

# LabCare OPS Central

## Configuration Module – Complete User Guide

All Screens: User · Product · Component · Factory · Store · Vendor

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Document Type: User Manual    Module: Configuration

Audience: System Administrator (SuperAdmin)

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## 1. Reference Summary

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| What You Want to Do        | Steps                                                               | Screen               |
|----------------------------|---------------------------------------------------------------------|----------------------|
| <b>Add a new user</b>      | Config → Add New User → Fill form → Save                            | add_newuser          |
| <b>Edit a user</b>         | Config → User List → Edit (pencil icon) → Save                      | add_newuser?id=X     |
| <b>View user QR code</b>   | Config → User List → View (eye icon) → Print QR                     | view_user            |
| <b>Add a new product</b>   | Config → Products → Add New Product → Fill + link components → Save | add_product          |
| <b>Edit a product</b>      | Config → Products → Edit (pencil icon) → Save                       | add_product?id=X     |
| <b>Add a new component</b> | Config → Components → Add New Component → Fill → Save               | add_raw_product      |
| <b>Edit a component</b>    | Config → Components → Edit (pencil icon) → Save                     | add_raw_product?id=X |
| <b>Add a new factory</b>   | Config → Factories → Add New Factory → Fill + link products → Save  | add_newfactory       |
| <b>Edit a factory</b>      | Config → Factories → Edit (pencil icon) → Save                      | add_newfactory?id=X  |
| <b>Add a new store</b>     | Config → Stores → Add New Store → Fill + link factories → Save      | add_newstore         |
| <b>Edit a store</b>        | Config → Stores → Edit (pencil icon) → Save                         | add_newstore?id=X    |

|                         |                                                                            |                 |
|-------------------------|----------------------------------------------------------------------------|-----------------|
| <b>Add a new vendor</b> | Config → Vendors → Add New Vendor → Fill + link products/components → Save | add_vendor      |
| <b>Edit a vendor</b>    | Config → Vendors → Edit (pencil icon) → Save                               | add_vendor?id=X |

## PART A — OVERVIEW

### 1 What is the Configuration Module?

The Configuration module is the master setup area of LabCare OPS Central. Before any workflow can begin — quotations, orders, inventory, assembly — the system must first be set up correctly. This module lets the administrator:

- Add and manage system users (staff who log in to LabCare OPS Central)
- Define products that the company sells and assembles
- Define components (raw materials) used in assembly
- Set up factories where products are manufactured
- Set up stores that handle product and component stock
- Register vendors who supply components to the company

Think of it as: Setting up Configuration is like setting up a new office — you register the people, the buildings, the suppliers, and the goods before any actual work starts.

### 2 Who Can Access Configuration?

All Configuration screens (Add User, Add Product, Add Component, Add Factory, Add Store, Add Vendor) are accessible by SuperAdmin only.

**Important:** If you are not a SuperAdmin, you will see an "Unauthorised Access" message. Contact your SuperAdmin to make any changes.

### 3 How to Open Configuration

---

1. Log in with your SuperAdmin credentials.
2. Look at the left-side navigation menu and click "Configuration".
3. A sub-menu expands showing all available screens: Users, Products, Components, Factories, Stores, Vendors.
4. Click on the screen you need.

## PART B — USER MANAGEMENT

### 4 Add a New User

Every person who logs in to LabCare OPS Central must be added as a user. Steps:

5. Click "Add New User" from the Configuration menu.
6. Fill in all required fields (marked with \*).
7. Select the correct Role for the user.
8. If Role = Store Person, select the Store(s) they work in.
9. If Role = Factory, select the Factory they belong to.
10. Enter a Password and Confirm Password (follow Section 6 rules).

The screenshot shows the 'Add New User' form within the LabCare OPS Central application. The top navigation bar includes the Shivani logo, a user profile for 'SuperAdmin1', and a menu with options like Dashboard, Configuration, Inventory, Driver, Quotation, Reports, and User Manual. The form itself is titled 'Add New User' and contains several input fields: Username (filled with 'Json Smith'), Email Address (filled with 'json.s@gmail.com'), Phone Number (filled with '9899778787'), Password (masked with dots and a strength indicator showing 'Strong'), Confirm Password (masked with dots), Country (filled with 'American Samoa'), State (filled with 'LAS VEGAS'), City (filled with 'LS VEGAS'), and Pincode (filled with '989788'). The form also includes 'Back' and 'Save' buttons at the bottom right.

11. Click Save.

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Co-creating IWF Success

SuperAdmin1  
SuperAdmin

Dashboard Configuration Inventory Driver Quotation Reports User Manual

### Add New User

Username\*  
Json Smith 10/50

Phone Number\*  
9899778787

Password\*  
\*\*\*\*\*

Strong

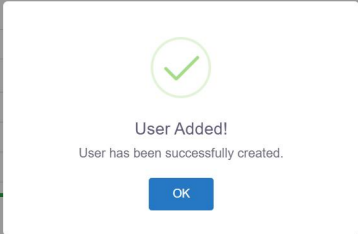
Country\*  
American Samoa

State\*  
LAS VEGAS

City\*  
LS VEGAS

Pincode\*  
989788

Back Save



User Added!  
User has been successfully created.

