

Stock Management User Manual

Version 1.0

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1. Stock Management



For general and detailed information about the Product environment and the instruction for use of the Control Bar software see the document "USR ENG Digistat Product". Reading and understanding this document is necessary for a correct and safe use of the Stock Management module.

1.1. Introduction

The DIGISTAT[®] "Stock Management" system offers a set of tools dedicated to the management of stockrooms and pharmacies of a clinical structure.

The system, composed by several different modules, covers all the tasks and necessities relating to this specific environment.

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

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

1.2. The system modules

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

• **Stock** - Stock monitoring.

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

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

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

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

The corresponding icon is $\underbrace{SM}_{\blacksquare}$. This module is described in paragraph 4.

• Other pickings - Administrative discharge management.

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

• Movements - Summary of all the movements of resources.

The corresponding icon is $\sum_{n=1}^{SM}$. This module is described in paragraph 6.

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

The corresponding icon is $\stackrel{\text{SM}}{\boxtimes}$. This module is described in paragraph 7.

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

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

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

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

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

The corresponding icon is $\overset{\text{SM}}{\square}$. This module is described in paragraph 10.

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

The corresponding icon is $\overset{\text{SM}}{\square}$. This module is described in paragraph 11.

Returns - Returned resources management.

The corresponding icon is $\overset{\text{SM}}{\smile}$. This module is described in paragraph 12.

• Waste - Wasted resources management.

The corresponding icon is $\overset{\text{SM}}{\frown}$. This module is described in paragraph 13.

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

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

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

• Generic kits - Generic kits creation and management procedures.

The corresponding icon is $\stackrel{\text{SM}}{\blacksquare}$. This module is described in paragraph 16.

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

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

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

The corresponding icon is $\underbrace{\overset{}}{\overset{}}_{\overleftarrow{\pm}}$. This module is described in paragraph 19.

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

The corresponding icon is $\underbrace{SM}_{\blacksquare}$. This module is described in paragraph 20.

• **Inventory** - Inventory management.

The corresponding icon is $\stackrel{\text{SM}}{\boxtimes}$. This module is described in paragraph 21.

• Search - Resources and materials search functionalities.

The corresponding icon is $\overset{\text{SM}}{\smile}$. This module is described in paragraph 22.

1.3. How to select a module

To select one of the modules

click the corresponding icon on the lateral bar.

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

1.4. Screen structure

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

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

These items are:

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

			header				
RESOURCES INVEN	ITORY		A A				Below stock
STOCKROOM -ALL-			CABINET -	ALL-	- LOCATION -ALL-		RESET
Position	^ Code	Filters	esource			Expiration	Stock Qty
BLO.GI.A.LI.PI	600R7790104		ARZA PIEG.IODOF. 10% MT.I =DT	.12/8 DEL(61/10		1
BLO.GI.A.LI.PI	602R7770016	22	BENDA ELAST.ANTIALL.20X5 FLEXA (DCOD). 03510270000 DEL 99	/08		8
BLO.GI.A.LI.PI	602RC001100	206	BENDA ORL MT5X2CM CD.12056105027(DD	EL N. 99/08			28
BLO.GI.A.LI.PI	602RC001102	206	BENDA ORLMT5X10CM CD.12056105107(DD	EL N. 99/08			26
BLO.GI.A.LI.PI	602RC003106	22	BENDA ELSELF FIX PIC CM4X4MT. (DCO	D.00230050000 DEL 99/	'08		15
BLO.GI.A.LI.PI	602RC003107	22	BENDA ELSELF FIX PIC CM 8X4MT. (DCO	D.00230020000 DEL 99)/08		14
BLO.GI.A.LI.PI	603R0000013	5355	MEDICAZ. TNT SURGIPAD 10X20 (DCO	D. NWSP1020 DELN. 99/08			65
BLO.GI.A.LI.PI	603RC229001	3757	COTONINI SOFT BSX10PZ. 80-140.)DCF:1	OPZX20BUSTE=200PZ DET. 549	/09		Ш
BLO.GI.A.LI.PI	616RS000083	2618	SET X TUR COD. 77885 (D	DEL 9	41/08		105
BLO.GI.A.LI.PI	900R7505269	493	SET GARZA 10X10 16STR.S.FILO CF.5)DCD.2	3481 12/8 32/40 DEL 972/0)9		396
BLO.GI.A.LI.PI	900R7505543	498	SET GARZA 5X60 LUNG RX 8STR CF.3)DFD	3D0560F8SNN03 X 3(5X20) D.97	2/09		22
BLO.GI.A.LI.PI	900R7505917	498	SET GARZA ZAFFI MT5X7CM	XCF D.972	2/09		55
BLO.GI.A.LI.PI	900R7770208	498	***SET GARZA 7X9 I6STR. R Dat	a area 👝 🛛 🗛	72/09		909
BLO.GI.A.LI.PI	900R7770211	493	SET GARZA IOX60 8STR. S.FILO CT. JULZO	TILLIO 32/10 00 972/0	9		322
BLO.GI.A.LI.PI	900R7790103	498	SET GARZA LAPAR.30X30 RX12ST CF.1)DFD3		2/09		55
BLO.GI.A.LI.PI	900RC000467	498	SET GARZA 10X60 8STRATI RX CF.5 (DD2)	3D1020F055 P.X 3(10X20) D.972/	09		492
BLO.GI.A.LI.PI	900RC000470	498	SET GARZA 5X25 4STRX CUCITE CF3PZ)DIDI	3D0525F035 12/8 32/40 D.977	2/09		17
BLO.GI.A.LI.PI	900RL000288	206	SET TAMPONE GARZA MM.40 C/FB.CF.5)DCE).1560430041A 12/8 20/20 D.97	2/09		321
BLO.GI.A.LI.PI	900RL000289	206	SET TAMP, GARZA MM.8 RX CF.5)DCO	D. 157033008 T.12/12 D.972/0	9		116
BLO.GI.A.LI.PI	900RL000290	206	SET TAMP. GARZA MM.10 RX CF.5)DCO	D. 157030010 T.12/12 D.972/0	9		133
BLO.GI.A.LI.PI	900RS000038	498	SET GARZA LAP.40X50 RX 12STR CF.4)DFD3		2/09		49
BLO.GI.A.LI.PI	900RS000039	498	SET GARZA LAPAR.80X80 RX 4STR.CFI)DFD5				10
BLO.GI.A.LI.PI	915R1000000	5672	INTERVENTI MINORI SU ADDOME /D	DEL 5			4620
BLO.GI.A.LI.PI	915R1000001	5672	STRISCIA ADESIVA COD.258347 /D	DEL 525			3079
BLO.GI.A.LI.PI	915R1000002	5672	TELO CM.75X90 COD.250491 /D	DEL 5	25/07		3850
BLO.GI.A.LI.PI	915R1000003	5672	TELO ADES. CM.75X90 COD.252312 /D	DEL 52			3880
PLOCIALIPI	01501000004	5473	INTERVEN MAGGIORI TORACE/ADDOME (D	DELS			4400
Resource				New Exp.		Stock 🔶 Re	al Qty
GARZA PIEG.IODOF. 10	% MT.I =DT.I	2/8 DEL	61/10			7	7 🗙
GARZA PIEG.IODOF. TO	% mr.1 —D1.1	1/8 UEL	Command bar	2		,	
1 2	3 4	5 6 7		+/-	С	NEXT	
				Y			

Fig 1

1.4.1. Header

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

A	ES INVENTORY Below stock
	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).
1	Some configurations do not manage the resouces expiration dates. In these cases the first two icons cannot appear.

1.4.2. Filters

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



L

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

				A
STOCKROOM -ALL-	CABINETGROUPS -ALL-	CABINET -ALL-	-ALL-	RESET
		Fig 3		

To use the filters

 \succ click the \square button placed near the filter.

A menu containing the available options opens.

-ALL-		•
-ALL-		
MICRO		
TEST		
	Eia 4	

Click the wanted option.

The name of the selected filter appears in the field. The list of items displayed on screen changes accordingly.

The **Reset** button on the right (Fig 3 A) clears all the filters and displays the items full list.

1.4.2.1. Date filter

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



To set a date

 \succ click the \checkmark button placed near the date (Fig 5 A).

A calendar-window opens (Fig 6).



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

The date this way selected is displayed in the field.

1.4.3. Data area

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

1.4.4. Command bar

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

1.5. Resources' optimistic management

In the "Stock Management" system the phrase "Resources optimistic management" indicates that the resources expiration date editing is enabled.

The "Optimistic management" can be enabled by configuration.

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

2. Stock monitoring

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

click the button on the lateral bar.

The following screen opens.

OCKROOM)		CABINETS	GROUP			- CABI	ALL ALL				•	RESET
our	Position	Code	Producer code	Description			Min	ldeal q	Stock q	Cabinet	Kit	Refill	Expiration
	U.LI .PI	609R1130011	683	SONDA PROST.	DUFOUR CD.11331830	=D3VIE_CH18		0	0	0			
	U.LI.PI	609RCI 32080	683	SONDA PROST.	DUFOUR CD.11332080	=DIOPZXCF 3V	0	0	0	0	0	0	
05/2010 15.16	U.LI .PI	609R1130009	2821	SONDA PROSTA	TICA DUFOUR AB6318 N+	/DBECCO FLA	0	0	0	0	0	0	
	U.LI.PI	609RCI 30005	2821	SONDA URETER	ALE NELATON AC5303 =	D	0	0	0	0	0	0	
	A.LI.PI	602RC100010	771	BENDA AUTOFI	(4X4 S.LATTICE *** (D	COD. 0212154	0	0	9	9	0	0	
	ALI.PI	602RC100011	771	BENDA AUTOFC	(8X4 S. LATTICE *** (D	COD. 0212154	0	0	12	12	0	0	
	ALI.PI	602RC001100	206	BENDA ORL. M	T5X2CM_CD.12056105027(C	DEL. N. 99/08	0	0	23	23	0	0	
	ALI.PI	602RC001102	206	BENDA ORLMT	5X10CM_CD.12056105107(C	DEL. N. 99/08	0	0	25	25	0	0	
	A.LI.PI	915R1000020	2618	COPRI CAVI	/0.		0	0	4967	4967	0	0	
	ALI.PI	915R1000037	2618	copricavi (mat	'ERIALE X UROLOGIA) /D		0	0	3936	3936	0	0	
	A.LI.PI	603RC229001	3757	COTONINI SOFT	BSX10PZ. 80-1407)D	CF:10PZX20BUS	0	0	67	66	1	0	
	ALI.PI	915R1000007	5672	CUFFIA X FLUC	ROSCOPIO 21305052 /D		0	0	4908	4908	0	0	
	ALI.PI	915R1000019	2618	CUFFIA X FLUC	ROSCOPIO CM 80X90 /C		0	0	4718	4718	0	0	
	ALI.PI	915R1000053	5672	GAMBALE CM.	75XIIO CD. 21313104 /D		0	0	4962	4962	0	0	
	ALI.PI	600R7770208	498	GARZA 7X9 16	STR.FOLDREADY RX N+	(DTITOLO 12/8	0	0	5	5	0	0	30-set 00.00
	ALI.PI	600R7790104	498	GARZA PIEG.IOC	IOF. 10% MT.I =D	T.12/8	0	0	22	22	0	0	10-nov 00.
	ALI.PI	915RS000786	5672	guaina coprit	ELEC.13X250 21351103)D		0	0	4239	4239	0	0	
	ALI.PI	915R1000023	2618	INTERV.PROTESI	GINOCCHIO I N6065 /D		0	0	4953	4953	0	0	
	ALI.PI	915R1000044	3192	INTERVEN.ATRO	FIA MASC.AB935/CN /D	7 PRELCREST	0	0	4973	4973	0	0	
	ALI.PI	915R1000045	5672	INTERVEN. LAPAF	lotomia trasversale /D		0	0	5000	5000	0	0	
	ALI.PI	915R1000004	5672	INTERVEN.MAGO	IORI TORACE/ADDOME /D		0	0	3772	3772	0	0	
	ALI.PI	915R1000100	2618	INTERVENTI CH	IR.MAGGIORI IN6069 /D		0	0	4965	4965	0	0	
		01501000007	Туре	INTERVENT OF	ID MINABL IN (070 //	UNIT REACTATA	FILT	ED		.70	Γ.		
$\overline{\nabla}$		RESOU			ALL BEI	.ow min	BELOW		NEAR TO E	YP	DEFAU	ПΤ	REPORTS

2.1. Stock monitoring: screen structure

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

2.1.1. Filters

STOCKROOM BLO	CABINETS GROUP GI	CABINET ALL	RESET
	Fig 8 - "Stock monito	ring" screen filters	

These are the filters available on this screen:

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

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

2.1.2. Data area

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

Each row corresponds to a resource (Fig 9).

Hour	Position	Code	Producer code	Description	Min	ldeal 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		I
	U.LI .PI	609R1130011	683	SONDA PROST.DUFOUR CD.11331830 =D3VIE CH18	0	0		0	0	0		
	U.LI.PI	609RCI 32080	683	SONDA PROST.DUFOUR CD.11332080 =D10PZXCF 3V	0	0		0	0	0		
10/05/2010 15.16	U.LI .PI	609RI I 30009	2821	SONDA PROSTATICA DUFOUR AB6318 N+/DBECCO FLA	0	0		0	0	0		
	U.LI.PI	609RCI 30005	2821	SONDA URETERALE NELATON ACS303 =D	0	0		0	0	0		
	A.LI.PI	602RC100010	771	BENDA AUTOFIX 4X4 S.LATTICE *** (DCOD. 0212154	0	0	9	9	0	0		
	A.LI.PI	602RC100011	771	BENDA AUTOFIX 8X4 S. LATTICE *** (DCOD. 0212154	0	0	12	12	0	0		
	A.LI .PI	602RC001100	206	BENDA ORL. MT5X2CM CD.12056105027(DDEL. N. 99/08	0	0	23	23	0	0		
	A.LI.PI	602RC001102	206	BENDA ORL.MT5X10CM CD.12056105107(DDEL. N. 99/08	0	0	25	25	0	0		
	A.LI.PI	915R1000020	2618	COPRI CAVI /D	0	0	4967	4967	0	0		
	ALL PI	915R1000037	2418	coppicavi (materiai e X lirologia) 40	Land A	lan ne	3936	3936				
				Fig 9 - Stock monitoring								

Fig 9 - Stock monitoring

For each resource the following information is displayed:

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

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



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

i

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

2.1.3. Command bar

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



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

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



If the **Resources** button is selected the screen displays the list of all the resources configured in the system.

If the Kit button is selected the screen displays the list of all the possible generic kits (Fig 12).

STOCKROOM BLO		CABINETS GROUP GI	CABINET GI	(IT I			~	RESET
Position	Code	Description	Min	ldeal q	Stock q	Refill	Expiration	
I.PI	297.ANESTESIA	ANESTESIA PER ADDOMINOPLASTICA	3	7	0	7		
1.PI	272.ANESTESIA	ANESTESIA PER BURCH	10	25	0	25		
I.PI	251 ANESTESIA	ANESTESIA PER FESS	5	10	0	10		
I.PI	314.ANESTESIA	ANESTESIA PER IATA + BURCH	0	0	0	0		
I.PI	313,ANESTESIA	ANESTESIA PER IATA + BURCH + COLPOSACROPESSIA	0	0	0	0		
I.PI	297.PRINCIPALE	PRINCIPALE PER ADDOMINOPLASTICA - MAGGIORE	0	0	0	0		
I.PI	352.PRINCIPALE	PRINCIPALE PER ADDOMINOPLASTICA - MINORE	0	0	0	0		
I.PI	272.PRINCIPALE	PRINCIPALE PER BURCH	5	10	0	10		
I.PI	251.PRINCIPALE	PRINCIPALE PER FESS	2	5	0	5		
I.PI	314.PRINCIPALE	PRINCIPALE PER IATA + BURCH	0	0	0	0		
I.PI	313.PRINCIPALE	PRINCIPALE PER IATA + BURCH + COLPOSACROPESSIA	0	0	0	0		

Fig 12

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



The All button, when selected, displays all the items.

The **Below Min.** button displays only those items having a lower stock quantity than that indicated as minimum in the "Min" column.

The **Below Ideal** button displays only those items having a lower stock quantity than that indicated as ideal in the "Max" column.

The button displays the items that are close to expiration (expiration proximity is defined by configuration).

The **DEFAULT** button displays a default modality, chosen by configuration.

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

2.1.4. Print documentation

To access the system's print functionalities

 \succ click the **REPORTS** button on the command bar.

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

MAIN	STORE
PRO	DUCER
PRINT	SCREEN
REFI	L LIST
PICKI	IG LIST
REPORTS	
Fig 14 - Pos	sible repo

It is possible to print:

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



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

> Click the button corresponding to the wanted option.

A print preview is displayed.

3. Materials transfer

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

To select the module

click the corresponding icon



The following screen opens (Fig 15):

MATERIAL TRANSFER								Below stock
SOURCE STOCKROOM			•	DE	STINATION STOCKROOM			
Source	Code	Producer code	Description	D	estination		Stock Qty Cabinet	Kit Qty
		riease scan		sources using se	earch button.			
1 2 3	4 5	6 7 8	9 0		+/-	C	NEXT	
A V	SEARCH		START SCAN	IMPORT				
		Fi	g 15 - Mate	erials trar	nsfer			

3.1. Materials transfer - screen structure

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

3.1.1. Source and destination stockroom selection



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

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

See paragraph 1.4.2 for instructions on how the filters work.



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

3.1.2. Data area

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

SOURCE STOCKROOM	BLO		·	DESTINATION STOCKROOM	RBL			
Source	Code	Producer code	Description	Destination	Stock	Qty Cabinet	Kit	Oty
BLO.GI.A.LI.PI	915R1000019		CUFFIA X FLUOROSCOPIO CM 80X90 /D			4718 471		
BLO.GLALLI.PI	915RS000786	5672	GUAINA COPRITELEC.13X250 21351103)D	RBL.GT.Nuovi Materiali.LT.PI		4239 423	39 0	0
BLO.GLA.LI.PI	915R1000013	2618	INTERVENTI SULLA SPALLA IN6068 /D	RBL.GT.Nuovi Materiali.LT.PI		4902 490	02 0	
BLO.GLA.LL.PI	915RI 000004		INTERVEN.MAGGIORI TORACE/ADDOME /D			3772 377	72 0	
BLO.GI.A.LI.PI	602R7770016		BENDA ELAST.ANTIALL.20X5 FLEXA (DCOD.	RBL.GI.Nuovi Materiali.LI.PI			0 0	
🕨 BLO.GI.ALI.PI	915R1000008	5672	SACCO MAYO COD. 258300 /D	RBL.GT.Nuovi Materiali.LT.PI		4770 477	70 0	0

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

• the "source" stockroom (not editable);

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

i

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

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

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

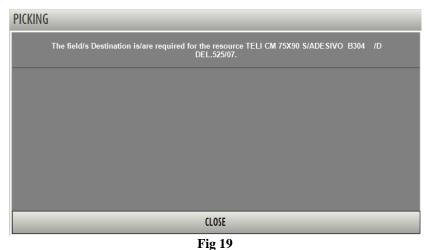
Source	Code	Producer code	Description	Destination	Stock Qty	Cabinet	Kit	Qty	
BLO.GT.A.LT.PT	915R1000019	2618	CUFFIA X FLUOROSCOPIO CM 80X90 /D	RBL.GT.Nuovi Materiali.LT.PT	471	8 4718	0	0	×
BLO.GLA.LL.PI	915RS000786	5672	GUAINA COPRITELEC.13X250 21351103)D	RBL.GT.Nuovi Materiali.LT.PT	423	9 4239	0	0	×
BLO.GLA.LL.PI	915R1000013	2618	INTERVENTI SULLA SPALLA I N6068 /D	RBL.GT.Nuovi Materiali.LT.PT	490	2 4902	0	0	x
BLO.GI.A.LI.PI	915R1000004	5672	INTERVEN.MAGGIORI TORACE/ADDOME /D	RBL.GT.Nuovi Materiali.LT.PT	377.	2 3772	0	0	×
BLO.GI.A.LI.PI	915R1000008	5672	SACCO MAYO COD. 258300 /D	RBL.GT.Nuovi Materiali.LT.PT	477	0 4770	0	0	×

Fig 18 - Cancelled resource

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

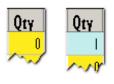
The icon appearing at the end of each row makes it possible to annul the outcomes of the actions recently performed on the corresponding resource; it brings the resource to its original state back (it is an "Undo" button).

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



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

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





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

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

I	2	3	4	5	6	7	8	9	0		+/-	C	NEXT	
7	\checkmark	/	7	SEA	RCH	LOCK	SCAN	START	SCAN	IMPORT				



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

J	2	3	4	5	6	7	8	9	0
			Fig 22	2 - Nun	neric br	ittons			

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

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

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

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

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

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

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

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

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

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

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

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

3.2. Editing the resource data

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

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

To edit the resource data

click the field containing the information you wish to change.

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

 \succ Click the button.

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



Click the wanted option.

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

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

3.2.1. Specifying the resource quantity

To specify the quantity of resource that must be transferred

 \succ select the row corresponding to the resource.

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

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

I	2	3	4	5	6	7	8	9	0
-			Fig 24	5 <u>-</u> Num	peric hu	ittons			

Fig 25 - Numeric buttons

Otherwise you can

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

The quantity is highlighted.

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

3.3. How to record the materials transfer

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



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

3.3.1. Manual recording

To record the material transfer manually

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

	A			B
SOURCE STOCKROOM	BLO		- DESTINATION STOCKROOM	DEA
Source	A Code	Producer code Description	on Destination	Stock Qty Qty
mark and a start and a second and	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	and the states of the	and a second and the	and the and the second and the secon
			Fig 26	

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

1	2	3	4	5 6	7	8	9	0		+/-	C	NEXT	
	$\overline{\nabla}$		7	SEARCH	LOCK	SCAN	START	SCAN	IMPORT				
				\smile]	Fig 27	' - Co	mmand bar	r			

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

	SEARCH RESOU	R <mark>A</mark> D										Below stock
	Description	teli]		
	Code			Lot			!	ierial]		
	Producer code			Category						-		
	Position	Code	Producer code	Resource					- Category			
(BLO.GI.A.LI.PI	915R1000059	2618	MONOTELI FORO E	LASTICO 200X320	CM /D		DEL.525/07				
	BLO.GI.A.LI.PI	915R1000071	3192	TELI CM 75X90 CO	N ADESIVO CD30	4 /D		DEL.525/07				
	BLO.GI.A.LI.PI	915R1000087	3192	TELI CM 75X90 CO	N ADESIVO CD45	4 /D		DEL.525/07				
	BLO.GI.A.LI.PI	915R1000074	3192	TELI CM 75X90 S/J	ADESIVO B304	/D		DEL.525/07				
	BLO.GI.A.LI.PI	915R1000088	3192	TELI CM 75X90 S/#	ADESIVO B454	/DIDROREPELL	ENTI	DEL.525/07				
	BLO.GI.A.LI.PI	915R1000075	3192	TELI CMISOXI80 C	ON ADESIVO CD3	08 /D		DEL.525/07				
	BLO.GI.A.LI.PI	915R1000078	3192	TELI CMISOXI80 S	/ ADESIVO CD308	/D		DEL.525/07				
U	BLO.GI.A.LI.PI	915R1000079	3192	TELI CM240X270 D	OPP.ASS.CD200/C	N/D		DEL.525/07				
						SEARCH F	OR:			B		
			KEYBOAF			AME	POSITION	LABI	EL SE	ARCH	SELECT	CLOSE
					Fig 28 -	Searc	h reso	urces				

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

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

Description	teli								
Code			Lot			Serial			
Producer code			Category						
Position	Code	Producer code	Resource				- Categ	gory	
BLO.GI.A.LI.PI	915R1000059	2618	MONOTELI FORO ELA	STICO 200X320CM	1 /D	DEL.52	5/07		
M BLO.GI.A.LI.PI	915R1000071	3192	TELI CM 75X90 CON	ADESIVO CD304	/D	DEL.525	5/07		
BLO.GI.A.LI.PI	915R1000087	3192	TELI CM 75X90 CON	ADESIVO CD454	/D	DEL.525	5/07		
Markan BLO.GI.A.LI.PI	915R1000074	3192	TELI CM 75X90 S/AD	ESIVO B304	/D	DEL.525/	/07		
BLO.GI.A.LI.PI	915R1000088	3192	TELI CM 75X90 S/AD	ESIVO B454	/DIDROREPELLENTI	DEL.525	/07		
BLO.GI.A.LI.PI	915R1000075	3192	TELI CM150X180 CON	ADESIVO CD308	: /D	DEL.52	5/07		
M BLO.GI.A.LI.PI	915R1000078	3192	TELI CM150X180 S/	DESIVO CD308	/D	DEL.525	/07		
BLO.GI.A.LI.PI	915R1000079	3192	TELI CM240X270 DO	P.ASS.CD200/CN	/D	DEL.525	/07		
			_		SEARCH FOR:				3
		KEYBOAF		NA	1E POSI		LABEL	SEARCH	

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

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

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

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

i Double click an item to display it directly.

SOURCE STOCKROOM	BLO		*	I	ESTINATION STOCKROOM R	BL		
Source		Producer code	Description		Destination	Stock	Qty Cabinet	Kit Otv
BLO.GI.ALI.PI	915R1000088		TELI CM 150X180 C/ADESIVO	C458 /DID	Destination		0 0	
BLO.GI.A.LI.PI	915R1000087	3192	TELI CM 75X90 CON ADESIVO	C454 /D			0 0	0 0
BLO.GI.A.LI.PI	915R1000078	3192	TELL CM150X180 S/ ADESIVO	B308 /D			0 0	0 0
I 2 3	4 5 6	7 8	9 0		+/-	C	NEXT	
					CANCEL		UPD.	_

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

The resources transfer is this way recorded.

3.4. Materials transfer - barcode procedure

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

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

> read the barcode of the resource that must be transferred

The rows corresponding to the resources appear on screen.

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

Fig 31 - Resource is not in the stockroom

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

3.4.1. Lock scan

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

1	2	3	4	5	6	7	8	9	0		+/-	C	NEXT	_
2	/		7	SEA	RCH 🤇	LOCK	SCAN	START	SCAN	IMPORT				

Fig 32 -	Command	bar
----------	---------	-----

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

This is the procedure:

click the Lock Scan button.

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

The following window appears on screen (Fig 33).

This workstation has been locked by the u	
Re-enter password to unlock window and finish the scan of barcodes	KEYBOARD
	CONTINUE
	Advanced options 🔻

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

When barcodes reading is complete,

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

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

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

Q	W	E		R		T		Y		U		I		0		P		"		Ba	ckspace		7	8	9
A	S		D		F		G		H		J		K		L		()		Enter		4	5	6
Tab	1	X		C		V		B		N		M		,		:		?			Enter		I	2	3
Lo	ck														+		-		=		Del		0		-
																						ĺ		CLOSE	

Fig 34 - Virtual keyboard

3.4.1.1. How to force the workstation unlocking

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

To force the workstation unlocking

click the option "Advanced options" on the window that requests password (Fig 35).



Fig 35

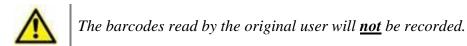
The window changes in the following way (Fig 36).

This workstation has been locked by the user ADMIN	
Re-enter password to unlock window and finish the scan of barcodes	KEYBOARD
	CONTINUE
	Advanced options 🚖
Enter username and passweed of user with permission to un	lock forcibly the workstation
Username B	KECSD
Password	UNLOCK

Fig 36 - Advanced options

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

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



3.4.2. Start scan

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

I	2	3	4	5	6	7	8	9	0		+/-	C	NEXT	
	\bigtriangledown		7	SEA	RCH	LOCK	SCAN 🤇	START	SCAN	IMPORT	_	_		
							1	Fig 37	Co	mmand hav	•			

Fig 37 - Command bar

This is the procedure:

click the Start Scan button.

The button changes. It appears as: Stop Scan.

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

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

 \blacktriangleright Read the barcodes.

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

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

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

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

MATERIAL TRANSFER - Press STOP SCAN to import scanned products

Fig 38

3.4.3. Import

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

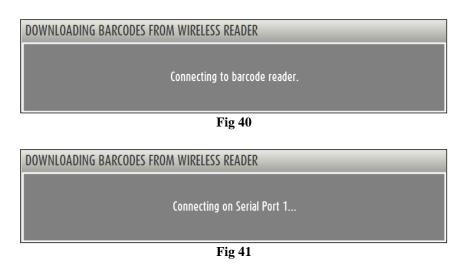




This is the procedure:

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

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



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

4. Expired resources management

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

To select the module

> click the corresponding icon $\boxed{\square }$.



The following screen opens (Fig 42).

	AR-TO-EXPIRE	_					- Belov	w stock
STOCKROOM BLO	- CABI	NETS GROUP GI		CABINET ALL	- LOCAT	ON ALL	-	RESET
Posizione		Codice	Codice produtto			-	Scadenza	Giac.
BLO.GI XTRA.a		X_SCADENZA		X_SCADENZA			30/09/2010	ž
DEA.GT.Nuovi Materiali.LT.PT		607RCI 30018	5167		CH.22 221500 /DRUSCH - CH		02/11/2010	10
DEA.GI.Nuovi Materiali.LI.PI		916RC777022	2618	CERA X OSSA - CD.	,	DET. 1070/08	02/11/2010	15
DEA.GI.Nuovi Materiali.LI.PI		916R2090029	5023		M30 CD2010-0406/DDIAM.06 M	M D. 510/07	08/11/2010	
BLO.GI XTR.A.a		X_LOTTO_SERIALE_S	CAD	X_LOTTO_SERIALE_S	CAD		10/11/2010	2
Risorsa				Scadenza		luova Scadenza	Q.tà	
CATIVESC. COUVELAIRE CH.22 221500				02/11/2010		2/11/2010		0 ×
CATIVESC. COUVELAIRE CH.22 221500	4 5	6 7	8 9					0 🗙

Fig 42 - Expired	resources	management
------------------	-----------	------------

4.1. Expired resources management - screen structure

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

STOCKROOM BLO	CABINETS GROUP GI	CABINET ALL	- LOCATION ALL	RESET
	Fig 43 - Filters	on the "Expired resour	rces" screen	

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

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

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

4.1.2. Data area

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

	R-TO-EXPIRE					Belov	v stock
STOCKROOM BLO	CABINETS GROUP GI	- u	BINET ALL	- LOCATION ALL		-	RESET
Posizione	Codice	Codice produttore	Risorsa			Scadenza	Giac.
BLO.GI XTR.A.a	X_SCADENZA		X_SCADENZA			30/09/2010	
DEA.GT.Nuovi Materiali.LT.PT	607RCI 30018	5167	CAT.YESC.COUVELAIRE CH.22 221500			02/11/2010	
DEA.GI.Nuovi Materiali.LI.PI	916RC777022	2618	CERA X OSSA - CD. 1029754	(D	DET. 1070/08	02/11/2010	
DEA.GI.Nuovi Materiali.LI.PI BLO.GI.XTR.A.a	916R2090029 X_LOTTO_SERIALE_SCAD	5023	DREN.CAP.PENROSE CM30 CD2010-04 X_LOTTO_SERIALE_SCAD	106/DDIAM.06 MM	D. 510/07	08/11/2010 10/11/2010	
Risorsa			Scadenza	Nuova Sca	denza	Q.tà	

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

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

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

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

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

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

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

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

For each row the following information is specified:

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

i

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

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

The selection of a row in the upper area displays the resources details in the lower area. I.e. in the upper area the type of resource is displayed for the specified position, while in the lower area are displayed all the items existing for that kind (these can be items belonging to different lots, single resources having a different expiration date, or groups of items having different expiration dates). The items displayed in the lower area are those indicated by the button shown in Fig 44 C. I.e. these are either "expired", "near to axpiration" or "all" the resources depending on the option selected on the command bar.

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



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

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

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 45 - expired and closet	o expiration	resource	S

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

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

How to select the type of resources displayed on screen

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

To change the set of items displayed,

 \triangleright click the button.

The following options appear

ALL	
NEAR TO EXPIRE	_
EXPIRED	_
NEAR TO EXPIRE	*
Fig 46	

The **Expired** option displays only the expired items (the expiration date is highlighted red).

The **Near to Expire** option displays both the expired and the "near to expiration" items (the expiration dates can be highlighted either red or yellow.

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

Click the wanted option.

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

4.1.3. The command bar of the "Expired" screen

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

I	2	3	4	5	6	7	8	9	0	+/-	C	NEXT	
7	7	L	7		l		NEAR TO	EXPIRE	•	PRINT			

Fig 47 - Command bar

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

2	3	4	5	6	7	8	9	0
-		Fig 4	8 - Nun	neric bu	ittons			

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

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

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

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

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

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

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

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

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

4.2. Editing the screen contents

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

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

4.2.1. How to change the expiration date



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

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

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

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

Costione Codice Produtore Nisora Sadema Git T01.TEST G2.TEST (ATEST01.a \$13.101008 0 ABBOTT TAPPI X EAGENTI (401901.) 25/02/2009 MIGIO CARRE_FREDE G_A.0.2.4 \$10.32588 20000 BID MENEUX API (00.2009."API CARP" 20/04/2009 MIGIO CARRE_FREDE G_B.0.2.4 \$10.11534 30214 BID MENEUX API (00.2004.H" 9/04/2009 MIGIO CARRE_FREDE G_B.0.4. \$10.0046 0 ABBOTT ANC ANTHER ENT (4C3425.) 1007 05/04/2009 MIGIO MARE_FREDE G_B.0.4. \$10.5721.0 IN145801 DID (IN-145801) "Parzeep doppio filtro formalina10%+Triteon-X" 40test 17/04/2009	TGST.TEST G2.TEST GATESTOL: S13.101008 0 ABBOTT TAPPI X REAGENTI (4D1901) 25/02/2008 MIGIO GAMERE_FREDE G_A.0.2.d S10.32588 20000 BIO INSILUX API (00.7 WIPI CAMP'') 22/03/2019 MIGIO GAMERE_FREDE G_B.0.2.d S10.1153.6 30214 BIO MERIEUX (00.2010) "API CAMP'' 26/03/2019 MIGIO GAMERE_FREDE G_B.0.2.d S10.1153.6 30214 BIO MERIEUX (00.2010) "API CAMP'' 26/03/2019 MIGIO GAMERE_FREDE G_B.0.4. S10.0046 0 ABBOTT ARC ANTHIBE RCT (6/2475) 100T 85/04/2009	STOCKROON BLO	CABINETS GROUP GI	*	CABINET ALL	-	LOCATION ALL	-	RESE
Test G2 TEST G2 TEST G4 TEST01 a S13 101008 0 ABBOTT TAPPI X REAGENTI (4D1901) 25/02/2009 MIGRO. WHERE_FREDUE G_A.0.2.4 S13 325.88 20800 BIO HRILLUX API (00.7 WING "WH" 20/03/2009 MIGRO. CAMERE_FREDUE G_B.0.2.4 S11 325.88 20800 BIO HRILLUX API (00.7 WING "WH" 20/04/2009 MIGRO. CAMERE_FREDUE G_B.0.4 S11 0.1153.4 30214 BIO HRILLUX (M3.0214) "MORE ROSOLA H" 0/04/2009 MIGRO. CAMERE_FREDUE G_B.0.4. S10.60046 0 Rebott TARC ANTHIBE RCT (6/2475) 100T US/04/2009	Bitrest Letto Strike Data Staderzi Neuron Stader Query Control	Posizione	Codice	Produttore	Risorsa			Scadenza	Giac
MICRO.CAHERE_FREDDE.GT_8.02.4 S10.1153.6 30214 BIO MERIEUX (CD.30214) "MIDAS ROSOLIA H" DAV/04/2009 MICRO.CAHERE_FREDDE.GT_8.04.4 S10.4004.6 0 ABBOTT ARC ANTIHBE RGT (4C3425) 100T BS/04/2009	MIGBO.CMARE_FEDDE G*_8.02.4 S10.1153.6 30214 BIO MERELIX (CD 30214) **MDAS ROSOLUA H** 84.704/2009 MIGBO.CMARE_FEDDE G*_8.04.4 S10.6004.6 0 ABOTT ACL XMTHRE RGT (4C3425) 100T 45.704/2009 MIGBO.MAGAZZINO MAG.05.6 S10.57211.0 INI 45801 DID (IN-145801) **Parsep doppio filtro formalinal 0%+ Tritono-X** 40test 67.704/2009		\$13.101008	0	ABBOTT TAPPI X REAG	ENTI (4D1901)			9
MICRO CAMERE_FREDDE.G_B.04.e S10.60046 0 ABBOTT ARC ANTIHEE RGT (6/34.25) 100T 05/04/2009	MICRO. CARERE_FREDDE.GF_8.04.* S10.60046 0 ABBOTT ARC ANTIHUE RGT (4C3425) 100T ESCAN2000 MICRO. MAG.05.b S10.572110 IN145801 DID (IN-145801) "Parzsep doppio fibro formalina10%+Tritone-X" 40test 0/744/2809	MICRO.CAMERE_FREDDE.CF_A.02.d	\$10.32588	20800	BIO MERIEUX API (COD).2080) "API (AMPY"		28/03/200	9
	NICRO. MAG. 622.10 INI 45801 DID. (N-145801) "Farzerp doppio filtro formalinal 0%+ Tritone-X" 40 test E7/04/2009 Risersa Lotto Seriale Data. Staderzi. News. Stader. Qui i	MICRO.CAMERE_FREDDE.CF_B.02.d	\$10.11536	30214	BIO MERIEUX (CD.302)	4) "VIDAS ROSOLIA M"		04/04/200	9
MICB0.MAGAZZINO.MAG.05.6 S10.57211.0 INI 45801 DID (IN-145801) "Parasep doppio filtro formalina10%+ Frittone-X" 40test 07/04/2009	Riorra Lotto Seriale Dan Stadenz Herra Stader Qui	MICRO.CAMERE_FREDDE.CF_B.04.e	\$10.60046	0	ABBOTT ARC ANTIHBE	RGT (6C3425) 100T		05/04/200	9
		MICRO.MAGAZZINO.MAG.05.b	\$10.572110	IN145801	DID (IN-145801) "Par	asep doppio filtro formal	linal 0% + Tritonn-X'' 40tes	t 07/04/200	9
					Seriale				×
I 2 3 4 5 6 7 8 9 0 . +/- C NEXT		A8BOTT TAPPI X REAGENTI (4D190		8 9 0	0	+/-	25/02	72009 32	×

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

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

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

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



 \succ Click the \checkmark button.

A calendar-window appears (Fig 50).

								1	
	•	1					F		
	lun						dom		
	23	24	25	26	27	28	Ι		
	2	3	4	5	6	7	8		
	9	10	Ш	12	13	14	15		
	16	17	18	19	20	21	22		
	23	24	25	26	С	28 (29		
	30	31	Т	2	3	4	5		
Scadenza	2)0g	gi: J	27/0	3/2	009			
25/02/2009	27/0	3/20	09		•	30		X	5
	1	Fi	g ś	50					

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

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

Risorsa		Lotto	Seriale	Scadenza	Nuova Scadenza	Qua
🕨 ABBOTT TAPPI X REAGENTI (4D19))))			25/02/2009	17/04/2009 🔹 🔻	30 🗙 😏
_		F	ig 51		\smile	
➢ Click the	UPDATE	button on the comm	and bar.			

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

Psizioae Codice Productore Risora Cadena Gia MICRO CMERE_FREDDE CF_8.02.d \$10.1536 30214 Bio MERIELIX API (COD 2080) "API CMPP" 20/03/2007 84/84/2007 MICRO CMERE_FREDDE CF_8.02.d \$10.1536 30214 Bio MERIELIX API (COD 2080) "API CMPP" 84/84/2007 84/84/2007 MICRO CMERE_FREDDE CF_8.04.e \$10.40044 0 ABEOTT ARC MITHEE RGT (aC325.5) 100T 85/04/2007 85/04/2007 MICRO MAG.05.b \$10.572110 IN145801 DD (II-145801) "Parasep doppio filtro formalinal 0%+ Tritom-X" 40test 07/04/2007	MICRO.CAMERE_FREDDE.CO MICRO.CAMERE_FREDDE.CO		GI GI	*	CABINET ALL	- LOCATION ALL	~	RESET
► MICRO CAMERE_FREDDE CF_A02.d \$10.32588 20800 BIO MENELIX API (COD 2080) "API CAMPY" 24/03/2007 MICRO CAMERE_FREDDE CF_B.02.d \$10.11536 30214 BIO MENELIX (CD 30214) "VIDX ROSOUX M" 84/04/2007 MICRO CAMERE_FREDDE CF_B.04.e \$10.40046 0 ABBOTT ARC ANTIHDE RGT (4/3425) 100T 85/04/2007	MICRO.CAMERE_FREDDE.CI MICRO.CAMERE_FREDDE.CI		Cadica	Produttore			Scadenza	Giac
MICRO CAMERE_FREDDE.CF_B.02.4 S10.11536 30214 BIO MENELIX (CD.30214) YUDK ROSOLIA M" BA/JA/2007 MICRO.CAMERE_FREDDE.CF_B.04.e S10.40046 0 ABBOTT ARC ANTIHDE RGT (403425) 100T B5/JB/2007	MICRO.CAMERE_FREDDE.C	F A.02 d				D.2080) "APL CAMPY"		
MICRO.CM/ERE_FREDDE.CF_B.04.e S10.60046 0 ABBOTT ARC ANTIHBE RGT (6C3425) 100T 05/04/2009								
	MICRO.CAMERE_FREDDE.C							
				IN145801				

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 \triangleright icon appears at the beginning of the row (Fig A).

STOCKROON BLO		- CABIN	ETS GROUP	GI		CABINET ALL	•	LOCATION ALL		*	RESET
Posizione			Codice		Codice produt					Scadenza	Gia
BLO.GI XTR.A.a			X_SCADENZA			X_SCADENZA				30/09/2010	
🕨 🕨 🗜 🕨 🕨 🕨			607RCI 30018		5167		IRE CH.22 221500 /DRUSC			02/11/2010	
DEA.GI.Nuovi Mate			916RC777022		2618	CERA X OSSA - I			DET. 1070/08	02/11/2010	
DEA.GI.Nuovi Mate	iali.LI.PI		916R2090029		5023		E CM30 CD2010-0406/DD1	VM.06 MM	D. 510/07	08/11/2010	
BLO.GI XTRA.a			X_LOTTO_SE	RIALE_SCAD		X_LOTTO_SERIAL	_SOAD			<mark>10/11/2010</mark>	_
											0
											•
Risorsa	E CH.22 221500 /0RJ					Scadenza 02/11/201		Nuova Scadem 02/1/2010	23	Q.rá	

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

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

 \succ click the **i** button at the end of the row (Fig C).

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

Risorsa	Scadenza	Nuova Scadenza	Q.tà	
			10	¢
	Fig 53			

Click the Update button on the command bar.

The row disappears.

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

5. Administrative discharge

The administrative discharge screen makes it possible to manage those pickings that are not covered by the other picking procedures described in this manual (cost center picking, picking for operation, materials transfer etc...).

The various reasons for picking materials are defined by configuration and depend on the actual procedures in use.

To access the administrative discharge screen

click the set on the lateral bar.

The following screen opens (Fig 54).

ADMINISTRATIV												_	Be	low stock
	duct expiring before	16/11/2	010	*										
STOCKROOM			~	CABINETS		31			CABINET				-	RESET
Position	_	Code	Pre	oduce	Resource	_	_	_	Qty	Cabinet	Kit Di	sc Reason	_	Notes
I 2	3 4	5	6	7	8	9	0		+/-		С	NEXT	T	
\neg	Ā										SEARCH			

Fig 54 - Administrative discharge screen

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

5.1. "Administrative discharge" - screen structure

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

5.1.1. Filters

Show only product expiring before	16/11/2010								
STOCKROON BLO	CABINETS GROUP GI	CABINET ALL	▼ RESET						
	Fig 55 - Filters on the "Administrative discharge" screen								

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

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

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



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

5.1.2. Data area

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

Show only product expiring bef	ore 16/11/2010	*			
STOCKROOM BLO	*	ABINETS GROUP GI	- CABINET ALL		▼ R
Position	Code Produ	ce Resource	Oty Cabinet Ki	t Disc Reason	Not
BLO.GI.S.LI.PI	906RC001236 3757	SUTURA VICRYL CD. Y247H °D(EX COD. Y321H)	142 142	0 0	
BLO.GI.C.LI.PI	616RC000334 154	KIT CATETERISMO VESCICALE (DCOD.MTK1076/SCC .		0 0	
BL0.GLS.LLPI	906RC001301 5449	SUTURA RESOQUICK 3/0 PR30205 17MM/DRESORBA	130 130	0 0	
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	I 294 293	I 0	
BLO.GLALLI.PI	915R1000043 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	
BL0.G1.P.L1.PI	616RC000145 5570	CURETTA DERMAT.PICCOLA 26952-4MM (DBOX 10X20PZ	200 200	0 0	
BLO.GI.A.LI.PI	900R7770211 493	SET GARZA LOX60 8STR. S.FILO CF.5)D12/8 FILATO 32/40	B 312 312	0 0	
BL0.GLM.LLPI	711 4 3546	GUANTI ANTI-X 0.30 MM MIS.8,5)DPRORR2-85 PROG	UA 14 14	0 0	
BLO.GLS.LLPI	906RC000453 3757	SUTURA VICRYL CD. V311H °D	123 123	0 0	
BLO.GI.S.LI.PI	906RC011385 5449	SUTURA MOPYLEN 3/0 24MM CD.71416 =DRESORBA	108 108	0 0	
BL0.GLS.LLPI	906RC001095 5896	SUTURA TICRON 0 CD.320561 AGO 30°DO	64 64	0 0	
BLO.GI.A.LI.PI	915R7800270 895	TELO C/FORO TRI.50X60 3.376.18 /D300 PZXCF	1 1	0 0	
BL0.GLS.LLPI	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 °D	48 48	0 0	
BLO.GI.T.LI.PI	906RC001030 3757	SUTURATRICE ENDOSC.RETTE TSB35)D	6 6	0 0	
BLO.GLALLI.PI	915R1000023 2618	INTERV.PROTESI GINOCCHIO 1N6065 /D	4953 4953	0 0	
BLO.GI.G.LI.PI	616R7709153 5167	TUBO DREN.PYC COD.20027508 CH 8 /DPZ 50 LUNG.50CP	1 266 266	0 0	
BLO.GI.H.LI.PI	609R7709125 597	SONDA GASTR. SIL. C2316-16)DCH 16	13 13	0 0	
BLO.GLALLI.PI	900R7505269 493	SET GARZA LOXIO 16STR.S.FILO CF.5)DCD.23481 12/8 32/40	302 302	0 0	
BLO.GI.S.LI.PI	906RC000461 3757	SUTURA VICRYL CD. Y242H °DCAL3/0	80 80	0 0	
BL0.GLT.LLPI	906RC002266 5896	CARICATORE GIA GIA8048L)D	32 32	0 0	
BLO.GI.E.LI.PI	605R7790119 22	LAMA STER.N.II CD 03443000011)DX BISTURI	143 143	0 0	
BLO.GI.A.LI.PI	915R1000045 5672	INTERVEN.LAPAROTOMIA TRASVERSALE /D	5000 5000	0 0	
BL0.GL0.LLPI	616R8000105 3757	SET TUBI IRRIG. COD.284503 FMS4 =DX POMPA	П П	0 0	
BLO.GI.K.LI.PI	612RL000702 748	SIR.ST.60ML ECC.PENTAFERTE /DCOD. 002022960	. 270 270	0 0	
BL0.G1.U.L1.P1	616R1300000 819	SET TUBI POMPA KSTORZ 03112810 (D	28 28	0 0	
BLO.GI.T.LI.PI	906RC000401 5896	SUTURATRICE CUTANEA ROYAL 054887)D35W	235 235	0 0	
BLO.GI.H.LI.PI	609R9090002 4892	SONDA ASPIRAZ.CH 10 LUNGH.50 CM ()DCOD. 01931031 .	20 20	0 0	
BL0.GL.G.LL.PI	916R2090001 5546	DRENAGGIO SILIC.CH 15 CD.24603 /DSPIRAL DRAIN	42 42	0 0	
RIGGIOLERI	4008C003004 3473	TAMPONE CANALE/MID MEROCEL ISOMM (DCOD ARABAAA	on e e	0 0	
1 2 3 4	5 6	7 8 9 0 .	+/-	C NEXT	

Fig 57 - Administrative discharge

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

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

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

The \triangleright icon on the left indicates the selected resource.

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

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

RBL.GT.Nuovi Materiali.LT.PT	609R7800240 597	SONDA GASTR. SIL. C2316-18 N+ /DCH 18	<mark>5</mark> 5	0	0	
		Fig 58				

5.1.3. The "Administrative discharge" screen command bar

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

I	2	3	4	5	6	7	8	9	0	(.*)	+/-	C	NEXT	
7	7	/	7									SEARCH		

Fig 59 - Command bar

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

2	3	4	5	6	7	8	9	0	
		Fig 6	0 - Nun	neric bi	ittons				

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

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

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

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

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

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

5.2. How to record the resource discharge

To record the discharge of a resource

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

A	Show only product expiring before	16/11/2010	×	Y .								
	STOCKROON BLO		- CABINE	GI GI		,	CABINET	ALL			▼ RE:	SET
	Position	Code	Produce	Resource			Qty	Cabinet Kit	Disc	Reason	Notes	s
(BLO.GLS.LLPI	906RC001236	3757	SUTURA VICRYL CD. ¥24	7H °D(E	EX COD. V321H)	142	142	0	0		
	BL0.GL.C.LL.PI	61 6RC000334	154	KIT CATETERISMO VESCIO	ALE (DCOD	.MTK1076/SCC	102	102	0	0		
	BLO.GLS.LLPI	906RC001301	5449	SUTURA RESOQUICK 3/0	PR30205 17MM/DF	RESORBA	130	130	0	0		
	BLO.GI.D.LI.PI	916RC010103	5896	ENDOCATCH CO.173049	IS MM (D		9	9	0	0		
	BLO.GLA.LI.PI	900RL000288	206	SET TAMPONE GARZA N	M.40 C/FB.CF.5)D	CD.1560430041A I	294	293	1	0		
	BLO.GLA.LI.PI	915R1000043	3192	INTERVENTI SU COLLO A	B937/CN /D .		4944	4944	0	0		
	BLO.GI.T.LI.PI	916RC309101	3757	CLIP EMOSTASI GRANDE	6PZ LT400 (DMM	18.0 X 12.0	19	19	0	0		
	BLO.GI.P.LI.PI	616RC000145	5570	CURETTA DERMAT.PICCOL	4 26952-4MM)DBC	OX 10X20PZ	200	200	0	0		
	BLO.GLA.LI.PI	900R7770211	493	SET GARZA LOX60 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 MI	1 MIS.8,5)DPF	RORR2-85 PROGUA	14	14	0	0		
	BLO.GLS.LLPI	906RC000453	3757	SUTURA VICRYL CD. ¥31	IH °D.		123	123	0	0		
	BLO.GI.S.LI.PI	906RC011385	5449	SUTURA MOPYLEN 3/0 2	4MM CD.71416 =0	DRESORBA	108	108	0	0		
	BLO.GLS.LLPI	906RC001095	5896	SUTURA TICRON 0 CD.33	0561 AGO 30°DO		64	64	0	0		
	BLO.GLA.LI.PI	915R7800270	895	TELO C/FORO TRI.50X60	3.376.18 /D300) PZXCF	1	1	0	0		
	BL0.GLS.LLPI	906RC001012	5896	SUTURA SURGIPRO CD.	(P977 NON + G	DSINT.NON ASS. M	58	58	0	0		
	BLO.GI.S.LI.PI	906RC000319		SUTURA LINO CD. LN680			48	48	0	0		
	BLO.GI.T.LI.PI	906RC001030	3757	SUTURATRICE ENDOSC.RE	TTE TSB35 ID .		6	6	0	0		
	BLO.GI A.LI .PI	915R1000023		INTERV.PROTESI GINOCCI	,		4953	4953	0	0		
	BL0.GI.G.LI.PI	616R7709153		TUBO DREN.PYC COD.20				266	0	0		
	BL0.GI.H.LI.PI	609R7709125		SONDA GASTR. SIL. C231		16	13	13	0	0		
	BLO.GI.A.LI.PI	900R7505269		SET GARZA LOXIO L6STF	,			302	0	0		
	BLO.GI.S.LI.PI	906RC000461		SUTURA VICRYL CD. Y24		AL3/0	80	80	0	0		
	BLO.GI.T.LI.PI	906RC002266		CARICATORE GIA GIA8048			32		0	0		
	BLO.GI.E.LI.PI	605R7790119		LAMA STER.N.II CD 034		BISTURI	143	143	0	0		
	BLO.GI.ALI.PI	915R1000045		INTERVEN.LAPAROTOMIA	,		5000	5000	0	0		
	BLO.GI.O.LI.PI			SET TUBI IRRIG. COD.28			5000	5000	0	0		
	BLO.GI.K.LI.PI	61688000105				. 002022960	270	270	0	0		
		612RL000702		SIR.ST.60ML ECC.PENTAF					0	0	10	
	BLO.GI.U.LI.PI BLO.GI.T.LI.PI	616R1300000 906RC000401		SET TUBI POMPA KSTOP			28	28 235	0	0		
				SUTURATRICE CUTANEA P	,				U			
	BLO.GI.H.LI.PI	609R9090002		SONDA ASPIRAZICH TO L			20	20		0		
- L	BLO.GI.G.LI.PI RIO.GI.O.LI.PI	916R2090001		DRENAGGIO SILIC.CH 15 TAMPONE CONALE/MID			42	42	(B)	0		
			6 7	TIMPONE CANALE/MID	MEROCEL ISOMM	000000000000000000000000000000000000000	+/-			NEXT		
	1 2 3 4		,	, ,	, v		+/-			HEAT		

Fig 61

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

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

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

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

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

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

Position	Code	Produce	Resource		Qty	Cabinet K	it	Disc	Reason	Notes	
BLO.GI.S.LI.PI	906RC001236	3757	SUTURA VICRYL CD. V247H	°D(EX COD. V321H)	142	142	0	0			
BL0.GL.C.LL.PI	616RC000334	154	KIT CATETERISMO VESCICALE	(DCOD.MTK1076/SCC	102	102					
BLO.GT.S.LT.PT	906RC001301	5449	SUTURA RESOQUICK 3/0 PR30205 17	MM/DRESORBA	130	130	(A	2 2	,		5
BL0.G1.D.L1.PI	916RC010103	5896	ENDOCATCH CO.173049 15 MM	(D	9	9				20	
BL0.GLA.LL.PL	900RL000288	206	SET TAMPONE GARZA MM.40 C/FB.	CF.5)DCD.1560430041A 1	294	293	1	0			
BLO.GLA.LL.PI	915R1000043	3192	INTERVENTI SU COLLO AB937/CN	/D	4944	4944	0	0	Scaduto	B	
BL0.G1.T.L1.P1	916RC309101	3757	CLIP EMOSTASI GRANDE 6PZ LT400	(DMM 8.0 X 12.0	19	19	0	B	Trasferito in altro ma	B)	
BL0.G1.P.L1.PI	616RC000145	5570	CURETTA DERMAT.PICCOLA 26952-4MM	1)DBOX TOX20PZ	200	200	0		Reso al fornitore	E I	
BLO.GT.A.LT.PT	900R7770211	493	SET GARZA 10X60 8STR. S.FILO CF.	5)D12/8 FILATO 32/40 B	312	312	0	0	Rottura	E I	
BLO.GI.M.LI.PI	711 4	3546	GUANTI ANTI-X 0.30 MM MIS.8,5)DPRORR2-85 PROGUA	14	14	0	0			
BLO.GT.S.LT.PT	906RC000453	3757	SUTURA VICRYL CD. V311H	°D	123	123	0	0	Altro (note)	11	
BLO.GL.S.LL.PL	906RC011385	5449	SUTURA MOPYLEN 3/0 24MM CD.714	16 =DRESORBA	108	108	0	0			
Magale March Martin	volgelanna?	ABELIC	<u>, SUTUPA, FICRON, A, CP, 328561, AGD, 3</u>	abo www.wall	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	Var &	ممم	~~~~	man have	n John	51

Fig 62

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

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

Click the wanted option.

