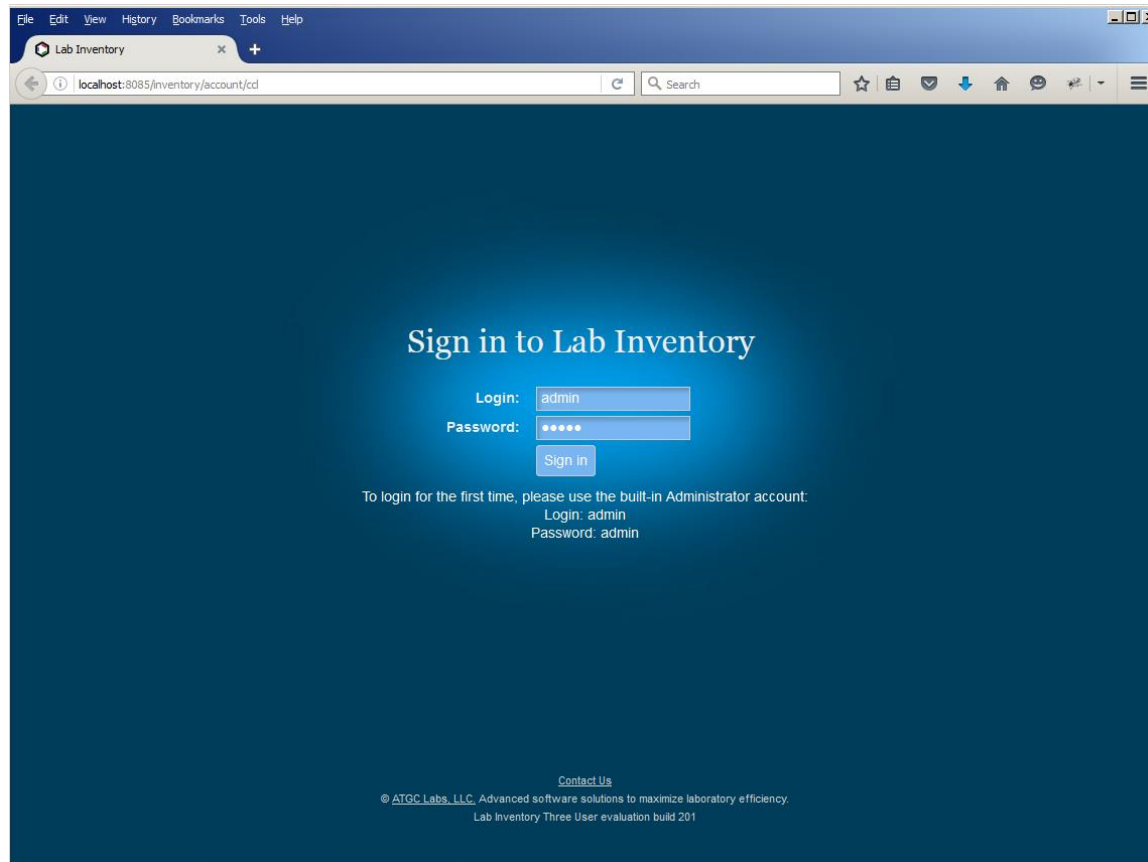


# Lab Inventory Quick Start Guide





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

File Edit View History Bookmarks Tools Help

Lab Inventory

localhost:8085/inventory/inventory?task=1

Search

Lab Inventory Demo Administration Help English Admin Sign Out

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

Description	Catalog Number	Vendor	Regulation	Barcode	Quantity	Units	Location	Update Date
<b>Cell Culture Flasks - 3</b>								
T150 culture flasks	29186-106	VWR			30			
T25 culture flasks	29186-010	VWR			32			
T75 culture flasks	29186-105	VWR			32			
					<b>94</b>			
<b>Cell Culture media and components - 6</b>								
Dulbecco's Modified Eagle's Medium	30-2002	ATCC			45			
Iscove's Modified Dulbecco's medium	30-2005	ATCC			40			
Leibovitz's L-15 Medium	30-2008	ATCC			45			
McCoy's 5A Medium	30-2007	ATCC			45			
Nutrient Mixture F-12 ham	N-4888	Sigma			40			
Optimem	31985-070	Invitrogen			43			
					<b>258</b>			
<b>Microplates - 5</b>								
12 well, flat bottomed	29442-038	VWR			42			
24 well, flat bottomed	29444-580	VWR			42			
384 TC clear solid	29444-094	VWR			32			

Toggle Categories Update Location Annotation Notifications Scheduling Regulations Notes Documents & Images

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Lab Inventory Three User evaluation build 201 **60 days left**

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.

File Edit View History Bookmarks Tools Help

Lab Inventory

localhost:8085/inventory/inventory?task=1

Search

Lab Inventory Demo Administration Help English Admin Sign Out

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

Description	Catalog Number	Vendor	Regulation	Barcode	Quantity	Units	Location	Update Date
<b>Microplates - 4</b>								
12 well, flat bottomed	29442-038	VWR			42			
24 well, flat bottomed	29444-580	VWR			42			
384 TC clear solid	29444-094	VWR			32			
6 well, flat bottomed	29442-036	VWR			32			
					<b>148</b>			
<b>Serological Pipettes - 3</b>								
10ml serological pipette	29443-047	VWR			34			
25ml serological pipette	29443-049	VWR			33			
50ml serological pipette	29443-051	VWR			31			
					<b>98</b>			
<b>Storage Bottles - 1</b>								
150ml storage bottle	29443-026	VWR			32			
					<b>32</b>			

Toggle Categories Update Location Annotation Notifications Scheduling Regulations Notes Documents & Images

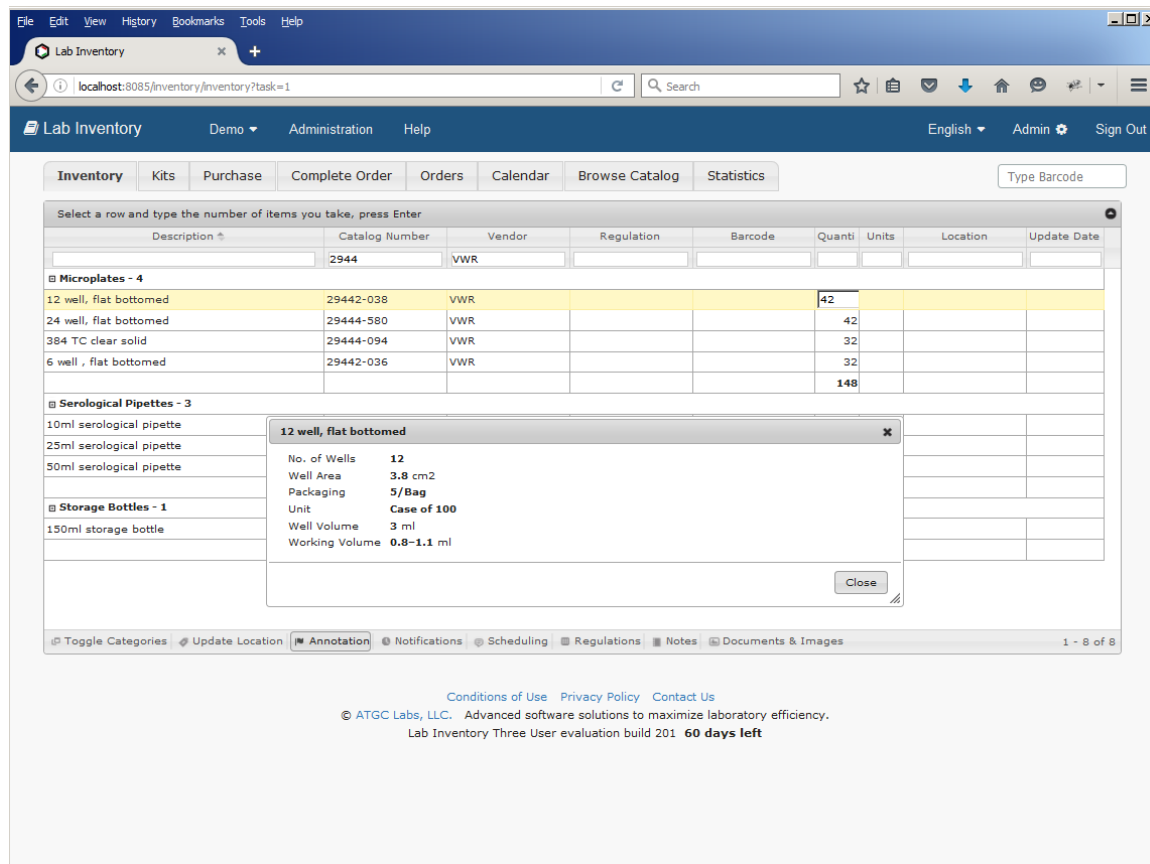
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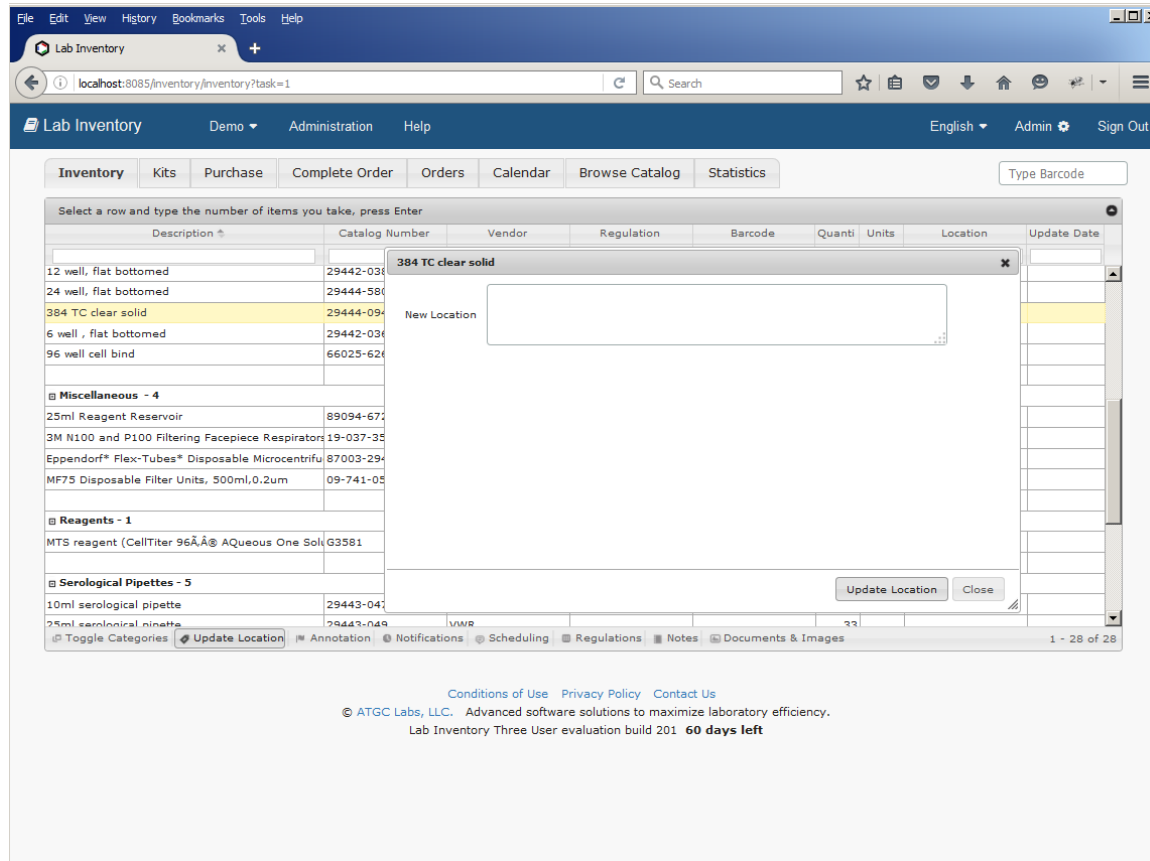
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Lab Inventory Three User evaluation build 201 **60 days left**

