



# **Stock Management User Manual**

**Version 4.0**

**2021-07-02**

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# 1. Stock Management



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*For general and detailed information about the Product environment and the instructions for use of the Control Bar software, see the specific documents of the Product. The knowledge and understanding of these documents is mandatory for an appropriate and safe use of the Stock Management system, described in this document.*

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## 1.1. Introduction

The “Stock Management” system offers a set of tools dedicated to the management of stockrooms and pharmacies of a clinical structure. The system, composed by several different modules, covers a wide range of tasks and needs related 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.

The specific healthcare organization can adopt a sub-set of modules in order to support its actual procedures.



## 1.2. The Stock Management modules

This section lists and briefly describes the modules that are part of Digistat® Stock Management. For each module are here provided: the name; a brief description; the corresponding icon; the shortcut to the corresponding section in this document.

Name	Icon	Section
<b>Stock</b> - Stock monitoring.		2
<b>Material transfer</b> - Resources transferral from one stockroom to another.		3
<b>Expirations</b> - Management of resources either expired or near-to-expiration.		4
<b>Other pickings</b> - Administrative discharge management.		5
<b>Movements</b> - Summary of all the movements of resources.		6
<b>Cost center picking</b> - Cost center attribution for resources picking.		7
<b>Resources picking</b> - Management of the resources picking procedures. It can be accessed from the “Cost center picking” module (section 7), after the relevant cost center has been selected.	-	8
<b>Cost center return</b> - Cost center attribution for the resources returned.		9
<b>Resources allocation</b> - Recording of the changes in the resources allocation.		10
<b>Orders</b> - Create and print the orders sheet		11
<b>Returns</b> - Returned resources management.		12
<b>Waste</b> - Wasted resources management.		13
<b>Kit setup</b> - Aid in the kit preparation procedure.		14
<b>Returned resources from kit</b> - Recording of the unused resources returned from the operating kits.		15
<b>Generic kits</b> - Generic kits creation and management procedures.		16
<b>Generic kit link</b> - This procedure makes it possible to link a generic kit to a specific operation.	-	17
<b>Generic kits for emergencies</b> - This procedure makes it possible to link a generic kit to an emergency operation.		18
<b>Requests</b> - Materials requests procedures management.		19
<b>Emergencies</b> - Quick creation and print of the resources list for the emergency operations.		20
<b>Inventory</b> - Inventory management.		21

## 1.3. How to select a module

To select a module:

- Click the corresponding icon on the lateral bar.

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

## 1.4. Screen structure

The screens of the different modules have different layouts and functionalities but always maintain the same structure. This section shows a sample screen to highlight the items that are constant in 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).

The screenshot displays the 'RESOURCES INVENTORY' application window. It features a top navigation bar with a 'Below stock' button. Below this is a filter bar containing dropdown menus for 'STOCKROOM', 'CABINETGROUPS', 'CABINET', and 'LOCATION', along with a 'RESET' button. The main area is a table with columns: Position, Producer code, Resource, Expiration, and Stock Qty. The table lists various medical supplies like 'GARZA PIEG.1000F. 10% HT.1' and 'BENDA ELAST.ANTIALL.20X5 FLEXA'. At the bottom, there is a 'Command bar' with buttons for 'SEARCH', 'REFILL', 'PRINT', and 'NEXT'. Annotations A, B, C, and D point to the Header, Filters, Data area, and Command bar respectively.

Position	Producer code	Resource	Expiration	Stock Qty
BLO.GI.A.II.PI	498	GARZA PIEG.1000F. 10% HT.1	=DT.12/8	7
BLO.GI.A.II.PI	22	BENDA ELAST.ANTIALL.20X5 FLEXA	(DCOD. 03510270000	8
BLO.GI.A.II.PI	206	BENDA ORL. HTSX2CH CD.12056105027(DDEL. N. 99/08		28
BLO.GI.A.II.PI	206	BENDA ORL.HTSX10CH CD.12056105107(DDEL. N. 99/08		26
BLO.GI.A.II.PI	22	BENDA EL.SELF. FIX PIC CH.8X4MT. (DCOD.00230050000	DEL. 99/08	15
BLO.GI.A.II.PI	22	BENDA EL.SELF. FIX PIC CH.8X4MT. (DCOD.00230020000	DEL. 99/08	14
BLO.GI.A.II.PI	5355	MEDICAZ. TNT SURGIPAD 10X20 (DCOD. NWSPI020 DEL.N. 99/08		65
BLO.GI.A.II.PI	3757	COTONINI SOFT BSK10PZ. 80-140. JDCF.10PZX208USTE=200PZ	DET. 549/09	11
BLO.GI.A.II.PI	2618	SET X TUR. COD. 77885 (D	DEL. 941/08	105
BLO.GI.A.II.PI	493	SET GARZA 10X10 16STR.5.FILO (CF.5)DCD.23481 12/8 32/40	DEL.972/09	396
BLO.GI.A.II.PI	498	SET GARZA 5X60 LUNG RX BSTR. CF.3 JDCF.10D560F85NN03 X 3(SK20)	D.972/09	22
BLO.GI.A.II.PI	498	SET GARZA ZAFFI HTSX7CM	XCF D.972/09	55
BLO.GI.A.II.PI	498	***SET GARZA 7X9 16STR. B	70 D.972/09	909
BLO.GI.A.II.PI	493	SET GARZA 10X60 BSTR. 5.FILO (CF.5)DCD.23481 12/8 32/40	D.972/09	322
BLO.GI.A.II.PI	498	SET GARZA LAPAR.30X30 RX12ST. CF.1JDCF.10D303030F12NA01 12/8 32/40	D.972/09	55
BLO.GI.A.II.PI	498	SET GARZA 10X60 BSTRATI RX CF.5 JDCF.10D303030F12NA01 12/8 32/40	D.972/09	492
BLO.GI.A.II.PI	498	SET GARZA 5X25 4STRX CUCITE (CF.3P2)JDCF.10D525F035 12/8 32/40	D.972/09	17
BLO.GI.A.II.PI	206	SET TAMPONE GARZA MH.40 C/FB.CF.5)DCD.1560430041A 12/8 20/20	D.972/09	321
BLO.GI.A.II.PI	206	SET TAMP. GARZA MH.8 RX CF.5 JDCF.10D303008 1.12/12	D.972/09	116
BLO.GI.A.II.PI	206	SET TAMP. GARZA MH.10 RX CF.5 JDCF.10D3030010 1.12/12	D.972/09	133
BLO.GI.A.II.PI	498	SET GARZA LAP.40X50 RX 12STR. CF.4JDCF.10D4050F12NA04 12/8 32/40	D.972/09	49
BLO.GI.A.II.PI	498	SET GARZA LAPAR.80X80 RX 4STR.CF.1JDCF.10D5080080FHSNA01 12/12	D.972/09	10
BLO.GI.A.II.PI	5672	INTERVENTI MINORI SU ADDOME /D	DEL.525/07	4620
BLO.GI.A.II.PI	5672	STRISCIA ADESIVA COD.258347 /D	DEL.525/07	3079
BLO.GI.A.II.PI	5672	TELO CH.75X90 COD.250491 /D	DEL.525/07	3850
BLO.GI.A.II.PI	5672	TELO ADES. CH.75X90 COD.252312 /D	DEL.525/07	3880
BLO.GI.A.II.PI	5672	INTERV. MINORI TORACE/ADDOME /D	DEL.525/07	3880


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 can be displayed (if configured), 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 resources expiration dates. In these cases the first two icons cannot appear.*

### 1.4.2. Filters

Under the header there are different fields allowing to filter the items displayed on screen.



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



Fig 3

To use the filters:

- Click the  button placed alongside the filter.

A menu containing the available options opens.



Fig 4

- Click the wanted option.

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

#### 1.4.2.1. Date filter

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





Fig 5

To set a date

- Click the  button placed alongside the field (Fig 5 **A**).

A calendar-window opens.

- On the calendar, the current date is selected by default. To select a different date, use the  and  buttons to change month, then click the number corresponding to the wanted day.

The selected date 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 are described later, with the relating module.

### 1.4.4. Command bar

The command bar (Fig 1 **D**) contains the buttons allowing to perform the procedures relating to the module selected. The command bars are described contextually to the specific modules.

## 1.5. Resources' optimistic management

In the "Stock Management" context, the phrase "Resources optimistic management" indicates that the expiration date of some resources can be edited. The "Optimistic management" can be enabled by configuration.

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 closest one. This guarantees that no expired resource is used. It is however possible that a resource is 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.

STOCK MONITORING												
STOCKROOM		BLO	CABINETS GROUP		G1	CABINET		ALL	RESET			
Hour	Position	Code	Producer code	Description	Min	Ideal q	Stock q	Cabinet	Kir	Refill	Expiration	
	U.LI.PI	609R130011	683	SONDA PROST.DUFOUR CD.11331030	0	0	0	0	0	0	0	
	U.LI.PI	609R132080	683	SONDA PROST.DUFOUR CD.11332080	0	0	0	0	0	0	0	
10/05/2010 15.16	U.LI.PI	609R130009	2821	SONDA PROST.ICA DUFOR AB4318 N+/DBECO FLA...	0	0	0	0	0	0	0	
	U.LI.PI	609R130005	2821	SONDA URETERALE NELATON ACS303	0	0	0	0	0	0	0	
	A.LI.PI	602R100010	771	BENDA AUTOFIX 4X4 S.LATTICE ** (DCOD. 0212154...	0	0	9	9	0	0	0	
	A.LI.PI	602R100011	771	BENDA AUTOFIX 8X4 S. LATTICE ** (DCOD. 0212154...	0	0	12	12	0	0	0	
	A.LI.PI	602R001100	206	BENDA ORL. MTSX2CM CD.12056105027/DOEL N. 99/08	0	0	23	23	0	0	0	
	A.LI.PI	602R001102	206	BENDA ORL.MTSX10CM CD.12056105107/DOEL N. 99/08	0	0	25	25	0	0	0	
	A.LI.PI	915R1000020	2618	COPRI CMV /D...	0	0	4967	4967	0	0	0	
	A.LI.PI	915R1000037	2618	COPRICMV (MATERIALE X UROLOGIA) /D...	0	0	3936	3936	0	0	0	
	A.LI.PI	603R029001	3757	COTONINI SOFT BSX10PZ 80-1407 JDCF10PZX20BUS...	0	0	67	66	1	0	0	
	A.LI.PI	915R1000007	5672	CUFFIA X FLUOROSCOPIO 21305052 /D...	0	0	4908	4908	0	0	0	
	A.LI.PI	915R1000019	2618	CUFFIA X FLUOROSCOPIO CM 80X90 /D...	0	0	4718	4718	0	0	0	
	A.LI.PI	915R1000053	5672	GAMBALE CM. 75X110 CD. 21313104 /D...	0	0	4962	4962	0	0	0	
	A.LI.PI	600R7770208	498	GARZA 7X9 16STR.FOLDREADY RX N+ (DITTOLO 12/8...	0	0	5	5	0	0	30-sec 00.00	
	A.LI.PI	600R7770104	498	GARZA PIEG100DF. 10% MT. /DT.12/8...	0	0	22	22	0	0	10-nov 00.00	
	A.LI.PI	915R0000786	5672	GUAINA COPRITELEC13X250 213511030...	0	0	4239	4239	0	0	0	
	A.LI.PI	915R1000023	2618	INTERV.PROTESI GINOCCHIO 1N6065 /D...	0	0	4953	4953	0	0	0	
	A.LI.PI	915R1000044	3192	INTERVEN.ATROFIA MASCAB935/CN /DC/ PREL.CREST...	0	0	4973	4973	0	0	0	
	A.LI.PI	915R1000045	5672	INTERVEN.LAPAROTOMIA TRASVERSALE /D...	0	0	5000	5000	0	0	0	
	A.LI.PI	915R1000004	5672	INTERVEN.MAGGIORI TORACE/ADDOME /D...	0	0	3772	3772	0	0	0	
	A.LI.PI	915R1000100	2618	INTERVENTI CHIR.MAGGIORI 1N6069 /D...	0	0	4965	4965	0	0	0	

Fig 6 - Stock monitoring

### 2.1. Stock monitoring: screen structure

The “Stock monitoring” screen is structured as described in section 1.4. See section 1.4 for a description of the screen general features. This section describes the screen specific features.

#### 2.1.1. Filters

STOCKROOM	BLO	CABINETS GROUP	G1	CABINET	ALL	RESET
-----------	-----	----------------	----	---------	-----	-------

Fig 7 - “Stock monitoring” screen filters

These are the available filters:

- “Stockroom” - Display the resources that are in a specific stock room.
- “Cabinet group” - Display the resources that are in a specific cabinet group.

- “Cabinet” - Display the resources that are in a specific cabinet.

## 2.1.2. Data area

The data area of the “Stock Monitoring” screen displays the list of all the resources uploaded in the system. Each row corresponds to a resource (Fig 8).

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 =D10PZXC.F 3Y...	0	0	0	0	0	0	
10/05/2010 15.16	U.LI.PI	609RI130009	2821	SONDA PROSTATICA DUF0UR AB6318 N+/DBECCO FLA...	0	0	0	0	0	0	
	U.LI.PI	609RC130005	2821	SONDA URETERALE NELATON ACS303 =D ...	0	0	0	0	0	0	
	ALI.PI	602RC100010	771	BENDA AUTOFIX 4X4 S.LATTICE ** (DCOD. 0212154...	0	0	9	9	0	0	
	ALI.PI	602RC100011	771	BENDA AUTOFIX 8X4 S. LATTICE ** (DCOD. 0212154...	0	0	12	12	0	0	
	ALI.PI	602RC001100	206	BENDA ORL. MTSX2CM CD.12056105027(ODEL. N. 99/08	0	0	23	23	0	0	
	ALI.PI	602RC001102	206	BENDA ORL.MTSX10CM CD.12056105107(ODEL. N. 99/08	0	0	25	25	0	0	
	ALI.PI	915RI000020	2618	COPRI CMV /D...	0	0	4967	4967	0	0	

Fig 8 - Stock monitoring

For each resource the following information is displayed:

- **Hour** - Time of the latest “under stock” alarm generated by the resource.
- **Position** - Indication of the resource location.
- **Code** - Resource code.
- **Producer** - Manufacturer code.
- **Description** - Resource description.
- **Min** - Minimum suggested quantity in stock .
- **Ideal quantity** - Ideal suggested quantity 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** - Quantity of resources located in the cabinets.
- **Kit** - Quantity of resources located in the generic kits already prepared.
- **Refill** - Suggested quantity of resource to be acquired.
- **Expiration** - Expiration date. If the expiration date is close (proximity is defined in the 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.



All or part of the possible information can be displayed.

## 2.1.3. Command bar

The command bar (Fig 9) contains the buttons making it possible to change the way the items on screen are displayed.



**Fig 9 - Stock monitoring: command bar**

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

Use the “TYPE” buttons (Fig 10) to select the kind of items displayed on screen (either resources or kits).



**Fig 10**

Use the “FILTER” buttons to select the subset of items displayed on screen.



**Fig 11 - 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 **Near to Exp.** 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 section 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. The number and function of the available print reports is decided during configuration and changes according to the specific healthcare organization procedures.

- On the menu, click the button corresponding to the wanted option.

A print preview is displayed.

# 3. Materials transfer

The “Materials transfer” allows 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 12):

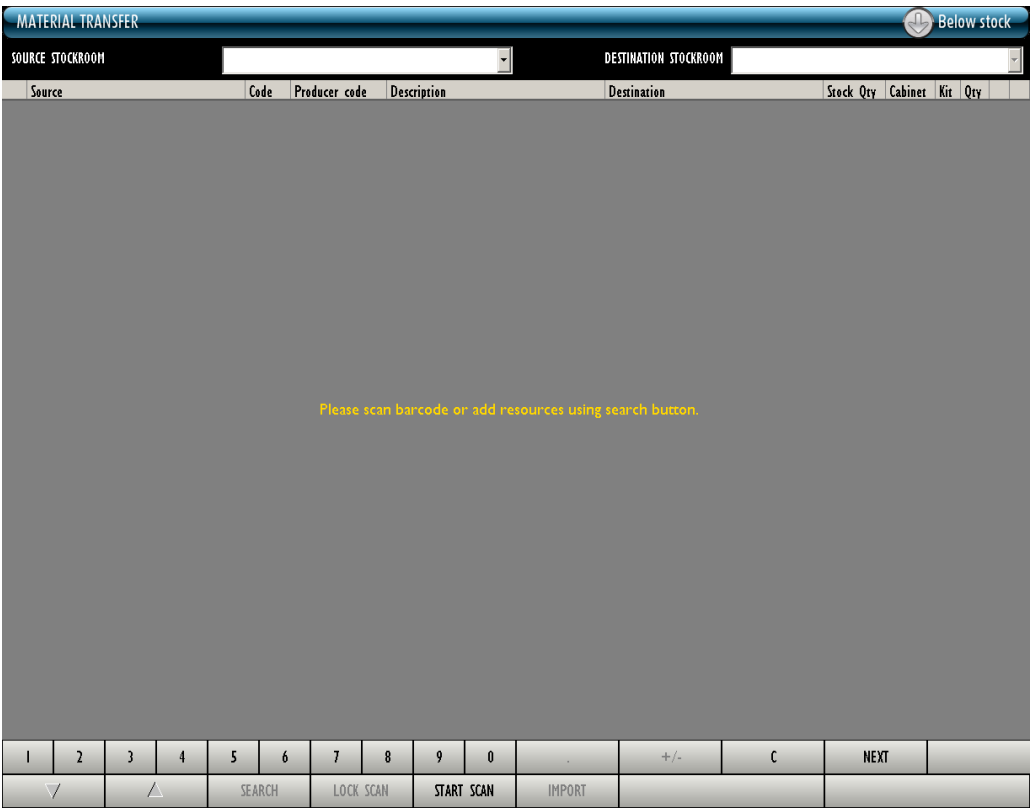


Fig 12 - Materials transfer

## 3.1. Materials transfer - screen structure

The “Materials transfer” screen is structured as described in section 1.4. See section 1.4 for a description of the screen general features. This section describes the screen specific features.

### 3.1.1. Source and destination stockroom selection



Fig 13 - Filters of the “Materials transfer” screen

The available filters on the “Materials transfer” screen (Fig 13) are:

- “Source stockroom” - Select the stockroom from which the resources that must be transferred come.



- “Destination stockroom” - Select the stockroom to which the resources are transferred.

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 14 A).


Fig 14 - Materials transfer


Each row corresponds to a 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 (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 information can be specified, depending on the resource configuration.*


The  arrow displayed on the left indicates the selected resource.

The  icon displayed on the right cancels the resource. The cancelled resource appears as shown in Fig 15 A.



Source	Code	Producer code	Description	Destination	Stock Qty	Cabinet	Kit	Qty	
BLO.GI.ALI.PI	915R1000019	2618	CUFFIA X FLUOROSCOPIO CM 80X90 /D ...	RBL.GI.Nuovi Materiali.LI.PI	4718	4718	0	0	
BLO.GI.ALI.PI	915RS000786	5672	GUAINA COPRITELEC.13X250 21351103)D ...	RBL.GI.Nuovi Materiali.LI.PI	4239	4239	0	0	
BLO.GI.ALI.PI	915R1000013	2618	INTERVENTI SULLA SPALLA 1M6068 /D ...	RBL.GI.Nuovi Materiali.LI.PI	4902	4902	0	0	
BLO.GI.ALI.PI	915R1000004	5672	INTERVEN.MAGGIORI TORACE/ADDOME /D ...	RBL.GI.Nuovi Materiali.LI.PI	3772	3772	0	0	
BLO.GI.ALI.PI	602R777...	22	BENDA-ELASTANTIAL.20XS-FLEXA-...	RBL.GI.Nuovi Materiali.LI.PI	0	0	0	0	
BLO.GI.ALI.PI	915R1000008	5672	SACCO MAYO COD. 258300 /D ...	RBL.GI.Nuovi Materiali.LI.PI	4770	4770	0	0	

**Fig 15 - Cancelled resource**

The resources corresponding to the rows cancelled this way disappear when the screen is updated. The  displayed at the end of each row is an “undo” button that brings the resource back to its original state.

The fields highlighted yellow are mandatory. The resource transfer procedure cannot be completed without specifying one of the mandatory fields.

The nature and kind of mandatory information change according to the resource configuration. When a mandatory field is specified it turns light-blue (Fig 16).



**Fig 16**

### 3.1.3. “Materials transfer” screen command bar

The command bar (Fig 17) is formed of buttons triggering different functionalities. This section briefly describes these functionalities, referring to successive sections if more detailed instructions on a specific functionality are required.

1	2	3	4	5	6	7	8	9	0	.	+/-	C	NEXT	
▽	△	SEARCH	LOCK SCAN	START SCAN	IMPORT									

Fig 17 - Command bar

The buttons in the upper row allow to manage the numeric data.

1	2	3	4	5	6	7	8	9	0
---	---	---	---	---	---	---	---	---	---

Fig 18 - Numeric buttons

#### **Upper row**

Use the numeric buttons (Fig 18) 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 makes sense.

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

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

#### **Lower row**

Use the arrow button to scroll up and down the screen contents.

Use the **Search** button to access the system’s search functionalities (described in section 22). Click this button to open the screen shown in Fig 24.

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

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

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

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

Click **Update** to save.

Click **Cancel** to discard the changes.

## 3.2. Editing the resource data

The resource data can be edited by the user, depending on the configuration of the resource. Editable fields are highlighted either yellow or light-blue.

To edit the resource data

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

The  button is displayed in the field (Fig 19 A).

- Click the  button.

A menu containing the possible options opens (Fig 19 B).



Fig 19

- Click the wanted option.

The option is displayed in the field. The available options depend on context. For example: the “position” field displays 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 section, 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

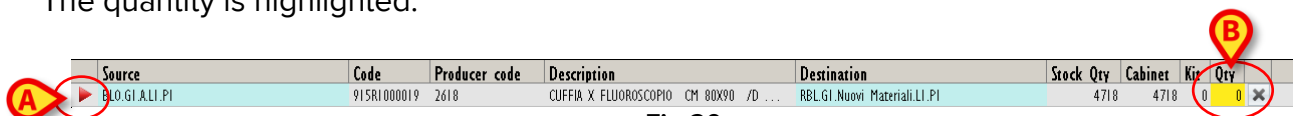
To specify the quantity of resource that must be transferred:

- Select the row corresponding to the resource.

The selected row is indicated by the  arrow (Fig 20 A).

- Click the cell indicating the “Quantity” (Fig 20 B).

The quantity is highlighted.



Source	Code	Producer code	Description	Destination	Stock Qty	Cabinet	Km	Qty
BLO.GI.ALI.PI	915R1000019	2618	CUFFIA X FLUOROSCOPIO CM 80X90 /D ...	RBL.GI.Nuovi Materiali.LI.PI	4718	4718	0	0

Fig 20

- Set the new quantity using either the workstation keyboard or the numeric buttons on the command bar (Fig 21).



1	2	3	4	5	6	7	8	9	0
---	---	---	---	---	---	---	---	---	---

Fig 21 - Numeric buttons

### 3.3. How to record the materials transfer

The materials transfer can be recorded either manually or using a barcode reader.



Barcode technology is recommended when selecting an item. Scanning the item's barcode, instead of selecting it manually, statistically reduces selection errors.

#### 3.3.1. Manual recording

To record the material transfer manually

- Select the “source” stockroom (Fig 22 **A**).
- Select the “destination” stockroom (Fig 22 **B**)

Source	Code	Producer code	Description	Destination	Stock Qty	Qty
--------	------	---------------	-------------	-------------	-----------	-----

Fig 22

- Click the **Search** button on the command bar (Fig 23).

1	2	3	4	5	6	7	8	9	0	+/-	C	NEXT
▽	△	SEARCH		LOCK SCAN		START SCAN		IMPORT				

Fig 23 - Command bar

The “Search” screen opens (Fig 24). This screen is described in section 22.

Position	Code	Producer code	Resource	Category
BLO.GI.A.LI.PI	915R1000059	2618	MONOTELI FORO ELASTICO 200X320CM /D	DEL525/07
BLO.GI.A.LI.PI	915R1000071	3192	TELI CM 75X90 CON ADESIVO CD304 /D	DEL525/07
BLO.GI.A.LI.PI	915R1000087	3192	TELI CM 75X90 CON ADESIVO CD454 /D	DEL525/07
BLO.GI.A.LI.PI	915R1000074	3192	TELI CM 75X90 S/ADESIVO B304 /D	DEL525/07
BLO.GI.A.LI.PI	915R1000088	3192	TELI CM 75X90 S/ADESIVO B454 /DIDROREPELLENTI	DEL525/07
BLO.GI.A.LI.PI	915R1000075	3192	TELI CM150X180 CON ADESIVO CD308 /D	DEL525/07
BLO.GI.A.LI.PI	915R1000078	3192	TELI CM150X180 S/ ADESIVO CD308 /D	DEL525/07
BLO.GI.A.LI.PI	915R1000079	3192	TELI CM240X270 DOPP.ASS.CD200/CN /D	DEL525/07

Fig 24 - Search resources

- Insert the resource available data in the search fields (Fig 24 **A**).
- Click the **Search** button on the command bar (Fig 24 **B**).

The list of resources whose data match those specified is displayed on screen (Fig 24 **C**).

SEARCH RESOURCE - BLO

Below stock

Description:

Code:

Lot:

Serial:

Producer code:

Category:

Position	Code	Producer code	Resource	Category	
BLO.GI.A.LI.PI	915R1000059	2618	MONOTELI FORO ELASTICO 200X320CM /D	DEL525/07	
<input checked="" type="checkbox"/>	BLO.GI.A.LI.PI	915R1000071	3192	TELI CM 75X90 CON ADESIVO CD304 /D	DEL525/07
<input checked="" type="checkbox"/>	BLO.GI.A.LI.PI	915R1000087	3192	TELI CM 75X90 CON ADESIVO CD454 /D	DEL525/07
<input checked="" type="checkbox"/>	BLO.GI.A.LI.PI	915R1000074	3192	TELI CM 75X90 S/ADESIVO B304 /D	DEL525/07
<input checked="" type="checkbox"/>	BLO.GI.A.LI.PI	915R1000088	3192	TELI CM 75X90 S/ADESIVO B454 /DIDROREPELLENTI	DEL525/07
<input checked="" type="checkbox"/>	BLO.GI.A.LI.PI	915R1000075	3192	TELI CM150X180 CON ADESIVO CD308 /D	DEL525/07
<input checked="" type="checkbox"/>	BLO.GI.A.LI.PI	915R1000078	3192	TELI CM150X180 S/ ADESIVO CD308 /D	DEL525/07
<input checked="" type="checkbox"/>	BLO.GI.A.LI.PI	915R1000079	3192	TELI CM240X270 DOPP.ASS.CD200/CN /D	DEL525/07

SEARCH FOR:

KEYBOARD NAME POSITION LABEL SEARCH **SELECT** CLOSE

Fig 25

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

The corresponding row/s is/are highlighted (Fig 25 **A**).

- Click the **Select** button on the command bar (Fig 25 **B**).

The resource/s selected this way are displayed in the “Materials transfer” screen (Fig 26 **A**).



*Double click an item to display it directly.*

**MATERIAL TRANSFER** Below stock

SOURCE STOCKROOM:  DESTINATION STOCKROOM:

Source	Code	Producer code	Description	Destination	Stock Qty	Cabinet	Kit	Qty	
BLO.GI.ALI.PI	915R1000088	3192	TELI CM 150X180 CADESIVO C458 /DID...		0	0	0	0	✕
BLO.GI.ALI.PI	915R1000087	3192	TELI CM 75X90 CON ADESIVO C454 /D ...		0	0	0	0	✕
BLO.GI.ALI.PI	915R1000078	3192	TELI CM150X180 S/ ADESIVO B308 /D ...		0	0	0	0	✕

1	2	3	4	5	6	7	8	9	0	.	+/-	C	NEXT	
▽		△		SEARCH		LOCK SCAN		START SCAN		IMPORT		CANCEL		UPDATE

**Fig 26**

- Set, if necessary, the resource values (destination, quantity, etc... see section 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. To record the transfer of materials and resources using barcode reading, when the “Materials transfer” screen is displayed (Fig 12, Fig 26):

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

The rows corresponding to the resources are displayed.

If a scanned barcode belongs to a resource that is not in the stockroom selected as “source”, a pink row is displayed to inform the user (Fig 27).

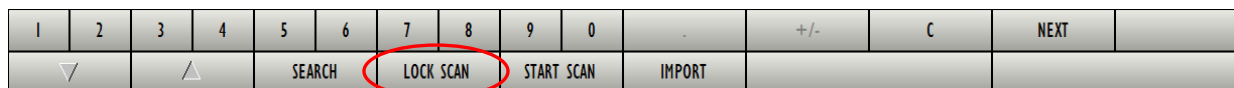


**Fig 27 - Resource is not in the stockroom**

Specific buttons on the command bar trigger specific barcode reading procedures. These are described in the following sections.

### 3.4.1. Lock scan

The **Lock Scan** button on the command bar (Fig 28) locks the workstation while the user reads numerous barcodes that will be imported later, all at the same time.

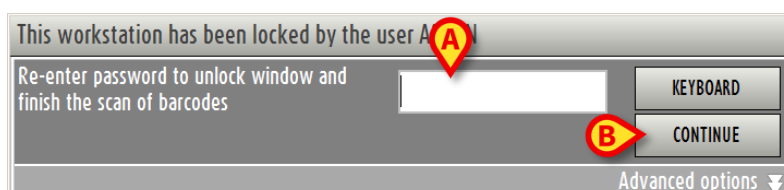


**Fig 28 - Command bar**

This functionality is used when it is necessary to leave the workstation to physically scan the barcodes of several items that are in a different place. A wireless barcode reader is required.

- Click the **Lock Scan** button.

The button appears selected (dark grey). The button remains this way while the workstation is locked. The following window is displayed on screen (Fig 29).



**Fig 29**

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

When barcodes reading is complete,



- Insert the user password in the field indicated in Fig 29 **A**.
- Click **Continue** (Fig 29 **B**).

The workstation is unlocked. The rows corresponding to all the barcodes read are displayed.



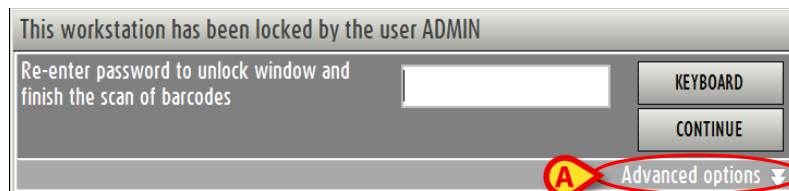
The **Keyboard** button on the window opens a virtual keyboard that can be used to insert the password.

---

### 3.4.1.1. How to force the workstation unlocking

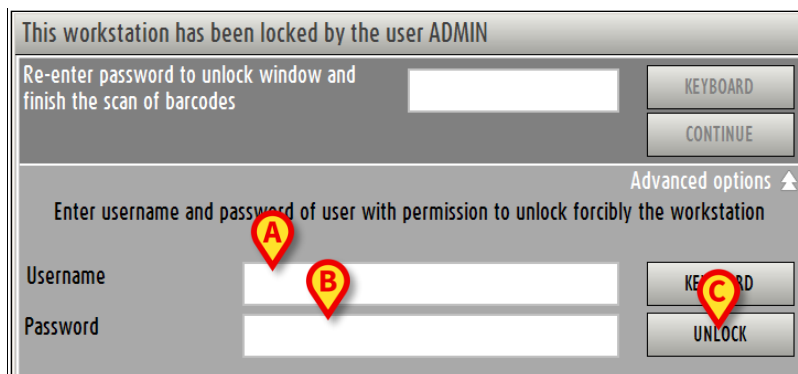
The workstation can be unlocked by another user if their permission level allows them. To force the workstation unlocking:

- Click “Advanced options” on the “Workstation locked” window (Fig 30).



**Fig 30**

The window changes in the following way (Fig 31).



**Fig 31 - Advanced options**

- Insert the username of the new user in the “Username” field (Fig 31 **A**).
- Insert the password of the new user in the “Password” field (Fig 31 **B**).
- Click **Unlock** (Fig 31 **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 32) allows to read numerous barcodes that will be recorded later all at the same time.



Fig 32 - Command bar


- Click the **Start Scan** button.

The button changes, turning to **Stop Scan**.

A pop-up window informs the user that barcode reading can start. The user is logged out. The user can now move to another place (i.e. stockroom) to read the barcodes.

- Read the barcodes.

After barcode reading, to import the data of the scanned resources. Return to a Digistat® workstation.

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

The rows corresponding to the scanned resources are displayed.

While scanning, the blue bar on top of the screen displays the following warning: “Press STOP SCAN to import the scanned products” (Fig 33).



Fig 33

### 3.4.3. Import

The **Import** button on the command bar (Fig 34) allows to import the data read with a wireless barcode reader having internal memory.



Fig 34 - Command bar

- Read the barcodes using the appropriate devices, properly configured.
- Click the **Import** button.

The following windows are displayed, informing on the import procedure state.



**Fig 35**



**Fig 36**

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

## 4. Expired resources management

The “Expired” module allows to display and manage the resources either expired or close to expiration. To select the module

- Click the corresponding icon .

The following screen opens (Fig 37).

RESOURCES EXPIRED OR NEAR-TO-EXPIRE							Below stock
STOCKROOM	BLO	CABINETS GROUP	GI	CABINET	ALL	LOCATION	ALL
RESET							
Posizione	Codice	Codice produttore	Risorsa	Scadenza	Giac.		
BLO GI XTRA.a	X_SCADENZA		X_SCADENZA	30/09/2010	2		
DEA GI Nuovi Materiali LI PI	4078C130018	5167	CAT.YESC.COULVELAIRE CH 22 221500 /DRUSCH - CH22	02/11/2010	10		
DEA GI Nuovi Materiali LI PI	916RC777022	2618	CERA X OSSA - CD. 1029754 (D	02/11/2010	15		
DEA GI Nuovi Materiali LI PI	916R2090029	5023	DREN CAP PENROUSE CM30 CD2010-0406/DDIAM.06 MM	08/11/2010	3		
BLO GI XTRA.a	X_LOTTO_SERIALE_SCAD		X_LOTTO_SERIALE_SCAD	10/11/2010	2		
Risorsa	Scadenza	Nuova Scadenza	Q.ta				
CAT.YESC.COULVELAIRE CH 22 221500 /DRUSCH - CH22	02/11/2010	02/11/2010	10				
1	2	3	4	5	6	7	8
9	0	.	+/-	C	NEXT		
				NEAR TO EXPIRE		PRINT	

Fig 37 - Expired resources management

### 4.1. Expired resources management - screen structure

The “Materials transfer” screen is structured as described in section 1.4. See section 1.4 for a description of the screen general features. This section describes the screen specific features.

#### 4.1.1. Filters

STOCKROOM	BLO	CABINETS GROUP	GI	CABINET	ALL	LOCATION	ALL	RESET
-----------	-----	----------------	----	---------	-----	----------	-----	-------

Fig 38 - Filters on the “Expired resources” screen

The available filters on the “Expired resources” screen (Fig 38) are:

- “Stockroom” - displays the resources of a specific stockroom.
- “Cabinets group” - displays the resources of a specific cabinets group.
- “Cabinet” - displays the resources of a specific cabinet.
- “Location” - displays the resources of a specific location.

### 4.1.2. Data area

The data area of the “Expired resources” area is formed of two parts (Fig 39).

Posizione	Codice	Codice produttore	Risorsa	Scadenza	Giac.
BLO.GI.XTR.A.a	X_SCADENZA		X_SCADENZA	30/09/2010	2
DEA.GI.Nuovi Materiali.LI.PI	607RC130018	5167	CAT.YESC.COULVELAIRE CH.22 221500 /DRUSCH - CH22	02/11/2010	10
DEA.GI.Nuovi Materiali.LI.PI	916RC777022	2618	CERA X.OSSA - CD. 1029754 (D	02/11/2010	15
DEA.GI.Nuovi Materiali.LI.PI	916R2090029	5023	DREN CAP.PENROSE CM30 CD2010-0406/DDIAM 06 MM	08/11/2010	3
BLO.GI.XTR.A.a	X_LOTTO_SERIALE_SQD		X_LOTTO_SERIALE_SQD	10/11/2010	2

Risorsa	Scadenza	Nuova Scadenza	Q.ta
CAT.YESC.COULVELAIRE CH.22 221500 /DRUSCH - CH22	02/11/2010	02/11/2010	10

1 2 3 4 5 6 7 8 9 0 +/- C NEXT

NEAR TO EXPIRE PRINT

Fig 39 - Expired resources

**The upper area** displays a list of resources (Fig 39 **A**). The list actually displayed depends on an option selected on the command bar. See section 4.1.2.1. 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 (Fig 39 **C**).

Each row in the list corresponds to a resource type. For each resource type, on the upper area (Fig 39 **A**), the following information is provided:

- 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 39 **B**) displays the information of the resource selected in the upper area.

In this area each row corresponds either to a single resource or to a set of resources belonging to the same lot, 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 can be available.*

---

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

The selection of a row in the upper area (type) displays the resources (items) 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 sets of items having different expiration dates).

The items displayed in the lower area are those indicated by the button shown in Fig 39 **C**. I.e. these are either “expired”, “near to expiration” or “all” the resources depending on the option selected on the command bar.

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 40).

CERA X OSSA - CD. 1029754	(D	DET. 1070/08	02/11/2010	15
DREN.CAP.PENROSE CM30 CD2010-0406/DDIAM.06 MM		D. 510/07	08/11/2010	3

**Fig 40 - expired and closet o expiration resources**



*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.*

---

The icon on the right deletes the corresponding row. The procedure is described in section 4.2.2.

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

#### 4.1.2.1. Type of resource selection

The button on the command bar indicated in Fig 39 **C** allows to select the set of items displayed on screen. To change the set of items displayed,

- Click the button.

The following options are displayed



Fig 41

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

#### 4.1.3. The command bar of the “Expired” screen

The command bar (Fig 42) is formed of buttons triggering different functionalities. This section briefly describes these functionalities, referring to successive sections if more detailed instructions on a specific functionality are required.

1	2	3	4	5	6	7	8	9	0	.	+/-	C	NEXT	
▽	△						NEAR TO EXPIRE ▲			PRINT				

Fig 42 - Command bar

The buttons in the upper row allow to manage the numeric data.

1	2	3	4	5	6	7	8	9	0
---	---	---	---	---	---	---	---	---	---

Fig 43 - Numeric buttons

##### **Upper row**

Use the numeric buttons (Fig 43) 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 makes sense.

The “**C**” button brings back to zero the specified quantities.  
The **Next** button selects the item following the one currently selected.

#### **Lower row**

Use the arrow button to scroll up and down the screen contents.

The **Near to Expire** changes the list of items displayed. See section 4.1.2.1.

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

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

Click **Update** to save.

Click **Cancel** to discard the changes.

## **4.2. “Expired resources”: data entry**

On the “Expired resources” module it is possible to:

- change the expiration dates;
- delete a resource from the list.

The editable values 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 section 1.5 for a description of this kind of resources.*

---

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 is displayed on the left (Fig 44 **A**).





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

The new date is displayed in the “New expiration date” cell (Fig 47)

Risorsa	Lotto	Seriale	Scadenza	Nuova Scadenza	Q.tà	
▶ ABBOTT TAPPI X REAGENTI ( 4D1901 )			25/02/2009	17/04/2009	30	x ↶


Fig 47

- Click **Update** on the command bar to save.

The expiration date is updated according to the new values (Fig 48).

RESOURCES EXPIRED OR NEAR-TO-EXPIRE							Below stock
STOCKROOM	BLO	CABINETS GROUP	G1	CABINET	ALL	LOCATION	ALL
							RESET
Posizione	Codice	Produttore	Risorsa	Scadenza	Giac.		
▶ MICRO.CAMERE_FREDDO.CF_A.02.d	S10.32588	20800	BIO MERIEUX API (COD.2080) "API CAMPY"	20/03/2009	541		
MICRO.CAMERE_FREDDO.CF_B.02.d	S10.11536	30214	BIO MERIEUX (CD.30214) "VIDAS ROSOLIA M"	04/04/2009	688		
MICRO.CAMERE_FREDDO.CF_B.04.e	S10.60046	0	ABBOTT ARC ANTHIBE RGT ( 6C3425 ) 100T	05/04/2009	1		
MICRO.MAGAZZINO.MAG.05.b	S10.572110	IN145801	DID (IN-145801) "Paracel doppio filtro formalinal 0%+Triton-X" 40test	07/04/2009	0		
Risorsa	Lotto	Seriale	Scadenza	Nuova Scadenza	Q.tà		
▶ BIO MERIEUX API (COD.2080) "API CAMPY"	LOTTARIA		20/03/2009		296	x	
1	2	3	4	5	6	7	8
9	0	.	+/-	C	NEXT		
▽	△	NEAR TO EXPIRE		PRINT			

Fig 48

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 is displayed on the left (Fig 49 A).



Fig 49

The details of the clicked resource are displayed in the lower area (Fig 49 B).  
In the lower area, on the row corresponding to the resource that must be deleted,

- Click the button on the right (Fig 49 C).

The row is displayed in strike-through characters (Fig 50).



Fig 50

- Click **Update** 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 allows 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 different reasons for picking materials are defined during configuration and depend on the actual procedures in use. To access the administrative discharge screen

- Click the  icon on the lateral bar.

The following screen opens (Fig 51).



The screenshot shows the 'ADMINISTRATIVE DISCHARGE' window. At the top right is a 'Below stock' button. Below the title bar, there is a 'Show only product expiring before' dropdown set to '16/11/2010'. Below this are three dropdown menus: 'STOCKROOM' (set to 'BLO'), 'CABINETS GROUP' (set to 'G1'), and 'CABINET' (set to 'ALL'). To the right of these is a 'RESET' button. Below the dropdowns is a table header with columns: 'Position', 'Code', 'Produce...', 'Resource', 'Qty', 'Cabinet', 'Kit', 'Disc...', 'Reason', and 'Notes'. The table body is empty. At the bottom is a numeric keypad with digits 1-0, a decimal point, a sign toggle '+/-', a 'C' button, and a 'NEXT' button. Below the numeric keypad is a row with a left arrow, a right arrow, a 'SEARCH' button, and an empty field.

**Fig 51 - Administrative discharge screen**

## 5.1. “Administrative discharge” - screen structure

The “Administrative Discharge” screen is structured as described in section 1.4. See section 1.4 for a description of the screen general features. This section describes the screen specific features.

### 5.1.1. Filters



Fig 52 - Filters on the “Administrative discharge” screen

The available filters (Fig 52) are:

- “Stockroom” -Specify the stockroom in which the resources are located.
- “Cabinets group” - Specify the cabinets group in which the resources are located.
- “Cabinet” - Specify the cabinet in which the resources are located.

The checkbox enlarged in Fig 53, if checked, makes it possible displays only resources expiring before a specified date. A configuration parameter either enables or disable the date specification possibility. If selection is disabled this filter is not active.

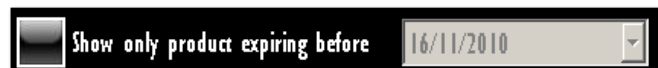
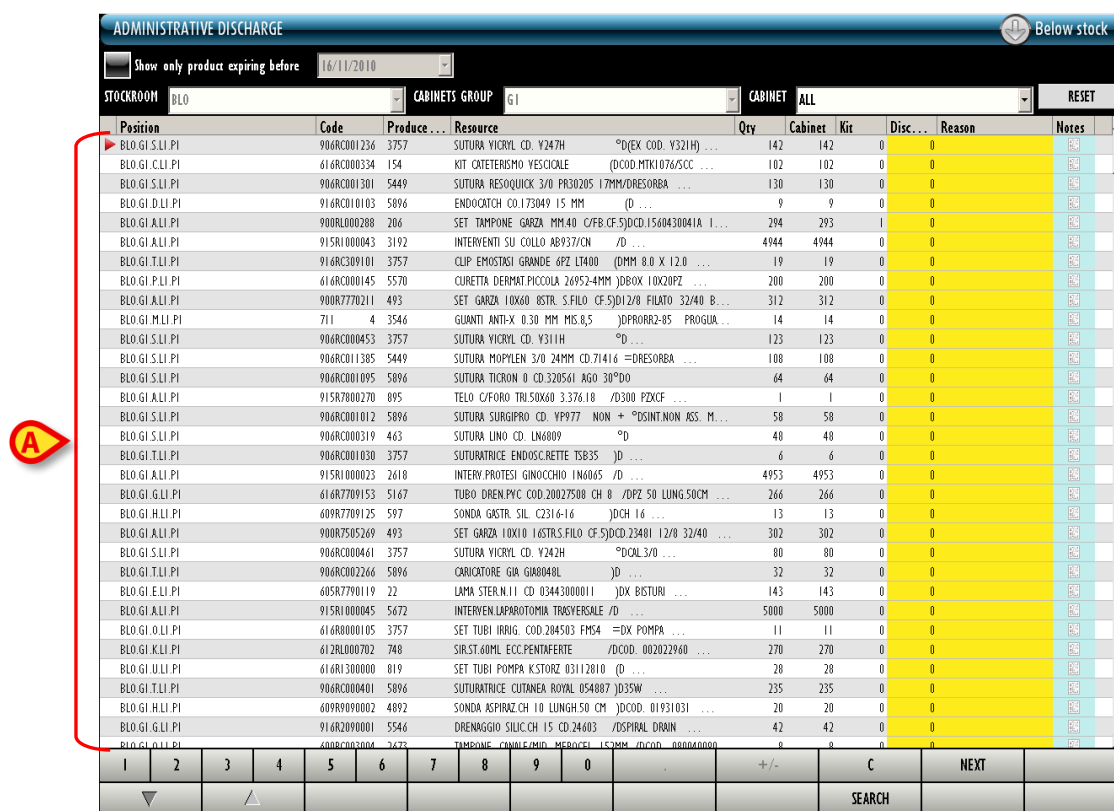


Fig 53

## 5.1.2. Data area

The data area of the “Administrative discharge” screen displays the list of the resources matching the features specified in the filters (Fig 54 A).



