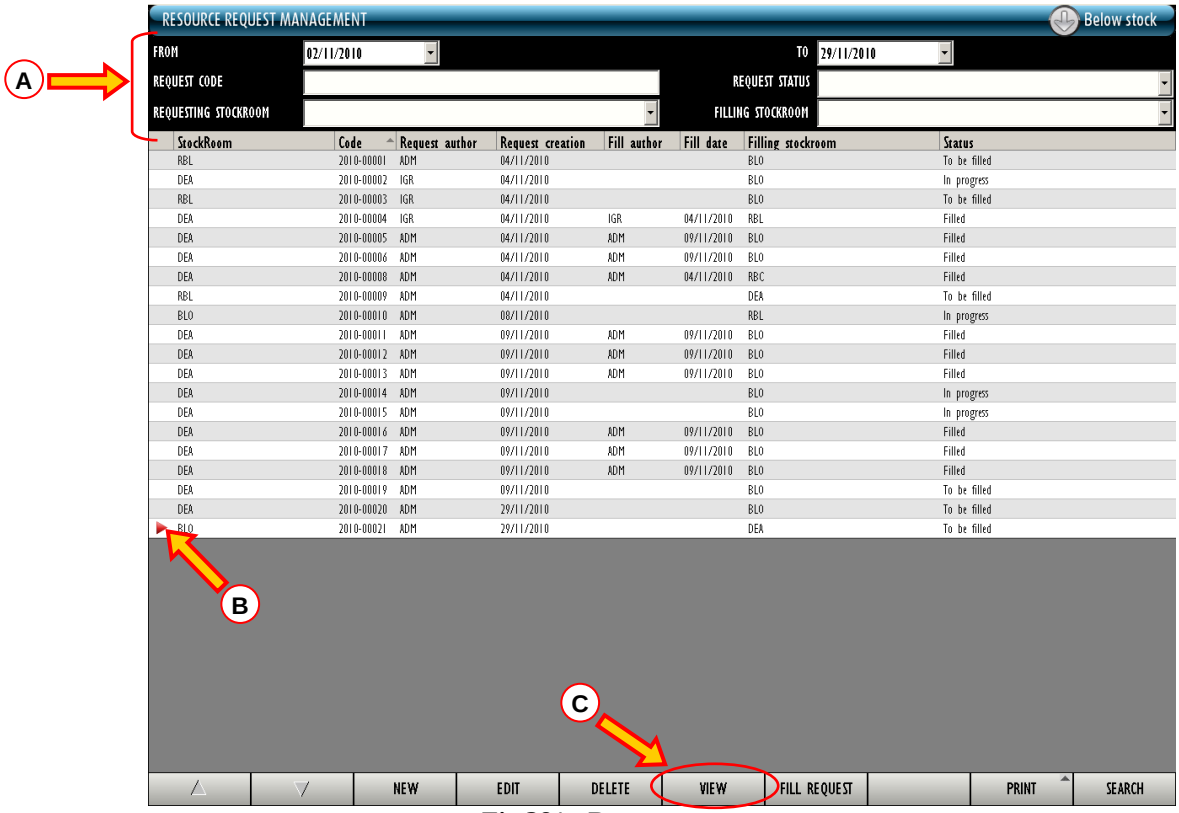


Fig 281 - Requests management

- Click the row.

The  icon appears at the beginning of the selected row (Fig 281 **B**).

- Click the **View** button on the command bar (Fig 281 **C**).

The list of requested resources is displayed. The list is in "read-only" mode, i.e. it cannot be edited by the user.

19.6. How to fill a request

To fill one of the requests that are either in "To be filled" or "In progress" status,

- use the filters on the "Requests management" screen (Fig 282 **A**) to display the row corresponding to the request whose details must be filled.

Fig 282 - Requests management

- Click the relevant row.

The  icon appears on the left (Fig 282 **B**).

- Click the **Fill Request** button on the command bar (Fig 282 **C**).

The following screen opens (Fig 283 - "Resource request filling").

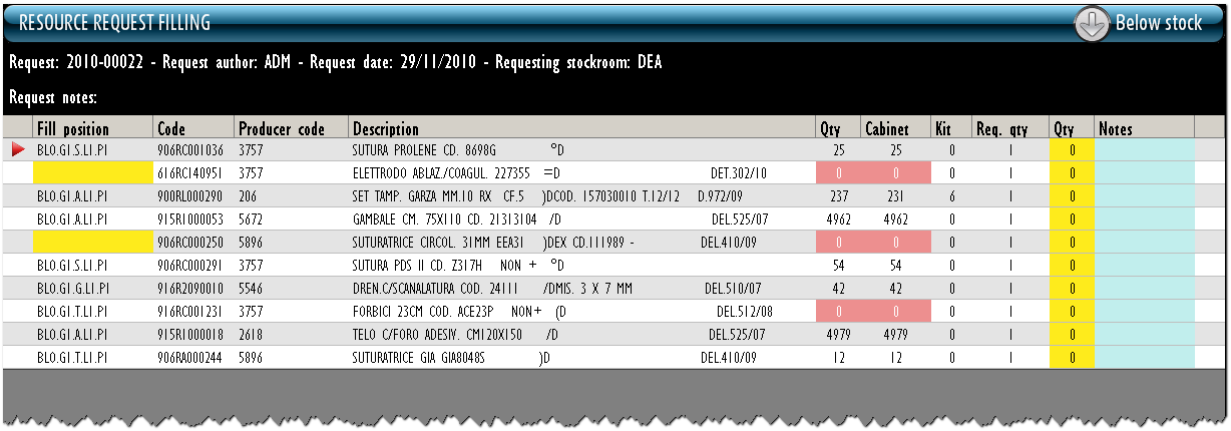


Fig 283

The resources that are part of the request are listed in a table

The following information can be displayed for each resource:

- fill position (if for a resource different positions are available the user must specify the position from which the resource is picked - in these cases the field is empty and highlighted yellow);

- resource code;
- producer code;
- resource description;
- total available quantity;
- quantity of resource located in the cabinets;
- quantity of resource located in the kits;
- requested quantity;
- filled quantity;
- possible notes.

➢ Specify, in the “Quantity” cell, the quantity of resource provided to fill the request (Fig 284 **A**). When a quantity is specified the cell turns from yellow to light blue.

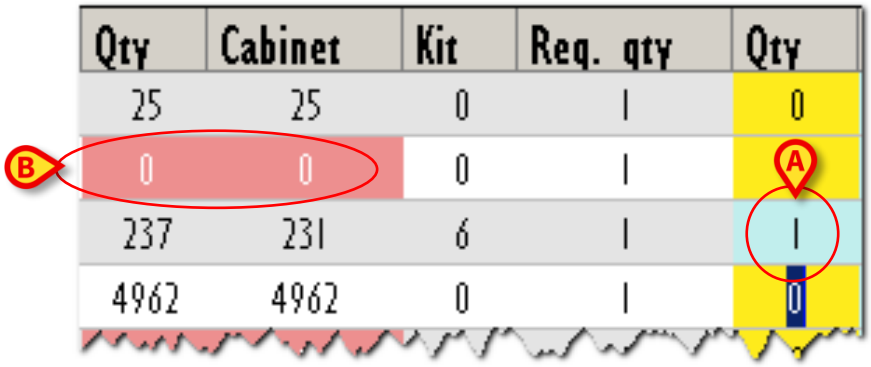


Fig 284

If a resource is unavailable the “Q.ty” and “Cabinet” cells are highlighted red (Fig 284 **B**). It is not possible to specify a quantity for these resources. The request can be filled anyway.

