

LabCare OPS Central

Operations Management System

User Manual

LabCare Operations Platform

Version 1.0 | March 2026 | Confidential

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1. Overview

How the System Works

1. **Backend Person** raises a **Quotation** for a hospital (list of products + price).
2. **LabCare Admin** reviews the Quotation — Approves, Rejects, or Raises a Query.
 - If approved and finalized → LabCare Admin assigns it to a **Store** and converts it into an **Order**.
3. **Store Person** receives the Order — Accepts, Rejects, or Raises a Query.
 - If accepted → Store raises a **Product Requisition** to the **Factory**.
4. **Factory** checks if finished products are in stock.
 - If **Yes** → Factory sends products directly to the Store.
 - If **No** → Factory asks Store for **components** (raw parts).
5. **Store** checks if components are in stock.
 - If **Yes** → Store sends components to Factory.
 - If **No** → Store asks **Main Store**.
6. **Main Store** checks stock.
 - If **Yes** → Main Store sends to Store.
 - If **No** → Main Store asks the **Purchase Department**.
7. **Purchase Dept** orders from a **Vendor**. Components flow back: Purchase Department → Main

Store → Store → Factory.

8. Factory creates a unique **Serial Number + QR Code** for each product unit. **Floor Person** assembles by scanning QR codes.
9. Finished products travel: **Factory → Store → LabCare Admin → Hospital.**

Four words you will use every day:

Quotation = A price proposal raised for a hospital's product needs.

Order = A confirmed requirement assigned to a Store for fulfilment.

Inward = Recording that you *received* something into your stock.

Outward = Recording that you *sent* something out of your stock.

3. How to Login

Option A – User Login (for most roles)

Use for: Super Admin, LabCare Admin, Backend, Store Person, Main Store, Purchase Dept, Vendor, Floor Person.

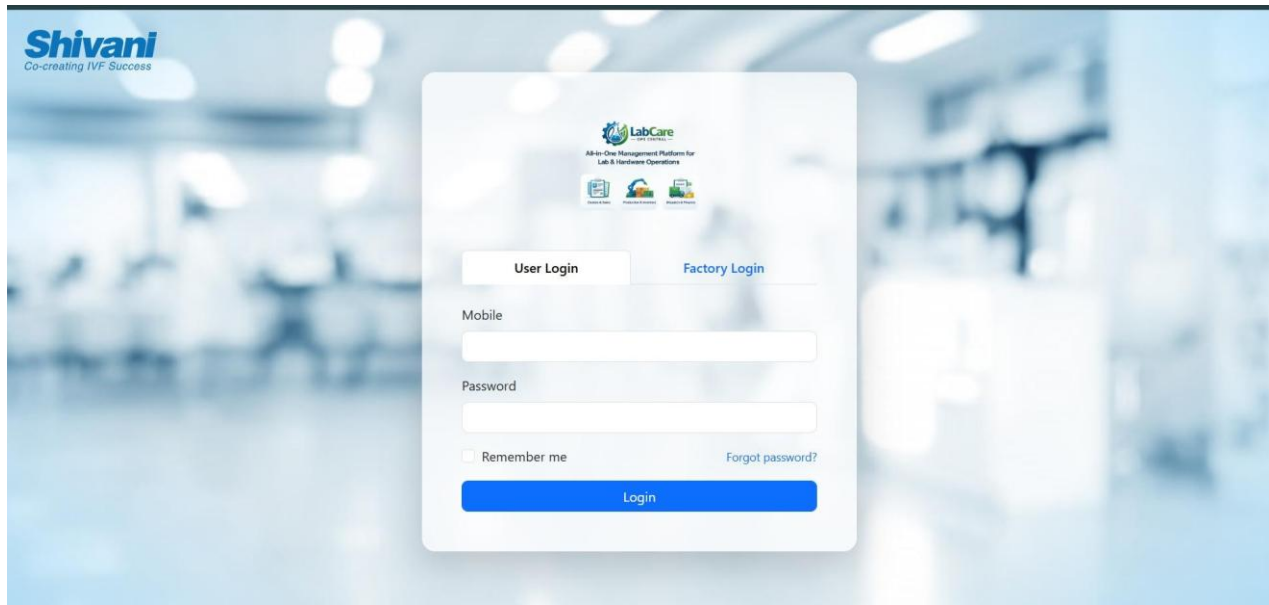
Step 1. Open your web browser (Chrome or Microsoft Edge).

Step 2. Type the OPS Central web address in the browser and press Enter.

Step 3. On the Login page, make sure the "**User Login**" tab is selected.

Step 4. Enter your **Mobile Number** and **Password**.

Step 5. Click "**Login**". You will be taken to your Dashboard.

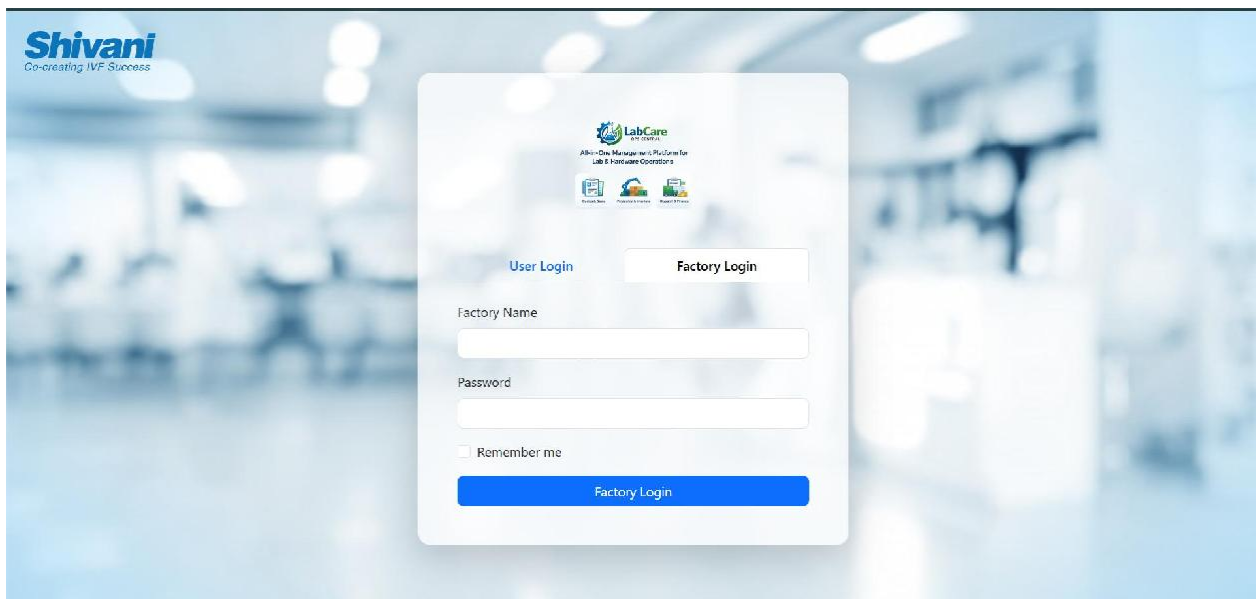


Option B – Factory Login

Step 1. On the Login page, click the "Factory Login" tab.

Step 2. Enter your **Factory Name**.

Step 3. Enter the **Factory Password** and click "**Login**".



If Your Login Fails

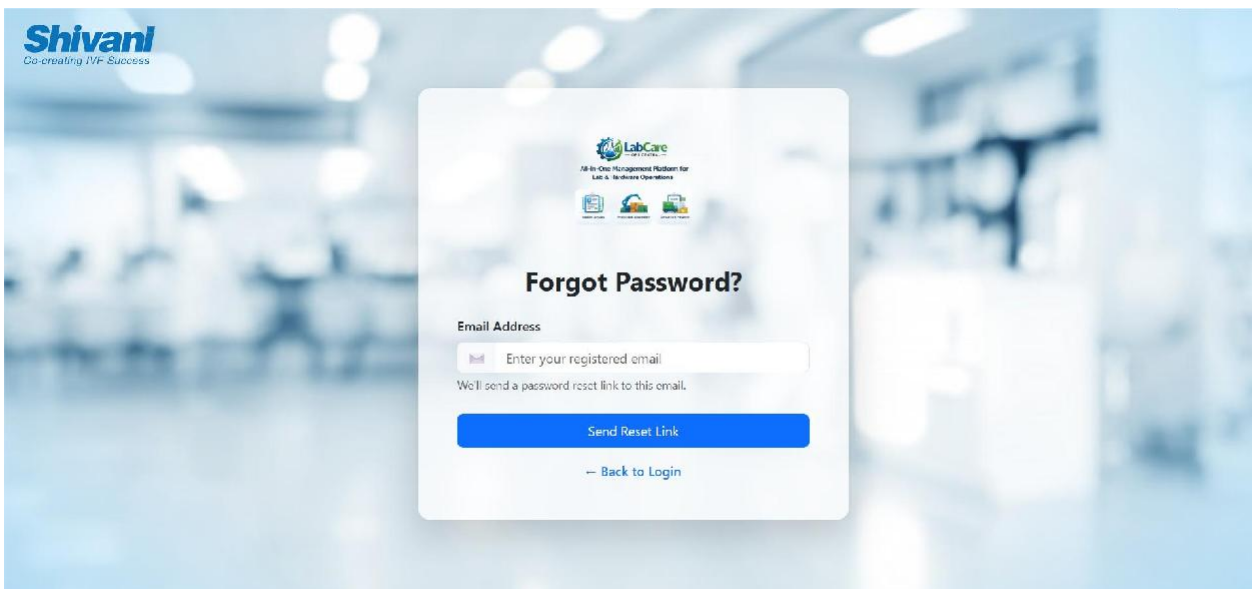
- Make sure **Factory Name and Factory Password** should be correct.
- If you never had a login, contact your Super Admin.

Important: Never share your login details. Every person must have their own account.

4. Forgot Password

Step 1. On the Login page, click "**Forgot Password?**"

Step 2. Enter your registered **Email Address** and click "**Send Reset Link**".



Step 3. Check your email inbox for a "**Reset Password**" link. (Check Spam/Junk if not in inbox.)

Step 4. Click the link. Set your new password following these rules:

- At least **8 characters**
- At least one **UPPERCASE letter** (A, B, C ...)
- At least one **number** (1, 2, 3 ...)
- At least one **special character** (@ # ! \$ %)
- Good example: **LabCare@2026**

Step 5. Type the password again in "**Confirm Password**". Click "**Reset Password**", then "**Go to Login**".

Warning: The reset link expires after **1 hour**. Maximum **3 requests per hour**. If expired, request a new link from Forgot Password.

4. Backend Person – How to Use the System

As a **Backend Person**, your main job is to raise **Quotations** for hospitals. A Quotation is a list of products and their prices that you prepare for LabCare Admin to review and approve.

4.1 How to Raise a Quotation

Step 1. Log in with your Backend account.

Step 2. In the menu, go to **Quotations → Raise Quotation**.

Step 3. Fill in the quotation details:

- **Hospital:** Select the hospital this quotation is for.
- **Products:** Add products the hospital needs. For each product, using the plus icon adds a **Quantity**.

Step 4. Review everything and click **End Quote**.

Step 5. The status marked as **Quotation Raised**.