The selected reason appears in the "Reason" cell.

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

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

5.2.1. How to insert a note

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

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

The window shown in Fig 63 appears.

NOTES	
Notes, notes, notes	
CLOSE	OK
Fig	63

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

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

Disc	Reason	Notes	
0			
0			
2	Trasferito in altro ma.		5
0			
0		1711	
	Fig 64		

To read the note again

 \blacktriangleright click the icon (Fig 64).

The window shown in Fig 63 is displayed again.

6. Movements summary

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

To access this module

 \triangleright click the icon on the lateral bar.

The following screen opens (Fig 65).

MOVEMENTS									Below stock
START DATE	17/11/2010	•	END DATE	17/11/2010	*				
CODE			DESCRIPTION						
STOCKROOM	BLO		- CABINETS GR	GI		- CABINET ALL			- RESET
Position	Destination	Code	Producer code	Description		Cost center	Oper.	Date Ac	tion Qty
\neg					PRINT				SEARCH
					<u> </u>				

Fig 65

6.1. "Movements summary" - screen structure

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

6.1.1. Filters

START DATE	16/11/2010	•	END DATE 17/11/2010	•	
CODE			DESCRIPTION		
STOCKROOM	BLO		CABINETS GROUP	CABINET	RESET
-			Fig 66 - Filters in the "	Movements" screen	

• Filters in the "Movements" screen

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

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

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

6.1.2. Data area

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

START DATE	02/11/2010	•	END	DATE 17/11/2010 💌				
CODE			DESCRI	PTION				
STOCKROOM	BLO		- CABINET	S GROUP GI	- CABINET ALL		•	R
Position	Destination	Code	Producer code	Description	Cost center	Oper. Date	Action	
🕨 F.LI.PI		604R7811113	22	AGO SPINALE 22G PIC /DCOD. 034	1036 SALA OPERATOR		0 Use	
F.LI.PI		604R7805109	22	AGHI STER.19GXI 1/2 PIC INDOLOR +D	SALA OPERATOR	03/11/201	0 Use	
F.LI.PI		604R7805110	22	AGHI STER.21 GXI 1/2 PIC INDOLOR +D	SALA OPERATOR	03/11/201	0 Use	
H.LI.PI		609RC505976	3308	TUBO CONNESS.F/F COD.ASPY710300)DMM 7X10	LUN SALA OPERATOR	03/11/201	0 Use	
ALLI.PI		603RC229001	3757	COTONINI SOFT BSXLOPZ. 80-1407)DCF:LOPZX20	IBUS SALA OPERATOR		0 Use	
K.LI.PI		612RL000700	748	SIRST.20ML ECC.PENTAFERTE /DCOD. 00202	271 SALA OPERATOR	03/11/201	0 Use	
S.LI.PI		906RC000017	3757	SUTURA SETA CD. K834H NON + °D	SALA OPERATOR	03/11/201	0 Use	
ALLI.PI		900RL000290	206	SET TAMP. GARZA MM.10 RX CF.5 ()DCOD. 1570	1300 SALA OPERATOR	03/11/201	0 Use	
K.LI.PI		612RL000302	748	SIR.LL.60ML PENTAFERTE 002022970 /D	SALA OPERATOR	03/11/201	0 Use	
ALL PI		915R1000039	3192	INTERVENTI NASO/ORECCHI AB907/CN /D	SALA OPERATOR	03/11/201	0 Use	
D.LI.PI		615RS000785	1136	GUAINA COPRITELECAM.13,5X250)DCOD.00001	SALA OPERATOR		0 Use	
ALLI.PI		900RL000288	206	SET TAMPONE GARZA MM.40 C/FB.CF.5)DCD.15604	3004 SALA OPERATOR	03/11/201	0 Use	
H.LI.PI		616RC000762	2698	CANN.YANKAUER ORL CD.1218014065)D	SALA OPERATOR		O Use	
ALLI.PI		900R7770208	498	SET GARZA 7X9 16STR. RX CF.5)DC.ID43B070	9FO SALA OPERATOR	03/11/201	0 Use	
N.LL.PI		900RC003001	2673	TAMPONE NASALE MEROCEL 8X2X1,5 (DCOD. 08		. 03/11/201	0 Use	
N.LI.PI		900RC003001	2673	TAMPONE NASALE MEROCEL 8X2X1,5 (DCOD. 08	004 SALA OPERATOR	03/11/201	0 Use	
S.LI.PI		906RC000017	3757	SUTURA SETA CD. K834H NON + °D	SALA OPERATOR		0 Use	
K.U.PI		612RL000302	748	SIR.LL.60ML PENTAFERTE 002022970 /D	SALA OPERATOR		0 Use	
F.LI.PI		604R7805109	22	AGHI STER.19GXI 1/2 PIC INDOLOR +D	SALA OPERATOR		0 Use	
ALI.PI		900R7770208	498	SET GARZA 7X9 L6STR. RX CF.5)DC.ID43B070	9FO SALA OPERATOR	. 03/11/201	0 Use	
H.LI.PI		609RC505976	3308	TUBO CONNESS.F/F CODJSPY710300 DMM 7X10				
ALLPI		603RC229001	3757	COTONINI SOFT BSX10PZ 80-1407)DCF:10PZX20				
D.LI.PI		615RS000785	1136	GUAINA, COPRITELECAM, 13, 5X250 (DCOD.00001		. 03/11/201		
ALLPI		900RL000290	206	, ,	I300 SALA OPERATOR	03/11/201		
K.LI.PI		612RL000700	748	/	271 SALA OPERATOR			
E.LI.PI		604R7805110	22	AGHI STER.21 GXI 1/2 PIC INDOLOR +D	SALA OPERATOR	03/11/201		
F.LI.PI		604R7811113	22			03/11/201		
K.LI.PI		612RL000302	748	SIRLL 60ML PENTAFERTE 002022970 /D		03/11/201		
KLI PI		61 2RL000700	748			03/11/201		
S.LI.PI		906RC000017	3757	SUTURA SETA CD. K834H NON + °D				
F.LI.PI		604R7805110	2121					
P.U.PI		0040/000110	11	AGHI STER.21 GXI 1/2 PIC INDOLOR +D	SALA OPERATOR	03/11/201	0 058	

Fig 67 - Movements

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

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

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

6.1.3. The command bar of the "Movements" screen

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

	PRINT				SEARCH
Fig 68 - Co	nmand ba	r			
Use the arrow buttons and and the items are too many to be displayed all together		up and do	own the so	creen cont	ents in case

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,

 \succ insert the values in the search fields (Fig 69 A).

	START DATE	02/11/2010	•	END	DATE 17/11/2010 💌					
	CODE			DESCRI	PTION					
L	STOCKROOM	BLO		- CABINET	GROUP GI	- CABINET ALL			•	RES
	Position	Destination	Code	Producer code	Description	Cost center	Oper.	Date	Action	(
$ \land$	🕨 F.LI.PI		604R7811113	22	AGO SPINALE 22G PIC /DCOD. 034403	6 SALA OPERATOR	1000 BL	03/11/2010	Use	
1	F.LI.PI		604R7805109	22	AGHI STER.19GXI 1/2 PIC INDOLOR +D	SALA OPERATOR	10071, 10021	03/11/2010	Use	
	F.LI.PI		604R7805110	22	AGHI STER.21GXI 1/2 PIC INDOLOR +D	SALA OPERATOR	And a serie	03/11/2010	Use	
	H.LI.PI		609RC505976	3308	TUBO CONNESS.F/F COD.ASPY710300)DMM 7X10 LU	N SALA OPERATOR	term, second	03/11/2010	Use	
	A.LI.PI		603RC229001	3757	COTONINI SOFT BSX10PZ. 80-1407)DCF:10PZX20BU	S SALA OPERATOR	1007, 1007	03/11/2010	Use	
	K.LI.PI		612RL000700	748	SIRST.20ML ECC.PENTAFERTE /DCOD. 0020227	SALA OPERATOR	1000 B. 10000	03/11/2010	Use	
	S.LI.PI		906RC000017	3757	SUTURA SETA CD. K834H NON + °D	SALA OPERATOR	term, second	03/11/2010	Use	
- T	A.LI.PI		900RL000290	206	SET TAMP. GARZA MM.10 RX CF.5 ()DCOD. 157030	D SALA OPERATOR	hells, said	03/11/2010	Use	
	K.LI.PI		612RL000302	748	SIR.LL.60ML PENTAFERTE 002022970 /D	SALA OPERATOR	term, second	03/11/2010	Use	
- T	A.LI.PI		915R1000039	3192	INTERVENTI NASO/ORECCHI AB907/CN /D	SALA OPERATOR	INC. NO.	03/11/2010	Use	
	D.LI.PI		615RS000785	1136	GUAINA COPRITELECAM.13,5X250)DCOD.00001	. SALA OPERATOR	there, same	03/11/2010	Use	
l -	A.LI.PI		900RL000288	206	SET TAMPONE GARZA MM.40 C/FB.CF.5)DCD.15604300	4 SALA OPERATOR	1007.0007	03/11/2010	Use	
	H.LI.PI		616RC000762	2698	CANN.YANKAUER ORL CD.1218014065)D	SALA OPERATOR	hells, said	03/11/2010	Use	
	A.LI.PI		900R7770208	498	SET GARZA 7X9 16STR. RX CF.5)DC.ID43B0709FI	SALA OPERATOR	territy, second	03/11/2010	Use	
	N.LI.PI		900RC003001	2673	TAMPONE NASALE MEROCEL 8X2X1,5 (DCOD. 08004	SALA OPERATOR	INC. MARK	03/11/2010	Use	
L 1	N.LI.PI		900RC003001	2673	TAMPONE NASALE MEROCEL 8X2X1,5 (DCOD. 08004	SALA OPERATOR	terms, second	03/11/2010	Use	
	S.LI.PI		906RC000017	3757	SUTURA SETA CD. K834H NON + °D	SALA OPERATOR	terry, second	03/11/2010	Use	
1.1	K.LI.PI		612RL000302	748	SIR.LL.60ML PENTAFERTE 002022970 /D	SALA OPERATOR	hadle, said	03/11/2010	Use	
	F.LI.PI		604R7805109	22	AGHI STER.19GXI 1/2 PIC INDOLOR +D	SALA OPERATOR	1007.000	03/11/2010	Use	
L 1	A.LI.PI		900R7770208	498	SET GARZA 7X9 16STR. RX CF.5)DC.ID43B0709FI	SALA OPERATOR	INTELLECT	03/11/2010	Use	
	H.LI.PI		609RC505976	3308	TUBO CONNESS.F/F COD.#SPY710300)DMM 7X10 LU	N SALA OPERATOR	terms, second	03/11/2010	Use	
L 1	ALL.PI		603RC229001	3757	COTONINI SOFT BSX10PZ. 80-1407)DCF:10PZX20BU	S SALA OPERATOR	terry, second	03/11/2010	Use	
	D.LI.PI		615RS000785	1136	GUAINA COPRITELECAM.13,5X250)DCOD.00001	. SALA OPERATOR	halfs, many	03/11/2010	Use	
L 1	A.LI.PI		900RL000290	206	SET TAMP. GARZA MM.IO RX CF.5 (DCOD. 157030)	D SALA OPERATOR	10075. 10075	03/11/2010	Use	
	K.LI.PI		612RL000700	748	SIR.ST.20ML ECC.PENTAFERTE /DCOD. 00202271	SALA OPERATOR	International Association	03/11/2010	Use	
L 1	F.LI.PI		604R7805110	22	AGHI STER.21 GXI 1/2 PIC INDOLOR +D	SALA OPERATOR	territy, source	03/11/2010	Use	
	F.LI.PI		604R7811113	22	AGO SPINALE 22G PIC /DCOD. 034403	6 SALA OPERATOR	ALCOHOL: N	03/11/2010	Use	
1.1	K.LIPI		612RL000302	748	SIR.LL.60ML PENTAFERTE 002022970 /D	SALA OPERATOR	Automatica in	03/11/2010	Use	
	K.LI.PI		612RL000700	748		SALA OPERATOR	ALCOHOL: N	03/11/2010		-
١Ľ	S.LI.PI		906RC000017	3757	SUTURA SETA CD. K834H NON + °D	SALA OPERATOR	Larger a			(
	F.LI.PI		604R7805110	22	AGHI STER 21 GXI 1/2 PIC INDOLOR +D	SALA OPERATOR	Automatica in	03/11/2010	Use	

Fig 69 - Movements summary

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

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

7. Cost center for resource picking

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

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

To select the cost center

> click the $\overset{\text{SM}}{\boxtimes}$ icon on the lateral bar.

The "Cost center selection" module opens (Fig 70).

COST CENTER	SELECTION FOR PIC	KING							Below stock
HOSPITAL UNIT				•		COST CENTER TYPE			•
COST CENTER CODE	E					COST CENTER NAME			
	-								-
Code	Name	_	_	_	Hospital unit	_	_	_	Туре
$\overline{\Delta}$	Δ						SEARCH	SELECT	
		Fig 70 -	Cost cer	nter attib	ution for	resource p	icking		

Fig 70 - Cost center attibution for resource picking

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

7.1. Cost center: screen structure

The "Cost center" screen is structured according to the general description offered in paragraph 1.4, see this paragraph for the screen general features.

An additional button bar is here available, displaying the recent selections and making it possible to quick select the cost center previously selected (Fig 77). The present paragraph describes the screen specific features.

7.1.1. Filters



Fig 71 - Filters on the "Cost center" screen

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

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

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

7.1.2. Data area

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

		SELECTION FOR PIC								Below stoc
H	HOSPITAL UNIT		ORTOPEDIA E TR	AUMATOLOGIA	•		COST CENTER TYPE			
C	COST CENTER CODE						COST CENTER NAM	E		
										-
	Code	Name				 Hospital unit 				Туре
	ORT30	ORTOPEDIA AMBULATORI				ORTOPEDIA E TRAUM				CC.HOSP
	ORT20	ORTOPEDIA DAY-HOSPITA				ORTOPEDIA E TRAUM				CC.HOSP
	ORTIO	ORTOPEDIA REPARTO (1				ORTOPEDIA E TRAUM				CC.HOSP
I	ORT90	ORTOPEDIA SALA OPERT	DRIA (1540)			ORTOPEDIA E TRAUM	ATOLOGIA			CC.HOSP
	7	Α						SEARCH	SELECT	

Fig 72 - Cost centers for resource picking

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

- cost center code;
- cost center name; ٠
- the referent hospital unit;
- the cost center type. •

None of the above information is editable.



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

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

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

 Image: Constraint of the second se

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

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

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

7.2. Cost center for picking selection procedure

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

Click the cost center selection screen (Fig 74).

COST CENTER SELECTI						🕀 Below stoci
OSPITAL UNIT	ORTOPEDIA E	TRAUMATOLOGIA		COST CENTER TYPE		
ST CENTER CODE				COST CENTER NAME		
Code Name	_	_	Hospital unit	_	_	Туре
					B	
					SEARCH S	ELECT

Fig 74 - Cost centers attribution for resource picking

- Specify, in the filters, the available data of the wanted cost center. In Fig 74 A the Hospital Unit "Ortopedia e Traumatologia" is specified.
- Click the **Search** button on the command bar (Fig 74 **B**).

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

	ORTOPEDIA E T		COST CENTER TYPE	
HOSPITAL UNIT	ORTOPEDIA E T	RAUMATOLOGIA -	COST CENTER TYPE	
COST CENTER CO	DE		COST CENTER NAME	
Code	Name		Hospital unit	Тур
ORT30	ORTOPEDIA AMBULATORIO (1530)		ORTOPEDIA E TRAUMATOLOGIA	CC.H
ORT20	ORTOPEDIA DAY-HOSPITAL (1520)		ORTOPEDIA E TRAUMATOLOGIA	CC.H
ORTIO	ORTOPEDIA REPARTO (1510)		ORTOPEDIA E TRAUMATOLOGIA	CC.H
ORT90	ORTOPEDIA SALA OPERTORIA (1540)		ORTOPEDIA E TRAUMATOLOGIA	CC.H

Fig 75 - Search results

Click the row corresponding to the wanted cost center.

The \triangleright arrow appears at the beginning of the clicked row.

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

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

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

STOCKROOM -ALL-	CABINETGROUPS -ALL-	CABINET -ALL-	▼ RE
Position	▲ Code Producer co	de Description	Used Qty
			NEYT
1 2 3 4 V A		resources using search button.	NEXT CLOSE

Fig 76 - "Picking" screen with cost center specification

7.2.1. "Recent" cost centers

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

	COST CENTER SELECTION FOR PICE	KING			🕀 Below stock
	HOSPITAL UNIT		•	COST CENTER TYPE	v
	COST CENTER CODE			COST CENTER NAME	
<	CENTRO DEL DOLORE: DAY-HOSPITAL (1702) Algologia	ORTOPEDIA REPARTO (1510) ortopedia e traumatología	ORTOPEDIA AMBULATORIO (1530) ORTOPEDIA E TRAUMATOLÒGIA		
	Code Name		Hospital unit		Туре
				Jet and a fear that for proper the sec	·····
			Fig 77		

To select one of those cost centers again

click the corresponding button.

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

8. Resource picking

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

The configuration here described attributes the resource picking to a cost center.

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

COST CENTER PICKING Cost centre: ORTOPEDIA REPARTO) (1510) - Hospit	al unit	ORTOPFD	IA F TR		OGIA				Below s	tock
STOCKROOM -ALL-			GROUPS -				✓ CABINET -A	ll-		*	RESET
Position			^ Code		lucer code	Description			Used	Qty	
I 2 3 4	5 6	7	8	9	0		+/-	C	NEXT		
A V	SEARCH	LOCK	SCAN	START	SCAN	IMPORT			CL	DSE	

Fig 78 - Picking screen with cost center specification

The screen shown in Fig 78 is described in paragraph 8.1.

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

8.1. "Picking" screen description

8.1.1. Filters

STOCKROOM -ALL-		-ALL-	CABINET -ALL-	▼ RESET
	Fig 79 - Filter	s on the "R	esources picking" screen	

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

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

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

8.1.2. Data area

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

Position	Code	Producer code	Description		Use	d Qi	ty	
BLO.GI.A.LI.PI	915R1000054	5672	INTERVENTO MASTECTOMIA	/D	DEL.52	0	1	X
BLO.GI.A.LI.PI	915R1000004	5672	INTERVEN.MAGGIORI TORACE/ADDOME	/D	DEL.5	0	1	×
BLO.GT.A.LT.PT	915R1000080	3192	PIASTRE PORTATUBI A 6 COD. F050	/D	DEL.52	0	1	×
BLO.GT.A.LT.PT	915R1000043	3192	INTERVENTI SU COLLO AB937/CN	/D	DEL.52	0	1	×
BLO.GI.A.LI.PI	915R1000073	3192	INTERVENTI VARICI CD.AC 208/TC	/D	DEL.525/07	0	1	X



For each resource the following data can be displayed:

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

i

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

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



Fig 81

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

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

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

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

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

Fig 82 - Cancelled resource

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

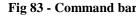
The icon is an "Undo" button. Click the icon to annul the editing performed since and to bring back the row to its original state.

•

8.1.3. The "resource picking" screen command bar

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

ļ	2	3	4	5	6	7	8	9	0		+/-	C	NEXT	
7	\neg		7	SEA	RCH	LOCK	SCAN	START	SCAN	IMPORT			CLO	DSE
	Fig 83 Commond hor													



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



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

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

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

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

In the lower line:

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

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

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

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

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

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

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

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

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

8.2. Resource data editing

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

To edit the resource data

click the field containing the information you wish to change.

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

 \succ Click the \square button.

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



Click the wanted option.

The option appears in the field.

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

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

8.2.1. Specifying the resource quantity

To specify the quantity of resource that must be transferred

 \blacktriangleright select the row corresponding to the resource.

The selected row is indicated by the $\begin{bmatrix} A \end{bmatrix}$	▶ arre	ow (Fig 8	86 A).			B	
Position	Code	Producer code	Description		Used	90	
LO.GI.A.LI.PI	915R1000013	2618	INTERVENTI SULLA SPALLA IN6068	/D	DEL.525	(I	×
	-	Fig 80	6			\smile	

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

I	2	3	4	5	6	7	8	9	0
			Fig 8	7 - Nun	neric bu	ittons			-

Otherwise you can

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

The quantity will be highlighted.

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

8.3. How to record the resource picking

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

The different procedures are described in the following paragraphs.



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

8.3.1. Manual procedure

To record the resource picking using a manual procedure

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

I	2	3	4	5	6	7	8	9	0		+/-	С	NEXT	
7	7 🛆 SEARCH		RCH	LOCK SCAN START SCAN			SCAN	IMPORT			CLOSE			
	Fig 88 - Command bar													

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

	SEARCH RESOU					🕕 Below stock
	Description	teli				
	Code			Lot	Serial	
	Producer code			Category		
	Position	Code	Producer code	Resource	- Category	
(BLO.GI.A.LI.PI	915R1000059	2618	MONOTELI FORO ELASTICO 200X320CM /D	DEL.525/07	
	BLO.GI.A.LI.PI	915R1000071	3192	TELI CM 75X90 CON ADESIVO CD304 /D	DEL.525/07	
	BLO.GI.A.LI.PI	915R1000087	3192	TELI CM 75X90 CON ADESIVO CD454 /D	DEL.525/07	
	BLO.GI.A.LI.PI	915R1000074	3192	TELI CM 75X90 S/ADESIVO B304 /D	DEL.525/07	
	BLO.GI.A.LI.PI	915R1000088	3192	TELI CM 75X90 S/ADESIVO B454 /DIDROREPELLENTI	DEL.525/07	
	BLO.GI.A.LI.PI	915R1000075	3192	TELI CM150X180 CON ADESIVO CD308 /D	DEL.525/07	
	BLO.GI.A.LI.PI	915R1000078	3192	TELI CM150X180 S/ ADESIVO CD308 /D	DEL.525/07	
	BLO.GI.A.LI.PI	915R1000079	3192	TELI CM240X270 DOPP.ASS.CD200/CN /D	DEL.525/07	
				SEARCH FOR:		B
			KEYBOAR	D NAME POSITIO Fig 89 - Search res		SEARCH SELECT CLOSE

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

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

	RCE - BLO			_					_	B C	elon
Description	teli										
Code			Lot			Serial					
Producer code			Category								
Position	Code	Producer code	Resource				- Cat	egory			
BLO.GI.A.LI.PI	915R1000059	2618	MONOTELI FORO ELAS	ICO 200X320	CM /D	DEL.	25/07				
M BLO.GI.A.LI.PI	915R1000071	3192	TELI CM 75X90 CON #	DESIVO CD304	1 /D	DEL.5	25/07				
BLO.GI.A.LI.PI	915R1000087	3192	TELI CM 75X90 CON #	DESIVO CD454	1 /D	DEL.5	25/07				
M BLO.GI.A.LI.PI	915R1000074	3192	TELI CM 75X90 S/ADE	SIVO B304	/D	DEL.52	5/07				
BLO.GI.A.LI.PI	915R1000088	3192	TELI CM 75X90 S/ADE	IVO B454	/DIDROREPELLEI	ITI DEL.53	5/07				
BLO.GI.A.LI.PI	915R1000075	3192	TELI CMI50XI80 CON	ADESIVO CD3	08 /D	DEL.5	25/07				
M BLO.GI.A.LI.PI	915R1000078	3192	TELI CM150X180 S/ A	DESIVO CD308	/D	DEL.52	5/07				
BLO.GI.A.LI.PI	915R1000079	3192	TELI CM240X270 DOP	ASS.CD200/CN	I/D	DEL.52	5/07				
									(B	
					SEARCH FO	ъ					
		KEYBO/			AME	POSITION	LABEL	SEARCH		LECT) (1

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

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

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

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

1 Double click an item to display it directly.

COST CENTER PICKING	TO (1510) - Hospital unit: ORTOPEDI	A E TRAUMATOU	0614				D Belov	W
STOCKROOM -ALL-	CABINETGROUPS -A		UGIA	CABINET -A	ILL-		*	
Position	Code	Producer code	e Description			Us	ed Qty	-
BLO.GI.A.LI.PI	915R1000	1059 2618		LASTICO 200X320CM /I	D	DEL.5	0	
BLO.GI.A.LI.PI		1087 3192		N ADESIVO CD454 /I		DEL.52	0	
► BLO.GI.A.LI.PI	915R1000	1075 3192	TELI CMISOXI80 C	ON ADESIVO CD308 /I)	DEL5	0	
I 2 3 4	5 6 7 8	9 0		+/-	С	NEXT		
A A	SEARCH LOCK SCAN	START SCAN	IMPORT	CAN	ICEL	U	JPDATE	
		Fig	0.4					_

- Set, if necessary, the values of the inserted resource (lot, quantity, etc... see paragraph 8.2 for the data editing procedures).
- > Click the **Update** button on the command bar.

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

8.4. Barcode picking procedure

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

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

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

A row corresponding to the resource appears on screen.

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

Fig 92

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

8.4.1. Lock scan

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

ļ	2	3	4	5	6	7	8	9	0		+/-	C	NEXT	
7	/	/	7	SEA	SEARCH LOCK SCAN START SCAN		SCAN	IMPORT			CL	DSE		

Fig 93 -	Command	bar
----------	---------	-----

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

This is the procedure:

click the Lock Scan button.

The button appears selected: LOCK SCAN. The button remains selected while the workstation is locked.

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

This workstation has been locked by th	e us AMIN	
Re-enter password to unlock window and finish the scan of barcodes		KBRD CONTINUE
		Advanced options 🔻
u	Fig 94	

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

When barcodes reading is complete,

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

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

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

Q		W		E		R	Ī	T		Y	1	U		I	1	0		P		"		Ba	ckspace	7	8	9
	A		S		D		F		G		H		J		K		L		()		Enter	4	5	6
Tab		2		X		C		۷		B		N		M		,		:		?			r Enter	I	2	3
	L٥	ck	_											_			+		-		=		Del	0		
																									CLOSE	

Fig 95 - Virtual keyboard

8.4.1.1. How to force the workstation unlocking

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

To force the workstation unlocking

> click the option "Advanced options" on the window that requests password (Fig 96 A).

This workstation has been locked by the	user ADMIN	
Re-enter password to unlock window and finish the scan of barcodes		KEYBOARD
		CONTINUE
		dvanced options 🐺

Fig 96

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

This workstation has been locked by the us	er ADMIN
Re-enter password to unlock window and finish the scan of barcodes	KEYBOARD
	CONTINUE
Enter username and password of user with Username	Advanced options bermission to unlock forcibly the workstation
Password	UNLOCK

Fig 97 - Advanced options

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

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



The barcodes read by the original user will **<u>not</u>** be recorded.

8.4.2. Start scan

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

ļ	2	3	4	5	6	7	8	9	0		+/-	C	NEXT	
7	/	/	7	SEA	RCH	LOCK SCAN		START	SCAN	IMPORT			CLO	DSE

Fig 98 - Command bar

This is the procedure:

click the Start Scan button.

The button changes to **Stop Scan**.

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

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

 \blacktriangleright Read the barcodes.

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

- \succ log in again.
 - SI

Click the icon on the lateral bar to select the "Cost Center for picking" module again.

Click the Stop Scan button.

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

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

COST CENTER PICKING - Press STOP SCAN to import scanned products

Fig 99

8.4.3. Import

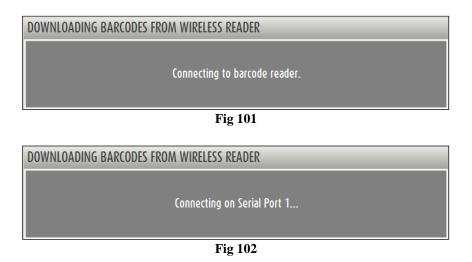
The **Import** button on the command bar (Fig 100) makes it possible to import into the system the data read with a wireless barcode reader having internal memory.

ļ	2	3	4	5	6	7	8	9	0	-	+/-	C	NEXT	
7	/		7	SEA	RCH	LOCK	SCAN	START	SCAN (IMPORT			CLC	SE
	Fig 100 - Command bar													

This is the procedure:

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

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



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

9. Cost center selection for return

SM⁻

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

To select the "Cost Center for Returns" module

 \succ click the corresponding icon on the lateral bar.

The following screen opens (Fig 103).

COST CENTER SELECTION FOR R	RETURN			Below stock
HOSPITAL UNIT		•	COST CENTER TYPE	•
COST CENTER CODE			COST CENTER NAME	
ORTOPEDIA REPARTO (1510) ORTOPEDIA E TRAUMATOLOGIA	CENTRO DEL DOLORE: DAY-HOSPITAL (1702) Algologia	ORTOPEDIA AMBULATORIO (1530) ORTOPEDIA E TRAUMATOLOGIA		
Code Name		Hospital unit		Туре
	۵	6		
Δ ∇			SEARCH	SELECT
	E_{102}^{102}	Cost conton for		

Fig 103 - Cost center for returns

Paragraph 9.1 describes the screen shown in Fig 103.

Paragraph 9.2 describes the cost center selection procedure.

9.1. Cost Center - screen structure

The "Cost center" screen is structured according to the general description offered in paragraph 1.4, see this paragraph for the screen general features.

An additional button bar is here available, displaying the recent selections and making it possible to quick select the cost center previously selected (Fig 110).

This paragraph describes the screen's specific features.

9.1.1. Filters



Fig 104 - Filters on the "Cost center selection" screen

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

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

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

9.1.2. Data area

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

HOSPITAL UNIT		ORTOPEDIA E TRAUMATOLOGIA	•	COST CENTER TYPE		
COST CENTER CO	DE			COST CENTER NAME		
ORTOPEDIA	A REPARTO (1510) E traumatología	CENTRO DEL DOLORE: DAY-HOSPITAL (1702) Algologia	ORTOPEDIA AMBULATORIO (153 ORTOPEDIA E TRAUMATOLOGIA	(0)		
Code	Name		^ Hospital u			Тур
ORT30	ORTOPEDIA AMBULAT	ORIO (1530)	ORTOPEDIA E	E TRAUMATOLOGIA		CC.H
ORT20	ORTOPEDIA DAY-HOSP		ORTOPEDIA E	E TRAUMATOLOGIA		CC.H
ORTIO	ORTOPEDIA REPARTO			E TRAUMATOLOGIA		CC.H
ORT90	ORTOPEDIA SALA OPE	RTORIA (1540)	ORTOPEDIA E	E TRAUMATOLOGIA		CC.H
					ŀ,	

Fig 105 - Cost centers for returns

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

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

None of the above information is editable.

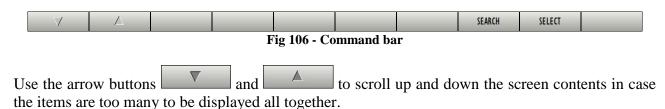


For each cost center either all or part of the possible information can be present, depending on the way the cost center is configured.

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

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

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



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

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

9.2. Cost center for returns selection procedure

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

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



Fig 107 - Cost center for return attribution

- Specify in the filters the available cost center data. In Fig 107 A the "Allergologia" Hospital Unit is specified.
- Click the **Search** button on the command bar (Fig 107 **B**).

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

COST CENTER	R SELECTION FOR R	ETURN			Below sto
HOSPITAL UNIT		ALLERGOLOGIA	-	COST CENTER TYPE	
COST CENTER COL	E			COST CENTER NAME	
ORTOPEDIA	REPARTO (1510) e traumatología	CENTRO DEL DOLORE: DAY-HOSPITAL (1702) Algologia	ORTOPEDIA AMBULATORIO (1530) ORTOPEDIA E TRAUMATOLOGIA		
Code	Name ALLERGOLOGIA AMBU		Hospital unit		Type CC.HOSP
JULY	ALLENGOLOGIA AITEO	DATOMIO (3031)	ALLENGOLOGIA		CC.HOSP
					R
∇				SEARCH	SELECT
,		-	ig 108 - Search re		

Fig 108 - Search result

Click the row corresponding to the relevant cost center.

The \triangleright arrow appears at the beginning of the row.

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

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

TART DATE	15 <mark>/07/2010</mark>	-	END DAT	E 15/07/2010	*					
STOCKROOM	-ALL-	_					- CABINET	-ALL-		-
Position				^ Code	Producer	. Description		,	l	Jsed
1 2	3 4	5	6 7	8 9	0		+/.	C	NEXT	

Fig 109 - Cost center for returns screen

9.2.1. "Recent" cost centers

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

	COST CENTER SELECTION FOR RET	TURN			Below stock
	HOSPITAL UNIT		•	COST CENTER TYPE	•
	COST CENTER CODE			COST CENTER NAME	
<	ALLERGOLOGIA AMBULATORIO (3031) ALLERGOLOGIA	ORTOPEDIA REPARTO (1510) ORTOPEDIA E TRAUMATOLOGIA	CENTRO DEL DOLORE: DAY-HOSPITAL (1702) Algologia	ORTOPEDIA AMBULATORIO (1530) ORTOPEDIA E TRAUMATOLOGIA	
	Code Name		Hospital unit		Туре
	and the start and the start of the	And the second	and a start and and a stranger and		at wat the property at a property of
			Fig 110		

To select one of those cost centers again

click the corresponding button.

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

9.3. "Cost center for returns" screen description

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

9.3.1. Filters

Cost centre: A	ALLERGOLOGIA AM	BULATORIO (30	131) - Hospital unit: ALLEI	RGOLOGIA				
START DATE	<mark>15</mark> /07/2010	•	END DATE 15/07/2010	•				
STOCKROOM	-ALL-		CABINETGROUPS -A	LL-	-A	LL-	~	RESET
a	1 40 40 4 0 M 40	VA~~A/A/A/	<u> </u>	******	 		A A A. A. A.	~~~~

Fig 111 - Filters on the "Cost center for returns" screen

The available filters on this screen are:

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

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

9.3.2. Data area

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

TOCKROOM	-ALL-	CABINETGROUPS -ALL-	CABINET -ALL-	*	RESET
Position		^ Code	Producer Description	Used Refu	rn
BLO.GI.A.LI.PI		915R1000059	2618 MONOTELI FORO ELASTICO 200X320CM /D	DEL525/07 I	ð
BLO.GI.A.LI.PI		915R1000071	3192 TELI CM 75X90 CON ADESIVO CD304 /D	DEL525/07 I	0
BLO.GI.A.LI.PI		915R1000078	3192 TELI CM150X180 S/ ADESIVO CD308 /D	DEL.525/07	0
BLO.GI.A.LI.PI		915R1000079	3192 TELI CM240X270 DOPP.ASS.CD200/CN /D	DEL525/07	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	DEL.525/07 I	0

Fig 112

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

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

• quantity to be returned.

i

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

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

Used	Return		
1		T	¢
	Fig 113		

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

See paragraph 9.4 for the "Returns" specification procedure.

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

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

-	2	3	4	5	6	7	8	9	0		+/-	C	NEXT	
2	/	1	7			LOCK	SCAN	START	SCAN	IMPORT			CLC	JSE

Fig 11	4
--------	---

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

I	2	3	4	5	6	7	8	9	0
			Fig 11:	5 - Nui	neric b	uttons	s 9	2 D	

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

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

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

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

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

The other buttons are not active on this screen.

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

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

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

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

9.4. How to record a "Return"

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

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

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

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

Or

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

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

The quantity inside the cell is highlighted.

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

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

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

9.4.1. Barcode reading for the "Return" procedure

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

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

To use this procedure

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

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

Click the Update button on the command bar.

10. Resources allocation

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

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

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

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



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

To select the module

click the icon
 on the lateral bar.

The following screen opens (Fig 116):

ALLOCATE RESO	URCE						🕑 Be	low stock
SOURCE								-
DESTINATION								7
Code	Producer code	Resource			Expiration Dat	e Qty	Cabinet	Kit
\forall	Δ	SEL. ALL	DESEL. ALL					
			16 Deser					

Fig 116 - Resources allocation

10.1. Resources allocation - screen structure

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

10.1.1. Source and destination specification

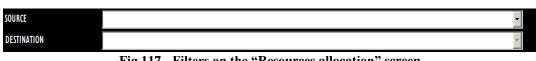


Fig 117 - Filters on the "Resources allocation" screen

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

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

See paragraph 1.4.2 for instructions on how the filters work.

10.1.2. Data area

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

DESTINATION BLG GLELIPI Code Producer code Resource Despiration Date Qty Cabiner N 607/07810005 5167 CAT TIEMAN CHI 4 TRSP CD 221800 =D50P2XCF DEL597/10 60 60 60 607/07840027 5167 CAT TIEMAN CHI 4 TRSP CD 221800 =D50P2XCF DEL597/10 60 70 72 72 60 60 70 72<	Code Producer code Resource Expiration Date Qty Cabinet K > 007R/910005 5167 OAT TIEMON CH14 TRKP CD.221800 =050P2XCF DEL597/10 60
▶ 687787010005 5167 CXT TIEMWA CH4 TRASP. CD.221800 DESDE2VCF DEL597/10 60 60 607787010027 5167 CXT YESCS LIZ YCH16 FOLEY (DCOD. 189205 - DEL 1033/08 24 24 607787010027 5167 CXT YESCS LIZ YCH16 FOLEY (DCOD. 189205 - DEL 1033/08) 40 40 6077609008 5167 CXT YESCS/P.2YCH18 (DCOD. 170605 (DET. 1033/08) 50 50 6078709008 5167 CXT YESCS/P.2YCH18 (DCOD. 170605 (DET. 1033/08) 15 15 6078709038 5167 CXT YESCS/P.2YCH18 (DCOD. 170605 (DET. 1033/08) 15 15 60887779036 505 UNORGERD SOCCX URINA STER. 2000/H. UDo 150 HL - DEL 690/10 24 24 60887790038 154 SACCA URINA STER. 2000/H. UDS (DET. 1033/08) 15 15 61887790037 4266 TXPPO 0XTSEC. COD. 84073023 (D EDL 1033/08) 15 15 61887790038 154 KXOCA URINA STER. 2000/H. UDS (D EDL 1033/08) 16 16 102 102 61887790033 154 KXOCA URINA STER. 2000/H.	▶ 687787010005 5167 CXT TIEMWA CH4 TRASP. CD.221800 DESDE2VCF DEL597/10 60 60 607787010027 5167 CXT YESCS LIZ YCH16 FOLEY (DCOD. 189205 - DEL 1033/08 24 24 607787010027 5167 CXT YESCS LIZ YCH16 FOLEY (DCOD. 189205 - DEL 1033/08) 40 40 6077609008 5167 CXT YESCS/P.2YCH18 (DCOD. 170605 (DET. 1033/08) 50 50 6078709008 5167 CXT YESCS/P.2YCH18 (DCOD. 170605 (DET. 1033/08) 15 15 6078709038 5167 CXT YESCS/P.2YCH18 (DCOD. 170605 (DET. 1033/08) 15 15 60887779036 505 UNORGERD SOCCX URINA STER. 2000/H. UDo 150 HL - DEL 690/10 24 24 60887790038 154 SACCA URINA STER. 2000/H. UDS (DET. 1033/08) 15 15 61887790037 4266 TXPPO 0XTSEC. COD. 84073023 (D EDL 1033/08) 15 15 61887790038 154 KXOCA URINA STER. 2000/H. UDS (D EDL 1033/08) 16 16 102 102 61887790033 154 KXOCA URINA STER. 2000/H.
6078/7940027 5167 OXT YESCSIL 2YCH 6 F0LEY (0COD. 189205 - DEL 1033/08) 24 24 6078/7940067 5167 OXT KELXTON DONNA CH. 14CM (0CoD. 0801820CK - DEL 1033/08) 40 40 6078/09007 5167 OXT KELXTON DONNA CH. 14CM (0CoD. 170615 (DET. 1033/08) 50 50 6078/09008 5167 OXT YESCS/P.2YCH 8 (0CoD. 170605 (DET. 1033/08) 15 15 6088/77/0193 4266 UNOMETER 500ML CO.15810131019 =DCON TUBO 150 ML - DEL 690/10 24 24 6088/7790036 565 UR00ARD SACCA URINA STER. 2000HL (DCOD UD0E5112P01 DEL 1033/08 72 72 6088/7790037 154 SACCA URINA STER. 2000HL (DC COD MS22 DEL 1033/08 15 15 6168/7700037 154 SACCA URINA STER.20032 (D DEL 1033/08 13 30 30 30 30 16 162 102 102 102 102 102 102	6078/7940027 5167 OXT YESCSIL 2YCH 6 F0LEY (0COD. 189205 - DEL 1033/08) 24 24 6078/7940067 5167 OXT KELXTON DONNA CH. 14CM (0CoD. 0801820CK - DEL 1033/08) 40 40 6078/09007 5167 OXT KELXTON DONNA CH. 14CM (0CoD. 170615 (DET. 1033/08) 50 50 6078/09008 5167 OXT YESCS/P.2YCH 8 (0CoD. 170605 (DET. 1033/08) 15 15 6088/77/0193 4266 UNOMETER 500ML CO.15810131019 =DCON TUBO 150 ML - DEL 690/10 24 24 6088/7790036 565 UR00ARD SACCA URINA STER. 2000HL (DCOD UD0E5112P01 DEL 1033/08 72 72 6088/7790037 154 SACCA URINA STER. 2000HL (DC COD MS22 DEL 1033/08 15 15 6168/7700037 154 SACCA URINA STER.20032 (D DEL 1033/08 13 30 30 30 30 16 162 102 102 102 102 102 102
607R79840067 51 67 CXT VELATON DONNA CH. 14 CM (DCOD. 080182XX - DEL 1033/08) 40 40 607R79840067 51 67 CXT VELATON DONNA CH. 14 CM (DCOD. 170/05 (DET. 1033/08) 50 50 607RC999007 51 67 CXT VESCS/P.2YCH18 (DCOD. 170/05 (DET. 1033/08) 15 51 607RC999008 51 67 CXT VESCS/P.2YCH20 (DCOD. 170/05 (DET. 1033/08) 15 15 608R7770193 4286 UMOMETER S00HL CD158101310190 DECL 690/10 24 24 608R7790036 505 UR06JRD SACCA URINA STER. 2000HL (DCOD UDES112P01 DEL 1033/08 72 72 608R7790037 154 SACCA URINA STER. 2000HL (DCOD UDES112P01 DEL 1033/08 15 15 616R7790037 154 SACCA URINA STER. 2000HL DAS (DCOD N532) DEL 1033/08 10 30 616R7790037 154 TAPPO OXTYESC. COD. 80470523 (D DEL 1033/08 102 102	607R79840067 51 67 CXT VELATON DONNA CH. 14 CM (DCOD. 080182XX - DEL 1033/08) 40 40 607R79840067 51 67 CXT VELATON DONNA CH. 14 CM (DCOD. 170/05 (DET. 1033/08) 50 50 607RC999007 51 67 CXT VESCS/P.2YCH18 (DCOD. 170/05 (DET. 1033/08) 15 51 607RC999008 51 67 CXT VESCS/P.2YCH20 (DCOD. 170/05 (DET. 1033/08) 15 15 608R7770193 4286 UMOMETER S00HL CD158101310190 DECL 690/10 24 24 608R7790036 505 UR06JRD SACCA URINA STER. 2000HL (DCOD UDES112P01 DEL 1033/08 72 72 608R7790037 154 SACCA URINA STER. 2000HL (DCOD UDES112P01 DEL 1033/08 15 15 616R7790037 154 SACCA URINA STER. 2000HL DAS (DCOD N532) DEL 1033/08 10 30 616R7790037 154 TAPPO OXTYESC. COD. 80470523 (D DEL 1033/08 102 102
607RC909007 5167 OXT YESCS/P.2YCH18 (DCOL 170/015 (DET. 1033/00) 50 50 607RC909008 5167 OXT YESCS/P.2YCH18 (DCOL 170/015 (DET. 1033/00) 15 15 607RC909008 5167 OXT YESCS/P.2YCH20 (DCOL 170/015 (DET. 1033/00) 12 24 6080777013 4266 UNMERTER SOMML CISSINI310101 DEL 601/01 24 24 60807790036 505 UR06MD SACCA URINA STER. 2000ML DKS DEL 1033/08 72 72 60807790038 154 SACCA URINA STER. 2000ML DKS (DCOD MS222 DEL 1033/08 15 15 61 6RC90034 154 KIT OMTYELSC MOL MALTOR SCC DEL 1033/08 102 102	607RC909007 5167 OXT YESCS/P.2YCH18 (DCOL 170/015 (DET. 1033/00) 50 50 607RC909008 5167 OXT YESCS/P.2YCH18 (DCOL 170/015 (DET. 1033/00) 15 15 607RC909008 5167 OXT YESCS/P.2YCH20 (DCOL 170/015 (DET. 1033/00) 12 24 6080777013 4266 UNMERTER SOMML CISSINI310101 DEL 601/01 24 24 60807790036 505 UR06MD SACCA URINA STER. 2000ML DKS DEL 1033/08 72 72 60807790038 154 SACCA URINA STER. 2000ML DKS (DCOD MS222 DEL 1033/08 15 15 61 6RC90034 154 KIT OMTYELSC MOL MALTOR SCC DEL 1033/08 102 102
6078/0299008 5167 CRT YESCS/P.2YCH20 (DCOL 178/05 (DET. 1033/09) 15 15 6088/7770133 4286 UNOMETER, S0IML CO.1581011310109 =DCOM TUBO 159 ML - DEL 690/10 24 24 6088/7790036 505 UR06XRD SACU URINA STER. 2000ML DOC S0122P01 DEL 1033/08 72 72 6088/7790038 154 SACCA URINA STER. 2000ML DAS (DCOD X522) DEL 1033/08 15 15 6168/7790037 4286 TDPPO CATYRES: COD. BR07203 (D DEL 1033/08 30 30 6168/000334 154 KIT CATETEMEMO VESCICULE (DCOD MTX2) DEL 1033/08 102 102	6078/0299008 5167 CRT YESCS/P.2YCH20 (DCOL 178/05 (DET. 1033/09) 15 15 6088/7770133 4286 UNOMETER, S0IML CO.1581011310109 =DCOM TUBO 159 ML - DEL 690/10 24 24 6088/7790036 505 UR06XRD SACU URINA STER. 2000ML DOC S0122P01 DEL 1033/08 72 72 6088/7790038 154 SACCA URINA STER. 2000ML DAS (DCOD X522) DEL 1033/08 15 15 6168/7790037 4286 TDPPO CATYRES: COD. BR07203 (D DEL 1033/08 30 30 6168/000334 154 KIT CATETEMEMO VESCICULE (DCOD MTX2) DEL 1033/08 102 102
608R7770193 4286 UNOMETER 500ML C0.158101310190 =DC0N TUBO 150 ML - DEL 690/10 24 24 608R7700036 505 UR00ARD SACCU URINK STER. 2000HL (DC0D UDDES112P01 DEL 1033/08 72 72 608R7700037 154 SACCU URINK STER. 2000HL (DCCD K322 DEL 1033/08 15 15 616R7700037 4286 TDPPO CATIVESC. C00. B407023 (D DEL 1033/08 30 30 616RC000334 154 NIT CATETENISMO VESICICULE (DCOD MTXL074SCC) DEL 1033/08 102 102	608R7770193 4286 UNOMETER 500ML C0.158101310190 =DC0N TUBO 150 ML - DEL 690/10 24 24 608R7700036 505 UR00ARD SACCU URINK STER. 2000HL (DC0D UDDES112P01 DEL 1033/08 72 72 608R7700037 154 SACCU URINK STER. 2000HL (DCCD K322 DEL 1033/08 15 15 616R7700037 4286 TDPPO CATIVESC. C00. B407023 (D DEL 1033/08 30 30 616RC000334 154 NIT CATETENISMO VESICICULE (DCOD MTXL074SCC) DEL 1033/08 102 102
60087790036 505 UR060AD SACCA URINA STER. 2000ML (DCOD. UDBES11 2P01 DEL 1033/08 72 72 60087790038 154 SACCA URINA STER. 2000ML (DC COD. UDBES11 2P01 DEL 1033/08 15 15 61087790037 4286 TAPPO OXTYESC. COD. 84073023 (D DEL 1033/08 30 30 6104C00334 154 KIT CONTRESCH VESCOLLE (DCOD MTK1076/SCC DEL 1033/08 102 102	60087790036 505 UR060AD SACCA URINA STER. 2000ML (DCOD. UDBES11 2P01 DEL 1033/08 72 72 60087790038 154 SACCA URINA STER. 2000ML (DC COD. UDBES11 2P01 DEL 1033/08 15 15 61087790037 4286 TAPPO OXTYESC. COD. 84073023 (D DEL 1033/08 30 30 6104C00334 154 KIT CONTRESCH VESCOLLE (DCOD MTK1076/SCC DEL 1033/08 102 102
60887790038 154 SACCA URINA STER Z000HL DAS (DCOD A5322 DEL 1033/08 15 15 61687790067 4286 TAPPO CKT.YESC. COD. 84073023 (D DEL 1033/08 30 30 6168C000334 154 KIT CATETEREMO YESCICULE (DCOD MTK1076/SCC DEL 1033/08 102 102	60887790038 154 SACCA URINA STER Z000HL DAS (DCOD A5322 DEL 1033/08 15 15 61687790067 4286 TAPPO CKT.YESC. COD. 84073023 (D DEL 1033/08 30 30 6168C000334 154 KIT CATETEREMO YESCICULE (DCOD MTK1076/SCC DEL 1033/08 102 102
61687790067 4286 TAPPO CKT.VESC. COD. 84073023 (D DEL 1033/08 30 30 6168C000334 154 KIT CATETERSMO VESCICALE (DCOD.MTK1076/SCC DEL 1033/08 102 102	61687790067 4286 TAPPO CKT.VESC. COD. 84073023 (D DEL 1033/08 30 30 6168C000334 154 KIT CATETERSMO VESCICALE (DCOD.MTK1076/SCC DEL 1033/08 102 102
616RC000334 154 KIT CATEFERISMO VESCICALE (DCOD.MTK1076/SCC DEL 1033/08 102 102	616RC000334 154 KIT CATEFERISMO VESCICALE (DCOD.MTK1076/SCC DEL 1033/08 102 102
91465003310 1767 TAPPO LL X CATETERE YENOSO (DCOD.38000098800-YYGON DET.393/09 97 97	9146000310 1767 TAPPO LL X CATETERE YENOSO (DCOD.38000098800-YYGON DET.393/09 97 97

Fig 118 - Resources allocation

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

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



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

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

Code	 Producer code 	Resource	Expiration Date	Qty Ca	binet Kit	\cap
▶ 607R7810005	5167	CAT TIEMAN CHI4 TRASP CD.221800 =D50PZXCF DEL.597/10		60	60	
607R7840027	5167	CAT VESC.SIL.2VCH16 FOLEY (DCOD. 189205 - DEL. 1033/08		24	24	0
607R7840067	5167	CAT.NELATON DONNA CH., 14CM (DCOD, OB0182XX - DEL, 1033/08		40	40	0
607RC909007	5167	CAT VESC.S/P.2VCH18 (DCOD. 170605 (DET. 1033/08)		50		0
607RC909008	5167	CAT VESC.S/P.2VCH20 (DCOD. 170605 (DET. 1033/08)		15	6	0
608R7770193	4286	UNOMETER 500ML CD.158101310190 =DCON TUB0 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	
~ ALGP 2790P47 ~~~~	Maral Maral	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	and a harden har	mon	may a ferre	ml.

Fig 119

The \triangleright arrow appearing at the beginning of a row indicates that the corresponding resource is selected.

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

10.1.3. The command bar of the "Resources allocation" screen

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

∇	Δ	SEL. ALL	DESEL. ALL				
		F	'ig 120 - Co	mmand ba	r		

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

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

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

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

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

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

The **Cancer** button annuls an the changes made.

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

10.2. How to change the resource allocation

To change the resource allocation

click the click the click the click the sources allocation screen (Fig 121).

i

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

The following screen opens.

ALLOCATE RES	DURCE			_	_	_	Be	low stock
SOURCE								•
DESTINATION								*
Code	Producer code	Resource			Expiration Da	te Qty	Cabinet	Kit
\neg		SEL. ALL	DESEL. ALL					

Fig 121 - Resources allocation

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

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

				le l	Below
SOURCE	BLO.GI.C.				
DESTINATION	BLO.GI.E.LI.PI				
Code	 Producer code 	Resource	Expiration Date		abinet Kit
▶ 607R7810005	5167	CAT TIEMAN CHI4 TRUSP CD.221800 =D50PZXCF DEL.597/10		60	60
607R7840027	5167	CAT YESC.SIL.2VCH16 FOLEY (DCOD. 189205 - DEL. 1033/08		24	24
607R7840067	5167	CAT.NELATON DONNA CH., 14CM (DCOD, 0B0182XX - DEL, 1033/08		40	40
607RC909007	5167	CAT YESC.S/P.2YCH18 (DCOD. 170605 (DET. 1033/08)		50	50
607RC909008	5167	CAT YESC.S/P.2YCH20 (DCOD. 170605 (DET. 1033/08)		15	15
608R7770193	4286	UNOMETER 500ML CD.158101310190 =DCON TUBO 150 ML - DEL. 690/10		24	24
608R7790036	505	UROGARD SACCA URINA STER. 2000ML (DCOD.UDBE3112P01 DEL. 1033/08		72	72
608R7790038	154	SACCA URINA STER.2000ML DAS (DCOD AS322 DEL. 1033/08		15	15
616R7790067	4286	TAPPO CAT.VESC. COD. 84073023 (D DEL. 1033/08		30	30
616RC000334 916RS000310	154	KIT CATETERISMO VESCICALE (DCOD.MTK1076/SCC DEL. 1033/08 TAPPO LL X CATETERE VENOSO (DCOD.380000988800-VYGON DET.393/08		102	102 97

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

SOURCE	BLO.GI.C.LI.PI					
DESTINATION	BLO.GI.E.LI.PI					-(
Code	^ Producer code	Resource	Expiration Date	Qty	Cabinet Ki	τ /
607R7810005	5167	CAT TIEMAN CHI4 TRASP CD.221800 =D50PZXCF DEL.597/10		60	60	0
607R7840027	5167	CAT YESC.SIL 2VCH16 FOLEY (DCOD. 189205 - DEL. 1033/08		24	24	0
607R7840067	5167	CAT.NELATON DONNA CH.: 14CM (DCOD: 0B0182XX - DEL: 1033/08		40	40	0
607RC909007	5167	CAT YESC.S/P.2VCH18 (DCOD. 170605 (DET. 1033/08)		50	50	0
607RC909008	5167	CAT YESC.S/P.2VCH20 (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 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
► 616R7790067	4286	TAPPO CAT. YESC. COD. 84073023 (D DEL. 1033/08		30	30	0
616RC000334	154	KIT CATETERISMO VESCICALE (DCOD.MTK1076/SCC DEL. 1033/08		102	102)
01/0000210		TAPPO LL X CATETERE YENOSO (DCOD.380000988800-YYGON DET.393/08		97	97	0
916RS000310	1767					
YT (KS0003) U	1767					

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

The reallocation is this way completed.