When all the information is specified,

➢ click the **Update** button on the command bar.

The request is this way filled.

20. Resources list for emergencies

The “Emergencies” module makes it possible to quickly display and print the list of resources necessary for an emergency operation.

To access this module,

- click the corresponding icon 

on the lateral bar.

The following screen opens (Fig 285).

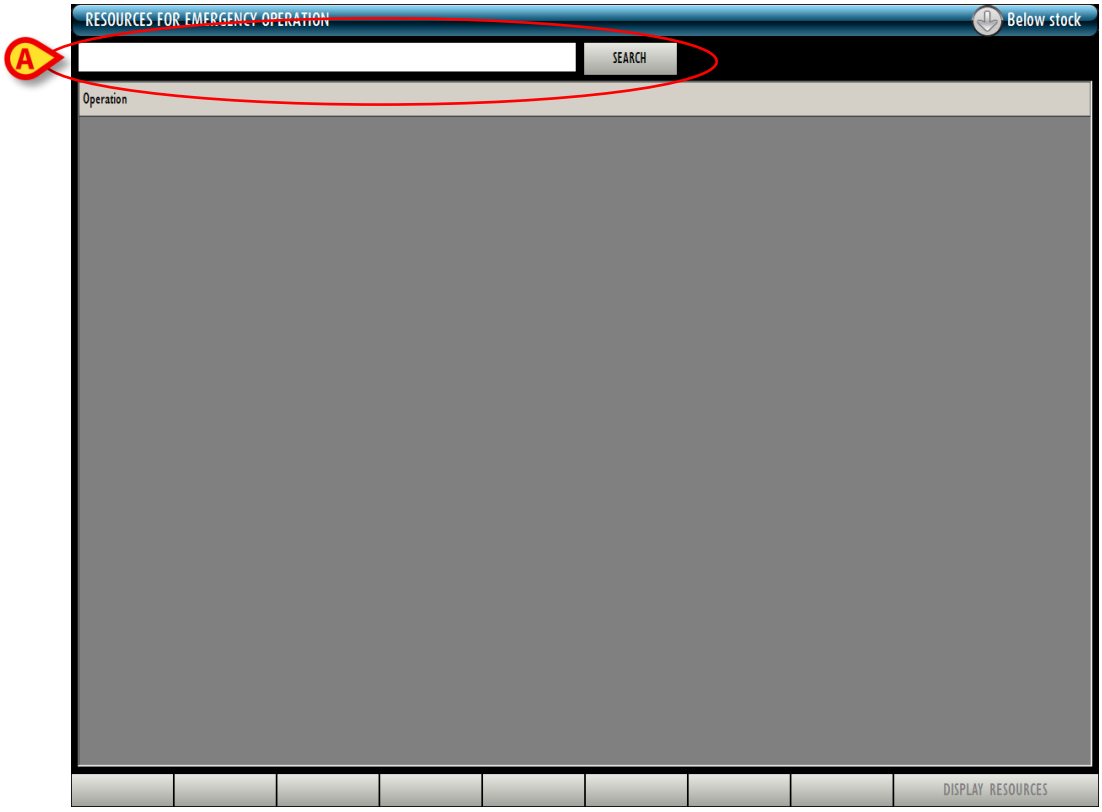


Fig 285 - “Emergencies” module

20.1. How to display the resources list for an operation

The field placed on top, indicated in Fig 285 **A**, makes it possible to search for the operation for which the resources list needs to be displayed.

To search for the operation

- type the operation name (or part of it) in the field indicated in Fig 286 **A**.

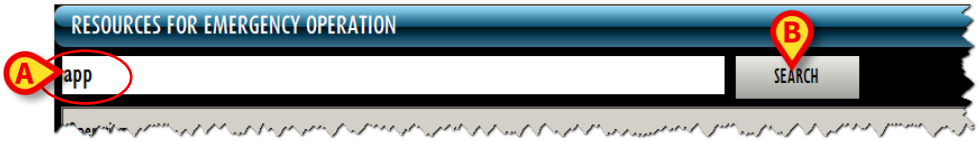


Fig 286

- Click the **Search** button placed alongside the field (Fig 286 **B**).

The list of operations whose name includes the specified text is displayed (Fig 287 **A**).

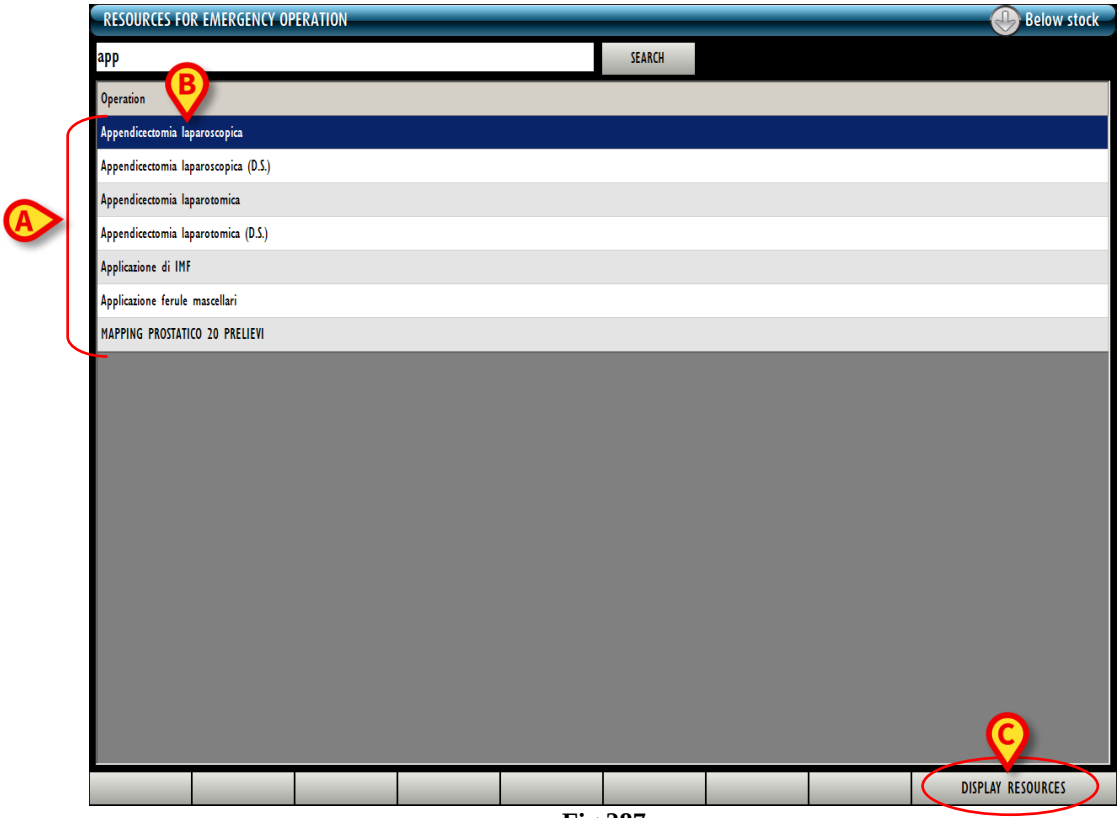


Fig 287

- Click the name of the relevant operation.