OK

12. A success message appears and a QR code badge is automatically generated for the user.

QR Code Badge: After saving, the system automatically creates a unique QR code for the user. Floor Persons use this QR code to sign in at the Floor User Monitor Dashboard. Print it and give it to the user.



## User Details

Json Smith

Download QR

Print QR

Back to Users



Json Smith-00244

Json Smith

Super admin

Email: json.s@gmail.com

Mobile: 9899778787

Country: American Samoa

State: LAS VEGAS

City: LS VEGAS

Pincode: 989788

Created On: 08-04-2026 10:49

Status: Active

Assigned Store(s): No stores assigned

Assigned Factory(ies): No factories assigned

## 5 Password Rules

The password must follow ALL of these rules:

| Rule                          | Example                                        |
|-------------------------------|------------------------------------------------|
| At least 8 characters long    | Minimum 8 characters                           |
| At least one UPPERCASE letter | LabCare OPS Central@2026 → P is uppercase      |
| At least one lowercase letter | LabCare OPS Central@2026 → rofert is lowercase |

|                                                    |                                               |
|----------------------------------------------------|-----------------------------------------------|
| <b>At least one number (0–9)</b>                   | LabCare OPS Central@2026 → 2026 is the number |
| <b>At least one special character (@ # ! \$ _)</b> | LabCare OPS Central@2026 → @ is special       |

Good example: "LabCare OPS Central@2026" — has uppercase, lowercase, number, and special character.

Note: On the Edit User page, leave Password and Confirm Password blank if you do not want to change the current password.

## 6 Role-Based Store / Factory Assignment

| Role Selected          | What Appears     | Action Required                                                                   |
|------------------------|------------------|-----------------------------------------------------------------------------------|
| <b>Store Person</b>    | Store dropdown   | Select the store(s) this person works in. They can only see that store's data.    |
| <b>Factory</b>         | Factory dropdown | Select the factory this person belongs to. They can only see that factory's data. |
| <b>All other roles</b> | Nothing extra    | No store/factory assignment needed.                                               |

## 7 Edit / View / Delete a User

- Edit: Go to Configuration → User List → Click the pencil (Edit) icon → Update fields → Save.
- View: Go to Configuration → User List → Click the eye (View) icon → See full profile and QR code → Print QR if needed.
- Delete: Go to Configuration → User List → Click the delete icon → Confirm deletion. The user is removed from the system and can no longer log in.

Be careful: Deleting a user is permanent. If the user has active assignments or pending tasks, resolve those first before deleting.

## 8 User Roles Explained

---

| Role                       | Who Is This?                     | What They Can Do                                                                             |
|----------------------------|----------------------------------|----------------------------------------------------------------------------------------------|
| <b>SuperAdmin</b>          | System administrator             | Full access. Manages users, products, factories, stores, vendors. Views all data.            |
| <b>Labcare Admin</b>       | Management / approval person     | Approves/rejects quotations, assigns orders to stores, views all reports.                    |
| <b>Backend Person</b>      | Sales / quotation team           | Raises and finalises quotations, answers queries. Cannot approve.                            |
| <b>Store Person</b>        | Staff at a store location        | Manages store inventory, accepts orders, creates inward/outward, raises requisitions.        |
| <b>Factory</b>             | Staff at a factory               | Receives requisitions, generates QR codes, assigns assembly, manages factory inward/outward. |
| <b>Floor Person</b>        | Assembly worker on factory floor | Floor User Monitor Dashboard only. Scans badge and QR codes to complete assembly tasks.      |
| <b>Main Store</b>          | Staff at central warehouse       | Manages central component inventory, fulfils Store requisitions, raises to Purchase Dept.    |
| <b>Purchase Department</b> | Procurement team                 | Receives requests from Main                                                                  |

|  |  |                                                       |
|--|--|-------------------------------------------------------|
|  |  | Store, processes purchases for component procurement. |
|--|--|-------------------------------------------------------|

## PART C — COMPONENT MANAGEMENT

### 9 What is a Component?

---

A Component (also called Raw Component or Raw Material) is a part or material used to assemble a finished product. For example: "LabCare OPS Central Cable", "Battery Pack", "Sensor Unit". Components are stocked in the Store and Main Store, supplied by Vendors, and consumed during Factory assembly.

Key idea: Components are what you buy and store. Products are what you build using components. You must add components before you can link them to a product BOM.

### 10 Add a New Component — Steps

---

13. Click "Components" from the Configuration menu.
14. Click "Add New Component".
15. Fill in all component details (see Section 16 for field guide).
16. Upload a component image (optional).
17. Upload a component brochure/datasheet (optional).