Position	Code	Produce...	Resource	Qty	Cabinet	Kit	Disc...	Reason	Notes
BLO.GI.S.LI.PI	906RC001236	3757	SUTURA VICRYL CD. V247H	142	142	0	0		
BLO.GI.C.LI.PI	616RC000334	154	KIT CATETERISMO YESICOLE	102	102	0	0		
BLO.GI.S.LI.PI	906RC001301	5449	SUTURA RESOQUICK 3/0 PR30205 17MM/DRESORBA	130	130	0	0		
BLO.GI.D.LI.PI	916RC010103	5896	ENDOCATCH CD.173049 15 MM	9	9	0	0		
BLO.GI.A.LI.PI	900RL000288	206	SET TAMPONE GARZA MM.40 C/FB CF.5)DCD.1500430041A 1...	294	293	1	0		
BLO.GI.A.LI.PI	915RI000043	3192	INTERVENTI SU COLLO AB937/CN	4944	4944	0	0		
BLO.GI.T.LI.PI	916RC309101	3757	CLIP EMOSTASI GRANDE 6PZ LT400	19	19	0	0		
BLO.GI.P.LI.PI	616RC001045	5570	CURETTA DERMAT.PICCOLA 26952-4MM	200	200	0	0		
BLO.GI.A.LI.PI	900R7770211	493	SET GARZA 10X60 BSTR. S.FILO CF.5)D12/8 FILATO 32/40 B...	312	312	0	0		
BLO.GI.M.LI.PI	711	4	GUANTI ANTI-X 0.30 MM MIS.8,5	14	14	0	0		
BLO.GI.S.LI.PI	906RC000453	3757	SUTURA VICRYL CD. V311H	123	123	0	0		
BLO.GI.S.LI.PI	906RC011385	5449	SUTURA MOPLEN 3/0 24MM CD.71416 =DRESORBA	108	108	0	0		
BLO.GI.S.LI.PI	906RC001095	5896	SUTURA TICRON 0 CD.320561 8G0 30°DO	64	64	0	0		
BLO.GI.A.LI.PI	915R7800270	895	TELO C/FORO TRI.50X60 3.376.18	1	1	0	0		
BLO.GI.S.LI.PI	906RC001012	5896	SUTURA SURGIPRO CD. YP977 NON + °DSINT.NON ASS. M...	58	58	0	0		
BLO.GI.S.LI.PI	906RC000319	463	SUTURA LINO CD. LN6809	40	40	0	0		
BLO.GI.T.LI.PI	906RC001030	3757	SUTURATRICE ENDOSC.RETTE TS835	6	6	0	0		
BLO.GI.A.LI.PI	915RI000023	2618	INTERV.PROTESI GINOCCHIO IN6065	4953	4953	0	0		
BLO.GI.G.LI.PI	616R77709153	5167	TUBO DREN.PYC COD.20027508 CH 8	266	266	0	0		
BLO.GI.H.LI.PI	609R7709125	597	SONDA GASTR. SIL. C2316-16	13	13	0	0		
BLO.GI.A.LI.PI	900R7505269	493	SET GARZA 10X10 16STR.S.FILO CF.5)DCD.23401 12/8 32/40	302	302	0	0		
BLO.GI.S.LI.PI	906RC000461	3757	SUTURA VICRYL CD. V247H	80	80	0	0		
BLO.GI.T.LI.PI	906RC002266	5896	CRICOTORE GIA. GI00040L	32	32	0	0		
BLO.GI.E.LI.PI	605R7770119	22	LAMA STER.N.I.I CD 03443000011	143	143	0	0		
BLO.GI.A.LI.PI	915RI000045	5672	INTERVEN.LAPAROTOMIA TRANSVERSALE /D	5000	5000	0	0		
BLO.GI.O.LI.PI	616R8000105	3757	SET TUBI IRRIIG. COD.204503 FMS4	11	11	0	0		
BLO.GI.K.LI.PI	612RL000702	740	SIR.ST.60ML.ECC.PENTAFORTE	270	270	0	0		
BLO.GI.U.LI.PI	616RI300000	819	SET TUBI POMPA K.STORZ 03112810	28	28	0	0		
BLO.GI.T.LI.PI	906RC000401	5896	SUTURATRICE CUTANEA ROYAL 054887	235	235	0	0		
BLO.GI.H.LI.PI	609R9090002	4892	SONDA ASPIRAZ.CH 10 LUNG.H.50 CM	20	20	0	0		
BLO.GI.G.LI.PI	916R2090001	5546	DRENAGGIO SILIC.CH 15 CD.24603	42	42	0	0		
BLO.GI.U.LI.PI	600RC0003004	2672	TAMPONE CANALE.MID. MEROCEL 155MM	8	8	0	0		

Fig 54 - 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 available);
- expiration date (if available);
- serial number (if available);
- 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 configured minimum quantity, the corresponding cell is highlighted pink; when the quantity in stock for a resource is less than the configured ideal quantity, the corresponding cell is highlighted yellow.

The rows highlighted green indicate resources that are not anymore in use, for which there is still a ceratin amount in stock.

RBL G1 Nuovi Materiali.LI.PI	609R7800240	597	SONDA GASTR. SIL C2316-18 N+	/DCH 18 ...	5	5	0	0	
------------------------------	-------------	-----	------------------------------	-------------	---	---	---	---	--

Fig 55

### 5.1.3. “Administrative discharge” - the command bar

The command bar (Fig 56) is formed of buttons triggering different funtionalities. This section briefly describes these functionalities, referring to successive sections if more detailed instructions on a specific functionality are required.

1	2	3	4	5	6	7	8	9	0	.	+/-	C	NEXT	
▼		▲										SEARCH		

Fig 56 - Command bar

The buttons in the upper row allow to manage the numeric data.

1	2	3	4	5	6	7	8	9	0
---	---	---	---	---	---	---	---	---	---

Fig 57 - Numeric buttons

#### **Upper row**

Use the numeric buttons (Fig 57) 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 makes sense.

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

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

#### **Lower row**

Use the arrow button to scroll up and down the screen contents.

Use the **Search** button to search the items matching the specified filters.

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

Click **Update** to save.

Click **Cancel** to discard the changes.

## 5.2. How to record the resource discharge

To record the discharge of a resource

- Insert the resource data in the selection filters (Fig 58 **A** - if no filter is specified the screen displays the full list of resources).
- Click the **Search** button on the command bar (Fig 58 **B**).

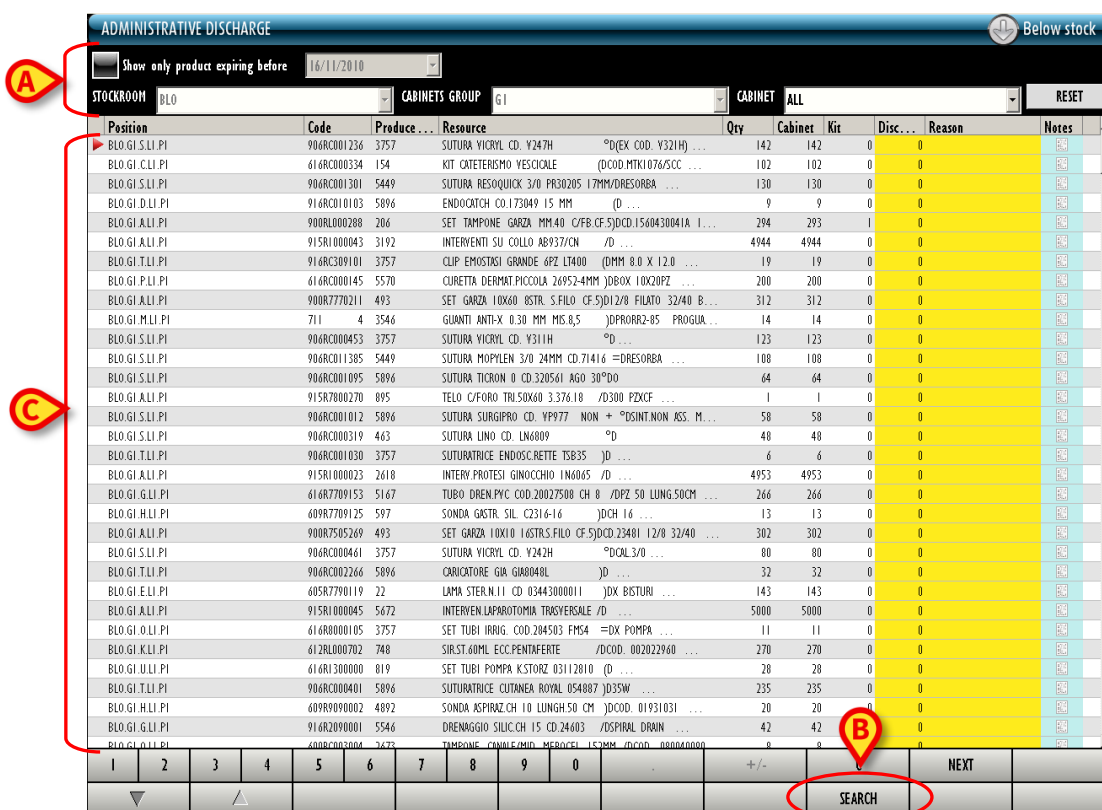


Fig 58

The list of resources matching the specified values is displayed on screen (Fig 58 **C**).

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

The resource is this way selected. The ► icon is displayed on the left.

- Specify the resource quantity using either the workstation keyboard or the numeric buttons on the command bar.

The specified quantity is displayed in the “Discharge” cell (Fig 59 **A**).



Position	Code	Produce...	Resource	Qty	Cabinet	Kit	Disc...	Reason	Notes
BLO.GI.S.LI.PI	906RC001236	3757	SUTURA VICRYL CD. V247H °D(EX COD. V321H) ...	142	142	0	0		
BLO.GI.C.LI.PI	616RC000334	154	KIT CATETERISMO YESCIALE (DCOD.MTKI076/SCC ...	102	102	0	0		
BLO.GI.S.LI.PI	906RC001301	5449	SUTURA RESOQUICK 3/0 PR30205 17MM/DRESORBA ...	130	130	0	2		
BLO.GI.D.LI.PI	916RC010103	5896	ENDOCATCH CO.173049 15 MM (D ...	9	9	0	0		
BLO.GI.A.LI.PI	900RL000288	206	SET TAMPONE GARZA MM.40 C/FB.CF.5)DCD.1560430041A 1...	294	293	1	0		
BLO.GI.A.LI.PI	915RI000043	3192	INTERVENTI SU COLLO AB937/CN /D ...	4944	4944	0	0		
BLO.GI.T.LI.PI	916RC309101	3757	CLIP EMOSTASI GRANDE 6PZ LT400 (DMM 8.0 X 12.0 ...	19	19	0	0		
BLO.GI.P.LI.PI	616RC000145	5570	CURETTA DERMAT.PICCOLA 26952-4MM )DBOX 10X20PZ ...	200	200	0	0		
BLO.GI.A.LI.PI	900R7770211	493	SET GARZA 10X60 8STR. S.FILO CF.5)D12/8 FILATO 32/40 B...	312	312	0	0		
BLO.GI.M.LI.PI	711	4 3546	GUANTI ANTI-X 0.30 MM MIS.8,5 )DPROBR2-85 PROGUA...	14	14	0	0		
BLO.GI.S.LI.PI	906RC000453	3757	SUTURA VICRYL CD. V311H °D ...	123	123	0	0		


Fig 59

- Click the “Reason” cell to specify the discharge reason. The reason specification is mandatory.

A drop down menu is displayed, offering various configured options (Fig 59 B).

- Click the relevant option.

The selected reason appears in the “Reason” cell.

Use the  icon on the left to undo.

- Click **Update** to save.

### 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 following window is displayed (Fig 60).


NOTES

Notes, notes, notes...

CLOSE
OK

Fig 60

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

The note is this way saved. The corresponding icon changes in the following way:  (Fig 61).






Disc...	Reason	Notes
0		
0		
2	Trasferito in altro ma	
0		


Fig 61

To read the note again

- Click the  icon (Fig 61).

## 6. Movements summary

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

- Click the  icon on the lateral bar. The following screen opens (Fig 62).



Position	Destination	Code	Producer code	Description	Cost center	Oper.	Date	Action	Qty
----------	-------------	------	---------------	-------------	-------------	-------	------	--------	-----

Fig 62

## 6.1. “Movements summary” - screen structure

The “Movements summary” screen is structured as described in section 1.4. See section 1.4 for a description of the screen general features. This section describes the screen specific features.

### 6.1.1. Filters

START DATE: 16/11/2010      END DATE: 17/11/2010

CODE:      DESCRIPTION:     

STOCKROOM: BLO      CABINETS GROUP: G1      CABINET: ALL      RESET

Fig 63 - Filters in the “Movements” screen

The available filters on the “Movements summary” screen are:

- “Start date” and “End date” - display the list of movements recorded in the time span defined by the two dates.
- “Code” - display the resource/s matching the inserted code.
- “Description” - display the resource/s matching the inserted description.
- “Stockroom” – display the resource/s matching the specified stockroom.
- “Cabinets group” - display the resources located in a specific cabinets group.
- “Cabinet” – display the resources located in a specific cabinet.

### 6.1.2. Data area

The data area of the “Movements” screen displays the list of movements of the resources whose features match those specified in the filters and that were recorded during the time period comprised between the specified “Start” and “End” date (Fig 64 A).

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

**MOVEMENTS** Below stock

START DATE: 02/11/2010      END DATE: 17/11/2010

CODE:      DESCRIPTION:     

STOCKROOM: BLO      CABINETS GROUP: G1      CABINET: ALL      RESET

Position	Destination	Code	Producer code	Description	Cost center	Oper.	Date	Action	Qty
F.LI.PI	604R7011113	22	AGO SPINALE 226 PIC	/DCOD. 0344036...	SALA	OPERATOR...	03/11/2010	Use	-1
F.LI.PI	604R7005109	22	AGHI STER.19GX1 1/2 PIC INDOLOR +D	SALA	OPERATOR...	03/11/2010	Use	-1	-1
F.LI.PI	604R7005110	22	AGHI STER.21GX1 1/2 PIC INDOLOR +D	SALA	OPERATOR...	03/11/2010	Use	-1	-1
H.LI.PI	609RC505976	3308	TUBO CONNESS F/F COD.XPY710300	JODMM 7X10 LUN...	SALA	OPERATOR...	03/11/2010	Use	-1
ALL.PI	603RC229001	3757	COTONINI SOFT BSX10PZ 80-1407	JDCOF.10P2X20BUS...	SALA	OPERATOR...	03/11/2010	Use	-1
K.LI.PI	612RL000700	748	SIR.ST.20ML ECC.PENTAERTE	/DCOD. 00202271...	SALA	OPERATOR...	03/11/2010	Use	-1
S.LI.PI	906RC000017	3757	SUTURA SETA CD. K834H NON + °D	SALA	OPERATOR...	03/11/2010	Use	-1	-1
ALL.PI	900RL000290	206	SET TAMP. GARZA MM.10 RX CF.5	JDCOD. 1570300...	SALA	OPERATOR...	03/11/2010	Use	-2
K.LI.PI	612RL000302	748	SIR.LL.60ML PENTAERTE 002022970 /D	SALA	OPERATOR...	03/11/2010	Use	-1	-1
ALL.PI	915RL000039	3192	INTERVENTI NISO/ORECCHI AB907CN /D	SALA	OPERATOR...	03/11/2010	Use	-1	-1
D.LI.PI	615RS000785	1136	GUAINA COPRILEGOM 13,5X250	JDCOD.00001...	SALA	OPERATOR...	03/11/2010	Use	-1
ALL.PI	900RL000208	206	SET TAMPONE GARZA MM.40 C/FB CF.5	JDCOD.154043004...	SALA	OPERATOR...	03/11/2010	Use	-1
H.LI.PI	616RC000762	2698	CANN.VANOUVER ORL CD.1218014065	JD...	SALA	OPERATOR...	03/11/2010	Use	-1
ALL.PI	900R7770208	498	SET GARZA 7X9 16STR. RX CF.5	JDC.04380709F0...	SALA	OPERATOR...	03/11/2010	Use	-8
N.LI.PI	900RC003001	2673	TAMPONE NAKALE MEROCEL BX2X1,5	(DCOD. 08004...	SALA	OPERATOR...	03/11/2010	Use	-2
N.LI.PI	900RC003001	2673	TAMPONE NAKALE MEROCEL BX2X1,5	(DCOD. 08004...	SALA	OPERATOR...	03/11/2010	Use	-2
S.LI.PI	906RC000017	3757	SUTURA SETA CD. K834H NON + °D	SALA	OPERATOR...	03/11/2010	Use	-1	-1
K.LI.PI	612RL000302	748	SIR.LL.60ML PENTAERTE 002022970 /D	SALA	OPERATOR...	03/11/2010	Use	-1	-1
F.LI.PI	604R7005109	22	AGHI STER.19GX1 1/2 PIC INDOLOR +D	SALA	OPERATOR...	03/11/2010	Use	-1	-1
ALL.PI	900R7770208	498	SET GARZA 7X9 16STR. RX CF.5	JDC.04380709F0...	SALA	OPERATOR...	03/11/2010	Use	-8
H.LI.PI	609RC505976	3308	TUBO CONNESS F/F COD.XPY710300	JODMM 7X10 LUN...	SALA	OPERATOR...	03/11/2010	Use	-1
ALL.PI	603RC229001	3757	COTONINI SOFT BSX10PZ 80-1407	JDCOF.10P2X20BUS...	SALA	OPERATOR...	03/11/2010	Use	-1
D.LI.PI	615RS000785	1136	GUAINA COPRILEGOM 13,5X250	JDCOD.00001...	SALA	OPERATOR...	03/11/2010	Use	-1
ALL.PI	900RL000290	206	SET TAMP. GARZA MM.10 RX CF.5	JDCOD. 1570300...	SALA	OPERATOR...	03/11/2010	Use	-2
K.LI.PI	612RL000700	748	SIR.ST.20ML ECC.PENTAERTE	/DCOD. 00202271...	SALA	OPERATOR...	03/11/2010	Use	-10
F.LI.PI	604R7005110	22	AGHI STER.21GX1 1/2 PIC INDOLOR +D	SALA	OPERATOR...	03/11/2010	Use	-1	-1
F.LI.PI	604R7011113	22	AGO SPINALE 226 PIC	/DCOD. 0344036...	SALA	OPERATOR...	03/11/2010	Use	-1
K.LI.PI	612RL000302	748	SIR.LL.60ML PENTAERTE 002022970 /D	SALA	OPERATOR...	03/11/2010	Use	-1	-1
K.LI.PI	612RL000700	748	SIR.ST.20ML ECC.PENTAERTE	/DCOD. 00202271...	SALA	OPERATOR...	03/11/2010	Use	-1
S.LI.PI	906RC000017	3757	SUTURA SETA CD. K834H NON + °D	SALA	OPERATOR...	03/11/2010	Use	-1	-1
F.LI.PI	604R7005110	22	AGHI STER.21GX1 1/2 PIC INDOLOR +D	SALA	OPERATOR...	03/11/2010	Use	-1	-1

PRINT      SEARCH

Fig 64 - Movements

Each row corresponds to the movement of a resource. Each single action is displayed separately, even if 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 available);
- the expiration date (if available);
- the serial number (if available);
- the relevant cost center (indicated if the movement is attributed to a cost center, for instance a “cost center picking”);
- the relevant operation (it is indicated if the movement is attributed to an operation, 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.

### 6.1.3. The command bar of the “Movements” screen

This section describes the command bar of the “Movements summary” screen (Fig 65).



Fig 65 - Command bar

Use the arrow buttons to scroll up and down the screen contents.

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 66 A).

The screenshot shows the 'MOVEMENTS' application window. At the top, there are search filters: 'START DATE' (02/11/2010), 'END DATE' (17/11/2010), 'CODE', 'DESCRIPTION', 'STOCKROOM' (BLO), 'CABINETS GROUP' (G1), and 'CABINET' (ALL). A 'RESET' button is on the right. Below the filters is a table of movements. The table has columns: Position, Destination, Code, Producer code, Description, Cost center, Oper., Date, Action, and Qty. The table contains multiple rows of movement data. A red circle 'A' highlights the search filters, and a red circle 'C' highlights the table. A red circle 'B' highlights the 'SEARCH' button at the bottom right of the window.

Position	Destination	Code	Producer code	Description	Cost center	Oper.	Date	Action	Qty
F.LI.PI		604R7811113	22	AGO SPINALE 22G PIC	/DCOD. 0344036...	SALA OPERATOR...	03/11/2010	Use	-1
F.LI.PI		604R7805109	22	AGHI STER.19GX1 1/2 PIC INDOLOR	+D	SALA OPERATOR...	03/11/2010	Use	-1
F.LI.PI		604R7805110	22	AGHI STER.21GX1 1/2 PIC INDOLOR	+D	SALA OPERATOR...	03/11/2010	Use	-1
H.LI.PI		609RC505976	3308	TUBO CONNESS.F/F COD.ASPY710300	JDCM 7X10 LUN...	SALA OPERATOR...	03/11/2010	Use	-1
A.LI.PI		603RC229001	3757	COTONINI SOFT BSX10PZ 80-1407	JDCF.10PZK20BUS...	SALA OPERATOR...	03/11/2010	Use	-1
K.LI.PI		612RL000700	748	SIR.ST.20ML ECC.PENTAFERTE	/DCOD. 00202271...	SALA OPERATOR...	03/11/2010	Use	-1
S.LI.PI		906RC000017	3757	SUTURA SETA CD. K834H NON + °D		SALA OPERATOR...	03/11/2010	Use	-1
A.LI.PI		900RL000290	206	SET TAMP. GARZA MM.10 RX CF.5	JDCOD. 1570300...	SALA OPERATOR...	03/11/2010	Use	-2
K.LI.PI		612RL000302	748	SIR.LL.60ML PENTAFERTE 002022970 /D		SALA OPERATOR...	03/11/2010	Use	-1
A.LI.PI		915R1000039	3192	INTERVENTI NASO/ORECCHI AB907/CN /D		SALA OPERATOR...	03/11/2010	Use	-1
D.LI.PI		615RS000785	1136	GUAINA COPRITELCOM.13,5X250	JDCOD.000001...	SALA OPERATOR...	03/11/2010	Use	-1
A.LI.PI		900RL000288	206	SET TAMPONE GARZA MM.40 C/FB.CF.5JDCD.156043004		SALA OPERATOR...	03/11/2010	Use	-1
H.LI.PI		616RC000762	2698	CANN.YANKAUER ORL CD.1218014065	JD	SALA OPERATOR...	03/11/2010	Use	-1
A.LI.PI		900R7770208	498	SET GARZA 7X9 1.6STR. RX CF.5	JDCID4380709F0...	SALA OPERATOR...	03/11/2010	Use	-8
N.LI.PI		900RC003001	2673	TAMPONE NASALE MEROCCEL 8X2X1,5	(DCOD. 08004...	SALA OPERATOR...	03/11/2010	Use	-2
N.LI.PI		900RC003001	2673	TAMPONE NASALE MEROCCEL 8X2X1,5	(DCOD. 08004...	SALA OPERATOR...	03/11/2010	Use	-2
S.LI.PI		906RC000017	3757	SUTURA SETA CD. K834H NON + °D		SALA OPERATOR...	03/11/2010	Use	-1
K.LI.PI		612RL000302	748	SIR.LL.60ML PENTAFERTE 002022970 /D		SALA OPERATOR...	03/11/2010	Use	-1
F.LI.PI		604R7805109	22	AGHI STER.19GX1 1/2 PIC INDOLOR	+D	SALA OPERATOR...	03/11/2010	Use	-1
A.LI.PI		900R7770208	498	SET GARZA 7X9 1.6STR. RX CF.5	JDCID4380709F0...	SALA OPERATOR...	03/11/2010	Use	-8
H.LI.PI		609RC505976	3308	TUBO CONNESS.F/F COD.ASPY710300	JDCM 7X10 LUN...	SALA OPERATOR...	03/11/2010	Use	-1
A.LI.PI		603RC229001	3757	COTONINI SOFT BSX10PZ 80-1407	JDCF.10PZK20BUS...	SALA OPERATOR...	03/11/2010	Use	-1
D.LI.PI		615RS000785	1136	GUAINA COPRITELCOM.13,5X250	JDCOD.000001...	SALA OPERATOR...	03/11/2010	Use	-1
A.LI.PI		900RL000290	206	SET TAMP. GARZA MM.10 RX CF.5	JDCOD. 1570300...	SALA OPERATOR...	03/11/2010	Use	-2
K.LI.PI		612RL000700	748	SIR.ST.20ML ECC.PENTAFERTE	/DCOD. 00202271...	SALA OPERATOR...	03/11/2010	Use	-10
F.LI.PI		604R7805110	22	AGHI STER.21GX1 1/2 PIC INDOLOR	+D	SALA OPERATOR...	03/11/2010	Use	-1
F.LI.PI		604R7811113	22	AGO SPINALE 22G PIC	/DCOD. 0344036...	SALA OPERATOR...	03/11/2010	Use	-1
K.LI.PI		612RL000302	748	SIR.LL.60ML PENTAFERTE 002022970 /D		SALA OPERATOR...	03/11/2010	Use	-1
K.LI.PI		612RL000700	748	SIR.ST.20ML ECC.PENTAFERTE	/DCOD. 00202271...	SALA OPERATOR...	03/11/2010	Use	-1
S.LI.PI		906RC000017	3757	SUTURA SETA CD. K834H NON + °D		SALA OPERATOR...	03/11/2010	Use	-1
F.LI.PI		604R7805110	22	AGHI STER.21GX1 1/2 PIC INDOLOR	+D	SALA OPERATOR...	03/11/2010	Use	-1

Fig 66 - Movements summary

- Click the **Search** button on the command bar (Fig 66 B).

The list of movements corresponding to the values specified in the search fields is displayed (Fig 66 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 to select the cost center first. To select the cost center:

- Click the  icon on the lateral bar.

The “Cost center selection” module opens (Fig 67).

COST CENTER SELECTION FOR PICKING

Below stock

HOSPITAL UNIT

COST CENTER TYPE

COST CENTER CODE

COST CENTER NAME

Code	Name	Hospital unit	Type
------	------	---------------	------

SEARCH

SELECT

Fig 67 - Cost center attribution for resource picking

Section 7.1 describes the screen shown in Fig 67.  
Section 7.2 describes the cost center attribution procedure.

## 7.1. Cost center: screen structure

The “Cost Center” screen is structured as described in section 1.4. See section 1.4 for a description of the screen general features. This section describes the screen specific 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 74).

### 7.1.1. Filters

HOSPITAL UNIT	<input type="text"/>	COST CENTER TYPE	<input type="text"/>
COST CENTER CODE	<input type="text"/>	COST CENTER NAME	<input type="text"/>

Fig 68 - Filters on the “Cost center” screen

The available filters on the “Cost center” screen (Fig 68) 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.

“Hospital Unit” and “Type” can be selected on drop-down menus.

### 7.1.2. Data area

The data lists the cost centers matching the features specified in the filters (In Fig 69 **A** the “Ortopedia and Traumatologia” Hospital Unit is specified).

COST CENTER SELECTION FOR PICKING					Below stock
HOSPITAL UNIT	ORTOPEDIA E TRAUMATOLOGIA		COST CENTER TYPE		
COST CENTER CODE			COST CENTER NAME		
Code	Name	Hospital unit	Type		
ORT30	ORTOPEDIA AMBULATORIO (1530)	ORTOPEDIA E TRAUMATOLOGIA	CC.HOSP		
ORT20	ORTOPEDIA DAY-HOSPITAL (1520)	ORTOPEDIA E TRAUMATOLOGIA	CC.HOSP		
ORT10	ORTOPEDIA REPARTO (1510)	ORTOPEDIA E TRAUMATOLOGIA	CC.HOSP		
ORT90	ORTOPEDIA SALA OPERATORIA (1540)	ORTOPEDIA E TRAUMATOLOGIA	CC.HOSP		

Fig 69 - Cost centers for resource picking

Each row corresponds to a cost center. For each cost center the following information can be displayed (all read-only):

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

The  icon on the left indicates the selected cost center.

### 7.1.3. Cost center selection for picking: Command Bar

This section describes the buttons on the command bar (Fig 70).



**Fig 70 - Command bar**

Use the arrow buttons to scroll up and down the screen contents.


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

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



## 7.2. Cost center for picking selection procedure

This section describes the procedure enabling 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 71).

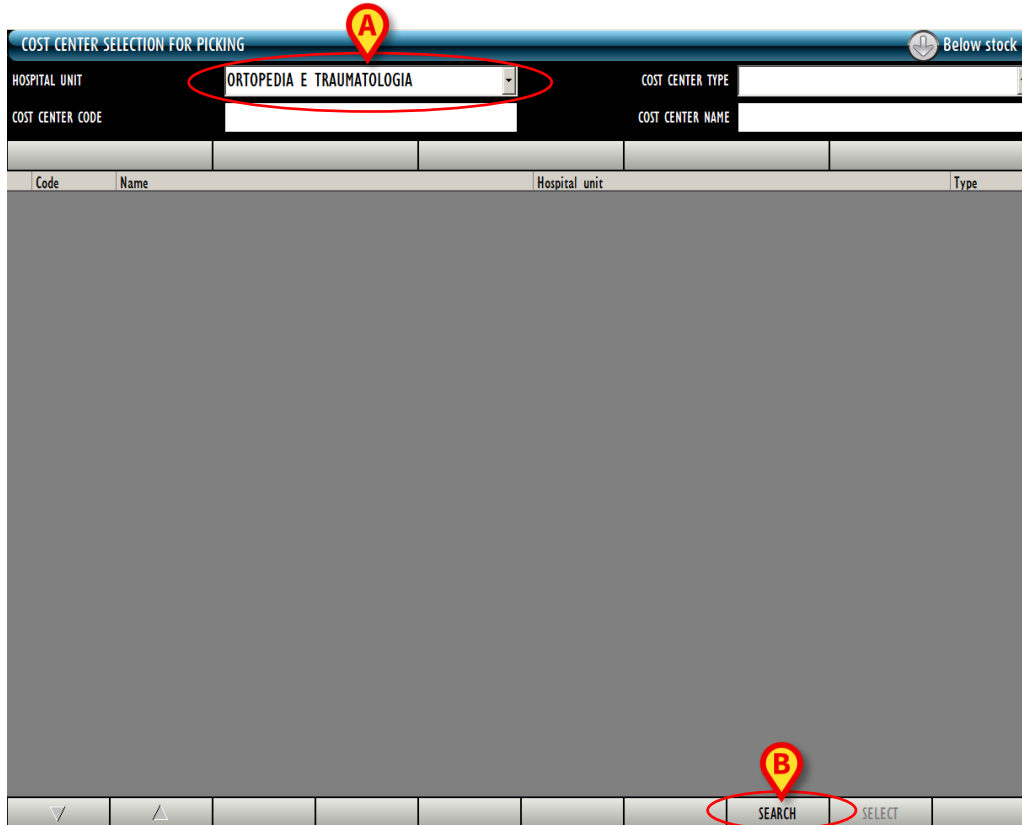


Fig 71 - Cost centers attribution for resource picking

- Specify, in the filters, the available data of the wanted cost center. In Fig 71 **A** the Hospital Unit “Ortopedia e Traumatologia” is specified.
- Click the **Search** button on the command bar (Fig 71 **B**).

The list of cost centers matching features specified is displayed (Fig 72 **A**).

Code	Name	Hospital unit	Type
ORT30	ORTOPEDIA AMBULATORIO (1530)	ORTOPEDIA E TRAUMATOLOGIA	CC.HOSP
ORT20	ORTOPEDIA DAY-HOSPITAL (1520)	ORTOPEDIA E TRAUMATOLOGIA	CC.HOSP
ORT10	ORTOPEDIA REPARTO (1510)	ORTOPEDIA E TRAUMATOLOGIA	CC.HOSP
ORT90	ORTOPEDIA SALA OPERATORIA (1540)	ORTOPEDIA E TRAUMATOLOGIA	CC.HOSP

**Fig 72 - Search results**

- Click the row corresponding to the wanted cost center.

The ► arrow is displayed on the left of the selected row.

- Click the **Select** button on the command bar (Fig 72 **B**).

The “Picking” screen, described in section 8, opens, enabling to record the resources picking. On this screen, the name of the selected cost center is visible under the screen header (Fig 73).

See section 8 for the resources picking procedure.

Fig 73 - "Picking" screen with cost center specification

### 7.2.1. "Recent" cost centers

The bar indicated in Fig 74 is formed of five buttons displaying the five most recent cost center selections.

Fig 74

To select one of those cost centers again

- Click the corresponding button.

The "Picking" module screen (section 8), opens, displaying the name of the chosen cost center (Fig 73).

# 8. Resource picking

The “Picking” module can be used to record the picking of a resource. 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.

The resource picking is therefore enabled only after cost center selection. The procedure described in section 8.3 (resource selection) is activated after the procedure described in section 7.2 (cost center for picking selection).

COST CENTER PICKING

Cost centre: ORTOPEDIA REPARTO (1510) - Hospital unit: ORTOPEDIA E TRAUMATOLOGIA

STOCKROOM

-ALL-

CABINETGROUPS

-ALL-

CABINET

-ALL-

RESET

Below stock

Position	Code	Producer code	Description	Used	Qty
Please scan barcode or add resources using search button.					

1

2

3

4

5

6

7

8

9

0

.

+/-

C

NEXT

▽

△

SEARCH

LOCK SCAN

START SCAN

IMPORT

CLOSE

**Fig 75 - Picking screen with cost center specification**

The screen shown in Fig 75 is described in section 8.1.

The related procedures are described in section 8.2 (data editing), 8.3 (picking recording) and 8.4 (barcode picking recording).

## 8.1. “Picking” screen description

### 8.1.1. Filters



Fig 76 - Filters on the “Resources picking” screen

The filters available on the “Resources picking” screen (Fig 76) are:

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

### 8.1.2. Data area

The different resources are listed on screen in the way shown in Fig 77.

Position	Code	Producer code	Description	Used	Qty		
BLO.GI.ALI.PI	915R1000054	5672	INTERVENTO MASTECTOMIA /D	DEL52...	0	I	✕
BLO.GI.ALI.PI	915R1000004	5672	INTERVEN.MAGGIORI TORACE/ADDOME /D	DEL5...	0	I	✕
BLO.GI.ALI.PI	915R1000080	3192	PIASTRE PORTATUBI A 6 COD. F050 /D	DEL52...	0	I	✕
BLO.GI.ALI.PI	915R1000043	3192	INTERVENTI SU COLLO AB937/CN /D	DEL52...	0	I	✕
BLO.GI.ALI.PI	915R1000073	3192	INTERVENTI VARICI CD.AC 208/TC /D	DEL525/07	0	I	✕

Fig 77

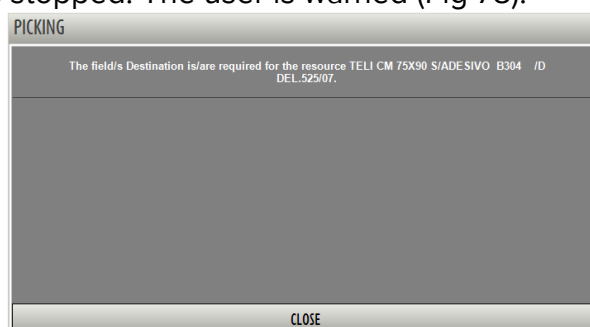
For each resource the following data can be displayed:

- resource position;
- resource code;
- manufacturer code (read only);
- description (read only);
- the lot (if available);
- the expiration date (if available );
- the serial number (if available );
- used resource quantity;
- quantity of resources to be picked.



*The 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 picking procedure is stopped. The user is warned (Fig 78).



**Fig 78**

The kind of mandatory information for a resource depends on the resource configuration. When mandatory information is specified the corresponding cell turns light-blue

The  arrow on the left indicates the selected resource.


The  icon on the right cancels the resource.

When the icon is clicked the row changes in the way shown in Fig 79.



**Fig 79 - Cancelled resource**

When the screen is updated these rows are not considered as picked resources. This functionality allows to rapidly remove items from the picked resources list.

The  icon is an “Undo” button.

### 8.1.3. The “resource picking” screen command bar

The command bar (Fig 80) is formed of buttons triggering different functionalities. This section briefly describes these functionalities, referring to successive sections if more detailed instructions on a specific functionality are required.

1	2	3	4	5	6	7	8	9	0	.	+/-	C	NEXT	
▽		△		SEARCH		LOCK SCAN		START SCAN		IMPORT		CLOSE		

**Fig 80 - Command bar**

The buttons in the upper row allow to manage the numeric data.

1	2	3	4	5	6	7	8	9	0
---	---	---	---	---	---	---	---	---	---

**Fig 81 - Numeric buttons**

#### **Upper row**

Use the numeric buttons (Fig 81) 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 makes sense.

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

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

#### **Lower row**

Use the arrow button to scroll up and down the screen contents.

Use the **Search** button to search the resources matching the filters specified.

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

Use the **Start Scan** button to start reading of numerous barcodes that will be recorded later, all at the same time. See section 8.4.2 for the instructions relating to this procedure.

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

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

Click **Update** to save.

Click **Cancel** to discard the changes.

## 8.2. Resource data editing

Some of the resource data can be edited. To edit the resource data:

- Click the relevant field.

The  button is displayed in the field (Fig 82 **A**).

- Click the  button.

A menu containing the possible options opens (Fig 82 **B**).



Fig 82

- Click the wanted option.

The option is displayed in the field.

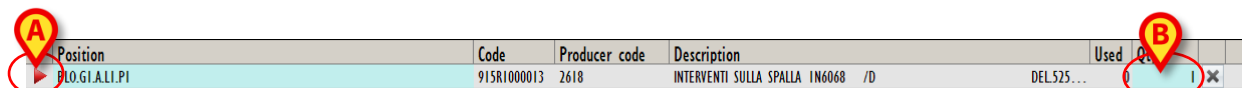
The available options on the different menus depend on the context. Selecting an option affects the available choices in the other fields.

### 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 83 **A**).



Position	Code	Producer code	Description	Used	Q
PLO.GI.ALL.P1	915R1000013	2618	INTERVENTI SULLA SPALLA IN6068 /D	DEL525...	1

Fig 83

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

## 8.3. How to record the resource picking

The resource picking can be recorded either manually or using a barcode reader.



*Barcode technology is recommended when selecting an item. Scanning the item's barcode, instead of selecting it manually, statistically reduces 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 84).

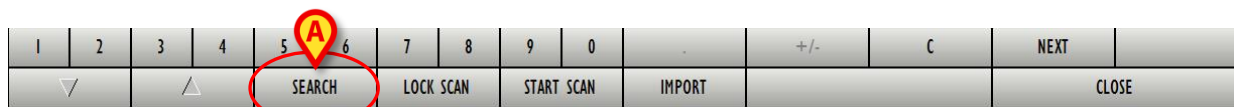


Fig 84 - Command bar

The “Search” screen opens (Fig 85). The screen is described in section 22.

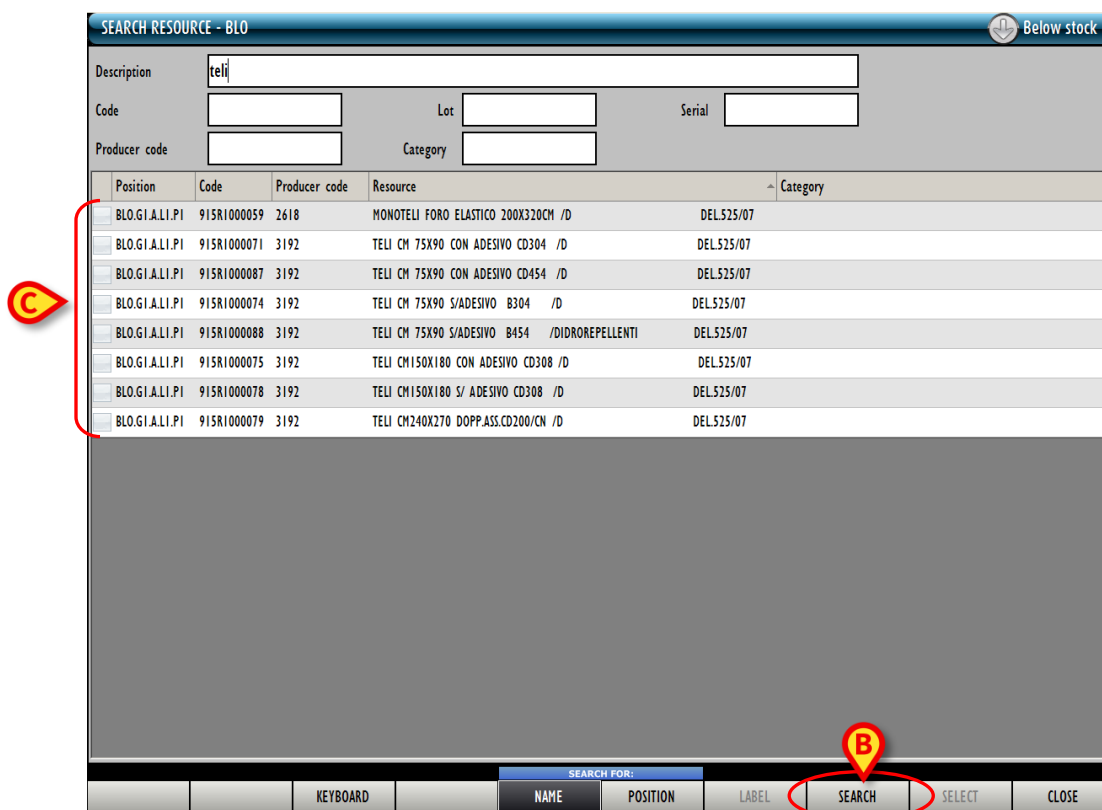


Fig 85 - Search resources

- Insert the available information on the resource in the search fields (Fig 85 A).
- Click the **Search** button on the command bar (Fig 85 B).

The list of resources matching the information specified is displayed on screen (Fig 85 C).



SEARCH RESOURCE - BLO Below stock

Description:

Code:  Lot:  Serial:

Producer code:  Category:

Position	Code	Producer code	Resource	Category	
BLO.GI.ALI.PI	915R1000059	2618	MONOTELI FORO ELASTICO 200X320CM /D	DEL525/07	
<input checked="" type="checkbox"/>	BLO.GI.ALI.PI	915R1000071	3192	TELI CM 75X90 CON ADESIVO CD304 /D	DEL525/07
<input checked="" type="checkbox"/>	BLO.GI.ALI.PI	915R1000087	3192	TELI CM 75X90 CON ADESIVO CD454 /D	DEL525/07
<input checked="" type="checkbox"/>	BLO.GI.ALI.PI	915R1000074	3192	TELI CM 75X90 S/ADESIVO B304 /D	DEL525/07
	BLO.GI.ALI.PI	915R1000088	3192	TELI CM 75X90 S/ADESIVO B454 /DIDROREPELLENTI	DEL525/07
	BLO.GI.ALI.PI	915R1000075	3192	TELI CM150X180 CON ADESIVO CD308 /D	DEL525/07
<input checked="" type="checkbox"/>	BLO.GI.ALI.PI	915R1000078	3192	TELI CM150X180 S/ ADESIVO CD308 /D	DEL525/07
	BLO.GI.ALI.PI	915R1000079	3192	TELI CM240X270 DOPP.ASS.CD200/CN /D	DEL525/07

SEARCH FOR:

KEYBOARD NAME POSITION LABEL SEARCH **SELECT** CLOSE

Fig 86

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

The corresponding row/s is/are highlighted (Fig 86 **A**).

- Click the **Select** button on the command bar (Fig 86 **B**).

The selected resource/s is displayed in the “materials transfer” screen (Fig 86 **A**).



*Double click an item to display it directly.*

**COST CENTER PICKING** Below stock

Cost centre: ORTOPEDIA REPARTO (1510) - Hospital unit: ORTOPEDIA E TRAUMATOLOGIA

STOCKROOM: -ALL- CABINETGROUPS: -ALL- CABINET: -ALL- RESET

Position	Code	Producer code	Description	Used	Qty	
BLO.GI.A.LI.PI	915R1000059	2618	MONOTELI FORO ELASTICO 200X320CM /D	DELS...	0	I X
BLO.GI.A.LI.PI	915R1000087	3192	TELI CM 75X90 CON ADESIVO CD454 /D	DELS2...	0	I X
BLO.GI.A.LI.PI	915R1000075	3192	TELI CM150X180 CON ADESIVO CD308 /D	DELS...	0	I X

1	2	3	4	5	6	7	8	9	0	.	+/-	C	NEXT	
▽		△		SEARCH	LOCK SCAN	START SCAN	IMPORT	CANCEL		UPDATE				

**Fig 87**

- Edit, if necessary, the values of the inserted resource (lot, quantity, etc... see section 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 section describes the procedures related to this functionality.

To record the resource picking using barcode reader, when the “Resource picking” screen is displayed (Fig 87),

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

A row corresponding to the resource is displayed.

If a pink row is displayed, that means that the barcode refers to a resource that is not in the cabinets selected as “source” (Fig 88).

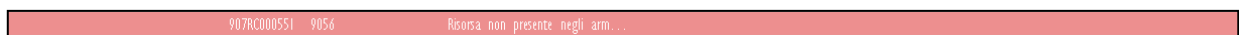


Fig 88


### 8.4.1. Lock scan

The **Lock Scan** button on the command bar (Fig 89) makes it possible to lock the workstation while the user is away to scan barcodes that will be downloaded later. A wireless barcode reader is required.