The name appears highlighted (Fig 287 **B**).

- Click the **Display Resources** button on the command bar (Fig 287 **C**).

The document listing all the needed resources is displayed.

Double click the row to display the document directly.

A print preview is displayed (Fig 288).

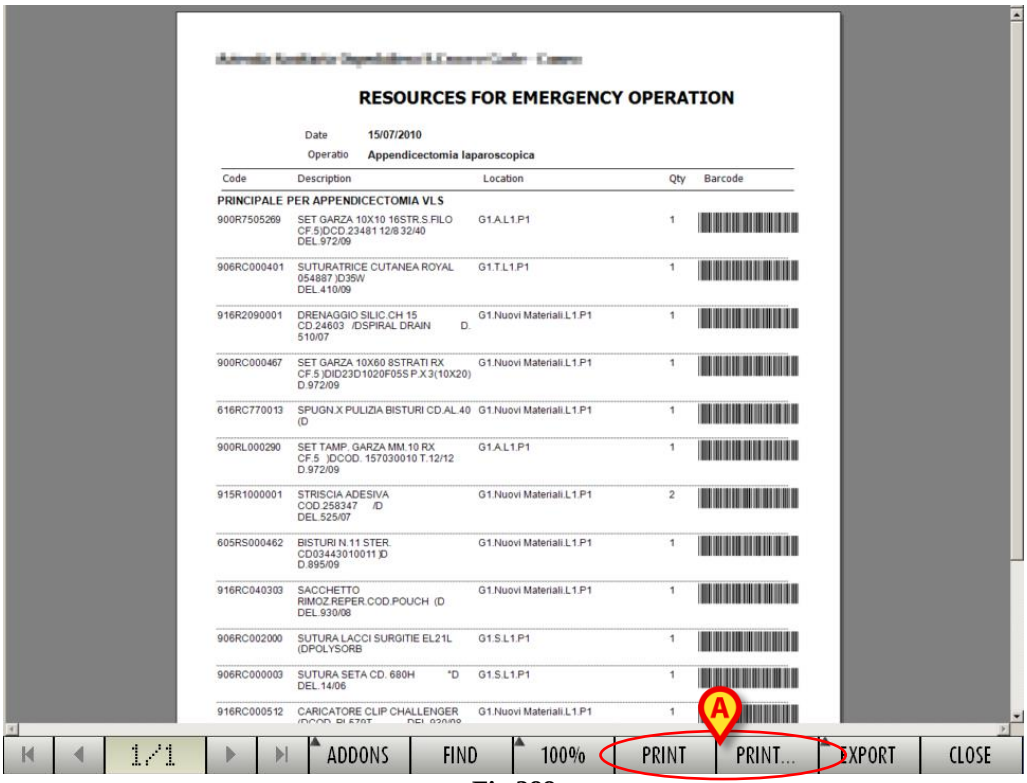


Fig 288

- Click the **Print** button on the command bar (Fig 288 **A**) to print the document.

For each resource the following information can be displayed:

- the code;
- the description;
- the location;
- the needed quantity;
- the barcode.

This document can be used to pick the resources from the cabinets.

21. Inventory management

The “Inventory” module makes it possible to manage the inventories, the quantities, the expiration dates and the resources in stock.

Some “Stock Management” configurations do not manage the resouces expiration dates. In these cases no information is displayed in the relating field.

To select the module

- click the corresponding icon  .

The following screen opens:

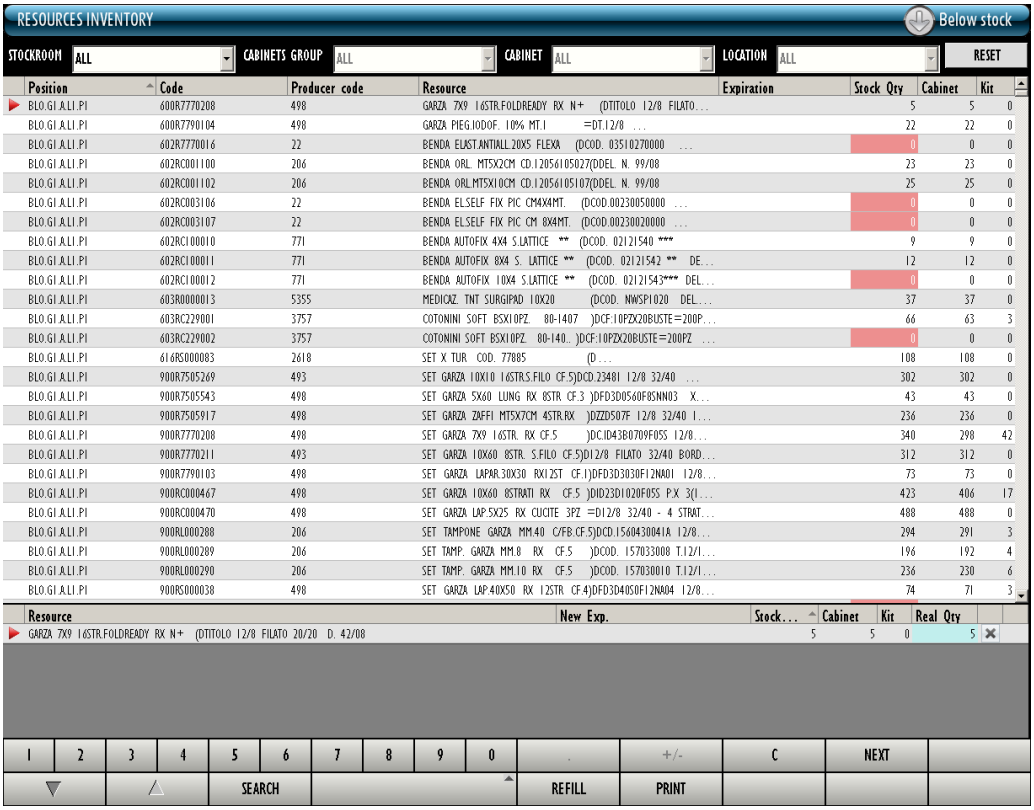


Fig 289 - Inventory

21.1. Inventory: screen structure

The “Inventory” screen is structured according to the general description offered in paragraph 1.4. See that paragraph for the screen general features. This paragraph describes the screen specific features.

21.1.1. Filters

Fig 290 - Filters on the “Inventory” screen

The filters available on the “Inventory” screen (Fig 290) are:

- “Stockroom” - Displays only the resources of a specific stockroom.
- “Cabinet group” - Displays only the resources of a specific cabinet group.
- “Cabinet” - Displays only the resources of a specific cabinet.
- “Location” - Displays only the resources of a specific location.

See paragraph 1.4.2 for instructions on how the filters work.

21.1.2. Data area

The data area of the “Inventory” screen is formed of two parts (Fig 291).

