

User manual for the "Stock Manager" category

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Foreword

This manual presents the elements of LabBook that are accessible to a person with "stock manager" rights. If you do not have access to any of the actions via your interface, please contact your administrator so that these rights can be assigned to you.

Home page

Stock list

Search

Name Type Storage Funder

Total number of lines : 2
First Previous 1 Next Last

Action	Name	Nb of pack	Nb per pack	Nb total	Limit	Type	Storage	Supplier
▾	Pipette 01	0	5	0		Consumables	Ambient T	BIOTECH
▾	Seringue 01	4	20	80		Consumables	Ambient T	SOFTLAB

First Previous 1 Next Last

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By clicking on the icon next to your name, you can log out, edit your personal information and password.

The Select item above your name icon allows you to change the language of the graphical interface of your application.

This homepage also allows you to access directly to the stock list.

The module allows for stock placement and stock management.

Setting up the stock

Adding suppliers

Create suppliers by navigating to the "Quality" menu and then "Suppliers".

Supplier list

Total number of lines : 2
First Previous 1 Next Last

Action	Supplier	Contact lastname	Contact firstname	Phone	Mobile	Email	Address
▾	BIOTECH	NDIAYE	Moustapha				
▾	SOFTLAB	NDIAYE	Ousmane	339571485	770773012	moussandiaye@try.com	

First Previous 1 Next Last

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For each supplier you have to define its name, contact person and also the address, phone number and e-mail address of the contact person.



Adding products

Click on the "**New product**" button, the product form will open to allow you to enter the product details:



- Name: product designation
- Type: from a customizable predefined list,
- Quantity per package
- Safety threshold
- Product reference from the supplier
- Type of product preservation

The interest of defining a safety threshold is to allow the software to launch an alert allowing the stock manager to issue a new order in time to avoid a stockout of this product.

Product catalog

List of products							
Total number of lines : 2 First Previous 1 Next Last							
Action	Name	Type	Nbr per pack	Limit	Supplier	Supplier ref.	Storage
 ▾	Pipette01	Consumables	5	10	BIOTECH	PIP100	Ambient T
 ▾	Seringue 01	Consumables	20	80	SOFTLAB	SER10	Ambient T
First Previous 1 Next Last							
Back							

In catalog you find the added products.

List of products							
Total number of lines : 2 First Previous 1 Next Last							
Action	Name	Type	Nbr per pack	Limit	Supplier	Supplier ref.	Storage
 ▾	Pipette01	Consumables	5	10	BIOTECH	PIP100	Ambient T
 ▾	Seringue 01	Consumables	20	80	SOFTLAB	SER10	Ambient T
First Previous 1 Next Last							
Back							

You can click on the Action column to edit or delete a product record.

Supply a product

To procure a product, you need to define the quantity received, the date the product is received, the expiration date, the location, the lot number and the price at which the product was purchased. Supplied items are listed on the "Stock List" page.

Stock list									
Search									
Name	<input type="text"/>	Type	<input type="text"/>	Storage	<input type="text"/>	Funder	<input type="text"/>		
Total number of lines : 2								First Previous 1 Next Last	
<input type="button" value="Search"/>									
Action	Name	Nb of pack	Nb per pack	Nb total	Limit	Type	Storage	Supplier	
	Pipette 01	0	5	0		Consumables	Ambient T	BIOTECH	
	Seringue 01	4	20	80		Consumables	Ambient T	SOFTLAB	

Stock management

After the stock has been set up, stock management is done through functions accessible from the Action column of the product stock lines:

Action	Name	Nb of pack	Nb per pack
	Pipette 01	0	5
Stock details History of this product Edit the product sheet Delete the product sheet		4	20

it is about :

Stock details: Allows you to view the different batches but also to indicate the quantities used.

Product history: Allows you to consult the different stock movements, the entries and exits but also to cancel an entry or exit of products.

Editing the product sheet: Allows you to edit the product sheet at any time.

Delete Product File: Allows you to delete the product file.

Stock threshold



The stock threshold icon appears in the Threshold column when the quantities withdrawn from the product reach the safety threshold initially defined when the product was created.


Stock alert



When all quantities of the product are removed from stock, the security icon is replaced by an alert icon indicating that the product is out of stock.

Expiration date

The indication of expiry of a product in the stock appears when the expiration date is lower than the current date. On the general stock page the line of the concerned product is colored in red.

Action	Name	Nb of pack	Nb per pack	Nb total
 ▾	Liquid A	5	10	50

Data export

It is possible to export stock data by clicking on the "Export Data" button accessible on the "Stock List" page,

- Export table: exports the contents of the stock list table
- Export of products: export all the files of the added products
- Export of supplies: quantities of products supplied
- Export of uses: quantities of products removed from stock

Setting up the stock

The root administrator can set the number of days before warning and alert from his account:

- Number of days to warning = Number of days difference with the expiration date before the product display turns light orange
- Number of days before alert = Number of days difference with the expiration date before the product display turns light pink