#### Component Information

|                                                                                           |                                                               |                                                                                                                                                                                                                                                                                                                                                                                                  |
|-------------------------------------------------------------------------------------------|---------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Component Category *                                                                      | Component Name *                                              | Alias Name *                                                                                                                                                                                                                                                                                                                                                                                     |
| InternalComponent                                                                         | Sensor Unit                                                   | Sensor Unit                                                                                                                                                                                                                                                                                                                                                                                      |
| Catalog Number *                                                                          | Manufacturer Name *                                           | Price *                                                                                                                                                                                                                                                                                                                                                                                          |
| Cat-01                                                                                    | Shivani Scientific                                            | 12000                                                                                                                                                                                                                                                                                                                                                                                            |
| Country *                                                                                 | Shelf Time (Months) *                                         | Minimum order Quantity (MOQ) *                                                                                                                                                                                                                                                                                                                                                                   |
| India                                                                                     | 24                                                            | 20                                                                                                                                                                                                                                                                                                                                                                                               |
| Grade IVP *                                                                               | Sterile *                                                     | Product Image *                                                                                                                                                                                                                                                                                                                                                                                  |
| <input checked="" type="radio"/> Yes <input type="radio"/> No                             | <input checked="" type="radio"/> Yes <input type="radio"/> No | temp@sensor.png <input type="button" value="Browse"/>                                                                                                                                                                                                                                                                                                                                            |
| Upload Brochure                                                                           | Manufacturer Details *                                        | Product Details                                                                                                                                                                                                                                                                                                                                                                                  |
| <input type="text" value="Choose upload brochure"/> <input type="button" value="Browse"/> | Shivani Scientific                                            | An IoT temperature sensor is a device that detects thermal energy from the environment or an object and converts it into electrical signals. In IoT applications, these sensors feature connectivity (e.g., Wi-Fi, Bluetooth, LoRaWAN) to transmit real-time data to a platform for remote monitoring, analysis, and automated alerts, facilitating, for example, industrial or home automation. |

#### Dimensional Information

|                             |                          |                           |
|-----------------------------|--------------------------|---------------------------|
| Per Product Length (mm) *   | Per Product Width (mm) * | Per Product Height (mm) * |
| 20                          | 5                        | 30                        |
| Box Length (mm) *           | Box Width (mm) *         | Box Height (mm) *         |
| 30                          | 10                       | 40                        |
| Pack Length (mm) *          | Pack Width (mm) *        | Pack Height (mm) *        |
| 40                          | 10                       | 50                        |
| Products contain in 1 Box * |                          |                           |
| 1                           |                          |                           |

18. Click Save.

19. The component is added to the system and is now available to link to products and to track in inventory.



### Component Added!

Component has been successfully added.

OK

## 11 Edit / View / Delete a Component

- Edit: Configuration → Components → Click Edit → Update fields → Save.



SuperAdmin1  
SuperAdmin

Dashboard

Configuration

Inventory

Driver

Quotation

Reports

Component Information

Component Category \*

InternalComponent

Catalog Number \*

Cat-01

Country \*

India

Grade IVF \*

☒ Yes ☐ No

Component Name \*

Sensor Unit

Manufacturer Name \*

Shivani Scientific

Shelf time (Months) \*

24

Sterile \*

☒ Yes ☐ No

Alias Name \*

Sensor Unit

Price \*

12000.00

Minimum order Quantity (MOQ) \*

20

Product Image \*

8620260409050700.png

Browse

Upload Brochure

Choose upload brochure

Browse

Manufacturer Details \*

Shivani Scientific

Product Details

An IoT temperature sensor is a device that detects thermal energy from the environment or an object and converts it into electrical signals. In IoT applications, these sensors feature connectivity (e.g., Wi-Fi, Bluetooth, LoRaWAN) to transmit real-time data to a platform for remote monitoring, analysis, and automated alerts, facilitating, for example, industrial

- View: Configuration → Components → Click View → See all details, image, brochure, and price history chart.



Sensor Unit



Component Details

[← Back to Components](#)

Component Name: Sensor Unit  
 Alias Name: Sensor Unit  
 Catalog Number: Cat-01  
 Manufacturer: Shivani Scientific  
 Price: ₹12,000.00  
 Country: India  
 Shelf Time: 24 months  
 MOQ: 20  
 Grade IVF: Yes  
 Sterile: Yes

Created On: 09-04-2026 05:07  
 Box Capacity: 1 units/box  
 Manufacturer Details: Shivani Scientific  
 Product Details: An IoT temperature sensor is a device that detects thermal energy from the environment or an object and converts it into electrical signals. In IoT applications, these sensors feature connectivity (e.g., Wi-Fi, Bluetooth, LoRaWAN) to transmit real-time data to a platform for remote monitoring, analysis, and automated alerts, facilitating, for example, industrial or home automation.

Dimensional Information

|               |                   |                    |
|---------------|-------------------|--------------------|
| Length: 20 mm | Box Length: 30 mm | Pack Length: 40 mm |
| Width: 5 mm   | Box Width: 10 mm  | Pack Width: 10 mm  |
| Height: 30 mm | Box Height: 40 mm | Pack Height: 50 mm |
|               | Products/Box: 1   |                    |

- Delete: Configuration → Components → Click Delete → Confirm. The component is removed from the list. Check that it is not linked to any active product BOM before deleting.