Fig 89 - Command bar

- Click the **Lock Scan** button.

The button is displayed as selected: . The button remains selected while the workstation is locked. The following window is displayed (Fig 90).

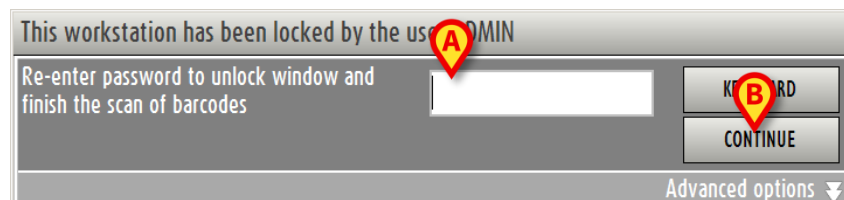


Fig 90

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

After barcode reading, return to the workstation.

- Insert the user password in the field indicated in Fig 90 **A**.
- Click **Continue** (Fig 90 **B**).

The workstation is unlocked. The rows corresponding to the read barcodes are displayed. The **Keyboard** button on the window opens a virtual keyboard that can be used to insert data (Fig 91).

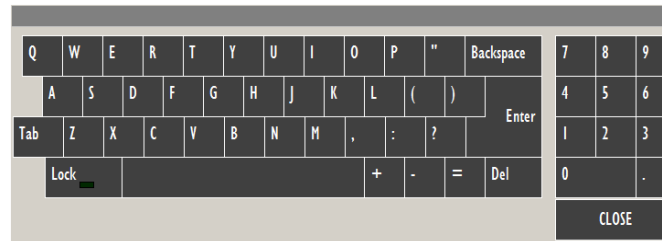


Fig 91 - Virtual keyboard

#### 8.4.1.1. How to force the workstation unlocking

The workstation can be unlocked by another user if they have adequate permissions. To force the workstation unlocking

- Click “Advanced options” on the “Enter password” window (Fig 92 **A**).

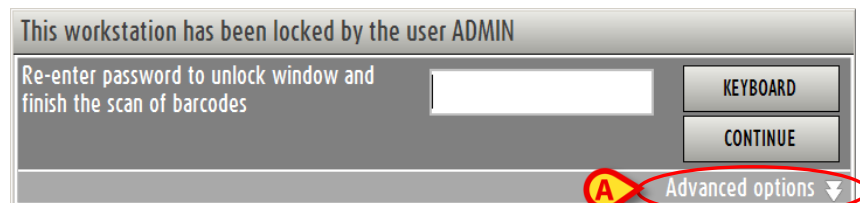


Fig 92

The window changes in the following way (Fig 93).

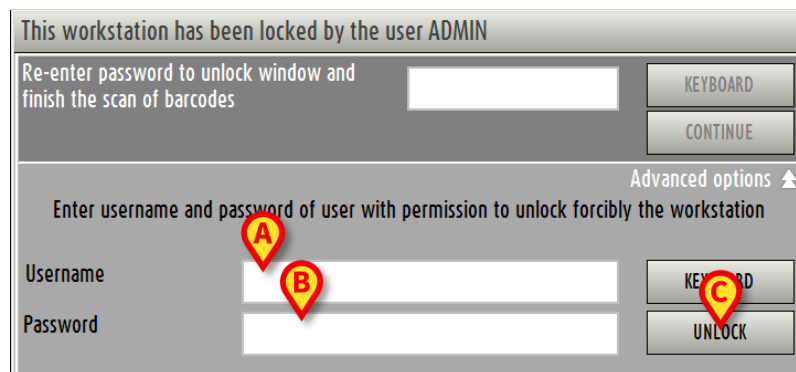


Fig 93 - Advanced options

- Insert the username of the new user in the “Username” field (Fig 93 **A**).
- Insert the password of the new user in the “Password” field (Fig 93 **B**).
- Click the **Unlock** button (Fig 93 **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 94) allows to read numerous barcodes that will be downloaded later.



Fig 94 - Command bar

- 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. The following advice is displayed on top “Press STOP SCAN to import scanned products”.



Fig 95

- Scan the barcodes.

After barcode reading, to import the data of the scanned resources:

- 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 are displayed.

### 8.4.3. Import

The **Import** button on the command bar (Fig 96) makes it possible to import the data read with a wireless barcode reader having internal memory.



Fig 96 - Command bar

- Scan the barcodes using the appropriately configured devices.
- Click the **Import** button.

The import status is notified.




Fig 97

When done, the rows corresponding to the imported resources are displayed.

# 9. Cost center selection for return

This module allows to record the returned resources and to attribute them 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 corresponding icon  on the lateral bar.

The following screen opens (Fig 98).

COST CENTER SELECTION FOR RETURN

Below stock

HOSPITAL UNIT

COST CENTER TYPE

COST CENTER CODE

COST CENTER NAME

ORTOPEDIA REPARTO (1510)  
ORTOPEDIA E TRAUMATOLOGÍA

CENTRO DEL DOLOR- DAY-HOSPITAL (1702)  
ALGOLOGIA

ORTOPEDIA AMBULATORIO (1530)  
ORTOPEDIA E TRAUMATOLOGÍA

Code

Name

Hospital unit

Type

▽

△

SEARCH

SELECT

Fig 98 - Cost center for returns

Section 9.1 describes the screen shown in Fig 98.  
Section 9.2 describes the cost center selection procedure.

## 9.1. Cost Center - screen structure

The “Cost Center” screen is structured as described in section 1.4. See section 1.4 for a description of the screen general features. This section describes the screen specific features.

An additional button bar is here available, displaying the recent selections and allowing the quick selection of cost centers selected before (Fig 105).

### 9.1.1. Filters

HOSPITAL UNIT	<input type="text"/>	COST CENTER TYPE	<input type="text"/>
COST CENTER CODE	<input type="text"/>	COST CENTER NAME	<input type="text"/>

Fig 99 - Filters on the “Cost center selection” screen

The available filters on the “Cost center for returns” screen (Fig 99) 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.

### 9.1.2. Data area

The data area lists the cost centers matching the features specified in the filters (In Fig 100 the “Ortopedia e Traumatologia” Hospital Unit is specified as filter).

COST CENTER SELECTION FOR RETURN

Below stock

HOSPITAL UNIT

ORTOPEDIA E TRAUMATOLOGIA

COST CENTER TYPE

COST CENTER CODE

COST CENTER NAME

ORTOPEDIA REPARTO (1510) ORTOPEDIA E TRAUMATOLOGIA		CENTRO DEL DOLOR: DAY-HOSPITAL (1702) ALGOLOGIA	ORTOPEDIA AMBULATORIO (1530) ORTOPEDIA E TRAUMATOLOGIA		
Code	Name	Hospital unit			Type
ORT30	ORTOPEDIA AMBULATORIO (1530)	ORTOPEDIA E TRAUMATOLOGIA			CC.HOSP
ORT20	ORTOPEDIA DAY-HOSPITAL (1520)	ORTOPEDIA E TRAUMATOLOGIA			CC.HOSP
ORT10	ORTOPEDIA REPARTO (1510)	ORTOPEDIA E TRAUMATOLOGIA			CC.HOSP
ORT90	ORTOPEDIA SALA OPERATORIA (1540)	ORTOPEDIA E TRAUMATOLOGIA			CC.HOSP

SEARCH


SELECT

Fig 100 - Cost centers for returns

Each row corresponds to a cost center. For each cost center the following information can be displayed, all read-only.

:

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

The  arrow displayed on the left indicates the selected cost center.

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

This section describes the buttons on the command bar (Fig 101).



Fig 101 - Command bar


Use the arrow buttons to scroll up and down the screen contents.

Use the **Search** button to search and display the list of items matching the filters specified.  
Use the **Select** button to select the cost center to which the return will be attributed.



## 9.2. Cost center for return selection

To select the Cost Center for a returned resource:

- Click the  icon on the lateral bar to access the cost center selection screen (Fig 102).



**COST CENTER SELECTION FOR RETURN** Below stock

HOSPITAL UNIT: **ALLERGOLOGIA** COST CENTER TYPE: COST CENTER NAME:

Code	Name	Hospital unit	Type
ORTOPEDIA REPARTO (1510)	ORTOPEDIA E TRAUMATOLOGIA		
CENTRO DEL DOLORE DAY-HOSPITAL (1702)	ALGOLOGIA		
ORTOPEDIA AMBULATORIO (1530)	ORTOPEDIA E TRAUMATOLOGIA		

SEARCH SELECT

Fig 102 - Cost center for return attribution

- Specify in the filters the available cost center data. In Fig 102 **A** the “Allergologia” Hospital Unit is specified.
- Click the **Search** button on the command bar (Fig 102 **B**).

The list of cost centers matching the filters is displayed (Fig 103 **A**).



**Fig 103 - Search result**

- Click the row corresponding to the relevant cost center.

The ► arrow is displayed on the left.

- Click the **Select** button on the command bar (Fig 103 **B**).

The screen allowing to record the returned resources opens (“Cost center for returns” - Fig 104). The screen is described in section 9.3.

Section 9.4 describes the returned resources selection procedure.

Fig 104 - Cost center for returns screen

## 9.2.1. “Recent” cost centers

The bar indicated in Fig 105 displays the five most recently selected cost centers.

Fig 105

To select one of those cost centers again

- Click the corresponding button.

The screen shown in Fig 104 opens, indicating the name of the chosen cost center.

## 9.3. “Cost center for returns” screen description

The “Cost Center for returns” screen is structured as described in section 1.4. See section 1.4 for a description of the screen general features. This section describes the screen specific features.

### 9.3.1. Filters



Cost centre: ALLERGOLOGIA AMBULATORIO (3031) - Hospital unit: ALLERGOLOGIA

START DATE: 15/07/2010 END DATE: 15/07/2010

STOCKROOM: -ALL- CABINETGROUPS: -ALL- CABINET: -ALL- RESET

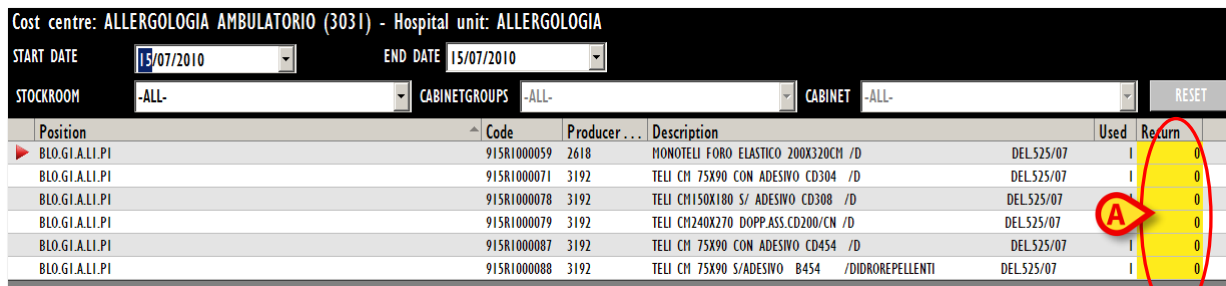
Fig 106 - Filters on the “Cost center for returns” screen

The available filters on this screen are:

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

### 9.3.2. Data area

The “Cost center for returns” screen displays all the resources picked for the selected cost center in the period defined by the “Start date” and “End date” (Fig 107).




Position	Code	Producer...	Description	Used	Return
BLO.GI.ALI.PI	915R1000059	2618	MONOTELI FORO ELASTICO 200X320CM /D	DEL525/07	1
BLO.GI.ALI.PI	915R1000071	3192	TELI CM 75X90 CON ADESIVO CD304 /D	DEL525/07	1
BLO.GI.ALI.PI	915R1000078	3192	TELI CM150X180 S/ ADESIVO CD308 /D	DEL525/07	0
BLO.GI.ALI.PI	915R1000079	3192	TELI CM240X270 DOPP.ASS.CD200/CN /D	DEL525/07	0
BLO.GI.ALI.PI	915R1000087	3192	TELI CM 75X90 CON ADESIVO CD454 /D	DEL525/07	1
BLO.GI.ALI.PI	915R1000088	3192	TELI CM 75X90 S/ADESIVO B454 /DIDROREPELLENTI	DEL525/07	1

Fig 107

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

- resource position (read only);
- resource code (read only);
- manufacturer code (read only);
- description (read only);
- picked quantity (read only);
- quantity to be returned.

The  arrow on the left indicates the selected resource. The only editable value on this screen is the quantity of items that must be returned. The relevant cell is highlighted yellow if no value is displayed (Fig 107 **A**). When a value is specified, before clicking the **Update** button on the command bar, the cell is highlighted light blue (Fig 108).

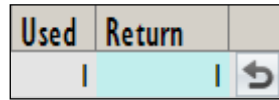



Fig 108

The  icon is an “Undo” button.

### 9.3.3. The “Cost center for returns” screen command bar

The command bar of the “Cost center for returns” screen is shown in Fig 109.



Fig 109

Use either the numeric buttons on the command bar (Fig 110) or the workstation keyboard to specify the quantities to be returned.



Fig 110 - Numeric buttons

The “.” button is a decimal divider. The button is active only if decimal specification is relevant.

The “+/-” button change a value to negative / 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 to scroll up and down the screen contents.

The other buttons are not active on this screen.

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

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

Click **Update** to save.

Click **Cancel** to annul.

## 9.4. How to record a “Return”

To record a returned resource, on the “Cost center for return” screen (Fig 104).

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

The row is selected, the  icon is displayed on the left.

- Specify the resource quantity.
- Click **Update**.

After clicking **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 equals the quantity of picked items, the row disappears.

### 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 displays the corresponding row on top of the list of resources displayed on screen. The quantity is increased (one unit).

- Click **Update** to save.

## 10. Resources allocation

The “Resources allocation” module manages the changes in the way the resources are located and stored.

In Digistat® Stock Management each cabinet is configured to contain only specific resources (and not others). That means that a certain actual resource can be stored in certain cabinets and not in others. The “Resources allocation” module allows to change the structure of the allocation of the resources.

I.e. this module records, for a resource, that the possibility of being located in a certain cabinet is moved to another cabinet. Cabinet configuration changes.

A change recorded on this module moves all the items of a resource from a source cabinet to a destination cabinet.



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

To select the module

- Click the icon  on the lateral bar.

The following screen opens (Fig 111):




**Fig 111 - Resources allocation**

## 10.1. Resources allocation - screen structure

The “Resources allocation” screen is structured as described in section 1.4. See section 1.4 for a description of the screen general features. This section describes the screen specific features.

### 10.1.1. Source and destination specification



The image shows a portion of the 'Resources allocation' screen. It features two dropdown menus. The first is labeled 'SOURCE' and the second is labeled 'DESTINATION'. Both menus have a black background with white text and a small downward arrow on the right side.

Fig 112 - Filters on the “Resources allocation” screen

The filters available on the “Resources allocation” screen (Fig 112) are:

- “Source” - Selects the source cabinet.
- “Destination” - Selects the destination cabinet.

### 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 113 A).



The image shows the 'Resources allocation' screen with the 'SOURCE' and 'DESTINATION' dropdowns set to 'BL0.GI.CLI1.P1'. Below the dropdowns is a table of resources. A red circle with the letter 'A' highlights the first row of the table.

Code	Producer code	Resource	Expiration Date	Qty	Cabinet	Kit
607R7810005	5167	CAT TIEMAN CH14 TRASP CD.221800 =D50P2XCF DEL.597/10		60	60	0
607R7840027	5167	CAT YESCSILZYCH16 FOLEY (DCOD. 189205 - DEL. 1033/08		24	24	0
607R7840067	5167	CAT.NELATON DONNA CH. 14CM (DCOD. 080182XX - DEL. 1033/08		40	40	0
607R7909007	5167	CAT YESCS/P.ZYCH18 (DCOD. 170605 (DET. 1033/08)		50	50	0
607R7909008	5167	CAT YESCS/P.ZYCH20 (DCOD. 170605 (DET. 1033/08)		15	15	0
608R7770193	4286	UNOMETER 500ML CD.158101310190 =DCON TUBO 150 ML - DEL. 690/10		24	24	0
608R7790036	505	UROGARD SACCIA URINA STER. 2000ML (DCOD.LDBE3112P01 DEL. 1033/08		72	72	0
608R7790038	154	SACCIA URINA STER.2000ML DAS (DCOD. AS322 DEL. 1033/08		15	15	0
616R7790067	4286	TAPPO CAT.YESC. COD. 84073023 (D. DEL. 1033/08		30	30	0
616R0000334	154	KIT CATETERISMO YESICOLE (DCOD.MTK1076/SOC DEL. 1033/08		102	102	0
916RS000310	1767	TAPPO LL X CATETERE VENOSO (DCOD.380000988800-VYGON DET.393/08		97	97	0

Fig 113 - Resources allocation

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



- resource code (read only);
- manufacturer code (read only);
- resource description (read only);
- total quantity in stock (read only);
- quantity located in the cabinets (read only);
- quantity located in the generic kits already prepared (read only).

The checkboxes on the right (Fig 114 **A**) indicate, when selected - ☒ - , that the corresponding resource will be reallocated.

Code	Producer code	Resource	Expiration Date	Qty	Cabinet	Kit
▶ 607R7810005	5167	CAT TIEMAN CH14 TRASP CD.221800 =D50P2XCF DEL.597/10		60	60	0
607R7840027	5167	CAT YESCSIL.2YCH16 FOLEY (DCOD. 189205 - DEL. 1033/08		24	24	0
607R7840067	5167	CAT.NELATON DONNA CH. 14CM (DCOD. 080182XX - DEL. 1033/08		40	40	0
607RC909007	5167	CAT YESCS/P.2YCH18 (DCOD. 170605 (DET. 1033/08)		50		0
607RC909008	5167	CAT YESCS/P.2YCH20 (DCOD. 170605 (DET. 1033/08)		15		0
608R7770193	4286	UNOMETER 500ML CD.158101310190 =DCON TUBO 150 ML - DEL. 690/10		24	24	0
608R7790036	505	UROGARD SACCA URINA STER. 2000ML (DCOD.UDBE3112P01 DEL. 1033/08		72	72	0
608R7790038	154	SACCA URINA STER.2000ML DAS (DCOD. AS322 DEL. 1033/08		15	15	0

Fig 114

The ▶ arrow displayed on the left indicates that the corresponding resource is selected. When the quantity in stock for a resource is less than the configured minimum quantity, the corresponding cell is highlighted red; when the quantity in stock for a resource is less than the configured ideal quantity the corresponding cell is highlighted yellow.

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

The command bar is shown in Fig 115.



Fig 115 - Command bar

The numeric buttons on the upper row are not enabled.

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

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

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


When editing data, the **Update** and **Cancel** buttons are displayed on the command bar.

Click **Update** to save.

Click **Cancel** to annul.

## 10.2. How to change the resource allocation

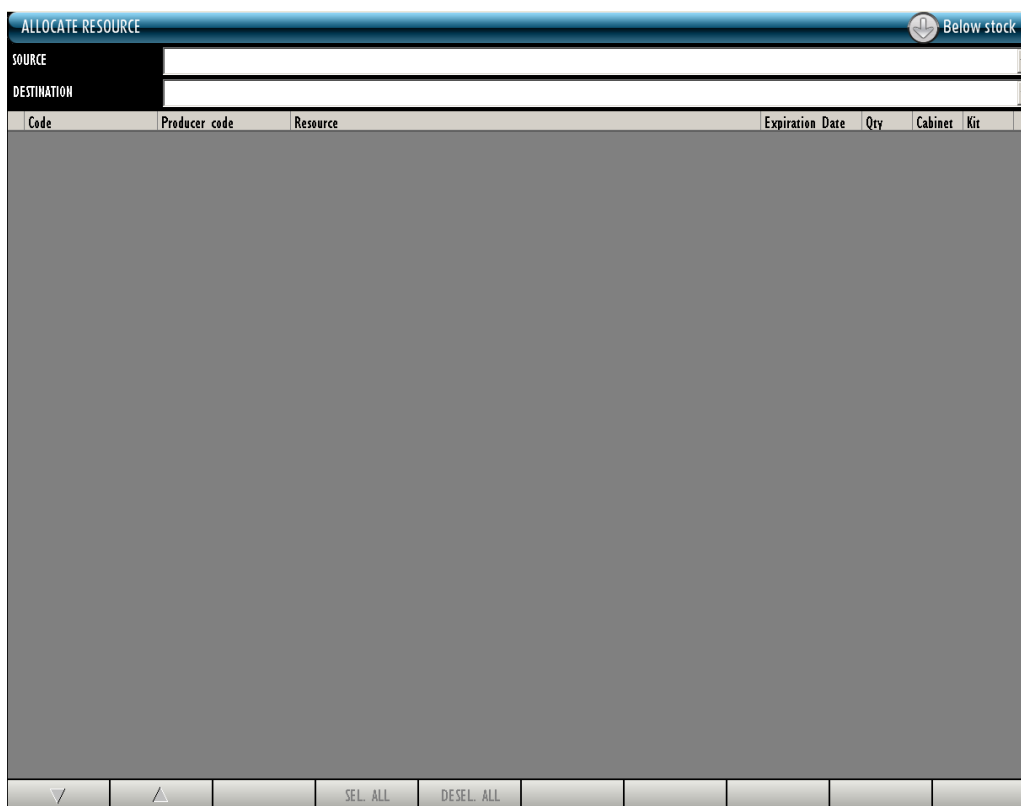
To change the resource allocation

- Click the  icon on the lateral bar to display the “Resources allocation” screen (Fig 116).



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

The following screen opens.



**Fig 116 - Resources allocation**

- Select the source cabinet (specify the “Source” field, Fig 117 **A**).
- Select the destination cabinet (specify the “Destination” field, Fig 117 **B**).

The data area displays the list of resources that can be reallocated (Fig 117 **C**).

**ALLOCATE RESOURCE** Below stock

SOURCE: **BLO.GI.C**

DESTINATION: **BLO.GI.E.LI.P1**

Code	Producer code	Resource	Expiration Date	Qty	Cabinet	Kit
607R7810005	5167	CAT TIEMAN CHI4 TRASP CD.221800 =D50P2XCF DEL.597/10		60	60	0
607R7840027	5167	CAT YESCSIL.2VCHI6 FOLEY (DCOD: 189205 - DEL. 1033/08)		24	24	0
607R7840067	5167	CAT.NELATON DONNA CH. 14CM (DCOD: 080182XX - DEL. 1033/08)		40	40	0
607RC909007	5167	CAT YESCS/P.2VCHI8 (DCOD: 170605 (DET. 1033/08)		50	50	0
607RC909008	5167	CAT YESCS/P.2VCHI20 (DCOD: 170605 (DET. 1033/08)		15	15	0
608R7770193	4286	UNOMETER 500ML CD.158101310190 =DCON TUBO 150 ML - DEL. 690/10		24	24	0
608R7790036	505	UROGARD SACCIA URINA STER. 2000ML (DCOD.LDBE3112P01 DEL. 1033/08)		72	72	0
608R7790038	154	SACCIA URINA STER.2000ML DAS (DCOD AS322 DEL. 1033/08)		15	15	0
616R7790067	4286	TAPPO CAT.YESC. COD. 84073023 (D DEL. 1033/08)		30	30	0
616RC000334	154	KIT CATETERISMO YESICIALE (DCOD.MTK1076/SCC DEL. 1033/08)		102	102	0
916RS000310	1767	TAPPO LL X CATETERE VENOSO (DCOD.380000988800-VYGON DET.393/08)		97	97	0

SEL. ALL DESEL. ALL

Fig 117

- Click, on the right, the boxes corresponding to the resources that must be reallocated (Fig 118 **A**). The clicked boxes are selected - ☒ - .

**ALLOCATE RESOURCE** Below stock

SOURCE: **BLO.GI.CLI.P1**

DESTINATION: **BLO.GI.E.LI.P1**

Code	Producer code	Resource	Expiration Date	Qty	Cabinet	Kit
607R7810005	5167	CAT TIEMAN CHI4 TRASP CD.221800 =D50P2XCF DEL.597/10		60	60	<input checked="" type="checkbox"/>
607R7840027	5167	CAT YESCSIL.2VCHI6 FOLEY (DCOD: 189205 - DEL. 1033/08)		24	24	<input checked="" type="checkbox"/>
607R7840067	5167	CAT.NELATON DONNA CH. 14CM (DCOD: 080182XX - DEL. 1033/08)		40	40	<input checked="" type="checkbox"/>
607RC909007	5167	CAT YESCS/P.2VCHI8 (DCOD: 170605 (DET. 1033/08)		50	50	<input checked="" type="checkbox"/>
607RC909008	5167	CAT YESCS/P.2VCHI20 (DCOD: 170605 (DET. 1033/08)		15	15	<input checked="" type="checkbox"/>
608R7770193	4286	UNOMETER 500ML CD.158101310190 =DCON TUBO 150 ML - DEL. 690/10		24	24	<input checked="" type="checkbox"/>
608R7790036	505	UROGARD SACCIA URINA STER. 2000ML (DCOD.LDBE3112P01 DEL. 1033/08)		72	72	<input checked="" type="checkbox"/>
608R7790038	154	SACCIA URINA STER.2000ML DAS (DCOD AS322 DEL. 1033/08)		15	15	<input checked="" type="checkbox"/>
616R7790067	4286	TAPPO CAT.YESC. COD. 84073023 (D DEL. 1033/08)		30	30	<input checked="" type="checkbox"/>
616RC000334	154	KIT CATETERISMO YESICIALE (DCOD.MTK1076/SCC DEL. 1033/08)		102	102	<input checked="" type="checkbox"/>
916RS000310	1767	TAPPO LL X CATETERE VENOSO (DCOD.380000988800-VYGON DET.393/08)		97	97	<input checked="" type="checkbox"/>

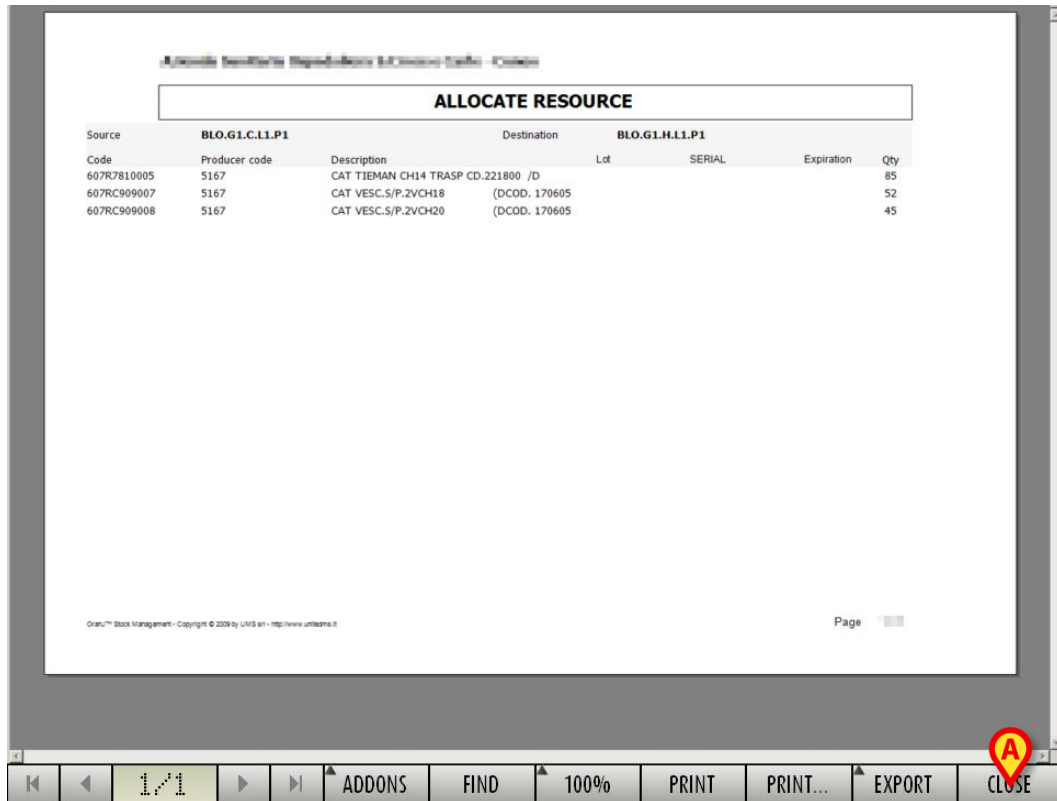
SEL. ALL DESEL. ALL CANCEL UPDATE

Fig 118

- Click the **Update** button on the command bar (Fig 118 B).

The reallocation is this way completed.

A print report is automatically created. A print preview is displayed (Fig 119).



ALLOCATE RESOURCE								
Source	BLO.G.I.C.I.I.P1			Destination BLO.G.I.H.I.I.P1				
Code	Producer code	Description	Lot	SERIAL	Expiration	Qty		
607R7810005	5167	CAT TIEMAN CH14 TRASP CD.221800 /D	(DCOD. 170605			85		
607RC909007	5167	CAT VESC.S/P.ZVCH18	(DCOD. 170605			52		
607RC909008	5167	CAT VESC.S/P.ZVCH20	(DCOD. 170605			45		

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ADDONS FIND 100% PRINT PRINT... EXPORT CLOSE

**Fig 119 - Print preview**

The **Close** button (Fig 119 A) closes the “Print preview” screen.

# 11. Orders sheet print

The “Orders” module enables to create and print the “Orders sheet”.  
To activate the “Orders” module:


- Click the  icon on the lateral bar. The following screen opens,



Fig 120 – Orders

## 11.1. “Orders” - screen structure

The “Orders” screen is structured as described in section 1.4. See section 1.4 for a description of the screen general features. This section describes the screen specific features.

### 11.1.1. Filters




Fig 121 - Filters on the “Orders” screen

The available filters on the “Orders” screen (Fig 121) are:

- “Start date - End date” - specify the relevant time period.
- “Stockroom” - display only the resources located in a specific stockroom.
- “Cabinets group” - display only the resources located in a specific cabinets group.
- “Cabinet” - display only the resources located in a specific cabinet.

## 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 match those specified in the other filters.



Position	Code	Producer code	Description	Expiration	Used	Min	Max	In stock	Cabinet	Kit	Sugg.
BLO.GI.F.LI.PI	604R7805110	22	AGHI STER.21GX1 1/2 PIC INDOLOR +D		5	0	0	78	77	1	0
BLO.GI.F.LI.PI	604R7805111	22	AGHI STER.23GX1 1/4 PIC INDOLOR +D		1	0	0	124	0	0	0
BLO.GI.F.LI.PI	604R7811113	22	AGO SPINALE 22G PIC /DCOD. 03440364000	D...	4	0	0	37	36	1	0
BLO.GI.F.LI.PI	616R770013	154	SPUGN.X PULZIA BISTURI CD.AL40 (D		1	0	0	100	0	0	0
BLO.GI.F.LI.PI	908RC000321	2821	SACCHE X COLOSTOMIA COD. 12808	JD...	1	0	0	79	0	0	0
BLO.GI.F.LI.PI	916RC209004	5896	CONTENT CONTA AGHI CD.31101447	(D	1	0	0	78	0	0	0
BLO.GI.F.LI.PI	916RC209010	154	MATITA DERMOMORF. COD.RQ.01	(D...	2	0	0	144	0	0	0
BLO.GI.G.LI.PI	616R2090011	5546	DREN.PIATTO MIS.4X10MM 24130	/D...	2	0	0	40	0	0	0
BLO.GI.G.LI.PI	916R7805056	3308	DREN.SOFFIETTO DRIG/500A/UNIV	/DS/DREN.E TROCAR- 500ML + ...	2	0	0	125	0	0	0
BLO.GI.G.LI.PI	251.PRINCIPALE		PRINCIPALE PER FESS		1	2	5	0	0	0	5
BLO.GI.H.LI.PI	609RC505976	3308	TURO CONNESS.F/F COD.ASPY710300	JDMM 7X10 LUNGH.MT.3 - ...	16	0	0	191	190	1	0
BLO.GI.H.LI.PI	616RC000762	2698	CANN.YANKAUER ORL CD.1218014065	JD	4	0	0	138	137	1	0
BLO.GI.H.LI.PI	616RC000762	2452	CANN.YANKAUER STANDARD SP3800	/DD.149/07	1	0	0	122	0	0	0
BLO.GI.H.LI.PI	616R7790204	154	RUBINETTO 3 VIE COD.PRC0999005	(D(EX M062851) ...	1	0	0	63	0	0	0
BLO.GI.K.LI.PI	612R7820007	505	SIR.STER.10ML TERUMO LATEX FREE	/D20/21/22 G CD.SS1052138	3	0	0	195	0	0	0
BLO.GI.K.LI.PI	612RL000029	740	SIR.LL.CS/AGO 3ML PENTA LATEX	/DCOD. 002022420 -	6	0	0	21	0	0	0
BLO.GI.K.LI.PI	612RL000302	740	SIR.LL.60ML PENTAFERTE 002022970	/D	11	0	0	97	96	1	0
BLO.GI.K.LI.PI	612RL000700	740	SIR.ST.20ML ECC.PENTAFERTE	/DCOD. 002022710	18	0	0	163	162	1	0
BLO.GI.K.LI.PI	612RL000701	740	SIR.ST.30ML ECC.PENTAFERTE	/DCOD. 002022810	1	0	0	125	0	0	0
BLO.GI.K.LI.PI	612RL20003	22	SIR.CONO CAT.50/40ML S/AGO	=DCOD.03079003090500	4	0	0	170	0	0	0
BLO.GI.K.LI.PI	612RS000033	740	SIR.LL.CS/AGO 10ML 002022620	/DCONF.MULTIP.1000 PZ	10	0	0	118	0	0	0
BLO.GI.L.LI.PI	601RC003012	154	CER.MED.CHIR. CM9X10CM COSMOROE	(DCOD. 900873	8	0	0	130	0	0	0
BLO.GI.L.LI.PI	601RC003013	154	CER.MED.CHIR. CM9X15CM COSMOROE	(DCOD. 900874	4	0	0	113	0	0	0
BLO.GI.L.LI.PI	601RC003014	154	CER.MED.CHIR. CM9X20CM COSMOROE	(DCOD. 900875	2	0	0	80	0	0	0
BLO.GI.N.LI.PI	900RC003001	2673	TAMPONE INSALE MEROCEL 8X2X1,5	(DCOD. 0800400402N0	10	0	0	32	30	2	0
BLO.GI.S.LI.PI	601RI003016	154	NASTRO OMNISTRIP 12X100 6PZ.540685(D		8	0	0	64	0	0	0
BLO.GI.S.LI.PI	906RC000017	3757	SUTURA SETA CD. K834H NON + °D		5	0	0	13	12	1	0
BLO.GI.S.LI.PI	906RC000220	3757	SUTURA POS II CD. 2443E	\$D	4	0	0	27	0	0	0
BLO.GI.S.LI.PI	906RC000221	3757	SUTURA POS II CD. 2423E	\$D	4	0	0	32	0	0	0
BLO.GI.S.LI.PI	906RC002013	2618	SUTURA PREMILENE C00P0213 NON + °D		3	0	0	1	0	0	0
BLO.GI.S.LI.PI	906RC011367	5449	SUTURA SETA 0.75CM CD.41420	=DRESORBA	6	0	0	299	0	0	0
BLO.GI.U.LI.PI	609RI130012	683	SONDA PROST.DUFOUR CD.11332030	=D3VIE CH20 10PZKCF 30X4...	1	0	0	30	0	0	0
BLO.GI.U.LI.PI	616RC130900	5167	GLUSSEN GEL COD. 400176	=DX CATET.YESC/ENDOSC.	5	0	0	381	0	0	0

Fig 122 - 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;
- the suggested order quantity (this is the difference between the suggested quantity and the quantity in stock).

All data is read-only.

### 11.1.3. The command bar of the “Orders” screen

The command bar is shown in Fig 123.



Fig 123 - Command bar

Use the arrow buttons to scroll up and down the screen contents.

Use the **Search** button to display the list of items matching the available filters.

Use the **Reports** button to select and print the available print reports (defined in the configuration).

## 11.2. Display and print the orders sheet

To display the list of resources,

- Insert the available data in the search filters (Fig 124 A).

Position	Code	Producer code	Description	Expiration	Used	Min	Max	In stock	Cabinet	Kit	Sugg.
BLO.GI.F.LI.PI	604R7805110	22	AGHI STER.21GX1 1/2 PIC INDOLOR +D		5	0	0	78	77	1	0
BLO.GI.F.LI.PI	604R7805111	22	AGHI STER.23GX1 1/4 PIC INDOLOR +D		1	0	0	124	0	0	0
BLO.GI.F.LI.PI	604R7811113	22	AGO SPINALE 22G PIC /DCOD: 03440344000	D...	4	0	0	37	36	1	0
BLO.GI.F.LI.PI	616RC770013	154	SPUGN X PULZIA BISTURI CD AL40 /D		1	0	0	100	0	0	0
BLO.GI.F.LI.PI	908RC000321	2821	SACCHE X COLOSTOMIA COD. 12808 /D		1	0	0	79	0	0	0
BLO.GI.F.LI.PI	916RC209004	5896	CONTENT.CONTA AGHI CD.31181467 /D	D...	1	0	0	78	0	0	0
BLO.GI.F.LI.PI	916RC209010	154	MATTA DERMOMGRAF. COD.RQ.01 /D		2	0	0	144	0	0	0
BLO.GI.G.LI.PI	616R2090011	5546	DREN PIATTO MIS.4X10MM 24130 /D		2	0	0	40	0	0	0
BLO.GI.G.LI.PI	916R7805056	3308	DREN SOFFIETTO DRG/500A/UNIV /DS/DREN E TROCAR- 500ML -		2	0	0	125	0	0	0
BLO.GI.G.LI.PI	251.PRINCIPALE		PRINCIPALE PER FESS		1	2	5	0	0	0	5
BLO.GI.H.LI.PI	609RC505976	3308	TUBO CONNESS.F/F COD.ASPY710300 /DMM 7X10 LUNG.H.MT.3 -		16	0	0	191	190	1	0
BLO.GI.H.LI.PI	616RC000762	2698	CANN.YANKAUER ORL CD.1218014065 /D	DET...	4	0	0	138	137	1	0
BLO.GI.H.LI.PI	616RS000762	2452	CANN.YANKAUER STANDARD SP3800 /DD.149/07		1	0	0	122	0	0	0
BLO.GI.L.LI.PI	616R7790204	154	RUBINETTO 3 VIE COD.PRC0999005 /D(EX M042851)		1	0	0	63	0	0	0
BLO.GI.K.LI.PI	612R7820007	505	SIR.STER.10ML TERUMO LATEX FREE /D20/21/22 G CD.SS1852138		3	0	0	195	0	0	0
BLO.GI.K.LI.PI	612RL000029	748	SIR.LL.CCS/AGO 3ML PENTA LATEX /DCOD: 002022420 -	D.7...	6	0	0	21	0	0	0
BLO.GI.K.LI.PI	612RL000302	748	SIR.LL.60ML PENTAFERTE 002022970 /D	D...	11	0	0	97	96	1	0
BLO.GI.K.LI.PI	612RL000700	748	SIR.ST.20ML ECC.PENTAFERTE /DCOD: 002022710		18	0	0	163	162	1	0
BLO.GI.K.LI.PI	612RL000701	748	SIR.ST.30ML ECC.PENTAFERTE /DCOD: 002022810	D.7...	1	0	0	125	0	0	0
BLO.GI.K.LI.PI	612RL820003	22	SIR.CONO CAT.50/60ML S/AGO =DCOD.03079003090500		4	0	0	170	0	0	0
BLO.GI.K.LI.PI	612RS000033	748	SIR.LL.CCS/AGO 10ML 002022620 /DCONF.MULTIP.1000 PZ	D.73...	10	0	0	118	0	0	0
BLO.GI.L.LI.PI	601RC003012	154	CER.MED.CHIR. CM9X10CM COSMOROE /DCOD: 900873		8	0	0	130	0	0	0
BLO.GI.L.LI.PI	601RC003013	154	CER.MED.CHIR. CM9X10CM COSMOROE /DCOD: 900874		4	0	0	113	0	0	0
BLO.GI.L.LI.PI	601RC003014	154	CER.MED.CHIR. CM9X20CM COSMOROE /DCOD: 900875		2	0	0	80	0	0	0
BLO.GI.N.LI.PI	908RC003001	2673	TAMPONE NASALE MEROCEL 8X2X1,5 /DCOD: 0800400402N0		10	0	0	32	30	2	0
BLO.GI.S.LI.PI	601R1003016	154	MASTRO OMNISTrip 12X100 6PZ.540685/D		8	0	0	64	0	0	0
BLO.GI.S.LI.PI	906RC000017	3757	SUTURA SETA CD. K834H NON + °D		5	0	0	13	12	1	0
BLO.GI.S.LI.PI	906RC000220	3757	SUTURA POS II CD. Z443E \$D		4	0	0	27	0	0	0
BLO.GI.S.LI.PI	906RC000221	3757	SUTURA POS II CD. Z423E \$D		4	0	0	32	0	0	0
BLO.GI.S.LI.PI	906RC002013	2618	SUTURA PREMILENE C0090213 NON + °D		3	0	0	1	0	0	0
BLO.GI.S.LI.PI	906RC011367	5449	SUTURA SETA 0 75CM CD.41428 =DRESORBA		0	0	0	299	0	0	0
BLO.GI.U.LI.PI	609R1130012	683	SONDA PROST.DUF04R CD.11332030 =D3VIE CH20 10PZKCF 30X4...		0	0	0	30	0	0	0
BLO.GI.U.LI.PI	616RC130900	5167	GLISSEN GEL COD. 400176 =DX CATET.YESC./ENDOSC		0	0	0	381	0	0	0

Fig 124 - “Orders” module

- Click the **Search** button on the command bar (Fig 124 B).

The list of resources whose features match those specified in the filters is displayed (Fig 124 C).

- Click the **Reports** button on the command bar (Fig 124 D).

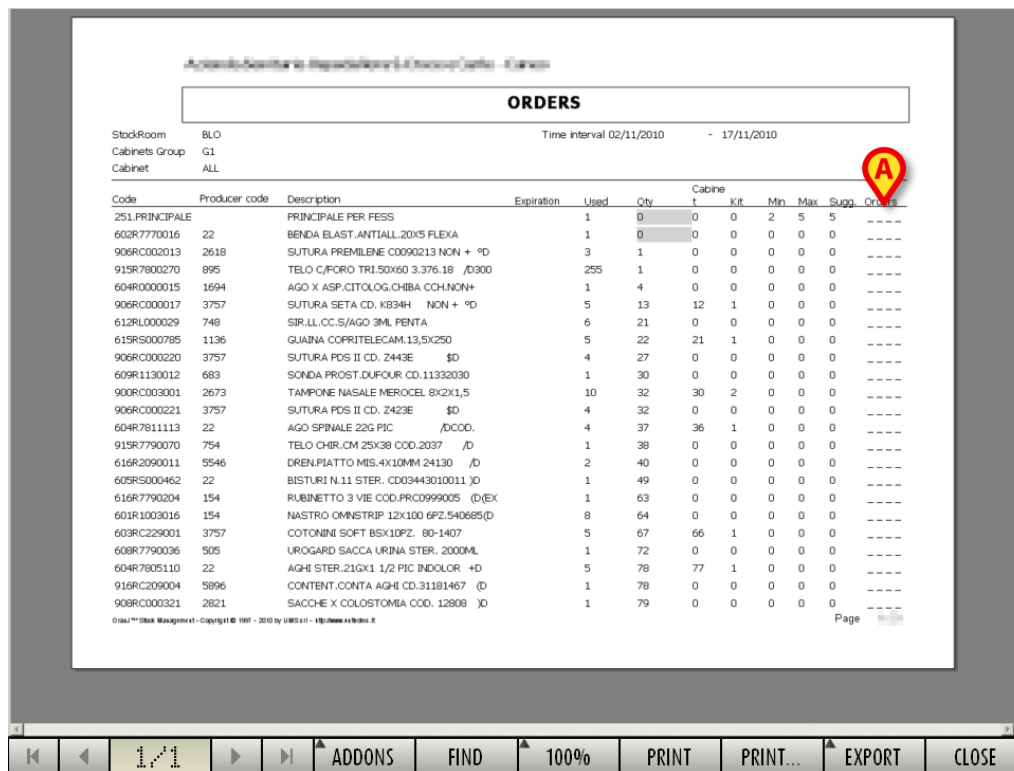
The “Orders” option is active (Fig 125).



Fig 125

- Click the “Orders” option.

The print report is created. A print preview is displayed (Fig 126).



The image shows a print preview window titled 'ORDERS'. It contains a table with columns: Code, Producer code, Description, Expiration, Used, Qty, Cabine t, Kit, Min, Max, Sugg, and Ord. A red circle with a yellow 'A' is placed over the 'Sugg' column. Below the table, there is a footer with 'Page' and a navigation bar with buttons: ADDONS, FIND, 100%, PRINT, PRINT..., EXPORT, and CLOSE.