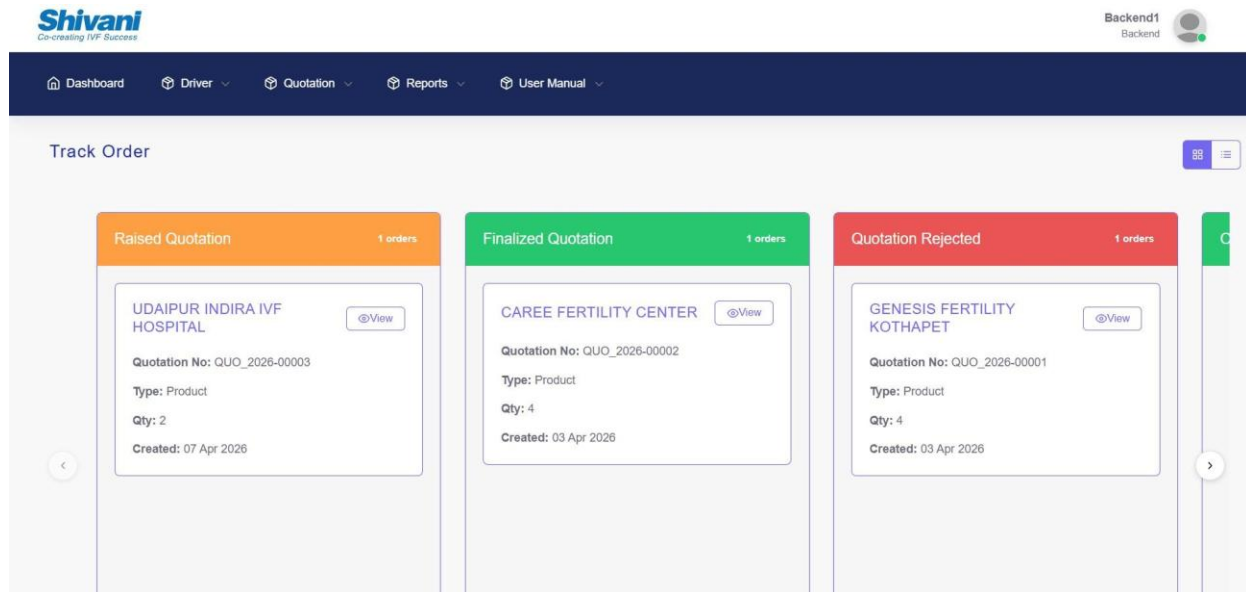
The screenshot displays the Shivani LabCare Backend interface. At the top, the Shivani logo is on the left, and the user profile 'Backend1 Backend' is on the right. A navigation bar contains links for Dashboard, Driver, Quotation, Reports, and User Manual. Below this, there are tabs for 'Products' and 'Component', with 'Products' currently selected. A search bar labeled 'Select Hospital' contains the text 'UDAIPUR INDIRA IVE HOSPITAL'. Below the search bar, a message says 'Choose a hospital to filter or associate products.' To the right of the search bar are three buttons: 'Start quote', 'Preview Quotation', and 'End quote'. The main area shows a grid of four product cards. Each card has an image of the product, its name, price, version, and a quantity selector (minus, plus, and a central value field). The products are: Console V1 (₹ 31495.00, Labcare Console Version 1.0), Console V2 (₹ 34350.00, Labcare Console Version 2.0), Master Gateway (₹ 10845.00, Gateway), and Gateway Plus (₹ 12195.00, Gateway). The quantity for Console V1 and Console V2 is set to 1, while for Master Gateway and Gateway Plus, it is set to 0.

4.2 How to Track Your Quotation

Step 1. Go to **Quotations → Track Order → Raise Quotation List.**

Step 2. You will see all quotations you have raised and their current status.

Step 3. Click on any quotation to see the full details and LabCare Admin's comments.



4.3 What to Do if Your Quotation is Queried or Rejected

Status	What it means	Your action
Query Raised	LabCare Admin has a question about your quotation — maybe a price clarification or product detail.	Read the query, update the quotation to address the concern, and resubmit.
Quotation Rejected	LabCare Admin has rejected this quotation. It will not proceed further.	Read the rejection reason. Create a new revised quotation if the hospital's need still stands.
Finalized Quotation	The Backend Person rechecks the quotation details, if need performs any required	No further action needed from you. Track the quotation status.

Status	What it means	Your action
	modifications, and finalizes the quotation.	

4.4 Finalized Quotation

Step 1. Log in and go to **Quotations → Track Order**. You will see all **Raised Quotation**

Step 2. Click on a View button, it navigates order_confirm.php page.

Step 3. Click on Edit Quote if you need to modify the quotation.

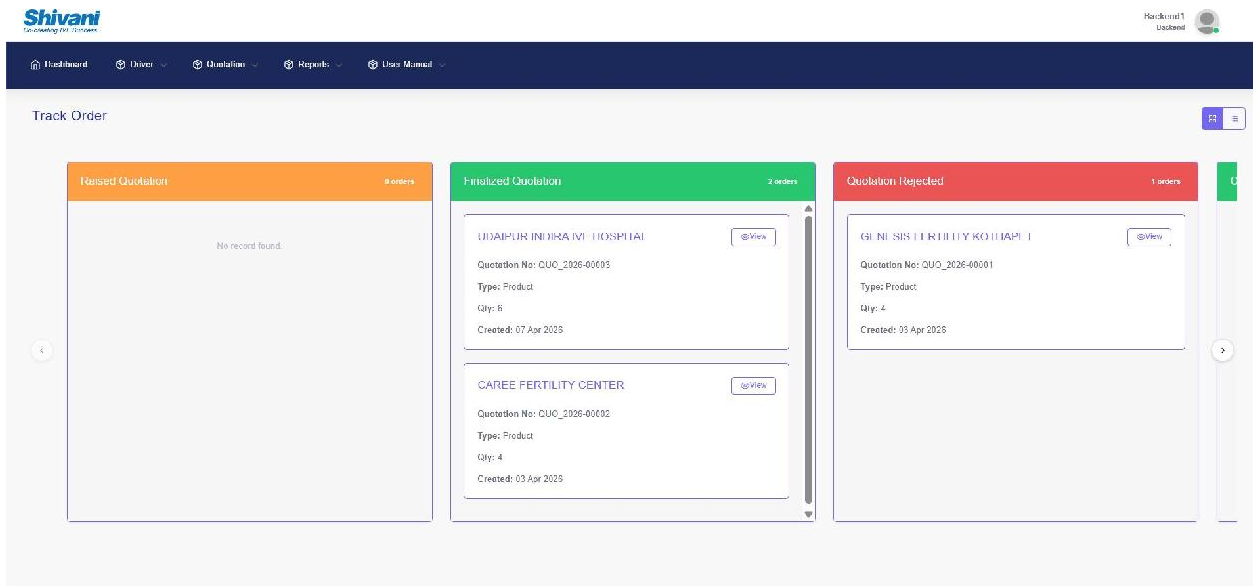
The screenshot displays the Shivani Quotation Management System interface. At the top, there is a navigation bar with links for Dashboard, Driver, Quotation, Reports, and User Manual. The user profile 'Rachinad1' is logged in. The main section shows 'Order Details: QUO_2026-00003' for client 'UDAMPAH INDIRA VP HOSPITAL'. The quotation type is 'Raised'. Below this, there are two tables. The first table shows the initial quotation with two items: Console V1 and Console V2, both from Shivani Scientific, with a total price of ₹ 66,846.00. The second table shows the modified quotation with the same items, but the total price is now ₹ 66,846.00. At the bottom, there are three buttons: 'Final Quote' (green), 'Edit Quote' (grey), and 'Cancel Quote' (red).

PRODUCT NAME	MANUFACTURER NAME	ORDER QUANTITY	UNIT PRICE	TOTAL PRICE
Console V1	Shivani Scientific	1	₹ 31,455.00	₹ 31,455.00
Console V2	Shivani Scientific	1	₹ 34,391.00	₹ 34,391.00
GRAND TOTAL:				₹ 66,846.00

PRODUCT NAME	MANUFACTURER	ORDER QUANTITY	UNIT PRICE	TOTAL PRICE	
Console V1	Shivani Scientific	1	31455	31455.00	0
Console V2	Shivani Scientific	1	34391	34391.00	0
GRAND TOTAL:				66846.00	

Final Quote Edit Quote Cancel Quote

Step 4. Click on the Final Quote Button. Then status changed and was marked as Finalized Quotation.



5. LabCare Admin – How to Use the System

As **LabCare Admin**, you are the central decision-maker. You approve quotations, convert them to orders, assign them to stores, respond to store queries, and arrange the final dispatch to hospitals.

5.1 How to Review and Order Confirm

Step 1. Log in and go to **Quotations → Track Order**. You will see all quotations raised by Backend Persons.

Step 2. Click on a View button that shows status **Finalized Quotation** to open it.

Step 3. Review the hospital name, products, quantities, and prices carefully.

Step 4. Choose one of these three actions:

- **Step 1.** Go to **Quotations** and find the quotation with status **Finalized Quotation**.
- **Step 2.** Click **Confirm Order**.
- **Step 3.** Select the **Store** that will be responsible for fulfilling this order.
- **Step 4.** Click **Confirm**. The Order is created Status becomes **Order Confirmed**.



LabcareAdmin

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Dashboard

Driver

Quotation

Reports

User Manual

Order Details: QUO_2026-00003

Client: UDAIPUR INDIRA IVF HOSPITAL

Quotation Type: Product

PRODUCT NAME	MANUFACTURER NAME	ORDER QUANTITY	UNIT PRICE	TOTAL PRICE
Console V1	Shivani Scientific	3	₹ 31,485.00	₹ 94,455.00
Console V2	Shivani Scientific	3	₹ 34,350.00	₹ 103,050.00
GRAND TOTAL:				₹ 197,505.00

Assign *

Labcare Store

Select Store

Labcare Store

Confirm Order

Reject Order

Raised Query

- Click **Reject** — if the quotation is incorrect or cannot be fulfilled. Enter the reason, and the status will be marked as *Quotation Rejected*.
- Click **Raise Query** — if you need clarification from the Backend Person. Enter your question. Status becomes **Query Raised**.