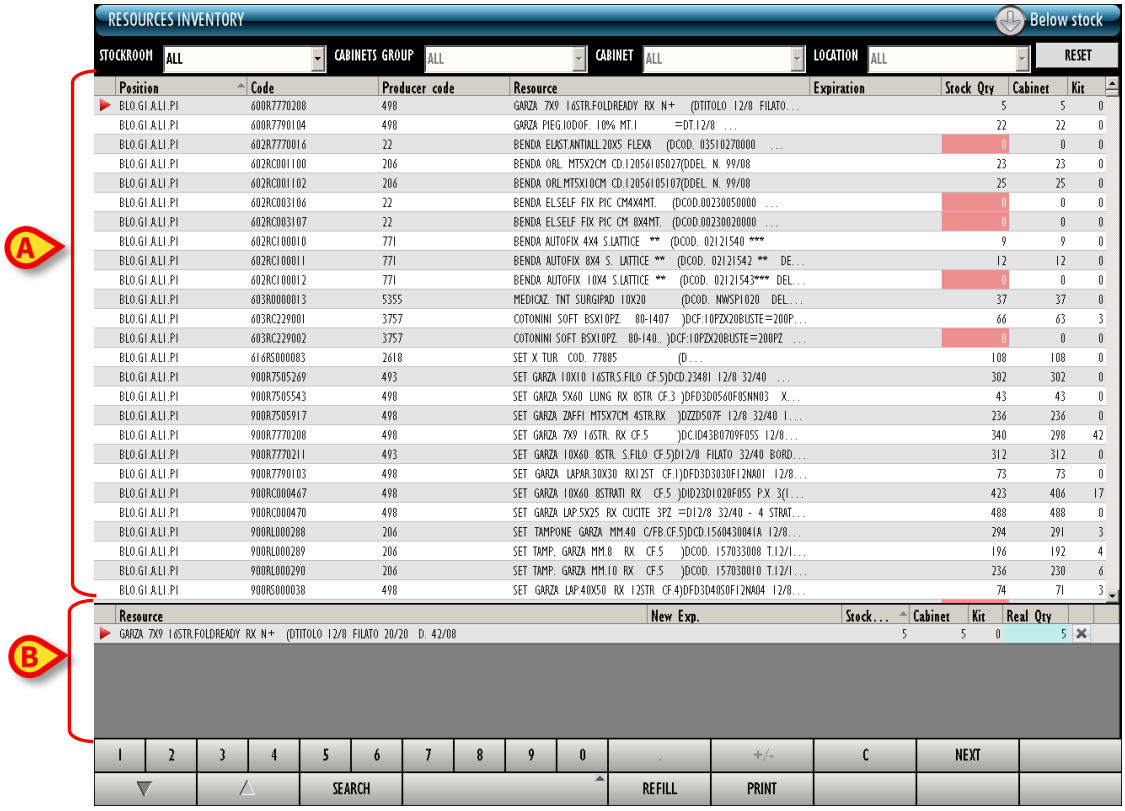


Fig 291 - Inventory

The upper part of the screen lists all the resources that are in the inventory (Fig 291 **A**).
Each row corresponds to a resource type. For each resource the following information can be provided:

- the position (not editable);
- the resource code (not editable);
- the manufacturer code (not editable);
- the resource name (not editable);
- the expiration date (not editable);
- the quantity of resources in stock (not editable);
- the quantity of resource located in the cabinets (not editable);
- the quantity of resource located in the kits (not editable).

The lower part of the screen (Fig 291 **B**) contains detailed information relating to the resource selected in the upper part. Each row corresponds to a single resource (while in the upper part each row corresponds to a resource type).
For each row the following information can be displayed:

- the resource name and description (not editable);
- the possible new expiration date;

Some "Stock Management" configurations do not manage the resouces expiration dates. In these cases no information is displayed in the relating field.

- the total recorded quantity in stock (not editable);
- the recorded quantity of resource located in the cabinets (not editable);
- the recorded quantity of resource located in the kits (not editable).
- the actual quantity in stock.

For each resource either all or part of the information can be displayed, depending on configuration.

The  icon on the left indicates the selected resource.

The selection of a row in the upper part of the screen displays the details of the corresponding resource in the lower part of the screen.

When the quantity in stock for a resource is less than the minimum quantity (indicated by configuration) the corresponding cell is highlighted red; when the quantity in stock for a resource is

less than the ideal quantity (indicated by configuration) the corresponding cell is highlighted yellow.

If there are 0 items in stock for a resource the selection of the corrsponding row in the upper part of the screen does not display any item in the lower part of the screen.

In the configurations that manage the expiration dates, if the expiration date is highlighted red it means that the resource is expired. If the expiration date is highlighted yellow it means that the resource is close to expiration.

The  icon on the right cancels the corresponding row. The cancelled row appears in strike-through characters, as in Fig 292.

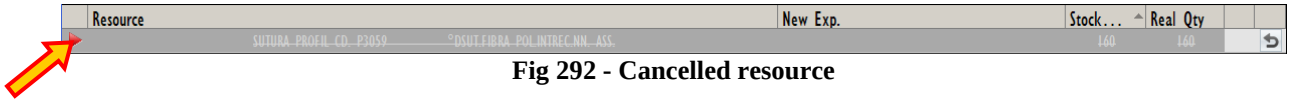


Fig 292 - Cancelled resource

The corresponding resources disappear from the list when the screen is updated.

The  icon placed at the end of the row is an "Undo" button bringing back the row to its original state.

The rows highlighted green corespond to resources that are not in use anymore but for which there are still available quantities in stock (Fig 293).

Fig 293

21.1.3. The "Inventory" screen command bar

The command bar of the "Inventory" screen (Fig 294) is formed of several buttons. This paragraph lists briefly the functions of the different buttons, referring to successive paragraphs when more detailed instructions on a specific functionality are necessary.

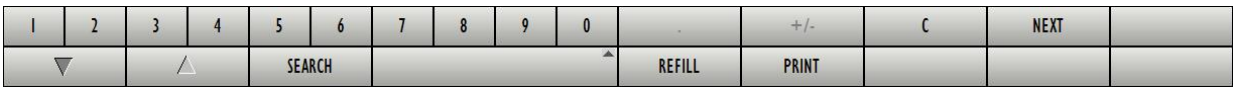


Fig 294 - Command bar

The upper line contains the buttons making it possible to manage the numeric data specification.

Fig 295 - Numeric buttons

Use the numeric buttons (Fig 295) to indicate the quantities. Click one of the numbers to write the number in the "Quantity" field.

The " **.** " button is a decimal divider. The button is active only if decimal specification is relevant.

The "**+/-**" button makes it possible to specify whether a value is negative or positive. The button is active only if negative values specification is relevant.

The " **C** " button brings back to zero the specified quantities.

The **Next** button selects the item following the one currently selected.

Use the arrow buttons  and  to scroll up and down the screen contents in case the items are too many to be displayed all together.

Use the **Search** button to access the system's search functionalities (described in paragraph 22).

Use the **Refill** button to access directly the refill functionalities for the selected resource. See paragraph 21.3 for the detailed procedure.

Use the **Print** button to print the resources inventory. See paragraph 21.4 for the module's print functionalities.

Use the **Close** button to close the screen.

When editing the screen contents the **Update** and **Cancel** buttons appear on the command bar.

The **Update** button saves the changes made. After every editing of the screen contents it is necessary to click the **Update** button to save the changes.

The **Cancel** button annuls all the changes made.

21.2. Editing the inventory values

The "Inventory" module makes it possible to manage the values relating to the resources recorded. It is possible to change the quantities in stock and the expiartion dates if necessary. It is also possible to delete a resource.
The nature and number of editable values depend on the configuration of the specific resource and are indicated by the light-blue colour highlighting the corresponding cell. In Fig 296, for instance, only the actual quantity is editable.

Fig 296

21.2.1. How to change the quantities in stock

To change the quantity of resource in stock,

- click the row in the upper part of the screen corresponding to the relevant resource.

