



Labworks, LLC 230 North 1200 E #202 Lehi, UT 84043 Phone: 844 452-2967 www.labworks.com

# LABWORKS v7.0

# **Inventory Management**

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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:-

rage Locations	Storage Location MAIN_ST	DRE	Inventory	Alerts				
earch	Item Below Allowable Stock	k			Item Below Recommended	dLevel		
- Storage Locations	Item Name	Quantity	Unit	Storage Loca ^	Item Name	Quantity	Unit	Storage Locati
GC LAB	IsHouseTestMixture1Name (IsHouse	T 50	Kg	MAIN STORE	IsHouseTestMixture1Name (IsHouse	T 50	Kg	MAIN STORE
- HPLC LAB	Ntrogen (Ntrogen)	500	Kg	MAIN STORE	shelf life (Sh-1)	0	Gm	MAIN STORE
- Storages	Hydrogen (Hydrogen)	388	Ltr	MAIN_STORE	sh-3 (sh-3)	0	Kg	MAIN_STORE
E-Location2	shelf life (Sh-1)	0	Gm	MAIN_STORE	mat (mat)	400	Gm	MAIN_STORE
ST1	shen are (31-1) sh-3 (sh-3)	0	Ka	MAIN STORE	Grade Mix (Mix-Gr)	400	Gm	MAIN STORE
- ECLab		400	Gm	MAIN_STORE	Cont2 (Cont2)	15	Gm	MAIN_STORE
Smoke Store	mat (mat)					-210		
E-Loc1	Grade Mix (Mix-Gr)	0	Gm	MAIN_STORE	Mat1 (Mat1)		Ltr	MAIN_STORE
- Location3	Cont2 (Cont2)	15	Gm	MAIN_STORE	Item 16856 (Item 16856)	-290	Kg	MAIN_STORE
Island store	Mat1 (Mat1)	-210	Ltr	MAIN_STORE	LabelPrint (LabelPrint)	15	Gm	MAIN_STORE
- TestDelete 1	Item 16856 (Item 16856)	-290	Kg	MAIN_STORE	TestMixture801 (TestMixture801)	20	Mg	GC LAB
Javnagar	LabelPrint (LabelPrint)	15	Gm	MAIN_STORE	CalciumOxide (CalciumOxide)	126	Kg	GC LAB
- awda	TestMixture801 (TestMixture801)	20	Mg	GC LAB	Nitrogen (Nitrogen)	400	Kg	GC LAB
- RT_Location	CalciumOxide (CalciumOxide)	126	Kg	GC LAB	AMONNIA (AMMONIA)	200	Kg	GC LAB
Bangalore	Nitrogen (Nitrogen)	400	Kg	GC LAB	CalciumOxide (CalciumOxide)	470	Kg	HPLC LAB
- MG Road	AMONNIA (AMMONIA)	200	Kg	GC LAB	AMONNIA (AMMONIA)	0	Kg	HPLC LAB
	CalciumOxide (CalciumOxide)	470	Ka	HPLC LAB	Mat1 (Mat1)	500	Ltr	ECLab
	AMONNIA (AMMONIA)	0	Kg	HPLC LAB				
	Nitrogen (Nitrogen)	800	Kg	ECLab				
	Mat 1 (Mat 1)	500	1 tr	FCI ah	1.00			
	<			>	<			
	Requested Items				Expiring Items			
	Item Name	Requisition Number	Quantity	Unit	Item Name	Barcode	Lot No	Expiration Date
	sefsfesef (testsetset)	PR/2018/13	50	mg	AA (AA)		LN	15 March 2021
	It (It 1)	PR/2018/15	24	gm	IsHouseTestMixture1Name (I	C0003	54454	19 March 2021
	Element 1Name (Element 1)	PR/2018/17	14	gm	bt3 (bt3)	96660007	L100	12 March 2021
	sefsfesef (testsetset)	PR/2018/18	16	mg	bt3 (bt3)	96660010	L33	12 March 2021
	test (test)	PR/2018/19	80	mg	bt3 (bt3)	96660012	15	12 March 2021
	E1E2Name (E1E2)	PR/2018/21	216	gm	bt3 (bt3)	96660004	LT_005	12 March 2021
	Bement2Name (Bement2)	PR/2018/22	217	gm	bt3 (bt3)	96660005	LT 009	12 March 2021
	sefsfesef (testsetset)	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
	sefsfesef (testsetset)	PR/2018/25	219	mg	0.0 (0.0)	30000000	21_000	TE PROPERTY EVEN
	sefsfesef (testsetset)	PR/2018/26	101	mg				
	setsteset (resisetset)	PR/2018/27	213	mg				
	setsteset (testsetset)	PR/2018/27 PR/2018/28	213					
				mg				
	sefsfesef (testsetset)	PR/2018/29	109	mg v				
	<			>	<			

**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.

# 

A	Action Help												
pe I	Configure	•	Inventory Lit	orary	ation MAIN STOR	-	Inventory	Alerte	-				
zh	Manage	•	Vendor List		-	E	inventory	Alerts					
201-0-	Report	•	Storage Loc		Allowable Stock					Item Below Recommended			
ė-MA	NN_STORE		Test Kit Defi		e	Quantity	Unit	Storage Loca	^	Item Name	Quantity	Unit	Storage Locat
	GC LAB		Test Kit Usa	ge Rules	Abdure 1Name (IsHouse T	50	Kg	MAIN_STORE		IsHouseTestMoture1Name (IsHouse		Kg	MAIN_STORE
P	HPLC LAB			Ntrogen (n		500	Kg	MAIN_STORE		shelf life (Sh-1)	0	Gm	MAIN_STORE
	- Storages			Hydrogen (	(Hydrogen)	388	Ltr	MAIN_STORE		sh-3 (sh-3)	0	Kg	MAIN_STORE
8	Location2			shelf life (S	h-1)	0	Gm	MAIN_STORE		mat (mat)	400	Gm	MAIN_STORE
	L-ST1			sh-3 (sh-3)		0	Kg	MAIN_STORE		Grade Mix (Mix-Gr)	0	Gm	MAIN_STORE
	ECLab			mat (mat)		400	Gm	MAIN_STORE		Cont2 (Cont2)	15	Gm	MAIN_STORE
	SmokeStore			Grade Mix	(Mix-Gr)	0	Gm	MAIN_STORE		Mat1 (Mat1)	-210	Ltr	MAIN_STORE
E Loc				Cont2 (Con	#2)	15	Gm	MAIN_STORE		Item 16856 (Item 16856)	-290	Kg	MAIN_STORE
	- Location3 - Island store			Mat1 (Mat1	1)	-210	Ltr	MAIN_STORE		LabelPrint (LabelPrint)	15	Gm	MAIN_STORE
	stDelete1			tem16856	(Item 16856)	-290	Kg	MAIN_STORE		TestMixture801 (TestMixture801)	20	Ma	GC LAB
	- Javnagar			LabelPrint	(LabelPrint)	15	Gm	MAIN_STORE		CalciumOxide (CalciumOxide)	126	Kg	GC LAB
aw					e801 (TestMixture801)	20	Mg	GC LAB		Nitrogen (Nitrogen)	400	Kg	GC LAB
	Location				ide (CalciumOxide)	126	Kg	GC LAB		AMONNIA (AMMONIA)	200	Kg	GC LAB
	-Bangalore			Ntrogen (N		400	Kg	GC LAB		CalciumOxide (CalciumOxide)	470	Kg	HPLC LAB
1001	MG Road				(AMMONIA)	200	Kg	GC LAB		AMONNIA (AMMONIA)	0	Kg	HPLC LAB
	Mid Hodu				ide (CalciumOxide)	470	Kg	HPLC LAB		Mat1 (Mat1)	500	Ltr	ECLab
					(AMMONIA)	0	Ka	HPLC LAB		max (max )	500	-	Locab
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				Item Na	ime F	equisition Number	Quantity	Unit	^	Item Name	Barcode	Lot No	Expiration Date
				sefsfesef \$	estsetset) P	R/2018/13	50	mg		AA (AA)		LN	15 March 2021
				k (k1)	P	R/2018/15	24	gm	_		C0003	54454	19 March 2021
				Element 1N	lame (Bernent 1) P	R/2018/17	14	gm		bt3 (bt3)	96660007	L100	12 March 2021
				sefsfesef @	estsetset) P	R/2018/18	16	mg		bt3 (bt3)	96660010	L33	12 March 2021
				test (test)	P	R/2018/19	80	mg		bt3 (bt3)	96660012	15	12 March 2021
				E1E2Name	e (E1E2) P	R/2018/21	216	gm		bt3 (bt3)	96660004	LT_005	12 March 2021
				Element2N	lame (Bement2) P	R/2018/22	217	gm		bt3 (bt3)	96660005	LT_009	12 March 2021
				sefsfesef &	estsetset) P	R/2018/23	217	mg		bt3 (bt3)	96660013	ZL	13 March 2021
				Element 2N	lame (Bement 2) P	R/2018/24	218	gm		bt3 (bt3)	96660006	LT_009	12 March 2021
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				sefsfesef &		R/2018/28	1	mg					
				sefsteset &		R/2018/29	109	mg					
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						User: USR					Database: 70		

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.



cations • <sup>4</sup> Stor	rage 🛙 🔕 LABWORKS - Ver	ndor List								
Iten	n Beli Vendor List									
e Locations	tem N								Unit	Storage Locati
HIN_STORE	House1	Vendor Name	Country	/ State	City	Contact Person	Telephone Number		Kg	MAIN STORE
	Impen								Gm	MAIN_STORE
- Storages H	lest_Supplier2	Test_Supplier2Name	USA	NewYork	Rochester		100.15		Kg	MAIN_STORE
Location2 sh	Supplier1010pdate Supplier201	Supplier101NameUpdate Supplier201Name	USA	NewYork Maharashtra	NewYork City Mumbai	Test Dhawal	12345		Gm	MAIN_STORE
-ST1 sh -ECLab	n-3 (sh-1 iTEMSUP1	NM	Incia	Maharashtra	mumbai	Unawai	1230213		Gm	MAIN_STORE
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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.

🕲 LABWORKS - Desktop				- 0	Х
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Menu Items 7	Ji				z
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- System Manager					
Edit INI Files					
- Analysis List					
- Location List					
- Result Entry Setup					
Excel Calculation Setup					
<ul> <li>Create/Modify Special Info Forms</li> </ul>					
- Create/Modify Pick Lists					
- Mail List Setup					
- QC Batch Template Builder					
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Ready Licensed to: Hindustan Petroleum Corp	Ltd. Database: LABWORKS_CHEM	INVENTORY		F	irst

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



# **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

ventory items							
tem Code	Item Name	Item Descript	ion	Item Type	Is Mixture	CAS Number	
MIX3	7	7		SUPPLY	Yes	7	
Brass101	Brass101 name	Brass101 Des		PURCHASE	Yes	501	
Helium	Helium	Helium descr		PURCHASE	No	15	
		Argon Descrip	ption 1234567890 1234567890 12		No	14 1234567890 123456	
nert gas Krypton	Inert gas	Krypton D		PURCHASE	Yes No	13	
Vrypton Kenon	Krypton Xenon	Xenon desc		PURCHASE	No	100	
nert Gas-2	Inert Gas-2	Inert Gas-2 de	100	PURCHASE	Yes	150	
G-Mix	IG-Mix	IG-Mix desc		PURCHASE	Yes	123	
G-Mix3	IG-Mix3	IG-Mix3		PURCHASE	Yes	500	
				DUD DULLOF			
							Rows per page 200 - 4 1 of 1
							🛨 New 🧈 Edit 🗶
ventory Item Det	ails						
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em Code *		Contains	Item Type *		CAS Number		
em Code *		Cours		Brow			
em Code * Helium		Cotons	Item Type * PURCHASE	Brow			
em Code * Helium em Name *		Citalia		Brow			
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em Code * Helium em Name * Helium em Description Helium description fanufacturer			PURCHASE Expiration (Days) *	Brow			
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em Code * Helium em Name * Helium em Description Helium description Anufacturer He Man Ltd abel Prefix *			PURCHASE Expiration (Days) * (2 Bartender Labels	Brow	ae 15	et (Days) *	
em Code * Helium em Name * Helium em Description Helium description Annufacturer He Man Ltd			PURCHASE Expiration (Days) * 2	Brow	Expiration Air	nt (Daya) *	
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#### 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.



ventory Items								
em Code	Item Name	Item Descript	tion	Item Type	Is Mixt	ture	CAS Number	
rass101	Brass101 name	Brass101 De	SC	PURCHASE	Yes		501	
lelium	Helium	Helium descr		PURCHASE	No		15	
rgon_code12345	6 Argon 1234567890		ption 1234567890 1234567890 12	PURCHASE	No		14 1234567890 123456	
nert gas	Inert gas			PURCHASE	Yes	1	13	
rypton	Krypton	Krypton D		PURCHASE	No	-	120	
					Rov	_	200 •	of 1
ventory Item D	etails							
eate Item Mixtur	e Details Storage Ha	zards Addition	al Details					
em Code *			Item Type *		CAS	Number		
nert gas			PURCHASE	Brow	/se 13			
em Name *								
nert gas								
em Description								
lanufacturer			Expiration (Days) *		Expir	ration Alert (Day	vs) *	
nert Manufacturing	) Ltd	Browse	2		1			
abel Prefix *			Bartender Labels		Spec	cial info form		
nin4561					$\sim$			Browse
Is Mixture			Need Certification		Grad	le		
					CON	NTAINER		$\sim$
omments								