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

		ALL	OCATE RESO	URCE			
Source	BLO.G1.C.L1.P1		Destination	BLO.G1	.H.L1.P1		
Code	Producer code	Description		Lot	SERIAL	Expiration	Qty
607R7810005	5167	CAT TIEMAN CH14 TRASP	CD.221800 /D				85
607RC909007	5167	CAT VESC.S/P.2VCH18	(DCOD. 170605				52 45
607RC909008	5167	CAT VESC.S/P.2VCH20	(DCOD. 170605				
Granu [™] Block Management	Cogyright & 2008 by UMS on - Highlewin u	Norma X				Page	11.

Fig 124 - Print preview

The Close button (Fig 124 A) closes the "Print preview" screen.

11. Orders sheet print

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

To activate the "Orders" module,

click the size icon on the lateral bar.

The following screen opens,

ORDERS								Below stock
START DATE	17/11/2010	•	END DATE 17/11/2	010 🗾				
STOCKROOM	BLO		CABINETS GROU	GI		CABINET AL		RESET
Position	_	Code Producer c	ode Description	_	_	Expirat	on Used Min M	1ax In stock Cabinet Kit Sugg.
∇	A		_	_	_	_	SEARCH	REPORTS
				Fig 125	- Orders			

11.1. "Orders" - screen structure

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

11.1.1. Filters

START DATE	16/11/2010	•	END DATE 17/11/2010	•		
STOCKROOM	BLO		CABINETS GROUP GI	CABINE	T ALL 🔽	RESET
			E'. 10(E'h.			

Fig 126 - Filters on the "Orders" screen

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

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

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

11.1.2. Data area

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

START DATE STOCKROOM Position BLOGIFLIPI BLOGIFLIPI BLOGIFLIPI BLOGIFLIPI BLOGIFLIPI BLOGIFLIPI BLOGIGLIPI BLOGIGLIPI BLOGIGLIPI BLOGIGLIPI BLOGIGLIPI BLOGIGLIPI	02/11/2010 BLO Code 604R7805110 604R7805111 604R7801113 614RC770013	Producer code			CABINET AI	L					P	
Position BLOGIFLIPI BLOGIFLIPI BLOGIFLIPI BLOGIFLIPI BLOGIFLIPI BLOGIFLIPI BLOGIGLIPI BLOGIGLIPI BLOGIGLIPI BLOGIGLIPI BLOGIGLIPI BLOGIGLIPI	Code 604R7805110 604R7805111 604R7811113	22	Description		CABINET AL	L					D	_
BL0.GI.F.LI.PI BL0.GI.F.LI.PI BL0.GI.F.LI.PI BL0.GI.F.LI.PI BL0.GI.F.LI.PI BL0.GI.F.LI.PI BL0.GI.F.LI.PI BL0.GI.G.LI.PI BL0.GI.GI.FI BL0.GI.GLI.PI BL0.GI.G.KITI.LI.PI BL0.GI.KITI.LI.PI	604R7805110 604R7805111 604R7811113	22								<u> </u>	R	ESET
BL0.G1.F.L1.P1 BL0.G1.F.L1.P1 BL0.G1.F.L1.P1 BL0.G1.F.L1.P1 BL0.G1.F.L1.P1 BL0.G1.F.L1.P1 BL0.G1.G1.L1.P1 BL0.G1.GL1.P1 BL0.G1.GL1.P1 BL0.G1.GL1.P1	604R7805111 604R7811113				Expiration	Used	Min M	ax In	stock Ca	abinet	Kit Su	gg.
BLO.GI.F.LI.PI BLO.GI.F.LI.PI BLO.GI.F.LI.PI BLO.GI.F.LI.PI BLO.GI.F.LI.PI BLO.GI.G.LI.PI BLO.GI.G.LI.PI BLO.GI.G.KITI LI.P BLO.GI.G.KITI LI.P	604R7811113	22	AGHI STER.21 GXI 1/2 PIC INDOLOR	+D		5	0	0	78	77	1	
BLO.GI.F.LI.PI BLO.GI.F.LI.PI BLO.GI.F.LI.PI BLO.GI.F.LI.PI BLO.GI.G.LI.PI BLO.GI.G.LI.PI BLO.GI.G.KITI LI.P BLO.GI.H.LI.PI		22	AGHI STER.23GXI 1/4 PIC INDOLOR	+D		1	0	0	124	0	0	
BLO.GI.F.LI.PI BLO.GI.F.LI.PI BLO.GI.F.LI.PI BLO.GI.G.LI.PI BLO.GI.G.LI.PI BLO.GI.GKITI LI.P BLO.GI.H.LI.PI	414BC770013	22	AGO SPINALE 22G PIC	/DCOD. 03440364000	D	4	0	0	37	36	1	
BLO.GI.F.LI.PI BLO.GI.F.LI.PI BLO.GI.G.LI.PI BLO.GI.G.LI.PI BLO.GI.GKITI.LI.P BLO.GI.GKITI.LI.PI BLO.GI.H.LI.PI	01000013	154	SPUGNIX PULIZIA BISTURI CD.AL.40 (C)		1	0	0	100	0	0	
BLO.GI.F.LI.PI BLO.GI.G.LI.PI BLO.GI.G.LI.PI BLO.GI.GKITI.LI.P BLO.GI.H.LI.PI	908RC000321	2821	SACCHE X COLOSTOMIA COD. 12808)D		1	0	0	79	0	0	
BLO.GI.G.LI.PI BLO.GI.G.LI.PI BLO.GI.GKITI.LI.P BLO.GI.H.LI.PI	916RC209004	5896	CONTENT.CONTA AGHI CD.31181467	Ø	D	1	0	0	78	0	0	
BLO.GI.G.LI.PI BLO.GI.GKITI.LI.P BLO.GI.H.LI.PI	916RC209010	154	MATITA DERMOGRAF. COD.RQ.01	(D		2	0	0	144	0	0	
BLO.GI.GKITI.LI.P BLO.GI.H.LI.PI	616R2090011	5546	DREN.PIATTO_MIS.4X10MM_24130	/D		2	0	0	40	0	0	
BLO.GI.H.LI.PI	916R7805056	3308	DREN.SOFFIETTO DRG/500/A/UNIV	/DS/DREN.E TROCAR- 500ML		2	0	0	125	0	0	
	251.PRINCIPALE		PRINCIPALE PER FESS			1	2	5	0	0	0	
PLO CLULL PL	609RC505976	3308	TUBO CONNESS.F/F COD.ASPY710300)DMM_7X10_LUNGH.MT.3 -		16	0	0	191	190	1	
	61 6RC000762	2698	CANN.YANKAUER ORL CD.1218014065	10	DET	4	0	0	138	137	1	
BLO.GI.H.LI.PI	61.6RS000762	2452	CANN.YANKAUER STANDARD SP3800	/DD.149/07		1	0	0	122	0	0	
BLO.GI.I.LI.PI	61 6R7790204	154	RUBINETTO 3 VIE COD.PRC0999005	(D(EX_M062851)		I	0	0	63	0	0	
BLO.GI.K.LI.PI	612R7820007	505	SIR.STER.IOML TERUMO LATEX FREE	/D20/21/22 G CD.551052130	3	3	0	0	195	0	0	
BLO.GI.K.LI.PI	61 2RL000029	748	SIR.LL.CC.S/AGO_3ML_PENTA_LATEX		D.7	6	0	0	21	0	0	
BLO.GI.K.LI.PI	61 2RL000302	748	SIR.LL.60ML PENTAFERTE 002022970	/D	D	11	0	0	97	96	1	
BL0.GLK.LLPI	61 2RL000700	748	SIR.ST.20ML ECC.PENTAFERTE	/DCOD. 002022710		18	0	0	163	162	1	
BLO.GI.K.LI.PI	61 2RL000701	748	SIR.ST.30ML ECC.PENTAFERTE	/DCOD. 002022810	D.7	1	0	0	125	0	0	
BLO.GI.K.LI.PI	61 2RL820003	22	SIR.CONO CAT.50/60ML S/AGO	=DCOD.03079003090500		4	0	0	170	0	0	
BLO.GI.K.LI.PI	612RS000033	748	SIR.LL.CC.S/AGO_LOML_002022620	/DCONF.MULTIP.1000 PZ	D.73	10	0	0	118	0	0	
BLO.GI.L.LI.PI	601RC003012	154	CER.MED.CHIR. CM9XI 0CM COSMOROE			8	0	0	130	0	0	
BL0.GL.L.LL.PI	601RC003013	154	CER.MED.CHIR. CM9XI 5CM COSMOROE			4	0	0	113	0	0	
BL0.GI.L.LI.PI	601RC003014	154	CER.MED.CHIR. CM9X20CM COSMOROE			2	0	0	80	0	0	
BLO.GI.N.LI.PI	900RC003001	2673	TAMPONE NASALE MEROCEL 8X2X1,5			10	0	0	32	30	2	
BLO.GLS.LLPI	601R1003016	154	NASTRO OMINISTRIP 12X100 6PZ.54068			8	0	0	64	0	0	
BLO.GI.S.LI.PI	906RC000017	3757	SUTURA SETA CD. K834H NON 🕇	· ·		5	0	0	13	12	1	
BLO.GI.S.LI.PI	906RC000220	3757		\$0		4	0	0	27	0	0	
BLO.GI.S.LI.PI	906RC000221	3757		\$D		4	Û	Û	32	Û	0	
BLO.GI S.LI.PI	906RC002013	2618	SUTURA PREMILENE CO090213 NON			3	0	ů Ú		0	0	
BLO.GI S.LI.PI	906RC011367	5449	SUTURA SETA 0 75CM CD.41428	=DRESORBA		6	0	0	299	0	0	
BLO.GI.U.LI.PI	609R1130012	683	SONDA PROST.DUFOUR CD.11332030		30)(4	0	0	0	30	0	0	
BLO.GI.U.LI.PI	61 6RCI 30900	5167	GLISSEN GEL COD. 400176	=DX_CATET.VESC./ENDOSC.		5	· ·	0	381		0	
V	01010130700	2107	GEODEN GEE COD. T00170									

Fig 127 - Data area

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

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

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

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

11.1.3. The command bar of the "Orders" screen

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

Δ					SEARCH	REPORTS
	F	'ig 128 - Co	mmand ba	r		

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

Use the **Search** button to search and display the list of items having the features specified in the filters described in paragraph 11.1.1.

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

11.2. How to display and print the orders sheet

To display the list of resources,

> specify the search filters values (Fig 129 A).

	ORDERS									•	Below	stock
\sim	START DATE	02/11/2010 🔹	END	DATE 17/11/2010 -								
	STOCKROOM	BLO	~	CABINETS GROUP GI		- CABINET ALL				•	RE	SET
	Position	^ Code	Producer code	Description		Expiration	Used N	1in Max	d In stock	Cabinet	Kit Sug	ιg▲
	BLO.GL.F.LL.PI	604R7805110	22	AGHI STER.21GXI 1/2 PIC INDOLOR	+D		5	0	0 7	8 7	7	0
	BLO.GI.F.LI.PI	604R7805111	22	AGHI STER.23GXI 1/4 PIC INDOLOR	+ D		1	0	0 12	4 I	1 0	0
	BLO.GL.F.LL.PI	604R7811113	22	AGO SPINALE 22G PIC	/DCOD. 03440364000	D	4	0	0 3	7 3	i I -	0
	BLO.GL.F.LL.PI	616RC770013	154	SPUGNIX PULIZIA BISTURI CD.AL.40 (C)		1	0	0 10	0 1	0	0
	BLO.GI.F.LI.PI	908RC000321	2821	SACCHE X COLOSTOMIA COD. 12808)D		1	0	0 7	9 1	0	0
	BLO.GL.F.LL.PI	916RC209004	5896	CONTENT.CONTA AGHI CD.31181467	(0	D	1	0	0 7	8 1	0	0
	BLO.GI.F.LI.PI	916RC209010	154	MATITA DERMOGRAF. COD.RQ.01	(D		2	0	0 14	4 1	0	0
	BLO.GL.G.LL.PI	616R2090011	5546	DREN.PIATTO MIS.4X10MM 24130	/D		2	0	0 4	0 1	0	0
	BLO.GL.G.LL.PI	916R7805056	3308	DREN.SOFFIETTO DRG/500/A/UNIV	/DS/DREN.E TROCAR- 500ML		2	0	0 12	5 1	0	0
	BLO.GI.GKITI.LI.PI	251.PRINCIPALE		PRINCIPALE PER FESS			1	2	5	0	0	5
	BLO.GL.H.LL.PI	609RC505976	3308	TUBO CONNESS.F/F COD.ASPY710300)DMM 7X10 LUNGH.MT.3 -		16	0	0 19	1 191	I I -	0
	BLO.GI.H.LI.PI	616RC000762	2698	CANN.YANKAUER ORL CD.1218014065)D	DET	4	0	0 13	8 13	7 1	0
	BLO.GL.H.LL.PL	616RS000762	2452	CANN.YANKAUER STANDARD SP3800	/DD.149/07		1	0	0 12	2 1	0	0
	BLO.GI.I.LI.PI	616R7790204	154	RUBINETTO 3 VIE COD.PRC0999005	(D(EX M062851)		1	0	0 ά	3 1	0	0
	BL0.GL.K.LL.PI	612R7820007	505	SIRSTER.IOML TERUMO LATEX FREE	/D20/21/22 G CD.SS1052138	3	3	0	0 19	5 1	1 0	0
	BLO.GL.K.LL.PL	612RL000029	748	SIR.LL.CC.S/AGO_3ML_PENTA_LATEX	/DCOD. 002022420 -	D.7	6	0	0 2	1 1	0	0
	BLO.GI.K.LI.PI	612RL000302	748	SIR.LL.60ML PENTAFERTE 002022970	/D	D	11	0	0 9	7 9	i I	0
	BLO.GL.K.LL.PL	612RL000700	748	SIRST.20ML ECC.PENTAFERTE	/DCOD. 002022710		18	0	0 16	3 16	1	0
	BLO.GL.K.LL.PL	612RL000701	748	SIR.ST.30ML ECC.PENTAFERTE	/DCOD. 002022810	D.7	1	0	0 12	5 1	0	0
	BLO.GI.K.LI.PI	612RL820003	22	SIR.CONO CAT.50/60ML S/AGO	=DC0D.03079003090500		4	0	0 17	0 1	1 0	0
	BLO.GL.K.LL.PL	612RS000033	748	SIR.LL.CC.S/AGO_LOML_002022620	/DCONF.MULTIP.1000 PZ	D.73	10	0	0 11	8 1	0	0
	BLO.GI.L.LI.PI	601RC003012	154	CER.MED.CHIR. CM9X10CM COSMOROE	(DCOD. 900873		8	0	0 13	0 1	1 0	0
	BLO.GI.L.LI.PI	601RC003013	154	CER.MED.CHIR. CM9XI 5CM COSMOROE	(DCOD. 900874		4	0	0 11	3 1	0	0
	BLO.GI.L.LI.PI	601RC003014	154	CER.MED.CHIR. CM9X20CM COSMOROE	(DCOD. 900875		2	0	0 8	0 1	1 0	0
	BL0.GLN.LLPI	900RC003001	2673	TAMPONE NASALE MEROCEL 8X2X1,5	(DCOD. 0800400402N0 .		10	0	0 3	2 31	12	0
	BLO.GLS.LLPI	601R1003016	154	NASTRO OMINISTRIP 12X100 6PZ 54068	35(D		8	0	0 6	4 1	0	0
	BLO.GI.S.LI.PI	906RC000017	3757	SUTURA SETA CD. K834H NON +	⊦°D		5	0	0 1	3 13	1	0
	BLO.GI.S.LI.PI	906RC000220	3757	SUTURA PDS II CD. Z443E	\$D		4	0	0 2	7 I	1 0	0
	BLO.GLS.LL.PI	906RC000221	3757	SUTURA PDS II CD. Z423E	\$D		4	0	0 3	2 1	0	0
	BLO.GI.S.LI.PI	906RC002013	2618	SUTURA PREMILENE CO090213 NON	+ °D		3	0	0	1	0	0
	BLO.GLS.LL.PI	906RC011367	5449	SUTURA SETA 0.75CM CD.41428	=DRESORBA		6	0	0 29	9	0	0
1	BLO.GI.U.LI.PI	609R1130012	683	SONDA PROST.DUFOUR CD.11332030	=D3VIE CH20 I 0PZXCF	30X4	- (P	0	0 3	0 V	0	0
	BLO.GI.U.LI.PI	61 6RCI 30900	5167	GLISSEN GEL COD. 400176	=DX_CATET.VESC./ENDOSC.			0	0 38		Û	0 -
	∇						SEAR	.CH	DC	REPO	RTS	

Fig 129 - "Orders" module

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

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

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

ORDERS	
REPORTS	Ŧ
 Fig 130	

Click the "Orders" option.

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

Γ			ORDER	S							
StockRoom	BLO		Time	interval 02	/11/2010	-	17/11/	2010			
Cabinets Group	G1										
Cabinet	ALL										(A)
Code	Producer code	Description	Expiration	Used	Oty	Cabir t	ie Kit	Min	Max	Suaa.	V
251.PRINCIPALE		PRINCIPALE PER FESS	Lopitoren	1	0	ò	0	2	5	5	
502R7770016	22	BENDA ELAST.ANTIALL.20X5 FLEXA		1	0	0	0	0	0	0	
906RC002013	2618	SUTURA PREMILENE C0090213 NON + °D		з	1	0	0	0	0	0	
915R7800270	895	TELO C/FORO TRI.50X60 3.376.18 /D300		255	1	0	0	0	0	0	
604R0000015	1694	AGO X ASP.CITOLOG.CHIBA CCH.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.LL.CC.S/AGO 3ML PENTA		6	21	0	0	0	0	0	
615RS000785	1136	GUAINA COPRITELECAM.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 /DCOD.		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.PRC0999005 (D(E)		1	63	0	0	0	0	0	
601R1003016	154	NASTRO OMNSTRIP 12×100 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	
rasJ *** Stock Masagemen	t-Copyrig it 6 1997 - 2010 i	by UNIS an - http://www.nafectma.ft								Page	
							_				
1/1		ADDONS FIND	100	0/-	PRI	NIT	0	RINT.		Г r\	PORT

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

12. Operation attribution of returned resources

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

To select the module

> click the corresponding icon $\overset{\text{SM}}{\models \boxtimes}$.

The following screen opens (Fig 132).

RETURN - OP	ERATION LIST AREA			_	Below stock
ALL			ATIONS	_	
BLO I	PLANNED	READY			TERMINATED
BLO 2		BLO NORTH CHICAGO, SERIATE TESE UROLOGIA	1 CHICAGO, GLORENZA BLO ALCOLIZZAZIONE CISTI F 14.00 ORTOPEDIA E TRAUMATOLO	RENALE IGIA	
BLO 3		1 CHESTERFIELD, BORGAROTORINESE BLO Microlaringoscopia diretta 12.28 ORL E CH.CERVICO-FACCIALE			
BLO 4		5 HOFFMAN ESTATE, SORRENTO BLO Emorroidectomia sec. Milligan Morgan	-		
BLO 5		08.00 ORL E CH.CERVICO-FACCIALE	l		
BLO 6					
BLO 7					
BLO 8					
BLO 9					
BLO 10					
		UNKNOWN	ALL		
		Fig 132 - Opera	tion list		

12.1. Operation list - Screen description

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



Fig 133 - Operation rectangle

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

1

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

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

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

i

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

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

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

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

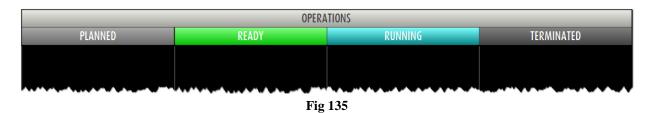


It is not possible to attribute a "return" to a completed operation. The operation state does not affect in any other way the DIGISTAT[®] Stock Management procedures.



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

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



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

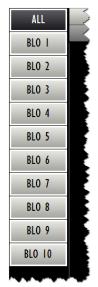


Fig 136 - Filter buttons

Each button corresponds to a room.

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

The selected button appears highlighted.

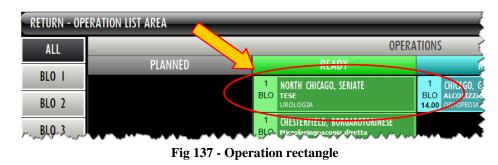
The **All** button displays the complete list again.

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

12.2. Operation selection

To select the operation to which the "return" will be attributed

click the corresponding rectangle (Fig 137).



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

Position Code Producer Description Used R RBLG1.Nuovi NaterialLLPI 6018C003012 154 CERNECOLONGE (DC00. 900873 0.99/08 2 RBLG1.Nuovi NaterialLLPI 60585000462 22 BSTUIN NL1 STER. C00243010011 jb 0.855/09 1 RBLG1.Nuovi NaterialLLPI 60585000462 22 BSTUIN NL2 STER. C00243010023 jb 0.855/09 1 RBLG1.Nuovi NaterialLLPI 6128720007 55 SNSTEN.INC DALAGE 20051022120 0.51022138 D.734/07 1 RBLG1.Nuovi NaterialLLPI 6128720007 748 SNSTEN.INC DAL40 0.00022210 D.734/07 2 RBLG1.Nuovi NaterialLLPI 9008770208 498 ***SEG ARAZA 709 IGST. RX CF5 JDCD.DB3200709555 128 J2/20 D.972/09 2 RBLG1.Nuovi NaterialLLPI 9008770208 498 ***SEG ARAZA 709 IGST. RX CF5 JDCD.DB32010209555 PX 31(0020) D.972/09 2 RBLG1.Nuovi NaterialLLPI 9008C000457 375 SUTUA NULL 0X VILL 0X V	STOCKROOM -ALL-	CABINETGROUPS -ALL-	- CABINET -ALL-	*
BBLG1.Nuovi HaterialiLLPI 601RC003012 154 CER.HED.CHR. CH9X10CH COSH080E (DC00. 900873 D.99/08 2 BBLG1.Nuovi HaterialiLLPI 605SC00462 22 BETURN N.1 STR. CD0443010011 j0 D.957:09 1 BBLG1.Nuovi HaterialiLLPI 605SC00462 22 BETURN N.1 STR. CD0443010003 j0 D. 895:09 1 BBLG1.Nuovi HaterialiLLPI 605SC00467 28 SIRSTER.LOHLONO33 j0 D. 895:09 1 BBLG1.Nuovi HaterialiLLPI 612R7820007 595 SIRSTER.LOHLONE STR. CD0434301003 j0 D. 395:09 1 BBLG1.Nuovi HaterialiLLPI 612R7820007 748 SIRSTER.LOHLONE STR. CD043430007655 12/8 20/20 D.972:09 2 BBLG1.Nuovi HaterialiLLPI 616R770013 154 SPUGKX PULZVA BUTUR BSTURI COAL40 (0 2 BBLG1.Nuovi HaterialiLLPI 900R770208 498 ***SET GARA1 10X60 85TRAIT RK CF.5 J0C2D10287055 12/8 20/20 D.972:09 2 BBLG1.Nuovi HaterialiLLPI 900R700209 206 SET GARA1 10X60 85TRAIT RK CF.5 J0D0210021007 112/12 D.972:09 1 BBLG1.Nuovi HaterialiLLPI 900R700203 3757 SUTURA VICRT (CD. V30H °O CALBBO	Position	^ Code Producer		llsod
RBLG1.Nuori HaterialiLLPI 66555000462 22 BISTURI N.11 STER. C00343010031 jD D.895/09 1 RBLG1.Nuori HaterialiLLPI 66555000469 22 BISTURI N.23 STER. C00343010023 jD D. 895/09 1 RBLG1.Nuori HaterialiLLPI 66255000469 22 BISTURI N.23 STER. C00343010023 jD D. 895/09 1 RBLG1.Nuori HaterialiLLPI 612278200070 505 SIR.STEL.OHL CERNATESTRE C/020/21/22 G CDSS102133 D.73/07 1 RBLG1.Nuori HaterialiLLPI 612207007 548 SIR.ST20ML CERNATESTRE C/020.0202010 D.73/07 2 RBLG1.Nuori HaterialiLLPI 6164C770013 154 SPUGKLX PULZA BISTURI CCAL40 (0 2 RBLG1.Nuori HaterialiLLPI 9006C00467 498 **ET GARZA 10X60 BISTURI KX (F.5 10CL03807091655 12/2 20/20 D.972/09 4 RBLG1.Nuori HaterialiLLPI 9006C00453 3757 SUTURA BISTURI KX (F.5 10CD1930010 T12/12 0.972/09 2 RBLG1.Nuori HaterialiLLPI 9066C00453 3757 SUTURA BISTURI KX (F.5 10CD1930010 T12/12 0.972/09 2 RBLG1.Nuori HaterialiLLPI 9066C00453 3757 SUTURA VIC				
RBLG1.Nuovi HaterialiLLPI 61287820007 505 SIRSTER.10HL TERUNO LATEX FREE ///2021/22.6 C.D.ST34/07 1 RBLG1.Nuovi HaterialiLLPI 61287820007 748 SIRSTER.10HL TERUNO LATEX FREE ///2021/22.6 C.D.ST34/07 2 RBLG1.Nuovi HaterialiLLPI 6168C770013 154 SPUGAK PUUZUA BSTURI CO.AL40 (0 2 RBLG1.Nuovi HaterialiLLPI 900R7770208 498 ***SET GARAT 789 IGSTR. RK CF.5 JDCLD43B07097695 12/8 20/20 D.972/09 4 RBLG1.Nuovi HaterialiLLPI 900R7090209 206 SET GARAT 10X40 BSTURI CO.Al40 (0 2 RBLG1.Nuovi HaterialiLLPI 900R7090209 206 SET GARAT 10X40 BSTURI RX (F.5. JDI02D1020F055 F.X.3 (10020) D.972/09 2 RBLG1.Nuovi HaterialiLLPI 900R1000290 206 SET GARAT 10X40 BSTURI RX (F.5. JDI02D1020F055 F.X.3 (10020) D.972/09 1 RBLG1.Nuovi HaterialiLLPI 906R000453 3757 SUTURA VICKTL CO. 311H *0 DEL1406 2 RBLG1.Nuovi HaterialiLLPI 906R001324 3757 SUTURA VICKTL CO. 310H *0 DEL1406 1 RBLG1.Nuovi HaterialiLLPI 906R001324 3759	RBLGI.Nuovi Materiali.LI.PI	605R5000462 22	1	1
RBLG1.Nuori HaterialiLLP1 61287820007 505 SIR.STER.LOHL TER.UHO LATEX FREE ////2021/22.G CD.2021/22.B D.734/07 1 RBLG1.Nuori HaterialLLP1 61287820007 748 SIR.STER.LOHL TER.UHO LATEX FREE ////////////////////////////////////	RBL.GI.Nuovi Materiali.LI.PI	605RS000469 22	BISTURI N.23 STER. CD03443010023)D D. 895/09	1
RBLG1.Nuori HaterialiLLPI 6168C770013 IS4 SPUGN.X PULLIA BISTUNI CD.AL40 (D 2 RBLG1.Nuori HaterialiLLPI 90087770208 498 ***ESE GARZA TX9 16578, RX CF.5 DCI.04380709F055 12/8 20/20 D.972/09 4 RBLG1.Nuori HaterialiLLPI 9008C000467 498 ***ESE GARZA TX9 16578, RX CF.5 DCI.04380709F055 12/8 20/20 D.972/09 2 RBLG1.Nuori HaterialiLLPI 9008C000467 498 ***ESE GARZA TX9 16578, RX CF.5 DID23010267055 PX 31(0X20) D.972/09 2 RBLG1.Nuori HaterialiLLPI 9008C000453 375 SUTURA VICKRL CD. V31H °D DELL4/06 2 RBLG1.Nuori HaterialiLLPI 9068C000453 3757 SUTURA VICKRL CD. V31H °D DELL4/06 2 RBLG1.Nuori HaterialiLLPI 9068C001302 5449 SUTURA VICKRL CD. V31H °D DELL4/06 2 RBLG1.Nuori HaterialiLLPI 9068C001302 5495 SUTURA VICKRL CD. V31H °D DELL4/06 1 RBLG1.Nuori HaterialiLLPI 9068C001324 5896 SUTURA VICKRL CD. V304H °DCAUBRO USP /0 DELL32/07 3 RBLG1.Nuori HaterialiLLPI	RBLGI.Nuovi Materiali.LI.PI	612R7820007 505	· · · · · · · · · · · · · · · · · · ·	1
RBLG1.Nuovi HaterialiLLPI 900R7770208 498 ***SET GARZA 7X9 165TR. RX (F.5)DC.ID4380709F055 12/8 20/20 D.972/09 4 RBLG1.Nuovi HaterialiLLPI 900RC00467 498 SET GARZA 10X40 85TRAIT RX (F.5)DC.ID4380709F055 12/8 20/20 D.972/09 2 RBLG1.Nuovi HaterialiLLPI 900RC00467 498 SET GARZA 10X40 85TRAIT RX (F.5)DC.ID4380709F055 FZ 3(10X20) D.972/09 2 RBLG1.Nuovi HaterialiLLPI 900RC00457 357 SUTURA VICRT. CD. V31H *D DEL14/06 2 RBLG1.Nuovi HaterialiLLPI 906RC001354 3577 SUTURA VICRT. CD. V30H *DCAUBRO USP 4/0 3 RBLG1.Nuovi HaterialiLLPI 906RC001354 3575 SUTURA VICRT. NESOQUICK PR.31422 /D DE1.14/06 1 RBLG1.Nuovi HaterialiLLPI 906RC001354 5896 SUTURA VICRT. NESOQUICK PR.31422 /D DE1.14/06 1 RBLG1.Nuovi HaterialiLLPI 905RC001324 5896 SUTURA VICRT. NESOQUICK PR.31422 /D DEL14/06 1 RBLG1.Nuovi HaterialiLLPI 915R1000024 2618 TEL0 SENXA ADESNO (1175X90 /D DEL525/07 1	RBL.GI.Nuovi Materiali.LI.PI	612RL000700 748	SIR.ST.20ML ECC.PENTAFERTE /DCOD. 002022710 D.734/07	2
RBLGLNuovi HaterialLLIPI 900R7770208 498 ***SET GARZA 7X9 16STR. RX CF.5 10CL04380709F05S 12/8 20/20 D.972/09 4 RBLGLNuovi HaterialLLIPI 900RC00467 498 SET GARZA 7X9 16STR. RX CF.5 10CL04380709F05S 12/8 20/20 D.972/09 2 RBLGLNuovi HaterialLLIPI 900RC00467 498 SET GARZA 10X40 8STRAIT RX CF.5 10CL014380709F05S P.X 3(1020) D.972/09 2 RBLGLNuovi HaterialLLIPI 900RC00457 3757 SUTURA VICKE CO. '3111 °D DEL14/06 2 RBLGLNuovi HaterialLLIPI 906RC00453 3757 SUTURA VICKE CO. '3141 °D DEL14/06 2 RBLGLNuovi HaterialLLIPI 906RC001354 5875 SUTURA VICKE CO. '3141 °D DEL14/06 2 RBLGLNuovi HaterialLLIPI 906RC001354 5875 SUTURA VICKE CO. '304H °DCALIBRO USP 4/0 3 RBLGLNuovi HaterialLLIPI 906RC001354 5896 SUTURA VICKE CO.9114 °DCALIBRO USP 4/0 1 RBLGLNuovi HaterialLLIPI 905RC000124 2618 TEL0 SENZA ADESNO CH75X90 /D DEL52/07 1 RBLGLNuovi HaterialLLIPI 915R10	RBL.GI.Nuovi Materiali.LI.PI	616RC770013 154	SPUGN.X PULIZIA BISTURI CD.AL.40 (D	2
RBLG1.Nuovi HaterialL1.P1 900RL000290 206 SET TAHP. GARZA HM.10 RX. CF.5 jDCOD. 157030010 T.12/12 D.972/09 1 RBLG1.Nuovi HaterialL1.P1 906KC000453 3757 SUTURA VICKT. CD. V31H °D DEL14/06 2 RBLG1.Nuovi HaterialL1.P1 906KC000453 3757 SUTURA VICKT. CD. V31H °D DEL14/06 2 RBLG1.Nuovi HaterialL1.P1 906KC00135 3449 SUTURA VICKT. CD. V31H °D DEL16/2/07 3 RBLG1.Nuovi HaterialL1.P1 906KC001324 3749 SUTURA SINT. RESOURCE RN8/122 ′D DEL16/2/07 3 RBLG1.Nuovi HaterialL1.P1 906KC001324 5886 SUTURA SINT. RESOURCE RN8/122 ′D DEL16/2/07 3 RBLG1.Nuovi HaterialL1.P1 91581000024 2618 TEL0 SENXA ADESWO CH75X90 /D DEL525/07 1 RBLG1.Nuovi HaterialL1.P1 91581000029 2618 STRSCIA ADESWO (H75X90 /D DEL525/07 2 RBLG1.Nuovi HaterialL1.P1 91581000023 2618 STRSCIA ADESWO (H75X90 /D DEL525/07 2 RBLG1.N	RBLGI.Nuovi Materiali.LI.PI	900R7770208 498	N	4
RBLG1.Nuovi HaterialL1.P1 906RC000453 3757 SUTURA VICRIT. CD. V311H °D DEL14/06 2 RBLG1.Nuovi HaterialL1.P1 906RC000454 3757 SUTURA VICRIT. CD. V304H °DCLUBRO USP 4/0 33 RBLG1.Nuovi HaterialL1.P1 906RC001354 5976 SUTURA SINT. RESOQUICK PR31422 /D DET.1032/07 33 RBLG1.Nuovi HaterialL1.P1 906RC001324 5986 SUTURA POLYSOR CD. L122 °DCALBRD 3/0 DEL 14/06 1 RBLG1.Nuovi HaterialL1.P1 91581000024 2618 TEL0 SEN7A ADESNO CH75X90 /D DEL525/07 1 RBLG1.Nuovi HaterialL1.P1 91581000022 2618 STRSCLA ADESNO CH75X90 /D DEL525/07 2 RBLG1.Nuovi HaterialL1.P1 91581000022 2618 STRSCLA ADESNO (HT5X90 /D DEL525/07 2 RBLG1.Nuovi HaterialL1.P1 91581000022 2618 NTRENEVNA /D DEL525/07 2 RBLG1.Nuovi HaterialL1.P1 91581000022 2618 NTRENEVNA	RBLGI.Nuovi Materiali.LI.PI	900RC000467 498	SET GARZA 10X60 8STRATI RX CF.5)DID23D1020F055 P.X 3(10X20) D.972/09	2
RBLG1.Nuovi Material:L1.P1 996RC009453 3757 SUTURA VICKPL CD. V311H °D DEL 14/06 2 RBLG1.Nuovi Material:L1.P1 996RC009453 3757 SUTURA VICKPL CD. V311H °D DEL 14/06 2 RBLG1.Nuovi Material:L1.P1 996RC009453 3757 SUTURA VICKPL CD. V304H °OCAUBRO USP 4/0 33 RBLG1.Nuovi Material:L1.P1 996RC009134 5596 SUTURA SUTURE VICKPG CD. U122 °DCAUBRO 3/0 DEL 14/06 1 RBLG1.Nuovi Material:L1.P1 995R1000024 2618 TELO SENZA ADESIYO CH75X90 /D DEL525/07 1 RBLG1.Nuovi Material:L1.P1 915R1000029 2618 STRSCIA.ADESIYO CH75X90 /D DEL525/07 2 RBLG1.Nuovi Material:L1.P1 915R1000029 2618 STRSCIA.ADESIYO CH75X90 /D DEL525/07 2 RBLG1.Nuovi Material:L1.P1 915R1000029 2618 NTRCIA.NDESIYA /D DEL525/07 2 RBLG1.Nuovi Material:L1.P1 915R1000023 2618 NTRCIA.ND	RBLGI.Nuovi Materiali.LI.PI	900RL000290 206	SET TAMP. GARZA MM.10 RX CF.5)DCOD. 157030010 T.12/12 D.972/09	1
RBLG1.Novi Haterial:L1.P1 906RC001303 5449 SUTURA SINT. RESOQUICK PR31422 //D DET.1032/07 3 RBLG1.Novi Material:L1.P1 906RC001324 5896 SUTURA POLYSOR8 CD. L1222 °DCALIBRO 3/0 DEL 14/06 1 RBLG1.Novi Material:L1.P1 915R1000024 2618 TELO SENZA ADESINO (LT7X590 /D DEL525/07 1 RBLG1.Novi Material:L1.P1 915R1000028 2618 TELO CON ADESINO (LT7X590 /D DEL525/07 2 RBLG1.Novi Material:L1.P1 915R1000029 2618 STRCKLA ADESINA /D DEL525/07 2 RBLG1.Novi Material:L1.P1 915R1000029 2618 STRCKLA ADESINA /D DEL525/07 2 RBLG1.Novi Material:L1.P1 915R1000029 2618 INTERVENTI DI FM051 M6070 /D DEL525/07 1	RBLGI.Nuovi Materiali.LI.PI	906RC000453 3757		2
RBLGI.Nuovi MaterialiLI.PI 906RC001324 588.6 SUTURA POLYSORE CD. L1222 °DCALBRO 3/0 DEL 14/06 1 RBLGI.Nuovi MaterialiLI.PI 915R100024 2618 TELO SENZA ADESIVO CHT75X90 /D DEL525/07 1 RBLGI.Nuovi MaterialiLI.PI 915R100028 2618 TELO CON ADESIVO CHT75X90 /D DEL525/07 2 RBLGI.Nuovi MaterialiLI.PI 915R100029 2618 STRCICA ADESIVO CHT75X90 /D DEL525/07 2 RBLGI.Nuovi MaterialiLI.PI 915R1000029 2618 STRCICA ADESIVA /D DEL525/07 2 RBLGI.Nuovi MaterialiLI.PI 915R1000029 2618 INTERVENTI DI FM051 M6070 /D DEL525/07 1	RBLGI.Nuovi Materiali.LI.PI	906RC000454 3757	SUTURA VICRYL CD. V304H °DCALIBRO USP 4/0	3
RBLG1.Nuovi HaterialiL1.P1 915R1000024 2618 TELO SENZA ADESIYO (1/1753/90 /D DEL525/07 1 RBLG1.Nuovi HaterialiL1.P1 915R1000028 2618 TELO CON ADESIYO (1/1753/90 /D DEL525/07 2 RBLG1.Nuovi HaterialiL1.P1 915R1000029 2618 STRSCIA ADESIYA /D DEL525/07 2 RBLG1.Nuovi HaterialiL1.P1 915R1000032 2618 INTERVENTI DI FH051 In6070 /D DEL525/07 1	RBLGI.Nuovi Materiali.LI.PI	906RC001303 5449	SUTURA SINT. RESOQUICK PR31422 /D DET.1032/07	3
RBLG1.Nuovi HaterialiL1.P1 915R1000028 2618 TELO CON ADESINO (H75X90 /D DEL525/07 2 RBLG1.Nuovi MaterialiL1.P1 915R1000029 2618 STRISCIA ADESINA /D DEL525/07 2 RBLG1.Nuovi MaterialiL1.P1 915R1000032 2618 INTERVENTI DI FHIOSI IN6070 /D DEL525/07 1	RBLGI.Nuovi Materiali.LI.PI	906RC001324 5896	SUTURA POLYSORB CD. LL222 °DCALIBRO 3/0 DEL. 14/06	1
RBLG1.Nuovi Hateriali11.P1 915R1000029 2618 STRSCIA ADESIVA /D DEL525/07 2 RBLG1.Nuovi Hateriali11.P1 915R1000032 2618 INTERVENTI DI FHIOSI IN6070 /D DEL525/07 1	RBLGI.Nuovi Materiali.LI.PI	915R1000024 2618	TELO SENZA ADESIVO CM75X90 /D DEL525/07	1
RBLG1.Nuovi Materiali.L1.P1 915R1000032 2618 INTERVENTI DI FIMOSI IN6070 /D DEL525/07 I	RBLGI.Nuovi Materiali.LI.PI	915R1000028 2618	TELO CON ADESIVO CM75X90 /D DEL525/07	2
	RBLGI.Nuovi Materiali.LI.PI	915R1000029 2618	STRISCIA ADESIVA /D DEL.525/07	2
RBLGI Nuovi HaterialiLI PI 9168C209004 5896 CONTENT.CONTA AGHI CD.31181467 (D DEL 619708 2	RBLGI.Nuovi Materiali.LI.PI	915R1000032 2618	INTERVENTI DI FIMOSI IN6070 /D DEL525/07	1
	RBLGI.Nuovi Materiali.LI.PI	916RC209004 5896	CONTENT.CONTA AGHI CD.31181467 (D DEL 619/08	2

Fig 138 - "Returns from operation" screen

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

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

12.3. "Returns from operation": screen structure

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

12.3.1. Filters

STOCKROOM -ALL-	CABINETGROUPS -ALL-	CABINET -ALL-	RESET
	Fig 139 - Filters on t	he "Returns from operation" screen	

The filters available on this screen are:

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

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

12.3.2. Data area

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

Position	1 Code	Producer	Description		Used	Return	1
RBLGI.Nuovi Materiali.LI.PI	601RC003012	154	CER.MED.CHIR. CM9X10CM COSMOROE (DCOD. 900873	D.99/08	2		0
RBL.G1.Nuovi Materiali.L1.P1	605RS000462	22	BISTURI N.11 STER. CD03443010011)D	D.895/09	1		0
RBL.G1.Nuovi Materiali.L1.P1	605RS000469	22	BISTURI N.23 STER. CD03443010023)D	D. 895/09	1		0
RBL.G1.Nuovi Materiali.L1.P1	612R7820007	505	SIR.STER.IOML TERUMO LATEX FREE /D20/21/22 G CD.SSI052138	D.734/07	1		0
RBL.G1.Nuovi Materiali.L1.P1	612RL000700	748	SIR.ST.20ML ECC.PENTAFERTE /DCOD. 002022710	D.734/07	2		0
RBL.GT.Nuovi Materiali.LT.PT	616RC770013	154	SPUGN.X PULIZIA BISTURI CD.AL.40 (D		2		0
Marghulph ly toright L. Plannan Jan And Margh	Martine Martin	198		~20/2~ D.972/DS~	M.14	A.1	~~

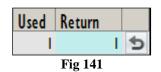
Fig 140

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

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

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

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



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

See paragraph 12.4 for the "Returns" specification procedure.

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

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

ļ	2	3	4	5	6	7	8	9	0		+/-	C	NEXT	
	7	/	7			LOCK	SCAN	START	SCAN	IMPORT			CLO	OSE
									Fig	142				

Fig 1	42
-------	----

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

J	2	3	4	5	6	7	8	9	0
			Fig 14	3 - Nur	neric b	uttons			

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

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

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

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

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

The other buttons are not active on this screen.

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

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

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

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

12.4. How to record the returned resources

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

Click the row corresponding to the resource to be returned.

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

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

Otherwise you can

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

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

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

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

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

12.4.1. Barcode reading in the "Return" procedure

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

 \succ scan the barcode of the resource that must be returned.

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

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

12.5. Returned resources from unknown operation

When returning a resource picked for unknown operation:

> select the "Returns from operation" module by clicking the $\boxed{600}$ icon on the lateral bar.

SM.

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

RETURN - OP	ERATION LIST AREA		_	_	🕀 Below stock
ALL		OPER/	ATIONS	_	
BLO I	PLANNED	READY	RUNNING		TERMINATED
		1 NORTH CHICAGO, SERIATE BLO TESE	1 CHICAGO, GLORENZA BLO ALCOLIZZAZIONE CISTI R	ENALE	
BLO 2		UROLOGIA	BLO ALCOLIZZAZIONE CISTI R 14.00 ORTOPEDIA E TRAUMATOLO	GIA	
BLO 3		1 CHESTERFIELD, BORGAROTORINESE BLO Microlaringoscopia diretta 12.28 ORL E CH.CERVICO-FACCIALE			
BLO 4		5 HOFFMAN ESTATE, SORRENTO BLO Emorroidectomia sec. Milligan Morgan			
BLO 5		08.00 ORL E CH.CERVICO-FACCIALE			
BLO 6					
BLO 7					
BLO 8					
BLO 9					
BLO IO					
		A			
		UNKNOWN	ALL		
		Fig 144 - Opera	tion list		

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

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

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



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

12.6. Display all the picked resources

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

RETURN - OPI	ERATION LIST AREA			Below stock
ALL			ATIONS	
BLO I	PLANNED	READY	RUNNING	TERMINATED
BLO 2		1 BLO UROLOGIA	1 CHICAGO, GLORENZA BLO ALCOLIZZAZIONE CISTI RENALE 14.00 ORTOPEDIA E TRAUMATOLOGIA	
BLO 3		1 CHESTERFIELD, BORGAROTORINESE BLO Microlaringoscopia diretta 12,28 ORL E CH.CERVICO-FACCIALE		
BLO 4		5 HOFFMAN ESTATE, SORRENTO BLO Emorroidectomia sec. Milligan Morgan		
BLO 5		08.00 ORL E CH.CERVICO-FACCIALE		
BLO 6				
BLO 7				
BLO 8				
BLO 9				
BLO IO				
			A	
		UNKNOWN	ALL	
		Fig 146		

To display the list of all pickings

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

The following screen opens (Fig 147)

STOCKADOM ALL CABINET GADUPS ALL CABINET GALL CABINET GALL CABINET GALL Used Return Position 0.61,ALLPI 915,81000071 3192 TEU (11,5303 ON ADESINO CD38) /0 DEL325/07 1 E10.61,ALLPI 915,81000073 3192 TEU (11,5303 ON ADESINO CD38) /0 DEL325/07 1 E10.61,ALLPI 915,81000073 3192 TEU (11,5303 ON ADESINO CD38) /0 DEL325/07 1 E10.61,ALLPI 915,81000073 3192 TEU (11,5309 ON ADESINO CD58) /0 DEL325/07 1 E10.61,ALLPI 915,81000083 3192 TEU (11,7339 S/ADESINO B454 /0DIR0REFELLENTI DEL325/07 1 B10.61,ALLPI 915,81000088 3192 TEU (11,7339 S/ADESINO B454 /0DIR0REFELLENTI DEL325/07 1	15 <mark>/07/20</mark>	10	•		END DATE 15/07/	2010	-						
BLO.GI.ALI.PI 915R1000071 3192 TELI CH 75X90 CON ADESWO CD304 /D DEL525/07 I BLO.GI.ALI.PI 915R1000071 3192 TELI CH 75X90 CON ADESWO CD304 /D DEL525/07 I BLO.GI.ALI.PI 915R1000073 3192 TELI CH2402720 D0PASS.CD300CW /D DEL525/07 I BLO.GI.ALI.PI 915R1000073 3192 TELI CH2402720 D0PASS.CD300CW /D DEL525/07 I	-ALL-				- CABINETGRO	UPS -ALL-			~ CABINE	T -ALL-		*	
BLO.GI.A.LI.PI 91581000078 3192 TELI CH150X180 S/ ADESNO CD308 /D DEL525/07 I BLO.GI.A.LI.PI 91581000079 3192 TELI CH240X270 DOPDASS.CD200/CN D DEL525/07 I BLO.GI.A.LI.PI 91581000087 3192 TELI CH240X270 DOPDASS.CD200/CN D DEL525/07 I BLO.GI.A.LI.PI 91581000087 3192 TELI CH 75X90 CON ADESNO CD454 D DEL525/07 I					A	Code	Producer	Description				Used	Retu
BLO.GI.A.LI.PI 91581000079 3192 TELI CH240X270 DOP ASS.CD200/CN /D DEL525/07 I BLO.GI.A.LI.PI 91581000087 3192 TELI CH 75X90 COM ADESNO CD454 /D DEL525/07 I								TELI CM 75X90 CON AD	DESIVO CD304	/D		1	
BL0.GLA.LI.PI 915R1000087 3192 TELI CH 75X90 CON ADESIYO CD454 /D DEL525/07 I													
BLO.GI.ALI PI 915RIDOOOBB 3192 TELI CH 73X00 S/ADESINO B454 /DDRAOREPELLENTI DEL525/07 I													
	l i					915R1000088	3192	TELI CM 75X90 S/ADESI	IVO B454	/DIDROREPELLENTI	DEL.525/07	1	
		-ALL-	-ALL- 191 191 191 191	-ALL-	-ALL-		ALL- CABINE(G):00/PS -ALL- Code 1 9151100078 9151100078 9151100078 9151100078 1 9151100078	ALL- Cdsinfergroups -ALL- Code Producer 9158/1000071 3192 P1 9158/1000078 3192 9158/100078 3192 P1 9158/1000079 3192 9158/1000079 3192 P1 9158/1000079 3192 9158/1000079 3192	CALL CABINETGROUPS -ALL- Code Producer Description 91581000071 3192 TELI CH 75X90 CON AI 91 91581000073 3192 TELI CH 75X90 CON AI	CALL CABINETGROUPS -ALL CABINE * Code Producer Description *1 915R1000071 3192 TELL CH 75X90 CON ADESINO CD304 *1 915R1000073 3192 TELL CH 75X90 CON ADESINO CD304 *1 915R1000079 3192 TELL CH 75X90 CON ADESINO CD304 *1 915R1000079 3192 TELL CH 75X90 CON ADESINO CD454	CALL CABINETGROUPS -ALL- CABINET -ALL- Code Producer Description '1 91581000071 3192 TELL CHT 75X90 CON ADESNO CD304 /D '1 91581000073 3192 TELL CHT 75X90 CON ADESNO CD304 /D '1 91581000073 3192 TELL CHT 75X90 CON ADESNO CD304 /D '1 91581000073 3192 TELL CHT 75X90 CON ADESNO CD304 /D	Color Producer Description *1 91581000078 3192 TELI CH 75X90 CON ADESWO CD304 /D DEL525/07 *1 91581000078 3192 TELI CH 75X90 CON ADESWO CD304 /D DEL525/07 *1 91581000079 3192 TELI CH 75X80 CON ADESWO CD304 /D DEL525/07 *1 91581000079 3192 TELI CH 75X90 CON ADESWO CD304 D DEL525/07 *1 91581000079 3192 TELI CH 75X90 CON ADESWO CD344 D DEL525/07 *1 91581000073 3192 TELI CH 75X90 CON ADESWO CD344 D DEL525/07	ALL- CABINETGROUPS ALL- CABINET -ALL- Used Code Producer Description Used <

Fig 147 - All the picked resources

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

Use the procedures described in paragraphs 12.4 and 12.4.1.

13. Waste management

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

To select the module

click the corresponding icon

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

WASTE - OPE	RATION LIST AREA			🕀 Below stock
ALL		OPERA	TIONS	
BLO I	PLANNED	READY	RUNNING	TERMINATED
BLO 2	1 MANSFIELD, MAGLIE BLO Ort mano - dito a scatto - tenolisi 08.00 ORTOPEDIA E TRALMATOLOGIA	1 CHESTERFIELD, BORGAROTORINESE BLO Microlaringoscopia diretta 12.28 ORL E CH.CERVICO-FACCIALE	2 HADERA, SULMONA BLO 08.00 CHIRURGIA GENERALE	3 HALDEN, TRAVAGLIATO BLO Emicolectomia sinistra laparoscopica 08.00 CHIRURGIA GENERALE
BLO 3	BISMARCK, CLUSONE BLO settoplastica Funzionale 08,00 ora: e ch.cravico-Facciale	3 WEST ALLIS, ALZANOLOMBARDO BLO FESS: 70 minuti 10.05 ORTOPEDIA E TRAUMATOLOGIA	4 BLO PROTESI PENIENA 08.00 UROLOGIA	
BLO 4	0.00 one concerned and	4 PENSACOLA, WBOWALENTIA BLO Colecistectomia laparotomica + CIO +	5 MALDEN, PORDENONE BLO Adenotonsillectomia bambini	
BLO 5		16.50 Casa di Cura UROLOGIA 5 HOFFMAN ESTATE, SORRENTO	09.11 ORL E CH.CERVICO-FACCIALE	
BLO 6		BLO Emorroidectomia sec. Milligan Morgan 08.00 ORL E CH.CERVICO-FACCIALE		
BLO 7				
BLO 8				
BLO 9				
BLO IO				
BLO II				
BLO 12				
BLO PI				
CCH I				
CCH 2				
CCH 3				
DEA I				
		UNKNOWN	ALL	

Fig 148 - List of operations

13.1. List of operations - Screen description

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



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

i

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

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

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

i

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

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

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

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



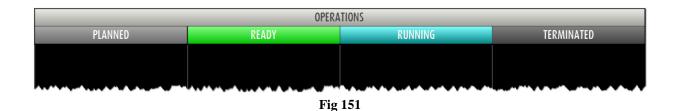
Fig 150

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

i

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

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



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

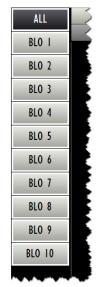


Fig 152 - Filter buttons

Each button corresponds to a room.

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

The selected button appears highlighted.

The **All** button displays the complete list again.

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

13.2. Operation selection

To select the operation to which the "waste" is attributed

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



Fig 153 - Operation-rectangle

The "Resource waste" screen opens (Fig 154).

