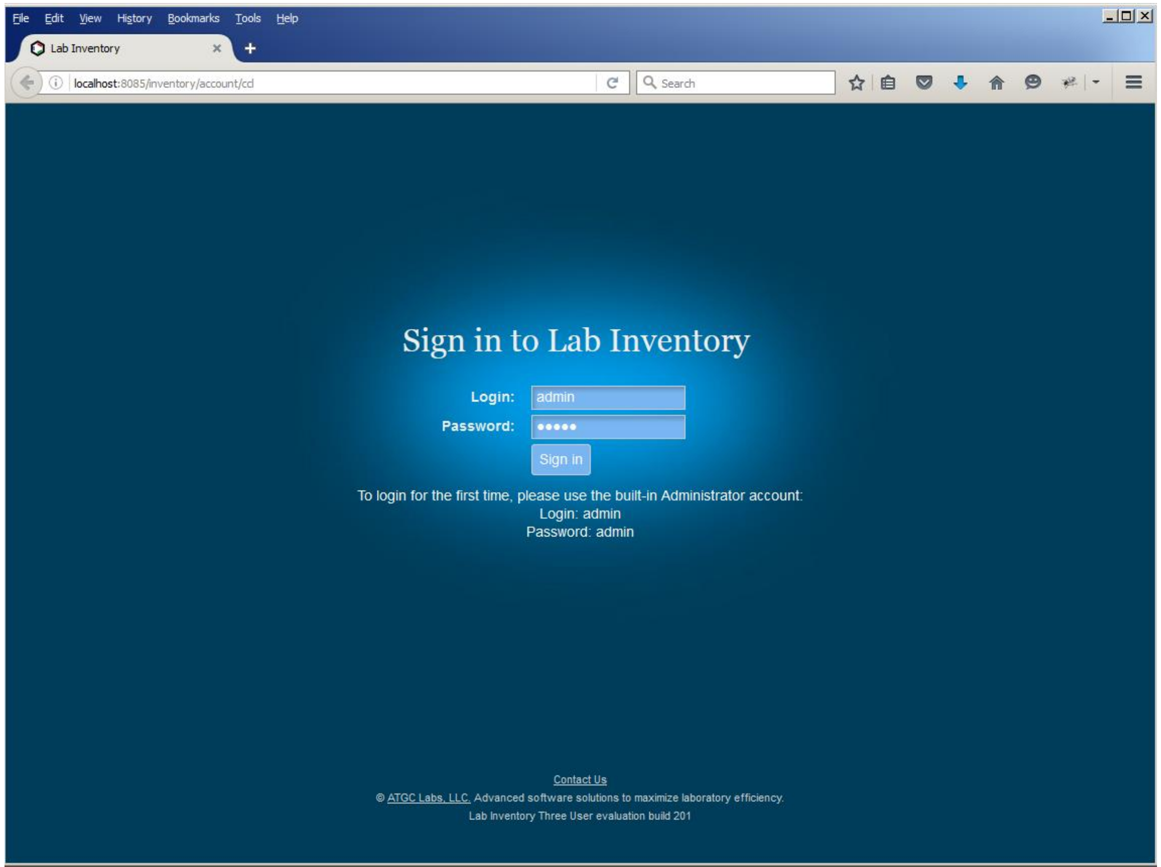
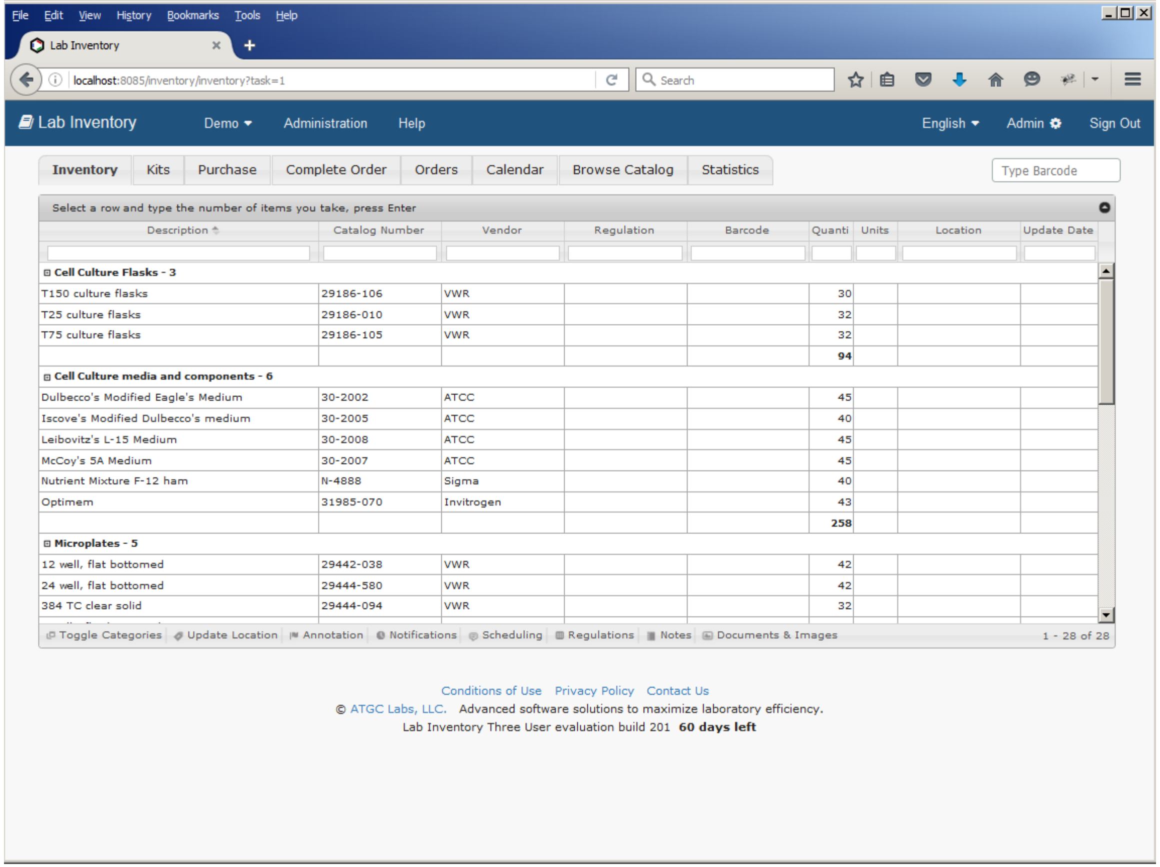
Lab Inventory Quick Start Guide

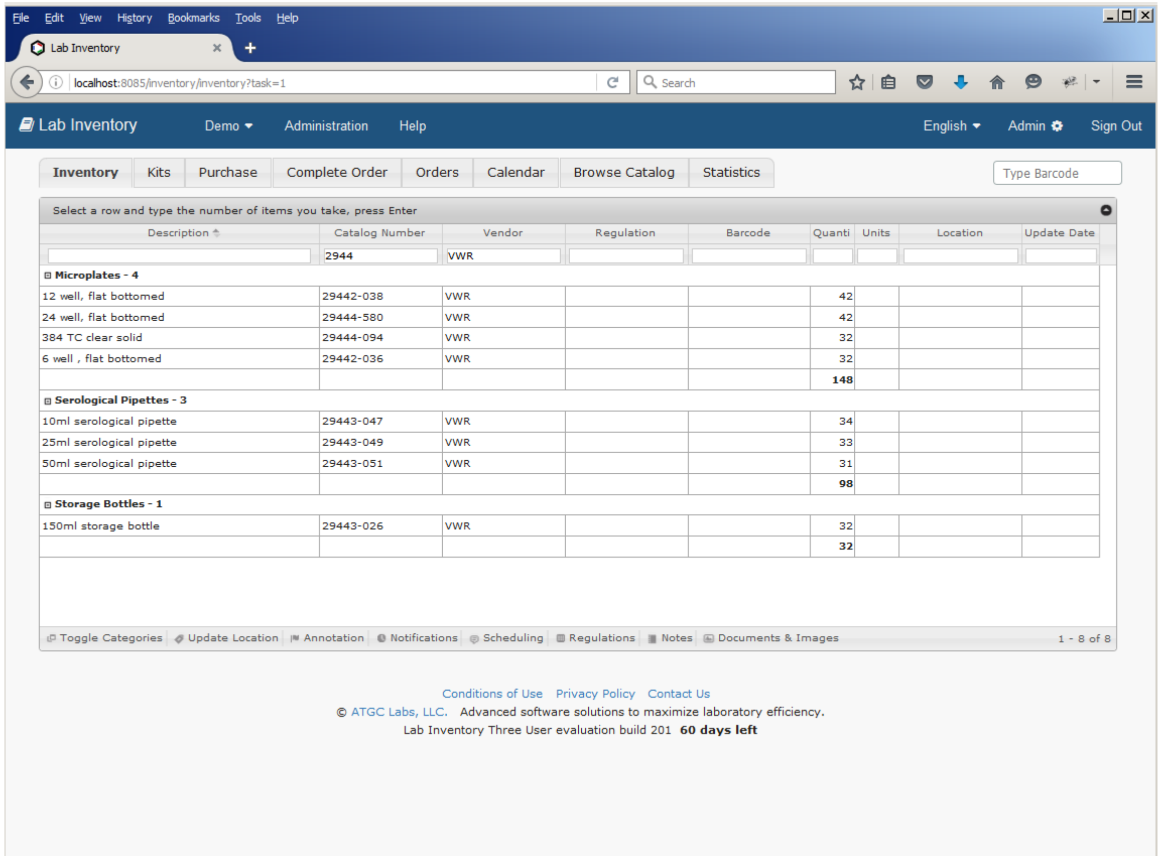
ATGC Labs®



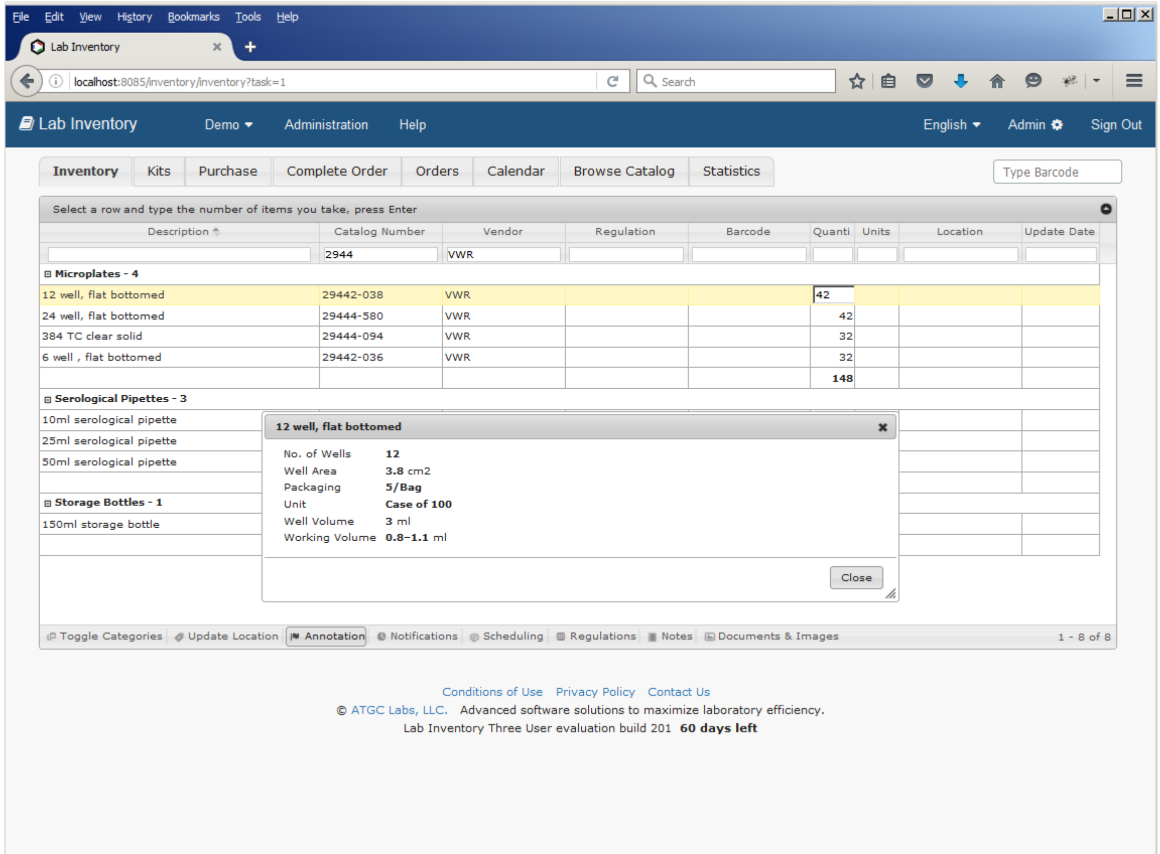
When logging in for the first time, login name and password for the default administrator login are both admin.