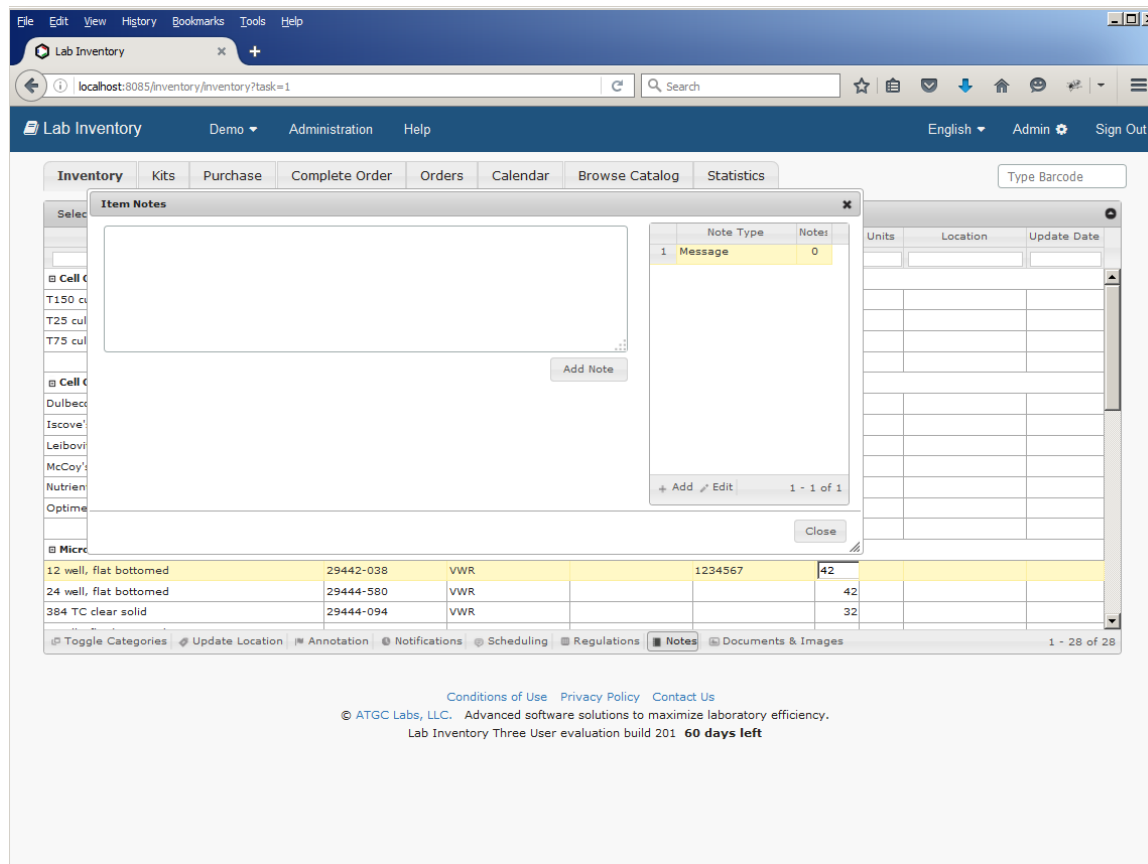
A list of items can be filtered by criteria at the top of the Inventory grid. You may order items by pressing a column name.



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

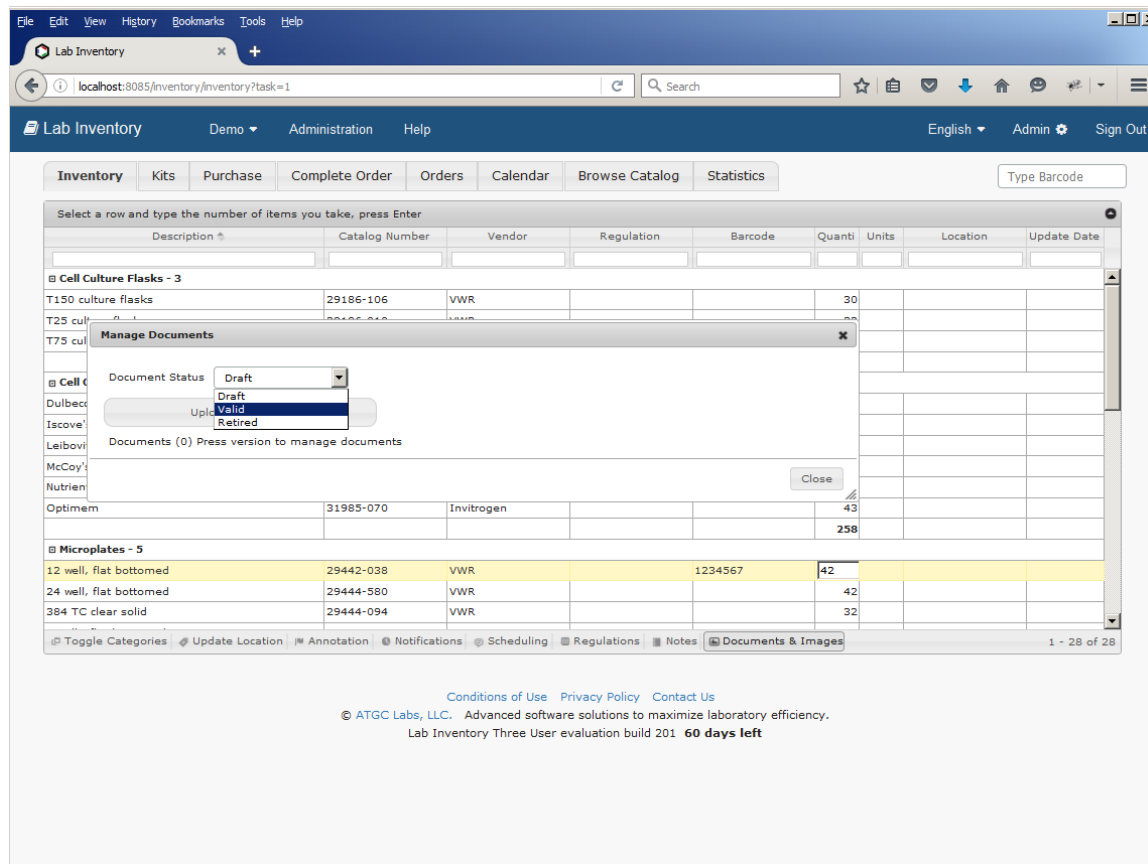


Open Inventory tab and select an item. In the navigation bar press the Update Location button. The system opens the Locations window. Type item's location and press Update Location button.



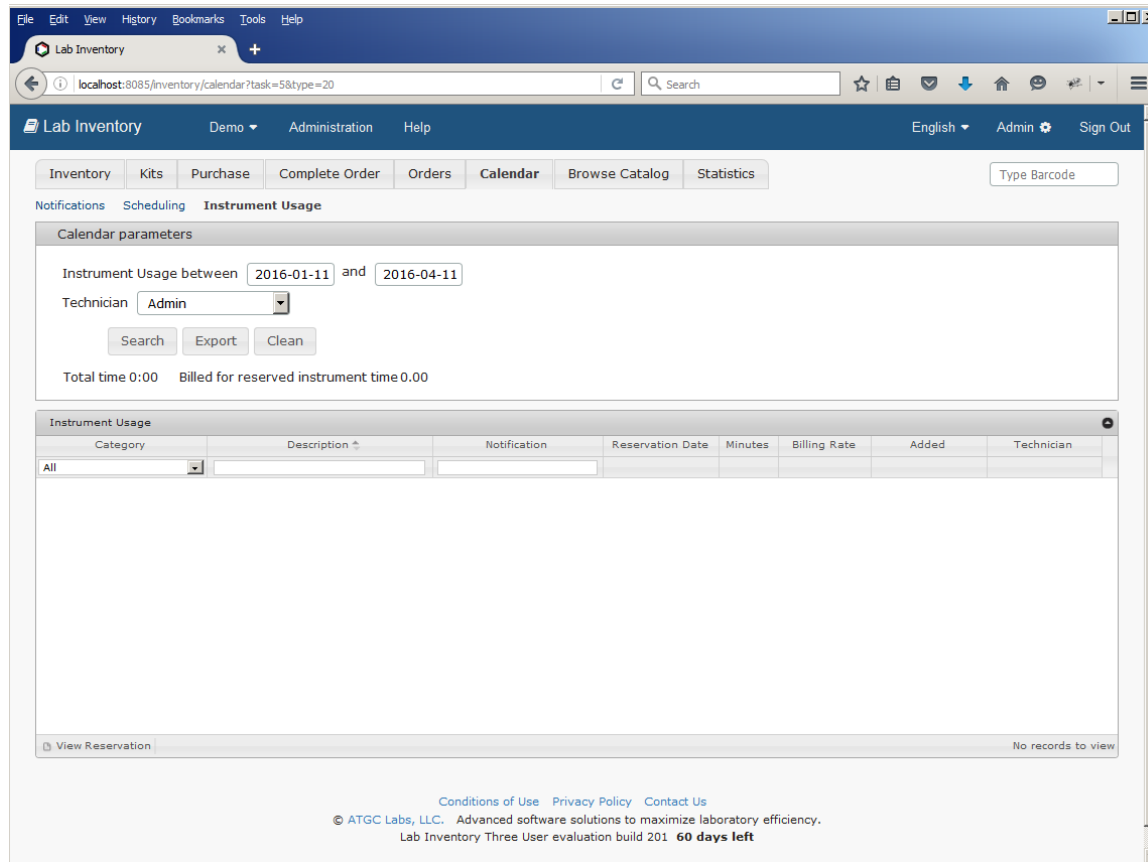
Lab Inventory allows to add notes and comments to items, orders, vendors and other elements of the system. Open Inventory tab and select an item. In the navigation bar press the Notes button.

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.