STOCKROOM BLO	CABINETS GROUP	GI		- CABINET ALL	•	
- Position		Code -	Producer .	Description	Used	W
🕨 Nuovi Materiali.LI.PI		601RC003013	154	CER.MED.CHIR. CM9XI5CM COSMOROE (DCoD. 900874 D.99.	/08	
A.LI.PI		603RC229001	3757	COTONINI SOFT BSX10PZ. 80-1407)DCF:10PZX20BUSTE=200PZ DET. 549/	09 2	
F.LI.PI		604R7805109	22	AGHI STER.19GXI 1/2 PIC INDOLOR +D		
F.LI.PI		604R7805110	22	AGHI STER.21 GXI 1/2 PIC INDOLOR +D	2	
F.LI.PI		604R7811113	22	AGO SPINALE 22G PIC /DCOD. 03440364000 D.734/07	1	
Nuovi Materiali.LI.PI		607RCI 30953	2941	CAT.A 2 LUMI C/PALL.CD.UD.CPRI 21 /D DET. 759/0	7 I	
H.LI.PI		609RC505976		TUBO CONNESS.F/F COD./ISPY710300)DMM 7X10 LUNGH.MT.3 - DET.34	/09 2	
K.LI.PI		612RL000302	748	SIR.LL.60ML PENTAFERTE 002022970 /D D.734/07	7	
K.LI.PI		612RL000700	748	SIRST.20ML ECC.PENTAFERTE /DCoD. 002022710 D.734/0	7 11	
D.LI.PI		615RS000785	1136	GUAINA COPRITELECAM.13,5X250)DCOD.00001 DET.34/1	J9 7	
H.LI.PI		616RC000762	2698	CANN.YANKAUER ORL CD.1218014065)D DET.927/09	I	
Nuovi Materiali.LI.PI		713 9	3796	DRENAGGIO FLEXIMA APDL REG 10X25 (D27-135 IDROF. RENALE D	718 1	
A.LT.PI		900R7770208	498	SET GARZA 7X9 16STR. RX CF.5)DC.ID43B0709F055 12/8 20/20 D.972/0	2 10	
N.LI.PI		900RC003001	2673	TAMPONE NASALE MEROCEL 8X2X1,5 (DCOD. 0800400402N0 DEL. 99/0	18 4	
A.LI.PI		900RL000288		SET TAMPONE GARZA MM.40 C/FB.CF.5)DCD.1560430041A 12/8 20/20 D.972/		
ALLI.PI		900RL000290	206	SET TAMP. GARZA MM.10 RX CF.5)DCOD. 157030010 T.12/12 D.972/09	4	
S.LI.PI		906RC000017	3757	SUTURA SETA CD. K834H NON + °D	i	
		906RC001099				
				,		
				,		
Nuovi Materiali.LI.PI		916RC090910	5522	APPL.CLIP M/L IM 530 NON ORD.+ /DROTANTE LAPAROSCOPIO DEL.183	/07 1	
S.LI.PI Nuovi Materiali.LI.PI Nuovi Materiali.LI.PI Nuovi Materiali.LI.PI Nuovi Materiali.LI.PI			2618 699 3192 3757	SUTURA SINT.SAFILQUIKCI.046247NON + °D(DEL.14/06) PROTESI PTFE DULEX MESH 0118242)D18X24 CM - DEL.582	/07	

Fig 154 - Resource waste management

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

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

13.3. Wasted materials management: screen structure

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

13.3.1. Filters

STOCKROOM -ALL-	CABINETGROUPS -ALL-	CABINET -ALL-	► RESET
	Fig 155 - Filters on the "Wasted 1	materials management " screen	

The filters available on this screen are:

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

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

13.3.2. Data area

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

Position	Code 🔶 F	Producer	. Description	Used	Waste
Nuovi Materiali.LI.PI	601RC003013 I	54	CER.MED.CHIR. CM9XI 5CM COSMOROE (DCOD. 900874 D.99	/08 I	
A.LI.PI	603RC229001 3	3757	COTONINI SOFT BSX10PZ. 80-1407)DCF:10PZX20BUSTE=200PZ DET. 549/	/09	
F.LI.PI	604R7805109 2	22	AGHI STER.19GXI 1/2 PIC INDOLOR +D		
F.LI.PI	604R7805110 2	22	AGHI STER.21GXI 1/2 PIC INDOLOR +D	1	
F.LI.PI	604R7811113 2	22	AGO SPINALE 22G PIC /DCOD. 03440364000 D.734/07	' I	
Nuovi Materiali.LI.PI	607RCI 30953 2	2941	CAT.A 2 LUMI C/PALL.CD.UD.CPRI 21 /D DET. 759/0	17	
H.LI.PI	609RC505976	308	TUBO CONNESS.F/F COD.ASPY710300)DMM 7X10 LUNGH.MT.3 - DET.34	1/09 2	
K.LI.PI	612RL000302 7	748	SIR.LL.60ML PENTAFERTE 002022970 /D D.734/07	1	
K.LI.PI	61 2RL000700 7	748	SIRST.20ML ECC.PENTAFERTE /DCOD. 002022710 D.734/)7 II	
D.LI.PI	615RS000785 I	136	GUAINA COPRITELECAM.13,5X250)DCOD.00001 DET.34/	09 2	
H.LI.PI	61.6RC000762 2	2698	CANN.YANKAUER ORL CD.1218014065)D DET.927/09	1	
Nuovi Materiali.LI.PI	713 9 3	3796	DRENAGGIO FLEXIMA APDL REG 10X25 (D27-135 IDROF. RENALE	1718	
A.LI.PI	900R7770208 4	198	SET GARZA 7X9 16STR. RX CF.5)DC.ID43B0709F055 12/8 20/20 D.972/0	9 (
N.LI.PI	900RC003001 2	2673	TAMPONE NASALE MEROCEL 8X2X1,5 (DCOD. 0800400402N0 DEL. 99/	08	
A.LI.PI	900RL000288 2	206	SET TAMPONE GARZA MM.40 C/FB.CF.5)DCD.1560430041A 12/8 20/20 D.972/	'09	
ALLI.PI	900RL000290 2	206	SET TAMP. GARZA MM.IO RX CF.5)DCOD. 157030010 T.12/12 D.972/09	4	

Fig 156

Each row corresponds to a resource.

For each resource the following information can be displayed:

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

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

The ▶ icon at the beginning of a row indicates the selected item.

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



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

See paragraph 13.4 ro the wasted resources recording procedure.

i

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

13.3.3. The command bar of the "Waste" screen

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

Į –	2	3	4	5	6	7	8	9	0		+/-	C	NEXT	
	/		7			LOCK	SCAN	START	SCAN	IMPORT			CLO	DSE
										1 -0				

Fig 158

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

2	3	4	5	6	7	8	9	0
		Fig 15	9 - Nur	neric b	uttons			

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

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

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

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

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

The other buttons are not active on this screen.

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

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

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

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

13.4. How to record a "waste"

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

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

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

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

Otherwise you can

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

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

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

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

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

13.4.1. Use of barcode reader in the "Waste" recording procedure

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

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

To perform this procedure

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

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

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

13.5. Waste for unknown operation

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

> select the "Returns from operation" module by clicking the $\boxed{3}$ icon on the lateral bar.

The "Operation list" screen opens (Fig 160):

WASTE - OPEI	RATION LIST AREA			🕀 Below stock
ALL		OPERA	TIONS	
BLO I	PLANNED	READY	RUNNING	TERMINATED
BLO 1 BLO 2	1 MANSFIELD, MAGLIE BLO Ort mano - dito a scatto - tenolisi 08.00 ORTOPEDIA E TRALMATOLOGIA	1 CHESTERFIELD, BORGAROTORINESE BLO Microlaringoscopia diretta 12,28 ORL E CH.CERVICO-FACCIALE	2 MADERA, SULMONA BLO Ernioplastica inguinale monolaterale 08.00 CHIRLIRGIA GENERALE	3 MALDEN, TRAVAGLIATO BLO Emicolectomia sinistra laparoscopica 08.00 CHIRURGIA GENERALE
BL0 3	3 BISMARCK, CLUSONE BLO Settoplastica Funzionale	3 WEST ALLIS, ALZANOLOMBARDO BLO FESS: 70 minuti	4 BISMARCK, ARZIGNANO BLO PROTESI PENIENA	
	08.00 ORL E CH.CERVICO-FACCIALE	10.05 ORTOPEDIA E TRAUMATOLOGIA	08.00 UROLOGIA	-
BLO 4 BLO 5		4 PENSACOLA, VIBOVALENTIA BLO Colecistectomia laparotomica + CIO + 16.50 Casa di Cura UROLOGIA	5 MALDEN, PORDENONE BLO Adenotonsillectomia bambini 09.11 ORL E CH.CERVICO-FACCIALE	
DLU 3		5 HOFFMAN ESTATE, SORRENTO		
BLO 6		BLO Emorroidectomia sec. Milligan Morgan 08.00 ORL E CH.CERVICO-FACCIALE		
BL0 7				
BLO 8				
BLO 9				
BL0 10				
BLO II				
BL0 12				
BLO PI				
CCH I				
CCH 2				
CCH 3				
DEA I				
		A		
		UNKNOWN	ALL	
		Fig 160 - Operat	tion list	

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

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

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



Fig 161

STOCKROOM BLO	CABINETS GROUP GI	CABINET ALL	•
Position		Producer Description	Used W
Nuovi Materiali.LI.PI	601RC003013		0.560 44
ALLPI	603RC229001		2
F.LI.PI	604R7805109	,	2
F.LI.PI	604R7805110		2
F.LI.PI	604R7811113	22 AGO SPINALE 22G PIC /DCOD. 03440364000 D.734/07	1
Nuovi Materiali.LI.PI	607RCI 30953	2941 CAT.A. 2. LUMI. C/PALL.CD.UD.CPRI 21.7D DET. 759/07	1
H.LI.PI	609RC505976	3308 TUBO CONNESS.F/F COD./SPY710300)DMM 7X10 LUNGH.MT.3 - DET.34/09	2
K.LI.PI	61 2RL000302	748 SIR.LL.60ML PENTAFERTE 002022970 /D D.734/07	2
K.LI.PI	61 2RL000700	748 SIR.ST.20ML ECC.PENTAFERTE /DC0D. 002022710 D.734/07	11
D.LI.PI	615RS000785	1136 GUAINA COPRITELECAM.13,5X250)DCOD.00001 DET.34/09	2
H.LI.PI	61 6RC000762	2698 CANN.YANKAUER ORL CD.1218014065)D DET.927/09	1
Nuovi Materiali.LI.PI		3796 DRENAGGIO FLEXIMA APDL REG 10X25 (D27-135 IDROF. RENALE D718	1
A.LI.PI	900R7770208	498 SET GARZA 7X9 16STR. RX CF.5)DC:ID43B0709F05S 12/8 20/20 D.972/09	16
N.LI.PI	900RC003001	, ,	4
ALI.PI	900RL000288		1
ALI.PI	900RL000290	,	4
S.LI.PI	906RC000017		2
Nuovi Materiali.LI.PI	906RC001099	,	1
Nuovi Materiali.LI.PI	910RC209000	,	1
ALI.PI	915R1000039		1
Nuovi Materiali.LI.PI	916RC060608		I
Nuovi Materiali.LI.PI	916RC090910	5522 APPL.CLIP M/L IM 530 NON ORD.+ /DROTANTE LAPAROSCOPIO DEL.183/07	1
			_

Fig 162 - Resource waste for unknown operation

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

13.6. Display all pickings

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





To display the list of all pickings

 \triangleright click the All button on the command bar (Fig 163 A).

The following screen opens (Fig 164)

TART DATE	02/11/2010	•		END DATE	18/11/2010	-					
STOCKROOM	BLO			- CABIN	IETS GROUP	GI	- U	BINET ALL		•	RE
Position					Code	Produc	er Description			Used	Waste
🕨 L.LI .PI					601RC00	03012 154	CER.MED.CHIR. CM9XI 0CM COSM	IOROE (DCOD. 900873	D.99/08	8	
S.LI.PI					906RC00	00220 3757	SUTURA PDS II CD. Z443E	\$D		4	
C.LI.PI					608R779	90036 505	UROGARD SACCA URINA STER. 20	DOOML (DCOD.UDBE3112	POI DEL. 1033/08	1	
ALL.PI					900R773	70208 498	SET GARZA 7X9 16STR. RX CF.5)DC.ID43B0709F05	5 12/8 20/20 D.972/09	61	
F.LI.PI					916RC20	09004 5896	CONTENT.CONTA AGHI CD.311814	467 (D	DEL. 619/08	1	
F.LI.PI					616RC7.	70013 154	SPUGNIX PULIZIA BISTURI CD.AL-	40 (D		1	
C.LI.PI					916RS00	00310 1767	TAPPO LL X CATETERE VENOSO	(DCOD.38000098	8800-YYGON DET.393/08	10	
ALL.PI					900RL00	00290 206	SET TAMP. GARZA MM.10 RX CF	F.5)DCOD. 15703001	0 T.12/12 D.972/09	8	
S.LI.PI					601R100	03016 154	NASTRO OMNSTRIP 12X100 6PZ.5	540685(D	D. 99/08	8	
S.LI.PI					906RC00	00017 3757	SUTURA SETA CD. K834H N	ON + °D		5	
H.LI.PI					616RC00	00762 2698	CANN.YANKAUER ORL CD.1218014	4065)D	DET.927/09	4	
H.LI.PI					616RS00	0762 2452	CANN.YANKAUER STANDARD SP38	00 /DD.149/07		1	
U.LI.PI					ő I őRCI 3	30900 5167	GLISSEN GEL COD. 400176	=DX_CATET.VESC	/ENDOSC. DET.780/10	5	
G.LI.PI					61.6R209	90011 5546	DREN.PIATTO_MIS.4X10MM_24130) /D	D.510/07	2	
G.LI.PI					916R780	05056 3308	DREN SOFFIETTO DRG/500/A/UNI	V /DS/DREN.E TROC	AR- 500ML - D.510/07	2	
K.LI.PI					61 2RL00	00029 748	SIR.LL.CC.S/AGO_3ML_PENTA_LATE	X /DCOD. 002022420	- D.734/07	6	
K.LI.PI					61 2RL00	0302 748	SIR.LL.60ML PENTAFERTE 002022	2970 /D	D.734/07	11	
ALL.PI					915R100	00036 2618	INTERVENTI CISTOSCOPIA I N6071	/D	DEL.525/07	1	
K.LI.PI					61 2RL00	00701 748	SIR.ST.30ML ECC.PENTAFERTE	/DCOD. 002022810	D.734/07	1	
ALL.PI					603RC22	29001 3757	COTONINI SOFT BSXLOPZ. 80-1-	407)DCF:10PZX20BUST	E=200PZ DET. 549/09	5	
S.LI.PI					906RC01	1367 5449	SUTURA SETA 0 75CM CD.41428	=DRESORBA	DEL.771/10	6	
D.LI.PI					915R779	90070 754	TELO CHIR.CM 25X38 COD.2037	/D	DEL.750/07	1	
K.LI.PI					612R782	20007 505	SIRSTER. I OML TERUMO LATEX FI	REE /D20/21/22 G CD	SS1052138 D.734/07	3	
ALI.PI					915R100	00037 2618	COPRICAVI (MATERIALE X UROLO	GIA) /D	DEL.525/07	1	
ALL.PI					915R100	00013 2618	INTERVENTI SULLA SPALLA IN606	'	DEL.525/07	1	
K.LI.PI					612RS00	00033 748	SIR.LL.CC.S/AGO_LOML_00202262	0 /DCONF.MULTIP.100	0 PZ D.734/07	10	
E.LI.PI					605RS00	0462 22	BISTURI N.I.I STER. CD03443010	0011 ND	D.895/09	1	
F.U.PI						00321 2821	SACCHE X COLOSTOMIA COD. 12	,	DET.240/09	1	
F.LI.PI						05111 22	AGHI STER.23GXI 1/4 PIC INDO	/			
ALL.PI						00044 3192	INTERVEN ATROFIA MASC AB935/0		ILIACA DEL.525/07	1	
F.LI.PI						05109 22	AGHI STER.19GXI 1/2 PIC INDO			6	
	3	4 5	6	7	8	9 0	+	/-	C NEXT	ľ	

Fig 164 - Display all pickings

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

Use the procedures described in paragraphs 13.4 and 13.4.1.

14. Operation kit setup procedure

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

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

click the corresponding icon
 on the lateral bar.

The following screen opens (Fig 165).

OPERATION SELECT	ION FOR KIT SETUP								Below stock
PLANNED DATE	14/07/20	110	•			MAIN OPERATION			
OPERATING BLOCK	Blocco O	peratorio		~		OPERATING ROOM			•
HOSPITAL UNIT				•					
STOCKROOM	BLO			•					
Block Room	Patient Name	Operation	1	_	_	H.U.	Planned Date	Status	
	VI VI	EW ALL		LABEL	DETAILS		SEARCH	VALIDATE	SELECT
				Fig	165				

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

14.1. "Kit setup" - Screen structure

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

14.1.1. Filters

PLANNED DATE	1 <mark>4</mark> /07/2010 👻	MAIN OPERATION
OPERATING BLOCK	Blocco Operatorio	OPERATING ROOM
HOSPITAL UNIT		•
STOCKROOM	BLO	•

Fig 166 - Filters on the "Kit setup" screen

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

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

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

14.1.2. Data area

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

To display the list of operations,

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

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

OPERATING BLOCK Blocco Operatorio OPERATING BOOH STOCKROON BLO Image: Comparation of the state of the	PLANNED DATE		14/07/2010	•	MAIN OPERATION		
STOCKROOM BLO Block Room Patient Name Operation H.U. Planned Date Status STRCHROOM STRCATIVOOD CORB FESS: 40 minuti ORL E CH.CER 14/07/2010 In preparation Blocco Operatorio VALLEY STREAM BES Colecistectomia laparoscopica CHRURGIA GE 14/07/2010 To be prepared Blocco Operatorio Stat SAM RAMON BRUGH Ort piede - alluce valgo - correzione Bosch ORTOPEDIA E 14/07/2010 08.00 To be prepared Blocco Operatorio Sala 2 SCHENCTADY VIBOV Addominoplastica CHRURGIA PL 14/07/2010 08.00 To be prepared Blocco Operatorio Sala 3 TAMARC PEGIENERA FINOSI UBOLOGAN H.4/07/2010 08.00 To be prepared Blocco Operatorio Sala 3 TAMARC PEGIGOCAL Lipofiling CHRURGIA PL 14/07/2010 08.00 To be prepared	OPERATING BLOCK		Blocco Operatorio	¥	OPERATING ROOM		
Block Room Patient Name Operation H.U. Planned Date Status STREATWOOD 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 SAN RAMON BRUGH Ort piede - alloce valgo - correzione Bosch ORTOPEDIA E 14/07/2010 Bob To be prepared Blocco Operatorio Status Addominoplastica CHIRURGIA PL 14/07/2010 Bob To be prepared Blocco Operatorio Status Status Addominoplastica CHIRURGIA PL 14/07/2010 Bob To be prepared Blocco Operatorio Sala TAMARE PESCHERAL FINOSI URADIOGIA PL 14/07/2010 To be prepared Blocco Operatorio Sala TAMARE PESCHERAL Lipofiling CHIRURGIA PL 14/07/2010 To be prepared	HOSPITAL UNIT			•			
STREANWOOD CORB FESS: 40 minuti ORL E CH.CER 14/07/2010 In preparation Blocco Operatorio VALLEY STREAM BES Colecistectomia Laparoscopica CHRURGIA GE 14/07/2010 To be prepared Blocco Operatorio SIA I SAN RAHON BRUGH Ort - piede - alloce valgo - correzione Bosch ORTOFEDIA E 14/07/2010 08.00 To be prepared Blocco Operatorio Sala 2 SCHENECTADY VIBOV Addominoplastica CHRURGIA PL 14/07/2010 08.00 In preparation Blocco Operatorio Sala 3 TAMARC PSCHERAL FINOSI UBNOLOGIA 14/07/2010 08.00 In preparation Blocco Operatorio Sala 3 TAMARC REGGIOCAL Lipofiling CHRURGIA PL 14/07/2010 08.00 To be prepared	STOCKROOM		BLO	•			
Blocco Operatorio VALLEY STREAM BES Colecistectomia laparoscopica CHIRURGIA GE 14/07/2010 To be prepared Blocco Operatorio Sala I SAN RAHON BRUGH Ort piede - alluce valgo - correzione Bosch ORTOPEDIA E 14/07/2010 Bloco To be prepared Blocco Operatorio Sala Z SCHENECTADY VIBOV Addominoplastica CHIRURGIA PL 14/07/2010 Bloco In preparation Blocco Operatorio Sala Z TAMARAC PESCHIERA FHIOSI UROLOGIA UROLOGIA 14/07/2010 To be prepared Blocco Operatorio Sala Z TAMARAC PESCHIERA FHIOSI UROLOGIA UROLOGIA To be prepared Blocco Operatorio Sala Z TAMARAC REGEGIOCAL Lipofiling CHIRURGIA PL 14/07/2010 Bloco To be prepared	Block	Room					Status
Blocco Operatorio Sala I SAN RAHON BRUGH Ort piede - alluce valgo - correzione Bosch ORTOPEDIA E 14/97/2010 08.00 To be prepared Blocco Operatorio Sala 2 SCHENECTADY VIBOV Addominoplatica CHIRURGA PL 14/07/2010 08.00 In preparation Blocco Operatorio Sala 3 TAMARAC PESCHERA FHIOSI UROLOGIA 14/07/2010 To be prepared Blocco Operatorio Sala 3 TAMARAC PESCHERA FHIOSI UROLOGIA 14/07/2010 To be prepared Blocco Operatorio Sala 3 TAMARAC PESCHERA FHIOSI UROLOGIA 14/07/2010 To be prepared							
Blocco Operatorio Sala 2 SCHENECTADY VIBOV Addominoplastica CHIRURGIA PL 14/07/2010 08.00 In preparation Blocco Operatorio Sala 3 TAMARAC PESCHIERA FINOSI UROLOGIA 14/07/2010 To be prepared validated Blocco Operatorio Sala 3 TAMARAC REGOLOCAL Lipofiling CHIRURGIA PL 14/07/2010 08.00 To be prepared							
Blocco Operatorio Sala 3 TAMABAC PESCHIERA FINOSI UROLOGIA 14/07/2010 To be prepared validated Blocco Operatorio Sala 3 TAMABAC REGGIOCAL Lipofiling CHIRURGIA PL 14/07/2010 08.00 To be prepared							
Blocco Operatorio Sala 3 TAMARAC 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					CHIRURGIA PL		
	Blocco Operatorio	o Sala 3	UPLAND BOVOLONE	VARICOCELE-LEGATURA INGUINALE	UROLOGIA	14/07/2010 10.05	To be prepared
B							
B							
B							
B							
B							
B							
В							

Fig 167 - List of operations

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

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

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

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

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

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

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

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

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

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

							× Z
Block	Room	Patient Name	Operation	H.U.	Planned Date	Status	X
		STREAMWOOD CORB	FESS: 40 minuti	ORL E CH.CER	14/07/2010	In preparation	
Blocco Operatorio		VALLEY STREAM BES	Colecistectomia Iaparoscopica	CHIRURGIA GE	14/07/2010	To be prepared	
Blocco Operatorio	Sala I	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	内
Blocco Operatorio	Sala 3	TAMARAC PESCHIERA	FIMOSI	UROLOGIA	14/07/2010	To be prepared validated	
Mustral Martine	Nrv2h	THUR WERE AND	Magen of the second and the second and the second and the second se	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	1 10 1 20 1 M 10 10	and the open the and	×.//

Fig 168

14.1.3. Command bar

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



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

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

RESERVE
PLANNED
VIEW ALL
Fig 170

The **View All** option displays all the operations.

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

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

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

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

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

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

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

14.2. Kit validation procedure

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

> click the row corresponding to the relevant operation.

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

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

The following screen opens

	VALLEY STREAM B	ESANAINBRIANZA - C	Colecistectomia laparosco	pica - Pla	nned Date:	14/07/2010	- Block: Blocco O	peratorio - Room:			
1	V PRINCIPA	LE PER COLECISTEC	TOMIA LAPAROSCOP	ICA							
	Code	Producer code	Description						^ Planned Qty	Selected Qty	
	▶ 900R7770208	498	***SET GARZA 7X9 165	TR. RX CF.5)DC.ID43B	0709F05S 12/8	20/20 D.972/09		2	2	2
	605RS000462	22	BISTURI N.II STER. CDO	3443010011)D		D.895/09		1	1.1	2
	916RC000512	2618	CARICATORE CLIP CHALL	ENGER	(DCOD. PL57	9T	DEL.930/08		1	1	2
	601RC003012	154	CER.MED.CHIR. CM9X100	M COSMORO	E (DCOD. 900	1873	D.99/08		1	1	2
	916RC209004	5896	CONTENT.CONTA AGHI C	D.31181467	(D		DEL 619/08		1	1	2
	915RS000786	5672	GUAINA COPRITELEC.13X	250 2135110)3)D		DET.34/09		1	1	3
	915R1000006	5672	INTERVENTI DI LAPAROS	COPIA	/D		DEL.525/07		I.	I.	3
	916RC909001	905	PROLIRUB.3VIE CM 25 (OD.IN041632	(DDIAM.3X4, I	MM	DEL_282/08		1	1	3
	916RC040303	3757	SACCHETTO RIMOZ.REPER	LCOD.POUCH	(D		DEL.930/08		1	1	3
	900R7505269	493	SET GARZA IOXIO I6ST	LS.FILO CF.5	DCD.23481 17	/8 32/40	DEL.972/09		2	2	3
	900RC000467	498	SET GARZA 10X60 8STR/	ATI RX CF.5)DID23D10201	05S P.X 3(10X2) D.972/09		1	1	- 3
	916RC003010	5094	SET LAV./ASP.SOCOMED	S.ONG299101	*)DX LAPARO	2 VIE - DEL 14	0/07+309/09		1	1	3
	612RL000700	748	SIR.ST.20ML ECC.PENTAF	ERTE	/DCOD. 00202	2710	D.734/07		1	1	3
	616RC770013	154	SPUGN.X PULIZIA BISTUR	N CD.AL.40 (D				1	1	3
	915R1000001	5672	STRISCIA ADESIVA COD.2	58347	/D		DEL.525/07		2	2	3
	906RC001453	3757	SUTURA VICRYL CD. V60	3H	°D		DEL 14/06		2	2	3
	906RC000401	5896	SUTURATRICE CUTANEA	ROYAL 05488	7)D35W		DEL410/09		1	1	3
	915R1000003	5672	TELO ADES. CM.75X90 (OD.252312	/D		DEL.525/07		1	I	3
	915R1000002	5672	TELO CM.75X90 COD.25	0491	/D		DEL.525/07		1	1)
(ECTOMIA LAPAROSCO								
				JFICA							
	Code	Producer code	Description						^ Planned Qty	Selected Qty	
	▶ 605RS000468	22	BISTURI N.22 STER. CDO		/		D. 895/09		I		3
	616RS000762	2452	CANN.YANKAUER STANDA		/DD.149/07				I		2
	916R2090002	5546	DRENAGGIO SILIC.CH 19		/DSPIRAL DR/	AIN (. 510/07		I	1	3
	616R7709154	2298	SIST.REDON 400ML CD.2		=D		DET.103/10		1	1	2
	906RC000303	5896	SUTURA POLYSORB CD.		°DCALIBRO	2/0	DEL 14/06			1)
	906RC000309	5896	SUTURA POLYSORB CD.	LL224	°D		DEL 14/06		I	1)
	906RC000003	3757	SUTURA SETA CD. 680H		°D		DEL 14/06		1	<u> </u>)
	906RC001010	5896	SUTURA SURGIPRO II CD	.VP935X		ASS.MON.POLIP.	DEL 14/06		I	- I)
\sim	906RC010451	3757	SUTURA VICRYL CD. V34	6H	°D		DEL 14/06		2	2	2
	1 2	3 4	5 6	7	8 9	0		+/-	C	NEXT	
					_						_

Fig 171 - Kit validation screen

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

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

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

Code	Producer code	Description			 Planned Qty 	Selected Qty	
605RS000468	22	BISTURI N.22 STER. CD03443010022)D	D. 895/09		1	X
616RS000762	2452	CANN.YANKAUER STANDARD SP3800	/DD.149/07			1	×
916R2090002	5546	DRENAGGIO SILIC.CH 19 CD.24604	/DSPIRAL DRAIN	D. 510/07		l I	X
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	X
906RC000309	5896	SUTURA POLYSORB CD. LL224	°D	DEL 14/06		I.	×
906RC000003	3757	SUTURA SETA CD. 680H	°D	DEL14/06		1	X
906RC001010	5896	SUTURA SURGIPRO II CD.VP935X	°DSINT.NON ASS.MON.POLIP.	DEL 14/06		1	×
906RC010451	3757	SUTURA VICRYL CD. V346H	°D	DEL 14/06	2	2	X
906RC000458	3757	SUTURA VICRYL CD. V371H	°DCALIBRO USP I EP 4	DEL 14/06	3	3	×
609RC505976	3308	TUBO CONNESS.F/F COD.ASPY710300)DMM 7X10 LUNGH.MT.3 -	DET.34/09		1	×

Fig 172 - Resources group

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

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

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

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

After kit editing there are two possibilities.

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

OPERATION SEL	ECTION FO	R KIT SETUP						Be	elow stock
PLANNED DATE		14/07/2010	•			MAIN OPERATION			
OPERATING BLOCK		Blocco Operatorio		*		OPERATING ROOM			-
HOSPITAL UNIT				•					
STOCKROOM		BLO		•					
Block	Room	Patient Name	Operation			H.U.	Planned Date	Status	
		STREAMWOOD CORB					14/07/2010	In preparation	
Blocco Operatorio			Colecistectomia laparoscopic				14/07/2010	To be prepared vali	
Blocco Operatorio			Ort piede - alluce valgo	- correzione Bosch			14/07/2010 08.00	In preparation	
Blocco Operatorio		SCHENECTADY VIBOV	Addominoplastica				14/07/2010 08.00	In preparation	
Blocco Operatorio	Sala 2	SCHENECTADY VIBOV	Addominoplastica			CHIRURGIA PL.	14/07/2010 08.00	Prepared	内
Blocco Operatorio	Sala 3	TAMARAC PESCHIERA	FIMOSI			UROLOGIA	14/07/2010	To be prepared vali	dated 🔔
Blocco Operatorio	Sala 3	TAMARAC REGGIOCAL	Lipofilling			CHIRURGIA PL.	14/07/2010 08.00	To be prepared	<u> </u>
Blocco Operatorio	Sala 3	UPLAND BOVOLONE	VARICOCELE-LEGATURA INGU	INALE		UROLOGIA	14/07/2010 10.05	To be prepared	
	A	VIEW ALL	*	LABEL	DETAILS		SEARCH	VALIDATE	SELECT
		1			1	for kit sotur			

Fig 174 - Operation selection for kit setup

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

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

14.2.1. Kit editing

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

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

14.2.1.1. Changing the resource quantity

To change the indicated quantity

click the row corresponding to the relevant resource

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

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

Or

click the cell displaying the configured quantity.

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

> Use the workstation keyboard to specify the new quantity.

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

616RC770013	154	SPUGN.X PULIZIA BISTURI CD.AL.40 (D	I	2	× 5
		Fig 175 - Quantity has been changed			

14.2.1.2. Deleting a resource

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

Fig 176 - Deleted resource

9

14.2.1.3. Adding a resource

To add a resource to the kit.

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

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

SEARCH RESOU	RCE - BLO							Below stock
Description								
Code		Lot		Seria	ıl			
Producer code		Category						
Position		Code	Producer code	Resource			Ca	tegory
			SEARCH FOR:					
	KEYBOARD			SITION	LABEL	SEARCH	SELECT	CLOSE

Fig 177 - Search screen

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

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

604R7811113	22	AGO SPINALE 22G PIC	/DCOD. 03440364000	D.734/07	0	- I	× s
			Fig 178 - Res	source added			

14.3. The "Kit creation" sheet

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

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

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

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

Operation Burcode Composition Burcode VALLEY STREAM BESANAINBRIANZA - Colecistectomia laparoscore Planned Date: 14/07/2010 - Block: Blocco Operatorio - Room: Print date 13/07/2010 12 40 GROUP PRINCIPALE PER COLECISTECTOMIA LAPAROSCO/HCA BLO G1 A L1 P1 900RC000467 498 SET GARZA 10X60 8STRATI RX: CF.5 JDID23D 1020F055 P BLO G1 A L1 P1 915R1000003 5672 TELO ADES: CM 75X90 COD 252312 /D BLO G1 A L1 P1 915R1000006 5672 INTERVENTI DI LAPAROSCOPIA BLO G1 A L1 P1 915R1000001 5672 STINSCIA ADES/NA COD 258347 /D BLO G1 A L1 P1 915R1000001 5672 STINSCIA ADES/NA COD 258347 /D BLO G1 A L1 P1 915R1000006 5672 GUAINA ACENTA COD 258347 /D BLO G1 A L1 P1 915R5000786 5672 GUAINA COPRITELEC 13X250 21351103/D 5672	x 1
Print date 13/07/2010 12:40 GROUP PRINCIPALE PER COLECISTECTOMIA LAPAROSCOPICA BLO. G1 A.L1 P1 900RC000467 498 SET GARZA 10X60 85TRATI RX. CF.5 jbl/23D1020F055 P BLO. G1 A.L1 P1 915R1000003 5672 TELO ADES. CM.75X90 COD 252312 /D BLO. G1 A.L1 P1 915R1000006 5672 INTERVENTI DI LAPAROSCOPIA /D BLO. G1 A.L1 P1 915R1000001 5672 STRISCIA ADESI/A COD 258347 /D BLO. G1 A.L1 P1 915R100001 5672 STRISCIA ADESI/A COD 258347 /D BLO. G1 A.L1 P1 900R7770208 498 ""SET GARZA 7X9 16STR. RX CF.5)DC.ID43B0709F055	
GROUP PRINCIPALE PER COLECISTECTOMIA LAPAROSCURICA BLO.G1.A.L1.P1 900RC000467 498 SET GARZA 10X60 8STRATI RX: CF.5 (DID23D 1020F05S P BLO.G1.A.L1.P1 915R1000003 5672 TELO ADE:S: CM.75X90 COD 252312 /D BLO.G1.A.L1.P1 915R1000006 5672 INTERVENTI DI LAPAROSCOPIA /D BLO.G1.A.L1.P1 915R1000001 5672 STRISCIA ADESIVA COD 258347 /D BLO.G1.A.L1.P1 915R1000001 5672 STRISCIA ADESIVA COD 258347 /D BLO.G1.A.L1.P1 900R7770208 498 ""SET GARZA 7X9 16STR. RX CF.5)DC.ID43B0709F055	
GROUP PRINCIPALE PER COLECISTECTOMIA LAPAROSCURICA BLO.G1.A.L1.P1 900RC000467 498 SET GARZA 10X60 8STRATI RX: CF.5 (DID23D 1020F05S P BLO.G1.A.L1.P1 915R1000003 5672 TELO ADE:S: CM.75X90 COD 252312 /D BLO.G1.A.L1.P1 915R1000006 5672 INTERVENTI DI LAPAROSCOPIA /D BLO.G1.A.L1.P1 915R1000001 5672 STRISCIA ADESIVA COD 258347 /D BLO.G1.A.L1.P1 915R1000001 5672 STRISCIA ADESIVA COD 258347 /D BLO.G1.A.L1.P1 900R7770208 498 ""SET GARZA 7X9 16STR. RX CF.5)DC.ID43B0709F055	
BLO. G1.A.L1.P1 915R1000003 5672 TELO ADES. CM.75X90 COD.252312 /D BLO. G1.A.L1.P1 915R100006 5672 INTERVENTI DI LAPAROSCOPIA /D BLO. G1.A.L1.P1 915R100001 5672 STRISCIA ADESIVA COD.258347 /D BLO. G1.A.L1.P1 900R7770208 498 ""SET GARZA 7X9 16STR. RX CF.5")DC.ID43B0709F055	
BLO. G1.A.L1.P1 915R1000003 5672 TELO ADES. CM.75X90 COD.252312 /D BLO. G1.A.L1.P1 915R100006 5672 INTERVENTI DI LAPAROSCOPIA /D BLO. G1.A.L1.P1 915R100001 5672 STRISCIA ADESIVA COD.258347 /D BLO. G1.A.L1.P1 900R7770208 498 ""SET GARZA 7X9 16STR. RX CF.5")DC.ID43B0709F055	
BLO. G1 A L1 P1 915R100006 5672 INTERVENTI DI LAPAROSCOPIA /D BLO. G1 A L1 P1 915R100001 5672 STRISCIA ADESIVA COD.258347 /D BLO. G1 A L1 P1 900R7770208 498 ***SET GARZA 7X9 16STR RX CF.5)DC.ID43B0709F055	1
BLO.G1 A.L1.P1 915R1000001 5672 STRISCIA ADESIVA COD.258347 /D BLO.G1 A.L1.P1 900R7770208 498 ***SET GARZA 7X9 16STR. RX CF.5 JDC ID43B0709F055	
BLO.G1.A.L1.P1 900R7770208 498 ***SET GARZA 7X9 16STR. RX CF.5)DC.ID43B0709F055	1
	2
BLO.G1.A.L1.P1 915RS000786 5672 GUAINA COPRIFELEC. 13X250 21351103jD	
	1
BLO.G1.A.L1.P1 900R7505269 493 SET GARZA 10X10 16STR S.FILO CF.5)DCD.23481 12/8 32	40 2
BLO.G1.A.L1.P1 915R1000002 5672 TELO CM.75X90 COD.250491 /D	
BLO.G1.D.L1.P1 916RC040303 3757 SACCHETTO RIMOZ REPER COD.POUCH (D	1
BLO.G1.E.L1.P1 605RS000462 22 BISTURI N.11 STER. CD03443010011)D BLO.G1.H.L1.P1	1
BLO.G1.F.L1.P1 616RC770013 154 SPUGN.X PULIZIA BISTURI CD.AL.40 (D	1
BLO.G1.F.L1.P1 916RC209004 5896 CONTENT.CONTA AGHI CD.31181467 (D E	EL 1
BLO.G1.H.L1.P1 916RC003010 5094 SET LAV./ASP.SOCOMED S.ONG299101*)DX LAPARO 2 \	1E - 1
BLO.G1.I.L1.P1 916RC909001 905 PROL.RUB.3VIE CM 25 COD.IN041632 (DDIAM.3X4,1MM	1
BLO.G1.K.L1.P1 612RL000700 748 SIR.ST.20ML ECC.PENTAFERTE /DCOD. 002022710	1
BLO.G1.L.1.P1 601RC003012 154 CER.MED.CHIR. CM9X10CM COSMOROE (DCOD. 900873	1
Charu ¹⁹⁶ Slock Management - Copyright & 2008 oy UMB ani - Http://www.unitedma.it	Page

Fig 179 - Kit creation (example)

The resources are ordered by group. At the beginning a header (indicated in Fig 179 A), displays the operation barcode, the operation data (patient name, name of the operation, date, time, planned block and room) and the document date of creation.

The resources of the same operation are divided in groups. The group is indicated by the dark grey stripe shown in Fig 179 C.

The area indicated in Fig 179 **B** displays the list of resources. For each resource are indicated the position, the resource code, the manufacturer code, the description and the needed quantity (Fig 180).



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

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

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

14.4. Kit creation for an operation

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

KIT CRE					mia lapa	roscopica -	Planned	Date: 14/	/07/2010	- Block: Blocco Opi	eratorio - Room:		e	Below stock
Kit	Positi		Code			Description							Selected Qty Q	ty
1	2	3	4	5	6	7	8	9	0		+/-	C	NEXT	
\square	_	7	/	SEAR	RCH	VIEW	ALL	LOCK	SCAN	START SCAN	IMPORT			CLOSE

Fig 181 - Kit creation for an operation

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



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

14.5. Kit creation screen description

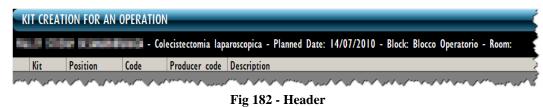
The screen shown in Fig 181 is formed of three main areas:

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

These areas are described in the following paragraphs.

14.5.1. Header

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



These data are:

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

14.5.2. Data area

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

		N OPERATION							🕑 Be
		- Colec	istectomia laparo	oscopica - Planned	Date: 14/07/2010 - Block: B	locco Operatorio - Room:			
Kit		Position	Code	Producer code	Description			Selected Qty	Qty
PRINCIPALE	PER COLECI.	BLO.GI.A.LI.PI	915R1000006	5672	INTERVENTI DI LAPAROSCOPIA	/D	DEL.525/07	I.	1
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.	- I -
PRINCIPALE	PER COLECI.	BLO.GI.A.LI.PI	915R1000003	5672	TELO ADES. CM.75X90 COD.252312	/D	DEL.525/07	I.	1
		BLO.GI.K.LI.PI	612RL000700	748	SIR.ST.20ML ECC.PENTAFERTE	/DCOD. 002022710	D.734/07	1	- T
PRINCIPALE	PER COLECI.	BLO.GI.H.LI.PI	605RS000462	22	BISTURI N.II STER. CD03443010011)D	D.895/09	1	1
1 2	3	4	5 6	7 8	9 0	+/-	C	NEXT	

Fig 183 - Recorded resources

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

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.	- T	
				Fig 184 - Reso	urce				

The information that can be displayed for each resource is:

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

The ▶ icon on the left indicates the selected row. The mandatory fields are highlighted light-blue. The possible yellow fields must be filled by the user (Fig 185).

PRINCIPALE PER COLEC	605RS000462	22	BISTURI N.11 STER. CD03443010011)D	D.895/09	I	1	
			Fig 185				

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

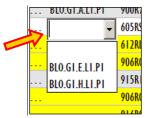


Fig 186 - Information selection

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

14.5.3. The command bar

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

I	2	3	4	5	6	7	8	9	0		+/-	C	NEXT	
	7		/	SEA	RCH	VIEW	ALL	LOCK	SCAN	START SCAN	IMPORT			CLOSE
		S.	3	C.	2		T	• 10/		11			9	

Fig 187 - Command bar

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

I	2	3	4	5	6	7	8	9	0
o			Fig 18	88 - Nui	neric b	uttons	s 9	3 3	

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

14.6. How to record the resource picking for kit composition

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

The different procedures are described in the following paragraphs.



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

14.6.1. Manual procedure

To manually record the resource picking

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



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

SEARCH RESOURCE - BLO						0	Below stock
Description							
Code	Lot		Seria				
Producer code	Category						
Position	Code	Producer code	Resource			Ca	tegory
KEYBOA	RD	SEARCH FOR	OSITION	LABEL	SEARCH	SELECT	CLOSE
i i	Fig	190 - Searc	ı resou	irce			

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

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

				OPERATIO		tomia lanar	osconica -	Planned	Date: 14	/07/2010	- Block: Blocco	Operatorio - Room:			Below stock
	Kit			Position BLO.GI.A.LI	(Code 200RC000467			Descripti	on		8D1020F055 P.X 3(10X2)		Selected Qty	Qty
4	PRINC	IFALE FEN		BLU.GI.A.LI.	.ri 3	006000407	470		JET GANDA	10400 0316	AIT KA CP.J JUIDZ	JU1020F033 F.X 3(10X2	1 0.912/09	1	
	I	2	3	4	5	6	7	8	9	0		+/-	C	NEXT	
	/			7		ARCH		ALL	LOCK		START SCAN	IMPORT		CANCEL	UPDATE
										Fig	191				

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

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

14.6.2. Barcode procedure

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

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

 \succ scan the resource barcode.

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

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

14.6.3. Lock scan

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

	2	3	4	5	6	7	8	9	0		+/-	С	NEXT	
/	7	7	/	SEA	RCH	VIEW	ALL 🤇	LOCK	SCAN	START SCAN	IMPORT			CLOSE
							F	'ig 192	2 - Co	mmand ba	r			

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

This is the procedure:

click the Lock Scan button.

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

The following window is displayed (Fig 193).





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

After barcodes reading,

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

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

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

Q		W	E		R		T		Y		U		I		0		P		"		Ba	ckspace	1	8	9
	A	2	;	D		F		G		H		J		K		L		()		Enter	4	5	6
Tab		1	X		C		۷		B		N		M		,		:		?			Enter	I	2	3
	Lo	k														+		-		=		Del	0		
-															_									CLOSE	

Fig 194 - Virtual keyboard

14.6.3.1. How to force the workstation unlocking

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

To force the workstation unlocking

click the option "Advanced options" on the window requesting password (Fig 195).

This workstation has been locked by the	user ADMIN	
Re-enter password to unlock window and finish the scan of barcodes		KEYBOARD
		CONTINUE
		A Advanced options 💌
ŀ	'ig 195	

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

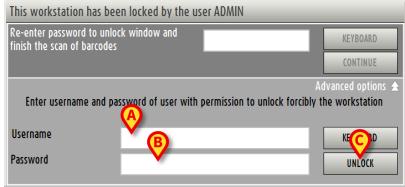


Fig 196 - Advanced options

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

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



The barcodes read by the original user will <u>not</u> be recorded.

14.6.4. Start scan

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

I	2	3	4	5	6	7	8	9	0		+/-	C	NEXT	
/	7	/	/	SEA	RCH	VIEW	ALL	LOCK	SCAN	START SCAN	IMPORT			CLOSE
							F	Fig 19'	7 - Co	mmand ba	r			

This is the procedure:

click the Start Scan button.

The button changes to **Stop Scan**.

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

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

 \blacktriangleright Read the barcodes.

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

- \triangleright log in again.
- Click the icon on the lateral bar to access the "Kit creation" screen again.
- > Click the **Stop Scan** button.

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

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

KIT CREATION FOR AN OPERATION - Press STOP SCAN to import scanned products Fig 198

14.6.5. Import

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

2	3	4	5	6	7	8	9	0		+/-	C	NEXT	
 7		/	SEA	RCH	VIEW	ALL	LOCK	SCAN	START SCAN	IMPORT			CLOSE
			•			Т	. 10		11		•		

```
Fig 199 - Command bar
```

This is the procedure:

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

Click the **Import** button.

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

DOWNLOADING BARCODES FROM WIRELESS READER
Connecting to barcode reader.
Fig 200
DOWNLOADING BARCODES FROM WIRELESS READER
Connecting on Serial Port 1
Fig 201

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

14.6.6. The "View all" option

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

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		906RC001453	3757	SUTURA VICRYL CD. V603H °D DEL 14/06	2	0
RINCIPALE PER COLECI		616RC770013	154	SPUGN.X PULIZIA BISTURI CD.AL.40 (D	L. L.	0
RINCIPALE PER COLECI		915R1000006	5672	INTERVENTI DI LAPAROSCOPIA /D DEL.525/07	1	0
RINCIPALE PER COLECI		915R1000002	5672	TELO CM.75X90 COD.250491 /D DEL525/07	1	0
RINCIPALE PER COLECI		900RC000467	498	SET GARZA 10X60 8STRATI RX CF.5)DID23D1020F05S P.X 3(10X20) D.972/09	1	0
RINCIPALE PER COLECI		915R1000001	5672	STRISCIA ADESIVA COD.258347 /D DEL525/07	2	0
RINCIPALE PER COLECI		915R1000003	5672	TELO ADES. CM.75X90 COD.252312 /D DEL.525/07	l I	0
RINCIPALE PER COLECI		916RC909001	905	PROLRUB.3VIE CM 25 COD.IN041632 (DDIAM.3X4,1MM DEL282/08	1	0
RINCIPALE PER COLECI		916RC040303	3757	SACCHETTO RIMOZ.REPER.COD.POUCH (D DEL.930/08	l I	0
RINCIPALE PER COLECI		900R7770208	498	***SET GARZA 7X9 16STR. RX CF.5)DC.ID43B0709F055 12/8 20/20 D.972/09	2	0
RINCIPALE PER COLECI		612RL000700	748	SIR.ST.20ML ECC.PENTAFERTE /DCOD. 002022710 D.734/07	1	0
RINCIPALE PER COLECI		916RC003010	5094	SET LAV./ASP.SOCOMED S.ONG299101*)DX LAPARO 2 VIE - DEL 140/07+309/09	1	0
RINCIPALE PER COLECI		916RC000512	2618	CARICATORE CLIP CHALLENGER (DCOD. PL579T DEL.930/08		0
RINCIPALE PER COLECI		601RC003012	154	CER.MED.CHIR. CM9X10CM COSMOROE (DCOD. 900873 D.99/08	1	0
RINCIPALE PER COLECI		916RC209004	5896	CONTENT.CONTA AGHI CD.31181467 (D DEL 619/08		0
RINCIPALE PER COLECI		605RS000462	22	BISTURI N.11 STER. CD03443010011)D D.895/09	1	0
RINCIPALE PER COLECI		900R7505269	493	SET GARZA 10X10 16STR.S.FILO CF.5)DCD.23481 12/8 32/40 DEL.972/09	2	0
RINCIPALE PER COLECI		906RC000401	5896	SUTURATRICE CUTANEA ROYAL 054887)D35W DEL410/09	1	0
ONVERSIONE PER COLE		916R2090002	5546	DRENAGGIO SILIC.CH 19 CD.24604 /DSPIRAL DRAIN D. 510/07	1	0
ONVERSIONE PER COLE		906RC010451	3757	SUTURA VICRYL CD. V346H °D DEL 14/06	2	0
ONVERSIONE PER COLE		906RC000309	5896	SUTURA POLYSORB CD. LL224 °D DEL. 14/06		0
ONVERSIONE PER COLE		906RC001010	5896	SUTURA SURGIPRO II CD.VP935X °DSINT.NON ASS.MON.POLIP. DEL 14/06	1	0
ONVERSIONE PER COLE		616RS000762	2452	CANN.YANKAUER STANDARD SP3800 /DD.149/07		0
ONVERSIONE PER COLE		609RC505976	3308	TUBO CONNESS.F/F COD.ASPY710300)DHM 7X10 LUNGH.HT.3 - DET.34/09	1	0
ONVERSIONE PER COLE		616R7709154	2298	SIST.REDON 400ML CD.24732 =D DET.103/10		0
ONVERSIONE PER COLE		906RC000303	5896	SUTURA POLYSORB CD. LL223 °DCALIBRO 2/0 DEL. 14/06	1	0
ONVERSIONE PER COLE		906RC000003	3757	SUTURA SETA CD. 680H °D DEL 14/06	1	0
ONVERSIONE PER COLE		906RC000458	3757	SUTURA VICRYL CD. V371H °DCALIBRO USP I EP 4 DEL 14/06	3	0
ONVERSIONE PER COLE		605RS000468	22	BISTURI N.22 STER. CD03443010022)D D. 895/09		0

Fig 202 - Display all

When the "View all" mode is activated the button appears as selected.

The resources are highlighted yellow until they are correctly recorded and indicated as "picked" and inserted into the kit in the appropriate quantities. After recording the row becomes white. The procedures relating to the resources recording are those described in the preceding paragraphs.

14.6.7. Quick resource quantity recording

To quickly record the quantity of resource needed

> click the cell indicating the "Needed quantity" of the relevant resource.

See Fig 203 A for an example.

Kit l	Position	Code	Producer code	Description			Sele A ty	Qty	
PRINCIPALE PER COLECI		915RS000786	5672	GUAINA COPRITELEC.13X250 21351	1103)D	DET.34/09	X	0	
PRINCIPALE PER COLECI		906RC001453	3757	SUTURA VICRYL CD. V603H	°D	DEL.14/06	(i)	0	
PRINCIPALE PER COLECI		616RC770013	154	SPUGN.X PULIZIA BISTURI CD.AL.40) (D		\checkmark	0	
PRINCIPALE PER COLECI		915R1000006	5672	INTERVENTI DI LAPAROSCOPIA	/D	DEL.525/07	1	0	
PRINCIPALE PER COLECI		915R1000002	5672	TELO CM.75X90 COD.250491	/D	DEL.525/07	- E	0	
PRINCIPALE PER COLECI		900RC000467	498	SET GARZA IOX60 8STRATI RX CF	.5)DID23D1020F055 P.X 3(10X20)	D.972/09	1	0	



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

Kit Pos	sition	Code	Producer code	Description			Selected Qty	
PRINCIPALE PER COLECI		915RS000786	5672	GUAINA COPRITELEC. 13X250 2135110	13)D	DET.34/09	1	\mathbf{X}
PRINCIPALE PER COLECI BLO.).GI.S.LI.PI	906RC001453	3757	SUTURA VICRYL CD. V603H	°D	DEL 14/06	2	2
PRINCIPALE PER COLECI		616RC770013	154	SPUGN.X PULIZIA BISTURI CD.AL.40 (I	D		1	-
PRINCIPALE PER COLECI		915R1000006	5672	INTERVENTI DI LAPAROSCOPIA	/D	DEL 525/07	L. L.	0
				Fig 204				

14.7. Possible exceptions

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

There are three possible cases:

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

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

Kit Position	Code	Producer code	Description		Selected Qty	Qty	
PRINCIPALE PER COLECI	915RS000786	5672	GUAINA COPRITELEC.13X250 21351103)D	DET.34/09	l I	0	
PRINCIPALE PER COLECI BLO.GI.S.LI.I	PI 906RC001453	3757	SUTURA VICRYL CD. V603H °D	DEL 14/06	2	2	
PRINCIPALE PER COLECI	616RC770013	154	SPUGN.X PULIZIA BISTURI CD.AL.40 (D		l. I	0	
PRINCIPALE PER COLECI	915R1000006	5672	INTERVENTI DI LAPAROSCOPIA /D	DEL.525/07	l I	0	
PRINCIPALE PER COLECI	915R1000002	5672	TELO CM.75X90 COD.250491 /D	DEL.525/07	l. I	0	
PRINCIPALE PER COLECI	900RC000467	498	SET GARZA 10X60 8STRATI RX CF.5)DID23D1020F05S P.X	3(10X20) D.972/09	l I	0	
PRINCIPALE PER COLECI BLO.GI.A.LI.			STRISCIA ADESIVA COD.258347 /D		2	1	
PRINCIPALE PER COLECI	915R1000003	5672	TELO ADES. CM.75X90 COD.252312 /D	DEL.525/07	l.	0	
PRINCIPALE PER COLECI	916RC909001	905	PROLRUB.3VIE CH 25 COD.IN041632 (DDIAM.3X4,IMM	DEL.282/08	l. I	0	
PRINCIPALE PER COLECI BLO.GI.D.LI.						2	√ ×
PRINCIPALE PER COLECI	900R7770208	498	***SET GARZA 7X9 16STR. RX CF.5)DC.ID43B0709F05	5 12/8 20/20 D.972/09	2	0	
PRINCIPALE PER COLECI	612RL000700	748	SIR.ST.20ML ECC.PENTAFERTE /DCOD. 002022710	D.734/07	l.	0	
PRINCIPALE PER COLECI	916RC003010	5094	SET LAV./ASP.SOCOMED S.ONG299101*)DX LAPARO 2 VIE -	DEL140/07+309/09	l I	0	\smile

Fig 205 - Exceptions

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

Fig 206 - Cancelled resource

The \checkmark icon on the right of the row (Fig 205 **B**) accepts an exception as a correct value. After clicking the \checkmark icon the row appears as in Fig 207. 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	5
			Fig 207 - Accepted exception				

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

5

14.8. Completing the kit resources recording procedure

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

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

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

Enter the number of lab	els you want to	print
PRINCIPALE PER COLECISTE	CTOMIA LAPAROS	.0
CONVERSIONE PER COLECI LAPAROSCOPICA	STECTOMIA	1
	CLOSE	CONTINUE

Fig 208 - print label

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

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

After the number of labels has been specified

click the **Continue** button.