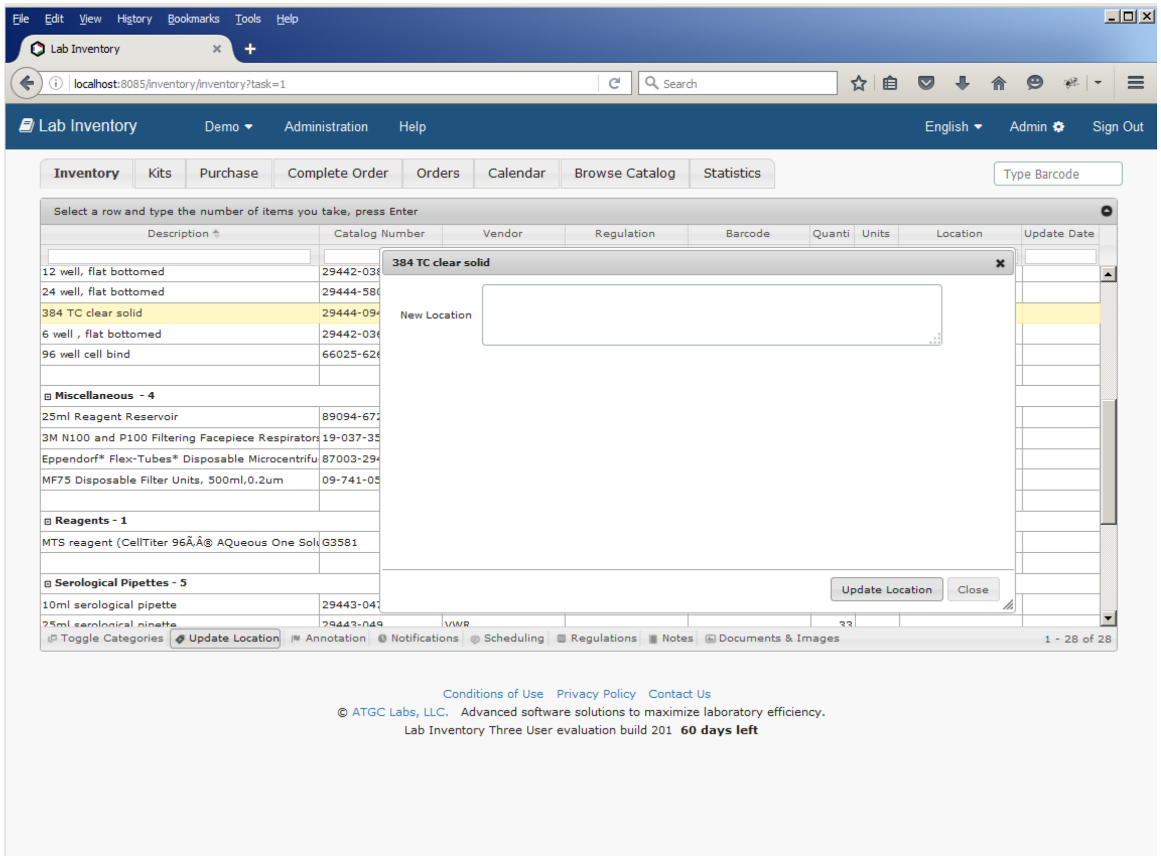
You are directed to the Inventory tab after logging in. The Inventory tab serves as the starting point for the Lab Inventory System. The Inventory tab allows you to view a list of items that have been entered into the system and change the number of items.



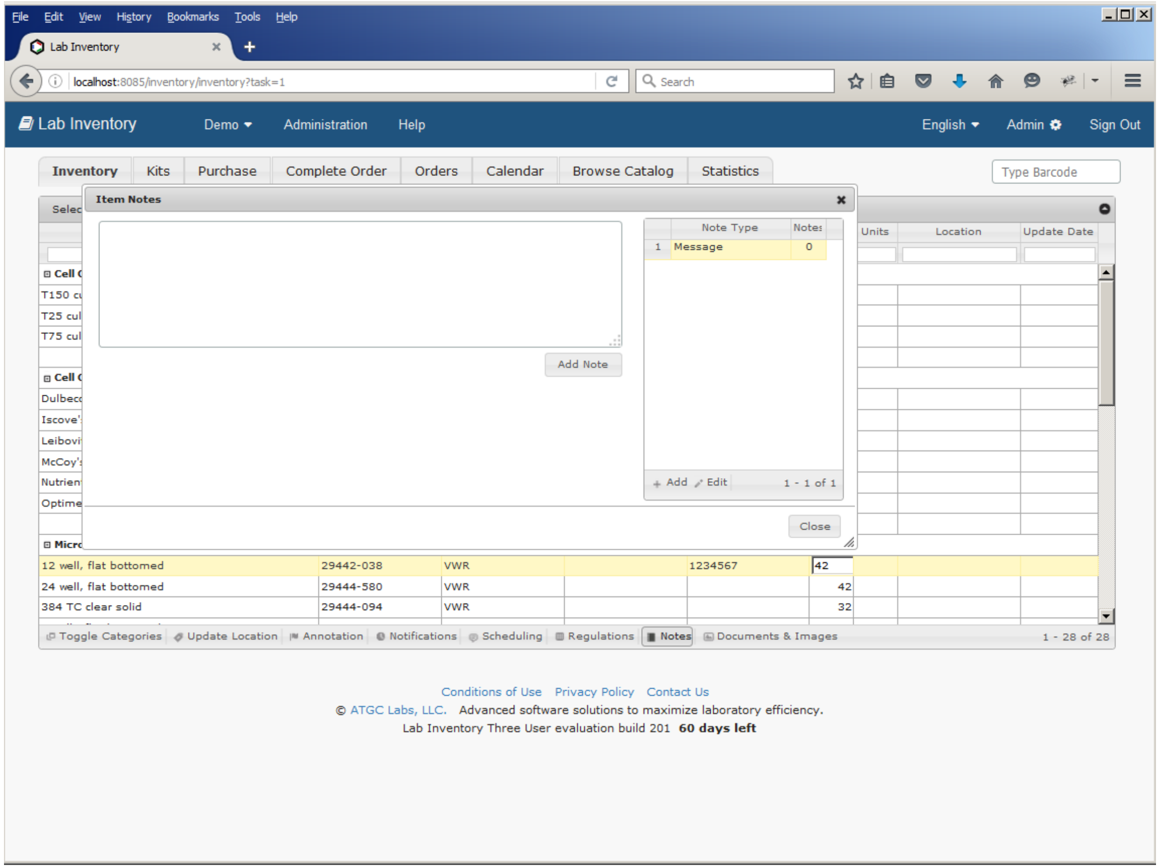
A list of items can be filtered by criteria at the top of the Inventory grid. You may order items by pressing a column name.



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

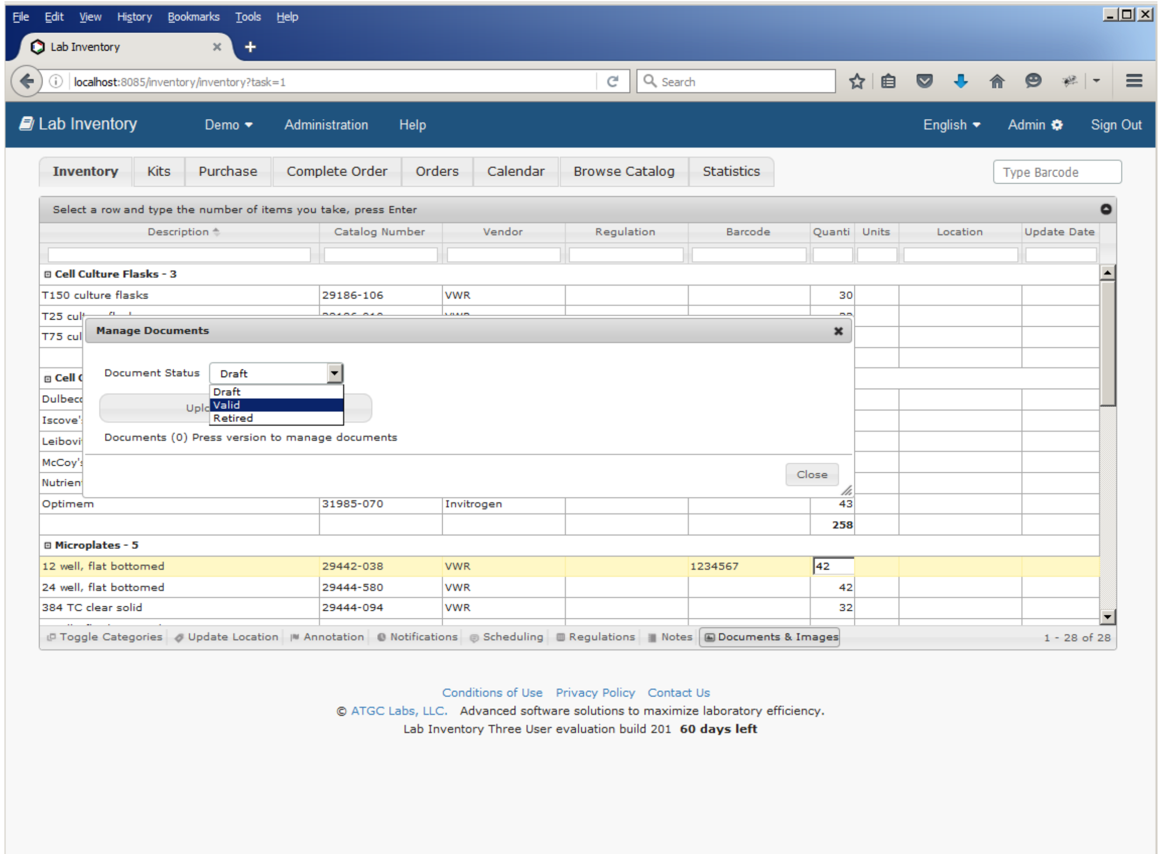


Open Inventory tab and select an item. In the navigation bar press the Update Location button. The system opens the Locations window. Type item's location and press Update Location button.

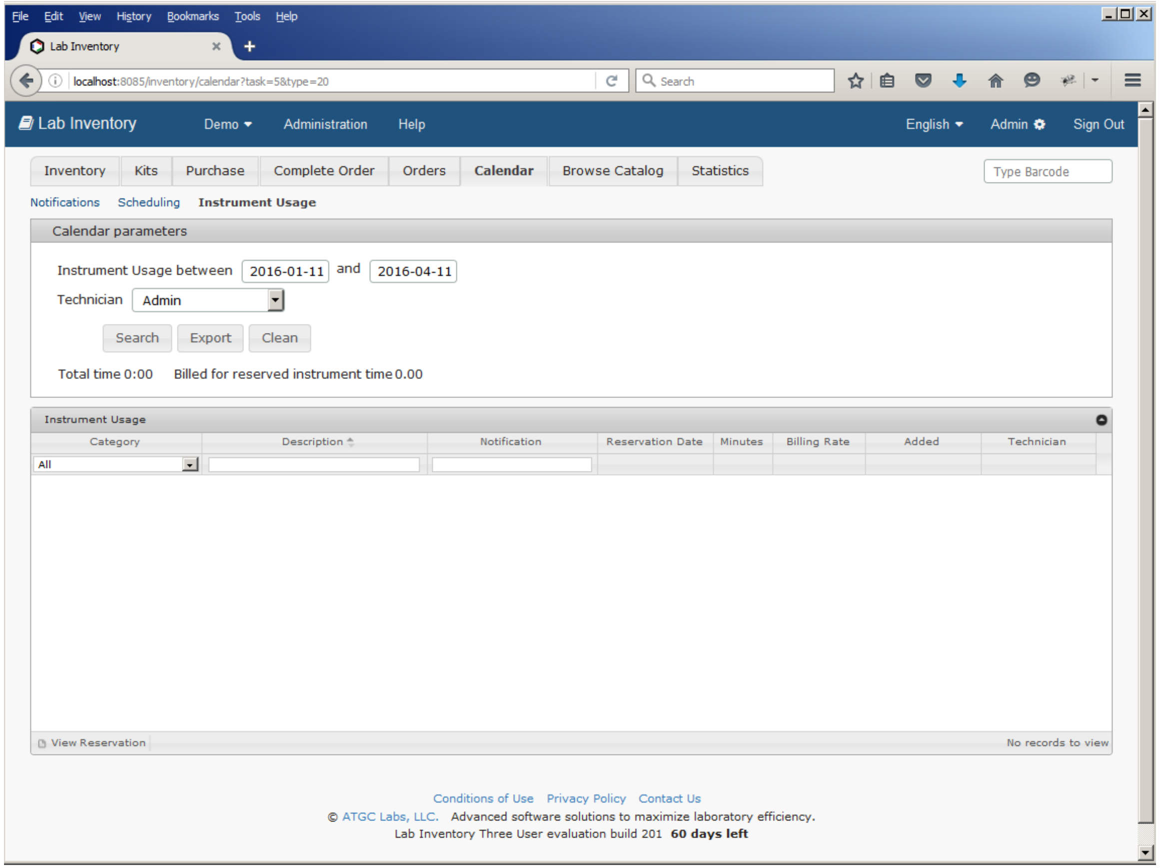


Lab Inventory allows to add notes and comments to items, orders, vendors and other elements of the system. Open Inventory tab and select an item. In the navigation bar press the Notes button.

