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LABWORKS v7.0

Inventory Management

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Inventory Management

The LABWORKS Inventory Management System is a dedicated chemical inventory tracking system designed for LABWORKS. This system is an add-on module to the LABWORKS Laboratory Information Management (LIMS) Software.

How Do I proceed for first time usage of the software?

- Use LABWORKS Desktop -> Create/ Modify Pick Lists and Create pick list
- Enter vendor details.
- Enter item details.
- Establish item - vendor relation.
- Enter storage location details for items.

You can assign kit (Items make a Kit) to analysis, receive items, issue items, generate purchase requisitions and adjust stock.

Familiarize with couple of *terms* before you start working with Inventory Management System.

- Test Kit

Test Kit comprises of Items of their respective consumption quantity required to conduct a specific test (on Analysis Code) for a sample in LABWORKS. You can add/edit items or it's quantity in a kit.

- Pick Lists

Pick lists are pre-defined.

ITEM_TYPE: Solid, Liquid, Gas.

ITEM_UNIT: Kg, Lit, ml, mg, no

SHELFLIFE_UNIT: days, weeks, months, years.

ITEM_GRADE: Container, Batch, Material

- Direct Consumption

If you spill an item while using or item gets evaporated, it is consumed but not actually used in the analysis. In order to account for its quantity we enter it under direct consumption. The destination is set to Direct Consumption, it cannot be edited.

- Auto Reconciliation

When an item is used in analysis it is automatically reduced from stock. This is auto consumption.

- Reconciliation

Reconciliation is a process of stock adjustment. Adjustments may be required in opening stock of an item. On physical stock verification of an item one may need to change it's stock value. In case of excess auto consumption reconciliation may be necessary. You carry out all such stock changes using Reconciliation option.

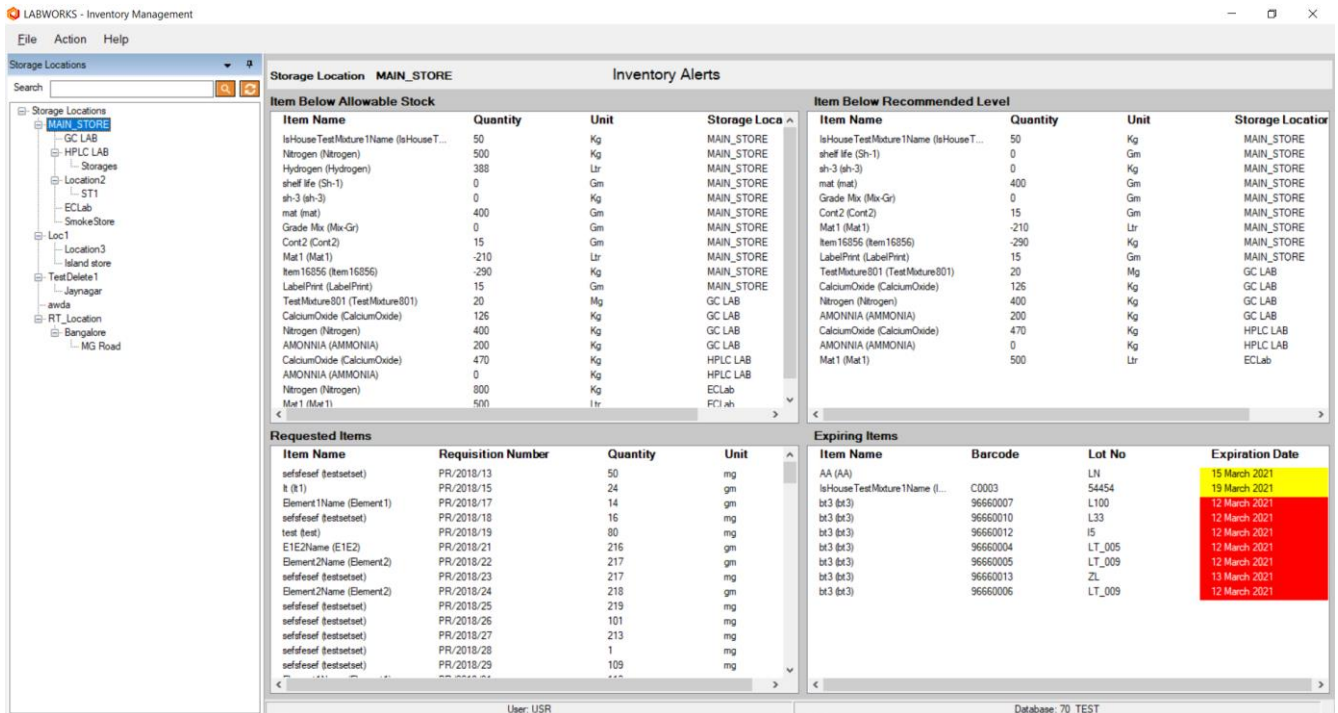
- Purchase Requisition

When an order is to be generated for an item, purchase requisition needs to be raised. The purchase requisition can be raised for items having a designated supplier.

System alerts about stock levels after you launch Inventory Management System.

Inventory Management Window

The *Dashboard Window* Pane has:-

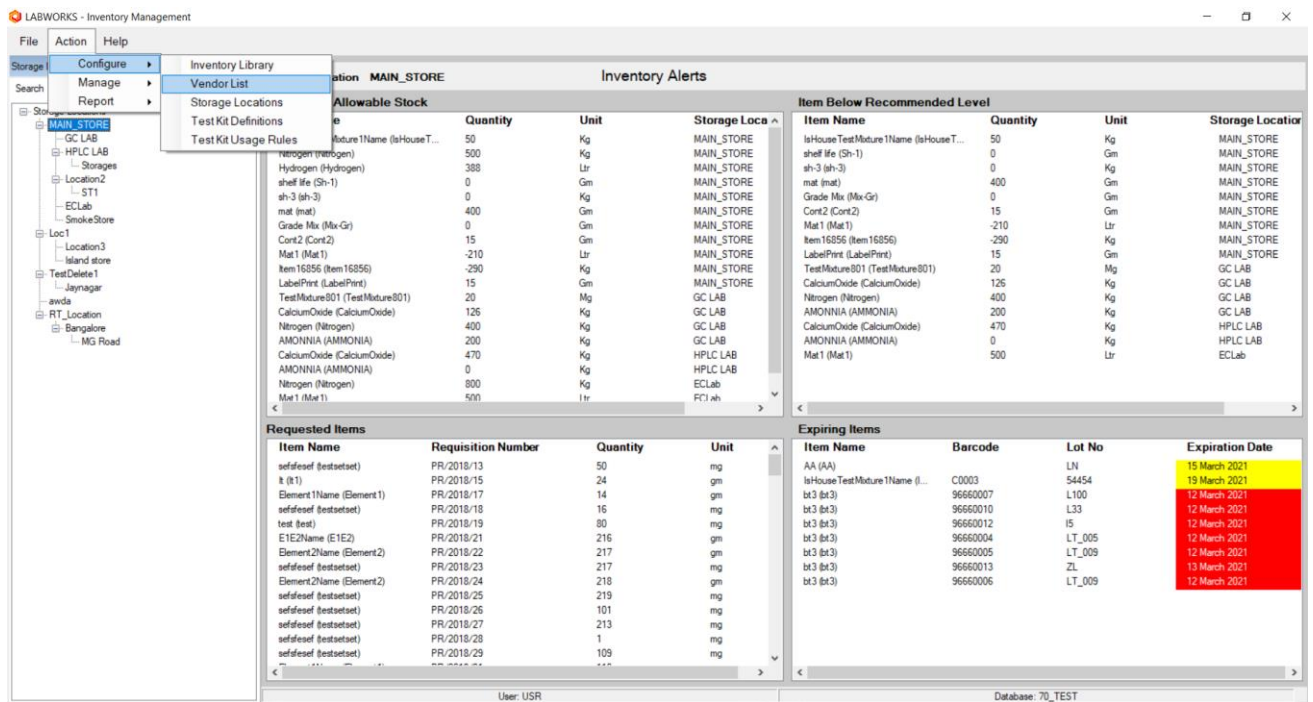


Title Bar - The Title Bar is at the top of the window. It displays name of product and the standard windows buttons - minimize, maximize and close.

Menu Bar - The Menu Bar is located just below the title bar. It has three options **File, Action & Help**.

Inventory Alerts - displays *alert window* on dashboard

Storage Locations – located at left hand side as a dock able panel. Displays all the storage locations on dashboard.



When any option under Action menu is pressed, an *Action window* opens.

Let's assume, you **choose Action > Configure > Vendor List** The window that opens has following areas:-

Tab If there is more than one function that is to be performed, tabs are used. To give an example you may want to add vendor details and items supplied by the vendor. There are two separate tabs on Vendor List window pane.

Grid(s) Data List is shown in grid.

Buttons Various operations like New, Edit, and Delete are done using the buttons.

Changes are saved by clicking on Save button.

LABWORKS - Inventory Management

File Action Help

Storage Locations

Search

Storage Locations

- MAIN_STORE
 - GC LAB
 - HPLC LAB
 - Storages
 - Location2
 - ST1
 - ECLab
 - SmokeStore
 - Loc1
 - Location3
 - Island store
 - TestDelete1
 - Jaynagar
 - anda
 - RT_Location
 - Bangalore
 - MG Road

LABWORKS - Vendor List

Vendor Code	Vendor Name	Country	State	City	Contact Person	Telephone Number
Test_Supplier2	Test_Supplier2Name	USA	NewYork	Rochester		
Supplier101Update	Supplier101NameUpdate	USA	NewYork	NewYork City	Test	12345
Supplier201	Supplier201Name	India	Maharashtra	Mumbai	Dhawal	1230213
ITEMSUP1	NM		Maharashtra			
ITEMSUP2	NM		NewYork			
ITEMSUP4	SUP 4		NewYork			
Supplier10_8	Supplier10_8Name	India	Maharashtra	pune	Meeta	
Delta	Delta Mfg Pvt Ltd	India	Maharashtra	Pune	Dhawal	1234512345
TestSupplier13_8	TestSupplier13_8 Name		NewYork			
TestSupplier3_13_	TestSupplier3_13_8 Name		Maharashtra			

Rows per page 50 of 1

+ New Edit Delete

Vendor Details

Inventory Item Details

Vendor Code * ITEM SUP2 Vendor Name * NM Contact Person [Browse]

Address [Text Area]

City [Browse] State * NewYork Country [Browse]

Zip Code [Text] Telephone [Text] Fax [Text]

Email [Text]

Save Cancel Close

Unit	Storage Location
Kg	MAIN_STORE
Gm	MAIN_STORE
Kg	MAIN_STORE
Gm	MAIN_STORE
Gm	MAIN_STORE
Gm	MAIN_STORE
Ltr	MAIN_STORE
Kg	MAIN_STORE
Gm	MAIN_STORE
Mg	GC LAB
Kg	GC LAB
Kg	GC LAB
Kg	HPLC LAB
Kg	HPLC LAB
Ltr	ECLab

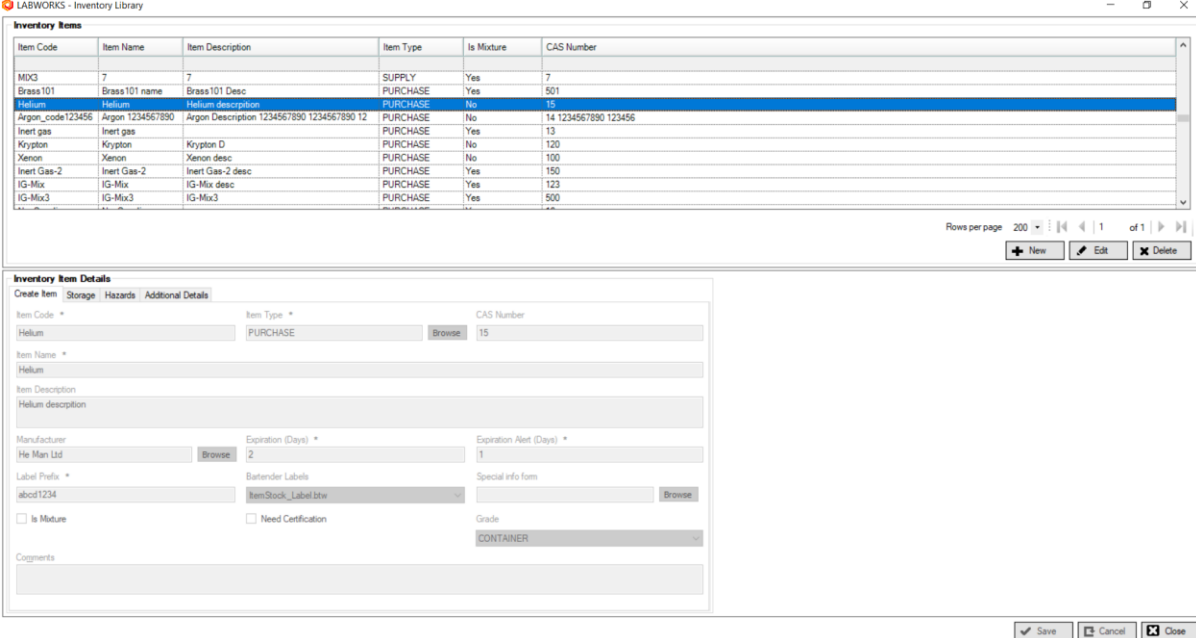
No	Expiration Date
54	15 March 2021
0	15 March 2021
005	12 March 2021
009	12 March 2021
009	12 March 2021
009	12 March 2021
009	13 March 2021
009	12 March 2021

Inventory Library

User can create Item with details like item name, item type, mixture/non mixture, manufacturer, vendor, expiration days, hazard information and so on.

How can I add an Item?

1. Click **Action > Configure > Inventory Library**. The *Window* appears



The screenshot shows the 'Inventory Library' window in LABWORKS. The top part is a table with columns: Item Code, Item Name, Item Description, Item Type, Is Mixture, and CAS Number. The bottom part is the 'Inventory Item Details' form, which is currently set up for creating a new item for Helium. The form includes fields for Item Code, Item Name, Item Description, Manufacturer, Expiration (Days), Expiration Alert (Days), Label Prefix, and Grade. The 'Is Mixture' checkbox is unchecked.

Item Code	Item Name	Item Description	Item Type	Is Mixture	CAS Number
MDG	7	7	SUPPLY	Yes	7
Brass 101	Brass 101 name	Brass 101 Desc	PURCHASE	Yes	501
Helium	Helium description		PURCHASE	No	12
Argon_code123456	Argon 1234567890	Argon Description 1234567890 1234567890 12	PURCHASE	No	14 1234567890 123456
Inert gas	Inert gas		PURCHASE	Yes	13
Krypton	Krypton	Krypton D	PURCHASE	No	120
Xenon	Xenon	Xenon desc	PURCHASE	No	100
Inert Gas-2	Inert Gas-2	Inert Gas-2 desc	PURCHASE	Yes	150
IG-Mix	IG-Mix	IG-Mix desc	PURCHASE	Yes	123
IG-Mix3	IG-Mix3		PURCHASE	Yes	500

Inventory Item Details

Item Code * Helium Item Type * PURCHASE CAS Number 15

Item Name * Helium

Item Description Helium description

Manufacturer He Man Ltd Expiration (Days) * 2 Expiration Alert (Days) * 1

Label Prefix * abc12344 Bartender Labels Item Stock_Label.txt Special info form

Is Mixture Need Certification Grade CONTAINER

Comments

Save Cancel Close

Click **New**.

2. Enter **Item Code, Item Name, Item Type, Grade etc.**

3. Enter Mixture details if 'Is Mixture' check checked.

All mandatory fields are marked with asterisk (*).

Click **Action > Configure > Inventory Library**. The inventory Library *window* appears.

LABWORKS - Inventory Library

Inventory Items

Item Code	Item Name	Item Description	Item Type	Is Mixture	CAS Number
Brass101	Brass101 name	Brass101 Desc	PURCHASE	Yes	501
Helium	Helium	Helium description	PURCHASE	No	15
Argon_code123456	Argon 1234567890	Argon Description 1234567890 1234567890 12	PURCHASE	No	14 1234567890 123456
Inert gas	Inert gas		PURCHASE	Yes	13
Krypton	Krypton	Krypton D	PURCHASE	No	120

Rows per page 200 1 of 1

+ New Edit Delete

Inventory Item Details

Create Item Mixture Details Storage Hazards Additional Details

Item Code * Inert gas Item Type * PURCHASE CAS Number 13

Item Name * Inert gas

Item Description

Manufacturer Inert Manufacturing Ltd Expiration (Days) * 2 Expiration Alert (Days) * 1

Label Prefix * inin4561 Bartender Labels Special info form

Is Mixture Need Certification Grade CONTAINER

Comments

Save Cancel Close

Click **New**.

Enter **Details like Item code, item type, item name, manufacturer etc.**

Select **Grade** from dropdown such as CONTAINER, BATCH or MATERIAL.

If **Is Mixture** check box is checked then enter **Mixture Item details** in *Mixture Details tab*.

Mixture Details Tab is visible if 'Is Mixture' check box is checked on Create Item Tab. Multiple items can be added with mixture procedure.

LABWORKS - Inventory Library

Inventory Items

Item Code	Item Name	Item Description	Item Type	Is Mixture	CAS Number
Inert gas	Inert gas		PURCHASE	Yes	13
Krypton	Krypton	Krypton D	PURCHASE	No	120
Xenon	Xenon	Xenon desc	PURCHASE	No	100
Inert Gas-2	Inert Gas-2	Inert Gas-2 desc	PURCHASE	Yes	150
IG-Mix	IG-Mix	IG-Mix desc	PURCHASE	Yes	123

Rows per page 200 1 of 1

+ New Edit Delete

Create Item Mixture Details Storage Hazards Additional Details

Mixture Procedure *

mproc

Item Code	Quantity	Unit	Instrument	Detail 1	Detail 2
Argon_code123456789012	1	Ltr			
Helium	1	Gm			

Save Cancel Close

Enter **Storage details**, click on *storage tab*.

User can select compatibility, select units, enter warning levels and enter shelf life details.

LABWORKS - Inventory Library

Inventory Items

Item Code	Item Name	Item Description	Item Type	Is Mixture	CAS Number
Inert gas	Inert gas		PURCHASE	Yes	13
Krypton	Krypton	Krypton D	PURCHASE	No	120
Xenon	Xenon	Xenon desc	PURCHASE	No	100
Inert Gas-2	Inert Gas-2	Inert Gas-2 desc	PURCHASE	Yes	150
IG-Mix	IG-Mix	IG-Mix desc	PURCHASE	Yes	123

Rows per page: 200 | 1 of 1

Create Item | Mixture Details | **Storage** | Hazards | Additional Details

Compatibility

No Acids Keep Desiccated Keep Refrigerated Keep Oxidizers
 No Bases Keep Frozen Keep Flammable

Units

Storage Unit * Consumption Unit * Conversion Factor * Storage Qty :
Gm Browse Gm Browse 2 Conversion Factor * Consumption Qty

Warning Levels

Allowable Stock (In Storage Unit) * Recommended Stock(In Storage Unit) * Threshold Value (%) *
10 8 2

Shelf Life

Shelf Life Shelf Life Unit Browse
0 Browse

Enter **Hazards details**, click on *Hazards tab*.