#### 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.



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 desc PURCHASE Yes 150 IG-Mix IG-Mix IG-Mix desc PURCHASE Yes 123 Rows per page 200  ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓	of 1
Gypton     Krypton     Krypton D     PURCHASE     No     120       Kenon     Xenon     Xenon desc     PURCHASE     No     100       nert Gas-2     Inert Gas-2 desc     PURCHASE     Yes     150       G-Mix     IG-Mix     IG-Mix desc     PURCHASE     Yes     123	
rypton Krypton Krypton D PURCHASE No 120 enon Xenon Xenon desc PURCHASE No 100 ent Gas-2 Inert Gas-2 desc PURCHASE Yes 150 3-Mix IG-Mix VIG-Mix desc PURCHASE Yes 123 Rows per page 200 ▼ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓	
enon Xenon Xenon desc PURCHASE No 100 ent Gas-2 Inert Gas-2 Inert Gas-2 desc PURCHASE Yes 150 3-Mix IG-Mix IG-Mix desc PURCHASE Yes 123 Rows per page 200 • • • • • • • • • • • • • • • • • •	
A-Mix IG-Mix IG-Mix desc PURCHASE Yes 123 Rows per page 200 - i i i i i i i i i i i i i i i i i i	
Rows per page 200 - 1 4 1 New Edit Edit Edit Edit Edit Edit	
Edit     Moture Details Storage Hazards Additional Details	
ixture Procedure *	
	-
em Code         Quantity         Unit         Instrument         Detail 1         Detail 2	
rgon_code123456789012	×
telium 1 Gm	×

# Enter Storage details, click on storage tab.

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

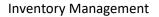
ABWORKS - II	nventory Library					-	
ventory Items							
em Code	Item Name	Item Description	Item	Туре	Is Mixture	CAS Number	^
ert gas	Inert gas			CHASE	Yes	13	
rypton	Krypton	Krypton D		CHASE	No	120	
enon	Xenon	Xenon desc		CHASE	No	100	
ert Gas-2	Inert Gas-2	Inert Gas-2 desc		CHASE	Yes	150	
à-Mix	IG-Mix	IG-Mix desc	PUR	CHASE	Yes	123	~
						🕂 New 🖍 Edit	X Delete
	ure Details Storage	Hazards Additional Details				+ New Edit	X Delete
Compatibility	ure Details Storage						X Delete
Compatibility	ure Details Storage	Keep Desiccated	Keep F	-		Keep Oxidizers	X Delete
Compatibility	ure Details Storage		C Keep F	-			
Compatibility No Acids No Bases Units	ure Details Storage	Keep Desiccated Keep Frozen	Keep F	lammable		Keep Oxidizers	
Compatibility No Acids No Bases	ure Details Storage	Keep Desiccated Keep Frozen Consumption Unit *		lammable			
Compatibility No Acids No Bases Units Conge Unit * Gm Warning Levels	Bros	Consumption Unit *	Conversion	Rammable		Keep Oxidizers Storage Qty :	
Compatibility No Acids No Bases Norage Unit * Gm Waming Levels Ilowable Stock	Brow	Keep Desiccated     Keep Frozen      Consumption Unit *      Gm      Recommended Stock (In Storage Unit	Conversion Conversion Conversion Threshold	lammable		Keep Oxidizers Storage Qty :	
Compatibility No Acids No Bases Units Conge Unit * Gm Warning Levels	Bros	Consumption Unit *	Conversion	Rammable		Keep Oxidizers Storage Qty :	
Compatibility No Acids No Bases Units Arrage Unit * Gm Waming Levels Ulowable Stock 10 Shelf Life	Bros	Keep Desiccated     Keep Frozen      Consumption Unit *      Gm     E      Recommended Stock (In Storage Unit     8	Conversion Conversion Conversion Threshold	Rammable		Keep Oxidizers Storage Qty :	
Compatibility No Acids No Bases Units Conge Unit * Gm Warning Levels Vlowable Stock 10	Bros	Keep Desiccated Keep Frozen Consumption Unit * Gm E Recommended Stock (In Storage Ur 8 Shelf Life Unit	Conversion Conversion Conversion Threshold	Rammable		Keep Oxidizers Storage Qty :	

#### 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.

✓ Save Cancel Close





entory Items						
m Code	Item Name	Item Description	Item Type	Is Mixture	CAS Number	
ert gas	Inert gas		PURCHASE	Yes	13	
ypton	Krypton	Krypton D	PURCHASE	No	120	
non	Xenon	Xenon desc	PURCHASE	No	100	
ert Gas-2	Inert Gas-2	Inert Gas-2 desc	PURCHASE	Yes	150	
-Mix	IG-Mix	IG-Mix desc	PURCHASE	Yes	123	
				Rows per pa		of 1 🕨
					➡ New ✓ Edit	
	ure Details Storage	Hazards Additional Details				
Varning Types -						
Biohazardous	S	Corrosive	Hazardous		Explosive	
Flammable		Radioactive	Carcinogenic			
aming Descript	tion					
recaution / Saf	fetv Types					
Gloves	ory types	Clothing	Goggles		Respirator	
Fume Hood						
	intian					
	npuon					
recaution Descr	npuon					
	npuon					
	nption					
	ipuon					
	ipuori					
	ipuori					

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.



entory Items							
m Code	Item Name	Item Description	Item Type	Is Mixture	CAS Number		
	-						
ert gas	Inert gas		PURCHASE	Yes	13		
/pton	Krypton	Krypton D	PURCHASE	No	120		
non	Xenon	Xenon desc	PURCHASE	No	100		
ert Gas-2	Inert Gas-2	Inert Gas-2 desc	PURCHASE	Yes	150		
-Mix	IG-Mix	IG-Mix desc	PURCHASE	Yes	123		
				Rows per pa	ge 200 - 🗄 📢		of 1   🕨
					New	💉 Edit	X Delete
to Itom Mistur	m Dataila Staraga	Hazards Additional Details					
	re Details Storage	Hazaros (Huditorial Decails)					
ttachments							
Attachment Type	<ul> <li>Select Attachmer</li> </ul>	nt Type	~				
ile Path				LL A			
File Path				Add			
file Path Scan	Scan			Add			
						View De File	lete
Scan							lete
Scan							lete
Scan							lete
Attachn	nent	SDS Expiry Date	SDS Location				lete
Scan Attachn DS Information -	nent	SDS Expiry Date	SDS Location				lete
Scan Attachn DS Information - DS Review Date 7/11/2018	nent					File	lete
Scan Attachn DS Information - DS Review Date	nent					File	lete
Scan Attachn DS Information - DS Review Date 7/11/2018	nent					File	lete
Scan Attachn DS Information - DS Review Date 7/11/2018	nent					File	lete

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**

ventory Items							
Item Code	Item Name	Item Descript	ion	Item Type	1	ls Mixture	CAS Number
						-	
Inert gas Krypton	Inert gas Krypton	Krypton D		PURCHAS PURCHAS		(es No	13
Xenon	Xenon	Xenon desc		PURCHAS		10	100
Inert Gas-2	Inert Gas-2	Inert Gas-2 de	esc	PURCHAS		(es	150
IG-Mix	IG-Mix	IG-Mix desc		PURCHAS	E N	(es	123
						Rows per pag	ge 200 - 1 of 1
							🕂 New 💉 Edit 🗶 Delete
reate Item Stora	ige Hazards Additi	ional Details					
tem Code 🔹			Item Type *			CAS Number	
Xenon			PURCHASE		Browse	100	
tem Name 🔹							
Xenon							
tem Description							
Xenon desc							
Manufacturer			Expiration (Days) *			Expiration Alert	t (Days) *
Xen Man		Browse	3			2	
abel Prefix *			Bartender Labels			Special info for	m
Xen123					~		Browse
Is Mixture			Need Certification			Grade	
						CONTAINER	~
Comments							

- 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.

ventory Items							
em Code	Item Name	Item Descri	ption	Item Type	Is Mixture	CAS Number	
estLabellTemCo	d Test Name	Test Desc		SUPPLY	No	501	
20	Water	Test		SUPPLY	Yes	1	
esDecimal	Test'Name.	Test'Desc'		PURCHASE	Yes	123	
IA12	awd	awd		PURCHASE	No		
СНЗОН	Methanol	test		SUPPLY	No		
					Rows per pag		f 1   🕨
eate Item Storag	ge Hazards Addit				1		
em Code *			Inventory Library	×	CAS Number		
A12					æ		
em Name *			Do you want to remove select	ted Inventory Item?			
wd							
			Yes	5 No	-		
em Description			Tes	NO			
wd							
anufacturer			Expiration (Days) *		Expiration Alert	(Days) *	
wd1212		Browse	123		1		
bel Prefix *			Bartender Labels		Special info for	-	
					special into for		
wd123			ItemStock_Label - 2.btw		$\sim$	Br	rowse
Is Mixture			Need Certification		Grade		
					CONTAINER		~
o <u>m</u> ments							

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.

						1		1		_
endor Code	Vendor Name	Countr	ry	State	City	Contact Perso	n	Telephone Nun	nber	
EMSUP1	NM			Maharashtra						
EMSUP2	NM			NewYork						
EMSUP4	SUP 4			NewYork						
upplier10_8	Spplier10_8Name	India		Maharashtra	pune	Meeta				
elta	Delta Mfg Pvt Ltd	India		Maharashtra	Pune	Dhawal		1234512345		
estSupplier13_8	TestSupplier13_8 Name	,		NewYork						
estSupplier3_13_	TestSupplier3_13_8 Name			Maharashtra						
estSupplier501	TestSupplier501_Name	USA		NewYork	NewYork City	Dhawal		612357123		
est_Vendor1	Test_Vendor_name	USA		NewYork	NewYork City	Dhawal				
upplier601	Dhawal Edit	USA		NewYork	NewYork City	Test		4123		
estDeleteVendor	TestDeleteVendor2	,		NewYork						
ndor Details							+ New	🖍 Edit	X Dele	ete
	ventory Item Details						➡ New	Edit	X Dele	ete
	ventory item Details		Vendor Name	9 *		Contact Per		Edit	X Dele	ete
endor Details In	ventory Item Details		Vendor Name	e *		Contact Per		Edit	Browse	
iendor Details In Iendor Code * TEMSUP2	ventory item Details			9 *		Contact Per		Edit		
iendor Details In Iendor Code * TEMSUP2	ventory Item Details			2 *		Contact Per		Edit		
<b>/endor Details In</b> /endor Code *	ventory item Details			9 *		Contact Per		Edit		
Vendor Details In Vendor Code * TEMSUP2		Browse	NM	2 *	Bro	Country		Edit		e
Vendor Details In Vendor Code * TEMSUP2			NM State *	2 *	Bro	Country		Edit	Brows	e
endor Details In 'endor Code * TEMSUP2 ddress ity			NM State * NewYork	e *	Brow	Country		Edit	Brows	e
endor Details In endor Code * TEMSUP2 ddress			NM State * NewYork	e *	Bro	Country		Edit	Brows	e
endor Details In endor Code * TEMSUP2 ddress ity ip Code			NM State * NewYork	2 *	Bron	Country		Edit	Brows	e

- 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.

		-						_
endor Code	Vendor Name	Country	State	City	Contact Person		Telephone Number	
EMSUP1	NM		Maharashtra					
TEMSUP2	NM		NewYork					
EMSUP4	SUP 4		NewYork					
upplier10_8	Spplier10_8Name	India	Maharashtra	pune	Meeta			
elta	Delta Mfg Pvt Ltd	India	Maharashtra	Pune	Dhawal		1234512345	
estSupplier13_8	TestSupplier13_8 Name	1	NewYork					
estSupplier3_13_	TestSupplier3_13_8 Name	1	Maharashtra					
estSupplier501	TestSupplier501_Name	USA	NewYork	NewYork City	Dhawal		612357123	
est_Vendor1	Test_Vendor_name	USA	NewYork	NewYork City	Dhawal			
Supplier601	Dhawal Edit	USA	NewYork	NewYork City	Test		4123	
estDeleteVendor	TestDeleteVendor2	1	NewYork					
	entory item Details ]				Rows per page	50 ▼ :   ● New		C Delete
/endor Details	entory item Details					_		
/endor Details Inv Item Code	Iten	n Name		Pre		► New		C Delete
/endor Details Inv Item Code iTEM2	Iten	n Name		Pre		_		C Delete
/endor Details Inv Item Code iTEM2 MIX2	2 5	n Name		Pre		► New		×
Item Code ITEM2 MIX2 ITEM3	Iten 2 5 3			Pre		New		C Delete
/endor Details Inv Item Code iTEM2 MIX2	Iten 2 5 3	n Name		Pre		► New		C Delete
Vendor Details Inv Item Code iTEM2 MIX2 iTEM3	Iten 2 5 3			Pre		New		C Delete

- Choose Item with Browse.
   Check "Preferred" check box to make Item as Preferred.
   Click Save.
   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.