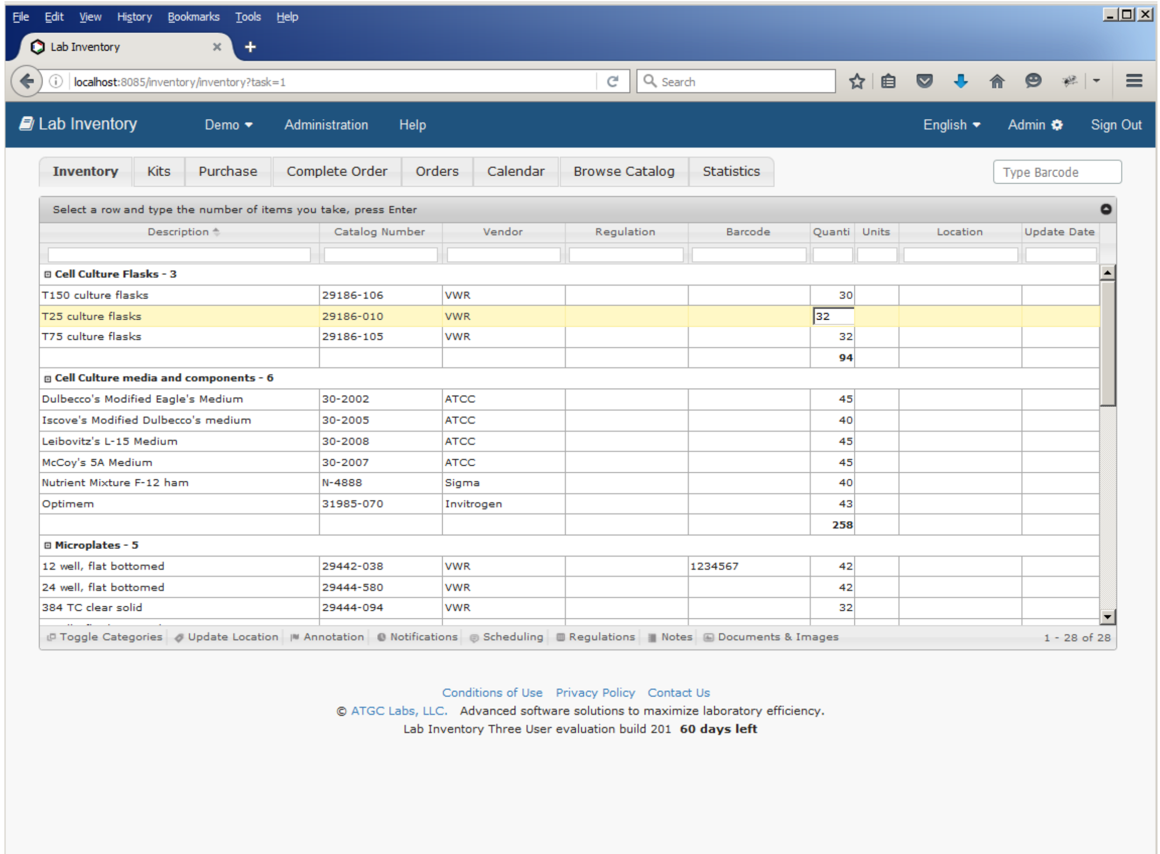
The system opens the Item Notes window.



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.

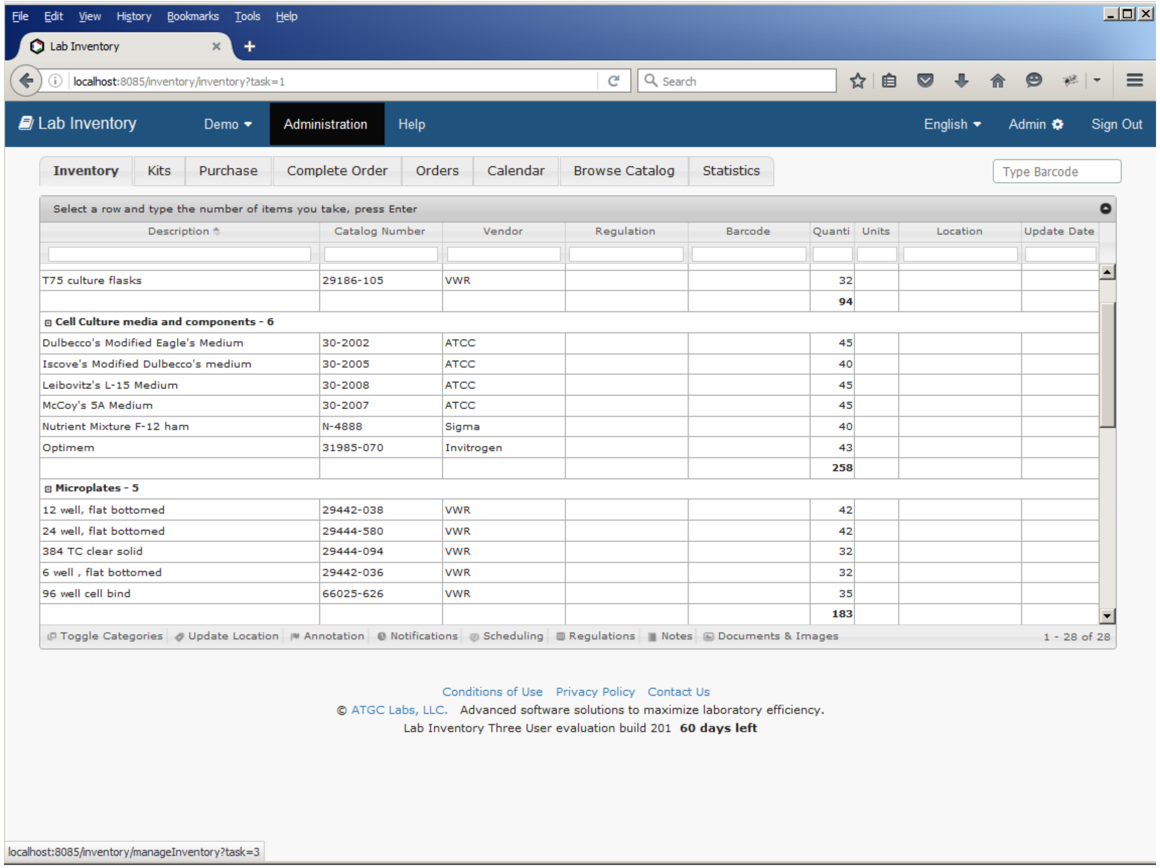


Automatic item notifications allow to deliver a message to a recipient at a given time. Item Notification can be used for equipment maintenance schedule and tasks notifications.

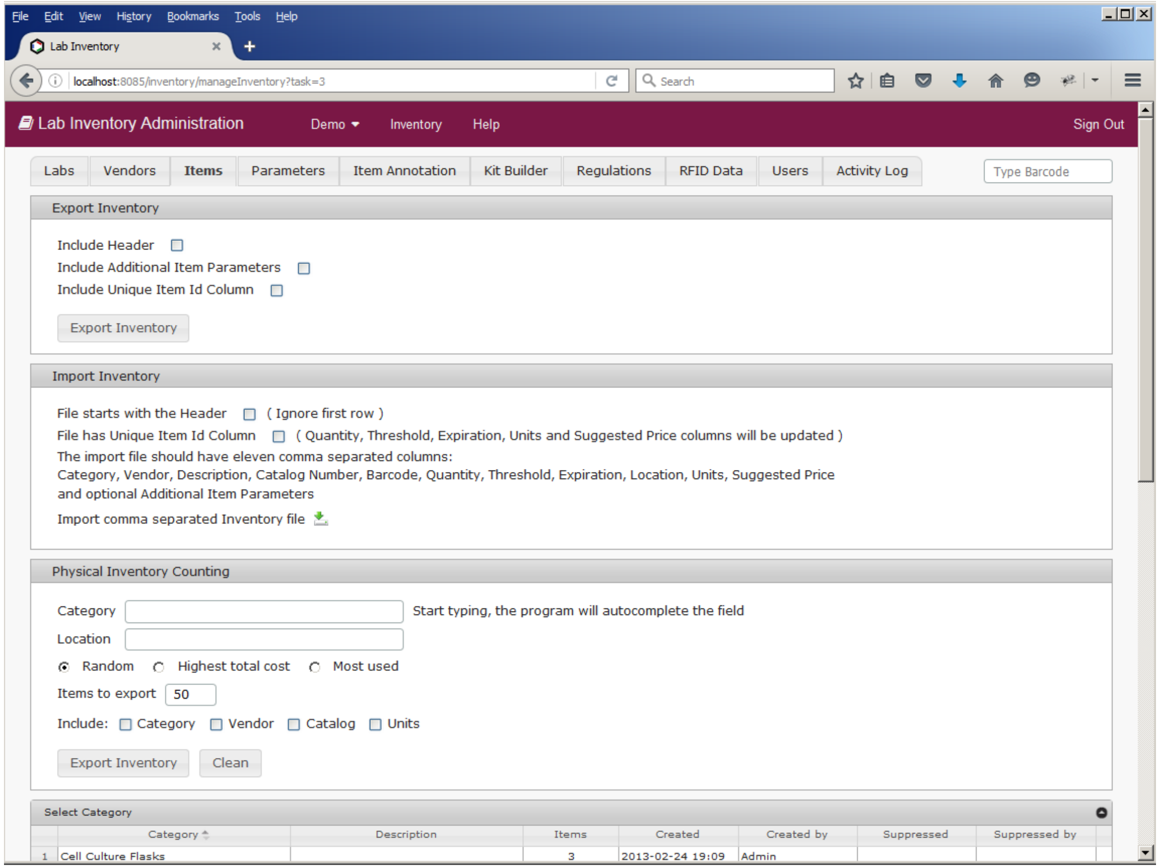


Update the number of items.

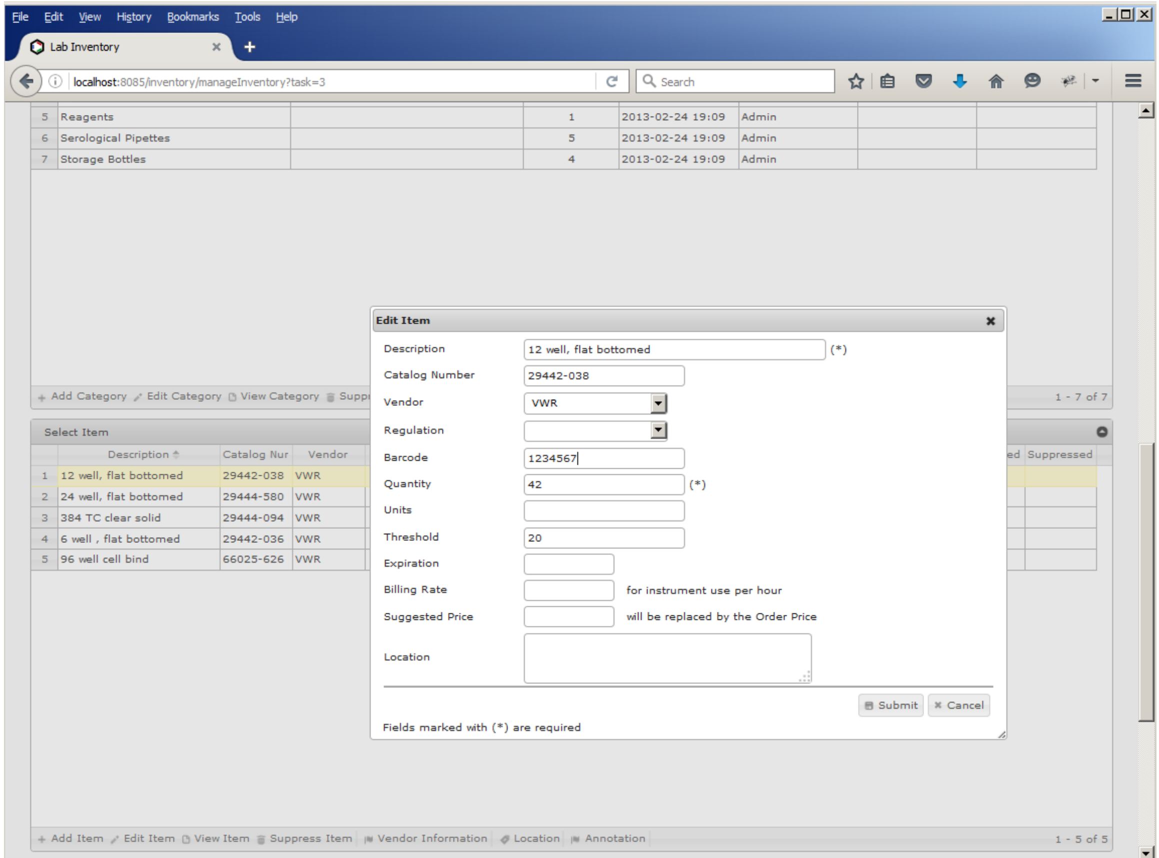
Select a row and type the number of items you take and press Enter. The system updates the number of items left to handle.