Shivani

Co-creating IVF Success

SuperAdmin1  
SuperAdmin

Dashboard

Configuration

Inventory

Driver

Quotation

Reports

100 entries

Component

Search:

Add New Component

| IMAGE                                                                              | NAME                       | PRICE     | CAT NO   | TYPE              | MANUFACTURER NAME  | SHELF TIME | GRADE | STERILE | ACTIONS           |
|------------------------------------------------------------------------------------|----------------------------|-----------|----------|-------------------|--------------------|------------|-------|---------|-------------------|
|   | Sensor Unit                | 12000.00  | Cat-01   | Internal          |                    | 24         | Yes   | Yes     | <a href="#">⋮</a> |
|   | Power Cord                 | 1200.00   | PC123456 | Acc               |                    | 12         | Yes   | Yes     | <a href="#">⋮</a> |
|   | Main PCB                   | 1500.00   | MC123456 | Internal          |                    | 12         | Yes   | Yes     | <a href="#">⋮</a> |
|   | Adapter                    | 76543.00  | Adapter  | Acc               |                    | 21         | Yes   | Yes     | <a href="#">⋮</a> |
|   | IC                         | 3322.00   | 5775     | Acc               |                    | 33         | Yes   | Yes     | <a href="#">⋮</a> |
|   | demodsddd                  | 234567.00 | 2        | Accessories       | siddhesh           | 21         | Yes   | No      | <a href="#">⋮</a> |
|   | LoRa 3172<br>Miscellaneous | 100.00    | 19       | InternalComponent | Shivani Scientific | 24         | No    | No      | <a href="#">⋮</a> |
|   | LoRa 3172<br>Antenna       | 400.00    | 19       | InternalComponent | Shivani Scientific | 24         | Yes   | No      | <a href="#">⋮</a> |
|  | LoRa 3172<br>RAK3172       | 780.00    | 19       | InternalComponent | Shivani Scientific | 24         | Yes   | Yes     | <a href="#">⋮</a> |

Deleted!

Component deleted successfully.

OK

Price History: The Component screen also shows a price fluctuation chart — you can see how the purchase price of each component has changed over time based on past inward records.

## PART D — PRODUCT MANAGEMENT

### 12 What is a Product?

---

A Product in LabCare OPS Central is a finished item that the company sells to hospitals. For example: "LabCare OPS Central Kit". Products are assembled at the factory using components (raw materials). Each product has its own Bill of Materials (BOM) — a list of components required to make it.

Key idea: Products are what you sell. Components are what you use to build them. You must add components first, then create the product and link the required components to it.

### 13 Add a New Product — Steps

---

20. Click "Products" from the Configuration menu.
21. Click "Add New Product".
22. Fill in all product details (see Section 12 for field guide).
23. Upload a product image (JPG, PNG, WEBP — optional).
24. Upload a product brochure (PDF, DOC, XLSX — optional).
25. In the Components (BOM) section, select the components required to assemble this product and enter the quantity needed for each.

### Product Information

|                                                                                                    |                                                                                   |                                                                                                                                                                                                                                                                                                                                         |
|----------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Product Name *</b><br><input type="text" value="Gateway V1"/>                                   | <b>Alias Name *</b><br><input type="text" value="Gateway V1"/>                    | <b>Device Type *</b><br><input type="text" value="Gateway"/>                                                                                                                                                                                                                                                                            |
| <b>Device Model *</b><br><input type="text" value="Gateway"/>                                      | <b>Abbreviation *</b><br><input type="text" value="GAT"/>                         | <b>Catalog Number *</b><br><input type="text" value="Cat-01"/>                                                                                                                                                                                                                                                                          |
| <b>Product Code *</b><br><input type="text" value="GAT-001"/>                                      | <b>Manufacturer Name *</b><br><input type="text" value="Shivani Scientific"/>     | <b>Price *</b><br><input type="text" value="12000"/>                                                                                                                                                                                                                                                                                    |
| <b>Country *</b><br><input type="text" value="India"/>                                             | <b>Shelf time (Months) *</b><br><input type="text" value="24"/>                   | <b>Minimum order Quantity (MOQ) *</b><br><input type="text" value="10"/>                                                                                                                                                                                                                                                                |
| <b>Grade IVF *</b><br><input checked="" type="radio"/> Yes <input type="radio"/> No                | <b>Sterile *</b><br><input checked="" type="radio"/> Yes <input type="radio"/> No | <b>Upload Brochure</b><br><input type="text" value="Choose upload brochure"/> <input type="button" value="Browse"/>                                                                                                                                                                                                                     |
| <b>Product Image *</b><br><input type="text" value="7.jpg"/> <input type="button" value="Browse"/> | <b>Manufacturer Details *</b><br><input type="text" value="Shivani Scientific"/>  | <b>Product Details</b><br><input type="text" value="An IoT temperature sensor is a device that detects thermal energy from the environment or an object and converts it into electrical signals. In IoT applications, these sensors feature connectivity (e.g., 145.41 Bluetooth, LoRaWAN) to transmit real-time data to a platform."/> |