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

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

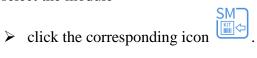
Operation Barcode			KIT			
		A - Colecistectomia Iaparoscopica - Planned	Date: 14/07/2010	- Blo	ck: Blocco Operatorio - Re	om:
Print date	14/07/2010		OLECISTECTOM	ia lai	PAROSCOPICA - Colecist	ectomia laparoscopica
WELL FORMED						
916RC000512	2618	CARICATORE CLIP CHALLENGER (DC	OD. PL579T (1	/1)	BLO.G1.T.L1.P1	
906RC000401	5896	SUTURATRICE CUTANEA ROYAL 054887)	D35W (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*	DX LAPARO (1	/1)	BLO.G1.H.L1.P1	
916RC909001	905	PROL.RUB.3VIE CM 25 COD.IN041632	(1	/1)	BLO.G1.I.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.5)DC	D.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)D	(1	/1)	BLO.G1.E.L1.P1	
612RL000700	748	SIR.ST.20ML ECC.PENTAFERTE /DCC	D. (1	/1)	BLO.G1.K.L1.P1	
Oranu TH Stock Management - C	apyright © 2009 by UMS eri - http:	Rwww.unitedms.it				Page

Fig 209 - Kit content (print report)

15. Return from kit

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

To select the module



The following screen opens (Fig 210).

NNED DATE		13/07/2010	•		MAIN OPERATION				Below stoc
SETUP DATE			¥		OPERATING ROOM				
RATING BLC	OCK	Blocco Opera	torio	Ŧ	HOSPITAL UNIT				
Block	Room	Patient Name	Operation	_	_	H.U.	_	Status	Planned Dat
4									
		\bigtriangledown		LABEL	PRINT		SEARCH		RETURN K

Fig 210 - Operation selection for "return from kit"

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

15.1. Screen structure

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

The procdure requires, first of all, the selection of the operation to which the returned resources are attributed.

After selection, the list of all the resources picked for that operation is displayed.

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

15.1.1. Operation selection - Filters



Fig 211 - Filters on the "Operation selection" screen

The available filters on this screen are:

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

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

15.1.2. Operation selection - Data area

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

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

Fig 212

Each row corresponds to an operation.

For each operation the following information can be displayed:

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

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

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

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

15.1.3. Operation selection - Command bar

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

Δ	\bigtriangledown		LABEL	PRINT		SEARCH	RETURN KIT
		F	'ig 213 - Co	mmand ba	r		

USR ENG Stock Management

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

The **Label** button makes it possible to print the kit sticker label again, in case of need (see paragraph 14.8).

The **Print** button makes it possible to print the kit resources complete list again, in case of need (see paragraph 14.8).

Use the **Search** button to display the list of operations corresponding to the values specified in the search fields.

Use the **Return Kit** button to proceed with the "return" procedure. The **Return Kit** button opens the "Returns" recording screen, described in paragraph 15.2 and following.

15.2. "Operation kits give back" screen description

To access the "Operation kits give back" screen,

on the "Operation selection" screen (Fig 210),

> click the row corresponding to the operation for which the returns are being recorded.

The row is selected, the \blacktriangleright icon appears on the left.

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

The following screen opens (Fig 214).

PRINCIPALE PER	COLECISTECTO	MIA LAPAROSCOPI	4	RETUR	RN A
Position	Code	Producer code	Description	Used Re	eturn
► BLO.GI.F.LI.PI	616RC770013	154	SPUGN.X PULIZIA BISTURI CD.AL.40 (D		0
BLO.GI.I.LI.PI	916RC909001	905	PROLRUB.3VIE CM 25 COD.IN041632 (DDIAM.3X4,1MM DEL282/08	I	0
BLO.GI.A.LI.PI	915RS000786	5672	GUAINA COPRITELEC.13X250 21351103)D DET.34/09	I	0
BLO.GI.A.LI.PI	915R1000003	5672	TELO ADES. CM.75X90 COD.252312 /D DEL.525/07	I	0
BLO.GI.S.LI.PI	906RC001453	3757	SUTURA VICRYL CD. V603H °D DEL.14/06	2	0
BLO.GI.T.LI.PI	906RC000401	5896	SUTURATRICE CUTANEA ROYAL 054887)D35W DEL410/09	I	0
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
BLO.GI.A.LI.PI	900R7770208	498	***SET GARZA 7X9 16STR. RX CF.5)DC.ID43B0709F055 12/8 20/20 D.972/09	2	0
BLO.GI.E.LI.PI	605RS000462	22	BISTURI N.11 STER. CD03443010011)D D.895/09	I	0
BLO.GI.A.LI.PI	915R1000001	5672	STRISCIA ADESIVA COD.258347 /D DEL.525/07	2	0
BLO.GI.K.LI.PI	612RL000700	748	SIR.ST.20ML ECC.PENTAFERTE /DCOD. 002022710 D.734/07	I	0
BLO.GI.A.LI.PI	900RC000467	498	SET GARZA 10X60 8STRATI RX CF.5)DID23D1020F05S P.X 3(10X20) D.972/09		0
BLO.GI.T.LI.PI	916RC000512	2618	CARICATORE CLIP CHALLENGER (DCOD. PL579T DEL 930/08	I	0
BLO.GI.L.LI.PI	601RC003012	154	CER.MED.CHIR. CM9X10CM COSMOROE (DCOD. 900873 D.99/08	I	0
BLO.GI.D.LI.PI	916RC040303	3757	SACCHETTO RIMOZ.REPER.COD.POUCH (D DEL.930/08	1	0
BLO.GI.F.LI.PI	916RC209004	5896	CONTENT.CONTA AGHI CD.31181467 (D DEL 619/08	1	0
BLO.GT.A.LT.PT	915R1000002	5672	TELO CM.75X90 COD.250491 /D DEL.525/07		0
BLO.GI.A.LI.PI	915R1000006	5672	INTERVENTI DI LAPAROSCOPIA /D DEL 525/07	1	0
BLO.GI.H.LI.PI	916RC003010	5094	SET LAV./ASP.SOCOMED S.ONG299101*)DX LAPARO 2 VIE - DEL.140/07+309/09	1	0
CONVERSIONE P	ER COLECISTECT	OMIA LAPAROSCO	ICA	RETUR	RN A
Position	Code	Producer code	Description	Used Re	eturn
► BLO.GI.H.LI.PI	616RS000762	2452	CANN.YANKAUER STANDARD SP3800 /DD.149/07		0
BLO.GI.S.LI.PI	906RC000458	3757	SUTURA VICRYL CD. V371H °DCALIBRO USP I EP 4 DEL. 14/06	2	0
BLO.GI.S.LI.PI	906RC010451	3757	SUTURA VICRYL CD. V346H °D DEL 14/06	2	0
BLO.GI.S.LI.PI	906RC000003	3757	SUTURA SETA CD. 680H °D DEL 14/06	1	0
BLO.GI.H.LI.PI	609RC505976	3308	TUBO CONNESS.F/F COD.ASPY710300)DMM 7X10 LUNGH.MT.3 - DET.34/09	1	0
BLO.GI.S.LI.PI	906RC000303	5896	SUTURA POLYSORB CD. LL223 °DCALIBRO 2/0 DEL. 14/06		0
BLO.GI.G.LI.PI	916R2090002	5546	DRENAGGIO SILIC.CH 19 CD.24604 /DSPIRAL DRAIN D. 510/07	1	0
BLO.GI.S.LI.PI	906RC000309	5896	SUTURA POLYSORB CD. LL224 °D DEL 14/06		0
BIOGLSTUP	906RC001010	5896	SUTURA SURGIPRO II CD.VP935X °DSINT.NON ASS.MON.POLIP. DEL 14/06	1	0

Fig 214 - Returns from kit

The screen displays on top the main operation data (patient name, operation, planned date and location - Fig 214 A).

All the resources that are part of the kit are displayed on screen, divided in groups corresponding to sub-kits (Fig 214 **B**).

The name of every group is indicated on the top-left corner of each group (Fig 215 A).

0	NVERSIONE PE	R COLECISTECT	OMIA LAPAROSCO	PICA			RE	TUR <mark>n</mark> Al
	Position	Code	Producer code	Description			Used	Return
Þ	BLO.GI.H.LI.PI	616RS000762	2452	CANN.YANKAUER STANDARD SP3800	/DD.149/07		1	0
	BLO.GI.S.LI.PI	906RC000458	3757	SUTURA VICRYL CD. V371H	°DCALIBRO USP I EP 4	DEL. 14/06	2	0
	BLO.GI.S.LI.PI	906RC010451	3757	SUTURA VICRYL CD. V346H	°D	DEL. 14/06	2	0
	BLO.GI.S.LI.PI	906RC000003	3757	SUTURA SETA CD. 680H	°D	DEL 14/06	1	0
	BLO.GI.H.LI.PI	609RC505976	3308	TUBO CONNESS.F/F COD.ASPY710300)DMM 7X10 LUNGH.MT.3 -	DET.34/09	1	0
	BLO.GI.S.LI.PI	906RC000303	5896	SUTURA POLYSORB CD. LL223	°DCALIBRO 2/0	DEL 14/06	1	0
	BLO.GI.G.LI.PI	916R2090002	5546	DRENAGGIO SILIC.CH 19 CD.24604	/DSPIRAL DRAIN	D. 510/07	1	0
	BLO.GI.S.LI.PI	906RC000309	5896	SUTURA POLYSORB CD. LL224	°D	DEL 14/06	1	0

Fig 215 - Resources group

The **Return All** button on the right (Fig 215 **B**) makes it possible, with just one click, to return all the resources of a group at the same time. After clicking the button the list of resources appears as in Fig 216. The button turns to **Reset Return**. Click it to annul the procedure.

ONVERSIONE PE	R COLECISTECT	OMIA LAPAROSCO	PICA				RESE	T RETURN
Position	Code	Producer code	Description			Usi	sed	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	DEL14/06		1	1
BLO.GI.H.LI.PI	609RC505976	3308	TUBO CONNESS.F/F COD.ASPY710300)DMM 7X10 LUNGH.MT.3 -	DET.34/09		1	1
BLO.GI.S.LI.PI	906RC000303	5896	SUTURA POLYSORB CD. LL223	°DCALIBRO 2/0	DEL 14/06		1	1
BLO.GI.G.LI.PI	916R2090002	5546	DRENAGGIO SILIC.CH 19 CD.24604	/DSPIRAL DRAIN	D. 510/07		1	1.1
BLO.GI.S.LI.PI	906RC000309	5896	SUTURA POLYSORB CD. LL224	°D	DEL 14/06		1	1.1
BLO.GI.S.LI.PI	906RC001010	5896	SUTURA SURGIPRO II CD.VP935X	°DSINT.NON ASS.MON.POLIP.	. DEL14/06		1	1
BLO.GI.E.LI.PI	605RS000468	22	BISTURI N.22 STER. CD03443010022)D	D. 895/09		1	1
BLO.GI.G.LI.PI	616R7709154	2298	SIST.REDON 400ML CD.24732	=D	DET.103/10		1	1

Fig 216 - All resources returned

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

- resource position;
- resource code;
- manufacturer code;
- resource description;
- used quantity;
- returned quantity.

15.2.1. How to record the "Returns"

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

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

2. Use the numeric buttons on the command bar to specify the returned resource quantity.

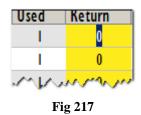
3. Click the **Update** button on the command bar.

OR

1. Click the "Returned quantity" cell (Fig 217) on the row corresponding to the resource that must be returned.

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

The quantity is highlighted inside the cell (Fig 217).



- 2. Use either the numeric buttons on the command bar or the workstation keyboard to specify the returned resource quantity.
- 3. Click the **Update** button on the command bar.

After clicking on **Update** button a print record listing the returned resources is created. A print preview is displayed.

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

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

i

An additional "Waste" column is displayed on the "Operation kits give back" screen if the "Waste" module is currently in use. In this case it is possible to indicate the possible waste as well. To do that click the "Waste" cell and then indicate the wasted resource quantity

15.2.2. Barcode reading for the "Return" procedure

When the "return from kit" screen is displayed the barcode reader can be used as search and selection tool.

Reading the barcode of the resource that must be returned increases the returned quantity (one unit).

To use this procedure

 \blacktriangleright read the barcode of the resource that must be returned.

The quantity displayed in the "Returned resources" cell is increased of one unit.

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

If the kit's main barcode is scanned all the resources are returned at once.

16. Generic kits management procedures

A "generic kit" is a kit that is not associated to a specific operation. Generic kits are prepared in advance and kept in a stocroom to be used at need.

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

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

A specific procedure exists, to associate a generic kit to an emergency operation (this procedure is described in paragraph 18).

Generic kits creation, monitoring and management procedures are performed on the "Generic kit management" module.

To access this module

click the corresponding icon
 on the lateral bar.

The following screen opens (Fig 218).

GENERIC KIT MA	NAGEMENT								Below stock
KIT SERIAL					KIT NAME				
KIT CODE					MAIN OPERATION				
RESOURCE CODE					RESOURCE NAME				
STOCKROOM BLC				*					
Position	Kit se	rial number	Kit name	_	_	_	Expiratio	n Status	_
(DETUDAL W	TRANSPORT PT		DETAILS	LADEL		(T + D (1)
	\neg	NEW KIT	RETURN KIT	TRANFER KIT	NEAR TO EXP	DETAILS	LABEL	PRINT	SEARCH

Fig 218 - Generic kits management

16.1. "Generic kit management" - Screen structure

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

16.1.1. Filters



Fig 219 - Filters on the "Generic kits management" screen

The filters available on the "Generic kits management" screen (Fig 219) are:

- "Kit serial" It makes it possible to specify the serial number of the kit that must be displayed.
- "Kit code" It makes it possible to specify the code of the specific kit that must be displayed.
- "Resource code" It makes it possible to insert the code of a resource belonging to the kit that must be displayed. The list of all the kits containing the resource is this way displayed.
- "Stockroom" It makes it possible to select the relevant stockroom. This is not properly a filter: the stockroom specification is necessary to indicate the stockroom from which the resources are picked.
- "Kit name" It makes it possible to specify the name of the specific kit that must be displayed.
- "Main operation" It makes it possible to specify the name of the main operation to which the kit that must be displayed refers. The list of all the kits referring to the main operation indicated in this filter is displayed (please note: it is a "standard operation", not a specific intervention)
- "Resource name" It makes it possible to insert the name of a resource belonging to the kit that must be displayed. The list of all the kits containing the resource is this way displayed.

See paragraph 1.4.2 for instruction on the use of filters in the DIGISTAT[®] "Stock Management" system.

16.1.2. Data area

The data area displays the list of kits corresponding to the values specified in the filters.

To display the list of kits,

- \blacktriangleright specify the values of the filters (Fig 220 A).
- Click the **Search** button on the command bar (Fig 220 **B**).

The list of kits is displayed as a table (Fig 220 C). If no value is specified the system displays the list of all the existing kits.

GENERIC KIT MA						
KIT SERIAL			KIT NAME			
KIT CODE			MAIN OPERATION			
RESOURCE CODE			RESOURCE NAME			
STOCKROOM BLO			~			
Position	Kit serial	number Kit	name		Expiration	Status
🕨 BLO.GT.GKITT.LT.PT	SC3F219555/		CIPALE PER FESS		22/01/2011	¥alid kit
BLO.GI.GKITI.LI.PI	SAF53780EB	CF445A7 PRIN	CIPALE PER FESS		22/01/2011	Valid kit
BLO.GI.GKITI.LI.PI	S05AC041203	ICD4F88 PRIN	CIPALE PER ADDOMINOPLASTICA - MAGGIORE		22/01/2011	¥alid kit
BLO.GI.GKITI.LI.PI	S2030259134	10F4628 PRIN	CIPALE PER IATA + BURCH		22/01/2011	With anoma
BLO.GI.GKITI.LI.PI	SB4158A709	C604C33 PRIN	CIPALE PER FESS		22/01/2011	¥alid kit
Α	V NEW	KIT RETURN KIT	TRANFER KIT NEAR TO EXP	DETAILS	LABEL PRI	INT SE

r 1g 220 - Generic kits list

The kit search can be performed by barcode reader. In this case a single row is displayed, corresponding to the kit whose barcode is scanned. Then, in the following procedures "Kit return" and "Kit transfer" (paragraphs 16.3 and 16.4) the kit serial number (or kit barcode specification) is not necessary.

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

- the position; ٠
- the kit serial number; •
- the kit name; •
- the kit expiration date; •

• the kit status.

There are three possible statuses for a generic kit:

- valid kit it means that the kit contains all and only the resources forming the "standard" kit;
- kit with anomalies it means that there are differences between the resources actually in the kit and the resources forming the "standard" kit. A kit "with anomalies" can be associated to an operation or transferred to another position only by users having specific permissions, otherwise only the "return from kit" procedure can be activated;
- expired kit the expired kits are highlighted red. An expired kit can be associated to an operation or transferred to another position only by users having specific permissions, otherwise only the "return from kit" procedure can be activated.

The *icon* at the beginning of a row indicates the selected kit.

16.1.3. Command bar

This paragraph explains the functionalities relating to each button on the command bar (Fig 221).

Δ	\bigtriangledown	NEW KIT	RETURN KIT	TRANFER KIT	NEAR TO EXP	DETAILS	LABEL	PRINT	SEARCH
			F	'ig 221 - Co	mmand ba	r			

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

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

The Return Kit button activates the "Generic kit return" procedure, described in paragraph 16.3.

Use the **Transfer Kit** button to activate the "Generic kit transfer" procedure, described in paragraph 16.4.

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

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

The Label button makes it possible to print the kit sticker label again.

The **Print** button opens a menu containing two options (Fig 222).





The "Print screen" option creates a report summarizing the contents of the screen currently displayed.

The "Print kit" option creates a report listing the resources that are part of a selected kit. In both cases a print preview is displayed.

Use the **Search** button to display the list of existing generic kits on the "generic kits management" screen. See paragraph 16.1.2.

16.2. How to create a new generic kit

To create a new generic kit,

> use the "Stockroom" filter to select the stockroom from which the resources will be picked.

The name of the selected stockroom is displayed in the "Stockroom" field.

> click the **New Kit** button on the command bar.

The "Standard operation selection" screen opens (Fig 223).

	STANDARD	OPERATION SELECTION	DN							Below stock
A	CODE					NAME				
	Code	Name		Description	_	_	_	_	_	_
								CE 5 /7	(T LD CIL	CLASE
		\neg					1 /1	SELECT	SEARCH	CLOSE
			Fig	g 223 - S	Standard	operation	1 selection	n		

This screen makes it possible to specify the standard operation (i.e. the type of operation) for which the kit is being created.

The filters indicated in Fig 223 A make it possible to search for the relevant standard operation. You can search by either the name or the code of the standard operation.

- > Insert either the code or the name of the operation in the fields indicated Fig 224 A.
- Click the **Search** button on the command bar (Fig 224 **B**).
- \blacktriangleright The list of operations matching the specified values is displayed (Fig 224 C).

STAI A	OPERATION SELECTION		🕕 Belov
CODE		NAME fess	
Code	Name	Description	
> 346	FESS: 20 minuti	ORL: FESS: 20 minuti	
347	FESS: 40 minuti	ORL: FESS: 40 minuti	
348	FESS: 70 minuti	ORL: FESS: 70 minuti	
351	FESS: Polipotomia nasale	ORL: FESS: Polipotomia nasale	
		O	B
Δ	\square	Ster .	SEARCH

> Click the row corresponding to the relevant standard operation.

The \blacktriangleright icon appears at the beginning of the selected row.

Click the **Select** button on the command bar (Fig 224 **D**).

The following screen opens (Fig 225 - Standard kit selection).

STANDARD KIT	SELECTION - FE	SS: Polipoto	omia nas	ale									🕑 Bel	ow stock
Kit									Generic k	it available	Kits to	be created		
🕨 🖌 PRINCIPALE	PER FESS	_								3			1	
1 2	3 4	5	6	7	8	9	0		+/-	С		-92		
	∇	DET	AILS			MOV	e up	MOVE DOWN				CONTINUE		CLOSE
-	1							Dout Dout						

Fig 225 - Standard kit selection

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

If, for an operation, several kits exist it is possible to choose which kits are going to be prepared by either selecting or deselecting the checkbox placed at the beginning of the row corresponding to the kit (Fig 226).



Fig 226 - 2 kits configured for the same operation

If one of the checkboxes is deselected the corresponding row changes as in Fig 227. Only the selected kits are prepared.



Fig 227 - Only one kit will be prepared

For each kit the available quantity is indicated (Fig 228 A).

			()	B
		Kin	Generic kit available	Kits to be created
	\checkmark	PRINCIPALE PER BURCH	0	2
~	~~~~	n y Augen y Augen y Augen Augen an gen geher her gen y Augen van geher geher de geher her an geher her an geher	en frederingen frederigen ander frederig	
		Fig 228		

- > Insert the number of generic kits to be created in the field indicated in Fig 228 \mathbf{B} .
- Click the **Continue** button on the command bar (Fig 225 C).

A print report is generated, containing the list of resources that are part of the kit. A print preview is displayed (Fig 229).

	GEN	IERIC KI	T MANAGEMENT REPORT
Deration ROUP	Colposospensione secondo Burch PRINCIPALE PER BURCH		
Print date	23/11/2010 13.52		
LO.G1.A.L1.P1	900R7770208	498	SET GARZA 7X9 16STR. RX CF.5)DC.ID43B0709F05S 12/8 6
LO.G1.A.L1.P1	900RC000467	498	SET GARZA 10X60 8STRATI RX CF.5)DID23D1020F05S P.X 6
LO.G1.A.L1.P1	900RS000038	498	SET GARZA LAP.40X50 RX 12STR CF.4)DFD3D40S0F12NA04 1
LO.G1.A.L1.P1	915R1000046	5672	TELO CM.75X90 BIACCOPP. 21321212 /D 2
LO.G1.A.L1.P1	915R1000047	5672	STRISCE ADESIVE CD. 2EB01201 /D 2
LO.G1.A.L1.P1	915R1000049	5672	INTERVENTO CELIOSCOPIA /D 1
LO.G1.C.L1.P1	607R7840027	5167	CAT VESC.SIL.2VCH16 FOLEY (DCOD. 189205 - DEL. 1
LO.G1.C.L1.P1	608R7790038	154	SACCA URINA STER.2000ML DAS (DCOD AS322 1
LO.G1.E.L1.P1	605RS000467	22	BISTURI N.21 STER. CD03443010021)D 1
LO.G1.F.L1.P1	616RC770013	154	SPUGN.X PULIZIA BISTURI CD.AL.40 (D 1
LO.G1.F.L1.P1	916RC209004	5896	CONTENT. CONTA AGHI CD.31181467 (D DEL. 1
LO.G1.H.L1.P1	609RC505976	3308	TUBO CONNESS.F/F COD.ASPY710300)DMM 7X10 1
LO.G1.H.L1.P1	616RS000762	2452	CANN. YANKAUER STANDARD SP3800 /DD.149/07 1
LO.G1.K.L1.P1	612R7820007	505	SIR.STER.10ML TERUMO LATEX FREE /D20/21/22 G 1
LO.G1.L.L1.P1	601RC003012	154	CER.MED.CHIR. CM9X10CM COSMOROE (DCOD. 900873 2
LO.G1.L.L1.P1	601RC003015	154	CER.MED.CHIR. CM9X25CM COSMOROE (DCOD. 900877 2
LO.G1.S.L1.P1		3757	SUTURA SETA CD. P1691H =D0 3
LO.G1.S.L1.P1		5896	SUTURA POLYSORB CD. LL225 NON + °D 2
LO.G1.S.L1.P1	906RC000309	5896	SUTURA POLYSORB CD. LL224 NON + °D 2
LO.G1.S.L1.P1	906RC000450	3757	SUTURA VICRYL 3/0 70CM CD. V316H =D 2
LO.G1.S.L1.P1	906RC000451	3757	SUTURA VICRYL CD. V347H \$D 2
LO.G1.S.L1.P1		3757	SUTURA VICRYL CD. V317H °D DEL. 14/06 4
LO.G1.S.L1.P1		3757	SUTURA VICRYL CD. JV237 °D DEL.14/06 2
LO.G1.S.L1.P1		3757	SUTURA VICRYL 0 70CM CD. V334H =D 6
LO.G1.S.L1.P1	906RC001460	3757	SUTURA VICRYL 2 90CM CD. V360H =D 3
rasJ 🎌 Stock Maxagement	t - Copyright 60 1997 - 2010 by UNICs r1 - Htp://www.seffedms.ft		Page
			\bigcirc
			(A)

Close the print preview (Fig 229 A).

The generic kit creation screen opens (Fig 230). This screen is described in detail in paragraph 16.2.1.

SENERIC KIT CREATION - PRINCIPALE PER BURCH - (1/1)													
lposospensione s	econdo Burch - P	RINCIPALE PER BUR	СН										
(PIRATION DATE	23/01/2011	-			STOCKROOM	D.G I.GKITI.LI.PI							
Position	Code	Producer co	de Description					Selected Qty Q	ty				
Please scan barcode or add resources using search button.													
1 2	3 4	5 6	7 8	9 0		+/-	С	NEXT					
Δ	V	SEARCH	VIEW ALL	LOCK SCAN	IMPORT	NEXT KIT	DETAILS		CLOSE				
				Fio	230								

Insert the kit's resources (either manually or by barcode scan). See paragraphs 14.6, 14.7 and 14.8 for a detailed description of the resources specification procedures.

- Specify the kit's expiration date in the field indicated in Fig 231 **B**.
- Specify the stockroom in which the kit will be located (use the field indicated in Fig 231 C for this purpose). Selection is enabled only if several options are available.

EXPIRATION DATE 2					TACKBAAH					
	3/01/2011			C	STULKKUUH	LO.G I.GKITI.L I.P I				_
Position	Code	Producer code						Selected Qty	Qty	
BLO.GI.E.LI.PI	605RS000467	22	BISTURI N.21	STER. CD03443010021	,	D.895/09		1	1	
BLO.GI.H.LI.PI	616RS000762	2452		r standard sp3800	/DD.149/07			1	1	
BLO.GL.C.LL.PI	607R7840027	5167	OAT VESCSIL.2		(DCOD. 189205 - DEL.			1	1	
BLO.GT.L.LT.PT	601RC003012	154	CER.MED.CHIR.	CM9XL0CM_COSMORO	E (DCOD. 900873	D.99/08		2	3	\checkmark
BLO.GI.L.LI.PI	601RC003015	154	CER.MED.CHIR.	CM9X25CM COSMORO	E (DCOD. 900877	D.99/08		2	2	
BLO.GI.F.LI.PI	916RC209004	5896	CONTENT.CONT	A AGHI CD.31181467	(D	DEL. 619/08		1	1	
BLO.GI.A.LI.PI	915R1000049	5672	INTERVENTO C	ELIOSCOPIA	/D	DEL 525/07		1	1	
BLO.GI.C.LI.PI	608R7790038	154	SACCA URINA S	TER.2000ML DAS	(DCOD /6322	DEL 1033/08		1	1	
								6	5	V
BLO.GI.A.LI.PI	900R7770208	498	SET GARZA 7XS	16STR. RX CF.5)DC.ID43B0709F05S 12/	8 20/20 D.972/09		6	ó	
BLO.GI.A.LI.PI	900RS000038	498	SET GARZA LAP	40X50 RX L2STR CF.	4)DFD3D40S0F12NA04 12	/8 32/40 D.972/09		I.	1	
BLO.GI.K.LI.PI	612R7820007	505	SIR.STER.I OML	TERUMO LATEX FREE	/D20/21/22 G CD.SS10	2138 D.734/07		L	1	
BLO.GI.F.LI.PI	616RC770013	154	SPUGN.X PULIZ	IA BISTURI CD.AL.40 (D			1	1	
BLO.GI.A.LI.PI	915R1000047	5672	STRISCE ADESIN	/E CD. 2EB01201	/D	DEL.525/07		2	2	
BLO.GI.S.LI.PI	906RC000309	5896	SUTURA POLYS	ORB CD. LL224 NON	+ °D	DEL. 14/06		2	2	
BLO.GT.S.LT.PT	906RC000206	5896	SUTURA POLYS	ORB CD. LL225 NON	+ °D			2	2	
BLO.GT.S.LT.PT	906RC000002	3757	SUTURA SETA (CD. P1691H	=00	DEL.771/10		3	3	
BLO.GI.S.LI.PI	906RC001350	3757	SUTURA VICRYL	. 0 70CM CD. ¥334H	=D	DEL. /10		6	6	
BLO.GLS.LL.PI	906RC010451	3757	SUTURA VICRYL	. 0 90CM CD. ¥346H	=D	DEL.771/10		2	2	
BLO.GLS.LL.PI	906RC001460	3757	SUTURA VICRYL	2 90CM CD. ¥360H	=D	DEL. /10		3	3	
BLO.GLS.LL.PL	906RC000450	3757	SUTURA VICRYL	. 3/0 70CM CD. V316	H =D	DEL.771/10		2	3	~
BLO.GI.S.LI.PI	906RC001193	3757	SUTURA VICRYL		°D	DEL.14/06		2	2	
BLO.GI.S.LI.PI	906RC000452	3757	SUTURA VICRYL		°D	DEL.14/06		4	4	
BLO.GI.S.LI.PI	906RC000451	3757	SUTURA VICRYL		\$D			2	2	
BLO.GI.T.LI.PI	906RC000401	5896		UTANEA ROYAL 05488	7 1D35W	DEL.410/09		1	1	
BLO.GI.A.LI.PI	915R1000046	5672		O BIACCOPP. 2132121	,	DEL.525/07		2	2	
BLO.GI.H.LI.PI	609RC505976	3308))DMM 7X10 LUNGH.M1			-		
					,					
I 2	3 4 !	5 6 7	8	9 0		+/-	C	NEXT		Y
	$\overline{\nabla}$	SEARCH V	EW ALL	LOCK SCAN	IMPORT	NEXT KIT	DETAILS	CANCEL		UP

Click the **Update** button on the command bar (Fig 231 A).

A window opens, making it possibile to specify the number of sticker labels to be printed (Fig 232).

Enter the number of lab	els you want to j	print						
PRINCIPALE PER BURCH								
CLOSE CONTINUE								
Fig 232								

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

The system creates now the print report to be inserted in the kit envelope. A print preview is displayed (Fig 233).

		GENERIC	KIT CREATI	ION REPORT		
Serial	S9044FF320E/	4745BE				
GROUP		EPERBURCH				
Expiration Date	23/01/2011	Preparation date	24/11/2010 09.	27		
NOMALIES 601RC003012	154	CER.MED.CHIR. CM9X10CM COS	MOROE (DCOD. 9	00873 D.99/08	(3/2)	
900RC000467	498	SET GARZA 10X60 8STRATI RX	CF.5)DID23D1020F	05S P.X 3(10X20) D.972/09	(5/6)	
06RC000450	3757	SUTURA VICRYL 3/0 70CM CD. V	316H =D	DEL.771/10	(3/2)	
NELL FORMED	22	BISTURI N.21 STER. CD03443010	021 JD	D.895/09	(1/1)	
516RS000762	2452	CANN YANKAUER STANDARD S	2		(1/1)	
07R7840027	5167	CAT VESC.SIL 2VCH16 FOLEY	(DCOD. 189205 -		(1/1)	
01RC003015	154	CER.MED.CHIR. CM9X25CM COS	MOROE (DCOD. 9	D0877 D.99/08	(2/2)	
916RC209004	5896	CONTENT. CONTA AGHI CD.31181	1467 (D	DEL. 619/08	(1/1)	
915R1000049	5672	INTERVENTO CELIOSCOPIA	/D	DEL.525/07	(1/1)	
08R7790038	154	SACCA URINA STER.2000ML DA	S (DCOD AS322	DEL. 1033/08	(1/1)	
00R7770208	498	SET GARZA 7X9 16STR. RX CF.5)DC.ID43B0709F	05S 12/8 20/20 D.972/09	(6/6)	
900RS000038	498	SET GARZA LAP.40X50 RX 12ST	R CF.4)DFD3D40S0	F12NA04 12/8 32/40	(1/1)	
612R7820007	505	SIR.STER.10ML TERUMO LATEX	FREE /D20/21/22 @	CD.SS10S2138	(1/1)	
616RC770013	154	SPUGN.X PULIZIA BISTURI CD.AL	40 (D		(1/1)	
915R1000047	5672	STRISCE ADESIVE CD. 2EB0120	1 /D	DEL 525/07	(2/2)	
906RC000309	5896	SUTURA POLYSORB CD. LL224 I	NON + °D	DEL. 14/06	(2/2)	
906RC000206	5896	SUTURA POLYSORB CD. LL225 I	NON + °D		(2/2)	
rasJ ^{**} Slock Masagement-Co	ap _t nig it n⊡ 1997 – 2010 by UNIS an	- ittp://www.nofectms.it				Page
					_	

Close the print preview.

The generic kit creation procedure concludes here. If, in the "Standard kit creation" screen, more than one kit was indicated in the "kits to be created" column (Fig 225 **B**) the system goes to the beginning of the creation procedure of following kit (Fig 230). The screen header indicates the number of the kit we are creating (in Fig 234 the second kit of three is being created).



When the last kit is created the system goes back to the generic kit management screen.

IT CODE IT CODE EGUURCE CODE IT COCKROON BLOGICATION BLO Position BLO BLO.GICARTILLPI BLO.GICARTILLPI BLO.GICARTILLPI BLO.GICARTILLPI BLO.GICARTILLPI BLO.GICARTILLPI BLO.GICARTILLPI BLO.GICARTILLPI BLO.GICARTILLPI BLO.GICARTILLPI	Kit serial number SAF33700E05744587 S05300260744587 S05302601340F4628 S20002501340F4628 S641580706604733 S641580706604733 S64158076604733 S64158076604733	PRINCIPALI PRINCIPALI	×	KIT NAME			piration Status	
COURCE CODE COCKROON BLO Position BLO GI GKITI LI PI BLO GI GKITI LI PI BLO GI GKITI LI PI BLO GI GKITI LI PI BLO GI GKITI LI PI	Kit serial number SAF53700EBCF445A7 S05AC041203CD4F88 S20302591340F4620 SB4158A709C604C33	PRINCIPALI Principali Principali	e Per Fess					
OCKROOL BLO Position BLO.GI.GKITI.LI PI BLO.GI.GKITI.LI PI BLO.GI.GKITI.LI PI BLO.GI.GKITI.LI PI BLO.GI.GKITI.LI PI	Kit serial number SAF53700EBCF445A7 S05AC041203CD4F88 S20302591340F4620 SB4158A709C604C33	PRINCIPALI Principali Principali	e PER FESS	RESOURCE NAME				
Position BLO.GI.GKTI.LI.PI BLO.GI.GKTI.LI.PI BLO.GI.GKTI.LI.PI BLO.GI.GKTI.LI.PI BLO.GI.GKTI.LI.PI	Kit serial number SAF53700EBCF445A7 S05AC041203CD4F88 S20302591340F4620 SB4158A709C604C33	PRINCIPALI Principali Principali	e per fess					
 BLO.GI.GKITI.LI.PI BLO.GI.GKITI.LI.PI BLO.GI.GKITI.LI.PI BLO.GI.GKITI.LI.PI BLO.GI.GKITI.LI.PI 	SAF53780EBCF445A7 S05AC041203CD4F88 S20302591340F4628 SB4158A709C604C33	PRINCIPALI Principali Principali	e per fess					
BLO.GI.GKITI.LI.PI BLO.GI.GKITI.LI.PI BLO.GI.GKITI.LI.PI BLO.GI.GKITI.LI.PI	\$05AC041203CD4F88 \$20302591340F4628 \$84158A709C604C33	PRINCIPALI PRINCIPALI					2 (01 (2011	
BLO.GI.GKITI.LI.PI BLO.GI.GKITI.LI.PI BLO.GI.GKITI.LI.PI	\$20302591340F4628 \$B4158A709C604C33	PRINCIPALI	e per addominoplas				22/01/2011	¥alid kit
BLO.GI.GKITI.LI.PI BLO.GI.GKITI.LI.PI	SB4158A709C604C33			STICA - MAGGIORE			2/01/2011	Valid kit
BLO.GI.GKITI.LI.PI		DDINCIDAL	E PER IATA + BURCH	H			2/01/2011	With anomalies
	SC3F219555A6F4CC0		E PER FESS				22/01/2011	¥alid kit
BLO.GT.GKITT.LT.PI			E PER FESS				2/01/2011	¥alid kit
	S9044FF320EA745BE	PRINCIPALI	e per burch			2	23/01/2011	With anomalies
	V NEW KIT	RETURN KIT	TRANFER KIT	NEAR TO EXP	DETAILS	LABEL	PRINT	SEARCH

16.2.1. Generic kit creation screen description

The generic kit creation screen, shown in Fig 236, is formed of three main areas:

- the header (Fig 236 A);
- the data area (Fig 236 **B**);
- the command bar (Fig 236 C).

U **		23/01/20	п	•				STOCKROOM	BLO.GI.GKITI.LI.PI			_
7			Code			D		JIVERNOOTI	DEC. dT. dKITT.ET.I T	51 - 10	0	_
	Position BLO.GI.E.LI.PI		605RS000467		Producer code		STER. CD034430100	11.10	D.895/09	Selected Qty	Qty	-
-	BLO.GI.H.LI.PI		616RS000762		2452		ER STANDARD SP3800	,	0.073/07		1	
	BLO.GI.C.LI.PI		607R7840027		5167		2YCHI 6 FOLEY	(DCOD, 189205 - DE	1 1033/09	-	i	
	BLO.GI.L.LI.PI		601RC003012		154			IOE (DCOD. 900873	D.99/08	2	3	
1	BLO.GI.L.LI.PI		601RC003015		154			ROE (DCOD. 900877	D.99/08	2	2	
	BLO.GI.F.LI.PI		916RC209004		5896		TA AGHI CD.3118146		DEL. 619/08	1	1	
	BLO.GI ALI.PI		915R1000049		5672	INTERVENTO		/D	DEL 525/07		i i	
	BLO.GI.C.LI.PI		608R7790038		154		STER 2000ML DAS	(DCOD //S322	DEL 1033/08			
	BLO.GLA.LI.PI		900RC000467		498			5 1DID23D1020F055 P.		6	5	
	BLO.GI ALI PI		900R7770208		498		(9 L6STR, RX CE.5	/	12/8 20/20 D.972/09	6	6	
	BLO.GI.A.LI.PI		900RS000038		498			,	12/8 32/40 D.972/09	1	1	
-	BLO.GI.K.LI.PI		612R7820007		505			E /D20/21/22 G CD.S		1	1	
	BLO.GI.F.LI.PI		616RC770013		154		IZIA BISTURI CD.AL.40			1	1	
	BLO.GI.A.LI.PI		915R1000047		5672	STRISCE ADES	IVE CD. 2EB01201	/D	DEL.525/07	2	2	
	BLO.GI.S.LI.PI		906RC000309		5896	SUTURA POLY	SORB CD. LL224 NON	∣+ °D	DEL. 14/06	2	2	
	BLO.GI.S.LI.PI		906RC000206		5896	SUTURA POLY	SORB CD. LL225 NON	∣+ °D		2	2	
	BLO.GI.S.LI.PI		906RC000002		3757	SUTURA SETA	CD. P1691H	=D0	DEL.771/10	3	3	
	BLO.GI.S.LI.PI		906RC001350		3757	SUTURA VICRI	L 0 70CM CD. ¥334	H =D	DEL. /10	6	6	
	BLO.GT.S.LT.PT		906RC010451		3757	SUTURA VICRI	'L 0 90CM CD. ¥346	H =D	DEL.771/10	2	2	
	BLO.GI.S.LI.PI		906RC001460		3757	SUTURA VICRI	L 2 90CM CD. ¥360	H =D	DEL. /10	3	3	
	BLO.GT.S.LT.PT		906RC000450		3757	SUTURA VICRI	'L 3/0 70CM CD. V3	6H =D	DEL.771/10	2	3	
	BLO.GI.S.LI.PI		906RC001193		3757	SUTURA VICRY	'L CD. JV237	°D	DEL 14/06	2	2	
	BLO.GI.S.LI.PI		906RC000452		3757	SUTURA VICRY	'L CD. ¥317H	°D	DEL.14/06	4	4	
	BLO.GI.S.LI.PI		906RC000451		3757	SUTURA VICRY	'L CD. ¥347H	\$D		2	2	
	BLO.GI.T.LI.PI		906RC000401		5896	SUTURATRICE	CUTANEA ROYAL 0548	187)D35W	DEL.410/09	1	I.	
	BLO.GI.A.LI.PI		915R1000046		5672	TELO CM.75X	90 BIACCOPP. 21321	212 /D	DEL.525/07	2	2	
	BLO.GI.H.LI.PI		609RC505976		3308	TUBO CONNE	SS.F/F COD.ASPY7103	00)DMM 7X10 LUNGH	H.MT.3 - DET.34/09	I	1	

The following paragraphs describe these three areas.

16.2.1.1. Header

The header displays, in the blue bar on top of the page, alongside the name of the screen ("generic kit creation"), the name of the kit we are creating ("Principale per IATA..." in the example shown in Fig 237) and the indication of the number of kit we are creating relating to the required total (2/3 in the example).

	GENERIC KIT CRI	EATION - PRINCIP	ALE PER IATA + BUR	CH + COLPOSACROPESSIA - (2/3)		(D Belov	w stock		
	lsterectomia totale	addominale + burg	ch + colposacropessia	- PRINCIPALE PER IATA + BURCH	+ COLPOSACROPESSIA					
A	EXPIRATION DATE	23/01/2011	•	B	STOCKROOM BLO.G I.GKIT I.L I.P I			*		
	Position	Code	Producer code	Description		Selected Qty	Qty			
	and a second									
				Fig 237 -	Header					

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

The field indicated in Fig 237 A makes it possible to specify the expiration date of the kit being created.

The field indicated in Fig 237 **B** makes it possible to specify the stockroom in which the kit being created is going to be located. The field is enabled only if several options are available.

16.2.1.2. The data area

The data area shows the list of resources that are progressively recorded and inserted in the kit. The resources are listed in a table (Fig 236 **B**).

The list "grows" as the resources are inserted (either manually or by barcode scan). Each row corresponds to a resource (Fig 238).

Position	Code	Producer code	Description		Selected Qty	Qty	
BLO.GI.E.LI.PI	605RS000467	22	BISTURI N.21 STER. CD03443010021)D	D.895/09	2	2	
			Fig 238 - Resource				

The information that can be provided for each resource is:

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

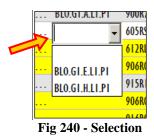
The \triangleright icon placed on the left of a row indicates the selected row.

The mandatory fields are highlighted light blue.

The possible fields highlighted yellow must be specified by the user (Fig 239).

Position	Code	Producer code	Description		Selected Qty	Qty	
>	605R\$000467	22	BISTURI N.21 STER. CD03443010021)D	D.895/09	2	2	
V			Fig 239				

To specify one of the fields, click the field and type the information required. Sometimes a drop down menu containing the possible options is available (Fig 240).



Numeric values can be inserted using both the numeric buttons on the command bar and the physical workstation keyboard.

16.2.1.3. The command bar

The command bar (Fig 241) is formed of several buttons. This paragraph lists briefly the functionalities relating to the different buttons, indicating successive paragraphs when more detailed instructions on a specific functionality are necessary.

	2	3	4	5	6	7	8	9	0	1.*)	+/-	С	NEXT	
1			/	SEA	RCH	VIEW	/ ALL	LOCK	SCAN	IMPORT	NEXT KIT	DETAILS		CLOSE
	Fig 241 - Command bar													

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



Use the numeric buttons (Fig 242) to indicate the quantities. Click one of the numbers to write the number in the "Quantity" field.

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

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

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

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

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

Use the Search button to access the system's search functionalities (described in paragraph 22).

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

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

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

Use the **Next Kit** button to create the successive kit. I.e. if the second kit is being prepared of four required, this button can be clicked to directly create the third kit.

Use the **Details** button to create a print report containing the full list of resources that are part of the kit (an example is shown in Fig 229).

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

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

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

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

16.2.2. Kit resources recording procedures

The procedures that must be activated to record the resources of a generic kit are the same used to record the resources of the kits associated to a specific operation. See paragraphs 14.6, 14.7 and 14.8 for a detailed description of these procedures.

The procedure described in paragraph 0 ("Start scan") is not active for the creation of generic kits, therefore it is not relevant in this context.

16.3. How to return a generic kit

KIT SERIAL		KIT NAME		
KIT CODE		MAIN OPERATION		
RESOURCE CODE		RESOURCE NAME		
STOCKROOM BLO		*		
Position	Kit serial number	Kit name	Expiration	Status
BLO.GI.GKITI.LI.PI	SAF53780EBCF445A7	PRINCIPALE PER FESS	22/01/2011	Valid kit
BLO.GI.GKITI.LI.PI	S05AC041203CD4F88	PRINCIPALE PER ADDOMINOPLASTICA - MAGGIORE	22/01/2011	¥alid kit
BLO.GI.GKITI.LI.PI	S20302591340F4628	PRINCIPALE PER IATA + BURCH	22/01/2011	With anomal
BLO.GI.GKITI.LI.PI	SB4158A709C604C33	PRINCIPALE PER FESS	22/01/2011	¥alid kit
BLO.GT.GKITT.LT.PT	SC3F219555A6F4CC0	PRINCIPALE PER FESS	22/01/2011	¥alid kit
BLO.GI.GKITI.LI.PI	SD1D95E58F0B6402B	PRINCIPALE PER IATA + BURCH + COLPOSACROPESSIA	23/01/2011	Valid kit
BLO.GI.GKITI.LI.PI	S9044FF320EA745BE	PRINCIPALE PER BURCH	23/01/2011	With anomal

To return a generic kit, on the generic kits management screen (Fig 243),

> click the row corresponding to the kit that must be returned.

The \triangleright icon appears on the left (Fig 243 A).

Click the **Return Kit** button on the command bar (Fig 243 **B**).

The following screen opens (Fig 244).

FESS: 20 min	ili - TRINCI									
KIT SERIAL						🔀 RETURN STOCKROOM	BLO			
Position	Code	Producer code	Description	1					Used	Return
				Please scan I		dd resources using so				
				Please scan I		dd resources using so				
				Please scan I		dd resources using so				
				Please scan I		dd resources using si				
				Please scan I		dd resources using s				
				Please scan I		dd resources using sr				
				Please scan I		dd resources using sr				
				Please scan I		dd resources using sr				
				Please scan I		dd resources using sr				
				Please scan l		dd resources using sr				
				Please scan l		dd resources using sr				
1 2	3	4 5	6	Please scan I	barcode or a	dd resources using s	earch button.	с	NEXT	

Fig 244 - Generic kit return

Either insert the kit serial number in the field indicated in Fig 244 A, or scan the kit's barcode.



If, in the generic kit management screen (Fig 243), the kit is selected by barcode scan, it is not necessary to insert the kit serial number or to scan the kit's barcode again.

If the serial number is correct the screen changes in the way shown in Fig 245, displaying the list of resources that are part of the kit.

The "return stockroom" field placed on the right is enabled only if it is possible to return the kit to more than one stockroom. In these cases stockroom specification is required.

NERIC KIT RE S: 20 minuti -	TURN PRINCIPALE PE	R FESS								Belo'	w stoc
	30ebcf445a7					RETURN STOCKROOM	BLO				
Position	Code	Producer co	e Description						Used	Return	Was
BLO.GI.A.LI.PI	603RC229001	3757		XI OPZ. 80-14	07)DCF:10PZX20	BUSTE=200PZ DET. 54	9/09		1	1	
BLO.GI.A.LI.PI	915R1000039	3192	INTERVENTI NASO/	ORECCHI AB90	7/CN /D	DEL 52	5/07		1	1	
BLO.GI.A.LI.PI	900R7770208	498	SET GARZA 7X9 1	ISTR. RX CF.5)DC.ID43B070	9F05S 12/8 20/20 D.972	09		8	8	
BLO.GI.A.LI.PI	900RL000290	206	SET TAMP. GARZA	MM.LO RX CF	.5)DCOD. 1570	30010 T.12/12 D.972/0	9		2	2	
BLO.GI.A.LI.PI	900RL000288	206	SET TAMPONE GAP	ZA MM.40 C/FI	B.CF.5)DCD.156043	0041A-12/8-20/20 D.97	2/09		1	1	
BLO.GI.D.LI.PI	615RS000785	1136	GUAINA COPRITELE	CAM. 13,5X250)DCOD.00001	DET.34	1/09		L	1	
BLO.GI.F.LI.PI	604R7805109	22	AGHI STER.19GXI		.or +D				1	I.	
BLO.GI.F.LI.PI	604R7805110	22	AGHI STER.21 GXI	1/2 PIC INDOL	.or +D				1	I.	
BLO.GI.F.LI.PI	604R7811113	22	AGO SPINALE 22G	PIC	/DCOD. 034	10364000 D.734/I	17		I	1	
BLO.GI.H.LI.PI	61 6RC000762	2698	CANN.YANKAUER O	RL CD.1218014	065)D	DET.927/0	1		1	1	
BLO.GI.H.LI.PI	609RC505976	3308	TUBO CONNESS.F/	F COD.ASPY710	300)DMM 7X10	LUNGH.MT.3 - DET.	34/09		1	I.	
BLO.GI.K.LI.PI	61 2RL000302	748	SIR.LL.60ML PENTA		,	D.734/0	1		1	1	
BLO.GT.K.LT.PT	61 2RL000700	748	SIR.ST.20ML ECC.P	ENTAFERTE	/DCOD. 00202	2710 D.734	/07		I.	1	
BLO.GT.N.LT.PT	900RC003001	2673	TAMPONE NASALE	MEROCEL 8X2X	1,5 (DCOD. 080	0400402N0 DEL 99	/08		2	2	
BLO.GI.S.LI.PI	906RC000017	3757	SUTURA SETA CD.	K834H NO)N + °D				1	1	
2	3 4	5	6 7	8	90		+/-	C	NEXT CANCEL		PDATE
	/								UNNUEL	0	DALE

The screen shown in Fig 245 makes it possible to indicate the possible waste of the resources that are part of the kit.

To specify a waste

Click the "Waste" cell on the row corresponding to the resource to be wasted (Fig 246).

The number in the cell is this way highlighted.

Insert the number of "wasted" items using either the workstation keyboard or the numeric buttons on the command bar.

						\frown
Posizione	Codice	Codice pro	Descrizione	Usati	Reso /	Rottura
🕨 BLO.GI A.LI.PI	900RL000288	206	SET TAMPONE GARZA MM.40 C/FB.CF.5)DCD.1560430041A 12/8 20/20 D.972/09	1		0
BLO.GI.A.LI.PI	915R1000001	5672	STRISCIA ADESIWA COD.258347 /D DEL.525/07	1		0
VVV VM	1 MINI	MM	STRECCA ADESNA COD.258347 /D DEL.225/07 	St A	and V	
			Fig 246			

8

Repeat this procedure for all the wasted resources.

Click the Update button on the command bar.

The return from kit is this way recorded.

A print report is created, listing all the resources that must be returned, and indicating for each resource the position (Fig 247). A print preview is displayed. The report can be printed and used to bring the resources back to their original positions.

			MATERIAL RETURN				
BLO.G1.A.L1.P1		Producer code					
Source BLO.G1.A.L1.P1 BLO.G1.A.L1.P1 BLO.G1.A.L1.P1 BLO.G1.A.L1.P1	Code 900R7770208 900RL000288 900RL000290 915R1000039	498 206 206 3192	Description SET GAR2A 7X9 16STR. RX CF.5 SET TAMPONE GAR2A MM.40 C/FB.CF. SET TAMP. GAR2A MM.10 RX CF.5 (DCOD. INTERVENTI NASO/CRECCHI AB907/CN /D	Lot	SERIAL	Expiration	Qty 8 1 2 1
BLO.G1.D.I.1.P1 Source	Code	Producer code	Description	Lot	SERIAL	Expiration	Qty
BLO.G1.D.L1.P1 BLO.G1.FL1.P1	615RS000785	1136	GUAINA COPRITELECAM.13,5X250				1
Source BLO.G1.F.L1.P1 BLO.G1.F.L1.P1	Code 604R7805109 604R7811113	Producer code 22 22	Description AGHI STER.19GX1 1/2 PIC INDOLOR +D AGO SPINALE 22G PIC /DCOD.	Lot	SERIAL	Expiration	Qty 1 1
BLO.G1.H.L1.P1	0 .4	Producer code	Provide the	Lot	SERIAL	Expiration	
Source BLO.G1.H.L1.P1 BLO.G1.H.L1.P1	Code 609RC505976 616RC000762	3308 2698	Description TUBO CONNESS.F/F COD.ASPY710300)DMM CANN.YANKAUER ORL CD.1218014065)D	LOI	SERIAL	Expiration	Qty 1 1
BLO.G1.K.L1.P1	Code	Producer code	Description	Lot	SERIAL	Expiration	Qty
BLO.G1.K.L1.P1 BLO.G1.K.L1.P1	612RL000302 612RL000700	748 748	SIR.LL.60ML PENTAFERTE 002022970 /D SIR.ST.20ML ECC.PENTAFERTE /DCOD.				1 1
BLO.G1.N.L1.P1 Source	Code	Producer code	Description	Lot	SERIAL	Expiration	Otv
OranJ *** Stock Management - Copyright i	0 1997 - 2010 by UNIS (11 - Http://www.i	n Bedmi . K				Page	1/2

When the print preview is closed the generic kits management screen is displayed again (Fig 248).

16.4. How to transfer a generic kit

KIT SERIAL		KIT NAME		
KIT CODE		MAIN OPERATION		
RESOURCE CODE		RESOURCE NAME		
STOCKROOM BLO				
Position	Kit serial number	Kit name	Expiration Statu	IS
BLO.GT.GKITT.LT.PT	SC3F219555A6F4CC0	PRINCIPALE PER FESS	22/01/2011	¥alid kit
BLO.GI.GKITI.LI.PI	S05AC041203CD4F88	PRINCIPALE PER ADDOMINOPLASTICA - MAGGIORE	22/01/2011	¥alid kit
BLO.GT.GKITT.LT.PT	S20302591340F4628	PRINCIPALE PER IATA + BURCH	22/01/2011	With anomal
BLO.GI.GKITI.LI.PI	SB4158A709C604C33	PRINCIPALE PER FESS	22/01/2011	¥alid kit
BLO.GT.GKITT.LT.PT	S9044FF320EA745BE	PRINCIPALE PER BURCH	23/01/2011	With anomal
BLO.GI.GKITI.LI.PI	SD1D95E58F0B6402B	PRINCIPALE PER IATA + BURCH + COLPOSACROPESSIA	23/01/2011	Yalid kit
	· NEW KIT	RETURN KIT TRANFER KIT NEAR TO EXP DETAILS	LABEL PRINT	≜ SEA

To record the transfer of a generic kit, on the generic kit management screen (Fig 248),

> click the row corresponding to the kit that must be transferred.

The \triangleright icon appears on the left (Fig 248 A).

Click the **Transfer Kit** button on the command bar (Fig 248 **B**).

The following screen opens (Fig 249).