User can select Warning Types, enter warning description, select precaution types and its description.

Selected warning types are used for printing hazard pictogram on barcode label.

The screenshot displays the LABWORKS Inventory Library interface. At the top, there is a window title bar with the LABWORKS logo and the text "LABWORKS - Inventory Library". Below this is a table titled "Inventory Items" with the following columns: Item Code, Item Name, Item Description, Item Type, Is Mixture, and CAS Number. The table contains five rows of data, with the "Krypton" row highlighted in blue. Below the table, there are navigation controls including "Rows per page" set to 200, "1 of 1" pages, and buttons for "New", "Edit", and "Delete".

Item Code	Item Name	Item Description	Item Type	Is Mixture	CAS Number
Inert gas	Inert gas		PURCHASE	Yes	13
Krypton	Krypton	Krypton D	PURCHASE	No	120
Xenon	Xenon	Xenon desc	PURCHASE	No	100
Inert Gas-2	Inert Gas-2	Inert Gas-2 desc	PURCHASE	Yes	150
IG-Mix	IG-Mix	IG-Mix desc	PURCHASE	Yes	123

Below the table, there are navigation controls including "Rows per page" set to 200, "1 of 1" pages, and buttons for "New", "Edit", and "Delete".

The lower section of the interface shows a form with tabs: "Create Item", "Mixture Details", "Storage", "Hazards", and "Additional Details". The "Additional Details" tab is currently selected. It contains two sections: "Warning Types" and "Precaution / Safety Types".

Warning Types:

- Biohazardous
- Corrosive
- Hazardous
- Explosive
- Flammable
- Radioactive
- Carcinogenic

Precaution / Safety Types:

- Gloves
- Clothing
- Goggles
- Respirator
- Fume Hood

There are two text input fields for "Warning Description" and "Precaution Description". At the bottom right of the form, there are buttons for "Save", "Cancel", and "Close".

Enter **Additional details**, click on *Additional Details* tab.

User can add attachments from attached scanner and printers by clicking on Scan button.

Also user can add multiple attachments and enter SDS information.

LABWORKS - Inventory Library

Inventory Items

Item Code	Item Name	Item Description	Item Type	Is Mixture	CAS Number
Inert gas	Inert gas		PURCHASE	Yes	13
Krypton	Krypton	Krypton D	PURCHASE	No	120
Xenon	Xenon	Xenon desc	PURCHASE	No	100
Inert Gas-2	Inert Gas-2	Inert Gas-2 desc	PURCHASE	Yes	150
IG-Mix	IG-Mix	IG-Mix desc	PURCHASE	Yes	123

Rows per page: 200 | 1 of 1

Create Item | Mixture Details | Storage | Hazards | **Additional Details**

Attachments

Attachment Type:

File Path:

Scan:

Attachment	Attachment Type	View File	Delete

SDS Information

SDS Review Date:

SDS Expiry Date:

SDS Location:

Comments:

Note: Scan button will be disabled if no scanner/web camera attached to system.

How can I Edit an Item?

1. Click **Action > Configure > Inventory library**. The *window* appears. Select Item from the **Grid**

The screenshot shows the 'LABWORKS - Inventory Library' window. At the top, there is a table titled 'Inventory Items' with the following data:

Item Code	Item Name	Item Description	Item Type	Is Mixture	CAS Number
Inert gas	Inert gas		PURCHASE	Yes	13
Krypton	Krypton	Krypton D	PURCHASE	No	120
Xenon	Xenon	Xenon desc	PURCHASE	No	100
Inert Gas-2	Inert Gas-2	Inert Gas-2 desc	PURCHASE	Yes	150
IG-Mix	IG-Mix	IG-Mix desc	PURCHASE	Yes	123

Below the table, there are controls for 'Rows per page' (set to 200), '1 of 1' pages, and buttons for '+ New', 'Edit', and 'Delete'.

The bottom section of the window is a form for editing an item, with tabs for 'Create Item', 'Storage', 'Hazards', and 'Additional Details'. The form contains the following fields:

- Item Code: Xenon
- Item Type: PURCHASE
- CAS Number: 100
- Item Name: Xenon
- Item Description: Xenon desc
- Manufacturer: Xen Man
- Expiration (Days): 3
- Expiration Alert (Days): 2
- Label Prefix: Xen123
- Bartender Labels: (dropdown menu)
- Special info fom: (text field)
- Is Mixture:
- Need Certification:
- Grade: CONTAINER
- Comments: (text area)

At the bottom right of the form, there are buttons for 'Save', 'Cancel', and 'Close'.

2. Click **Edit**.
3. Make changes and Click **Save**.

Note: Cannot edit Item Code.

How can I delete an Item?

1. Click **Action** > **Configure** > **Inventory Library**
2. Select Item from the **Grid**
3. Click **Delete**. The *window* appears.

The screenshot displays the LABWORKS Inventory Library interface. At the top, there is a window title 'LABWORKS - Inventory Library'. Below it is a table titled 'Inventory Items' with the following columns: Item Code, Item Name, Item Description, Item Type, Is Mixture, and CAS Number. The table contains several rows, with the row for 'NA12' (Item Name: awd, Item Description: awd, Item Type: PURCHASE, Is Mixture: No, CAS Number: 123) highlighted in blue. Below the table, there are navigation controls including 'Rows per page' set to 200, and buttons for '+ New', 'Edit', and 'Delete'. A modal dialog box titled 'Inventory Library' is open in the center, asking 'Do you want to remove selected Inventory Item?' with 'Yes' and 'No' buttons. The background shows the 'Create Item' form with fields for Item Code (NA12), Item Name (awd), Item Description (awd), Manufacturer (awd1212), Expiration (Days) (123), Expiration Alert (Days) (1), Label Prefix (awd123), Bartender Labels (ItemStock_Label - 2.btw), and Grade (CONTAINER). There are also checkboxes for 'Is Mixture' and 'Need Certification', and a 'Comments' text area. At the bottom right of the form are 'Save', 'Cancel', and 'Close' buttons.

4. Confirm by clicking **Yes**.

Note: Cannot delete Inventory Item that is already in use.

How can I search an Item?

Click **Action > Configure > Inventory Library**

Enter search text on textbox provided on each column header. For example Enter Item Code in "Item Code" column of grid.

Paging is provided with default count of 50 records displayed per page. User can update count of records to be displayed per page by selecting rows per page drop down.

List of records can be sorted by clicking on column headers.

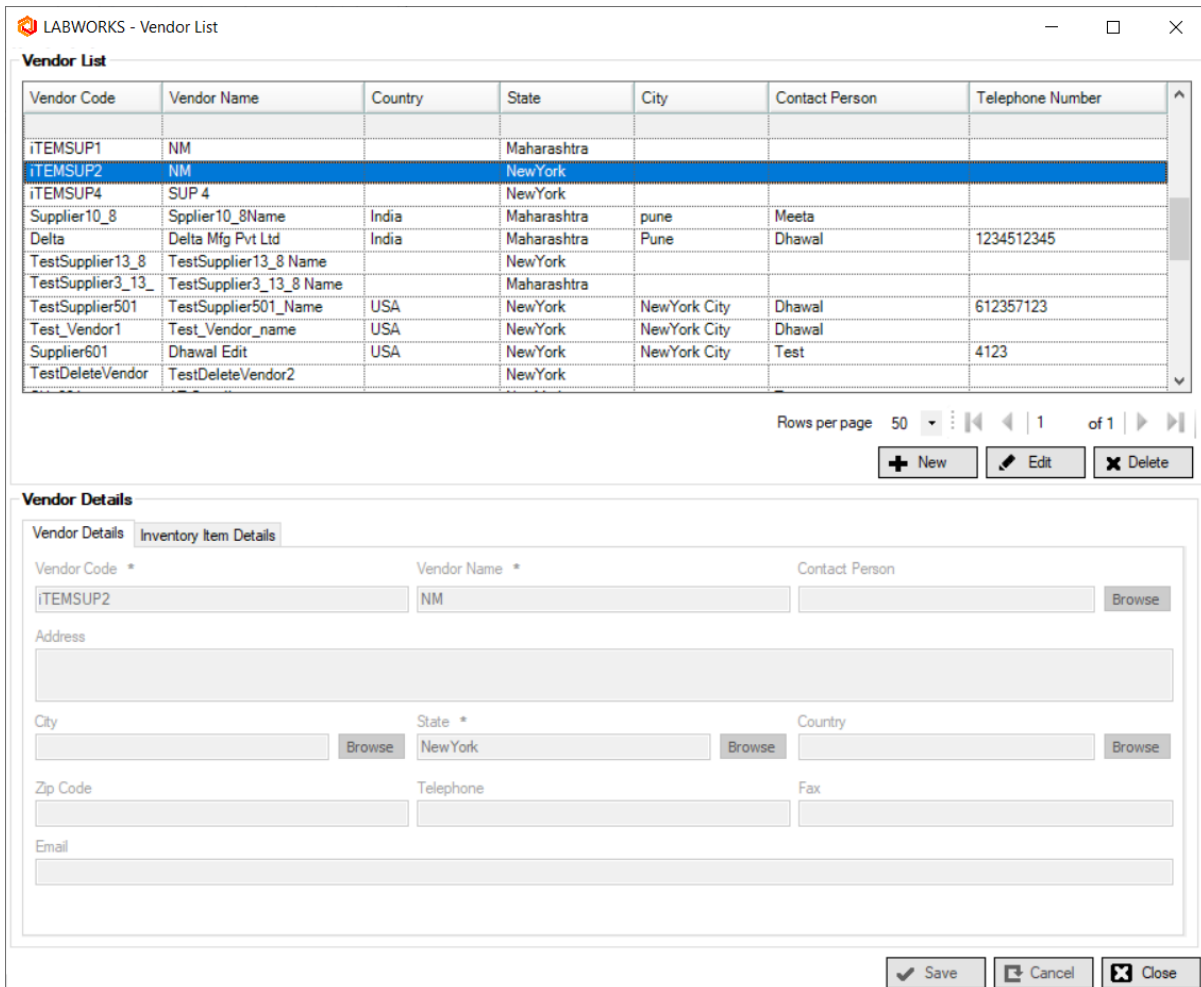
Note: When Needs Certification check box is clicked, the items is not accounted for in the stock till it is certified. In **Action > Manage > Inventory > Receive Inventory Item** the details of certification are recorded.

Vendor List

You need items to carry out analysis. The company that, supplies the items are termed as vendor. Each vendor is identified by a vendor code. The vendor code is unique. System stores vendor address details and items supplied. You obtain items from one or many vendors. If you prefer a vendor tick "Is Preferred Item" check box.

How can I add a vendor?

1. Click Action > Configure > Vendor List. The *Window* appears.



The screenshot shows the 'Vendor List' window in LABWORKS. It contains a table with the following data:

Vendor Code	Vendor Name	Country	State	City	Contact Person	Telephone Number
iTEMSUP1	NM		Maharashtra			
iTEMSUP2	NM		NewYork			
iTEMSUP4	SUP 4		NewYork			
Supplier10_8	Spplier10_8Name	India	Maharashtra	pune	Meeta	
Delta	Delta Mfg Pvt Ltd	India	Maharashtra	Pune	Dhawal	1234512345
TestSupplier13_8	TestSupplier13_8 Name		NewYork			
TestSupplier3_T3_	TestSupplier3_T3_8 Name		Maharashtra			
TestSupplier501	TestSupplier501_Name	USA	NewYork	NewYork City	Dhawal	612357123
Test_Vendor1	Test_Vendor_name	USA	NewYork	NewYork City	Dhawal	
Supplier601	Dhawal Edit	USA	NewYork	NewYork City	Test	4123
TestDeleteVendor	TestDeleteVendor2		NewYork			

Below the table are navigation controls: 'Rows per page 50', '1 of 1', and buttons for '+ New', 'Edit', and 'Delete'.

The 'Vendor Details' section is active, showing the 'Inventory Item Details' tab. The form contains the following fields:

- Vendor Code *: iTEMSUP2
- Vendor Name *: NM
- Contact Person: [Empty] [Browse]
- Address: [Empty]
- City: [Empty] [Browse]
- State *: NewYork
- Country: [Empty] [Browse]
- Zip Code: [Empty]
- Telephone: [Empty]
- Fax: [Empty]
- Email: [Empty]

At the bottom right of the details form are buttons for 'Save', 'Cancel', and 'Close'.

2. Enter vendor code, vendor name, address.
3. Enter city, state, country, zip, telephone, fax, email and contact person.
4. Select contact person, City, State or Country by clicking **Browse** associated with text.
5. Choose **Inventory Item Details** Tab.

LABWORKS - Vendor List

Vendor List

Vendor Code	Vendor Name	Country	State	City	Contact Person	Telephone Number
iTEMSUP1	NM		Maharashtra			
iTEMSUP2	NM		NewYork			
iTEMSUP4	SUP 4		NewYork			
Supplier10_8	Spplier10_8Name	India	Maharashtra	pune	Meeta	
Delta	Delta Mfg Pvt Ltd	India	Maharashtra	Pune	Dhawal	1234512345
TestSupplier13_8	TestSupplier13_8 Name		NewYork			
TestSupplier3_13_	TestSupplier3_13_8 Name		Maharashtra			
TestSupplier501	TestSupplier501_Name	USA	NewYork	NewYork City	Dhawal	612357123
Test_Vendor1	Test_Vendor_name	USA	NewYork	NewYork City	Dhawal	
Supplier601	Dhawal Edit	USA	NewYork	NewYork City	Test	4123
TestDeleteVendor	TestDeleteVendor2		NewYork			

Rows per page 50 | 1 of 1

Vendor Details

Vendor Details | Inventory Item Details

Item Code	Item Name	Preferred	
iTEM2	2	<input checked="" type="checkbox"/>	X
MIX2	5	<input type="checkbox"/>	X
iTEM3	3	<input type="checkbox"/>	X
Ra	Radium	<input checked="" type="checkbox"/>	X

6. Choose Item with **Browse**.
7. Check "Preferred" check box to make Item as Preferred.
8. Click **Save**.
9. All mandatory fields are marked with asterisk (*).

How can I edit a vendor?

1. Click **Action > Configure > Vendor List**
2. To search the Vendor, enter vendor code in Vendor Code column in grid Or select next page
3. Click **Edit**, Make Changes
 - Edit Vendor Name, Address
 - Press **Browse** to choose City
 - Press **Browse** to choose State
 - Press **Browse** to Choose Country
 - Edit Zip, Telephone, Fax, Email

You cannot change Vendor Code.

LABWORKS - Vendor List
— □ ×

Vendor List

Vendor Code	Vendor Name	Country	State	City	Contact Person	Telephone Number
ZZ	ZZ	India	Test_State	Test_City	Gayatri Pujari	
Sup1	Sup1 Name	India	Rajasthan	Jaipur	Amol	
Sup2	Sup2 Name	USA	Delhi			
HSup1	HSup1 Name		Maharashtra			
Zink Supp	Zink Supp name		Panjab			
Mayur	Mayur Kendre	India	Gujarat	Pune	Mayur Kendre	123550
Gayatri_001	Gayatri	India	Aasam	Pune	Gayatri Pujari	1233123454
Amol_001	Amol T.	India	A.P	Mumbai	Amol	123445
Mayur_001	MayurKendre		Panjab	Test_City	Mayur Kendre	

Rows per page: 50 | 1 of 1

+ New Edit Delete

Vendor Details

Vendor Details
Inventory Item Details

Vendor Code * Vendor Name * Contact Person Browse

Address

City Browse State * Browse COUNTRY Browse

Zip Code Telephone Fax

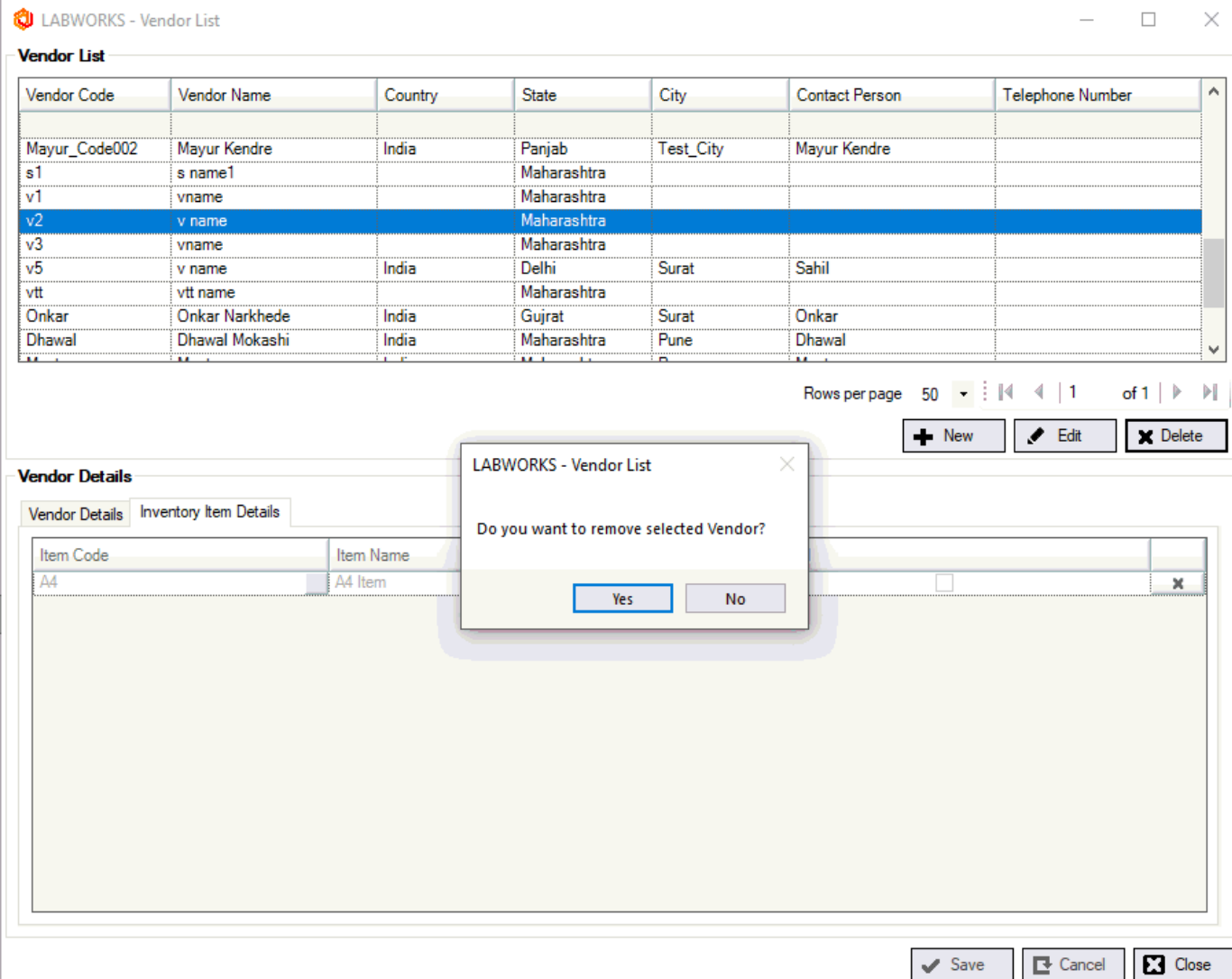
Email

✓ Save ✗ Cancel ✗ Close

4. Click **Save**.

How can I delete a vendor?