5.2 How to Handle Store's Response to an Order

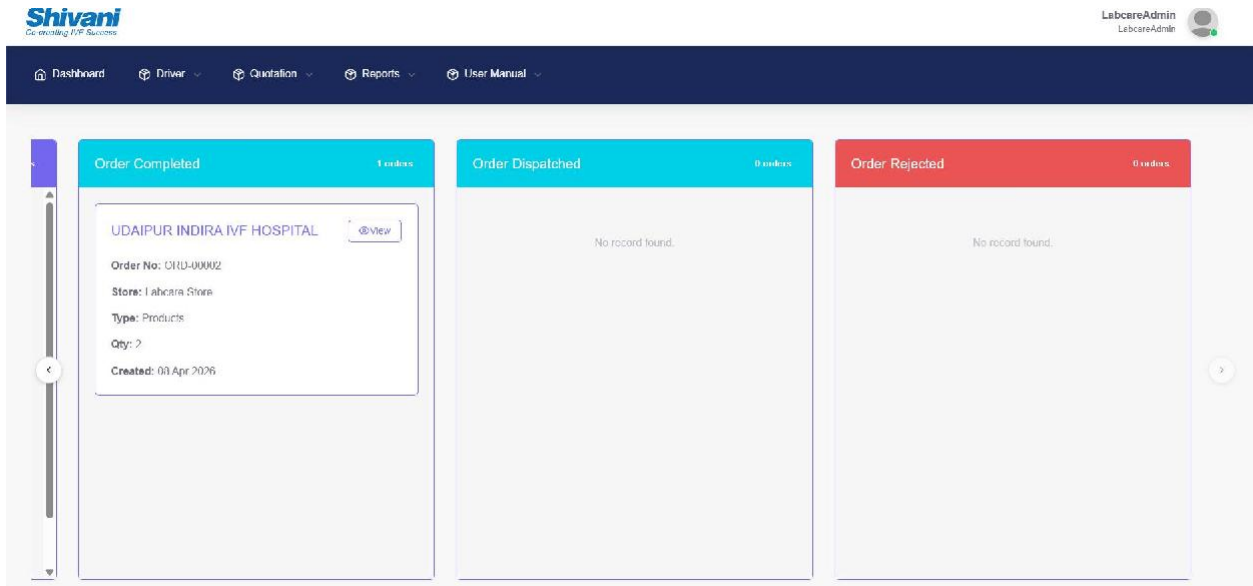
After you assign an Order to a Store, the Store Person will Accept, Reject, or Raise a Query on it.

Store's Response	What Happened	Your Action
Accepted	The store has accepted the order and will start the production process.	No action needed. Monitor the order status as it progresses.
Query Raised	The store has a question or concern about the order (e.g., wrong product, unclear quantity).	Go to the order, read the Store's query, reply with your clarification, and re-confirm the order to the Store.
Rejected	The store has rejected the order (e.g., they cannot handle this product or location).	Go to the order. Read the rejection reason. Reassign the order to a different Store.

5.3 How to Dispatch Products to a Hospital (Final Step)

After the Store sends finished products to you (by creating an Outward), you dispatch them to the hospital.

Step 1. Go to Quotation → Track Orders → Order Completed card.



Step 2. Click on the view button.

Step 3. To Dispatch the Order

- Generate QR for the product**
 - Click the purple "Generate QR" button in the Action column

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Dashboard
Driver
Quotation
Reports
User Manual

Order Details: ORD-00002

Back to Order Track
Print
Generate Order QR
View QR Code
Dispatch

Generate QR for all products to enable dispatch (3/1 done)

Client: UDAILPUR INDIA RAVI HOSPITAL
Address: Udaipur
Store: Labcare Store
Type: Product Order

Products

PRODUCT	SERIAL NO	WEIGHT	QTY	DISPATCH SERIAL NUMBERS	ACTION
Console V1	OCB0001, OCB0002	12	2	-	Generate QR

Status: Approved
No comment provided.

- This will generate QR codes for the **product box** serial numbers OCB0001 and OCB0002

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Generate QR - Order: ORD-00002

Print QR Codes

Quantity: 2

QR Generated

SR-20260408092405-0001
SR-20260408092405-0002

Close

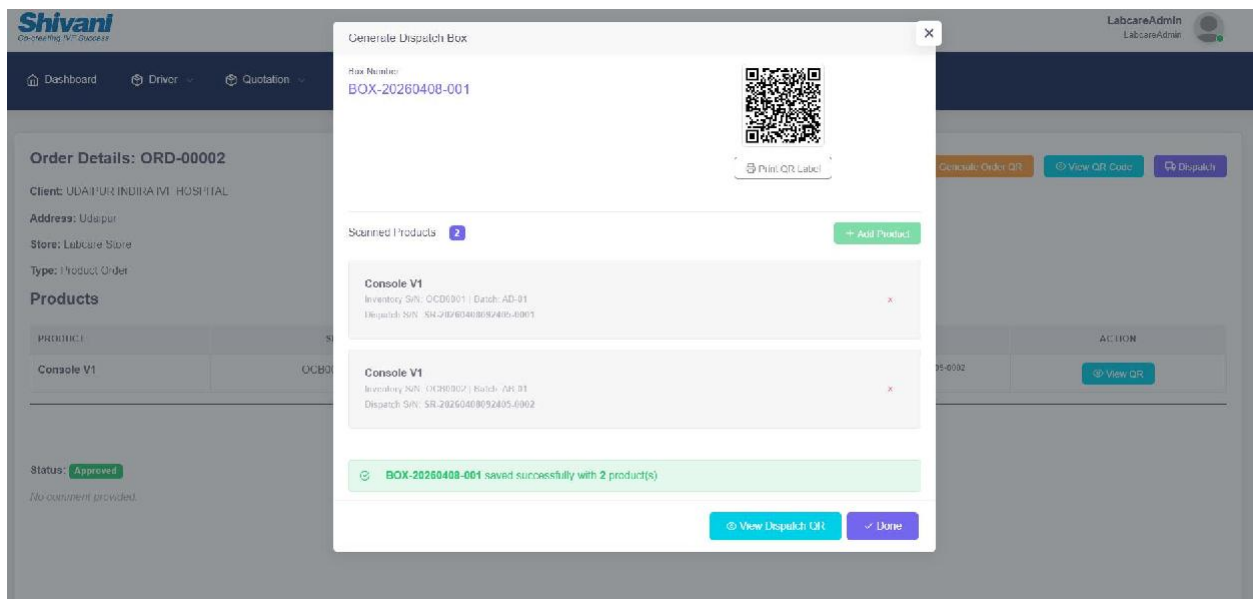
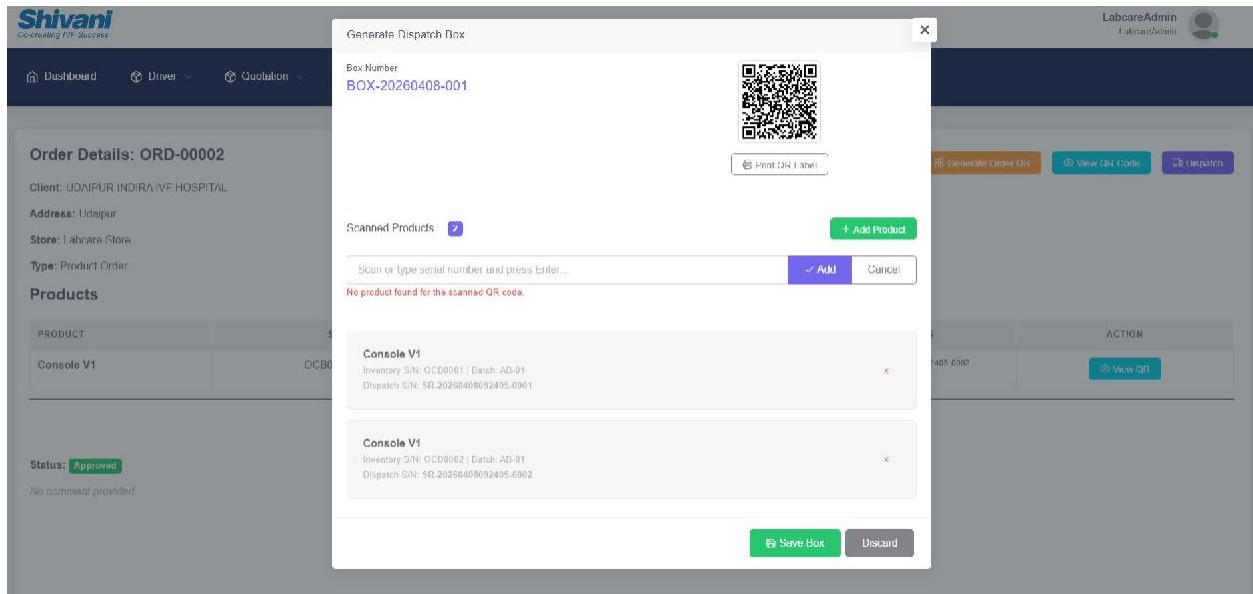
1. Click "Generate Order QR" (orange button)

- This generates a single QR for the entire order
- Meaning one master QR for **BOX-20260408-001**

2. QR Code is Created

- This QR contains:
 - Order ID → ORD-00002

- Client → UDAIPUR INDIRA IVF HOSPITAL
- Address → Udaipur
- Products inside → Console V1 (Qty: 2)
- Serial Numbers → OCB0001, OCB0002
- Click **"Print"** before or after dispatch to get a physical copy of the order



3. Click "View QR Code"

- Click **"View QR Code"** (teal button) to verify/preview the generated QR



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Dashboard

Driver

Quotation

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User Manual

Dispatch QR Codes - ORD-00002

Order No: ORD-00002

Client: UDAIPUR INDIRA IVF HOSPITAL

Date: 08-04-2026

Total Boxes: 1

Back to Order

Dispatch Boxes

BOX-20260408-001

2 products



By: LabcareAdmin | 08-04-2026

Print Label

Console V1	Product Serial No: OCCE0001 Box Serial No: 395-20260408002/006-0001
Console V1	Product Serial No: OCCE0002 Box Serial No: 378-20260408002/005-0002

2. Dispatch the Order

- Once QR is generated, the **"Dispatch"** button (currently grayed out) will become active
- Click **"Dispatch"**, confirm the delivery details, and click **Confirm Dispatch**.
- Order status changes to **Dispatched**. Done!
- The dispatched order will appear under the Order Dispatch section in **Quotation** → **Track Order** → **Order Dispatched**.



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Dashboard

Driver

Quotation

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User Manual

Track Order

Order Completed

0 orders

No record found

Order Dispatched

1 orders

UDAIPUR INDIRA IVF HOSPITAL

Order No: ORD-00002

Type: Products

Qty: 2

Created: 08 Apr 2026

View

Order Rejected

2 orders

Indira Ivf Pune

Order No: ORD-00007

Store: Store

Type: Products

Qty: 2

Created: 06 Apr 2026

View

UDAIPUR INDIRA IVF HOSPITAL

Order No: ORD-00005

Store: Labcare Store

Type: Products

Qty: 2

Created: 06 Apr 2026

View

6. Store Person – How to Use the System

As a **Store Person**, you receive orders from LabCare Admin, arrange the required products, manage all

component movements, and send finished products back to LabCare Admin for dispatch.

6.1 How to View and Respond to an Order from LabCare Admin

Step 1. The Store Person should Log in and go to **Track Orders**. You will see orders assigned to your store with the Status **Order Confirmed Card**.

Shivani
LabCare Admin

Dashboard Inventory Order Quotation Reports User Manual

Track Order

Order Confirmed 1 orders

UDAIPUR INDIRA IVE HOSPITAL
Order No: ORD-00002
Store: Labcare Store
Type: Product
Qty: 5
Created: 07 Apr 2020
VIEW

In Progress 1 orders

CAREE FERTILITY CENTER
Order No: ORD-00001
Store: Labcare Store
Type: Product
Qty: 4
Created: 05 Apr 2020
VIEW

Partially Delivered 0 orders

No record found.

Step 2. Click on the view button to display the products, quantities, and hospital details.