Code	Producer code	Description	Expiration	Used	Qty	Cabine t	Kit	Min	Max	Sugg	Ord
251.PRINCIPALE		PRINCIPALE PER FESS		1	0	0	0	2	5	5	---
602R7770016	22	BENDIA ELAST.ANTIALL.20X5 FLEXA		1	0	0	0	0	0	0	---
906RC0002013	2618	SUTURA PREMIENE C0090213 NON + °D		3	1	0	0	0	0	0	---
915R7600270	895	TELO C/FORO TRI.50X60 3.376.18 /D300		255	1	0	0	0	0	0	---
604R0000015	1694	AGO X ASP.CITOLOG.CHIBA COH.NON+		1	4	0	0	0	0	0	---
906RC000017	3757	SUTURA SETA CD. K834H NON + °D		5	13	12	1	0	0	0	---
612RL000029	748	SIR.III.CC.S/AGO 3ML PENTA		6	21	0	0	0	0	0	---
615RS000785	1136	GUAINA COPRITECAM.13,5X250		5	22	21	1	0	0	0	---
906RC000220	3757	SUTURA PDS II CD. Z443E \$D		4	27	0	0	0	0	0	---
609R1130012	683	SONDA PROST.DUFOUR CD.11332030		1	30	0	0	0	0	0	---
900RC003001	2673	TAMPONE NASALE MEROCEL 8X2X1,5		10	32	30	2	0	0	0	---
906RC000221	3757	SUTURA PDS II CD. Z423E \$D		4	32	0	0	0	0	0	---
604R7811113	22	AGO SPINALE 22G PIC /DCCD.		4	37	36	1	0	0	0	---
915R7790070	754	TELO CHIR.CM 25X38 COD.2037 /D		1	38	0	0	0	0	0	---
616R2090011	5546	DREN.PIATTO MIS.4X10MM 24130 /D		2	40	0	0	0	0	0	---
605RS000462	22	BISTURI N.11 STER. CD03443010011 /D		1	49	0	0	0	0	0	---
616R7790204	154	RUBINETTO 3 VIE COD.FRC0999005 (D)EX		1	63	0	0	0	0	0	---
601R1003016	154	NASTRO OMNISTRIP 12X100 6PZ.540685(D		8	64	0	0	0	0	0	---
603RC229001	3757	COTONINI SOFT BSX10PZ. 80-1407		5	67	66	1	0	0	0	---
608R7790036	505	UROGARD SACCA URINA STER. 2000ML		1	72	0	0	0	0	0	---
604R7805110	22	AGHI STER.21GX1 1/2 PIC INDOLOR +D		5	78	77	1	0	0	0	---
916RC209004	5896	CONTENT.CONTA AGHI CD.31181467 (D		1	78	0	0	0	0	0	---
908RC000321	2821	SACCHE X COLOSTOMIA COD. 12808 /D		1	79	0	0	0	0	0	---

Fig 126

The last column on the right can be manually filled to specify the quantities to be ordered (Fig 126 A).



## 12. Operation attribution of returned resources

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

To select the module

- Click the corresponding icon .

The following screen opens (Fig 127).

RETURN - OPERATION LIST AREA		Below stock			
		OPERATIONS			
ALL		PLANNED	READY	RUNNING	TERMINATED
BLO 1			1 NORTH CHICAGO, SERIATE BLO TESE UROLOGIA	1 CHICAGO, GLORENZA BLO ALCOLIZZAZIONE CISTI RENALE 14.00 ORTOPEDIA E TRAUMATOLOGIA	
BLO 2					
BLO 3			1 CHESTERFIELD, BORGAROTORINESE BLO Microlaringoscopia diretta 12.28 ORL E CH.CERVICO-FACCIALE		
BLO 4					
BLO 5			5 HOFFMAN ESTATE, SORRENTO BLO Emorroidectomia sec. Milligan Morgan 08.00 ORL E CH.CERVICO-FACCIALE		
BLO 6					
BLO 7					
BLO 8					
BLO 9					
BLO 10					
			UNKNOWN	ALL	

Fig 127 - 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 current configuration of Stock Management and for which there are picked resources. The operations are represented as rectangles (Fig 128).



Fig 128 - Operation rectangle

On the left of the rectangles the planned room, block and time are displayed (Fig 128 **A**).



*In case of “Reserve” operations, the room and/or block and/or time are not specified. The “Reserves” are described in “USR ENG Smart Scheduler” and “USR ENG OranJ” user manuals. See these documents for more information.*

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

The patient name, the planned operation and the requesting hospital unit are displayed on the right of the operation rectangle (Fig 128 **B**).



*The information displayed on the operation rectangle is customizable. Refer to the system administrators 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 characterized by a red border (Fig 129).



Fig 129

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 “USR ENG Smart Scheduler” and “USR ENG OranJ” user manuals. See these documents for more information.*

The operation rectangles are displayed into four columns. Each column contains the operations having the same state. The state is specified in the column header (Fig 130).

OPERATIONS			
PLANNED	READY	RUNNING	TERMINATED

**Fig 130**

On the left of the screen a list of buttons makes it possible to filter the operations displayed (Fig 131).

ALL
BLO 1
BLO 2
BLO 3
BLO 4
BLO 5
BLO 6
BLO 7
BLO 8
BLO 9
BLO 10

**Fig 131 - Filter buttons**

Each button corresponds to a room.

- Click a button to display only the operations of the corresponding room.

The clicked button is highlighted. The **All** button displays the complete list again.

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

## 12.2. Operation selection

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

- Click the corresponding rectangle (Fig 132).

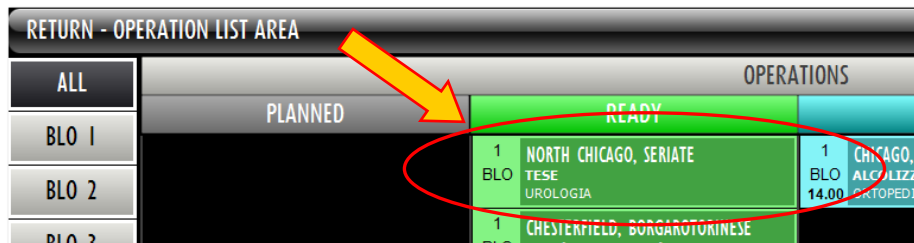


Fig 132 - Operation rectangle

The screen allowing to record the “returns” opens (Fig 133).

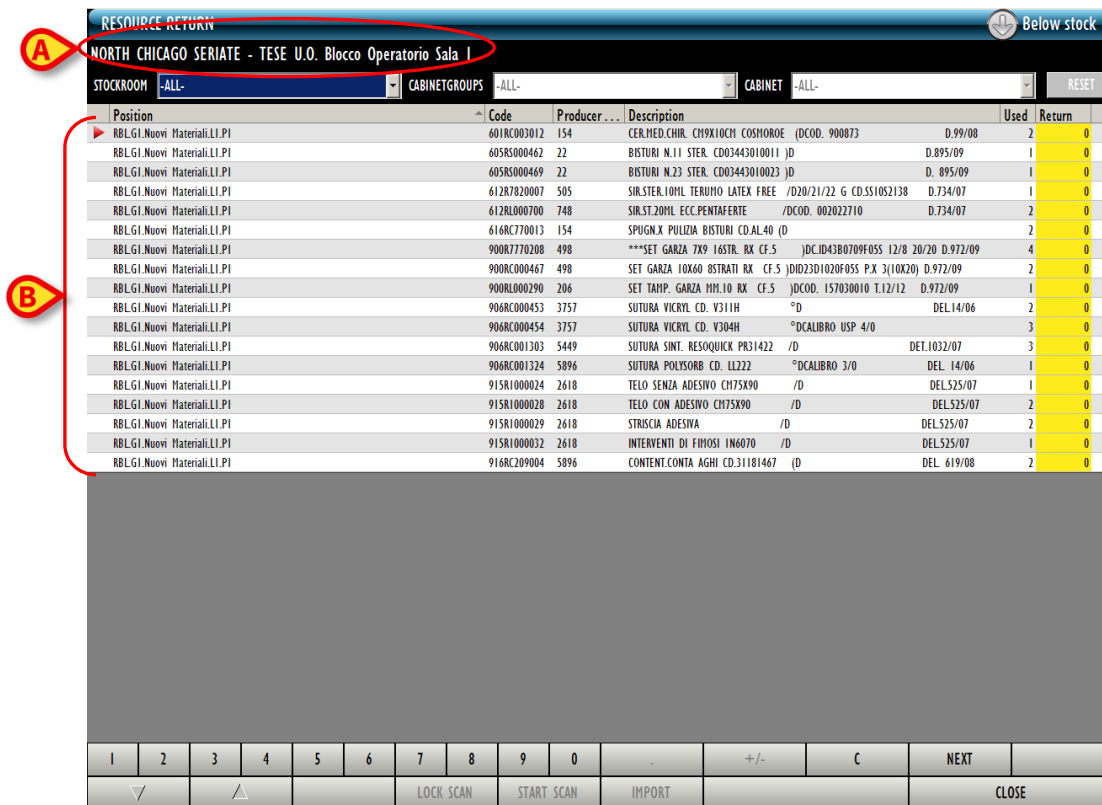


Fig 133 - “Returns from operation” screen

The data of the operation to which the “return” will be attributed are displayed on top (Fig 133 A).

The data area displays the list of resources picked for the selected operation (Fig 133 B).

## 12.3. “Returns from operation”: screen structure

The “Returns from operation” screen is structured as described in section 1.4. See section 1.4 for a description of the screen general features. This section describes the screen specific features.

### 12.3.1. Filters



Fig 134 - Filters on the “Returns from operation” screen

The filters available on this screen are:

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

### 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 135).

Position	Code	Producer...	Description	Used	Return
▶ RBL.GI.Nuovi Materiali.LI.PI	601RC003012	154	CER.MED.CHIR. CH9X10CH COSHOROE (DCOD. 900873	D.99/08	2
RBL.GI.Nuovi Materiali.LI.PI	605RS000462	22	BISTURI N.11 STER. CD03443010011 JD	D.895/09	1
RBL.GI.Nuovi Materiali.LI.PI	605RS000469	22	BISTURI N.23 STER. CD03443010023 JD	D. 895/09	1
RBL.GI.Nuovi Materiali.LI.PI	612R7820007	505	SIR.STER.10ML TERUMO LATEX FREE /D20/21/22 G CD.SS1052138	D.734/07	1
RBL.GI.Nuovi Materiali.LI.PI	612RL000700	748	SIR.ST.20ML ECC.PENTAFERTE /DCOD. 002022710	D.734/07	2
RBL.GI.Nuovi Materiali.LI.PI	616RC770013	154	SPUGN.X PULIZIA BISTURI CD.AL40 (D		2

Fig 135

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

- resource position (read only);
- resource code (read only);
- manufacturer code (read only);
- description (read only);
- used quantity (read only);
- quantity to be returned.

The  arrow on the left indicates the selected resource. The only editable value on this screen is the quantity of items that must be returned. The corresponding cell is highlighted yellow when no value is displayed (Fig 135 **A**). When a value is specified, before clicking the **Update** button on the command bar, the cell is highlighted light blue (Fig 136).

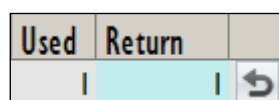



Fig 136

The  icon is an “Undo” button. Click it to bring back the row to its original state.

See section 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 is displayed in Fig 137.

1	2	3	4	5	6	7	8	9	0	.	+/-	C	NEXT	
▽		△				LOCK SCAN	START SCAN	IMPORT				CLOSE		

Fig 137

Use either the numeric buttons on the upper row (Fig 138) or the workstation keyboard to insert the resource quantities.

1	2	3	4	5	6	7	8	9	0
---	---	---	---	---	---	---	---	---	---

Fig 138 - Numeric buttons

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 to scroll up and down the screen contents.

The other buttons are not active on this screen.

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

When editing data, the **Update** and **Cancel** buttons are displayed on the command bar.

Click **Update** to save.

Click **Cancel** to discard the changes made.

## 12.4. How to record the returned resources

To record a returned resource, on the “Returns from operation” screen (Fig 133).

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

The row is selected, the  icon is displayed on the left.

- Specify the resource quantity.
- Click **Update**.

After clicking the **Update** button, the quantities specified in the “Used” cell are updated to the new values.

If the quantity of items returned equals the quantity of picked items, the row corresponding to the resource disappears from the list.


### 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. The returned quantity is increased by one unit. To perform this procedure

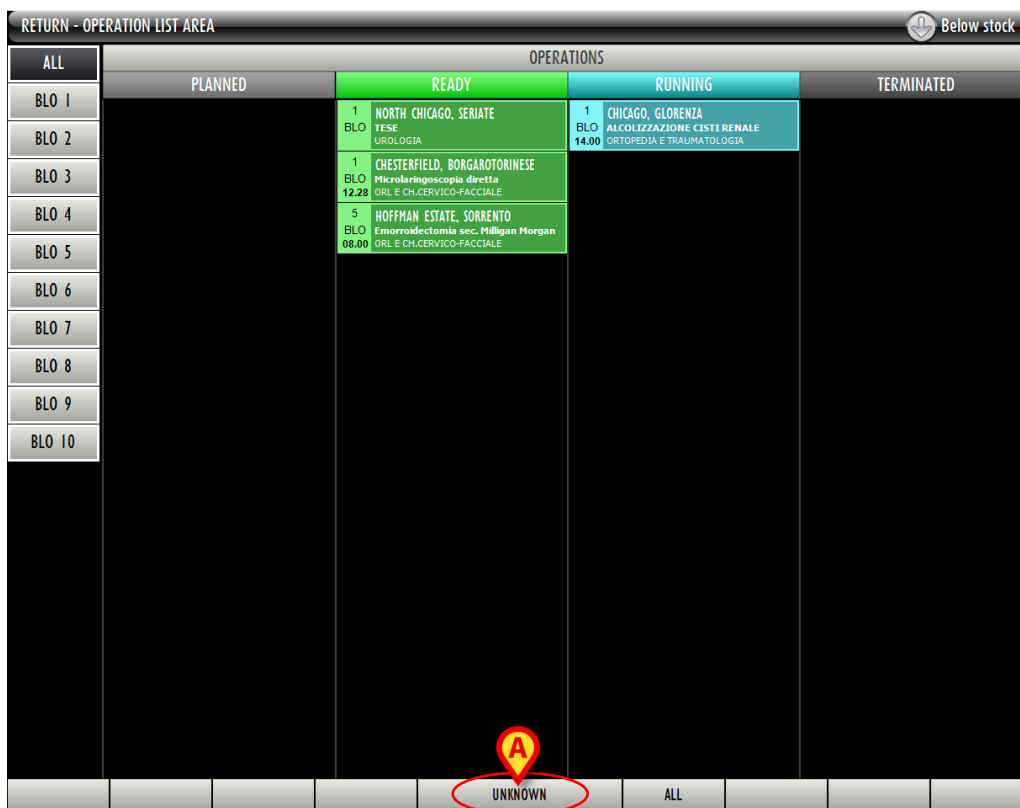
- Scan the barcode of the resource that must be returned.
- Click the **Update** button on the command bar.

## 12.5. Returned resources from unknown operation

When returning a resource picked for an unknown operation:

- Select the “Returns from operation” module by clicking the  icon on the lateral bar.

The “Operation list” screen opens (Fig 139):



The screenshot shows the 'RETURN - OPERATION LIST AREA' window. It features a sidebar on the left with buttons for 'ALL' and 'BLO 1' through 'BLO 10'. The main area is a table with columns: 'PLANNED', 'READY', 'RUNNING', and 'TERMINATED'. The 'READY' column contains three entries: '1 NORTH CHICAGO, SERIATE TESE UROLOGIA', '1 CHESTERFIELD, BORGAROTORINESE BLO 12.28 Microlaringoscopia diretta ORL E CH.CERVICO-FACCIALE', and '5 HOFFMAN ESTATE, SORRENTO BLO 08.00 Emorroidectomia sec. Milligan Morgan ORL E CH.CERVICO-FACCIALE'. The 'RUNNING' column contains one entry: '1 CHICAGO, GLORENZA BLO 14.00 ALCOLIZZAZIONE CISTI RENALE ORTOPEZIA E TRAUMATOLOGIA'. At the bottom, there is a command bar with buttons for 'UNKNOWN', 'ALL', and others. A red circle with a yellow 'A' highlights the 'UNKNOWN' button.

	PLANNED	READY	RUNNING	TERMINATED
BLO 1		1 NORTH CHICAGO, SERIATE TESE UROLOGIA	1 CHICAGO, GLORENZA ALCOLIZZAZIONE CISTI RENALE ORTOPEZIA E TRAUMATOLOGIA	
BLO 2				
BLO 3		1 CHESTERFIELD, BORGAROTORINESE BLO 12.28 Microlaringoscopia diretta ORL E CH.CERVICO-FACCIALE		
BLO 4				
BLO 5		5 HOFFMAN ESTATE, SORRENTO BLO 08.00 Emorroidectomia sec. Milligan Morgan ORL E CH.CERVICO-FACCIALE		
BLO 6				
BLO 7				
BLO 8				
BLO 9				
BLO 10				

Fig 139 - Operation list

- Click the **Unknown** button on the command bar (Fig 139 A).

The “Returns from operation” screen opens (Fig 140). The indication “unknown operation” is displayed on top instead of the indication of the selected operation (Fig 140 A).

The list of resources picked for unknown operation is displayed.

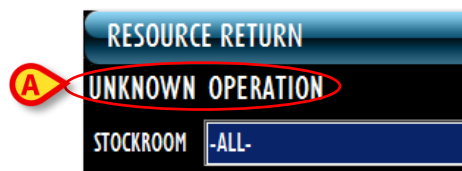


Fig 140

Use the procedures described in sections 12.4 and 12.4.1.



## 12.6. Display all the picked resources

The **All** button on the command bar (Fig 141 **A**) displays the list of all the resources picked in a selected period. All the pickings are displayed: those associated to the operations, those associated to the cost centers, those associated to any other configured relevant entity.

RETURN - OPERATION LIST AREA		Below stock			
ALL		OPERATIONS			
		PLANNED	READY	RUNNING	TERMINATED
BLO 1			1 NORTH CHICAGO, SERIATE BLO TESI UROLOGIA	1 CHICAGO, GLORENZA BLO 14.00 ALICOLIZZAZIONE CISTI RENALE ORTOPEZIA E TRAUMATOLOGIA	
BLO 2			1 CHESTERFIELD, BORGAROTORINESE BLO 12.29 Microlaringoscopia diretta ORL E CH.CERVICO-FACCIALE		
BLO 3			5 HOFFMAN ESTATE, SORRENTO BLO 08.00 Emorroidectomia sec. Milligan Morgan ORL E CH.CERVICO-FACCIALE		
BLO 4					
BLO 5					
BLO 6					
BLO 7					
BLO 8					
BLO 9					
BLO 10					
		UNKNOWN			
		ALL			

Fig 141

To display the list of all pickings

- Click the **All** button on the command bar (Fig 141 **A**).

The following screen opens (Fig 142)

**RESOURCE RETURN** Below stock

**A** START DATE: 15/07/2010 END DATE: 15/07/2010

**B** STOCKROOM: -ALL- CABINETGROUPS: -ALL- CABINET: -ALL- RESET

Position	Code	Producer...	Description	Used	Return
BLO.GI.A.LI.PI	915R1000071	3192	TELI CM 75X90 CON ADESIVO CD304 /D	DEL525/07	1 0
BLO.GI.A.LI.PI	915R1000078	3192	TELI CM150X180 S/ ADESIVO CD308 /D	DEL525/07	1 0
BLO.GI.A.LI.PI	915R1000079	3192	TELI CM240X270 DOPP.ASS.CD200/CN /D	DEL525/07	1 0
BLO.GI.A.LI.PI	915R1000087	3192	TELI CM 75X90 CON ADESIVO CD454 /D	DEL525/07	1 0
BLO.GI.A.LI.PI	915R1000088	3192	TELI CM 75X90 S/ADESIVO B454 /DIDROREPELLENTI	DEL525/07	1 0

1 2 3 4 5 6 7 8 9 0 . +/- C NEXT

▽ ▲ LOCK SCAN START SCAN IMPORT CLOSE

**Fig 142 - All the picked resources**

Use the “Start date” and “End date” filters (Fig 142 **A**) to select the relevant period of time. Only the resources picked in the period indicated are displayed. Use the other filters (Fig 142 **B**) to display the pickings relating to a specific stockroom, cabinet group or cabinet.

Then, use the procedures described in sections 12.4 and 12.4.1.

# 13. Waste management

The “Waste” module allows to record the waste of picked resources that were not used and that cannot be returned (for example: broken or contaminated resources). The wasted resources are associated to a specific operation.

To select the module

- Click the corresponding icon .

The following screen opens (Fig 143 - List of operation).

WASTE - OPERATION LIST AREA		Below stock			
ALL		OPERATIONS			
		PLANNED	READY	RUNNING	TERMINATED
BLO 1		1 MANSFIELD, MAGLIE BLO 08.00 Ort. - mano - dito a scatto - tenolisi ORTOPEDIA E TRAUMATOLOGIA	1 CHESTERFIELD, BORGAROTRINESE BLO 12.28 Microlaringoscopia diretta ORL E CH.CERVICO-FACCIALE	2 MADERA, SULMONA BLO 08.00 Enioplastica inguinale monolaterale CHIRURGIA GENERALE	3 MALDEN, TRAVAGLIATO BLO 08.00 Emicolectomia sinistra laparoscopica CHIRURGIA GENERALE
BLO 2					
BLO 3		3 BISMARCK, CLUSONE BLO 08.00 Settoplastica funzionale ORL E CH.CERVICO-FACCIALE	3 WEST ALLIS, ALZANOLONBARDO BLO 10.05 FESS: 70 minuti ORTOPEDIA E TRAUMATOLOGIA	4 BISMARCK, ARZIGNANO BLO 08.00 PROTESI PENIENA UROLOGIA	
BLO 4			4 PENSACOLA, WIDVALENTIA BLO 16.50 Colecistectomia laparotomica + CIO + Casi di Cura UROLOGIA	5 MALDEN, PORDENONE BLO 09.11 Adenotomectomia bambini ORL E CH.CERVICO-FACCIALE	
BLO 5			5 HOFFMAN ESTATE, SORRENTO BLO 08.00 Emorroidectomia sec. Milligan Morgan ORL E CH.CERVICO-FACCIALE		
BLO 6					
BLO 7					
BLO 8					
BLO 9					
BLO 10					
BLO 11					
BLO 12					
BLO P1					
CCH 1					
CCH 2					
CCH 3					
DEA 1					
DEA 2					
			UNKNOWN	ALL	

Fig 143 - List of operations

## 13.1. List of operations - Screen description

See section 12.1 for the description of the “List of operations” screen.

## 13.2. Operation selection

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

- Click the box corresponding to the operation (Fig 144).

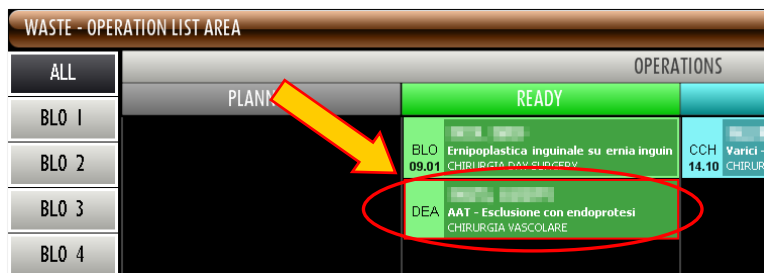


Fig 144 - Operation-rectangle

The “Resource waste” screen opens (Fig 145).

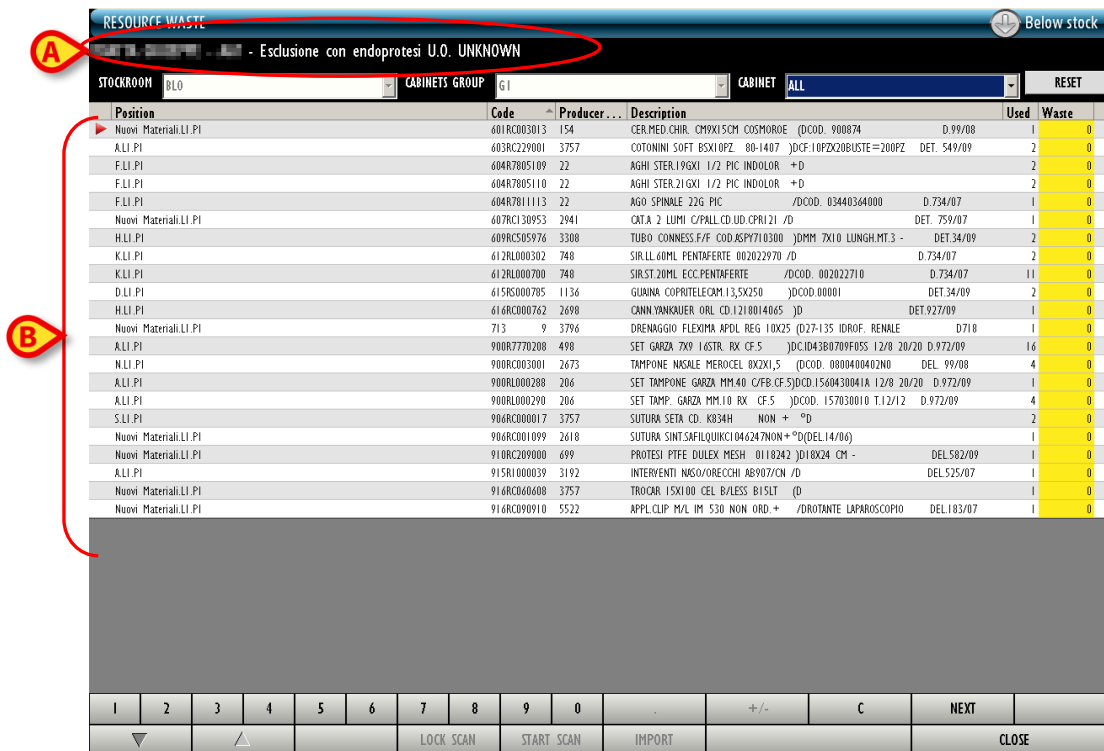


Fig 145 - Resource waste management

The main data of the operation to which the wasted materials are to be associated are displayed on top (Fig 145 A).

The data area displays the list of all the resources picked for the selected operation (Fig 145 B).

## 13.3. Wasted materials: screen structure

The “Wasted materials” screen is structured as described in section 1.4. See section 1.4 for a description of the screen general features. This section describes the screen specific features.

### 13.3.1. Filters



Fig 146 - Filters on the “Wasted materials management ” screen

The filters available on this screen are:

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

### 13.3.2. Data area

The “Wasted materials ” screen, if no filter is active, displays all the resources picked for the selected operation (Fig 147).

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	2	0
F.LI.PI	604R7805109	22	AGHI STER.19GX1 1/2 PIC INDOLOR +D	2	0
F.LI.PI	604R7805110	22	AGHI STER.21GX1 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	CATA 2 LUMI C/PALL.CD.UO.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.1218014065 )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 I6STR. RX CF.5 )DCID43B0709F055 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	4	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 147

Each row corresponds to a resource.

For each resource the following information can be displayed:

- the resource position (read only);
- the resource code (read only);
- the producer code (read only);
- the resource description (read only);
- the used resources quantity (not editable);
- the wasted resources quantity.

The ▶ icon on the left indicates the selected row.

The only editable value on this screen is the number of wasted resources; the corresponding cell is highlighted yellow if no value is there specified (Fig 147 A). After specification, and before clicking the **Update** button on the command bar, the cell is highlighted light blue (Fig 148).

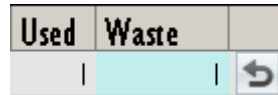



Fig 148

The  icon is an “Undo” button.

See section 13.4 ro the wasted resources recording procedure.

### 13.3.3. The command bar of the “Waste” screen

The command bar on the “Waste” screen is shown in Fig 149.



Fig 149

Use either the numeric buttons on the upper row of the command bar (Fig 150) or the workstation keyboard to specify the quantities.



Fig 150 - Numeric buttons

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 to scroll up and down the screen contents.

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 are displayed on the command bar.

Click **Update** to save.

Click **Cancel** to discard the changes made.

## 13.4. How to record a “waste”

To record the fact that a resource was wasted, on the “Waste” screen (Fig 145).

- Click the row corresponding to the “waste” resource.

The row is selected, the  icon is displayed on the left.

- Specify the resource quantity.
- 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.

If the quantity of wasted items equals the quantity of picked items, the row disappears.

### 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.
- 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 “Waste management” module by clicking the  icon on the lateral bar.

The “Operation list” screen opens (Fig 151):

WASTE - OPERATION LIST AREA				Below stock					
ALL				OPERATIONS					
PLANNED				READY		RUNNING		TERMINATED	
BLO 1	1	MANSFIELD, MAGLIE	1	CHESTERFIELD, BORGAROTORINESE	2	HADERA, SULMONA	3	MALDEN, TRAVAGLIATO	
BLO 2	BLO 08.00	Det. - mano - dito a scatto - tenolisi ORTOPEDIA E TRAUMATOLOGIA	BLO 12.28	Microaringoscopia diretta ORL E CH.CERVICO-FACCIALE	BLO 08.00	Enrioplastica a inguinale monolaterale CHIRURGIA GENERALE	BLO 08.00	Emicolectomia sinistra laparoscopica CHIRURGIA GENERALE	
BLO 3	3	BISHARCK, CLUSONE	3	WEST ALLIS, ALZANOLOMBARDO	4	BISHARCK, ARZIGNANO			
BLO 4	BLO 08.00	Settoplastica a Funzionale ORL E CH.CERVICO-FACCIALE	BLO 10.05	TESS: 70 minuti ORTOPEDIA E TRAUMATOLOGIA	BLO 08.00	PROTESI PENIENA UROLOGIA			
BLO 5			4	PENSACOLA, VIBOVALENTIA	5	MALDEN, PORDENONE			
BLO 6			BLO 16.50	Colecistectomia laparotomica + CIO + Casa di Cura UROLOGIA	BLO 09.11	Adenotonsillectomia bambini ORL E CH.CERVICO-FACCIALE			
BLO 7			5	HOFFMAN ESTATE, SORRENTO					
BLO 8			BLO 08.00	Emorroidectomia sec. Milligan Morgan ORL E CH.CERVICO-FACCIALE					
BLO 9									
BLO 10									
BLO 11									
BLO 12									
BLO P1									
CCH 1									
CCH 2									
CCH 3									
DEA 1									
DEA 2									
▼									
				UNKNOWN		ALL			

- Click the **Unknown** button on the command bar (Fig 151 A).

The “Resource waste” screen opens (Fig 153). The indication “Unknown operation” is displayed on top instead of the indication of the selected operation (Fig 152, Fig 153 **A**). The screen displays the list of resources picked for unknown operation.



**Fig 152**



RESOURCE WASTE

Below stock

UNKNOWN OPERATION

STOCKROOM

BLO

CABINETS GROUP

GI

CABINET

ALL

RESET

Position	Code	Producer...	Description	Used	Waste
Nuovi Materiali.LI.PI	601RC003013	154	CER.MED.CHIR. CM9X15CM COSMOROE (DCOD: 900874 D.99/08	1	0
ALI.PI	603RC229001	3757	COTONINI SOFT BSX10PZ 80-1407 JDCF.10FZX208USTE=200PZ DET. 549/09	2	0
F.LI.PI	604R7805109	22	AGHI STER.19GX1 1/2 PIC INDOLOR +D	2	0
F.LI.PI	604R7805110	22	AGHI STER.21GX1 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	CATA 2 LUMI C/PALL CD UD CPRI21 /D DET. 759/07	1	0
H.LI.PI	609RC505976	3308	TUBO CONNESS F/F CUD ASPY710300 JOMM 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 COPRILETCOM.13,5X250 JDCOD.00001 DET.34/09	2	0
H.LI.PI	616RC000762	2698	CANNYANKUER ORL CD.1210014065 JD DET.927/09	1	0
Nuovi Materiali.LI.PI	713	9	3796 DRENAGGIO FLEXIMA APDL REG 10X25 (D27-135 IDROF. RENALE D718	1	0
ALI.PI	900R7770208	498	SET GARZA 7X9 16STR. RX CF-5 JDCID4380709F055 12/8 20/20 D.972/09	16	0
N.LI.PI	900RC003001	2673	TAMPONE NKSAL MEROCEL 0X2X1,5 (DCOD: 0800400402N0 DEL. 99/08	4	0
ALI.PI	900RL000288	206	SET TAMPONE GARZA MM.40 C/FB.CF-5JDCD.1560430041A 12/8 20/20 D.872/09	1	0
ALI.PI	900RL000290	206	SET TAMP. GARZA MM.10 RX CF-5 JDCOD. 157030010 T.12/12 D.972/09	4	0
S.LI.PI	906RC000017	3757	SUTURA SETA CD. K834H NON + °D	2	0
Nuovi Materiali.LI.PI	906RC001099	2618	SUTURA SINT.SAFILQUICK1046247NON+ °D(DEL.14/06)	1	0
Nuovi Materiali.LI.PI	910RC209000	699	PROTESI PTFE DULEX MESH 0118242 J018X24 CM - DEL.582/09	1	0
ALI.PI	915R1000039	3192	INTERVENTI NISO/ORECCI AB907/CN /D DEL.525/07	1	0
Nuovi Materiali.LI.PI	916RC060608	3757	TROCAR 15X100 CEL B/LESS B15LT /D	1	0
Nuovi Materiali.LI.PI	916RC090910	5522	APPL.CLIP M/L IM 530 NON ORD.+ /DROTANTE LAPAROSCOPIO DEL.183/07	1	0

1 2 3 4 5 6 7 8 9 0

+

-

C

NEXT

LOCK SCAN

START SCAN

IMPORT

CLOSE

Fig 153 - Resource waste for unknown operation

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

## 13.6. Display all pickings

The **All** button on the command bar (Fig 154 **A**) displays the list of all the resources picked in a selected period. All the pickings are displayed: those associated to the operations, those associated to the cost centers, those associated to any other configured entity.

[illegible]

**Fig 154**

To display the list of all pickings

- Click the **All** button on the command bar (Fig 154 A).

The following screen opens (Fig 155)

**RESOURCE WASTE** Below stock

**A** START DATE: 02/11/2010 **B** END DATE: 18/11/2010

STOCKROOM: BLO CABINETS GROUP: G1 CABINET: ALL RESET

Position	Code	Producer...	Description	Used	Waste
LLI PI	601RC003012	154	CER.MED.CHIR. CM9X10CM COSMOROE (DCOD. 900073	D.99/08	8
S.LI PI	906RC000220	3757	SUTURA POS II CD. 2443E \$D		4
CLI PI	608R7790036	505	UROGARD SACCIA URINA STER. 2000ML (DCOD.UDBE3112P01	DEL. 1033/08	1
ALI PI	900R7770208	498	SET GARZA 7X9 165TR. RX CF.5 (DCOD.4380709F055 12/8 20/20 D.972/09	61	0
F.LI PI	916RC209004	5896	CONTENT.CONTA AGHI CD.31181467 (D	DEL. 619/08	1
F.LI PI	616RC700013	154	SPUGN.X PULIZIA BISTURI CD.AL40 (D		1
CLI PI	916RS000310	1767	TAPPO LL.X CATETERE YENOSO (DCOD.380000988000-YYGON	DET.393/08	10
ALI PI	900RL000290	206	SET TAMP. GARZA MM.10 RX CF.5 (DCOD. 157030010 T.12/12 D.972/09	8	0
S.LI PI	601RI003016	154	NASTRO OMNISTRIP 12X100 6PZ.540605(D	D. 99/08	8
S.LI PI	906RC000017	3757	SUTURA SETA CD. K834H NON + °D		5
H.LI PI	616RC000762	2698	CANN.YANKAUER ORL CD.1218014065 (D	DET.927/09	4
H.LI PI	616RS000762	2452	CANN.YANKAUER STANDARD SP3800 (D.D.149/07		1
U.LI PI	616RC130900	5167	GLUSSEN GEL CD. 400176 =DX CATET.YESC./ENDOSC. DET.780/10	5	0
G.LI PI	616R2090011	5546	DREN.PIATTO MIS.4X10MM 24130 (D	D.510/07	2
G.LI PI	916R205056	3308	DREN.SOFFIETTO DRG/500A/UNIV (DS/DREN.E TROCAR- 500ML - D.510/07	2	0
K.LI PI	612RL000029	748	SIR.LL.CC.S/NGO 3ML PENTA LATEX (DCOD. 002022420 - D.734/07	6	0
K.LI PI	612RL000302	748	SIR.LL.60ML PENTAFORTE 002022970 (D	D.734/07	11
ALI PI	915RI000036	2618	INTERVENTI COSTOSCOPIA 1N6071 (D	DEL.525/07	1
K.LI PI	612RL000701	748	SIR.ST.30ML ECC.PENTAFORTE (DCOD. 002022810 D.734/07	1	0
ALI PI	603RC229001	3757	COTONINI SOFT BSK10PZ. 80-1407 (DCF.10PZK20BUSTE=200PZ DET. 549/09	5	0
S.LI PI	906RC011367	5449	SUTURA SETA O 75CM CD.41428 =DRESORBA DEL.771/10	6	0
D.LI PI	915R7790070	754	TELO CHIR.CM 25X38 COD.2037 (D	DEL.750/07	1
K.LI PI	612R7820007	505	SIR.STER.10ML TERUMO LATEX FREE (D.20/21/22 G CD.SSI052138 D.734/07	3	0
ALI PI	915RI000037	2618	COPRICUVI (MATERIALE X UROLOGIA) (D	DEL.525/07	1
ALI PI	915RI000013	2618	INTERVENTI SULLA SPALLA 1N6068 (D	DEL.525/07	1
K.LI PI	612RS000033	748	SIR.LL.CC.S/NGO 10ML 002022620 (DCONF.MULTIP.1000 PZ D.734/07	10	0
E.LI PI	605RS000462	22	BISTURI N.11 STER. CD.03443010011 (D	D.895/09	1
F.LI PI	906RC000321	2821	SACCHE X COLOSTOMIA COD. 12000 (D	DET.240/09	1
F.LI PI	604R7805111	22	AGHI STER.23GX1 1/4 PIC INDOLOR +D		1
ALI PI	915RI000044	3192	INTERVEN.ATROFIA MGC.AB935/CM (DC/ PREL.CRESTA ILIACA DEL.525/07	1	0
F.LI PI	604R7805109	22	AGHI STER.19GX1 1/2 PIC INDOLOR +D		6

1 2 3 4 5 6 7 8 9 0 +/ - C NEXT

LOCK SCAN START SCAN IMPORT CLOSE

**Fig 155 - Display all pickings**

Use the “Start date” and “End date” filters (Fig 155 **A**) to select the relevant period of time. Only the resources picked in the period indicated are displayed. Use the other filters (Fig 155 **B**) to display the pickings relating to a specific stockroom, cabinet group or cabinet.

Then, use the procedures described in sections 13.4 and 13.4.1.

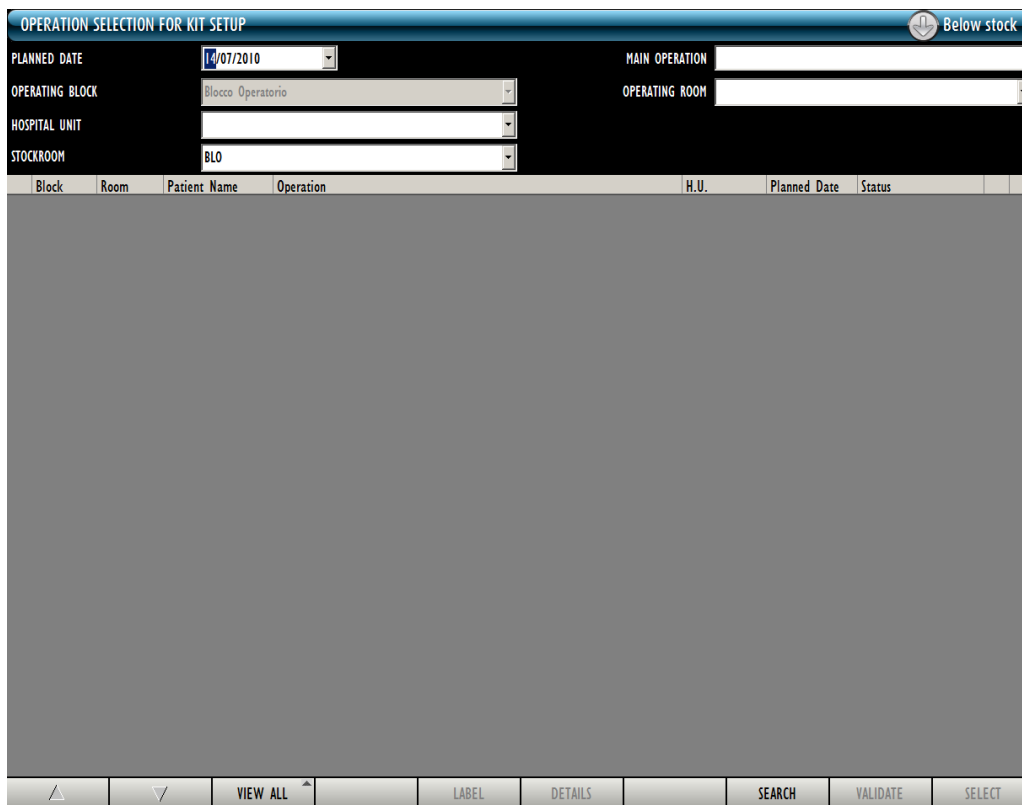
# 14. Operation kit setup procedure

“Stock Management” enables to manage the procedures relating to the operation kits.

The “Kit setup” module enables to prepare the operating kits for a specific operation. To access this module

- Click the corresponding icon  on the lateral bar.

The following screen opens (Fig 156).



**Fig 156**

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 as described in section 1.4. See section 1.4 for a description of the screen general features. This section describes the screen specific features.

### 14.1.1. Filters

PLANNED DATE	14/07/2010	MAIN OPERATION	
OPERATING BLOCK	Blocco Operatorio	OPERATING ROOM	
HOSPITAL UNIT			
STOCKROOM	BLO		

Fig 157 - Filters on the “Kit setup” screen

The filters available on the “Kit setup” screen (Fig 157) are:

- “Planned date” – Indicate the planned date of the operation for which the kit is prepared. The operations listed on this screen (see section 14.1.2) are all planned for the date here specified.
- “Operating block” - Display the operations of a specific block.
- “Hospital unit” - Display the operations of a specific hospital unit.
- “Stockroom” - Select the stockroom from which the resources are going to be picked. This field is not a filter: its specification is necessary to indicate the relevant stockroom.
- “Main operation” - Display only a specific main operation.
- “Operating room” - Display the operations of a specific room.

### 14.1.2. Data area

The data area lists the operations matching the features specified in the filters. To display the list of operations:

- Specify the filters values (Fig 158 **A**).
- Click the **Search** button on the command bar (Fig 158 **B**).

The list of operations is displayed in the data area (Fig 158 **C**).

Block	Room	Patient Name	Operation	H.U.	Planned Date	Status	
		STREAMWOOD CORB...	FESS: 40 minuti	ORL E CHL.CER...	14/07/2010	In preparation	⚠
Blocco Operatorio		VALLEY STREAM BES...	Colecistectomia laparoscopica	CHIRURGIA GE...	14/07/2010	To be prepared	⚠
Blocco Operatorio Sala 1		SAN RAYON BRUGH...	Ort. - piede - alluce valgo - correzione Bosch	ORTOPEDIA E...	14/07/2010 08.00	To be prepared	⚠
Blocco Operatorio Sala 2		SCHENECTADY YIBOV...	Addominoplastica	CHIRURGIA PL...	14/07/2010 08.00	In preparation	⚠
Blocco Operatorio Sala 3		TAMARAC PESCHIERA...	FIMIOSI	UROLOGIA	14/07/2010	To be prepared validated	⚠
Blocco Operatorio Sala 3		TAMARAC REGGIOCAL...	Lipofilling	CHIRURGIA PL...	14/07/2010 08.00	To be prepared	⚠
Blocco Operatorio Sala 3		UPLAND BOVOLONE	YARICOCELE-LEGATURA INGUINALE	UROLOGIA	14/07/2010 10.05	To be prepared	⚠

**Fig 158 - 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 was not prepared;
- to be prepared validated - meaning that the kit was not prepared, but the kit preparation list was reviewed and validated (by, for example, the pharmacy staff);
- in preparation - someone is taking care of the kit (either for validation or for preparation);
- prepared - the kit was prepared;
- prepared no more valid - the kit was prepared but something changed after preparation (i.e. the operation data, the kit structure, the resources quantities in the kit etc.); new validation is required.
- partial return - some of the kit resources were returned;
- total return - all the kit resources were returned.


The  icon on the left indicates the selected operation.

The  icon, when displayed on the right, indicates that the operation is not “locked”. The operation can be locked only on the Digistat® Smart Scheduler solution. See the Smart Scheduler user manual (*USR ENG Smart Scheduler*) for instructions on the lock/unlock procedures (see Fig 159 **A**).

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



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

The  icon is displayed on the right on the rows corresponding to “prepared” kits. The icon can be clicked to display a pdf file containing the detailed list of resources belonging to the kit (see Fig 159 **A**).






Block	Room	Patient Name	Operation	H.U.	Planned Date	Status	
		STREAMWOOD CORB...	FESS: 40 minuti	ORL E CH.CER...	14/07/2010	In preparation	
Blocco Operatorio		VALLEY STREAM BES...	Colecistectomia laparoscopica	CHIRURGIA GE...	14/07/2010	To be prepared	
Blocco Operatorio Sala 1		SAN RAMON BRUGH...	Ort. - piede - alluce valgo - correzione Bosch	ORTOPEDIA E...	14/07/2010 08.00	To be prepared	
Blocco Operatorio Sala 2		SCHENECTADY VIBOV...	Addominoplastica	CHIRURGIA PL...	14/07/2010 08.00	Prepared	
Blocco Operatorio Sala 3		TAMARAC PESCHIERA...	FIMOSI	UROLOGIA	14/07/2010	To be prepared validated	

Fig 159

### 14.1.3. Command bar

This section explains the functionalities of the buttons on the command bar (Fig 160).

		VIEW ALL 	LABEL	DETAILS	PRINT	SEARCH	VALIDATE	SELECT
---	---	--	-------	---------	-------	--------	----------	--------

Fig 160 - Command bar

Use the arrow buttons to scroll up and down the screen contents.

The **View All** button changes the way the operations are displayed. Click it to open a menu containing the available options (Fig 161).