1. Choose Vendor. To search the Vendor, enter vendor code in Vendor Code column in grid Or select next page.
2. Click **Delete** and *Confirm* by Yes



The screenshot shows the LABWORKS Vendor List application. The main window displays a table of vendors with columns: Vendor Code, Vendor Name, Country, State, City, Contact Person, and Telephone Number. The row for vendor 'v2' is selected. Below the table, there are buttons for '+ New', 'Edit', and 'Delete'. A confirmation dialog box is open, asking 'Do you want to remove selected Vendor?' with 'Yes' and 'No' buttons. The dialog box is titled 'LABWORKS - Vendor List'. In the background, the 'Vendor Details' section is visible, showing a table with columns 'Item Code' and 'Item Name', and a row with 'A4' and 'A4 Item'.

Vendor Code	Vendor Name	Country	State	City	Contact Person	Telephone Number
Mayur_Code002	Mayur Kendre	India	Panjab	Test_City	Mayur Kendre	
s1	s name1		Maharashtra			
v1	vname		Maharashtra			
v2	v name		Maharashtra			
v3	vname		Maharashtra			
v5	v name	India	Delhi	Surat	Sahil	
vtt	vtt name		Maharashtra			
Onkar	Onkar Narkhede	India	Gujrat	Surat	Onkar	
Dhawal	Dhawal Mokashi	India	Maharashtra	Pune	Dhawal	

Rows per page 50 | 1 of 1

+ New Edit Delete

LABWORKS - Vendor List

Do you want to remove selected Vendor?

Yes No

Vendor Details Inventory Item Details

Item Code	Item Name
A4	A4 Item

Save Cancel Close

Note: Vendor cannot be deleted if it is already in use

How can I search vendor?

Click **Action > Configure > Vendor List** the *Window* appears.

Enter search text on textbox provided on each column header. For example enter vendor code in Vendor Code column on grid.

Vendor List appears.

Paging is provided with default count of 50 records displayed per page. User can update count of records to be displayed per page by selecting rows per page drop down.

List of records can be sorted by clicking on column headers.

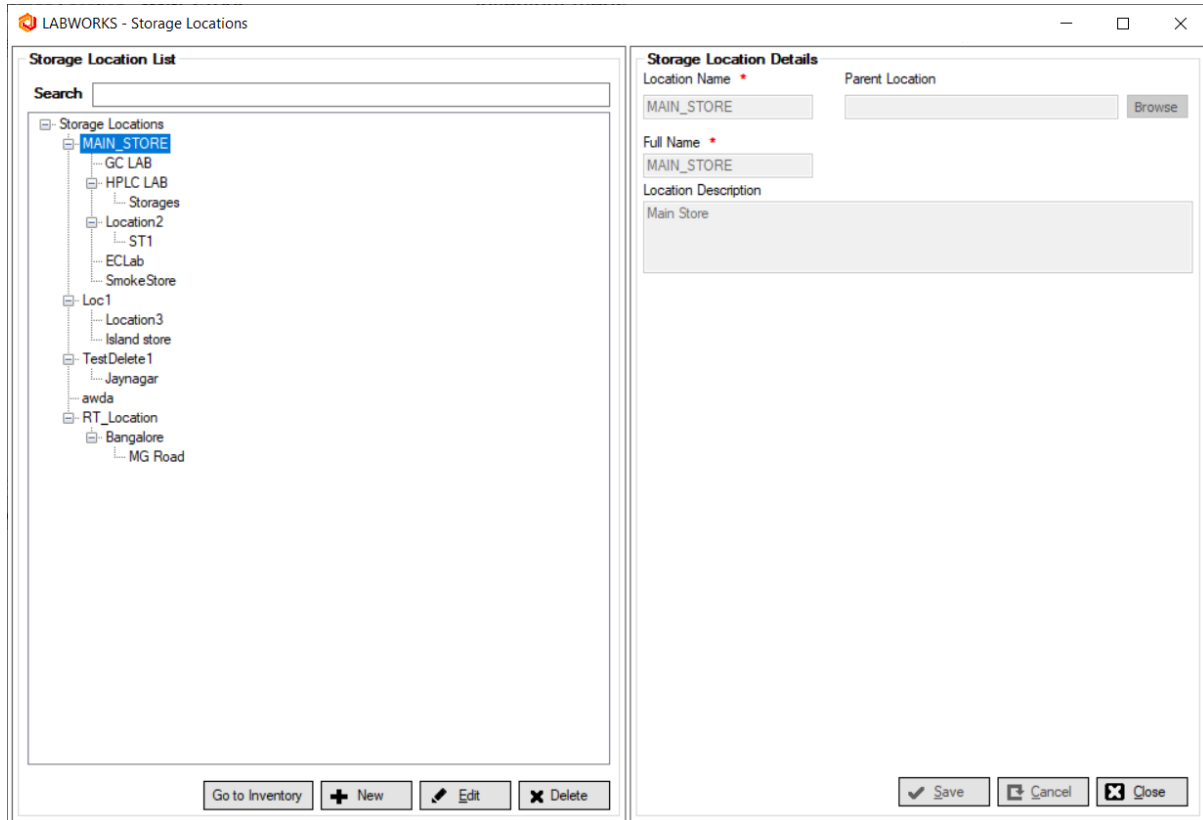
<p>Note: <i>Vendor code cannot be duplicate. Item should exist before we can choose the vendor.</i></p>
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Storage Locations

Storage Location is the Location where Items are stored for e.g. Main Store. You can also create a hierarchical Storage Location. For e.g. Sub-Store / Shelf / Drawer. You can issue items to Sub-Store, Shelf or Drawer. Tick "Can consume" if location needs stock for use.

How can I add a storage location?

1. Click **Action > Configure > Storage Locations**. The *Window* appears



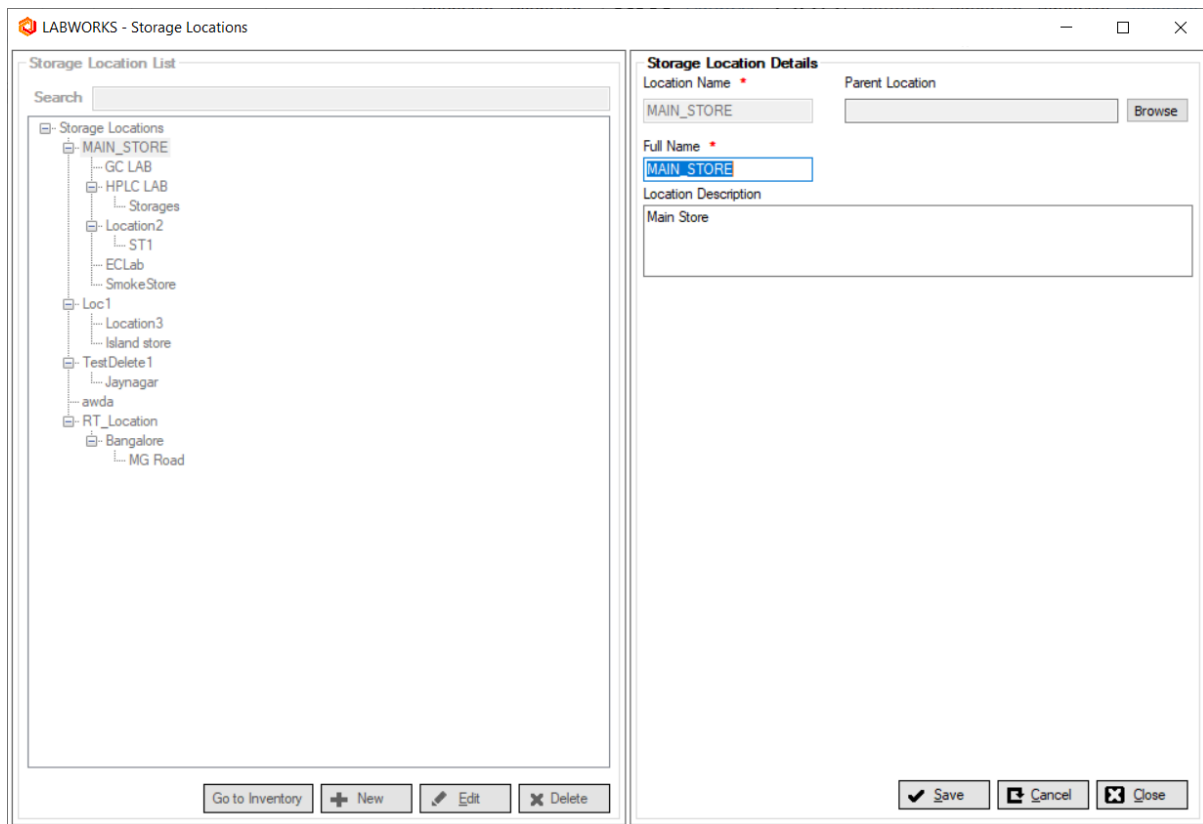
Click **New**.

2. Enter **Location Name**.
3. Select Parent Storage Location.
4. Enter Full Name for Storage Location.
5. Enter Description.

All mandatory fields are marked with asterisk (*).

How can I Edit Storage location?

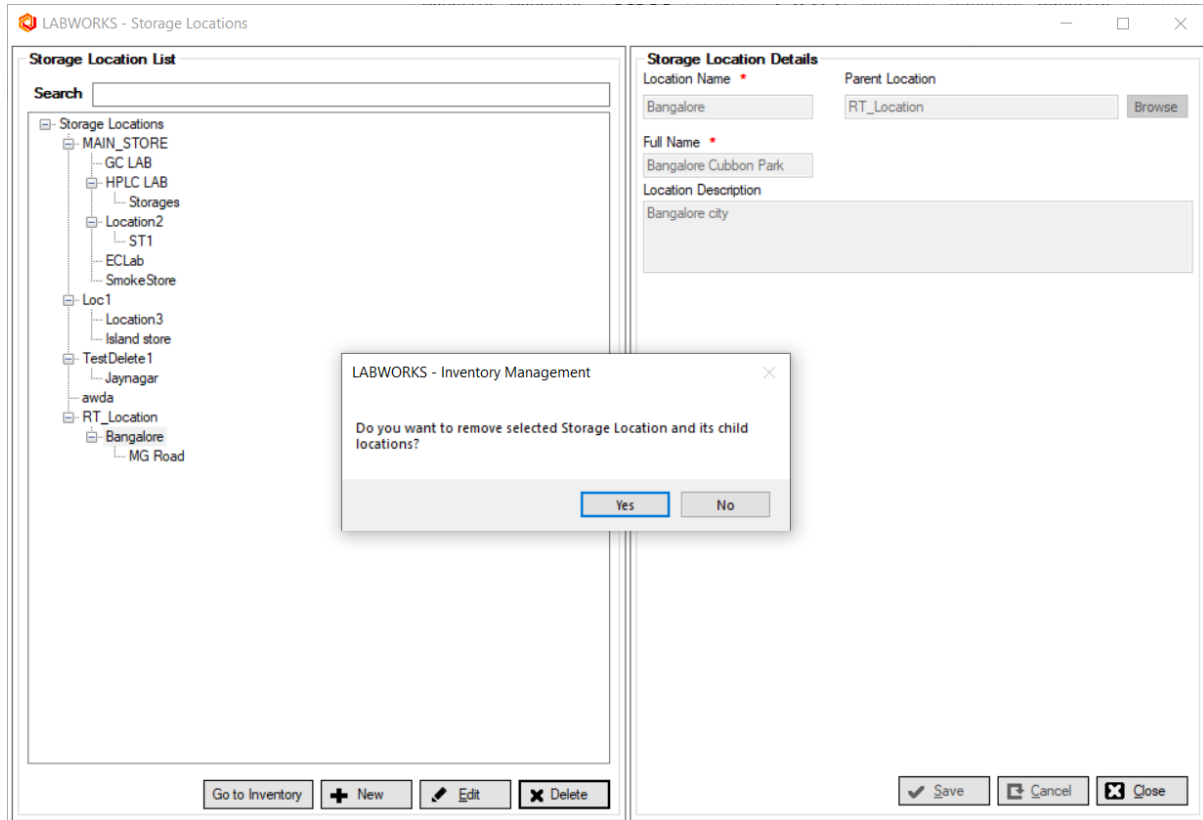
1. Click **Action > Configure > Storage Locations**. The *Window* appears.



2. Records can be filtered column wise.
3. Click on 'Go to Inventory' button to open Inventory window for the selected storage location.
4. Click **Edit** and make changes.
5. Click **Save**.

How can I delete a Storage location?

1. Click **Action > Configure > Storage Locations**. The *Storage Location Window* appears.
2. Select a Location.
3. Click **Delete**. See *confirmation window*.



4. To confirm the delete, press **Yes**.

Note: Storage Location cannot be deleted if it is already in use.

Test Kit Definitions

Test Kit comprises of Item(s) of their respective consumption quantity required to conduct a specific test (on Analysis Code) for a sample in LABWORKS. The items or it's quantity in a kit can be added or edited.

How can I make a Test Kit?

1. Click **Action > Configure > Test Kit Definitions**. The *Window* appears.

LABWORKS - Test Kit Definitions
— □ ×

Test Kit List

Test Kit Code	Test Kit Name	Test Kit Description
D1	Default 1	Test kit for Defaulity
D2	Default 2	Test kit for Default
asdf	asdf	sadf
Kit_001	New Kit	Kit Description goes here.
DoNotDeleteIt	DoNotDeleteIt_1	
New_Kit	Test_Kit_New	Description
Test_Kit	Test Kit 1	Test Kit Description
test233	test2	
new	new	new
rest	rest	

Rows per page 50 | 1 of 1

Test Kit Details

Test Kit Code *

Test Kit Name *

Test Kit Description

Inventory Item List *

Item Code	Item Name	Consumption Quantity	
H2O	Water	12.23	✕
AM2	AM2	3.22	✕

2. Click **New**.
3. Enter **Test Kit Code, Name and Description**.
4. Click on **Item Code** in bellow grid. The *Window* appears.

The screenshot shows the 'LABWORKS - Test Kit Definitions' application window. A modal dialog titled 'LABWORKS - Inventory Item Selection' is open in the center. The dialog has a search bar at the top and a table of items below. The table has two columns: 'Item Code' and 'Item Name'. The items listed are:

Item Code	Item Name
A1	A1 Testing
A2	A2 Item
A3_MIX	A3 Item
A4	A4 Item
A5_MIX	A5 item
A6_MIX	A6 Item
A7_MIX	A7 Item
A8	TEST
A9	A9 TEST
Ag	Gold
AL	Aluminium
AM1	AM1
AM2	AM2
AM2_Mix	AM2_Mix
Ar	Argon
Br	Bromide
C1	Carbon
C2	Test C2
Carbon	Carbon

At the bottom of the dialog are 'OK' and 'Cancel' buttons. The background application window shows a 'Test Kit List' table with columns for 'Test Kit Code', 'Test Kit Name', and 'Test Kit Description'. The 'Test Kit Details' section shows 'Test Kit Code' as 'D1' and 'Test Kit Description' as 'Test kit for Defaulty'. The 'Inventory Item List' section shows a table with columns for 'Item Code' and 'Quantity', with rows for 'H2O', 'AM2', and 'Click Here To Add'. The 'Click Here To Add' row has 'x' marks in the 'Quantity' column.

5. Select **Item Code** and enter quantity.
6. Click **Save**.

How can I edit a Kit?

1. Click **Action > Configure > Test Kit Definitions.**
2. Select Kit from grid or Search the kit from grid
3. Click **Edit.**
4. Edit **Test Name and Description.**
5. Select **item** from grid.
 - Change quantity
 - To remove the item click **delete**
6. Click **Save**

LABWORKS - Test Kit Definitions
— □ ×

Test Kit List

Test Kit Code	Test Kit Name	Test Kit Description
D1	Default 1	Test kit for Defaulty
D2	Default 2	Test kit for Default
asdf	asdf	sadf
Kit_001	New Kit	Kit Description goes here.
DoNotDeletelt	DoNotDeletelt_1	
New_Kit	Test_Kit_New	Description
Test_Kit	Test Kit 1	Test Kit Description
test233	test2	
new	new	new
rest	rest	

Rows per page: 50 of 1

+ New
✎ Edit
✖ Delete

Test Kit Details

Test Kit Code *

Test Kit Name *

Test Kit Description

Inventory Item List *

Item Code	Item Name	Consumption Quantity	
H2O	Water	12.23	✖
AM2	AM2	3.22	✖
Click Here To Add			

✓ Save
✕ Cancel
✖ Close

How can I delete a Kit?

1. Click **Action > Configure > Test Kit Definitions**.
2. Select Kit from grid or Search the kit from grid
3. Click **Delete**.
4. **Note: Test Kit cannot be delete if it is already in use**

LABWORKS - Test Kit Definitions

Test Kit List

Test Kit Code	Test Kit Name	Test Kit Description
D1	Default 1	Test kit for Defaulty
D2	Default 2	Test kit for Default
asdf	asdf	sadf
Kit_001	New Kit	Kit Description goes here.
DoNotDeletelt	DoNotDeletelt_1	
New_Kit	Test_Kit_New	Description
Test_Kit	Test Kit 1	Test Kit Description
test233	test2	
new	new	new
rest	rest	

Rows per page 50 | 1 of 1

+ New **Edit** **Delete**

Test Kit Details

Test Kit Code *
new

Test Kit Description
new

LABWORKS - Test Kit Definitions

Do you want to remove selected Test Kit?

Yes **No**

Inventory Item List *

Item Code	Item Name	Consumption Quantity
AL	Aluminium	123

Save **Cancel** **Close**

How can I search a Kit?

1. Click **Action > Configure > Test Kit Definitions**. The *Window* appears.
2. Enter Kit code in Kit Code column of the grid or click next page button to search the Kit
3. List of records can be sorted by clicking on column headers.
4. Paging is provided with default count of 50 records displayed per page. User can update count of records to be displayed per page by selecting rows per page drop down.

Test Kit Usage Rules

Test Kit comprises of Items and respective consumption quantity necessary to conduct a specific analysis for a sample in LABWORKS. You can add or change item / quantity in a kit. you can configure a test kit and allocate it to an analysis.

How can I configure new Test kits for analysis?

Click **Action > Configure > Test kit Usage Rules**

Click **New**. The *Window* opens.

LABWORKS - Test Kit Usage Rules _ □ ×

Test Kit Usage Rule List

Configuration Code	Analysis Code	Creation Date
TKA1	IDV_SELECT_DESELECT1	2018-07-30
TKA2	IDV_SELECT_DESELECT1	2018-07-30
TKA3	IAREFTEST	2018-07-30
TKA4	IAT4	2018-07-30
TKA7	INARR	2018-07-30
TKA10	ITEST	2018-07-31
TKA11	#AV	2018-07-31

Rows per page 50 | 1 of 1

Test Kit Usage Rule Details

Configuration Code * Analysis Code * Analysis Name

Test Kits *

Test Kit Code	Storage Location	
Kit_008	Loc3	✕
Kit_007	Storage Location 6	✕

Enter Configuration Code.