Step 3. Decide what to do:

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Dashboard Inventory Order Quotation Reports User Manual

Order Details: ORD-00002

Client: UDAIPUR INDIRA IVE HOSPITAL
Address: Udaipur
Store: Labcare Store
Type: Product Order

Back to Order Track

Products

PRODUCT	SERIAL NO	WEIGHT	AVAILABLE QUANTITY	QTY
Console V1		10	0	5
Console V2		1111	0	5

Components

COMPONENT	AVAILABLE QUANTITY
Console V1	
Console V1 Keyboard	0
SU Card	0
Master Gateway Main PCB	0
Console V2	
Console V2 Keyboard	0
SU Card	0

Accept Reject Order Raise Query

1. Click **Accept** — if your store can fulfil this order. Status becomes **Accepted**. Then go to Section 9.2.
2. Click **Reject** — if your store cannot handle this order. Provide a reason. Status becomes **Rejected**. LabCare Admin is notified and will reassign.
3. Click **Raise Query** — if you have a question. Enter your question. Status becomes **Query Raised**. LabCare Admin will reply and reconfirm.
4. The Accepted Order is displayed in Order List

Shivani
Go creating IVF Success

Ruchika Store Person

Dashboard Inventory Driver Quotation Reports User Manual

Track Order
Order List

Filter Orders

Client Name: Select an option
Ordered By: Select an option
Status: Select an option
Apply Filters Reset Filters

Show: 100 entries

Order List

Search:

ORDER NO	CLIENT NAME	TYPE	PRODUCT/COMPONENT NAME	TOTAL QTY	CREATED DATE	ORDERED BY	APPROVED STATUS	ACTIONS
ORD-00002	UDAIPUR INDIRA IVF HOSPITAL	Product	Console V1, Console V2	8	07/04/2026	LabcareAdmin	Approved	:
ORD-00001	CAREE FERTILITY CENTER	Product	Console V1, Master Gateway	4	03/04/2026	LabcareAdmin	Approved	:

Showing 1 to 2 of 2 entries

< Previous 1 Next >

6.2 How to Raise a Product Requisition to Factory (after accepting Order)

Step 1. Go to **Inventory → Products → Requisition → Create Requisition**.

Step 2. Fill in:

- **Requisition Type:** Product
- **Quantity:** As per the Order
- **Assign To:** Factory
- **Select Factory:** Choose the correct Factory

Step 3. Click **Raise Requisition**. Factory's Primary user receives a mail notification.

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On-creating IVF Success

Ruchika
Store Person

Dashboard Inventory Driver Quotation Reports User Manual

Raise Requisition

Product Name:	Alias Name:	Price:	Manufacturer Name:	Catlog Number:	Created On:
Console V1	Console V1	31495.00	Shivani Scientific	1	03-04-2026

Product Qty *	Requisition From *	Store *
3	Store	Labcare Store

Requisition Assign To *	Factory *
Factory	Factory AB

Back Raise Requisition

6.3 How to Raise a Component Requisition to Main Store

Do this when the factory asks you for components but you do not have them in your stock.

Step 1. Go to **Inventory** → **Component** → **Create Requisition**.

Step 2. Type: Component. Enter quantity. Set **Assign To: Main Store**. **Select Store:** Choose the correct Main Store.

Step 3. Click **Submit**.

Shivani
On-creating IVF Success

Ruchika
Store Person

Dashboard Inventory Driver Quotation Reports User Manual

Raise Requisition

Component Name:	Alias Name:	Price:	Manufacturer Name:	Catlog Number:	Created On:
Console V1 Keypad	Keypad	7500.00	Shivani Scientific	1	13-03-2026

Product Qty *	Requisition From *	Store *
3	Store	Labcare Store

Requisition Assign To *	Store *
MainStore	The Main Hometown Haven

Back Raise Requisition

6.4 How to Outward Components to Factory (when you have them in stock)

Step 1. Go to Inventory → Requisition → Action Column : Outward.

Step 2. Select the Component Requisition that came from the Factory.

Shivani
Empowering VIT Success

Ruchika StorePerson

Dashboard Inventory Driver Quotation Reports User Manual

Received Requisition My Requisition

Show 10 arrows Search: [] [Export to Excel] [Export to PDF]

REQUISITION NO	REQUISITION RAISE FROM	REQUISITION DATE	REQUISITION TYPE	PRODUCT NAME	ALIAS NAME	PRODUCT QTY	CREATED BY	STATUS	ACTIONS
REQ_2026-00001	Factory AH	03-04-2026	Component	Master Gateway Main PCU	Main HCH	2	Prityanka Galkwad	Order Pl	Inward
REQ_2026-00003	Factory AH	03-04-2026	Component	800 Card	800 CARD	2	Prityanka Galkwad	Order Pl	Outward
REQ_2026-00008	Factory AB	03-04-2026	Component	Console V1 Keypad	Keypad	2	Prityanka Galkwad	Order Pl	

Showing 1 to 3 of 3 entries

< Previous 1 Next >

Step 3. Scan the component QR code, or manually input the serial number in the *Scan Serial Number* field. select the outward date, select Outward To dropdown value and click Save.

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Empowering VIT Success

Ruchika StorePerson

Dashboard Inventory Driver Quotation Reports User Manual

Create Outward

Product Details

Requisition No	Order Qty	Raised By	Type	Product Name	Unit Price
REQ_2026-00008	2	Factory AB	Component	Console V1 Keypad	7500.00

Recipient Details

Scan Serial Number

Serial No

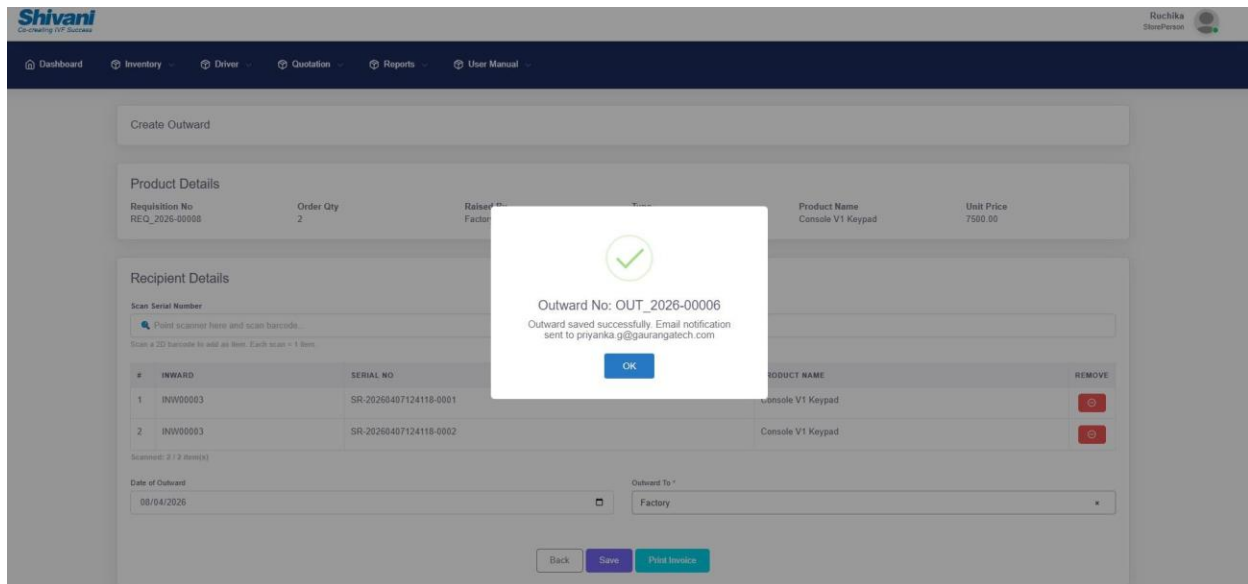
#	INWARD	SERIAL NO	PRODUCT NAME	REMOVED
1	IKW00003	SR-26260407124113-0001	Console V1 Keypad	
2	IKW00003	SR-26260407124113-0002	Console V1 Keypad	

Scanned: 2 / 2 Item(s)