### Dimensional Information

|                                                                     |                                                                      |                                                                    |
|---------------------------------------------------------------------|----------------------------------------------------------------------|--------------------------------------------------------------------|
| <b>Per Product Weight. *</b><br><input type="text" value="50"/>     | <b>Per Product Length (mm) *</b><br><input type="text" value="30"/>  | <b>Per Product Width (mm) *</b><br><input type="text" value="10"/> |
| <b>Per Product Height (mm) *</b><br><input type="text" value="50"/> | <b>Box Length (mm) *</b><br><input type="text" value="10"/>          | <b>Box Width (mm) *</b><br><input type="text" value="20"/>         |
| <b>Box Height (mm) *</b><br><input type="text" value="30"/>         | <b>Products content in 1 Box *</b><br><input type="text" value="1"/> |                                                                    |

### Component Details

| COMPONENT NAME         | QTY |                                       |
|------------------------|-----|---------------------------------------|
| Gateway Plus Main PCB  | 1   | <input type="button" value="Add"/>    |
| Master Gateway Adaptor | 1   | <input type="button" value="Remove"/> |

26. Click Save.

27. The product is added and becomes available for quotations and factory requisitions.

Why add components to a product? When a Floor Person assembles this product on the Floor User Monitor Dashboard, the system knows exactly which components they must scan. The BOM list is what appears on the Floor User Monitor Dashboard screen during assembly.

## 14 Edit / View / Delete a Product

---

- Edit: Go to Configuration → Products → Click Edit (pencil icon) → Update fields → Save.
- View: Go to Configuration → Products → Click View (eye icon) → See full product details, image, brochure, and linked components.



## Gateway V1



### Product Details

[← Back to Products](#)

Product Name: Gateway V1  
Alias Name: Gateway V1  
Catalog Number: Cat-01  
Product Code: GAT-001  
Manufacturer: Shivani Scientific  
Price: ₹12,000.00  
Country: India  
Shelf Time: 24 months  
MOQ: 10  
Grade IVF: Yes

Sterile: Yes  
Abbreviation: GAT  
Device Type: Gateway  
Device Model: Gateway  
Components: —  
Created On: 09-04-2026  
Manufacturer Details: Shivani Scientific

**Product Details:** An IoT temperature sensor is a device that detects thermal energy from the environment or an object and converts it into electrical signals. In IoT applications, these sensors feature connectivity (e.g., Wi-Fi, Bluetooth, LoRaWAN) to transmit real-time data to a platform for remote monitoring, analysis, and automated alerts, facilitating, for example, industrial or home automation.

### Dimensional Information

Weight: 50 kg  
Length: 30 mm  
Width: 10 mm  
Height: 50 mm  
Box Length: 10 mm  
Box Width: 20 mm  
Box Height: 30 mm  
Products/Box: 1

- Delete: Go to Configuration → Products → Click Delete icon → Confirm. The product is removed from the list and will not appear in future quotations. Existing orders are not affected.

Note: Do not delete a product if it is part of an active order or ongoing requisition. Check with the operations team first.

### 15 What is a Factory?

---

A Factory is a manufacturing location where products are assembled. Each factory has its own staff (Factory users and Floor Persons), receives component requisitions, assembles products, and dispatches finished goods to stores. A factory must be set up in the system before you can assign Factory users or create requisitions for it.

### 16 Add a New Factory — Steps

---

28. Click "Factories" from the Configuration menu.
29. Click "Add New Factory".
30. Fill in all factory details (see Section 20).
31. Select the Primary User — the person responsible for this factory (must be an existing user in the system).
32. Select the Products that this factory is authorised to assemble, and set the MOQ (Minimum Order Quantity) for each product.
33. Click Save.
34. The factory is now active and Factory users can be assigned to it.



Dashboard
Configuration
Inventory
Driver
Quotation
Reports

### Add New Factory

Factory Name\* 11/50

Confirm Password\*

Contact Number\*

Country\*

City\*

Password\*

Primary User\*

Address\* 20/100

State\*

Product\*

| PRODUCT NAME | MOQ | ACTION |
|--------------|-----|--------|
| LabHealth    | 12  |        |

Cancel
Save

Primary User: The Primary User of a factory is the main contact person. Email notifications for that factory (e.g., component requisitions, inward alerts) are sent to this person.

## 17 Factory Form — Field Guide

| Field        | What to Enter                                                        | Required? |
|--------------|----------------------------------------------------------------------|-----------|
| Factory Name | Name of the factory. Letters and spaces only. Example: Pune Factory. | Required  |

|                         |                                                                                                                         |          |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------|----------|
| <b>Primary User</b>     | Select the main responsible person for this factory from the user list.                                                 | Required |
| <b>Contact Number</b>   | Factory contact phone number. Must be 10 digits.                                                                        | Required |
| <b>Address</b>          | Full postal address of the factory.                                                                                     | Required |
| <b>Country</b>          | Country where the factory is located.                                                                                   | Required |
| <b>State</b>            | State — updates based on Country.                                                                                       | Required |
| <b>City</b>             | City — updates based on State.                                                                                          | Required |
| <b>Products and MOQ</b> | Select which products this factory can assemble. For each product, enter the MOQ (minimum batch quantity for assembly). | Optional |

## 18 Edit / View / Delete a Factory

---

- Edit: Configuration → Factories → Click Edit → Update name, contact, products, MOQ → Save.