File Edit View History Bookmarks Tools Help

Lab Inventory

localhost:8085/inventory/inventory?task=1

Lab Inventory Demo Administration Help English Admin Sign Out

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

Description	Catalog Number	Vendor	Regulation	Barcode	Quantity	Units	Location	Update Date
<b>Cell Culture Flasks - 3</b>								
T150 culture flasks	29186-106	VWR			30			
T25 culture flasks	29186-010	VWR			32			
T75 culture flasks	29186-105	VWR			32			
					94			
<b>Cell Culture media and components - 6</b>								
Dulbecco's Modified Eagle's Medium	30-2002	ATCC			45			
Iscove's Modified Dulbecco's medium	30-2005	ATCC			40			
Leibovitz's L-15 Medium	30-2008	ATCC			45			
McCoy's 5A Medium	30-2007	ATCC			45			
Nutrient Mixture F-12 ham	N-4888	Sigma			40			
Optimem	31985-070	Invitrogen			43			
					258			
<b>Microplates - 5</b>								
12 well, flat bottomed	29442-038	VWR		1234567	42			
24 well, flat bottomed	29444-580	VWR			42			
384 TC clear solid	29444-094	VWR			32			

Toggle Categories Update Location Annotation Notifications Scheduling Regulations Notes Documents & Images

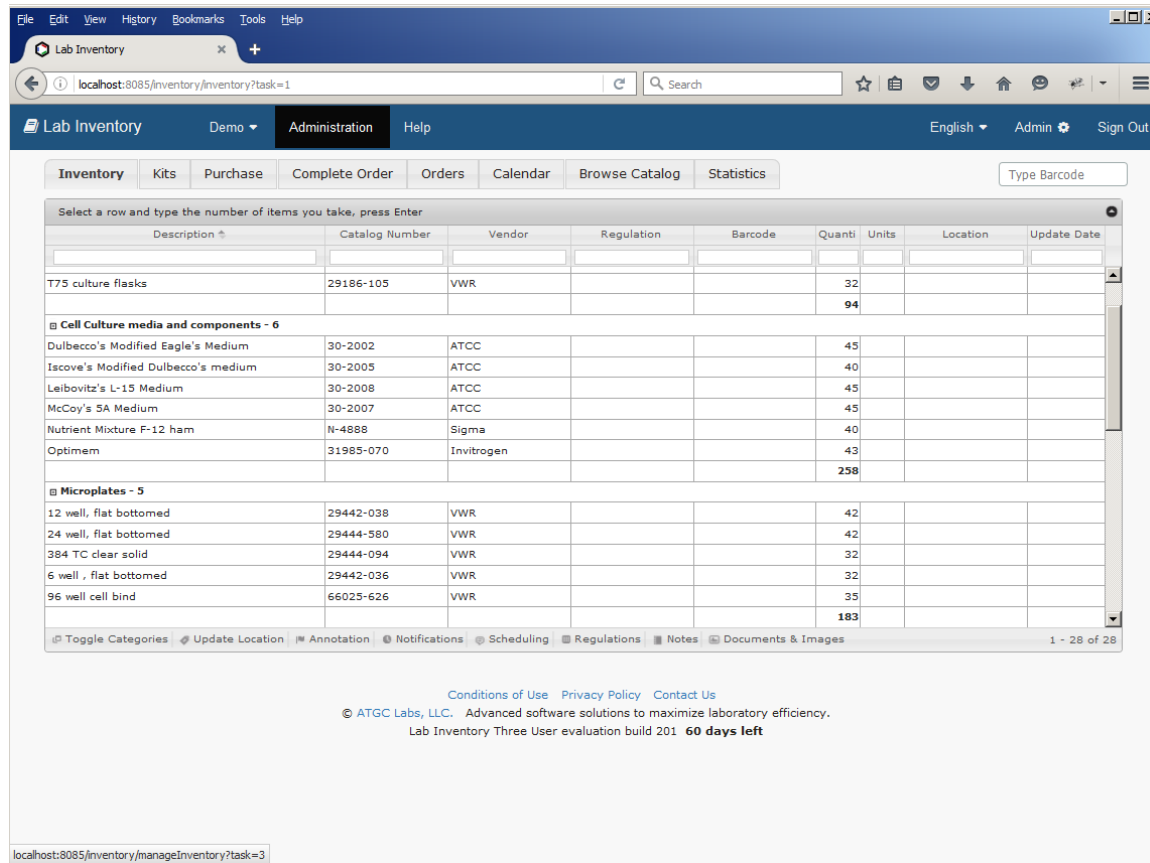
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Lab Inventory Three User evaluation build 201 60 days left

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.

File Edit View History Bookmarks Tools Help

Lab Inventory

localhost:8085/inventory/manageInventory?task=3

Search

Lab Inventory Administration Demo Inventory Help Sign Out

Labs Vendors **Items** Parameters Item Annotation Kit Builder Regulations RFID Data Users Activity Log Type Barcode

### Export Inventory

☐ Include Header  
☐ Include Additional Item Parameters  
☐ Include Unique Item Id Column

Export Inventory

### Import Inventory

☐ File starts with the Header ( Ignore first row )  
☐ File has Unique Item Id Column ( Quantity, Threshold, Expiration, Units and Suggested Price columns will be updated )  
 The import file should have eleven comma separated columns:  
 Category, Vendor, Description, Catalog Number, Barcode, Quantity, Threshold, Expiration, Location, Units, Suggested Price  
 and optional Additional Item Parameters  
 Import comma separated Inventory file

### Physical Inventory Counting

Category  Start typing, the program will autocomplete the field  
 Location

☒ Random ☐ Highest total cost ☐ Most used

Items to export

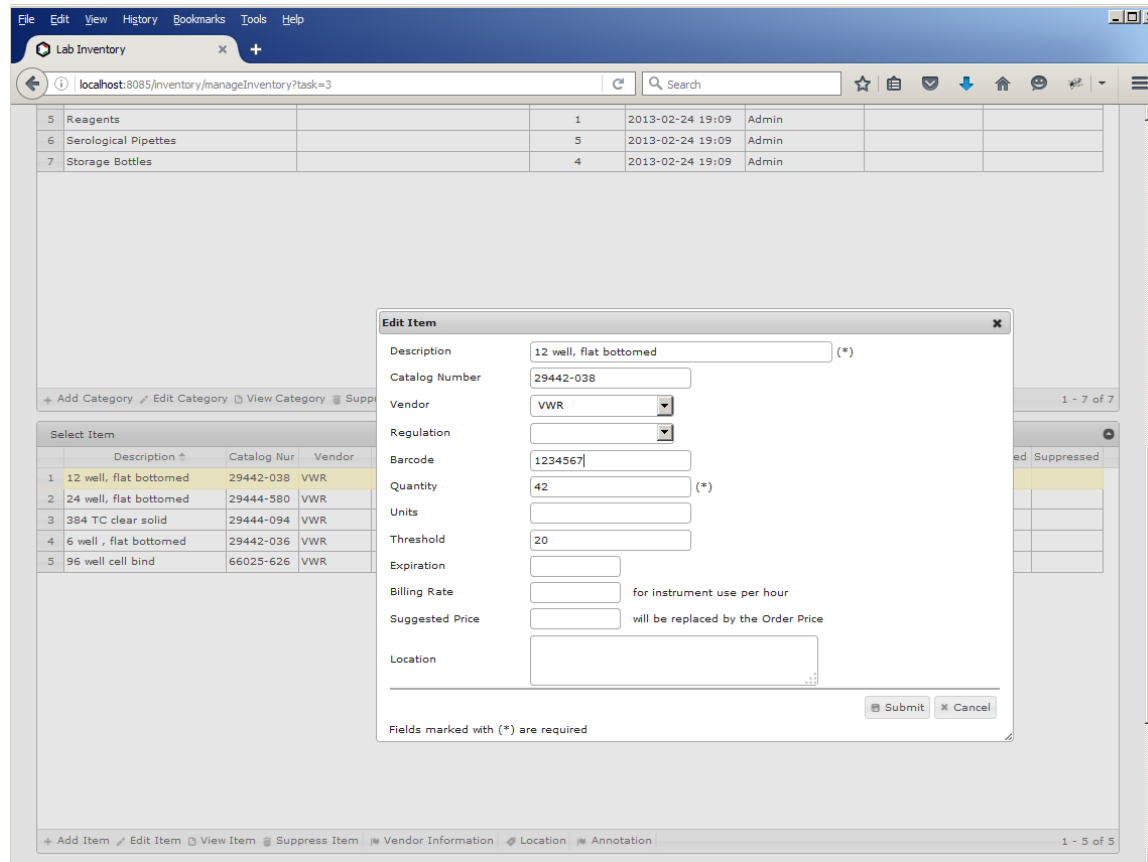
Include: ☐ Category ☐ Vendor ☐ Catalog ☐ Units

Export Inventory Clean

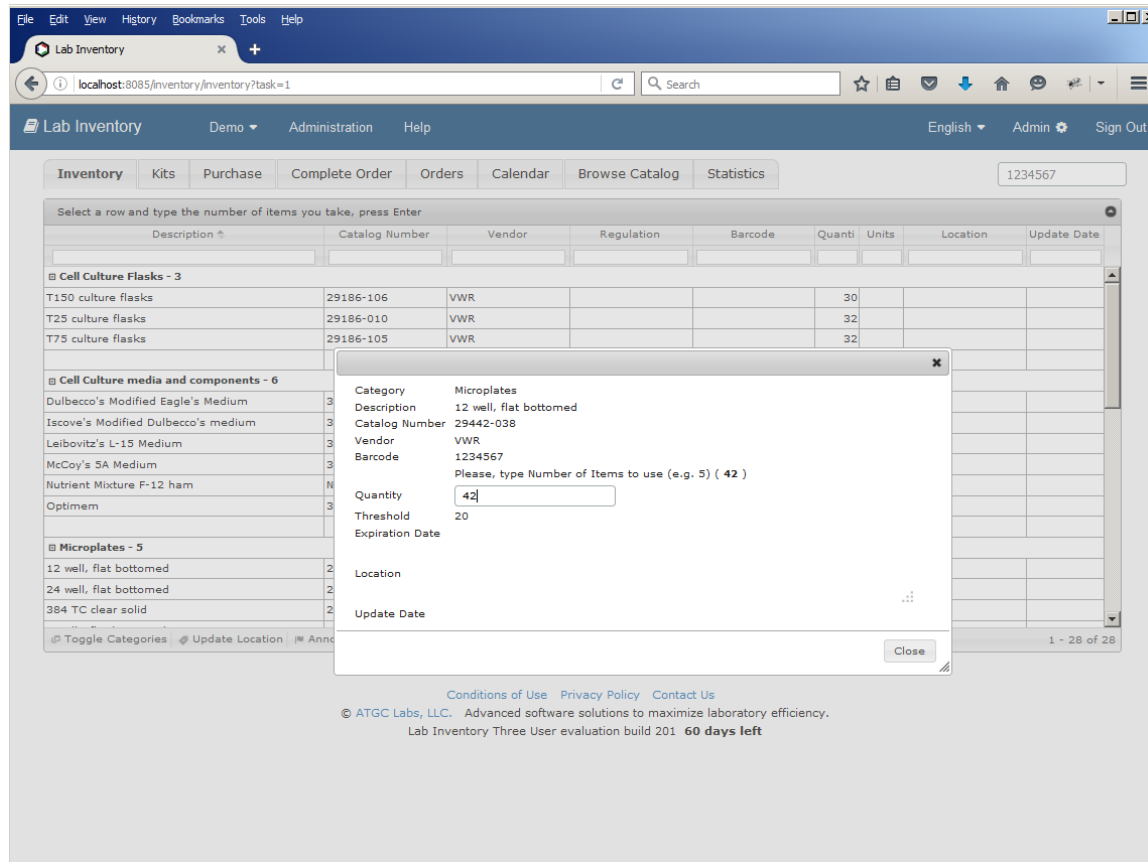
### Select Category

Category	Description	Items	Created	Created by	Suppressed	Suppressed by
1 Cell Culture Flasks		3	2013-02-24 19:09	Admin		