Date of Outward: 03/04/2026

Outward to: Factory

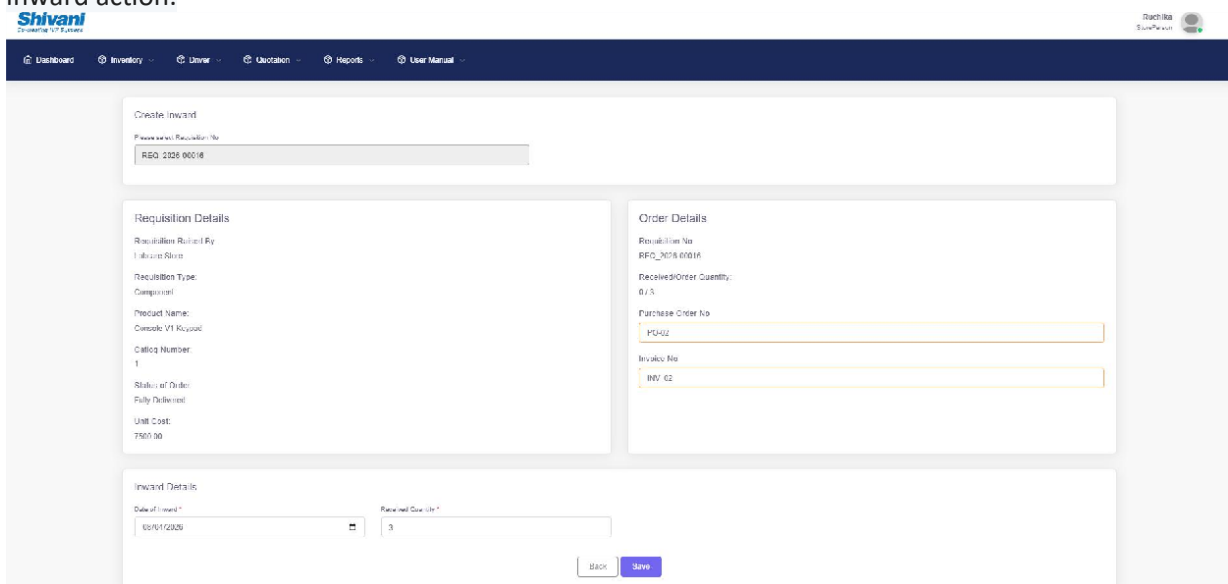
Back Save Print Invoice

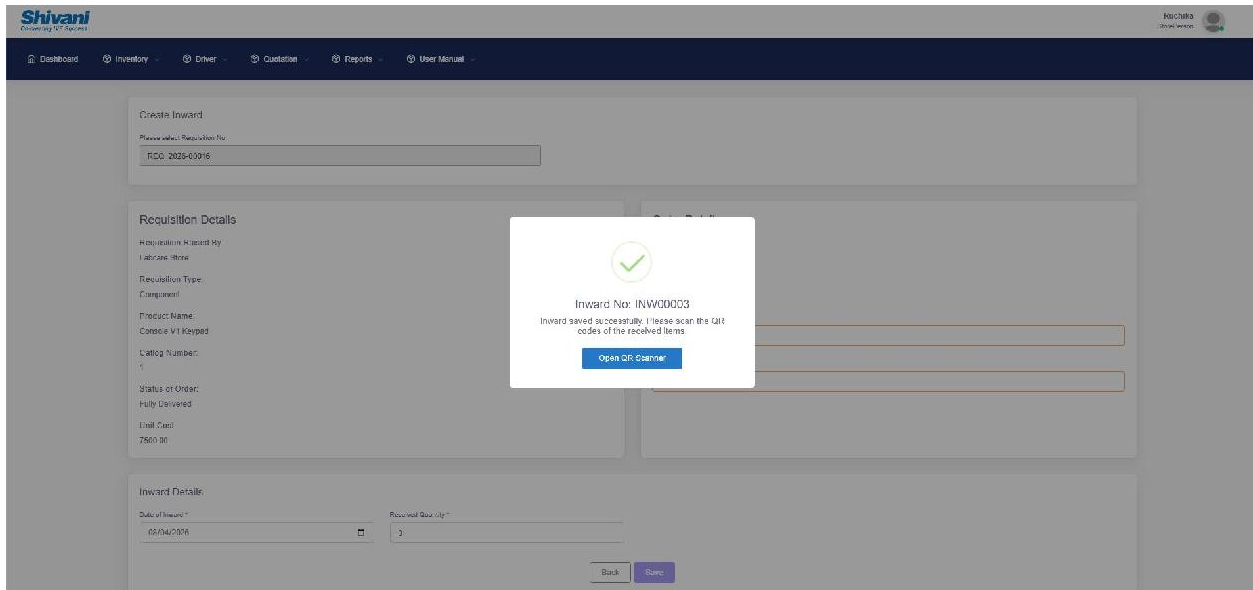


6.5 How to Inward Components from Main Store (when you have out of stock)

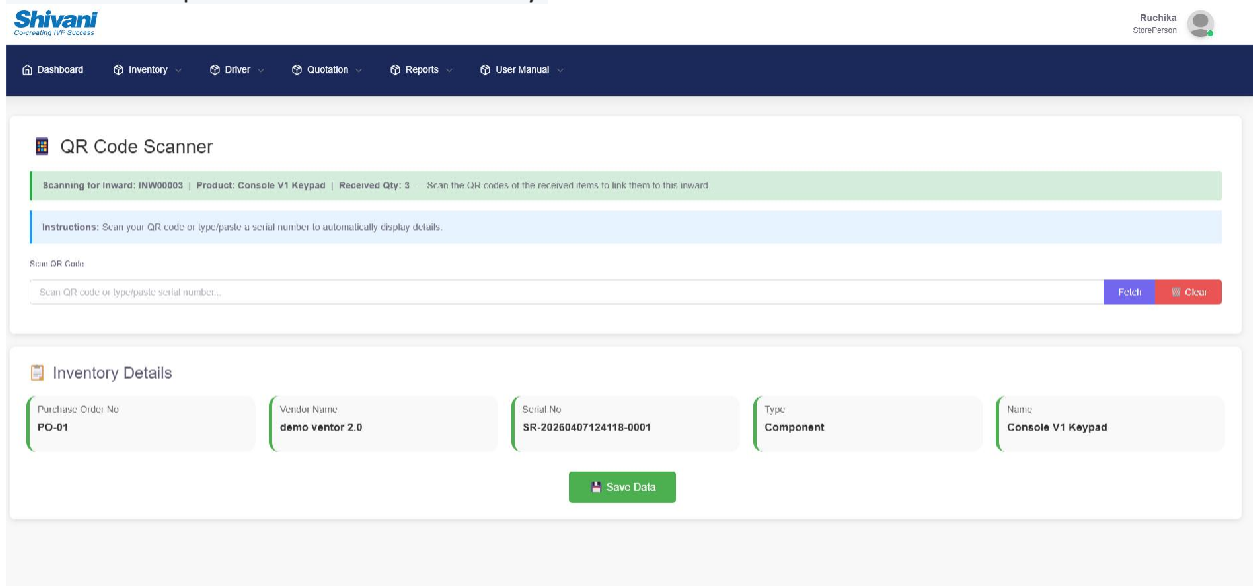
Step 1. Go to **Inventory → Requisition → Action Column : Inward**.

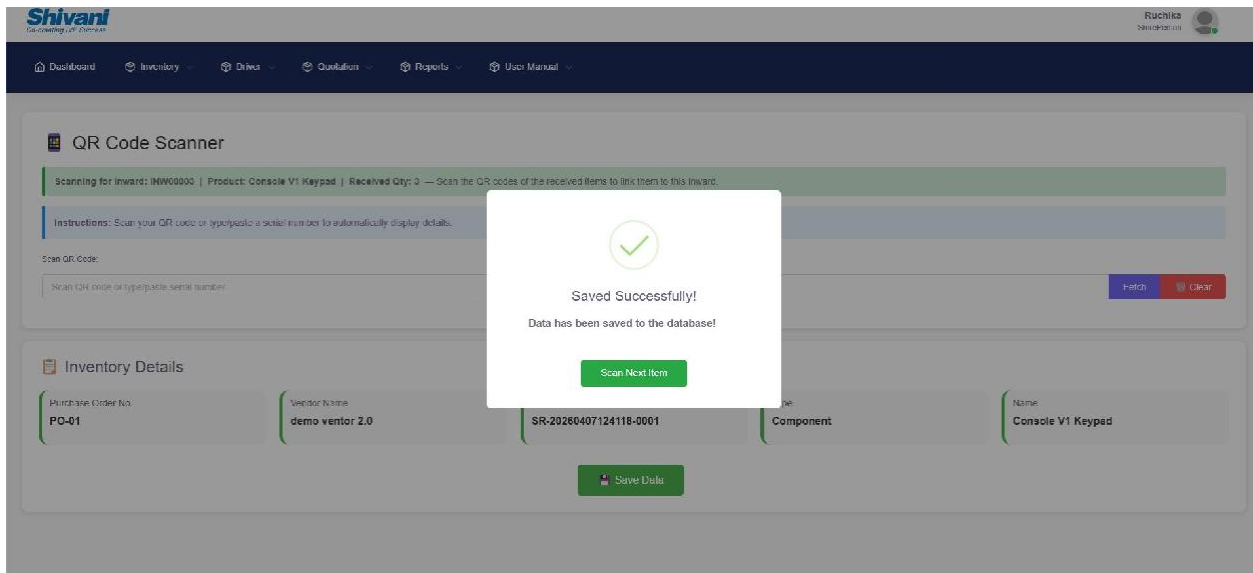
Step 2. Select the requisition raised to the Main Store, specify the Inward Date and Received Quantity, and click **Save**. Upon saving, an email notification is triggered to the user performing the inward action.





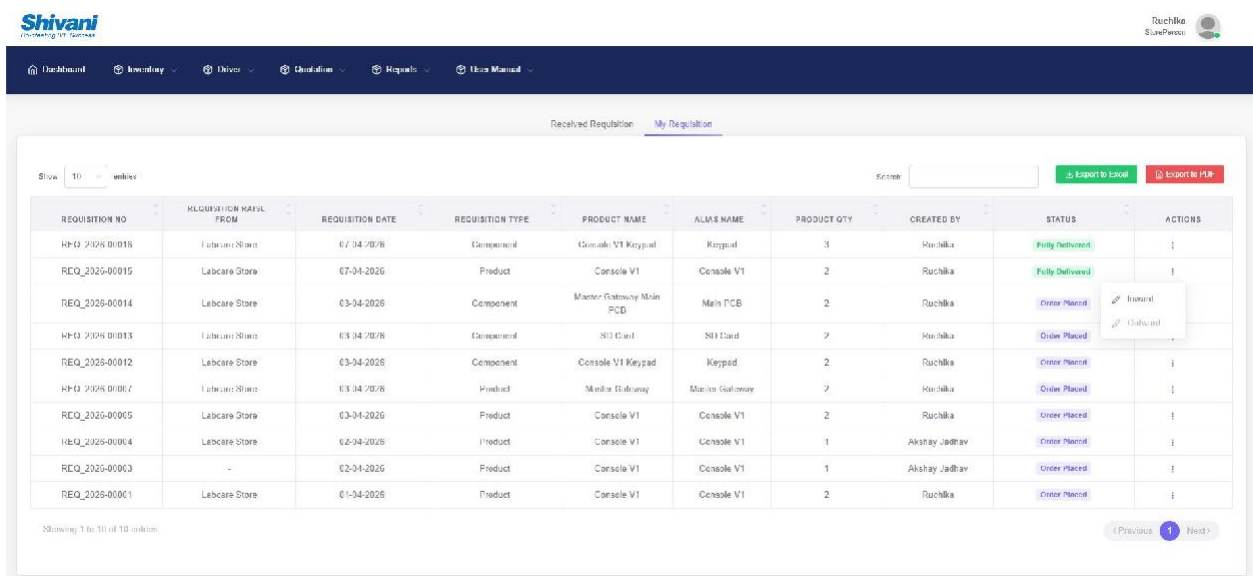
Step 3. Click *Open QR Scanner*, then scan the component QR code on the scanning page to add the actual component count in the inventory.





6.6 How to Inward Finished Products from Factory

Step 1. Go to Inventory → Requisition → Action Column : Inward.



Step 2. Select the Product Requisition you (Store) raised to the Factory.

Step 3: Create Inward Entry

- Go to **Create Inward** screen.
- Select or verify **Requisition No**
- Review **Requisition Details**:
 - Raised By (Store)
 - Product Name
 - Catalog Number

- Unit Cost
- 4. Enter **Order Details**:
 - **Purchase Order No** (e.g., PO-04)
 - **Invoice No** (e.g., INV_04)
- 5. Fill **Inward Details**:
 - Select **Date of Inward**
 - Enter **Received Quantity**
- 6. Click **Save**.

The screenshot displays the 'Shivani' LMS interface. The top navigation bar includes links for Dashboard, Inventory, Sales, Confirmation, Requisition, and User Manual. The main content area is titled 'Create Inward' and contains three sections: 'Requisition Details', 'Order Details', and 'Inward Details'. The 'Requisition Details' section shows fields for Requisition Raised By (Leisure Store), Requisition Type (Product), Product Name (Camera V1), Catalog Number (1), Status of Order (Fully Delivered), and Unit Cost (31495.00). The 'Order Details' section shows fields for Requisition No. (REQ_2026-00015), Received Order Quantity (0/2), Purchase Order No. (PO_04), and Invoice No. (INV_04). The 'Inward Details' section shows fields for Date of Inward (06/04/2026) and Received Quantity (2). At the bottom right of the form, there are 'Back' and 'Save' buttons.

Step 4: Inward Confirmation & QR Scanning

1. After saving, a confirmation popup appears:
 - Displays **Inward No** (e.g., INW00005)
 - Message: *Inward saved successfully*
2. Click **Open QR Scanner**.

Shivani
Creating VRF Success

Dashboard Inventory Driver Quotation Reports User Manual

Create Inward

Select Inward / Requisition No.
REQ_2026-00015

Requisition Details

Request from: Rishabh R.Y.
Labcare Store
Requisition Type: Product
Product Name: Console V1
Catalog Number: 1
Status of Order: Fully Delivered
Unit Cost: 31498.50

Inward Details

Date of Inward: 08/04/2026
Received Quantity: 2

Back Save

Inward No: INW00005
Inward received successfully. Please scan the QR codes of the received items.