## Edit Factory

Factory Name\* 11/50

Factory ONE

Contact Number\*

7868798887

Country\*

India

City\*

Mumbai

Primary User\*

Json Smith

Address\*

Dahisar-East, Mumbai

State\*

Maharashtra

Product\*

LabHealth

| PRODUCT NAME | MOQ | ACTION |
|--------------|-----|--------|
| LabHealth    | 12  |        |

Cancel

Update

Shivani

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SuperAdmin1  
SuperAdmin

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11/50

Primary User\*

Factory Name\*

Factory ONE

x

Contact Number\*

7868798887

20/100

Country\*

India

x

City\*

Mumbai

x

| PRODUCT NAME | MOQ | ACTION      |
|--------------|-----|-------------|
| LabHealth    | 12  | <div></div> |

Cancel

Update

Factory Updated!

The factory has been successfully updated.

OK

- View: Configuration → Factories → Click View → See factory details, linked products, and assigned users.

### Factory Details

[← Back to Factories](#)

Factory Name: Factory ONE

Contact Person: Jason Smith

Contact Number: 7868798887

Address: Dahisar-East, Mumbai

Country: India

State: Maharashtra

City: Mumbai

Created Date: 09-04-2026 06:02

### Associated Products:

| PRODUCT NAME | MOQ |
|--------------|-----|
| LabHealth    | 12  |

- Delete: Configuration → Factories → Click Delete → Confirm. The factory is deactivated. All associated users lose their factory assignment.

**Note:** Do not delete a factory that has active requisitions or in-progress assembly work. Complete all pending tasks first.

## PART F — STORE MANAGEMENT

### 19 What is a Store?

---

A Store is a physical location that holds product and component inventory, fulfils hospital orders, and handles inward/outward operations. A store is linked to one or more factories. Store Persons are assigned to stores and can only see data for their assigned store.

Example: Pune Store receives an order for 10 LabCare OPS Central Kits. The Store checks its inventory. If the product is available, it outwards directly. If not, it raises a requisition to the linked factory.

### 20 Add a New Store — Steps

---

35. Click "Stores" from the Configuration menu.
36. Click "Add New Store".
37. Fill in the store details (see Section 24).
38. Select the Primary User — the Store Person responsible for this store.
39. Link the Factory or Factories that supply products to this store.
40. Click Save.
41. Store Persons can now be assigned to this store via User Management.

### Add New Store

|                                                         |                                           |
|---------------------------------------------------------|-------------------------------------------|
| <b>Store Name*</b> <span>8/50</span>                    | <b>Primary User*</b>                      |
| <input type="text" value="Store AB"/>                   | <input type="text" value="Store Person"/> |
| <b>Address *</b> <span>20/100</span>                    | <b>Country*</b>                           |
| <input type="text" value="Dahisar-East, Mumbai"/>       | <input type="text" value="India"/>        |
| <b>State*</b>                                           | <b>City*</b>                              |
| <input type="text" value="Maharashtra"/>                | <input type="text" value="Thane"/>        |
| <b>Factory</b>                                          |                                           |
| <input type="text" value="Factory AB x Factory ONE x"/> |                                           |
| <input type="button" value="Back"/>                     | <input type="button" value="Save"/>       |



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Stores

Search:

Add New Store

| NAME          | PRIMARY USER  | ADDRESS         | CITY       | CREATED DATE | ACTIONS |
|---------------|---------------|-----------------|------------|--------------|---------|
| Store AB      | Store Person  | Dahisar-East, T | Thane      | 09-04-2026   |         |
| Store         | Ruchika       | Mumbai          | Mumbai     | 08-04-2026   |         |
| Labcare Store | Akshay Jadhav | sadsada         | Chandigarh | 01-04-2026   |         |

Showing 1 to 3 of 3 entries

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Next >

Success!

Store added successfully.

OK

Primary User: Email notifications for the store (e.g., inward alerts, component requisitions received) are sent to the Primary User of the store.

## 21 Store Form — Field Guide

| Field        | What to Enter                                                    | Required? |
|--------------|------------------------------------------------------------------|-----------|
| Store Name   | Name of the store. Letters and spaces only. Example: Pune Store. | Required  |
| Primary User | Select the main responsible Store Person for this store.         | Required  |
| Address      | Full postal address of the store.                                | Required  |
| Country      | Country where the store is located.                              | Required  |



|                |                                                                                                                           |          |
|----------------|---------------------------------------------------------------------------------------------------------------------------|----------|
| <b>State</b>   | State — updates based on Country.                                                                                         | Required |
| <b>City</b>    | City — updates based on State.                                                                                            | Required |
| <b>Factory</b> | Select one or more factories linked to this store. These factories will fulfil product requisitions raised by this store. | Optional |

## 22 Edit / View / Delete a Store

- Edit: Configuration → Stores → Click Edit → Update name, address, primary user, linked factories → Save.



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### Edit Store

Store Name\*
9/50

Store ABC

Address\*
20/100

Dahisar-East, Mumbai

State\*

Maharashtra

Factory

Factory AB
Factory ONE

Primary User\*

Store Person

Country\*

India

City\*

Thane

Back

Update

- View: Configuration → Stores → Click View → See full store details and linked factories.