1.0.1	Vendor Name	0.1	C1-1-	0.0		ntact Person				N.L.	1	
endor Code	Vendor Name	Country	State	City	0	ntact Person			eleph	one Nu	mber	
Z	ZZ	India	Test State	Test_City	Ga	yatri Pujari						
- .p1	Sup1 Name	India	Rajasthan	Jaipur	Am							
p2	Sup2 Name	USA	Delhi									
: Sup1	HSup1 Name		Maharashtra									
nk Supp	Zink Supp name		Panjab									
yur	Mayur Kendre	India	Gujarat	Pune	Ma	yur Kendre		1	23550			
yatri_001	Gayatri	India	Aasam	Pune	Ga	yatri Pujari		1	23312	3454		
nol_001	Amol T.	India	A.P	Mumbai	Am			1	23445			
ayur_001	MayurKendre		Panjab	Test_City	Ma	yur Kendre						
	inventory Item Details				R	ows per page	50 -			1 Edit	of 1	
endor Details	nventory Item Details		ndor Name *				Nev					
endor Details	nventory Item Details	Ve				[	+ New				<b>X</b>	Dele
endor Details endor Code * Z ddress	nventory Item Details					Contact Perso	+ New				<b>X</b>	Dele
ndor Details endor Details endor Code * 22 ddress 155 West	nventory Item Details	Z				Contact Perso	+ New				<b>X</b>	Delet
indor Details endor Code * Z ddress 55 West	nventory Item Details	Z.	Z	В		Contact Perso Gayatri Pujari	+ New				Br	Dele
endor Details endor Code * 22 ddress 255 West	nventory Item Details	Z. Sta Browse To	Z ate * est_State		rowse	Contact Perso Gayatri Pujari COUNTRY	+ New				Br	Dele
andor Details ] endor Code * Z ddress 55 West ty est_City	nventory Item Details	Z. Sta Browse To	Z ate *		rowse	Contact Perso Gayatri Pujari COUNTRY India	+ New				Br	Dele
ndor Details endor Code * Z Idress 55 West 55 West y est_City o Code 4004	nventory Item Details	Z. Sta Browse To	Z ate * est_State		rowse	Contact Perso Gayatri Pujari COUNTRY India	+ New				Br	Dele
ndor Details   endor Code * Z Idress 55 West 55 West est_City o Code	nventory Item Details	Z. Sta Browse To	Z ate * est_State		rowse	Contact Perso Gayatri Pujari COUNTRY India	+ New				Br	Dele

# 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

ndor Code	Vendor Name	Country	State	City	Contact Person	Telephone Number
C 1-002	Maria	India	Desist	T Ch	Maria	
ayur_Code002	Mayur Kendre	India	Panjab Maharashtra	Test_City	Mayur Kendre	
	s name1					
	vname		Maharashtra			
	v name		Maharashtra			
	vname		Maharashtra			
	v name	India	Delhi	Surat	Sahil	
	vtt name		Maharashtra			
ıkar	Onkar Narkhede	India	Gujrat	Surat	Onkar	
iawal	Dhawal Mokashi	India	Maharashtra	Pune	Dhawal	
	ventory Item Details		LABWORKS - Vendor I		×	lew 🕑 Edit 🗶 De
endor Details Inv	ventory Item Details	Item Name	LABWORKS - Vendor I		×	lew Edit X Da
ndor Details endor Details Inv tem Code	ventory Item Details				×	
endor Details Invitem Code	ventory Item Details	Item Name A4 Item		ve selected Vendor?	×	
endor Details Invitem Code	ventory Item Details		Do you want to remov	ve selected Vendor?	×	
ndor Details Invitem Code	ventory Item Details		Do you want to remov	ve selected Vendor?	×	
ndor Details Invitem Code	ventory Item Details		Do you want to remov	ve selected Vendor?	×	
ndor Details Inv	ventory Item Details		Do you want to remov	ve selected Vendor?	×	
ndor Details Inv	ventory Item Details		Do you want to remov	ve selected Vendor?	×	
ndor Details Inv	ventory Item Details		Do you want to remov	ve selected Vendor?	×	
ndor Details Inv	ventory Item Details		Do you want to remov	ve selected Vendor?	×	
ndor Details Inv	ventory Item Details		Do you want to remov	ve selected Vendor?	×	
ndor Details Inv	ventory Item Details		Do you want to remov	ve selected Vendor?	×	
ndor Details Inv	ventory Item Details		Do you want to remov	ve selected Vendor?	×	
ndor Details Inv	ventory Item Details		Do you want to remov	ve selected Vendor?	×	

# 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.

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



# **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

LABWORKS - Storage Locations		- 🗆 ×
Storage Location List	Storage Location Details	Parent Location
Search	MAIN_STORE	Browse
Storage Locations		
🖨 MAIN_STORE	Full Name *	
··· GC LAB	MAIN_STORE	
HPLC LAB     Storages	Location Description	
Storages	Main Store	
Enclocation2		
ECLab		
SmokeStore		
⊨- Loc1		
···· Location3		
···· Island store		
- TestDelete 1		
Jaynagar awda		
⊟-RT_Location		
MG Road		
Go to Inventory 🕂 New 💉 Edit 🗶 Delete		✓ <u>Save</u> Cancel Signature

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.

Q LABWORKS - Storage Locations	- D X
- Storage Location List Search	Storage Location Details Location Name  Parent Location
B-Storage Locations     MAIN_STORE     -GC LA8     -GLA8     -Storages     -Location2     -ST1     -ECLab     -SmokeStore     -Loc1     -Location3     -Island store     -TestDelete1     -Jaynagar     -awda     @-RT_Location     @-Bangalore     _MG Road	MAIN_STORE Full Name Full Name Cocation Description Main Store
Go to Inventory 🕂 New State X Delete	✓ <u>S</u> ave ⊑ <u>C</u> ancel ⊠ <u>C</u> ose

- 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.

orage Location List		Storage Location Details	Parent Location	
earch		Bangalore	RT_Location	Browse
Storage Locations  MAIN_STORE  G LAB  HPLC LAB  Location2  C ST1  ECLab  SmokeStore  Loc1		Full Name * Bangalore Cubbon Park Location Description Bangalore city		
└──Location3 └──Island store TestDelete 1 └──Jaynagar ──awda ──RT_Location └──Bangalore └──MG Road	LABWORKS - Inventory Management Do you want to remove selected Storage locations?	×		
		Yes No		

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.

est Kit List				
Test Kit Code	Test Kit Name		Test Kit Description	
D1	Default 1		Test kit for Defaulty	
02	Default 2		Test kit for Default	
isdf	asdf		sadf	
Gt 001	New Kit		Kit Description goes here.	
 DoNotDeletelt	DoNotDeletelt_1			
lew_Kit	Test_Kit_New		Description	
est_Kit	Test Kit 1		Test Kit Description	
est233	test2		•	
ew	new		new	
est	rest			
st Kit Code *		est Kit Name * efault 1	sperpage 50 💽 🗐 🍕   1 of 1	elete
est Kit Code * 01 est Kit Description		est Kit Name *		
est Kit Details est Kit Code * D1 est Kit Description rest kit for Defaulty ventory Item List *		est Kit Name *		
est Kit Code * 01 est Kit Description fest kit for Defaulty		est Kit Name *	+ New Edit X D	
est Kit Code * 11 est Kit Description est kit for Defaulty ventory Item List *		efault 1	+ New Edit X D	

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

# 

Test Kit List					
Test Kit Code	Test Kit Nan	ne		Test Kit	t Description
D1	🕲 LABWORKS - Inve	ntory Item Selection		×	r Defaulty
D2 asdf Kit_001 DoNotDeletelt	Search	election Selection			r Default ption goes here.
New_Kit Test_Kit test233 new	ttem Code	Item Name		^	n escription
rest	A1 A2 A3_MIX A4	A1 Testing A2 Item A3 Item A4 Item			
Test Kit Details Test Kit Code * D1	A5_MIX A6_MIX A7_MIX A8	A5 item A6 Item A7 Item TEST			
Test Kit Description Test kit for Defaulty	A9 Ag AL AM1	A9 TEST Gold Aluminium AM1			
Inventory Item List * Item Code	AM2 AM2_Mix Ar	AM2 AM2_Mix Argon			
H2O AM2 Click Here To Add	C1 C2 Carbon	Bromide Carbon Test C2 Carbon			× × ×
	<	Carbon		>	
			ОК	Cancel	

- Select Item Code and enter quantity.
   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.
- Edit Test Name and Description.
   Select item from grid.
- - Change quantity •
  - To remove the item click delete
- 6. Click Save

Test Kit List Test Kit Code D1 D2 asdf	Test Kit Name Default 1		Test Kit Description	
<b>D1</b> D2	Default 1		Test Kit Description	_
D2				^
D2				
			Test kit for Defaulty	
asdf	Default 2		Test kit for Default	
F	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			$\sim$
Test Kit Details		Test Kit Name *	➡ New S Edit X Dele	:te
D1		Default 1		
		Deradit 1		
Test Kit Description				
Test kit for Defaulty Inventory Item List *				
Item Code	Item Name	Consumption Q	uantity	
H2O	Water	12.23		×
AM2	AM2	3.22		×
E AIVIZ				×

# How can I delete a Kit?

- Click Action > Configure > Test Kit Definitions.
   Select Kit from grid or Search the kit from grid
   Click Delete.

- 4. Note: Test Kit cannot be delete if it is already in use

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 rest	new rest			new
est Kit Description ew		Yes No	o	
ventory Item List *				
	Item Name		Consumption	Quantity



## 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.
- 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.

Configuration Code TKA1 TKA2 TKA3 TKA4 TKA7		Code		Creation Da	ate		
TKA2 TKA3 TKA4	!DV_SELE						
KA2 KA3 KA4	!DV_SELE						
KA3 KA4		CT_DESELECT1		2018-07-30			
KA4	INDEETEC	CT_DESELECT1		2018-07-30			
		T		2018-07-30			
(17	!AT4			2018-07-30			
	!NARR			2018-07-30			
(A10	!TEST			2018-07-31			
KA11	#AV			2018-07-31			
			Rows pe	rpage 50		of	1   🕨
				+	New 💽 🖉 E	dit	🗙 Del
st Kit Usage Rule Details							
figuration Code *	Analysis Code *		Ar	alysis Name			
A1	IDV_SELECT_DES	ELECT1	Browse	V SELECT I	DESELECT1 Analys	is	
st Kits *							
est Kit Code		Storage Location					
t 008		Loc3					
1_000		LOC-3					;

#### 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.

est Kit Usage Rule List				
Configuration Code	Analysis C	Code	Creation Date	
FKA1		CT_DESELECT1	2018-07-30	
rka2		CT_DESELECT1	2018-07-30	
KA3	IAREFTES	T	2018-07-30	
KA4	IAT4		2018-07-30	
KA7	!NARR		2018-07-30	
KA10	!TEST		2018-07-31	
KA11	#AV		2018-07-31	
			Rows per page 50 - 1	of 1   ▶
			🕂 New 💉 Edit	X Dele
st Kit Usage Rule Details				
ar nir odugo nulo Dotulla				
	Analysis Code 🔹		Analysis Name	
Infiguration Code * KA11	Analysis Code * #AV		Analysis Name Browse #AV Analysis	
nfiguration Code * (A11				
nfiguration Code * (A11				
nfiguration Code * (A11 est Kits *		Storage Location	Browse #AV Analysis	
nfiguration Code 🔹		Storage Location GC LAB	Browse #AV Analysis	

# 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**.

est Kit Usage Rule List		
Configuration Code	Analysis Code	Creation Date
[KA1	IDV_SELECT_DESELECT1	2018-07-30
rkat	IDV_SELECT_DESELECT1	2018-07-30
rka3	IAREFTEST	2018-07-30
ГКА4	IANEI 1251	2018-07-30
KA7	INARR	2018-07-30
KA10	ITEST	2018-07-31
KA11	#AV	2018-07-31
	#PAV	2010-07-01
		Rowsperpage 50 ▼ 🗄 🔍 🔍   1 of 1   ▶
		➡ New   Edit   X Del
st Kit Usage Rule Details	LABWORKS - Test Kit Usage Rules	×
nfiguration Code *	A	halysis Name
KA11	Do you want to remove selected inventory item	AV Analysis
	Do you want to remove selected inventory iten	12
est Kits *		
Fest Kit Code	Yes No	
est NIT Code	103 110	
02		



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

Ourchase Requisition I Show All Purchase Rec							
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	0123	2018-06-28	APPROVED	USR	
R/2018/14	2018-06-22	8	ON14	2018-06-26	ORDERED	USR	
R/2018/17	2018-06-24	1000	0222	2018-06-28	ORDERED	USR	
R/2018/18	2018-06-29	222	123	2018-07-17	ORDERED	USR	
R/2018/20	2018-06-30	1	555	2018-09-12	APPROVED	USR	
	Details Needed By	Es	timated Cost *	Order Numb	per *	New	🖋 Ed
quisition Number		Es		Order Numb	er *		Sector Edi
equisition Number R/2018/10 ecial Instructions	Needed By				er *	Order Date	
archase Requisition I equisition Number R/2018/10 secial Instructions 9 ventory Item List *	Needed By				er *	Order Date	
equisition Number R/2018/10 ecial Instructions	Needed By			ON1234	endor Name	Order Date	

- 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.