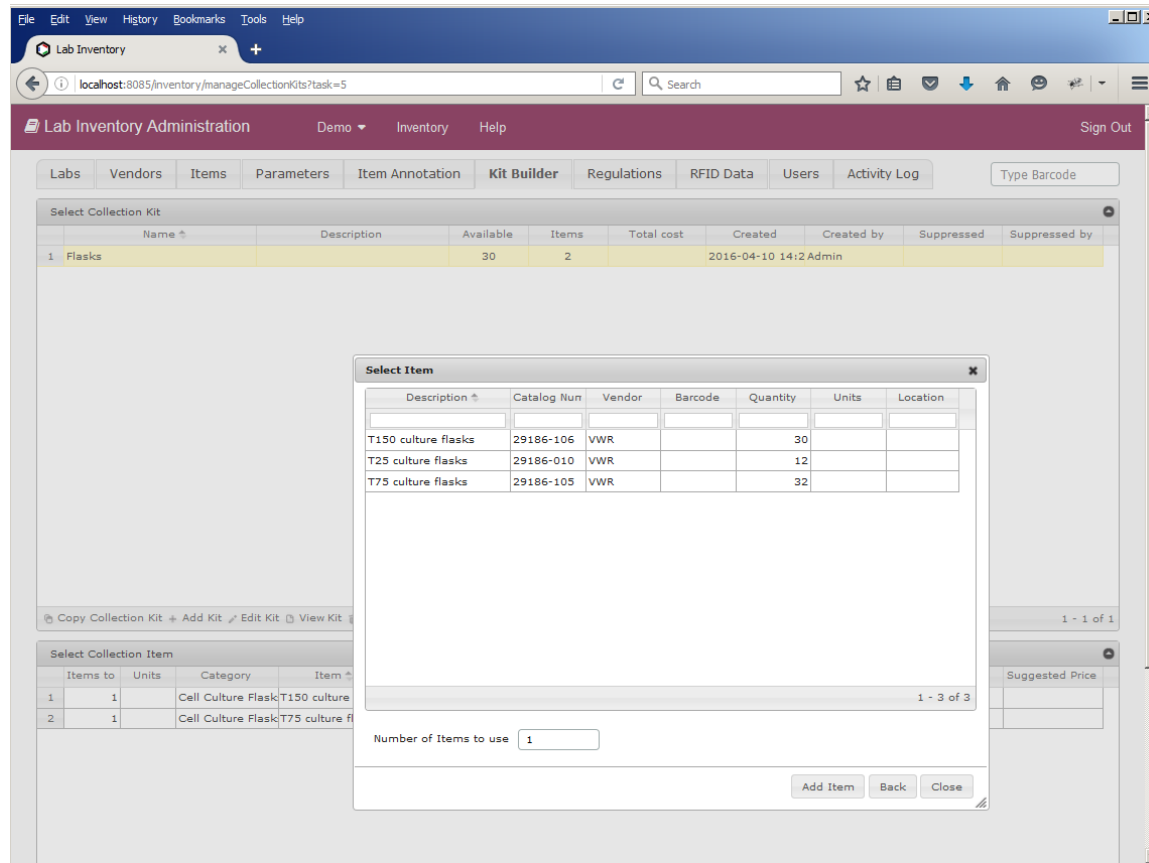
Select the Administration menu and open Items tab.



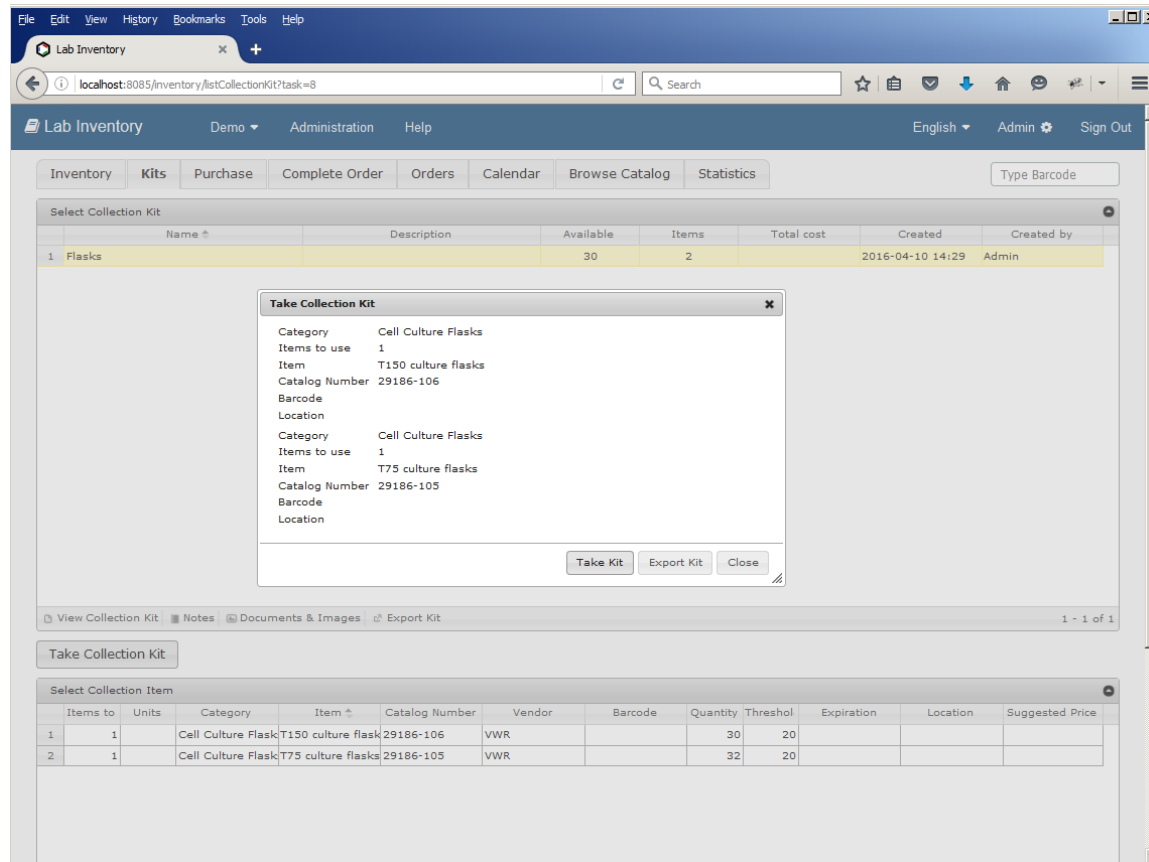
Select a category, select an item and press Edit Item button. The system opens the Edit Item window. Fill out barcode field and press Submit button.



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.

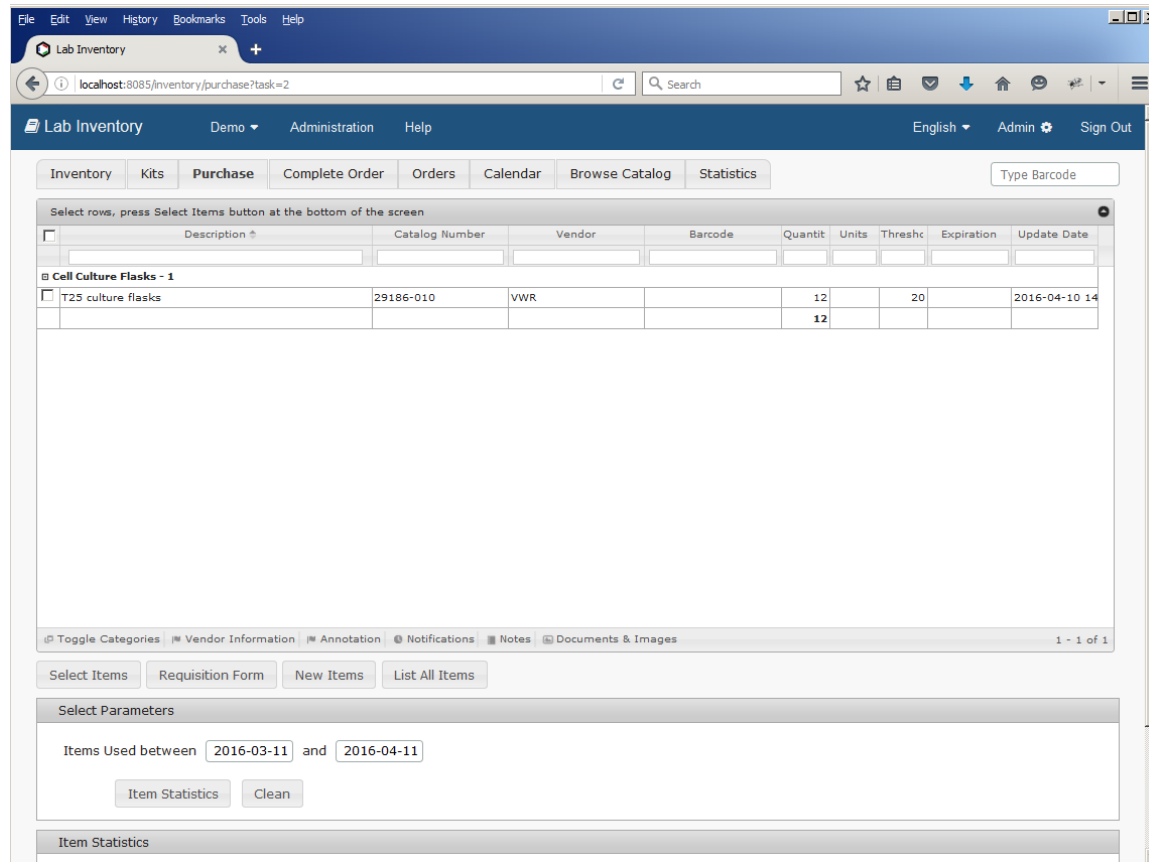


Select the Administration menu and open the Kit Builder tab. Add a new collection kit and add collection items to a kit.

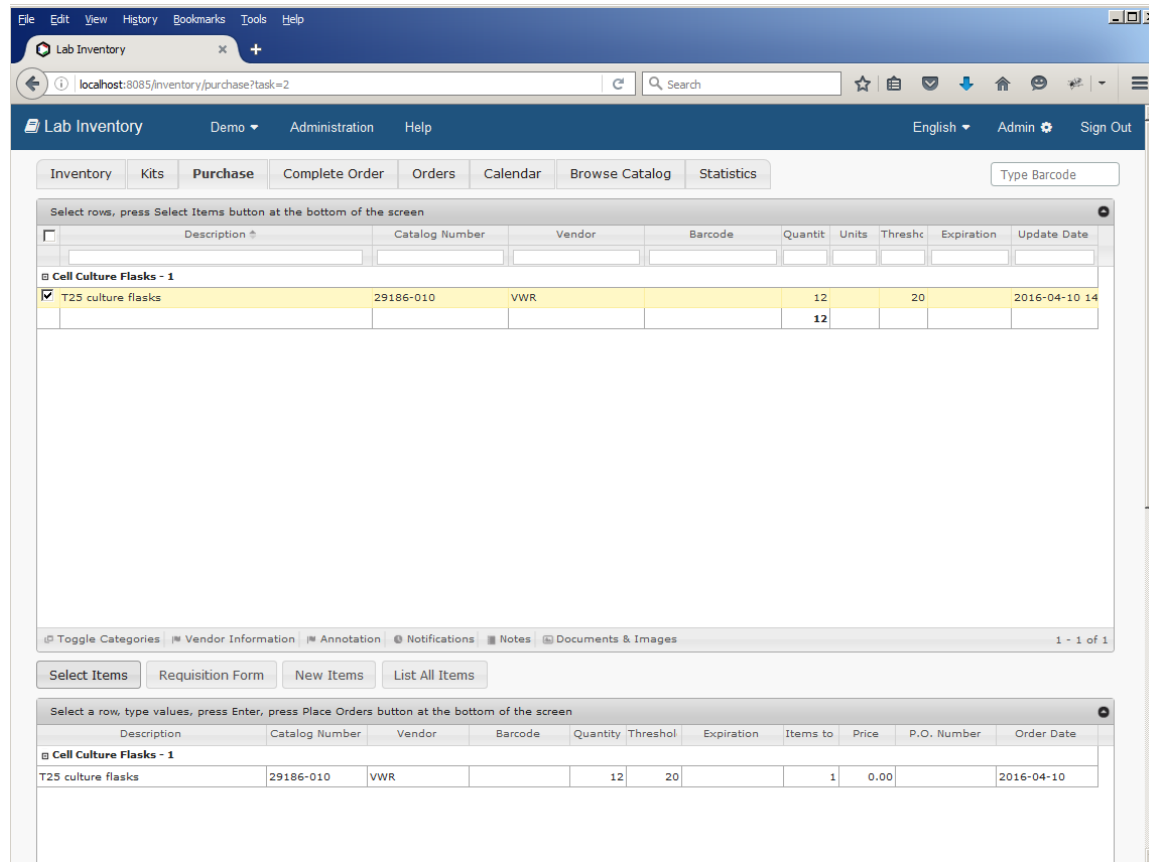


Switch to the Inventory menu. Open the Kits tab, select a collection kit and press Take Collection Kit button at the bottom of the screen. The system opens Take Collection Kit window with item's category, number of items to use, name, catalog number, barcode and location. Press Take Kit button to take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