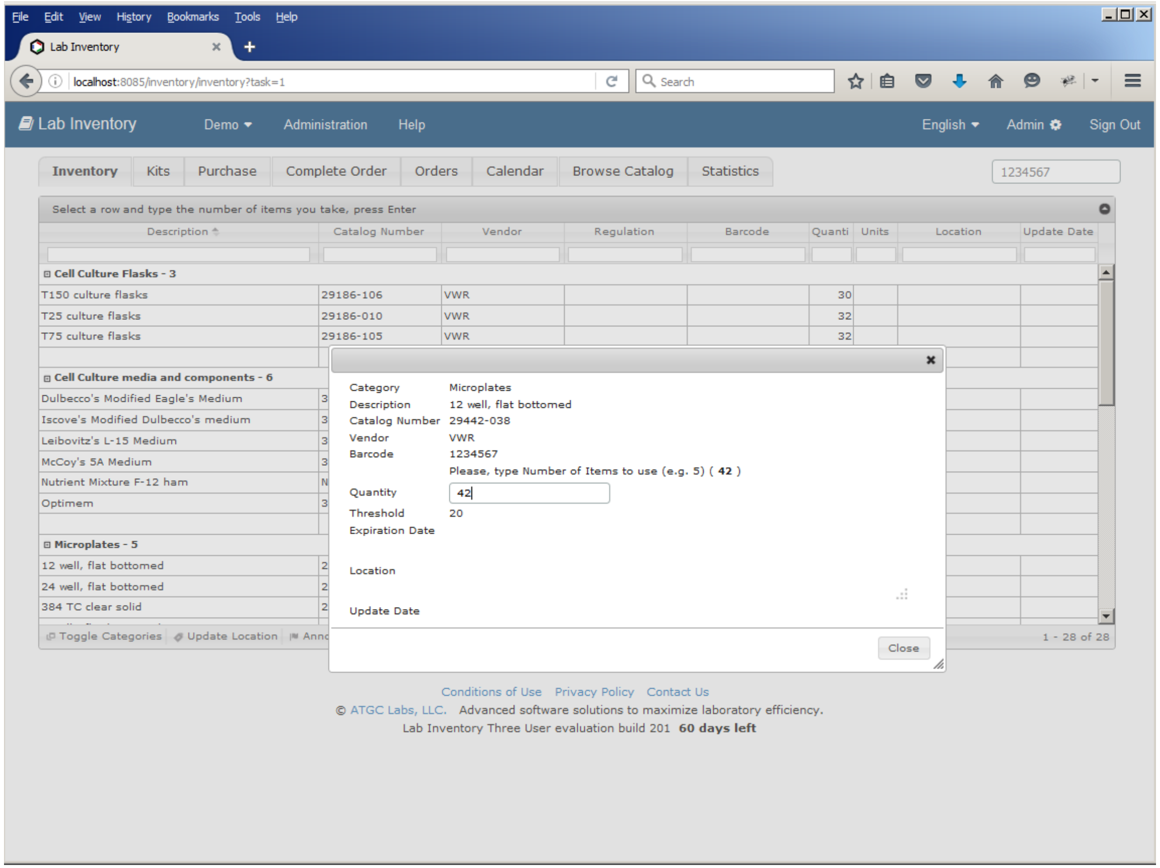
A user with Administrator or Manager System Access right can switch to the Administration menu.



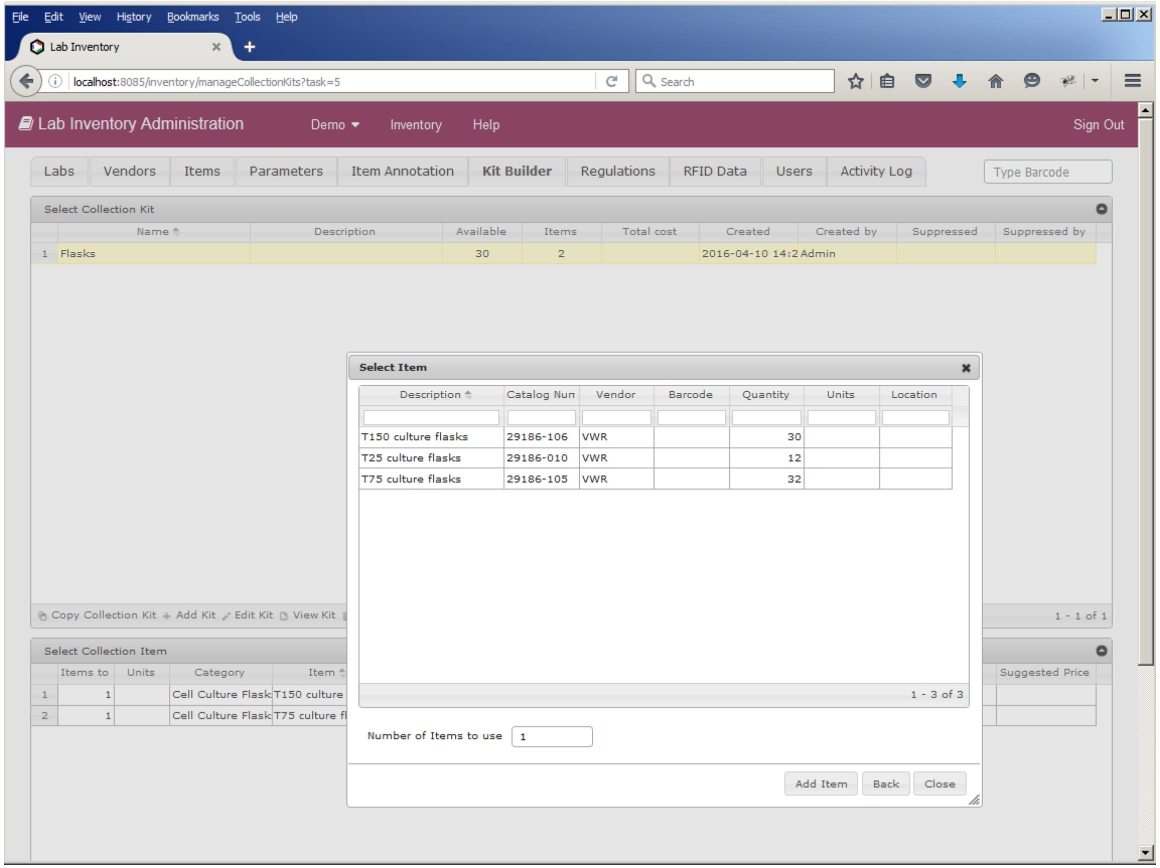
Select the Administration menu and open Items tab.



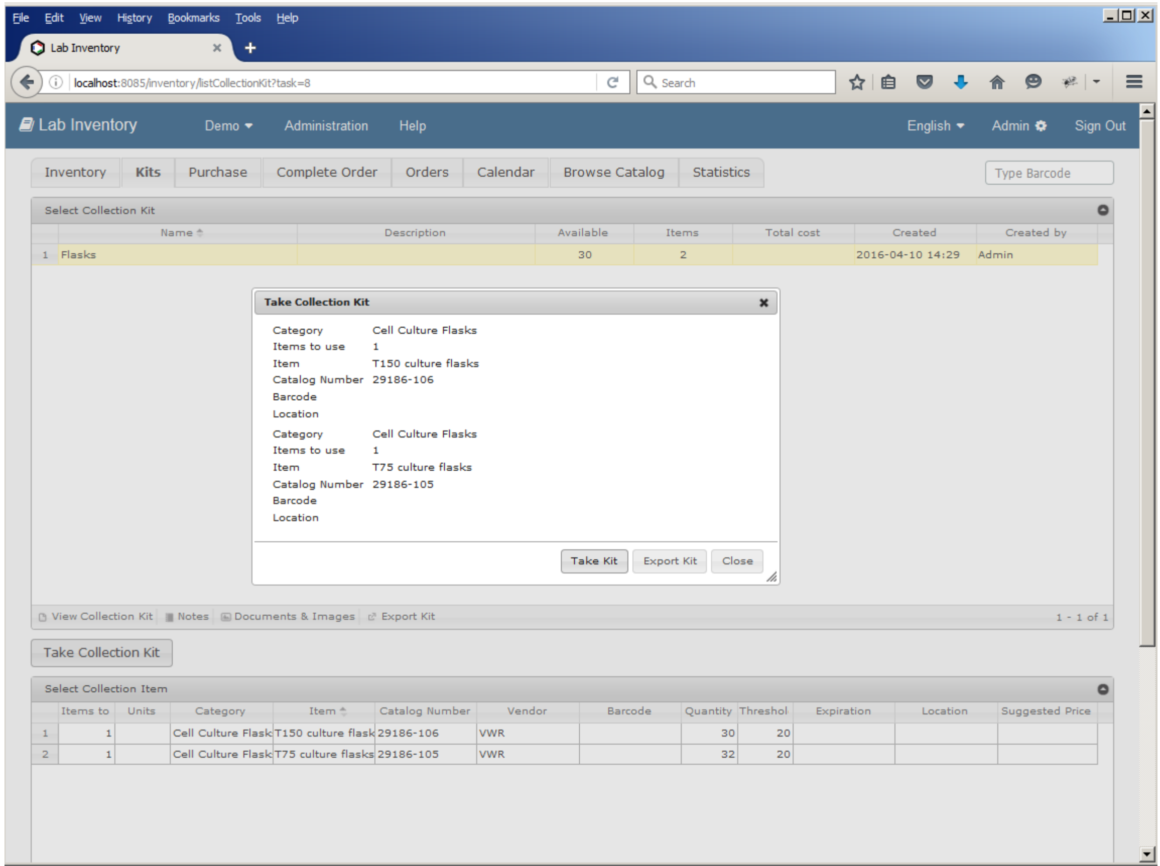
Select a category, select an item and press Edit Item button. The system opens the Edit Item window. Fill out barcode field and press Submit button.



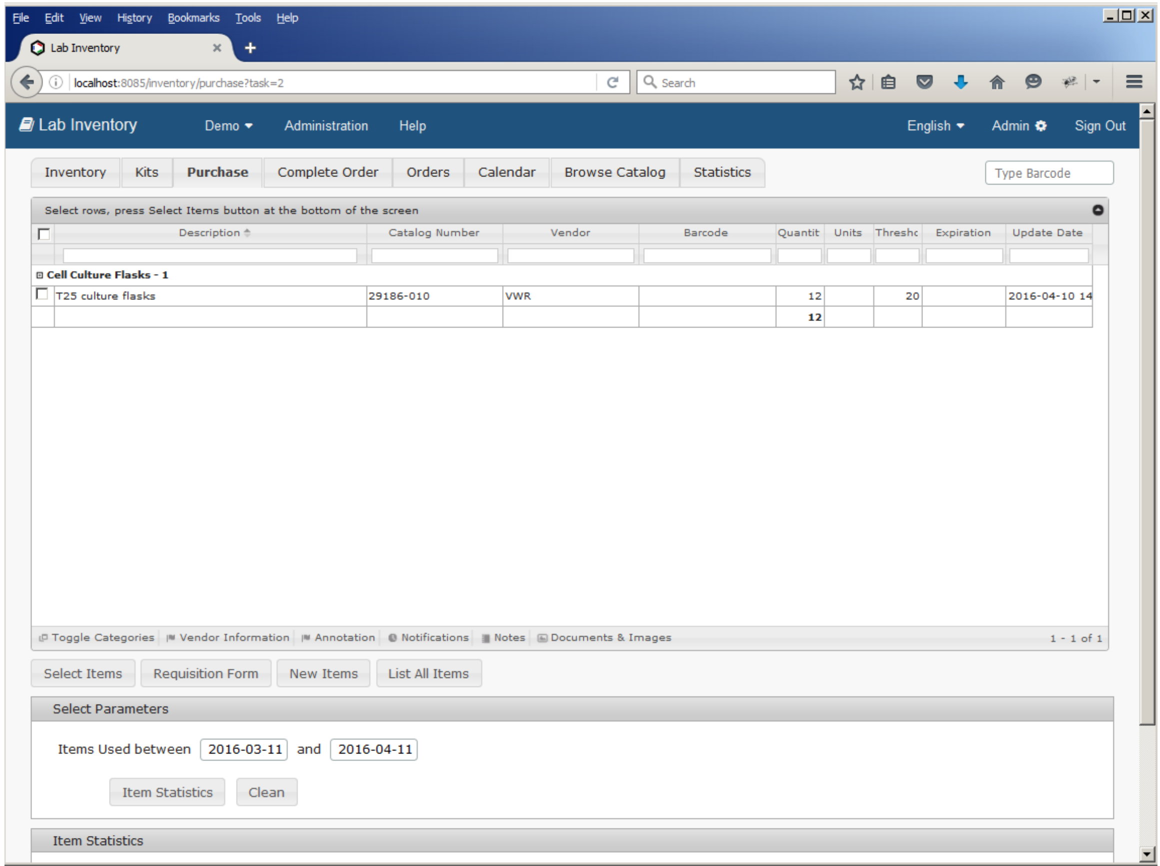
Switch back to the Inventory menu. Barcode Search field is located in the top right corner of the system. Type a barcode and select suggested barcode from drop down list. The system opens item view window with item information.



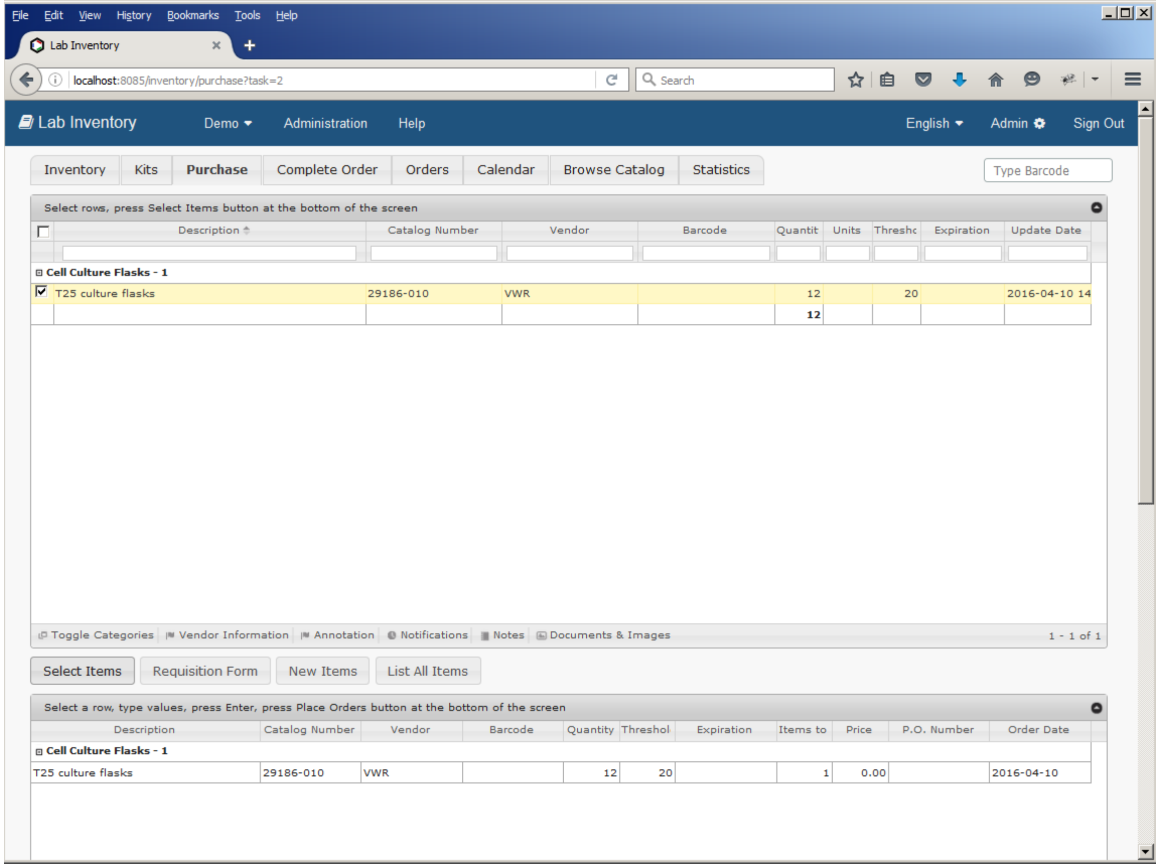
Select the Administration menu and open the Kit Builder tab. Add a new collection kit and add collection items to a kit.