Show All Purchase Require	t					
	sitions					
Requisition Number	Needed By	Estimated Cost	Order Number	Order Date	Status	Requested By
R/2018/40	2018-07-21	100			NEW	
7/2018/42	2018-07-22	100			APPROVED	
R/2018/45	2018-07-16	33			NEW	USR
8/2018/46	2018-08-05	500			NEW	USR
R/2018/47	2018-07-18	8			NE\v/	USR
R/2018/48	2018-07-20	500			APPROVED	USR
chase Requisition De	Needed By		imated Cost *			
8/2018/47	2018-07-18					
ventory Item List *						
	Item Name	Manufacturer	Vendor Code	Ve	ndor Name	Expected Quantity
m Code		Manufacturer	Vendor Code		nuor Name	Expected Quantity
em Code	Hydrogen	Test	Zink Supp		ik Supp name	8

How can I change status of Purchase Requisition?

- 1. Select already generated Purchase Requisition from Purchase Requisition List

- Right click on a record
   Select desired context menu
   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.

nventory												
Search Option												
● Item Code ○ Ite	tem Name O Barcode	Search String		Include Consumed items Include Disposed items Include Disposed items								
Item Code	Item Name		Barcode	Status	Storage Location	Lot Number	Batch Number	Quantity	Storage	Expiration Date		
						20						
TestMixture801	TestMixture801		TMXT0006	OPEN	GC LAB	4	2	20	Mg	4/15/2021	E.	ł
CalciumOxide	CalciumOxide		CAO0002	OPEN	GC LAB	101	1	125.5	Kg	4/18/2021		
Hydrogen	Hydrogen		H0001	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	G.	Ē
AMMONIA	AMONNIA		NH0003	OPEN	HPLC LAB	6	2	0.1	Kg	8/31/2022	E	į
AMMONIA	AMONNIA		NH0004	OPEN	Island store	6	2	100	Kg	8/31/2022	E	į,
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	Storages	4	1	500	Kg	9/15/2022		
			NH0007	OPEN	MAIN STORE	101	4	1000	Kg	9/29/2022	6.	ï
	E AMONNA		1111000		There of the			Rov	s per page 200			
Operation Details Mut								Rov	s per page 200			
Operation Details Mid	sture Details	Storage Location *		Purchase Reg	uistion Number		[	Rov	s per page 200			
Operation Details Mut tern Code * Test Mature 801			Brows	Purchase Reg		Browse	[	Rov	s per page 200			
Operation Details Mut tern Code * Text Mature 801 tern Name	sture Details			Purchase Reg		Browse	[	Rov	s per page 200			
Operation Details Mut tern Code * Text Mature 801 tern Name	sture Details			Purchase Reg			[	Rov	s per page 200		of 1   Print La	
Operation Details Mut tem Code * Test Mature 801 tem Name Test Mature 801	sture Details			Purchase Reg		Browse	[	Rov	s per page 200			
Operation Details Mut tem Code * Test Mature 801 tem Name Test Moture 801	sture Details	GC LAB		Purchase Req Vendor		Browse	[	Rov	s per page 200			
Operation Details Mild tem Code * Test Mature801 tem Name Test Mature801 Lot Number * 4	sture Details	GC LAB Batch Number *		Purchase Reg Vendor Quantity *		Browae Browae Storage Unit	[	Rov	s per page 200			
Operation Details Must tem Code * TextMuture801 tem Name TextMuture801 .ct Number * 4 Separation Date	dure Details	e GC LAB Batch Number * 2		Purchase Req Vendor Quantity * 20		Browae Browae Storage Unit	[	Rov	s per page 200			
Operation Details Mod tem Code * TestMuture801 tem Name TestMuture801 Lot Number * 4 Spiration Date 4/15/2021	dure Detais	e GC LAB Batch Number * 2 Price		Purchase Req Vendor Quantity * 20		Browae Browae Storage Unit	[	Rov	s per page 200			
AMMONIA Operation Details Mile Item Code * TestMisture801 Item Name TestMisture801 Lot Namber * 4 Expiration Date 4/15/2021 2C Validation Sample	dure Detais	e GC LAB Batch Number * 2 Price * 0		Purchase Reg Vendor Guarety • 20 Container ID Verified Date		Browae Browae Storage Unit	[	Rov	s per page 200			
Deration Details Med tem Code * TestMature801 Lot Number * 4 Expiration Date 4/15/2021 QC Validation Sample	dure Detais	e GC LAB Batch Number * 2 Price * 0	Boss	Purchase Reg Vendor Quantity * 20 Container ID Venfied Date		Browae Browae Storage Unit		Rov	s per page 200			
Inperation Details Must tern Code * Test Misture801 tern Name Test Misture801 of Number * 4 Dipartition Date 4/15/2021 22 Validation Sample	dure Detais	GC LAB     GC LAB     GC LAB     GC LAB     Comparison of the second secon	Boss	Purchase Reg Vendor Quantity * 20 Container ID Venfied Date		Browae Browae Storage Unit		Rov	s per page 200			
Operation Details Mod tem Code * TestMuture801 tem Name TestMuture801 Lot Number * 4 Spiration Date 4/15/2021	dure Details	GC LAB     GC LAB     GC LAB     GC LAB     Comparison of the second secon	Boss	Purchase Reg Vendor Quantity * 20 Container ID Venfied Date	aistion Number	Browae Browae Storage Unit		Rov	s per page 200			

- 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.

ventory												
Search Option												
tem Code      tem	n Name O Baro	de Search String		Include Cons	umed items R Exclu	de Expired Items	Include Dispo	sed items				
	0	Q LABWORKS - Opera	ion History		head of the				×			
tem Code	Item Nam		adirrinsediy						Storage	Expiration Date		
	inerit rear	Item Code: Mix-Gr	Barcode: 33330	011					cicrage	Expiration Date		
Cont2	E Cont2	Operations	Source	Destination	Quantity	Storage Unit	Transaction Dat	Comments	Gm	10/14/2025	-	
Mix-Gr	Grade Mr		MAIN STORE	MAIN STORE	Added (+) 500	Gm	10/14/2020	Comments	Gm	12/14/2024	-	G,
Mix-Gr	Grade Mi			Auto Consumption	Consumed (-) 250	Gm	10/16/2020		Gm	12/14/2024	-	C g
uh-mix2	shelf life			Auto Consumption	Consumed (-) 250 Consumed (-) 100	Gm	10/16/2020		Kg	9/14/2022		G.
1	E test	QAQC Batched Consump		Auto Consumption	Consumed (-) 100 Consumed (-) 151	Gm	10/16/2020		Ltr	7/3/2022		сğ
tem 16856	[1] Item 1685			MAIN_STORE	Added (+) 111	Gm	10/16/2020		Ka	1/28/2022		
tem 16856	[]] Item 1685		MAIN_STORE	Auto Consumption	Consumed (-) 100	Gm	10/16/2020		Kg	1/28/2022		
tem16856	[ii] Item 1685			MAIN STORE	Added (+) 190	Gm	10/16/2020		Kg	1/28/2022		
em16856	III Item 1685		MAIN_STORE	Auto Consumption	Consumed (-) 100	Gm	10/16/2020		Kg	2/11/2022		
sHouseTestMixture1		sstMix Kit Consumption	MAIN_STORE	Auto Consumption	Consumed (-) 100	Gm	10/16/2020		Kg	3/19/2021	-	E.
		Manual Stock Reconciliat		MAIN STORE	Added (+) 90	Gm	10/19/2020			. 14 4 1	of 1	
							10113/2020			1.2.14 4 1.	of 1	P
				Auto Consumption	Consumed () 100	Can	10/10/2020					
peration Details Mixtur	re Details	QAQC Batched Consump		Auto Consumption	Consumed (-) 100	Gm	10/19/2020		+stock	J Operations	🖨 Prin	rt Lab
em Code *	re Details			Auto Consumption	Consumed (-) 100	Gm	10/19/2020			Operations	e Prin	t Labe
	re Details			Auto Consumption	Consumed (-) 100	Gm	10/19/2020			Operations	Phr	t Labe
em Code * Mor-Gr	re Details			Auto Consumption	Consumed (-) 100	Gm	10/19/2020			Operations	Prin	t Labe
em Code * MorGr em Name	re Detais			Auto Consumption	Consumed (-) 100	Gm	10/19/2020			Operations	Prir	t Labe
em Code * Max-Gar em Name Grade Max	re Detais			Auto Consumption	Consumed (-) 100	Gm	10/19/2020			Operations	Prir	t Label
em Code * Mor-Gir enn Name Grade Mix ot Number * 8L Septration Date	re Detais			Auto Consumption	Consumed (-) 100	Gm	10/19/2020			Operations	e Par	t Label
em Code * Mox-Gir enn Name Sirade Mix ot Number * BL Spiration Date 12/14/2024	re Detais			Auto Consumption	Consumed (-) 100	Gm	10/19/2020			Operations	e Par	t Labe
em Code * Mor-Gir enn Name Grade Mix ot Number * 8L Septration Date	re Details			Auto Consumption	Consumed (-) 100	Gm	10/19/2020			Operations	Pan	t Labe
em Code * Mox-Gir enn Name Sirade Mix ot Number * BL Spiration Date 12/14/2024	re Detais			Auto Consumption	Consumed (-) 100	Gm	10119/2020		attock	Operations	Print	t Labe
em Code * Mik-Gr em Name Grade Mix of Number * BL spiration Date 12/14/2024 IC Validation Sample	re Details			Auto Consumption	Consumed (-) 100	Gm	10/19/2020	Cee	attock	Operations	Print Print	t Labe
em Code * Mik-Gr em Name Grade Mix of Number * BL spiration Date 12/14/2024 IC Validation Sample	re Dotala			Auto Consumption		Gm	10192220		attock	Operations	Print	t Labe

• 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.

# 

	Item Code	Lot Number	Quantity	Expiration Date	Vendor Code	Receipt Date	C
	Z4	1004	3	2018-11-08			
-	Z1	1001	1	2018-07-07	Sup1	2018-07-31	T
	Z2	1002	1	2018-11-08	Sup2	2018-07-31	
	Z3	1003	1	2018-06-06	HSup1	2018-07-31	
	Item Code	Lot Number	Quantity	Expiration Date	Vendor Code	Receipt Date	c
	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	+
	20						
	20						
	20					1	
	20						
	20						
	20						

- 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.**

nventory											
Search Option											
● Item Code ○ Item	m Name O Barcode S	earch String		Include Cons	sumed 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	Ug
CalciumOxide	CalciumOxide		CA00002	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	Ka	8/31/2022	G.
AMMONIA	E AMONNIA		NH0003	OPEN	HPLC LAB	6	2	0.1	Kg	8/31/2022	E
AMMONIA	AMONNIA		NH0004	OPEN	Island store	6	2	100	Kg	8/31/2022	E
AMMONIA	AMONNIA		NH0005	OPEN	RT_Location	6	2	25.4	Kg	8/31/2022	Eg
ChromiumA	ChromiumA		CR40001	BROKEN	MAIN_STORE	500	21	400	Ка	9/15/2022	CE
Deeration Details							[		Restock	Onecotions	A Prive Lak
		Statute Location *		Pumbase Ben	cistion Number		[		Restock	Operations     Receive Inventory Item	A Prive Lak n ntory item
tem Code ·	Browne	Storage Location *	Brows		utation Number	Browse	[		Restock	Onerations     Receive Inventory Item     Receive Batch of Inven	A Prive Lab n ntory item
tem Code * Hydrogen	Browse		Brows	6	untion Number	Browse			Restock	Receive Inventory Item Receive Batch of Inven Return Inventory Item Transport to New Loca Consume Inventory Ite	Prive 1 ak n ntory Item ation em
Dperation Details Item Code * Hydrogen Item Name Hydrogen	Browse		Brows			Browse	[		Restock	Charations Receive Inventory Item Receive Batch of Inven Return Inventory Item Transport to New Loca	n ntory Item stion em
tem Code * Hydrogen tem Name Hydrogen	Bouse		Boss	Vendor *			[		Restock	Receive Inventory Item Receive Batch of Inven Return Inventory Item Transport to New Loca Consume Inventory Ite	Prive 1 ak n ntory Item ation em
tem Code * Hydrogen tem Name Hydrogen Description	Boss	MAIN_STORE	Boss	Vendor * Alfa Life Provi		Browse			Restock	Receive Inventory Item Receive Batch of Inven Return Inventory Item Transport to New Loca Consume Inventory Ite	Prive 1 ak n ntory Item ation em
tem Code * Hydrogen tem Name Hydrogen Description	Bore		Boss	Vendor * Affa Life Provi Guantity *		Browse Storage Unit	[		Restock	Receive Inventory Item Receive Batch of Inven Return Inventory Item Transport to New Loca Consume Inventory Ite	Prive 1 at n ntory Item ation em
tem Code * Hydrogen tem Name Hydrogen Description Let Number * 2	Bowe	MAIN_STORE Batch Number * 5	Boss	Vendor * Affa Life Provis Guantity * 388		Browse	[		Restock	Receive Inventory Item Receive Batch of Inven Return Inventory Item Transport to New Loca Consume Inventory Ite	Prive 1 ak n ntory Item ation em
tem Code * Hydrogen tem Name Hydrogen Description Lat Number * 2 Expiration Date	Bove	MAIN_STORE Batch Number * 5 Price	Bows	Vendor * Affa Life Provi Guantity *		Browse Storage Unit	1		Restock	Receive Inventory Item Receive Batch of Inven Return Inventory Item Transport to New Loca Consume Inventory Ite	Prive 1 ak n ntory Item ation em
tem Code * Hydrogen tem Name Hydrogen Desorstion Lat Number * 2 Expiration Date 8/31/2022		MAIN_STORE Batch Number * 5 Price		Vendor * Alfa Life Provi Quantity * 388 Container ID Verfied Date		Browse Storage Unit			Restock	Receive Inventory Item Receive Batch of Inven Return Inventory Item Transport to New Loca Consume Inventory Ite	Prive 1 at n ntory Item ation em
tem Code * Hydrogen Hydrogen Uesonption Lat Number * 2 Expiration Date 8/31/2022		MAIN_STORE Batch Number * 5 Price 0	Boss	Vendor * Alfa Life Provi Quantity * 388 Container ID Verfied Date		Browse Storage Unit			Restock	Receive Inventory Item Receive Batch of Inven Return Inventory Item Transport to New Loca Consume Inventory Ite	Prive 1 ak n ntory Item ation em
tem Code * Hydrogen tem Name		MAIN_STORE Batch Number * 5 Price 0		Vendor * Alfa Life Provi Quantity * 388 Container ID Venfied Date		Browse Storage Unit			Restock	Receive Inventory Item Receive Batch of Inven Return Inventory Item Transport to New Loca Consume Inventory Ite	Prive 1 ak n ntory Item ation em