File Edit View History Bookmarks Tools Help

Lab Inventory

localhost:8085/inventory/purchase?task=2

Select rows, press Select Items button at the bottom of the screen

Description	Catalog Number	Vendor	Barcode	Quantit	Units	Threshc	Expiration	Update Date
Cell Culture Flasks - 1								
<input checked="" type="checkbox"/> T25 culture flasks	29186-010	VWR		12		20	2016-04-10	14
				12				

Toggle Categories Vendor Information Annotation Notifications Notes Documents & Images

Select Items Requisition Form New Items List All Items

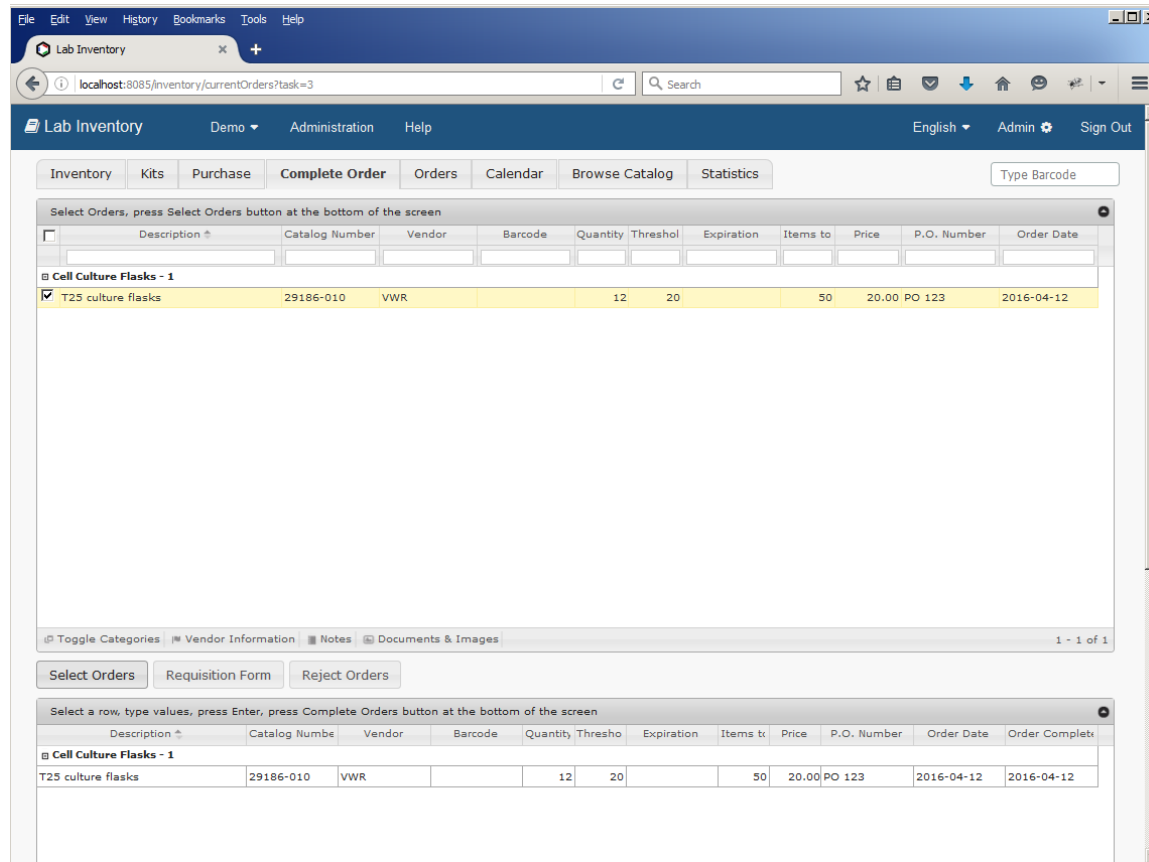
Select a row, type values, press Enter, press Place Orders button at the bottom of the screen

Description	Catalog Number	Vendor	Barcode	Quantity	Threshold	Expiration	Items to	Price	P.O.
Cell Culture Flasks - 1									
T25 culture flasks	29186-010	VWR		12	20		50	00.00	PO 123
									2016-04-12

April 2016

Su	Mo	Tu	We	Th	Fr	Sa
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

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.

File Edit View History Bookmarks Tools Help

Lab Inventory

localhost:8085/inventory/orders?task=4

Lab Inventory Demo Administration Help English Admin Sign Out

Inventory Kits Purchase Complete Order **Orders** Calendar Browse Catalog Statistics Type Barcode

**Inventory on Hand**

Calculate the total value for the entire inventory on hand.  
The valuation is based on the number of Items on hand calculated by Suggested Price or the most recent Order Price.  
The Order Price overrides the Suggested Price.

Export Inventory

**Inventory Valuation**

Orders Completed between 2015-11-01 and 2016-04-13

Export Valuation Clean

**Search Orders**

Orders Completed between 2016-04-09 and 2016-04-13

Price more than

Items more than

Vendor

P.O. Number

☐ Show Rejected Orders

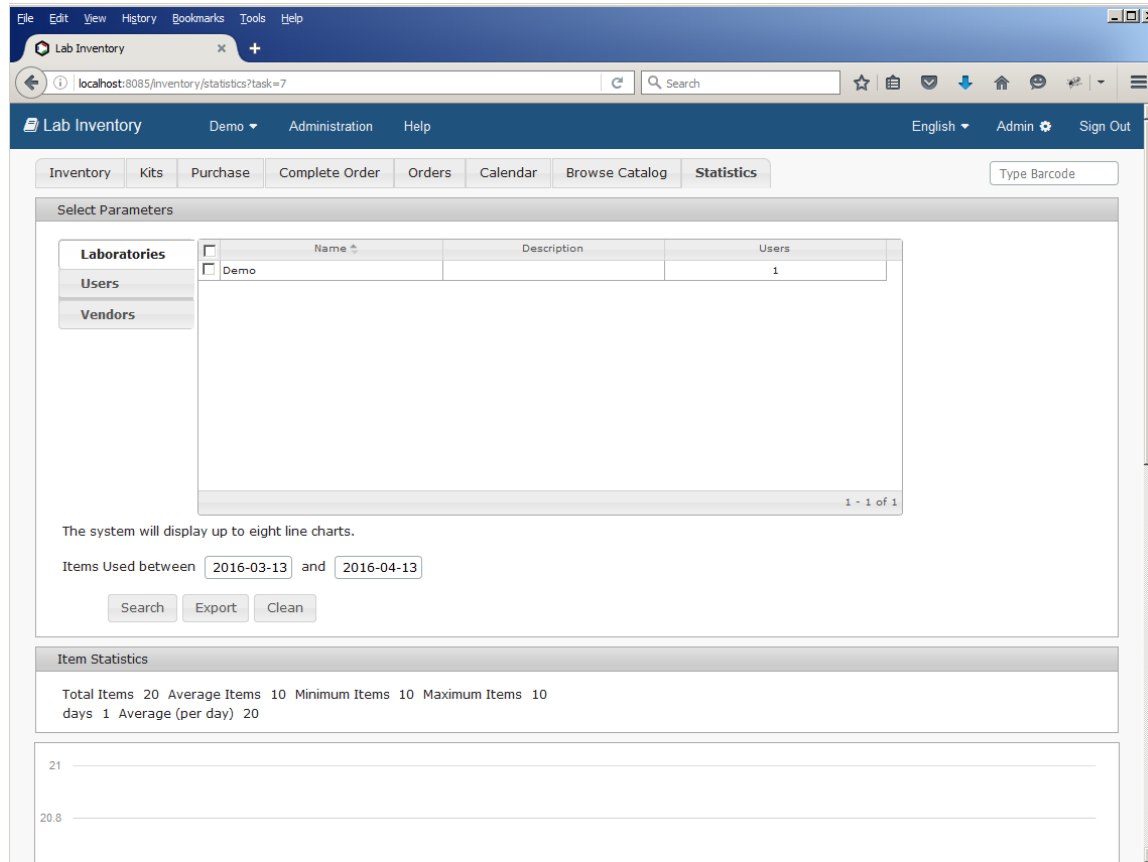
Search Export Export P.O. Clean

**Order Statistics**

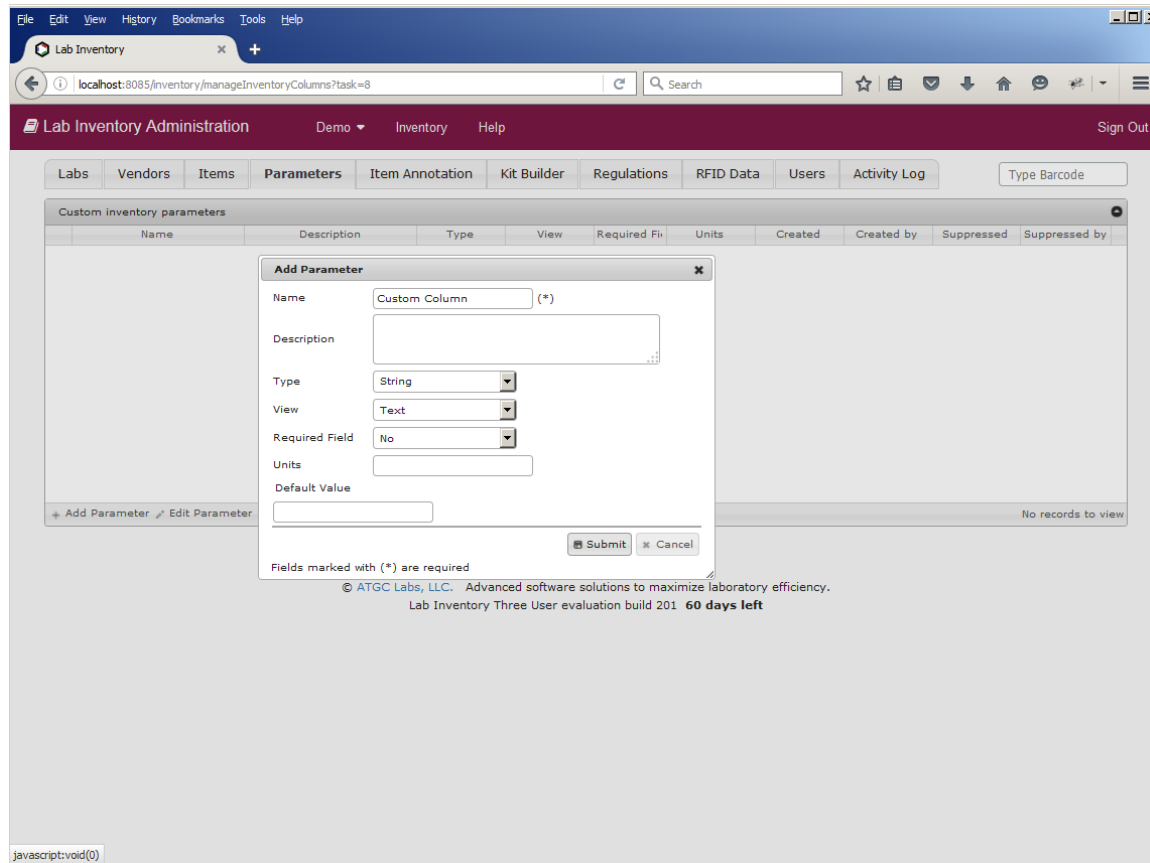
Total Price Total Quantity Average Price

Lab Inventory Catalog Description Catalog Number Vendor Barcode P.O. Number Price Quantity Completed/Est. Completed Completed by

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.