FESS: 20 minuti	- PRINCI	PALE PER FESS						
KIT SERIAL					×			
STOCKROOM ALL		- CABINETS GROUP	ALL	- CABINET ALL	- LOCAT	ION	- POSITION ALL	~
Position	Code	Producer code	Description					Qt
			Please		resources using so	arch button.		
		7						0

Either insert the kit serial number in the field indicated in Fig 249 A, or scan the kit barcode.



If, in the generic kit management screen (Fig 248) the kit is selected by barcode scan, it is not necessary to insert the kit serial number or to scan the kit's barcode again.

Specify the destination stockroom in the field indicated in Fig 250 A.

The screen changes to display the list of resources that will be transferred (Fig 250).

FESS: 20 minuti -	PRINCIPALE PE	R FESS						
KIT SERIAL sc3f21	9555aóf4cc0							
STOCKROOM	-	CABINETS GROUP GI	CABINET GKITI	- LOCATI	ION LI	- POSITION F	9	- R
Position	Code	Producer code	Description					
🕨 BLO.GT.A.LT.PT	603RC229001	3757	COTONINI SOFT BSX10PZ. 80-1407)DCF:10PZX	OBUSTE = 200PZ DE	ET. 549/09			
BLO.GI.A.LI.PI	915RI 000039	3192	INTERVENTI NASO/ORECCHI AB907/CN /D		DEL.525/07			
BLO.GI.A.LI.PI	900R7770208	498	SET GARZA 7X9 16STR. RX CF.5 (DC.ID43B0)	09F05S 12/8 20/20	D.972/09			
BLO.GI.A.LI.PI	900RL000290	206	SET TAMP. GARZA MM.IO RX CF.5 ()DCOD. 153	030010 T.12/12 D.	972/09			
BLO.GT.A.LT.PT	900RL000288	206	SET TAMPONE GARZA MM.40 C/FB.CF.5)DCD.15604	30041A 12/8 20/20	D.972/09			
BL0.G1.D.L1.PI	615RS000785	1136	GUAINA COPRITELECAM. 13,5X250)DCOD.0000	1	DET.34/09			
BLO.GI.F.LI.PI	604R7805109	22	AGHI STER.19GXI 1/2 PIC INDOLOR +D					
BLO.GI.F.LI.PI	604R7805110	22	AGHI STER.21GXI 1/2 PIC INDOLOR +D					
BLO.GI.F.LI.PI	604R7811113	22	AGO SPINALE 22G PIC /DCOD. 03	440364000 D	.734/07			
BLO.GI.H.LI.PI	61 6RC000762	2698	CANN.YANKAUER ORL CD.1218014065)D	DET.	927/09			
BLO.GT.H.LT.PT	609RC505976	3308	TUBO CONNESS.F/F COD.#SPY710300)DMM 7XI) LUNGH.MT.3 -	DET.34/09			
BLO.GT.K.LT.PT	61 2RL000302	748	SIR.LL.60ML PENTAFERTE 002022970 /D		734/07			
BLO.GT.K.LT.PT	61 2RL000700	748	SIR.ST.20ML ECC.PENTAFERTE /DCOD. 0020	22710	D.734/07			
BLO.GT.N.LT.PT	900RC003001	2673	TAMPONE NASALE MEROCEL 8X2X1,5 (DCOD. 0)	00400402N0 D	EL. 99/08			
BLO.GI.S.LI.PI	906RC000017	3757	SUTURA SETA CD. K834H NON + °D					
Δ	\neg		Fig 2				CANCEL	UPD

- Specify, in the "Cabinet group", "Cabinet", "Location", "Position" fields (indicated in Fig 250 A) the kit's new destination. If the fields are not enabled it means that only one destination is available.
- > Click the **Update** button on the command bar.

The kit transfer is this way recorded. The generic kit management screen is displayed again (Fig 248).

16.5. How to display the kit details

KIT SERIAL		KIT NAME		
KIT CODE		MAIN OPERATION		
RESOURCE CODE		RESOURCE NAME		
STOCKROOM		*		
Position	Kit serial number	Kit name	Expiration State	us
BLO.GT.GKITT.LT.PT	SAF53780EBCF445A7	PRINCIPALE PER FESS	22/01/2011	¥alid kit
BLO.GT.GKITT.LT.PT	S05AC041203CD4F88	PRINCIPALE PER ADDOMINOPLASTICA - MAGGIORE	22/01/2011	¥alid kit
BLO.GI.GKITI.LI.PI	S20302591340F4628	PRINCIPALE PER IATA + BURCH	22/01/2011	With anomalie
BLO.GI.GKITI.LI.PI	SB4158A709C604C33	PRINCIPALE PER FESS	22/01/2011	¥alid kit
BLO.GT.GKITT.LT.PT	SC3F219555A6F4CC0	PRINCIPALE PER FESS	22/01/2011	¥alid kit
BLO.GT.GKITT.LT.PT	SD1D95E58F0B6402B	PRINCIPALE PER IATA + BURCH + COLPOSACROPESSIA	23/01/2011	¥alid kit
BLO.GL.GKITL.LL.PI	S9044FF320EA745BE	PRINCIPALE PER BURCH	23/01/2011	With anomalie

To display the details of a generic kit, on the generic kits management screen (Fig 251),

> click the row corresponding to the kit whose details must be displayed.

The \triangleright icon is displayed on the left (Fig 251 A).

Click the **Details** button on the command bar (Fig 251 **B**).

The screen changes in the following way (Fig 252). The details of the selected kit are displayed in the area shown in Fig 252 A.

GENERIC KIT MANAGEMEN					
SERIAL			KIT NAME		
CODE			MAIN OPERATION		
SOURCE CODE			RESOURCE NAME		
CKROOM BLO			*		
Position	Kit serial number	Kit name		Expiration	status
BLO.GI.GKITI.LI.PI	SC3F219555A6F4CC0	PRINCIPALE PER FES		22/01/2011	Yalid kit
BLO.GI.GKITI.LI.PI	S05AC041203CD4F88	PRINCIPALE PER ADD	OMINOPLASTICA - MAGGIORE	22/01/2011	¥alid kit
BLO.GI.GKITI.LI.PI	\$20302591340F4628	PRINCIPALE PER IATA	+ BURCH	22/01/2011	With anomalies
BLO.GI.GKITI.LI.PI	SB4158A709C604C33	PRINCIPALE PER FES		22/01/2011	¥alid kit
BLO.GI.GKITI.LI.PI	S9044FF320EA745BE	PRINCIPALE PER BUF	CH	23/01/2011	With anomalies
BLO.GT.GKITT.LT.PT	SD1D95E58F0B6402B	PRINCIPALE PER IATA	+ BURCH + COLPOSACROPESSIA	23/01/2011	¥alid kit
⊘					
SERIAL NUMBER: \$C3F219555A	6F4CC0		Expiration Date: 22/		
CODE: 251.PRINCIPALE	6F4CC0		Expiration Date: 22/ Preparation date: 23		
CODE: 251.PRINCIPALE NAME: PRINCIPALE PER FESS	6F4CC0				
CODE: 251.PRINCIPALE NAME: PRINCIPALE PER FESS TUS: Valid kit	6F4CC0				
CODE: 251.PRINCIPALE NAME: PRINCIPALE PER FESS IUS: Valid kit RATION: FESS: 20 minuti			Preparation date: 23		
CODE: 25 I.PRINCIPALE NAME: PRINCIPALE PER FESS TUS: Valid kit FRATION: FESS: 20 minuti		xsale; FESS: 70 minuti; FESS: 20 m	Preparation date: 23		

Fig 252

17. Associating a generic kit to an operation

To associate a generic kit to an operation,

click the selection on the lateral bar to access the operation selection screen (Fig 253).

OPERATION		I FOR KIT SETUP							Below stock
LANNED DATE		25/11/201	0 🗾			MAIN OPERATION			
PERATING BLO	CK			•		OPERATING ROOM			·
OSPITAL UNIT				•					
TOCKROOM		BLO		Ŧ					
Block	Reem	Patient Name	Operation	_	_	H.U. P	lanned Date Stat	us	Gen. Kit
Δ		VIE VIE	W ALL	LABEL	DETAILS	SEARCH	ASSOCIATE	VALIDATE	SELECT
				Fig	253				

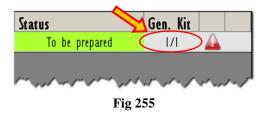
This screen and the relating procedures are described in paragraph 14.

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

The row corresponding to the wanted operation is displayed. In the example shown in Fig 254 it is an "Addominoplastica" operation.

OPERATION SEL	ECTION FOR	KIT SETUP						🕒 Below stock
PLANNED DATE		26/11/2010	•		MAIN OPERATION	addo		
OPERATING BLOCK				•	OPERATING ROOM			•
HOSPITAL UNIT				•				
STOCKROOM		BLO		•				
Block	Room	Patient Name	Operation		H.U.	Planned Date	Status	Gen. Kit
Blocco Operatorio	Sala 5	10,000 and 100	Addominoplastica		CHIRURGIA PL	26/11/2010 08.00	To be prepared	
n ser en ser se	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	·····			~,~,		
				Fig 2	254			

The cell indicated in Fig 254 **A** and enlarged in Fig 255 displays the quantity of generic kits available for the operation. In the example there is 1 kit available on 1 necessary (1/1).



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

The operation is this way selected. The \triangleright icon appears on the left.

Click the Associate button on the command bar.

The "Kit composition for an operation" screen opens (Fig 256). This screen's features and procedures are described in paragraph 14.2 and following paragraphs.

Code Producer code Description Planned Qty Selected Qty V1SN10000047 5 577 MITREMII GRADOI CHR.PLASTICA /D DELS25/07 2 2 V1SN10000047 49 SET GAZE, 10X00 STRAIT IK, 25 5 JOL203 10.2018/05 FX 3 (00.2010 0.577.09 10 0 0 V0R0770028 498 SET GAZE, 10X0 STRAIT IK, 25 5 JOL203 10.2018/05 FX 3 (00.2010 0.577.09 3 3 V0R072011 2 LAM STRAIT SK, 25 5 JOL203 10.2018/05 JOL 0.510/07 0 0.61/97.001 1 1 V0R0200004 S96 CONTENT COMM, AND CO SUBJIT IC 0.04.40 (0 0 0.61/97.001 1 1 V0R0200047 S14 SPEGAXE, 10X0, 410 (0 1 1 1 1 V0R0200555 3308 DBELNATTO TK KALIMEM X130 /D D S10/07 2 2 2 1 <	PRINCIPALE	PER ADDOMINO	PLASTICA - MAGGIORE	A	Compatible generi	c kits: 1 🔪	ASSOCIATE
900RC000467 498 SET GAZA 105/00 STRUT EX, GF.5 JOD/2010/20F025 PX 3(10/20) D.972/09 10 10 900RC770020 499 SET GAZA 105/00 STRUT EX, GF.5 JOD/2013/B070F05 J2/8 2020 077/09 5 5 910RC770012 2 LMM STERI 15/0 CO 443/0000 ST 0.0 B95/09 3 3 910RC20004 5906 CONTENT.CONTA AGHI CO 311914/7 (D DEL 61/978 1 1 910RC20001 154 MITTI DERHOGAE. COD R0 01 (D DEL 61/978 1 1 910RC20001 154 MITTI DERHOGAE. COD R0 01 (D DE1/077 2 2 2 910RC20001 154 DERN SPETET DAG/000/VLNW //// O D510/07 2 2 2 910RC20001 154 DERN SPETET DAG/000/VLNW //// O D510/07 2 2 2 910RC200021 554 DERN SPETET DAG/000/VLNW /// O// O// O// O// O// O// O// O// O//	ode	Producer code	Description		Planned Qty	Selected Qty	
900R7770208 490 SET 6420, 7X0 163TR, RX CF.5 DC.ID4380709F0SS 12/8 20/20 D.972/09 S S 060R7770208 490 SET 6420, 7X0 163TR, RX CF.5 DC.ID4380709F0SS 12/8 20/20 D.972/09 S S 060R7770208 496 COMPETC COMMA SHIC 03.11447 (D D 687.07901 I I 916RC209010 154 MATTA DEFMOGNE, COD.RQ II (D DEL 619/08 I I I 916RC209011 154 MATTA DEFMOGNE, COD.RQ II (D D51/077 2 2 916RC209011 5546 DER.N.94PIATO MIG AXLOMM 74130 /D D.51/077 2 2 916RC209012 2452 CAN VANAURE STAMUADO SP3000 /DOI 149/07 I I I 916RC209763 3308 TUBE OCINESES FF COD.EXPT70300 JDM 7X10 LUNGH HT 32 D 93/09 4 4 900RC000231 154 CER.MED CHR, CM9X0CH COSMOROE (CCO.090875 D. 99/08 4 4 900RC000231 154 MSTRO MARKER I 2X100 R 46240460 D 99/08 4 4 <td>I SRI 000057</td> <td>5672</td> <td>INTERVENTI GRANDI CHIR PLASTICA /D DEL 525/07</td> <td></td> <td>2</td> <td>2</td> <td>×</td>	I SRI 000057	5672	INTERVENTI GRANDI CHIR PLASTICA /D DEL 525/07		2	2	×
AVEX.07901 21 22 LAMA STER.N.IS CD 03443000015 Dix BISTURI D. 095/09 3 3 0160C200004 5896 CONTENT CONTA AGHI 0.31181447 (0 DEL.619/08 1 1 0160C200010 154 MATTA DERMORARE COD RQ.01 (0 DEL.619/08 1 1 0160C200011 554 DEEN FAITO NIS AKI 0HM 24130 /0 D.510/07 2 2 0160C200011 554.6 DEEN FAITO NIS AKI 0HM 24130 /0 D.510/07 2 2 0160C0002555 3308 DIBO CONNESS FF COD XCPY710300 /D01 4/07 1 1 509RC003012 154 CERMED CHIR CHYS/DIAC COSTRORE (ECOL) 900875 D. 99/08 4 4 501RC003012 154 CERMED CHIR CHYS/DIAC COSTRORE (COC0. 900875 D. 99/08 4 4 501RC003012 154 CERMED CHIR CHYS/DIAC COSTRORE (COC0. 900875 D. 99/08 4 4 501RC003014 154 GERMED CHIR CHYS/DIAC COSTRORE (COC0. 900875 D. 99/08 4 4 501RC003016 154 <	00RC000467	498	SET GARZA 10X60 8STRATI RX CE.5)DID23D1020F055 P.X 3(10X20) D.972/09		10	10	×
P16RC209004 S896 CONTENT.CONTA AGHI CD 31181467 (0 DEL 619/08 1 1 P16RC209010 154 HNITTA DERMOGRAF. CON RQ 01 (0 DEL 619/08 1 1 S16RC770013 154 SPUGKX FULZIA BISTURI CD AL40 (0 1 1 1 S16RC770013 154 DERN ATOT INS K41 0HM 2113 //D D.510/07 2 2 S16RC770013 546 DERN ATOT INS K41 0HM 2113 //D D.510/07 2 2 S16RC770012 2452 CONN WANKUES TRADARD SP3800 //D 0.14/07 1 1 S01RC03012 154 CER MED CHR. CM9710300 D.14/07 1 1 S01RC03012 154 CER MED CHR. CM9710300 D.14/07 1 1 S01RC03012 154 CER MED CHR. CM9710300 D.14/07 2 2 2 S01RC03017 596 GA2X AVEL CONTRA K6450 D. 99/08 4 4 S01RC03017 596 GA2X AVEL CONTRA K6450 D. 99/08 4 4 S01R003011 154 NERTO OMERTER 12X10 GE7540450 <td>00R7770208</td> <td>498</td> <td>SET GARZA 7X9 16STR. RX CF.5)DC.ID43B0709F05S 12/8 20/20 D.972/09</td> <td></td> <td></td> <td>5</td> <td>X</td>	00R7770208	498	SET GARZA 7X9 16STR. RX CF.5)DC.ID43B0709F05S 12/8 20/20 D.972/09			5	X
P16RC209010 154 MATTA DERMOGNE, COD RQ 01 (0 DEL 619/08 1 1 916RC209010 154 SPGIGKX PULZAR BETWIN CDA.440 (0 1 1 1 916RC209011 5546 DEEN PAITO MIS AX 0HM 24130 /D D 510/07 2 2 916RC209702 3546 DEEN PAITO MIS AX 0HM 24130 /D D 510/07 2 2 916RC209702 2452 CANN VANAUER STAMANDA SP3000 /D0 149/07 1 1 1 90RC305767 3308 TUBO CONNESS F/F COD ZPY7/0380 /DH 47/07 1 1 1 90RC305767 3308 TUBO CONNESS F/F COD ZPY7/0380 /DH 47/07 1 1 1 90RC305767 3308 TUBO CONNESS F/F COD ZPY7/0380 /DH 47/07 1 1 1 90RC30301 154 CER MED CHR, CH9/320C MG, 0COO A 00875 D. 99/08 4 4 90RC30021 3757 SUTURA PEXTUR 1/24/08 de/500 D. 99/08 2 2 2 90RC400223 3757 SUTURA PEXTUR 4/250 \$0 D. 99/08 4 4 90RC400223	05R7790121	22	LAMA STER.N.15 CD 03443000015)DX BISTURI D. 895/09		3	3	×
816/6770013 154 SPUGNX PULZA BETURI CD.44.00 (0 1 1 916/6770013 554 DREN PATTO NG.XX UMMY A133 /0 D.510/07 2 2 916/6770013 5546 DREN PATTO NG.XX UMMY A133 /0 D.510/07 2 2 916/67700156 3308 DREN SOFFIETD DRG/S00/X/UMY //DC/REN TROOR-500/L-D.510/07 1 1 907/6720156 3308 DUBO COMMESS F/F COD X5P77/0300 JDMH 7X/0 LUNGH HT3 - DET 34/09 1 1 907/6720121 154 CENHED CHRIC MYNAIOLO COMORE (DCOD, 900075 D. 99/08 4 4 908/6703012 154 CENHED CHRIC MYNAION COMORE (DCOD, 900075 D. 99/08 4 4 908/6703012 154 CENHED CHRIC MYNAION COMORE (DCOD, 900075 D. 99/08 4 4 908/6703012 557 SUTURA POSTRE 122/00 & #2540.682(0 D. 99/08 4 4 908/67002021 3757 SUTURA POSTRE 122/00 & #2540.682(0 D. 99/08 4 4 908/67001363 3757 SUTURA POSTNE 122/00 & #2540.682(0 D 2 2 908/67001363 3757 SUTURA POSTNE	I 6RC209004	5896	CONTENT.CONTA AGHI CD.31181467 (D DEL. 619/08		1	1	×
1/672090011 5546 DREN PATTO MS 4X0 MM 24130 /D D 510/07 2 2 1/6720900555 3308 DREN SOFFIETTO R8/5/00/UNIN //S/DERNE TROCKE-500HL- D 510/07 2 2 1/672090017 252 CMN MAKUER STANDARD SF1800 //D 1 1 0/67209057 3308 TUBO COMESS F/C 00X/FYT0300 JD 14/07 1 1 0/0/6005707 3308 TUBO COMESS F/C 00X/FYT0300 JD 14/07 1 1 0/0/6003017 154 CERNED CHIR. CM9/200CH COSMORE (DC00. 900875 D. 99/08 4 4 0/0/0003017 58/6 GAR2X MEEL CUNT. 7520 GARC (DC00. 6113 DEL N. 99/08 4 4 0/0/0003016 154 MSTRO OMKTRIP 12X100 GPZ540685(D D. 99/08 4 4 0/0/0002021 3757 SUTURA POS II CD. 24328 \$D 2 2 2 0/0/0000210 3757 SUTURA POS II CD. 2438 \$D 2 2 2 2 0/0/00000313 3757 SUTURA POS II CD. 2438 \$D DEL 771/10 1 1 1 0/0/000009 3757<	16RC209010	154	MATITA DERMOGRAF. COD.RQ.01 (D DEL.619/08			1	×
167805056 3308 DREM SOFFIETTO DRG/500/JUUNY /DS/DRENE TROCKR- 500ML - D.510/07 1 1 167600722 252 CAM WANAURE STANDARD SYS00 /DL 149/07 1 1 160700722 252 CAM WANAURE STANDARD SYS00 /DL 149/07 1 1 160700723 154 CEM MC 1MR CONTROL F/ COD SUPPRISSIO DP 37/08 4 4 160700173 154 CEM MC 1MR CM9XICOC COSTRARE (DCOD. 900875 D. 99/08 4 4 101003011 154 CEM MC 1MR CM9XICOC COSTRARE (DCOD. 900875 D. 99/08 4 4 101003016 154 CEM MC 1MR CM9XICOC COSTRARE (DCOD. 900875 D. 99/08 4 4 101003016 154 CEM MC 1MR CM9XICOC COSTRARE (DCOD. 900875 D. 99/08 4 4 101003016 154 NESTRO 0MR 1PK 12X10 0 R52540650 D. 99/08 4 4 106002020 3757 SUTURA POS II CD. 2423E \$D 2 2 2 106002020 3757 SUTURA POS II CD. 443E DE 2000E 1 1 1 1060020133 3757 SUTURA POS II CD. 443E DE	16RC770013	154	SPUGN.X PULIZIA BISTURI CD.AL.40 (D		1	1	×
1165000762 2452 CNN YMK9UER STANDAND SP3800 //D.149/07 1 1 0490C35976 3308 TUBO CONNESS FF. GODOSCHY713080 DUMT X01 LUNGH HT3 - DET34/09 1 1 010C003012 154 CERMED CHIR. CM9910CH COSMORGE [COC0. 900875 D. 99/08 4 4 010C003013 154 CERMED CHIR. CM920CH COSMORGE [COC0. 900875 D. 99/08 1 1 010C003014 154 CERMED CHIR. CM920CH COSMORGE [COC0. 900875 D. 99/08 4 4 010C003017 5896 GARZA VKSEL CUNITY 7,5X20 GRA. (DCC0. 4.113 DEL N. 99/08 1 1 1 010R003016 154 NKTRO OMNETRIP 12X100 872-584085(0 D. 99/08 4 4 040R000221 3757 SUTURA POS II CD. 2432 \$D 4 4 040R000223 2618 SUTURA PREILENE CUN910 00 *DSINT NN ASSORE MON (*OLMANDE) 2 2 2 040R000203 3757 SUTURA PREILENE CUN910 00 *DSINT NN ASSORE MON (*OLMANDE) 2 2 2 040R000203 3757 SUTURA PREILENE CUN910 00 *DSINT SSORE MON (*OLMANDE) 1 1 1 1	16R2090011	5546	DREN.PIATTO MIS.4X10MM 24130 /D D.510/07		2	2	×
899R265576 3308 TUBO CONNESS F/F COD XCP/710300 (DMM 7X10 LUNCH HT3 - DET 34/09 1 1 901RC03012 154 CERMED CHIR. CH9X10CH COSMORE (DCCD. 900875 D. 99/08 4 4 901RC03012 154 CERMED CHIR. CH9X10CH COSMORE (DCCD. 900875 D. 99/08 4 4 901RC03013 154 CERMED CHIR. CH9X10CH COSMORE (DCCD. 900875 D. 99/08 4 4 901RC03014 154 GERMED CHIR. CH9X10CH COSMORE (DCCD. 900875 D. 99/08 4 4 901RC03013 575 SUTURA POSTILIT 7/SXC0 RAV (CCCD. 413 50 D. 99/08 4 4 906RC00210 3757 SUTURA POSTILIT 7/SXC0 RAV (CCCD. 413 \$0 D. 99/08 4 4 906RC002023 218 SUTURA PRELIENE CO.99100 *05/11 NN ASSORE MON (POLMIDE) 2 2 2 906RC001036 3757 SUTURA PRELIENE CO.99100 *05/11 NN ASSORE MON (POLMIDE) 1 1 1 906RC001036 3757 SUTURA PRELIEN CO. 98/98 *0 DEL 14/06 2 2 2 <td< td=""><td>I 6R7805056</td><td>3308</td><td>DREN.SOFFIETTO DRG/S00/A/UNIV /DS/DREN.E TROCAR- 500ML - D.510/07</td><td></td><td>2</td><td>2</td><td>×</td></td<>	I 6R7805056	3308	DREN.SOFFIETTO DRG/S00/A/UNIV /DS/DREN.E TROCAR- 500ML - D.510/07		2	2	×
001R0003012 154 CER.MED.CHR.CMY9X10CM COSMORE (DC0D. 900873 D. 99708 4 4 001R0003014 154 CER.MED.CHR.CMY9X10CM COSMORE (DC0D. 6113 DE.N. 99708 4 4 000R003017 5986 GRAZA VISEL CURITY 75X20 GRA. (DC0D. 6113 DEL.N. 99708 4 4 000R003017 5986 GRAZA VISEL CURITY 75X20 GRA. (DC0D. 6113 DEL.N. 99708 4 4 000R003021 3757 SUTURA PIS II CD. 2438 \$D 2 2 2 066R000220 3757 SUTURA PIS II CD. 2438 \$D 4 4 4 066R000230 3757 SUTURA PIS-IIE CO. 86996 %D 1 1 1 066R00023 3757 SUTURA PIS-INE CO. 86996 %D 1 1 1 066R000023 3757 SUTURA PIS-INE CO. 86996 %D EL.1771/10 1 1 066R000049 3757 SUTURA VICRT.CO. 9317H %D DEL.14706 2 2 066R0000452 3757 <td>1 6RS000762</td> <td>2452</td> <td>CANN.YANKAUER STANDARD SP3800 /DD.149/07</td> <td></td> <td>1</td> <td>1</td> <td>×</td>	1 6RS000762	2452	CANN.YANKAUER STANDARD SP3800 /DD.149/07		1	1	×
B1 RC003014 154 CER.MED. CHR. CM9/20CM COSMOROE QCC0. 90975 D. 99/00 4 4 00 RC003017 58%6 GAZA. VKELL CURITY 75/20 GK, QCC0. 6.113 DEL.N. 99/00 1 1 01 R1003016 154 NKTRO OMKTRIP 12X100 GKZ 0465(0 D. 99/00 4 4 060C000210 3757 SUTURA PIS II CD. 2443E \$D 2 2 066C000220 3757 SUTURA PIS II CD. 2443E \$D 4 4 046C000213 2418 SUTURA PIS III CD. 2443E \$D 2 2 066C000136 3757 SUTURA PIS III CD. 2443E \$D 1 1 046C000213 2418 SUTURA PIS IIII CD. 2443E \$D 0 1 1 046C000136 3757 SUTURA PIS IIII CD. 2443E \$D DEL 771/10 1 1 046C000009 3757 SUTURA SETA CD. P683H NON + °D DEL 14/06 2 2 046C0000452 3757 SUTURA VICRYL CD. V317H <	09RC505976	3308	TUBO CONNESS.F/F COD./SPY710300)DMM 7X10 LUNGH.MT.3 - DET.34/09		I	1	×
000000301 \$896 GARZA VISEL CUNITY 7,5X0 GRA (DCOD. 6.113 DEL N. 97/08 1 1 0101003016 154 MKTRO OMSTRIP 12X00 GRZ \$80650 D. 99/08 4 4 0260C00221 3757 SUTURA POS II CD. 2432 \$D 2 2 0460C00220 3757 SUTURA POS II CD. 2432 \$D 2 2 0460C002203 2618 SUTURA POS II CD. 2432 \$D 1 1 0460C002203 2618 SUTURA PREVIENE C0090100 *DSINT NN ASSORE MON (*OLAMIDE) 2 2 0460C00203 3757 SUTURA PREVIENC CD. 8986 *D 1 1 0460C00203 3757 SUTURA PREVIENC CD. 8986 *D 1 1 0460C001363 3757 SUTURA PREVIENC CD. 9836 >DEL 71/10 1 1 0460C0001452 3757 SUTURA VICRYL CD. V317H *D DEL 14/06 2 2 0460C0001452 3757 SUTURA VICRYL CD. V317H *D DEL 14/06 2 2	01RC003012	154	CER.MED.CHIR. CM9X10CM COSMOROE (DCOD. 900873 D.99/08		4	4	×
0111003016 154 NSTRO OMISTRIP 12X100 6PZ.540465(D D. 99/08 4 4 066C00021 3757 SUTURA PDS III CD. 7423E \$D 2 2 066C000220 3757 SUTURA PDS III CD. 7423E \$D 4 4 066C000220 3757 SUTURA PDS III CD. 7423E \$D 4 4 066C000220 3757 SUTURA PDS III CD. 7423E \$D 4 4 066C00023 2618 SUTURA PDS III CD. 7423E \$D 4 4 066C00023 2618 SUTURA PDS III CD. 74245E \$D 0 1 1 066C01033 3757 SUTURA PDS III CD. 74428 =DBES0BR DEL 771/10 1 1 066C000452 3757 SUTURA VICRIL CD. V317H °D DEL 14/06 2 2 066C000452 3757 SUTURA VICRIL CD. V317H °D DEL 14/06 2 2	01RC003014	154	CER.MED.CHIR. CM9X20CM COSMOROE (DCOD. 900875 D. 99/08		4	4	×
966C000221 3757 SUTURA PDS II CD. 2423E \$D 2 2 966C000220 3757 SUTURA PDS II CD. 2423E \$D 4 4 966C000220 3757 SUTURA PDS II CD. 2423E \$D 2 2 966C000230 2018 SUTURA PDS II CD. 2423E \$D 4 4 966C000232 2018 SUTURA PDS II CD. 2423E \$D 2 2 966C000232 2018 SUTURA PDS II CD. 2423E \$D 2 2 966C00023 3757 SUTURA PDS II CD. 4428 =DESORBA DEL 771/10 1 1 966C000009 3757 SUTURA SETA CD. 7683H NON + °D DEL 14/06 1 1 966C0000452 3757 SUTURA VICPL CD. V317H °D DEL 14/06 2 2	00RC003017	5896	GARZA VASEL CURITY 7,5X20 GRA. (DCOD. 6.113 DEL N. 99/08		I	1	×
066RC000220 3757 SUTURA PDS II CD. 2443E \$D 4 4 066RC000223 2618 SUTURA PDS II CD. 2443E \$D 2 2 066RC001036 3757 SUTURA PDS II CD. 2443E °D 1 1 066RC001036 3757 SUTURA PDS II CD. 2443E °D 1 1 066RC001036 3757 SUTURA PDS II CD. 2443E °D 0EL771/10 1 1 066RC00009 3757 SUTURA SETA CD. P693H NON + °D DEL14/06 1 1 066RC000452 3757 SUTURA VICRYL CD. V317H °D DEL14/06 2 2	01R1003016	154	NASTRO_OMINISTRIP_12X100_6PZ.540685(DDDDDDDD_		4	4	×
0x86C002022 2x18 SUTURA PREILENE C0090100 ************************************	06RC000221	3757	SUTURA PDS II CD. Z423E \$D		2	2	×
106RC001036 3757 SUTURA PROLENE CD. 86996 °D I I I 106RC010367 5449 SUTURA SETA 0 75CH CD.41428 =DRESORBA DEL.771/10 I I 106RC00009 3757 SUTURA SETA CD. 9633H NON + °D DEL.14706 I I 106RC000452 3757 SUTURA VICRY. CD. 7317H °D DEL.14706 2 2 2	06RC000220	3757	SUTURA PDS II CD. Z443E \$D		4	4	×
P66RC0001367 5449 SUTURA SETA 0 75CM CD.41428 =DRESOREA DEL.771/10 I I 9/86RC00009 3757 SUTURA SETA 0 75CM CD.41428 =DRESOREA DEL.1470/6 I I 9/86RC000452 3757 SUTURA VICRYL CD. V317H °D DEL.1470/6 Z Z	06RC002023	2618	SUTURA PREMILENE COOPOLOO *DSINT.NN ASSORB.MON.(POLIAMIDE)		2	2	×
No.86RC00009 3757 SUTURA SETA CD. P483H NON + °D DEL14/06 I I 906RC000452 3757 SUTURA VICRYL CD. V317H °D DEL14/06 2 2	06RC001036	3757	SUTURA PROLENE CD. 8698G °D		I.	1	×
	06RC011367	5449	SUTURA SETA 0 75CM CD.41428 =DRESORBA DEL.771/10		1	1	×
	06RC000009	3757	SUTURA SETA CD. P683H NON + °D DEL 14/06		1	1	×
2 3 4 5 6 7 8 9 0 . +/- C NEXT	06RC000452	3757	SUTURA VICRYL CD. V317H °D DEL.14/06		2	2	×
2 3 4 5 6 7 8 9 0 . +/- C NEXT	008CU00452	101	301004 HCATE CO. 4317H D DEL 14708		1		~
	2	3 4	5 6 7 8 9 0 .	+/-	C N	EXT	

Fig 256

For each kit the number of compatible generic kits is indicated (Fig 256 A).

Click the Associate button to associate the kit to the selected operation (Fig 256 B).

The screen changes in the following way (Fig 257).

	- Addominoplastic	a - Planned Date: 2	26/11/2010 (18.00 - Blo	ck: Blocco O	peratorio - Room: Sal	a 5			
PRINCIPAL	E PER ADDOMIN	OPLASTICA - MAG	GIORE					Compatible	generic kits: 1	ASSOCIATE
Code	Producer code	Description						Planned	Qty Selected ()ty
915R1000057	5672	INTERVENTI GRAN	DI CHIR.PLASTICA			DEL.525/07			2 2	
		MATITA DERMOGRI								
			TANDARD SP3800							
				0685(D						
906RC000221										
906RC000220										
906RC001036		SUTURA PROLENE								
906RC011367										
906RC000452		SUTURA VICRYL CI								
2	3 4	5 6	7	8	9 0		+/-	C		
1	∇	SEARCH		_				VALIDATE (CONTINUE	

Click the **Continue** button on the command bar (Fig 257 A).

A print report containing the list of items to be picked is created. A print preview is displayed (Fig 258). The report can be used to actually pick the resources.

	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 - M	MAGGIORE		
BLO.G1.GKIT1.L1.P1	PRINCIPALE PER ADDOMINOPLAS	TICA - MAGGIORE 1	
OraaJ *** Stock Maaagement - Copyrig it 60 1997 - 2010 by UMS art - Htp://www.articdma.it		Page 1	/1

Fig 258

> Close the print preview.

The "Kit creation for an operation" screen is displayed (Fig 259). This screen's features and functionalities are described in paragraph 14.2 and following paragraphs.

	OR AN OPERATIC		26/11/2010	08.00 - 1	Black: Blacco	Operatorio - Room:	Sala 5	_		Below stoc
Kit principale per .	Position	Code 297.PRINCIPALE	Produce	Descript	ion	OPLASTICA - MAGGIORE		Se		Qty 0
1 2	3 4	5 6	7	8	9	0.	+/-		NEXT	
\square	∇	SEARCH	VIEW	ALL	LOCK SCAN	START SCAN	IMPORT	REBUILD	CANCEL	UPDATE

Specify, where required, all the data relating to the kit to be picked: the quantity, the serial number, the position of each kit (Fig 260).

Kit	Position	Code	Produce 1	Description	Serial	Sel. Qty	Qty	
🕨 PRINCIPALE PER AD		97.PRINCIPALE	F	PRINCIPALE PER ADDOMINOPLASTICA - MAGGIORE		- I.	0)
<u> </u>								$\sim\sim\sim\sim$
Fig 260								

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

If necessary, the kit can be rebuilt by specifying the resources again. Use for this purpose the **Rebuild** button on the command bar (Fig 259 A). The resources specification procedure (described in paragraph 14.6) is this way activated again.

A pop-up window appears, requiring to specify the number of labels to be printed.

Enter the number of labels you want to print							
PRINCIPALE PER ADDOMINOPLASTICA - MAGGIORE							
	CLOSE	CONTINUE					
E'~ 2(1							

After specification,

click the Continue button.

The labels are now printed. The print report accompanying the kit is created. A print preview is displayed (Fig 262).

GROUP PRINCIPALE PER ADDOMINOPLASTICA - MAGGIORE - Addominoplastica WELL FORMED 91571000057 5672 INTERVENTI GRANDI CHIR PLASTICA /D (2/2) BL0. G1 A.L1.P1 900RC000467 498 SET GARZA 10/80 05TRATI RX CF.5 (10/10) BL0. G1 A.L1.P1 900R770208 498 SET GARZA 10/80 05TRATI RX CF.5 (5/5) BL0. G1 A.L1.P1 900R770208 498 SET GARZA 7/9 16STR. RX CF.5 (5/5) BL0. G1 A.L1.P1 906R7702012 12 LAMA STER. N15 C0 03/43000015 JOX BISTURI (3/3) BL0.G1.F.L1.P1 916RC209001 54 MATITA DERMOGRAF. C0D.R0.01 (0 (1/1) BL0.G1.F.L1.P1 916RC209010 154 MATITA DERMOGRAF. C0D.R0.01 (0 (1/1) BL0.G1.F.L1.P1 616RC770013 154 SPUGN.X PULIZIA BISTURI CD.AL40 (D (1/1) BL0.G1.G.L1.P1 616R2030011 6546 DREN.PIATTO MIS.4X10MM 24130 /D (2/2) BL0.G1.G.L1.P1 916R7805056 3308 DREN.SOFFIETTO DRG/600/A/UNIV / DS/DREN E (2/2) BL0.G1.G.L1.P1 IMIMIMIMIMIMIMIMIMIMIMIMIMIMIMIMIMIMIM	rint date 26/11/2010		MAGGIORE - Addo	DDOMINOPLASTICA -		26/11/2	Prenaration date
915R1000057 5672 INTERVENTI GRANDI CHIR PLASTICA /D (2/2) BLD. 61.A. L1. P1 900RC000467 498 SET GARZA 10X60 8STRATI RX CF.5 (10/10) BLD. 61.A. L1. P1 900RC000467 498 SET GARZA 10X60 8STRATI RX CF.5 (10/10) BLD. 61.A. L1. P1 900RC000467 498 SET GARZA 7X9 16STR. RX CF.5 (56) BLD. 61.A. L1. P1 900RC000467 498 SET GARZA 7X9 16STR. RX CF.5 (56) BLD. 61.A. L1. P1 900RC00046 6896 CONTENT. CONTA AGHI CD.31181467 (0 (1/1) BLD. 61.F. L1. P1 916RC209001 154 MATITA DERMOGRAF. COD. R0.01 (D (1/1) BLD. 61.F. L1. P1 616RC770013 154 SPUGN.X PULIZIA BISTURI CD. AL40 (D (1/1) BLD. 61. G. I. F. L1. P1 616R2090011 5546 DREN. PIATTO MIS 4X10MM 24130 /D (2/2) BLD. 61. G. I. G. I. P1 916R7805056 3308 DREN. SOFFIETTO DRG/500/AUNIV /DS/DREN.E (2/2) BLD. 61. G. I. D.1				Decimiter Diction	GROUP PRINCIPALE P		
900RC000467 498 SET GARZA 10X60 8STRATI RX: CF.5 (10/10) BLO.G1.A.L1.P1 900RC000467 498 SET GARZA 7/9 16STR. RX: CF.5 (5/5) BLO.G1.A.L1.P1 900RC7770208 498 SET GARZA 7/9 16STR. RX: CF.5 (5/5) BLO.G1.A.L1.P1 906RC209004 5896 CONTENT. CONTA AGHI CD.31181467 (D (1/1) BLO.G1.F.L1.P1 916RC209004 5896 CONTENT. CONTA AGHI CD.31181467 (D (1/1) BLO.G1.F.L1.P1 916RC209001 154 MATITA DERMOGRAF. COD.R0.01 (D (1/1) BLO.G1.F.L1.P1 616RC770013 154 SPUGN X PULIZIA BISTURI CD.AL40 (D (1/1) BLO.G1.G.I.F.L1.P1 616R2090011 5646 DREN.PIATTO MIS.4X10MM 24130 /D (2/2) BLO.G1.G.I.1.P1 916R7805056 3308 DREN.SOFFIETTO DRG/500/A/UNIV_OS/DREN.E (2/2) BLO.G1.G.I.1.P1			BLO GLA LI PI	20	INTERVENTI GRANDI CHIR PLASTICA	5672	
900R7770208 498 SET GARZA 7/9 16STR. PX CF.5 (5/6) BLO. G1. A.L1. P1 605R7790121 22 LAMA STER N. 15 CD 03443000015 DX BISTURI (3/3) BLO. G1. A.L1. P1 916RC209004 5696 CONTENT. CONTA AGHI CD.31181467 (D (1/1) BLO. G1. F. L1. P1 916RC209001 154 MATITA DERMOGRAF. COD. R0.01 (D (1/1) BLO. G1. F. L1. P1 616RC770013 154 SPUGN X PULIZIA BISTURI CD. AL 40 (D (1/1) BLO. G1. G. I. F. L1. P1 616R2090011 5546 DREN. PIATTO MIS 4X10MM 24130 /D (2/2) BLO. G1. G. I. P1 916R7805056 3308 DREN. SOFFIETTO DRG/600/A/UNIV_/OS/DREN. E (2/2) BLO. G1. G. I. P1				(
605R7790121 22 LAMA STER N.15 CD 03443000015 JDX BISTURI (3/3) BLO. G1. E. L1. P1 916RC209004 6896 CONTENT. CONTA AGHI CD.31181467 (D (1/1) BLO. G1. F. L1. P1 916RC209010 154 MATITA DERMOGRAF. COD. RO. 01 (D (1/1) BLO. G1. F. L1. P1 616RC770013 154 SPUGN X PULIZIA BISTURI CD. AL 40 (D (1/1) BLO. G1. G. I. F. L1. P1 616R2090011 5546 DREN. PIATTO MIS.4X10MM 24130 /D (2/2) BLO. G1. G. I. D. P1 916R7805056 3308 DREN. SOFFIETTO DRG/600/A/UNIV_/DS/DERN. E (2/2) BLO. G1. G. L1. P1				. ,			
916RC209004 5896 CONTENT.CONTA AGHI CD.31181467 (D (1/1) BLO.G1.F.L1.P1 916RC209010 154 MATITA DERMOGRAF. COD.RQ.01 (D (1/1) BLO.G1.F.L1.P1 616RC770013 154 SPUGN.X PULIZIA BISTURI CD.AL.40 (D (1/1) BLO.G1.F.L1.P1 616R2090011 5546 DREN.PIATTO MIS.4X10MM 24130 /D (22) BLO.G1.G.L1.P1 916R7806956 3308 DREN.SOFFIETTO DRG/600/AUNIV /DS/DREN.E (2/2) BLO.G1.G.L1.P1					LAMA STER.N.15 CD 03443000015	22	605R7790121
616RC770013 154 SPUGN X PULIZIA BISTURI CD.AL 40 (D (1/1) BLO.G1.F.L1.P1 616RC3090011 5546 DREN.PIATTO MIS.4X10MM 24130 /D (2/2) BLO.G1.G.L1.P1 916R7805056 3308 DREN.SOFFIETTO DRG/500/AVUNIV /DS/DREN E (2/2) BLO.G1.G.L1.P1			BL0.G1.F.L1.P1	(1/1)	CONTENT. CONTA AGHI CD.31181467	5896	916RC209004
616R2090011 5546 DREN PIATTO MIS 4X10MM 24130 /D (2/2) BLO.G1.G.L1.P1 916R7805056 3308 DREN.SOFFIETTO DRG/500/A/UNIV /DS/DREN.E (2/2) BLO.G1.G.L1.P1			BL0.G1.F.L1.P1	(1/1)	MATITA DERMOGRAF. COD.RQ.D1	154	916RC209010
916R7805056 3308 DREN.SOFFIETTO DRG/500/A/UNIV /DS/DREN.E (2/2) BLO.G1.G.L1.P1			BLO.G1.F.L1.P1	(1/1)	SPUGN.X PULIZIA BISTURI CD.AL.40	154	616RC770013
			BL0.G1.G.L1.P1	(2/2)	DREN.PIATTO MIS.4X10MM 24130	5546	616R2090011
616RS000762 2452 CANN YANKAUER STANDARD SP3800 /DD 149/07 (1/1) BLO G1 H L1 P1			BL0.G1.G.L1.P1	DREN.E (2/2)	DREN.SOFFIETTO DRG/500/A/UNIV	3308	916R7805056
			BL0.G1.H.L1.P1	DD.149/07 (1/1)	CANN. YANKAUER STANDARD SP380	2452	616RS000762
609RC505976 3308 TUBO CONNESS.F/F COD.ASPY710300)DMM 7X10 (1/1) BLO.G1.H.L1.P1			BLO.G1.H.L1.P1	DMM 7X10 (1/1)	TUBO CONNESS.F/F COD.ASPY7103	3308	609RC505976
601RC003012 154 CER.MED.CHIR. CM9X10CM COSMOROE (DCOD. (4/4) BLO.G1.LL1.P1			BL0.G1.L.L1.P1	(DCOD. (4/4)	CER.MED.CHIR. CM9X10CM COSMO	154	601RC003012
601RC003014 154 CER.MED.CHIR. CM9/20CM COSMOROE (DCOD. (4/4) BLO.G1.LL1.P1			BLO.G1.L.L1.P1	(DCOD. (4/4)	CER.MED.CHIR. CM9/20CM COSMO	154	601RC003014
600RC003017 5896 GARZA VASEL CURITY 7,5X20 GRA. (DCOD. 6.113 (1/1) BLO.G1.LL1.P1			BLO.G1.L.L1.P1	OD. 6.113 (1/1)	GARZA VASEL. CURITY 7,5X20 GRA.	5896	600RC003017
601R1003016 154 NASTRO OMNSTRIP 12X100 6PZ.540685(D (4/4) BLO.G1.S.L1.P1			BL0.G1.S.L1.P1	(4/4)	NASTRO OMNSTRIP 12X100 6PZ.5408	154	601R1003016
O caul™ Shock Management - Copyright & 1007 - 2010 by UNIS rif - Hyunkees interfers # Page "					O ber 11000 et d Miteria an Andrea A	- Conversiti # 1997 - 2010 by	Oran ITS Direk Management

Fig 262

> Close the print preview.

The generic kit association procedure is this way completed. The "Operation selection for kit setup" screen is displayed again (Fig 263).

The state of the operation for which the association procedure was performed is now "Prepared" (Fig 263 A).

LANNED DATE		26/11/2010	•		MAIN OPERATION				
PERATING BLOCK				•	OPERATING ROOM				
OSPITAL UNIT				•					
TOCKROOM		BLO		•					
Block	Room	Patient Name	Operation		H.U.	Planned Date	Status	Gen. Kit	
Blocco Operatorio	Sala 5	INCOME.	Addominoplastica		CHIRURGIA PL	26/11/2010 08.00	Prepared	171	
Blocco Operatorio	Sala 8	1200 1200	Estrazioni denti inclusi		CHIR. MAXILLO	26/11/2010 08.00	To be prepared	0/1	
Blocco Operatorio	Sala 8	1000 - COM	Estrazioni dentarie multiple		CHIR. MAXILLO	26/11/2010 09.31	To be prepared	0/1	

Fig 263

18. Generic kit association to an emergency operation

A specific procedure makes it possible to associate a generic kit to an emergency operation.

To activate this procedure,

click the second secon

The following screen opens (Fig 264).

	GENERIC KIT AS		GENCY OPERATION						B	elow stock
	PATIENT CODE	•			Type the patient of	ode or scan his/her	writstband.			
	Patient Name	Operation					Block	Room	Planned time	Status
A										
	Please select operat	ion first								
	KIT SERIAL Kit serial numb	•	10.	×	ADD KIT				r	
	Kit serial numb	er	Kit name	_	_	_	_	_	Expiration Status	
\frown										
B										
-										
			Either s	can kit seri:	l number or u	se the "add kit"				
		\square	D	DETAILS	PRINT					CLOSE
					Fig	264				

The screen is formed of two areas. The upper area is about the patient and operation to which the kit must be associated (Fig 264 **A**). The lower area is about the kit to be associated (Fig 264 **B**).

Either insert the patient code in the field indicated in Fig 264 C or scan the patient barcode.

All the operations existing for the specified patient are displayed (the operations displayed are either in "Ready", or "In progress", or "Terminated" status - Fig 265 - see the user manual of the DIGISTAT[®] OranJ module for the meaning of operation status).

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

The operation is this way selected. The \triangleright icon appears on the left (Fig 265).

	Ype the patient code or scan his/her writstband.			
e Operation	Block	Room	Planned time	Status
Addominoplastica	Blocco Operatorio	Sala 5	26/11/2010 08.00	Ready
	e Operation	ne Operation Block	e Operation Block Room	ne Operation Block Room Planned time

- Insert, in the field indicated in Fig 264 D, the serial number of the generic kit that must be associated to the operation. Otherwise scan the kit's barcode.
- Click the ADD KIT button (Fig 266 A).

A row corresponding to the kit to be associated is displayed (Fig 266 **B**).

Patient Name	Operation				Block	Room	Planned		Stat
 DECEMBING 	Addominoplastica				Blocco Operatorio	Sala 5	26/11/20	010 08.00	Read
NO 1819 NO	Addominoplastica - Planned Da	te: 26/11/2010 08.00 - Bl	ock: Blo 🗛 ratorio -	Room: Sala 5					
ALCONG NO.	Addominoplastica - Planned Da		ock: Blo Aratorio -	Room: Sala 5 -					
KIT SERIAL	Addominoplastica – Planned Da s05ac041203cd4f88	.te: 26/11/2010 08.00 - Bl	ock: Blo Aratorio - ADD KIT	Room: Sala 5					
	s05ac041203cd4f88	xe: 26/11/2010 08.00 - B1		Room: Sala 5			Expiration	Status	
KIT SERIAL	s05ac041203cd4f88 r K		ADD KIT	Room: Sala 5			Expiration 22/01/2011		t
KIT SERIAL Kit serial numbe	s05ac041203cd4f88 r K	ir name	ADD KIT	Room: Sala 5	-				t
KIT SERIAL Kit serial numbe S05AC041203CD4F88	s05ac041203cd4f88 r K	it name Rincipale per addominoplastica -	ADD KIT	Room: Sala 5		_			t

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

- SM⁻ \blacktriangleright click the c

The following screen opens (Fig 267)

RESOURCE REQUEST M.	ANAGEMENT									Below stock
FROM	<mark>16</mark> /11/2010	•				TO	26/11/2010	•		
REQUEST CODE						REQUEST STATUS				•
REQUESTING STOCKROOM				-	1	ILLING STOCKROOM				•
StockRoom	Code	Request author	Request creation	Fill author	Fill date	Filling stockroon	1	Status		
	$\overline{\Delta}$	NEW	EDIT	DELETE	VIEV	V FILL RI	EQUEST		PRINT	SEARCH
			267 - Ma					t		

The "materials request" procedure activates when one of the stockrooms configured in the system needs a certain resource and requests it to another stockroom.

19.1. "Requests management" - Screen structure

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

19.1.1. Filters

FROM	16/11/2010 💌				TO	26/11/2010	•	
REQUEST CODE					REQUEST STATUS			•
REQUESTING STOCKROOM			•	FI	LLING STOCKROOM			•
StockRoom	Code 🔶 Request author	Request creation	Fill author	Fill date	Filling stockroom	1	Status	
~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	and a second of the			~~~~	J- Marado and	al has free and have a street and the	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~

Fig 268 - Filters on the "Requests management screen"

The filters available on the "Requests management screen" (Fig 268) are:

- "Start date" ("From" field) and "End date" ("To" field) these fields make it possible to specify a relevant period. The requests displayed in the data area (see paragraph 19.1.2) all refer to the time span here specified.
- "Request code" It makes it possible to specify the code of the request that must be displayed.
- "Request status" It makes it possible to display only the requests that are in a certain status.
- "Requesting stockroom" It makes it possible to indicate the requesting stockroom.
- "Filling stockroom" It makes it possible to indicate the filling stockroom.

See paragraph 1.4.2 for instructions on how the filters work.

#### 19.1.2. Data area

The data area contains a list of requests matching the values specified in the filters.

To display the requests list,

- ➢ specify the filter values (Fig 269 A).
- Click the **Search** button on the command bar (Fig 269 **B**).

The list of requests is this way displayed (Fig 269 C).

FROM	01/11/2010	•				TO	26/11/2010	•		
REQUEST CODE					R	EQUEST STATUS				
REQUESTING STOCKROOM				•	FILLI	NG STOCKROOM				
StockRoom	Code 4	Request author	Request creation	Fill author	Fill date	Filling stockr	oom	Status		
🕨 RBL	2010-00001		04/11/2010			BLO		To be filled	l .	
DEA	2010-00002		04/11/2010			BLO		In progress		
RBL	2010-00003	IGR	04/11/2010			BLO		To be filled	i i	
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	J	
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		09/11/2010			BLO		To be filled		

Fig 269 - Requests list

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

- the requesting stockroom;
- the request code;
- the acronym of the user who recorded the request;
- the request creation date;
- the acronym of the user who filled the request;
- the filling stockroom;
- the fill date;
- the request status.

There are 3 possible statuses for a request:

- to be filled;
- in progress;
- filled.

No information can be edited on this screen. The *icon* indicates the selected request.

#### 19.1.3. The command bar

This paragraph explains the functionalities relating to the different buttons on the command bar (Fig 270).

	Δ	$\neg$	NEW	EDIT	DELETE	VIEW	FILL REQUEST		PRINT	SEARCH			
	Fig 270 - Command Bar												
[]c	a tha arro	w hutton		and		to scroll	un and de	wn the co	raan cont	onts in cos			

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

Use the New button to create a new request (see paragraph 19.2 for the detailed procedure).

Use the Edit button to edit a selected request (see paragraph 19.3 for the detailed procedure).

Use the **Delete** button to delete a selected request (see paragraph 19.4).

Use the **View** button to display the details of a selected request (see paragraph 19.5).

Use the **Fill Request** button to activate the request filling procedure (described in paragraph 19.6).

The **Print** button opens a menu making it possible to create two kinds of print reports (Fig 271).

PRINT F	EQUESTS
PRINT SELEC	TED REQUES
PRINT	SEARCH

The "Print requests" option creates a record containing the list of all the existing requests. The "Print selected request" option creates a print report containing the details of a selected request.

Use the **Search** button to display the list of requests whose features match the values specified in the search filters (see paragraph 19.1.2).

#### 19.2. How to create a new request

To create a new request

click the New button on the command bar.

The following screen opens ("Resource request creation" - Fig 272).

RESOU	RCE REQU	JEST CRE	ATION		_		_	_	_					Below stock
REQUESTI	NG STOCKR	DOM							-	FILLING STOCKRO	ON			-
REQUEST	NOTES													
Requ	uest positi	DN	Co	de Pro	oducer code	Desc	ription	_	_	_	Notes	_	Re	q. qty
										sources using so				
									_					
I	2	3	4	5	6	7	8	9	0		+/-	С	NEXT	
/	7	7	/	SE A	ARCH							PRINT		CLOSE
									Fig	272				

- Specify the requesting and filling stockrooms in the fields shown in Fig 273.
- > Insert, if necessary, request notes in the "Request notes" field (free text field).

REQUESTING STOCKROOM				FILLING STOCKROOM	•
REQUEST NOTES					
Request position	Code	Producer code	Description	Notes	Req. qty
5~~~~~~	And the second s	NA SAN	fran frank fra fra flaan	and a second and a second s	and a feel of the second of the state of the second of the



 $\succ$  Insert the resources to be requested.

