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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.

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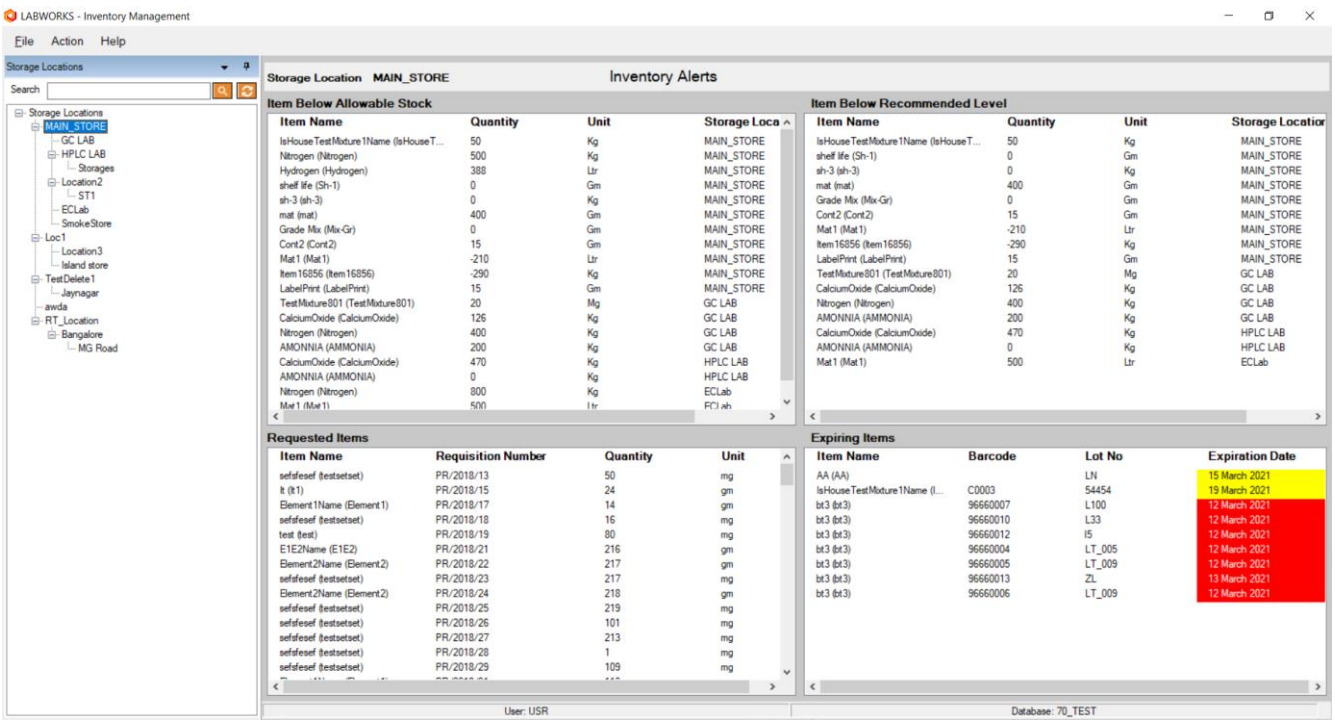
- Purchase Requisition

  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.

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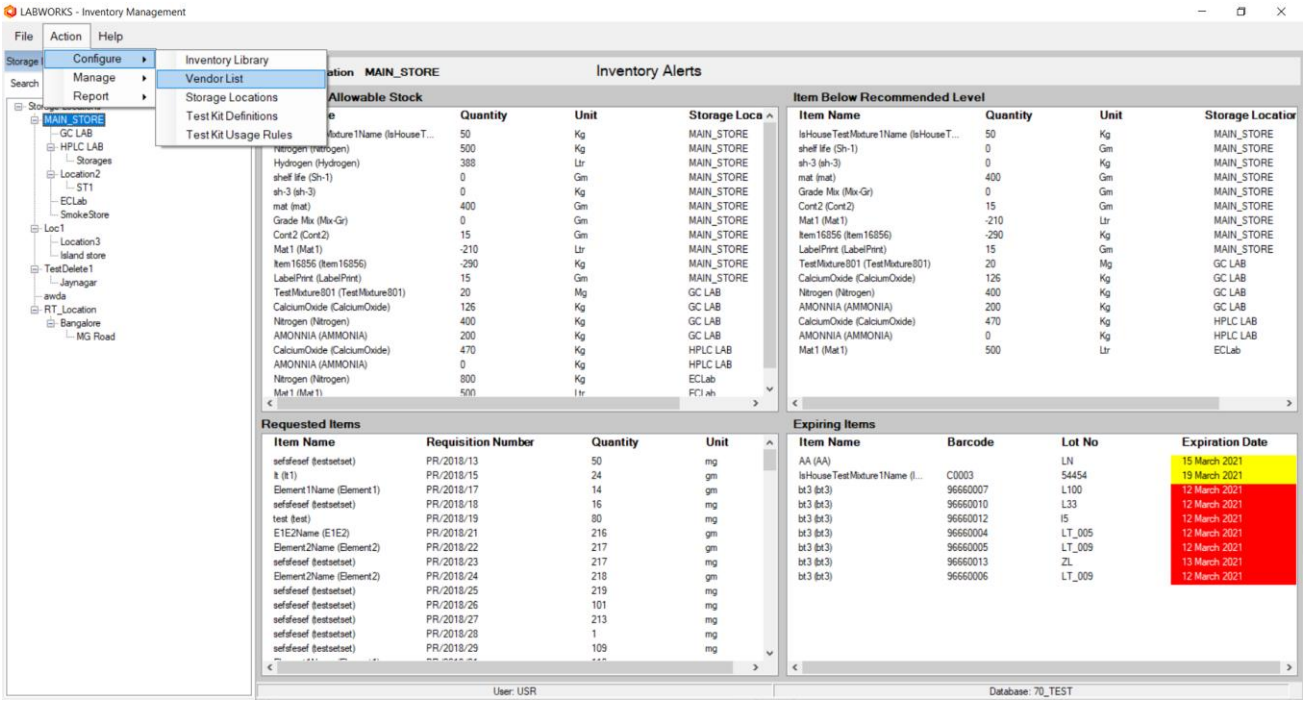

When any option under Action menu is pressed, an *Action window* opens.

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.

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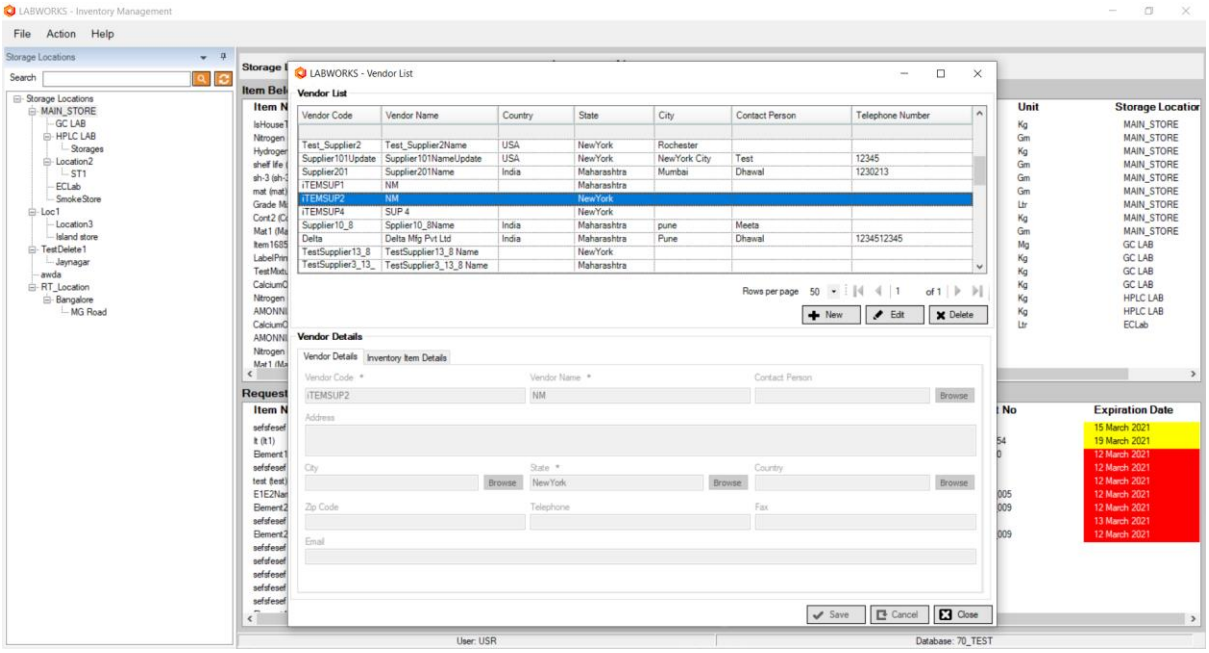

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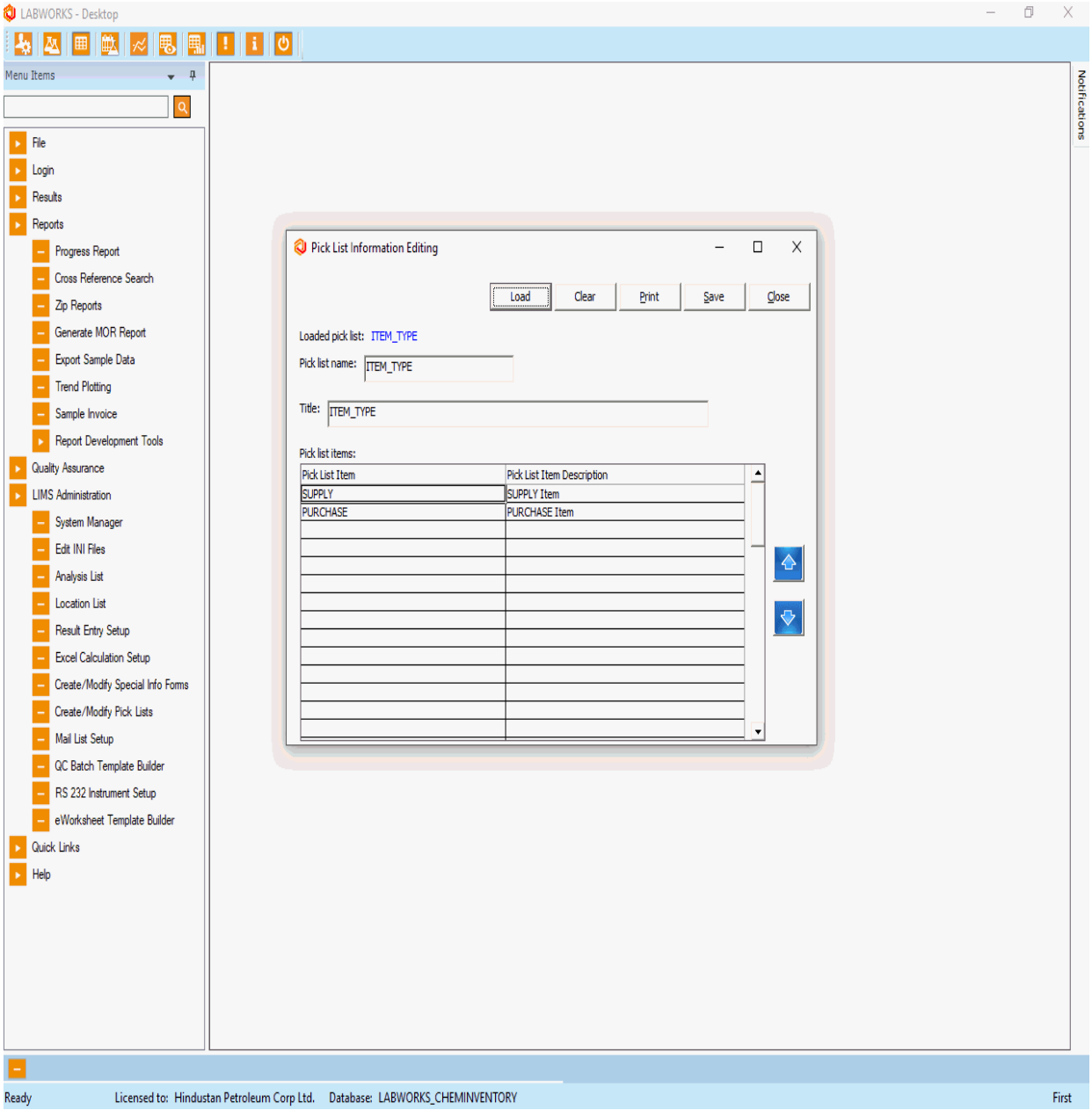
PickList Management

LABWORKS has pre-defined Pick Lists. You can use them through LABWORKS -> Create/ Modify Pick Lists and click on button 'Create/ Modify Pick List' to update the pick list(s).

How Can I Edit Pick List?

1. Click **Maintenance > Pick List**. The *Picklist window* appears.



2. Click **Browse** to search the picklist items to modify.
3. Click **Save**.

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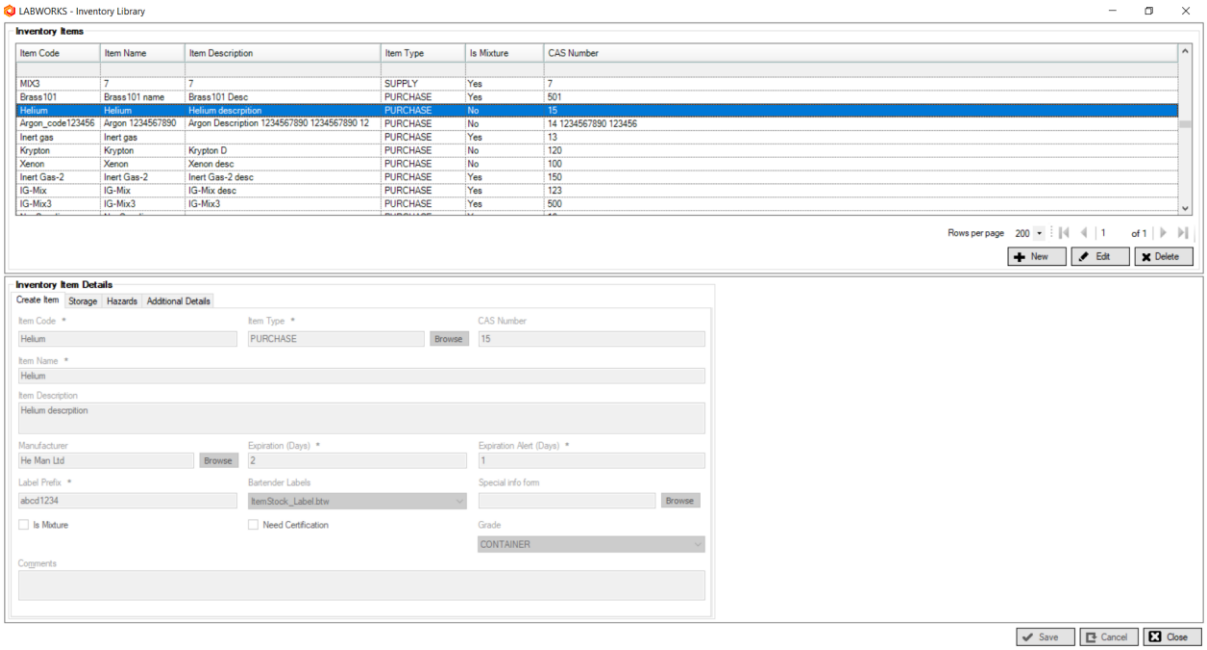
Inventory Library

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



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.

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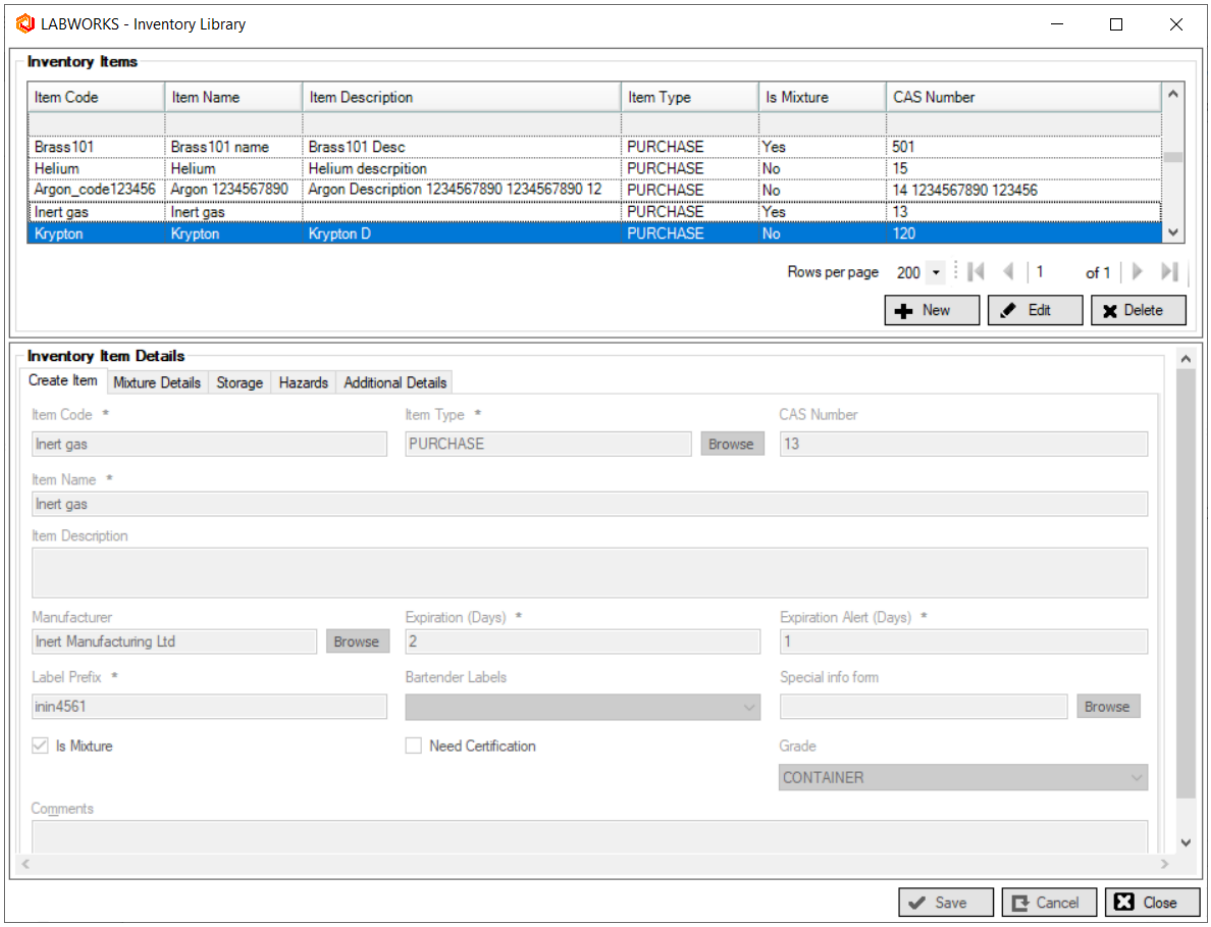

Click **New**.

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.

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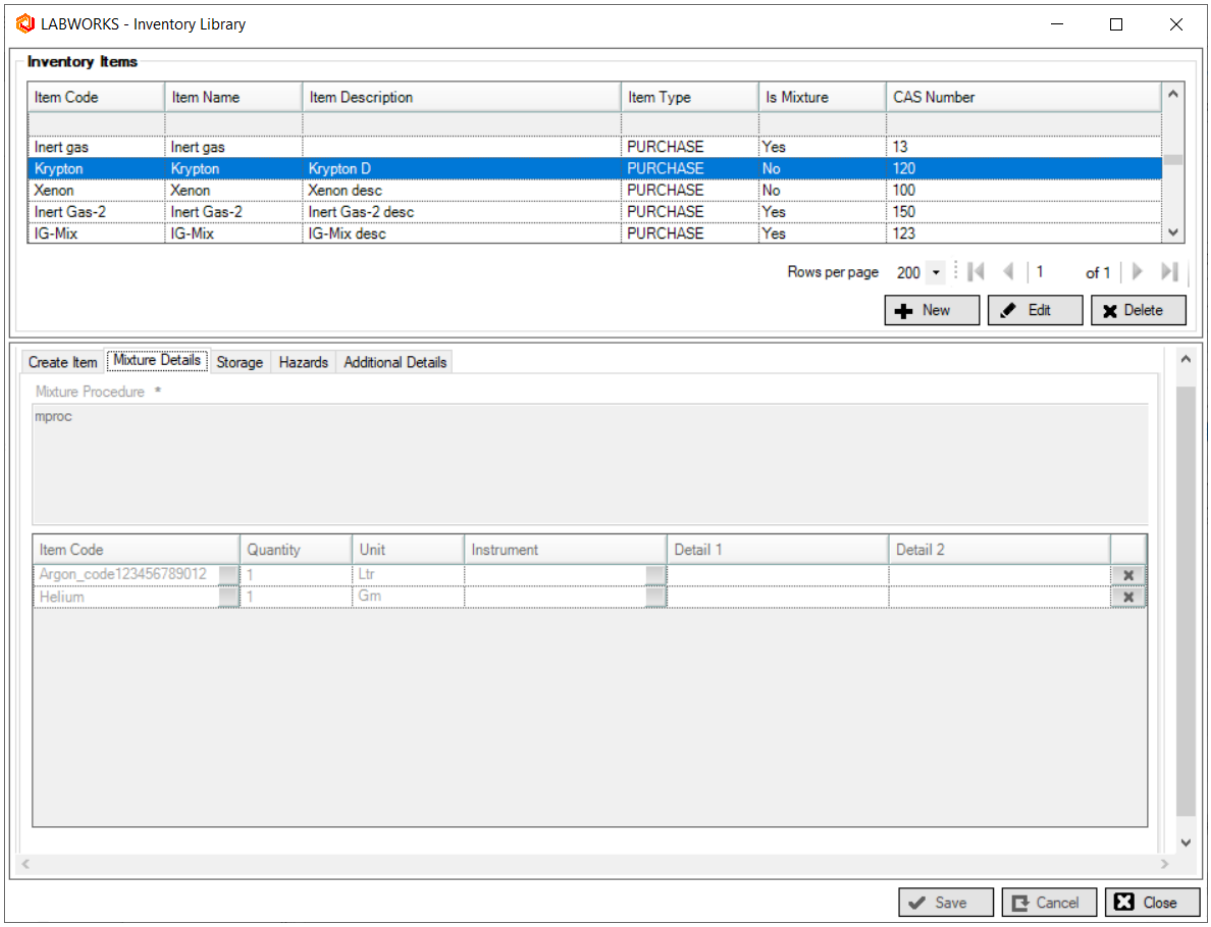

Enter **Storage details**, click on *storage tab.*

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

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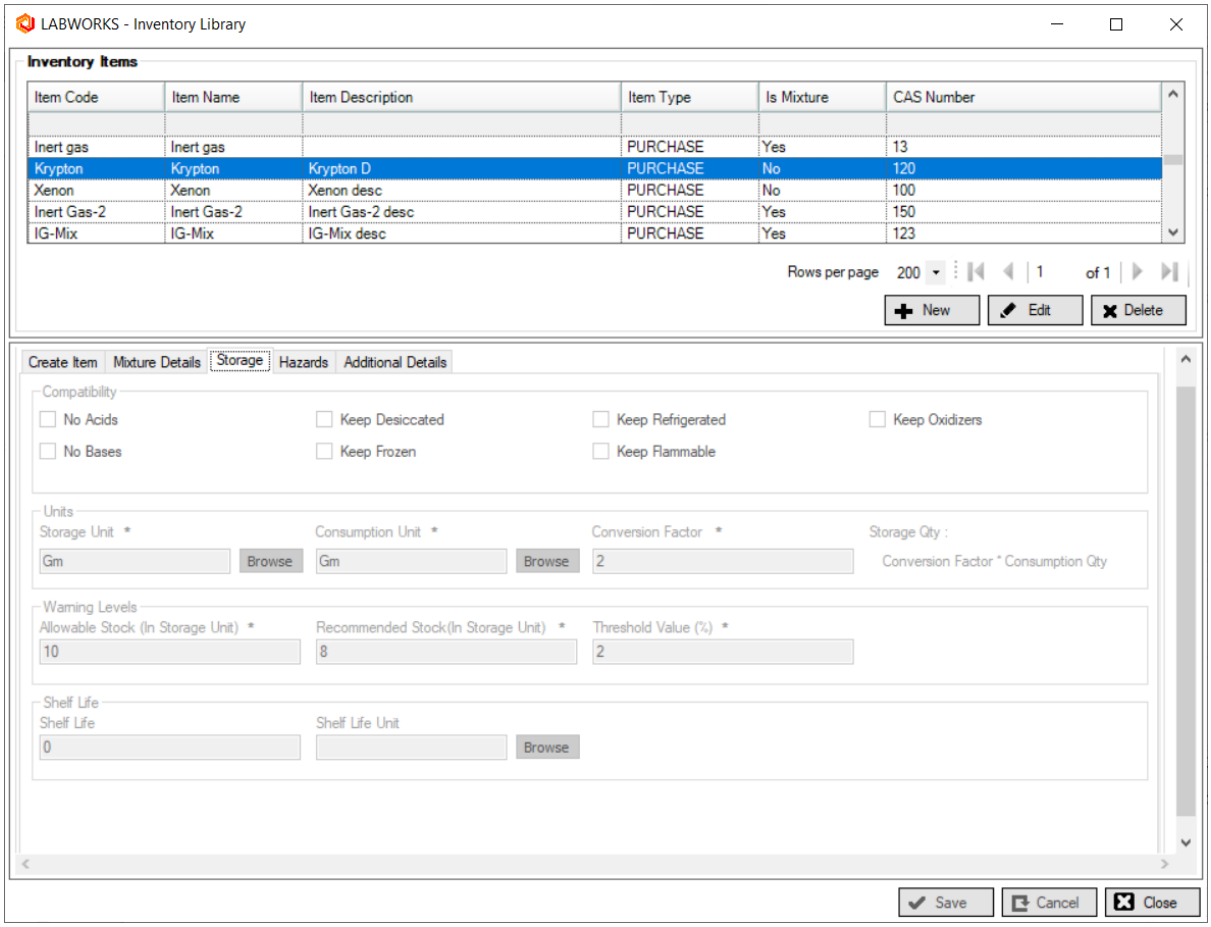

Enter **Hazards details**, click on *Hazards tab.*

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.