File Edit View History Bookmarks Tools Help

Lab Inventory

localhost:8085/inventory/inventory?task=1

Lab Inventory Demo Administration Help English Admin Sign Out

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

Description	Catalog Number	Vendor	Regulation	Barcode	Quant	Units	Location	Update Dat	Custom Column
Leibovitz's L-15 Medium	30-2008	ATCC			45				
McCoy's 5A Medium	30-2007	ATCC			45				
Nutrient Mixture F-12 ham	N-4888	Sigma			40				
Optimem	31985-070	Invitrogen			43				
					258				
<b>Microplates - 5</b>									
12 well, flat bottomed	29442-038	VWR			42				
24 well, flat bottomed	29444-580	VWR			42				
384 TC clear solid	29444-094	VWR			32				
6 well, flat bottomed	29442-036	VWR			32				
96 well cell bind	66025-626	VWR			35				
					183				
<b>Miscellaneous - 4</b>									
25ml Reagent Reservoir	89094-672	VWR			30				
3M N100 and P100 Filtering Facepiece Respi	19-037-352	Fisher			32				
Eppendorf® Flex-Tubes® Disposable Microce	87003-294	VWR			42				
MF75 Disposable Filter Units, 500ml,0.2um	09-741-05	Fisher			31				

Toggle Categories Update Location Annotation Notifications Scheduling Regulations Notes Documents & Images

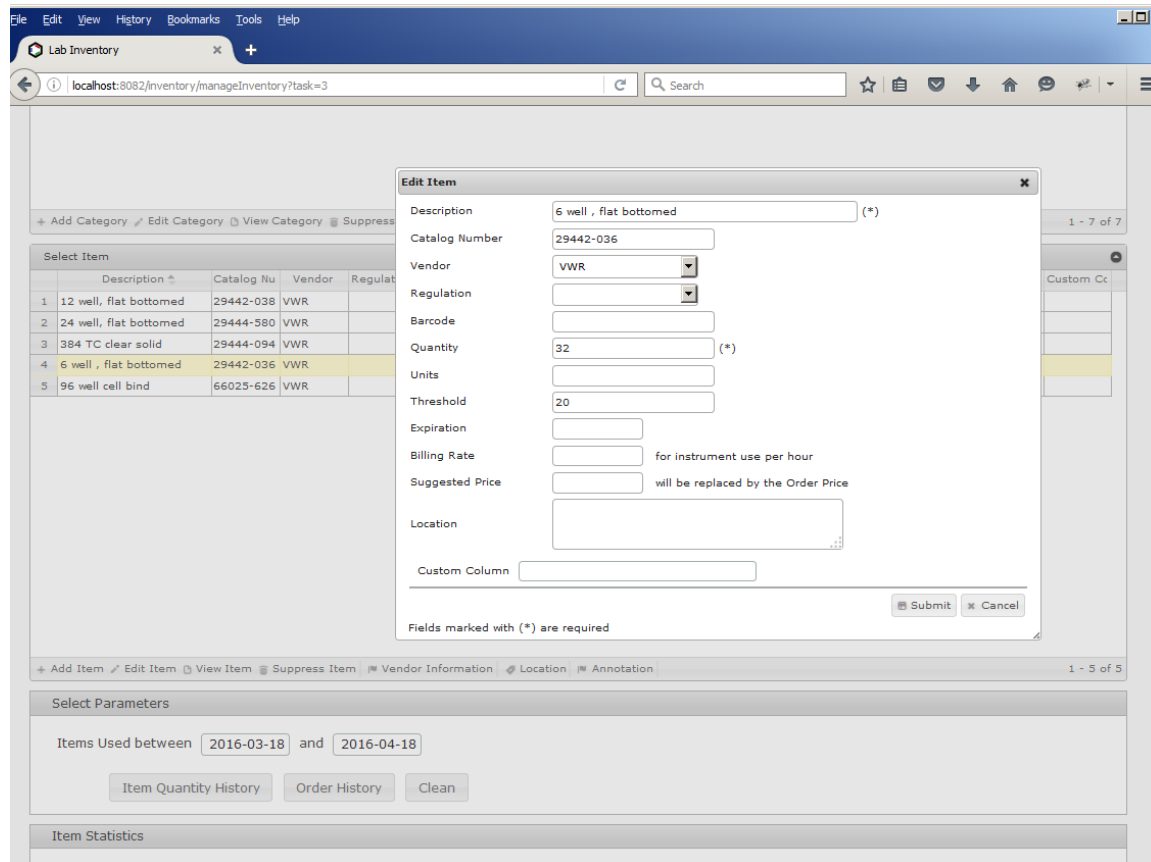
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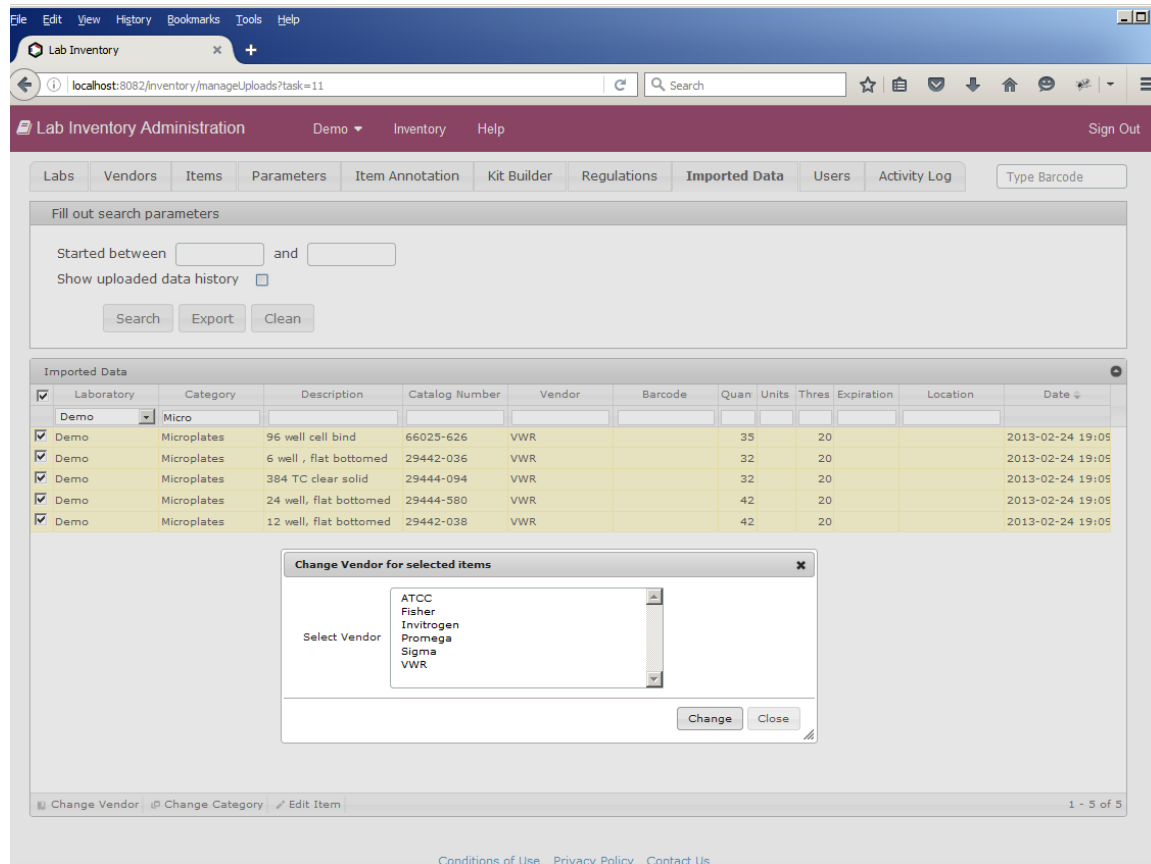
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Lab Inventory Three User evaluation build 201 60 days left