Click **Browse** to select Analysis code.

Click **Save**

How can I update configured test kit?

Click **Action** > **Configure** > **Test kit Usage Rules**.

Select **Test kit Configuration** from grid or Click next page button.

Click **Edit**, make changes.

Click **Save** after all changes are carried out.

LABWORKS - Test Kit Usage Rules

Test Kit Usage Rule List

Configuration Code	Analysis Code	Creation Date
TKA1	IDV_SELECT_DESELECT1	2018-07-30
TKA2	IDV_SELECT_DESELECT1	2018-07-30
TKA3	IAREFTTEST	2018-07-30
TKA4	IAT4	2018-07-30
TKA7	INARR	2018-07-30
TKA10	ITEST	2018-07-31
TKA11	#AV	2018-07-31

Rows per page: 50 | 1 of 1

Test Kit Usage Rule Details

Configuration Code * Analysis Code * Analysis Name

Test Kits *

Test Kit Code	Storage Location
D2	GC LAB
Click Here To Add	

How can I delete a test kit from analysis?

Click **Action** > **Configure** > **Test kit Usage Rules**.

Select **Test kit Configuration** from Tree View or Click **Browse**.

Select **Test kit** from grid

Click **Delete**.

The screenshot shows the 'LABWORKS - Test Kit Usage Rules' window. At the top is a table titled 'Test Kit Usage Rule List' with columns for Configuration Code, Analysis Code, and Creation Date. The row for TKA11 is selected. Below the table are navigation controls and buttons for New, Edit, and Delete. A 'Test Kit Usage Rule Details' panel is visible below the table, showing 'TKA11' as the Configuration Code and 'D2' as the Test Kit Code. A modal dialog box is open in the center, asking 'Do you want to remove selected Inventory Item?' with 'Yes' and 'No' buttons.

Configuration Code	Analysis Code	Creation Date
TKA1	IDV_SELECT_DESELECT1	2018-07-30
TKA2	IDV_SELECT_DESELECT1	2018-07-30
TKA3	IAREFTEST	2018-07-30
TKA4	IAT4	2018-07-30
TKA7	INARR	2018-07-30
TKA10	ITEST	2018-07-31
TKA11	#AV	2018-07-31

Rows per page 50 | 1 of 1

Buttons: + New, Edit, X Delete

Test Kit Usage Rule Details

Configuration Code * TKA11

Test Kits * D2

Modal Dialog: LABWORKS - Test Kit Usage Rules
Do you want to remove selected Inventory Item?
Buttons: Yes, No

Bottom Buttons: ✓ Save, ⏪ Cancel, X Close

How can I search a Test Kit Usage Rule?

1. Click **Action > Configure > Test kit Usage Rules.**
2. Enter Configuration code in Configuration code column of the grid.
3. List of records can be sorted by clicking on column headers.
4. Paging is provided with default count of 50 records displayed per page. User can update count of records to be displayed per page by selecting rows per page drop down.

Purchase Requisition

Purchase Requisitions is to generate requisition of selected items. You can also select multiple items and can select associated vendor, enter expected quantity.

How can I generate a Purchase Requisition?

1. Click **Action > Manage > Purchase Requisitions**. *Purchase Requisition window* appears

LABWORKS - Purchase Requisitions

Purchase Requisition List

Show All Purchase Requisitions

Requisition Number	Needed By	Estimated Cost	Order Number	Order Date	Status	Requested By
PR/2018/10	2018-06-22	99	ON1234	2018-06-26	ORDERED	USR
PR/2018/12	2018-06-22	66	O123	2018-06-28	APPROVED	USR
PR/2018/14	2018-06-22	8	ON14	2018-06-26	ORDERED	USR
PR/2018/17	2018-06-24	1000	O222	2018-06-28	ORDERED	USR
PR/2018/18	2018-06-29	222	123	2018-07-17	ORDERED	USR
PR/2018/20	2018-06-30	1	555	2018-09-12	APPROVED	USR

Rows per page 50 | 1 of 2

Purchase Requisition Details

Requisition Number: PR/2018/10
 Needed By: 2018-06-22
 Estimated Cost: 99
 Order Number: ON1234
 Order Date: 2018-06-26

Special Instructions: 99

Inventory Item List

Item Code	Item Name	Manufacturer	Vendor Code	Vendor Name	Expected Quantity
H1	Hydrogen	Test	Sup2	Sup2 Name	88

2. Click **New**
3. Select Needed By date, enter Estimated Cost, enter Special Instructions if any
4. Click button from cell 'Click Here to Add' of Inventory Item List grid
5. Select item from **list**
6. Click button from cell under 'Vendor Code' column
7. Select vendor from **list**
8. Enter **Expected Quantity**
9. Repeat the steps from 4 to 8, to select multiple items and respective suppliers and enter quantity
10. Click **Save**. Purchase Requisition List will be updated.
11. Newly added Purchase Requisition will be displayed as last record with Status as **NEW**
12. If **SMTP** settings are configured then e-mails can be send
13. If Approver's e-mail address is configured through System Manager then e-mail about newly added Purchase Requisition will be send to approver
14. If 'E-mail Requisition Copy To Requester' check box is checked then e-mail about newly added Purchase Requisition will be send to Requester

How can I edit a Purchase Requisition?

1. Click **Action > Manage > Purchase Requisitions**.
2. Select already generated Purchase Requisition from Purchase Requisition List
3. Click **Edit**
4. Make desired changes
5. Click **Save**. Purchase Requisition List will be updated.
6. Purchase Requisitions with status as **NEW** or **APPROVED** can be edit.

LABWORKS - Purchase Requisitions

Purchase Requisition List

Show All Purchase Requisitions

Requisition Number	Needed By	Estimated Cost	Order Number	Order Date	Status	Requested By
PR/2018/40	2018-07-21	100			NEW	
PR/2018/42	2018-07-22	100			APPROVED	
PR/2018/45	2018-07-16	33			NEW	USR
PR/2018/46	2018-08-05	500			NEW	USR
PR/2018/47	2018-07-18	8			NEW	USR
PR/2018/48	2018-07-20	500			APPROVED	USR

Rows per page: 50 | 1 of 2

Purchase Requisition Details

Requisition Number: Needed By: Estimated Cost:

Special Instructions:

Inventory Item List

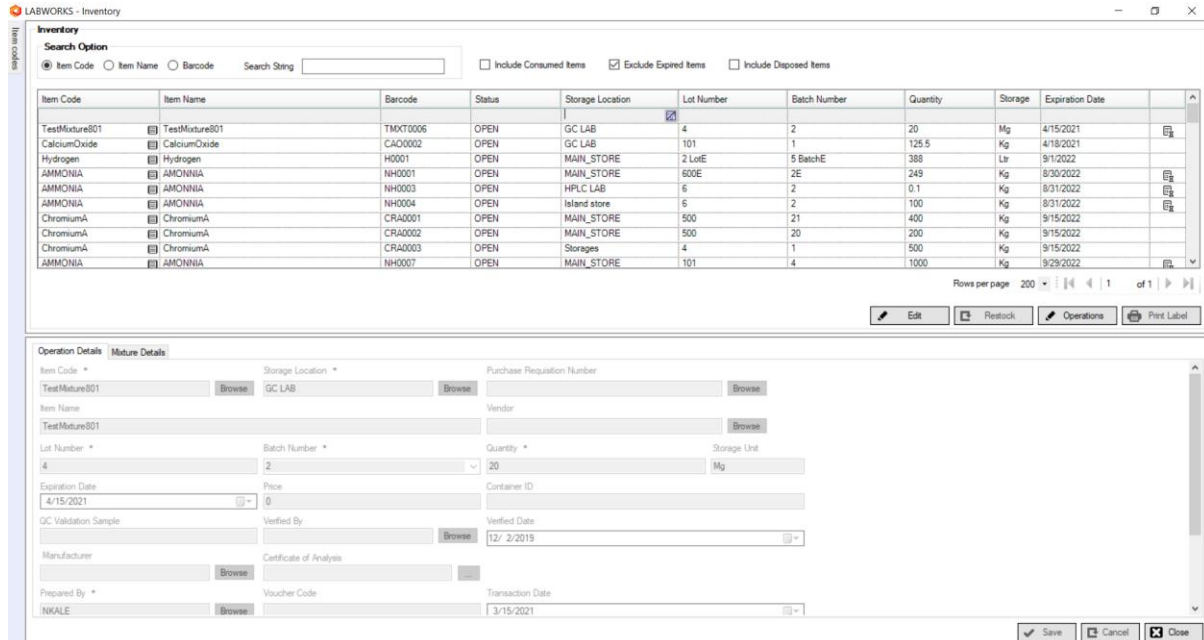
Item Code	Item Name	Manufacturer	Vendor Code	Vendor Name	Expected Quantity
H	Hydrogen	Test	Zink Supp	Zink Supp name	8
Click Here To Add					

How can I change status of Purchase Requisition?

1. Select already generated Purchase Requisition from Purchase Requisition List
2. **Right click** on a record
3. Select desired context menu
4. Enter login details and comment on **E-Signature** window
5. Click **OK**. Purchase Requisition List will be updated.

Inventory

LABWORKS Inventory Management System has been designed to make it easy for you to track Items/ Suppliers and their related information. User can perform operations like Receive Inventory Item, Return Inventory Item, Transport to New Location, Return to Original Location, Consume Inventory Item, Manual Stock Reconciliation.



Inventory

Search Option
 Item Code Item Name Barcode Search String Include Consumed Items Exclude Expired Items Include Disposed Items

Item Code	Item Name	Barcode	Status	Storage Location	Lot Number	Batch Number	Quantity	Storage	Expiration Date
TestMixture01	TestMixture01	TMXT0006	OPEN	GC LAB	4	2	20	Mg	4/15/2021
CalciumOxide	CalciumOxide	CAO0002	OPEN	GC LAB	101	1	125.5	Kg	4/18/2021
Hydrogen	Hydrogen	HO001	OPEN	MAIN_STORE	2 LotE	5 BatchE	388	Ltr	9/1/2022
AMMONIA	AMONNIA	NH0001	OPEN	MAIN_STORE	600E	2E	249	Kg	8/30/2022
AMMONIA	AMONNIA	NH0003	OPEN	HPLC LAB	6	2	0.1	Kg	8/31/2022
AMMONIA	AMONNIA	NH0004	OPEN	Island store	6	2	100	Kg	8/31/2022
ChromiumA	ChromiumA	CRA0001	OPEN	MAIN_STORE	500	21	400	Kg	9/15/2022
ChromiumA	ChromiumA	CRA0002	OPEN	MAIN_STORE	500	20	200	Kg	9/15/2022
ChromiumA	ChromiumA	CRA0003	OPEN	Storage	4	1	500	Kg	9/15/2022
AMMONIA	AMONNIA	NH0007	OPEN	MAIN_STORE	101	4	1000	Kg	9/29/2022

Rows per page 200 | 1 of 1

Buttons: Edit, Restock, Operations, Print Label

Operation Details **Mixture Details**

Item Code * TestMixture01 Storage Location * GC LAB Purchase Requisition Number

Item Name TestMixture01 Vendor

Lot Number * 4 Batch Number * 2 Quantity * 20 Storage Unit Mg

Expiration Date 4/15/2021 Price 0 Container ID

QC Validation Sample Verified By Verified Date 12/ 2/2019

Manufacturer Certificate of Analysis

Prepared By * NKALE Voucher Code Transaction Date 3/15/2021

Buttons: Save, Cancel, Close

- Search Options - Inventory Item can be search using three option Item Code, Item Name and Barcode
- Item Code tree view - It display all the Item code group by Item Type wise. Tree view Item code can be used for filtering Inventory Items in Inventory grid.
- Include Consumed Items - User can view consumed items having status CLOSED. By default this option is not selected.
- Exclude Expired Items - Expired items are not displayed. By default this option is selected.
- View Operation History - User can view operation history for individual Inventory Item. Click on button in the Item Code column in the Inventory grid. The *Operation History window* appears.
- Include Disposed Items – Disposed items are displayed. By default this option is unselected.

The screenshot displays the 'Inventory' management interface. On the left, there is a search and filter section with options for 'Item Code', 'Item Name', and 'Barcode'. Below this is a list of inventory items, including 'Mix-Gr'. A modal window titled 'LABWORKS - Operation History' is open, showing a table of operations for the selected item. The table has the following data:

Operations	Source	Destination	Quantity	Storage Unit	Transaction Date	Comments
Receipt	MAIN_STORE	MAIN_STORE	Added (+) 500	Gm	10/14/2020	
QACQC Batched Consump	MAIN_STORE	Auto Consumption	Consumed (-) 250	Gm	10/16/2020	
QACQC Batched Consump	MAIN_STORE	Auto Consumption	Consumed (-) 100	Gm	10/16/2020	
QACQC Batched Consump	MAIN_STORE	Auto Consumption	Consumed (-) 151	Gm	10/16/2020	
Manual Stock Reconciliat	MAIN_STORE	MAIN_STORE	Added (+) 111	Gm	10/16/2020	
Kit Consumption	MAIN_STORE	Auto Consumption	Consumed (-) 100	Gm	10/16/2020	
Manual Stock Reconciliat	MAIN_STORE	MAIN_STORE	Added (+) 190	Gm	10/16/2020	
Kit Consumption	MAIN_STORE	Auto Consumption	Consumed (-) 100	Gm	10/16/2020	
Manual Stock Reconciliat	MAIN_STORE	MAIN_STORE	Added (+) 90	Gm	10/19/2020	
QACQC Batched Consump	MAIN_STORE	Auto Consumption	Consumed (-) 100	Gm	10/19/2020	








The 'Operation History' window also includes a 'Close' button at the bottom right. The main 'Inventory' window has a 'Storage' column with a button that triggers the 'Operation History' window. The 'Storage' column in the main window shows various units and dates, such as 'Gm 10/14/2025' and 'Kg 3/19/2021'.

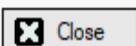
- View Consumable History - User can view consumable history for individual Mixture type of Inventory Item. Click on button in the last column in the Inventory grid. The *Inventory Item History window* appears.

LABWORKS - Inventory Item History

Item Code: Z8 Barcode: AA2 Lot Number: 1

Expand All

	Item Code	Lot Number	Quantity	Expiration Date	Vendor Code	Receipt Date	COA
	Z4	1004	3	2018-11-08			
	Z1	1001	1	2018-07-07	Sup1	2018-07-31	
	Z2	1002	1	2018-11-08	Sup2	2018-07-31	
	Z3	1003	1	2018-06-06	HSup1	2018-07-31	
	Z7	1007	3	2018-07-07			
	Z5	1005	2	2018-05-05	Sup1	2018-07-31	
	Z6	1006	2	2018-11-08	Sup2	2018-07-31	

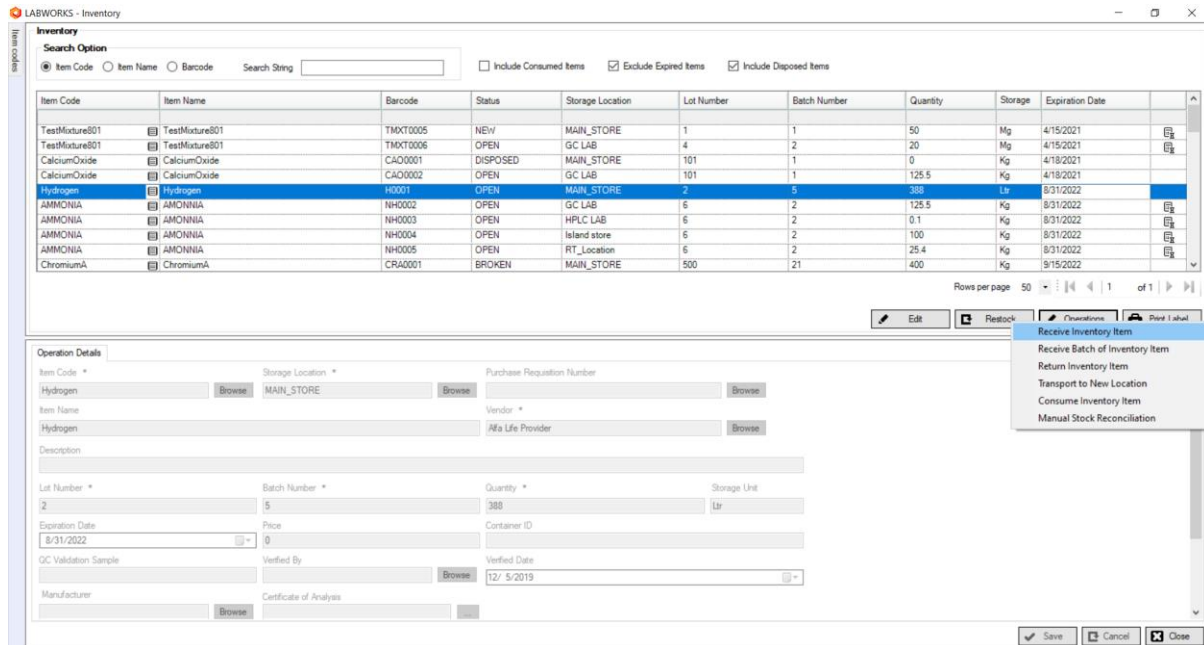
 Close

- Restock - User can create copy of selected Inventory Item and enter Lot Number, Batch Number, Quantity, Expiration Date, Price, Container ID, QC Validation Sample, Verified By, Verified Date, Container of Analysis, Prepared By, Voucher Code, Transaction Date and Comments. Use **Browse** to find details.
- Print Label - User can print label for the selected one or more Inventory Item. It is mandatory to set Bar Tender label to Item code in 'Inventory Library' to print label of Inventory Item for that Item code.
- Mixture Details tab to view the list of Item Codes associated with the Mixture as configured in Inventory Library.
- Paging is provided with default count of 50 records displayed per page. User can update count of records to be displayed per page by selecting rows per page dropdown.
- List of records can be sorted by clicking on column headers.

How can I enter receive Inventory Item?

To enter receipts of items:

1. Click **Action > Manage > Inventory**. The *Inventory* window appears.
2. Click **Operations > Receive Inventory Item**.