The row is selected; the ▶ icon is displayed on the left (Fig 297 **A**).

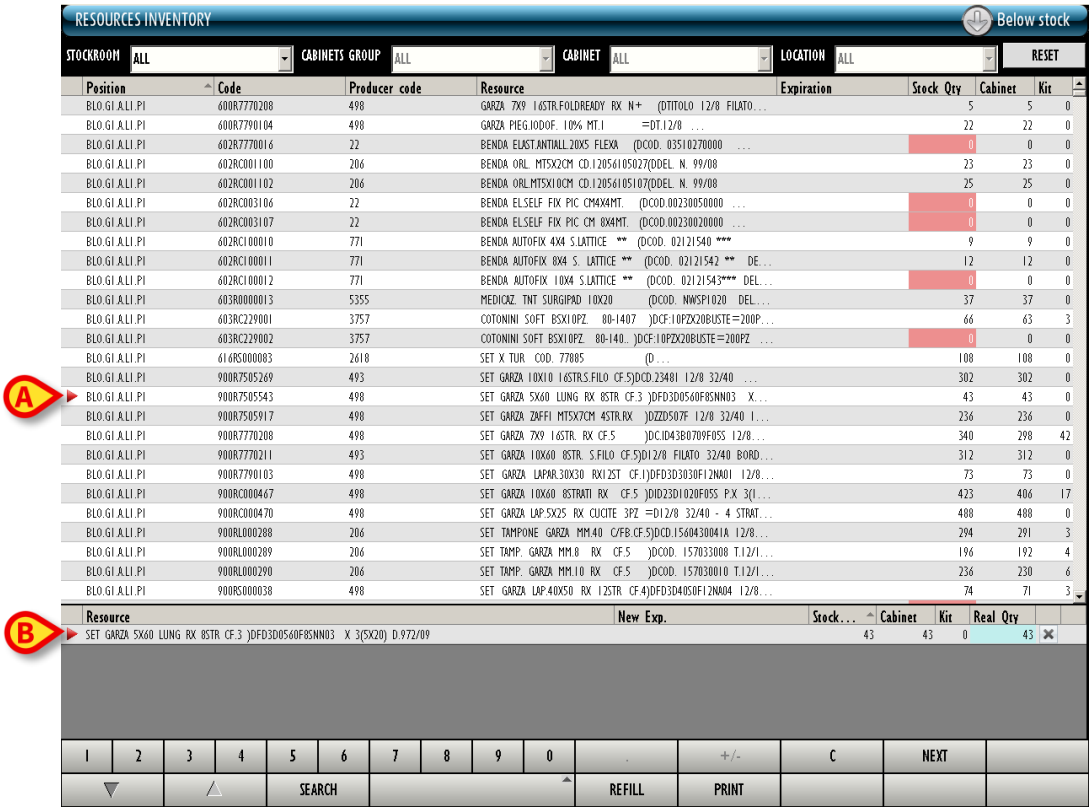


Fig 297

In the lower part of the screen the details of the selected resource are displayed (Fig 297 **B**).

In the lower part of the screen,

- click the row corresponding to the resource for which the quantity must be changed.

The corresponding row is selected; the ▶ icon is displayed on the left.

- Insert the new resource quantity using the numeric buttons on the command bar.
- Click the **Update** button on the command bar.

The quantities in stock are updated.

Otherwise, as alternative procedure,

- click the cell containing the “actual quantity” on the row corresponding to the resource for which the value must be changed.

The corresponding row is selected; the ▶ icon is displayed on the left. The quantity is highlighted.

- Specify the new quantity using either the workstation keyboard or the numeric buttons on the command bar.
- Click the **Update** button on the command bar.

The quantities are this way updated.

The  icon makes it possible to go back to the original values (“Undo” button).

21.2.2. Deleting an inventory item

To delete an inventory item, on the upper part of the screen,

- click the row corresponding to the resource that must be deleted.

The resource is selected; the  icon appears at the beginning of the row (Fig 298 **A**).

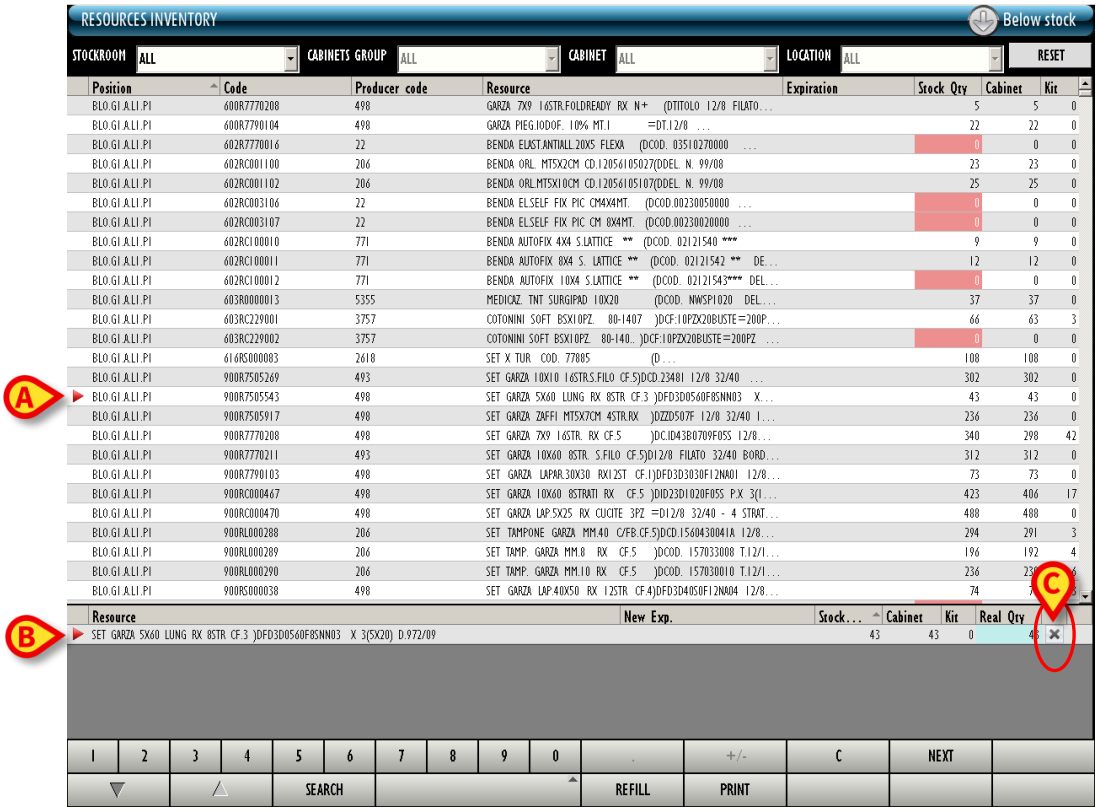


Fig 298

In the lower part of the screen the details of the selected resource appear (Fig 298 **B**).

In the lower part of the screen, on the row corresponding to the resource that must be deleted,

- click the  button on the right (Fig 298 **C**).

The row appears now in strike-through characters (Fig 299).

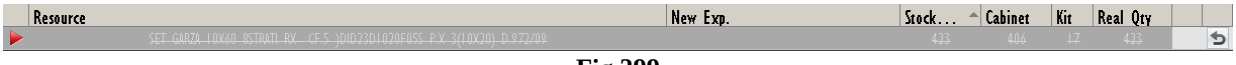


Fig 299

- Click the **Update** button on the command bar.