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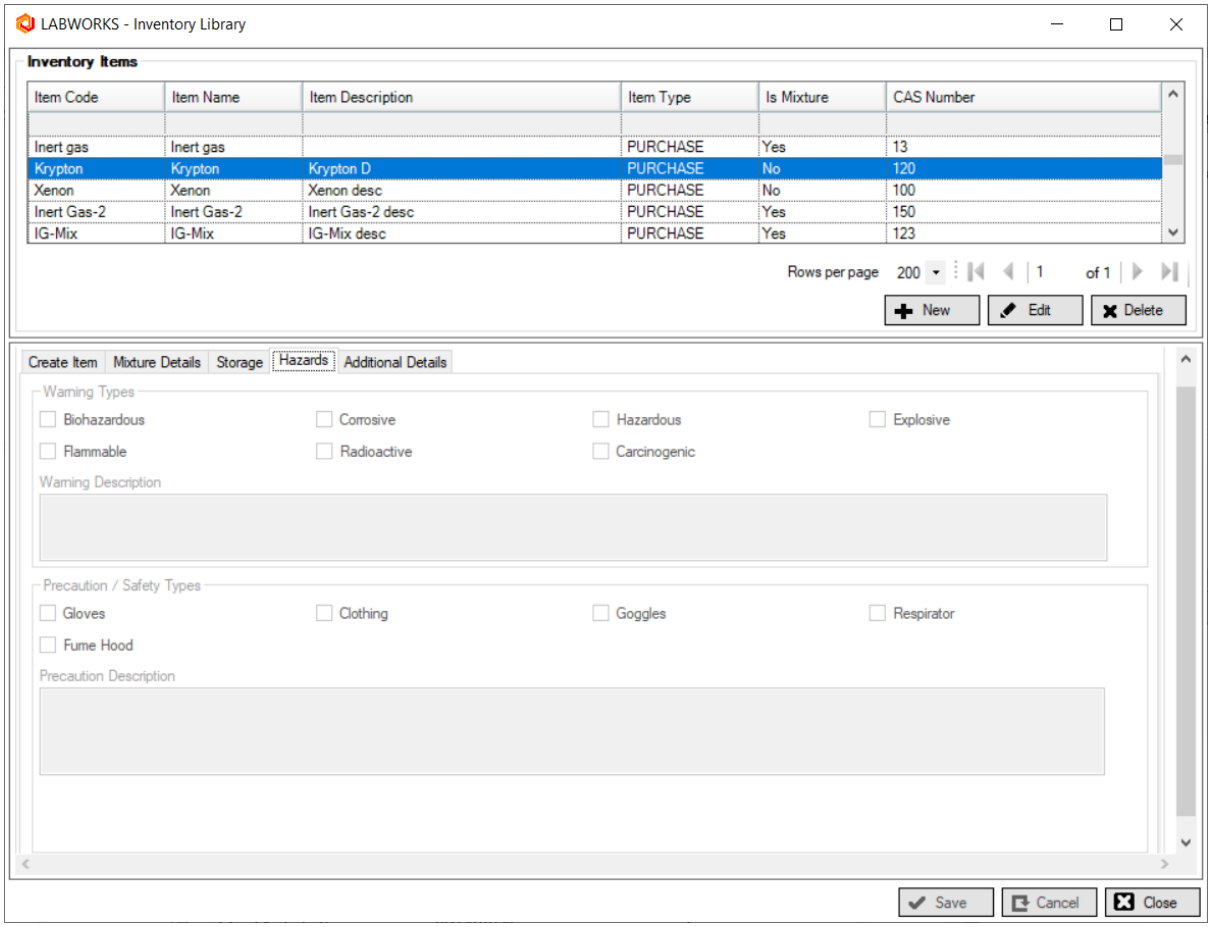

Enter **Additional details**, click on *Additional Details tab.*

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

Also user can add multiple attachments and enter SDS information.

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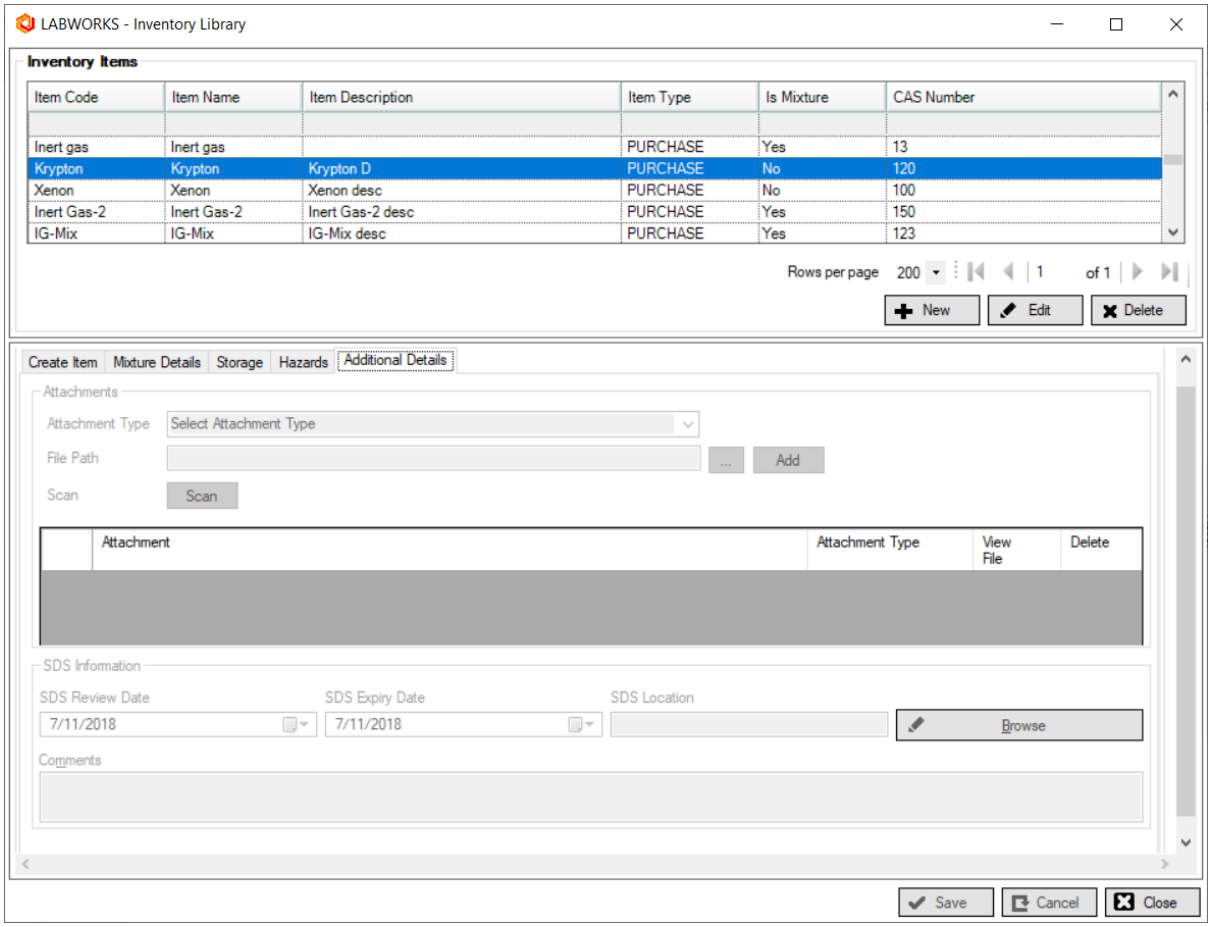

Note: Scan button will be disabled if no scanner/web camera attached to system.

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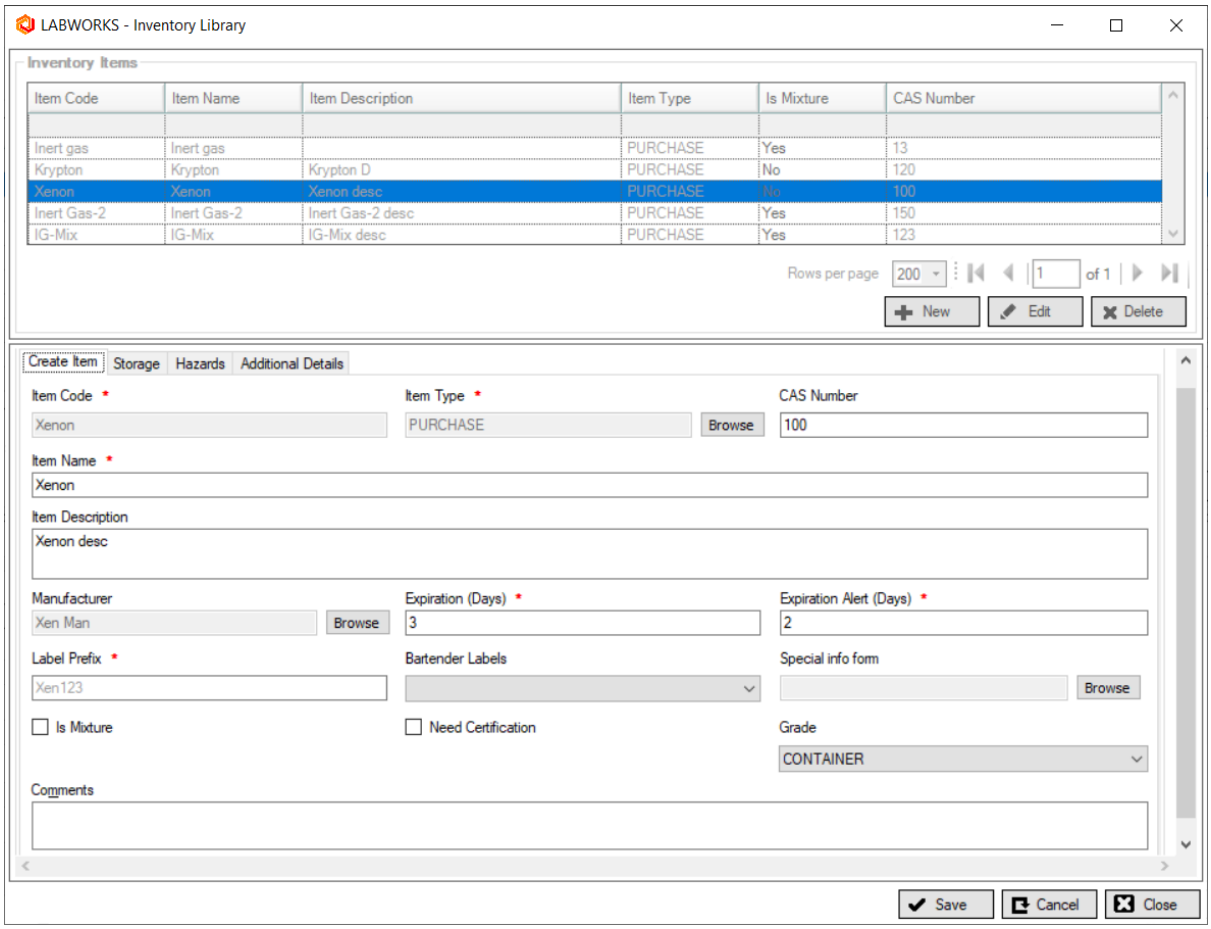
How can I Edit an Item?

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



2. Click **Edit.**

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

Note: Cannot edit Item Code.

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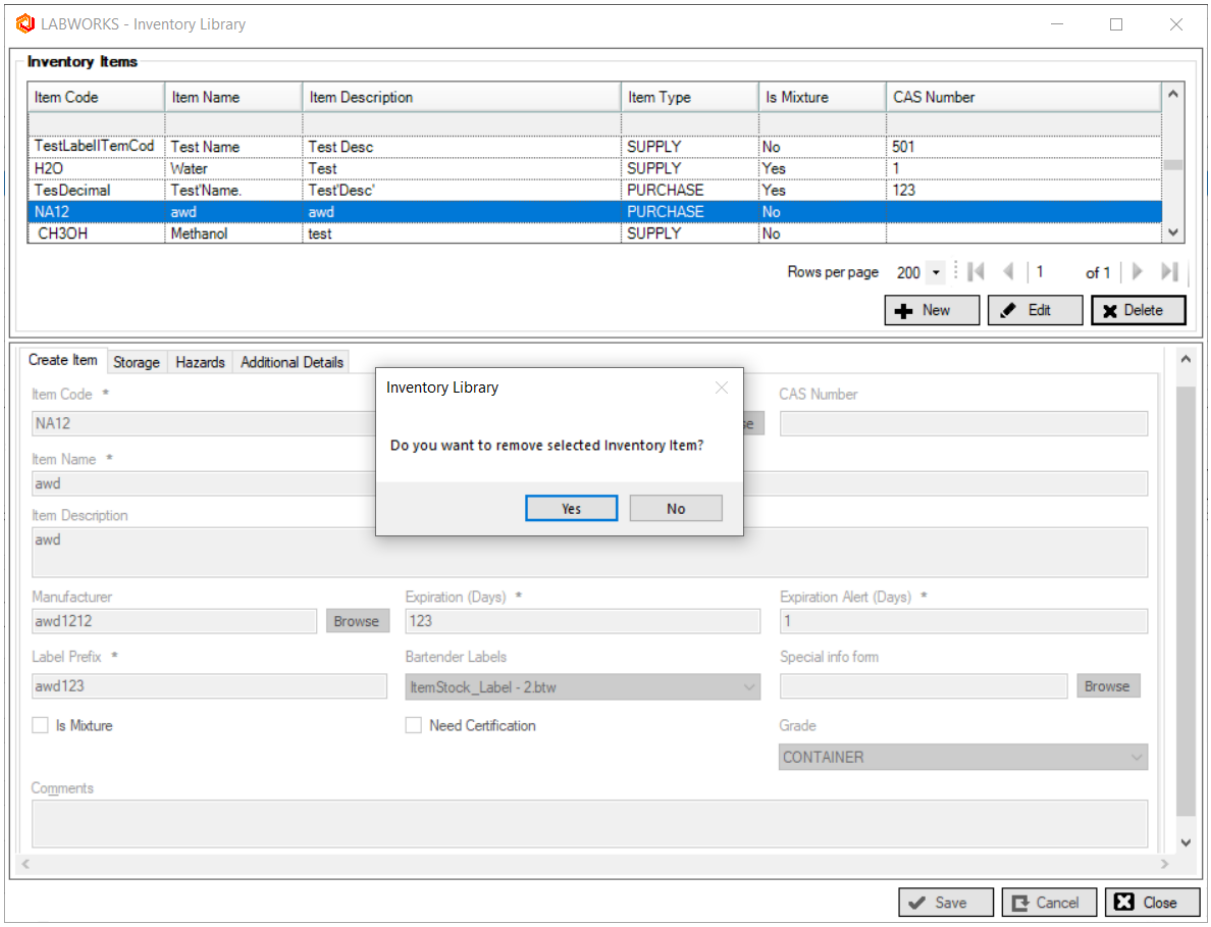
How can I delete an Item?

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



4. Confirm by clicking **Yes**.

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

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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.

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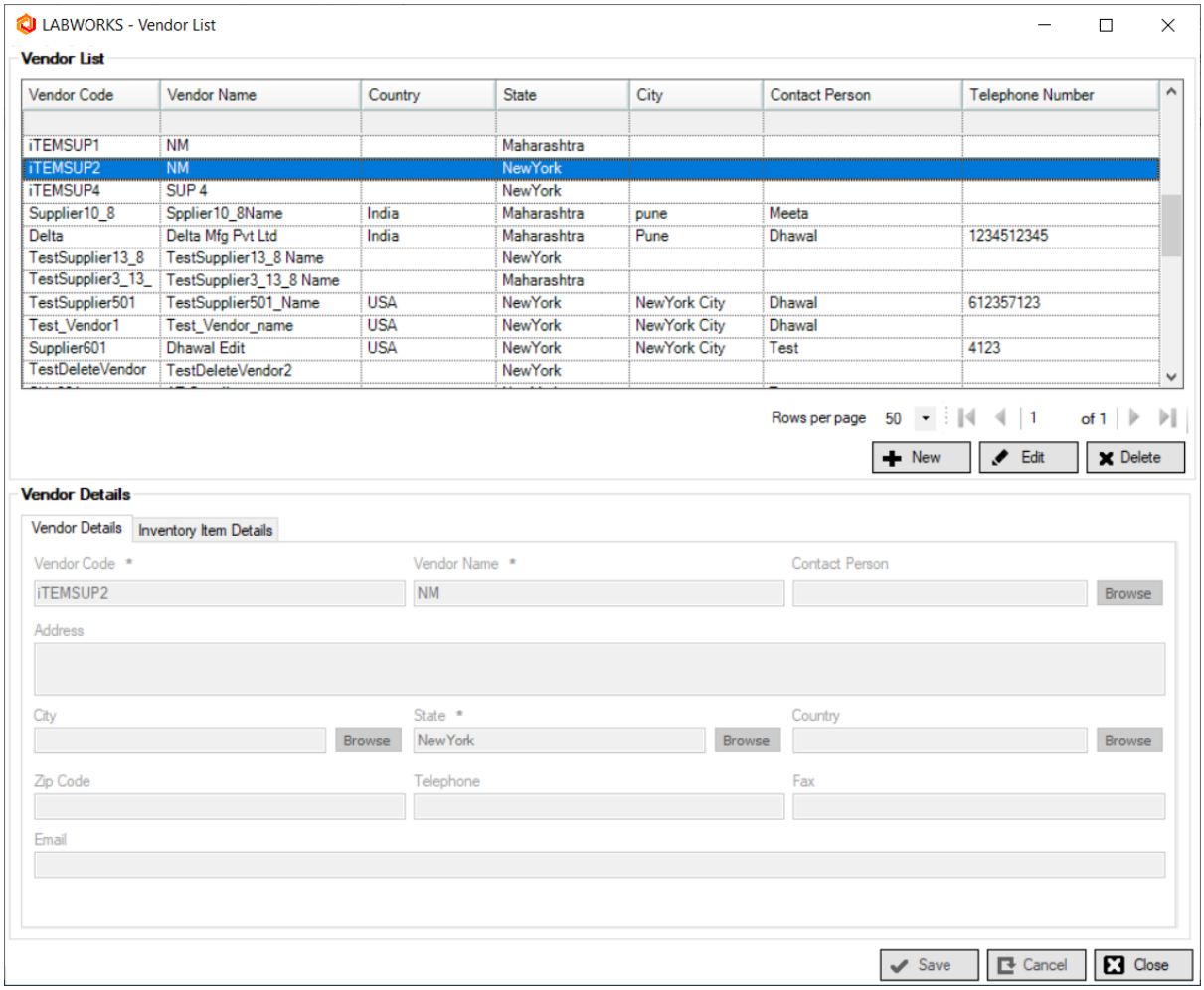
Vendor List

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.



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.

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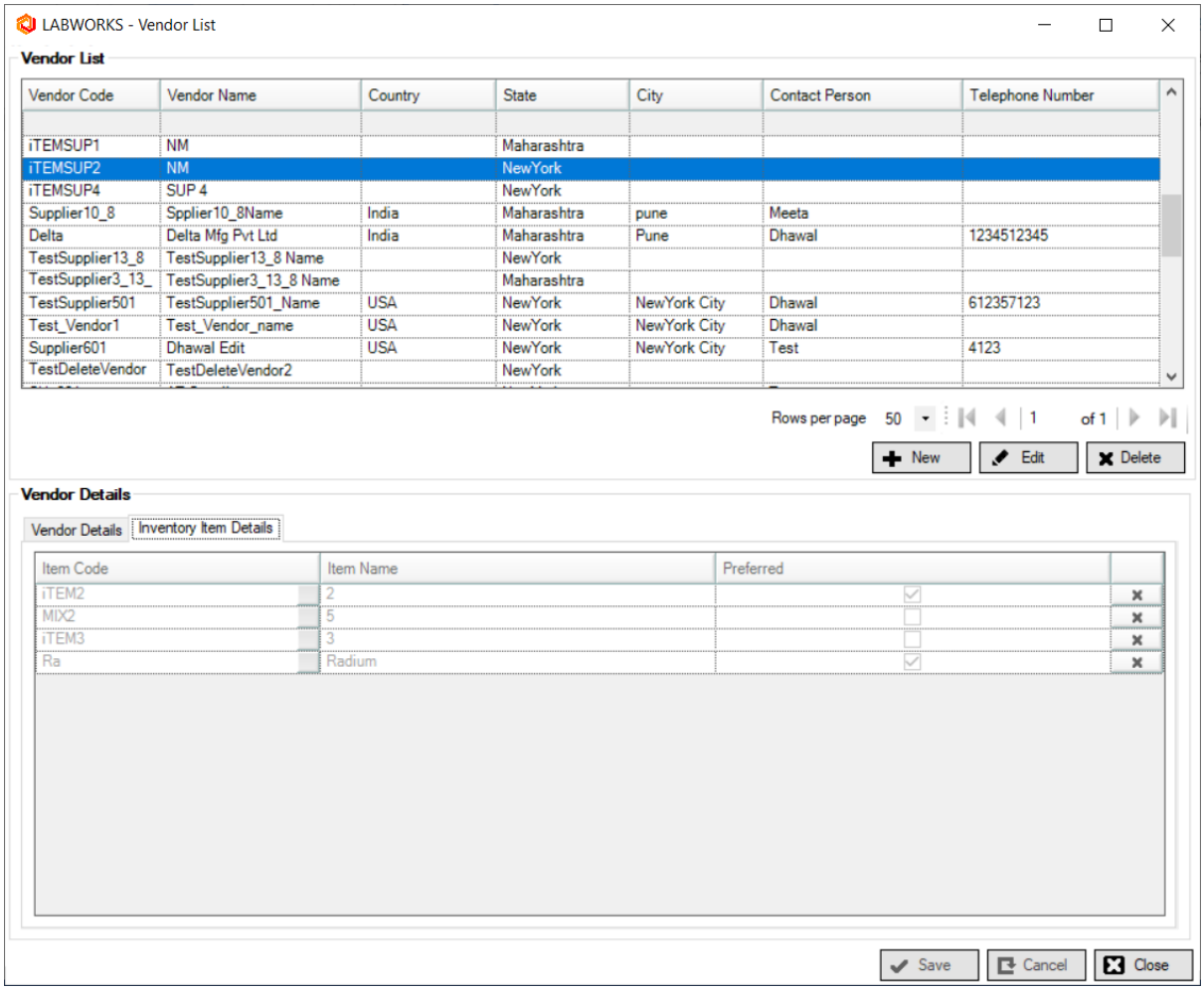

6. Choose Item with **Browse**.
7. Check "Preferred" check box to make Item as Preferred.
8. Click **Save**.
9. All mandatory fields are marked with asterisk (*).

