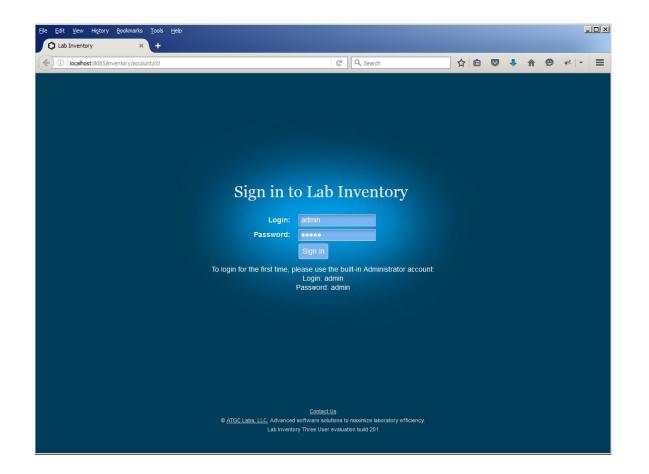
Lab Inventory Quick Start Guide





When logging in for the first time, login name and password for the default administrator login are both admin.



Complete Order Orders Calendar Browse Catalog Statistics Complete Order Orders Calendar Browse Catalog Statistics
Complete Order Orders Calendar Browse Catalog Statistics Type Barcode
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Catalog Number Vendor Regulation Barcode Quanti Units Location Update Date
29186-106 VWR 30
29186-010 VWR 32
29186-105 VWR 32
Image:
6
30-2002 ATCC 45
30-2005 ATCC 40
30-2008 ATCC 45
30-2007 ATCC 45
N-4888 Sigma 40
31985-070 Invitrogen 43
258
29442-038 VWR 42
29444-580 VWR 42
29444-094 VWR 32
on 🍽 Annotation 🕲 Notifications 💿 Scheduling 💷 Regulations 🔳 Notes 📾 Documents & Images 1 - 28 of 21
29442-038 VWR 42 42 29444-580 VWR 42 42 29444-094 VWR 32 42

You are directed to the Inventory tab after logging in. The Inventory tab serves as the starting point for the Lab Inventory System. The Inventory tab allows you to view a list of items that have been entered into the system and change the number of items.



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Microplates -	4																		
12 well, flat bott	omed			29442-038	v	WR						42							
24 well, flat bott	omed			29444-580	V	WR						42							
384 TC clear sol	id			29444-094	V	WR						32							
6 well , flat botto	omed			29442-036	v	WR						32							
												148							
Serological Pi	pettes - 3	3																	
10ml serological	pipette			29443-047		WR						34							
25ml serological	pipette			29443-049		WR						33							
50ml serological	pipette			29443-051	v	WR				_		31							
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Storage Bottle								_											_
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					Lab Inve	entory '	Three User	evaluat	ion build 201	60 da	ys left								

A list of items can be filtered by criteria at the top of the Inventory grid. You may order items by pressing a column name.

Inventory Kits Purchase Complete Order Orders Calendar Browse Catalog Statistics Type Barcode Select a row and type the number of items you take, press Enter Catalog Number Vendor Regulation Barcode Quanti Units Location Update Date Ifficipates - 4 29442-038 VWR Ificipate Ificip) i localhost:8085/inventory/in	ventory?task=1				C Q Searc	h	1	☆│自	S 🕇 .	^ 9	* -	
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S well, flat bottomed 2942-036 VWR 32 0 0 B serological Pipettes - 3 148 0 0 25ml serological pipette 12 0 0 Dom serological pipette 12 0 0 Packaging 5/Bag 0 0 0 130ml storage bottle 0 0 0 Werking Volume 0.8-1.1 ml 0 0	24 well, flat bottomed												
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© ATGC Labs, LLC. Advanced software solutions to maximize laboratory efficiency.				Lab Inver	itory mree User	evaluation build 201 6	o days left						
© ATGC Labs, LLC. Advanced software solutions to maximize laboratory efficiency.													

Select an item and press the Annotation button at the bottom of the screen. The system opens a window with custom information.