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Store Details

Store Name:Store AB

Primary User:Store Person

Address:Dahisar-East, Mumbai

Country:India

State:Maharashtra

City:Thane

Created Date:09-04-2026

Associated Factories:

Account Status:Active

[Factory AB](#) [Factory ONE](#)

[← Back to Stores](#)

- Delete: Configuration → Stores → Click Delete → Confirm. The store is deactivated. Store users assigned to it lose their store link.

**Note:** Do not delete a store that has active orders or pending requisitions. Resolve all open transactions first.



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Stores

Search:

Add New Store

| NAME          | PRIMARY USER  | ADDRESS         | CITY       | CREATED DATE | ACTIONS |
|---------------|---------------|-----------------|------------|--------------|---------|
| Store ABC     | Store Person  | Dahisar-East, T | Thane      | 09-04-2026   |         |
| Store         | Ruchika       | Mumba           | Mumbai     | 08-04-2026   |         |
| Labcare Store | Akshay Jadhav | sadsade         | Chandigarh | 01-04-2026   |         |

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Deleted!

Store deleted successfully.

OK

## PART G — VENDOR MANAGEMENT

### 23 What is a Vendor?

A Vendor is a supplier company that provides components to your company. When the Main Store runs out of a component, the Purchase Department orders from a Vendor. Vendors are registered in the system so that inward records can reference which vendor supplied which component, and you can track component prices per vendor.

Example: Vendor "Labcorp Supplies Pvt Ltd" supplies LabCare OPS Central Cable to your Main Store. When an inward is created from the Purchase Department, the vendor is selected so the source is recorded.

## 24 Add a New Vendor — Steps

42. Click "Vendors" from the Configuration menu.
43. Click "Add New Vendor".
44. Fill in the vendor details (see Section 28).
45. Select the Products this vendor supplies (if any).
46. Select the Components this vendor supplies (if any).
47. Click Save.
48. The vendor appears in vendor dropdowns when creating purchase inward records.



### Vendor Information

Vendor Name \* 19/50

IBM Global Services

Contact Person \* 11/50

Jhson Smith

Contact No \*

7988979797

Email ID \* 16/100

json.s@gmail.com

Component

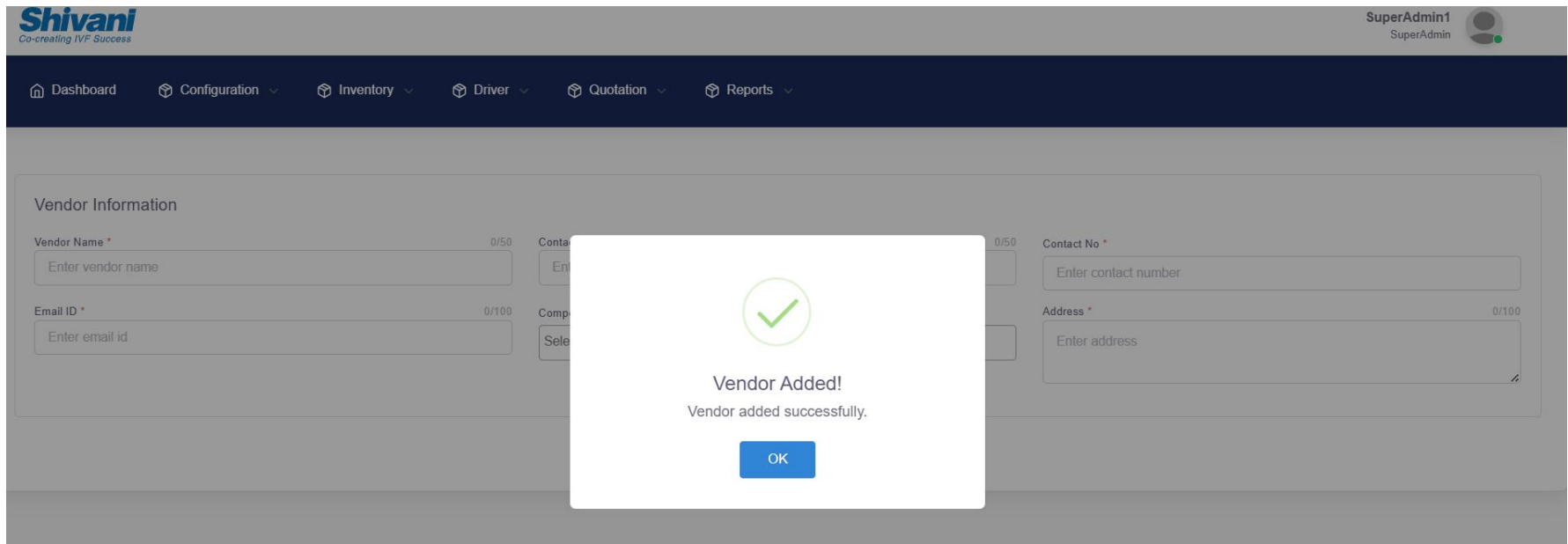
Incubator2 × CryoSense × Door ×

Address \* 20/100

Dahisar-East, Mumbai

Back

Submit



## 25 Edit / View / Delete a Vendor

---

- Edit: Configuration → Vendors → Click Edit → Update vendor name, contact, products/components linked → Save.