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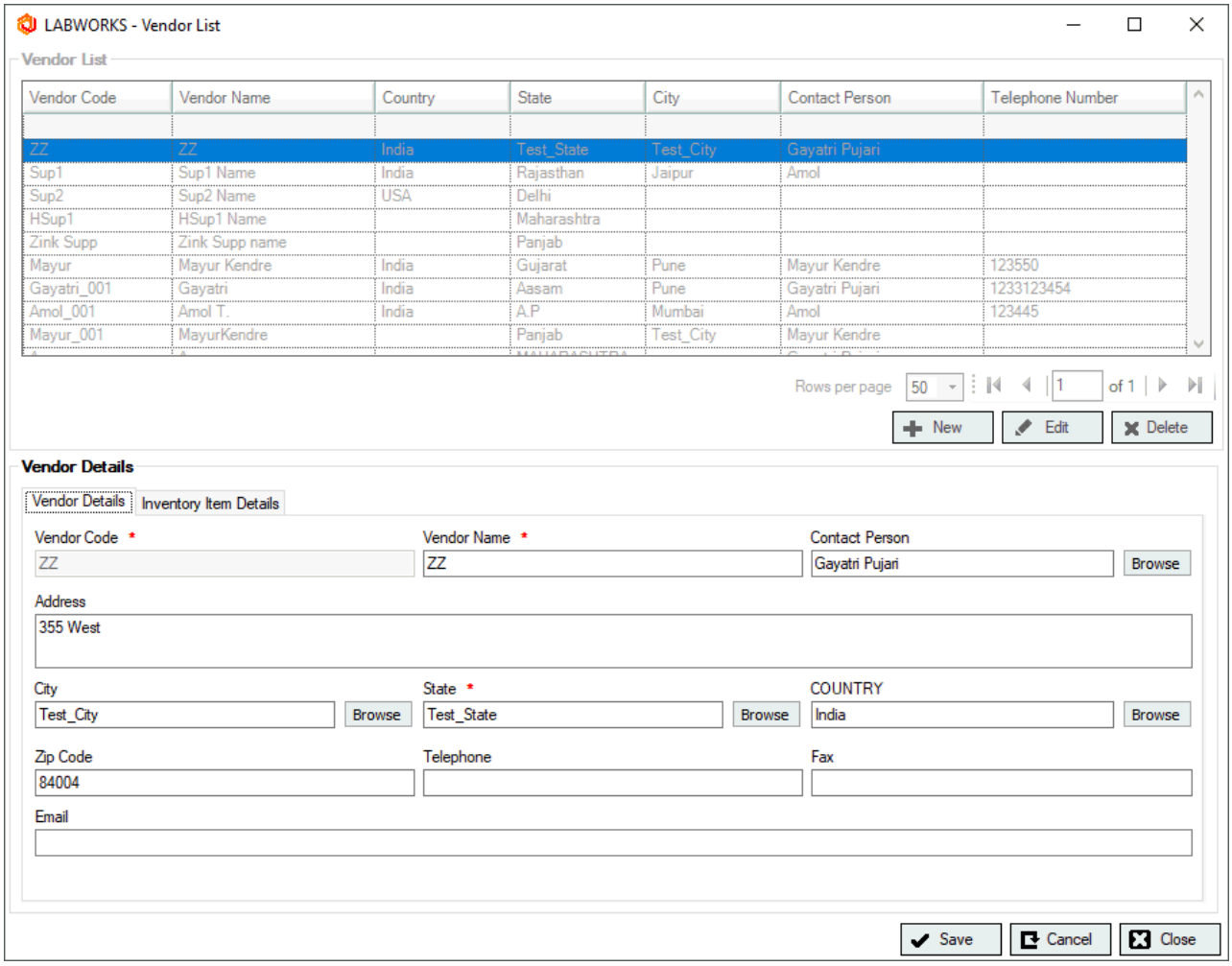
How can I edit a vendor?

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.



4. Click **Save**.

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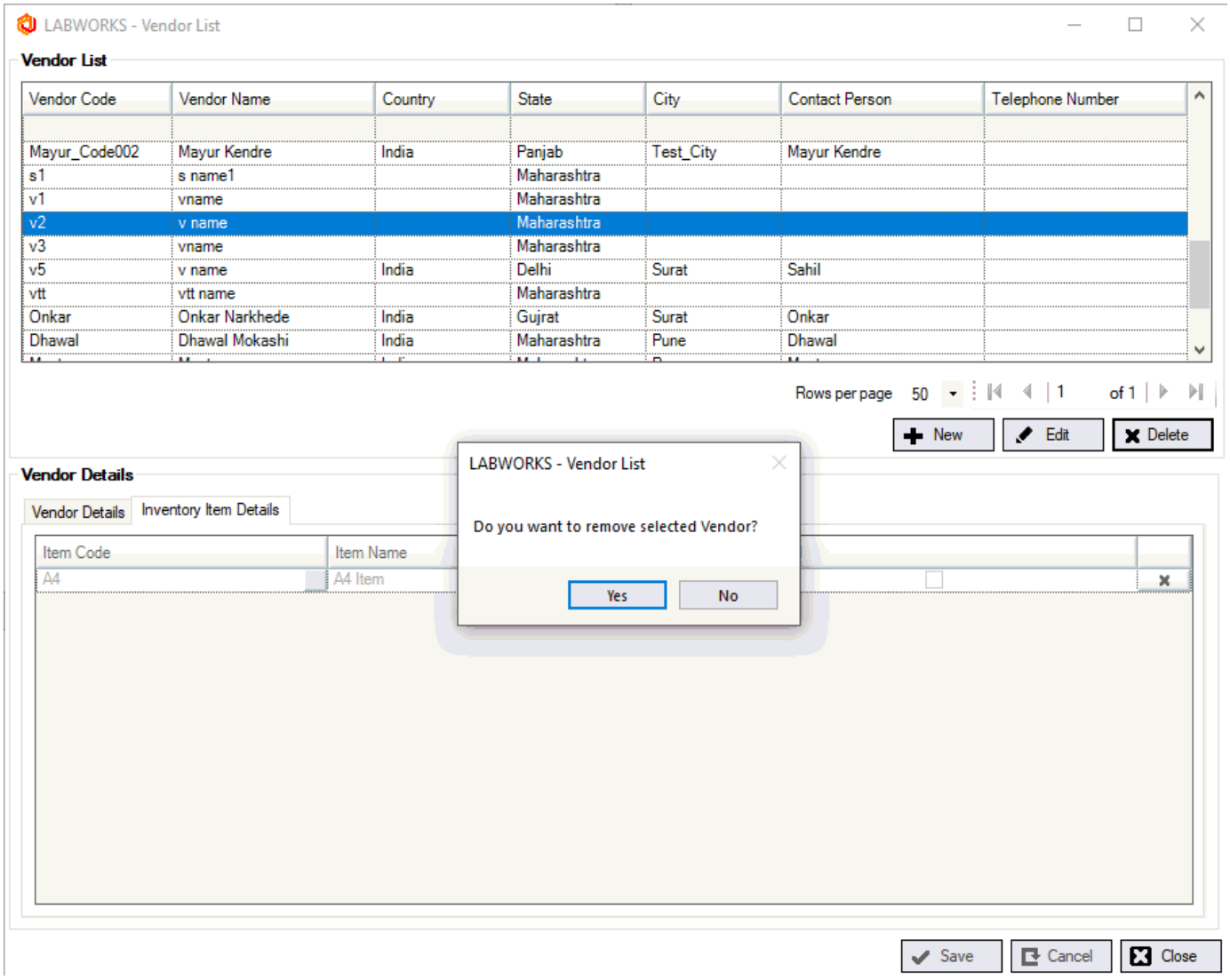
How can I delete a vendor?

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



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

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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.

***Note**: Vendor code cannot be duplicate. Item should exist before we can choose the vendor.*

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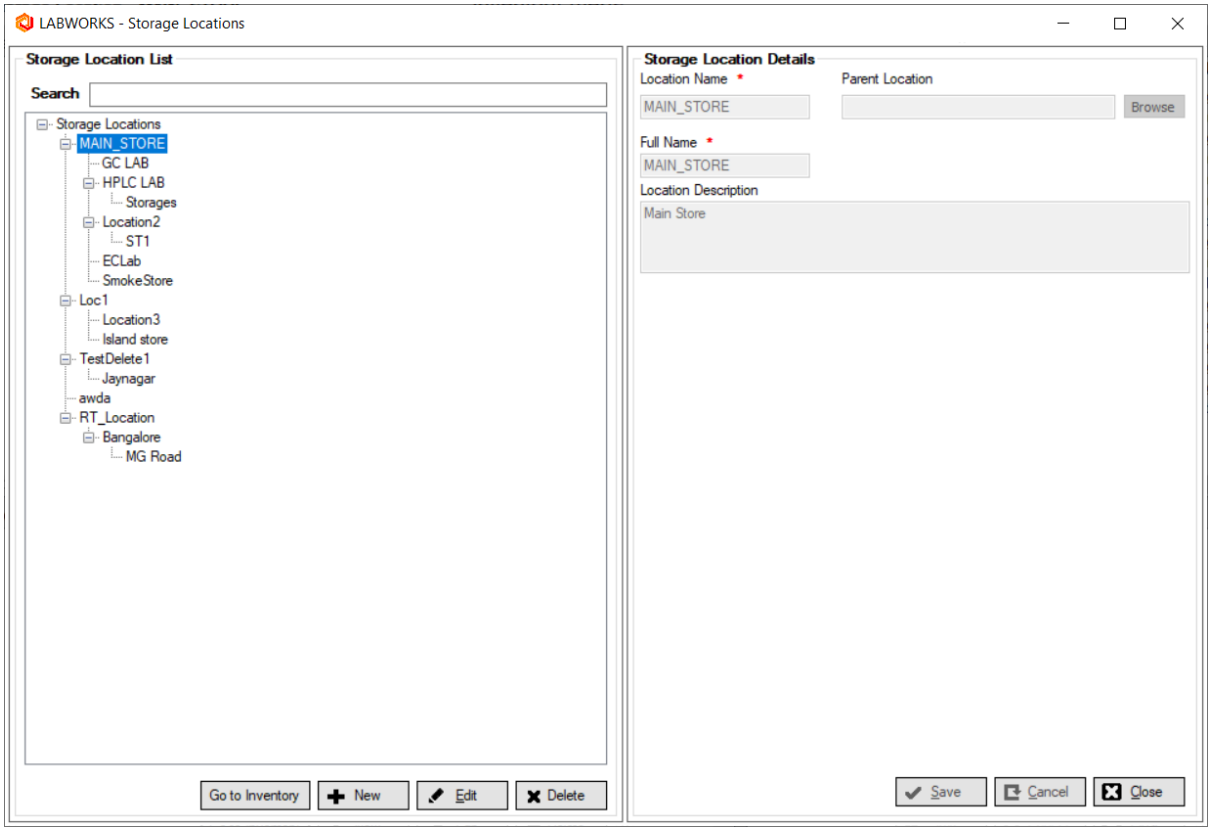
Storage Locations

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 (*).

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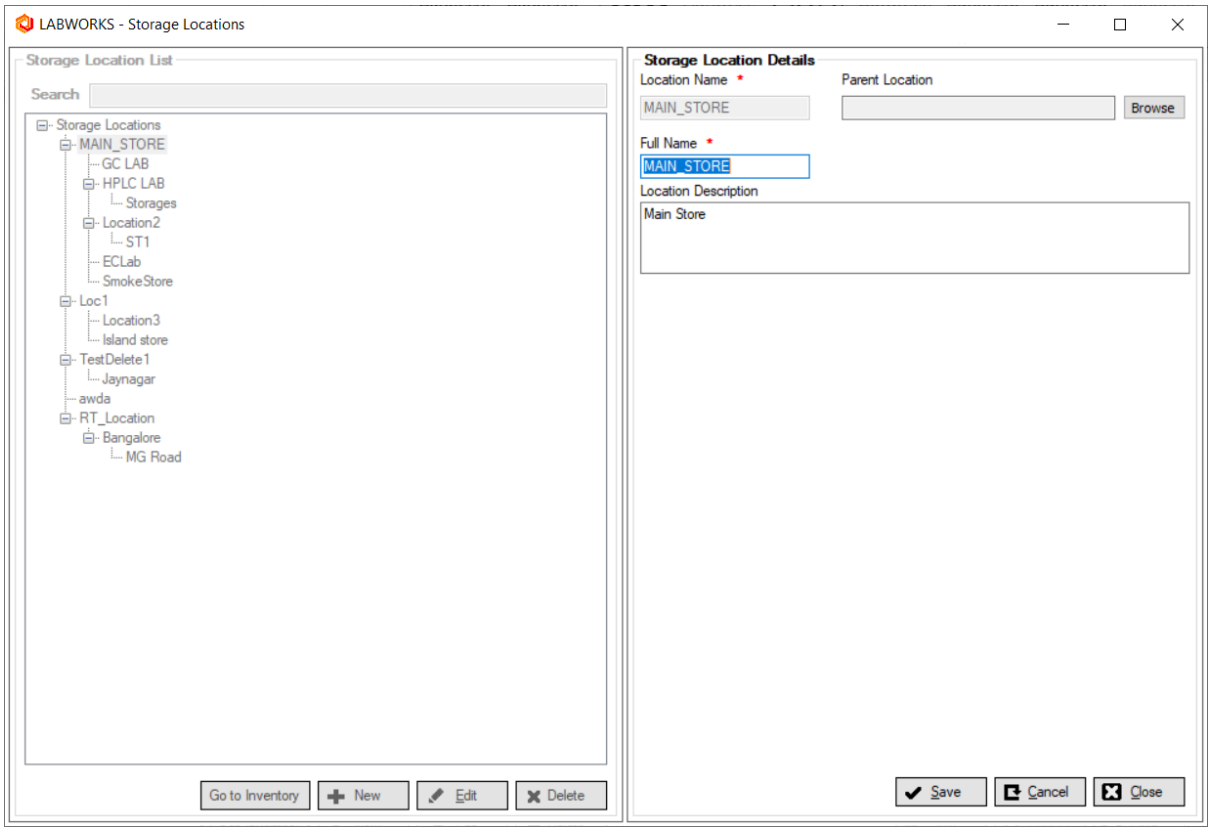
How can I Edit Storage location?

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**.

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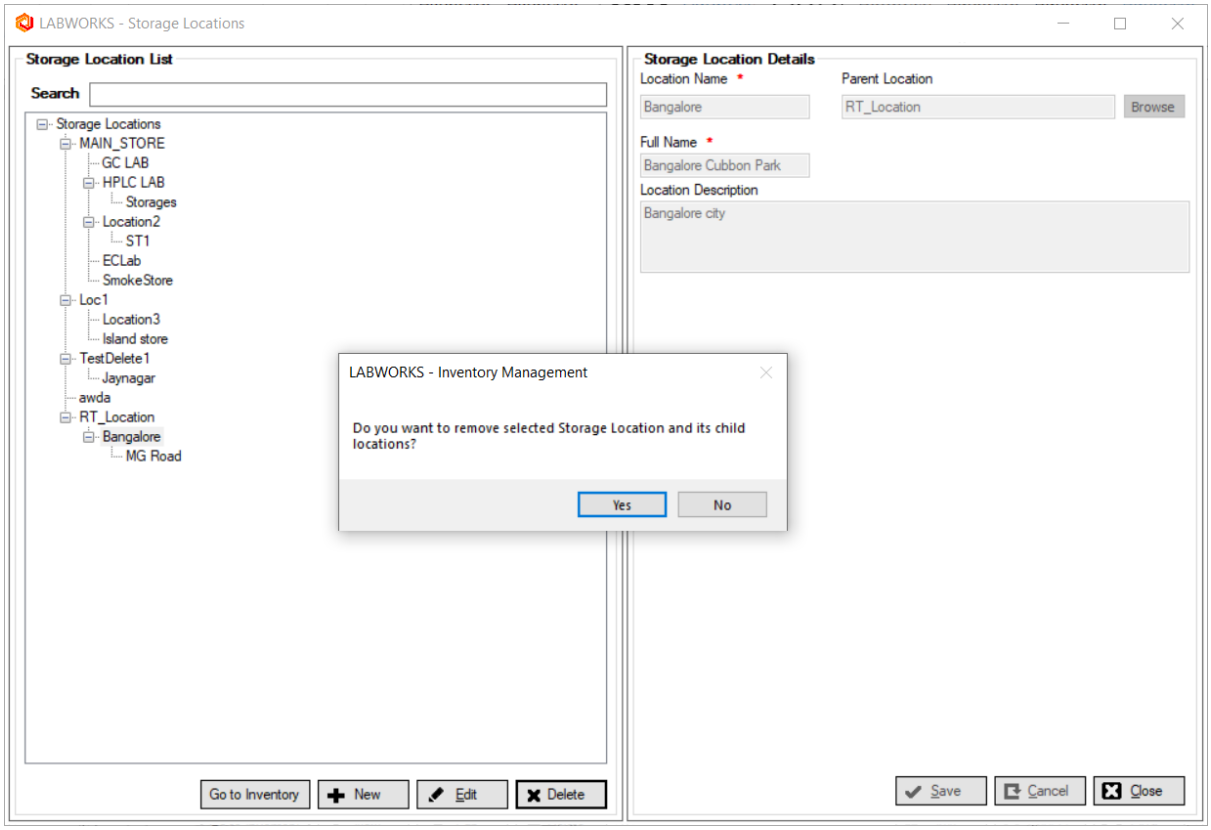
How can I delete a Storage location?

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.

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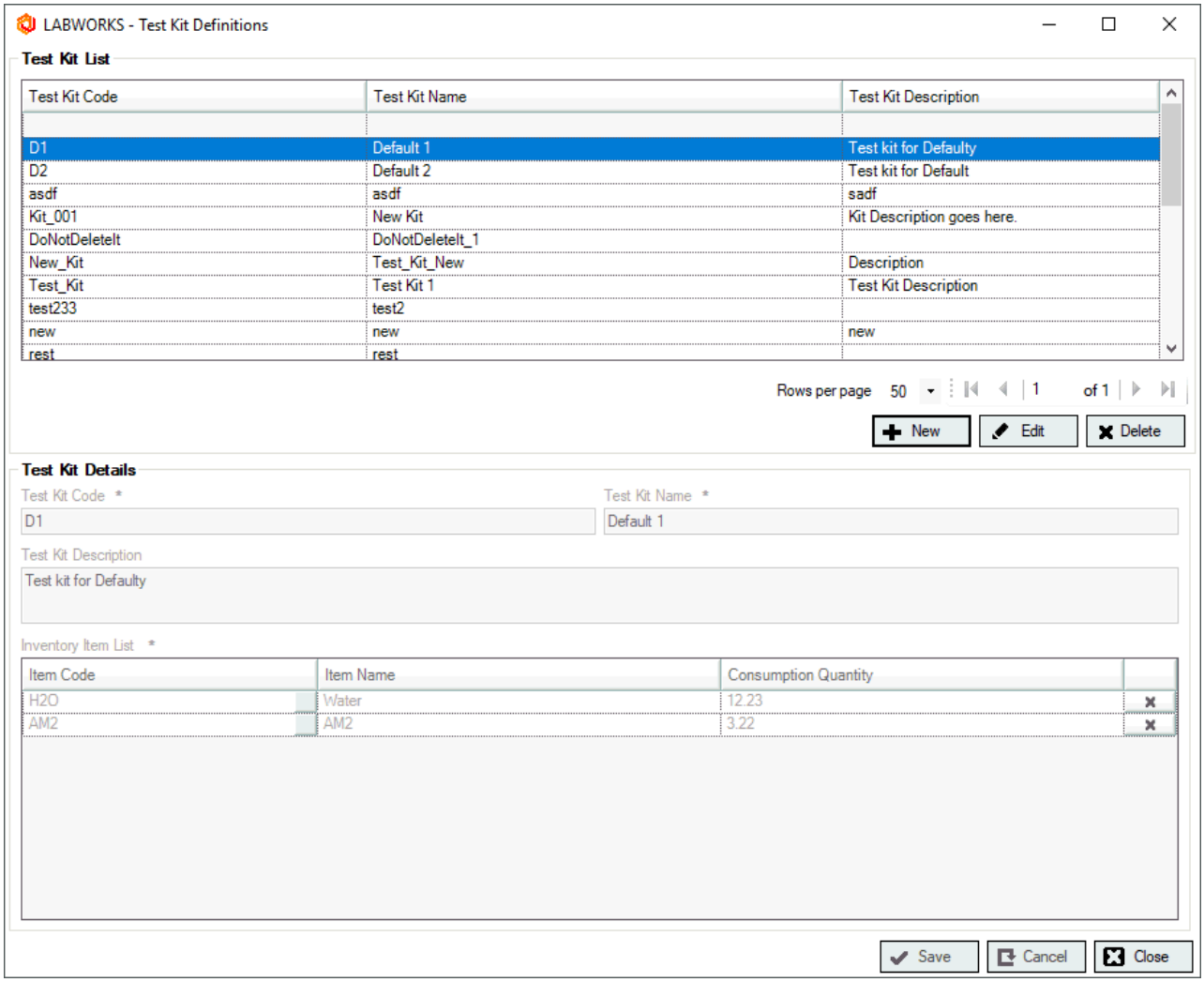
Test Kit Definitions

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.