- 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:

- Click Action > Manage > Inventory. The Inventory window appears.
   Select Inventory Item from grid.
   Click Operations > Return Inventory Item.

Search Option											
tem Code () iter	m Name O Barcode Sea	irch String		Include Con	sumed items 🗹 Exclude	Expired Items Include	Disposed items				
Item Code	Item Name		Barcode	Status	Storage Location	Lot Number	Batch Number	Quantity	Storage	Expiration Date	
			THE GROUPS			1					
TestMixture801	TestMixture801		TMXT0005	NEW	MAIN_STORE		1	50	Mg	4/15/2021	E
TestMixture801	TestMixture801		TMXT0006	OPEN	GC LAB	4	2	20	Mg	4/15/2021	E.
CalciumOxide	CalciumOxide		CA00001	DISPOSED	MAIN_STORE	101		0	Kg	4/18/2021	
CalciumOxide	CalciumOxide		CAO0002	OPEN	GC LAB	1 ( C C C )	1		Kg	4/18/2021	_
Hydrogen AMMONIA	Hydrogen     AMONNIA		H0001	OPEN OPEN	MAIN_STORE GC LAB	2	5	388	Ltr.	8/31/2022	
			NH0002		GC LAB HPLC LAB	6	2		Kg	8/31/2022	E
AMMONIA	AMONNIA		NH0003	OPEN		6	2	0.1	Kg	8/31/2022	G.
AMMONIA	AMONNIA		NH0004	OPEN	Island store	6	2	100	Kg	8/31/2022	E
AMMONIA	AMONNIA		NH0005	OPEN	RT_Location	6	2	25.4	Kg	8/31/2022	E
ChromiumA	ChromiumA		CRA0001	BROKEN	MAIN_STORE	500	21	400	Kg	9/15/2022	
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- 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.

ventory Search Option												
earch Option												
		0.0.1		1				- Description				
tem Code 🔿 item M	Name	O Barcode	Search String		Include Cons	umed items 🗹 Exclude	Expired items M Includ	e Disposed items				
m Code	R	tem Name		Barcode	Status	Storage Location	Lot Number	Batch Number	Quantity	Storage	Expiration Date	
stMixture801		estMixture801		TMXT0005	NEW	MAIN_STORE	1	1	50	Mg	4/15/2021	6
stMixture801		estMixture801		TMXT0006	OPEN	GC LAB	4	2	20	Mg	4/15/2021	6
lciumOxide		CalciumOxide		CAO0001	DISPOSED	MAIN_STORE	101	1	0	Kg	4/18/2021	
lciumOxide		alciumOxide		CAO0002	OPEN	GC LAB	101	1	125.5	Kg	4/18/2021	
drogen		lydrogen		H0001	OPEN	MAIN_STORE	2	5	388	Ltr	8/31/2022	
MONIA		MONNIA		NH0002	OPEN	GC LAB	6	2	125.5	Kg	8/31/2022	8
IMONIA		MONNIA		NH0003	OPEN	HPLC LAB	6	2	0.1	Kg	8/31/2022	6
IMONIA IMONIA		MONNIA		NH0004 NH0005	OPEN OPEN	Island store	6	2	100 25.4	Kg	8/31/2022	6
		MONNIA		CRA0001	BROKEN	RT_Location MAIN_STORE	500	2	400	Kg	8/31/2022 9/15/2022	6
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- 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 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.

ventory											
Search Option											
🖲 Item Code 🔿 Ib	em Name O Barcode Sea	rch String		Include Con	sumed items 🗹 Exclude	Expired Items Include I	Disposed items				
em Code	Item Name	Barco	ie	Status	Storage Location	Lot Number	Batch Number	Quantity	Storage	Expiration Date	
	TestMixture801						1			1115-0004	
estMixture801 estMixture801	TestMixture801	TMXT		NEW OPEN	MAIN_STORE GC LAB	1	2	50	Mg	4/15/2021 4/15/2021	E
				DISPOSED	MAIN STORE		2	20	Mg		E
alciumOxide	CalciumOxide	CAOO			GC LAB	101	1	125.5	Kg	4/18/2021 4/18/2021	
alciumOxide	CalciumOxide	CAOO		OPEN		101			Kg		
ydrogen	Hydrogen	H0001		OPEN	MAIN_STORE	2	5	388	Ltr	8/31/2022	_
MMONIA MMONIA	AMONNIA	NHOO		OPEN	GC LAB HPLC LAB	6	2	125.5	Kg	8/31/2022	E
	AMONNIA	NHOO		OPEN		6	2	0.1	Kg	8/31/2022	0
MMONIA	AMONNIA	NHOO		OPEN	Island store	6	2	100	Kg	8/31/2022	E
MMONIA hromiumA	AMONNIA     ChromiumA	NH00 CRAD		OPEN BROKEN	RT_Location MAIN_STORE	6 500	2	25.4	Kg Ka	8/31/2022 9/15/2022	E
							1		wsperpage 50	Receive Inventory Item	
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m Code •		Storage Location *			guistion Number		Z		Restoc	Receive Inventory Item Transport to New Location Return to Original Location Consume Inventory Item	1
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eration Details Max m Code * MMONIA m Name			Browse		sulation Number		2		Restoc	Receive Inventory Item Transport to New Location Return to Original Location Consume Inventory Item	1
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m Code * MMONIA m Name MONNIA scription Number * pration Date V31/2022 Validation Sample	Browse	GC LAB Batch Number * 2 Pice		Vendor Afa Life Provi Quantity * 125.5 Container ID 21 Verfied Date		Browse Storage Unit			Restoc	Receive Inventory Item Transport to New Location Return to Original Location Consume Inventory Item	1
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- 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.

Inventory											
Search Option	em Name 🔿 Barcode Sea	rch String		Include Cons	umed items 🗹 Exclude	Expired items 🗹 Include	Disposed Items				
Item Code	Item Name	-	Barcode	Status	Storage Location	Lot Number	Batch Number	Quantity	Storage	Expiration Date	
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TestMixture801	E TestMixture801	T	TMXT0005	NEW	MAIN_STORE	1	1	50	Mg	4/15/2021	G.
TestMixture801	TestMixture801	1	10000TXM	OPEN	GC LAB	4	2	20	Mg	4/15/2021	E.
CalciumOxide	CalciumOxide	0	CAO0001	DISPOSED	MAIN_STORE	101	1	0	Kg	4/18/2021	
CalciumOxide	CalciumOxide	C	CAO0002	OPEN	GC LAB	101	1	125.5	Kg	4/18/2021	
Hydrogen	Hydrogen	ł	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	E.
AMMONIA	AMONNIA		NH0003	OPEN	HPLC LAB	6	2	0.1	Kg	8/31/2022	E
AMMONIA	AMONNIA	1	NH0004	OPEN	Island store	6	2	100	Kg	8/31/2022	E
AMMONIA	AMONNIA		NH0005	OPEN	RT_Location	6	2	25.4	Kg	8/31/2022	E
ChromiumA	ChromiumA	0	CRA0001	BROKEN	MAIN_STORE	500	21	400	Kg	9/15/2022	
Oneration DataIs 3844	ne Datale						[		Restock	Coerations Receive Inventory Item	A Print La
	ure Details	Research Constitute *		Purchase Rev	stations Tok underse		[		Restock	Operations	A Print La n stion
tem Code *		Storage Location *	Browne	Purchase Reg	ustion Number	Broom	[		Restock	Operations     Receive Inventory Item Transport to New Loca	Print La n ation
tem Code *	ure Details Browse	Storage Location * GC LAB	Browse		ution Number	Вонае	[		Restock	Operations     Receive Inventory Item Transport to New Loca Return to Original Loca	Print La n ation ation em
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Rem Code * AMMONIA Rem Name AMONNIA Description			Browse	Vendor			[		Restock	Coerations Receive Inventory Item Transport to New Loca Return to Original Loc Consume Inventory Ite	Print La n ation ation em
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Item Code · AMMONIA Item Name		GC LAB	Browse	Vendor Afa Life Provid Guantity * 125.5 Container ID		Browse Storage Unit	[		Restock	Coerations Receive Inventory Item Transport to New Loca Return to Original Loc Consume Inventory Ite	Print Lai n ation ation em
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Item Code * AMMONIA Item Name AMONNIA Description Lot Number * 6 Expiration Date Bipiration Date Bipiration Code Bipiration Code C Validation Sample	Browse	GC LAB Batch Number * 2 Price		Vendor Afa Life Prove Quantity * 125.5 Container ID 21 Verfied Date		Browse Storage Unit			Restock	Coerations Receive Inventory Item Transport to New Loca Return to Original Loc Consume Inventory Ite	Print La n ation ation em
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Item Code * AMMONIA Item Name AMONNIA Description Lot Number * 6 Expiration Date Bipiration Date Bipiration Code Bipiration Code C Validation Sample	Browse	GC LAB Batch Number * 2 Pitos 5		Vendor Afa Life Prove Quantity * 125.5 Container ID 21 Verfied Date		Browse Storage Unit			Restock	Coerations Receive Inventory Item Transport to New Loca Return to Original Loc Consume Inventory Ite	n stion ation em

- 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.

