Lab|Book

User manual for the "Stock Manager" category

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Fondation Mérieux

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

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.

Stock configuration

Access the Storage Configuration tab from the Settings menu, where you can set the number of days before warning and alert:

- 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

If you have multiple locations to store your products, add them by clicking on Add a location. A line is thus created in the table, fill in the location name and give a position, then save.

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	

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For each supplier you must define its name, contact person and the address, phone number and e-mail address of the contact person. Add remarks about the supplier in the comments field, check the critical field if necessary.

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

- Expiration date: if the field is set to Yes, an alert will be triggered at LabBook startup before the expiration date.

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							
Action	Name	Type	Nbr per pack	Limit	Supplier	Supplier ref.	Storage
ℹ ▾	Pipette01	Consumables	5	10	BIOTECH	PIP100	Ambient T
ℹ ▾	Seringue 01	Consumables	20	80	SOFTLAB	SER10	Ambient T

Total number of lines : 2
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In the catalog you find the added products.

List of products							
Action	Name	Type	Nbr per pack	Limit	Supplier	Supplier ref.	Storage
ℹ ▾	Pipette01	Consumables	5	10	BIOTECH	PIP100	Ambient T
Edit the product sheet	01	Consumables	20	80	SOFTLAB	SER10	Ambient T
Delete the product sheet							

Total number of lines : 2
First Previous 1 Next Last

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

Supply a product

To supply a product, you need to define the quantity received, the date the product is received, the expiration date, the location (a dropdown list is provided if you have previously added your locations), the batch number, and the price of the product. Fill in the donor field if it is a donation received from a partner. All supplied items are listed on the "Stock List" page.

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:

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.

Movement of products

Move your products from one storage location to another by accessing the "Move Products" page from the "Move Products" button available on the homepage.

Nom	Date de réception	Nombre de paquet	Localisation	Nombre de paquet à déplacer	Destination
Pipette	2024-08-13 20:54	25	Stock principale	25	Stock principale
Seringue	2024-08-13 20:53	10	Stock principale	10	Stock secondaire

Premier Précédent 1 Suivant Dernier

Retour   Enregistrer

The products and their respective quantities are displayed. Indicate the quantity to be moved in the fields "Number of packages to move" as well as the destination, then save. The indicated quantity will be deducted from the original stock and placed at the destination.

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
ℹ️ ▼	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

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