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

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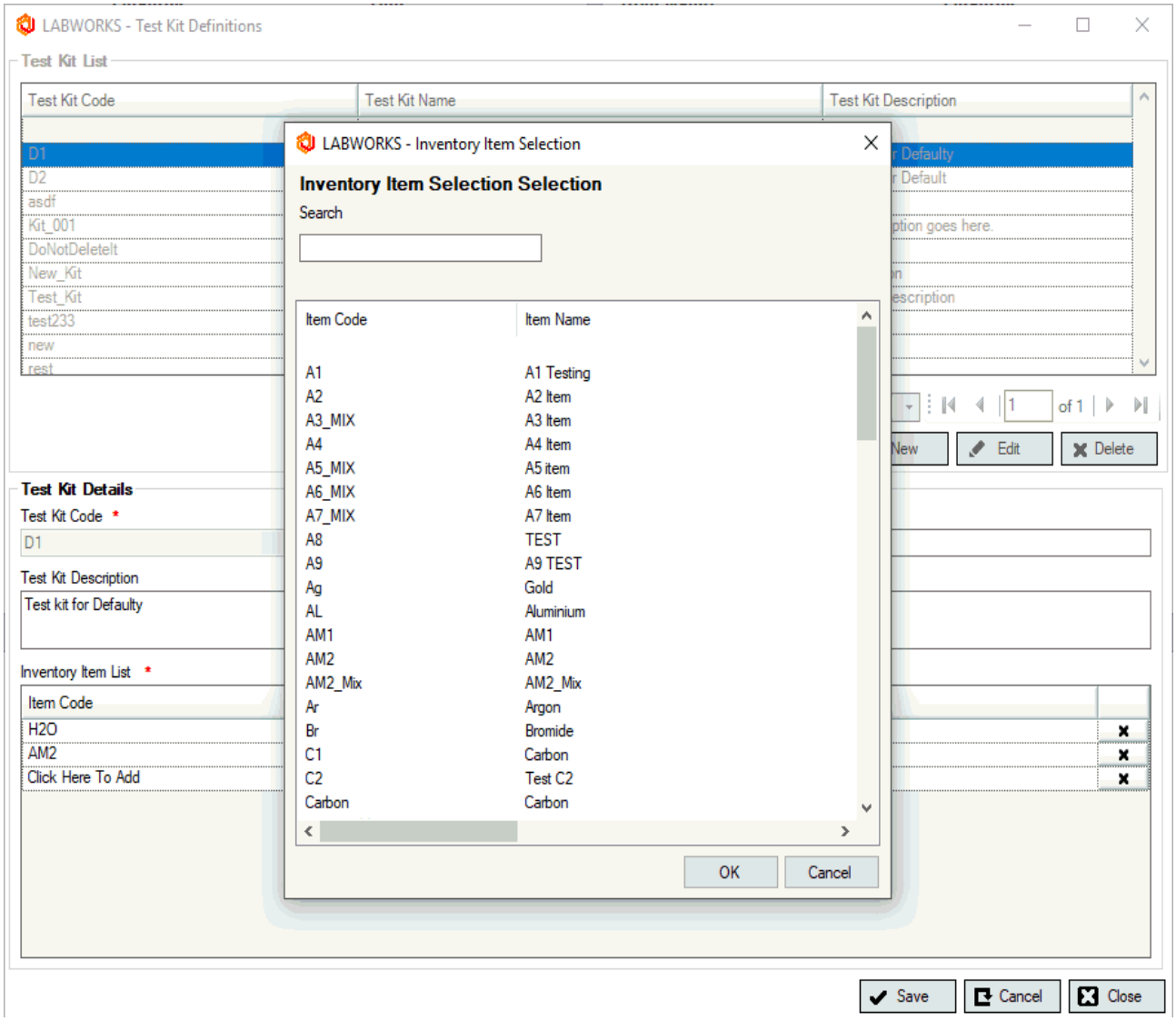

5. Select **Item Code** and enter quantity.
6. Click **Save**.

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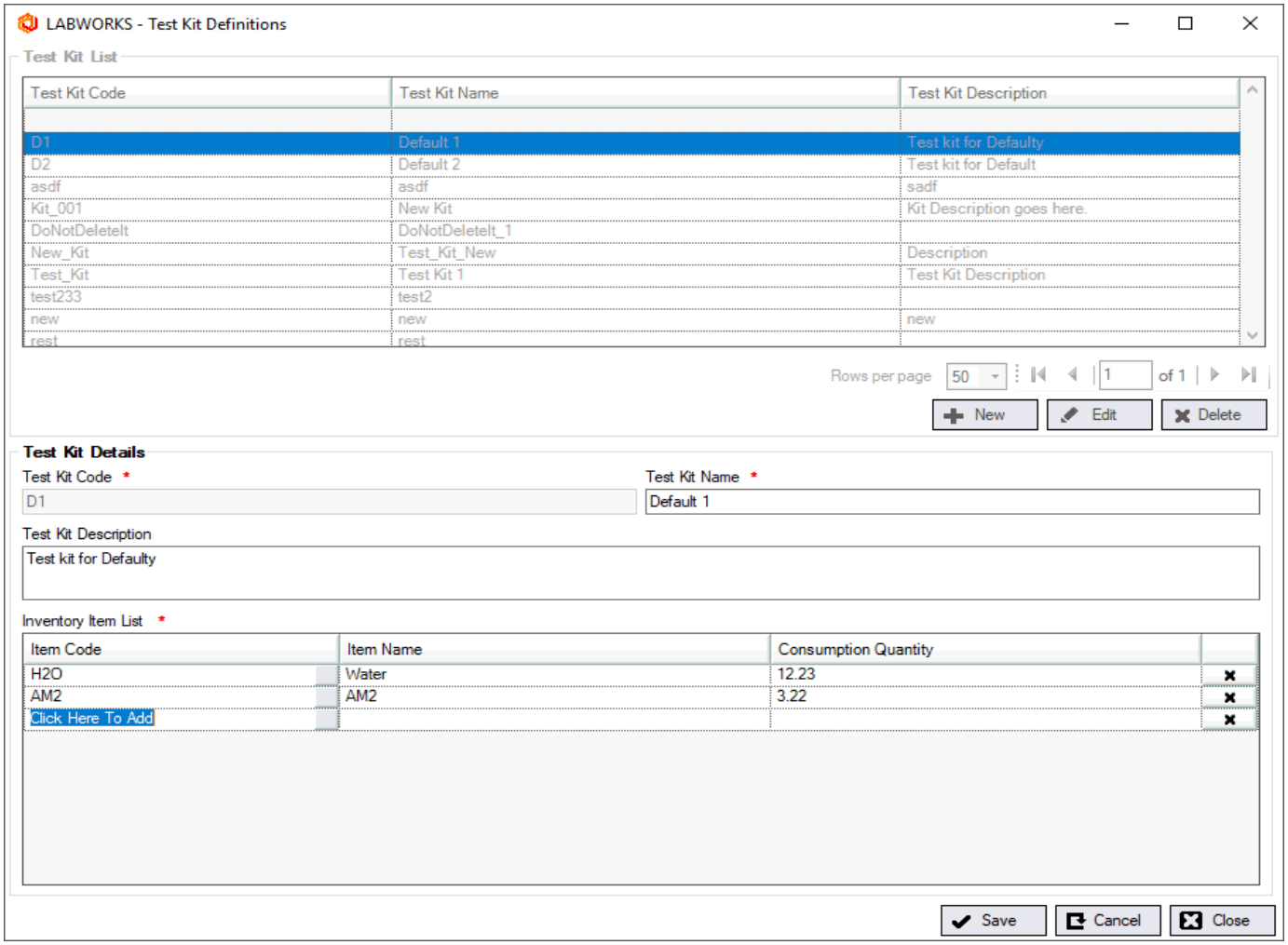
How can I edit a Kit?

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**



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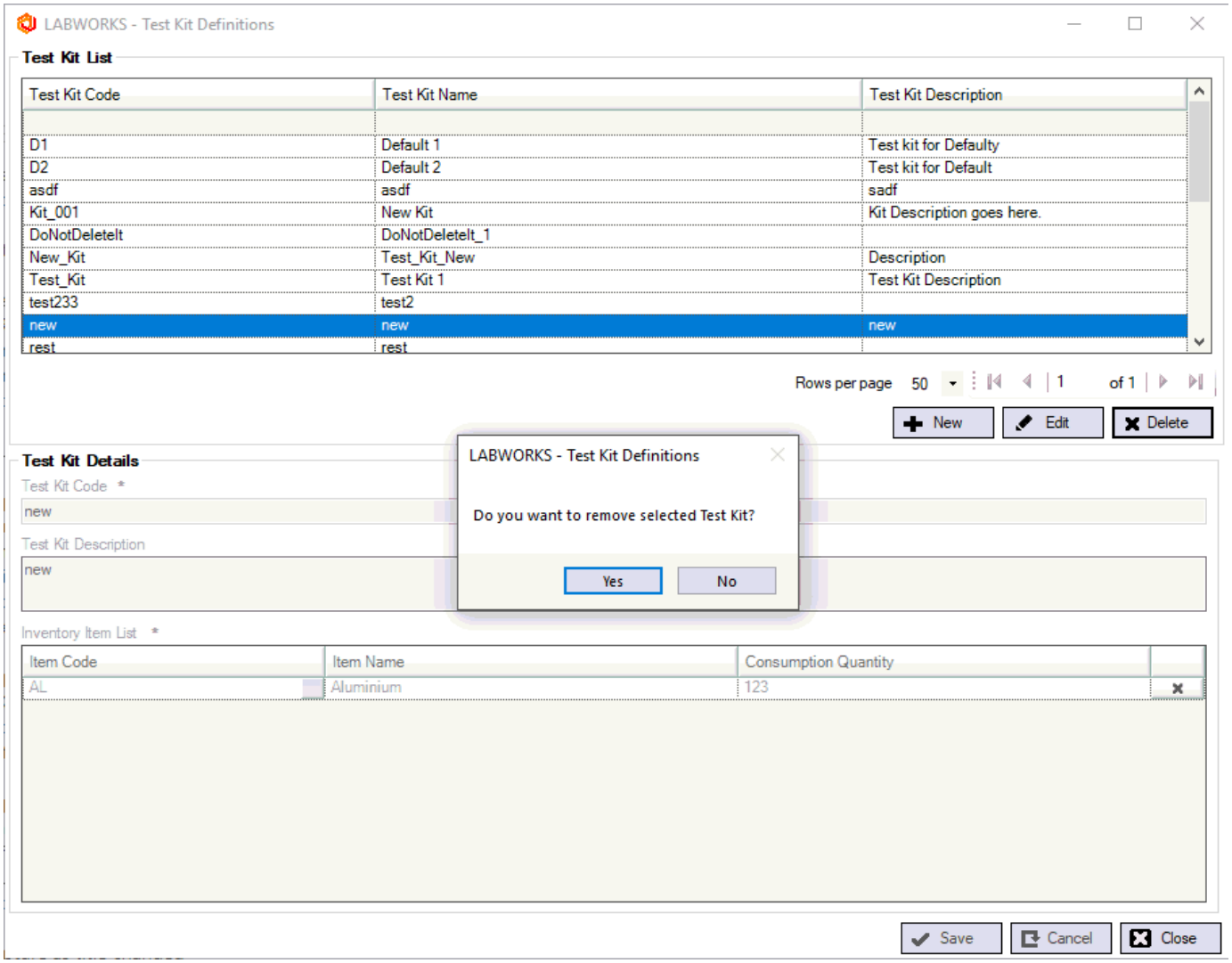
How can I delete a Kit?

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**



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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.

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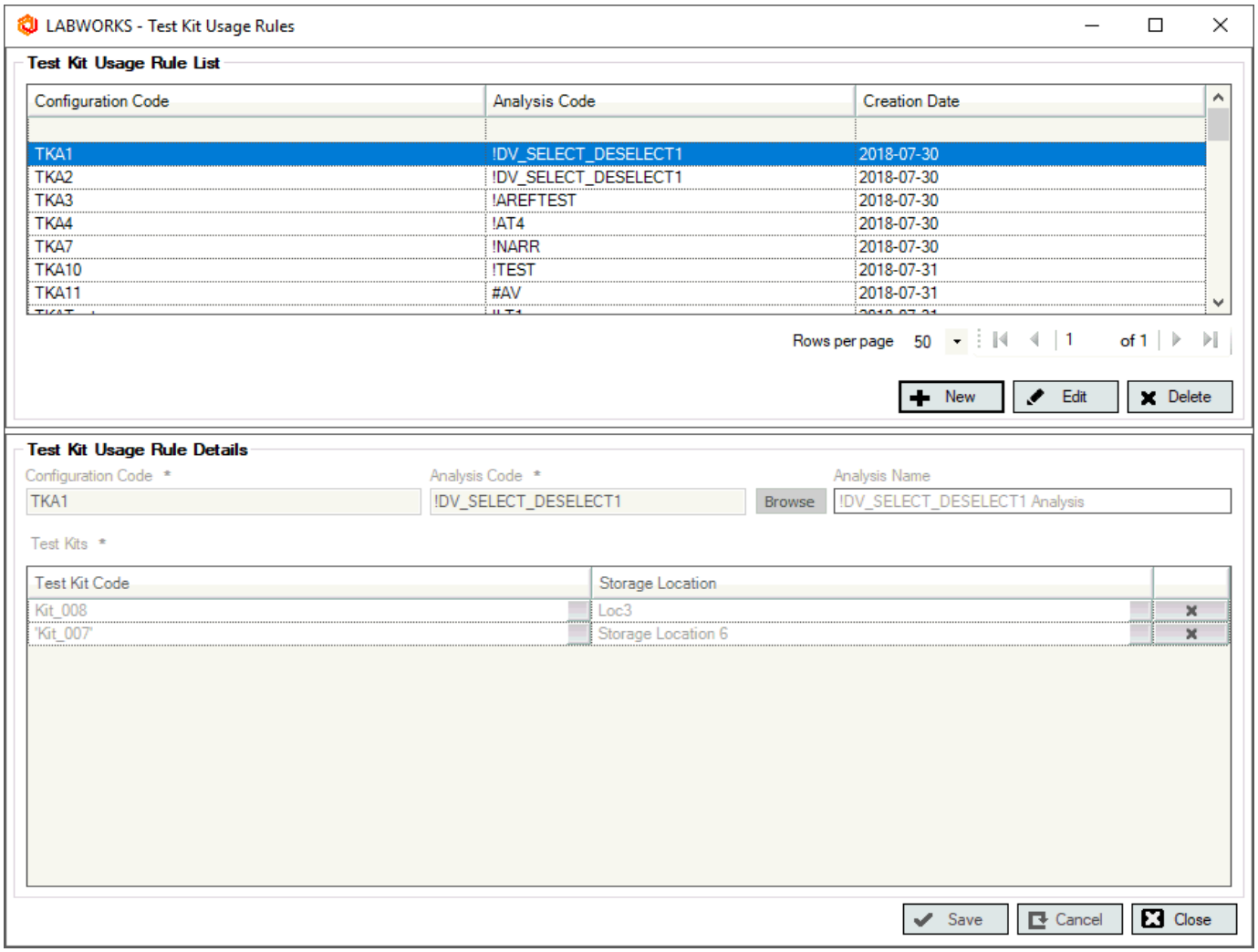
Test Kit Usage Rules

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.



Enter Configuration Code.

Click **Browse** to select Analysis code.

Click **Save**

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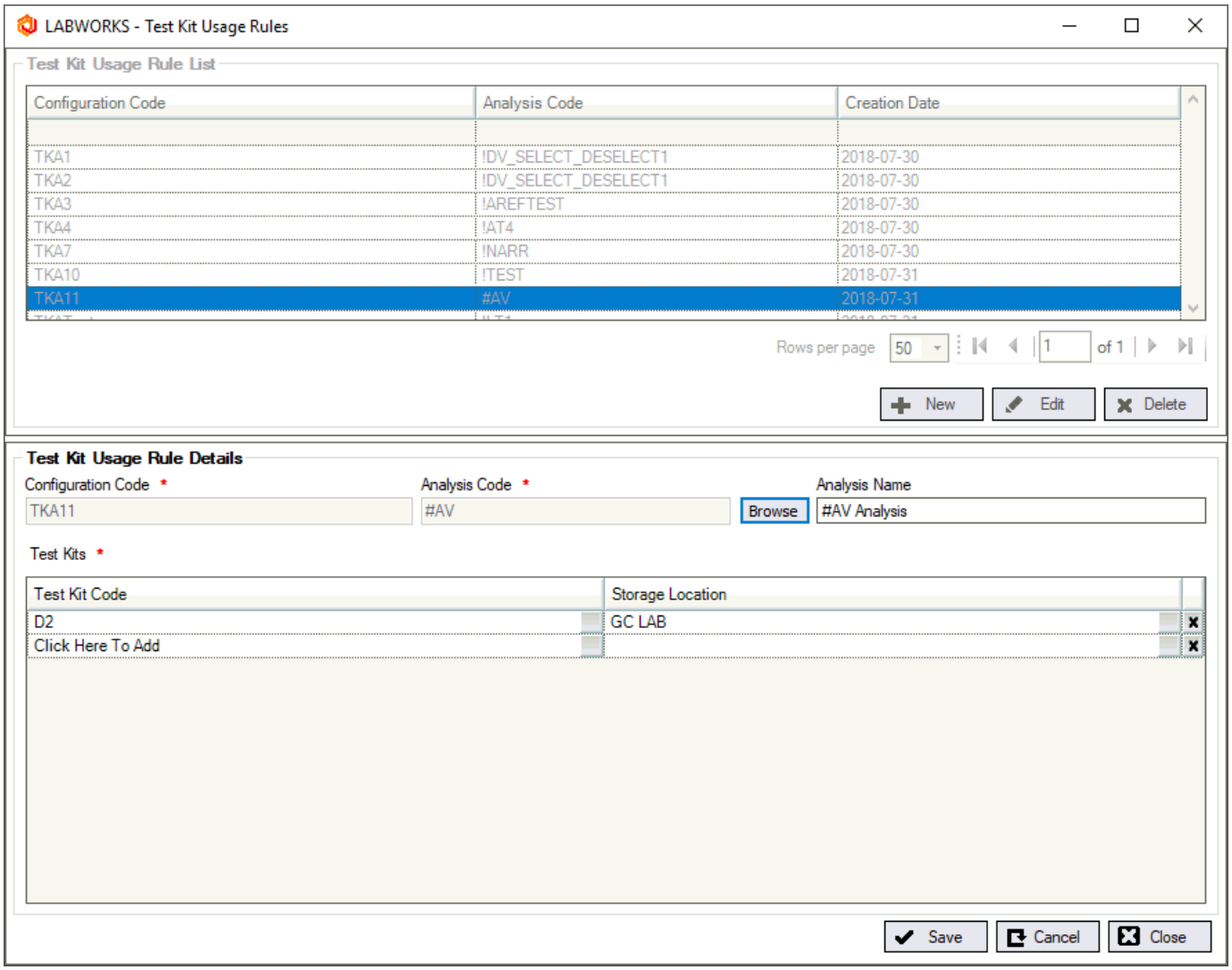
How can I update configured test kit?

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.



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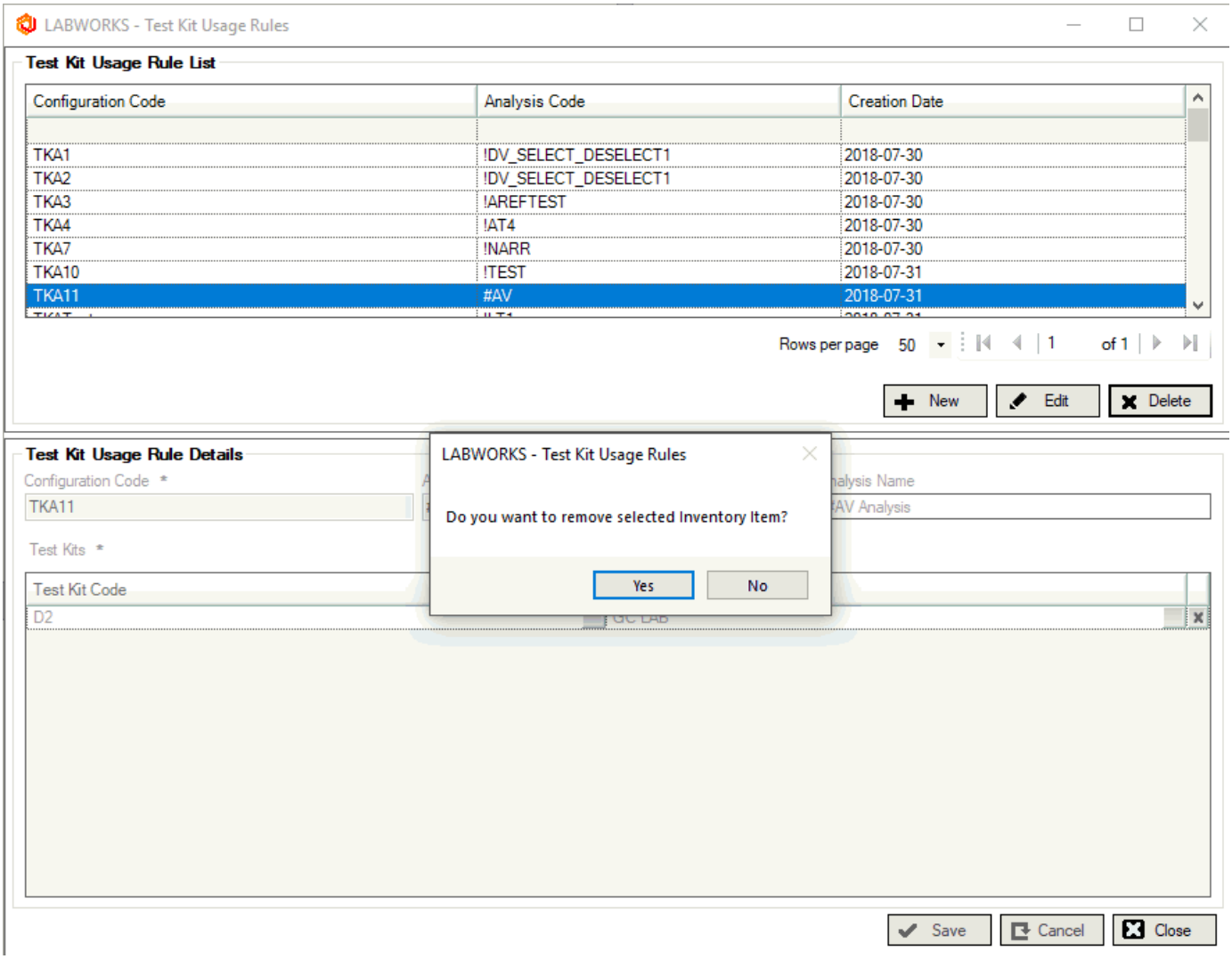
How can I delete a test kit from analysis?

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

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

Select **Test kit from grid**

Click **Delete**.



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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.

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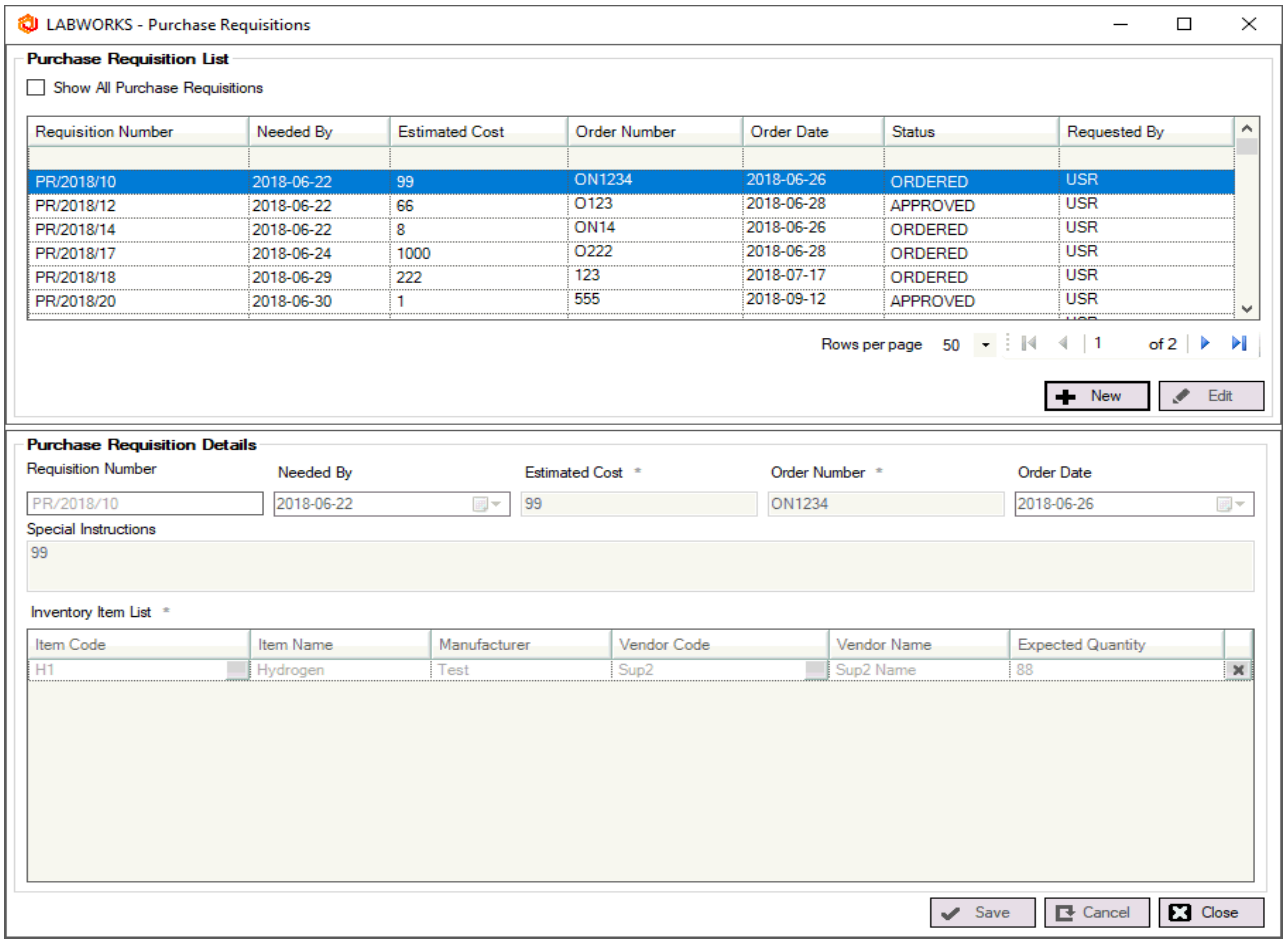
Purchase Requisition

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



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

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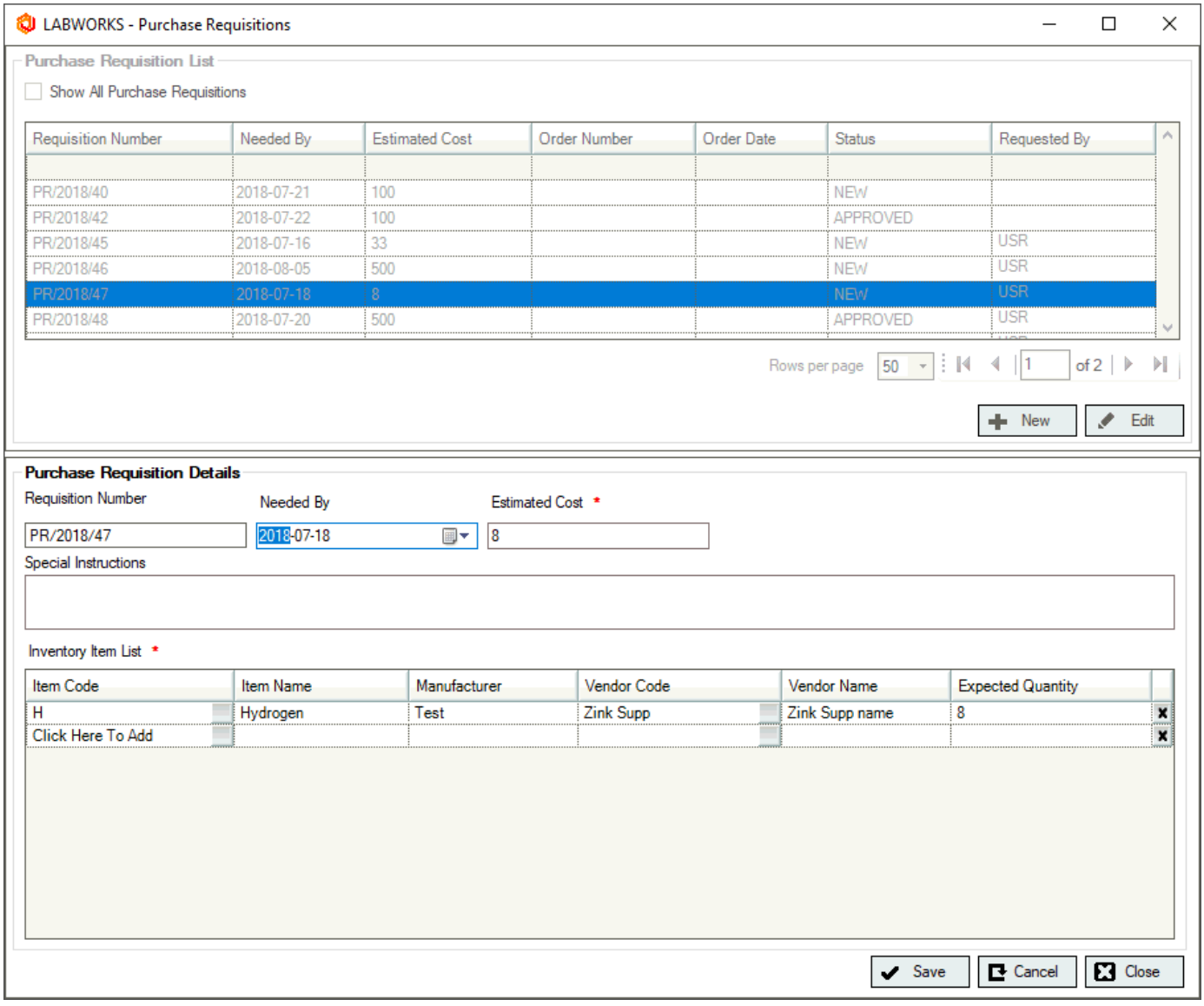
How can I edit a Purchase Requisition?