The resources can be inserted either by barcode scan or manually (i.e. activating the system's search functionalities by clicking the **Search** button on the command bar). The manual resource search and selection procedure is described in paragraph 22.

The list of resources is displayed (Fig 274).

QUESTING STOCKROOM QUEST NOTES	BLO		×	ILLING STOCKROOM DEA			
Request position	Code	Producer code	Description		Notes	Req. qty	
BLO.GLA.LL.PI	915R1000019	2618	CUFFIA X FLUOROSCOPIO CM 80X90 /D	DEL.525/07		1	×
BLO.GI.A.LI.PI	915R1000020	2618	COPRI CAVI /D	DEL.525/07		l I	×
BLO.GI.A.LI.PI	915RS000786	5672	GUAINA COPRITELEC.13X250 21351103)D	DET.34/09		l I	×
BLO.GI.A.LI.PI	900RS000039	498	SET GARZA LAPAR.80X80 RX 4STR.CF1)DFD5D8080FHSNA01	12/12 D.972/09		l I	×
BLO.GI.A.LI.PI	915R1000007	5672	CUFFIA X FLUOROSCOPIO 21305052 /D	DEL.525/07		l I	×
BLO.GI.A.LI.PI	915R1000054	5672	INTERVENTO MASTECTOMIA /D	DEL.525/07		l I	×
BLO.GI.A.LI.PI	915R1000013	2618	INTERVENTI SULLA SPALLA IN6068 /D	DEL.525/07		1	×
BLO.GI.A.LI.PI	915R1000004	5672	INTERVEN.MAGGIORI TORACE/ADDOME /D	DEL.525/07		1	×
BLO.GLA.LL.PI	915R1000036	2618	INTERVENTI CISTOSCOPIA I N6071 /D	DEL.525/07		1	×
BLO.GI.A.LI.PI	915R1000152	3192	TELO CM.75XI20 COD.CI04 /D	DEL.525/07		1	×
BLO.GI.A.LI.PI	602R7770016	22	BENDA ELAST.ANTIALL.20X5 FLEXA (DCOD. 03510270000	DEL. 99/08		l I	×
BLO.GI.A.LI.PI	915R1000044	3192	INTERVEN.ATROFIA MASC.AB935/CN /DC/ PREL.CRESTA IL	IACA DEL.525/07		1	×
BLO.GI.A.LI.PI	915R1000008	5672	SACCO MAYO COD. 258300 /D	DEL.525/07		1	×
	915R1000089		SALVIETTE CD. GCI 2 /D	DEL.525/07			×
BLO.GT.A.LT.PT	915R1000006	5672	INTERVENTI DI LAPAROSCOPIA /D	DEL.525/07		l I	×
BLO.GI.A.LI.PI	915RS100023	2618	TELO TAVOLO MADRE CM200X200 /D	DEL.525/07		1	×

Fig 274 - Requested resources list

Specify the quantity of each requested resource in the celle indicated in Fig 275 B (default quantity is 1).

It is possible to insert, if necessary, a specific note for each resource (Fig 275 A).

							A	
	Request position	Code	Producer code	Description			1 45	Req. qty
	BLO.GI.A.LI.PI	915R1000019	2618	CUFFIA X FLUOROSCOPIO	CM 80X90 /D	DEL.525/07	Urgent	3 🔀
	BLO.GI.A.LI.PI	915R1000020		COPRI CAVI	/D	DEL.525/07		
$\sim$	more way of the	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	and a start	March and	head from the show the	And the second and the second second	and any and any and the	Carlo Contraction Contraction
					Fig	275		

The  $\triangleright$  icon indicates the selected resource.

The icon placed on the right of each row can be clicked to delete the corresponding resource.

The cancelled resources appear as shown in Fig 276. The icon appearing at the end of the cancelled row can be clicked to restore the resource (it is an "Undo" button).

BLO.GI.ALI.PL 91581000007 5472 CUFFIX X ELUOROSCOPIO 21305052 /D DEL 525/07 4 5

The rows highlighted pink (Fig 277) correspond to resources that are not available in the filling stockroom. The request can be created anyway, even though some resources are unavailable.

Fig 277 - Unavailable resource

When the resources list is complete,

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

The request is this way created. A new row, corresponding to the new request, is displayed on the materials requests management screen.

X

#### 19.3. How to edit an existing request

To edit an existing request

➤ use the filters on the "Requests management" screen (Fig 278 A) to display the row corresponding to the request that must be edited.

StockRoom         Code         Request author         Request creation         Fill author         Fill author         Fill author         Fill author         StockRoom           RBL         2010-80001         AVM         04/11/2010         BL0         To be filled           RBL         2010-80002         IGR         04/11/2010         BL0         To be filled           RBL         2010-80003         IGR         04/11/2010         BL0         To be filled           DEA         2010-80003         IGR         04/11/2010         IGR         04/11/2010           DEA         2010-80005         AVM         04/11/2010         IGR         04/11/2010           DEA         2010-80005         AVM         04/11/2010         IGR         04/11/2010           DEA         2010-80005         AVM         04/11/2010         REL         Filled           DEA         2010-80005         AVM         04/11/2010         REL         Filled           DEA         2010-80005         AVM         04/11/2010         REL         Filled           DEA         2010-80005         AVM         04/11/2010         REL         In progress           DEA         2010-80001         AVM         09/11/2010	FROM	02/11/2010	-				TO 29/11/2010	•	
SockRoom         Code         Request author         Request creation         Fill author         Fill author         Fill age         Filling stockroom         Status           BBL         2010-00001         ADM         04/11/2010         BL0         To be filled           DEA         2010-00002         IGR         04/11/2010         BL0         To be filled           DEA         2010-00003         IGR         04/11/2010         IGR         04/11/2010           DEA         2010-00004         IGR         04/11/2010         BL0         To be filled           DEA         2010-00005         ADM         04/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00006         ADM         04/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00006         ADM         04/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00006         ADM         04/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00010         ADM         09/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2	REQUEST CODE					R	EQUEST STATUS		
RBL         2010-00001         ADM         04/11/2010         BL0         To be filled           DEA         2010-00002         IGR         04/11/2010         BL0         In progress           RBL         2010-00003         IGR         04/11/2010         ISR         BL0         To be filled           DEA         2010-00003         IGR         04/11/2010         ISR         BL0         To be filled           DEA         2010-00005         KRM         04/11/2010         ISR         04/11/2010         BL0         Filled           DEA         2010-00005         KAM         04/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00006         ADM         04/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00006         ADM         04/11/2010         ADM         09/11/2010         BC         Filled           DEA         2010-00010         ADM         09/11/2010         ADM         09/11/2010         BC         Filled           DEA         2010-00011         ADM         09/11/2010         BL0         Filled         Filled           DEA         2010-00013         ADM         0	REQUESTING STOCKROOM				-	FILLI	IG STOCKROOM		
DEA         2010-00002         IGR         04/11/2010         BL0         In progress           BBL         2010-00003         IGR         04/11/2010         BL0         To be filled           DEA         2010-00003         IGR         04/11/2010         IGR         04/11/2010         BL0         To be filled           DEA         2010-00004         IGR         04/11/2010         AIR         04/11/2010         BL0         Filled           DEA         2010-00006         ADM         04/11/2010         AIM         09/11/2010         BL0         Filled           DEA         2010-00006         ADM         04/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00006         ADM         04/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00010         ADM         08/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00011         ADM         09/11/2010         BL0         Filled           DEA         2010-00013         ADM         09/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00013	StockRoom	Code 4	Request author	Request creation	Fill author	Fill date	Filling stockroom	Status	
RBL         2010-0003         IGR         04/11/2010         BL0         To be filled           DEA         2010-00064         IGR         04/11/2010         IGR         04/11/2010         RBL         Filled           DEA         2010-00065         XMH         04/11/2010         XMH         04/11/2010         RBL         Filled           DEA         2010-00065         XMH         04/11/2010         XDH         09/11/2010         BL0         Filled           DEA         2010-00066         XDH         04/11/2010         XDH         09/11/2010         BL0         Filled           DEA         2010-00006         XDH         04/11/2010         XDH         09/11/2010         BL0         Filled           DEA         2010-00010         XDH         04/11/2010         RBL         To be filled           BL0         2010-00011         XDH         09/11/2010         RBL         To be filled           DEA         2010-00013         XDH         09/11/2010         XDH         09/11/2010           DEA         2010-00013         XDH         09/11/2010         ADH         09/11/2010         BL0         Filled           DEA         2010-00013         XDH         09/11/2010	RBL			04/11/2010			BLO	To be filled	
DEA         2010-00004         IGR         04/11/2010         IGR         04/11/2010         R8L         Filled           DEA         2010-00005         ADM         04/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00006         ADM         04/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00006         ADM         04/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00006         ADM         04/11/2010         ADM         09/11/2010         BC         Filled           BL0         2010-00010         ADM         04/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00011         ADM         09/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00013         ADM         09/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00013         ADM         09/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00015         ADM         09/11/2010         ADM         09/11/	DEA			04/11/2010					
DEA         2010-00005         ADM         04/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00006         ADM         04/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00006         ADM         04/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00006         ADM         04/11/2010         ADM         09/11/2010         REC         Filled           BEL         2010-00009         ADM         04/11/2010         ADM         09/11/2010         REC         Filled           BEL         2010-00010         ADM         08/11/2010         BEL         In progress           DEA         2010-00011         ADM         09/11/2010         BL0         Filled           DEA         2010-00013         ADM         09/11/2010         BL0         Filled           DEA         2010-00013         ADM         09/11/2010         BL0         Filled           DEA         2010-00015         ADM         09/11/2010         BL0         In progress           DEA         2010-00015         ADM         09/11/2010         BL0         In progress	RBL	2010-00003		04/11/2010				To be filled	
DEA         2010-00066         ADM         04/11/2010         ADM         09/11/2010         ELD         Filled           DEA         2010-00068         ADM         04/11/2010         ADM         04/11/2010         RBC         Filled           REL         2010-00069         ADM         04/11/2010         DEA         To be filled           BL0         2010-00061         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         2010-00012         ADM         09/11/2010         ADM         09/11/2010         BLO         Filled           DEA         2010-00013         ADM         09/11/2010         ADM         09/11/2010         BLO         In progress           DEA         2010-00014         ADM         09/11/2010         ADM         09/11/2010         BLO         In progress           DEA         2010-00017         ADM         09/11/2010         ADM         09/11/2010         BLO         Filled	DEA				IGR	04/11/2010	RBL		
DEA         2010-00008         ADM         04/11/2010         ADM         04/11/2010         RBC         Filled           RBL         2010-00009         ADM         04/11/2010         DEA         To be filled           BL0         2010-00010         ADM         06/1/2010         RBL         In progress           DEA         2010-00011         ADM         06/1/2010         ADM         09/1/2010         BL0         Filled           DEA         2010-00011         ADM         09/1/2010         ADM         09/1/2010         BL0         Filled           DEA         2010-00013         ADM         09/1/2010         ADM         09/1/2010         BL0         Filled           DEA         2010-00013         ADM         09/1/2010         BL0         In progress           DEA         2010-00015         ADM         09/1/2010         BL0         In progress           DEA         2010-00016         ADM         09/1/2010         BL0         Filled           DEA         2010-00016         ADM         09/1/2010         BL0         Filled           DEA         2010-00017         04/10/2010         ADM         09/1/2010         BL0         Filled           DEA	DEA	2010-00005	ADM	04/11/2010	ADM	09/11/2010	BLO	Filled	
RBL         2010-00009         ADM         04/11/2010         DEA         To be filled           BL0         2010-00010         ADM         06/11/2010         RBL         In progress           DEA         2010-00011         ADM         06/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00012         ADM         09/11/2010         BL0         Filled         Filled           DEA         2010-00012         ADM         09/11/2010         BL0         Filled           DEA         2010-00013         ADM         09/11/2010         BL0         Filled           DEA         2010-00015         ADM         09/11/2010         BL0         In progress           DEA         2010-00015         ADM         09/11/2010         BL0         In progress           DEA         2010-00016         ADM         09/11/2010         BL0         Filled           DEA         2010-00016         ADM         09/11/2010         BL0         Filled           DEA         2010-00017         ADM         09/11/2010         BL0         Filled           DEA         2010-00017         ADM         09/11/2010         BL0         Filled <t< td=""><td>DEA</td><td>2010-00006</td><td>ADM</td><td>04/11/2010</td><td>ADM</td><td>09/11/2010</td><td>BLO</td><td>Filled</td><td></td></t<>	DEA	2010-00006	ADM	04/11/2010	ADM	09/11/2010	BLO	Filled	
BL0         2010-00010         ADM         08/11/2010         RBL         In progress           DEA         2010-00011         ADM         09/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00012         ADM         09/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00012         ADM         09/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00012         ADM         09/11/2010         BL0         In progress         Filled           DEA         2010-00015         ADM         09/11/2010         BL0         In progress           DEA         2010-00016         ADM         09/11/2010         BL0         In progress           DEA         2010-00016         ADM         09/11/2010         BL0         Filled           DEA         2010-00017         ADM         09/11/2010         BL0         Filled           DEA         2010-00017         ADM         09/11/2010         BL0         Filled           DEA         2010-00017         ADM         09/11/2010         BL0         Filled           DEA         2010-00019         M	DEA			04/11/2010	ADM	04/11/2010			
DEA         2010-00011         ADM         09/11/2010         ADM         09/11/2010         BL0         Filed           DEA         2010-00012         ADM         09/11/2010         ADM         09/11/2010         BL0         Filed           DEA         2010-00012         ADM         09/11/2010         ADM         09/11/2010         BL0         Filed           DEA         2010-00014         ADM         09/11/2010         ADM         09/11/2010         BL0         In progress           DEA         2010-00015         ADM         09/11/2010         BL0         In progress           DEA         2010-00016         ADM         09/11/2010         BL0         Filled           DEA         2010-00017         ADM         09/11/2010         BL0         Filled           DEA         2010-00017         ADM         09/11/2010         BL0         Filled           DEA         2010-00018         ADM         09/11/2010         BL0         Filled           DEA         2010-00018         ADM         09/11/2010         BL0         Filled           DEA         2010-00018         ADM         09/11/2010         BL0         Filled           DEA         2010-00019	RBL			04/11/2010				To be filled	
DEA         2010-00012         ADM         09/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00013         ADM         09/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00013         ADM         09/11/2010         BL0         In progress           DEA         2010-00015         ADM         09/11/2010         BL0         In progress           DEA         2010-00015         ADM         09/11/2010         BL0         Filled           DEA         2010-00017         ADM         09/11/2010         BL0         Filled           DEA         2010-00017         ADM         09/11/2010         BL0         Filled           DEA         2010-00017         ADM         09/11/2010         BL0         Filled           DEA         2010-00019         ADM         09/11/2010         BL0         Filled           DEA         2010-00019         ADM         09/11/2010         BL0         Filled           DEA         2010-00019         ADM         09/11/2010         BL0         To be filled           DEA         2010-00020         ADM         29/11/2010         BL0         To be fi	BLO	2010-00010	ADM	08/11/2010			RBL	In progress	
DEA         2010-00013         ADM         09/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00014         ADM         09/11/2010         BL0         In progress           DEA         2010-00015         ADM         09/11/2010         BL0         In progress           DEA         2010-00015         ADM         09/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00017         ADM         09/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00017         ADM         09/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00017         ADM         09/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00018         ADM         09/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00018         ADM         09/11/2010         BL0         The diffed           DEA         2010-00019         ADM         09/11/2010         BL0         To be filled           DEA         2010-00020         ADM         29/11/2010	DEA	2010-00011	ADM	09/11/2010	ADM	09/11/2010	BLO	Filled	
DEA         2010-00014         ADM         09/11/2010         BL0         In progress           DEA         2010-00015         ADM         09/11/2010         BL0         In progress           DEA         2010-00016         ADM         09/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00016         ADM         09/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00017         ADM         09/11/2010         BL0         Filled           DEA         2010-00018         ADM         09/11/2010         BL0         Filled           DEA         2010-00018         ADM         09/11/2010         BL0         Filled           DEA         2010-00018         ADM         09/11/2010         BL0         To be filled           DEA         2010-00020         ADM         29/11/2010         BL0         To be filled	DEA	2010-00012	ADM	09/11/2010	ADM	09/11/2010	BLO	Filled	
DEA         2010-00015         ADM         09/11/2010         ELO         In progres           DEA         2010-00014         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         BLO         Filled           DEA         2010-00018         ADM         09/11/2010         BLO         Filled           DEA         2010-00018         ADM         09/11/2010         BLO         To be filled           DEA         2010-0002         ADM         29/11/2010         BLO         To be filled	DEA	2010-00013	ADM	09/11/2010	ADM	09/11/2010	BLO	Filled	
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         BLO         Filled           DEA         2010-00018'         ADM         09/11/2010         BLO         Filled           DEA         2010-00018'         ADM         09/11/2010         BLO         To be filled           DEA         2010-0002'         ADM         29/11/2010         BLO         To be filled	DEA	2010-00014	ADM	09/11/2010			BLO	In progress	
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         Filled           DEA         2010-00019         ADM         09/11/2010         BLO         To be filled           DEA         2010-00020         ADM         29/11/2010         BLO         To be filled	DEA	2010-00015	ADM	09/11/2010			BLO	In progress	
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	DEA	2010-00016	ADM	09/11/2010	ADM	09/11/2010	BLO	Filled	
DEA         2010-00019         ADM         09/11/2010         BL0         To be filled           DEA         2010-00020         ADM         29/11/2010         BL0         To be filled	DEA	2010-00017	ADM	09/11/2010	ADM	09/11/2010	BLO	Filled	
DEA 2010-00020 ADM 29/11/2010 BLO To be 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	
ELO 2010-00021 ADH 29/11/2010 DEA 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	

> Click the relevant row.

The  $\blacktriangleright$  icon appears at the beginning of the row (Fig 278 **B**).

Click the **Edit** button on the command bar (Fig 278 C).

The **Edit** button is enabled only if the request is in "To be filled" status and the user performing the procedure has the adequate permissions.

The list of requested resources is displayed (Fig 279).

UEST NOTES								
Request position	Code	Producer code	Description			Notes	Reg. gty	
BLO.GI.A.LI.PI	915RS100023	2618	TELO TAVOLO MADRE CM200X200	/D	DEL.525/07		1	×
BLO.GI.A.LI.PI	915R1000044	3192	INTERVEN.ATROFIA MASC.AB935/CN	/DC/ PRELCRESTA ILIACA	DEL.525/07		L.	×
BLO.GI.A.LI.PI	915R1000020	2618	COPRI CAVI	/D	DEL.525/07		L.	×
BLO.GI.A.LI.PI	915R1000152	3192	TELO CM.75X120 COD.C104	/D	DEL.525/07		L.	×
BLO.GI.A.LI.PI	915R1000013	2618	INTERVENTI SULLA SPALLA I N6068	/D	DEL.525/07		1	×
BLO.GLA.LL.PI	915R1000054	5672	INTERVENTO MASTECTOMIA	/D	DEL.525/07		1	×
BLO.GLA.LL.PI	915R1000006	5672	INTERVENTI DI LAPAROSCOPIA	/D	DEL.525/07		1	×
BLO.GI.A.LI.PI	915R1000008	5672	SACCO MAYO COD. 258300	/D	DEL.525/07		1	×
BLO.GLA.LL.PI	915R1000019	2618	CUFFIA X FLUOROSCOPIO CM 80X9	0 /D	DEL.525/07	Urgent	3	×
								×
BLO.GI.A.LI.PI	915RS000786	5672	GUAINA COPRITELEC.13X250 2135110	03)D	DET.34/09		1	×
BLO.GI.A.LI.PI	900RS000039	498	SET GARZA LAPAR.80X80 RX 4STR.CFI	))DFD5D8080FHSNA01_12/1	2 D.972/09		1	×
BLO.GI.A.LI.PI	602R7770016	22	BENDA ELAST.ANTIALL.20X5 FLEXA	(DCOD. 03510270000	DEL. 99/08		1	×
BLO.GI.A.LI.PI	915R1000036	2618	INTERVENTI CISTOSCOPIA 1N6071	/D	DEL.525/07		1	×
BLO.GLA.LL.PI	915R1000004	5672	INTERVEN.MAGGIORI TORACE/ADDOME	/D	DEL.525/07		1	×

- Edit the request (the quantities can be changed, for instance, resources can be either added or removed).
- > Click the **Update** button on the command bar.

#### 19.4. How to delete an existing request

To delete an existing request

➤ use the filters on the "Requests management" screen (Fig 280 A) to display the row corresponding to the request that must be deleted.

DEA         2010-00002         IGR         04/11/2010         BLO         In progress           RBL         2010-00003         IGR         04/11/2010         BLO         To be filled           DEA         2010-00005         IGR         04/11/2010         IGR         04/11/2010         RBL         Filled           DEA         2010-00005         ADM         04/11/2010         IGR         04/11/2010         BLO         Filled           DEA         2010-00006         ADM         04/11/2010         ADM         09/11/2010         BLO         Filled			-	02/11/2010	ROM
StockRoom         Code         Request author         Request creation         Fill author         Fill date         Status           RBL         2010-00002         IGR         04/11/2010         BL0         To be filled           DEA         2010-00003         IGR         04/11/2010         IGR         04/11/2010         BL0         To be filled           DEA         2010-00004         IGR         04/11/2010         IGR         04/11/2010         BL0         To be filled           DEA         2010-00005         ADM         04/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00006         ADM         04/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00006         ADM         04/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00008         ADM         04/11/2010         ADM         09/11/2010         BL0         Filled           BL0         2010-00011         ADM         09/11/2010         BL0         F	REQUEST STATUS				EQUEST CODE
BEL         2010-00001         ADM         64/1/2010         BL0         To be filled           DEA         2010-00012         IGR         64/1/2010         8.0         In progress           BEL         2010-00012         IGR         64/1/2010         8.0         To be filled           DEA         2010-00012         IGR         64/1/2010         IGR         64/1/2010         BL0         To be filled           DEA         2010-00014         IGR         64/1/2010         IGR         64/1/2010         BL0         Filled           DEA         2010-0006         ADM         64/1/2010         ADM         69/1/2010         BL0         Filled           DEA         2010-0006         ADM         64/1/2010         ADM         69/1/2010         BL0         Filled           DEA         2010-0007         ADM         64/1/2010         ADM         69/1/2010         BL0         Filled           BL0         2010-00017         ADM         69/1/2010         ADM         69/1/2010         BL0         Filled           DEA         2010-00017         ADM         69/1/2010         ADM         69/1/2010         BL0         Filled           DEA         2010-00013         ADM	FILLING STOCKROOM				EQUESTING STOCKROOM
DEA         2010-0002         IGR         04/11/2010         BL0         In progress           RBL         2010-0003         IGR         04/11/2010         BL0         To be filled           DEA         2010-0004         IGR         04/11/2010         IGR         04/11/2010         RBL         Filled           DEA         2010-00064         IGR         04/11/2010         IGR         04/11/2010         RBL         Filled           DEA         2010-00064         IGR         04/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00064         IGM         04/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00064         IAM         04/11/2010         ADM         09/11/2010         RBC         Filled           DEA         2010-00001         ADM         08/11/2010         RBC         Filled         In progress           DEA         2010-00001         ADM         09/11/2010         BL0         Filled           DEA         2010-00011         ADM         09/11/2010         BL0         Filled           DEA         2010-00012         ADM         09/11/2010         ADM         09	est creation Fill author Fill date Filling stockroom Status	quest creation Fil	Request author F	Code ^	StockRoom
RBL         2010-0003         IGR         04/11/2010         IED         To be filled           DEA         2010-0004         IGR         04/11/2010         IGR         04/11/2010         BL0         Filled           DEA         2010-00005         XOH         04/11/2010         AOM         09/11/2010         BL0         Filled           DEA         2010-00005         AOM         04/11/2010         AOM         09/11/2010         BL0         Filled           DEA         2010-00005         AOM         04/11/2010         AOM         09/11/2010         BL0         Filled           DEA         2010-00006         AOM         04/11/2010         AOM         04/11/2010         BL0         Filled           BL0         2010-00007         AOM         04/11/2010         AOM         04/11/2010         BL0         Filled           DEA         2010-00011         AOM         09/11/2010         BL0         Filled           DEA         2010-00012         ADM         09/11/2010         BL0         Filled           DEA         2010-00013         ADM         09/11/2010         BL0         Filled           DEA         2010-00014         ADM         09/11/2010         BL0 <td></td> <td></td> <td></td> <td></td> <td></td>					
DEA         2010-00004         IGR         04/11/2010         IGR         04/11/2010         RBL         Filled           DEA         2010-00005         ADM         04/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00005         ADM         04/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00006         ADM         04/11/2010         ADM         09/11/2010         BCC         Filled           DEA         2010-00007         ADM         04/11/2010         ADM         04/11/2010         BCC         Filled           BEA         2010-00007         ADM         04/11/2010         ADM         09/11/2010         BCC         Filled           DEA         2010-00017         ADM         09/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00013         ADM         09/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00013         ADM         09/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00015         ADM         09/11/2010         ADM         09/11					
DEA         2010-00005         ADM         04/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00006         ADM         04/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00006         ADM         04/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00006         ADM         04/11/2010         ADM         04/11/2010         REC         Filled           BL0         2010-00007         ADM         08/11/2010         REC         To be filled           BL0         2010-00017         ADM         08/11/2010         RD         PS1         To be filled           DEA         2010-00017         ADM         09/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00013         ADM         09/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00013         ADM         09/11/2010         ADM         09/11/2010         BL0         In progress           DEA         2010-00015         ADM         09/11/2010         ADM         09/11/2010         BL0         In progress	2010 BLO To be filled	/11/2010	IGR 0	2010-00003	RBL
DEA         2010-0006         ADM         04/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00008         ADM         04/11/2010         ADM         04/11/2010         RC         Filled           REL         2010-00008         ADM         04/11/2010         ADM         04/11/2010         RC         Filled           BL0         2010-00001         ADM         04/11/2010         ADM         04/11/2010         REL         To be filled           DEA         2010-00011         ADM         04/11/2010         ADM         04/11/2010         BL0         Filled           DEA         2010-00011         ADM         09/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00013         ADM         09/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00013         ADM         09/11/2010         BL0         Filled           DEA         2010-00015         ADM         09/11/2010         BL0         Filled           DEA         2010-00015         ADM         09/11/2010         ADM         09/11/2010         BL0         Filled           DEA	2010 IGR 04/11/2010 RBL Filled	/11/2010 IGR	IGR 0	2010-00004	DEA
DEA         2010-00008         ADM         04/11/2010         ADM         04/11/2010         REC         Filled           REL         2010-00009         ADM         04/11/2010         DEA         To be filled           BL0         2010-00019         ADM         08/11/2010         RBL         In progress           DEA         2010-00010         ADM         08/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00011         ADM         09/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00013         ADM         09/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00013         ADM         09/11/2010         ADM         09/11/2010         BL0         In progress           DEA         2010-00014         ADM         09/11/2010         BL0         In progress           DEA         2010-00014         ADM         09/11/2010         BL0         In progress           DEA         2010-00016         ADM         09/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00017         ADM         09/11/2010 <td>2010 ADM 09/11/2010 BL0 Filled</td> <td>/11/2010 ADM</td> <td>ADM 0</td> <td>2010-00005</td> <td>DEA</td>	2010 ADM 09/11/2010 BL0 Filled	/11/2010 ADM	ADM 0	2010-00005	DEA
RBL         2010-0009         ADM         04/11/2010         DEA         To be filled           BL0         2010-00010         ADM         08/11/2010         RBL         In progress           DEA         2010-00011         ADM         09/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00013         ADM         09/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00013         ADM         09/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00013         ADM         09/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00014         ADM         09/11/2010         ADM         09/11/2010         BL0         In progress           DEA         2010-00015         ADM         09/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00017         ADM         09/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00017         ADM         09/11/2010         ADM         09/11/2010         BL0         Filled	2010 ADM 09/11/2010 BL0 Filled	/11/2010 ADM	ADM 0	2010-00006	DEA
BL0         2010-00010         ADM         08/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00011         ADM         09/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00012         ADM         09/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00012         ADM         09/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00013         ADM         09/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00015         ADM         09/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00015         ADM         09/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00017         ADM         09/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00017         ADM         09/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00017         ADM         09/11/2010         ADM         09/11	2010 ADM 04/11/2010 RBC Filled	/11/2010 ADM	ADM 0	2010-00008	DEA
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         2010-00013         ADM         09/11/2010         ADM         09/11/2010         BLO         Filled           DEA         2010-00013         ADM         09/11/2010         ADM         09/11/2010         BLO         In progress           DEA         2010-00016         ADM         09/11/2010         ADM         09/11/2010         BLO         Filled           DEA         2010-00016         ADM         09/11/2010         ADM         09/11/2010         BLO         Filled           DEA         2010-00017         ADM         09/11/2010         BLO         Filled           DEA         2010-00017         ADM         09/11/2010         BLO         Filled           DEA         2010-00018         ADM         09/11/2010         ADM         09/11/2010         BLO         To be filled	2010 DEA To be filled	/11/2010	ADM 0	2010-00009	RBL
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         2010-00014         ADM         09/11/2010         BLO         In progress           DEA         2010-00016         ADM         09/11/2010         ADM         09/11/2010         BLO         Filled           DEA         2010-00016         ADM         09/11/2010         ADM         09/11/2010         BLO         Filled           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         2010-00017         ADM         09/11/2010         ADM         09/11/2010         BLO         Filled           DEA         2010-00018         ADM         09/11/2010         ADM         09/11/2010         BLO         To be filled	2010 RBL In progress	/11/2010	ADM 0	2010-00010	BLO
DEA         2010-00013         ADM         09/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00014         ADM         09/11/2010         BL0         In progress           DEA         2010-00015         ADM         09/11/2010         BL0         In progress           DEA         2010-00015         ADM         09/11/2010         ADM         09/11/2010         BL0         In progress           DEA         2010-00017         ADM         09/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00017         ADM         09/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00017         ADM         09/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00018         ADM         09/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00018         ADM         09/11/2010         ADM         09/11/2010         BL0         To be filled           DEA         2010-0002         ADM         29/11/2010         BL0         To be filled         To be filled         To be filled	2010 ADM 09/11/2010 BL0 Filled	/11/2010 ADM	ADM (	2010-00011	DEA
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         To be filled           DEA         2010-0002         ADM         29/11/2010         BLO         To be filled	2010 ADM 09/11/2010 BL0 Filled	/11/2010 ADM	ADM 0	2010-00012	DEA
DEA         2010-00014         ADM         09/11/2010         BLO         In progress           DEA         2010-00015         ADM         09/11/2010         BLO         In progress           DEA         2010-00015         ADM         09/11/2010         ADM         09/11/2010         BLO         Filled           DEA         2010-00017         ADM         09/11/2010         ADM         09/11/2010         BLO         Filled           DEA         2010-00017         ADM         09/11/2010         ADM         09/11/2010         BLO         Filled           DEA         2010-00018         ADM         09/11/2010         ADM         09/11/2010         BLO         Filled           DEA         2010-00018         ADM         09/11/2010         BLO         To be filled           DEA         2010-00018         ADM         09/11/2010         BLO         To be filled           DEA         2010-00029         ADM         09/11/2010         BLO         To be filled           DEA         2010-00029         ADM         09/11/2010         BLO         To be filled	2010 ADM 09/11/2010 BL0 Filled	/11/2010 ADM	ADM E	2010-00013	DEA
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         BLO         To be filled           DEA         2010-0002         ADM         09/11/2010         ELO         To be filled					DEA
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         2010-00017         ADM         09/11/2010         ADM         09/11/2010         BLO         Filled           DEA         2010-00018         ADM         09/11/2010         ADM         09/11/2010         BLO         Filled           DEA         2010-00018         ADM         09/11/2010         ADM         09/11/2010         BLO         To be filled           DEA         2010-00020         ADM         29/11/2010         BLO         To be filled		/11/2010	ADM C	2010-00015	DEA
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         2010-00018         ADM         09/11/2010         BLO         Filled           DEA         2010-00019         ADM         09/11/2010         BLO         To be filled           DEA         2010-00019         ADM         09/11/2010         BLO         To be filled           DEA         2010-00019         ADM         29/11/2010         BLO         To be 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         09/11/2010         BLO         To be filled           DEA         2010-00020         ADM         29/11/2010         BLO         To be filled					
DEA         2010-00019         ADM         09/11/2010         BLO         To be filled           DEA         2010-00020         ADM         29/11/2010         BLO         To be filled					
DEA 2010-00020 ADM 29/11/2010 BLO To be filled					

Fig 280 - Gestione richieste

Click the relevant row.

The  $\blacktriangleright$  icon appears at the beginning of the row (Fig 280 **B**).

Click the **Delete** button on the command bar (Fig 280 C). The **Delete** button is enabled only if the request is in "To be filled" status and the user performing the procedure has the adequate permissions.

User confirmation is required.

Click **Yes** to delete the request.

#### 19.5. How to display the deatils of a request

To display the list of resources that are part of a request

➤ use the filters on the "Requests management" screen (Fig 281 A) to display the row corresponding to the request whose details must be displayed.

RESOURC	E REQUEST MANAGEMENT							Below stock
FROM	02/11/2010	•				T0 29/11/2010	-	
					RF	EQUEST STATUS	_	Ţ
REQUESTING				<b>_</b>	_	IG STOCKROOM		<b>_</b>
StockRo			Request creation	Fill author	Fill date	Filling stockroom	Status	
RBL	2010-00001		04/11/2010			BLO	To be filled	
DEA	2010-00002		04/11/2010			BLO	In progress	
RBL	2010-00003		04/11/2010			BLO	To be filled	
DEA	2010-00004		04/11/2010	IGR		RBL	Filled	
DEA	2010-00005		04/11/2010	ADM		BLO	Filled	
DEA	2010-00006		04/11/2010	ADM	09/11/2010	BLO	Filled	
DEA	2010-00008		04/11/2010	ADM	04/11/2010	RBC	Filled	
RBL	2010-00009		04/11/2010			DEA	To be filled	
BLO	2010-00010		08/11/2010			RBL	In progress	
DEA	2010-00011		09/11/2010	ADM		BLO	Filled	
DEA	2010-00012		09/11/2010	ADM	09/11/2010	BLO	Filled	
DEA	2010-00013		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	
▶ BL0	2010-00021	ADM	29/11/2010			DEA	To be filled	
	В		C					
	$\overline{\Delta}$			equest	view ts man	FILL REQUEST	PRIN	T SEARCH

 $\succ$  Click the row.

The *icon* appears at the beginning of the selected row (Fig 281 **B**).

Click the **View** button on the command bar (Fig 281 C).

The list of requested resources is displayed. The list is in "read-only" mode, i.e. it cannot be edited by the user.

#### 19.6. How to fill a request

To fill one of the requests that are either in "To be filled" or "In progress" status,

➤ use the filters on the "Requests management" screen (Fig 282 A) to display the row corresponding to the request whose details must be filled.

REQUEST CODE         AEQUEST STATUS           StockRoom         Code         Request author         Request creation         Fill autor         Fill attac           ReL         2016-0000         KR         0471/2010         BL         To be filled           DEA         2016-0000         KR         0471/2010         BL         BL         To be filled           DEA         2016-0000         KR         0471/2010         BL         BL         To be filled           DEA         2016-0000         KR         0471/2010         KR         0471/2010         BL         Fill data           DEA         2016-0000         KR         0471/2010         KR         0471/2010         BL         Filled           DEA         2016-0000         KR         0471/2010         KR         0471/2010         BL         Filled           DEA         2016-0000         KR         0471/2010         RA         00         Filled           DEA         2016-0000         KR         0471/2010         RA         00         Filled           DEA         2016-0000         KR         0471/2010         RA         00         Filled           DEA         2016-0010         KR	FROM	02/11/2010	•				TO 29/11/2010	-
SockRoom         Code         Request author         Request creation         Fill author         Fill fate         Filling stockroom         Status           BEL         2010-00001         ADM         64/11/2010         BL0         To be filled           DEA         2010-00002         IGR         64/11/2010         BL0         To be filled           DEA         2010-00003         IGR         64/11/2010         IGR         64/11/2010           DEA         2010-00004         IGR         64/11/2010         IGR         64/11/2010           DEA         2010-00005         ADM         64/11/2010         IGR         64/11/2010           DEA         2010-00006         IGR         64/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00006         ADM         64/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00006         ADM         64/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00007         ADM         64/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00010         ADM         09/11/2010 <td< th=""><th>REQUEST CODE</th><th></th><th></th><th></th><th></th><th>R</th><th>EQUEST STATUS</th><th></th></td<>	REQUEST CODE					R	EQUEST STATUS	
RBL         2010-00001         ADH         04/11/2010         BL0         To be filled           DEA         2010-00002         IGR         04/11/2010         BL0         In progress           RBL         2010-00003         IGR         04/11/2010         BL0         To be filled           DEA         2010-00004         IGR         04/11/2010         BL0         To be filled           DEA         2010-00005         ADH         04/11/2010         IGR         04/11/2010         BL0         Filled           DEA         2010-00005         ADH         04/11/2010         AOM         09/11/2010         BL0         Filled           DEA         2010-00005         ADH         04/11/2010         AOM         09/11/2010         BL0         Filled           DEA         2010-00006         ADH         04/11/2010         AOM         09/11/2010         BL0         Filled           BE0         2010-00010         ADH         04/11/2010         AOM         09/11/2010         BL0         Filled           BE0         2010-00011         ADH         09/11/2010         AOM         09/11/2010         BL0         Filled           DEA         2010-00013         ADH         09/11/2010	REQUESTING STOCKROOM				-	FILLI	NG STOCKROOM	
DEA         2010-0002         IGR         04/11/2010         BL0         In progress           RBL         2010-00003         IGR         04/11/2010         BL0         To be filled           DEA         2010-00005         IGR         04/11/2010         IGR         04/11/2010           DEA         2010-00006         ADM         04/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00006         ADM         04/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00006         ADM         04/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00007         ADM         04/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00010         ADM         06/11/2010         RBL         In progress         To be filled           BL0         2010-00011         ADM         09/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00012         ADM         09/11/2010         ADM         09/11/2010         In progress           DEA         2010-00012         ADM         09/11/	StockRoom	Code -	Request author	Request creation	Fill author	Fill date	Filling stockroom	Status
RBL         2010-00003         IGR         04/11/2010         BL0         To be filled           DEA         2010-00004         IGR         04/11/2010         IGR         04/11/2010         REL         Filled           DEA         2010-00005         ADM         04/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00005         ADM         04/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00006         ADM         04/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00006         ADM         04/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00006         ADM         04/11/2010         ADM         04/11/2010         BL0         Filled           BL0         2010-00010         ADM         09/11/2010         BL0         Filled         DEA           DEA         2010-00011         ADM         09/11/2010         BL0         Filled         DEA           DEA         2010-00013         ADM         09/11/2010         ADM         09/11/2010         BL0         Filled           DEA	RBL	2010-00001	ADM	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         2010-00006         ADM         04/11/2010         ADM         09/11/2010         BLO         Filled           DEA         2010-00007         ADM         04/11/2010         ADM         04/11/2010         BLC         Filled           RBL         2010-00007         ADM         04/11/2010         ADM         09/11/2010         BLC         Filled           BLO         2010-00011         ADM         09/11/2010         ADM         09/11/2010         BLO         Filled           DEA         2010-00013         ADM         09/11/2010         ADM         09/11/2010         BLO         Filled           DEA         2010-00013         ADM         09/11/2010         ADM         09/11/2010         BLO         Filled           DEA         2010-00013         ADM         09/11/2010         ADM         09/11	DEA			04/11/2010				In progress
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         2010-00006         ADM         04/11/2010         ADM         09/11/2010         BLO         Filled           DEA         2010-00000         ADM         04/11/2010         ADM         04/11/2010         BEC         Filled           BL0         2010-00000         ADM         08/11/2010         BEL         In progress           DEA         2010-00010         ADM         09/11/2010         BLO         Filled           DEA         2010-00013         ADM         09/11/2010         BLO         Filled           DEA         2010-00013         ADM         09/11/2010         BLO         Filled           DEA         2010-00013         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         2010-0001	RBL	2010-00003	IGR	04/11/2010			BLO	To be filled
DEA         2010-0006         ADM         64/11/2010         ADM         01/1/2010         ELO         Filled           DEA         2010-0008         ADM         64/11/2010         ADM         04/11/2010         BEC         Filled           BEL         2010-0008         ADM         64/11/2010         ADM         04/11/2010         BEC         Filled           BEL         2010-0001         ADM         64/11/2010         DEA         To be filled           BEA         2010-0001         ADM         66/11/2010         ADM         09/11/2010         BLO         Filled           DEA         2010-00011         ADM         69/11/2010         ADM         09/11/2010         BLO         Filled           DEA         2010-00012         ADM         69/11/2010         ADM         09/11/2010         BLO         Filled           DEA         2010-00013         ADM         69/11/2010         ADM         09/11/2010         BLO         Filled           DEA         2010-00014         ADM         69/11/2010         ADM         09/11/2010         BLO         Filled           DEA         2010-00015         ADM         69/11/2010         ADM         09/11/2010         BLO         Fille	DEA	2010-00004	IGR	04/11/2010	IGR.	04/11/2010	RBL	Filled
DEA         2010-00008         ADM         64/11/2010         ADM         04/11/2010         RBC         Filled           RBL         2010-00009         ADM         64/11/2010         DEA         To be filled           BLO         2010-00009         ADM         64/11/2010         DEA         To be filled           BLO         2010-00010         ADM         66/11/2010         RBL         In progress           DEA         2010-00012         ADM         69/11/2010         BLO         Filled           DEA         2010-00012         ADM         69/11/2010         BLO         Filled           DEA         2010-00013         ADM         69/11/2010         ADM         09/11/2010         BLO         Filled           DEA         2010-00013         ADM         69/11/2010         ADM         09/11/2010         BLO         Filled           DEA         2010-00015         ADM         69/11/2010         ADM         09/11/2010         In progress           DEA         2010-00016         ADM         69/11/2010         BLO         In progress           DEA         2010-00017         ADM         69/11/2010         BLO         Filled           DEA         2010-00017	DEA	2010-00005	ADM	04/11/2010	ADM	09/11/2010	BLO	Filled
RBL         2010-00009         ADM         04/11/2010         DEA         To be filled           BL0         2010-00010         ADM         06/11/2010         RBL         In progress           DEA         2010-00011         ADM         06/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00011         ADM         09/11/2010         BL0         Filled         Filled           DEA         2010-00013         ADM         09/11/2010         BL0         Filled           DEA         2010-00013         ADM         09/11/2010         BL0         Filled           DEA         2010-00015         ADM         09/11/2010         BL0         In progress           DEA         2010-00015         ADM         09/11/2010         BL0         In progress           DEA         2010-00015         ADM         09/11/2010         BL0         Filled           DEA         2010-00015         ADM         09/11/2010         BL0         Filled           DEA         2010-00017         ADM         09/11/2010         BL0         Filled           DEA         2010-00017         ADM         09/11/2010         BL0         Filled <t< td=""><td>DEA</td><td>2010-00006</td><td>ADM</td><td>04/11/2010</td><td>ADM</td><td>09/11/2010</td><td>BLO</td><td></td></t<>	DEA	2010-00006	ADM	04/11/2010	ADM	09/11/2010	BLO	
BL0         2010-00010         ADM         06/11/2010         RBL         In progress           DEA         2010-00011         ADM         09/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00012         ADM         09/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00012         ADM         09/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00013         ADM         09/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00015         ADM         09/11/2010         ADM         09/11/2010         BL0         In progress           DEA         2010-00015         ADM         09/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00017         ADM         09/11/2010         BL0         Filled           DEA         2010-00017         ADM         09/11/2010         BL0         Filled           DEA         2010-00018         ADM         09/11/2010         BL0         Filled           DEA         2010-00018         ADM         09/11/2010         B	DEA	2010-00008	ADM	04/11/2010	ADM	04/11/2010	RBC	Filled
DEA         2010-00011         ADM         09/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00012         ADM         09/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00012         ADM         09/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00014         ADM         09/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00014         ADM         09/11/2010         ADM         09/11/2010         BL0         In progress           DEA         2010-00015         ADM         09/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00017         ADM         09/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00017         ADM         09/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00017         ADM         09/11/2010         BL0         Filled         Filled           DEA         2010-00018         ADM         09/11/2010         BL0         To be filled <td>RBL</td> <td>2010-00009</td> <td>ADM</td> <td>04/11/2010</td> <td></td> <td></td> <td>DEA</td> <td>To be filled</td>	RBL	2010-00009	ADM	04/11/2010			DEA	To be 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         2010-00013         ADM         09/11/2010         ADM         09/11/2010         BLO         In progress           DEA         2010-00015         ADM         09/11/2010         BLO         In progress           DEA         2010-00016         ADM         09/11/2010         BLO         Filled           DEA         2010-00016         ADM         09/11/2010         BLO         Filled           DEA         2010-00017         ADM         09/11/2010         BLO         Filled           DEA         2010-00017         ADM         09/11/2010         BLO         Filled           DEA         2010-00017         ADM         09/11/2010         BLO         Filled           DEA         2010-00018         ADM         09/11/2010         BLO         Filled           DEA         2010-00018         ADM         09/11/2010         BLO         To be filled           DEA         2010-000018         ADM         29/11/2	BLO	2010-00010	ADM	08/11/2010			RBL	In progress
DEA         2010-00013         ADM         09/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00014         ADM         09/11/2010         BL0         In progress           DEA         2010-00015         ADM         09/11/2010         BL0         In progress           DEA         2010-00015         ADM         09/11/2010         ADM         09/11/2010         BL0         In progress           DEA         2010-00016         ADM         09/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00017         ADM         09/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00017         ADM         09/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00018         ADM         09/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00019         ADM         09/11/2010         BL0         To be filled           DEA         2010-00019         ADM         29/11/2010         BL0         To be filled	DEA	2010-00011	ADM	09/11/2010	ADM	09/11/2010	BLO	Filled
DEA         2010-00014         ADM         09/11/2010         BL0         In progress           DEA         2010-00015         ADM         09/11/2010         BL0         In progress           DEA         2010-00015         ADM         09/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00016         ADM         09/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00017         ADM         09/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00018         ADM         09/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00018         ADM         09/11/2010         BL0         To be filled           DEA         2010-00018         ADM         09/11/2010         BL0         To be filled           DEA         2010-00020         ADM         29/11/2010         BL0         To be filled	DEA	2010-00012	ADM	09/11/2010	ADM	09/11/2010	BLO	Filled
DEA         2010-00015         ADM         09/11/2010         EL0         In progress           DEA         2010-00016         ADM         09/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00016         ADM         09/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00017         ADM         09/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00018         ADM         09/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00019         ADM         09/11/2010         BL0         To be filled           DEA         2010-00020         ADM         29/11/2010         BL0         To be filled	DEA	2010-00013	ADM	09/11/2010	ADM	09/11/2010	BLO	Filled
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         2010-00017         ADM         09/11/2010         ADM         09/11/2010         BLO         Filled           DEA         2010-00018         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	DEA	2010-00014	ADM	09/11/2010			BLO	In progress
DEA         2010-00017         ADM         09/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00018         ADM         09/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00019         ADM         09/11/2010         ADM         09/11/2010         BL0         Filled           DEA         2010-00019         ADM         09/11/2010         BL0         To be filled           DEA         2010-00020         ADM         29/11/2010         BL0         To be filled	DEA	2010-00015	ADM	09/11/2010			BLO	In progress
DEA         2010-00018         ADM         09/11/2010         ADM         09/11/2010         ELO         Filled           DEA         2010-00019         ADM         09/11/2010         ELO         To be filled           DEA         2010-00020         ADM         29/11/2010         ELO         To be filled	DEA	2010-00016	ADM	09/11/2010	ADM	09/11/2010	BLO	Filled
DEA         2010-0018         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	DEA			09/11/2010	ADM	09/11/2010	BLO	Filled
DEA 2010-00020 ADM 29/11/2010 BLO To be filled	DEA	2010-00018	ADM	09/11/2010	ADM	09/11/2010	BLO	Filled
DEA 2010-00020 ADM 29/11/2010 BLO To be filled	DEA						BLO	To be filled
							0	

Fig 282 - Requests management

 $\succ$  Click the relevant row.

The  $\blacktriangleright$  icon appears on the left (Fig 282 **B**).

Click the **Fill Request** button on the command bar (Fig 282 C).

The following screen opens (Fig 283 - "Resource request filling").

equest: 2010-0002	2 - Request au	thor: ADM - Requ	est date: 29/11/2010 - Request	ting stockroom: DEA							
equest notes:											
Fill position	Code	Producer code	Description			Qty	Cabinet	Kit	Req. qty	Qty	Notes
BLO.GL.S.LL.PL	906RC001036	3757	SUTURA PROLENE CD. 8698G	°D		25	25	0	1	0	
	616RC140951	3757	ELETTRODO ABLAZ./COAGUL. 227355	=D	DET.302/10	0		0	1	0	
BLO.GLA.LL.PL	900RL000290	206	SET TAMP, GARZA MM.10 RX CF.5	)DCOD. 157030010 T.12/12	D.972/09	237	231	6	1	0	
BLO.GI.A.LI.PI	915R1000053	5672	GAMBALE CM. 75XIIO CD. 21313104	/D	DEL.525/07	4962	4962	0	1	0	
	906RC000250	5896	SUTURATRICE CIRCOL. 31MM EEA31	)DEX CD.111989 -	DEL.410/09	0		0	1	0	
BLO.GLS.LLPI	906RC000291	3757	SUTURA PDS II CD. Z317H NON +	°D		54	54	0	1	0	
BLO.GL.G.LL.PI	916R2090010	5546	DREN.C/SCANALATURA COD. 24111	/DMIS. 3 X 7 MM	DEL.510/07	42	42	0	1	0	
BLO.GI.T.LI.PI	916RC001231	3757	FORBICI 23CM COD. ACE23P NON+	+ (D	DEL.512/08	0		0	1	0	
BLO.GI.A.LI.PI	915R1000018	2618	TELO C/FORO ADESIV. CMI 20XI 50	/D	DEL.525/07	4979	4979	0	1	0	
BLO.GI.T.LI.PI	906RA000244	5896	SUTURATRICE GIA GIA80485	)D	DEL.410/09	12	12	0	1	0	

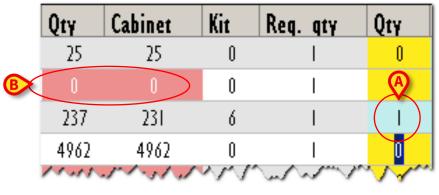
Fig 283

The resources that are part of the request are listed in a table

The following information can be displayed for each resource:

fill position (if for a resource different positions are available the user must specify the ٠ position from which the resource is picked - in these cases the field is empty and highlighted yellow);

- resource code;
- producer code;
- resource description;
- total available quantity;
- quantity of resource located in the cabinets;
- quantity of resource located in the kits;
- requested quantity;
- filled quantity;
- possible notes.
- Specify, in the "Quantity" cell, the quantity of resource provided to fill the request (Fig 284 A). When a quantity is specified the cell turns from yellow to light blue.





If a resource is unavailable the "Q.ty" and "Cabinet" cells are highlighted red (Fig 284 **B**). It is not possible to specify a quantity for these resources. The request can be filled anyway.

When all the information is specified,

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

The request is this way filled.

### 20. Resources list for emergencies

The "Emergencies" module makes it possible to quickly display and print the list of resources necessary for an emergency operation.

To access this module,

SM⁻



> click the corresponding icon on the lateral bar.

The following screen opens (Fig 285).

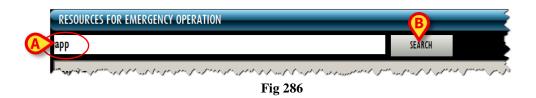
	RESOURCES FO	R EMERGENCY (	PERATION				🕀 Below sto
X					SEARCH	>	
	Operation						
				 5 - "Emer			DISPLAY RESOURCES

#### 20.1. How to display the resources list for an operation

The field placed on top, indicated in Fig 285 A, makes it possible to search for the operation for which the resources list needs to be displayed.

To search for the operation

 $\blacktriangleright$  type the operation name (or part of it) in the field indicated in Fig 286 A.



Click the **Search** button placed alongside the field (Fig 286 **B**).

The list of operations whose name includes the specified text is displayed (Fig 287 A).

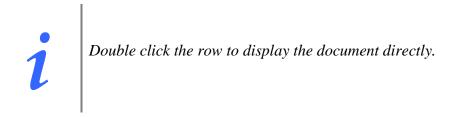
	RESOURCES FOR EMERGENCY OPERATION		🕀 Below stock
	арр	SEARCH	
	Operation B		
$\left( \right)$	Appendicectomia Iaparoscopica		
	Appendicectomia laparoscopica (D.S.)		
	Appendicectomia laparotomica		
	Appendicectomia laparotomica (D.S.)		
	Applicazione di IMF		
	Applicazione ferule mascellari		
U	MAPPING PROSTATICO 20 PRELIEVI		
			<u>e</u>
			DISPLAY RESOURCES
	I	Fig 287	

Click the name of the relevant operation.

The name appears highlighted (Fig 287 **B**).

Click the **Display Resources** button on the command bar (Fig 287 C).

The document listing all the needed resources is displayed.



A print preview is displayed (Fig 288).

	RE	SOURCES	FOR EMERGEN	CY OPERA	TION
		07/2010			
		endicectomia la			
Code	Description		Location	Qty	Barcode
900R7505269	PER APPENDICEC SET GARZA 10X10 CF.5)DCD.234811 DEL.972/09	16STR.S.FILO	G1AL1P1	1	
906RC000401	SUTURATRICE CU 054887 )D35W DEL.410/09	TANEA ROYAL	G1.T.L1.P1	1	
916R2090001	DRENAGGIO SILIC CD.24603 /DSPIR 510/07		G1.Nuovi Materiali.L1.P1	1	
900RC000467	SET GARZA 10X60 CF.5 (DID23D1020 D.972/09		G1.Nuovi Materiali.L1.P1	1	
616RC770013	SPUGN X PULIZIA (D	BISTURI CD.AL.40	G1.Nuovi Materiali.L1.P1	1	
900RL000290	SET TAMP, GARZA CF.5 )DCOD, 1570 D.972/09		G1AL1.P1	1	
915R1000001	STRISCIA ADESIVA COD 258347 /D DEL 525/07	<b>x</b>	G1.Nuovi Materiali.L1.P1	2	
605RS000462	BISTURI N. 11 STEP CD03443010011 (C D.895/09		G1:Nuovi Materiali.L1.P1	1	
916RC040303	SACCHETTO RIMOZ.REPER.COL DEL.930/08	POUCH (D	G1.Nuovi Materiali.L1.P1	1	
906RC002000	SUTURA LACCI SU (DPOLYSORB	IRGITIE EL21L	G1.S.L1.P1	1	
906RC000003	SUTURA SETA CD DEL 14/06	680H *D	G1.S.L1.P1	1	
916RC000512	CARICATORE CLIP	CHALLENGER	G1.Nuovi Materiali.L1.P1	1	

Click the **Print** button on the command bar (Fig 288 A) to print the document.