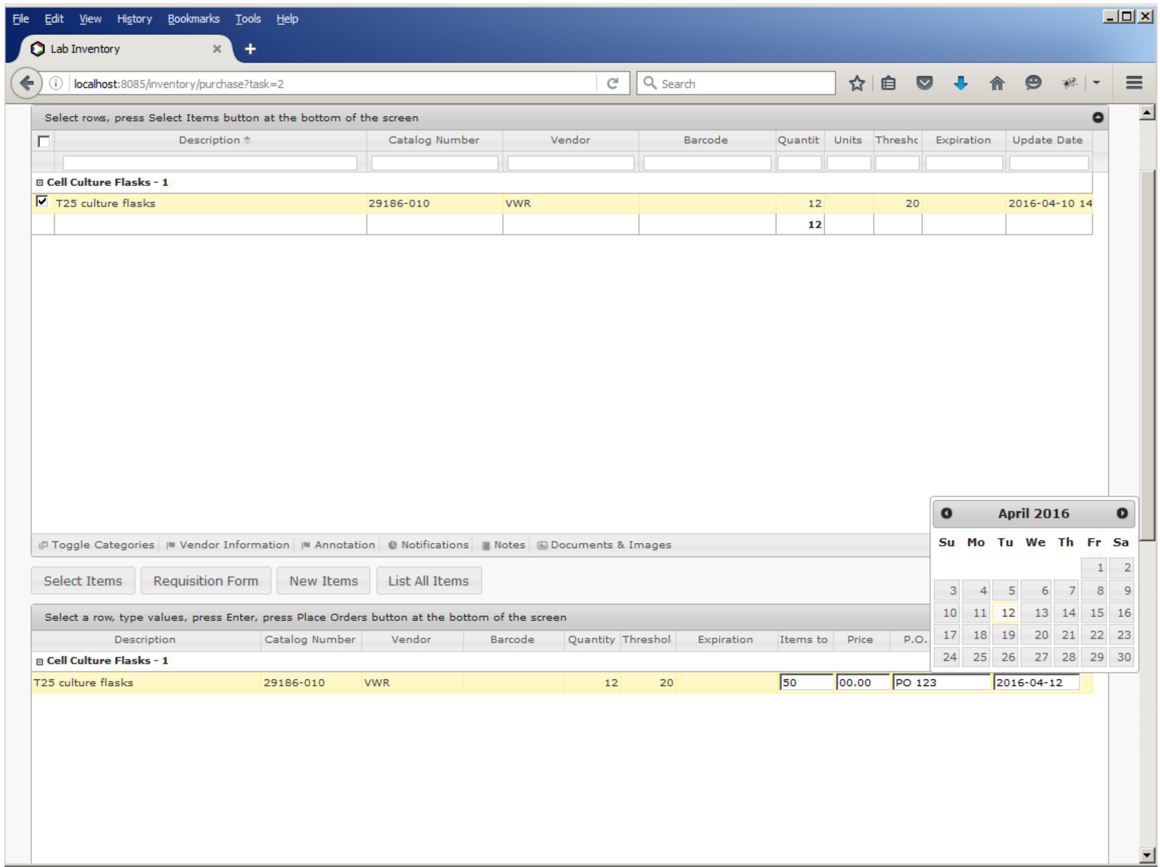
Switch to the Inventory menu. Open the Kits tab, select a collection kit and press Take Collection Kit button at the bottom of the screen. The system opens Take Collection Kit window with item's category, number of items to use, name, catalog number, barcode and location. Press Take Kit button to take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



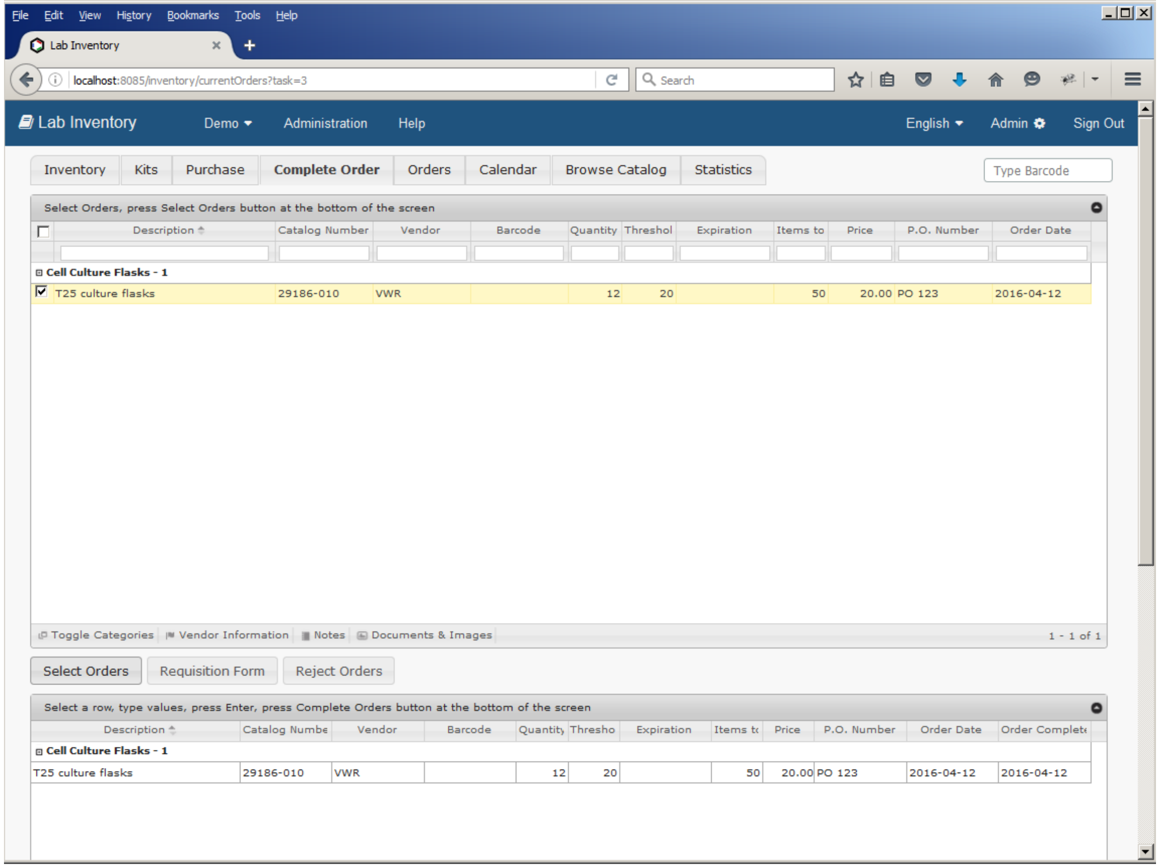
The system automatically places expired items or items with count less than threshold in the Purchase tab.



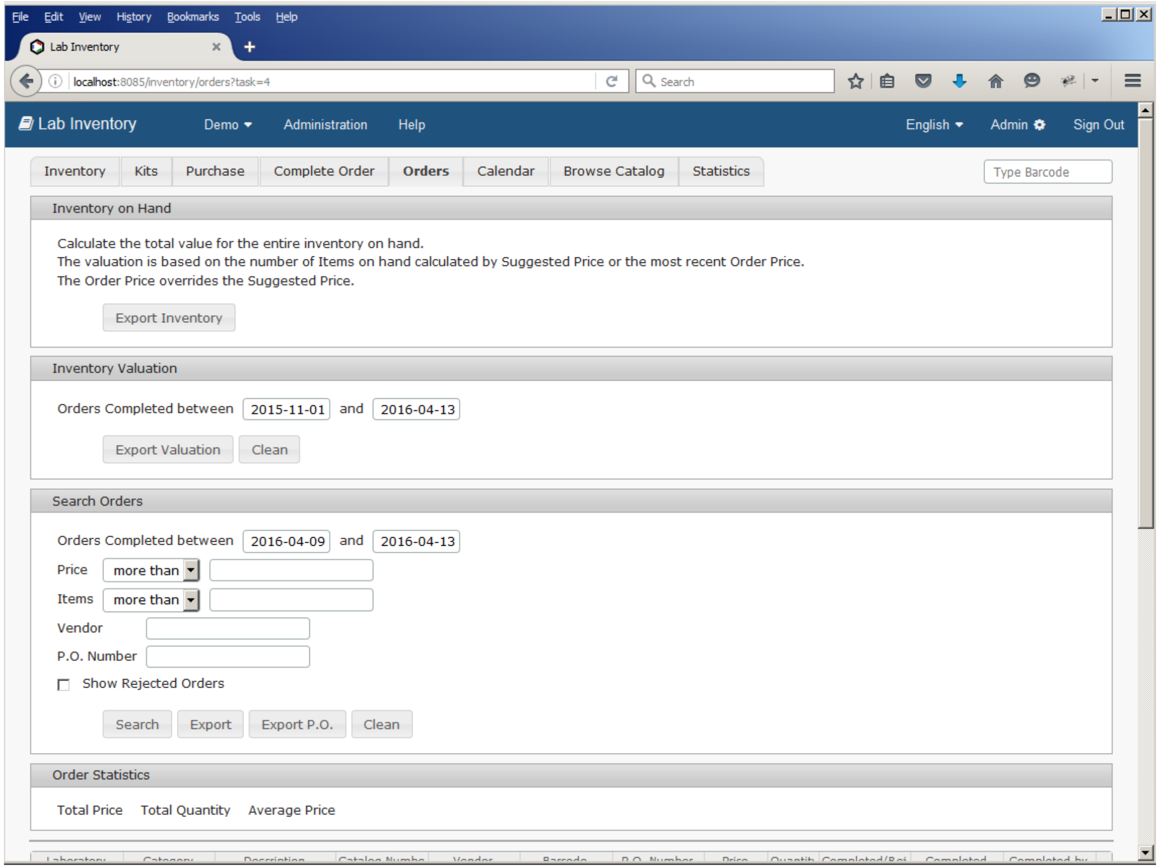
Open the Purchase tab and select an expired item. Press Select Items button at the bottom of the screen. You may select multiple items to make a purchase.



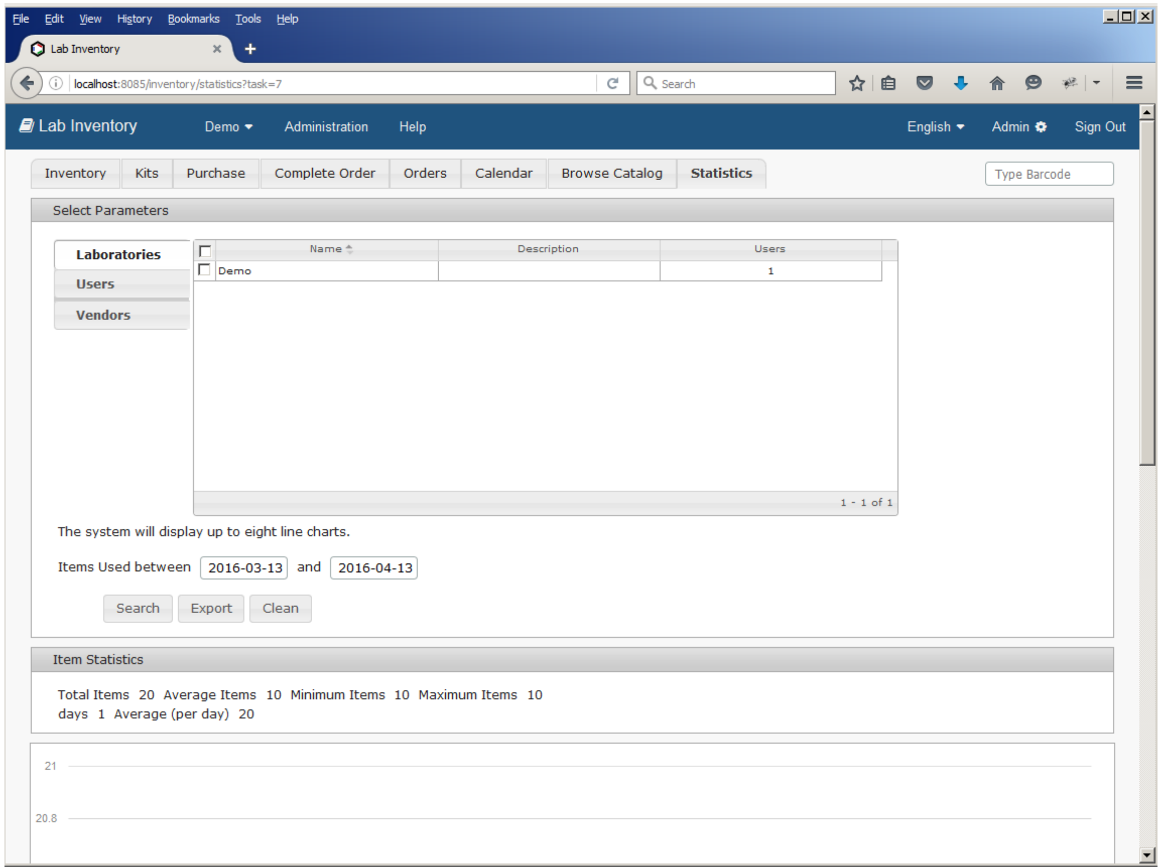
The system opens a grid with selected items. Select a row and type quantity of items to purchase, price, P.O. number, order date. Press Enter. Press Place Orders button.