Inventory

Search Option: Item Code Item Name Barcode Search String:

Include Consumed Items Exclude Expired Items Include Disposed Items

Item Code	Item Name	Barcode	Status	Storage Location	Lot Number	Batch Number	Quantity	Storage	Expiration Date
TestMixture801	TestMixture801	TMXT0005	NEW	MAIN_STORE	1	1	50	Mg	4/15/2021
TestMixture801	TestMixture801	TMXT0006	OPEN	GC LAB	4	2	20	Mg	4/15/2021
CalciumOxide	CalciumOxide	CAO0001	DISPOSED	MAIN_STORE	101	1	0	Kg	4/18/2021
CalciumOxide	CalciumOxide	CAO0002	OPEN	GC LAB	101	1	125.5	Kg	4/18/2021
Hydrogen	Hydrogen	HD001	OPEN	MAIN_STORE	2	5	388	Ltr	8/31/2022
AMMONIA	AMMONIA	NH0002	OPEN	GC LAB	6	2	125.5	Kg	8/31/2022
AMMONIA	AMMONIA	NH0003	OPEN	HPLC LAB	6	2	0.1	Kg	8/31/2022
AMMONIA	AMMONIA	NH0004	OPEN	Island store	6	2	100	Kg	8/31/2022
AMMONIA	AMMONIA	NH0005	OPEN	RT_Location	6	2	25.4	Kg	8/31/2022
ChromiumA	ChromiumA	CRA0001	BROKEN	MAIN_STORE	500	21	400	Kg	9/15/2022

Rows per page: 50 | 1 of 1

Operation Details

Item Code: Hydrogen Storage Location: MAIN_STORE Purchase Requisition Number:

Item Name: Hydrogen Vendor: Alfa Life Provider

Description:

Lot Number: 2 Batch Number: 5 Quantity: 388 Storage Unit: Ltr

Expiration Date: 8/31/2022 Price: Container ID:

QC Validation Sample: Verified By: Verified Date: 12/ 5/2019

Manufacturer: Certificate of Analysis:

Buttons: Save, Cancel, Close

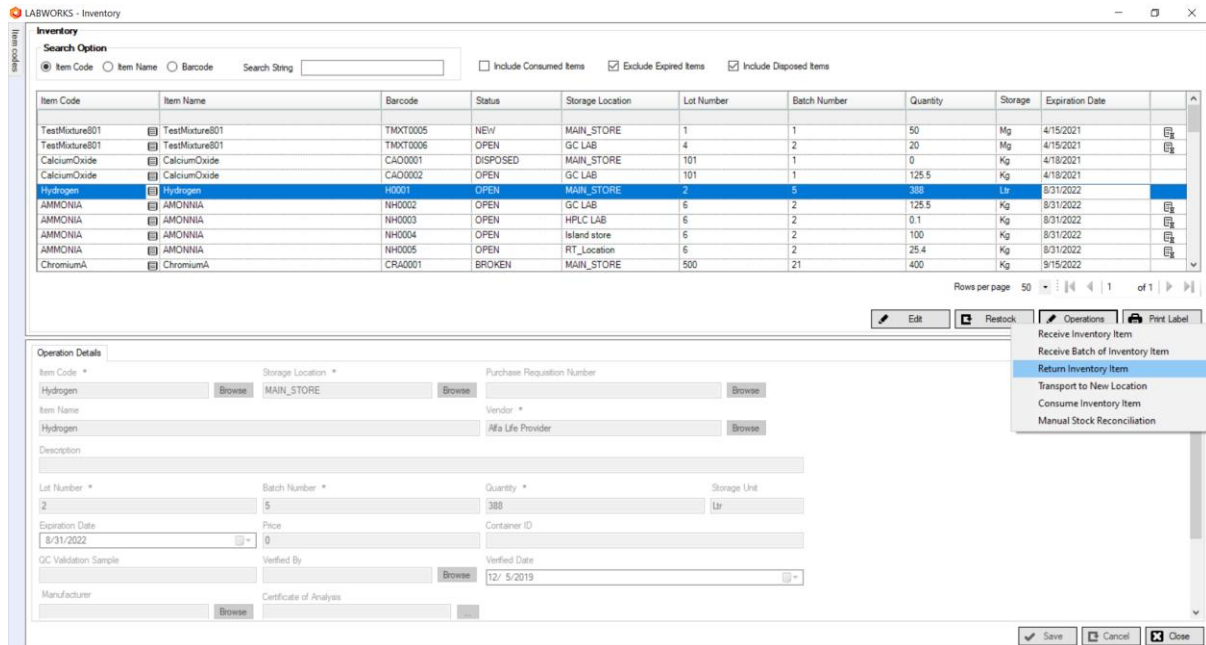
Context Menu: Receive Inventory Item, Receive Batch of Inventory Item, Return Inventory Item, Transport to New Location, Consume Inventory Item, Manual Stock Reconciliation

3. Enter details like Item Code, Storage Location, Purchase Requisition Number, Lot Number, Batch Number, Quantity, Expiration Date, Price, Container ID, QC Validation Sample, Verified By, Verified Date, Container of Analysis, Prepared By, Voucher Code, Transaction Date and Comments. Use **Browse** to find details.
4. If selected Item Code is of Mixture type then enter Mixture Item stock details in Mixture tab.
5. Click **Save**.

How can I add return Inventory Item?

To enter returns:

1. Click **Action > Manage > Inventory**. The *Inventory* window appears.
2. Select Inventory Item from grid.
3. Click **Operations > Return Inventory Item**.



Inventory

Search Option: Item Code Item Name Barcode Search String:

Include Consumed Items Exclude Expired Items Include Disposed Items

Item Code	Item Name	Barcode	Status	Storage Location	Lot Number	Batch Number	Quantity	Storage	Expiration Date
TestMixture801	TestMixture801	TMXT0005	NEW	MAIN_STORE	1	1	50	Mg	4/15/2021
TestMixture801	TestMixture801	TMXT0006	OPEN	GC LAB	4	2	20	Mg	4/15/2021
CalciumOxide	CalciumOxide	CAO0001	DISPOSED	MAIN_STORE	101	1	0	Kg	4/18/2021
CalciumOxide	CalciumOxide	CAO0002	OPEN	GC LAB	101	1	125.5	Kg	4/18/2021
Hydrogen	Hydrogen	NH0001	OPEN	MAIN_STORE	2	3	333	Lr	8/31/2022
AMMONIA	AMMONIA	NH0002	OPEN	GC LAB	6	2	125.5	Kg	8/31/2022
AMMONIA	AMMONIA	NH0003	OPEN	HPLC LAB	6	2	0.1	Kg	8/31/2022
AMMONIA	AMMONIA	NH0004	OPEN	Island store	6	2	100	Kg	8/31/2022
AMMONIA	AMMONIA	NH0005	OPEN	RT_Location	6	2	25.4	Kg	8/31/2022
ChromiumA	ChromiumA	CRA0001	BROKEN	MAIN_STORE	500	21	400	Kg	9/15/2022

Rows per page: 50 of 1

Buttons: Edit, Restock, Operations, Print Label

Operation Details

Item Code: Hydrogen Storage Location: MAIN_STORE Purchase Requisition Number:

Item Name: Hydrogen Vendor: Alfa Life Provider

Description:

Lot Number: 2 Batch Number: 5 Quantity: 388 Storage Unit: Lr

Expiration Date: 8/31/2022 Price: 0 Container ID:

QC Validation Sample: Verified By: Verified Date: 12/ 5/2019

Manufacturer: Certificate of Analysis:

Buttons: Save, Cancel, Close

Operations Menu:

- Receive Inventory Item
- Receive Batch of Inventory Item
- Return Inventory Item**
- Transport to New Location
- Consume Inventory Item
- Manual Stock Reconciliation

4. Enter Voucher code, Transaction Date and Comments.
5. Click **Save**.

How can I transport Inventory Item to new location?

To enter issue details:-

1. Click **Action > Manage > Inventory**. The *Inventory* window appears.

The screenshot shows the 'Inventory' window with a table of items. The 'Hydrogen' item is selected. The 'Operation Details' section is visible, showing fields for Item Code, Storage Location, Purchase Request Number, Vendor, Lot Number, Batch Number, Quantity, Storage Unit, Expiration Date, Price, Container ID, QC Validation Sample, Verified By, Verified Date, Manufacturer, and Certificate of Analysis. A context menu is open over the 'Hydrogen' row, with 'Transport to New Location' highlighted.

Item Code	Item Name	Barcode	Status	Storage Location	Lot Number	Batch Number	Quantity	Storage	Expiration Date
TestMixture801	TestMixture801	TMXT0005	NEW	MAIN_STORE	1	1	50	Mg	4/15/2021
TestMixture801	TestMixture801	TMXT0006	OPEN	GC LAB	4	2	20	Mg	4/15/2021
CalciumOxide	CalciumOxide	CAO0001	DISPOSED	MAIN_STORE	101	1	0	Kg	4/18/2021
CalciumOxide	CalciumOxide	CAO0002	OPEN	GC LAB	101	1	125.5	Kg	4/18/2021
Hydrogen	Hydrogen	H0001	OPEN	MAIN_STORE	2	5	388	Ltr	8/31/2022
AMMONIA	AMONNIA	NH0002	OPEN	GC LAB	6	2	125.5	Kg	8/31/2022
AMMONIA	AMONNIA	NH0003	OPEN	HPLC LAB	6	2	0.1	Kg	8/31/2022
AMMONIA	AMONNIA	NH0004	OPEN	Island store	6	2	100	Kg	8/31/2022
AMMONIA	AMONNIA	NH0005	OPEN	RT_Location	6	2	25.4	Kg	8/31/2022
ChromiumA	ChromiumA	CRA0001	BROKEN	MAIN_STORE	500	21	400	Kg	8/15/2022

The screenshot shows the 'Inventory' window with a table of items. The 'BB' item is selected. The 'Operation Details' section is visible. A 'LABWORKS - Inventory Item Transport' dialog box is open, showing fields for Storage Location, Voucher Code, Transaction Date, Quantity, and Comments. The 'Transport to New Location' option is selected in the dialog box.

Item Code	Item Name	Barcode	Status	Storage Location	Lot Number	Batch Number	Quantity	Storage	Expiration Date
Sodium	NA1	NAA0002	BROKEN	MAIN_STORE	5	2	0	Kg	5/3/2021
Sodium	NA1	NAA0004	OPEN	MAIN_STORE	60	22	500	Kg	5/3/2021
AMMONIA	AMONNIA	NH0007	BROKEN	MAIN_STORE	101	4	1000	Kg	8/29/2022
Nitrogen	Nitrogen	N0005	BROKEN	MAIN_STORE	201	4	1000	Kg	8/29/2022
BB	BB	BB0002	OPEN	MAIN_STORE	Lot_BB	Batch_BB	149 9901	Ltr	6/24/2022
BB	BB	BB0004	OPEN	MAIN_STORE	New_lot	New_Batch	0	Ltr	6/24/2022
Sodium	NA1	NAA0005	BROKEN	MAIN_STORE	Lot_009	Batch_0009	0	Kg	1/7/2022
BB	BB						49 9996	Ltr	10/22/2022
Mixture_Of_Mixture	Mixture_of_Mixture						333	Ltr	4/20/2021

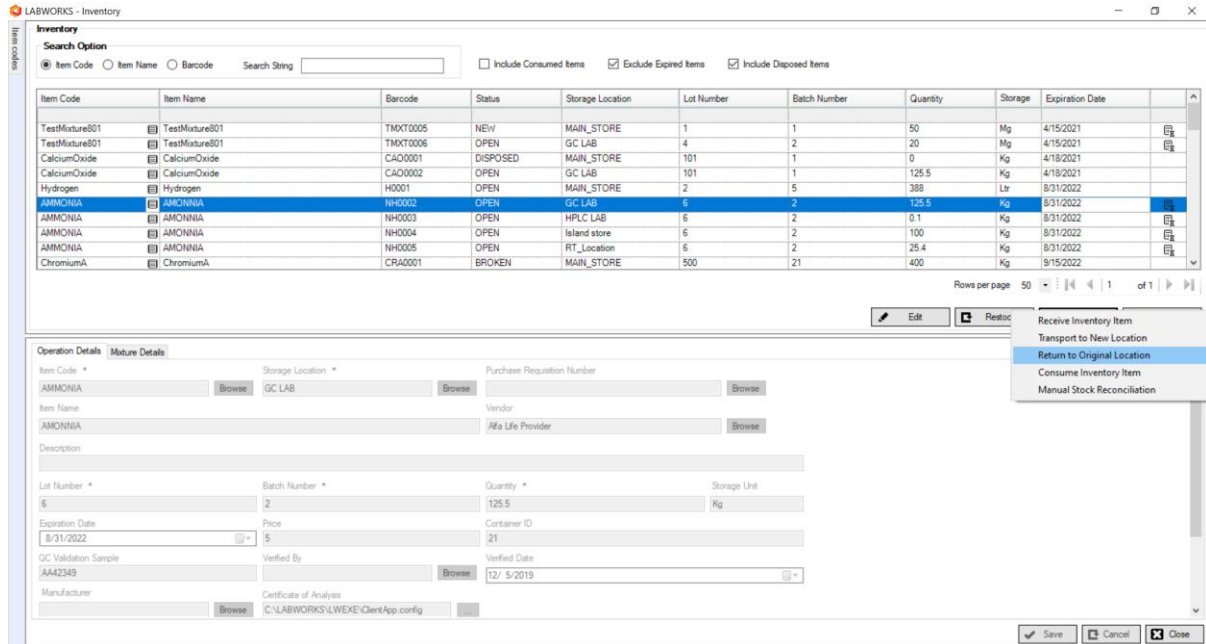
2. Select Inventory Item from grid.
3. Click **Operations > Transport to New Location**.
4. Select new Storage Location, Enter Voucher code, Transaction date and Comments.
5. Click **Save**.

Note: Items can be issued from one store to another store. User cannot issue item from one sub store to a store in which that Inventory Item received. In order to achieve use 'Return to Original Location' to send it to original store and issue it from there.

How can I return Inventory Item to original location?

Item can be returned from a sub store to its original store. To enter return of items already issued:-

1. Click **Action > Manage > Inventory**. The *Inventory window* appears.
2. Click **Operations > Return to Original Location**.

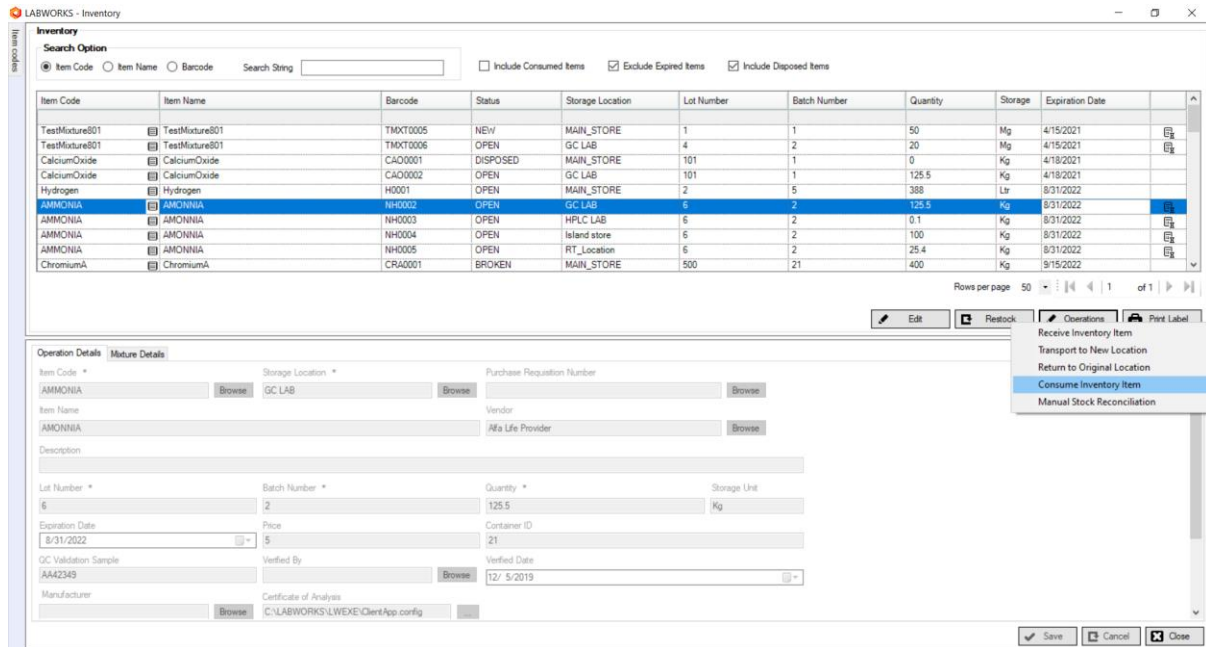


3. Select original Storage Location, Enter Voucher code, Transaction date and Comments.
4. Click **Save**.

How can I perform consumption on Inventory Item?

To enter direct consumption:

1. Click **Action > Manage > Inventory**. The *Inventory* window appears.
2. Click **Operations > Consume Inventory Item**.



The screenshot shows the LABWORKS Inventory window. At the top, there are search options for Item Code, Item Name, or Barcode. Below this is a table of inventory items. The 'Ammonia' item is selected, and its details are shown in the 'Operation Details' form below the table. A context menu is open over the 'Ammonia' row, with 'Consume Inventory Item' highlighted.

Item Code	Item Name	Barcode	Status	Storage Location	Lot Number	Batch Number	Quantity	Storage	Expiration Date
TestMixture801	TestMixture801	TMXT0005	NEW	MAIN_STORE	1	1	50	Mg	4/15/2021
TestMixture801	TestMixture801	TMXT0006	OPEN	GC LAB	4	2	20	Mg	4/15/2021
CalciumOxide	CalciumOxide	CAO0001	DISPOSED	MAIN_STORE	101	1	0	Kg	4/18/2021
CalciumOxide	CalciumOxide	CAO0002	OPEN	GC LAB	101	1	125.5	Kg	4/18/2021
Hydrogen	Hydrogen	H0001	OPEN	MAIN_STORE	2	5	388	Ltr	8/31/2022
AMMONIA	AMMONIA	NH0003	OPEN	GC LAB	6	2	125.5	Kg	8/31/2022
AMMONIA	AMMONIA	NH0003	OPEN	HPLC LAB	6	2	0.1	Kg	8/31/2022
AMMONIA	AMMONIA	NH0004	OPEN	Island store	6	2	100	Kg	8/31/2022
AMMONIA	AMMONIA	NH0005	OPEN	RT_Location	6	2	25.4	Kg	8/31/2022
ChromiumA	ChromiumA	CRA0001	BROKEN	MAIN_STORE	500	21	400	Kg	9/15/2022

Operation Details - Ammonia

Item Code: AMMONIA | Storage Location: GC LAB | Purchase Requisition Number: [Browse]

Item Name: AMMONIA | Vendor: Alfa Life Provider | [Browse]

Description: [Text Area]

Lot Number: 6 | Batch Number: 2 | Quantity: 125.5 | Storage Unit: Kg

Expiration Date: 8/31/2022 | Price: 5 | Container ID: 21

QC Validation Sample: AAA2349 | Verified By: [Browse] | Verified Date: 12/ 5/2019

Manufacturer: [Browse] | Certificate of Analysis: C:\LABWORKS\LWEXE\ClientApp.config

Buttons: Save, Cancel, Close

Context Menu: Receive Inventory Item, Transport to New Location, Return to Original Location, **Consume Inventory Item**, Manual Stock Reconciliation

3. Enter Quantity, Voucher code, Transaction Date, and Comments.
4. Click **Save** button.

How can I perform reconciliation on Inventory Item?

To enter receipts of items:

1. Click **Action > Manage > Inventory**. The *Inventory* window appears.
2. Click **Operations > Manual Stock Reconciliation**. The *Reconciliation* window appears.