RESERVE
PLANNED
VIEW ALL

Fig 161

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 user manuals for an explanation of the meaning of “Reserve”.

Use the **Label** button to print again the sticker label of the selected kit. This button is only active for prepared kits. See section 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 the list of operations matching the features specified in the search filters (see section 14.1.2).

Use the **Validate** button to access the kit validation functionalities. See section 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

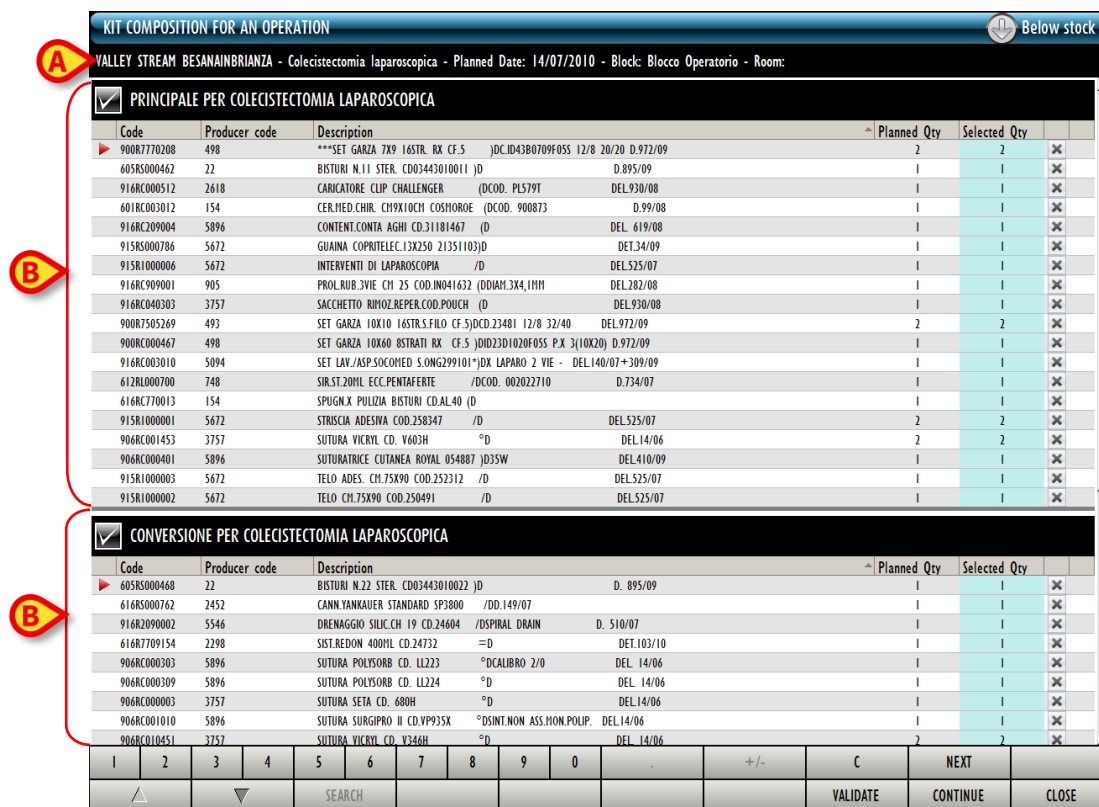
The kit composition for a selected operation can be reviewed and, if necessary, edited by a person having the appropriate permissions. This procedure is named “kit validation procedure”. To validate a kit

- Click the row corresponding to the relevant operation.

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

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

The following screen opens



**KIT COMPOSITION FOR AN OPERATION** Below stock

VALLEY STREAM BESANAINBRIANZA - Colectistectomia laparoscopica - Planned Date: 14/07/2010 - Block: Blocco Operatorio - Room:

☒ **PRINCIPALE PER COLECISTECTOMIA LAPAROSCOPICA**

Code	Producer code	Description	Planned Qty	Selected Qty
900R770208	498	***SET GARZA 7X9 16STR. RX CF.5	2	2
605RS000462	22	BISTURI N.11 STER. CD03443010011 JD	1	1
916RC000512	2618	CARICATORE CLIP CHALLENGER (DCOD. PLS79T	1	1
601RC003012	154	CER.MED.CHIR. CH9X10CH COSMOROE (DCOD. 900873	1	1
916RC209004	5896	CONTENT.CONTA AGHI CD.31181467 (D	1	1
915R0000786	5672	GUAINA COPRITELEC.13X250 21351103JD	1	1
915R1000006	5672	INTERVENTI DI LAPAROSCOPIA /D	1	1
916RC909001	905	PROL.RUB.3VIE CH 25 COD.IN041632 (DOIAH.3X4,1MM	1	1
916RC040303	3757	SACCHETTO RIPOZ.REPER.COD.POUCH (D	1	1
900R505269	493	SET GARZA 10X10 16STR.S.FILO CF.5JDCD.23481 12/8 32/40	2	2
900RC000467	498	SET GARZA 10X60 8STRATI RX CF.5 JDID2301020F055 P.X 3(10X20) D.972/09	1	1
916RC003010	5094	SET LAV./ASP.SOCOMED S.ONG299101*JDX LAPARO 2 VIE - DEL140/07+309/09	1	1
612RL000700	748	SIM.ST.20MIL ECC.PENTAFERTE /DCOD. 002022710	1	1
616RC770013	154	SPUGNA X PULIZIA BISTURI CD.AL40 (D	1	1
915R1000001	5672	STRISCIA ADESIVA COD.258347 /D	2	2
906RC001453	3757	SUTURA VICRYL CD. V403H "D	2	2
906RC000401	5896	SUTURATRICE CUTANEA ROYAL 054887 JD35W	1	1
915R1000003	5672	TELO ADES. CH.75X90 COD.252312 /D	1	1
915R1000002	5672	TELO CH.75X90 COD.250491 /D	1	1

☒ **CONVERSIONE PER COLECISTECTOMIA LAPAROSCOPICA**

Code	Producer code	Description	Planned Qty	Selected Qty
605RS000468	22	BISTURI N.22 STER. CD03443010022 JD	1	1
616RS000762	2452	CANN.YANKAUER STANDARD SP3800 /DD.149/07	1	1
916RC2090002	5546	DRENAGGIO SILIC. CH 19 CD.24604 /DSPRAL DRAIN	1	1
616R7709154	2298	SIST.REDON 400MIL CD.24732 =>	1	1
906RC000303	5896	SUTURA POLYSORB CD. LL223 "DICALIBRO 2/0	1	1
906RC000309	5896	SUTURA POLYSORB CD. LL224 "D	1	1
906RC000003	3757	SUTURA SETA CD. 680H "D	1	1
906RC001010	5896	SUTURA SURGIPRO II CD.VP935X "DSINT.NON ASS.MON.POLIP.	1	1
906RC010451	3757	SUTURA VICRYL CD. V346H "D	2	2

1 2 3 4 5 6 7 8 9 0 +/- C NEXT

△ ▽ SEARCH VALIDATE CONTINUE CLOSE

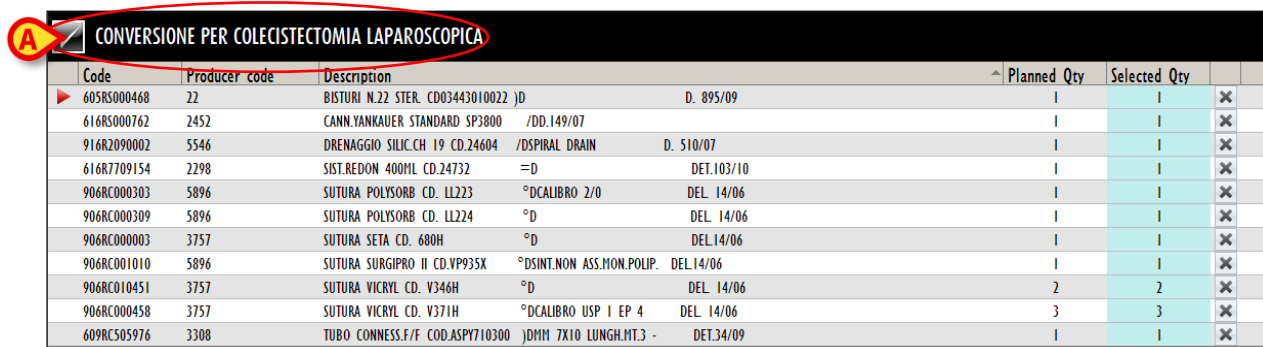
Fig 162 - Kit validation screen



The screen displays on top the main operation data (patient name, operation, planned date and location - Fig 162 **A**).


All the resources that are part of the kit are listed on screen, divided in groups corresponding to sub-kits (Fig 162 **A**).

The name of every group is indicated on the top-left corner of each group (Fig 163).



Code	Producer code	Description	Planned Qty	Selected Qty	
605RS000468	22	BISTURI N.22 STER. CD03443010022 JD D. 895/09	1	1	✕
616RS000762	2452	CANN.YANKAUER STANDARD SP3800 /DD.149/07	1	1	✕
916R2090002	5546	DRENAGGIO SILIC.CH 19 CD.24604 /DSPIRAL DRAIN D. 510/07	1	1	✕
616R7709154	2298	SIST.REDON 400ML CD.24732 =D DET.103/10	1	1	✕
906RC000303	5896	SUTURA POLYSORB CD. LL223 °DCALIBRO 2/0 DEL. 14/06	1	1	✕
906RC000309	5896	SUTURA POLYSORB CD. LL224 °D DEL. 14/06	1	1	✕
906RC000003	3757	SUTURA SETA CD. 680H °D DEL.14/06	1	1	✕
906RC001010	5896	SUTURA SURGIPRO II CD.VP935X °DSINT.NON ASS.MON.POLIP. DEL.14/06	1	1	✕
906RC010451	3757	SUTURA VICRYL CD. V346H °D DEL. 14/06	2	2	✕
906RC000458	3757	SUTURA VICRYL CD. V371H °DCALIBRO USP 1 EP 4 DEL. 14/06	3	3	✕
609RC505976	3308	TUBO CONNESS.F/F COD.ASPY710300 )DMH 7X10 LUNGH.MT.3 - DET.34/09	1	1	✕

**Fig 163 - Resources group**

Click the checkbox  placed before the name of the group 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 164).



**Fig 164**

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 section 14.2.1. After editing, there are two possibilities:

1. 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 165 - the kit status is now “To be prepared validated”);

**OPERATION SELECTION FOR KIT SETUP** Below stock

PLANNED DATE: 14/07/2010  
 OPERATING BLOCK: Blocco Operatorio  
 HOSPITAL UNIT:  
 STOCKROOM: BLO

MAIN OPERATION:  
 OPERATING ROOM:

Block	Room	Patient Name	Operation	H.U.	Planned Date	Status
		STREAMWOOD CORB...	FESS: 40 minuti	ORL E. CH.CER...	14/07/2010	In preparation
Blocco Operatorio		VALLEY STREAM BES...	Colecistectomia laparoscopica	CHIRURGIA GE...	14/07/2010	To be prepared validated
Blocco Operatorio Sala 1		SAN RAHON BRUGH...	Ort. - piede - alluce valgo - correzione Bosch	ORTOPIEDIA E...	14/07/2010 08.00	In preparation
Blocco Operatorio Sala 2		SCHENECTADY VIBOV...	Addominoplastica	CHIRURGIA PL...	14/07/2010 08.00	In preparation
Blocco Operatorio Sala 2		SCHENECTADY VIBOV...	Addominoplastica	CHIRURGIA PL...	14/07/2010 08.00	Prepared
Blocco Operatorio Sala 3		TAHARAC PESCHIERA...	FIMOSI	UROLOGIA	14/07/2010	To be prepared validated
Blocco Operatorio Sala 3		TAHARAC REGGIOCAL...	Lipofilling	CHIRURGIA PL...	14/07/2010 08.00	To be prepared
Blocco Operatorio Sala 3		UPLAND BOVOLONE	VARICOCELE-LEGATURA INGUINALE	UROLOGIA	14/07/2010 10.05	To be prepared

▲ ▼ VIEW ALL LABEL DETAILS SEARCH VALIDATE SELECT

**Fig 165 - Operation selection for kit setup**

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

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

## 14.2.1. Kit editing

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

- 1) change the indicated quantity;
- 2) delete a resource if not needed;
- 3) add a resource to the kit.


### 14.2.1.1. Change the resource quantity

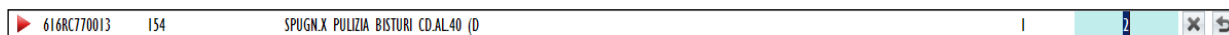
To change the indicated quantity

- Click the row corresponding to the relevant resource.

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


- Specify the new quantity.

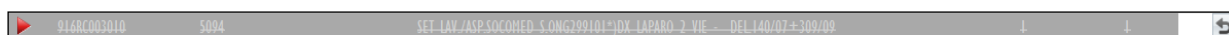
After resource editing the  icon is displayed on the right (Fig 166). That is an “Undo” button. Click it to bring back the resource to the original quantity.



**Fig 166 - Quantity has been changed**

### 14.2.1.2. Deleting a resource

Use the  button displayed on each row to delete the corresponding resource. After deletion the row appears as in Fig 167.



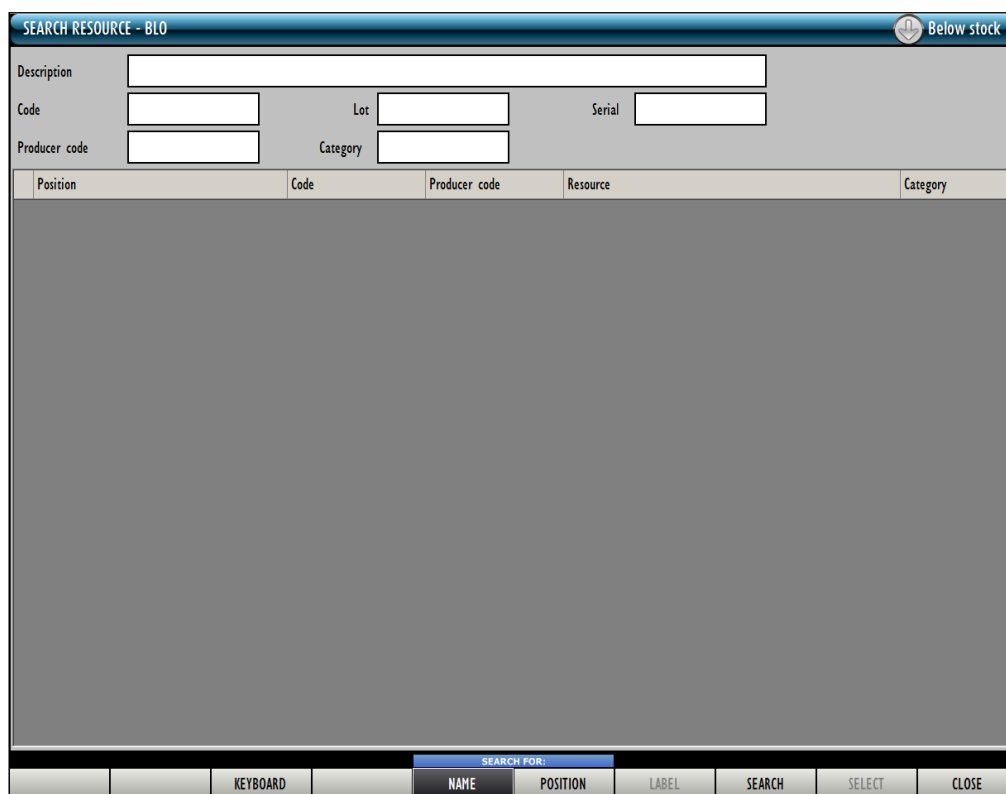
**Fig 167 - Deleted resource**

### 14.2.1.3. Adding a resource

To add a resource to the kit.

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

A search screen opens (Fig 168).


 A screenshot of a software window titled 'SEARCH RESOURCE - BLO'. The window has a 'Below stock' button in the top right corner. It contains several input fields: 'Description' (a large text box), 'Code' (a small text box), 'Lot' (a small text box), 'Serial' (a small text box), 'Producer code' (a small text box), and 'Category' (a small text box). Below these fields is a table with the following headers: 'Position', 'Code', 'Producer code', 'Resource', and 'Category'. The table body is empty. At the bottom of the window is a command bar with buttons: 'KEYBOARD', 'NAME', 'POSITION', 'LABEL', 'SEARCH', 'SELECT', and 'CLOSE'. The 'SEARCH FOR:' label is positioned above the 'NAME' and 'POSITION' buttons.

**Fig 168 - Search screen**

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

The resource(s) is added to the list (Fig 169). The planned quantity is 0. The new required quantity (editable) is 1.

604R7811113	22	AGO SPINALE 22G PIC	/DCOD. 03440364000	D.734/07	0	I	X	→
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Fig 169 - Resource added

## 14.3. Kit preparation: the “Kit creation” sheet

After operation selection

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

The kit preparation sheet is displayed in a print preview. See the example shown in Fig 170. This document lists all the resources that are part of the kit to be used for the selected operation.

**KIT SETUP**

Operation Barcode: VALLEY STREAM BESANAINBIANZA - Colectistectomia laparoscopia - Planned Date: 14/07/2010 - Block: Blocco Operatorio - Room:

Print date: 13/07/2010 12:40

GROUP: PRINCIPALE PER COLECISTECTOMIA LAPAROSCOPICA

BLO G1.A.L1.P1	900RC000467	498	SET GARZA 10X60 8STRATI RX CF 5 JDIID23D1020F05S P.X	1	<input type="checkbox"/>
BLO G1.A.L1.P1	915R1000003	5672	TELO ADES. CM.75X90 COD.252312 /D	1	<input type="checkbox"/>
BLO G1.A.L1.P1	915R1000006	5672	INTERVENTI DI LAPAROSCOPIA /D	1	<input type="checkbox"/>
BLO G1.A.L1.P1	915R1000001	5672	STRISCIA ADESIVA COD.258347 /D	2	<input type="checkbox"/>
BLO G1.A.L1.P1	900R7770208	498	***SET GARZA 7X9 16STR. RX CF 5 JDC.ID43B0709F05S	2	<input type="checkbox"/>
BLO G1.A.L1.P1	915RS000786	5672	GUAINA COPRITELEC.13X250 21351103J/D	1	<input type="checkbox"/>
BLO G1.A.L1.P1	900R7505269	493	SET GARZA 10X10 16STR.S FILO CF 5JDCD.23481 12/8 32/40	2	<input type="checkbox"/>
BLO G1.A.L1.P1	915R1000002	5672	TELO CM.75X90 COD.250491 /D	1	<input type="checkbox"/>
BLO G1.D.L1.P1	916RC040303	3757	SACCHETTO RIMOZ. REPER COD.POUCH /D	1	<input type="checkbox"/>
BLO G1.E.L1.P1	605RS000462	22	BISTURI N.11 STER. CD03443010011 J/D	1	<input type="checkbox"/>
BLO G1.F.L1.P1	616RC770013	154	SPUGN.X PULIZIA BISTURI CD.AL.40 /D	1	<input type="checkbox"/>
BLO G1.F.L1.P1	916RC209004	5896	CONTENT. CONTA AGHI CD.31181467 /D	1	<input type="checkbox"/>
BLO G1.H.L1.P1	916RC003010	5094	SET LAV./ASP.SOCOMED S ONG299101JDX LAPARO 2 VIE -	1	<input type="checkbox"/>
BLO G1.I.L1.P1	916RC909001	905	PROL.RUB.3VIE CM.25 COD.IN041632 (DDIAM.3X4.1MM	1	<input type="checkbox"/>
BLO G1.K.L1.P1	612RL000700	748	SIR.ST.20ML.ECC.PENTAFERTE /DCOD. 002022710	1	<input type="checkbox"/>
BLO G1.L.L1.P1	601RC003012	154	CER.MED.CHIR. CM9X10CM COSMOROE /DCOD. 900873	1	<input type="checkbox"/>

Page 1

COMMAND BAR: ADDONS, FIND, 100%, PRINT, PRINT..., EXPORT, CLOSE

Fig 170 - Kit creation (example)

The resources are ordered by group. At the beginning a header (indicated in Fig 170 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 are divided in groups. The group is indicated by the dark grey stripe shown in Fig 170 C.

The area indicated in Fig 170 B displays the list of resources. For each resource are indicated the position, the resource code, the manufacturer code, the description and the required quantity (Fig 171).

Position	Manufacturer and resource code	Description	Quantity
BLO.G1.A	900RC000467 498	SET GARZA 10X60 8STRATI RX CF.5 (DT.12/8 F.32/40 P.X	4 <input type="checkbox"/>

**Fig 171 - Resource data**

Use the **Print** button (Fig 170 **D**) on the command bar to print the document.

The print sheet is designed 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 172) can be used to record the actual picking of the resources and to verify their quantities.

**Fig 172 - Kit creation for an operation**

The recording can be performed either manually (the procedure is described in section 14.6.1) or using a barcode reader (the procedure is described in section 14.6.2).



*Barcode technology is recommended for items selection. Barcode scan statistically diminish selection errors.*

## 14.5. Kit creation screen description

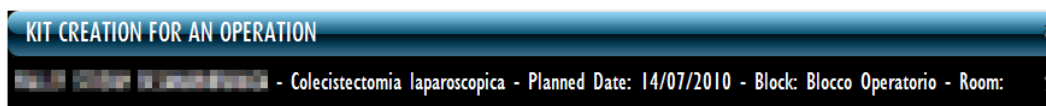
The screen shown in Fig 172 is formed of three main areas:

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

These areas are described in the following sections.

### 14.5.1. Header

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



**Fig 173 - 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 added to the kit (Fig 174 A).



Kit	Position	Code	Producer code	Description	Selected Qty	Qty
PRINCIPALE PER COLECI...	BLO.GI.A.LI.PI	915R1000006	5672	INTERVENTI DI LAPAROSCOPIA /D	DEL525/07	I
PRINCIPALE PER COLECI...	BLO.GI.A.LI.PI	900RC000467	498	SET GARZA 10x60 8STRATI RX CF.5 )DID23D1020F055 P.X 3(10x20)	D.972/09	I
PRINCIPALE PER COLECI...	BLO.GI.A.LI.PI	915R1000003	5672	TELO ADES. CM.75X90 COD.252312 /D	DEL525/07	I
PRINCIPALE PER COLECI...	BLO.GI.K.LI.PI	612RL000700	748	SIR.ST.20ML ECC.PENTAFORTE /DCOD. 002022710	D.734/07	I
PRINCIPALE PER COLECI...	BLO.GI.H.LI.PI	605RS000462	22	BISTURI N.11 STER. CD03443010011 )D	D.895/09	I

Fig 174 - Recorded resources

The list “grows” as the resources are entered (either manually or by barcode scan). Each row corresponds to a resource (Fig 175).

Kit	Position	Code	Producer code	Description	Selected Qty	Qty
PRINCIPALE PER COLECI...	BLO.GI.A.LI.PI	915R1000006	5672	INTERVENTI DI LAPAROSCOPIA /D	DEL525/07	I

Fig 175 - 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
- Required 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 specified (Fig 176).

PRINCIPALE	PER COLE	60SR000462	22	BISTURI N.11 STER. CD03443010011 JD	D.895/09	I	I
------------	----------	------------	----	-------------------------------------	----------	---	---

Fig 176

To insert information in a field click the field and type the information. When available, a drop down menu shows the admissible values (Fig 177).

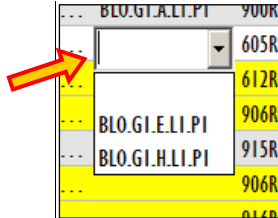


Fig 177 - Information selection

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 is shown in Fig 178.

1	2	3	4	5	6	7	8	9	0	.	+/-	C	NEXT	
△	▽	SEARCH	VIEW ALL	LOCK SCAN	START SCAN	IMPORT								CLOSE

Fig 178 - Command bar

Insert numeric data using either the buttons on the upper row (Fig 179) or the workstation keyboard.

1	2	3	4	5	6	7	8	9	0
---	---	---	---	---	---	---	---	---	---

Fig 179 - Numeric buttons

The “.” button is a decimal divider. The button is active only if decimal specification is relevant.

The “+/-” button changes a value to negative/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 to scroll up and down the screen contents.

Use the **Search** button to access the system’s search functionalities (described in section 22). Click this button to open the screen shown in Fig 181.

Use the **View All** button to display the complete list of resources required for the selected kit.

Use the **Lock Scan** button to lock the workstation while reading numerous barcodes that will be downloaded later. See section 14.6.3 for a description of the related procedures.

Use the **Start Scan** button to begin reading barcodes that will be download later. See section 14.6.4 for the instructions relating to this procedure.



Use the **Import** button to import items using a wireless barcode reader having internal memory. See section 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.

Click **Update** to save

Click **Cancel** to discard the changes made.

# 14.6. Resource picking for kit composition

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

## 14.6.1. Manual procedure

To manually record the resource picking

- Click the **Search** button on the command bar (Fig 172).



Fig 180

The search screen opens (Fig 181). The screen is described in section 22.

The screenshot shows a software window titled 'SEARCH RESOURCE - BLO'. At the top right is a 'Below stock' status indicator. The main area contains several input fields: 'Description' (a wide text box), 'Code', 'Lot', 'Serial', 'Producer code', and 'Category'. Below these fields is a large table with a header row containing 'Position', 'Code', 'Producer code', 'Resource', and 'Category'. The table body is currently empty. At the bottom, there is a command bar with buttons for 'KEYBOARD', 'NAME', 'POSITION', 'LABEL', 'SEARCH', 'SELECT', and 'CLOSE'. Above the 'NAME' button, there is a small 'SEARCH FOR:' label.

Fig 181 - Search resource

- Search the wanted resource using the functionalities described in section 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 182 **A**).

Kit	Position	Code	Producer code	Description	Selected Qty	Qty
PRINCIPALE PER COLECI...	BLOGI.ALI.PI	900RC000467	498	SET GARZA 10X60 8STRATI RX CF.5 J01D23D1020F055 P.X 3(10X20) D.972/09	1	1

Fig 182

- Specify the resource quantity in the “Quantity” field (Fig 182 **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 be recorded scanning the resource’s barcode. To do that:  
Access the “Kit creation” screen (Fig 182),

- Scan the barcode of the resource.

A row corresponding to the resource is displayed.

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

### 14.6.3. Lock scan

The **Lock Scan** button (Fig 183) locks the workstation while reading barcodes that will be downloaded later.

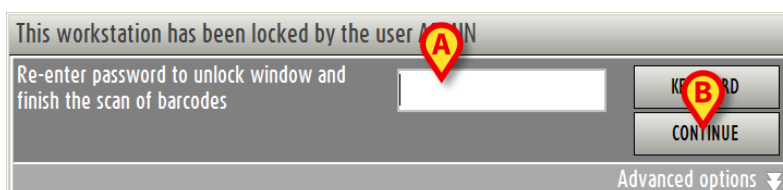
1	2	3	4	5	6	7	8	9	0	.	+/-	C	NEXT	
△	▽	SEARCH	VIEW ALL	LOCK SCAN	START SCAN	IMPORT								CLOSE

**Fig 183 - Command bar**

Use this functionality when it is necessary to leave the workstation to personally scan barcodes located away from the pc. A wireless barcode reader properly configured is required.

- Click the **Lock Scan** button.

The button appears as selected. The following window is displayed (Fig 184).



**Fig 184**

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

When reading is done,

- Insert the user password in the field indicated in Fig 184 **A**.
- Click the **Continue** button (Fig 184 **B**).

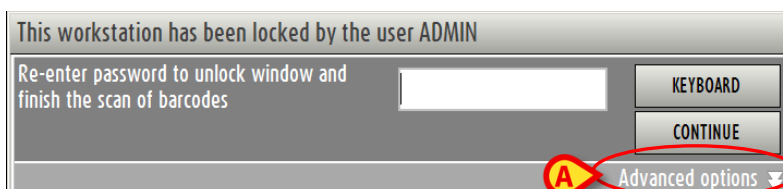
The workstation is this way unlocked. The rows corresponding to all the barcodes read are displayed.

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

#### 14.6.3.1. How to force the workstation unlocking

The workstation can be unlocked by another user with specific permissions. To force the workstation unlocking:

- Click “Advanced options” on the password window (Fig 185).



**Fig 185**

The window changes in the following way (Fig 186).

**Fig 186 - Advanced options**

- Insert the username of the new user in the “Username” field (Fig 186 **A**).
- Insert the password of the new user in the “Password” field (Fig 186 **B**).
- Click the **Unlock** button (Fig 186 **C**).

The workstation is unlocked.



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

#### 14.6.4. Start scan

Use the **Start Scan** button (Fig 187) to start reading barcodes that will be downloaded later.

1	2	3	4	5	6	7	8	9	0	.	+/-	C	NEXT	
△	▽	SEARCH	VIEW ALL	LOCK SCAN	START SCAN	IMPORT								CLOSE

**Fig 187 - Command bar**


This is the procedure:

- Click the **Start Scan** button.

The button changes to **Stop Scan**. The user is logged out.

- Read the barcodes.

When done, to import the data:

- 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 are displayed.

While scanning, the blue bar on top of the screen displays the following advice: “Press STOP SCAN to import the scanned products” (Fig 188).

KIT CREATION FOR AN OPERATION - Press STOP SCAN to import scanned products

**Fig 188**

### 14.6.5. Import

Use the **Import** button (Fig 189) to import the data acquired with a wireless barcode reader having internal memory.



**Fig 189 - Command bar**

- Scan the barcodes using the properly configured device.
- Click the **Import** button.

Import status is notified while in progress..



**Fig 190**

When done, the rows corresponding to the scanned resources are displayed.



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	SPUGNA PULIZIA BISTURI CD.AL40 (D		1	0	
PRINCIPALE PER COLECI...		915R1000006	5672	INTERVENTI DI LAPAROSCOPIA /D	DEL.525/07	1	0	

Fig 193

## 14.7. Exceptions



There are cases in which the recorded quantity of a resource does not correspond to the quantity required according to the kit composition. These cases are signalled with a specific procedure. There are three possible cases:

- 1) a resource is recorded that was not in the kit composition;
- 2) the resource quantity is higher than that stated;
- 3) the resource quantity is lower than that stated.

The exceptions, in all cases, are signalled by the pink colour highlighting the corresponding row (Fig 194 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	SPUGNA PULIZIA BISTURI CD.AL40 (D		1	0	
PRINCIPALE PER COLECI...		915R1000006	5672	INTERVENTI DI LAPAROSCOPIA /D	DEL.525/07	1	0	
PRINCIPALE PER COLECI...		915R1000002	5672	TELO CH.75X90 COD.250491 /D	DEL.525/07	1	0	
PRINCIPALE PER COLECI...		900RC000467	498	SET GARZA 10X60 BSTRATI RX CF.5 J01023D1020F055 P.X.3(10X20) D.972/09		1	0	
PRINCIPALE PER COLECI...	BLO.GI.A.LI.PI	915R1000001	5672	STRISCIA ADESIVA COD.250347 /D	DEL.525/07	2	1	
PRINCIPALE PER COLECI...		915R1000003	5672	TELO ADES. CH.75X90 COD.252312 /D	DEL.525/07	1	0	
PRINCIPALE PER COLECI...		916RC909001	905	PROL.RUB.3VIE CM 25 COD.IN041632 (D01M1.3X4,1MM	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	0	
PRINCIPALE PER COLECI...		900R7770208	498	***SET GARZA 7X9 16STR. RX CF.5 J0C1043B0709F055 12/8 20/20 D.972/09		2	0	
PRINCIPALE PER COLECI...		612RL000700	748	SIR.ST.20ML ECC.PENTAFORTE /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 194 - Exceptions

The  icon on the right (Fig 194 B) cancels the resource. After clicking the  icon the row appears as in Fig 195.

PRINCIPALE PER COLECI...	BLO.GI.A.LI.PI	900R7505269	493	SET GARZA 10X10 16STR.S.FILO CF.5)DCD.23481 12/8 32/40	DEL.972/09	2	0	
--------------------------	----------------	-------------	-----	--	------------	---	---	--

Fig 195 - Cancelled resource

The  icon on the right of the row (Fig 194 B) accepts an exception as a correct value. After clicking the  icon the row appears as in Fig 196. The cell indicating the recorded quantity remains yellow to indicate that it still is an exception.

PRINCIPALE PER COLECI...	BLO.GI.A.LI.PI	900R7505269	493	SET GARZA 10X10 16STR.S.FILO CF.5)DCD.23481 12/8 32/40	DEL.972/09	2	1	
--------------------------	----------------	-------------	-----	--	------------	---	---	--

Fig 196 - Accepted exception

In both cases the  button can be clicked to "Undo".

## 14.8. Completing the kit creation procedure

When the kit is complete,

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

The procedures requires now to print the sticker-labels that will be stuck to the cases containing the resources.

For this purpose a specific window is displayed (Fig 197) after the **Update** button is clicked.

**Fig 197 - print label**

The window lists the groups that are part of the prepared kit. The field placed alongside each group allows to specify the number of labels to be printed (for example: if the resources belonging to the same group are placed in different cases).

- Specify the number of labels.
- Click **Continue**.

The labels are printed. A print report is created as summary, listing the resources in the different groups. A print preview is displayed (Fig 198).

According to the actual hospital workflows, the labels can be stuck to the cases, or anywhere appropriate; the summary document can be printed to accompany the kit into the operating room.

GROUP	PRINCIPALE PER COLECISTECTOMIA LAPAROSCOPICA - Colectectomia laparoscopica
WELL FORMED	
916RC000512	2618 CARICATORE CLIP CHALLENGER (DCOD. PL579T (1/1) BLO.G1.T.L1.P1
906RC000401	5896 SUTURATRICE CUTANEA ROYAL 054887 JD35W (1/1) BLO.G1.T.L1.P1
906RC001453	3757 SUTURA VICRYL CD. V603H *D (2/2) BLO.G1.S.L1.P1
916RC003010	5094 SET LAV./ASP.SOCOMED S.ONG299101*JDX LAPARO (1/1) BLO.G1.H.L1.P1
916RC909001	905 PROL.RUB.3VIE CM 25 COD.IN041632 (1/1) BLO.G1.L.L1.P1
915R1000001	5672 STRISCIA ADESIVA COD.258347 /D (2/2) BLO.G1.A.L1.P1
915R1000002	5672 TELO CM.75X90 COD.250491 /D (1/1) BLO.G1.A.L1.P1
915R1000003	5672 TELO ADES. CM.75X90 COD.252312 /D (1/1) BLO.G1.A.L1.P1
915R1000006	5672 INTERVENTI DI LAPAROSCOPIA /D (1/1) BLO.G1.A.L1.P1
900R7505269	493 SET GARZA 10X10 16STR.S.FILO CF.5JDCD 23481 12/8 (2/2) BLO.G1.A.L1.P1
900RC000467	498 SET GARZA 10X60 8STRATI RX CF.5 (1/1) BLO.G1.A.L1.P1
900R7770208	498 ***SET GARZA 7X9 16STR. RX CF.5 (2/2) BLO.G1.A.L1.P1
605RS000462	22 BISTURI N.11 STER. CD03443010011 JD (1/1) BLO.G1.E.L1.P1
612RL000700	748 SIR.ST.20ML.ECC.PENTAFERTE /DCOD. (1/1) BLO.G1.K.L1.P1

**Fig 198 - Kit content (print report)**



# 15. Return from kit

The “Return from kit” module allows to record the resources that were picked for a kit but were not used (“Returns” from now on). To select the module:

- Click the corresponding icon . The following screen opens (Fig 199).




Fig 199 - Operation selection for “return from kit”

This screen allows to find and select the operation for which the resources are returned.

## 15.1. Screen structure

The “Return from kit” screen is structured as described in section 1.4. See section 1.4 for a description of the screen general features. This section describes the screen specific features.

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

### 15.1.1. Operation selection - Filters

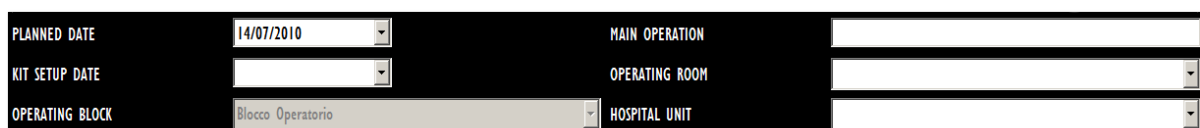


Fig 200 - Filters on the “Operation selection” screen

The available filters on this screen are:

- “Planned date” - Specify the planned date of the operation for which the kit was prepared. The operations listed on this screen are all planned for the date here specified.
- “Kit setup date” - Specify the date in which the kit was set up.
- “Operating block” - Display the operations of a specific operating block.
- “Main operation” - Display the operations matching the specified intervention.
- “Hospital unit” - Displays the operations of a specific hospital unit.
- “Operating room” - Displays the operations of a specific room.

### 15.1.2. Operation selection - Data area

The data area contains the list of operations matching 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		TANARAC 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		TANARAC PESCHIERABOR...	FIMOSI	UROLOGIA	To be prepared validated	14/07/2010

Fig 201

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 kit status
- the operation date and time.

There are 7 possible statuses for a kit. These are:

- to be prepared - meaning that the kit was not prepared;
- to be prepared validated - meaning that the kit was not prepared, but the kit preparation list was reviewed and validated (by, for example, the pharmacy staff);
- in preparation - someone is taking care of the kit (either for validation or for preparation);
- prepared - the kit was prepared;
- prepared no more valid - the kit was prepared but something changed after preparation (i.e. the operation data, the kit structure, the resources quantities in the kit etc.); new validation is required.
- partial return - some of the kit resources were returned;
- total return - all the kit resources were returned.

The  icon on the left indicates the selected operation.

### 15.1.3. Operation selection - Command bar

The command bar is displayed in Fig 202.



Fig 202 - Command bar

Use the arrow buttons to scroll up and down the screen contents.

The **Label** button prints the kit sticker label again, in case of need (see section 14.8).

The **Print** button prints the kit resources list again, in case of need (see section 14.8).

Use the **Search** button to display the list of operations matching 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 section 15.2.

## 15.2. “Operation kits give back” screen description

To access the “Operation kits give back” screen, on the “Operation selection” screen (Fig 199),

- Click the row corresponding to the operation for which the returns are going to be recorded.

The row is selected, the  icon is displayed on the left.

- Click the **Return Kit** button on the command bar.

The following screen opens (Fig 203).

**OPERATIONS KITS GIVE BACK** Below stock

**A** VALLEY STREAM BESANAINBRIANZA - Colectistomia laparoscopica - Planned Date: 14/07/2010 - Block: Blocco Operatorio - Room:

**PRINCIPALE PER COLECISTECTOMIA LAPAROSCOPICA** RETURN ALL

Position	Code	Producer code	Description	Used	Return
BLO.GI.F.LI.PI	616RC770013	154	SPUGNA PULIZIA BISTURI CD.AL40 (D	1	0
BLO.GI.LLI.PI	916RC909001	905	PROL.RUB.3VIE CH 25 COD.IN041632 (DDAH.3X4,1MM	1	0
BLO.GI.ALI.PI	915RS000786	5672	GUAINA COPRITELC.13X250 21351103)D	1	0
BLO.GI.ALI.PI	915RI000003	5672	TELO ADES. CH.75X90 COD.252312 /D	1	0
BLO.GI.SLI.PI	906RC001453	3757	SUTURA VICRYL CD. V603H °D	2	0
BLO.GI.TLI.PI	906RC000401	5896	SUTURATRICE CUTANEA ROYAL 054887 JD35W	1	0
BLO.GI.ALI.PI	900R7505269	493	SET GARZA 10X10 16STR.S.FILO CF.5)DCD.23481 12/8 32/40	2	0
BLO.GI.ALI.PI	900R7770208	498	***SET GARZA 7X9 16STR. RX CF.5 )DCD.4380709F055 12/8 20/20 D.972/09	2	0
BLO.GI.ELI.PI	605RS000462	22	BISTURI N.11 STER. CD03443010011 JD	1	0
BLO.GI.ALI.PI	915RI000001	5672	STRISCIA ADESIVA COD.258347 /D	2	0
BLO.GI.KLI.PI	612RL000700	748	SIR.ST.20ML ECC.PENTAFORTE /DCOD. 002022710	1	0
BLO.GI.ALI.PI	900RC000467	498	SET GARZA 10X60 85TRATI RX CF.5 )DID2301020F055 P.X 3(10X20) D.972/09	1	0
BLO.GI.TLI.PI	916RC000512	2618	CARICATORE CLIP CHALLENGER /DCOD. PLS79T	1	0
BLO.GI.LLI.PI	601RC003012	154	CER.MED.CHIR. CH9X10CM CUSHORDE /DCOD. 900873	1	0
BLO.GI.DLI.PI	916RC040303	3757	SACCHETTO RIMOZ.REPER.COD.POUCH (D	1	0
BLO.GI.F.LI.PI	916RC209004	5896	CONTENT.CONTA AGHI CD.31181467 (D	1	0
BLO.GI.ALI.PI	915RI000002	5672	TELO CH.75X90 COD.250491 /D	1	0
BLO.GI.ALI.PI	915RI000006	5672	INTERVENTI DI LAPAROSCOPIA /D	1	0
BLO.GI.HLI.PI	916RC003010	5094	SET LAV./ASP.SOCOMED S.ONG299101*JDX LAPARO 2 VIE - DEL.140/07+309/09	1	0

**CONVERSIONE PER COLECISTECTOMIA LAPAROSCOPICA** RETURN ALL

Position	Code	Producer code	Description	Used	Return
BLO.GI.HLI.PI	616RS000762	2452	CANN.YANKAUER STANDARD SP3800 /DD.149/07	1	0
BLO.GI.SLI.PI	906RC000458	3757	SUTURA VICRYL CD. V371H °DCALIBRO USP 1 EP 4 DEL. 14/06	2	0
BLO.GI.SLI.PI	906RC010451	3757	SUTURA VICRYL CD. V346H °D DEL. 14/06	2	0
BLO.GI.SLI.PI	906RC000003	3757	SUTURA SETA CD. 680H °D DEL. 14/06	1	0
BLO.GI.HLI.PI	609RC05976	3308	TUBO CONNESS.F/F COD.ASPY710300 )DMH 7X10 LUNGH.MT.3 - DET.34/09	1	0
BLO.GI.SLI.PI	906RC000303	5896	SUTURA POLYSORB CD. LL223 °DCALIBRO 2/0 DEL. 14/06	1	0
BLO.GI.GLI.PI	916R2090002	5546	DRENAGGIO SILIC.CH 19 CD.24604 /DSPIRAL DRAIN D. 510/07	1	0
BLO.GI.SLI.PI	906RC000309	5896	SUTURA POLYSORB CD. LL224 °D DEL. 14/06	1	0
BLO.GI.SLI.PI	906RC010110	5896	SUTURA SUBGIRO II CD.VP935X °DSINT.NON ASS.NON.POLIP. DEL.14/06	1	0

1 2 3 4 5 6 7 8 9 0 +/- C NEXT CLOSE

**Fig 203 - Returns from kit**

The screen displays on top the main operation data (patient name, operation, planned date and location - Fig 203 **A**).

All the resources that are part of the kit are displayed on screen, divided in groups corresponding to sub-kits (Fig 203 **B**).

The name of every group is indicated on the top-left corner of each group (Fig 204 **A**).

**A** **CONVERSIONE PER COLECISTECTOMIA LAPAROSCOPICA** **B** RETURN ALL

Position	Code	Producer code	Description	Used	Return
BLO.GI.HLI.PI	616RS000762	2452	CANN.YANKAUER STANDARD SP3800 /DD.149/07	1	0
BLO.GI.SLI.PI	906RC000458	3757	SUTURA VICRYL CD. V371H °DCALIBRO USP 1 EP 4 DEL. 14/06	2	0
BLO.GI.SLI.PI	906RC010451	3757	SUTURA VICRYL CD. V346H °D DEL. 14/06	2	0
BLO.GI.SLI.PI	906RC000003	3757	SUTURA SETA CD. 680H °D DEL. 14/06	1	0
BLO.GI.HLI.PI	609RC05976	3308	TUBO CONNESS.F/F COD.ASPY710300 )DMH 7X10 LUNGH.MT.3 - DET.34/09	1	0
BLO.GI.SLI.PI	906RC000303	5896	SUTURA POLYSORB CD. LL223 °DCALIBRO 2/0 DEL. 14/06	1	0
BLO.GI.GLI.PI	916R2090002	5546	DRENAGGIO SILIC.CH 19 CD.24604 /DSPIRAL DRAIN D. 510/07	1	0
BLO.GI.SLI.PI	906RC000309	5896	SUTURA POLYSORB CD. LL224 °D DEL. 14/06	1	0

**Fig 204 - Resources group**

The **Return All** button on the right (Fig 204 **B**) allows, with just one click, to return all the resources of a group at once. After clicking the button the list of resources appears as in Fig 205. The button turns to **Reset Return**. Click **Reset Return** to annul the procedure.

CONVERSIONE PER COLECISTECTOMIA LAPAROSCOPICA							RESET RETURN	
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 I 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	609RC05976	3308	TUBO CONNESS.F/F COD.ASPY710300	°DHM 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 205 - 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”

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

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

- Specify the returned resource quantity.
- Click the **Update** button on the command bar.

After clicking **Update**, a print report 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.

If the quantity of returned items equals the quantity of picked items, the row corresponding to the resource disappears.



*An additional “Waste” column is displayed on the “Operation kits give back” screen if the “Waste” module is currently in use. Use the “Waste” cell to 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.

- Read the barcode of the resource that must be returned to increase the returned quantity (one unit).
- Click the **Update** button on the command bar.

To return all the resources of a kit at once:

- Scan the main barcode of the kit.