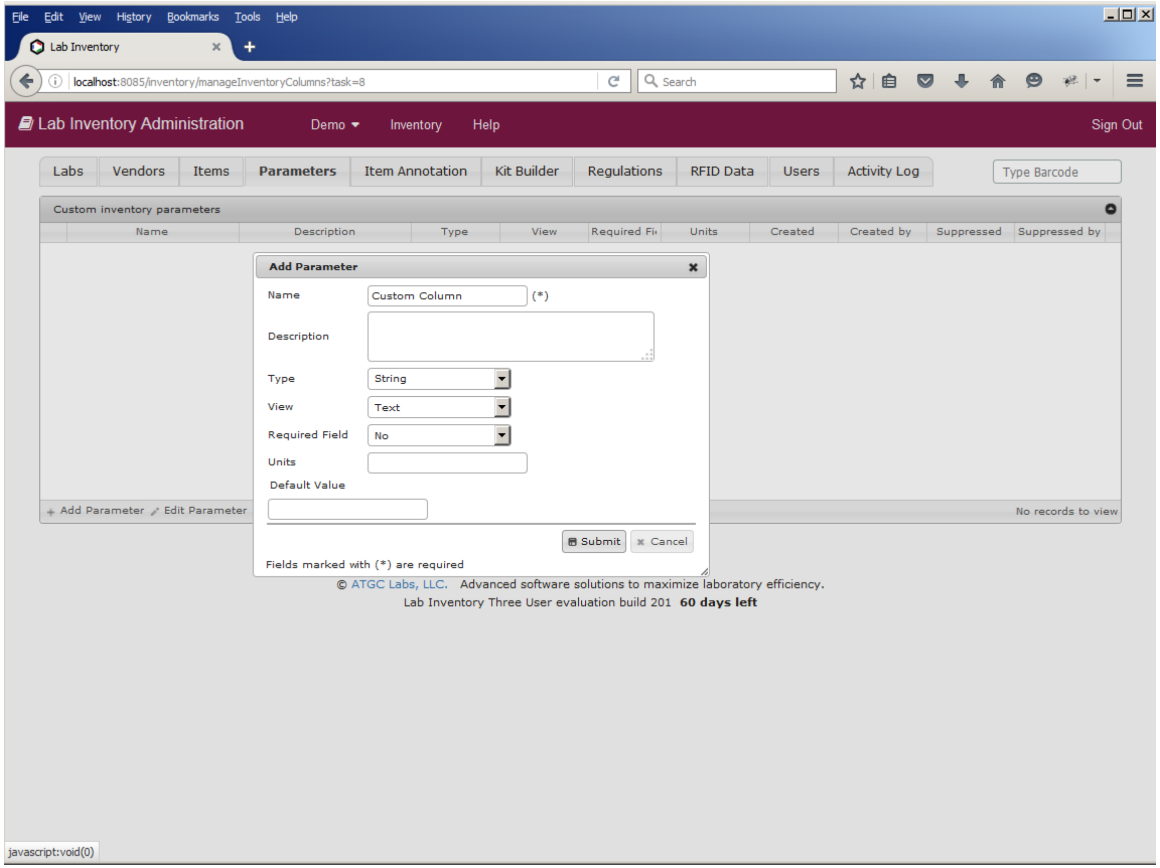
The system moves purchased items to Complete Order tab. Open Complete Order tab. Select an order and press Select Orders button at the bottom. You may select multiple items to complete an order. A user may update order completion date. Press Complete Order button.



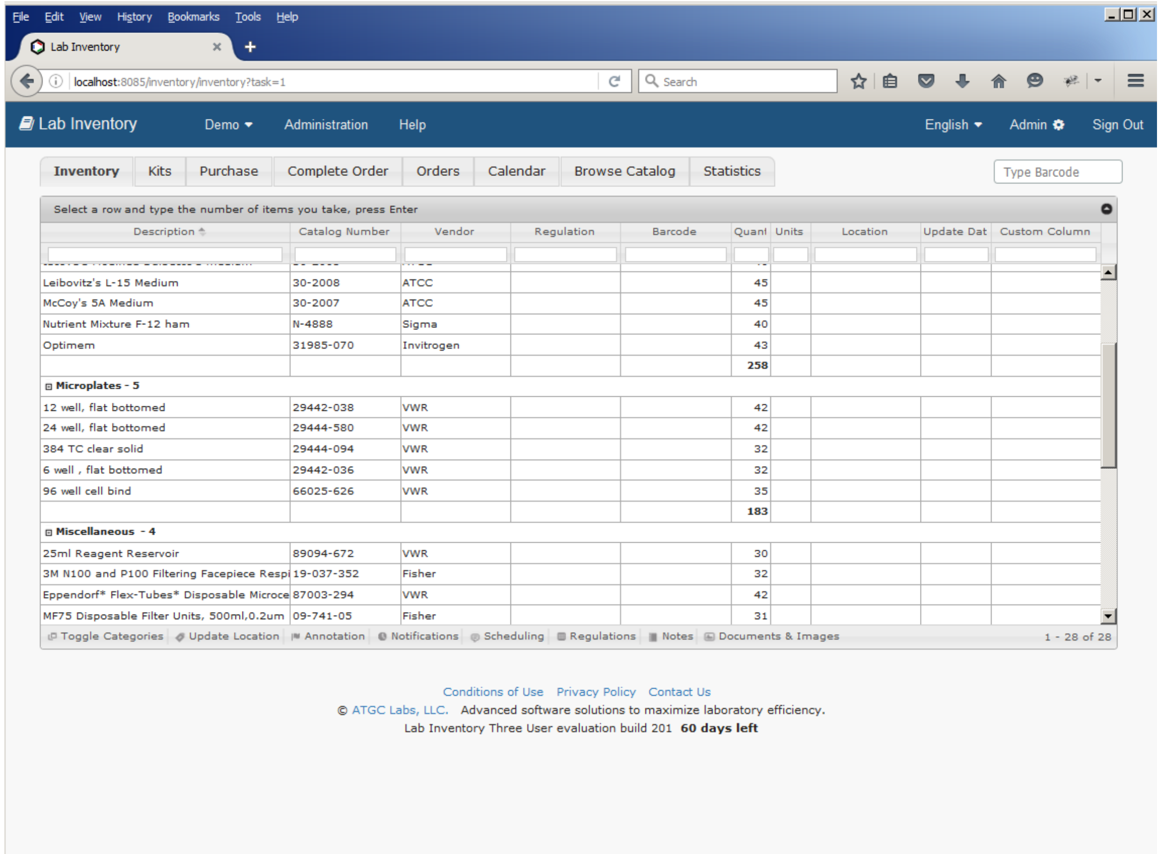
The system saves information. Completed orders are placed in the Orders tab.



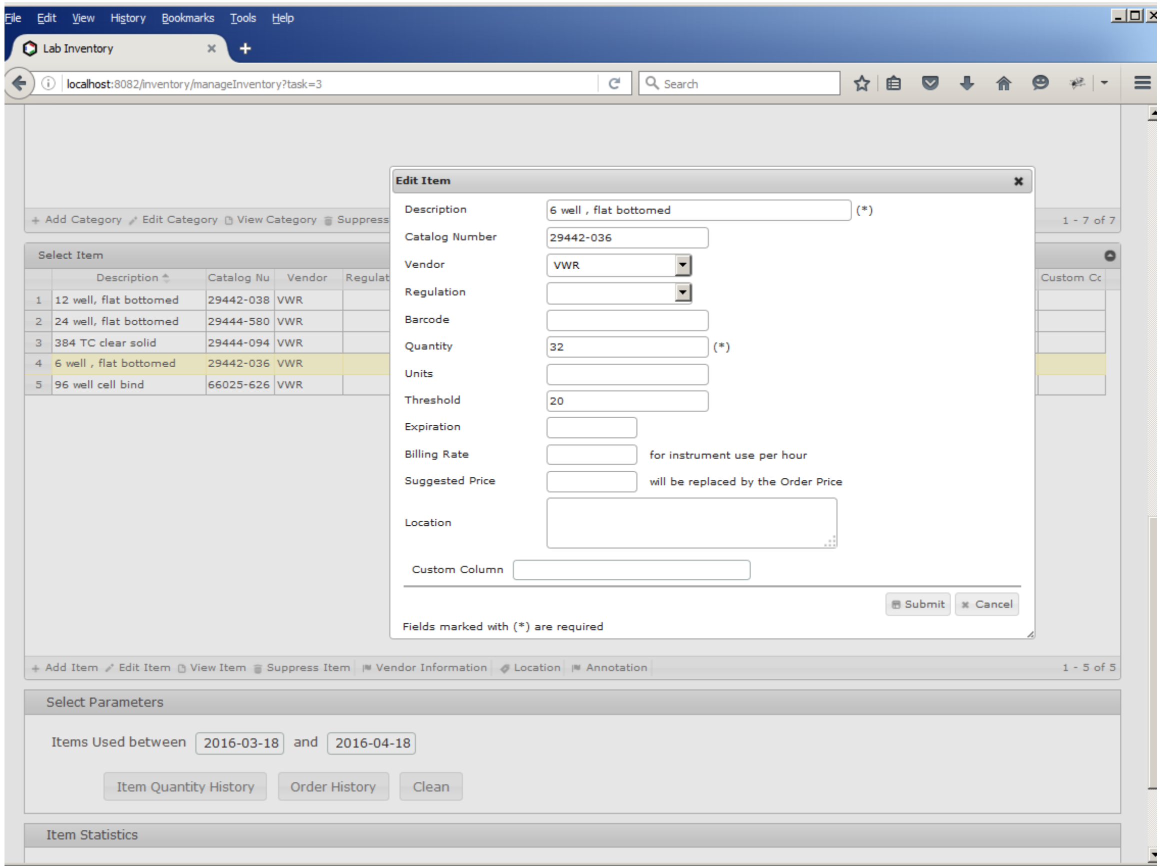
Open the Statistics tab. The Lab Inventory System displays line charts and Items Usage Statistics grid. The user can narrow down the selection by adding search criteria from the text fields as well as filter statistics.



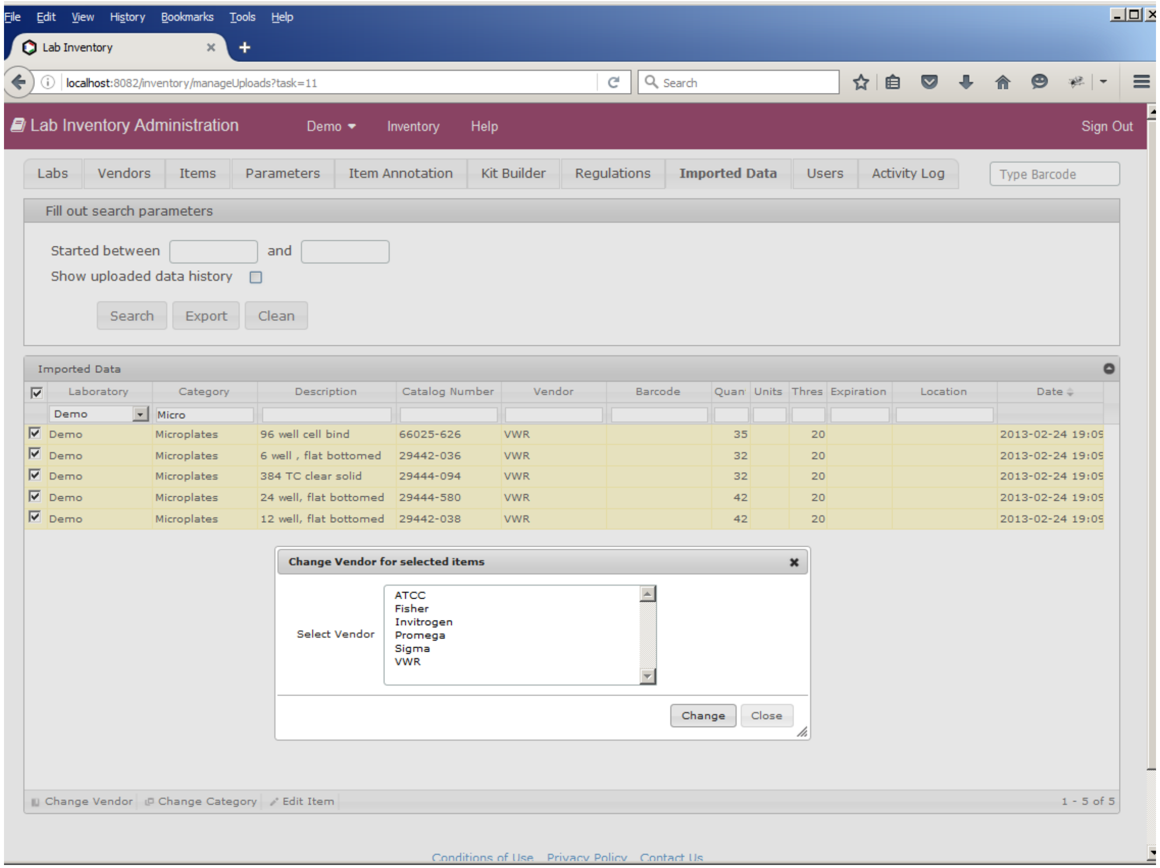
Select the Administration menu and open the Parameters tab. To add new parameters (columns), press Add Parameter button in the navigation bar.