The row disappears from the lower part of the screen. The inventory values are consequently updated.

If all the items of a certain resource are deleted the row corresponding to the resource disappears from the upper part of the screen as well.

The  icon makes it possible to go back to the original values ("Undo" button).

21.3. Refill resource procedure

It is possible to access the refill resource quantity functionalities directly from the inventory screen. It is this way possible to perform the refill procedure for a resource in a direct and quick way.

To do that

- click the row corresponding to the resource for which the refill procedure must be performed.

The resource is selected; the ▶ icon appears on the left (Fig 300 **A**).

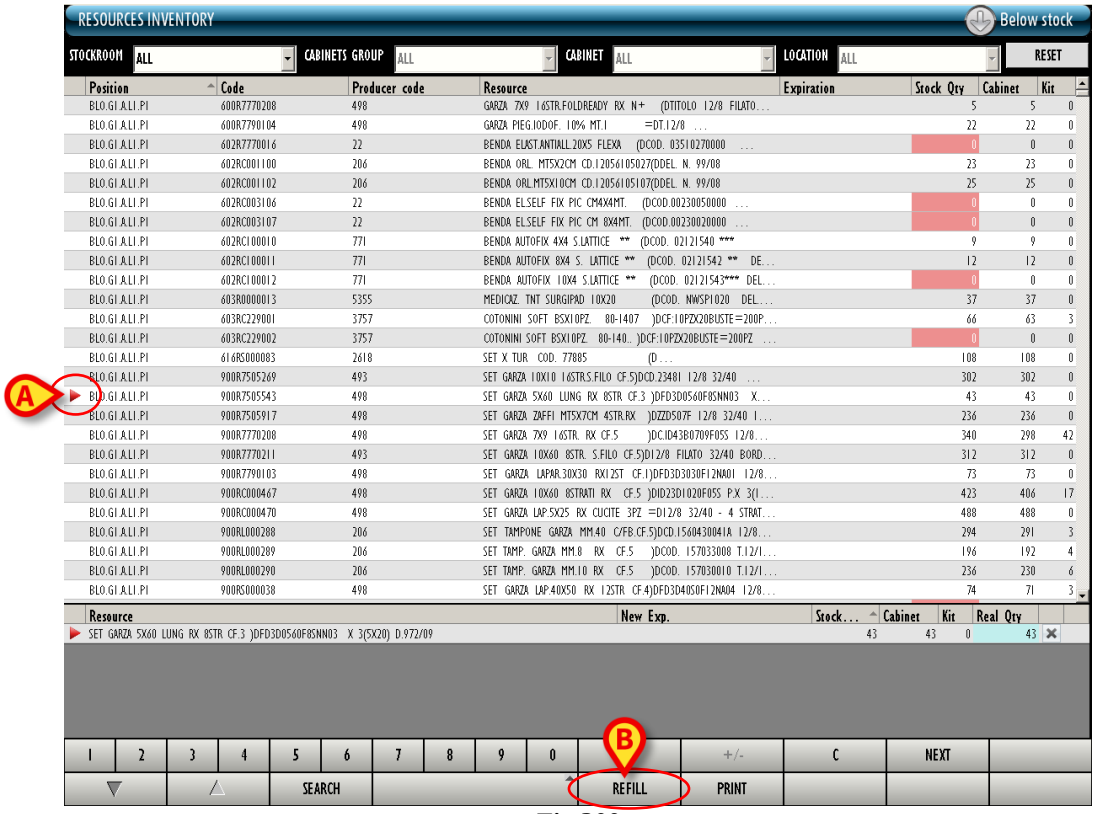


Fig 300

- click the **Refill** button on the command bar (Fig 300 **B**).

The "Resources refill" screen is displayed (Fig 301). The selected resource is displayed on this screen (Fig 301 **A**).

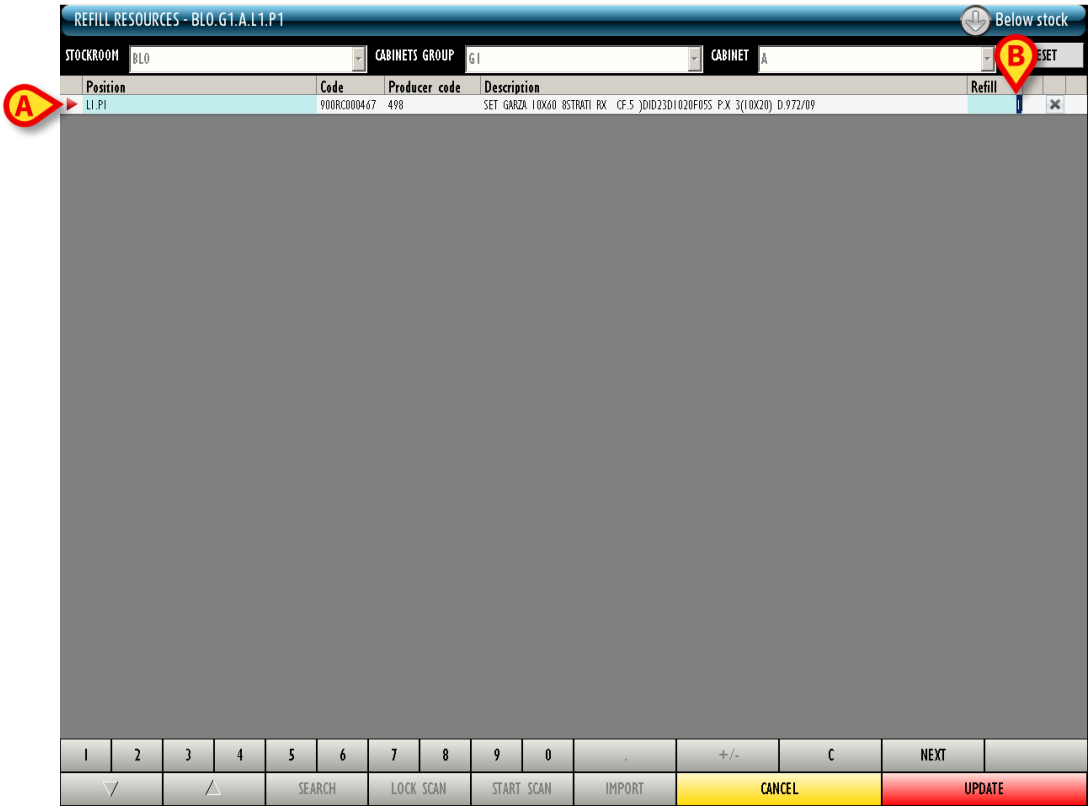


Fig 301

- Specify, if required, the resource values (lot, serial number, etc…).
- Specify the “refill” quantity in the “Refill” field (Fig 301 **B**)
- Click the **Update** button on the command bar.

The “Inventory” screen opens again (Fig 300). The resource values are updated.

21.4. Print inventory

The **Print** button on the command bar makes it possible to access the system's print functionalities.

- Click the **Print** button.

A print preview is displayed (Fig 302).