Inventory Kit				Help					English 🕶	Admin 🔅	Sign
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6 well , flat bottomed 96 well cell bind			29442-036 66025-626								
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Miscellaneous - 4											_
25ml Reagent Reserve	oir		89094-672								
3M N100 and P100 Filt		espirators	19-037-35								
Eppendorf* Flex-Tube											
MF75 Disposable Filter	r Units, 500ml,0.20	um	09-741-05								
Reagents - 1											
MTS reagent (CellTite	r 96Ã,® AQueous	One Solı	G3581								
Serological Pipettes	5 - 5							Update Loca	ation Close		
10ml serological pipet			29443-04			1				14	-
25ml serological pinet © Toggle Categories			29443-049 notation		a Scheduling	Regulations Note	es 🕞 Documents I	33 A Images		1 - 2	8 of 28

Open Inventory tab and select an item. In the navigation bar press the Update Location button. The system opens the Locations window. Type item's location and press Update Location button.



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Lab Inventory allows to add notes and comments to items, orders, vendors and other elements of the system. Open Inventory tab and select an item. In the navigation bar press the Notes button. The system opens the Item Notes window.



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12 well, flat bo			29442-		VWR		1234567	42			
24 well, flat bo			29444-		VWR			42			
384 TC clear s	blid		29444-	094	VWR			32			
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Lab Inventory allows to attach Word documents, Excel, PDF, images, and text files to items, orders, vendors and other elements of the system. Open Inventory tab and select an item. In the navigation bar press Documents & Images button, select a document status and upload a file for this item.



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	© ATGC Labs, LLC	Conditions of Use Privacy Advanced software solu ventory Three User evaluat	tions to maximize lab		iciency.					

Automatic item notifications allow to deliver a message to a recipient at a given time. Item Notification can be used for equipment maintenance schedule and tasks notifications.



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T75 culture flasks		29186-105	VWR			32			
						94			
Cell Culture media	and components - 6	i							
Dulbecco's Modified E	agle's Medium	30-2002	ATCC			45			
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McCoy's 5A Medium		30-2007	ATCC			45			
Nutrient Mixture F-12	ham	N-4888	Sigma			40			
Optimem		31985-070	Invitrogen			43			
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Microplates - 5									
12 well, flat bottomed	1	29442-038	VWR		1234567	42			
24 well, flat bottomed	1	29444-580	VWR			42			
384 TC clear solid		29444-094	VWR			32			
© Toggle Categories	Ø Update Locatio	n 🍽 Annotation 🔘 No	ifications 💿 Scheduling	🔲 Regulations 📗 Note	es 🕒 Documents & I	mages			1 - 28 of 28
			s, LLC. Advanced softw	Privacy Policy Contain vare solutions to maxim r evaluation build 201 (ize laboratory efficie	ncy.			

Update the number of items.

Select a row and type the number of items you take and press Enter. The system updates the number of items left to handle.



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T75 culture flask				29186-105		VWR	-		32				-		
175 culture has	6			20100 100					94						-
Cell Culture m	edia and	components -	6												1
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									258						1
Microplates -	5														
12 well, flat bott	omed			29442-038	1	VWR			42						
24 well, flat bott	omed			29444-580	1	VWR			42						
384 TC clear sol	id			29444-094	1	VWR			32						
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96 well cell bind		Update Locati	on ∣≋ Ar	66025-626	otification	vwR Scheduling Conditions of Use	Regulations Note Privacy Policy Contac	t Us	35 183 mages				1	- 28	of

A user with Administrator or Manager System Access right can switch to the Administration menu.



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Select the Administration menu and open Items tab.



Vendui VVR	Serological Pipettes 5 2013-02-24 19:09 Admin Btorage Bottles 4 2013-02-24 19:09 Admin Add Category / Edit Category Diview Category Support Edit Item X Description 12 well, flat bottomed (*) Catalog Number 29442-038 Vendor VR Vendor VWR Image: Category Diview	i localhost:8085/inventory/m	inageInventory?	task=3		C	Q Search		z	1		+	â	Ø	* -	1
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Add Category * Edit Category * View Category * Suppressed Add Category * Edit Category * View Category * Suppressed Select Item Description * Catalog Nur Vendor 12 well, flat bottomed 29442-038 VWR 24 well, flat bottomed 29442-038 VWR G well , flat bottomed 29442-036 VWR 6 well , flat bottomed 29442-036 VWR Wints Expiration Builing Rate Builing Rate Suggested Price will be replaced by the Order Price	Add Category * Edit Category * View Category * Super Section * Catalog Num Vendor 12 well, flat bottomed 29442-038 VWR 24 well, flat bottomed 29442-038 VWR 24 well, flat bottomed 29442-036 VWR 24 well, flat bottomed 29442-036 VWR 86 well cell bind 66025-626 VWR Billing Rate Billing Rate Catalog Num Vendor Suppersed Catalog Num Vendor 12 well, flat bottomed 29442-036 VWR Barcode 1234567 Quantity 42 (*) Units Billing Rate Billing Rate Billing Rate Suppersed Price Location				Edit Item								×			
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Select a category, select an item and press Edit Item button. The system opens the Edit Item window. Fill out barcode field and press Submit button.