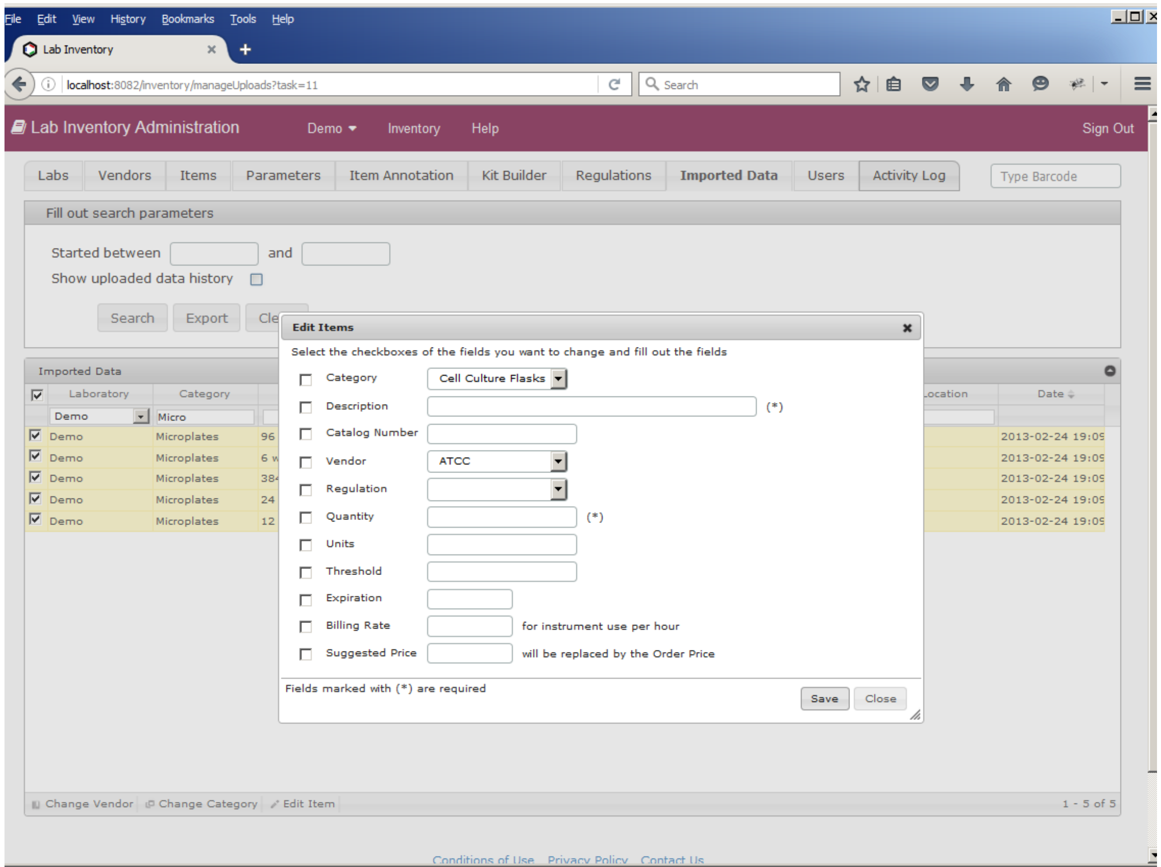
Switch to the Inventory menu. A new column was added in the Inventory tab in the right side of the grid.



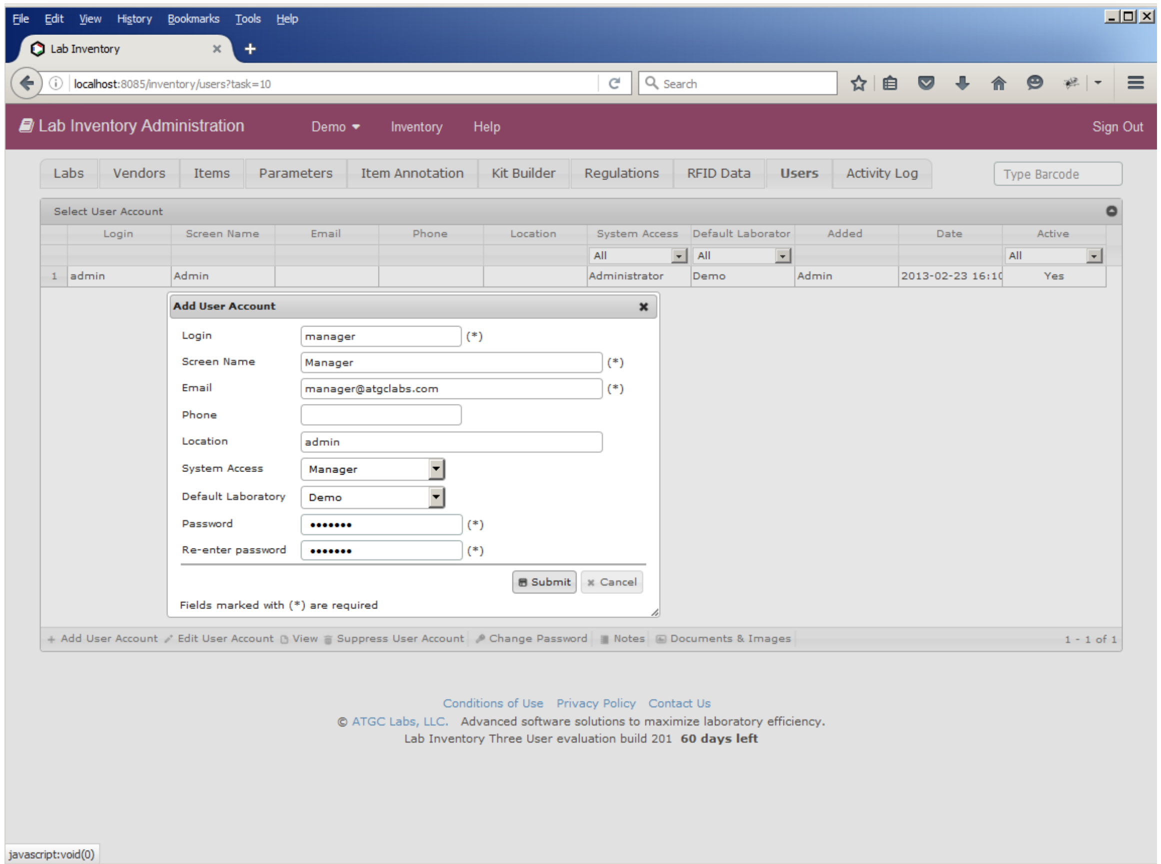
Select the Administration menu and open the Items tab. Select a category, select an item and press Edit Item button. Fill out a new custom column and press Submit button.



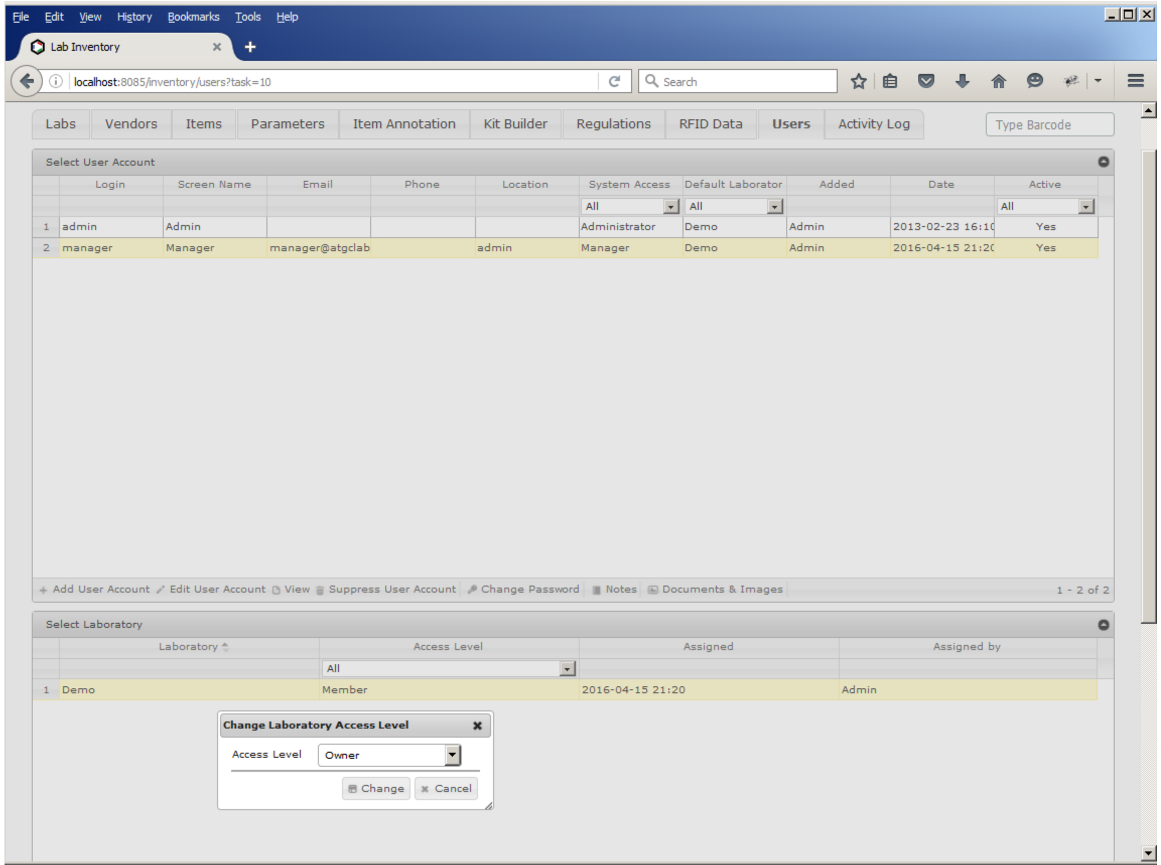
Select the Administration menu and open the Imported Data tab. To change item's vendor, select items in the Imported Data grid. Select a vendor and press Change button. The system changes vendor for selected items.



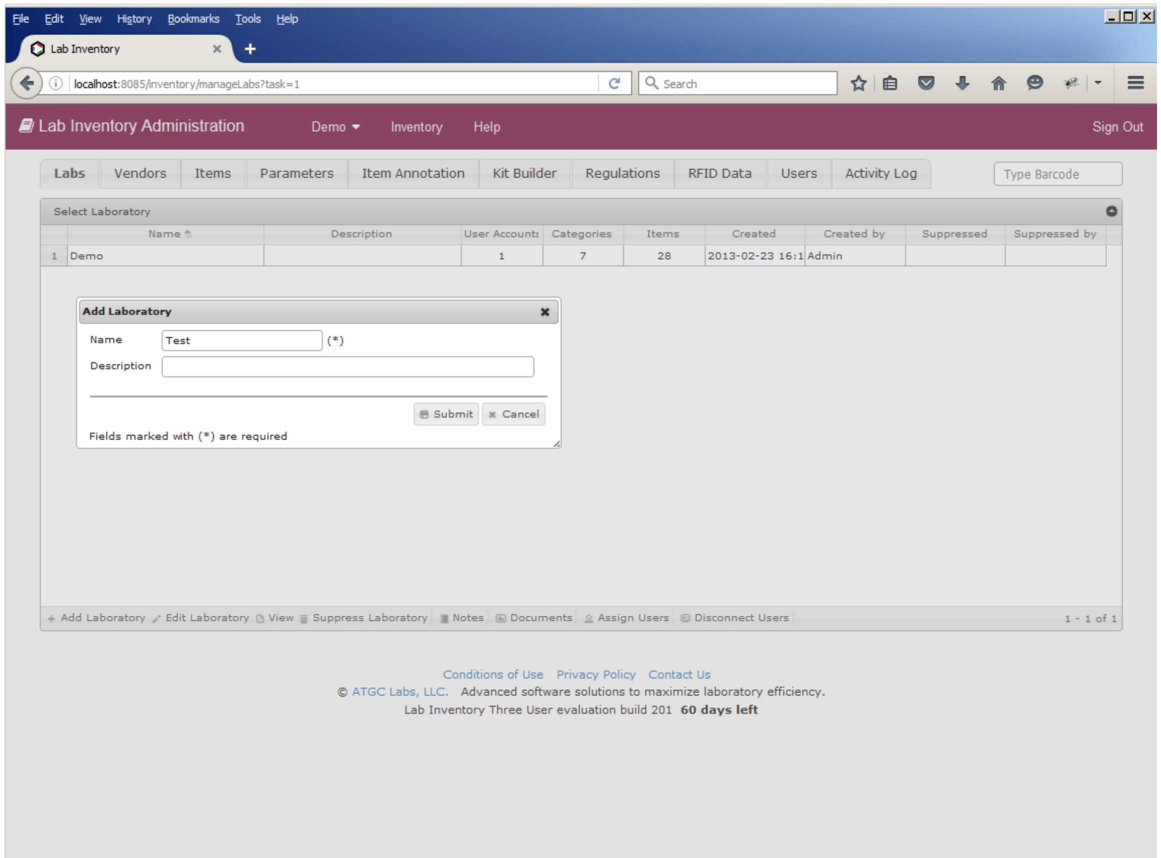
To modify item's information, select items and press the Edit Items button in the navigation bar. Select the checkboxes of the fields you want to change and fill out the fields. Press Save button. The system modifies information for selected items.