For each resource the following information can be displayed:

- the code;
- the description;
- the location;
- the needed quantity;
- the barcode.

This document can be used to pick the resources from the cabinets.

### 21. Inventory management

The "Inventory" module makes it possible to manage the inventories, the quantities, the expiration dates and the resources in stock.

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

To select the module

click the corresponding icon

The following screen opens:

KROOM ALL	1	CABINETS GROU	ALL			BINET		LOCATION ALL			RESET
				-		ALL	Ĺ	Picc			_
Position	^ Code		icer code	Resource			Tale 13/2 50476	Expiration	Stock Qt		Kit
BLO.GI.A.LI.PI	600R7770208	498				DREADY RX N+ (D				5	5
BLO.GI ALI.PI	600R7790104	498			IEG.IODOF. 10		2/8			22	22
BLO.GI.A.LI.PI	602R7770016	22			LAST.ANTIALL.2		13510270000			U	0
BLO.GI ALI.PI	602RC001100	206				CD.12056105027(DDE					23
BLO.GI.A.LI.PI	602RC001102	206				CD.12056105107(DDE				25	25
BLO.GI.A.LI.PI	602RC003106	22			LSELF FIX PI		0230050000			U	0
BLO.GI.A.LI.PI	602RC003107	22				C CM 8X4MT. (DCOD.				0	0
BLO.GI.A.LI.PI	602RC100010	771				LATTICE ** (DCOD.				9	9
BLO.GI A.LI.PI	602RC100011	771				(	. 02121542 ** DE			12	12
BLO.GI A.LI.PI	602RC100012	771					). 02121543*** DEL			0	0
BLO.GI.A.LI.PI	603R0000013	5355			. TNT SURGIPA		D. NWSP1020 DEL				37
BLO.GI A.LI.PI	603RC229001	3757					I OPZX20BUSTE = 200P			66	63
BLO.GI.A.LI.PI	603RC229002	3757				/	ZX20BUSTE=200PZ			0	0
BLO.GI A.LI.PI	616RS000083	2618			JR COD. 778						08
BLO.GI A.LI.PI	900R7505269	493				R.S.FILO CF.5)DCD.234				302 3	302
BLO.GI A.LI.PI	900R7505543	498		SET GAR	ZA 5X60 LUNO	G RX 8STR CF.3 )DFD	3D0560F8SNN03 X			43	43
BLO.GI ALI .PI	900R7505917	498		SET GAR	za zaffi mts:	(7CM 4STR.RX )DZZD	507F 12/8 32/40 1			236 2	236
BLO.GI.A.LI.PI	900R7770208	498		SET GAR	ZA 7X9 I6STR	. RX CF.5 )DC.IE	43B0709F055   2/8			340 2	298
BLO.GLA.LT.PI	900R7770211	493		SET GAR	ZA LOX60 8ST	R. S.FILO CF.5)D12/8	FILATO 32/40 BORD			312 3	312
BLO.GI A.LI .PI	900R7790103	498		SET GAR	ZA LAPAR.30X	30 RXL2ST CF.L)DFD	D3030F12NA01 12/8			73	73
BLO.GLA.LI.PI	900RC000467	498		SET GAR	ZA LOX60 8ST	RATERX CF.5 (DID2	3D1020F055 P.X 3(1			423 4	406
BLO.GI A.LI.PI	900RC000470	498		SET GAR	ZA LAP.5X25 I	AX CUCITE 3PZ =D12	/8 32/40 - 4 STRAT			488 4	188
BLO.GI.A.LI.PI	900RL000288	206		SET TAM	IPONE GARZA	MM.40 C/FB.CF.5)DCE	.1560430041A 12/8			294 2	291
BLO.GI A.LI.PI	900RL000289	206		SET TAM	P. GARZA MM.	8 RX CF.5 )DC0	D. 157033008 T.12/1			196 1	92
BLO.GI A.LI.PI	900RL000290	206		SET TAM	P. GARZA MM.	IO RX CF.5 )DCO	D. 157030010 T.12/1			236 2	230
BLO.GI.A.LI.PI	900RS000038	498		SET GAR	ZA LAP.40X50	RX 12STR CF.4)DFD	D40S0F12NA04 12/8			74	71
Resource						New Exp.		Stock ^	Cabinet Kit	Real Oty	
GARZA 7X9 16STR.FOL	DREADY RX N+ (DTITOL	.0 12/8 FILATO 20/20	D. 42/08					5	5	0	5 🗙
2	3 4	5 6	7 8	9	0		+/-	C	NEXT		
		SEARCH				REFILL	PRINT				_
$\nabla$											

Fig 289 - Inventory

#### 21.1. Inventory: screen structure

The "Inventory" screen is structured according to the general description offered in paragraph 1.4. See that paragraph for the screen general features. This paragraph describes the screen specific features.

#### 21.1.1. Filters



The filters available on the "Inventory" screen (Fig 290) are:

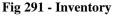
- "Stockroom" Displays only the resources of a specific stockroom.
- "Cabinet group" Displays only the resources of a specific cabinet group.
- "Cabinet" Displays only the resources of a specific cabinet.
- "Location" Displays only the resources of a specific location.

See paragraph 1.4.2 for instructions on how the filters work.

#### 21.1.2. Data area

The data area of the "Inventory" screen is formed of two parts (Fig 291).

	STOCKROOM		- CAB	INETS GROUP ALL		- CAB	NET ALL	*	LOCATION ALL			*	RESET
$\cap$	Position	^ Code		Producer code	Resourc				Expiration	St	ock Qty	Cabinet	Kit
	BLO.GI.A.LI.PI	600R7770	208	498	GARZA 7)	9 I 6STR.FOLD	READY RX N+ (DTI				5		5
	BLO.GI.A.LI.PI	600R7790	104	498	GARZA PH	G.IODOF. 109	5 MT.I =DT.12/	8			22		22
	BLO.GLA.LL.PI	602R7770	016	22	BENDA E	AST.ANTIALL.20	XS FLEXA (DCOD. 03	510270000					0
	BLO.GI.A.LI.PI	602RC001	100	206	BENDA O	RL. MT5X2CM	CD.12056105027(DDEL.	N. 99/08			23		23
	BLO.GLA.LI.PI	602RC001	102	206	BENDA O	RL.MT5X10CM	CD.12056105107(DDEL.	N. 99/08			25		25
	BLO.GI A.LI.PI	602RC003	106	22	BENDA E	SELF FIX PIC	CM4X4MT. (DCOD.00	230050000					0
	BLO.GI.A.LI.PI	602RC003	107	22	BENDA E	SELF FIX PIC	CM 8X4MT. (DCOD.00	230020000					0
L 1	BLO.GI.A.LI.PI	602RC100	010	771	BENDA AI	JTOFIX 4X4 S.	ATTICE ** (DCOD. 0	2121540 ***			9		9
	BLO.GI.A.LI.PI	602RCI 00	011	771	BENDA A	JTOFIX 8X4 S	LATTICE ** (DCOD.	02121542 ** DE			12		12
	BLO.GI.A.LI.PI	602RCI 00	012	771	BENDA A	UTOFIX 10X4	S.LATTICE ** (DCOD.	02121543*** DEL					0
	BLO.GI ALI.PI	603R0000	013	5355	MEDICAZ.	TNT SURGIPAL	I I OX20 (DCOD.	NWSP1020 DEL			37		37
	BLO.GI.A.LI.PI	603RC229	001	3757	COTONINI	SOFT BSXL0	Z. 80-1407 )DCF:1	OPZX20BUSTE = 200P			66		63
	BLO.GI.A.LI.PI	603RC229	002	3757	COTONINI	SOFT BSXIOP	Z. 80-140 )DCF:10PZ	X20BUSTE=200PZ					0
	BLO.GI ALI.PI	61 6RS000	083	2618	SET X TU	R COD. 7788	5 (D				108	1	08
	BLO.GI.A.LI.PI	900R7505	269	493	SET GARZ	A LOXIO L6ST	S.FILO CF.5)DCD.2348	12/8 32/40			302	3	02
	BLO.GI ALI .PI	900R7505	543	498	SET GARZ	A 5X60 LUNG	RX 8STR CF.3 )DFD30	00560F8SNN03 X			43		43
	BLO.GI.A.LI.PI	900R7505	917	498	SET GARZ	A ZAFFI MTSX	7CM 4STR.RX )DZZD50	07F 12/8 32/40 1			236	2	36
	BLO.GI ALI.PI	900R7770	208	498	SET GARZ	A 7X9 1.6STR.	RX_CF.5 )DC.ID4	3B0709F055 12/8			340	2	98
	BLO.GI ALI .PI	900R7770	211	493	SET GARZ	A LOX60 85TH	. S.FILO CF.5)D12/8 F	ILATO 32/40 BORD			312	3	12
	BLO.GI.A.LI.PI	900R7790	103	498	SET GAR	A LAPAR 30X3	0 RXI2ST CF.I)DFD3D	3030F12NA01 12/8			73		73
	BLO.GI.A.LI.PI	900RC000	467	498	SET GARZ	A LOX60 85TH	ATI RX CF.5 )DID230	01020F05S_P.X_3(1			423	4	06
	BLO.GI.A.LI.PI	900RC000	470	498	SET GARZ	A LAP.5X25 R	CUCITE 3PZ =D12/8	3 32/40 - 4 STRAT			488	4	88
	BLO.GI.A.LI.PI	900RL000	288	206	SET TAME	PONE GARZA I	1M.40 C/FB.CF.5)DCD.I	560430041A 12/8			294	2	91
	BLO.GI ALI.PI	900RL000	289	206	SET TAMP	GARZA MM.8	RX CF.5 )DCOD.	157033008 T.12/1			196	1	92
	BLO.GI.A.LI.PI	900RL000	290	206	SET TAMP	. GARZA MM.I	ORX CF.5 )DCOD.	157030010 T.12/1			236		30
$\leq$	BLO.GLA.LI.PI	900RS000	038	498	SET GAR	A LAP.40X50	RX 12STR CF.4)DFD3D	40SOF12NA04 12/8			74		71
	Resource						New Exp.		Stock	^ Cabinet	Kit	Real Qty	
	▶ GARZA 7X9 16STR.FO			FULKTR 20.000 D 42.000						5	5 0		5 X



The upper part of the screen lists all the resources that are in the inventory (Fig 291 A). Each row corresponds to a resource type. For each resource the following information can be provided:

- the position (not editable);
- the resource code (not editable);
- the manufacturer code (not editable);
- the resource name (not editable);
- the expiration date (not editable);
- the quantity of resources in stock (not editable);
- the quantity of resource located in the cabinets (not editable);
- the quantity of resource located in the kits (not editable).

The lower part of the screen (Fig 291 **B**) contains detailed information relating to the resource selected in the upper part. Each row corresponds to a single resource (while in the upper part each row corresponds to a resource <u>type</u>).

For each row the following information can be displayed:

- the resource name and description (not editable);
- the possible new expiration date;

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

- the total recorded quantity in stock (not editable);
- the recorded quantity of resource located in the cabinets (not editable);
- the recorded quantity of resource located in the kits (not editable).
- the actual quantity in stock.

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

The  $\blacktriangleright$  icon on the left indicates the selected resource.

The selection of a row in the upper part of the screen displays the details of the corresponding resource in the lower part of the screen.

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

i

less than the ideal quantity (indicated by configuration) the corresponding cell is highlighted yellow.

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

In the configurations that manage the expiration dates, if the expiration date is highlighted red it means that the resource is expired. If the expiration date is highlighted yellow it means that the resource is close to expiration.

The icon on the right cancels the corresponding row. The cancelled row appears in strike-through characters, as in Fig 292.



The corresponding resources disappear from the list when the screen is updated.

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

The rows highlighted green corespond to resources that are not in use anymore but for which there are still available quantities in stock (Fig 293).

RBL.GT.Nuovi Mater 609R7800	240 597	SONDA GASTR. SIL. C2316-18 N+ /DCH 18	5	5					
	Fig 293								

#### 21.1.3. The "Inventory" screen command bar

The command bar of the "Inventory" screen (Fig 294) is formed of several buttons. This paragraph lists briefly the functions of the different buttons, referring to successive paragraphs when more detailed instructions on a specific functionality are necessary.

ļ	2	3	4	5	6	7	8	9	0		+/-	C	NEXT	
7	7	/	7	SEA	RCH		_	_	*	REFILL	PRINT			

#### Fig 294 - Command bar

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

I	2	3	4	5	6	7	8	9	0
			Fig 29	5 - Nur	neric b	uttons			

Use the numeric buttons (Fig 295) to indicate the quantities. Click one of the numbers to write the number in the "Quantity" field.

The "•" button is a decimal divider. The button is active only if decimal specification is relevant.

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

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

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

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

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

Use the **Refill** button to access directly the refill functionalities for the selected resource. See paragraph 21.3 for the detailed procedure.

Use the **Print** button to print the resources inventory. See paragraph 21.4 for the module's print functionalities.

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

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

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

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

#### 21.2. Editing the inventory values

The "Inventory" module makes it possible to manage the values relating to the resources recorded. It is possible to change the quantities in stock and the expiartion dates if necessary. It is also possible to delete a resource.

The nature and number of editable values depend on the configuration of the specific resource and are indicated by the light-blue colour highlighting the corresponding cell. In Fig 296, for instance, only the actual quantity is editable.

Resource		New Exp.	Stock 🔶	Real Qty	
SUTURA PROFIL CD. P3059	°DSUT.FIBRA POLINTREC.NN. ASS.		160	160	×
		Fig 296			

#### 21.2.1. How to change the quantities in stock

To change the quantity of resource in stock,

 $\blacktriangleright$  click the row in the upper part of the screen corresponding to the relevant resource.

The row is selected; the  $\blacktriangleright$  icon is displayed on the left (Fig 297 A).

STOCKROOM ALL	•	CABINETS GROUP ALL	CABINE	ALL	-	LOCATION ALL		*	R
Position	^ Code	Producer code	Resource	-		Expiration	Stock Otv	Cabinet	
BLO.GI.A.LI.PI	600R7770208	498	GARZA 7X9 16STR.FOLDREA	DY RX N+ (DTIT				5	5
BLO.GI ALI.PI	600R7790104	498	GARZA PIEG.IODOF. 10% MI	.I =DT.I 2/I				22	22
BLO.GI.A.LI.PI	602R7770016	22	BENDA ELAST.ANTIALL.20X5 I	LEXA (DCOD. 03	10270000			0	0
BLO.GI ALI.PI	602RC001100	206	BENDA ORL. MT5X2CM CD.I	2056105027(DDEL.	N. 99/08		;	23	23
BLO.GI ALI.PI	602RC001102	206	BENDA ORL.MT5X10CM CD.1	2056105107(DDEL.	N. 99/08		1	25	25
BLO.GI ALI.PI	602RC003106	22	BENDA ELSELF FIX PIC CM	4X4MT. (DCOD.00)	30050000			0	0
BLO.GI ALI.PI	602RC003107	22	BENDA ELSELF FIX PIC CM	8X4MT. (DCOD.00)	30020000			0	0
BLO.GI ALI.PI	602RC100010	771	BENDA AUTOFIX 4X4 S.LATTI	CE *** (DCOD. 02	121540 ***			9	9
BLO.GLA.LI.PI	602RC100011	771	BENDA AUTOFIX 8X4 S. LA	TTICE ** (DCOD.	02121542 ** DE			2	12
BLO.GI ALI.PI	602RC100012	771	BENDA AUTOFIX LOX4 S.LA	TTICE ** (DCOD.	02121543*** DEL			0	0
BLO.GLA.LI.PI	603R0000013	5355	MEDICAZ. TNT SURGIPAD IC	IX20 (DCOD.	NWSP1020 DEL		3	37	37
BLO.GI ALI.PI	603RC229001	3757	COTONINI SOFT BSXLOPZ.	80-1407 )DCF:10	PZX20BUSTE = 200P		(	56	63
BLO.GI.A.LI.PI	603RC229002	3757	COTONINI SOFT BSXLOPZ.	80-140 )DCF:10PZ)	20BUSTE=200PZ			0	0
BLO.GI ALI.PI	616RS000083	2618	SET X TUR COD. 77885	(D			10	1 80	80
BLO.GI ALI.PI	900R7505269	493	SET GARZA LOXIO L6STR.S.F	ILO CF.5)DCD.23481	12/8 32/40		30	12 3	302
🕨 🕨 🕨 🕨 🕨	900R7505543	498	SET GARZA 5X60 LUNG RX	8STR CF.3 )DFD3D	D560F8SNN03 X		4	13	43
BLO.GI ALI.PI	900R7505917	498	SET GARZA ZAFFI MTSX7CM	4STR.RX )DZZD50	7F 12/8 32/40 1		23	36 2	236
BLO.GI ALI.PI	900R7770208	498	SET GARZA 7X9 16STR. RX	CF.5 )DC.ID43	B0709F05S 12/8		34	10 2	298
BLO.GLALL.PL	900R7770211	493	SET GARZA LOX60 8STR. S.	FILO CF.5)D12/8 F	LATO 32/40 BORD		31	2 3	312
BLO.GI ALI.PI	900R7790103	498	SET GARZA LAPAR.30X30 R	XI 2ST CF. I ) DFD 3D	030F12NA01 12/8			B	73
BLO.GLALL.PL	900RC000467	498	SET GARZA LOX60 8STRATI	RX CF.5 )DID23D	020F055 P.X 3(1		42	23 4	106
BLO.GI ALI.PI	900RC000470	498	SET GARZA LAP.5X25 RX C	JCITE 3PZ =D12/8	32/40 - 4 STRAT		48	38 4	88
BLO.GLA.LI.PI	900RL000288	206	SET TAMPONE GARZA MM.4	0 C/FB.CF.5)DCD.I	560430041A 12/8		29	14 2	291
BLO.GI ALI.PI	900RL000289	206	SET TAMP. GARZA MM.8 R	X CF.5 )DCOD.	157033008 T.12/1		- 19	²⁶ I	92
BLO.GI ALI.PI	900RL000290	206	SET TAMP. GARZA MM.10 R	X CF.5 )DCOD.	157030010 T.12/1		23	36 2	230
BLO.GI ALI.PI	900RS000038	498	SET GARZA LAP.40X50 RX	12STR CF.4)DFD3D	OSOF12NA04 12/8			74	71
Resource				New Exp.		Stock ^	Cabinet Kit	Real Oty	
▶▶ SET GARZA 5X60 LUNC	i RX 8STR CF.3 )DFD3D050	SOF8SNN03 X 3(5X20) D.972/09				43	43 (		43

In the lower part of the screen the details of the selected resource are displayed (Fig 297 **B**).

In the lower part of the screen,

> click the row corresponding to the resource for which the quantity must be changed.

The corresponding row is selected; the *b* icon is displayed on the left.

- > Insert the new resource quantity using the numeric buttons on the command bar.
- Click the Update button on the command bar.

The quantities in stock are updated.

Otherwise, as alternative procedure,

click the cell containing the "actual quantity" on the row corresponding to the resource for which the value must be changed.

The corresponding row is selected; the *b* icon is displayed on the left. The quantity is highlighted.

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

The quantities are this way updated.

The icon makes it possible to go back to the original values ("Undo" button).

#### 21.2.2. Deleting an inventory item

To delete an inventory item, on the upper part of the screen,

 $\succ$  click the row corresponding to the resource that must be deleted.

The resource is selected; the  $\triangleright$  icon appears at the beginning of the row (Fig 298 A).

STOCKROOM ALL	- C	ABINETS GROUP ALL	- CABINET ALL	- LOCATION ALL		RE	ESE
Position	^ Code	Producer code	Resource	Expiration	Stock Oty C	abinet P	Kit
BLO.GLA.LI.PI	600R7770208	498	GARZA 7X9 16STR.FOLDREADY RX N+ (DTITOLO 12/8	FILATO	5	5	
BLO.GLA.LI.PI	600R7790104	498	GARZA PIEG.IODOF. 10% MT.I =DT.12/8		22	22	
BLO.GI.A.LI.PI	602R7770016	22	BENDA ELAST.ANTIALL.20X5 FLEXA (DCOD. 03510270000		0	0	
BLO.GLA.LI.PI	602RC001100	206	BENDA ORL. MT5X2CM CD.12056105027(DDEL. N. 99/08		23	23	
BLO.GI.A.LI.PI	602RC001102	206	BENDA ORLMTSXIOCM CD.12056105107(DDEL. N. 99/08		25	25	
BLO.GI.A.LI.PI	602RC003106	22	BENDA ELSELF FIX PIC CM4X4MT. (DCOD.00230050000		0	0	
BLO.GI.A.LI.PI	602RC003107	22	BENDA ELSELF FIX PIC CM 8X4MT. (DCOD.00230020000		0	0	
BLO.GI.A.LI.PI	602RC100010	771	BENDA AUTOFIX 4X4 SLATTICE *** (DCOD. 02121540 **	**	9	9	
BLO.GLA.LI.PI	602RC100011	771	BENDA AUTOFIX 8X4 S. LATTICE *** (DCOD. 02121542	** DE	12	12	
BLO.GI.A.LI.PI	602RC100012	771	BENDA AUTOFIX 10X4 S.LATTICE *** (DCOD. 02121543*	** DEL	0	0	
BLO.GLA.LI.PI	603R0000013	5355	MEDICAZ. TNT SURGIPAD 10X20 (DCOD. NWSP1020	DEL	37	37	
BLO.GI.A.LI.PI	603RC229001	3757	COTONINI SOFT BSX10PZ. 80-1407 (DCF:10PZX20BUST	E=200P	66	63	
BLO.GI.A.LI.PI	603RC229002	3757	COTONINI SOFT BSX10PZ. 80-140)DCF:10PZX20BUSTE=	200PZ	0	0	
BLO.GI.A.LI.PI	616RS000083	2618	SET X TUR COD. 77885 (D		108	108	
BLO.GI.A.LI.PI	900R7505269	493	SET GARZA LOXIO 16STR.S.FILO CF.5)DCD.23481 12/8 32/	10	302	302	
BLO.GI.A.LI.PI	900R7505543	498	SET GARZA 5X60 LUNG RX 8STR CF.3 )DFD3D0560F85NM	03 X	43	43	
BLO.GLA.LI.PI	900R7505917	498	SET GARZA ZAFFI MTSX7CM 4STR.RX )DZZD507F 12/8 3	2/40 1	236	236	
BLO.GI ALI.PI	900R7770208	498	SET GARZA 7X9 16STR. RX CF.5 )DC.ID43B0709F055	12/8	340	298	
BLO.GI.A.LI.PI	900R7770211	493	SET GARZA LOX60 8STR. S.FILO CF.5)D12/8 FILATO 32/4	0 BORD	312	312	
BLO.GI ALI .PI	900R7790103	498	SET GARZA LAPAR 30X30 RXI2ST CF.I)DFD3D3030FI2NA	01 12/8	73	73	
BLO.GI.A.LI.PI	900RC000467	498	SET GARZA LOX60 8STRATI RX CF.5 )DID23D1020F055	P.X. 3(I	423	406	
BLO.GI.A.LI.PI	900RC000470	498	SET GARZA LAP.5X25 RX CUCITE 3PZ =D12/8 32/40 -	4 STRAT	488	488	
BLO.GI.A.LI.PI	900RL000288	206	SET TAMPONE GARZA MM.40 C/FB.CF.5\DCD.1560430041		294	291	
BLO.GLA.LI.PI	900RL000289	206	SET TAMP. GARZA MM.8 RX CF.5 )DCOD. 15703300	3 T.12/I	196	192	
BLO.GI.A.LI.PI	900RL000290	206	SET TAMP. GARZA MM.IO RX CF.5 )DCOD. 15703001		236	23	
BLO.GI.A.LI.PI	900RS000038	498	SET GARZA LAP.40X50 RX 12STR CF.4)DFD3D40S0F12NA	14 12/8	74	<del>.</del> (	C
Resource			New Exp.	Stock ^ (	abinet Kit Re	al Qty	V
	D)( 00TD (CE 2 )DED2D0E(0E6	BSNN03 X 3(5X20) D.972/09	New LXp.	43	43 0		-

Fig 298

In the lower part of the screen the details of the selected resource appear (Fig 298 B).

In the lower part of the screen, on the row corresponding to the resource that must be deleted,

click the button on the right (Fig 298 C).

The row appears now in strike-through characters (Fig 299).

Resource		New Exp.	Stock	^ Cabinet	Kit	Real Qty	
							5
	Fi	g 299					

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

The row disappears from the lower part of the screen. The inventory values are consequently updated.

If all the items of a certain resource are deleted the row corresponding to the resource disappears from the upper part of the screen as well.

The icon makes it possible to go back to the original values ("Undo" button).

#### 21.3. Refill resource procedure

It is possible to access the refill resource quantity functionalities directly from the inventory screen. It is this way possible to perform the refill procedure for a resource in a direct and quick way.

To do that

(

> click the row corresponding to the resource for which the refill procedure must be performed.

The resource is selected; the  $\blacktriangleright$  icon appears on the left (Fig 300 A).

BLO GI ALL PI         600R7770208         498         GARZA 7X9 I 65TR FOLDREADY RX N+         (DTTOLO 12/8 FLATO)         5           BLO GI ALL PI         600R7770208         498         GARZA 7X9 I 65TR FOLDREADY RX N+         (DTTOLO 12/8 FLATO)         22           BLO GI ALL PI         600R7701014         499         GARZA 7K9 I 65TR FOLDREADY RX N+         (DTTOLO 12/8 FLATO)         22           BLO GI ALL PI         600R7701016         22         BENDA ELEXTANTUAL 20X5 FLEXA (DCDO. 035105200000)         0           BLO GI ALL PI         602RC001102         206         BENDA ORL MTSZOŁYCH CD 128/6105107(DDEL N. 99/08         25           BLO GI ALL PI         602RC003107         22         BENDA RLSELF FK PIC CM KAMTH. (DCDO 00230050000         0           BLO GI ALL PI         602RC003107         22         BENDA RLSELF FK PIC CM KAMTH. (DCDO 00230020000         0           BLO GI ALL PI         602RC100010         771         BENDA MUTOFK KAK S LATTICE *** (DCOD. 02121540***         9           BLO GI ALL PI         602RC100011         771         BENDA MUTOFK KAK S LATTICE *** (DCOD. 02121540***         DE         12           BLO GI ALL PI         602RC100012         771         BENDA MUTOFK KAK S LATTICE *** (DCOD. 02121540****         DE         12           BLO GI ALL PI         602RC1	inet 8 5 22 0 23 25 0 0 9 12 0
BLO GI ALI PI         60087790104         498         GARZA PIEG IODOF. 10% MT.I         =DT.12/8          22           BLO GI ALI PI         60287770016         22         BENDA ELGETANTIALIZINS FLEXA. (pCOD. 03510270000          0           BLO GI ALI PI         6028770016         22         BENDA ELGETANTIALIZINS FLEXA. (pCOD. 03510270000          0           BLO GI ALI PI         60287001100         206         BENDA OL, MTSX2CM CD. 1285610502700EL N. 99/08         23           BLO GI ALI PI         60287001102         206         BENDA OL, MTSX2CM CD. 12856105102700EL N. 99/08         25           BLO GI ALI PI         60287003106         22         BENDA ELSELF FK PIC CMAMMT. (pCOD.00230050000          0           BLO GI ALI PI         6028701001         771         BENDA AUTOFK XAK S LATTICE *** (pCOD. 02121542***         0         0           BLO GI ALI PI         60287010011         771         BENDA AUTOFK XAK S LATTICE *** (pCOD. 02121542***         DE         12           BLO GI ALI PI         60287010012         771         BENDA AUTOFK XAK S LATTICE *** (pCOD. 02121542***         DE         12           BLO GI ALI PI         60287010013         5355         MEDIAZI TNI SURGIPAD IAX2         pCOD. 02121542***         DE         12	22 0 23 25 0 0 9 12
BLO.GI.ALI.PI         602R777016         22         BENDA ELASTANTIALI 20X5 FLEXA         (DCOD. 03510270000         0           BLO.GI.ALI.PI         602R0770016         206         BENDA ORL.MISZQM CD1.20X616027/DDEL N. 99/08         23           BLO.GI.ALI.PI         602R0701102         206         BENDA ORL.MISZQM CD1.20X616027/DDEL N. 99/08         25           BLO.GI.ALI.PI         602R003106         22         BENDA ELAST.FK PC (DVARMT)         000000000000000000000000000000000000	0 23 25 0 0 9 12
BLO.GI.A.LI.PI         602RC001100         206         BENDA ORL MTSX2CM CD.12056105027[DDEL N. 99/08         23           BLO.GI.A.LI.PI         602RC001102         206         BENDA ORL MTSX10CM CD.12056105107[DDEL N. 99/08         25           BLO.GI.A.LI.PI         602RC001102         206         BENDA ORL MTSX10CM CD.12056105107[DDEL N. 99/08         25           BLO.GI.A.LI.PI         602RC003106         22         BENDA ELSELF FK PC CM 8XMHT. (0C00.00230000000         0           BLO.GI.A.LI.PI         602RC10010         771         BENDA AUTOFIX 4XX SLATICE ** (0C00.002121540***         9           BLO.GI.A.LI.PI         602RC10001         771         BENDA AUTOFIX 4XX SLATICE ** (0C00.002121542*** DEL         12           BLO.GI.A.LI.PI         602RC100012         771         BENDA AUTOFIX 4XX SLATICE ** (0C00.02121542*** DEL         12           BLO.GI.A.LI.PI         602RC100012         771         BENDA AUTOFIX 10XX SLATICE ** (0C00.02121542*** DEL         10           BLO.GI.A.LI.PI         603800200013         53555         MEDIOXZ TINT SURGIPAD 10X20         (DC00. WASP1020 DEL         37           BLO.GI.A.LI.PI         603802290013         33757         COTONNIN SOFT ESXI0PZ 80-1401042.104208USTE=200PZ         66           BLO.GI.A.LI.PI         60380229002         3757         COTONNIN SOFT ESXI0PZ 80-1401	23 25 0 0 9 12
BLO.GI.A.LI.PI         602RC001102         206         BENDA 0RLMTSX10CM CD.12056105107(DDEL N. 99/08)         25           BLO.GI.A.LI.PI         602RC003106         22         BENDA ELSELF FK PIC CM 8XMHT. (DCD:00230050000         0           BLO.GI.A.LI.PI         602RC003107         22         BENDA ELSELF FK PIC CM 8XMHT. (DCD:00230050000         0           BLO.GI.A.LI.PI         602RC003107         22         BENDA ALSELF FK PIC CM 8XMHT. (DCD:00230050000         0           BLO.GI.A.LI.PI         602RC10001         771         BENDA AUTOFIX 484 X SUTTICE ** (DCO:0.02121540 ***         9           BLO.GI.A.LI.PI         602RC100012         771         BENDA AUTOFIX 10M S SUTTICE ** (DCO:0.02121542 *** DE         12           BLO.GI.A.LI.PI         602RC100012         771         BENDA AUTOFIX 10M S SUTTICE *** (DCO:0.02121542 *** DE         12           BLO.GI.A.LI.PI         602RC100012         771         BENDA AUTOFIX 10M S SUTTICE *** (DCO:0.02121542 *** DE         12           BLO.GI.A.LI.PI         602RC100012         771         BENDA AUTOFIX 10M S SUTTICE *** (DCO:0.02121543*** DE         10           BLO.GI.A.LI.PI         603R02200013         5355         MEDI/32 TIX SURGIPAD ID2/20 (DCO:0.0407451020 DEL         37           BLO.GI.A.LI.PI         603R02209013         3757         COTONNIN SOFT ESXIPZ	25 0 0 9 12
BLO.GI.A.LI.PI         602RC003186         22         BENDR ELSELF FIX FPC CM4X4MT.         (DCOD.00230050000         0           BLO.GI.A.LI.PI         602RC003107         22         BENDR ELSELF FIX FPC CM4X4MT.         (DCOD.00230020000         0           BLO.GI.A.LI.PI         602RC100010         771         BENDR ALSELF FIX FPC CM4X4MT.         (DCOD.00230020000         0           BLO.GI.A.LI.PI         602RC100010         771         BENDR AUTOFIX 4X4 SLATICE ***         (DCOD. 0212154) ***         DE         12           BLO.GI.A.LI.PI         602RC100012         771         BENDR AUTOFIX 4X4 SLATICE ***         (DCOD. 0212154) ***         DE         12           BLO.GI.A.LI.PI         602RC100012         771         BENDR AUTOFIX 4X4 SLATICE ***         (DCOD. 0212154) ***         DE         0           BLO.GI.A.LI.PI         602RC100012         771         BENDR AUTOFIX 4X0 SLATICE ***         (DCOD. 0212154) ***         DE         0           BLO.GI.A.LI.PI         602RC100012         771         BENDR AUTOFIX 4X0 SLATICE ***         (DCOD. 0212154) ***         DE         0           BLO.GI.A.LI.PI         602RC100013         5355         MEDIOZE TNT SURGIND INCODE NUSFID20         DEL         37           BLO.GI.A.LI.PI         603RC2290013         3757 <td< td=""><td>0 0 9 12</td></td<>	0 0 9 12
BLO.GI.ALI.PI         602RC003107         22         BENDA ELSELF FIK PIC CM 8X4MT.         (0C00.00230020000         0           BLO.GI.ALI.PI         602RC100010         771         BENDA AUTOFIX 4X4 SLATTICE ***         (0C00.02121540 ****         9           BLO.GI.ALI.PI         602RC100011         771         BENDA AUTOFIX 4X4 SLATTICE ***         (0C00.02121540 ****         9           BLO.GI.ALI.PI         602RC100012         771         BENDA AUTOFIX 6X4 S.         LATTICE ***         (0C00.02121543 *** DE         12           BLO.GI.ALI.PI         602RC00012         771         BENDA AUTOFIX 10X4 SLATTICE ***         (0C00.02121543 *** DE         0           BLO.GI.ALI.PI         602RC00013         5555         MEDIX2.TNT SURGIPAD 10X20         (DC00.02121542 *** DE         37           BLO.GI.ALI.PI         603RC229001         3757         COTONINI SOFT EXXIPCZ         80-1407. DOC:10P22208USTE=200P2         66           BLO.GI.ALI.PI         603RC229002         3757         COTONINI SOFT EXXIPCZ         80-140DOC:10P22208USTE=200P2         60	0 9 12
BLO GI ALL PI         602RC100010         771         BENDA AUTOFIX 4X4 S LATTICE **         (0C00. 02/21540 ****         9           BLO GI ALL PI         602RC100011         771         BENDA AUTOFIX 4X4 S LATTICE **         (0C00. 02/21542 *** DE         12           BLO GI ALL PI         602RC100012         771         BENDA AUTOFIX 10X4 S LATTICE ***         (0C00. 02/21542 *** DE         12           BLO GI ALL PI         602RC100013         5355         MEDIOX2         10X50         (0C00. 02/21543*** DEL         0           BLO GI ALL PI         603R0200013         5355         MEDIOX2         TNT SURGIPAD INX20         (0C00. 04/21543*** DEL         0           BLO GI ALL PI         603R0220001         3757         COTONINI SOFT EXVIPZ.         00-140. 10F2/208USTE=200F2         66           BLO GI ALL PI         603R0220002         3757         COTONINI SOFT EXXIPZ.         00-140. 10F2/208USTE=200F2         0	9
BLO.GI.A.LI.PI         602RC100011         771         BENDR AUTOFIX 6K4 S. LATTICE **         (DCOL. 02121542 *** DE         12           BLO.GI.A.LI.PI         602RC100012         771         BENDR AUTOFIX 10K4 S.LATTICE ***         (DCOL. 02121542 *** DE         0           BLO.GI.A.LI.PI         603R0200013         5355         MEDIX2X TNT SURGIPAD IDX20         (DCOD. 02121542**** DEL         0           BLO.GI.A.LI.PI         603R02200013         5355         MEDIX2X TNT SURGIPAD IDX20         (DCOD. 0X1021542**** DEL         37           BLO.GI.A.LI.PI         603R0220001         3757         COTONNIN SOFT ESXI0PZ         00-140         36           BLO.GI.A.LI.PI         603R0220002         3757         COTONNIN SOFT ESXI0PZ         00-140         30	12
BLO.GI.A.LI.PI         602RC100012         771         BENDA AUTOFIX 10/4 S LATTICE *** (DCOD. 02121543*** DEL         0           BLO.GI.A.LI.PI         603R000013         5355         MEDICAZ. TNT SURGIPAD 10/20         (DCOD. 02121543*** DEL         37           BLO.GI.A.LI.PI         603R020001         3757         COTONINI SOFT B5X107Z.         80-1407         )DCF:10F2X20BUSTE=200P         66           BLO.GI.A.LI.PI         603RC229002         3757         COTONINI SOFT B5X107Z.         80-140         )DCF:10F2X20BUSTE=200PZ         0	
BLO.GI.A.LI.PI         60380000013         5355         MEDICAZ. TNT SURGIPAD 10X20         (DCOD. NWSP1020         DEL         37           BLO.GI.A.LI.PI         6038C229001         3757         COTONINI SOFT B5X10PZ.         80-1407         DCF:10P2X20BUSTE=200P         66           BLO.GI.A.LI.PI         6038C229002         3757         COTONINI SOFT B5X10PZ.         80-140.         DCF:10P2X20BUSTE=200PZ         66	0
BLO.GI.A.LI.PI         6038C229001         3757         COTONINI SOFT BSX1072         80-1407         DCF:10792Q8USTE=200P         66           BLO.GI.A.LI.PI         6038C229002         3757         COTONINI SOFT BSX1072         80-140.         DCF:10792Q8USTE=200P7         66	
BLO.GI.A.LI.PI 603RC229002 3757 COTONINI SOFT BSX10PZ 80-140 jdcf:10PZX20BUSTE=200PZ 0	37
	63
	0
BL0.GLALI.PL 616R5000083 2618 SET X TUR COD. 77885 (D 108	108
← &Lo.GI.A.LI.PI 900R7505269 493 SET GARZA 10X10 165TRS.FIL0 CF.5[DCD.23481 12/8 32/40 302	302
▶ BD.GIALIPI 900R7505543 498 SET GARZA 5X60 LUNG RX 85TR CF.3 \DED3D0560F85NN03 X 43	43
ELO GI ALI.PI 90077505917 498 SET GARZA ZAFFI MTSX7CM 4STR.RX 10ZZD507F 12/8 32/40 1 236	236
BLO GI ALI.PI 90077770208 498 SET GARZA 7X9 I 65TR. RX CF.5 )DCID4380709F055 12/8 340	298
BLO GI ALI.PI 900R7770211 493 SET GARZA 10X60 @STR. S.FILO CF.5]D12/8 FILATO 32/40 BORD 312	312
BLO.GI.ALI.PI 900R7790103 498 SET GARZA LAPAR.30X30 RX12ST CF.1)DFD3D3030F12NA01 12/8 73	73
BLO.GI.ALI.PI 900RC000467 498 SET GARZA 10X60 85TRATI RX CF.5 (DID23D1020F055 P.X 3(1 423	406
BLO.GI.ALI.PI 900RC000470 498 SET GARZA LAP.SX25 RX CUCITE 3PZ =D12/8 32/40 - 4 STRAT 488	488
BL0.GLALLPI 900RL000288 206 SET TAMPONE GARZA MM.40 C/FB.CF.5)DCD.1560430041A 12/8 294	291
BLO.GI.A.LI.PI 900RL000289 206 SET TAMP, GARZA MM.8 RX CF.5 )DC0D, 157033008 T.12/1 196	192
BLO GI ALI.PI 900RL000290 206 SET TAMP. GARZA HM.10 RX CF.5 (DCOD. 157030010 T.12/1 236	230
BLO.GI.A.LI.PI 90005000038 498 SET GARZA LAP.40X50 RX IZSTR CF.410F03D4050F12N404 12/8 74	71
Desence New Even Search & Cabiner Vie Deal	0
	43
Resource         New Exp.         Stock         Cabinet         Kit         Real           > SET GARZA SX60 LUNG RX 85TR CF.3 (DFD3D0560F85NH03 X 3(5X20) D.972/09         43         43         0	Qty

click the **Refill** button on the command bar (Fig 300 B).

The "Resources refill" screen is displayed (Fig 301). The selected resource is displayed on this screen (Fig 301 A).

REFILL RESOURCES - BLO.G1.A.L1.P								Below stock
STOCKROOM BLO	~	ABINETS GROUP			- CABINET A			BESET
Position	Code 900RC000467	Producer code	Description SET GARZA LOX60 85	TRATI RX CF.5 )DID23DI	020F055 P.X 3(10X20) [	).972/09	Re	fill 🖌 🕹
					(,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,			
1 2 3 4	5 6	7 8	9 0		+/-	C	NEXT	
$\Delta$ $\Delta$	SEARCH	LOCK SCAN	START SCAN	IMPORT	CAN	CEL	UPD	ATE
			Fig	301				

- Specify, if required, the resource values (lot, serial number, etc...).
- Specify the "refill" quantity in the "Refill" field (Fig 301 B)
- > Click the **Update** button on the command bar.

The "Inventory" screen opens again (Fig 300). The resource values are updated.

#### 21.4. Print inventory

The **Print** button on the command bar makes it possible to access the system's print functionalities.

Click the **Print** button.

A print preview is displayed (Fig 302).

			INVE	NTORY					
BLO.G1.A	Code	Producer code	Description		050141	5	01.	Column	
L1.P1	600R7770208	498	GARZA 7X9 16STR.FOLDREADY RX	Lot	SERIAL	Expiration	Qty 5	Cabine' 5	0 KIT
L1.P1	600R7790104	498	GARZA PIEG.IODOF. 10% MT.1				22	22	0
L1.P1	602R7770016	22	BENDA ELAST ANTIALL 20X5 FLEXA				0	0	0
L1.P1	602RC001100	206	BENDA ORL. MT5X2CM				23	23	0
L1.P1	602RC001102	200	BENDA ORL.MT5X10CM				25	25	0
L1.P1	602RC003106	200	BENDA EL SELF FIX PIC CM4X4MT.				0	0	0
L1.P1	602RC003108	22	BENDA EL.SELF FIX PIC CM 8X4MT.				0	0	0
L1.P1	602RC100010	771	BENDA AUTOFIX 4X4 S.LATTICE **				9	9	0
L1.P1	602RC100011	771	BENDA AUTOFIX 8X4 S. LATTICE **				12	12	ů.
L1.P1	602RC100012	771	BENDA AUTOFIX 10X4 S.LATTICE				0	0	0
L1.P1	603R0000013	5355	MEDICAZ, TNT SURGIPAD 10X20				37	37	0
L1.P1	603RC229001	3757	COTONINI SOFT BSX10PZ.				66	63	3
L1.P1	603RC229002	3757	COTONINI SOFT BSX10PZ.				0	0	0
L1.P1	616RS000083	2618	SET X TUR COD. 77885 (D				108	108	0
L1.P1	900R7505269	493	SET GARZA 10X10 16STR.S.FILO				302	302	0
L1.P1	900R7505543	498	SET GARZA 5X60 LUNG RX 8STR				43	43	0
L1.P1	900R7505917	498	SET GARZA ZAFFI MT5X7CM				236	236	0
L1.P1	900R7770208	498	SET GARZA 7X9 16STR. RX CF.5				340	298	42
L1.P1	900R7770211	493	SET GARZA 10X60 8STR. S.FILO				312	312	0
L1.P1	900R7790103	498	SET GARZA LAPAR.30X30 RX12ST				73	73	0
L1.P1	900RC000467	498	SET GARZA 10X60 8STRATI RX				423	406	17
L1.P1	900RC000470	498	SET GARZA LAP.5X25 RX CUCITE				488	488	0
L1.P1	900RL000288	206	SET TAMPONE GARZA MM.40				294	291	3
L1.P1	900RL000289	206	SET TAMP. GARZA MM.8 RX				196	192	4
OranJ™ Sibok Max	agement-Copyright 60 1997 - :	2010 by UNES and - Mgc/www.an	Redno A					Page	

Fig 302 - Print inventory

### 22. Search functionalities

A specific tool is available in the "Stock Management" system to search for the resources in stock

To access this tool

 $\succ$  click the corresponding icon  $\swarrow$  on the lateral bar.

The following screen opens (Fig 303)

	SEARCH RESOURCE	<u>i</u>		_	_	_	_		Below stock
ſ	Description								
	Code		Lot		Serial			$\neg \Gamma$	Search fields
	Producer code		Category				J		
	Position		Code	Producer code	Resource				Category
			Command	SEARC					
		KEYB	SOARD	NAME	POSITION	LABEL	SEARCH	SELECT	
			Fi	g 303 - Sea	rch resou	rce			

i

The screen shown in Fig 303 is displayed every time the **Search** button is clicked on most of the "Stock Management" system screen.

On top of the screen, in the area indicated in Fig 303 A there are the search fields.

The area indicated in Fig 303 **B** contains the search results.

The command bar is indicated in Fig 303 C.

#### 22.1. Search fields

In order to search for the wanted resource the following information can be specified in the search fields:

- the resource description;
- the resource code;
- the lot;
- the serial number;
- the manufacturer code;
- the resource category.

#### 22.1.1. How to search for a resource

To search for a resource

 $\succ$  insert the available data of the searched resource in the search fields (Fig 304 A).

	SEARCH RESOURC	E						Below stock
ſ	Description	teli					7	
	Code			Lot	Serial		1	
	Producer code		Cate	gory			-	
	Position	Code	Producer code	Resource		<u>م</u>	Category	
(	RBL.GI.Nuovi Mater	riali.LI.PI 915R10000	59 2618	MONOTELI FORO ELASTICO 200X320	CM /D	DEL.525/07		
	BLO.GI.A.LI.PI	915R10000	59 2618	MONOTELI FORO ELASTICO 200X320	CM /D	DEL.525/07		
	DEA.GI.Nuovi Mate	riali.LI.PI 915R10000	59 2618	MONOTELI FORO ELASTICO 200X320	CM /D	DEL.525/07		
	BLO.GI.A.LI.PI	915R10000	71 3192	TELI CM 75X90 CON ADESIVO CD304	1 /D	DEL.525/07		
	BLO.GI.A.LI.PI	915R10000	3192	TELI CM 75X90 CON ADESIVO CD454	I/D	DEL.525/07		
	BLO.GI.A.LI.PI	915R10000	74 3192	TELI CM 75X90 S/ADESIVO B304	/D	DEL.525/07		
	BLO.GI.A.LI.PI	915R10000	38 3192	TELI CM 75X90 S/ADESIVO B454	/DIDROREPELLENTI	DEL.525/07		
	BLO.GI.A.LI.PI	915R10000	75 3192	TELI CMISOXIBO CON ADESIVO CD3	08 /D	DEL.525/07		
	BLO.GI.A.LI.PI	915R10000	78 3192	TELI CM150X180 S/ ADESIVO CD308	/D	DEL.525/07		
	BLO.GI.A.LI.PI	915R10000	79 3192	TELI CM240X270 DOPP.ASS.CD200/CM	I /D	DEL.525/07		
							Ð	
			EYBOARD	SEARCH NAME	for: POSITION	LABEL SE	ARCH SELECT	
			LETBUARD	Fig ?		LADEL	SELEUI	

- Fig 304
- Click the **Search** button on the command bar (Fig 304 **B**).

The list of resources corresponding to the data specified appears in the results area (Fig 304 C).

#### 22.2. Results

The central part of the screen, indicated in Fig 303 B and shown in Fig 305 contains the results list.

	Position	Code	Producer code	Resource	*	Category
	RBL.GI.Nuovi Materiali.LI.PI	915R1000059	2618	MONOTELI FORO ELASTICO 200X320CM /D	DEL.525/07	
	BLO.GI.A.LI.PI	915R1000059	2618	MONOTELI FORO ELASTICO 200X320CM /D	DEL.525/07	
	V DEA.GI.Nuovi Materiali.LI.PI	915R1000059	2618	MONOTELI FORO ELASTICO 200X320CM /D	DEL.525/07	
-	BLO.GI.A.LI.PI	915R1000071	3192	TELI CM 75X90 CON ADESIVO CD304 /D	DEL.525/07	
	M BLO.GT.A.LT.PT	915R1000087	3192	TELI CM 75X90 CON ADESIVO CD454 /D	DEL.525/07	
	BLO.GI.A.LI.PI	915R1000074	3192	TELI CM 75X90 S/ADESIVO B304 /D	DEL.525/07	
	Martin BLO.G I.A.L I.PI	915R1000088	3192	TELI CM 75X90 S/ADESIVO B454 /DIDROREPELL	ENTI DEL.525/07	
	BLO.GI.A.LI.PI	915R1000075	3192	TELI CM150X180 CON ADESIVO CD308 /D	DEL.525/07	
	BLO,GI,ALI.PL	915R1000078	3192	TELI CM150X180 S/ ADESIVO CD308 /D	DEL.525/07	a fel han gen gen fel fel hal a fel fel

Fig 305 - Search results

Each row corresponds to a resource. The following information (when available) is displayed for each resource:

- the position;
- the resource code;
- the manufacturer code;
- the resource description;
- the category.

Click the row corresponding to the wanted resource to select it. Multiple selection is either enabled or not by configuration. Fig 305 **A** shows three resources selected.

#### 22.3. The command bar

The command bar (Fig 306) contains several buttons making it possible to access specific functionalities, described in this paragraph.



The Keyboard button displays a virtual keyboard that can be used for data entry (Fig 307).

Q	W		E		R	1	T		Y	1	U	Ī	I	1	0		P		"	Ī	Ba	ckspace	7	8	9
A		S		D		F		G		H		J		K		L		(		)		Enter	4	5	6
Tab	1		X		C		۷		B		N		M		,		:		?			Enter	I	2	3
Lo	ck															+		-		=		Del	0		
																								CLOSE	

Fig 307

The buttons **Name** and **Position** make it possible to select the search modality. When the **Name** button is selected the search modality is that described in paragraph 22.1.1. When the **Position** button is selected the search modality is that described in paragraph 22.4.

The **Label** button makes it possible to print a sticker label containing the barcode of the selected resource. The procedure to be performed for this purpose is described in paragraph 22.3.1.

Use the **Search** button to perform the search (see paragraph 22.1.1).

Use the **Select** button to select one of the items displayed on screen and insert it in the current procedure. The **Select** button is not active when the search module is selected through the icon on the lateral bar (this is the case described in this paragraph 22). The **Select** button is active when the search screen is accessed directly from the other modules.

To select an item

click the row corresponding to the relevant item.

The row is highlighted (Fig 305 A).

Click the **Select** button.

The selected item will be inserted in the current screen/procedure.

#### 22.3.1. Print label for the selected resource

This paragraph describes the procedure that must be performed to print the barcode sticker label of a selected resource:

- Search for the resource using the procedure described in paragraph 22.1.1.
- > Click the row corresponding to the relevant resource.

The row is highlighted.

Click the **Label** button.

The following screen opens, making it possible to specify the number of labels to be printed (Fig 308).

PRINT LABELS		
Enter the number of labe	ls you want to prir	nt B
	CLOSE	CONTINUE
	Fig 308	

- Specify the number of labels in the field indicated in Fig 308 A.
- Click the Continue button (Fig 308 B).

The labels required will be printed.

#### 22.4. Search by position

When the **Position** button on the command bar is selected a screen making it possible to search the resources by position opens (Fig 309).

STOCKROOM -ALL-		- CAB	INETGROUPS -ALL-	-	CABINET -ALL-		
Position	A Code	Producer code	Resource			Category	
BLO.GI.A.LI.PI	915R1000086	3192	SACCO MAYO CM85X145 CD. E122	/DIDROREPELLENTE	DEL.525/07		
BLO.GI.A.LI.PI	915R1000081	3192	KIT PACCO TAVOLO COD.AC 202/TC	/D	DEL.525/07		
BLO.GI.A.LI.PI	915R1000019	2618	CUFFIA X FLUOROSCOPIO CM 80X90	/D	DEL.525/07		
BLO.GI.A.LI.PI	915R1000020	2618	COPRI CAVI /	D	DEL.525/07		
BLO.GI.A.LI.PI	915RS000786	5672	GUAINA COPRITELEC.13X250 2135110	03)D	DET.34/09		
BLO.GI.A.LI.PI	915R1000007	5672	CUFFIA X FLUOROSCOPIO 21305052	/D	DEL.525/07		
BLO.GI.A.LI.PI	915R1000054	5672	INTERVENTO MASTECTOMIA	/D	DEL.525/07		
BLO.GI.A.LI.PI	915R1000013	2618	INTERVENTI SULLA SPALLA IN6068	/D	DEL.525/07		
BLO.GI.A.LI.PI	915R1000004	5672	INTERVEN.MAGGIORI TORACE/ADDOME	/D	DEL.525/07		
BLO.GI.A.LI.PI	915R1000036	2618	INTERVENTI CISTOSCOPIA IN6071	/D	DEL.525/07		
BLO.GI.A.LI.PI	602RC003106	22	BENDA ELSELF FIX PIC CM4X4MT.	(DCOD.00230050000	DEL. 99/08		
BLO.GI.A.LI.PI	915R1000080	3192	PIASTRE PORTATUBI A 6 COD. F050	/D	DEL.525/07		
BLO.GI.A.LI.PI	915R1000022	2618	INTERVENTI PROTESI ANCA 1N6063	/DDIAFISI DI FEMORE	DEL.525/07		
BLO.GI.A.LI.PI	915R1000043	3192	INTERVENTI SU COLLO AB937/CN	/D	DEL.525/07		
BLO.GI.A.LI.PI	915R1000008	5672	SACCO MAYO COD. 258300	/D	DEL.525/07		
BLO.GI.A.LI.PI	915R1000073	3192	INTERVENTI VARICI CD.AC 208/TC /	D	DEL.525/07		
BLO.GI.A.LI.PI	915R1000006	5672	INTERVENTI DI LAPAROSCOPIA	/D	DEL.525/07		
BLO.GI.A.LI.PI	915R1000074	3192	TELI CM 75X90 S/ADESIVO B304	/D	DEL.525/07		
BLO.GI.A.LI.PI	915R1000070	3192	INTERVENTI ARTI INF. CD.AB100/V /	D	DEL.525/07		
BLO.GI.A.LI.PI	915RS100023	2618	TELO TAVOLO MADRE CM200X200	/D	DEL.525/07		
BLO.GI.A.LI.PI	915R1000027	2618	INTERVENTI CHIR.MINORI IN6078	/D(INT. PROSTATA)	DEL.525/07		
BLO.GI.A.LI.PI	915R1000152	3197	TELO CM.75X120 COD.C104	/D	DEL.525/07		

Fig 309 - Search by position

The screen displays the complete resources list.

Three filters are on top (Fig 309 A), making it possible to reduce the number of items displayed.

The available filters are:

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

#### To use one of the filters

> click the button placed alongside the filter.

A menu containing all the available options opens.

-TUTTI-		•
-TUTTI-		
BLO		
DEA		
GIAM		
RBL		
	Fig 310	

Click the wanted option.

The name of the chosen filter appears in the field. The list of items displayed changes accordingly. The **Reset** button (Fig 309 **B**) resets all the filters.