#### **Inventory Management**

nventory											
Search Option											
🖲 item Code 🔿 it	tem Name 🔘 Barcode Sea	rch String		Include Con	sumed items 🗹 Exclude	Expired Items 🗹 Inclus	le 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		TMXT0005	OPEN	GC LAB	4	2	20		4/15/2021	E
CalciumOxide	CalciumOxide		CA00001	DISPOSED	MAIN STORE	101	1	20	Mg Kg	4/18/2021	E.
CalciumOxide	CalciumOxide		CA00002	OPEN	GC LAB	101	1	125.5	Kg	4/18/2021	
Hydrogen	Hydrogen		H0001	OPEN	MAIN_STORE	2	5	388	Ltr	8/31/2022	-
MMONIA	AMONNIA		NH0002	OPEN	GC LAB	6	2	125.5	1.0.0	8/31/2022	-
AMMONIA	AMONNIA		NH0002	OPEN	HPLC LAB	6	2	0.1	Kg Kg	8/31/2022	E.
AMMONIA	AMONNIA		NH0003	OPEN	Island store	6	2	100	Kg	8/31/2022	<b>E</b>
AMMONIA	III AMONNIA		NH0004	OPEN	RT_Location	6	2	25.4	Kg	8/31/2022	6
ChromiumA	ChromiumA		CRA0001	BROKEN	MAIN_STORE	500	21	400	Ka	9/15/2022	E
eration Details May	tor,						[		Restoc	Receive Inventory Item Transport to New Location	
	xture Details						[		Restoc	Receive Inventory Item Transport to New Locatio Return to Original Locati	in on
em Code •		Storage Location *			uistion Number	-	[		Restoc	Receive Inventory Item Transport to New Locatio Return to Original Locati Consume Inventory Item	in on
em Code *	sture Details Browse	Storage Location * GC LAB	Browse		utation Number	Вгомае	[		Restoc	Receive Inventory Item Transport to New Locatio Return to Original Locati	n on
Aperation Details Max tem Code * AMMONIA tem Name			Browse	Vendor			1		Restoc	Receive Inventory Item Transport to New Locatio Return to Original Locati Consume Inventory Item	n on
em Code *			Browse			Browne	1		Restoc	Receive Inventory Item Transport to New Locatio Return to Original Locati Consume Inventory Item	n on
em Code   MMMONIA em Name MMONNIA			Browse	Vendor			1		Restoc	Receive Inventory Item Transport to New Locatio Return to Original Locati Consume Inventory Item	in on
em Code * AMMONIA em Name MONNIA Hescription			Bows	Vendor			1		Restoc	Receive Inventory Item Transport to New Locatio Return to Original Locati Consume Inventory Item	in on
em Code * MMMONIA em Name MMONNIA Hesorption		GC LAB	Bons	Vendor Alfa Life Provi		Browse	1		Restoc	Receive Inventory Item Transport to New Locatio Return to Original Locati Consume Inventory Item	in on
em Code * AMMONIA em Name MMONNIA Hesorption et Number * 5		GC LAB Batch Number *	Bross	Vendor Affa Life Provi Guantity *		Browse Storage Unit	1		Restoc	Receive Inventory Item Transport to New Locatio Return to Original Locati Consume Inventory Item	in on
m Code * MMONIA m Name MONNIA escription at Number * piration Date		GC LAB Batch Number * 2	Browse	Vendor Affa Life Provis Guantity * 125.5		Browse Storage Unit	1		Restoc	Receive Inventory Item Transport to New Locatio Return to Original Locati Consume Inventory Item	in on
m Code * MMONIA m Name MONNIA escription it Number * ispiration Date B/31/2022	Browse 	GC LAB Batch Number * 2 Price	Boss	Vendor Afa Life Provi Quantity * 125.5 Container ID		Browse Storage Unit	1		Restoc	Receive Inventory Item Transport to New Locatio Return to Original Locati Consume Inventory Item	in on
m Code * MMONIA m Name MONNIA escription it Number * ipiration Date 8/31/2022 C Validation Sample	Browse 	GC LAB Batch Number * 2 Pice 5	Boss	Vendor Afa Life Provi Quantity * 125.5 Container ID 21 Verfied Date		Browse Storage Unit	1		Restoc	Receive Inventory Item Transport to New Locatio Return to Original Locati Consume Inventory Item	in on
em Code • AMMONIA em Name	Browse 	GC LAB Batch Number * 2 Pice 5		Vendor Alfa Life Provid Quantity * 125.5 Container ID 21 Verfied Date		Browse Storage Unit			Restoc	Receive Inventory Item Transport to New Locatio Return to Original Locati Consume Inventory Item	n on

	1		1						
Barcode	Item Code	Storage MAIN_STORE	Expected Quantity	Actual Quantity *	Storage Unit	Expiration Date	Verified By	Verified On	Comments
30002	ItemCode2	MAIN_STORE	40.5	]		8/15/2018		03/15/2021	
40002	ItemCode1	MAIN_STORE	50		gm	8/14/2018		03/15/2021	
40002 B0002	ItemCode2	MAIN_STORE	280.7		gm	8/14/2018		03/15/2021	
D2	Demoltem3	MAIN_STORE	3994		gm K-	8/25/2018		03/15/2021	
		MAIN_STORE	3994		Kg		_	03/15/2021	
D2	Demoltem4	-			Kg	8/25/2018	_		
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		-8500		Kg	9/14/2018		03/15/2021	
D2	DemoPRItem1	MAIN_STORE	200		mg	11/3/2018	_	03/15/2021	
G2	DemoPRItem2	MAIN_STORE	400		mg	9/4/2018		03/15/2021	
A0002	IsHouseTestITem		940		Kg	9/15/2018		03/15/2021	
B0002	IsHouseTestITem		9923		Kg	8/13/2010		03/15/2021	
A0002	IsHouseTestITem		10		Kg	9/15/2018		03/15/2021	
A0002	IsHouseTestITem		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	TestLabellTem	MAIN_STORE	400		Kg	9/20/2018		03/15/2021	
L0004	TestITemADD	MAIN_STORE	0		Kg	8/11/2018		03/15/2021	
M0004	Test/TemAddMixt	MAIN_STORE	5		Kg	8/11/2018		03/15/2021	
B0003	Test/TemAdd1	MAIN_STORE	600		Kg	8/11/2017	-	03/15/2021	
M0005	Test/TemAddMixt		30		Kg	8/12/2018		03/15/2021	
M0006	Test/TemAddMixt		500		Kg	8/12/2018		03/15/2021	
M0008	Test/TemAddMixt		111		Ka	8/12/2018	-	03/15/2021	
M0010	Test/TemAddMixt		16		Kg	8/12/2018		03/15/2021	
M0011	Test/TemAddMixt		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		am	8/3/2018	-	03/15/2021	

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

# 

#### **Inventory Management**



) Manual (	) Scan Barcode Ba	rcode		Display Only Overflow	Stock Records				
larcode	Item Code	Storage	Expected Quantity	Actual Quantity *	Storage Unit	Expiration Date	Verified By	Verified On	Comments
		MAIN_STORE						1	
2	DemoTransaction	MAIN_STORE	-8500		Kg	9/14/2018		03/15/2021	
2640002	Cont2	MAIN_STORE	-210		Gm	1/16/2021		03/15/2021	
3330008	Mix-Gr	MAIN_STORE	-210		Gm	1/21/2021		03/15/2021	
953110011	Bt1	MAIN_STORE	-210		Gm	1/21/2021		03/15/2021	
55dd0007	Mat1	MAIN_STORE	-210		Ltr	8/10/2021		03/15/2021	
52640010	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_XXXX4	Argon	MAIN_STORE	-50		Mg	2/3/2021		03/15/2021	
FFFF3	Item16856	MAIN_STORE	-300		Kg	1/28/2022		03/15/2021	
									Bergerane 20 Fild (11 - e11) b bit
									Rowsperpage 200 <u>.</u> [[4 €   1 of 1   ▶ ▶]

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

# 5. Click Save.

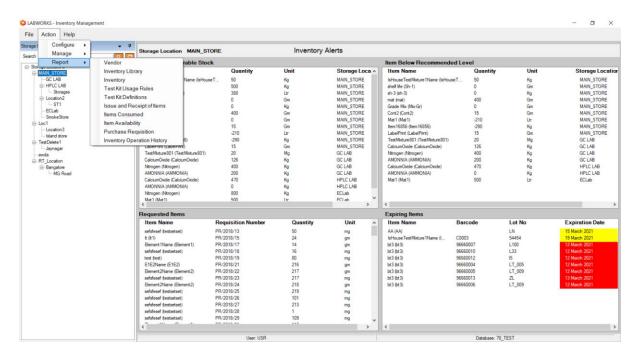
.

**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.



Tell me about report tool bar?

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

	6	S	12	M		×	M	5	X	ŝ	11 <sup>+</sup> -
1	2	3	4	5	6	7	8	9	10	11	12
5 6	. Y . Y . F . P . N	ou c ou c ou c irst p revic ext F ast F	an Ex an Pr an Re an Hi bage Dage Page a cer	int F efres de C Top age of re	Repo sh Re Group of rep	rt eport <b>o Tre</b> oort	e				
1	1. Fi										



#### How can I get list of vendors?

To get Vendor report:

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

🕲 LABWORKS - Vendor 🛛 —		$\times$
Select Report Option		
<ul> <li>Vendor List</li> </ul>		
◯ Vendorwise Item List		
Ok	Cance	

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



🕲 LABWORKS - Vendor Report				_	□ X
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A Main Report					^^
C C D D D D D D D D D D D D D D D D D D			Vendor List		
Gayatri_001	Vendor Code	Vendor Name	Vendor Details		
Mayur Mayur_001	А	А			
Mayur_Code002     Meeta     Omkar     Onkar     S1		Address Contact Person Telephone Number	: , State: MAHARASHTRA : Gayatri Pujari :		
[] Sup1 [] Sup2	Amol_001	Amol T.			
test v1 v2 v3 v5 vtt		Address Contact Person Telephone Number	: Mumbai Mumbai, State: A.P India : Amol : 123445		
C WWWW WWWW WWW WWW C Zink Supp	В	В			
D ZZ		Address Contact Person Telephone Number	: , State: MAHARASHTRA : Gayatri Pujari :		
	с	С			
		Address Contact Person Telephone Number	: , State: MAHARASHTRA : Mayur Kendre :		
	D	D			
		Address Contact Person Telephone Number	: Pune Test_City, State MAHARASHTRA India : Mayur Kendre :		
	Dhawal	Dhawal Mokashi			
<>		Address	: Pune Pune, State: Maharashtra India		v
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.

🕲 LABWORKS - Vendor 🛛 —		×
Select Report Option		
◯ Vendor List		
Vendorwise Item List		
Ok	Cancel	

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

🕲 LABWORKS - Vendor Report					-	×
🛃 🕮 😂 🔯 🔯 🚼 🔣 🖌 🔸 🕨	н 1	/5 🏦 🔍 🗸				
Main Report						
Amol_001	1					^
- <u>D</u> P			Vendorwis	e Item List		
Dhawal	Mandan Cada	Vender Name	Them Code	Thomas Nie mag	Dusfamad	
	Vendor Code	Vendor Name	Item Code	Item Name	Preferred	
Mayur	А	Α				
Mayur_001			A4	A4 Item	No	
Meeta						
D Omkar			AM2_Mix	AM2_Mix	Yes	
C Onkar C s1			Mix4	4	No	
🖸 Sup1						
C Sup2	Amol_001	Amol T.				
			Br	Bromide	Yes	
D v2 D v3			DI	Diomide	Tes	
🖸 v5	в	В				
D vtt	D	D				
WWW WWW WWW WWW WWW WWW WWW WWW WW			A7_MIX	A7 Item	No	
			A8	TEST	No	
			AL	Aluminium	No	
	с	С				
			A2	A2 Item	No	
			A2	Az item	NO	
	D	D				
	D	D				
			A9	A9 TEST	No	
			AL	Aluminium	No	
	Dhawal	Dhawal Mokashi				
			A -	0.11		
			Ag	Gold	Yes	
			AL	Aluminium	Yes	
			Ar	Argon	Yes	
			Ar			
	l	10 N C	AI	Argon	Yes	Ŷ
Current Page No.: 1	Tota	l Page No.: 5		Zoom Factor: 100	76	



## 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.

🔯 LABWORKS - Inventory Library	_		×
Select Report Option			
● Item List			
O Item List [Detail]			
O Itemwise Vendor			
Ok		Cancel	

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

A Main Rep	M 1	/4 🏦	<u>~</u> •				
				Iter	n List		
	Item Code	Item Name	Item Type	Allowable Stock	Recommended Stock	Threshold Value (in %)	Manufacturer
	A1	A1 Testing	SUPPLY	100.00 Kg	100.00 Kg	10.00	TEST
	A2	A2 Item	SUPPLY	100.00 Kg	100.00 Kg	5.00	test
	A3 MIX	A3 Item	SUPPLY	100.00 Kg	100.00 Kg	5.00	Test
	_ A4	A4 Item	SUPPLY	100.00 Kg	100.00 Kg	5.00	test
	A5_MIX	A5 item	SUPPLY	100.00 Kg	100.00 Kg	5.00	test
	A6_MIX	A6 Item	SUPPLY	100.00 Kg	100.00 Kg	5.00	TEST
	A7 MIX	A7 Item	SUPPLY	100.00 Kg	100.00 Kg	5.00	test
	A8	TEST	SUPPLY	100.00 Kg	100.00 Kg	5.00	TEST
	A9	A9 TEST	SUPPLY	100.00 Kg	100.00 Kg	5.00	TEST
				0	•		
	Ag	Gold	PURCHA SE	100.00 Kg	200.00 Kg	20.23	Mayur
	AL	Aluminium	ITEM_TY PE	23.00 mg	2.00 mg	1.00	Mayur
	AM1	AM1	SUPPLY	100.00 Kg	100.00 Kg	4.00	AM1
	AM2	AM2	SUPPLY	100.00 Kg	100.00 Kg	5.00	AM2
	AM2_Mix	AM2_Mix	SUPPLY	100.10 Kg	100.55 Kg	0.00	AM2_Mix
	Ar	Argon	PURCHA SE	23.22 MI	3.23 MI	52.03	Mical
	Br	Bromide	PURCHA SE	3.00 Mg	2.00 Mg	1.00	Mayur
	C1	Carbon	ITEM_TY PE	50.00 Lit	2.00 Lit	1.00	Test
	C2	Test C2	SUPPLY	12.00 mg	12.00 mg	12.00	Mayur
	Carbon	Carbon	SUPPLY	3.02 MI	3.20 MI	1.23	Mayur
~	Carbon_00 1	Carbon	PURCHA SE	50.00 MI	50.00 MI	50.00	Mayur
		Total Page No.: 4	CUDDLY	2.02.14	C 22 MI	040-20 om Factor: 100%	Cod

#### 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.

🕲 LABWORKS - Inventory 🛛 —									
Select Report Option									
Overall Inventory									
Storage Locationwise Inventory									
Ok	Cancel								
OK	Cancel								

Select Overall Inventory or Storage Locationwise Inventory.