Open QR Scanner

3. Scan each product's **QR Code**:
 - Each scan records one item, or manually enters the serial button and clicks on the fetch button.
 - Ensures correct inventory tracking
4. Complete scanning for all received items.

Shivani
Creating VRF Success

Dashboard Inventory Driver Quotation Reports User Manual

QR Code Scanner

Scanning for Inward: INW00005 | Product: Console V1 | Received Qty: 2 — Scan the QR codes of the received items to link them to this inward.

Instructions: Scan your QR code or type/paste a serial number to automatically display details.

Scan QR Code:

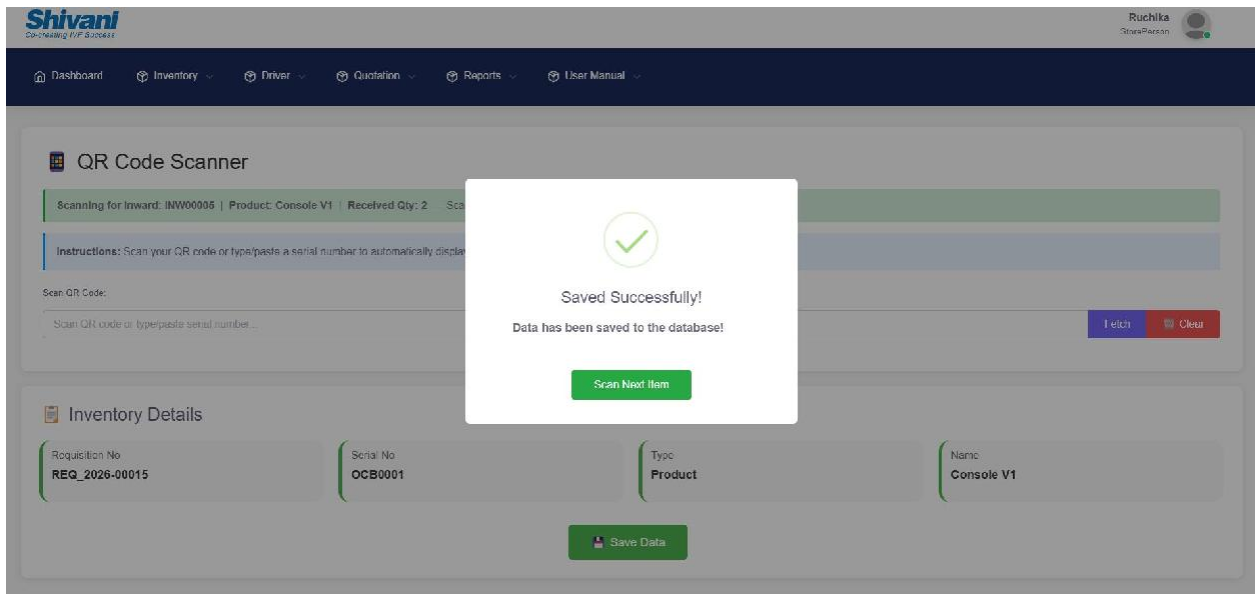
Scan QR code or type/paste serial number...

Fetch Clear

Inventory Details

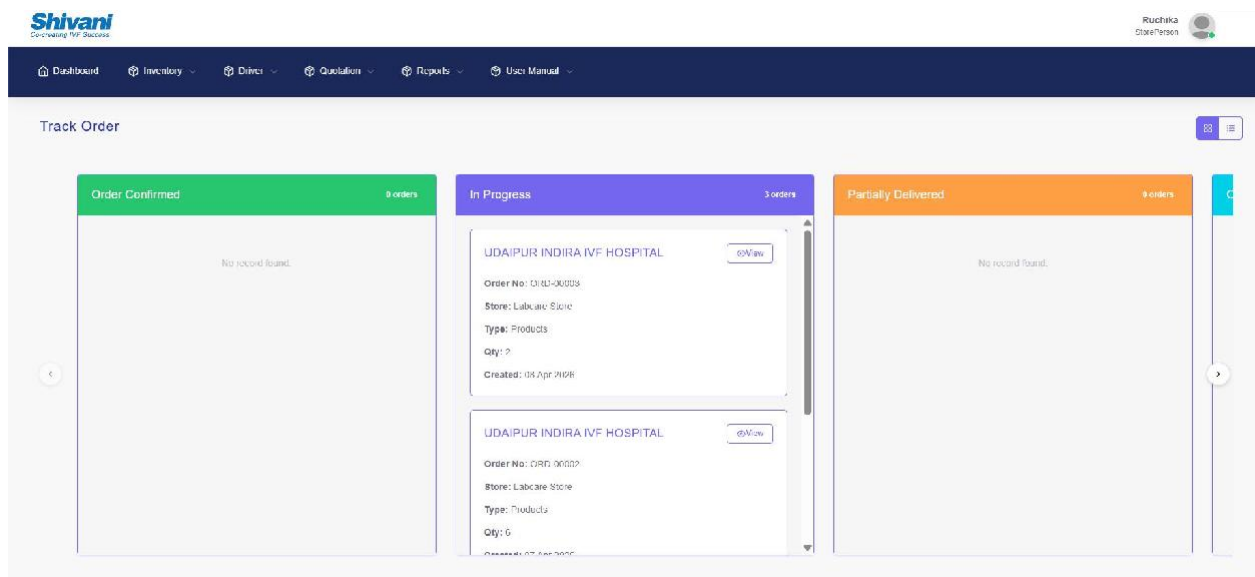
Requisition No REQ_2026-00015	Serial No OCB00001	Type Product	Name Console V1
---	------------------------------	------------------------	---------------------------

Save Data



6.7 How to Outward Products to LabCare Admin

Step 1. Go to Quotation → Track Order → display 'In Progress' records → Click View button.



Step 7: Process Order Outward (Dispatch Items)

- Open the **Order Details** page:
 - Verify **Order No** (e.g., ORD-00003)
 - Check **Client Name, Store, and Product Details**
- Review dispatch status:
 - Example: **1 / 2 (1 remaining)** → indicates pending quantity



Ruchika
Store Person

Dashboard
Inventory
Driver
Quotation
Reports
User Manual

Order Details: ORD-00003

Back to Order Track

Client: UDAPUR INDIRA IVF HOSPITAL
Store: Labcare Store
Type: Products

PRODUCT	PRODUCT CODE	MANUFACTURER	DISPATCHED / ORDERED
Console V1	CLV1	Shivani Scientific	1/2 (1 remaining)

Create Outward

Scan QR code or type serial number

#	SERIAL NO	PRODUCT NAME	INWARD NO	ACTION
1	OCB0001	Console V1	INW0005	

Save

Print

- Go to the **Create Outward** section.
- In **Scan QR / Serial Number** field:
 - Scan the product QR code
 - OR manually enter the **Serial Number** (e.g., OCB0001)
- After scanning:
 - Item appears in the list with:
 - Serial No
 - Product Name
 - Linked **Inward No**
 - Quantity updates automatically



Ruchika
Store Person

Dashboard
Inventory
Driver
Quotation
Reports
User Manual

Order Details: ORD-00003

Back to Order Track

Client: UDAPUR INDIRA IVF HOSPITAL
Store: Labcare Store
Type: Products

PRODUCT	PRODUCT CODE	MANUFACTURER	DISPATCHED / ORDERED
Console V1	CLV1	Shivani Scientific	2/2

Create Outward

Scan QR code or type serial number

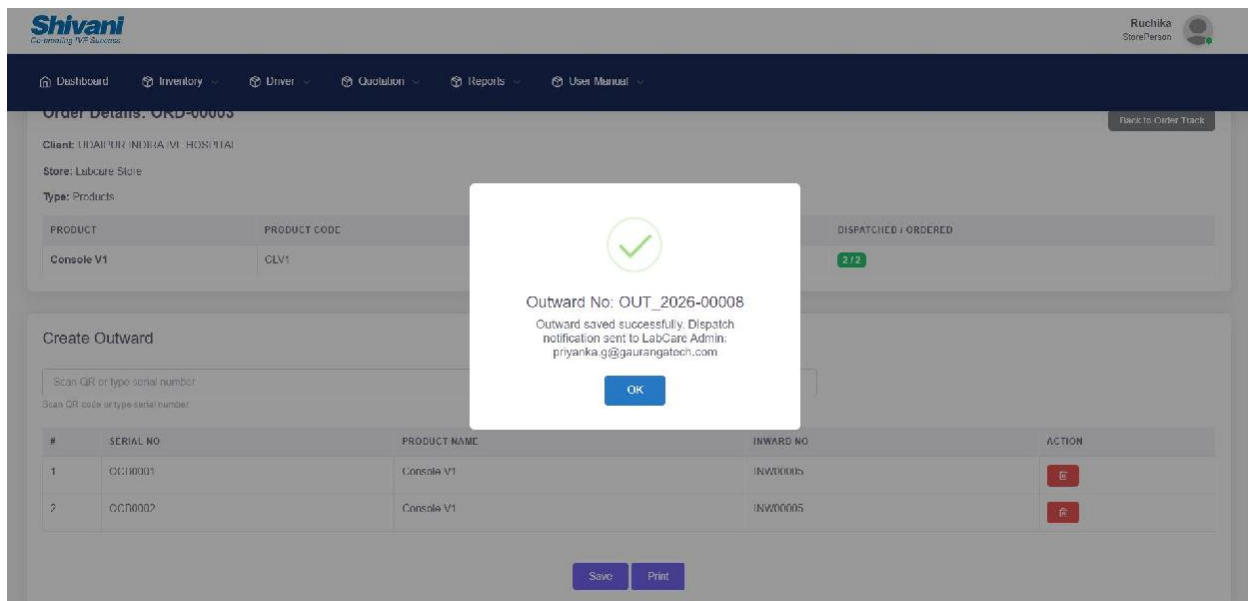
#	SERIAL NO	PRODUCT NAME	INWARD NO	ACTION
1	OCB0001	Console V1	INW0005	
2	OCB0002	Console V1	INW0005	

Save

Print

- (Optional) Remove item:

- Click **Delete icon** if wrong item is added
- 7. Click **Save**:
 - System records the outward dispatch
- 8. Click **Print**:
 - Generate and print dispatch document / invoice



Step 3. LabCare Admin receives the products and will dispatch them to the hospital.

7. Factory Manager – How to Use the System

As a **Factory Manager**, you receive product requests from stores, check your stock, arrange components, assign assembly tasks, and dispatch finished products.

7.1 View and Handle an Incoming Requisition

Step 1. Log in and go to **Inventory → Requisition → Received Requisition Tab**.

Step 2. Click on a requisition to see which product is needed and in what quantity.

Step 3. Check your physical stock:

- Product in stock → Section 10.2 (send directly to Store)
- Product not in stock → Section 10.3 (request components from Store)

7.2 Outward Products Directly to Store (when stock is available)

Step 1: Navigate to **Inventory → Requisition → Action Column: Outward**. Scan the product QR code or manually enter the serial number and date, and click **Save**.

7.3 Raise Component (raw item) Requisition to Store (when stock is not available)

Step 1. Go to Inventory → Component → Requisition.

Step 2. Enter Product Qty . Select Requisition From. Select Factory. Select Requisition Assign To Select Assign To: Store. Click **Raise Requisition**.