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.



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.

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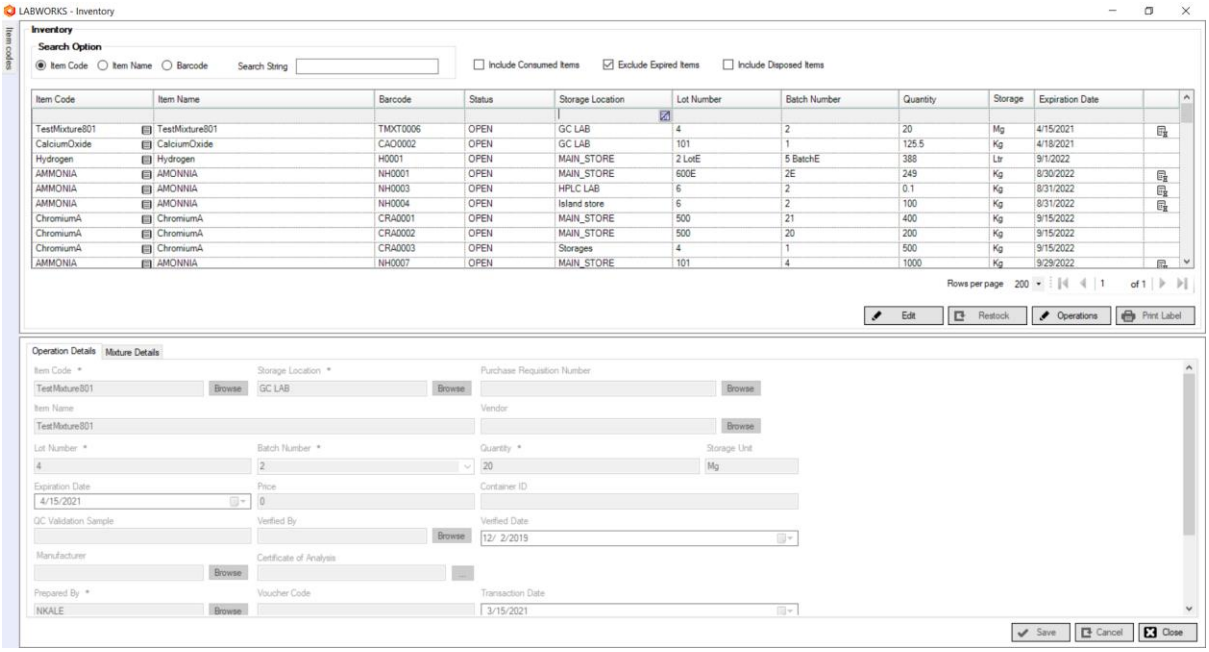
Inventory

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.



- 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.

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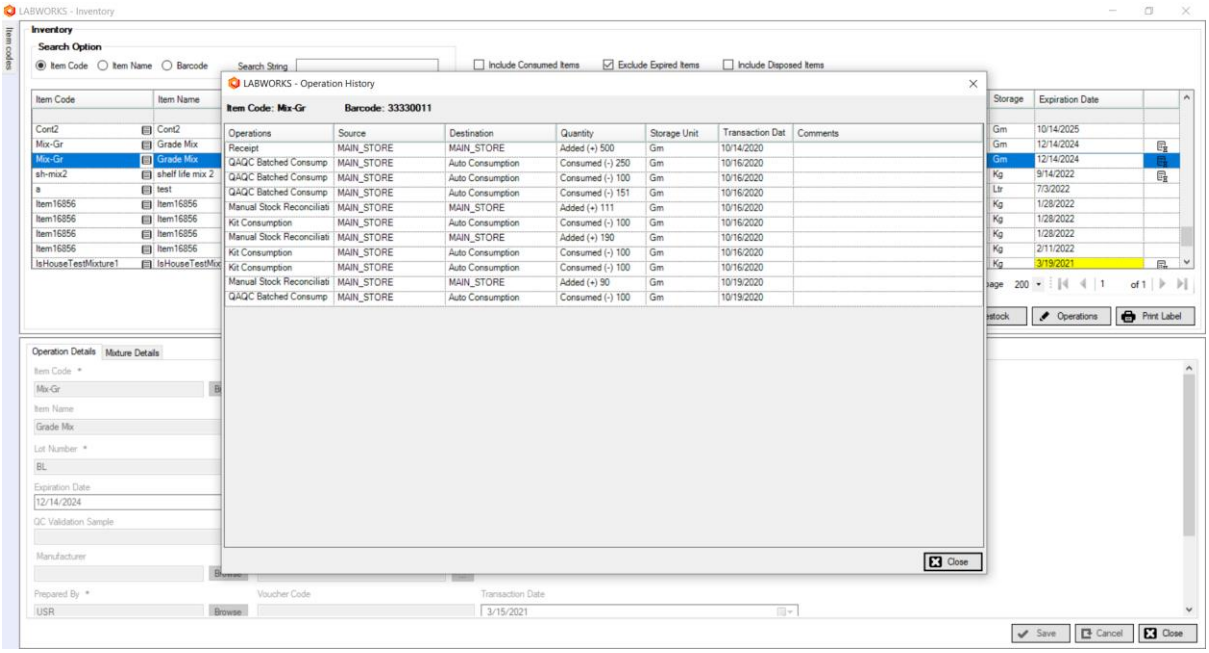

- View Consumable History - User can view consumable history for individual Mixture type of Inventory Item. Click on button in the last column in the Inventory grid. The *Inventory Item History window* appears.

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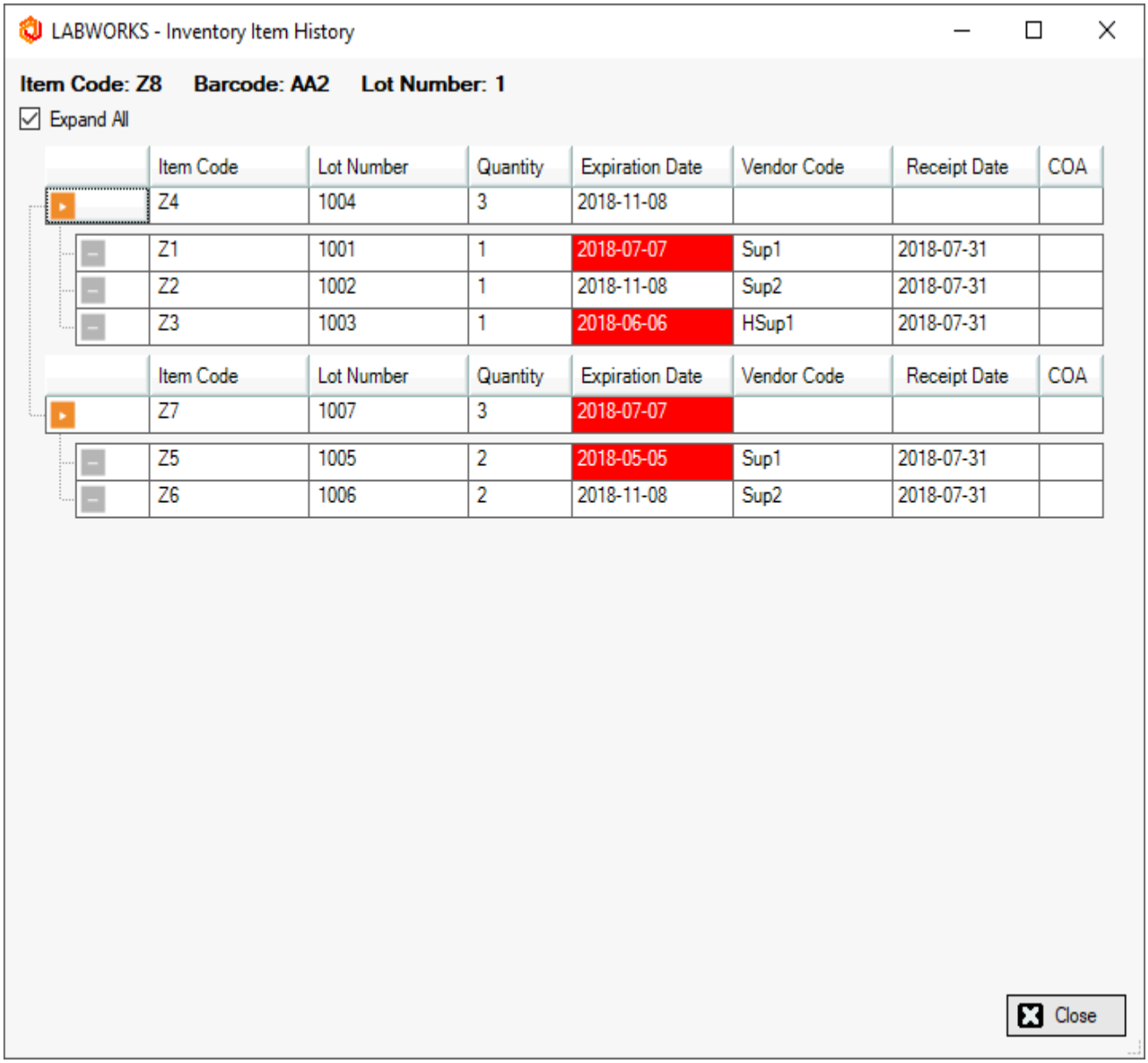

- Restock - User can create copy of selected Inventory Item and enter Lot Number, Batch Number, Quantity, Expiration Date, Price, Container ID, QC Validation Sample, Verified By, Verified Date, Container of Analysis, Prepared By, Voucher Code, Transaction Date and Comments. Use **Browse** to find details.
- 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.

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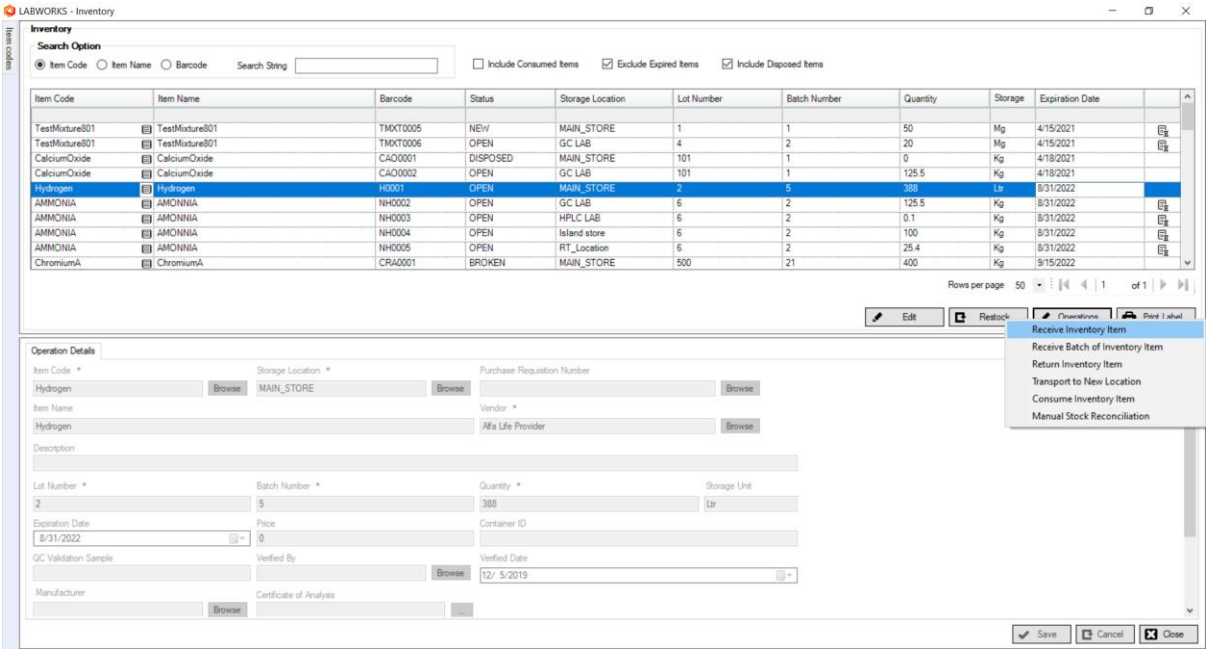
How can I enter receive Inventory Item?

To enter receipts of items:

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



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**.

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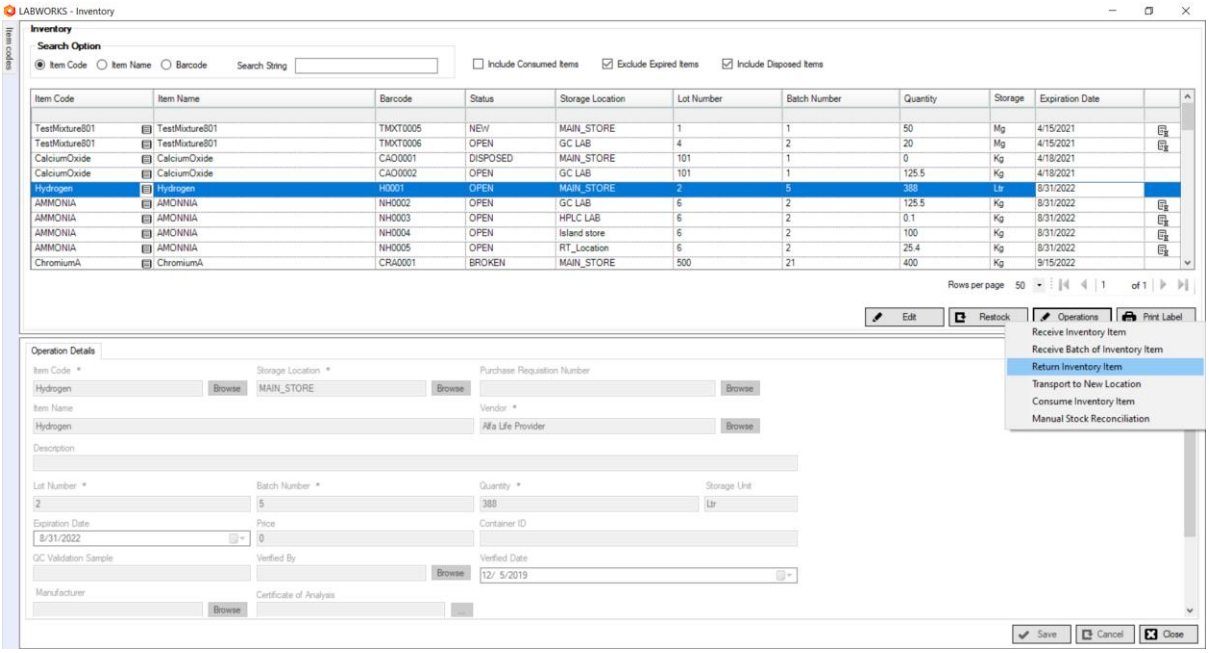
How can I add return Inventory Item?

To enter returns:

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



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

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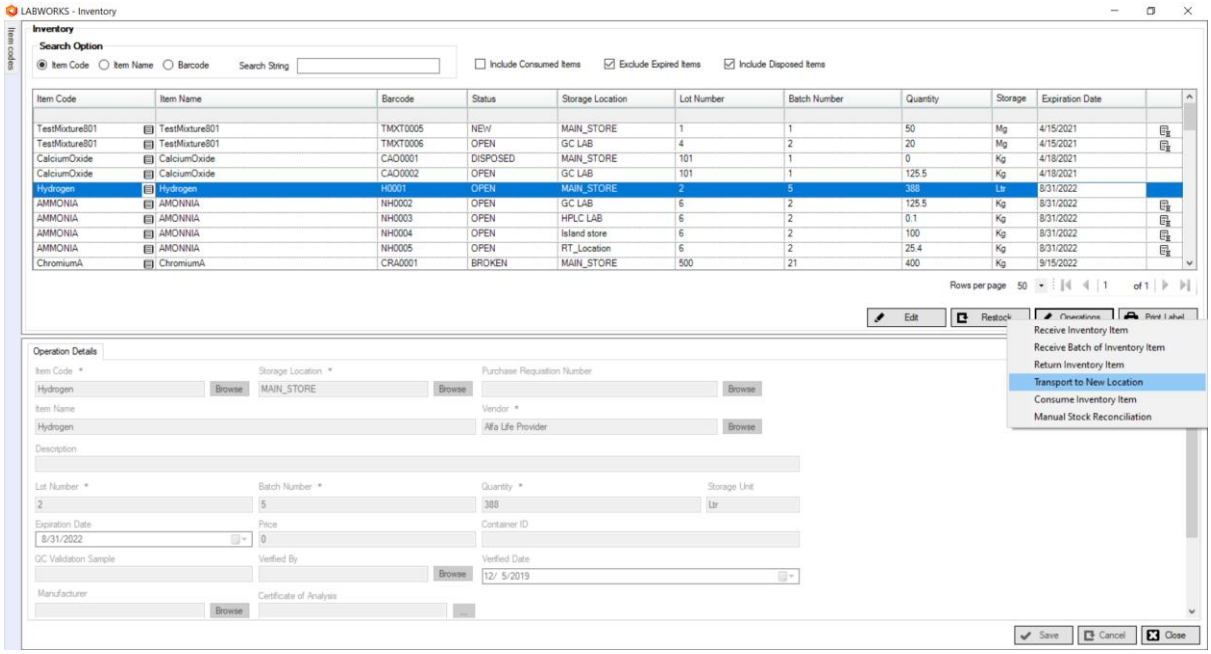
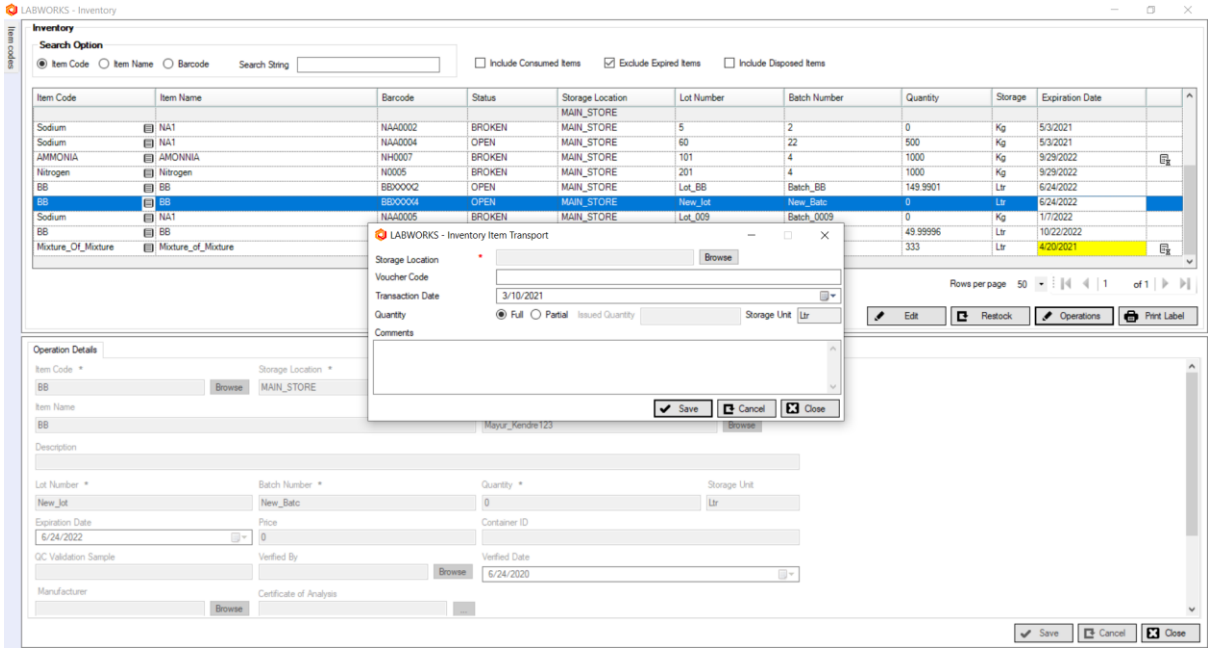
How can I transport Inventory Item to new location?

To enter issue details:-

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





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**.

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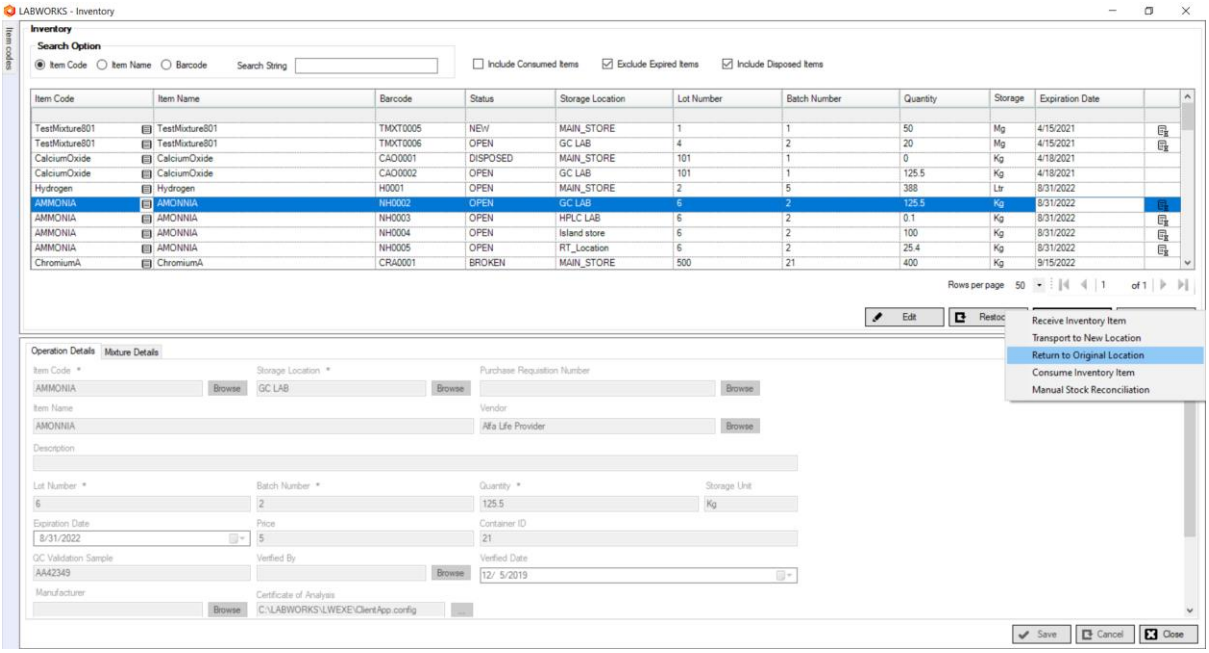
***Note**: Items can be issued from one store to another store. User cannot issue item from one sub store to a store in which that Inventory Item received. In order to achieve use 'Return to Original Location' to send it to original store and issue it from there.*

How can I return Inventory Item to original location?