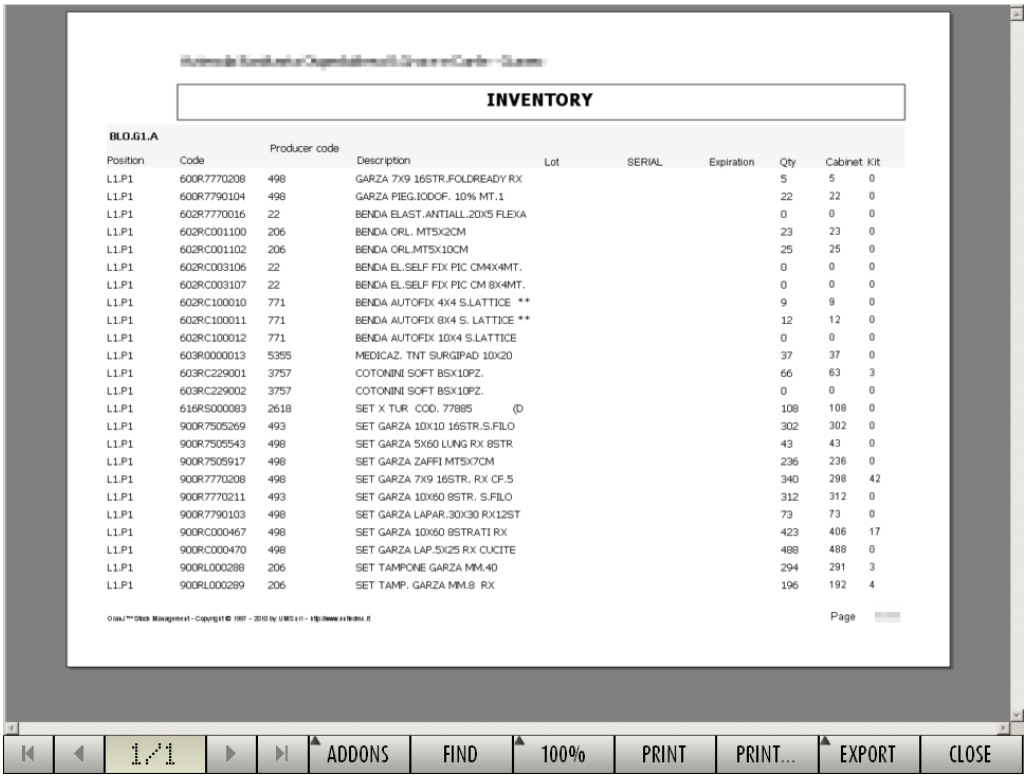


Fig 302 - Print inventory

22. Search functionalities

A specific tool is available in the “Stock Management” system to search for the resources in stock

To access this tool

- click the corresponding icon 

on the lateral bar.

The following screen opens (Fig 303)

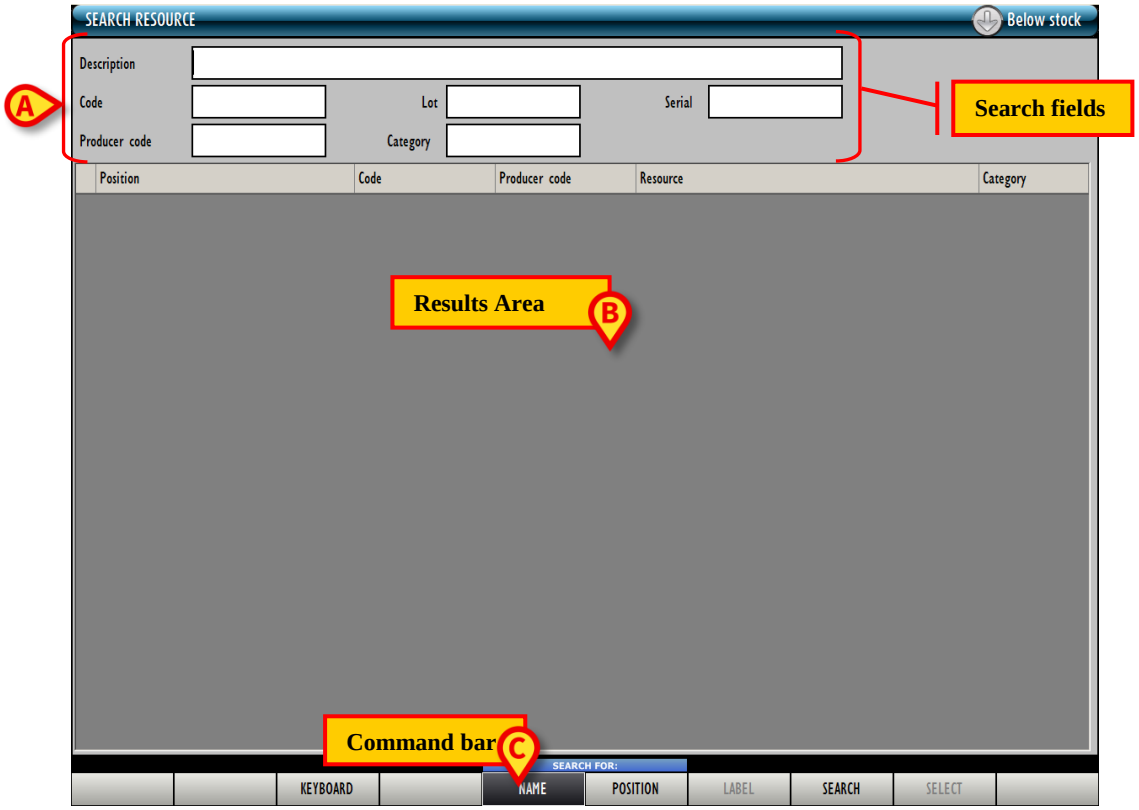


Fig 303 - Search resource

*The screen shown in Fig 303 is displayed every time the **Search** button is clicked on most of the “Stock Management” system screen.*

On top of the screen, in the area indicated in Fig 303 **A** there are the search fields.

The area indicated in Fig 303 **B** contains the search results.

The command bar is indicated in Fig 303 **C**.

22.1. Search fields

In order to search for the wanted resource the following information can be specified in the search fields:

- the resource description;
- the resource code;
- the lot;
- the serial number;
- the manufacturer code;
- the resource category.

22.1.1. How to search for a resource

To search for a resource

- insert the available data of the searched resource in the search fields (Fig 304 **A**).