# 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 stockroom to be used at need.

The procedures relating to the generic kits management can be summarized in three main phases:

1. generic kit creation (described in this section);
2. generic kits monitoring and management (described in this section);
3. generic kit association to a specific operation (described in section 17).

A specific procedure exists, to associate a generic kit to an emergency operation (this procedure is described in section 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 206).



Fig 206 - Generic kits management

## 16.1. “Generic kit management” - Screen structure

The “Generic kit management” screen is structured as described in section 1.4. See section 1.4 for a description of the screen general features. This section describes the screen specific features.

### 16.1.1. Filters

KIT SERIAL		KIT NAME	
KIT CODE		MAIN OPERATION	
RESOURCE CODE		RESOURCE NAME	
STOCKROOM	BLO		

Fig 207 - Filters on the “Generic kits management” screen

The filters available on the “Generic kits management” screen (Fig 207) are:

- “Kit serial” - specify the serial number of the kit that must be displayed.
- “Kit code” - specify the code of the kit that must be displayed.
- “Resource code” - 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” - 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” - specify the name of the kit that must be displayed.
- “Main operation” - specify the main operation to which the kit that must be displayed is associated. The list of all the kits associated to the main operation indicated in this filter is displayed (note: it is the name of a “standard operation”, not a specific intervention).
- “Resource name” - 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.



## 16.1.2. Data area

The data area displays the list of kits matching the values specified in the filters. To do that:

- Insert the available data in the search filters (Fig 208 **A**).
- Click the **Search** button on the command bar (Fig 208 **B**).

The list of kits matching the filters is displayed (Fig 208 **C**). If no value is specified, the list of all the existing kits is displayed.

Position	Kit serial number	Kit name	Expiration	Status
BLO G1.GNTT.LI.PI	SC3F219555A6F4C00	PRINCIPALE PER FESS	22/01/2011	Valid kit
BLO G1.GNTT.LI.PI	SAF53700EBCF445A7	PRINCIPALE PER FESS	22/01/2011	Valid kit
BLO G1.GNTT.LI.PI	S05AC041203CD4F88	PRINCIPALE PER ADDOMINOPLASTICA - MAGGIORE	22/01/2011	Valid kit
BLO G1.GNTT.LI.PI	S20302591340F4628	PRINCIPALE PER INTA + BURCH	22/01/2011	With anomalies
BLO G1.GNTT.LI.PI	SB4150A709CA04C33	PRINCIPALE PER FESS	22/01/2011	Valid kit

Fig 208 - Generic kits list




The kit search can be performed using a barcode reader. In this case a single row is displayed, corresponding to the kit whose barcode is scanned. If this kind of procedures is applied, the following procedures "Kit return" and "Kit transfer" (described in sections 16.3 and 16.4) do not require the kit serial number or kit barcode specification.

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 belonging to the “standard” kit;
- kit with anomalies - it means that there are differences between the resources actually in the kit and the resources belonging to 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, for kit with anomalies, 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, for kit with anomalies, only the “return from kit” procedure can be activated.

The  icon is displayed on the left of the selected kit.

### 16.1.3. Command bar

The command bar is shown in Fig 209.



Fig 209 - Command bar

Use the arrow buttons to scroll up and down the screen contents.

Use the **New Kit** button to create a new generic kit. The procedure is described in section 16.2.

The **Return Kit** button activates the “Generic kit return” procedure, described in section 16.3.

Use the **Transfer Kit** button to activate the “Generic kit transfer” procedure, described in section 16.4.

The **Near to Exp.** button, when selected, displays only those generic kits that are close to the expiration date. The proximity is set during configuration. The button, after clicked, appears as selected.

Use the **Details** button to display the details of a selected kit (see section 16.5).

The **Label** button prints the kit sticker label.

The **Print** button opens a menu containing two options (Fig 210).



Fig 210

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 section 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 are 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 211).

The screenshot shows a software window titled "STANDARD OPERATION SELECTION". At the top right of the window is a button labeled "Below stock". Below the title bar, there are two input fields: "CODE" and "NAME". A red circle with a yellow letter "A" is positioned over the "CODE" field. Below these fields is a large, empty table with three columns: "Code", "Name", and "Description". At the bottom of the window, there is a command bar containing several buttons: a left arrow, a right arrow, and three buttons labeled "SELECT", "SEARCH", and "CLOSE".

**Fig 211 - Standard operation selection**

This screen allows to specify the standard operation (i.e. the type of operation) for which the kit is created. Use the filters indicated in Fig 211 **A** to search for the relevant standard operation.

- Insert either the code or the name of the operation in the fields indicated Fig 212 **A**.
- Click the **Search** button on the command bar (Fig 212 **B**).
- The list of operations matching the specified values is displayed (Fig 212 **C**).

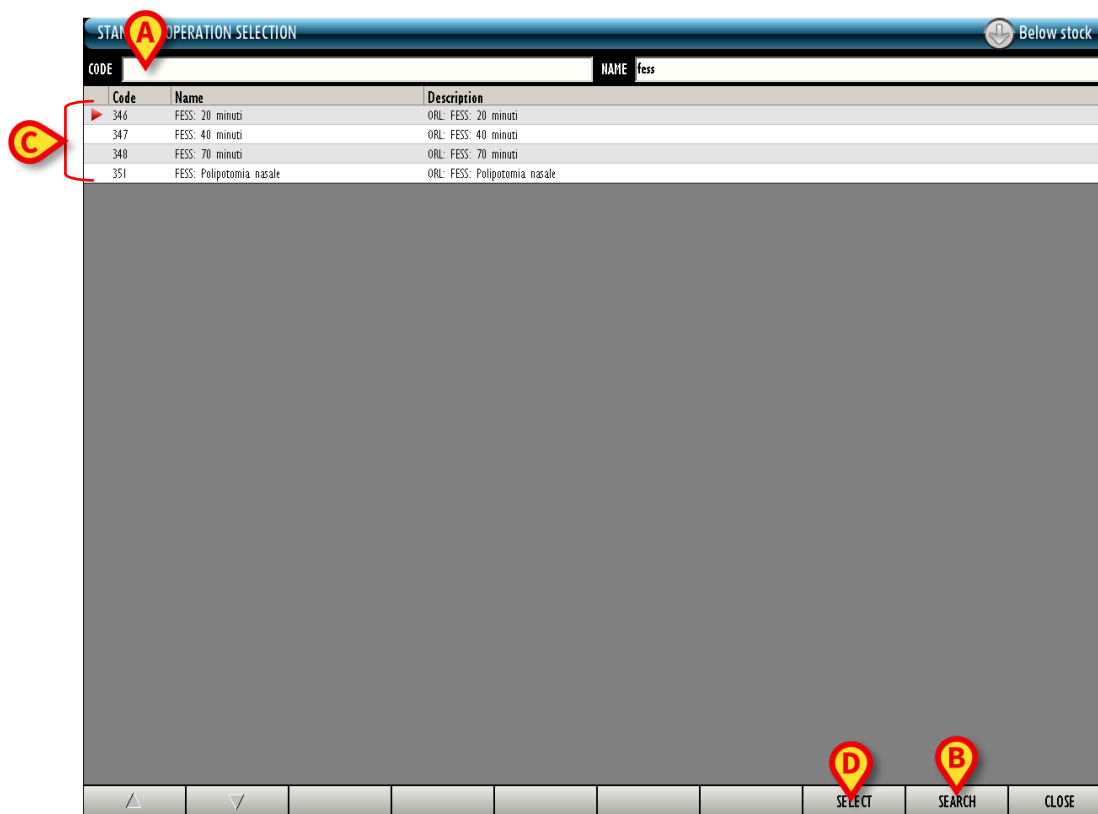


Fig 212

- Click the row corresponding to the required standard operation.

The  icon is displayed on the left.

- Click the **Select** button on the command bar (Fig 212 **D**).

The following screen opens (Fig 213 - Standard kit selection).



**Fig 213 - Standard kit selection**

This screen displays the list of the possible kits for the standard operation previously selected.

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 on the left (Fig 214).



**Fig 214 - 2 kits configured for the same operation**

If one of the checkboxes is deselected the corresponding row changes as in Fig 215. Only the selected kits are prepared.



**Fig 215 - Only one kit will be prepared**

For each kit the available quantity is indicated (Fig 216 A).

Kit		Generic kit available	Kits to be created
PRINCIPALE PER BURCH		0	2

Fig 216

- Insert the number of generic kits to be created in the field indicated in Fig 216 **B**.
- Click the **Continue** button on the command bar (Fig 213 **C**).

A print report is generated, containing the list of resources that are part of the kit. A print preview is displayed (Fig 217).

GENERIC KIT MANAGEMENT REPORT					
Operation Colposospensione secondo Burch					
GROUP PRINCIPALE PER BURCH					
Print date 23/11/2010 13.52					
BLO.G1.A.L1.P1	900R7770208	498	SET GARZA 7/9 16STR. RX CF.5	DC.ID43B0709F05S 12/8	6
BLO.G1.A.L1.P1	900RC000467	498	SET GARZA 10X60 8STRATI RX CF.5	JOID23D1020F05S P.X	6
BLO.G1.A.L1.P1	900RS000038	498	SET GARZA LAP.40X60 RX 12STR CF.4	JOIDF3D40SDF12NA04	1
BLO.G1.A.L1.P1	915R1000046	5672	TELO CM.75X90 BIACCOPP. 21321212 /D		2
BLO.G1.A.L1.P1	915R1000047	5672	STRISCIA ADESIVE CD. 2EB01201 /D		2
BLO.G1.A.L1.P1	915R1000049	5672	INTERVENTO CELOSOCOPIA /D		1
BLO.G1.C.L1.P1	607R7840027	5167	CAT VESC.SIL.2VCH16 FOLEY	(DCOD. 189205 - DEL.	1
BLO.G1.C.L1.P1	608R7790038	154	SACCA URINA STER.2000ML DAS	(DCOD AS322	1
BLO.G1.E.L1.P1	606RS000467	22	BISTURI N.21 STER. CD03443010021 /D		1
BLO.G1.F.L1.P1	616RC770013	154	SPUGNA PULIZIA BISTURI CD.AL.40 /D		1
BLO.G1.F.L1.P1	916RC209004	5896	CONTENT. CONTA AGHI CD.3181467 /D	DEL.	1
BLO.G1.H.L1.P1	609RC505976	3308	TUBO CONNESS.F.F CD.ASPY710300	JDMM 7X10	1
BLO.G1.H.L1.P1	616RS000762	2452	CANN. YANKAUER STANDARD SP3800	/D.149/07	1
BLO.G1.K.L1.P1	612R7620007	505	SIR STER.10ML TERUMO LATEX FREE	/D20/21/22 G	1
BLO.G1.L.L1.P1	601RC003012	154	CER.MED.CHIR. CM9X10CM COSMOROE	(DCOD. 900873	2
BLO.G1.L.L1.P1	601RC003015	154	CER.MED.CHIR. CM9X25CM COSMOROE	(DCOD. 900877	2
BLO.G1.S.L1.P1	906RC000002	3757	SUTURA SETA CD. P1691H	=D	3
BLO.G1.S.L1.P1	906RC000206	5896	SUTURA POLYSORB CD. LL225 NON + *D		2
BLO.G1.S.L1.P1	906RC000309	5896	SUTURA POLYSORB CD. LL224 NON + *D		2
BLO.G1.S.L1.P1	906RC000450	3757	SUTURA VICRYL 3/0 70CM CD. V316H =D		2
BLO.G1.S.L1.P1	906RC000451	3757	SUTURA VICRYL CD. V347H	\$D	2
BLO.G1.S.L1.P1	906RC000452	3757	SUTURA VICRYL CD. V317H	*D DEL.14/06	4
BLO.G1.S.L1.P1	906RC001193	3757	SUTURA VICRYL CD. JV237	*D DEL.14/06	2
BLO.G1.S.L1.P1	906RC001350	3757	SUTURA VICRYL 0 70CM CD. V334H =D		6
BLO.G1.S.L1.P1	906RC001460	3757	SUTURA VICRYL 2 90CM CD. V360H =D		3

Fig 217

- Close the print preview (Fig 217 **A**).

The generic kit creation screen opens (Fig 218). This screen is described in section 16.2.1.

GENERIC KIT CREATION - PRINCIPALE PER BURCH - (1/1) Below stock

Colposospensione secondo Burch - PRINCIPALE PER BURCH

EXPIRATION DATE  STOCKROOM

Position	Code	Producer code	Description	Selected Qty	Qty
Please scan barcode or add resources using search button.					

1	2	3	4	5	6	7	8	9	0	.	+/-	C	NEXT				
△		▽		SEARCH		VIEW ALL		LOCK SCAN		IMPORT		NEXT KIT		DETAILS		CLOSE	

**Fig 218**

- Insert the resources composing the kit (either manually or by barcode scan). See sections 14.6, 14.7 and 14.8 for the resources specification procedures.
- Specify the kit's expiration date in the field indicated in Fig 219 **B**.
- Specify the stockroom in which the kit will be located (use the field indicated in Fig 219 **C**). The stockroom specification is enabled only if several options are available.

GENERIC KIT CREATION - PRINCIPALE PER BURCH - (1/1) Below stock

Colposospensione secondo Burch - PRINCIPALE PER BURCH

**B** EXPIRATION DATE 23/01/2011 **C** STOCKROOM BLO.GI.GNIT.LI.PI

Position	Code	Producer code	Description	Selected Qty	Qty		
BLO.GI.E.LI.PI	605RS000467	22	BISTURI N.21 STER. CD.03443010021 JD	1	1		
BLO.GI.H.LI.PI	616RS000762	2452	CANN.YANKUER. STANDARD SP3000 /DD.149/07	1	1		
BLO.GI.C.LI.PI	607R7800027	5167	CAT.YESC.SIL.2VCHI.6 FOLEY (DCOD.189205 - DEL.1033/08	1	1		
BLO.GI.L.LI.PI	601RC003012	154	CER.MED.CHIR. CMYX10CM COSMOROE (DCOD.900873 D.99/08	2	3	✓	✕
BLO.GI.L.LI.PI	601RC003015	154	CER.MED.CHIR. CMYX25CM COSMOROE (DCOD.900877 D.99/08	2	2		
BLO.GI.F.LI.PI	916RC209004	5896	CONTENT.CONTA AGH CD.31181467 (D DEL.619/08	1	1		
BLO.GI.A.LI.PI	915R1000049	5672	INTERVENTO CELIOSCOPIA /D DEL.525/07	1	1		
BLO.GI.C.LI.PI	600R7790038	154	SACCA URINA STER.2000ML DMS (DCOD.65322 DEL.1033/08	1	1		
BLO.GI.A.LI.PI	900RC000467	498	SET GARZA 10X60 RISTRATI RX CF.5 JDID2301020F055 P.X.3(10X20) D.972/09	6	5	✓	✕
BLO.GI.A.LI.PI	900R7770208	498	SET GARZA 7X9 16STR. RX CF.5 JDCID4380799F055 12/8 20/20 D.972/09	6	6		
BLO.GI.A.LI.PI	900RS000038	498	SET GARZA LAP.40X50 RX 12STR. CF.4JDFD3D4050F12NAD4 12/8 32/40 D.972/09	1	1		
BLO.GI.K.LI.PI	612R7820007	505	SIR.STER.10ML TERUMO LATEX FREE /D20/21/22 G CD.S51052138 D.734/07	1	1		
BLO.GI.F.LI.PI	616RC770013	154	SPUGNA X PULIZIA BISTURI CD.AL40 (D	1	1		
BLO.GI.A.LI.PI	915R1000047	5672	STRISC. ADESIVE CD. 2EB01201 /D DEL.525/07	2	2		
BLO.GI.S.LI.PI	906RC000309	5896	SUTURA POLYSORB CD. LL224 NON + °D DEL.14/06	2	2		
BLO.GI.S.LI.PI	906RC000206	5896	SUTURA POLYSORB CD. LL225 NON + °D	2	2		
BLO.GI.S.LI.PI	906RC000002	3757	SUTURA SETA CD. P1691H =D DEL.771/10	3	3		
BLO.GI.S.LI.PI	906RC001350	3757	SUTURA VICRYL 0 70CM CD. Y334H =D DEL. /10	6	6		
BLO.GI.S.LI.PI	906RC010451	3757	SUTURA VICRYL 0 90CM CD. Y346H =D DEL.771/10	2	2		
BLO.GI.S.LI.PI	906RC001460	3757	SUTURA VICRYL 2 90CM CD. Y360H =D DEL. /10	3	3		
BLO.GI.S.LI.PI	906RC000450	3757	SUTURA VICRYL 3/0 70CM CD. Y316H =D DEL.771/10	2	3	✓	✕
BLO.GI.S.LI.PI	906RC001193	3757	SUTURA VICRYL CD. JY237 °D DEL.14/06	2	2		
BLO.GI.S.LI.PI	906RC000452	3757	SUTURA VICRYL CD. Y317H °D DEL.14/06	4	4		
BLO.GI.S.LI.PI	906RC000451	3757	SUTURA VICRYL CD. Y347H \$D	2	2		
BLO.GI.T.LI.PI	906RC000401	5896	SUTURATRICE CUTANEA ROYAL 054887 JD35W DEL.410/09	1	1		
BLO.GI.A.LI.PI	915R1000046	5672	TELO CM.75X90 BUCCOOPP. 21321212 /D DEL.525/07	2	2		
BLO.GI.H.LI.PI	609RC05976	3308	TUBO CONNESS.F/F COD.ASPY710300 J0MM.7X10 LUNGH.MT.3 - DET.34/09	1	1		

1 2 3 4 5 6 7 8 9 0 + / - C NEXT

△ ▽ SEARCH VIEW ALL LOCK SCAN IMPORT NEXT KIT DETAILS CANCEL **A** UPDATE

Fig 219

- Click the **Update** button on the command bar (Fig 219 A).

A window opens, allowing to specify the number of sticker labels to be printed (Fig 220).

Enter the number of labels you want to print

PRINCIPALE PER BURCH

CLOSE CONTINUE

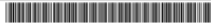
Fig 220

- Specify the number of labels.
- Click the **Continue** button on the window.

The labels are printed. A print report listing the resources is created. A print preview is displayed (Fig 221). According to the actual hospital procedures, this list can be used to accompany the kit.




















**GENERIC KIT CREATION REPORT**


Serial:  S9044FF320EA745BE

GROUP: **PRINCIPALE PER BURCH**

Expiration Date: **23/01/2011** Preparation date: 24/11/2010 09:27

ANOMALIES							
601RC003012	154	CER.MED.CHIR. CM8X10CM COSMOROE (DCOD: 900873	D.99/08	(3/2)			
900RC000467	498	SET GARZA 10x60 8STRATI RX CF 5 )DID23D1020F05S P.X 3(10x20) D.972/09		(5/6)			
906RC000450	3757	SUTURA VICRYL 3/0 70CM CD. V316H =D	DEL.771/10	(3/2)			
WELL FORMED							
605RS000467	22	BISTURI N.21 STER. CD03443010021 )D	D.895/09	(1/1)			
616RS000762	2452	CANN. YANKAUER STANDARD SP3800 /D.D.149/07		(1/1)			
607R7840027	5167	CAT VESC. SIL.2VCH16 FOLEY (DCOD: 189205 - DEL. 1033/08		(1/1)			
601RC003015	154	CER.MED.CHIR. CM8X25CM COSMOROE (DCOD: 900877	D.99/08	(2/2)			
916RC209004	5896	CONTENT. CONTA AGHI CD.31181467 )D	DEL. 619/08	(1/1)			
915R1000049	5672	INTERVENTO CELIOSCOPIA /D	DEL.525/07	(1/1)			
608R7790038	154	SACCA URINA STER.2000ML DAS (DCOD AS322	DEL. 1033/08	(1/1)			
900R7770208	498	SET GARZA 7X9 16STR. RX CF 5 )DC.ID43B0709F05S 12/8 20/20 D.972/09		(6/6)			
900RS000038	498	SET GARZA LAP. 40x60 RX 12STR CF.4)DFD3D40SOF12NA04 12/8 32/40		(1/1)			
612R7820007	505	SIR. STER. 10ML TERUMO LATEX FREE /D20/21/22 G CD. SS10S2138		(1/1)			
616RC770013	154	SPUGN.X PULIZIA BISTURI CD.AL.40 )D		(1/1)			
915R1000047	5672	STRISCE ADESIVE CD. 2EB01201 /D	DEL.525/07	(2/2)			
906RC000309	5896	SUTURA POLYSORB CD. LL224 NON + *D	DEL. 14/06	(2/2)			
906RC000206	5896	SUTURA POLYSORB CD. LL225 NON + *D		(2/2)			

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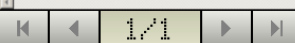
Navigation bar:  ADDONS FIND 100% PRINT PRINT... EXPORT CLOSE

Fig 221

- 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 213 **B**), after concluding the first kit, the creation procedure of the second kit starts (Fig 218). The screen header indicates the kit we are creating (in Fig 222 it is the second kit of three).

**GENERIC KIT CREATION - PRINCIPALE PER IATA + BURCH + COLPOSACROPESSIA - (2/3)**

Isterectomia totale addominale + burch + colposacropessia - PRINCIPALE PER IATA + BURCH + COLPOSACROPESSIA

Fig 222

When the last kit is created the s generic kit management screen is displayed (Fig 208).

## 16.2.1. Generic kit creation screen description

The generic kit creation screen, shown in Fig 223, is formed of three main areas:

- the header (Fig 223 A);
- the data area (Fig 223 B);
- the command bar (Fig 223 C).

Position	Code	Producer code	Description	Selected Qty	Qty
BLO.GI.E.LI.PI	608RS000467	22	BISTURI N.21 STER. CD03443010021 JD	1	1
BLO.GI.H.LI.PI	616RS000762	2452	CANNI YANKUER STANDARD SP3000 /DD.149/07	1	1
BLO.GI.C.LI.PI	60878040027	5167	CAT YESCSILZYCH16 FOLEY (DCOD. 189205 - DEL. 1033/08	1	1
BLO.GI.L.LI.PI	601RC003012	154	CER.MED.CHIR. CMYX10CM COSMOROE (DCOD. 900873 D.99/08	2	3
BLO.GI.L.LI.PI	601RC003015	154	CER.MED.CHIR. CMYX25CM COSMOROE (DCOD. 900877 D.99/08	2	2
BLO.GI.F.LI.PI	916RC209004	5896	CONTENT.CONTA AGH CD.31181467 (D DEL. 619/08	1	1
BLO.GI.A.LI.PI	915RI000049	5672	INTERVENTO CELOSCOPIA /D DEL.525/07	1	1
BLO.GI.C.LI.PI	60887790038	154	SACCA URINA STER.2000ML OMS (DCOD. AS322 DEL. 1033/08	1	1
BLO.GI.A.LI.PI	906RC000467	498	SET GARZA 10X40 ISTRATI RX CF-5 JDID2301020F055 P.X.3(10X20) D.972/09	6	5
BLO.GI.A.LI.PI	906R7770208	498	SET GARZA 7X9 16STR. RX CF-5 JDCID4380709F055 12/8 20/20 D.972/09	6	6
BLO.GI.A.LI.PI	906RS000038	498	SET GARZA LAP.40X50 RX 125TR CF-4JDFD304050F12NA04 12/8 32/40 D.972/09	1	1
BLO.GI.K.LI.PI	61287820007	505	SIR.STER.10ML TERUMO LATEX FREE /D20/21/22 G CD.SS1052138 D.734/07	1	1
BLO.GI.F.LI.PI	616RC770013	154	SPUGNA PULIZIA BISTURI CD.AL40 (D	1	1
BLO.GI.A.LI.PI	915RI000047	5672	STRISCIA ADESIVE CD. 2EB01201 /D DEL.525/07	2	2
BLO.GI.S.LI.PI	906RC000309	5896	SUTURA POLYSORB CD. LL224 NON + °D DEL.14/06	2	2
BLO.GI.S.LI.PI	906RC000206	5896	SUTURA POLYSORB CD. LL225 NON + °D	2	2
BLO.GI.S.LI.PI	906RC000002	3757	SUTURA SETA CD. P1691H =D DEL.771/10	3	3
BLO.GI.S.LI.PI	906RC001350	3757	SUTURA VICRYL 0 70CM CD. Y334H =D DEL. /10	6	6
BLO.GI.S.LI.PI	906RC010451	3757	SUTURA VICRYL 0 90CM CD. Y346H =D DEL.771/10	2	2
BLO.GI.S.LI.PI	906RC001460	3757	SUTURA VICRYL 2 90CM CD. Y360H =D DEL. /10	3	3
BLO.GI.S.LI.PI	906RC000450	3757	SUTURA VICRYL 3/0 70CM CD. Y316H =D DEL.771/10	2	3
BLO.GI.S.LI.PI	906RC001193	3757	SUTURA VICRYL CD. J9237 °D DEL.14/06	2	2
BLO.GI.S.LI.PI	906RC000452	3757	SUTURA VICRYL CD. Y317H °D DEL.14/06	4	4
BLO.GI.S.LI.PI	906RC000451	3757	SUTURA VICRYL CD. Y347H °D	2	2
BLO.GI.T.LI.PI	906RC000401	5896	SUTURATRICE CUTANEA ROYAL 054887 J035W DEL.410/09	1	1
BLO.GI.A.LI.PI	915RI000046	5672	TELO CM.75X90 BIVACOPP. 21321212 /D DEL.525/07	2	2
BLO.GI.H.LI.PI	608RC050976	3308	TUBO CONNESS.F/F COD.ASPY710300 J0MM 7X10 LUNG.H.MT.3 - DET.34/09	1	1

Fig 223

The following sections describe these three areas.

### 16.2.1.1. Header

The header displays, in the blue bar on top of the page, the name of the kit ("Principale per IATA..." in the example shown in Fig 224) and the kit number if multiple kits are created (2/3 in the example).

Position	Code	Producer code	Description	Selected Qty	Qty
----------	------	---------------	-------------	--------------	-----

Fig 224 - Header

Under the blue bar the name of the kit is displayed again.


The field indicated in Fig 224 A allows to specify the expiration date of the kit.

The field indicated in Fig 224 **B** allows to specify the destination stockroom of the kit. The field is enabled only if different 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 223 **B**).

The list “grows” as the resources are inserted (either manually or by barcode scan). Each row corresponds to a resource (Fig 225).

Position	Code	Producer code	Description	Selected Qty	Qty			
 BLO.GI.E.LI.PI	605RS000467	22	BISTURI N.2I STER. CD03443010021 JD	D.895/09	2	2		

**Fig 225 - Resource**



The information that can be provided for each resource is:

- position from which the resource is picked;
- resource code;
- producer code;
- resource description;
- required quantity;
- recorded quantity.

The  icon on the left of a row indicates the selected row.

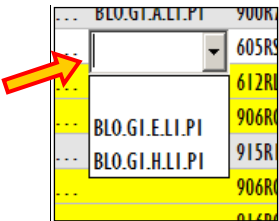
The mandatory fields are highlighted light blue.

If there are yellow fields, as shown in Fig 226, the missing information must be specified by the user (Fig 226).

Position	Code	Producer code	Description	Selected Qty	Qty			
 	605RS000467	22	BISTURI N.2I STER. CD03443010021 JD	D.895/09	2	2		

**Fig 226**

Click the field and type the information required. If configured, a drop down menu containing the possible options is displayed (Fig 227).



**Fig 227 - Selection**

### 16.2.1.3. The command bar

The command bar is shown in Fig 228.

1	2	3	4	5	6	7	8	9	0	.	+/-	C	NEXT	
▲	▼	SEARCH	VIEW ALL	LOCK SCAN	IMPORT	NEXT KIT	DETAILS							CLOSE

Fig 228 - Command bar

Use either the numeric buttons in the upper row (Fig 229) or the workstation keyboard to manage the numeric data (quantities, for example).

1	2	3	4	5	6	7	8	9	0
---	---	---	---	---	---	---	---	---	---

Fig 229 - Numeric buttons

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 sets to zero the specified quantities.

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

Use the arrow buttons to scroll up and down the screen contents.

Use the **Search** button to access the system’s search functionalities (described in section 22).

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

Use the **Lock Scan** button to lock the workstation while reading barcodes that will be downloaded later. See section 14.6.3 for a description of the related procedures.

Use the **Import** button to import the scanned items using a wireless barcode reader with internal memory. See section 14.6.5 for the instructions relating to this option.

Use the **Next Kit** button to skip to the successive kit. For example: if the second kit is prepared of four required, this button can be clicked to directly create the third kit.

Use the **Details** button to create a print report listing the resources that are part of the kit (an example is shown in Fig 217).

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.

Click **Update** to save.

Click **Cancel** to discard the changes.

### 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 sections 14.6, 14.7 and 14.8 for a description of these procedures.

The procedure described in section 14.6.4 (“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 230),

Position	Kit serial number	Kit name	Expiration	Status
BLO.GI.GNTI.LI.PI	58F53780EBCF445A7	PRINCIPALE PER FESS	22/01/2011	Valid kit
BLO.GI.GNTI.LI.PI	S05AC041203CD4F88	PRINCIPALE PER ADDOMINOPLASTICA - MAGGIORE	22/01/2011	Valid kit
BLO.GI.GNTI.LI.PI	S20302591340F4628	PRINCIPALE PER IATA + BURCH	22/01/2011	With anomalies
BLO.GI.GNTI.LI.PI	SB4158A709CA04C33	PRINCIPALE PER FESS	22/01/2011	Valid kit
BLO.GI.GNTI.LI.PI	SC3F219555A6F4C00	PRINCIPALE PER FESS	22/01/2011	Valid kit
BLO.GI.GNTI.LI.PI	SD1D95E50F0B64028	PRINCIPALE PER IATA + BURCH + COLPOSACROPESSIA	23/01/2011	Valid kit
BLO.GI.GNTI.LI.PI	S9044FF320EA745BE	PRINCIPALE PER BURCH	23/01/2011	With anomalies

Fig 230

- Click the row corresponding to the kit that must be returned.

The ► icon is displayed on the left (Fig 230 **A**).

- Click the **Return Kit** button on the command bar (Fig 230 **B**).

The following screen opens (Fig 231).

**Fig 231 - Generic kit return**

- Insert the kit serial number in the field indicated in Fig 231 **A**, (or scan the barcode of the kit).



*If, in the generic kit management screen (Fig 230), 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. The serial number of the previously selected kit is already displayed.*

If the serial number is correct, the screen changes in the way shown in Fig 232, 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 the stockroom specification is required.



*The procedure described in this section returns the whole kit at once. In case of “Wasted” resources, these can be indicated.*



MATERIAL RETURN							
<b>BLO.GI.A.I.1.P1</b>							
Source	Code	Producer code	Description	Lot	SERIAL	Expiration	Qty
BLO.GI.A.I.1.P1	900R7770208	498	SET GARZA 7X9 16STR. RX CF.5				8
BLO.GI.A.I.1.P1	900RL000288	206	SET TAMPONE GARZA MM.40 C/FB.CF.				1
BLO.GI.A.I.1.P1	900RL000290	206	SET TAMP. GARZA MM.10 RX CF.5 /DOCOD.				2
BLO.GI.A.I.1.P1	915R1000039	3192	INTERVENTI NASO/ORECCHI AB907/CN /D				1
<b>BLO.GI.D.I.1.P1</b>							
Source	Code	Producer code	Description	Lot	SERIAL	Expiration	Qty
BLO.GI.D.I.1.P1	615RS000785	1136	GUAINA COPRITELECAM.13,5X250				1
<b>BLO.GI.F.I.1.P1</b>							
Source	Code	Producer code	Description	Lot	SERIAL	Expiration	Qty
BLO.GI.F.I.1.P1	604R7805109	22	AGHI STER.19GX1 1/2 PIC INDOLOR. +D				1
BLO.GI.F.I.1.P1	604R7811113	22	AGO SPINALE 22G PIC /DOCOD.				1
<b>BLO.GI.H.I.1.P1</b>							
Source	Code	Producer code	Description	Lot	SERIAL	Expiration	Qty
BLO.GI.H.I.1.P1	609RC505976	3308	TUBO CONNESS.F/F COD.ASPY710300 /DMM				1
BLO.GI.H.I.1.P1	616RC000762	2698	CANNI YANKAUER ORL CD.1218014065 /D				1
<b>BLO.GI.K.I.1.P1</b>							
Source	Code	Producer code	Description	Lot	SERIAL	Expiration	Qty
BLO.GI.K.I.1.P1	612RL000302	748	SIR.LL.60ML PENTAFERTE 002022970 /D				1
BLO.GI.K.I.1.P1	612RL000700	748	SIR.ST.20ML ECC.PENTAFERTE /DOCOD.				1
<b>BLO.GI.N.I.1.P1</b>							
Source	Code	Producer code	Description	Lot	SERIAL	Expiration	Qty
							Page 1 / 2

Fig 233

Close the print preview screen. The generic kits management screen is displayed again (Fig 234).



## 16.4. How to transfer a generic kit

To transfer a generic kit, on the generic kit management screen (Fig 234),

Position	Kit serial number	Kit name	Expiration	Status
BLO.GI.GNTI.LI.PI	SC3F21955A6F4C00	PRINCIPALE PER FESS	22/01/2011	Valid kit
BLO.GI.GNTI.LI.PI	S05AC041203CD4F88	PRINCIPALE PER ADDOMINOPLASTICA - MAGGIORE	22/01/2011	Valid kit
BLO.GI.GNTI.LI.PI	S20302591340F4628	PRINCIPALE PER IATA + BURCH	22/01/2011	With anomalies
BLO.GI.GNTI.LI.PI	SB4158A709CA04C33	PRINCIPALE PER FESS	22/01/2011	Valid kit
BLO.GI.GNTI.LI.PI	S9044FF320EA7458E	PRINCIPALE PER BURCH	23/01/2011	With anomalies
BLO.GI.GNTI.LI.PI	SD1D95E58F0B64028	PRINCIPALE PER IATA + BURCH + COLPOSACROPESSIA	23/01/2011	Valid kit

Fig 234

- Click the row corresponding to the kit that must be transferred.

The ► icon is displayed on the left (Fig 234 A).

- Click the **Transfer Kit** button on the command bar (Fig 234 B).

The following screen opens (Fig 235).

GENERIC KIT TRANSFER Below stock

FESS: 20 minuti - PRINCIPALE PER FESS

KIT SERIAL

STOCKROOM  CABINETS GROUP  CABINET  LOCATION  POSITION  RESET

Position	Code	Producer code	Description	Qty
Please scan barcode or add resources using search button.				

△ ▽        CLOSE

Fig 235

- Insert the kit serial number in the field indicated in Fig 235 **A** (or scan the kit barcode).



*If, in the generic kit management screen (Fig 234) 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. The serial number of the previously selected kit is already displayed.*

- Specify the destination stockroom in the field indicated in Fig 236 **A**.

The screen changes to display the list of resources that will be transferred (Fig 236).

**GENERIC KIT TRANSFER** Below stock

FESS: 20 minuti - PRINCIPALE PER FESS

KIT SERIAL:

**A** STOCKROOM:  CABINETS GROUP:  CABINET:  LOCATION:  POSITION:  RESET

Position	Code	Producer code	Description	Qty
BLO.GI.A.LI.PI	603RC229001	3757	COTONINI SOFT BSX10PZ 80-1407 JDCF.10PZX20BUSTE=200PZ DET. 549/09	1
BLO.GI.A.LI.PI	915RI000039	3192	INTERVENTI NASO/VORECCHI AB907/CN /D DEL.525/07	1
BLO.GI.A.LI.PI	900R7770208	498	SET GARZA 7X9 1.6STR. RX CF-5 JDCD.04380709F055 12/8 20/20 D.972/09	8
BLO.GI.A.LI.PI	900RL000290	206	SET TAMP. GARZA MM.10 RX CF-5 JDCOD. 157030010 T.12/12 D.972/09	2
BLO.GI.A.LI.PI	900RL000288	206	SET TAMPONE GARZA MM.40 C/FB.CF-5JDCD.1560430041A 12/8 20/20 D.972/09	1
BLO.GI.D.LI.PI	615RS000785	1136	GUAINA COPRITELECOM.13,5X250 JDCOD.00001 DET.34/09	1
BLO.GI.F.LI.PI	604R7805109	22	AGHI STER.19GX1 1/2 PIC INDOLOR +D	1
BLO.GI.F.LI.PI	604R7805110	22	AGHI STER.21GX1 1/2 PIC INDOLOR +D	1
BLO.GI.F.LI.PI	604R7811113	22	AGO SPINALE 22G PIC JDCOD. 03440364000 D.734/07	1
BLO.GI.H.LI.PI	616RC000762	2698	CANN.YANKAUER ORL CD.1218014065 JD DET.927/09	1
BLO.GI.H.LI.PI	609RC505976	3308	TUBO CONNESS.F/F COD.XSPY710300 JDMM 7X10 LUNGH.MT.3 - DET.34/09	1
BLO.GI.K.LI.PI	612RL000302	748	SIR.LL.60ML PENTAFERITE 002022970 /D D.734/07	1
BLO.GI.K.LI.PI	612RL000700	748	SIR.ST.20ML ECC.PENTAFERITE JDCOD. 002022710 D.734/07	1
BLO.GI.N.LI.PI	900RC003001	2673	TAMPONE NASALE MEROCEL 8X2X1,5 (DCOD. 0800400402N0 DEL. 99/08	2
BLO.GI.S.LI.PI	906RC000017	3757	SUTURA SETA CD. K834H NON + °D	1

CANCEL UPDATE

Fig 236

- Specify, in the “Cabinet group”, “Cabinet”, “Location”, “Position” fields (indicated in Fig 236 **A**) the new destination for the kit. 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 234).

## 16.5. How to display the kit details

To display the details of a generic kit, on the generic kits management screen (Fig 237),

Position	Kit serial number	Kit name	Expiration	Status
BLO.GI.GNTI.LI.PI	58F53780EBCF445A7	PRINCIPALE PER FESS	22/01/2011	Valid kit
BLO.GI.GNTI.LI.PI	S05AC041203CD4F88	PRINCIPALE PER ADDOMINOPLASTICA - MAGGIORE	22/01/2011	Valid kit
BLO.GI.GNTI.LI.PI	S20302591340F4628	PRINCIPALE PER IATA + BURCH	22/01/2011	With anomalies
BLO.GI.GNTI.LI.PI	SB4158A709CA04C33	PRINCIPALE PER FESS	22/01/2011	Valid kit
BLO.GI.GNTI.LI.PI	SC3F219555M4FC00	PRINCIPALE PER FESS	22/01/2011	Valid kit
BLO.GI.GNTI.LI.PI	SD1D95E50F0B6402B	PRINCIPALE PER IATA + BURCH + COLPOSACROPESSIA	23/01/2011	Valid kit
BLO.GI.GNTI.LI.PI	S9044FF320EA745BE	PRINCIPALE PER BURCH	23/01/2011	With anomalies

Fig 237

- Click the row corresponding to the kit whose details must be displayed.

The ► icon is displayed on the left (Fig 237 A).

- Click the **Details** button on the command bar (Fig 237 B).

The screen changes in the following way (Fig 238). The details of the selected kit are displayed in the area shown in Fig 238 A.

GENERIC KIT MANAGEMENT

Below stock

KIT SERIAL

KIT CODE

RESOURCE CODE

STOCKROOM

KIT NAME

MAIN OPERATION

RESOURCE NAME

Position	Kit serial number	Kit name	Expiration	Status
BLO GI. GNTI. LI. PI	SC3F219555A6F4CC0	PRINCIPALE PER FESS	22/01/2011	Valid kit
BLO GI. GNTI. LI. PI	S05AC041203CD4F08	PRINCIPALE PER ADDOMINOPLASTICA - MAGGIORE	22/01/2011	Valid kit
BLO GI. GNTI. LI. PI	S20302591340F4628	PRINCIPALE PER IATA + BURCH	22/01/2011	With anomalies
BLO GI. GNTI. LI. PI	S841504709C604C33	PRINCIPALE PER FESS	22/01/2011	Valid kit
BLO GI. GNTI. LI. PI	S9044FF320EA7458E	PRINCIPALE PER BURCH	23/01/2011	With anomalies
BLO GI. GNTI. LI. PI	S01D95ES8F0B6402B	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

TRANSFER KIT

NEAR TO EXP

DETAILS

LABEL


PRINT

SEARCH

Fig 238

# 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 239).

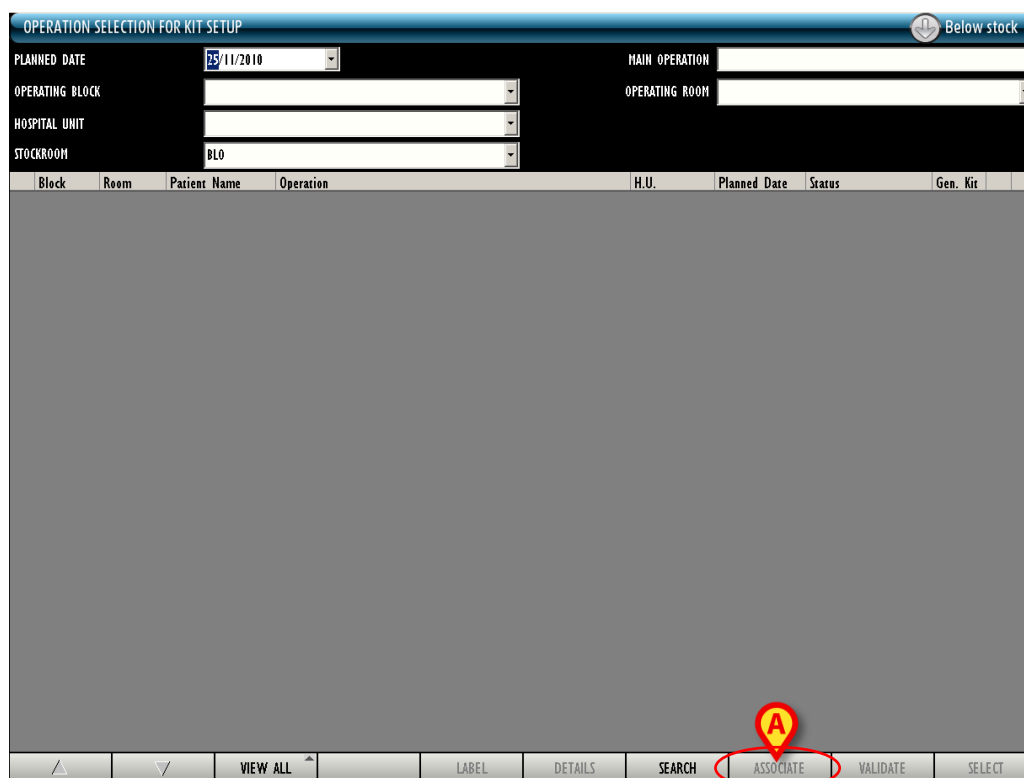


Fig 239

The “Operation selection for kit setup” screen and the related procedures are described in section 14.

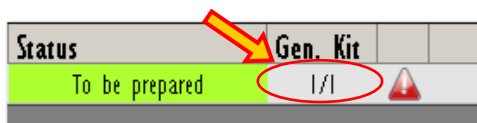
- Use the search filters to search the operation that must be associated to the kit.

The row corresponding to the wanted operation is displayed. In the example shown in Fig 240 it is an “Addominoplastica” operation.



Fig 240


The cell indicated in Fig 240 **A** and enlarged in Fig 241 displays the quantity of generic kits available for the selected operation. In the example, there is 1 kit available on 1 required (1/1).



Status	Gen. Kit
To be prepared	1/1

Fig 241

- Click the row corresponding to the operation to which the generic kit must be associated.

The operation is this way selected. The  icon is displayed on the left.

- Click the **Associate** button on the command bar (Fig 239 **A**).

The “Kit composition for an operation” screen opens (Fig 242). See section 14.2 for a description.



Code	Producer code	Description	Planned Qty	Selected Qty
915R1000057	5672	INTERVENTI GRANDI CHIR.PLASTICA /D	2	2
900RC000467	498	SET GARZA 10X60 BSTRATI RX CF-5	10	10
900R7770208	498	SET GARZA 7X9 1.65TR. RX CF-5	5	5
605R2790121	22	LAMP. STER.N.15 CD.03443000015	3	3
916RC209004	5896	CONTENT. CONT. AGHI CD.31181467	1	1
916RC209010	154	MATITA DERMOGRAF. COD.RQ.01	1	1
616RC70013	154	SPUGNA PULIZIA BISTURI CD.AL40 (D)	1	1
616R2090011	5546	DREN.PATTO MIS.4X10MM 24130	2	2
916R2090506	3308	DREN.SOFFIETTO DRG/500A/UNIV	2	2
616R000762	2452	CANN.YANKAUER STANDARD SP3800	1	1
609RC05976	3308	TUBO CONNESS.F/F COD.XSPY710300	1	1
601RC003012	154	CER.MED.CHIR. CM9X10CM COSMOROE	4	4
601RC003014	154	CER.MED.CHIR. CM9X20CM COSMOROE	4	4
600RC00107	5896	GARZA VASEL. CURITY 7,5X20 GRA.	1	1
601R1003016	154	NASTRO OMNISTrip 12X100 6PZ.540485(D)	4	4
906RC000221	3757	SUTURA POS II CD. 2423E	2	2
906RC000220	3757	SUTURA POS II CD. 2443E	4	4
906RC002023	2618	SUTURA PREMILENE COD90100	2	2
906RC001036	3757	SUTURA PROLENE CD. 8690G	1	1
906RC011367	5449	SUTURA SETA 0 75CM CD.41428	1	1
906RC000009	3757	SUTURA SETA CD. P683H NON + °D	1	1
906RC000452	3757	SUTURA VICRYL CD. V317H	2	2

Fig 242

For each kit, the number of compatible generic kits is indicated (Fig 242 **A**).

- Click the **Associate** button to associate the kit to the selected operation (Fig 242 **B**).

The screen changes in the following way (Fig 243).