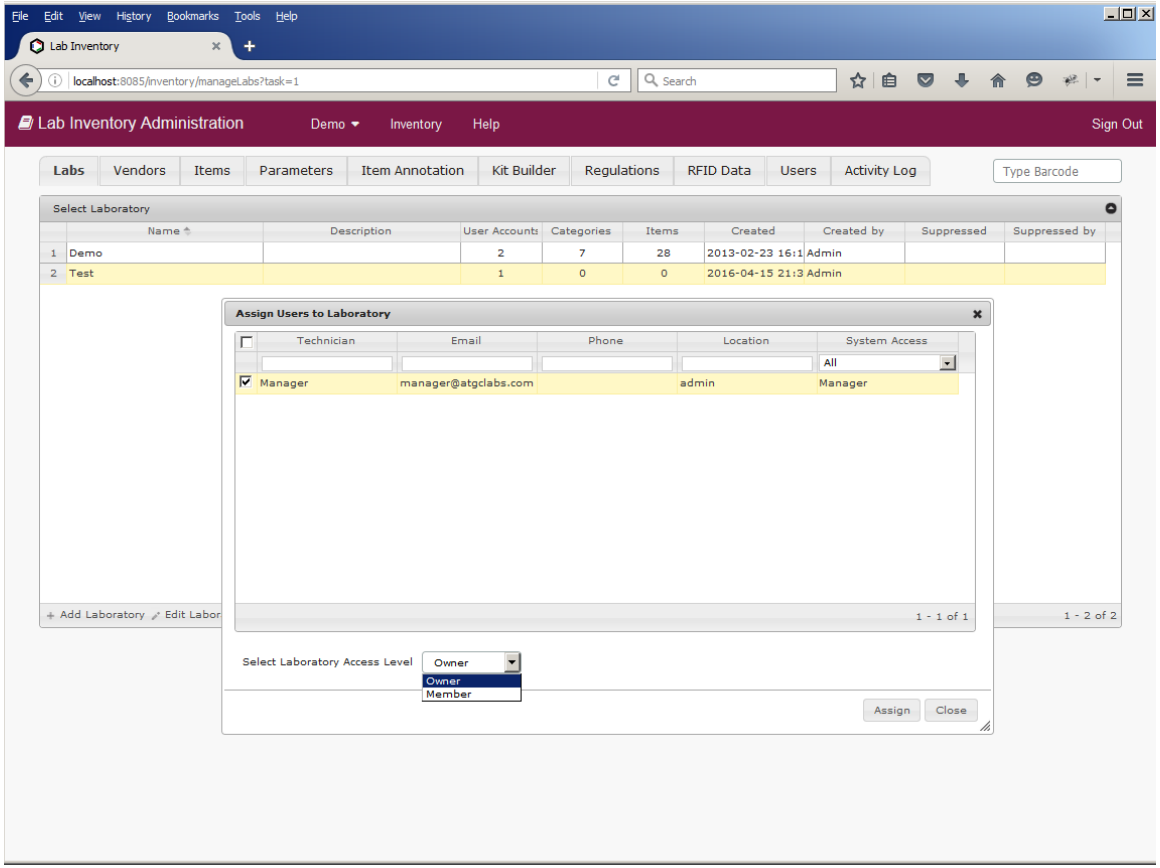
Select the Administration menu and open the Users tab. To add user account press Add User Account button in the navigation bar.



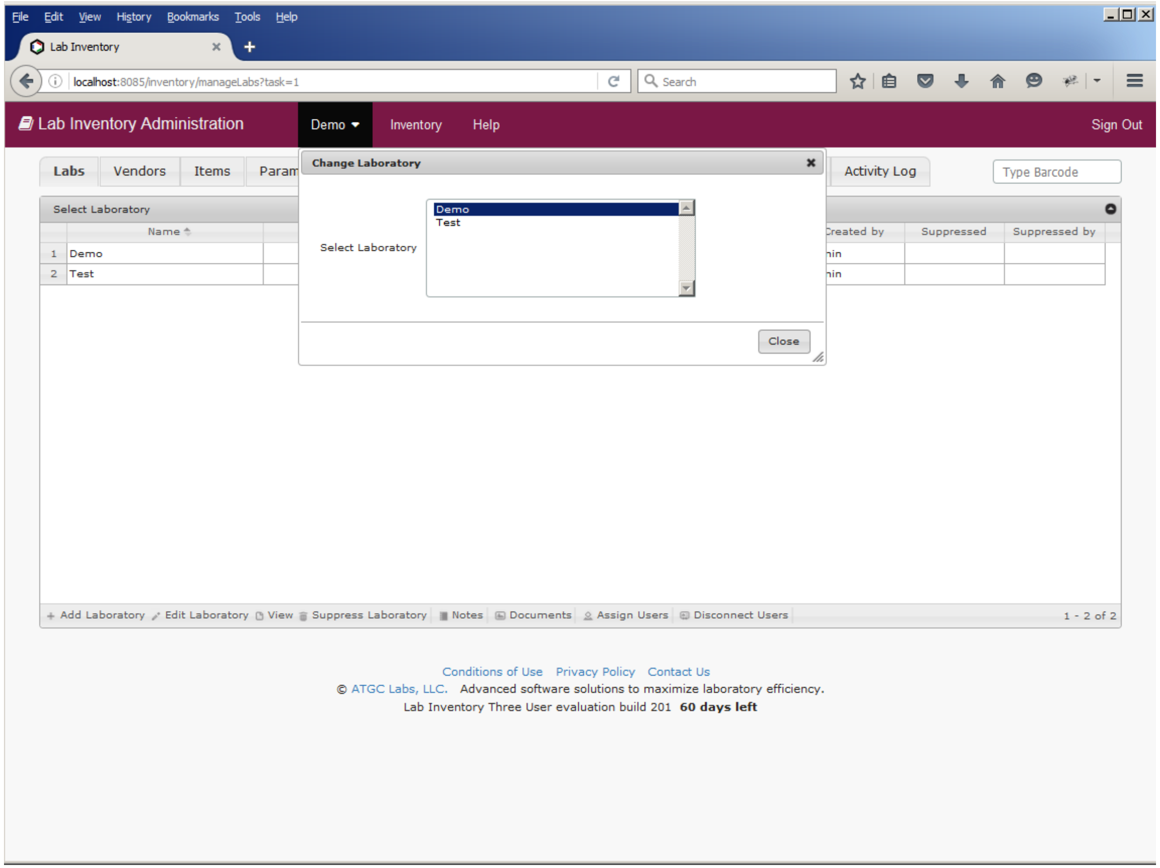
A user with Owner laboratory access level has complete access to the laboratory. An administrator can change laboratory access level from Users tab. Select a user. In the Select Laboratory section select a laboratory and press Change Access Level button.



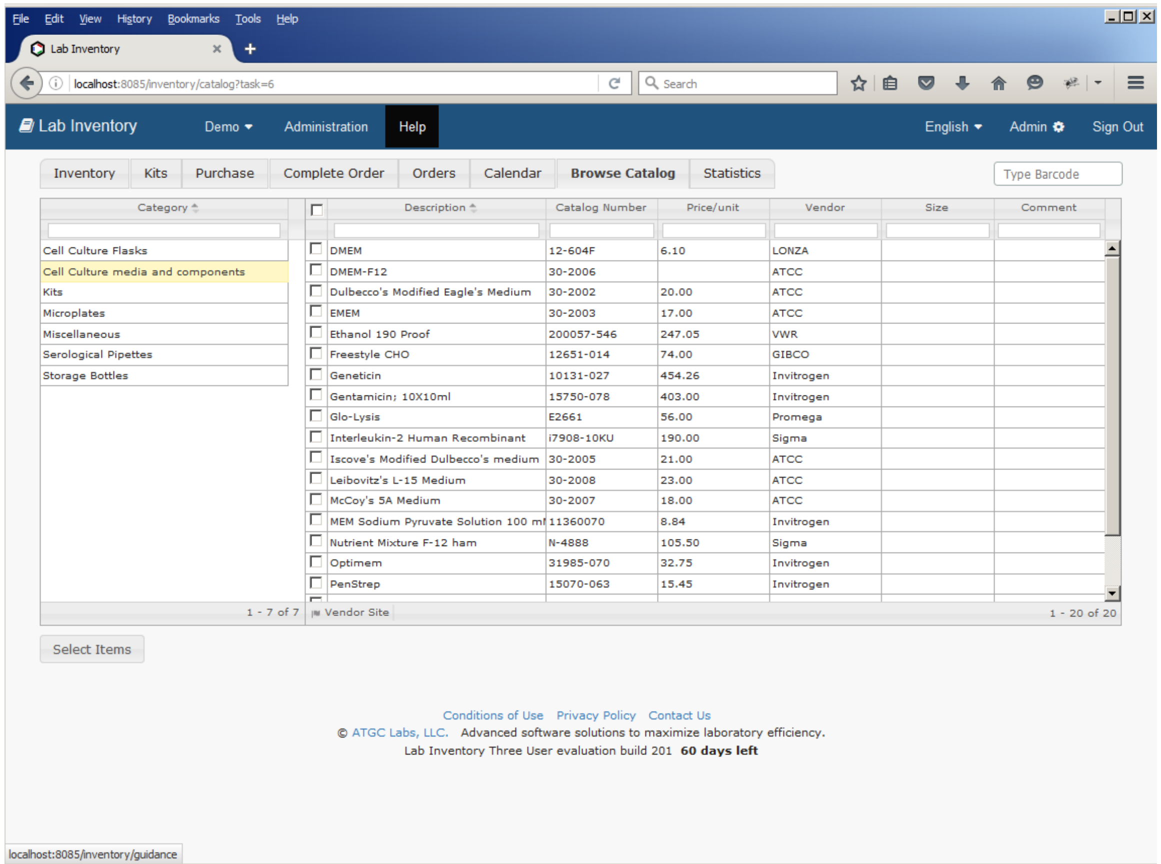
Lab Inventory supports multiple independent data sets, laboratories. Select the Administration menu and open the Labs tab. Add a new laboratory.



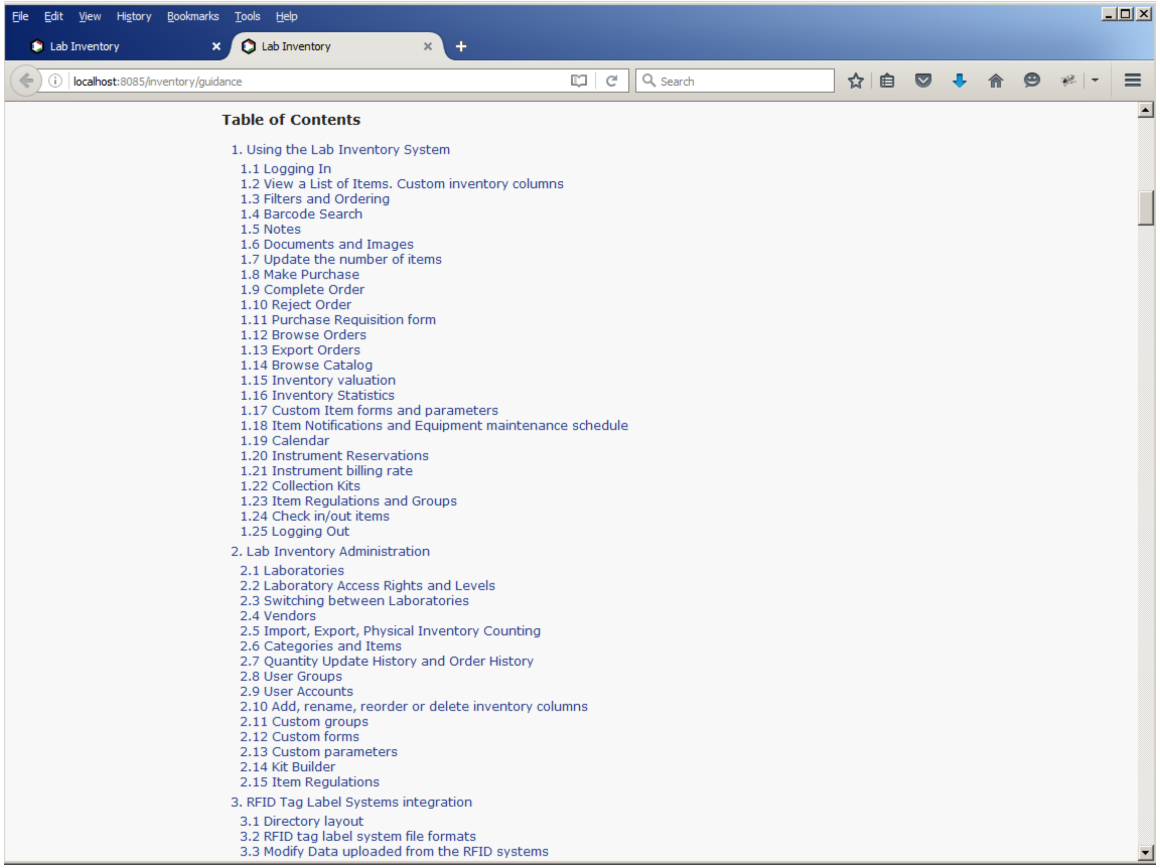
To manage laboratory access and access levels select a laboratory and press the Assign Users button. Select users and Laboratory Access Level and press Assign button.



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.



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