### Vendor Information

|                                 |                                       |                                   |
|---------------------------------|---------------------------------------|-----------------------------------|
| Vendor Name *<br>HewlettPackard | Contact Person *<br>Jhson Smith       | Contact No *<br>7988979797        |
| Email ID *<br>json.s@gmail.com  | Component<br>Incubator2 x CryoSense x | Address *<br>Dahisar-East, Mumbai |

Back

Submit

### Vendor Information

|                                      |                                       |                                   |
|--------------------------------------|---------------------------------------|-----------------------------------|
| Vendor Name *<br>IBM Global Services | Contact Person *<br>Jhson Smith       | Contact No *<br>7988979797        |
| Email ID *<br>json.s@gmail.com       | Component<br>Incubator2 x CryoSense x | Address *<br>Dahisar-East, Mumbai |



**Vendor Updated!**

Vendor details updated successfully.

OK

- View: Configuration → Vendors → Click View → See vendor profile and linked products/components.

Vendor Details

[← Back to Vendors](#)

Vendor Name: HewlettPackard  
Contact Person: Jhson Smith  
Contact Number: 7988979797  
Email: json.s@gmail.com  
Address: Dahisar-East, Mumbai  
Created Date: 09-04-2026 06:12

Associated Components: [Incubator2](#) [CryoSense](#)  
Account Status: [Active](#)

- Delete: Configuration → Vendors → Click Delete → Confirm. The vendor is removed from the system.

Note: Do not delete a vendor if they are referenced in active inward records or ongoing purchase requisitions.



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Vendor

Search:

Add New Vendor

| NAME                       | COMPONENT NAME                    | CONTACT NUMBER | ACTIONS |
|----------------------------|-----------------------------------|----------------|---------|
| HewlettPackard             | Incubator2, CryoSense             | 7988979797     |         |
| vendo                      | Door                              | 9876543238     |         |
| Vendor_0188                | IC                                | 7876879798     |         |
| demotest                   | CryoSense1, CryoSense32, Door     | 7844783748     |         |
| demo vendor 2.0            | Incubators, Incubator2, CryoSense | 7844783748     |         |
| siddhesh                   | CryoSense1                        | 8421888678     |         |
| Vender                     | Pi4 Control PCB                   | 7844783748     |         |
| HealthCare Wellness Center | -                                 | 54545554445    |         |
| Pune Indira Ivf Hospital   | Incubators, Incubator2, Cryo      | 54545554445    |         |

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Next >

Deleted!

Vendor deleted successfully.

OK

PART H — COMMON ERRORS AND QUICK REFERENCE

26 Common Error Messages and Fixes

| Error Message               | What It Means                    | How to Fix It                                   |
|-----------------------------|----------------------------------|-------------------------------------------------|
| "[Field] is required."      | A required field was left blank. | Fill in the highlighted field and submit again. |
| "Name must contain letters" | You entered numbers or special   | Use only letters (A–Z) and spaces               |



|                                               |                                                 |                                                                                     |
|-----------------------------------------------|-------------------------------------------------|-------------------------------------------------------------------------------------|
| only."                                        | characters in a name field.                     | in name fields.                                                                     |
| "Mobile number already exists."               | Another user already has the same phone number. | Check if the user already exists. Use a different number.                           |
| "Email address already exists."               | Another user already has the same email.        | Use a different email or edit the existing user.                                    |
| "A store with this name already exists."      | A store with that name is already registered.   | Use a unique store name.                                                            |
| "10-digit phone number starting with 6–9."    | The phone number is in the wrong format.        | Enter a valid 10-digit number starting with 6, 7, 8, or 9.                          |
| "Pincode must be exactly 6 digits."           | Pincode is incorrect.                           | Enter exactly 6 numbers (no letters, no spaces).                                    |
| "Passwords must be at least 8 characters."    | The password is too short.                      | Use at least 8 characters with uppercase, lowercase, number, and special character. |
| "Passwords do not match."                     | Password and Confirm Password fields differ.    | Re-type both password fields carefully.                                             |
| "Store is required for Store Person."         | Store Person role selected but no store chosen. | Select at least one store from the Store dropdown.                                  |
| "Factory is required for Factory."            | Factory role selected but no factory chosen.    | Select at least one factory from the Factory dropdown.                              |
| "Factory Name must be at least 2 characters." | Factory name is too short.                      | Enter a factory name with at least 2 characters.                                    |
| "Vendor Name must not exceed 50 characters."  | Vendor name is too long.                        | Shorten the name to 50 characters or fewer.                                         |
| "Please enter a valid email address."         | Email format is wrong.                          | Make sure the email looks like: name@company.com                                    |

|                              |                                           |                                                                |
|------------------------------|-------------------------------------------|----------------------------------------------------------------|
| <b>"Unauthorised Access"</b> | You do not have permission for this page. | Only SuperAdmin can access Configuration. Ask your SuperAdmin. |
|------------------------------|-------------------------------------------|----------------------------------------------------------------|