🕲 LABWORKS - Inventory Report							>
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	lain Report						
<u>.</u>			Storag	je Locationwi <del>s</del> e	Inventory		
		Storage Location	Item Code	Item Name	Quantity	Unit	
· □ 16 · □ 1,003		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	02	7.00	gm	
			T1	Test1	10.00	ml	
			T2	Test 2	15.00	ml	
			Т3	Test T3	10.00	ml	
			TEST_NEW_ITE	TEST	435.00	Kg	
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🔕 LABWORKS - Inventory Rep	port							- 0	×
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+··· 🚹 1	Main	Report							
									l î
					<b>Overall Invent</b>	ory			
				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	MI		
				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		
irrent 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.

🔕 LABWORKS - Test Kit Report					_		Х
	1 /8 🚜 🔍 🗸						
Acode2_DonoDelete							^
tien D s'						- I	
		Test Kit U	sage Rules				
⊕- D TKA1 ⊕- D TKA10	Configuration Code	Test Kit Name	Item	Quantity	Unit		
⊕ [] TKA11 ⊕ [] TKA2	Acode_DonotDeletelt						
⊕ C TKA20 ⊕ C TKA22		DoNotDeletelt_1					
₩- D TKA23 ₩- D TKA3 ₩- D tka30			A1	50.00	Kg		
⊕ [h] tka32 ⊕ [h] tka33			A2	20.00	Kg		
			Carbon	3.23	Mg		
⊕ ⊡ tka38 ⊕ ⊡ TKA4			ZnHe	3.33	Lit		
⊞… D tka45 ⊕… D tka46	Acode2_DonoDelete						
		DoNotDeletelt_1					
ia D tka51 ia D tka53 ia D tka54			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'						
		DoNotDeletelt_1					
<			A1	50.00	Kg		v
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.

Kit_008         kit_009         asdf         sadf           Kit_101         D1         Default         Test kit for Defaulty           New_Kot         D2         Default 2         Test kit for Default           Test_Kot         DoNotDeletelt         DoNotDeletelt_1		`	/1 🎢 🔍 -		
Test Kit Code     Test Kit Name     Description       Nit_008     asdf     sadf       Nit_009     asdf     asdf       New_sit:     D1     Default       Test Kit Code     Test Kit for Default       Dift     Default     Description goes here.       Kit_001     New Kit     Kit Description goes here.       Kit_005     Kit_005     Test Kit 005       Kit_007     Kit_007     Kit 007       Kit_008     Kit 00     Test Kit 008       Kit_009     Test Kit 009     Test Kit 009       Kit_101     Kit 101     Kit 101       new     new     new       New_Kit     Test Kit 1     Test Kit Description       rest     rest     rest       Test_Kit     Test Kit 1     Test Kit Description       rest     rest     rest       Kit     Test Kit 1     Test Kit Description       rest     rest     rest     rest       Test_Kit     Test Kit 1     Test Kit Description       rest     rest	DoNotDeleteIt Kit_001 Kit_005			Test Kit List	I
MC.009       asdf       asdf       sadf         MKL.011       D1       Default       Test kit for Defaulty         New_JGt       D2       Default 2       Test kit for Default         D2       Default 2       Test kit for Default         Itert.23       DoNotDeletelt_1       Kit 005         Kit.001       New Kit       Kit Description goes here.         Kit.005       Kit_005       Test Kit 005         Kit_007       Kit_007       Kit 007         Kit_008       Kit 00       Test Kit 008         Kit_009       Test Kit 009       Test Kit 009         Kit_101       Kit 101       Kit 101j         new       new       new         New_Kit       Test_Kit 1       Test Kit 008         Kit_101       Kit 101       Kit 101j         new       new       new         New_Kit       Test Kit 1       Test Kit Description         test233       test2       YMWW       YMWW WWW WWW WWW WWW WWWW WWWW WWWW WWW	'Kit_007'	Test Kit Code	Test Kit Name	Description	I
Dew     D1     Default     Test kit for Defaulty       D2     Default 2     Test kit for Default       D2     Default 2     Test kit for Default       Detatt 2     Test kit for Default       D0hotDeletelt     DoNotDeletelt_1       Kit_001     New Kit     Kit Description goes here.       Kit_005     Kit_005     Test Kit 005       Kit_007     Kit_007     Kit 007       'Kit_007     New_kit007     Kit_008       Kit_008     Kit 00     Test Kit 008       Kit_101     Kit 101     Kit 101j       new     new     new       New_Kit     Test Kit 1009     Test Kit 009       Kit_101     Kit 101     Kit 101j       new     new     new       New_Kit     Test Kit 1     Test Kit Description       rest_233     test23     test23     test23	Kit_009	asdf	asdf	sadf	I
j rest tit strikt       D2       Default 2       Test kit for Default         D Test Jüt       DoNotDeletelt       DoNotDeletelt_1         kit_001       New Kit       Kit Description goes here.         Kit_005       Kit_007       Kit_007         Kit_007       Kit_007       Kit 007         Kit_008       Kit 00       Test Kit 008         Kit_009       Test Kit 009       Test Kit 009         Kit_101       Kit 101       Kit 101j         new       new       new         New_Kit       Test Kit 100       Description         rest       Test Kit       Test Kit 101j         new       new       new         New_Kit       Test Kit 1       Test Kit Description         rest233       test2       WWWW       WWWW       WWWW         WWWW       WWWW       WWWW       WWWW       WWWW         New_Kit       Test Kit 1       Test Kit Description         test233       test2       WWWW       WWWW       WWWW         WWWW       WWWW       WWWW       WWWW       WWWW         WWWW       WWWW       WWWW       WWWWWWWWWWWWWWWWWWWWWWWWWWWWWWWWWWWW	new	D1	Default	Test kit for Defaulty	I
betz33       DoNotDeletelt       DoNotDeletelt         WWWW WWWW WWWW       Kit_001       New Kit       Kit Description goes here.         Kit_005       Kit_005       Test Kit 005         Kit_007       Kit_007       Kit 007         'Kit_007'       New_kit007         Kit_008       Kit 00         Kit_101       Kit 100         Kit_101       Kit 101         new       new         New_Kit       Test Kit 009         Kit_101       Kit 101ij         new       new         New_Kit       Test_Kit 101j         new       new         New_Kit       Test Kit 100         rest       Test_Kit         Test_Kit       Test Kit 10         rest       Test_Kit         Test_Kit       Test Kit 1         test233       test2         WWWW       WWWW         WWWW       WWWW         WWWW       WWWW         WWWW       WWWW         WWWW       WWWWW         New_Kit       Test Kit 1         Test_Kit       Test Kit 1         test233       test2         WWWWWWWWWWWW       WWWWWWWWWWWWWWWWWWWWWWWWWWWWWWWWW	rest	D2	Default 2	Test kit for Default	I
Kit_001         New Kit         Kit_Description goes nere.           Kit_005         Kit_007         Kit_007           Kit_007         Kit_007         Kit 007           'Kit_0007'         New_kit007           Kit_008         Kit 00         Test Kit 008           Kit_009         Test Kit 009         Test Kit 009           Kit_101         Kit 101         Kit 101ij           new         new         new           New_Kit         Test_Kit_New         Description           New_Kit         Test Kit 1         Test Kit Description           rest         rest         Test Kit         Test Kit 1           Test_Xit         Test Kit 1         Test Kit Description           rest233         test2         WWWW         WWWW WWWW WWWW WWWW WWWW WWWW WWWW WW		DoNotDeletelt	DoNotDeletelt_1		I
Kit_007         Kit_007         Kit_007         Kit_007           'Kit_007'         New_kit007	wwww.wwww.www	Kit_001	New Kit	Kit Description goes here.	I
'Kit_007'       New_kit007         Kit_008       Kit 00       Test Kit 008         Kit_009       Test Kit 009       Test Kit 009         Kit_101       Kit 101       Kit 101jj         new       new       few         New_Kit       Test_Kit_New       Description         rest       rest       rest         Test_Kit       Test Kit 1       Test Kit Description         test233       test2       WWWW WWWW WWWW WWWW WWWW WWWW WWWW WW		Kit_005	Kit_005	Test Kit 005	I
Kit_008         Kit 00         Test Kit 008           Kit_009         Test Kit 009         Test Kit 009           Kit_101         Kit 101         Kit 101ij           new         new         new           New_Kit         Test_Kit_New         Description           rest         rest         Test_Kit           Test_Kit         Test Kit 10         Test Kit Description           rest_Xit         Test Kit 1         Test Kit Description           test233         test2         WWWWW           WWWWW         WWWWW         WWWWW WWWWW WWWWW WWWWW WWWWW WWWWW WWWW		Kit_007	Kit_007	Kit 007	I
Kit_009         Test Kit 009         Test Kit 009           Kit_101         Kit 101         Kit 101j           new         new         new           New_Kit         Test Kit New         Description           rest         rest         Test Kit Description           rest_Kit         Test Kit 1         Test Kit Description           test233         test2           WWWW         WWWW         WWWW WWWW WWWW WWWW WWWW WWWW           WWWW         WWWW           WWWW         WWWW WWWW WWWW WWWW WWWW WWWW WWWW           WWWW         WWWW           WWWW         WWWW WWWW WWWW WWWW WWWW WWWW WWWW           WWWW         WWWW           WWWW         WWWW WWWW WWWW WWWW WWWW WWWW           WWWW         WWWW           WWWW         WWWWW WWWW WWWW WWWW WWWW WWWW           WWWW         WWWW           WWWW         WWWWW WWWW WWWW WWWW WWWWW WWWW           WWWWW         WWWWW WWWW WWWW WWWWW WWWWW WWWWW           WWWWW         WWWWW           WWWWW         WWWWW WWWWW WWWWW WWWWWWWWWWWWWWWWWWW		'Kit_007'	New_kit007		I
Kit_101       Kit 101       Kit 101ij         new       new       new         New_Kit       Test_Kit_New       Description         rest       rest         Test_Kit       Test Kit 1         test233       test2         WWWW       WWWW         WWWW       WWWWW         WWWWW       WWWWW         WWWWW       WWWWW         WWWWW       WWWWW         WWWWW       WWWWW         WWWWW       WWWWW         WWWWW		Kit_008	Kit 00	Test Kit 008	I
new       new         new_Kit       Test_Kit_New       Description         rest       rest         Test_Kit       Test Kit 1       Test Kit Description         test233       test2         WWWW       WWWW       WWWW WWWW WWWW WWWW WWWW WWWW WWWW         WWWW       WWWW         WWWWW       WWWW         WWWWW       WWWWW         WWWWW       WWWWW       WWWWW		Kit_009	Test Kit 009	Test Kit 009	I
New_Kit       Test_Kit_New       Description         rest       rest         Test_Kit       Test Kit 1         test233       test2         WWWW       WWWW         WWWWW       WWWW         WWWWW       WWWW         WWWWW       WWWWW         WWWWW       WWWWW         WWWWW		Kit_101	Kit 101	Kit 101ij	I
rest       rest         Test_Kit       Test Kit 1         test233       test2         WWWW       WWWW         WWWWW       WWWW		new	new	new	I
Test_Kit         Test Kit 1         Test Kit Description           test233         test2           WWWW         WWWW WWWW WWWW WWWW WWWW WWWW WWWW WW		New_Kit	Test_Kit_New	Description	I
test233         test2           WWWW         WWWW <t< td=""><td></td><td>rest</td><td>rest</td><td></td><td>I</td></t<>		rest	rest		I
		Test_Kit	Test Kit 1	Test Kit Description	I
		test233	test2		I
			WWWW WWWW WWWW		
nt Page No.: 1 Total Page No.: 1 Zoom Factor: 100%					l

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.

🔕 LABWORKS - Issue And Receipt 🛛 —	
Select Report Option	
Vendor	Browse
O Issued From	Browse
То	Browse
Start Date End Date	
2018-09-11 🗐 🕶 2018-09-1	1 💷
Ok	Cancel



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

🔕 LABWORKS - Issue And Receipt Report						- 0 ×	<
		1 🖓 🔍 -					
TEST(TEST_NEW_ITEM)     Main Repo	rt						
			0 h h h h h h				^
			n Supplied By Vendo				
		From	1 2018-07-01 To 201			_	
	Item Code	Item Name	Lot Number	Quantity	Unit	_	
	TEST_NEW_ITEM	TEST					
			453	435.00	Kg		
							~
Current Page No.: 1	Total Pag	ge No.: 1		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	5 - Items Con	sumed —							
Select Report Option									
From Date	2018-09-11								
To Date	2018-09-11								
		Ok	Cancel						

- 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					-	- [	Х
🛃 😂 😂 🔯 🕐 🚼 🕐 🔸 🔸		Ma 🔍 •					
GC LAB Main Report MAIN_STORE Storage Location 68							ľ
		Items Consume	d - Storage Locatio	onwise		1	
		From 2018	-07-01 To 2018-09-1	1			
	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	www.w www.w	10.00	No.		
	Storage Location 68	ł					
		A2	A2 Item	0.00	Kg		
Current Page No.: 1	Total Page I	No.: 1	Zo	om 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.