Item can be returned from Â 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**.

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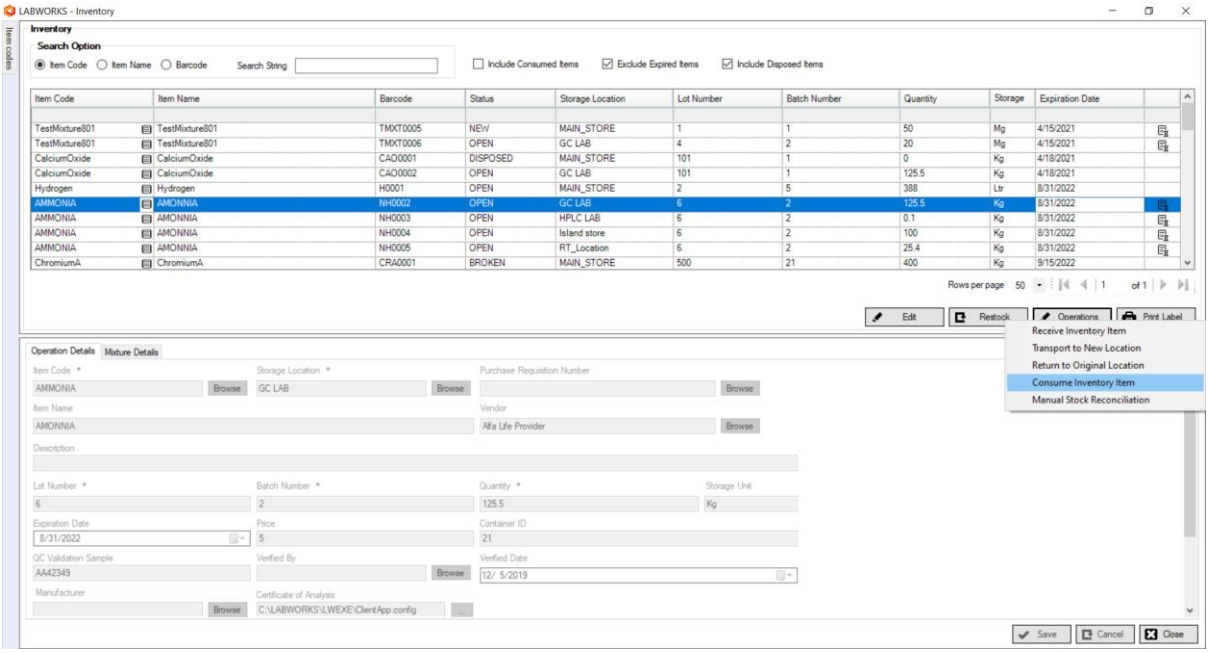
How can I perform consumption on Inventory Item?

To enter direct consumption:

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



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.

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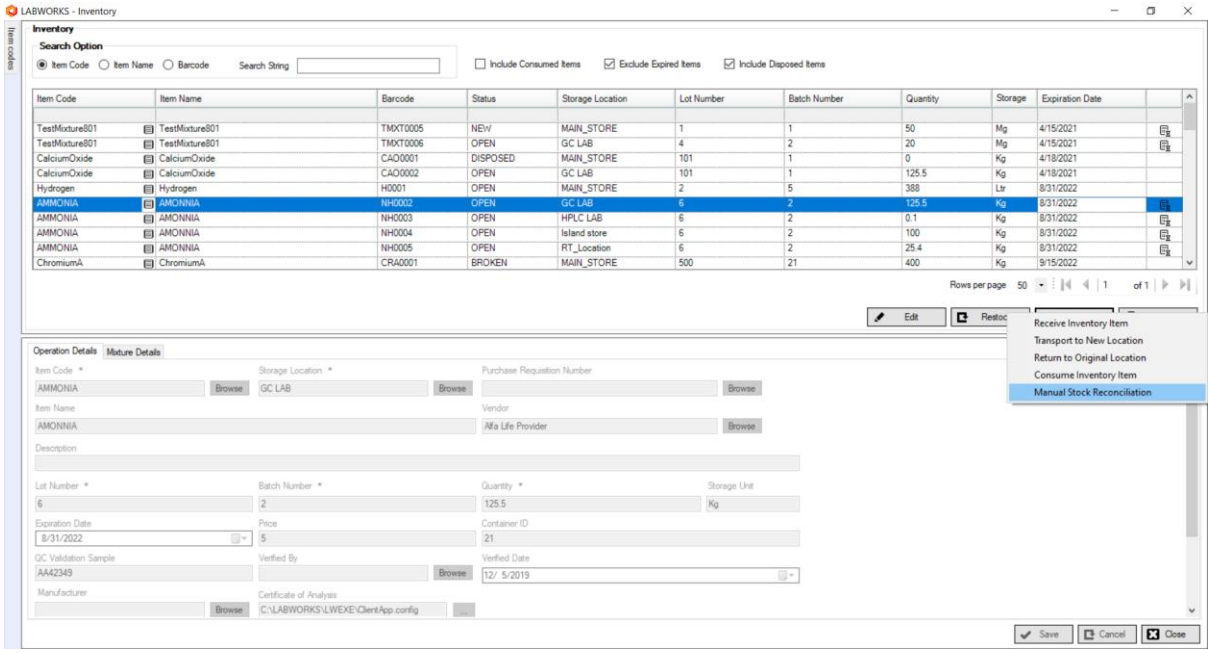

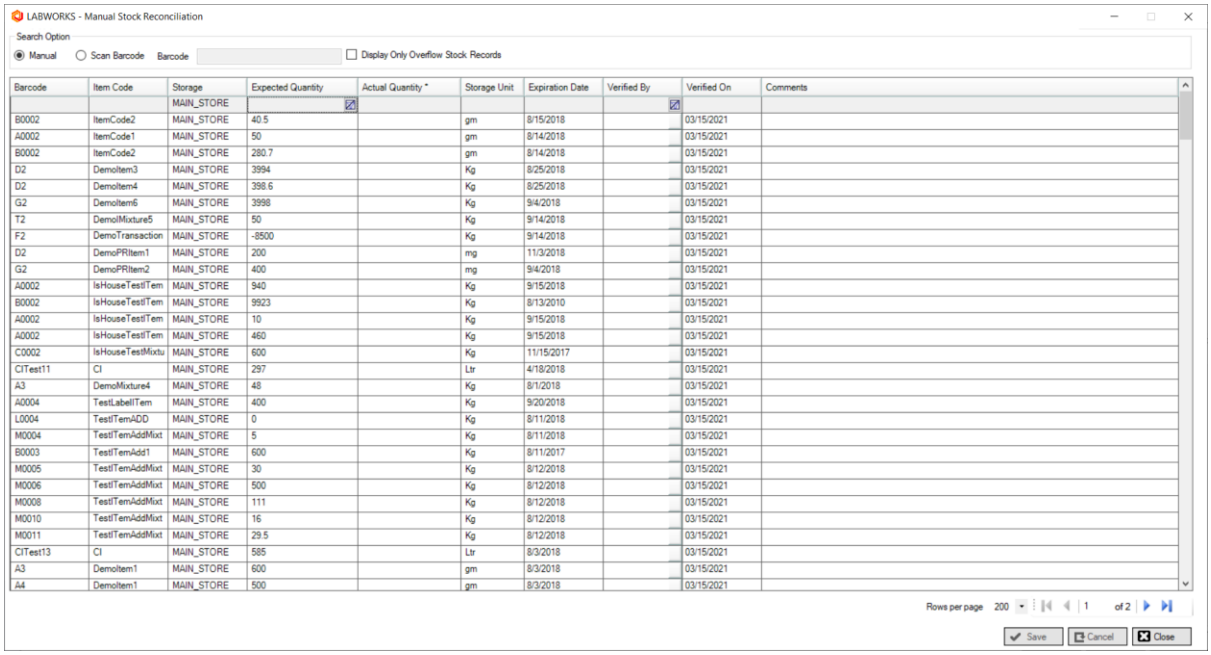

3. Check the checkbox “Display only Overflow records” to display records with negative quantities.

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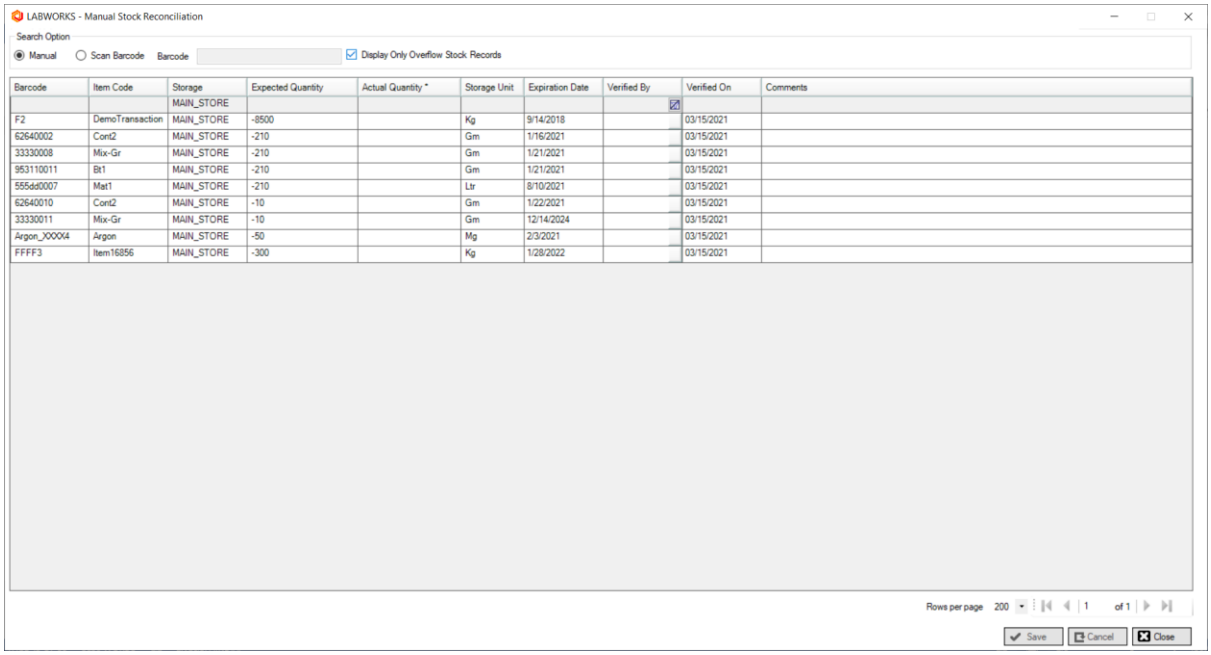

4. Enter Actual Quantity, Verified By, Verified On and Comment. Use **Browse** to find details.
5. Click **Save**.

***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.*

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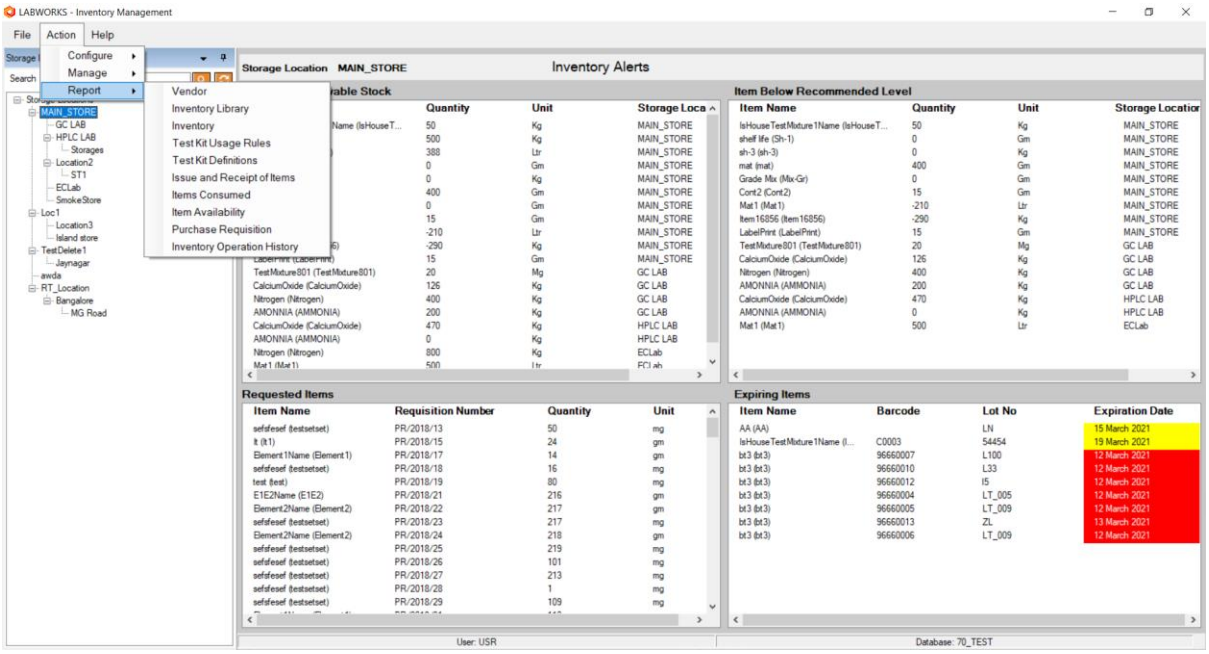
Reports

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.



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

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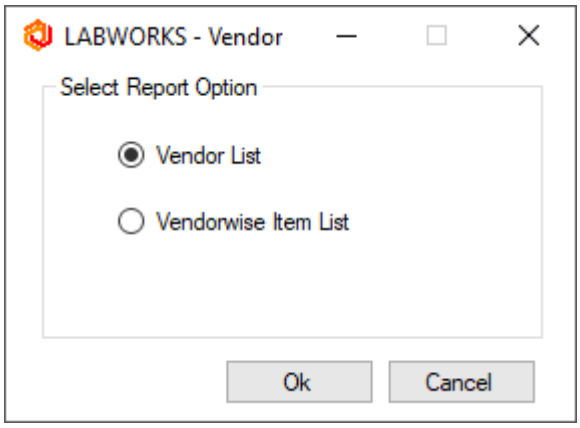
How can I get list of vendors?

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.

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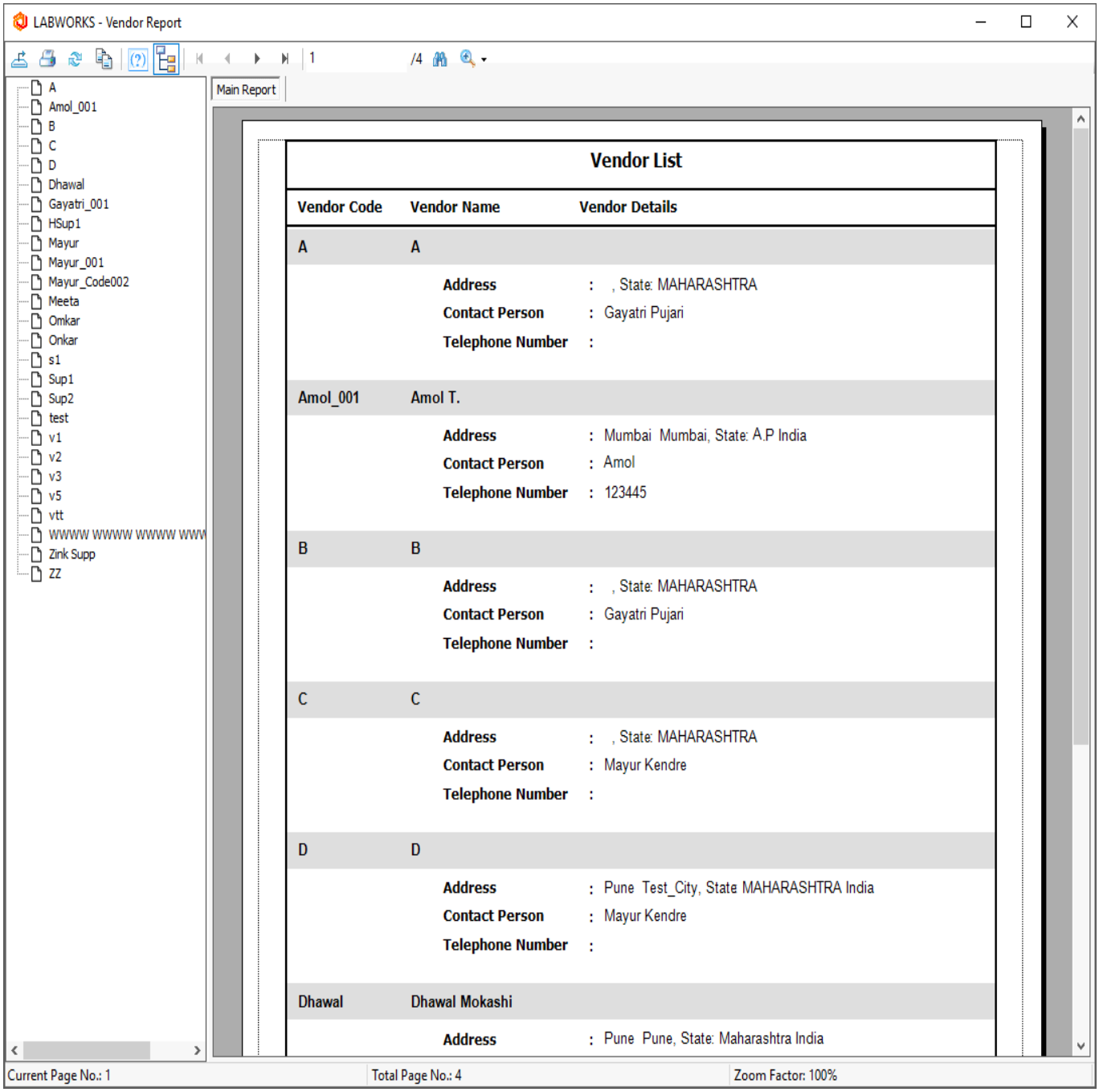

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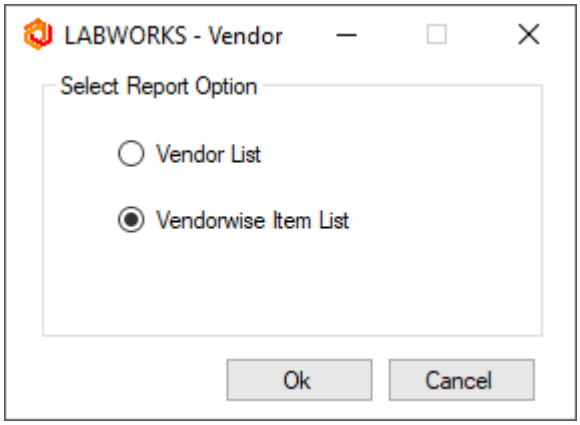
How can I get vendorwise list of items?

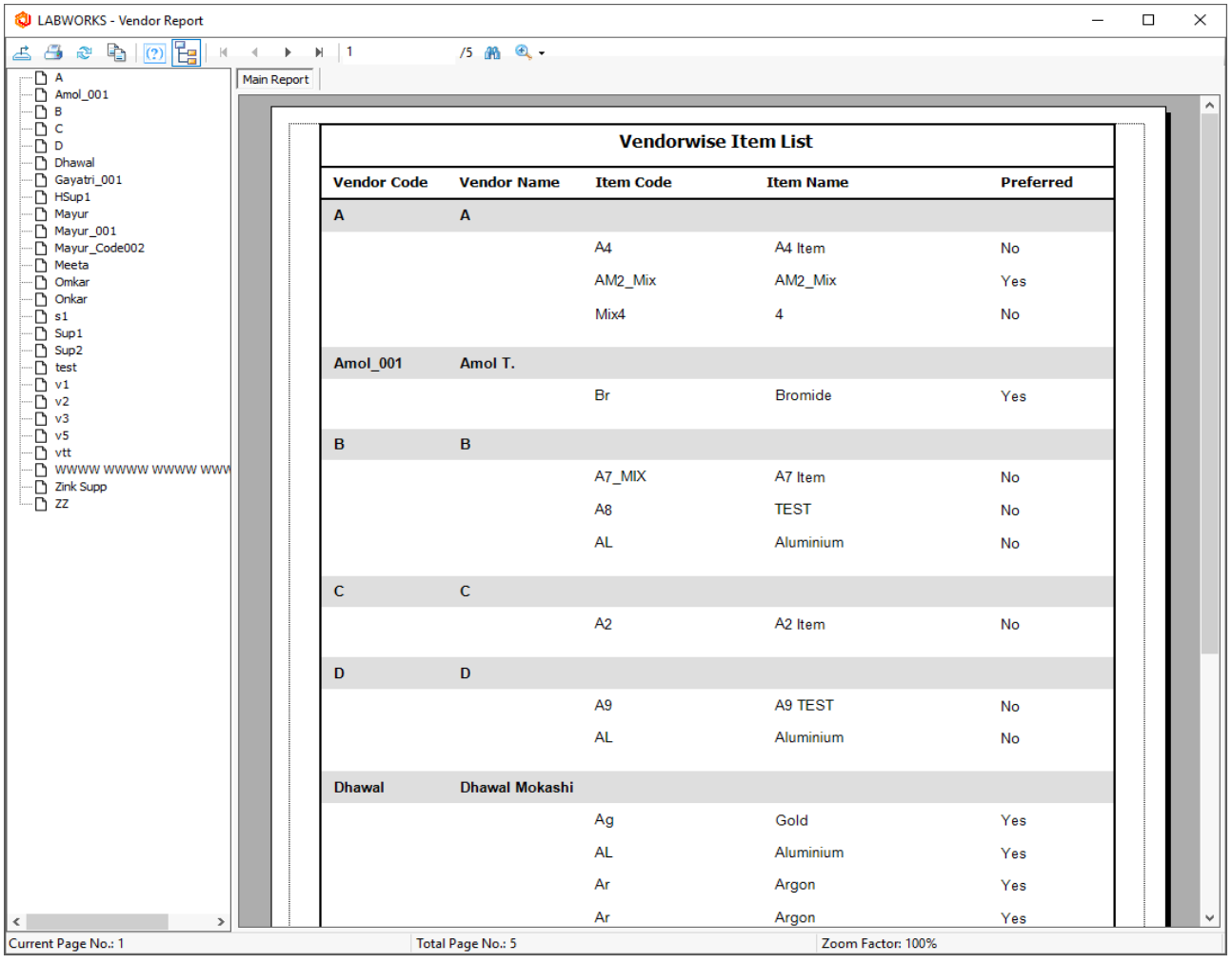
To get vendor wise list of items:

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

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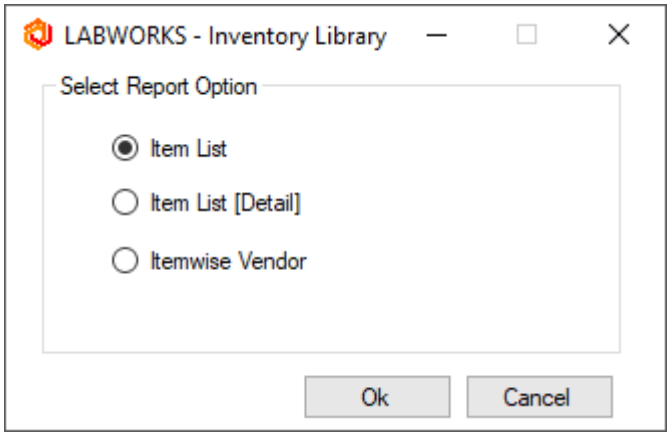
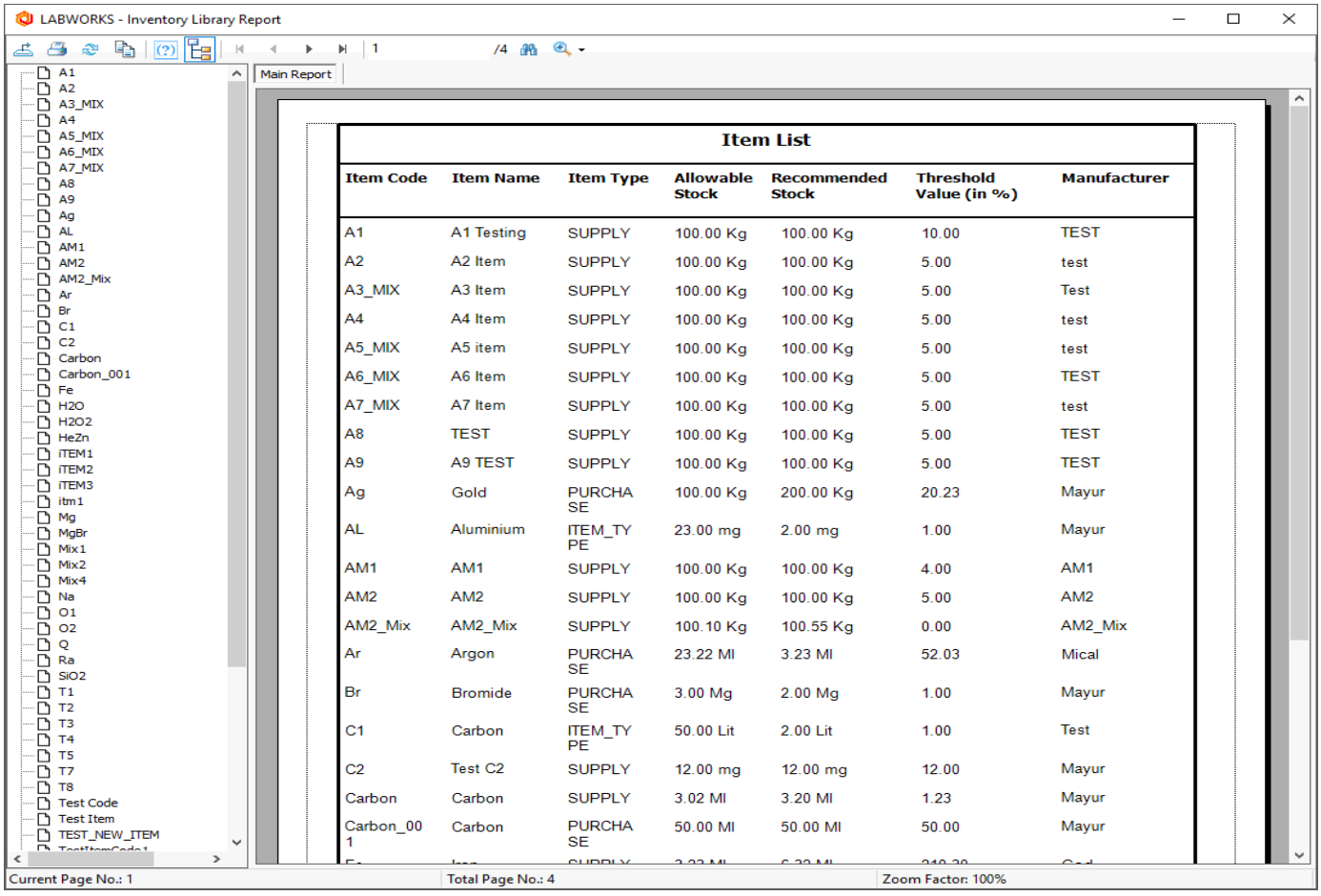
How can I get inventory library report?