LABWORKS - Inventory

Search Option
 Item Code Item Name Barcode Search String

Include Consumed Items Exclude Expired Items Include Disposed Items

Item Code	Item Name	Barcode	Status	Storage Location	Lot Number	Batch Number	Quantity	Storage	Expiration Date
TestMixture601	TestMixture601	TMXT0005	NEW	MAIN_STORE	1	1	50	Mg	4/15/2021
TestMixture601	TestMixture601	TMXT0006	OPEN	GC LAB	4	2	20	Mg	4/15/2021
CalciumOxide	CalciumOxide	CAO0001	DISPOSED	MAIN_STORE	101	1	0	Kg	4/18/2021
CalciumOxide	CalciumOxide	CAO0002	OPEN	GC LAB	101	1	125.5	Kg	4/18/2021
Hydrogen	Hydrogen	H0001	OPEN	MAIN_STORE	2	5	388	Ltr	8/31/2022
AMMONIA	AMONNIA	NH0002	OPEN	GC LAB	6	2	125.5	Kg	8/31/2022
AMMONIA	AMONNIA	NH0003	OPEN	HPLC LAB	6	2	0.1	Kg	8/31/2022
AMMONIA	AMONNIA	NH0004	OPEN	Island store	6	2	100	Kg	8/31/2022
AMMONIA	AMONNIA	NH0005	OPEN	RT_Location	6	2	25.4	Kg	8/31/2022
ChromiumA	ChromiumA	CRA0001	BROKEN	MAIN_STORE	500	21	400	Kg	9/15/2022

Rows per page 50 of 1

Operation Details **Mixture Details**

Item Code: AMONNIA Storage Location: GC LAB Purchase Requisition Number:

Item Name: AMONNIA Vendor: Alfa Life Provider

Description:

Lot Number: 6 Batch Number: 2 Quantity: 125.5 Storage Unit: Kg

Expiration Date: 8/31/2022 Price: 5 Container ID: 21

GC Validation Sample: AA42349 Verified By: Verified Date: 12/ 5/2019

Manufacturer: Certificate of Analysis: C:\LABWORKS\LWEXE\ClientApp.config

Save Cancel Close

Receive Inventory Item
 Transport to New Location
 Return to Original Location
 Consume Inventory Item
Manual Stock Reconciliation

LABWORKS - Manual Stock Reconciliation

Search Option
 Manual Scan Barcode Barcode

Display Only Overflow Stock Records

Barcode	Item Code	Storage	Expected Quantity	Actual Quantity *	Storage Unit	Expiration Date	Verified By	Verified On	Comments
B0002	ItemCode2	MAIN_STORE	40.5		gm	8/15/2018		03/15/2021	
A0002	ItemCode1	MAIN_STORE	50		gm	8/14/2018		03/15/2021	
B0002	ItemCode2	MAIN_STORE	280.7		gm	8/14/2018		03/15/2021	
D2	Demoltem3	MAIN_STORE	3994		Kg	8/25/2018		03/15/2021	
D2	Demoltem4	MAIN_STORE	398.6		Kg	8/25/2018		03/15/2021	
G2	Demoltem6	MAIN_STORE	3998		Kg	9/4/2018		03/15/2021	
T2	DemolMixture5	MAIN_STORE	50		Kg	9/14/2018		03/15/2021	
F2	DemoTransaction	MAIN_STORE	-8500		Kg	9/14/2018		03/15/2021	
D2	DemoPItem1	MAIN_STORE	200		mg	11/3/2018		03/15/2021	
G2	DemoPItem2	MAIN_STORE	400		mg	9/4/2018		03/15/2021	
A0002	IsHouseTestTem	MAIN_STORE	940		Kg	9/15/2018		03/15/2021	
B0002	IsHouseTestTem	MAIN_STORE	9923		Kg	8/13/2010		03/15/2021	
A0002	IsHouseTestTem	MAIN_STORE	10		Kg	9/15/2018		03/15/2021	
A0002	IsHouseTestTem	MAIN_STORE	460		Kg	9/15/2018		03/15/2021	
C0002	IsHouseTestMixtu	MAIN_STORE	600		Kg	11/15/2017		03/15/2021	
CITest11	CI	MAIN_STORE	297		Ltr	4/18/2018		03/15/2021	
A3	DemoMixture4	MAIN_STORE	48		Kg	8/1/2018		03/15/2021	
A0004	TestLabelTem	MAIN_STORE	400		Kg	9/20/2018		03/15/2021	
L0004	TestTemADD	MAIN_STORE	0		Kg	8/11/2018		03/15/2021	
M0004	TestTemAddMux	MAIN_STORE	5		Kg	8/11/2018		03/15/2021	
B0003	TestTemAdd1	MAIN_STORE	600		Kg	8/11/2017		03/15/2021	
M0005	TestTemAddMux	MAIN_STORE	30		Kg	8/12/2018		03/15/2021	
M0006	TestTemAddMux	MAIN_STORE	500		Kg	8/12/2018		03/15/2021	
M0008	TestTemAddMux	MAIN_STORE	111		Kg	8/12/2018		03/15/2021	
M0010	TestTemAddMux	MAIN_STORE	16		Kg	8/12/2018		03/15/2021	
M0011	TestTemAddMux	MAIN_STORE	29.5		Kg	8/12/2018		03/15/2021	
CITest13	CI	MAIN_STORE	585		Ltr	8/3/2018		03/15/2021	
A3	Demoltem1	MAIN_STORE	600		gm	8/3/2018		03/15/2021	
A4	Demoltem1	MAIN_STORE	500		gm	8/3/2018		03/15/2021	

Rows per page 200 of 2

Save Cancel Close

- Check the checkbox "Display only Overflow records" to display records with negative quantities.

LABWORKS - Manual Stock Reconciliation

Search Option
 Manual Scan Barcode Barcode Display Only Overflow Stock Records

Barcode	Item Code	Storage	Expected Quantity	Actual Quantity *	Storage Unit	Expiration Date	Verified By	Verified On	Comments
F2	DemoTransaction	MAIN_STORE	-8500		Kg	9/14/2018		03/15/2021	
62640002	Cont2	MAIN_STORE	-210		Gm	1/16/2021		03/15/2021	
33330008	Mix-Gr	MAIN_STORE	-210		Gm	1/21/2021		03/15/2021	
953110011	Bt1	MAIN_STORE	-210		Gm	1/21/2021		03/15/2021	
555ad0007	Mat1	MAIN_STORE	-210		Ltr	8/10/2021		03/15/2021	
62640010	Cont2	MAIN_STORE	-10		Gm	1/22/2021		03/15/2021	
33330011	Mix-Gr	MAIN_STORE	-10		Gm	12/14/2024		03/15/2021	
Argon_00004	Argon	MAIN_STORE	-50		Mg	2/3/2021		03/15/2021	
FFFF3	Item16856	MAIN_STORE	-300		Kg	1/28/2022		03/15/2021	

Rows per page 200 of 1

Save Cancel Close

4. Enter Actual Quantity, Verified By, Verified On and Comment. Use **Browse** to find details.
5. Click **Save**.

Note: Items can be search using Manual and by scanning barcode. When Manual option is selected then all the Inventory Items will be displayed and when Scan Barcode option is selected then only scanned Inventory items will be displayed.

Reports

The LABWORKS Chemical Inventory allows you to print or export reports. You can generate list of Vendors, Items, Test Kits and other details as shown below. See *list of available reports*. You can export report in different formats like .doc, .xls, .pdf, rtf. You can refresh and/or print a report. One can hide the tree view from the toolbar. You can navigate through report pages, reach a specific page or search text in the report.

The screenshot displays the LABWORKS Inventory Management application. The 'Report' menu is open, showing options like Vendor, Inventory Library, and Inventory Alerts. The main window shows a table of 'Inventory Alerts' with columns for Name, Quantity, Unit, and Storage Location. Below this, there are sections for 'Requested Items' and 'Expiring Items' with their respective data tables.

Item Name	Quantity	Unit	Storage Location
IsHouseTestMature1Name (IsHouseT...	50	Kg	MAIN_STORE
sh-3 (sh-3)	0	Gm	MAIN_STORE
mat (mat)	400	Gm	MAIN_STORE
Grade Mix (MixGr)	0	Gm	MAIN_STORE
Cont2 (Cont2)	15	Gm	MAIN_STORE
Mat 1 (Mat 1)	-210	Ltr	MAIN_STORE
Item16356 (Item16356)	-290	Kg	MAIN_STORE
LabelPrint (LabelPrint)	15	Gm	MAIN_STORE
TestMature801 (TestMature801)	20	Mg	GC LAB
CalciumOxide (CalciumOxide)	126	Kg	GC LAB
Nitrogen (Nitrogen)	400	Kg	GC LAB
AMONNIA (AMMONIA)	200	Kg	GC LAB
CalciumOxide (CalciumOxide)	470	Kg	HPLC LAB
AMONNIA (AMMONIA)	0	Kg	HPLC LAB
Nitrogen (Nitrogen)	800	Kg	ECLab
Mat 1 (Mat 1)	500	Ltr	FCLab

Item Name	Requisition Number	Quantity	Unit
sofseef (sofseef)	PR/2018/13	50	mg
it (It)	PR/2018/15	24	gm
Element1Name (Element 1)	PR/2018/17	14	gm
sofseef (sofseef)	PR/2018/18	16	gm
test (test)	PR/2018/19	80	mg
EIE2Name (EIE2)	PR/2018/21	216	gm
Element2Name (Element 2)	PR/2018/22	217	gm
sofseef (sofseef)	PR/2018/23	217	mg
Element2Name (Element 2)	PR/2018/24	218	gm
sofseef (sofseef)	PR/2018/25	219	mg
sofseef (sofseef)	PR/2018/26	101	mg
sofseef (sofseef)	PR/2018/27	213	mg
sofseef (sofseef)	PR/2018/28	1	mg
sofseef (sofseef)	PR/2018/29	109	mg

Item Name	Barcode	Lot No	Expiration Date
AA (AA)		LN	15 March 2021
IsHouseTestMature1Name (Is...	C0003	54454	19 March 2021
bt3 (bt3)	96660007	L100	12 March 2021
bt3 (bt3)	96660010	L33	12 March 2021
bt3 (bt3)	96660012	IS	12 March 2021
bt3 (bt3)	96660004	LT_005	12 March 2021
bt3 (bt3)	96660005	LT_009	12 March 2021
bt3 (bt3)	96660013	ZL	13 March 2021
bt3 (bt3)	96660006	LT_009	12 March 2021

Tell me about report tool bar?

Select appropriate choice on Report tool bar. The options are explained.

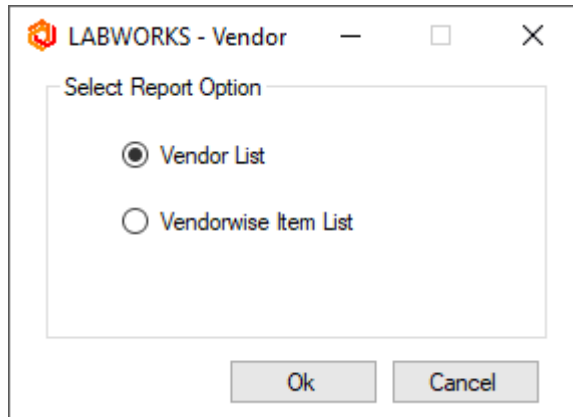


1. You can **Export** report
2. You can **Print** Report
3. You can **Refresh** Report
4. You can **Hide Group Tree**
5. First page Top of report
6. Previous Page
7. Next Page
8. Last Page of report
9. Go to a certain page
10. Close view
11. Find text
12. Zoom

How can I get list of vendors?

To get Vendor report:

1. Click **Action > Reports > Vendor**. The *Vendor report window* appears.



2. Select **Vendor List** button.
3. Click **OK**. The *Report* appears.

LABWORKS - Vendor Report

Main Report

1 / 4

Vendor Code	Vendor Name	Vendor Details
A	A	<p>Address : , State: MAHARASHTRA</p> <p>Contact Person : Gayatri Pujari</p> <p>Telephone Number :</p>
Amol_001	Amol T.	<p>Address : Mumbai Mumbai, State: A.P India</p> <p>Contact Person : Amol</p> <p>Telephone Number : 123445</p>
B	B	<p>Address : , State: MAHARASHTRA</p> <p>Contact Person : Gayatri Pujari</p> <p>Telephone Number :</p>
C	C	<p>Address : , State: MAHARASHTRA</p> <p>Contact Person : Mayur Kendre</p> <p>Telephone Number :</p>
D	D	<p>Address : Pune Test_City, State MAHARASHTRA India</p> <p>Contact Person : Mayur Kendre</p> <p>Telephone Number :</p>
Dhawal	Dhawal Mokashi	<p>Address : Pune Pune, State: Maharashtra India</p>

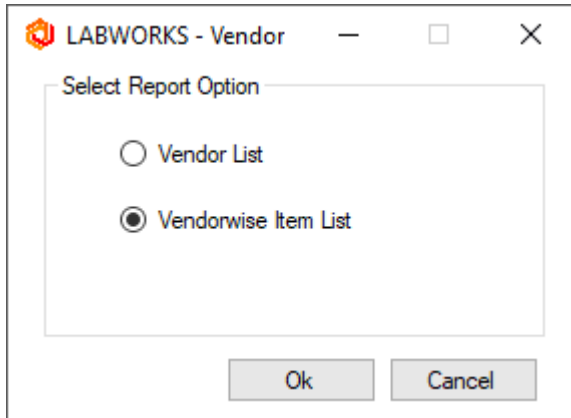
Current Page No.: 1 Total Page No.: 4 Zoom Factor: 100%

How can I get vendorwise list of items?

To get vendor wise list of items:

1. Click **Action > Reports > Vendor**. The

Vendor window appears.



2. Select **Vendorwise Item List** button.
3. Click **OK**. The *Report* appears.

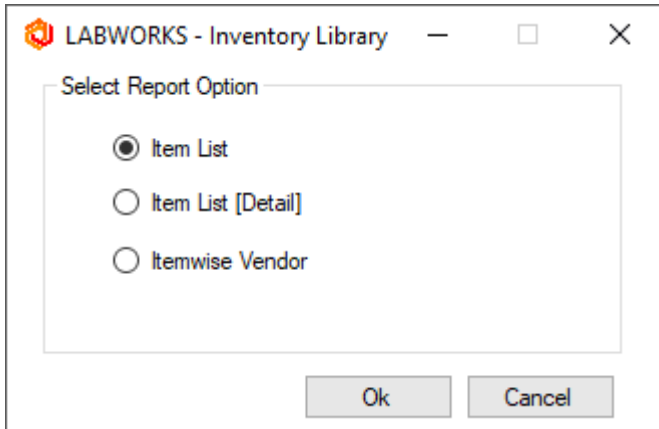
Vendorwise Item List				
Vendor Code	Vendor Name	Item Code	Item Name	Preferred
A	A			
		A4	A4 Item	No
		AM2_Mix	AM2_Mix	Yes
		Mix4	4	No
Amol_001	Amol T.			
		Br	Bromide	Yes
B	B			
		A7_MIX	A7 Item	No
		A8	TEST	No
		AL	Aluminium	No
C	C			
		A2	A2 Item	No
D	D			
		A9	A9 TEST	No
		AL	Aluminium	No
Dhawal	Dhawal Mokashi			
		Ag	Gold	Yes
		AL	Aluminium	Yes
		Ar	Argon	Yes
		Ar	Argon	Yes

Current Page No.: 1 Total Page No.: 5 Zoom Factor: 100%

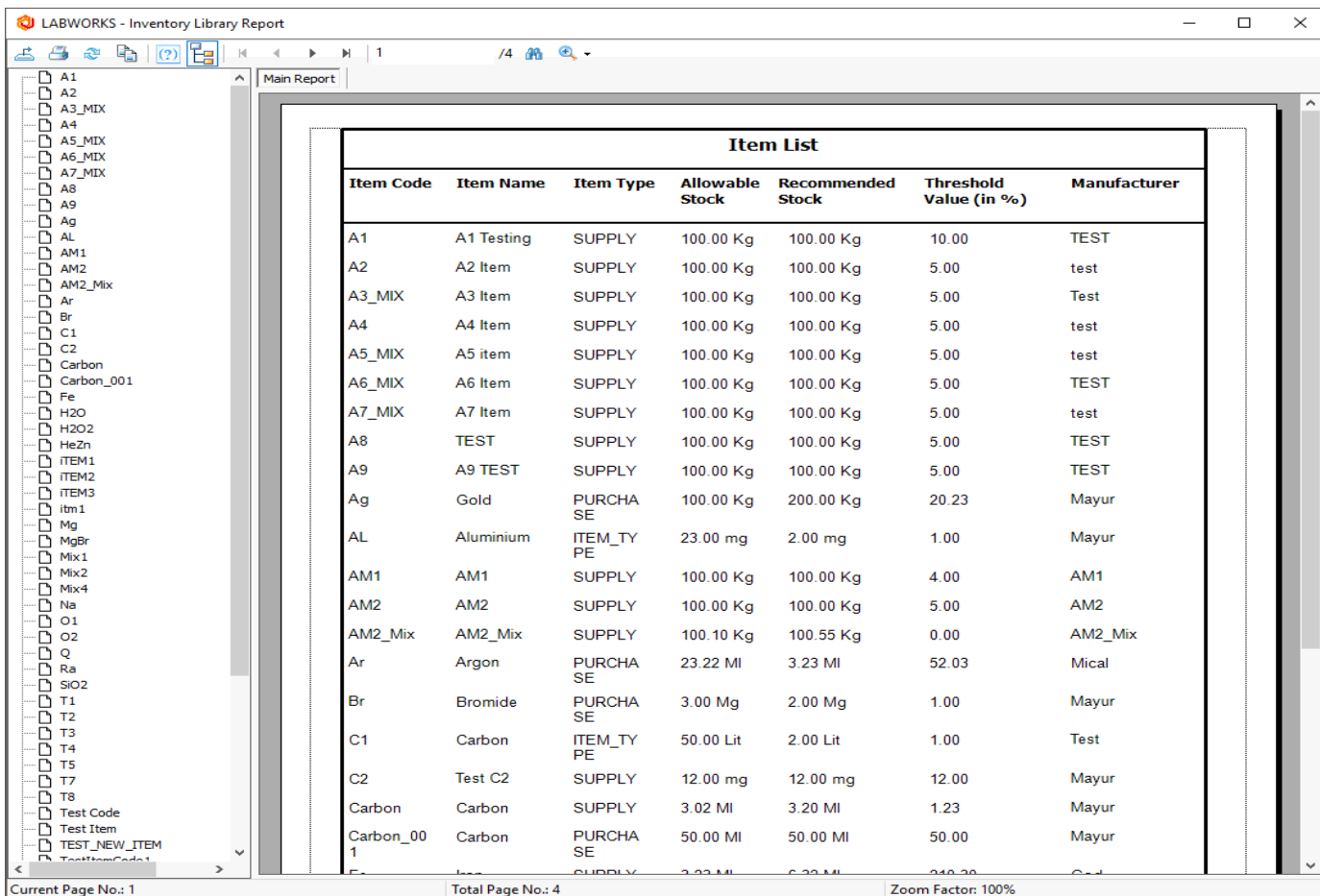
How can I get inventory library report?

You can view / print the Inventory Library Details Report in three ways viz Item List, Item List (Details), Item Wise Vendor List

Click **Action > Reports > Inventory Library**. The *Item window* appears.



Select correct radio button. If Item list is selected, the appropriate report appears.