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

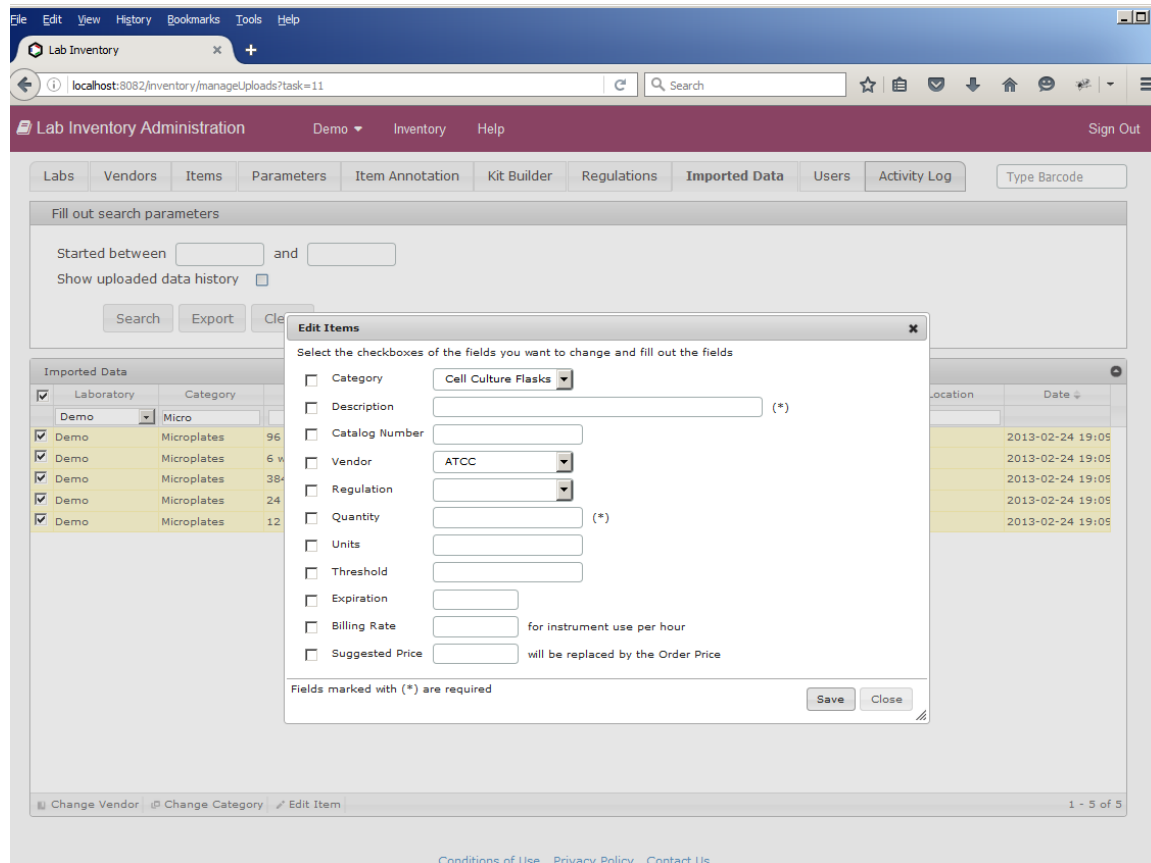




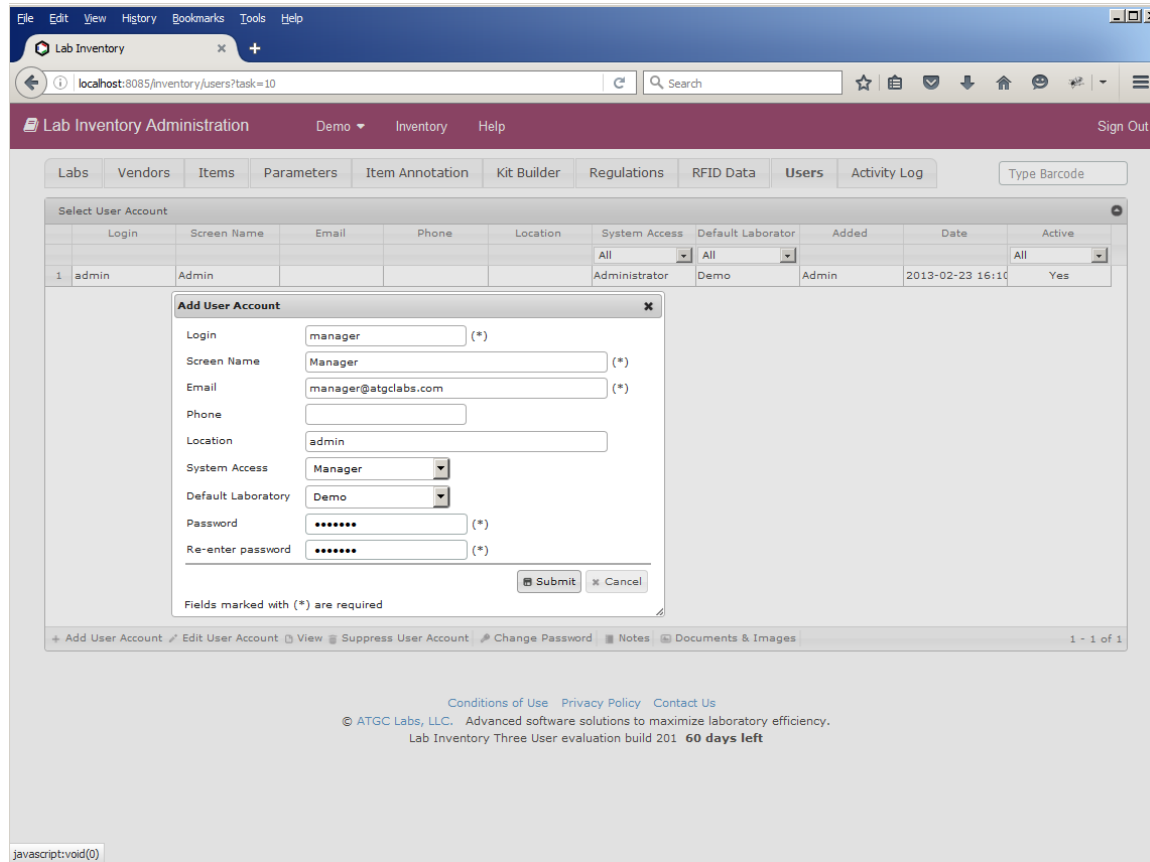
Select the Administration menu and open the Items tab. Select a category, select an item and press Edit Item button. Fill out a new custom column and press Submit button.



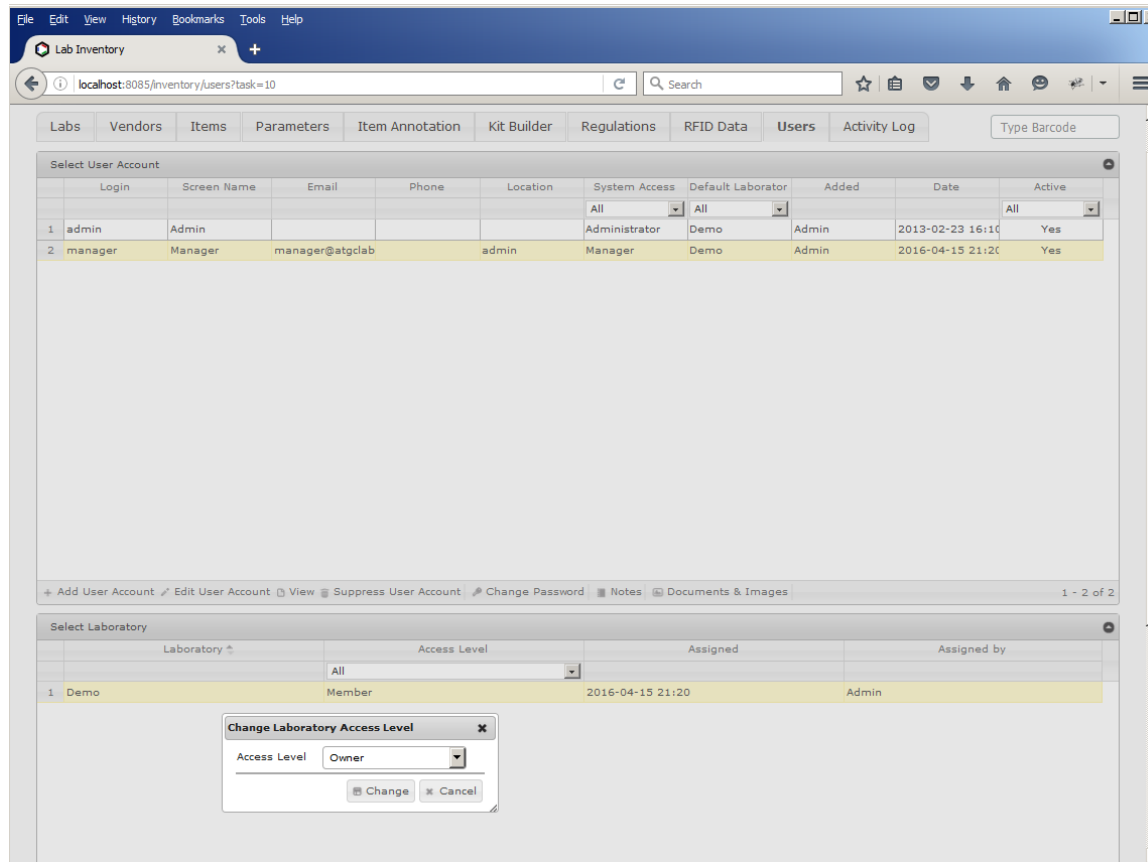
Select the Administration menu and open the Imported Data tab. To change item's vendor, select items in the Imported Data grid. Select a vendor and press Change button. The system changes vendor for selected items.



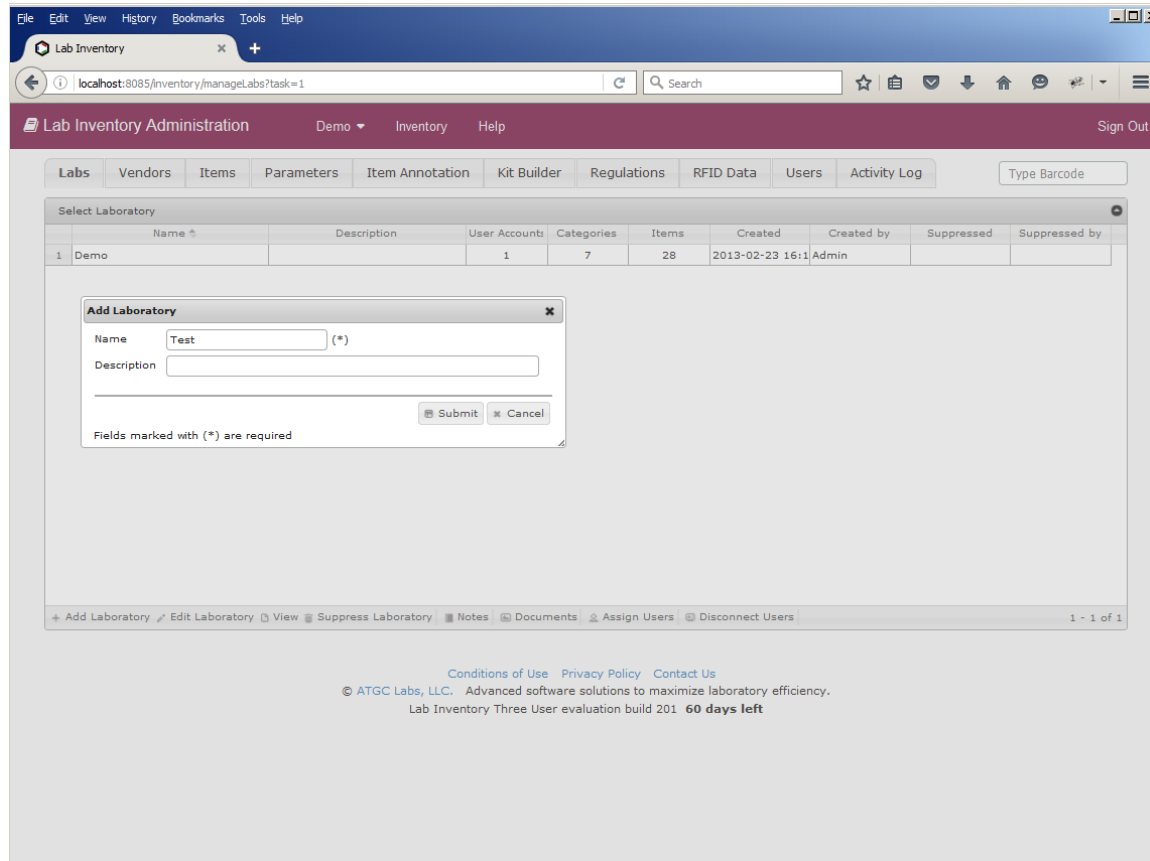
To modify item's information, select items and press the Edit Items button in the navigation bar. Select the checkboxes of the fields you want to change and fill out the fields. Press Save button. The system modifies information for selected items.



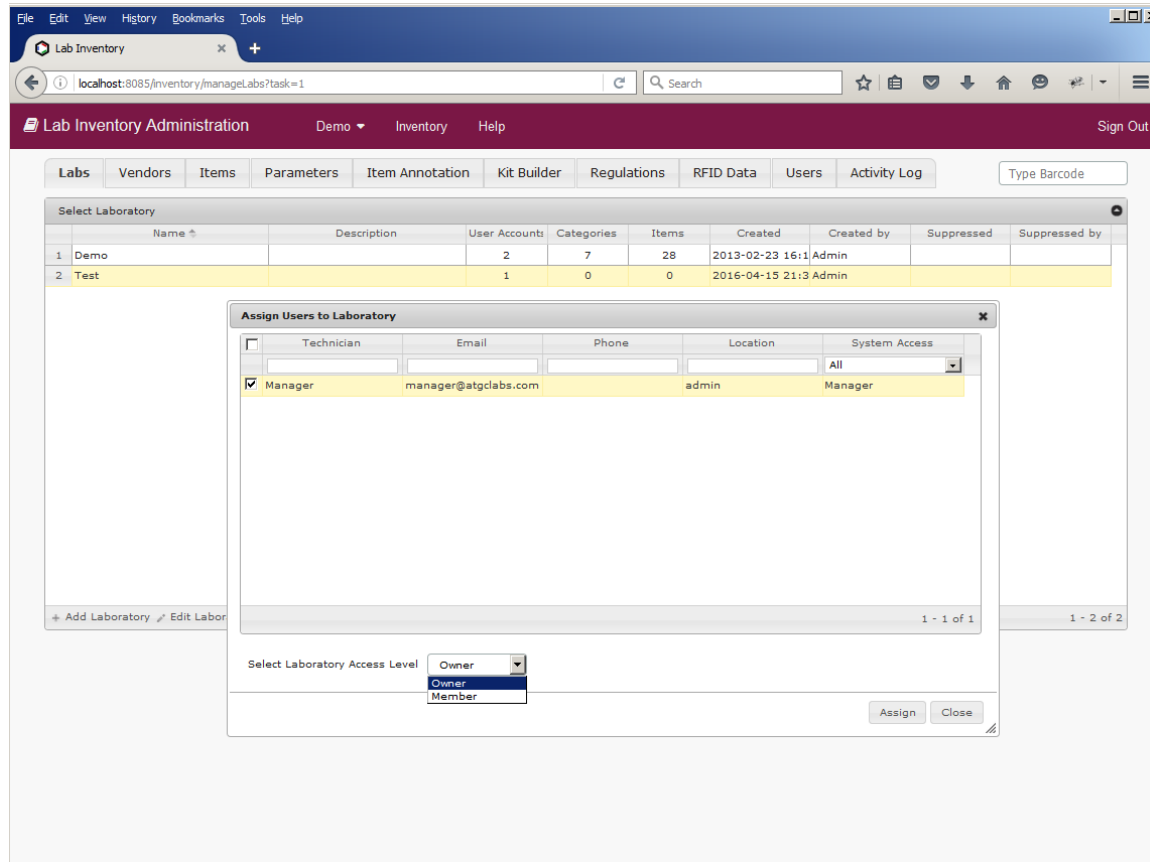
Select the Administration menu and open the Users tab. To add user account press Add User Account button in the navigation bar.