Shivani
Co-creating IOT Success

Priyanka Gaikwad
Factory

Dashboard Inventory Driver Quotation Reports User Manual

Raise Requisition

Component Name:	Alias Name:	Price:	Manufacturer Name:	Catalog Number:	Created On:
CryoSense1	CryoSense	1000.00	Shivani Scientific	cr3	24-02-2026

Product Qty *	Requisition From *	Factory *
2	Factory	Factory AB

Requisition Assign To *	Store *
Store	Labcare Store

Back Raise Requisition

Shivani
Co-creating IOT Success

Priyanka Gaikwad
Factory

Dashboard Inventory Driver Quotation Reports User Manual

Received Requisition **My Requisition**

Show 10 entries Search Export to Excel Export to PDF

REQUISITION NO	REQUISITION RAISE FROM	REQUISITION DATE	REQUISITION TYPE	PRODUCT NAME	ALIAS NAME	PRODUCT QTY	CREATED BY	STATUS	ACTIONS
REQ_2026-00011	Factory AB	03-04-2026	Component	Master Gateway Main PCB	Main PCB	2	Priyanka Gaikwad	Order Placed	:
REQ_2026-00009	Factory AB	03-04-2026	Component	SD Card	SD Card	2	Priyanka Gaikwad	Order Placed	:
REQ_2026-00008	Factory AB	03-04-2026	Component	Console V1 Keypad	Keypad	2	Priyanka Gaikwad	Fully Delivered	:

Showing 1 to 3 of 3 entries

< Previous 1 Next >

7.4 Inward Components from Store

Step 1. Go to Inventory → Requisition → My Requisition Tab → Action Column: Inward. Select the Component Requisition raised to Store. Enter date and received quantity. Click **Save**.

Step 2: Scan Component QR Codes

- After clicking *Save*, an **Inward confirmation popup** will appear.
- Click on *Open QR Scanner*.
- Scan the QR codes of the received components to add the actual entries in the inventory.

Step 3: Scan and Save Component Details

- After clicking *Open QR Scanner*, the QR Code Scanner page opens.
- Scan the QR code of each received component, or manually enter the serial number and click *Fetch*.

- Verify the displayed details (Purchase Order No, Vendor, Serial No, Type, Name).
- Click *Save Data* to record the component in the inventory.

The screenshot shows the Shivani QR Code Scanner interface. A central white dialog box with a green checkmark icon displays the message: "Saved Successfully! Data has been saved to the database!". Below the message is a green button labeled "Scan Next Item". In the background, the "Inventory Details" section is visible, showing fields for Purchase Order No (PO-01), Vendor Name (demo vendor 2.0), Serial No (SR-20260407124118-0001), Type (Component), and Name (Console V1 Keypad). A green "Save Data" button is located at the bottom of this section. The top navigation bar includes links for Dashboard, Inventory, Driver, Quotation, Reports, and User Manual.

7.5 Generate QR Codes

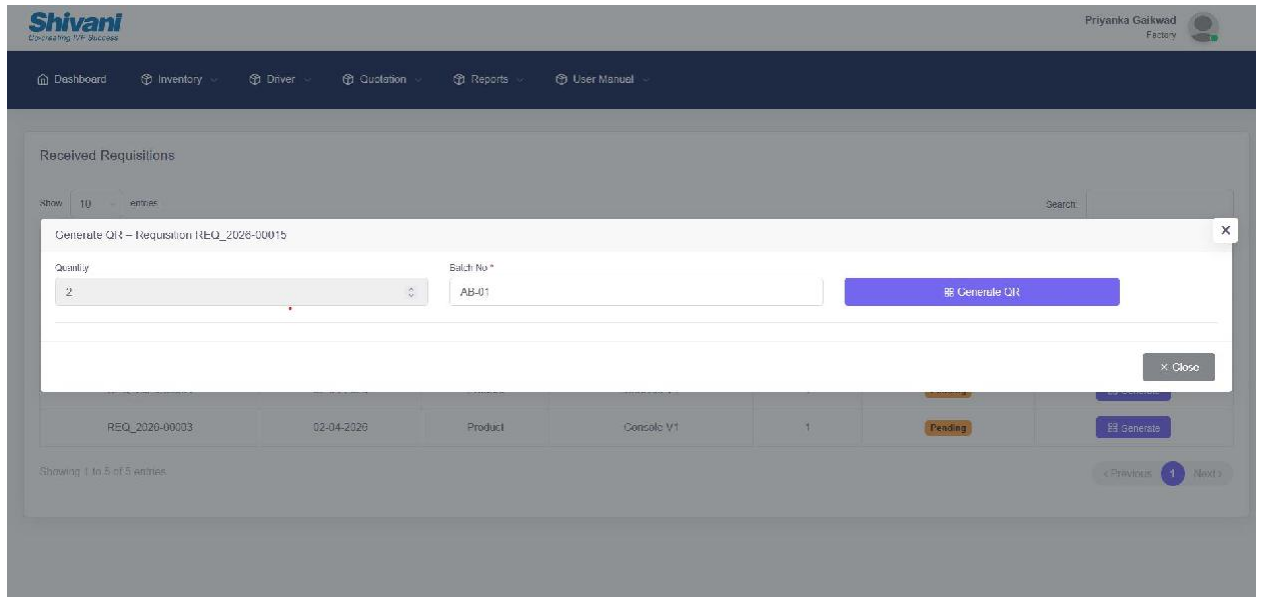
Step 1. Go to **Inventory → Factory Requisition** in the menu. Select the Product Requisition from the Store.

The screenshot shows the Shivani Received Requisitions table. The table has columns for Requisition No, Date, Type, Product, Qty, QR Status, and Action. The data rows show various requisitions with their respective details. The table is filtered to show 1 to 5 of 5 entries. The bottom of the table shows pagination controls: "Showing 1 to 5 of 5 entries" and "Previous 1 Next".

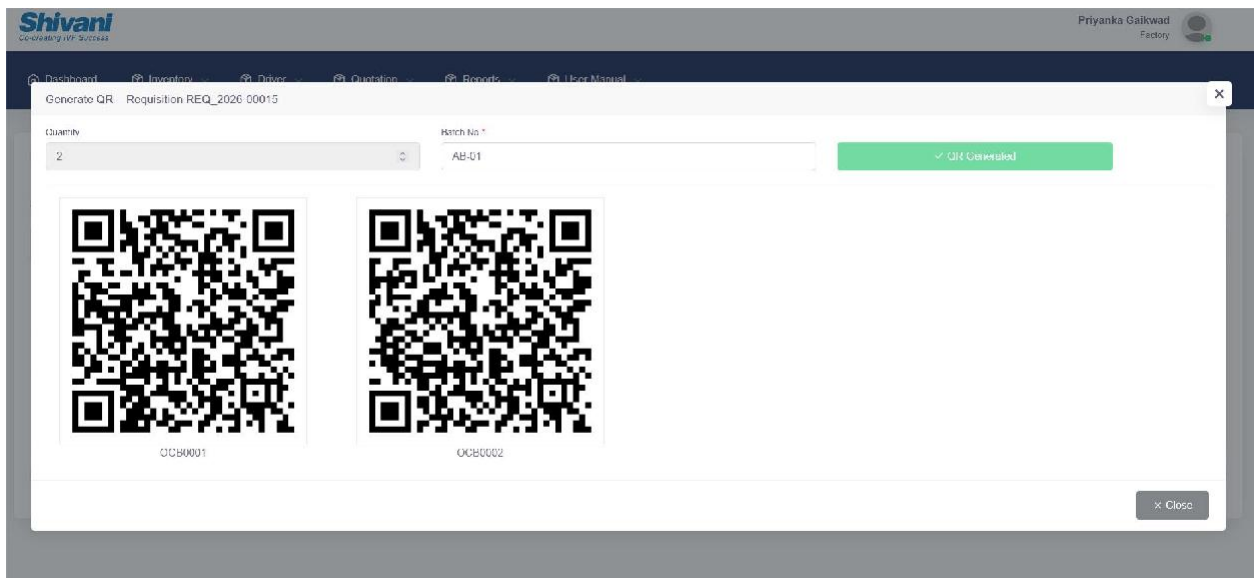
REQUISITION NO	DATE	TYPE	PRODUCT	QTY	QR STATUS	ACTION
REQ_2026-00001	02-04-2026	Product	Console V1	2	Pending	Generate
REQ_2026-00007	03-04-2026	Product	Master Gateway	2	Pending	Generate
REQ_2026-00006	03-04-2026	Product	Console V1	2	Pending	Generate
REQ_2026-00004	02-04-2026	Product	Console V1	1	Pending	Generate
REQ_2026-00003	02-04-2026	Product	Console V1	1	Pending	Generate

Step 2: Click Generate QR

1. Auto-Render a **Quantity** (number of QR codes required).
2. Enter the **Batch No** (e.g., AB-01).
3. Click on the **Generate QR** button.



4. The system will automatically:
 - Generate a **unique Serial Number** for each unit (e.g., NLH0001, NLH0002, ...).
 - Create a corresponding **QR Code (PNG)** for each serial number.
5. Generated QR codes will be stored and can be used for tracking or printing.



