Inventory Replenishment

Panorama: Add a Service Delivery Location

Purpose

This guide covers the steps required to add a new Service Delivery Locations to the Panorama

Scenario

A new Service Delivery Location is required in Panorama

Steps

- Logon to Panorama
- Navigate to the Manage Service Delivery Locations screen
- Search for the Service Delivery Location
- Create a new Service Delivery Location

Before you begin

Have the following information:

- Name of the Service Delivery Location
- Address of the Service Delivery Location

Related Policies

- Naming convention?

- Complete address section? Contact section? > I think at min the address should be completed to help differentiate between St. Mary's schools in two locations in the same RHA. The org will help differentiating between St. Mary's in two regions

STEPS: Add a new Service Delivery Location to Panorama

Step	Description	Expected Outcome
1	**Log into Panorama.**	
	1.1 Open browser and enter URL: • Prod : https://services.ehealthsask.ca/panorama/SecurityWeb/Portal 1.2 Enter username and password: IDM credentials for Production 1.3 Click the **Ok** button 1.4 Select Role (if applicable) 1.5 Click the **Continue** button *Note*: *The role selection option is only available to users with multiple roles*	User is logged on and at the splash page.
2	**Navigate to the ADMIN tab**	
	2.1 Click the **ADMIN** tab at the top of the screen	User on ADMIN screen
3	**Navigate to the Manage Service Delivery Locations screen**	
	3.1 Click the **Manage Service Delivery Locations** link in the **INDICES** section	User on Search screen
4	**Search for the Service Delivery Location to ensure it is not already in the system**	
	4.1 Enter the name of the Service Delivery Location • Use wild cards to assist with searching to avoid duplicate entries 4.2 Click the **Search** button *Note: for this scenario the SDL we want to enter does not exist so the search returned nothing so we will create one*	SDL search is completed
5	**Add new Service Delivery Location**	
	5.1 Click the **Create New SDL** button 5.2 Enter the **Effect From Date** 5.3 Set **Time Zone** to **Central Standard Time** 5.4 Set the Owner Organization 5.4.1 Click the **Find** button 5.4.2 Start entering your Organization name in the type ahead 5.4.3 Select your organization from the list that is displayed 5.4.4 Click the **Select** button 5.5 Enter the **Name** 5.6 Enter the **Display Name**	SDL data is entered
6	**Add an address (in not adding an address skip to step 7)**	
	6.1 Select the **Address Type** from the drop down menu	

Step	Description	Expected Outcome
	6.2 Select the **Country** from the drop down menu 6.3 Enter the **Address** (#, street, etc) 6.4 Select the **Province** (note: enables the city type ahead) 6.5 Start typing the **city/town** name and select the appropriate one from the menu that appears. 6.6 Enter the **Postal Code** 6.7 Click the **Add button**	
7	**Save the Service Delivery Location**	
	7.1 Click the **Submit** button (bottom of screen) 7.2 Click the OK button in the message that pops up "Do you want to save?"	