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Switch back to the Inventory menu. Barcode Search field is located in the top right corner of the system. Type a barcode and select suggested barcode from drop down list. The system opens item view window with item information.



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Select the Administration menu and open the Kit Builder tab. Add a new collection kit and add collection items to a kit.



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Switch to the Inventory menu. Open the Kits tab, select a collection kit and press Take Collection Kit button at the bottom of the screen. The system opens Take Collection Kit window with item's category, number of items to use, name, catalog number, barcode and location. Press Take Kit button to take items.



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The system automatically places expired items or items with count less than threshold in the Purchase tab.



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Open the Purchase tab and select an expired item. Press Select Items button at the bottom of the screen. You may select multiple items to make a purchase.



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The system opens a grid with selected items. Select a row and type quantity of items to purchase, price, P.O. number, order date. Press Enter. Press Place Orders button.



The system moves purchased items to Complete Order tab. Open Complete Order tab. Select an order and press Select Orders button at the bottom. You may select multiple items to complete an order. A user may update order completion date. Press Complete Order button.



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The system saves information. Completed orders are placed in the Orders tab.



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Open the Statistics tab. The Lab Inventory System displays line charts and Items Usage Statistics grid. The user can narrow down the selection by adding search criteria from the text fields as well as filter statistics.



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Select the Administration menu and open the Parameters tab. To add new parameters (columns), press Add Parameter button in the navigation bar.



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12 well, flat bottomed	29442-038	VWR				42					
24 well, flat bottomed	29444-580	VWR				42					
384 TC clear solid	29444-094	VWR				32					
5 well , flat bottomed	29442-036	VWR				32					
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Switch to the Inventory menu. A new column was added in the Inventory tab in the right side of the grid.



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Select the Administration menu and open the Items tab. Select a category, select an item and press Edit Item button. Fill out a new custom column and press Submit button.



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	Demo	Microplates	24 well, flat bottomed	29444-580	VWR		42	20					4 19:05
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Select the Administration menu and open the Imported Data tab. To change item's vendor, select items in the Imported Data grid. Select a vendor and press Change button. The system changes vendor for selected items.



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To modify item's information, select items and press the Edit Items button in the navigation bar. Select the checkboxes of the fields you want to change and fill out the fields. Press Save button. The system modifies information for selected items.



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Select the Administration menu and open the Users tab. To add user account press Add User Account button in the navigation bar.



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A user with Owner laboratory access level has complete access to the laboratory. An administrator can change laboratory access level from Users tab. Select a user. In the Select Laboratory section select a laboratory and press Change Access Level button.



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Lab Inventory supports multiple independent data sets, laboratories. Select the Administration menu and open the Labs tab. Add a new laboratory.



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To manage laboratory access and access levels select a laboratory and press the Assign Users button. Select users and Laboratory Access Level and press Assign button.



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To switch between laboratories, press the laboratory name in the top of the screen. Select a laboratory and the system will switch to the selected laboratory.



Lab Inventory	Demo 👻 Purchase	Adm	ninistration	Help							
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Cell Culture media and components			DMEM-F12			30-2006		ATCC			
Kits			Dulbecco's	Modified Eagl	e's Medium	30-2002	20.00	ATCC			
Microplates			🗆 емем			30-2003	17.00	ATCC			
Miscellaneous			Ethanol 19) Proof		200057-546	247.05	VWR			
Serological Pipettes			Freestyle C	но		12651-014	74.00	GIBCO			
Storage Bottles			Geneticin			10131-027	454.26	Invitrogen			
			Gentamicin	; 10X10ml		15750-078	403.00	Invitrogen			
		-	Glo-Lysis			E2661	56.00	Promega			_
			Interleukin			i7908-10KU	190.00	Sigma			_
			Iscove's Mo		co's medium	30-2005	21.00	ATCC			
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For more information please read Lab Inventory User Guide, select the Help link.



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Do you have any Questions, Comments or Suggestions for us? Please feel free to contact us at support@atgclabs.com