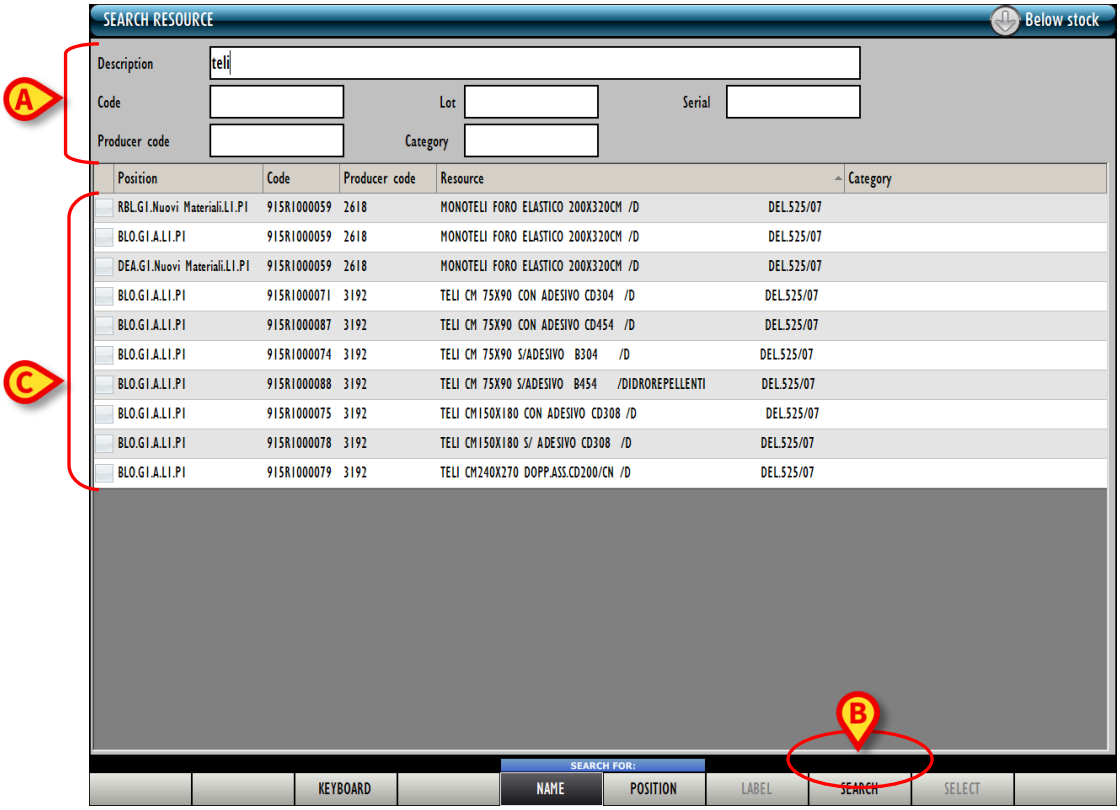


Fig 304

- Click the **Search** button on the command bar (Fig 304 **B**).

The list of resources corresponding to the data specified appears in the results area (Fig 304 **C**).

22.2. Results

The central part of the screen, indicated in Fig 303 **B** and shown in Fig 305 contains the results list.

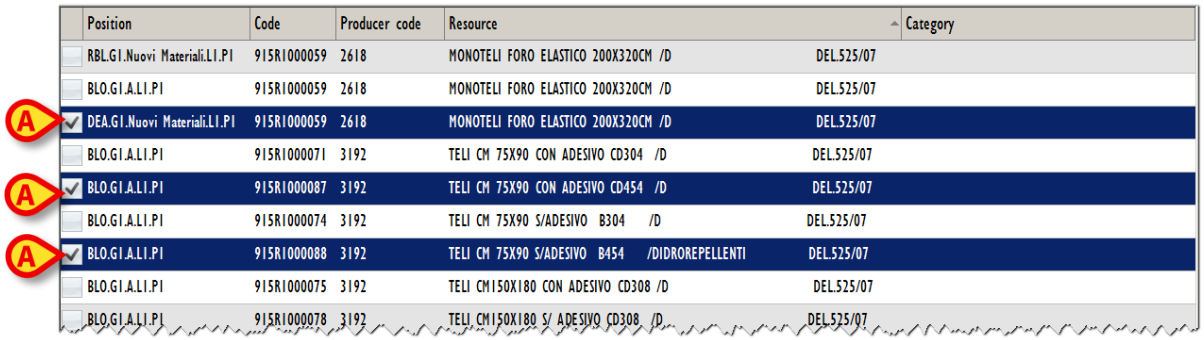


Fig 305 - Search results

Each row corresponds to a resource. The following information (when available) is displayed for each resource:

- the position;
- the resource code;
- the manufacturer code;
- the resource description;
- the category.

Click the row corresponding to the wanted resource to select it. Multiple selection is either enabled or not by configuration. Fig 305 **A** shows three resources selected.

22.3. The command bar

The command bar (Fig 306) contains several buttons making it possible to access specific functionalities, described in this paragraph.

Fig 306 - Command bar

The **Keyboard** button displays a virtual keyboard that can be used for data entry (Fig 307).

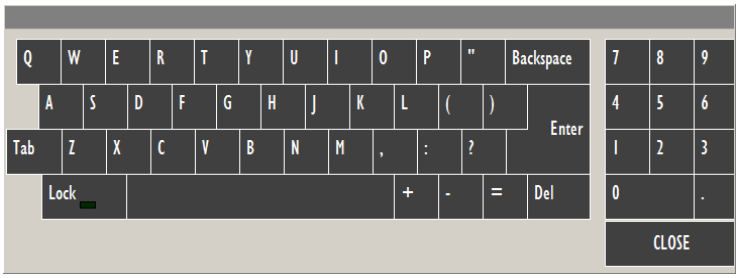


Fig 307

The buttons **Name** and **Position** make it possible to select the search modality.
When the **Name** button is selected the search modality is that described in paragraph 22.1.1. When the **Position** button is selected the search modality is that described in paragraph 22.4.

The **Label** button makes it possible to print a sticker label containing the barcode of the selected resource. The procedure to be performed for this purpose is described in paragraph 22.3.1.

Use the **Search** button to perform the search (see paragraph 22.1.1).

Use the **Select** button to select one of the items displayed on screen and insert it in the current procedure. The **Select** button is not active when the search module is selected through the icon on the lateral bar (this is the case described in this paragraph 22). The **Select** button is active when the search screen is accessed directly from the other modules.

To select an item

- click the row corresponding to the relevant item.

The row is highlighted (Fig 305 **A**).

- Click the **Select** button.

The selected item will be inserted in the current screen/procedure.

22.3.1. Print label for the selected resource

This paragraph describes the procedure that must be performed to print the barcode sticker label of a selected resource:

- search for the resource using the procedure described in paragraph 22.1.1.
- Click the row corresponding to the relevant resource.

The row is highlighted.

- Click the **Label** button.

The following screen opens, making it possible to specify the number of labels to be printed (Fig 308).

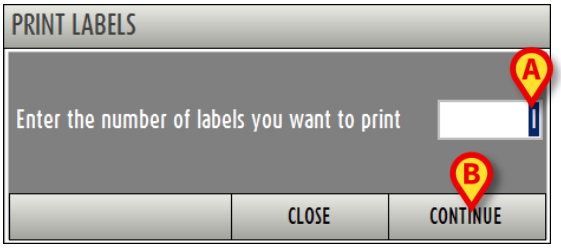


Fig 308

- Specify the number of labels in the field indicated in Fig 308 **A**.
- Click the **Continue** button (Fig 308 **B**).

The labels required will be printed.

22.4. Search by position

When the **Position** button on the command bar is selected a screen making it possible to search the resources by position opens (Fig 309).

Fig 309 - Search by position

The screen displays the complete resources list.
Three filters are on top (Fig 309 **A**), making it possible to reduce the number of items displayed.

The available filters are:

- "Stockroom" - Displays only the resources of a specific stockroom.
- "Cabinet group" - Displays only the resources of a specific cabinet group.
- "Cabinet" - Displays only the resources of a specific cabinet.

To use one of the filters

➢ click the button placed alongside the filter.

A menu containing all the available options opens.

Fig 310

- Click the wanted option.

The name of the chosen filter appears in the field. The list of items displayed changes accordingly. The **Reset** button (Fig 309 **B**) resets all the filters.

24. Contacts

For any issue, please refer first to the Distributor who installed the Product.

Here are the manufacturer contacts:

- **ASCOM UMS srl unipersonale**

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Tel. (+39) 055 0512161
Fax (+39) 055 8290392

- **Technical assistance**

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800999715 (toll free, Italy only)

- **Sales and products information**

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