**KIT COMPOSITION FOR AN OPERATION** Below stock

**- Addominoplastica - Planned Date: 26/11/2010 08.00 - Block: Blocco Operatorio - Room: Sala 5**

☒ **PRINCIPALE PER ADDOMINOPLASTICA - MAGGIORE** Compatible generic kits: 1 **ASSOCIATE**

Code	Producer code	Description	Planned Qty	Selected Qty
915R1000057	5672	INTERVENTI GRANDI CHIR.PLASTICA /D DEL 5/25/07	2	2
900RC000467	498	SET GARZA 10X60 BSTRATI RX CF 5 /DID23D1020F055 P.X 3(10X20) D.972/09	10	10
900R7770208	498	SET GARZA 7X9 16STR. RX CF 5 /DID04380709F055 12/8 20/20 D.972/09	5	5
605R7790121	22	LAMA STERN 15 CD 03443000015 /DIX BISTURI D. 895/09	3	3
916RC2059004	5896	CONTENTO CONTI AGHI CD 31181467 /D DEL 619/08	1	1
916RC205910	154	MATITA DERMOGRAF. COD.RQ.01 /D DEL 619/08	1	1
616RC70013	154	SPUGNA PULIZIA BISTURI CD AL40 /D	1	1
616R2090011	5546	DREN.PATTO MIS 4X10MM 24130 /D D.510/07	2	2
916R705056	3308	DREN.SOFFIETTO DRG/500A/UNIV /DS/DREN E TRACR- 500ML - D.510/07	2	2
616RC000762	2452	CANN YANKAUER STANDARD SP3800 /DD.149/07	1	1
609RC05976	3308	TUBO CONNESS F/F COD.XSPY710300 /DMM 7X10 LUNGH.MT.3 - DET 34/09	1	1
601RC003012	154	CER.MED.CHIR. CM9X10CM COSMORDE /DCOD. 900875 D.99/08	4	4
601RC003014	154	CER.MED.CHIR. CM9X20CM COSMORDE /DCOD. 900875 D.99/08	4	4
600RC003017	5896	GARZA VASEL. CURITY 7,5X20 GRA. /DCOD. 6.113 DEL N. 99/08	1	1
601R1003016	154	NGSTRO OMNISTrip 12X100 6PZ.540685/D D.99/08	4	4
906RC000221	3757	SUTURA PDS II CD. 2423E \$D	2	2
906RC000220	3757	SUTURA PDS II CD. 2443E \$D	4	4
906RC002023	2610	SUTURA PREMILENE COD99100 *DSINTANN ASSORB.MON.(POLIMIDE)	2	2
906RC001036	3757	SUTURA PROLENE CD. 8698G *D	1	1
906RC011367	5449	SUTURA SETA 0 75CM CD.41428 =DRESORBA DEL 771/10	1	1
906RC000009	3757	SUTURA SETA CD. P683H NON + *D DEL 14/06	1	1
906RC000452	3757	SUTURA VICRYL CD. V317H *D DEL 14/06	2	2


1 2 3 4 5 6 7 8 9 0 . +/ - C VALIDATE **CONTINUE** CLOSE

**Fig 243**

- Click the **Continue** button on the command bar (Fig 243 A).

A print report containing the list of items to be picked is created. A print preview is displayed (Fig 244). The report can be used to actually pick the resources.

**KIT SETUP**

Operation Barcode: 

**Addominoplastica - Planned Date: 26/11/2010 08.00 - Block: Blocco Operatorio - Room: Sala 5**

Print date: 26/11/2010 9.18

GROUP: PRINCIPALE PER ADDOMINOPLASTICA - MAGGIORE

BLO.G1.GKIT1.L1.P1 PRINCIPALE PER ADDOMINOPLASTICA - MAGGIORE 1 ☐

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ADDONS FIND 100% PRINT PRINT... EXPORT CLOSE

**Fig 244**

- Close the print preview.



The “Kit creation for an operation” screen is displayed (Fig 245, described in section 14.2).

Fig 245

- Specify, where required, the data relating to the kit to be picked: the quantity, the serial number, the actual position of each kit (Fig 246).

Fig 246

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

If necessary, the kit can be rebuilt by specifying the resources again. Use the **Rebuild** button to do that (Fig 245 **A**). The resources specification procedure (described in section 14.6) is activated again.

A pop-up window is displayed, requiring to specify the number of labels to be printed.

Fig 247

After specification,

- Click the **Continue** button.

The labels are printed. The print report accompanying the kit is created. A print preview is displayed (Fig 248).

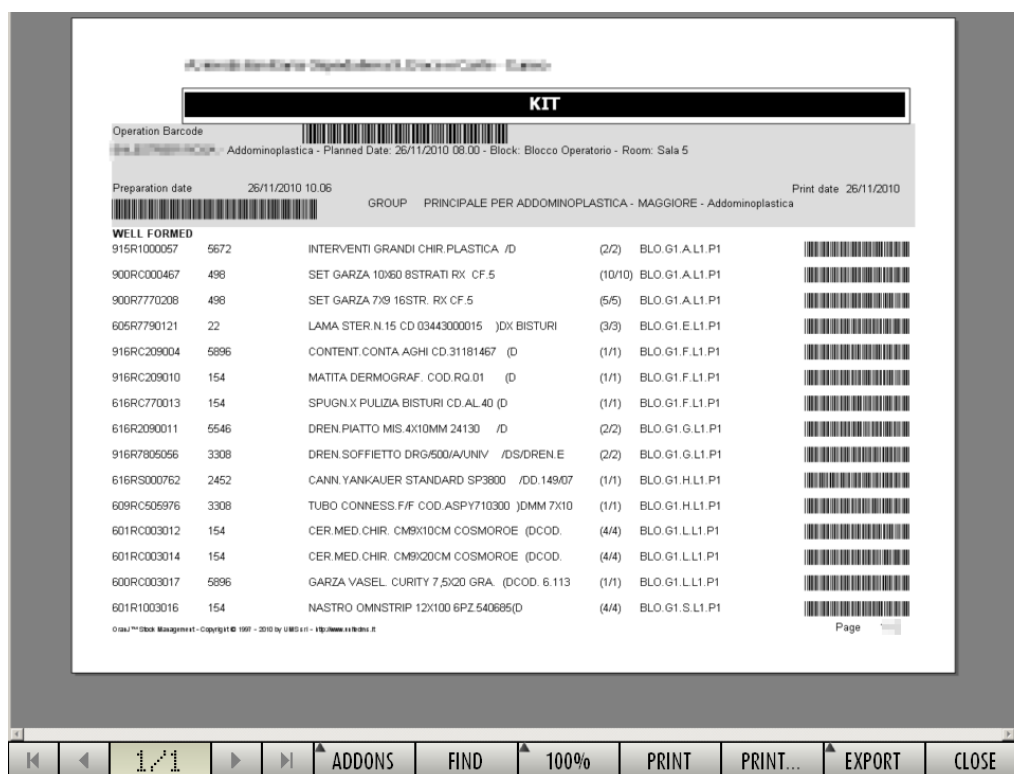


Fig 248

➤ Close the print preview.

The generic kit association procedure is completed. The “Operation selection for kit setup” screen is displayed again (Fig 249).

The status of the operation for which the association procedure was performed is now “Prepared” (Fig 249 **A**).

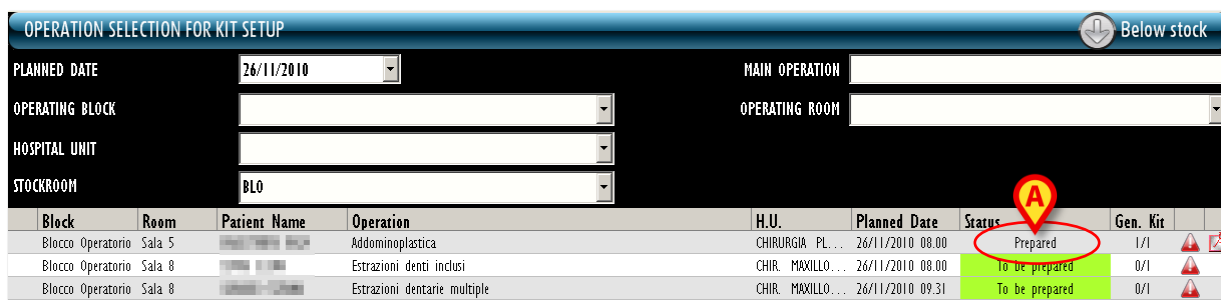


Fig 249

## 18. Generic kit association to an emergency operation

A specific procedure allows to associate a generic kit to an emergency operation. To do that,

- Click the  icon on the lateral bar.

The following screen opens (Fig 250).



The screenshot shows a software interface titled "GENERIC KIT ASSOCIATION" with a sub-header "EMERGENCY OPERATION". A "Below stock" indicator is in the top right. The interface is divided into two main sections. The upper section, labeled 'A', contains a "PATIENT CODE" field with a red 'X' icon and the instruction "Type the patient code or scan his/her wristband." Below this is a table with columns: Patient Name, Operation, Block, Room, Planned time, and Status. The lower section, labeled 'B', contains a "KIT SERIAL" field with a red 'X' icon and an "ADD KIT" button. Below this is another table with columns: Kit serial number, Kit name, Expiration, and Status. A yellow message in the center of the lower section reads: "Either scan kit serial number or use the 'add kit' button to add it." Callout 'C' points to the "PATIENT CODE" field, and callout 'D' points to the "KIT SERIAL" field. At the bottom, there are navigation buttons: a triangle, a square, "DETAILS", "PRINT", and "CLOSE".

Fig 250

The screen is formed of two areas. The upper area applies to the patient and operation to which the kit must be associated (Fig 250 **A**). The lower area applies to the kit to be associated (Fig 250 **B**).

- Either insert the patient code in the field indicated in Fig 250 **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 251 - see the document USR ENG OranJ for an explanation of the operation status).

- Click the row corresponding to the operation to which the kit must be associated.

The operation is this way selected. The ► icon is displayed on the left (Fig 251).

PATIENT CODE		Type the patient code or scan his/her wristband.			
Patient Name	Operation	Block	Room	Planned time	Status
► [redacted]	Addominoplastica	Blocco Operatorio	Sala 5	26/11/2010 08.00	Ready

Fig 251

- Insert, in the field indicated in Fig 250 **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 252 **A**).

A row corresponding to the kit to be associated is displayed (Fig 252 **B**).

PATIENT CODE		Type the patient code or scan his/her wristband.			
Patient Name	Operation	Block	Room	Planned time	Status
► [redacted]	Addominoplastica	Blocco Operatorio	Sala 5	26/11/2010 08.00	Ready
[redacted]					
[redacted] - Addominoplastica - Planned Date: 26/11/2010 08.00 - Block: Blocco Operatorio - Room: Sala 5					
KIT SERIAL					
[redacted]	s05ac041203cd4f88	ADD KIT			
Kit serial number	Kit name	Expiration	Status		
► S05AC041203CD4F88	PRINCIPALE PER ADDOMINOPLASTICA - MAGGIORE	22/01/2011	Valid kit	✕	

Fig 252

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

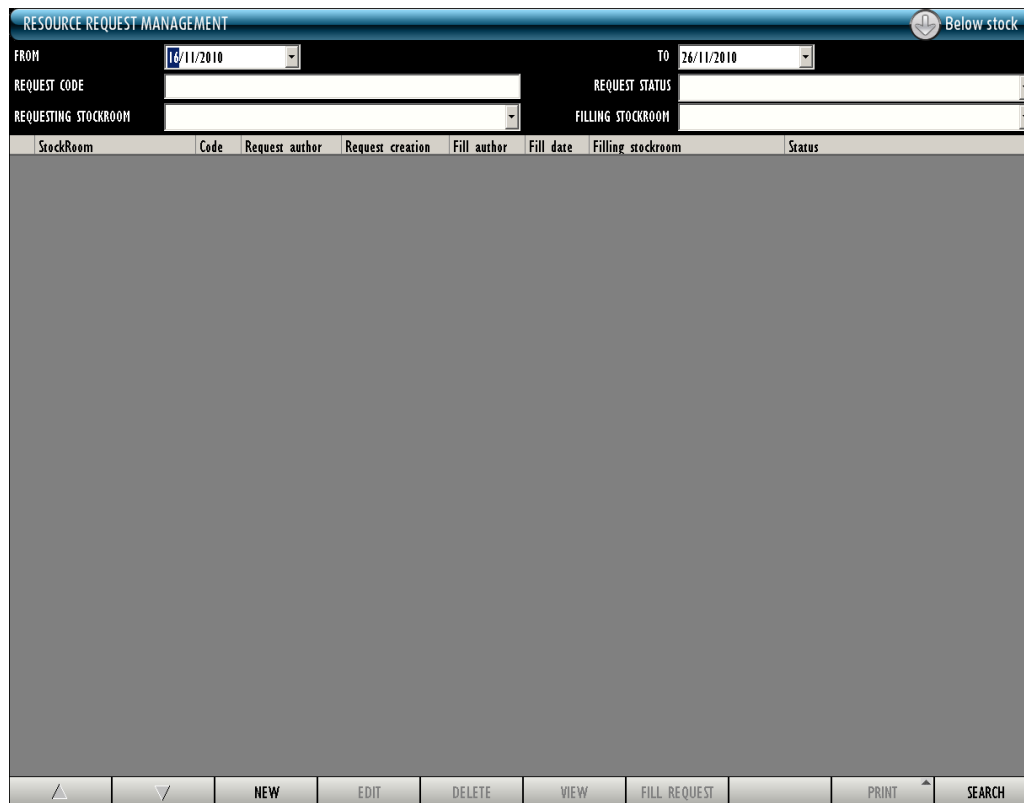
The generic kit is this way associated to the operation. A print report is created, summarizing the performed procedure's main data.

# 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 253)



StockRoom	Code	Request author	Request creation	Fill author	Fill date	Filling stockroom	Status
-----------	------	----------------	------------------	-------------	-----------	-------------------	--------

**Fig 253 - Materials requests management**

The “materials request” procedure activates when one of the configured stockrooms requires a certain resource and requests it to another stockroom.

## 19.1. “Requests management” - Screen structure

The “Requests management” screen is structured as described in section 1.4. See section 1.4 for a description of the screen general features. This section describes the screen specific features.

### 19.1.1. Filters

FROM	10/11/2010	TO	26/11/2010				
REQUEST CODE		REQUEST STATUS					
REQUESTING STOCKROOM		FILLING STOCKROOM					
StockRoom	Code	Request author	Request creation	Fill author	Fill date	Filling stockroom	Status

Fig 254 - Filters on the “Requests management screen”

The filters available on the “Requests management screen” (Fig 254) are:

- “Start date” (“From” field) and “End date” (“To” field): specify a relevant period. The requests displayed in the data area (see section 19.1.2) all refer to the time span here specified.
- “Request code” - specify the code of the request that must be displayed.
- “Request status” - display the requests that are in a certain status.
- “Requesting stockroom” - indicate the requesting stockroom.
- “Filling stockroom” - indicate the filling stockroom.

### 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 255 **A**).
- Click the **Search** button on the command bar (Fig 255 **B**).

The list of requests is displayed (Fig 255 **C**).

**RESOURCE REQUEST MANAGEMENT** Below stock

FROM: 01/11/2010 TO: 26/11/2010

REQUEST CODE:  REQUEST STATUS:

REQUESTING STOCKROOM:  FILLING STOCKROOM:

StockRoom	Code	Request author	Request creation	Fill author	Fill date	Filling stockroom	Status
RBL	2010-00001	ADM	04/11/2010			BLO	To be filled
DEA	2010-00002	IGR	04/11/2010			BLO	In progress
RBL	2010-00003	IGR	04/11/2010			BLO	To be filled
DEA	2010-00004	IGR	04/11/2010	IGR	04/11/2010	RBL	Filled
DEA	2010-00005	ADM	04/11/2010	ADM	09/11/2010	BLO	Filled
DEA	2010-00006	ADM	04/11/2010	ADM	09/11/2010	BLO	Filled
DEA	2010-00008	ADM	04/11/2010	ADM	04/11/2010	RBC	Filled
RBL	2010-00009	ADM	04/11/2010			DEA	To be filled
BLO	2010-00010	ADM	08/11/2010			RBL	In progress
DEA	2010-00011	ADM	09/11/2010	ADM	09/11/2010	BLO	Filled
DEA	2010-00012	ADM	09/11/2010	ADM	09/11/2010	BLO	Filled
DEA	2010-00013	ADM	09/11/2010	ADM	09/11/2010	BLO	Filled
DEA	2010-00014	ADM	09/11/2010			BLO	In progress
DEA	2010-00015	ADM	09/11/2010			BLO	In progress
DEA	2010-00016	ADM	09/11/2010	ADM	09/11/2010	BLO	Filled
DEA	2010-00017	ADM	09/11/2010	ADM	09/11/2010	BLO	Filled
DEA	2010-00018	ADM	09/11/2010	ADM	09/11/2010	BLO	Filled
DEA	2010-00019	ADM	09/11/2010			BLO	To be filled

Navigation:

**Fig 255 - 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 initials of the user who recorded the request;
- the request creation date;
- the initials 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.

All data is read-only. The  icon indicates the selected request.

### 19.1.3. The command bar

The command bar is shown in Fig 256.



Fig 256 - Command Bar

Use the arrow buttons to scroll up and down the screen contents.

Use the **New** button to create a new request (see section 19.2 for the procedure).

Use the **Edit** button to edit a selected request (see section 19.3).

Use the **Delete** button to delete a selected request (see section 19.4).

Use the **View** button to display the details of a selected request (see section 19.5).

Use the **Fill Request** button to activate the request filling procedure (described in section 19.6).

The **Print** button displays two print options (Fig 257).

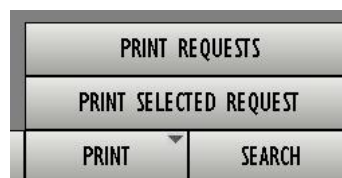


Fig 257

The “Print requests” option creates a record containing the list of all the existing requests.

The “Print selected request” option creates a 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 section 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 258).

Fig 258

- Specify the requesting and filling stockrooms in the fields shown in Fig 259.
- Insert, if necessary, request notes in the “Request notes” field (free text field).

Fig 259

- Insert the resources to be requested.

The resources can be inserted either by barcode scan or manually (i.e. activating the search functionality - **Search** button on the command bar). The manual search and selection procedure is described in section 22.

The list of resources is displayed (Fig 260).

RESOURCE REQUEST CREATION

Below stock

REQUESTING STOCKROOM

BLO

FILLING STOCKROOM

DEA

REQUEST NOTES

Request position	Code	Producer code	Description	Notes	Req. qty		
<div>▶</div> BLO.GI.ALI.PI	915R1000019	2618	CUFFIA X FLUOROSCOPIO CM 80X90 /D	DEL525/07	1	×	
BLO.GI.ALI.PI	915R1000020	2618	COPRI CAVI /D	DEL525/07	1	×	
BLO.GI.ALI.PI	915RS000786	5672	GUAINA COPRITELEC.13X250 21351103/D	DET.34/09	1	×	
BLO.GI.ALI.PI	900RS000039	498	SET GARZA LAPAR.80X80 RX 4STR.CF1)DFD5D8080FH5NA01 12/12	D.972/09	1	×	
BLO.GI.ALI.PI	915R1000007	5672	CUFFIA X FLUOROSCOPIO 21305052 /D	DEL525/07	1	×	
BLO.GI.ALI.PI	915R1000054	5672	INTERVENTO MASTECTOMIA /D	DEL525/07	1	×	
BLO.GI.ALI.PI	915R1000013	2618	INTERVENTI SULLA SPALLA 1N6068 /D	DEL525/07	1	×	
BLO.GI.ALI.PI	915R1000004	5672	INTERVEN MAGGIORI TORACE/ADDOME /D	DEL525/07	1	×	
BLO.GI.ALI.PI	915R1000036	2618	INTERVENTI CISTOSCOPIA 1N6071 /D	DEL525/07	1	×	
BLO.GI.ALI.PI	915R1000152	3192	TELO CM.75X120 COD.C104 /D	DEL525/07	1	×	
BLO.GI.ALI.PI	602R7770016	22	BENDA ELAST.ANTIALL.20X5 FLEXA (DCOD. 03510270000	DEL 99/08	1	×	
BLO.GI.ALI.PI	915R1000044	3192	INTERVEN.ATROFIA MASCAB935/CN /DC/ PREL.CRESTA ILIACA	DEL525/07	1	×	
BLO.GI.ALI.PI	915R1000008	5672	SACCO MAYO COD. 258300 /D	DEL525/07	1	×	
BLO.GI.ALI.PI	915R1000089	3192	SALVIETTE CO. GCI2 /D	DEL525/07	1	×	
BLO.GI.ALI.PI	915R1000006	5672	INTERVENTI DI LAPAROSCOPIA /D	DEL525/07	1	×	
BLO.GI.ALI.PI	915R1000023	2618	TELO TAYOLO MADRE CM200X200 /D	DEL525/07	1	×	


Fig 260 - Requested resources list

- Specify the quantity of each requested resource in the “Requested quantity” cell indicated in Fig 261 **B** (default quantity is 1).


It is possible to insert a specific note for each resource (Fig 261 **A**).

Request position	Code	Producer code	Description	Notes	Req. qty		
▶ BLO.GI.ALI.PI	915R1000019	2618	CUFFIA X FLUOROSCOPIO CM 80X90 /D	Urgent	3	×	
BLO.GI.ALI.PI	915R1000020	2618	COPRI CAVI /D		1	×	

Fig 261

The  icon indicates the selected resource.

The  icon on the right can be clicked to delete the corresponding resource.

The cancelled resources are displayed as shown in Fig 262. The  icon displayed at the end of the cancelled row is an “Undo” button.

▶ BLO.GI.ALI.PI	915R1000007	5672	CUFFIA X FLUOROSCOPIO 21305052 /D	DEL525/07	1		
-----------------	-------------	------	-----------------------------------	-----------	---	--	---

Fig 262 - Cancelled resource

The rows highlighted pink (Fig 263) correspond to resources that are not available in the filling stockroom. The request can still be created.

BLO.GI.ALI.PI	915R1000074	3192	TELO CM.75X90 S/ADESIVO B304 /D	DEL525/07	1	×	
---------------	-------------	------	---------------------------------	-----------	---	---	--

Fig 263 - Unavailable resource

When the resources list is complete,

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

The request is 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 264 **A**) to display the row corresponding to the request that must be edited.

RESOURCE REQUEST MANAGEMENT

FROM: 02/11/2010 TO: 29/11/2010

REQUEST CODE: REQUEST STATUS:

REQUESTING STOCKROOM: FILLING STOCKROOM:

StockRoom	Code	Request author	Request creation	Fill author	Fill date	Filling stockroom	Status
RBL	2010-00001	ADM	04/11/2010			BLO	To be filled
DEA	2010-00002	IGR	04/11/2010			BLO	In progress
RBL	2010-00003	IGR	04/11/2010			BLO	To be filled
DEA	2010-00004	IGR	04/11/2010	IGR	04/11/2010	RBL	Filled
DEA	2010-00005	ADM	04/11/2010	ADM	09/11/2010	BLO	Filled
DEA	2010-00006	ADM	04/11/2010	ADM	09/11/2010	BLO	Filled
DEA	2010-00008	ADM	04/11/2010	ADM	04/11/2010	RBC	Filled
RBL	2010-00009	ADM	04/11/2010			DEA	To be filled
BLO	2010-00010	ADM	08/11/2010			RBL	In progress
DEA	2010-00011	ADM	09/11/2010	ADM	09/11/2010	BLO	Filled
DEA	2010-00012	ADM	09/11/2010	ADM	09/11/2010	BLO	Filled
DEA	2010-00013	ADM	09/11/2010	ADM	09/11/2010	BLO	Filled
DEA	2010-00014	ADM	09/11/2010			BLO	In progress
DEA	2010-00015	ADM	09/11/2010			BLO	In progress
DEA	2010-00016	ADM	09/11/2010	ADM	09/11/2010	BLO	Filled
DEA	2010-00017	ADM	09/11/2010	ADM	09/11/2010	BLO	Filled
DEA	2010-00018	ADM	09/11/2010	ADM	09/11/2010	BLO	Filled
DEA	2010-00019	ADM	09/11/2010			BLO	To be filled
DEA	2010-00020	ADM	29/11/2010			BLO	To be filled
BLO	2010-00021	ADM	29/11/2010			DEA	To be filled

NEW EDIT DELETE VIEW FILL REQUEST PRINT SEARCH

Fig 264 - Requests management


- Click the relevant row.

The  icon is displayed on the left (Fig 264 **B**).

- Click the **Edit** button on the command bar (Fig 264 **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 265).

RESOURCE REQUEST EDIT - 2010-00021										 Below stock	
REQUESTING STOCKROOM		BLO		FILLING STOCKROOM		DEA					
REQUEST NOTES											
Request position	Code	Producer code	Description				Notes	Req. qty			
BLO.GI.ALI.PI	915RS100023	2618	TELO TAYOLO MADRE CM200X200	/D		DEL 525/07		1		✗	
BLO.GI.ALI.PI	915SI000044	3192	INTERVENTO ATROFIA MASCAB935/CN	/DC/	PREL.CRESTA ILIACA	DEL 525/07		1		✗	
BLO.GI.ALI.PI	915RI000020	2618	COPRI CAMI	/D		DEL 525/07		1		✗	
BLO.GI.ALI.PI	915RI000152	3192	TELO CM.75X120 COD.C104	/D		DEL 525/07		1		✗	
BLO.GI.ALI.PI	915RI000013	2618	INTERVENTI SULLA SPALLA IN6068	/D		DEL 525/07		1		✗	
BLO.GI.ALI.PI	915RI000054	5672	INTERVENTO MASTECTOMIA	/D		DEL 525/07		1		✗	
BLO.GI.ALI.PI	915RI000006	5672	INTERVENTI DI LAPAROSCOPIA	/D		DEL 525/07		1		✗	
BLO.GI.ALI.PI	915RI000008	5672	SACCO MAYO COD. 258300	/D		DEL 525/07		1		✗	
BLO.GI.ALI.PI	915RI000019	2618	CUFFIA X FLUOROSCOPIO CM 80X90	/D		DEL 525/07	Urgent	3		✗	
BLO.GI.ALI.PI	915RI000009	3192	SALVIETTE COD. GC12	/D		DEL 525/07		1		✗	
BLO.GI.ALI.PI	915RS000786	5672	GIUNTA COPRITELC13X25D 21351103D			DET 34/09		1		✗	
BLO.GI.ALI.PI	900RS000039	498	SET GARZA LAPAR.80X80 RX 45TR.CF11DFD5D8080FHSNA01	12/12		D.972/09		1		✗	
BLO.GI.ALI.PI	60287770016	22	BENDA ELASTANTIALL.20X5 FLEXA (COD. 03510270000			DEL 99/08		1		✗	
BLO.GI.ALI.PI	915RI000036	2618	INTERVENTI CISTOSCOPIA IN6071	/D		DEL 525/07		1		✗	
BLO.GI.ALI.PI	915RI000004	5672	INTERVEN MAGGIORI TORACE/ADDOME	/D		DEL 525/07		1		✗	

- Edit the request (i.e. change quantities, add or remove resources).
- 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 266 **A**) to display the row corresponding to the request that must be deleted.

**RESOURCE REQUEST MANAGEMENT**

FROM: 02/11/2010 TO: 29/11/2010

REQUEST CODE: [ ] REQUEST STATUS: [ ]

REQUESTING STOCKROOM: [ ] FILLING STOCKROOM: [ ]

StockRoom	Code	Request author	Request creation	Fill author	Fill date	Filling stockroom	Status
RBL	2010-00001	ADM	04/11/2010			BLO	To be filled
DEA	2010-00002	IGR	04/11/2010			BLO	In progress
RBL	2010-00003	IGR	04/11/2010			BLO	To be filled
DEA	2010-00004	IGR	04/11/2010	IGR	04/11/2010	RBL	Filled
DEA	2010-00005	ADM	04/11/2010	ADM	09/11/2010	BLO	Filled
DEA	2010-00006	ADM	04/11/2010	ADM	09/11/2010	BLO	Filled
DEA	2010-00008	ADM	04/11/2010	ADM	04/11/2010	RBC	Filled
RBL	2010-00009	ADM	04/11/2010			DEA	To be filled
BLO	2010-00010	ADM	08/11/2010			RBL	In progress
DEA	2010-00011	ADM	09/11/2010	ADM	09/11/2010	BLO	Filled
DEA	2010-00012	ADM	09/11/2010	ADM	09/11/2010	BLO	Filled
DEA	2010-00013	ADM	09/11/2010	ADM	09/11/2010	BLO	Filled
DEA	2010-00014	ADM	09/11/2010			BLO	In progress
DEA	2010-00015	ADM	09/11/2010			BLO	In progress
DEA	2010-00016	ADM	09/11/2010	ADM	09/11/2010	BLO	Filled
DEA	2010-00017	ADM	09/11/2010	ADM	09/11/2010	BLO	Filled
DEA	2010-00018	ADM	09/11/2010	ADM	09/11/2010	BLO	Filled
DEA	2010-00019	ADM	09/11/2010			BLO	To be filled
DEA	2010-00020	ADM	29/11/2010			BLO	To be filled
BLO	2010-00021	ADM	29/11/2010			DEA	To be filled

[ ] [ ] NEW EDIT DELETE VIEW FILL REQUEST PRINT SEARCH

- Click the relevant row.

The  icon is displayed on the left (Fig 266 B).

Click the **Delete** button on the command bar (Fig 266 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 details of a request

To display the list of resources of a request:

- Use the filters on the “Requests management” screen (Fig 267 A) to display the row corresponding to the request whose details must be displayed.



RESOURCE REQUEST MANAGEMENT

FROM: 02/11/2010 TO: 29/11/2010

REQUEST CODE: REQUEST STATUS:

REQUESTING STOCKROOM: FILLING STOCKROOM:

StockRoom	Code	Request author	Request creation	Fill author	Fill date	Filling stockroom	Status
RBL	2010-00001	ADM	04/11/2010			BLO	To be filled
DEA	2010-00002	IGR	04/11/2010			BLO	In progress
RBL	2010-00003	IGR	04/11/2010			BLO	To be filled
DEA	2010-00004	IGR	04/11/2010	IGR	04/11/2010	RBL	Filled
DEA	2010-00005	ADM	04/11/2010	ADM	09/11/2010	BLO	Filled
DEA	2010-00006	ADM	04/11/2010	ADM	09/11/2010	BLO	Filled
DEA	2010-00008	ADM	04/11/2010	ADM	04/11/2010	RBC	Filled
RBL	2010-00009	ADM	04/11/2010			DEA	To be filled
BLO	2010-00010	ADM	08/11/2010			RBL	In progress
DEA	2010-00011	ADM	09/11/2010	ADM	09/11/2010	BLO	Filled
DEA	2010-00012	ADM	09/11/2010	ADM	09/11/2010	BLO	Filled
DEA	2010-00013	ADM	09/11/2010	ADM	09/11/2010	BLO	Filled
DEA	2010-00014	ADM	09/11/2010			BLO	In progress
DEA	2010-00015	ADM	09/11/2010			BLO	In progress
DEA	2010-00016	ADM	09/11/2010	ADM	09/11/2010	BLO	Filled
DEA	2010-00017	ADM	09/11/2010	ADM	09/11/2010	BLO	Filled
DEA	2010-00018	ADM	09/11/2010	ADM	09/11/2010	BLO	Filled
DEA	2010-00019	ADM	09/11/2010			BLO	To be filled
DEA	2010-00020	ADM	29/11/2010			BLO	To be filled
BLO	2010-00021	ADM	29/11/2010			DEA	To be filled

VIEW

Fig 267 - Requests management

- Click the row.

The  icon is displayed on the left (Fig 267 B).

- Click the **View** button on the command bar (Fig 267 C).

The list of requested resources is displayed. The list is “read-only”.

## 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 268 **A**) to display the row corresponding to the request to be filled.

**RESOURCE REQUEST MANAGEMENT** Below stock

FROM: 02/11/2010 TO: 29/11/2010

REQUEST CODE:

REQUESTING STOCKROOM:

REQUEST STATUS:

FILLING STOCKROOM:

StockRoom	Code	Request author	Request creation	Fill author	Fill date	Filling stockroom	Status
RBL	2010-00001	ADM	04/11/2010			BLO	To be filled
DEA	2010-00002	IGR	04/11/2010			BLO	In progress
RBL	2010-00003	IGR	04/11/2010			BLO	To be filled
DEA	2010-00004	IGR	04/11/2010	IGR	04/11/2010	RBL	Filled
DEA	2010-00005	ADM	04/11/2010	ADM	09/11/2010	BLO	Filled
DEA	2010-00006	ADM	04/11/2010	ADM	09/11/2010	BLO	Filled
DEA	2010-00008	ADM	04/11/2010	ADM	04/11/2010	RBC	Filled
RBL	2010-00009	ADM	04/11/2010			DEA	To be filled
BLO	2010-00010	ADM	08/11/2010			RBL	In progress
DEA	2010-00011	ADM	09/11/2010	ADM	09/11/2010	BLO	Filled
DEA	2010-00012	ADM	09/11/2010	ADM	09/11/2010	BLO	Filled
DEA	2010-00013	ADM	09/11/2010	ADM	09/11/2010	BLO	Filled
DEA	2010-00014	ADM	09/11/2010			BLO	In progress
DEA	2010-00015	ADM	09/11/2010			BLO	In progress
DEA	2010-00016	ADM	09/11/2010	ADM	09/11/2010	BLO	Filled
DEA	2010-00017	ADM	09/11/2010	ADM	09/11/2010	BLO	Filled
DEA	2010-00018	ADM	09/11/2010	ADM	09/11/2010	BLO	Filled
DEA	2010-00019	ADM	09/11/2010			BLO	To be filled
DEA	2010-00020	ADM	29/11/2010			BLO	To be filled
BLO	2010-00021	ADM	29/11/2010			DEA	To be filled

NEW EDIT DELETE VIEW **FILL REQUEST** PRINT SEARCH

Fig 268 - Requests management

- Click the relevant row.

The  icon is displayed on the left (Fig 268 **B**).

- Click the **Fill Request** button on the command bar (Fig 268 **C**).

The following screen opens (Fig 269 - “Resource request filling”).

**RESOURCE REQUEST FILLING** Below stock

Request: 2010-00022 - Request author: ADM - Request date: 29/11/2010 - Requesting stockroom: DEA

Request notes:

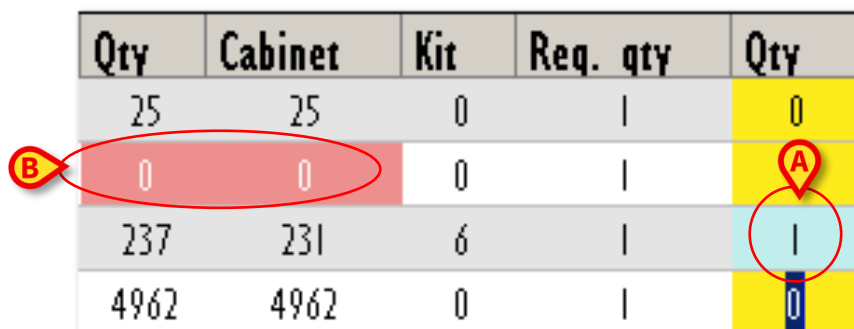
Fill position	Code	Producer code	Description	Qty	Cabinet	Kit	Req. qty	Qty	Notes
BLO.GI.S.LI.PI	906RC001036	3757	SUTURA PROLENE CD. 8698G °D	25	25	0	I	0	
	616RC140951	3757	ELETTRODO ABLAZ/COAGUL. 227355 °D	0	0	0	I	0	
BLO.GI.A.LI.PI	900RL000290	206	SET TAMP. GARZA MM.10 RX CF.5 °D	237	231	6	I	0	
BLO.GI.A.LI.PI	915RI000053	5672	GAMBALE CM. 75X110 CD. 21313104 °D	4962	4962	0	I	0	
	906RC000250	5896	SUTURATRICE CIRCOL. 31MM EEA31 °D	0	0	0	I	0	
BLO.GI.S.LI.PI	906RC000291	3757	SUTURA PDS II CD. Z317H NON + °D	54	54	0	I	0	
BLO.GI.G.LI.PI	916R2090010	5546	DREN.C/SCANALATURA COD. 24111 °D	42	42	0	I	0	
BLO.GI.T.LI.PI	916RC001231	3757	FORBICI 23CM COD. ACE23P NON + °D	0	0	0	I	0	
BLO.GI.A.LI.PI	915RI000018	2618	TELO C/FORO ADESIV. CM120X150 °D	4979	4979	0	I	0	
BLO.GI.T.LI.PI	906RA000244	5896	SUTURATRICE GIA GIA80485 °D	12	12	0	I	0	

Fig 269

The resources that are part of the request are listed on screen. The following information can be displayed for each resource:

- fill position (if for a resource different positions are available, then 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 270 **A**). When a quantity is specified the cell turns from yellow to light blue.



Qty	Cabinet	Kit	Req. qty	Qty
25	25	0		0
0	0	0		0
237	231	6		1
4962	4962	0		0

Fig 270

If a resource is unavailable the “Q.ty” and “Cabinet” cells are highlighted red (Fig 270 **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.

## 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 271).

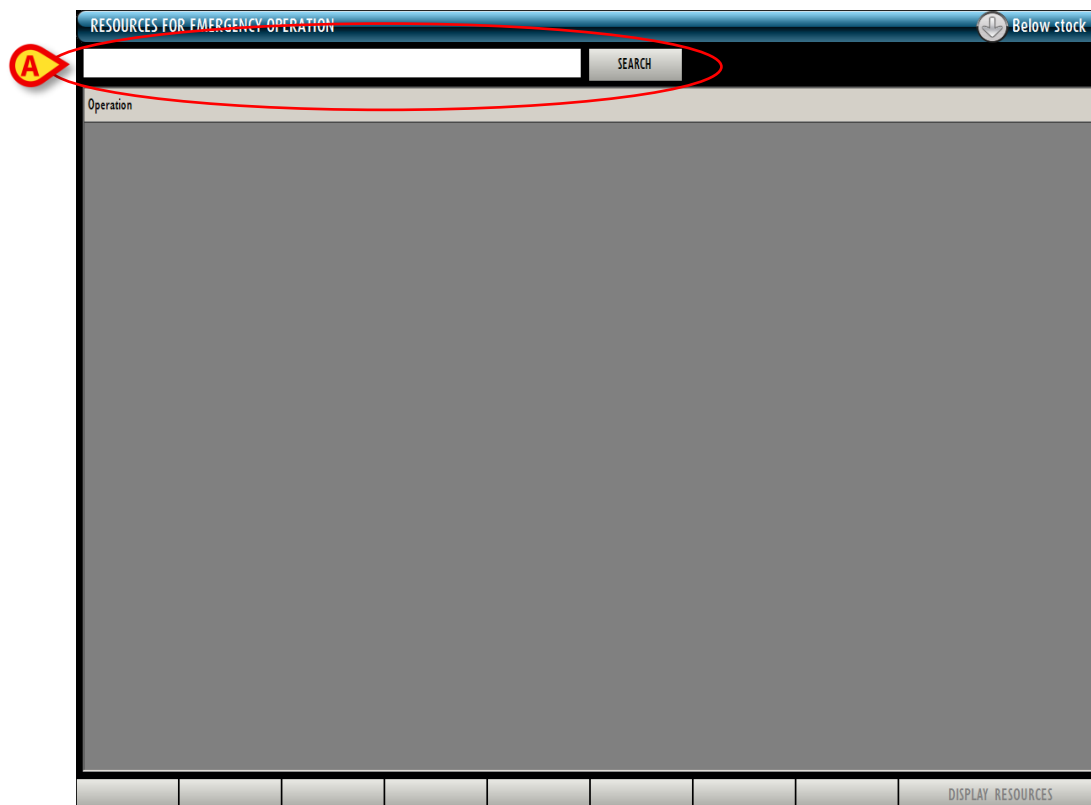


Fig 271 - “Emergencies” module



## 20.1. How to display the resources list for an operation

The field placed on top, indicated in Fig 271 **A**, allows to search for the operation for which the resources list is required. To search for the operation

- Type the operation name (or part of it) in the field indicated in Fig 272 **A**.

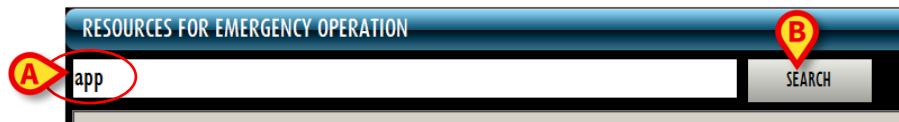


Fig 272

- Click the **Search** button (Fig 272 **B**).

The list of operations whose name includes the specified string is displayed (Fig 273 **A**).

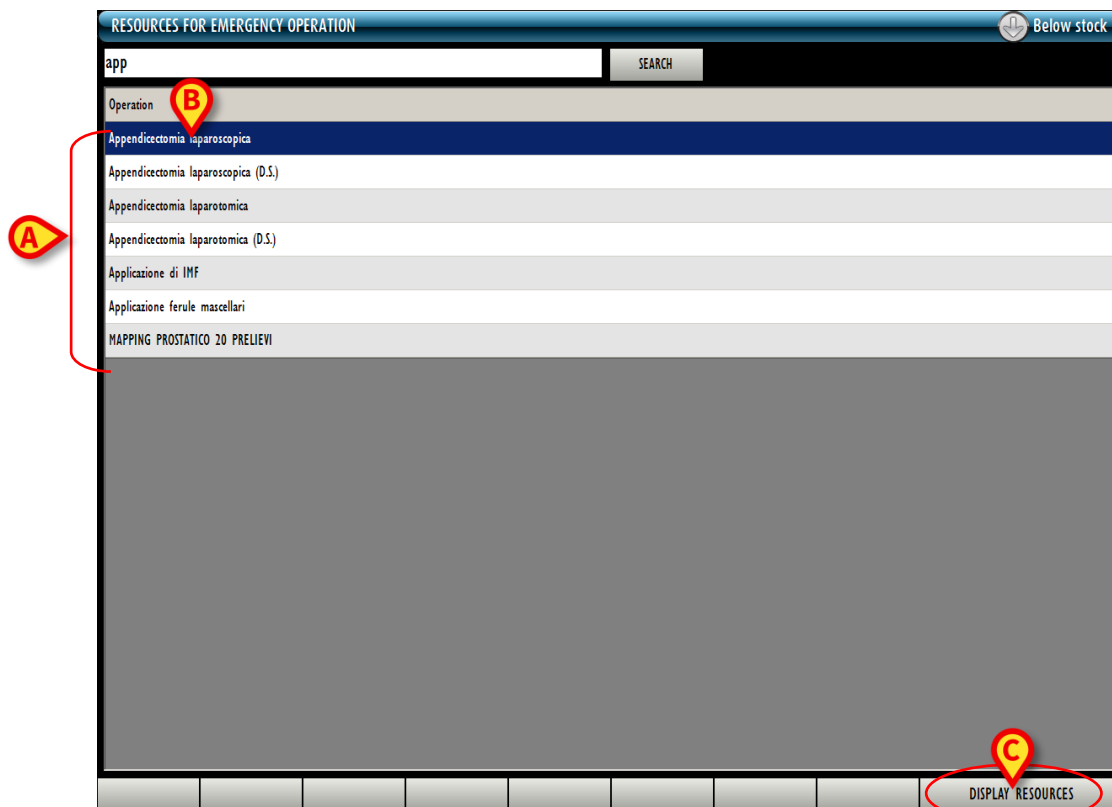


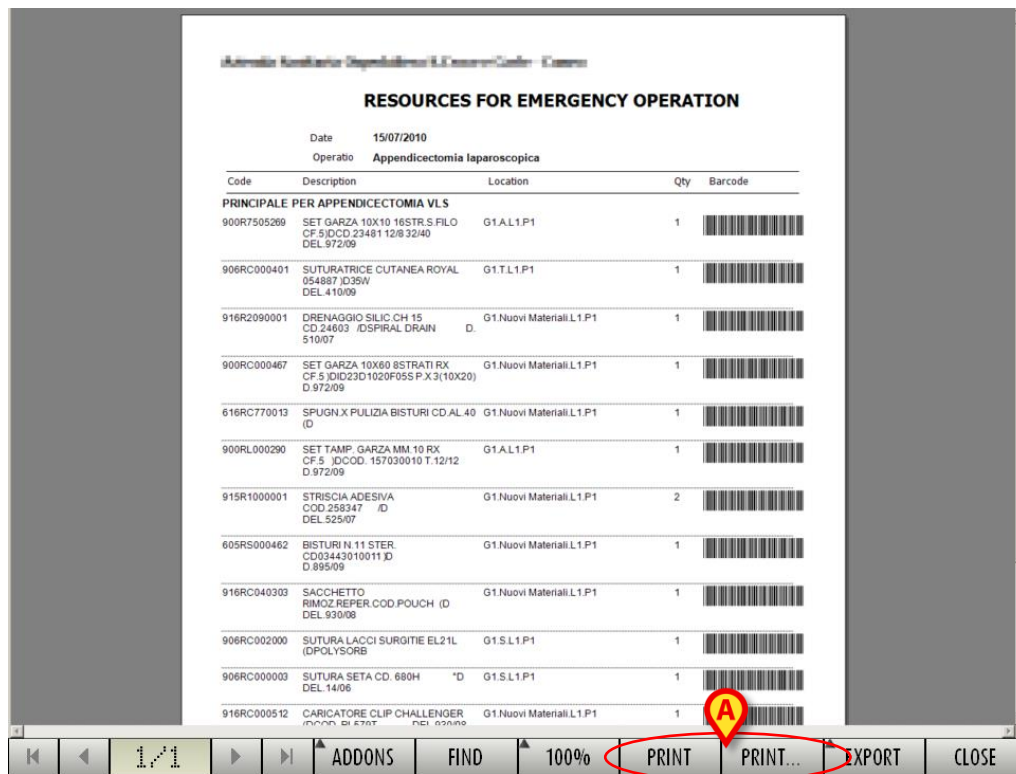
Fig 273

- Click the name of the relevant operation.