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**.

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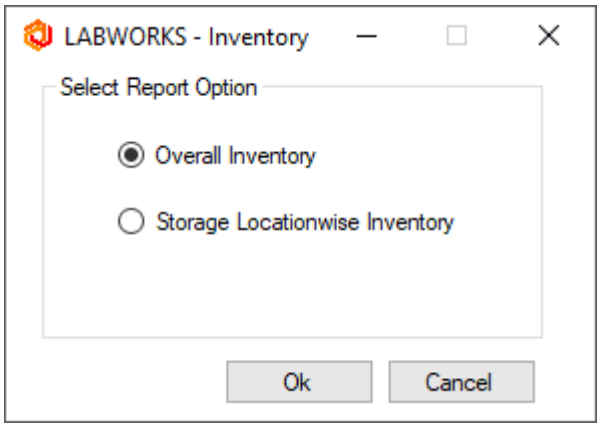
How can I get inventory report?

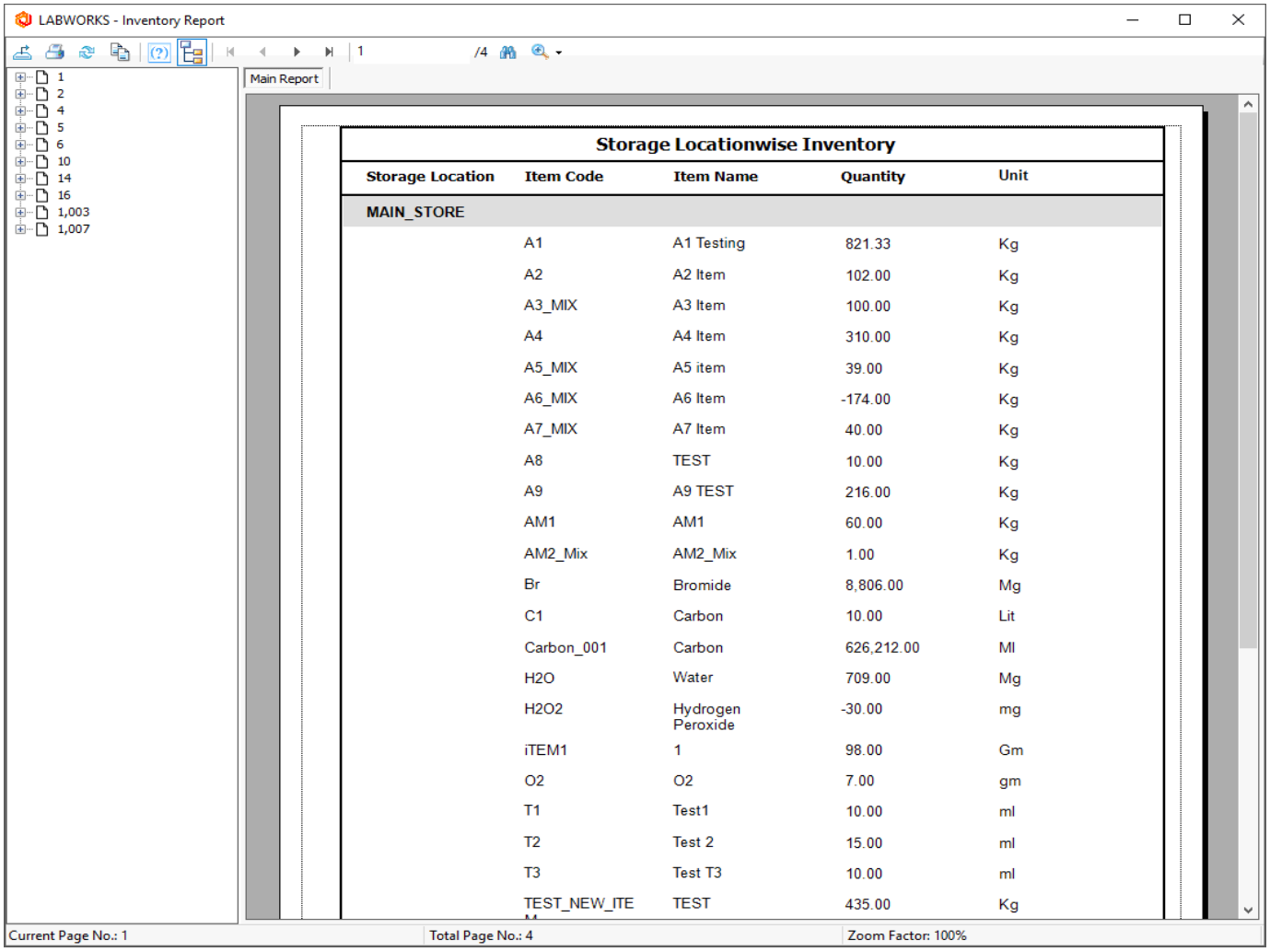
You can view / print the Inventory Report in two ways viz a) Over all Inventory and b) Storage Location wise Inventory

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

Inventory window appears.



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



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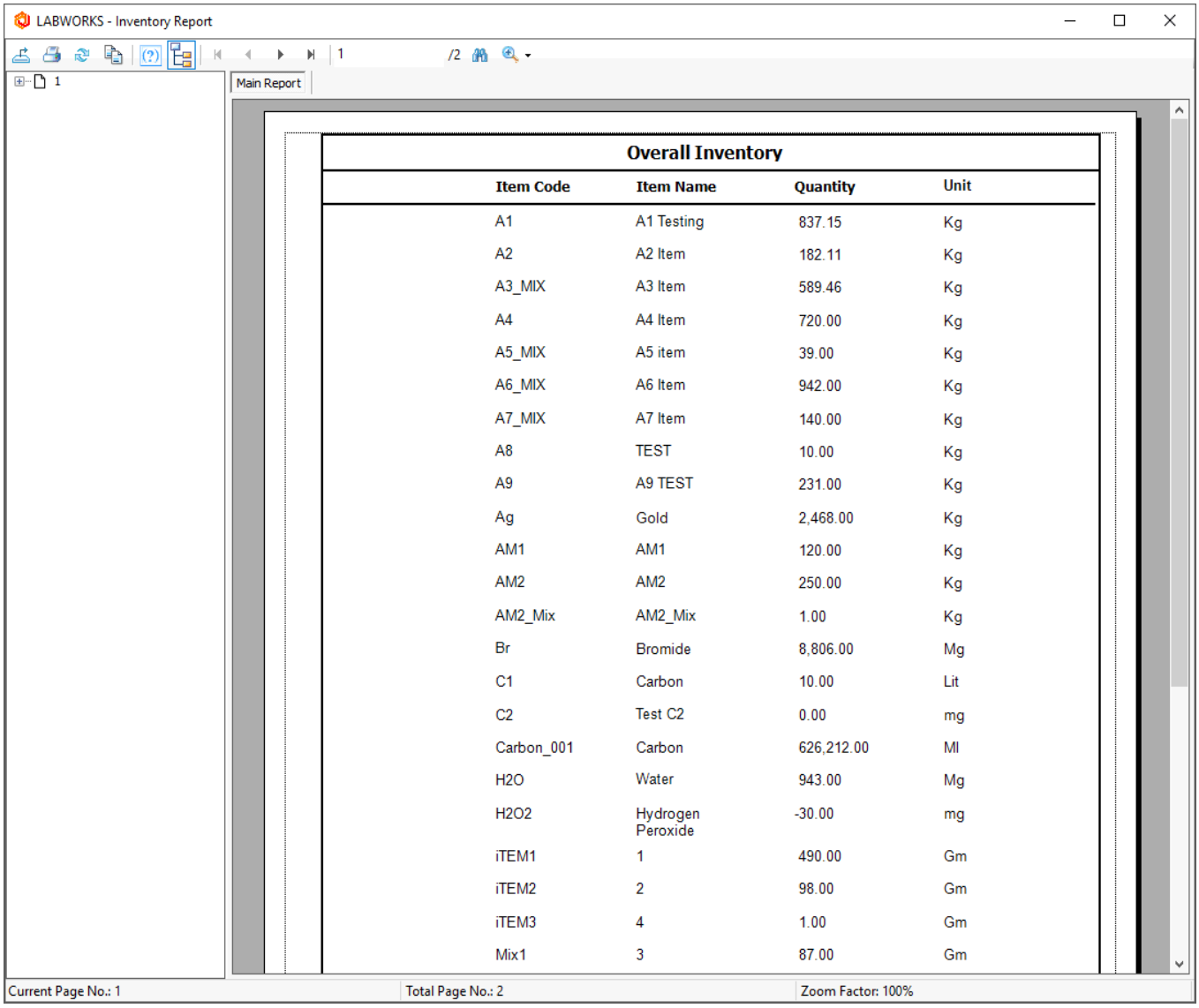

Click **OK**.

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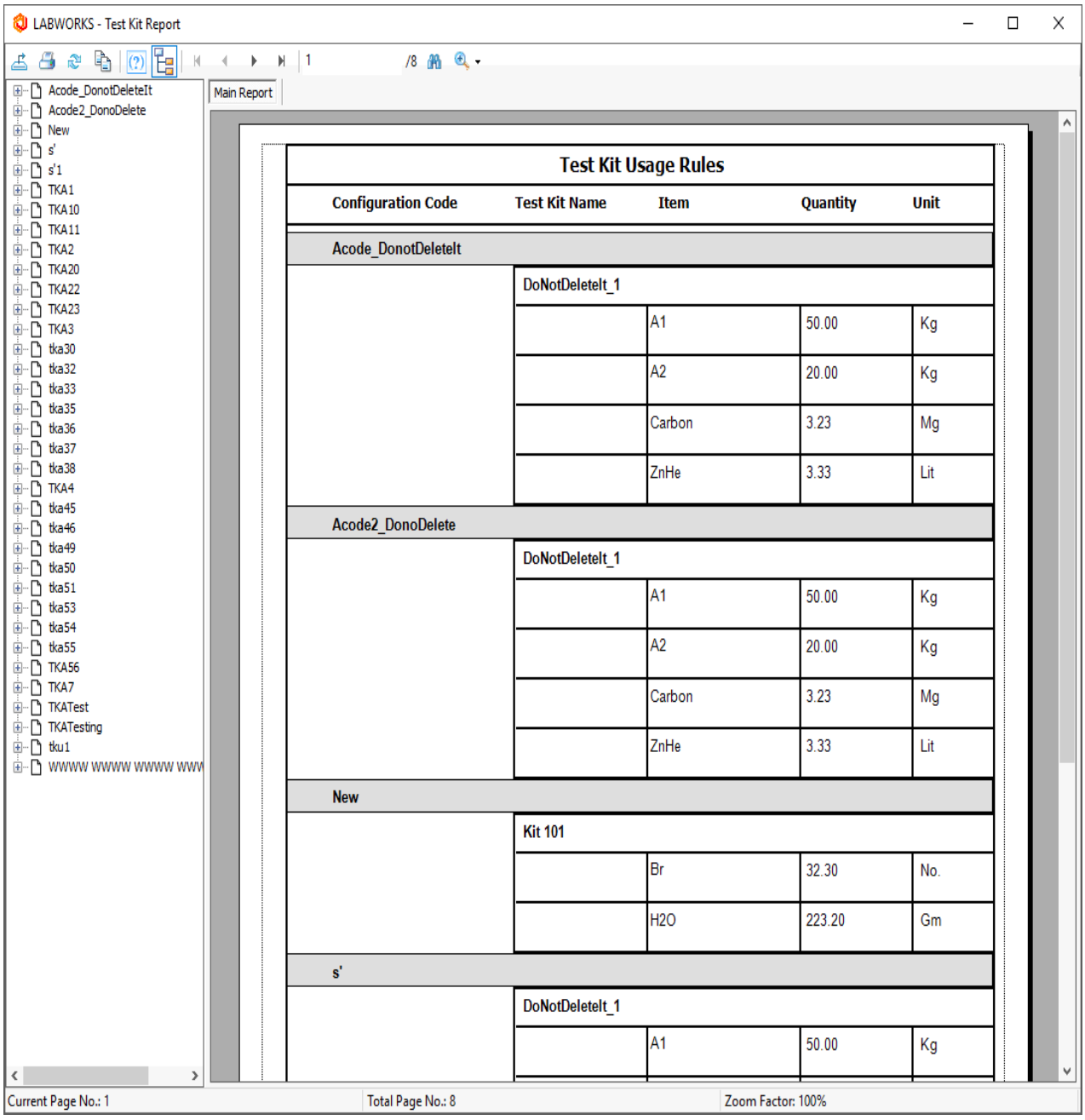
How can I get test kit reports?

To view Test Kit Reports

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



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

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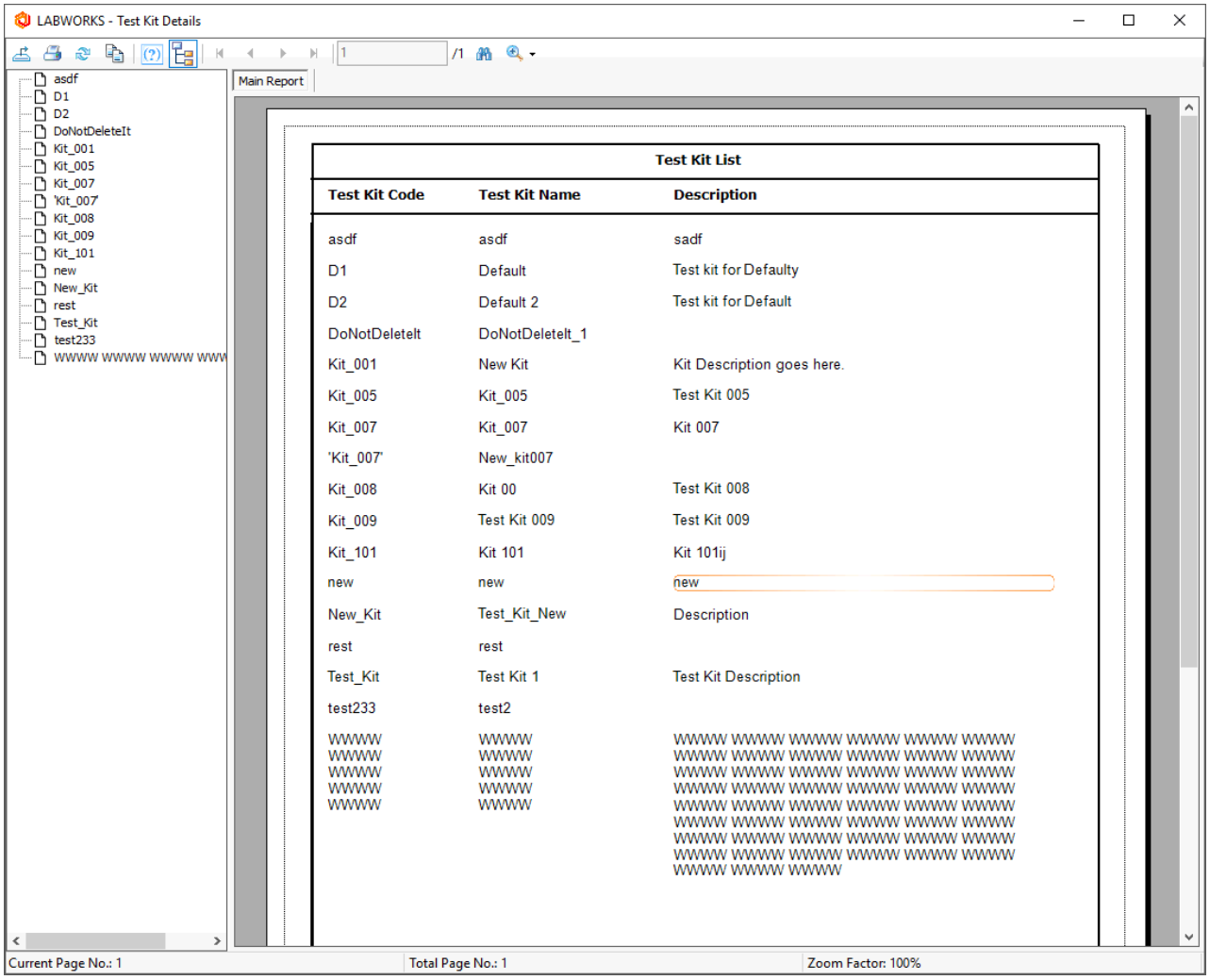
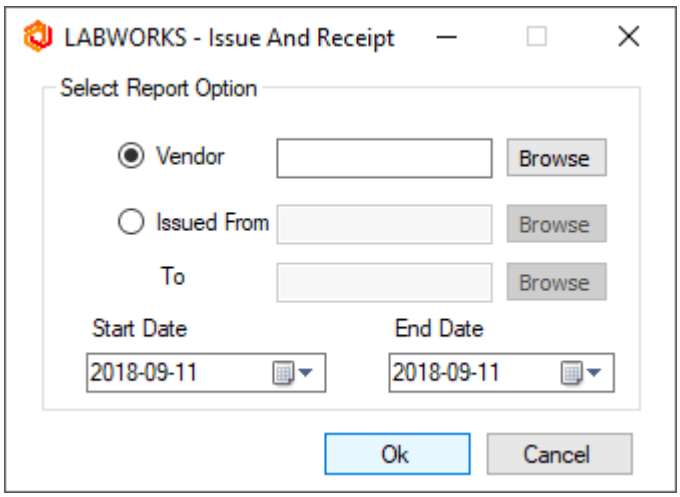
3. The *Report* appears.



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.



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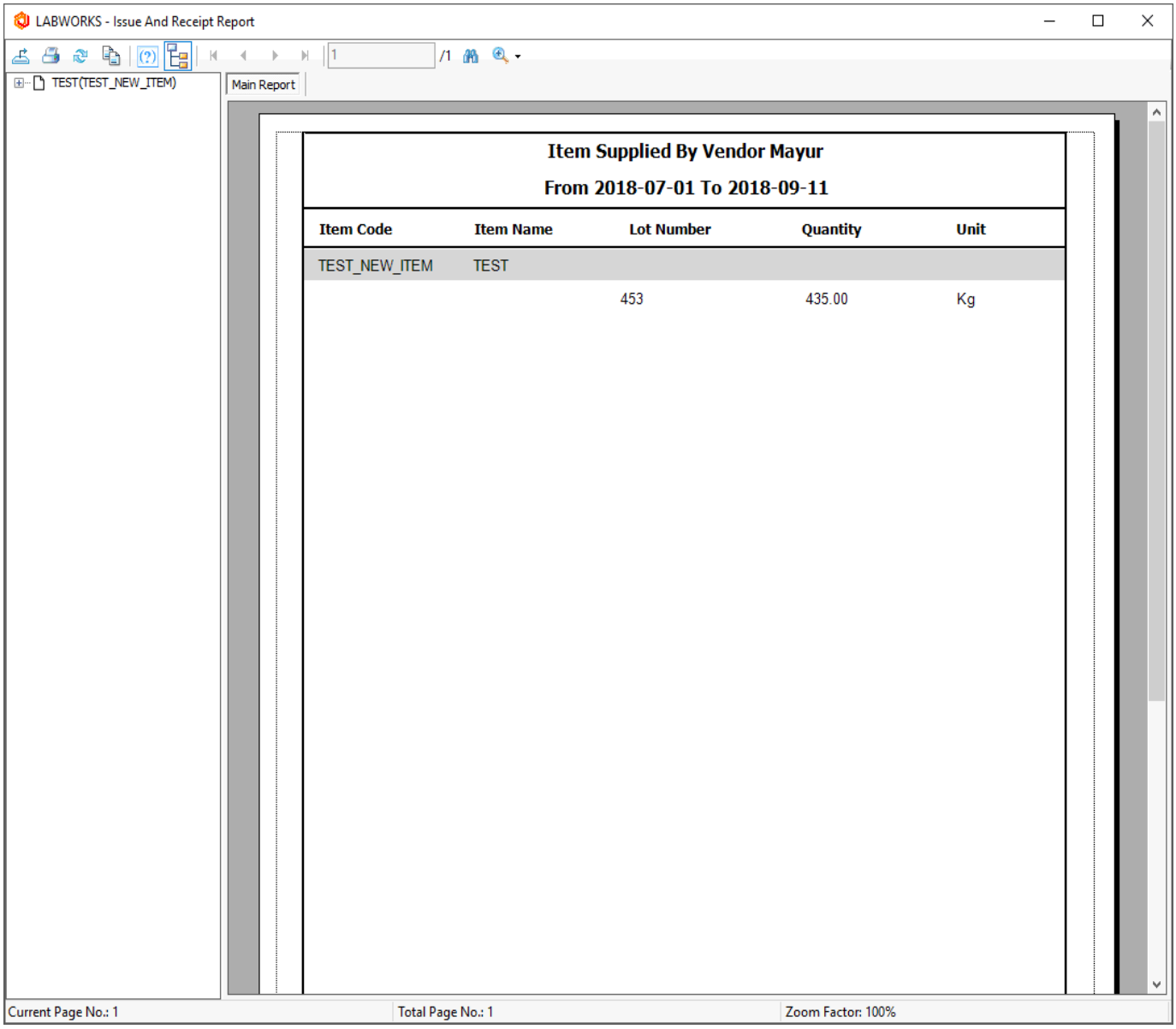
2. Select **Vendor** using Browse
3. Select **Location** using **Issued From**
4. Select **Location** using issued to.
5. Select Period by Start - End Date. When Start Date = End Date, you get single day's report.