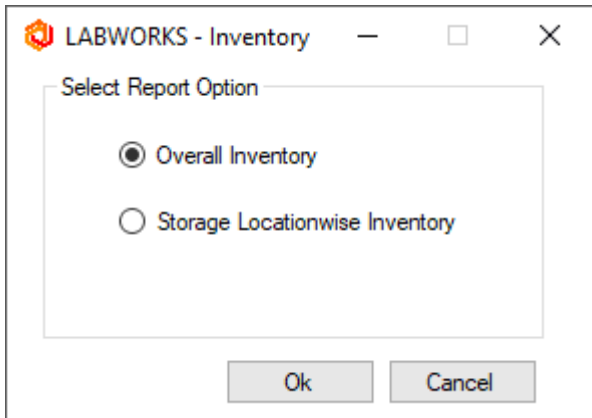
Click **OK**.

How can I get inventory report?

You can view / print the Inventory Report in two ways viz a) Over all Inventory and b) Storage Location wise Inventory

Click **Action> Reports > Inventory**. The

Inventory window appears.



Select *Overall Inventory* or *Storage Locationwise Inventory*.

Storage Locationwise Inventory				
Storage Location	Item Code	Item Name	Quantity	Unit
MAIN_STORE				
	A1	A1 Testing	821.33	Kg
	A2	A2 Item	102.00	Kg
	A3_MIX	A3 Item	100.00	Kg
	A4	A4 Item	310.00	Kg
	A5_MIX	A5 item	39.00	Kg
	A6_MIX	A6 Item	-174.00	Kg
	A7_MIX	A7 Item	40.00	Kg
	A8	TEST	10.00	Kg
	A9	A9 TEST	216.00	Kg
	AM1	AM1	60.00	Kg
	AM2_Mix	AM2_Mix	1.00	Kg
	Br	Bromide	8,806.00	Mg
	C1	Carbon	10.00	Lit
	Carbon_001	Carbon	626,212.00	MI
	H2O	Water	709.00	Mg
	H2O2	Hydrogen Peroxide	-30.00	mg
	iTEM1	1	98.00	Gm
	O2	O2	7.00	gm
	T1	Test1	10.00	ml
	T2	Test 2	15.00	ml
	T3	Test T3	10.00	ml
	TEST_NEW_ITE	TEST	435.00	Kg

Current Page No.: 1 | Total Page No.: 4 | Zoom Factor: 100%

LABWORKS - Inventory Report

Main Report

Overall Inventory				
Item Code	Item Name	Quantity	Unit	
A1	A1 Testing	837.15	Kg	
A2	A2 Item	182.11	Kg	
A3_MIX	A3 Item	589.46	Kg	
A4	A4 Item	720.00	Kg	
A5_MIX	A5 item	39.00	Kg	
A6_MIX	A6 Item	942.00	Kg	
A7_MIX	A7 Item	140.00	Kg	
A8	TEST	10.00	Kg	
A9	A9 TEST	231.00	Kg	
Ag	Gold	2,468.00	Kg	
AM1	AM1	120.00	Kg	
AM2	AM2	250.00	Kg	
AM2_Mix	AM2_Mix	1.00	Kg	
Br	Bromide	8,806.00	Mg	
C1	Carbon	10.00	Lit	
C2	Test C2	0.00	mg	
Carbon_001	Carbon	626,212.00	Ml	
H2O	Water	943.00	Mg	
H2O2	Hydrogen Peroxide	-30.00	mg	
ITEM1	1	490.00	Gm	
ITEM2	2	98.00	Gm	
ITEM3	4	1.00	Gm	
Mix1	3	87.00	Gm	

Current Page No.: 1 Total Page No.: 2 Zoom Factor: 100%

Click **OK**.

How can I get test kit reports?

To view Test Kit Reports

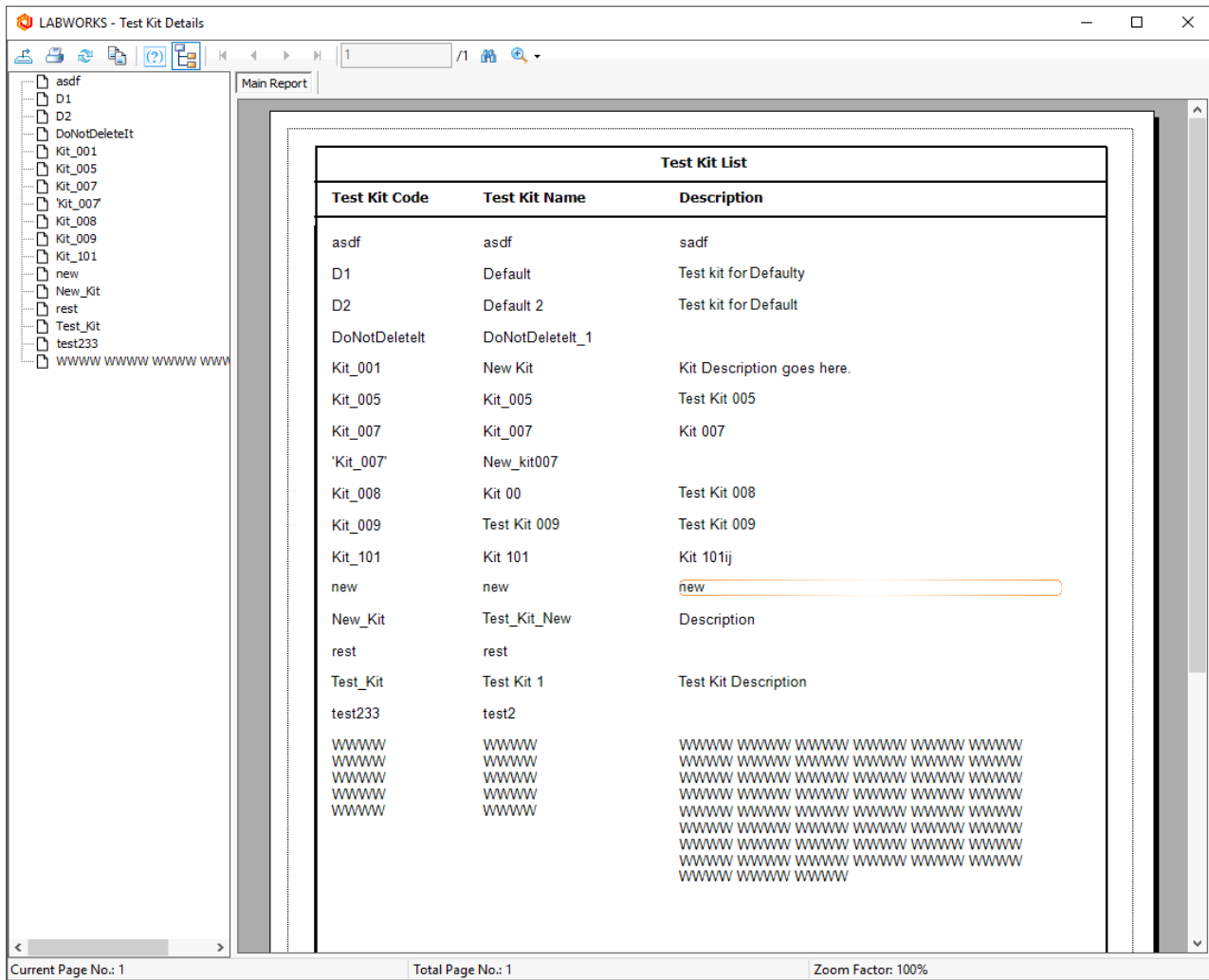
1. Click **Action > Reports > Test Kit Usage Rules**. The *Test Kit Usage Rules* report appears.

Test Kit Usage Rules				
Configuration Code	Test Kit Name	Item	Quantity	Unit
Acode_DonotDeleteIt				
	DoNotDeleteIt_1			
	A1		50.00	Kg
	A2		20.00	Kg
	Carbon		3.23	Mg
	ZnHe		3.33	Lit
Acode2_DonoDelete				
	DoNotDeleteIt_1			
	A1		50.00	Kg
	A2		20.00	Kg
	Carbon		3.23	Mg
	ZnHe		3.33	Lit
New				
	Kit 101			
	Br		32.30	No.
	H2O		223.20	Gm
s'				
	DoNotDeleteIt_1			
	A1		50.00	Kg

Current Page No.: 1 Total Page No.: 8 Zoom Factor: 100%

2. or Click **Action > Reports > Test Kit Definitions**. Select either **Test Kit Details** or **Item wise Test Kit Details**.

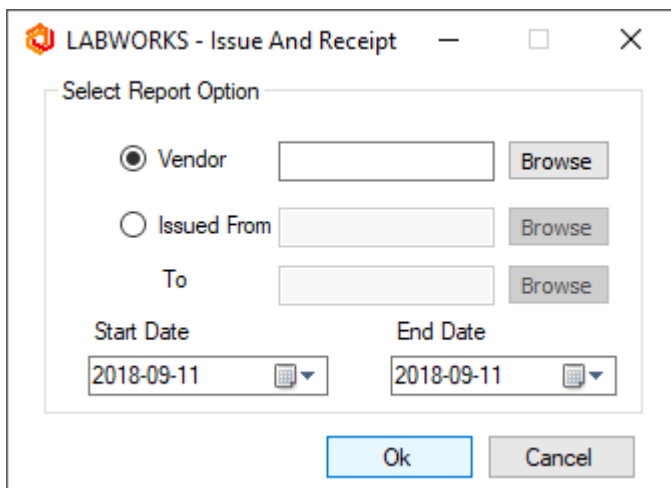
3. The *Report* appears.



How can I get issue - receipt of an item?

To get Issue / Receipt of items:

1. Click **Action > Reports > Issue and Receipt of Items**. The *Issue & Receipt window* appears.



2. Select **Vendor** using Browse
3. Select **Location** using **Issued From**
4. Select **Location** using issued to.
5. Select Period by Start - End Date. When Start Date = End Date, you get single day's report.

The screenshot shows a software window titled "LABWORKS - Issue And Receipt Report". The window contains a report titled "Item Supplied By Vendor Mayur From 2018-07-01 To 2018-09-11". The report is displayed in a table format with the following data:

Item Code	Item Name	Lot Number	Quantity	Unit
TEST_NEW_ITEM	TEST	453	435.00	Kg

At the bottom of the window, there is a status bar with the following information: Current Page No.: 1, Total Page No.: 1, and Zoom Factor: 100%.

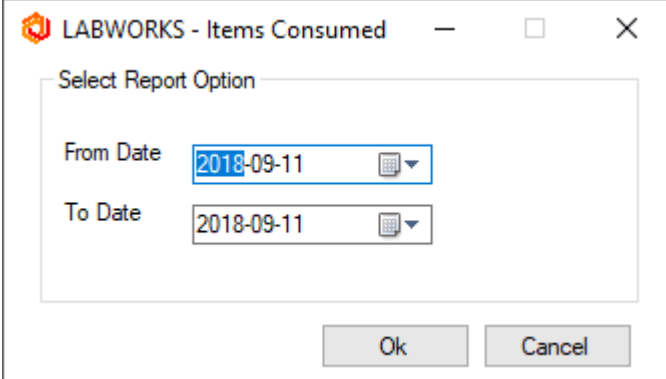
Note: - Selection of Vendor, Location and date is optional. At least one should be selected.

How can I create item consumption report?

To get Consumption Report:

1. Click **Action > Reports > Items Consumed**. The

Items Consumed window appears.



LABWORKS - Items Consumed

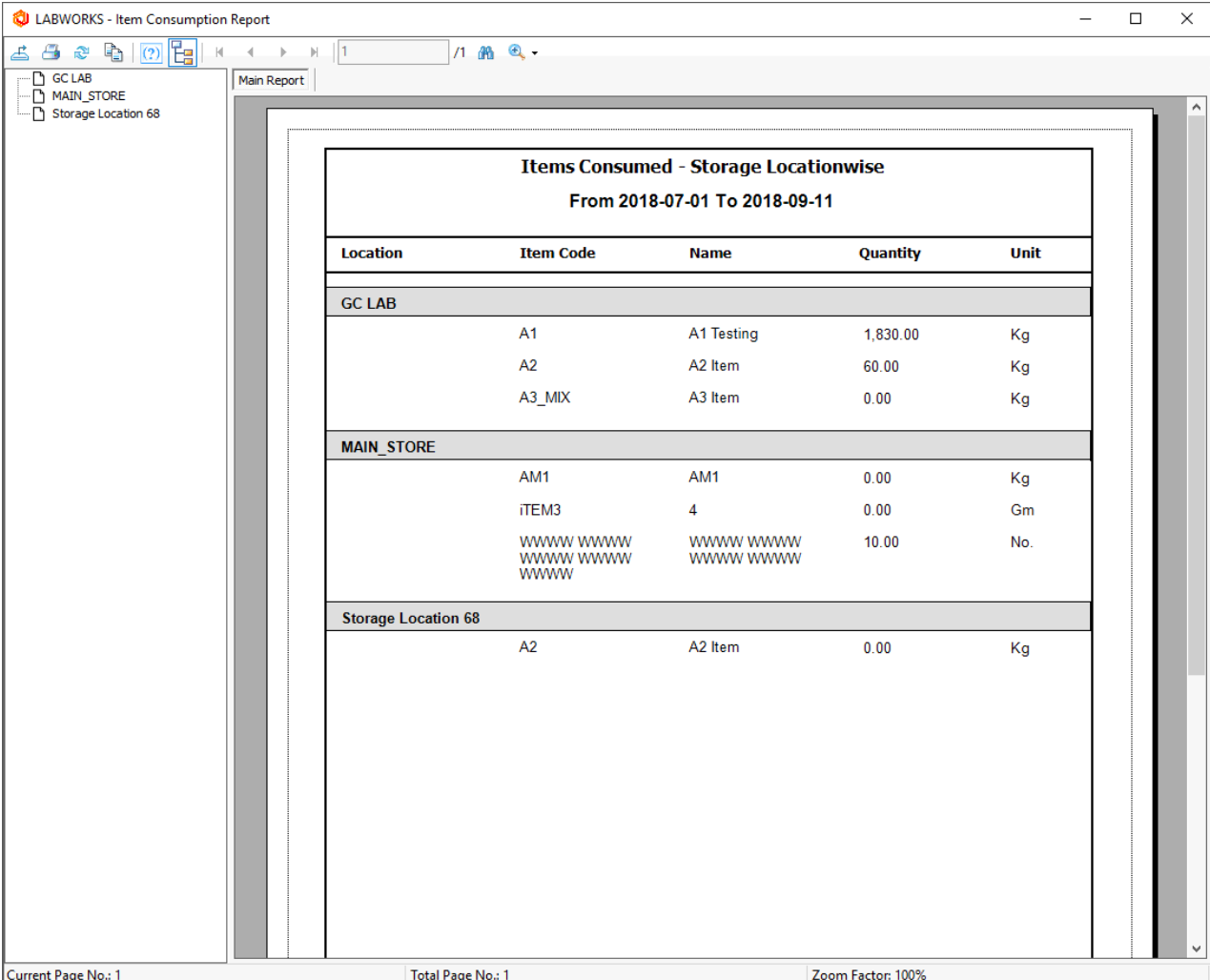
Select Report Option

From Date: 2018-09-11

To Date: 2018-09-11

Ok Cancel

2. Enter From - To Dates or Select it from **Calendar**. To get single day's report enter From date = To date.
3. Click **OK**. The *report* appears.



LABWORKS - Item Consumption Report

Main Report

Items Consumed - Storage Locationwise
From 2018-07-01 To 2018-09-11

Location	Item Code	Name	Quantity	Unit
GC LAB				
	A1	A1 Testing	1,830.00	Kg
	A2	A2 Item	60.00	Kg
	A3_MIX	A3 Item	0.00	Kg
MAIN_STORE				
	AM1	AM1	0.00	Kg
	ITEM3	4	0.00	Gm
	WWWW WWWW WWWW WWWW WWWW	WWWW WWWW WWWW WWWW	10.00	No.
Storage Location 68				
	A2	A2 Item	0.00	Kg

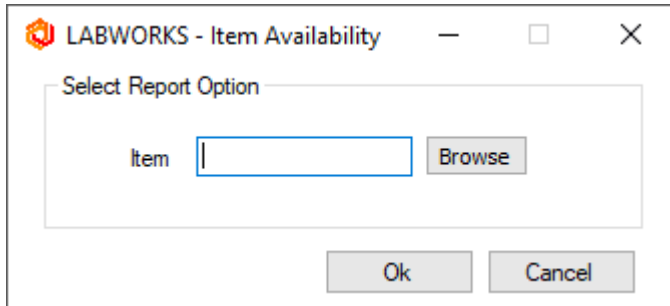
Current Page No.: 1 Total Page No.: 1 Zoom Factor: 100%

How can I check availability of an item?

To check available items:-

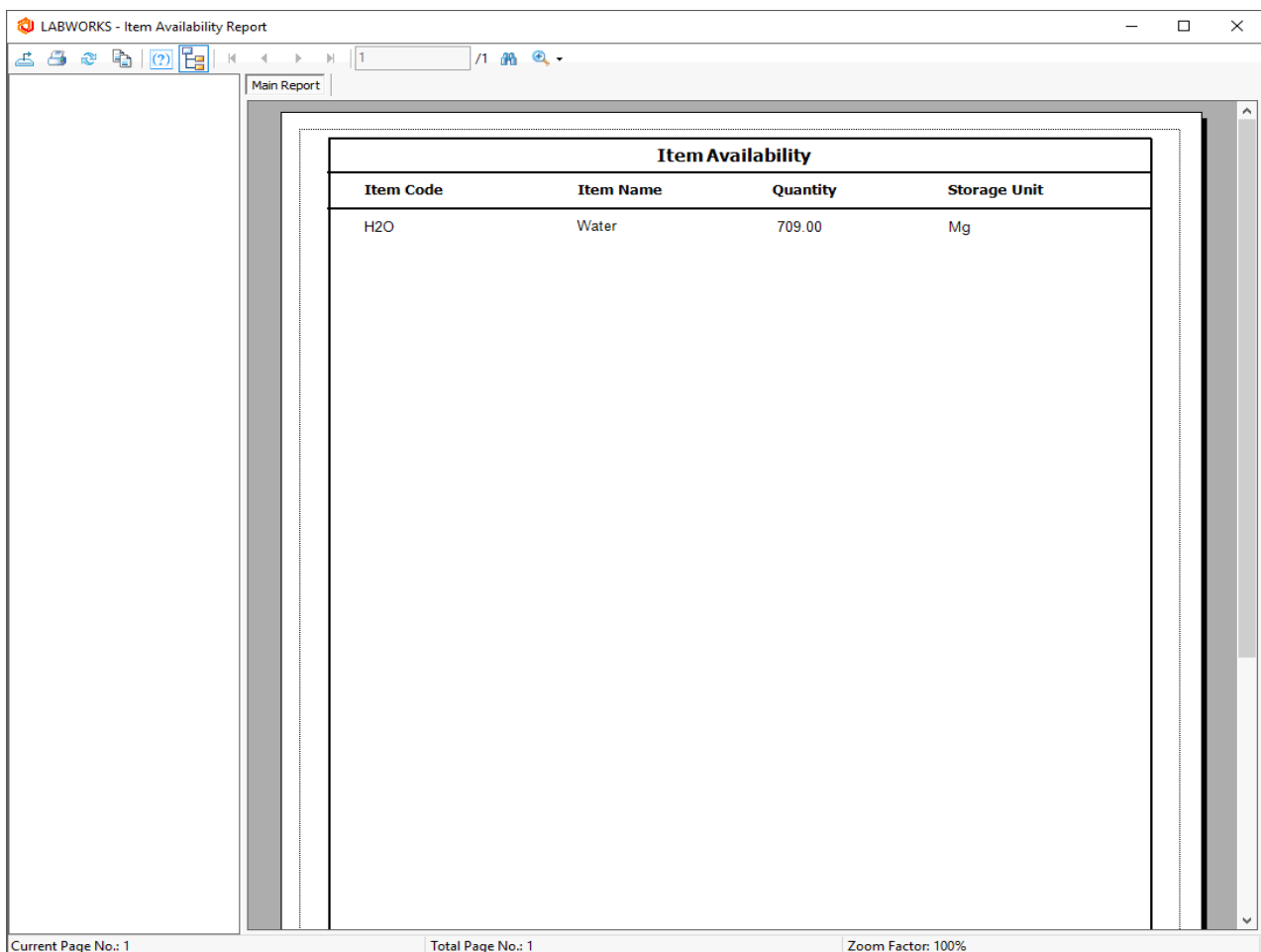
1. Click **Action > Report > Items Availability**. The

Specific Item window appears.