The name is highlighted (Fig 273 **B**).

- Click the **Display Resources** button on the command bar (Fig 273 **C**).

The document listing the resources is created. A print preview is displayed (Fig 274).



**Fig 274**

- Click the **Print** button on the command bar (Fig 274 **A**) to print the document.

For each resource the following information can be displayed:

- the code;
- the description;
- the location;
- the required quantity;
- the barcode.

This document can be used to pick the resources from their actual location.

# 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 resources expiration dates. In these cases no information is displayed in the “Expiration” field.

To select the module

- Click the corresponding icon



The following screen opens:

RESOURCES INVENTORY

Below stock

STOCKROOM	ALL	CABINETS GROUP	ALL	CABINET	ALL	LOCATION	ALL	RESET		
Position	Code	Producer code	Resource			Expiration	Stock Qty	Cabinet	Kit	
BLO.GI.ALI.PI	600R7770208	498	GARZA 7X9 16STR.FOLDREADY RX N+ (DTITTOLO 12/8 FILATO...				5	5	0	
BLO.GI.ALI.PI	600R7770104	498	GARZA PIEG.10DOF. 10% MT.I =DT.12/8 ...				22	22	0	
BLO.GI.ALI.PI	602R7770016	22	BENDA ELASTANTIAL.20X5 FLEXA (DCOD. 03510270000 ...				0	0	0	
BLO.GI.ALI.PI	602RC001100	206	BENDA ORL. MTSX2CM CD.12056105027(DDEL N. 99/08				23	23	0	
BLO.GI.ALI.PI	602RC001102	206	BENDA ORL.MTSX10CM CD.12056105107(DDEL N. 99/08				25	25	0	
BLO.GI.ALI.PI	602RC003106	22	BENDA ELSELF FIX PIC CMX4MT. (DCOD.00230050000 ...				0	0	0	
BLO.GI.ALI.PI	602RC003107	22	BENDA ELSELF FIX PIC CM 8X4MT. (DCOD.00230020000 ...				0	0	0	
BLO.GI.ALI.PI	602RC100010	771	BENDA AUTOFIX 4X4 S.LATTICE ** (DCOD. 02121540 *** DE...				9	9	0	
BLO.GI.ALI.PI	602RC100011	771	BENDA AUTOFIX 8X4 S.LATTICE ** (DCOD. 02121542 *** DE...				12	12	0	
BLO.GI.ALI.PI	602RC100012	771	BENDA AUTOFIX 10X4 S.LATTICE ** (DCOD. 02121543*** DEL...				0	0	0	
BLO.GI.ALI.PI	603R0000013	5355	MEDICAZ TNT SURGIPAD 10X20 (DCOD. NWSPI020 DEL...				37	37	0	
BLO.GI.ALI.PI	603RC229001	3757	COTONINI SOFT BSX10PZ 80-1407 )DCF.10PZK20BUSTE=200P...				66	63	3	
BLO.GI.ALI.PI	603RC229002	3757	COTONINI SOFT BSX10PZ 80-140... )DCF.10PZK20BUSTE=200PZ ...				0	0	0	
BLO.GI.ALI.PI	616RS000083	2618	SET X TUR COD. 77885 (D...				108	108	0	
BLO.GI.ALI.PI	900R7505269	493	SET GARZA 10X10 16STR.S.FILO CF.5)DCD.23401 12/8 32/40 ...				302	302	0	
BLO.GI.ALI.PI	900R7505543	498	SET GARZA 5X60 LUNG RX 8STR CF.3 )JDFD3005060F85MM03 X...				43	43	0	
BLO.GI.ALI.PI	900R7505917	498	SET GARZA ZAFFI MTSX7CM 4STR.RX )JZZD507F 12/8 32/40 1...				236	236	0	
BLO.GI.ALI.PI	900R7770208	498	SET GARZA 7X9 16STR. RX CF.5 )JDC.104380709F055 12/8...				340	298	42	
BLO.GI.ALI.PI	900R7770211	493	SET GARZA 10X60 8STR. S.FILO CF.5)D12/8 FILATO 32/40 BORD...				312	312	0	
BLO.GI.ALI.PI	900R7790103	498	SET GARZA LAPAR.30X30 RX12ST CF.1)JDFD303030F12NA01 12/8...				73	73	0	
BLO.GI.ALI.PI	900RC000467	498	SET GARZA 10X60 8STRATI RX CF.5 )J0D2301020F055 P.X 3(1...				423	406	17	
BLO.GI.ALI.PI	900RC000470	498	SET GARZA LAP.5X25 RX CUCITE 3PZ =D12/8 32/40 - 4 STRAT...				488	488	0	
BLO.GI.ALI.PI	900RL000288	206	SET TAMPONE GARZA MM.40 C/FB CF.5)DCD.1540430041A 12/8...				294	291	3	
BLO.GI.ALI.PI	900RL000289	206	SET TAMP. GARZA MM.8 RX CF.5 )JDCOD. 157033008 T.12/1...				196	192	4	
BLO.GI.ALI.PI	900RL000290	206	SET TAMP. GARZA MM.10 RX CF.5 )JDCOD. 157030010 T.12/1...				236	230	6	
BLO.GI.ALI.PI	900RS000038	498	SET GARZA LAP.40X50 RX 12STR CF.4)JDFD304050F12NA04 12/8...				74	71	3	
Resource						New Exp.	Stock...	Cabinet	Kit	Real Qty
➤ GARZA 7X9 16STR.FOLDREADY RX N+ (DTITTOLO 12/8 FILATO 20/20 D. 42/08							5	5	0	5

1234567890

SEARCH

REFILL

PRINT

NEXT

Fig 275 - Inventory

## 21.1. Inventory: screen structure

The “Inventory” screen is structured according to the general description provided in section 1.4. This section describes the specific features of this screen.

### 21.1.1. Filters



Fig 276 - Filters on the “Inventory” screen

The filters available on the “Inventory” screen (Fig 276) are:

- “Stockroom” - Display the resources of a specific stockroom.
- “Cabinet group” - Display the resources of a specific cabinet group.
- “Cabinet” - Display the resources of a specific cabinet.
- “Location” - Display the resources of a specific location.

### 21.1.2. Data area

The data area of the “Inventory” screen is formed of two parts (Fig 277).

Position	Code	Producer code	Resource	Expiration	Stock Qty	Cabinet	Kit
BLO.GI.ALL.PI	600R7770208	498	GARZA 7X9 16STR.FOLDREADY RX N+ (DTITOLLO 12/8 FILATO...		5	5	0
BLO.GI.ALL.PI	600R7790104	498	GARZA PIEG.IODOF. 10% MT.1		22	22	0
BLO.GI.ALL.PI	602R7770016	22	BENDA ELUSTANTIAL.20X5 FLEXA (DCOD. 03510270000 ...		0	0	0
BLO.GI.ALL.PI	602RC001100	206	BENDA ORL. MTSX2CM CD.12056105027(DDEL. N. 99/08		23	23	0
BLO.GI.ALL.PI	602RC001102	206	BENDA ORL.MTSX10CM CD.12056105107(DDEL. N. 99/08		25	25	0
BLO.GI.ALL.PI	602RC003104	22	BENDA ELSELF FIX PIC CMXMT. (DCOD.00230050000 ...		0	0	0
BLO.GI.ALL.PI	602RC003107	22	BENDA ELSELF FIX PIC CM X4MT. (DCOD.00230020000 ...		0	0	0
BLO.GI.ALL.PI	602RC100010	771	BENDA AUTOFIX 4X4 S LATTICE ** (DCOD. 02121540 ***		9	9	0
BLO.GI.ALL.PI	602RC100011	771	BENDA AUTOFIX 8X4 S LATTICE ** (DCOD. 02121542 *** DE...		12	12	0
BLO.GI.ALL.PI	602RC100012	771	BENDA AUTOFIX 10X4 S LATTICE ** (DCOD. 02121543*** DEL...		0	0	0
BLO.GI.ALL.PI	603R0000013	5355	MEDICAZ. TNT SURGIPAD 10X20 (DCOD. NWSPI020 DEL...		37	37	0
BLO.GI.ALL.PI	603RC229001	3757	COTONINI SOFT BSX10PZ. 80-1407 )DCF.10PZX20BUSTE=200P...		66	63	3
BLO.GI.ALL.PI	603RC229002	3757	COTONINI SOFT BSX10PZ. 80-140... )DCF.10PZX20BUSTE=200PZ...		0	0	0
BLO.GI.ALL.PI	616RS000083	2618	SET X TUR. COD. 77885 (D...		108	108	0
BLO.GI.ALL.PI	900R7505249	493	SET GARZA 10X10 16STR.S.FILO CF.5)DCD.23481 12/8 32/40 ...		302	302	0
BLO.GI.ALL.PI	900R7505543	498	SET GARZA 5X60 LUNG. RX 8STR. CF.3 )JOFD300560F85NM03 X...		43	43	0
BLO.GI.ALL.PI	900R7505917	498	SET GARZA ZAFFI MTSX7CM 4STR.RX )JZZD507F 12/8 32/40 1...		236	236	0
BLO.GI.ALL.PI	900R7770208	498	SET GARZA 7X9 16STR. RX CF.5 )DCID4380709F055 12/8...		340	298	42
BLO.GI.ALL.PI	900R7770211	493	SET GARZA 10X60 8STR. S.FILO CF.5)D12/8 FILATO 32/40 BORD...		312	312	0
BLO.GI.ALL.PI	900R7790103	498	SET GARZA LAPR.30X30 RX12ST CF.1)JOFD303030F12NM01 12/8...		73	73	0
BLO.GI.ALL.PI	900RC000467	498	SET GARZA 10X60 8STRATI RX CF.5 )J0ID23D1020F055 P.X 3(1...		423	406	17
BLO.GI.ALL.PI	900RC000470	498	SET GARZA LAP.5X25 RX CLUCITE 3PZ =D12/8 32/40 - 4 STRAT...		488	488	0
BLO.GI.ALL.PI	900RL000288	206	SET TAMPONE GARZA MM.40 C/FB.CF.5)DCD.1504430041A 12/8...		294	291	3
BLO.GI.ALL.PI	900RL000289	206	SET TAMP. GARZA MM.8 RX CF.5 )JDCOD. 1570330008 T.12/1...		196	192	4
BLO.GI.ALL.PI	900RL000290	206	SET TAMP. GARZA MM.10 RX CF.5 )JDCOD. 1570330010 T.12/1...		236	230	6
BLO.GI.ALL.PI	900RS000038	498	SET GARZA LAP.40X50 RX 12STR CF.4)JOFD304050F12NM04 12/8...		74	71	3

Resource	New Exp.	Stock...	Cabinet	Kit	Real Qty
GARZA 7X9 16STR.FOLDREADY RX N+ (DTITOLLO 12/8 FILATO 20/20 D. 42/08		5	5	0	5

1 2 3 4 5 6 7 8 9 0

SEARCH REFILL PRINT NEXT

Fig 277 - Inventory

The upper part of the screen lists all the resources that are in the inventory (Fig 277 A).

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

- the position (read only);
- the resource code (read only);
- the manufacturer code (read only);

- the resource name (read only);
- the expiration date (read only);
- the quantity of resources in stock (read only);
- the quantity of resource located in the cabinets (read only);
- the quantity of resource located in the kits (read only).

The lower part of the screen (Fig 277 **B**) provides the actual quantities and locations for the type of resource selected in the upper part. Each row corresponds to a single resource. For each row the following information can be available:

- the resource name and description (read only);
- the new expiration date (if managed);
- the total recorded quantity in stock (read only);
- the recorded quantity of resource located in the cabinets (read only);
- the recorded quantity of resource located in the kits (read only).
- the actual quantity in stock.

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.

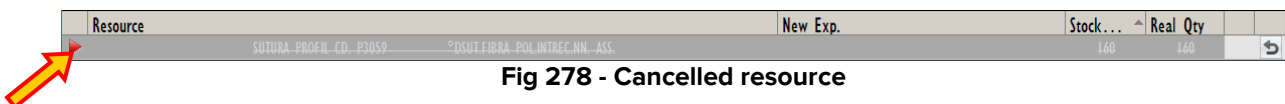
When the quantity in stock for a resource is less than a minimum configured quantity, then the corresponding cell is highlighted red; when the quantity in stock for a resource is less than a configured ideal quantity, then the corresponding cell is highlighted yellow.



*If there are 0 items in stock for a resource, then the selection of the type-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 (according to the configuration of the resource).

The  icon on the right cancels the corresponding row. The cancelled row is displayed in strike-through characters, as in Fig 278.



**Fig 278 - Cancelled resource**

The corresponding resources disappears when the screen is updated.

The  icon on the right is an “Undo” button.

The rows highlighted green correspond to resources that are not in use anymore, for which there are still available quantities in stock (Fig 279).

Fig 279

### 21.1.3. The “Inventory” screen command bar

The command bar of the “Inventory” screen is shown in Fig 280.

1	2	3	4	5	6	7	8	9	0	.	+/-	C	NEXT	
▼	▲	SEARCH					▲	REFILL	PRINT					

Fig 280 - Command bar

Either use the numeric buttons on the upper row (Fig 281) or the workstation keyboard to manage numeric data.

1	2	3	4	5	6	7	8	9	0
---	---	---	---	---	---	---	---	---	---

Fig 281 - Numeric buttons

The “.” button is a decimal divider. The button is active only if decimal specification is relevant.

The “+/-” button changes negative/positive values. 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 to scroll up and down the screen contents.

Use the **Search** button to access the general search screen (described in section 22).

Use the **Refill** button to access the refill functionalities for the selected resource. See section 21.3 for the procedure.

Use the **Print** button to print the inventory.

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

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

Click **Update** to save.

Click **Cancel** to discard the changes.

## 21.2. Editing the inventory values

The “Inventory” module allows to manage the resources values. It is possible to change the quantities in stock and the expiration dates. It is also possible to delete a resource.

The nature and number of editable values depend on the configuration of the specific resource. Editable values are indicated by the light-blue colour highlighting the corresponding cell. In Fig 282, for instance, only the actual quantity is editable.

Resource	New Exp.	Stock...	Real Qty
SUTURA PROFIL CD. P3059	°DSUT.FIBRA POLINTREC.NN. ASS.	160	160

Fig 282

### 21.2.1. How to change the quantities in stock

To change the quantity in stock of a resource,

- Click, in the upper area, the row corresponding to the relevant resource.

The row is selected; the ► icon is displayed on the left (Fig 283 A).

RESOURCES INVENTORY

STOCKROOM

ALL

CABINETS GROUP

ALL

CABINET

ALL

LOCATION

ALL

RESET

Position	Code	Producer code	Resource	Expiration	Stock Qty	Cabinet	Kit
BLO.GI.ALI.PI	600R7770208	498	GARZA 7X9 16STR.FOLDREADY RX N+ (DTITOLLO 12/8 FILATO...		5	5	0
BLO.GI.ALI.PI	600R7770104	498	GARZA PIEG.10DOF. 10% MT.I =DT.12/8 ...		22	22	0
BLO.GI.ALI.PI	602R7770016	22	BENDA ELAST.ANTIALL.20X5 FLEXA (DCOD. 03510270000 ...		0	0	0
BLO.GI.ALI.PI	602RC001100	206	BENDA ORL. MTSX2CM CD.12056105027(ODEL. N. 99/08		23	23	0
BLO.GI.ALI.PI	602RC001102	206	BENDA ORL.MTSX10CM CD.12056105107(ODEL. N. 99/08		25	25	0
BLO.GI.ALI.PI	602RC003106	22	BENDA ELSELF. FIX PIC CM4XMT. (DCOD.00230050000 ...		0	0	0
BLO.GI.ALI.PI	602RC003107	22	BENDA ELSELF. FIX PIC CM 8X4MT. (DCOD.00230020000 ...		0	0	0
BLO.GI.ALI.PI	602RC100010	771	BENDA AUTOFIX 4X4 S LATTICE ** (DCOD. 02121540 ***		9	9	0
BLO.GI.ALI.PI	602RC100011	771	BENDA AUTOFIX 8X4 S LATTICE ** (DCOD. 02121542 *** DE...		12	12	0
BLO.GI.ALI.PI	602RC100012	771	BENDA AUTOFIX 10X4 S LATTICE ** (DCOD. 02121543*** DEL...		0	0	0
BLO.GI.ALI.PI	603R0000013	5355	MEDICAZ. TNT SURGIPAD 10X20 (DCOD. NWSPI020 DEL...		37	37	0
BLO.GI.ALI.PI	603RC229001	3757	COTONINI SOFT BSK10PZ. 80-1407 )DCF10PZX20BUSTE=200P...		66	63	3
BLO.GI.ALI.PI	603RC229002	3757	COTONINI SOFT BSK10PZ. 80-1407 )DCF10PZX20BUSTE=200PZ...		0	0	0
BLO.GI.ALI.PI	616RS000003	2618	SET X TUR COD. 77885 (D...		108	108	0
BLO.GI.ALI.PI	900R7505269	493	SET GARZA 10X10 16STR.S.FILO CF.5)DCD.23401 12/8 32/40 ...		302	302	0
BLO.GI.ALI.PI	900R7505543	498	SET GARZA 5X60 LUNG RX BSTR CF.3 )DFD300540F85NN03 X...		43	43	0
BLO.GI.ALI.PI	900R7505917	498	SET GARZA ZAFFI MTSX7CM 4STR.RX )DZD507E 12/8 32/40 1...		236	236	0
BLO.GI.ALI.PI	900R7770200	498	SET GARZA 7X9 16STR. RX CF.5 )DCID4360709F055 12/8...		340	290	42
BLO.GI.ALI.PI	900R7770211	493	SET GARZA 10X60 BSTR. S.FILO CF.5)D12/8 FILATO 32/40 BORD...		312	312	0
BLO.GI.ALI.PI	900R7790103	498	SET GARZA LAPAR.30X30 RX125T CF.1)DFD303030F12NA01 12/8...		73	73	0
BLO.GI.ALI.PI	900RC000467	498	SET GARZA 10X60 BSTRATI RX CF.5 )DID2301020F055 P.X. 3(1...		423	406	17
BLO.GI.ALI.PI	900RC000470	498	SET GARZA LAP.5X25 RX CUCITE 3PZ =D12/8 32/40 - 4 STRAT...		488	488	0
BLO.GI.ALI.PI	900RL000280	206	SET TAMPONE GARZA MM.40 C/FB.CF.5)DCD.150430041A 12/8...		294	291	3
BLO.GI.ALI.PI	900RL000289	206	SET TAMP. GARZA MM.8 RX CF.5 )DCOD. 1570330008 T.12/1...		196	192	4
BLO.GI.ALI.PI	900RL000290	206	SET TAMP. GARZA MM.10 RX CF.5 )DCOD. 157030010 T.12/1...		236	230	6
BLO.GI.ALI.PI	900RS000030	498	SET GARZA LAP.40X50 RX 12STR. CF.4)DFD304050F12NA04 12/8...		74	71	3

Resource

SET GARZA 5X60 LUNG RX BSTR CF.3 )DFD300540F85NN03 X 3(X520) D.972/09

New Exp.

Stock... Cabinet Kit Real Qty

43 43 0 43

A

B

1	2	3	4	5	6	7	8	9	0	+/-	C	NEXT
				SEARCH						REFILL	PRINT	

Fig 283

In the lower area the details of the selected resource are displayed (Fig 283 B).

- Click, in the lower area, 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.


- Specify the new quantity.
- Click the **Update** button on the command bar.

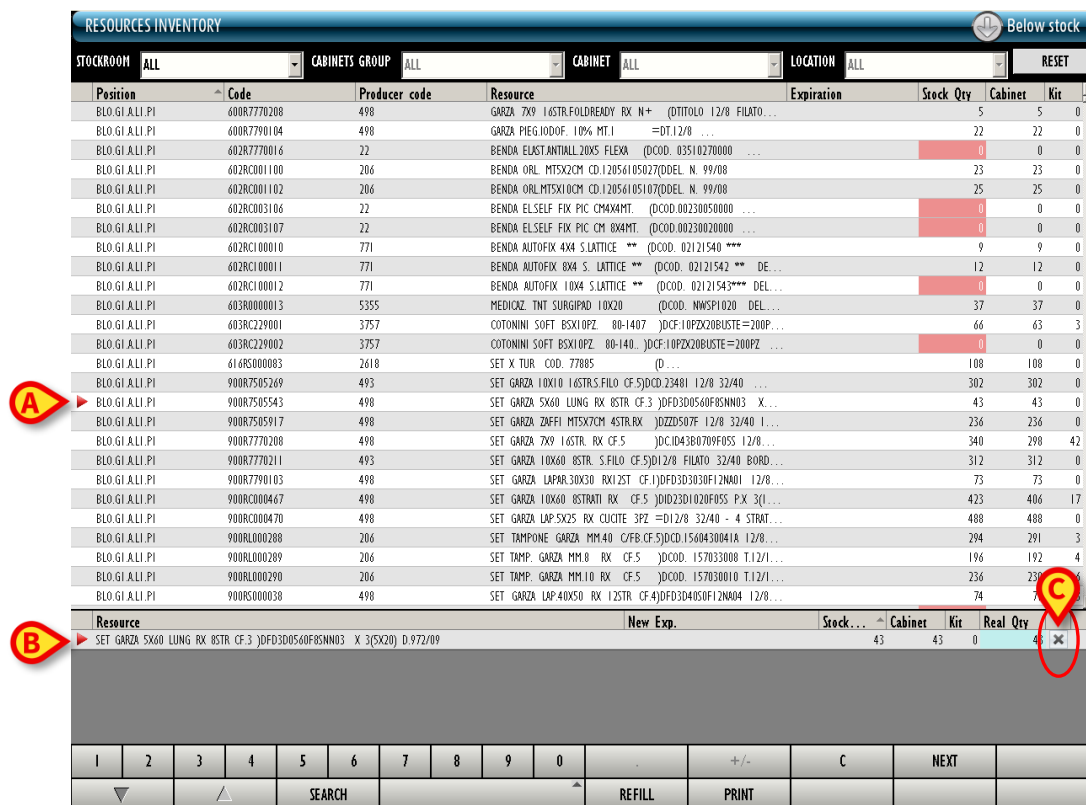
The quantities in stock are updated. The  icon on the right is an “Undo” button.

## 21.2.2. Deleting an item from the inventory

To delete an 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 is displayed on the left (Fig 284 A).




Position	Code	Producer code	Resource	Expiration	Stock Qty	Cabinet	Kit
BLO GI ALL PI	600R7770208	498	GARZA 7X9 16STR.FOLDREADY RX N+ (DTITULO 12/8 FILATO...		5	5	0
BLO GI ALL PI	600R7790104	498	GARZA PIEG.IODOF. 10% MT.1 ==DT.12/8 ...		22	22	0
BLO GI ALL PI	602R7770016	22	BENDA ELUSTANTIAL20X5 FLEXA (DCOD. 03510270000 ...		0	0	0
BLO GI ALL PI	602RC001100	206	BENDA ORL. MTSX2CM CD.120561050270DEL N. 99/08		23	23	0
BLO GI ALL PI	602RC001102	206	BENDA ORL.MTSX10CM CD.120561051070DEL N. 99/08		25	25	0
BLO GI ALL PI	602RC003104	22	BENDA ELSELF FIX PIC CMXMT. (DCOD.00230050000 ...		0	0	0
BLO GI ALL PI	602RC003107	22	BENDA ELSELF FIX PIC CM 8X4MT. (DCOD.00230020000 ...		0	0	0
BLO GI ALL PI	602RC100010	771	BENDA AUTOFIX 4X4 S LATTICE ** (DCOD. 02121540 ***		9	9	0
BLO GI ALL PI	602RC100011	771	BENDA AUTOFIX 8X4 S LATTICE ** (DCOD. 02121542 *** DE...		12	12	0
BLO GI ALL PI	602RC100012	771	BENDA AUTOFIX 10X4 S LATTICE ** (DCOD. 02121543*** DEL ...		0	0	0
BLO GI ALL PI	603R0000013	5355	MEDICAZ. TNT SURGIPAD 10X20 (DCOD. NWSPI020 DEL...		37	37	0
BLO GI ALL PI	603RC229001	3757	COTONINI SOFT BSX10PZ. 80-1407 )DCF.10PZX20BUSTE=200P...		66	63	3
BLO GI ALL PI	603RC229002	3757	COTONINI SOFT BSX10PZ. 80-140... )DCF.10PZX20BUSTE=200PZ ...		0	0	0
BLO GI ALL PI	616RS000083	2618	SET X TUR COD. 77885 (D...		108	108	0
BLO GI ALL PI	900R7505249	493	SET GARZA 10X10 16STR.S.FILO CF.5)DCD.23481 12/8 32/40 ...		302	302	0
BLO GI ALL PI	900R7505543	498	SET GARZA 5X60 LUNG RX 8STR CF.3 )JDFD300560F85NN03 X...		43	43	0
BLO GI ALL PI	900R7505917	498	SET GARZA ZAFFI MTSX7CM 4STR.RX )JZZD507F 12/8 32/40 1...		236	236	0
BLO GI ALL PI	900R7770208	498	SET GARZA 7X9 16STR. RX CF.5 )DCID4380709F05S 12/8...		340	298	42
BLO GI ALL PI	900R7770211	493	SET GARZA 10X60 8STR. S.FILO CF.5)D12/8 FILATO 32/40 BORD...		312	312	0
BLO GI ALL PI	900R7790103	498	SET GARZA LAPR.30X30 RX12ST CF.1)JDFD303030F12NN01 12/8...		73	73	0
BLO GI ALL PI	900RC000467	498	SET GARZA 10X60 8STRATI RX CF.5 )J0ID23D1020F05S P.X 3(1...		423	406	17
BLO GI ALL PI	900RC000470	498	SET GARZA LAP.5X25 RX CLUCITE 3PZ =D12/8 32/40 - 4 STRAT...		488	488	0
BLO GI ALL PI	900RL000288	206	SET TAMPONE GARZA MM.40 C/FB CF.5)DCD.150430041A 12/8...		294	291	3
BLO GI ALL PI	900RL000289	206	SET TAMP. GARZA MM.8 RX CF.5 )JDCOD. 157033008 T.12/1...		196	192	4
BLO GI ALL PI	900RL000290	206	SET TAMP. GARZA MM.10 RX CF.5 )JDCOD. 157033010 T.12/1...		236	230	6
BLO GI ALL PI	900RS000038	498	SET GARZA LAP.40X50 RX 12STR CF.4)JDFD304050F12NN04 12/8...		74		

Resource	New Exp.	Stock...	Cabinet	Kit	Real Qty
SET GARZA 5X60 LUNG RX 8STR CF.3 )JDFD300560F85NN03 X 3(SX20) D.972/09		43	43	0	43

Fig 284

The details of the selected resource are displayed in the lower area of the screen (Fig 284 B). Here, on the right of the row corresponding to the resource that must be deleted,

- Click the  button (Fig 284 C).


The row is displayed as striked-through (Fig 285).

Resource	New Exp.	Stock...	Cabinet	Kit	Real Qty
<del>SET GARZA 10X60 8STRATI RX CF.5 )J0ID23D1020F05S P.X 3(10X20) D.972/09</del>		<del>423</del>	<del>406</del>	<del>17</del>	<del>423</del>

Fig 285

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

The row disappears from the lower area of the screen. The inventory values are consequently updated. If all the items of a certain resource are deleted, then also the row corresponding to the resource type disappears from the upper area of the screen.

The  icon is an “Undo” button.



## 21.3. Refill resource procedure

It is possible to access the “Refill resource quantity” functionalities directly from the inventory screen. To do that

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

The resource is selected; the  icon is displayed on the left (Fig 286 A).



Position	Code	Producer code	Resource	Expiration	Stock Qty	Cabinet	Kit
BLO GI ALI PI	600R7770208	498	GARZA 7X9 16STR.FOLDREADY RX N+ (DTITOLO 12/8 FILATO...		5	5	0
BLO GI ALI PI	600R7790104	498	GARZA PIEG.10DOF. 10% MT.I =DT.12/8 ...		22	22	0
BLO GI ALI PI	602R7770016	22	BENDA EUSTANTIALL.20X5 FLEXA (DCOD. 03510270000 ...		0	0	0
BLO GI ALI PI	602RC001100	206	BENDA ORL. MTSX2CM CD.1205610502700DEL N. 99/08		23	23	0
BLO GI ALI PI	602RC001102	206	BENDA ORL.MTSX10CM CD.1205610510700DEL N. 99/08		25	25	0
BLO GI ALI PI	602RC003106	22	BENDA ELSELF FIX PIC CM4X4MT. (DCOD.00230050000 ...		0	0	0
BLO GI ALI PI	602RC003107	22	BENDA ELSELF FIX PIC CM 8X4MT. (DCOD.00230020000 ...		0	0	0
BLO GI ALI PI	602RC100010	771	BENDA AUTOFIX 4X4 S.LATTICE ** (DCOD. 02121540 ***		9	9	0
BLO GI ALI PI	602RC100011	771	BENDA AUTOFIX 8X4 S. LATTICE ** (DCOD. 02121542 ** DE...		12	12	0
BLO GI ALI PI	602RC100012	771	BENDA AUTOFIX 10X4 S.LATTICE ** (DCOD. 02121543*** DEL...		0	0	0
BLO GI ALI PI	603R0000013	5355	MEDICAZ. TINT. SURGIPAD 10X20 (DCOD. NWSPI020 DEL...		37	37	0
BLO GI ALI PI	603RC229001	3757	COTONINI SOFT BSX10PZ 80-1407 )DCF.10PZK20BUSTE=200P...		66	63	3
BLO GI ALI PI	603RC229002	3757	COTONINI SOFT BSX10PZ 80-140... )DCF.10PZK20BUSTE=200P...		0	0	0
BLO GI ALI PI	616RS000083	2618	SET X TUR COD. 77805 (D...		108	108	0
BLO GI ALI PI	900R7505269	493	SET GARZA 10X10 16STR.S.FILO CF.5)DCD.23401 12/8 32/40 ...		302	302	0
BLO GI ALI PI	900R7505543	498	SET GARZA 5X60 LUNG RX 8STR CF.3 )DFD3D0540F85NN03 X...		43	43	0
BLO GI ALI PI	900R7505917	498	SET GARZA ZAFFI MTSX7CM 4STR.RX )DZD507F 12/8 32/40 1...		236	236	0
BLO GI ALI PI	900R7770208	498	SET GARZA 7X9 16STR. RX CF.5 )DC.1043B0709F055 12/8...		340	298	42
BLO GI ALI PI	900R7770211	493	SET GARZA 10X60 8STR. S.FILO CF.5)D12/8 FILATO 32/40 BORD...		312	312	0
BLO GI ALI PI	900R7790103	498	SET GARZA LAPAR.30X30 RX12ST CF.1)DFD3D3030F12NA01 12/8...		73	73	0
BLO GI ALI PI	900RC000467	498	SET GARZA 10X60 8STRATI RX CF.5 )DID23D1020F055 P.X. 3(1...		423	406	17
BLO GI ALI PI	900RC000470	498	SET GARZA LAP.5X25 RX CUCITE 3PZ =D12/8 32/40 - 4 STRAT...		480	480	0
BLO GI ALI PI	900RL000288	206	SET TAMPONE GARZA MM.40 C/FB.CF.5)DCD.1560430041A 12/8...		294	291	3
BLO GI ALI PI	900RL000289	206	SET TAMP. GARZA MM.8 RX CF.5 )DCOD. 157033008 T.12/1...		196	192	4
BLO GI ALI PI	900RL000290	206	SET TAMP. GARZA MM.10 RX CF.5 )DCOD. 157030010 T.12/1...		236	230	6
BLO GI ALI PI	900RS000038	498	SET GARZA LAP.40X50 RX 12STR CF.4)DFD3D4050F12NA04 12/8...		74	71	3

Resource: SET GARZA 5X60 LUNG RX 8STR. CF.3 )DFD3D0540F85NN03 X 3(5X20) D.972/09

New Exp. Stock... Cabinet Kit Real Qty

43 43 0 43

1 2 3 4 5 6 7 8 9 0 +/=- C NEXT

REFILL PRINT

Fig 286

- Click the **Refill** button on the command bar (Fig 286 B).

The “Resources refill” screen is displayed (Fig 287). The selected resource is there displayed (Fig 287 A).

REFILL RESOURCES - BLO.G1.A.L1.P1

Below stock

STOCKROOM BLO CABINETS GROUP G1 CABINET A

Position	Code	Producer code	Description	Refill
LI.P1	900RC000467	498	SET GANZA 10X60 8STRATI RX CF-5 J01D23D1 020F055 P.X 3(10X20) D.972/09	1

1 2 3 4 5 6 7 8 9 0 +/- C NEXT

▽ ▲ SEARCH LOCK SCAN START SCAN IMPORT CANCEL UPDATE

Fig 287

- Specify, if required, the resource values (lot, serial number, etc...).
- Specify the “refill” quantity in the “Refill” field (Fig 287 B)
- Click the **Update** button on the command bar.

The “Inventory” screen is displayed again (Fig 286). The resource values are updated.

## 21.4. Print inventory

The **Print** button on the command bar prints the inventory. A print preview is displayed.

## 22. Search functionalities

A specific tool is available in the “Stock Management” system to search for the resources in stock.

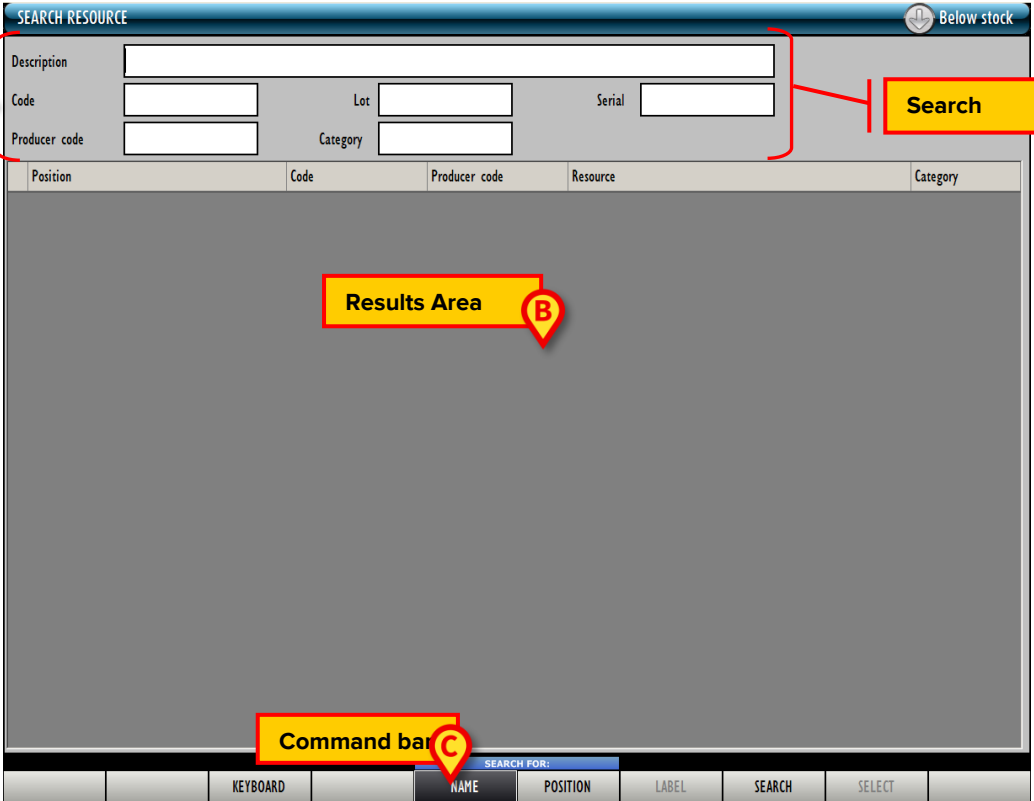


The screen shown in Fig 288 is also displayed when the **Search** button is clicked during some “Stock Management” procedures. The items selected on this screen are then contextually selected for the specific procedure.

To access this tool

- Click the corresponding icon  on the lateral bar.

The following screen opens (Fig 288)



The screenshot shows the 'SEARCH RESOURCE' interface. At the top, there's a title bar with 'SEARCH RESOURCE' and a 'Below stock' button. Below the title bar, there are search fields for 'Description', 'Code', 'Lot', 'Serial', 'Producer code', and 'Category'. A red bracket labeled 'A' groups these fields. To the right of the fields is a yellow 'Search' button. Below the search fields is a table with columns: 'Position', 'Code', 'Producer code', 'Resource', and 'Category'. The table area is labeled 'Results Area' with a red bracket labeled 'B'. At the bottom, there's a 'Command bar' with buttons: 'KEYBOARD', 'NAME', 'POSITION', 'LABEL', 'SEARCH', and 'SELECT'. A red bracket labeled 'C' points to the 'Command bar'. A 'SEARCH FOR:' dropdown is also present in the command bar.

Fig 288 - Search resource

On top of the screen, in the area indicated in Fig 288 **A**, are the search fields.

The area indicated in Fig 288 **B** contains the search results.

The command bar is indicated in Fig 288 **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 289 **A**).

**SEARCH RESOURCE** Below stock

Description:

Code:  Lot:  Serial:

Producer code:  Category:

Position	Code	Producer code	Resource	Category
RBL.GI.Nuovi Materiali.LI.PI	915R1000059	2618	MONOTELI FORO ELASTICO 200X320CM /D	DEL525/07
BLO.GI.A.LI.PI	915R1000059	2618	MONOTELI FORO ELASTICO 200X320CM /D	DEL525/07
DEA.GI.Nuovi Materiali.LI.PI	915R1000059	2618	MONOTELI FORO ELASTICO 200X320CM /D	DEL525/07
BLO.GI.A.LI.PI	915R1000071	3192	TELI CM 75X90 CON ADESIVO CD304 /D	DEL525/07
BLO.GI.A.LI.PI	915R1000087	3192	TELI CM 75X90 CON ADESIVO CD454 /D	DEL525/07
BLO.GI.A.LI.PI	915R1000074	3192	TELI CM 75X90 S/ADESIVO B304 /D	DEL525/07
BLO.GI.A.LI.PI	915R1000088	3192	TELI CM 75X90 S/ADESIVO B454 /DIDROREPELLENTI	DEL525/07
BLO.GI.A.LI.PI	915R1000075	3192	TELI CM150X180 CON ADESIVO CD308 /D	DEL525/07
BLO.GI.A.LI.PI	915R1000078	3192	TELI CM150X180 S/ ADESIVO CD308 /D	DEL525/07
BLO.GI.A.LI.PI	915R1000079	3192	TELI CM240X270 DOPP.ASS.CD200/CN /D	DEL525/07

SEARCH FOR:

KEYBOARD NAME POSITION LABEL **SEARCH** SELECT

Fig 289

- Click the **Search** button on the command bar (Fig 289 **B**).

The list of resources matching the data specified is displayed in the results area (Fig 289 **C**).

## 22.2. Results

The central part of the screen, indicated in Fig 288 **B** and shown in Fig 290, contains the results list.



Position	Code	Producer code	Resource	Category
RBL.GI.Nuovi Materiali.LI.PI	915R1000059	2618	MONOTELI FORO ELASTICO 200X320CM /D	DEL525/07
BLO.GI.A.LI.PI	915R1000059	2618	MONOTELI FORO ELASTICO 200X320CM /D	DEL525/07
<input checked="" type="checkbox"/> DE.A.GI.Nuovi Materiali.LI.PI	915R1000059	2618	MONOTELI FORO ELASTICO 200X320CM /D	DEL525/07
BLO.GI.A.LI.PI	915R1000071	3192	TELI CM 75X90 CON ADESIVO CD304 /D	DEL525/07
<input checked="" type="checkbox"/> BLO.GI.A.LI.PI	915R1000087	3192	TELI CM 75X90 CON ADESIVO CD454 /D	DEL525/07
BLO.GI.A.LI.PI	915R1000074	3192	TELI CM 75X90 S/ADESIVO B304 /D	DEL525/07
<input checked="" type="checkbox"/> BLO.GI.A.LI.PI	915R1000088	3192	TELI CM 75X90 S/ADESIVO B454 /DIDROREPELLENTI	DEL525/07
BLO.GI.A.LI.PI	915R1000075	3192	TELI CM150X180 CON ADESIVO CD308 /D	DEL525/07
BLO.GI.A.LI.PI	915R1000078	3192	TELI CM150X180 S/ADESIVO CD308 /D	DEL525/07

**Fig 290 - 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 can be either enabled or not during configuration. In Fig 290 **A** three resources are selected.

## 22.3. The command bar

The command bar is shown in Fig 291.



Fig 291 - Command bar

The **Keyboard** button displays a virtual keyboard that can be used for data entry on touch workstations.

The buttons **Name** and **Position** select the search modality.

See section 22.1.1. for the **Name** search. See section 22.4 for the **Position** search.

The **Label** button prints a sticker label containing the barcode of a selected resource. See section 22.3.1.

Use the **Search** button to perform the search (see section 22.1.1).

Use the **Select** button to select one of the items displayed and insert it in the current procedure. The **Select** button is not active when the search module is selected via the icon on the lateral bar (this is the case described in this section 22). The **Select** button is active when the search screen is accessed directly from another module, as part of a specific procedure.

To select an item:

- click the row corresponding to the relevant item.

The row is highlighted (Fig 290 **A**).

- Click the **Select** button.

The selected item is inserted in the current procedure.

### 22.3.1. Print label for the selected resource

To print the barcode sticker label of a selected resource:

- Search for the resource using the procedure described in section 22.1.1.
- Click the row corresponding to the relevant resource.

The row is highlighted.

- Click the **Label** button.

The following screen opens, enabling to specify the number of labels to be printed (Fig 292).



Fig 292

- Specify the number of labels in the field indicated in Fig 292 **A**.
- Click the **Continue** button (Fig 292 **B**).

The specified labels are printed.

## 22.4. Search by position

When the **Position** button on the command bar is selected, then a screen enabling to search by position opens (Fig 293).

**SEARCH RESOURCE**

STOCKROOM: -ALL- CABINETGROUPS: -ALL- CABINET: -ALL- RESET

Position	Code	Producer code	Resource	Category
BLO.GI.ALI.PI	915R1000086	3192	SACCO MAYO CM85X145 CD. E122 /DIDROREPELLENTE	DEL525/07
BLO.GI.ALI.PI	915R1000081	3192	KIT PACCO TAVOLO COD.AC 202/TC /D	DEL525/07
BLO.GI.ALI.PI	915R1000019	2618	CUFFIA X FLUOROSCOPIO CM 80X90 /D	DEL525/07
BLO.GI.ALI.PI	915R1000020	2618	COPRI CAVI /D	DEL525/07
BLO.GI.ALI.PI	915R0000786	5672	GUAINA COPRITELEC.13X250 21351103/D	DET.34/09
BLO.GI.ALI.PI	915R1000007	5672	CUFFIA X FLUOROSCOPIO 21305052 /D	DEL525/07
BLO.GI.ALI.PI	915R1000054	5672	INTERVENTO MASTECTOMIA /D	DEL525/07
BLO.GI.ALI.PI	915R1000013	2618	INTERVENTI SULLA SPALLA IN6068 /D	DEL525/07
BLO.GI.ALI.PI	915R1000004	5672	INTERVEN.MAGGIORI TORACE/ADDOME /D	DEL525/07
BLO.GI.ALI.PI	915R1000036	2618	INTERVENTI CISTOSCOPIA IN6071 /D	DEL525/07
BLO.GI.ALI.PI	602RC003106	22	BENDA EL.SELF FIX PIC CM4X4MT. (DCOD.00230050000	DEL. 99/08
BLO.GI.ALI.PI	915R1000080	3192	PIASTRE PORTATUBI A 6 COD. F050 /D	DEL525/07
BLO.GI.ALI.PI	915R1000022	2618	INTERVENTI PROTESI ANCA IN6063 /DDIAFISI DI FEMORE	DEL525/07
BLO.GI.ALI.PI	915R1000043	3192	INTERVENTI SU COLLO AB937/CN /D	DEL525/07
BLO.GI.ALI.PI	915R1000008	5672	SACCO MAYO COD. 258300 /D	DEL525/07
BLO.GI.ALI.PI	915R1000073	3192	INTERVENTI VARICI CD.AC 208/TC /D	DEL525/07
BLO.GI.ALI.PI	915R1000006	5672	INTERVENTI DI LAPAROSCOPIA /D	DEL525/07
BLO.GI.ALI.PI	915R1000074	3192	TELI CM 75X90 S/ADESIVO B304 /D	DEL525/07
BLO.GI.ALI.PI	915R1000070	3192	INTERVENTI ARTI INF. CD.AB100/V /D	DEL525/07
BLO.GI.ALI.PI	915R1000023	2618	TELO TAVOLO MADRE CM200X200 /D	DEL525/07
BLO.GI.ALI.PI	915R1000027	2618	INTERVENTI CHIR.MINORI IN6078 /D(INT. PROSTATA)	DEL525/07
BLO.GI.ALI.PI	915R1000152	3192	TELO CM.75X120 COD.C104 /D	DEL525/07

SEARCH FOR: KEYBOARD NAME POSITION LABEL SEARCH SELECT

Fig 293 - Search by position

The screen displays the complete resources list. Three filters are on top (Fig 293 **A**), making it possible to reduce the number of items displayed. The available filters are:

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

-TUTTI-  
BLO  
DEA  
GIAM  
RBL

Fig 294

- Click the wanted option.

The name of the chosen filter is displayed in the field. The list of resources on screen changes accordingly.

The **Reset** button (Fig 293 **B**) resets all filters.