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

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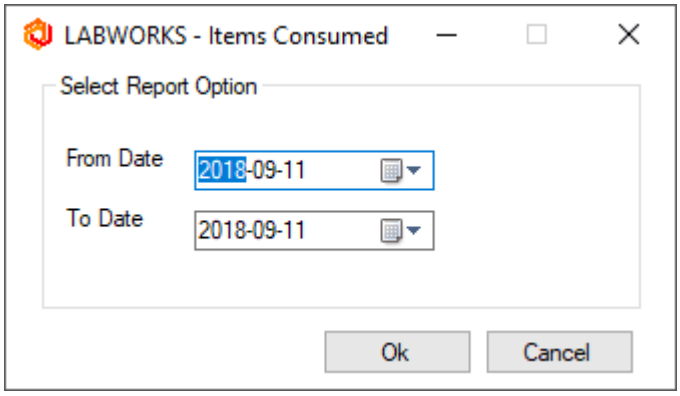
How can I create item consumption report?

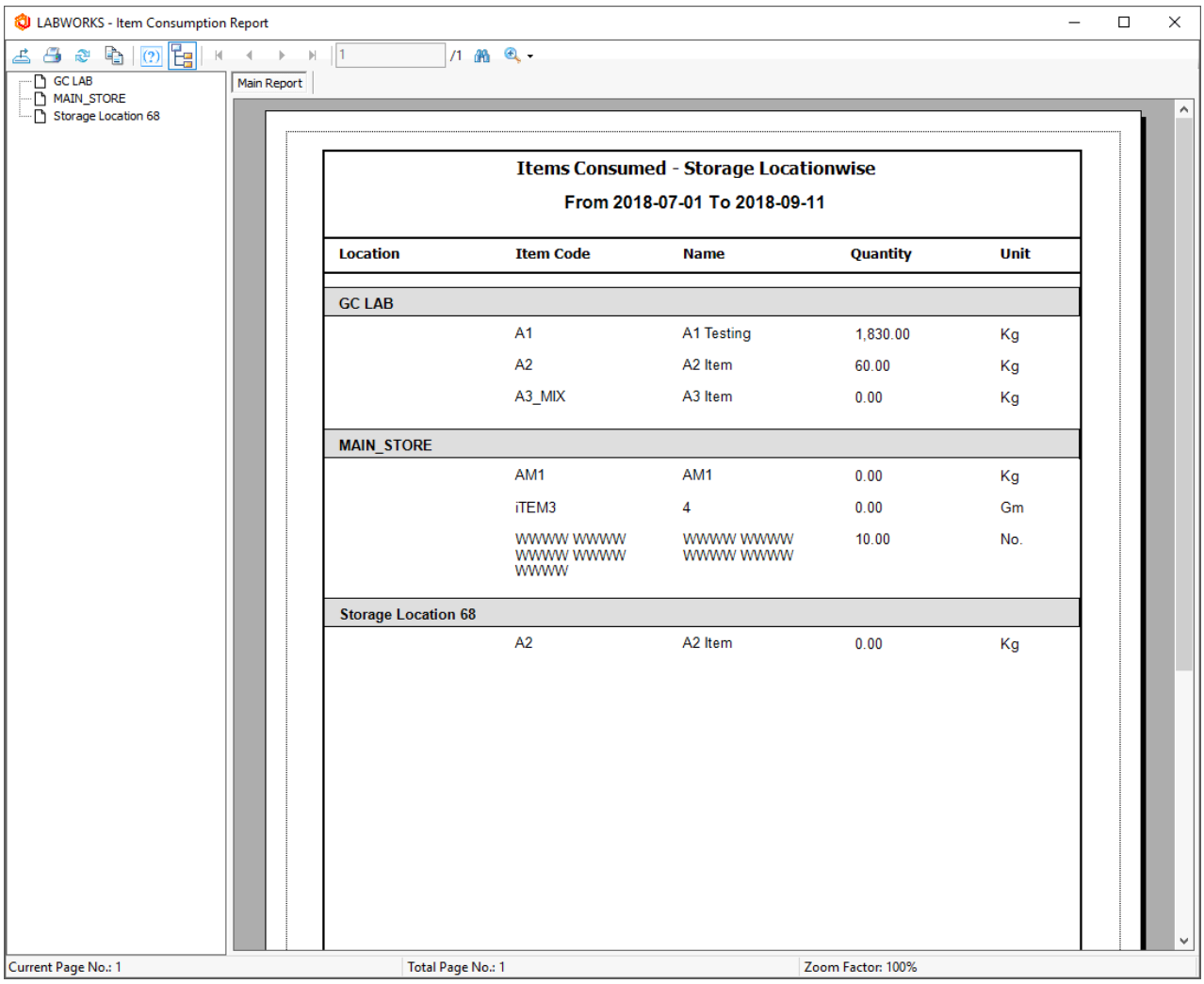
To get Consumption Report:

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

   Items Consumed window appears.



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.



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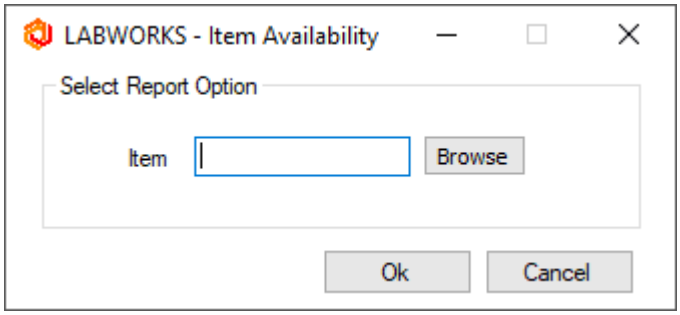
How can I check availability of an item?

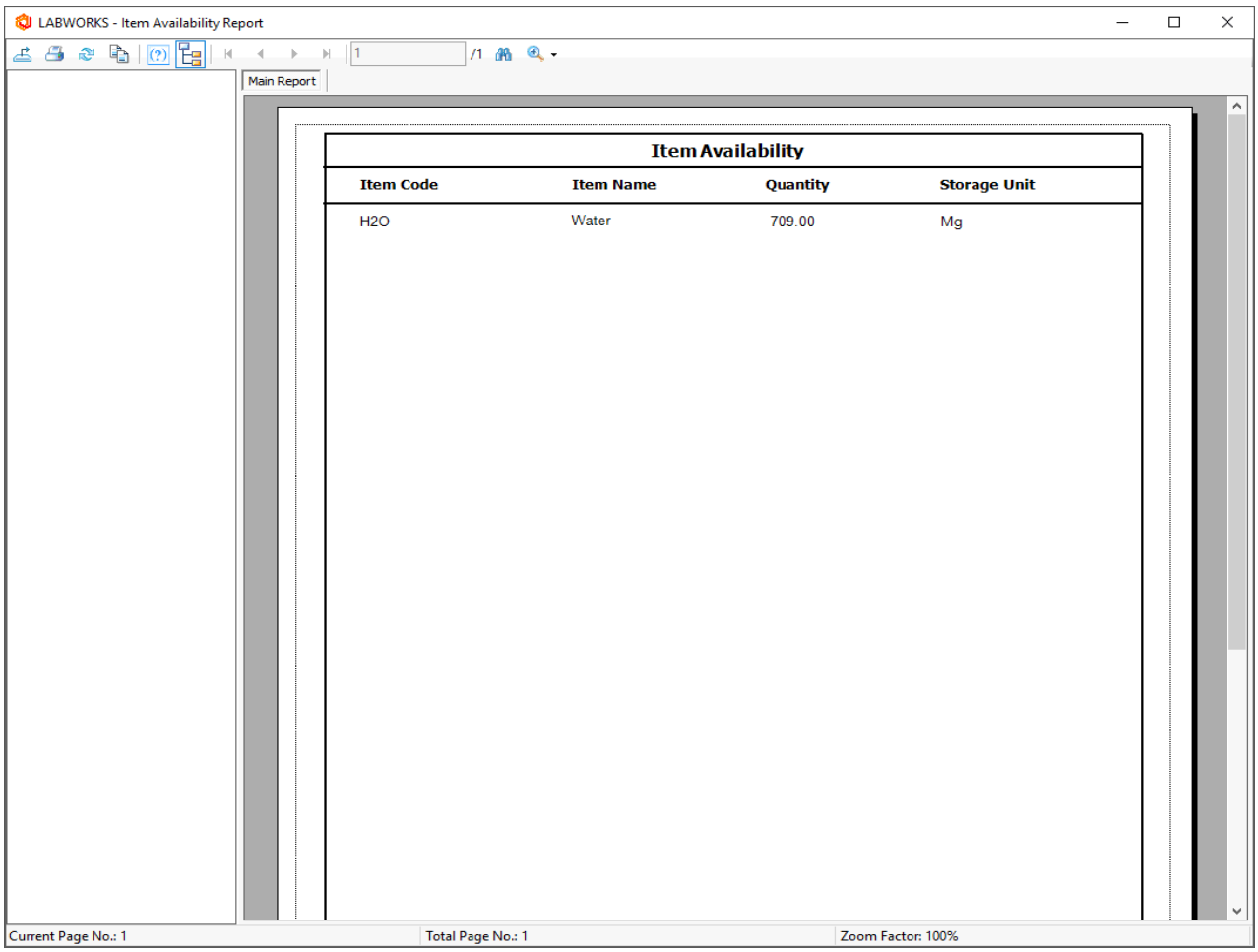
To check available items:-

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

   Specific Item window appears.



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



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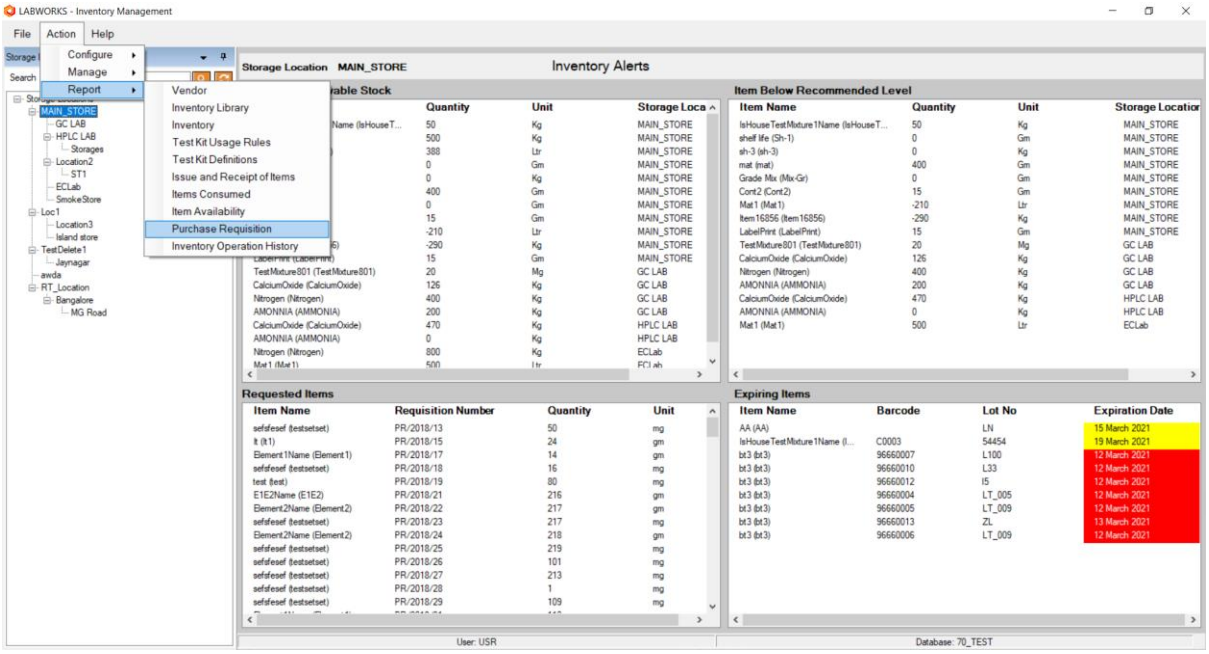
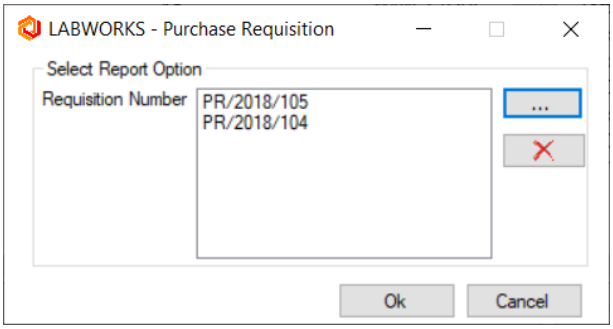
How can I check Purchase Requisition?

To check available items:-

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



The Specific Item window appears.



Select PR Numbers and click OK

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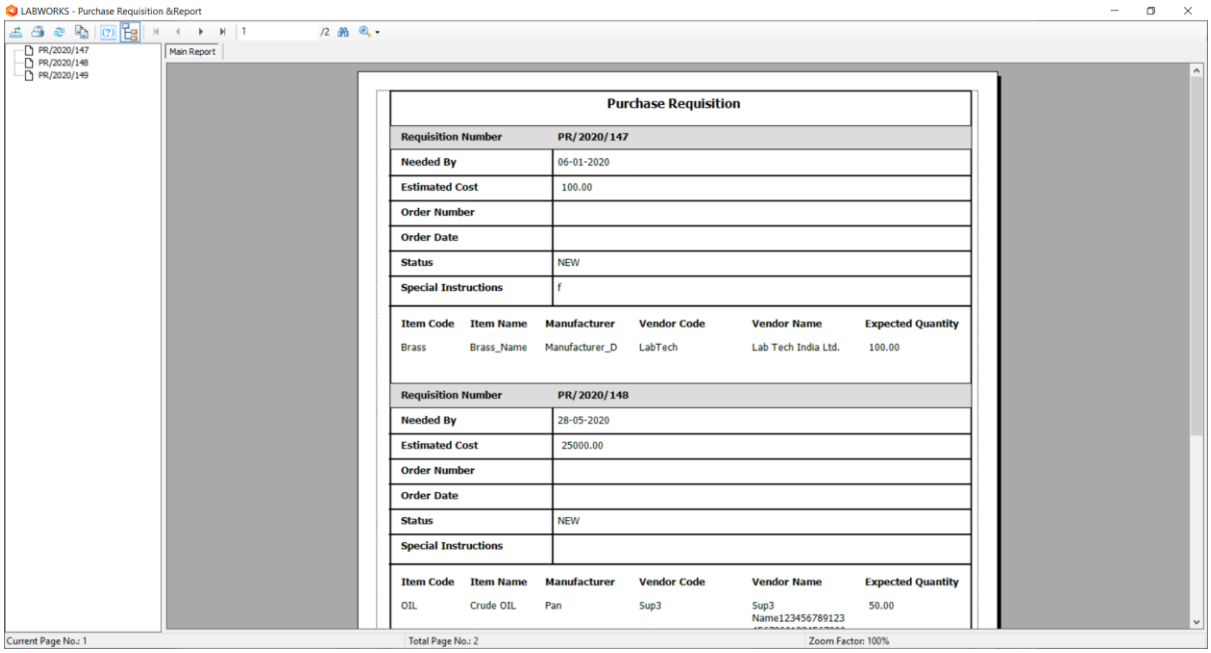
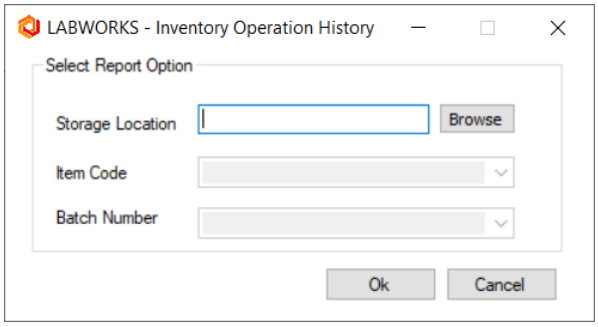


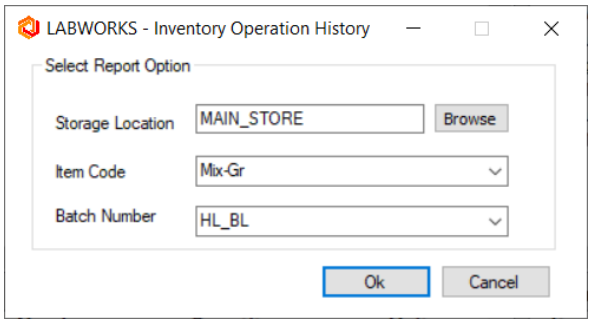
How can I check Inventory Operation History?

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.



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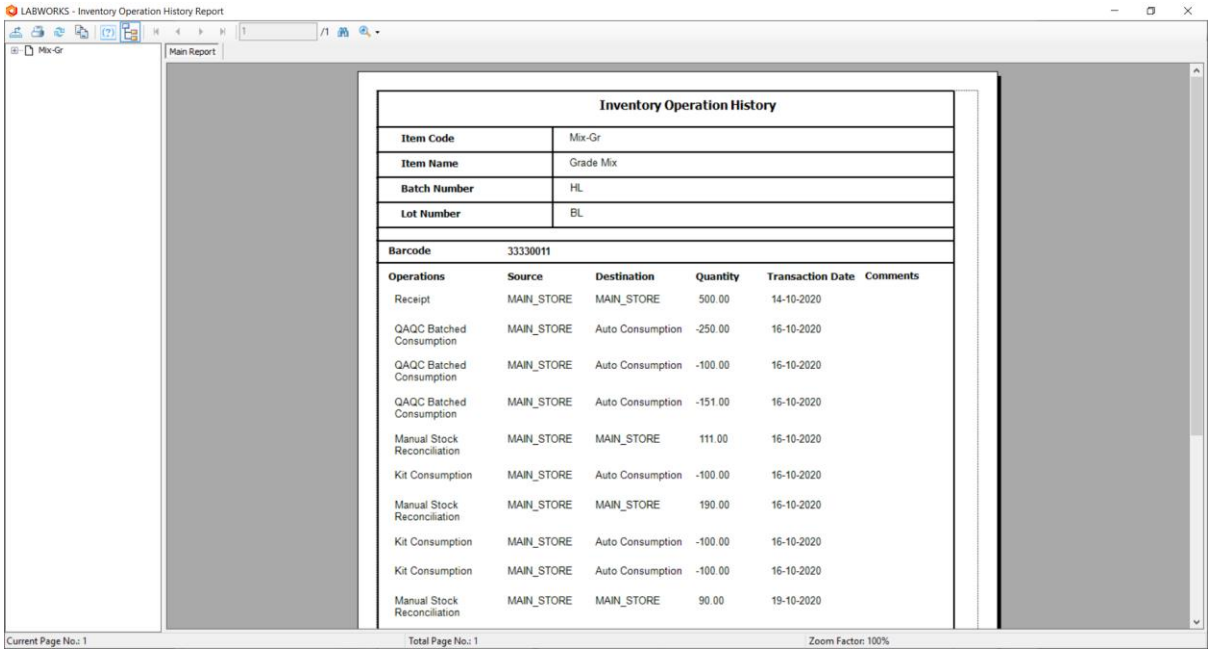

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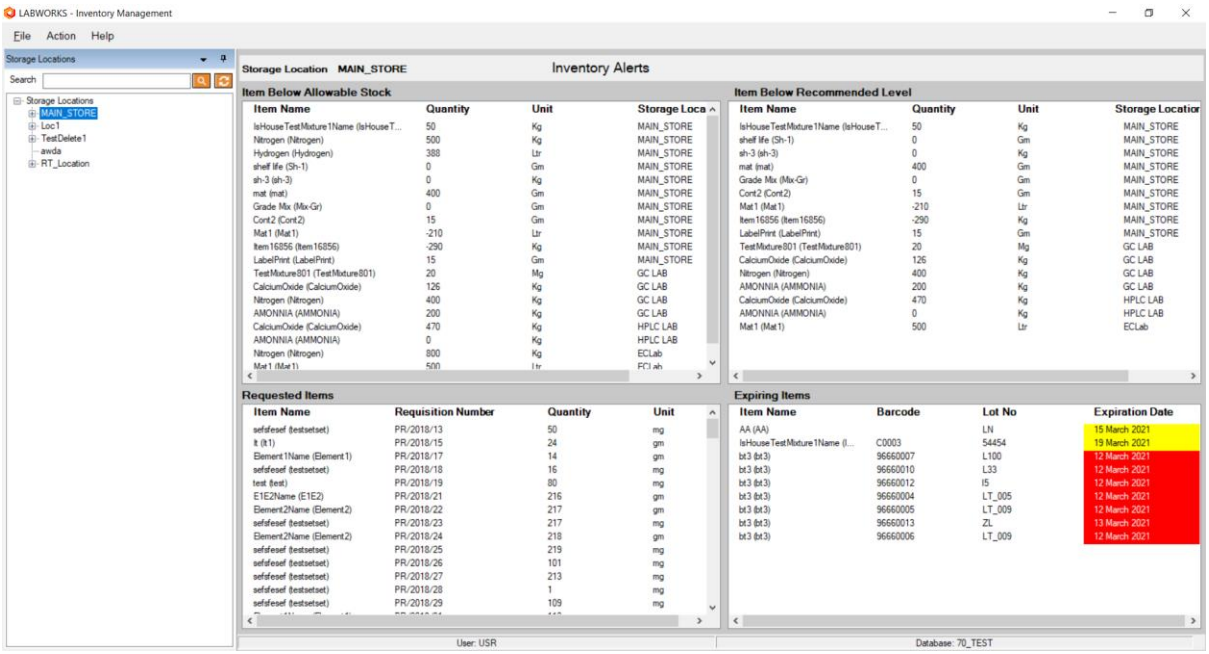
Alerts

In LABWORKS Inventory Management displays *alert window* on dashboard



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**

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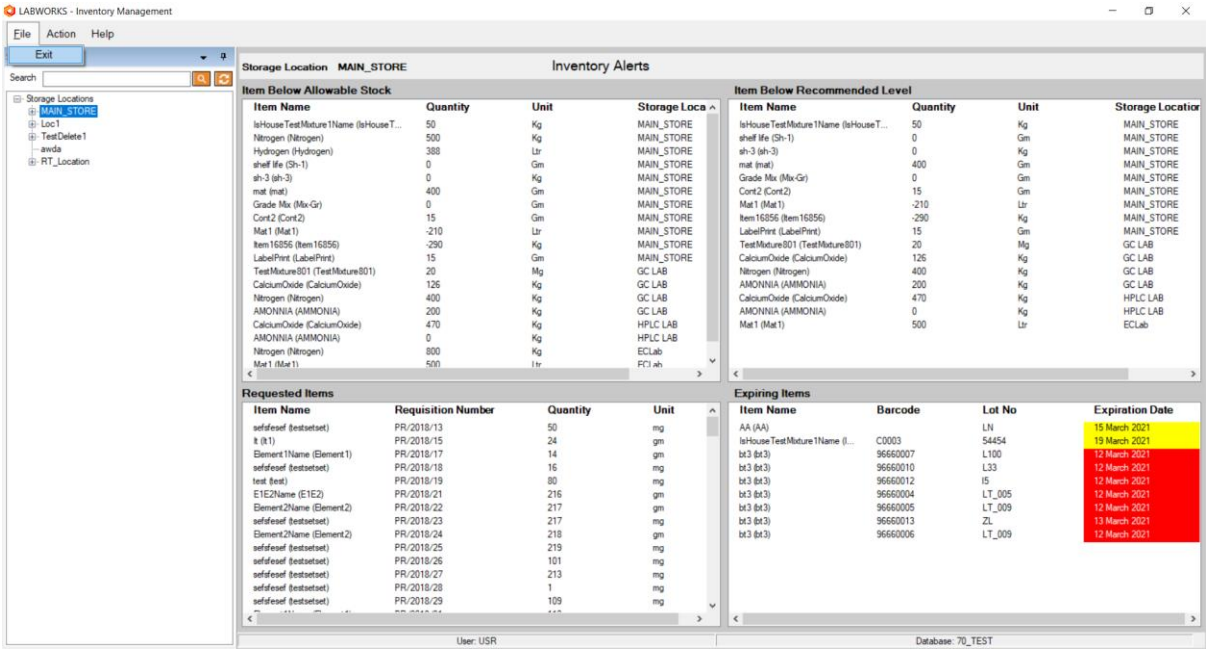

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