The dialog box titled "LABWORKS - Item Availability" contains a "Select Report Option" section with an "Item" text box and a "Browse" button. At the bottom are "Ok" and "Cancel" buttons.

2. Enter Item and click **Browse**.
3. Click **OK**. The *Report* is displayed.



The report window displays a table with the following data:

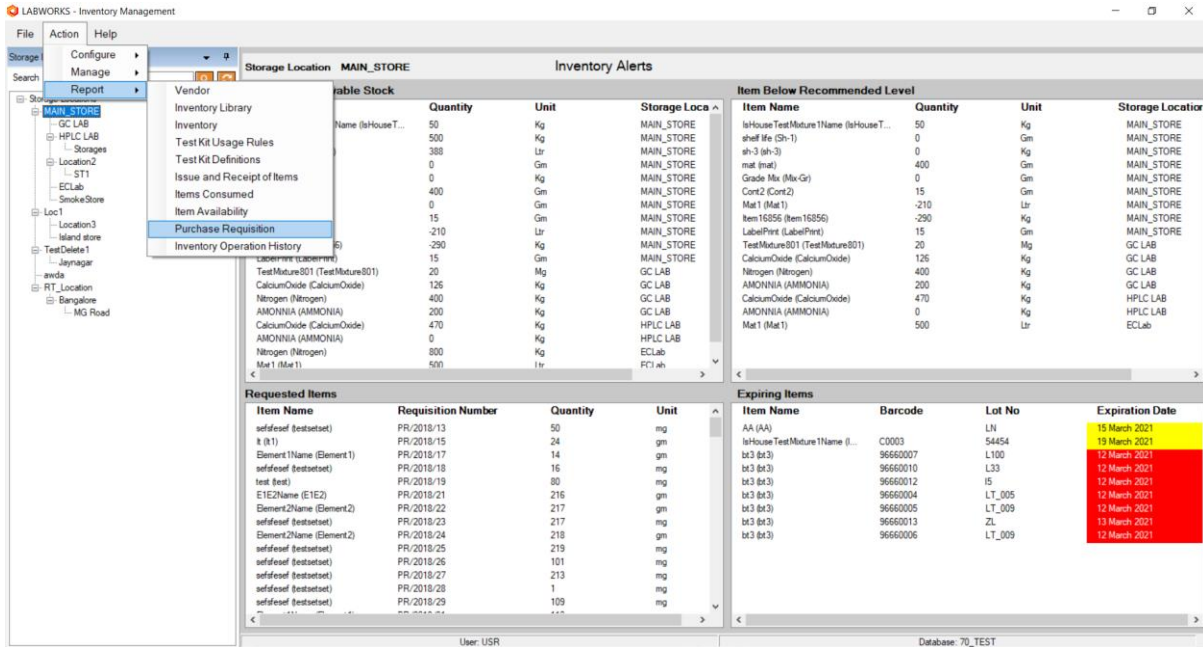
Item Availability			
Item Code	Item Name	Quantity	Storage Unit
H2O	Water	709.00	Mg

Current Page No.: 1 Total Page No.: 1 Zoom Factor: 100%

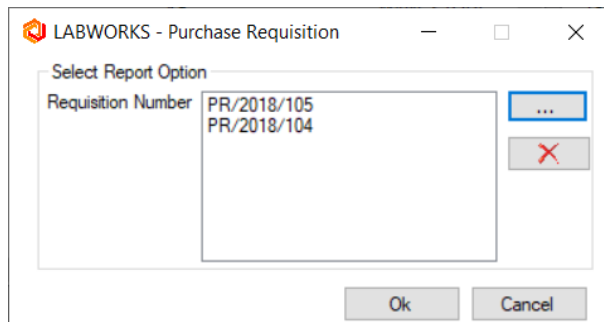
How can I check Purchase Requisition?

To check available items:-

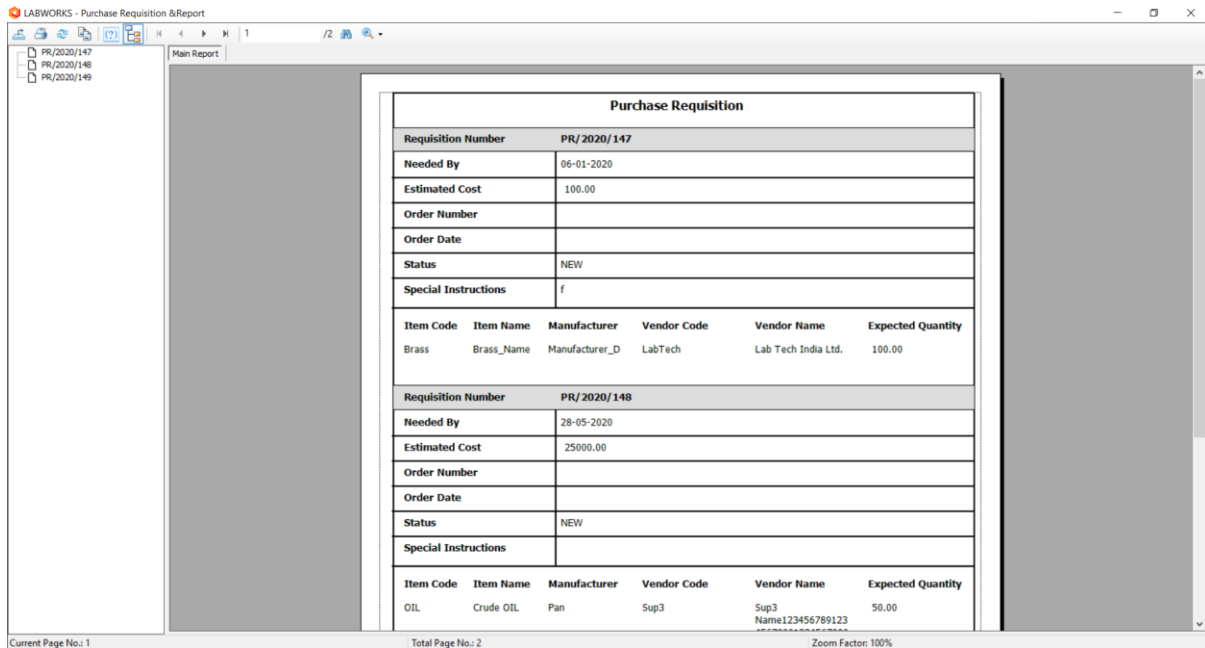
1. Click **Action > Report > Purchase Requisition.**



The Specific Item window appears.



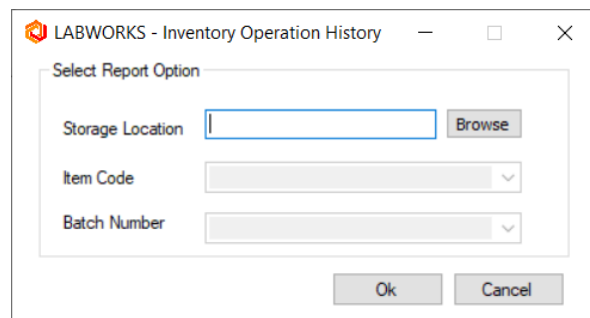
Select PR Numbers and click OK



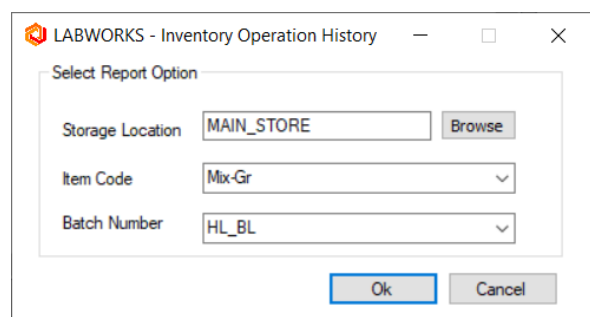
How can I check Inventory Operation History?

To check available items:-

1. Click **Action > Report > Inventory Operation History**



1. Select Location code
2. Select Item Code
3. Select Batch Number for selected Item Code.



LABWORKS - Inventory Operation History Report

Mix-Gr

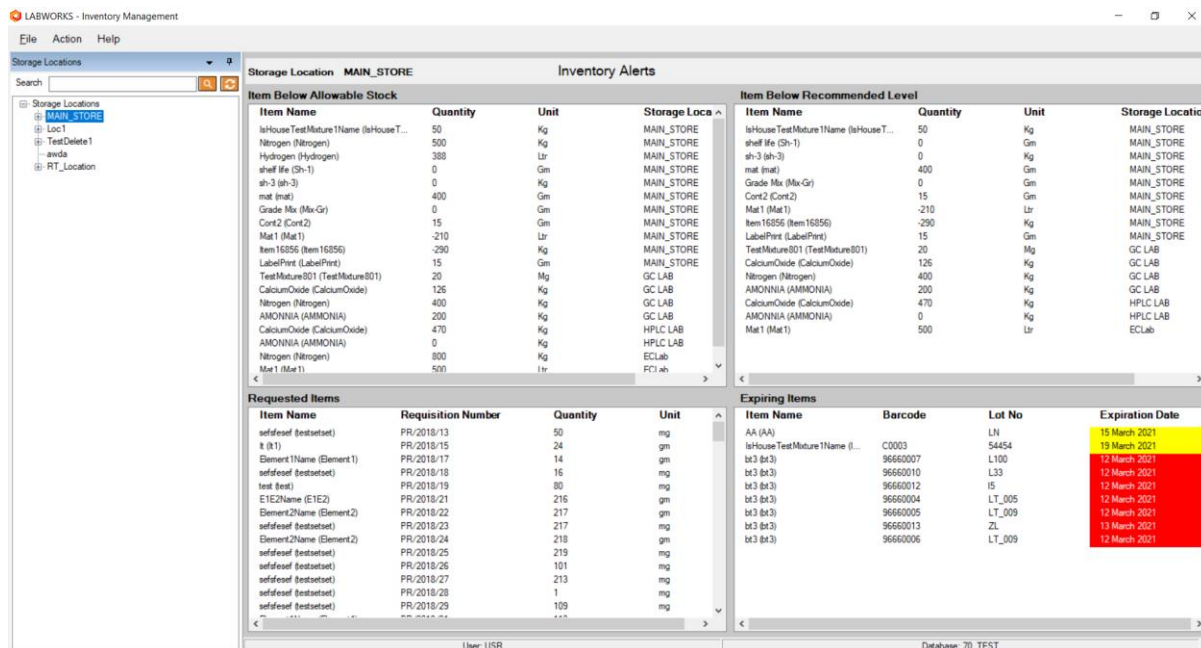
Main Report

Inventory Operation History					
Item Code	Mix-Gr				
Item Name	Grade Mix				
Batch Number	HL				
Lot Number	BL				
Barcode	33330011				
Operations	Source	Destination	Quantity	Transaction Date	Comments
Receipt	MAIN_STORE	MAIN_STORE	500.00	14-10-2020	
QAQC Batched Consumption	MAIN_STORE	Auto Consumption	-250.00	16-10-2020	
QAQC Batched Consumption	MAIN_STORE	Auto Consumption	-100.00	16-10-2020	
QAQC Batched Consumption	MAIN_STORE	Auto Consumption	-151.00	16-10-2020	
Manual Stock Reconciliation	MAIN_STORE	MAIN_STORE	111.00	16-10-2020	
Kit Consumption	MAIN_STORE	Auto Consumption	-100.00	16-10-2020	
Manual Stock Reconciliation	MAIN_STORE	MAIN_STORE	190.00	16-10-2020	
Kit Consumption	MAIN_STORE	Auto Consumption	-100.00	16-10-2020	
Kit Consumption	MAIN_STORE	Auto Consumption	-100.00	16-10-2020	
Manual Stock Reconciliation	MAIN_STORE	MAIN_STORE	90.00	19-10-2020	

Current Page No.: 1 Total Page No.: 1 Zoom Factor: 100%

Alerts

In LABWORKS Inventory Management displays *alert window* on dashboard



The screenshot shows the 'Inventory Alerts' window in LABWORKS. It is divided into four main sections:

- Item Below Allowable Stock:** A table listing items with their names, quantities, units, and storage locations. Items like 'Nitrogen (Nitrogen)' and 'Hydrogen (Hydrogen)' are listed with quantities of 500 and 388 respectively.
- Item Below Recommended Level:** A table listing items with their names, quantities, units, and storage locations. Items like 'CalciumOxide (CalciumOxide)' and 'Nitrogen (Nitrogen)' are listed with quantities of 126 and 400 respectively.
- Requested Items:** A table listing items with their names, requisition numbers, quantities, and units. Items like 'seffesef (seffesef)' and 'R (R)' are listed with requisition numbers and quantities.
- Expiring Items:** A table listing items with their names, barcodes, lot numbers, and expiration dates. Items like 'AA (AA)' and 'IsHouseTestMature1Name (IsHouseT...' are listed with expiration dates ranging from 15 March 2021 to 17 March 2021.

The four types of alerts are:-

- Items Below Allowable Stock - Displays items below the Allowable level (if any) along with quantity in stock.
- Items Below Recommended level - Displays items below the Recommended level (if any) along with quantity in stock.
- Requested Item - Displays items and requested quantity.
- Expiring Items - Displays items with color code Red for those which are expired in last seven days from current date. Items with color code yellow specify the items which are about to expire. Items with color code yellow are shown according to the value specified in expiration day alert field while creating inventory item.

Exit Chemical Inventory management System

You can quit main window of Chemical Inventory software:

Click **File > Exit**

LABWORKS - Inventory Management

File Action Help

Exit

Storage Location: MAIN_STORE

Inventory Alerts

Search

Storage Locations: MAIN_STORE, Loc1, TestDelete1, awda, RT_Location

Item Below Allowable Stock				Item Below Recommended Level			
Item Name	Quantity	Unit	Storage Location	Item Name	Quantity	Unit	Storage Location
IsHouse TestMixture1Name (IsHouseT...	50	Kg	MAIN_STORE	IsHouse TestMixture1Name (IsHouseT...	50	Kg	MAIN_STORE
Nitrogen (Nitrogen)	500	Kg	MAIN_STORE	shelf life (Sh-1)	0	Gm	MAIN_STORE
Hydrogen (Hydrogen)	388	Ltr	MAIN_STORE	sh-3 (sh-3)	0	Kg	MAIN_STORE
shelf life (Sh-1)	0	Gm	MAIN_STORE	mat (mat)	400	Gm	MAIN_STORE
sh-3 (sh-3)	0	Kg	MAIN_STORE	Grade Mx (Mx-Gr)	0	Gm	MAIN_STORE
mat (mat)	400	Gm	MAIN_STORE	Cont2 (Cont2)	15	Gm	MAIN_STORE
Grade Mx (Mx-Gr)	0	Gm	MAIN_STORE	Mat1 (Mat1)	-210	Ltr	MAIN_STORE
Cont2 (Cont2)	15	Gm	MAIN_STORE	Item16856 (Item16856)	-290	Kg	MAIN_STORE
Mat1 (Mat1)	-210	Ltr	MAIN_STORE	LabelPrint (LabelPrint)	15	Gm	MAIN_STORE
Item16856 (Item16856)	-290	Kg	MAIN_STORE	TestMixture801 (TestMixture801)	20	Mg	GC LAB
LabelPrint (LabelPrint)	15	Gm	MAIN_STORE	CalciumOxide (CalciumOxide)	125	Kg	GC LAB
TestMixture801 (TestMixture801)	20	Mg	GC LAB	Nitrogen (Nitrogen)	400	Kg	GC LAB
CalciumOxide (CalciumOxide)	125	Kg	GC LAB	AMONNIA (AMMONIA)	200	Kg	GC LAB
Nitrogen (Nitrogen)	400	Kg	GC LAB	CalciumOxide (CalciumOxide)	470	Kg	HPLC LAB
AMONNIA (AMMONIA)	200	Kg	GC LAB	AMONNIA (AMMONIA)	0	Kg	HPLC LAB
CalciumOxide (CalciumOxide)	470	Kg	HPLC LAB	Mat1 (Mat1)	500	Ltr	ECLab
AMONNIA (AMMONIA)	0	Kg	HPLC LAB				
Nitrogen (Nitrogen)	800	Kg	ECLab				
Mat1 (Mat1)	500	Ltr	FCI ah				

Requested Items				Expiring Items			
Item Name	Requisition Number	Quantity	Unit	Item Name	Barcode	Lot No	Expiration Date
seffesef (seffesef)	PR/2018/13	50	mg	AA (AA)		LN	15 March 2021
t (t)	PR/2018/15	24	gm	IsHouse TestMixture1Name (I...	C0003	54454	15 March 2021
Element1Name (Element1)	PR/2018/17	14	gm	bt3 (bt3)	96660007	L100	12 March 2021
seffesef (seffesef)	PR/2018/18	16	mg	bt3 (bt3)	96660010	L33	12 March 2021
test (test)	PR/2018/19	80	mg	bt3 (bt3)	96660012	IS	12 March 2021
E1E2Name (E1E2)	PR/2018/21	216	gm	bt3 (bt3)	96660004	LT_005	12 March 2021
Element2Name (Element2)	PR/2018/22	217	gm	bt3 (bt3)	96660005	LT_009	12 March 2021
seffesef (seffesef)	PR/2018/23	217	mg	bt3 (bt3)	96660013	ZL	13 March 2021
Element2Name (Element2)	PR/2018/24	218	gm	bt3 (bt3)	96660006	LT_009	12 March 2021
seffesef (seffesef)	PR/2018/25	219	mg				
seffesef (seffesef)	PR/2018/26	101	mg				
seffesef (seffesef)	PR/2018/27	213	mg				
seffesef (seffesef)	PR/2018/28	1	mg				
seffesef (seffesef)	PR/2018/29	109	mg				

User: USR Database: 70_TEST