ಛ LABWORKS - Item Availability	—		×
Select Report Option			
Item	Browse	2	
0	k	Cancel	

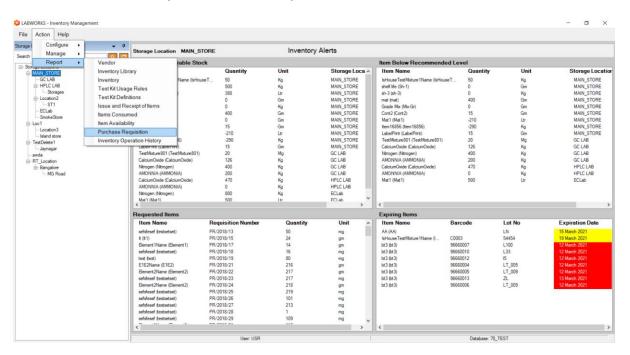
- 2. Enter Item and click **Browse**.
- 3. Click **OK**. The *Report* is displayed.

LABWORKS - Item Availability Report					- 0	×
🖆 🕾 🖹   🕐 🚼   H 🔺 🔸		§ €, -				
Main Repor	t					
						Â
		Item/	Availability			
	Item Code	Item Name	Quantity	Storage Unit		
	H2O	Water	709.00	Mg		
	<u> </u>					~
Current Page No.: 1	Total Page N	o.: 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.

🔕 LABWORKS - Pure	chase Requisition	_	
Select Report Option	n		
Requisition Number	PR/2018/105 PR/2018/104		···· ×
	[	Ok	Cancel

Select PR Numbers and click OK

ORKS - Purchase Requ		£ •								-	٥
R/2020/147	Main Report	and set .									
R/2020/148 R/2020/149									1		
				Pu	rchase Requisiti	ion		Π			
		Requisiti	on Number	PR/2020/14	7						
		Needed B	şγ	06-01-2020							
		Estimate	d Cost	100.00							
		Order Nu	mber								
		Order Da	te								
		Status		NEW							
		Special I	nstructions	f							
		Item Cod	e Item Name	Manufacturer	Vendor Code	Vendor Name	Expected Quantity				
		Brass	Brass_Name	Manufacturer_D	LabTech	Lab Tech India Ltd.	100.00				
		Requisiti	on Number	PR/2020/14	8						
		Needed E	lγ.	28-05-2020							
		Estimate	d Cost	25000.00							
		Order Nu	mber								
		Order Da	te								
		Status		NEW							
		Special I	nstructions								
		Item Cod	e Item Name	Manufacturer	Vendor Code	Vendor Name	Expected Quantity				
		OIL	Crude OIL	Pan	Sup3	Sup3 Name123456789123	50.00				
: No.: 1		Total Pag	e No.: 2			Zoom Fact	or: 100%				

How can I check Inventory Operation History?

To check available items:-

1. Click Action > Report > Inventory Operation History

🔕 LABWORKS - Inventory Operation History	- 🗆	×
Select Report Option		
Storage Location	Browse	
Item Code	~	
Batch Number	~	
0	k Cance	el

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

🕲 LABWORKS - Inve	ntory Operation	History ·	_		$\times$
Select Report Option	1				
Storage Location	MAIN_STORE			Browse	
Item Code	Mix-Gr			$\sim$	
Batch Number	HL_BL			~	
		Ok		Cancel	

2	LA	B	W	0	R	Κ	S	
				-			-	

3r	4 → H 1 /1 ∰ €, - Main Report			_	_			_	
				Inventory Ope	ration Hist	ory			
	n	em Code	N	/lix-Gr			-		
	n	em Name	G	Grade Mix					
	В	atch Number	H	4L					
	u u	ot Number	E	3L					
	Bar	code	33330011				4		
	Ope	rations	Source	Destination	Quantity	Transaction Date Comments			
	Re	ceipt	MAIN_STORE	MAIN_STORE	500.00	14-10-2020			
		QC Batched nsumption	MAIN_STORE	Auto Consumption	-250.00	16-10-2020			
		QC Batched nsumption	MAIN_STORE	Auto Consumption	-100.00	16-10-2020			
		QC Batched nsumption	MAIN_STORE	Auto Consumption	-151.00	16-10-2020			
		nual Stock conciliation	MAIN_STORE	MAIN_STORE	111.00	16-10-2020			
	Kit	Consumption	MAIN_STORE	Auto Consumption	-100.00	16-10-2020			
		nual Stock conciliation	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			
		nual Stock conciliation	MAIN_STORE	MAIN_STORE	90.00	19-10-2020			

#### Alerts

#### In LABWORKS Inventory Management displays alert window on dashboard

ile Action Help											
rage Locations		DRE	Inventory	Alerts							
arch	Item Below Allowable Stock	k			Item Below Recommended Level						
- Storage Locations	Item Name	Quantity	Unit	Storage Loca ^	Item Name	Quantity	Unit	Storage Locat			
E-Loc1	IsHouse Test Mixture 1Name (IsHouse	T 50	Ka	MAIN STORE	IsHouseTestMoture1Name (IsHouseT		Kg	MAIN STORE			
TestDelete1	Ntrogen (Ntrogen)	500	Kg	MAIN_STORE	shef life (Sh-1)	0	Gm	MAIN_STORE			
awda	Hydrogen (Hydrogen)	388	Ltr	MAIN STORE	sh-3 (sh-3)	0	Kg	MAIN STORE			
- RT Location	shef life (Sh-1)	0	Gm	MAIN_STORE	mat (mat)	400	Gm	MAIN STORE			
	sh-3 (sh-3)	0	Kg	MAIN_STORE	Grade Mix (Mix-Gr)	0	Gm	MAIN_STORE			
	mat (mat)	400	Gm	MAIN_STORE	Cont2 (Cont2)	15	Gm	MAIN_STORE			
		400	Gm			-210	Ltr				
	Grade Mix (Mix-Gr)			MAIN_STORE	Mat1 (Mat1)			MAIN_STORE			
	Cont2 (Cont2)	15	Gm	MAIN_STORE	Item 16856 (Item 16856)	-290	Kg	MAIN_STORE			
	Mat1 (Mat1)	-210	Ltr	MAIN_STORE	LabelPrint (LabelPrint)	15	Gm	MAIN_STORE			
	Item 16856 (Item 16856)	-290	Ka	MAIN_STORE	TestMixture801 (TestMixture801)	20	Mg	GC LAB			
	LabelPrint (LabelPrint)	15	Gm	MAIN_STORE	CalciumOxide (CalciumOxide)	126	Kg	GC LAB			
	TestMixture801 (TestMixture801)	20	Mg	GC LAB	Ntrogen (Ntrogen)	400	Kg	GC LAB			
	CalciumOxide (CalciumOxide)	126	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 ab Y							
	¢			>	<						
	Requested Items				Expiring Items						
	Item Name	Requisition Number	Quantity	Unit ^	Item Name	Barcode	Lot No	Expiration Date			
	sefsfesef (testsetset)	PR/2018/13	50	mg	AA (AA)		LN	15 March 2021			
	It (It 1)	PR/2018/15	24	gm	IsHouseTestMixture1Name (I 0	0003	54454	19 March 2021			
	Bement 1Name (Bement 1)	PR/2018/17	14	gm	bt3 (bt3) 5	6660007	L100	12 March 2021			
	sefsfesef (testsetset)	PR/2018/18	16	mg	bt3 (bt3)	6660010	L33	12 March 2021			
	test ftest)	PR/2018/19	80	mg	bt3 (bt3)	6660012	15	12 March 2021			
	E1E2Name (E1E2)	PR/2018/21	216	gm	bt3 (bt3)	6660004	LT 005	12 March 2021			
	Element2Name (Element2)	PR/2018/22	217	am	bt3 (bt3)	6660005	LT 009	12 March 2021			
	sefsfesef (testsetset)	PR/2018/23	217	mg		6660013	ZL	13 March 2021			
	Element2Name (Element2)	PR/2018/24	218	am		6660006	LT 009	12 March 2021			
	sefsfesef (testsetset)	PR/2018/25	219	mg	013 (013)	1000000	C1_000	TE MOREN EVEL			
	setsteset (estsetset) setsfeset (testsetset)	PR/2018/25	101	mg							
	sefsfesef (testsetset)	PR/2018/27	213								
			213	mg							
	sefsfesef (testsetset)	PR/2018/28		mg							
	sefsfesef (testsetset)	PR/2018/29	109	mg v							
				>	<						

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

# Inventory Management

# **QLABWORKS**

Action Help								
	Storage Location MAIN_STO	RE	Inventory	Alerts				
h	Item Below Allowable Stock				Item Below Recommended	Level		
Torage Locations	Item Name	Quantity	Unit	Storage Loca ^	Item Name	Quantity	Unit	Storage Loca
0-Loc1	IsHouse Test Mature 1Name (IsHouse	T 50	Kg	MAIN STORE	IsHouseTestMoture1Name (IsHouse	T 50	Ka	MAIN STORE
TestDelete1	Ntrogen (Ntrogen)	500	Kg	MAIN STORE	shelf life (Sh-1)	0	Gm	MAIN_STORE
awda	Hydrogen (Hydrogen)	388	Ltr	MAIN STORE	sh-3 (sh-3)	0	Kg	MAIN STORE
RT_Location	shef life (Sh-1)	0	Gm	MAIN_STORE	mat (mat)	400	Gm	MAIN_STORE
	sh-3 (sh-3)	0	Kg	MAIN_STORE	Grade Mix (Mix-Gr)	0	Gm	MAIN STORE
	mat (mat)	400	Gm	MAIN STORE	Cont2 (Cont2)	15	Gm	MAIN STORE
	Grade Mix (Mix-Gr)	0	Gm	MAIN_STORE	Mat 1 (Mat 1)	-210	Ltr	MAIN_STORE
	Cont2 (Cont2)	15	Gm	MAIN_STORE	Item 16856 (Item 16856)	-290	Ka	MAIN_STORE
	Mat1 (Mat1)	-210	Ltr	MAIN STORE	LabelPrint (LabelPrint)	15	Gm	MAIN STORE
	item 16856 (item 16856)	-290	Kg	MAIN_STORE	TestMoture801 (TestMoture801)	20	Mg	GC LAB
	LabelPrint (LabelPrint)	15	Gm	MAIN_STORE	CalciumOxide (CalciumOxide)	126	Kg	GC LAB
	TestMixture801 (TestMixture801)	20	Mg	GC LAB	Nitrogen (Nitrogen)	400	Kg	GC LAB
	CalciumOxide (CalciumOxide)	126	Kg	GC LAB	AMONNIA (AMMONIA)	200	Ka	GC LAB
	Ntrogen (Ntrogen)	400		GC LAB	CalciumOxide (CalciumOxide)	470	Ka	HPLC LAB
	AMONNIA (AMMONIA)	200	Kg	GC LAB	AMONNIA (AMMONIA)	470	Ka	HPLC LAB
	CalciumOxide (CalciumOxide)	470	Kg Ka	HPLC LAB	Mat1 (Mat1)	500	Ltr	ECLab
	AMONNIA (AMMONIA)	470		HPLC LAB	Mat I (Mat I)	500	Ltr	ECLab
			Kg					
	Nitrogen (Nitrogen)	800	Kg	ECLab				
	Mat1 (Mat1)	500	l tr	FCI ah	<			
	Requested Items				Expiring Items			
	Item Name	Requisition Number	Quantity	Unit ^		Barcode	Lot No	Expiration Date
	sefsfesef (testsetset)	PR/2018/13	50	mg	AA (AA)		LN	15 March 2021
	k (k1)	PR/2018/15	24	am	IsHouseTestMixture1Name (	C0003	54454	19 March 2021
	Element 1Name (Element 1)	PR/2018/17	14	am	bt3 (bt3)	96660007	L100	12 March 2021
	sefsfesef (testsetset)	PB/2018/18	16	mg	bt3 (bt3)	96660010	L33	12 March 2021
	test (test)	PR/2018/19	80	mg	bt3 (bt3)	96660012	15	12 March 2021
	E1E2Name (E1E2)	PR/2018/21	216	gm	bt3 (bt3)	96660004	LT 005	12 March 2021
	Bement2Name (Bement2)	PR/2018/22	217	gm	bt3 (bt3)	96660005	LT_009	12 March 2021
	sefsfesef (testsetset)	PR/2018/23	217	mg		96660013	ZL	13 March 2021
	Element2Name (Element2)	PR/2018/24	218	gm		96660006	LT 009	12 March 2021
	sefsfesef (testsetset)	PR/2018/25	219	mg				
	setsteset (essetset)	PR/2018/26	101	mg				
	setsfesef (testsetset)	PR/2018/27	213	mg				
	setsteset (testsetset)	PR/2018/28	1	mg				
	setsteset (estsetset)	PR/2018/28 PR/2018/29	109	mg mg				
	servese (essetset)	PR/2016/23	103	my v	<			