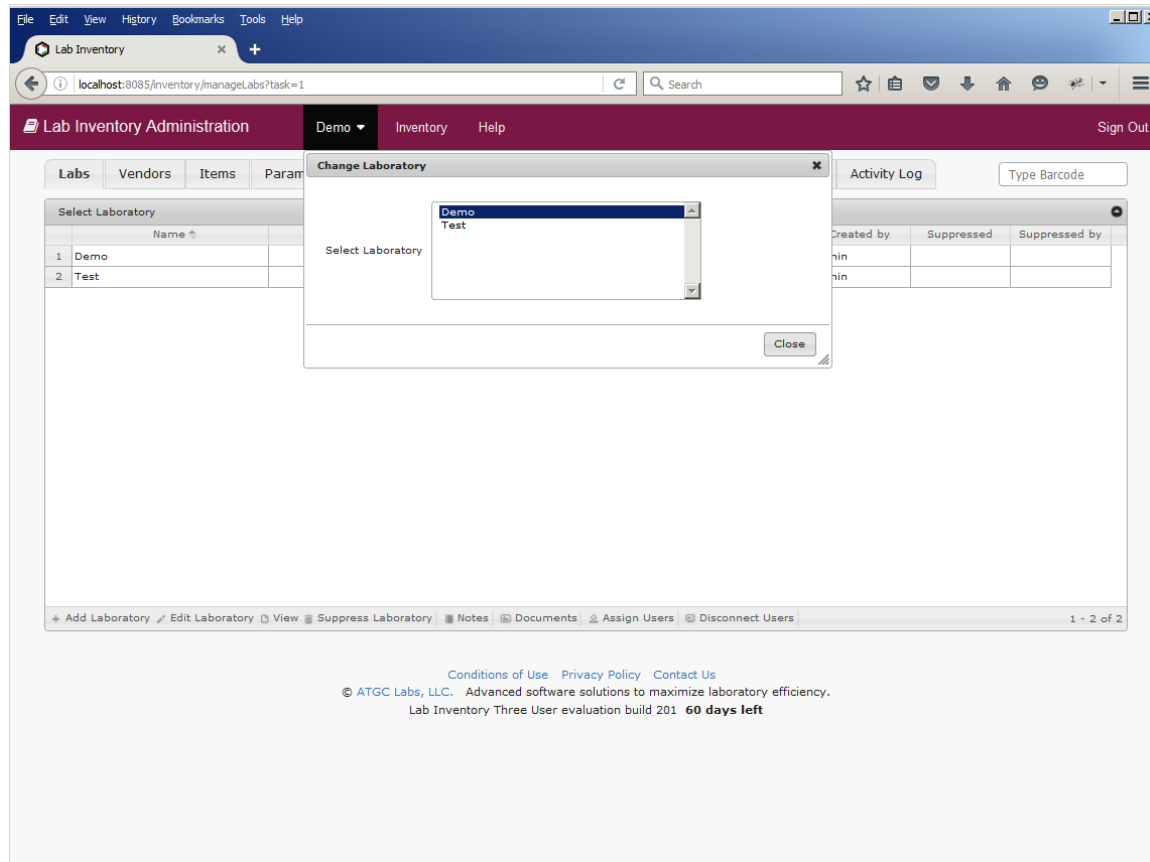
A user with Owner laboratory access level has complete access to the laboratory. An administrator can change laboratory access level from Users tab. Select a user. In the Select Laboratory section select a laboratory and press Change Access Level button.



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

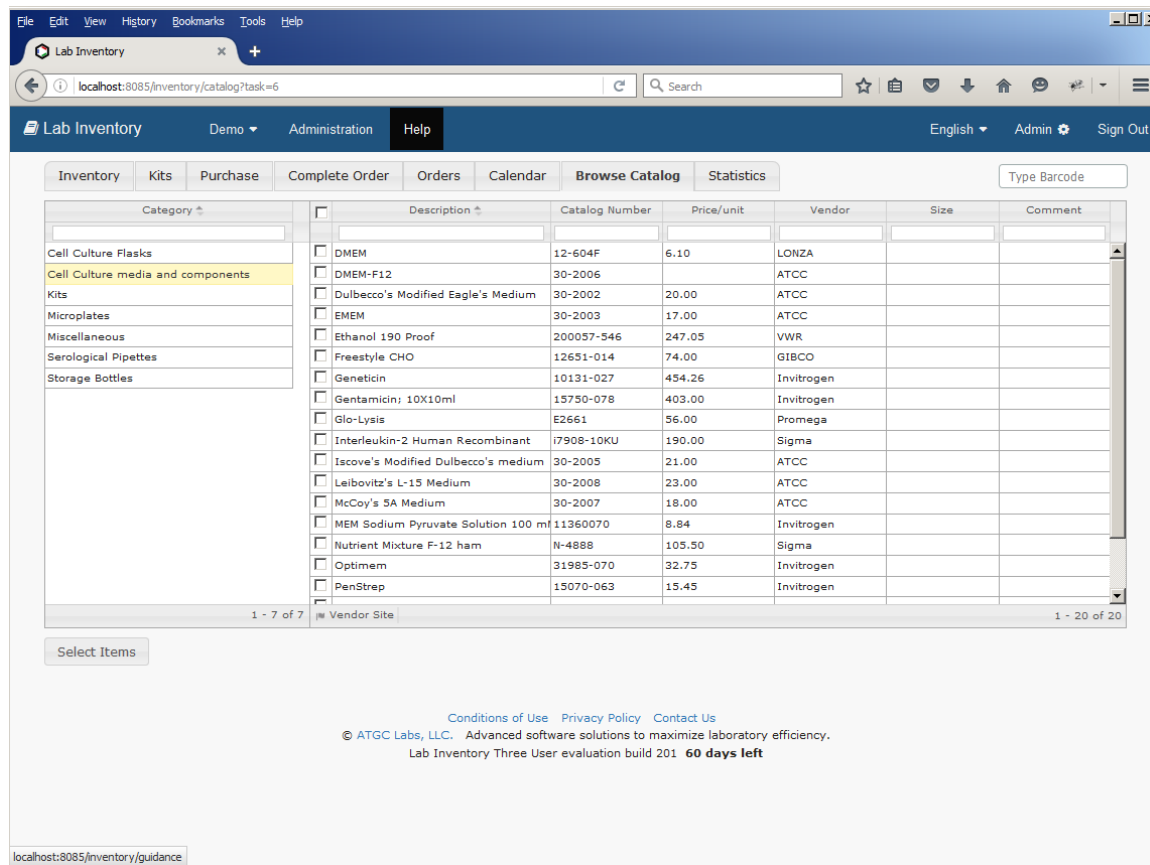


To manage laboratory access and access levels select a laboratory and press the Assign Users button. Select users and Laboratory Access Level and press Assign button.

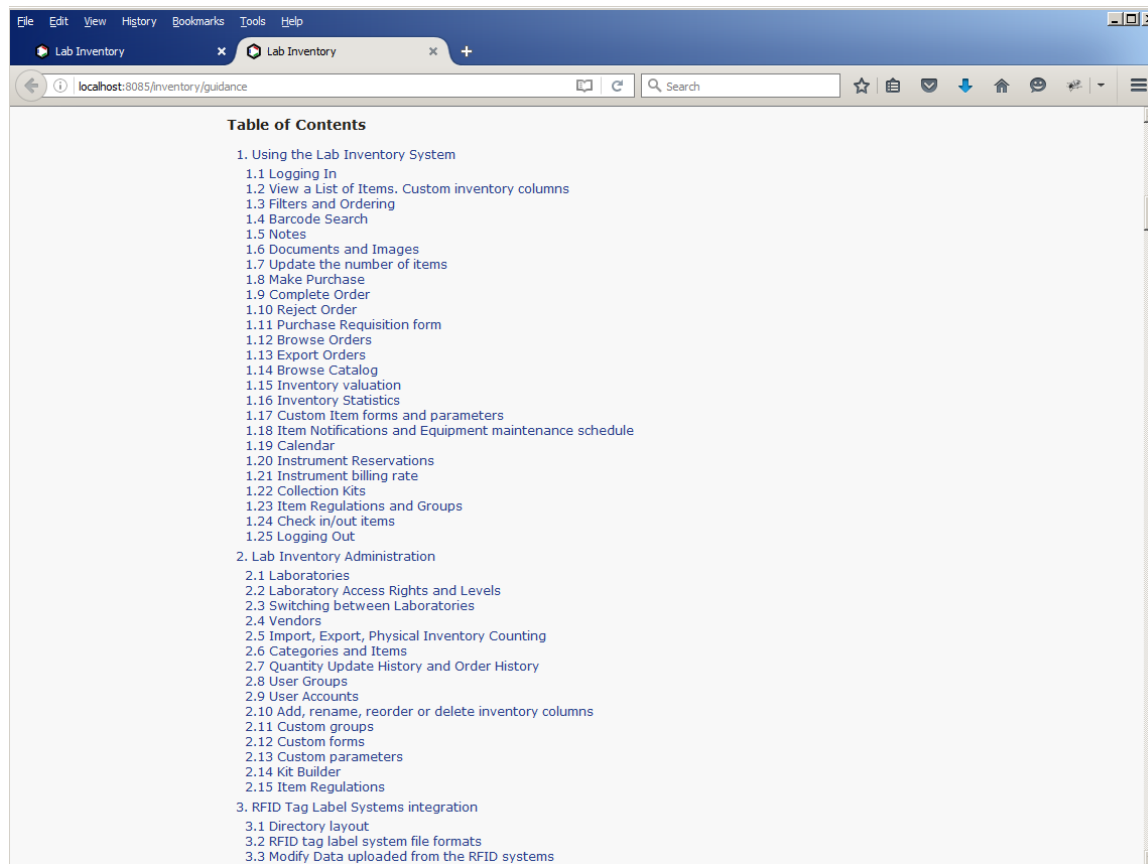


To switch between laboratories, press the laboratory name in the top of the screen. Select a laboratory and the system will switch to the selected laboratory.





For more information please read Lab Inventory User Guide,  
select the Help link.



Do you have any Questions, Comments or Suggestions for us?  
Please feel free to contact us at [support@atgclabs.com](mailto:support@atgclabs.com)