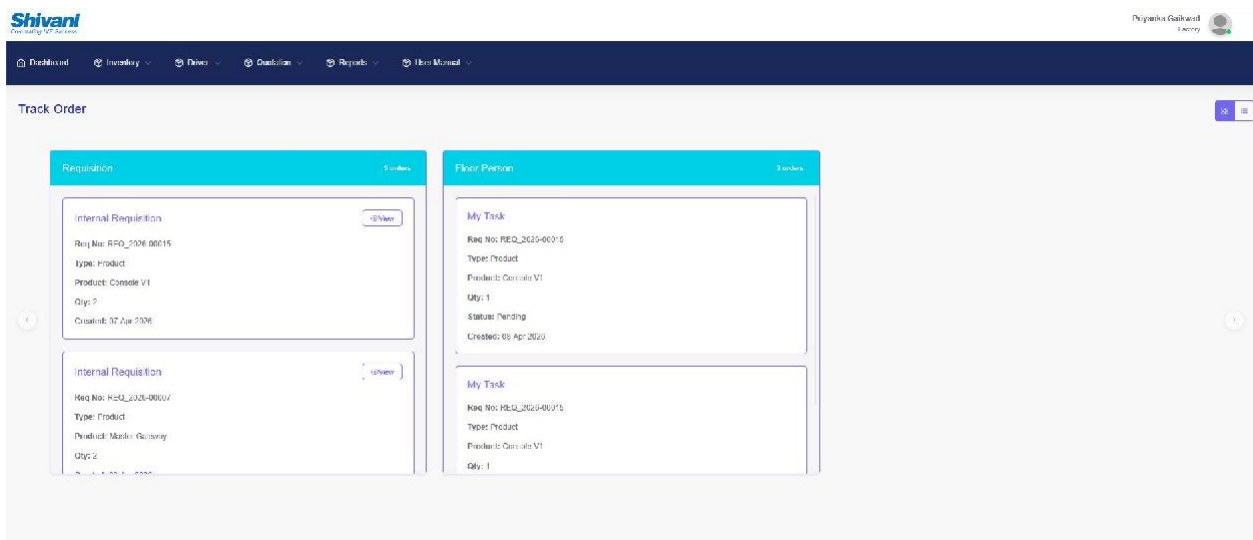
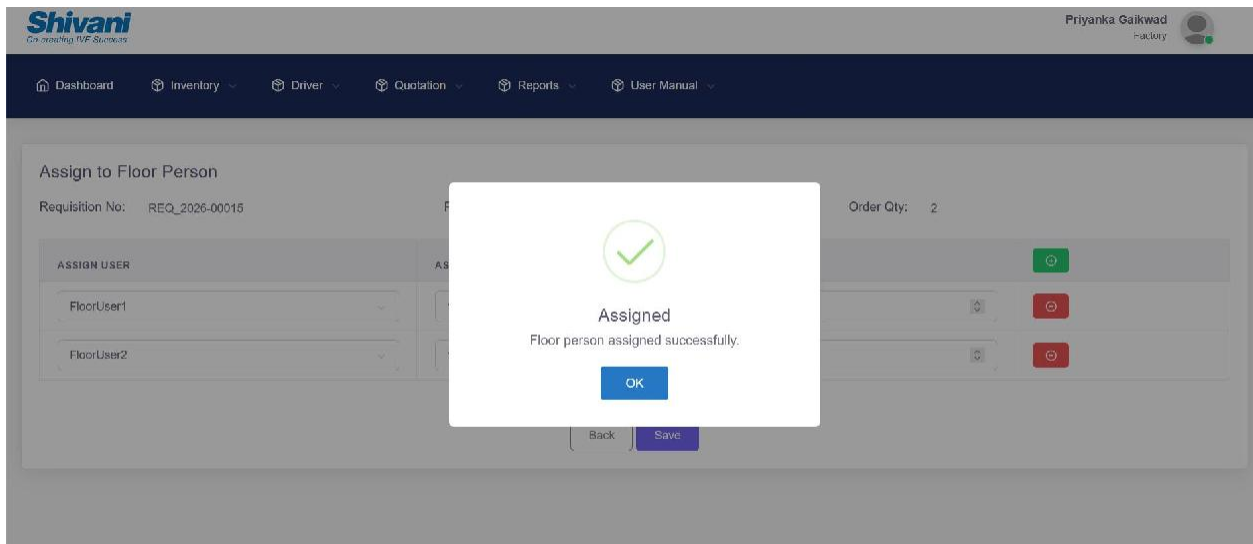
Note: 2 units = 2 separate QR codes. Every product unit gets its own unique identity.

7.6 Assign Floor Persons for Assembly

Step 1. Go to **Quotation** → **Track Order** to display a requisition received from the Store, then click

View to open the Assign Floor Person page.

Step 2. Select a Floor Person from the dropdown and enter the quantity assigned to them. Click **Save**.



7.7 Ready To Sell

Step 1: Go to Inventory → Ready To Sell menu

Shivani
Co-creating IVP Success

Priyanka Gaikwad
Factory

Dashboard Inventory Driver Quotation Reports User Manual

Show 100 entries

Product Inventory List

Search:

PRODUCT NAME	BATCH	SERIAL NO	DEVICE_TYPE	DEVICE_MODEL	HW	FM	OS	STATUS	ACTIONS
Console V1	AB-01	OCB0002	Console	Console	-	-	-	Available	
Console V1	AB-01	OCB0001	Console	Console	-	-	-	Available	
DualCryoSense V1	A-01	NCS2020	Cryo Sense	Cryo Sense v2	2.28	3.2	osVersion 6	Available	

Showing 1 to 3 of 3 entries

< Previous 1 Next >

Step 2: Click action column : Add HW / FM / OS pop-up window is open.

Shivani
Co-creating IVP Success

Priyanka Gaikwad
Factory

Dashboard Inventory Driver Quotation Reports User Manual

Show 100 entries

Product Inventory List

Search:

PRODUCT NAME	BATCH	SERIAL NO	DEVICE_TYPE	DEVICE_MODEL	HW	FM	OS	STATUS	ACTIONS
Console V1	AB-01	OCB0002	Console	Console	-	-	-	Available	
Console V1	AB-01	OCB0001	Console	Console	-	-	-	Available	
DualCryoSense V1	A-01	NCS2020	Cryo Sense	Cryo Sense v2	2.28	3.2	osVersion 6	Available	

Showing 1 to 3 of 3 entries

< Previous 1 Next >

Add HW / FM / OS : OCB0002

HW Version *

-- Select HW Version --

FM Version *

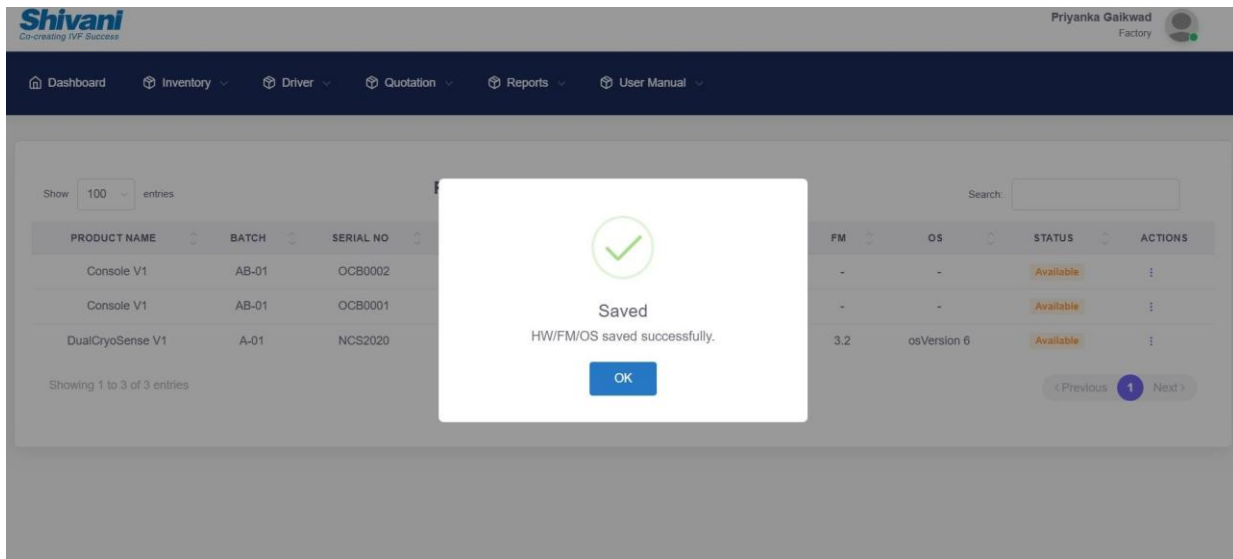
-- Select FM Version --

OS Version *

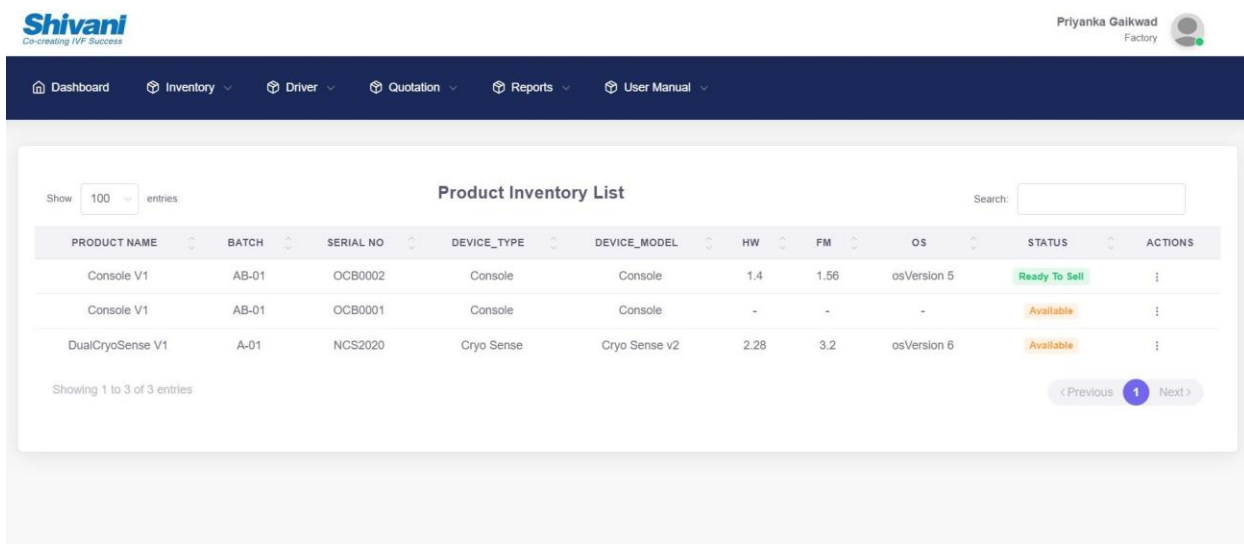
-- Select OS Version --

Save Cancel

Step 3: Select correct Hardware, Firmware, OS version from dropdown and click on Save button.



Step 4: In the listing the status displayed as **Ready To Sell**.



7.7 Outward Finished Products to Store

Step 1: After the assembly is completed, navigate to **Inventory → Requisition → Received Tab → Outward**.

Step 2: Select the product requisitions raised by stores.

Step 3: Create Outward (Scan & Assign)

1. Open **Create Outward** screen.
2. Verify **Product Details**.
3. In **Scan Serial Number**:
 - o Scan QR codes OR enter serial numbers manually.
4. Each scan:

- Adds item to the list
 - Updates scanned count
5. Review and remove incorrect entries if needed.
6. Select:
- **Date of Outward**
 - **Outward To** (e.g., Store)

Shivani
Simplifying the Business

Dashboard Inventory Driver Classification Reports User Manual

Create Outward

Product Details

Requisition No	Order Qty	Requested By	Type	Product Name	Unit Price
REQ_2026-00015	2	Labhansh Shrivastava	Product	Console V1	31455.00

Recipient Details

Scan Serial Number

Point scanner here and scan barcode...

Scan a 2D barcode to add an item. Each scan = 1 item.

#	SERIAL NO	PRODUCT NAME	STATUS
1	OCB0001	Console V1	Scanned
2	OCB0002	Console V1	Scanned

Scanned: 2 / 2 items

Date of Outward: 08/04/2026

Outward To: Store

Back Save Print Invoice

7. Click **Save**.

Shivani
Simplifying the Business

Dashboard Inventory Driver Classification Reports User Manual

Create Outward

Product Details

Requisition No	Order Qty	Requested By	Type	Product Name	Unit Price
REQ_2026-00015	2	Labhansh Shrivastava	Product	Console V1	31455.00

Recipient Details

Scan Serial Number

Point scanner here and scan barcode...

Scan a 2D barcode to add an item. Each scan = 1 item.

#	SERIAL NO	PRODUCT NAME	STATUS
1	OCB0001	Console V1	Scanned
2	OCB0002	Console V1	Scanned

Scanned: 2 / 2 items

Date of Outward: 08/04/2026

Outward To: Store

Back Save Print Invoice

Outward No: OUT_2026-00001
Outward saved successfully. Email notification sent to priyanka.g@gaunimgulch.com

OK

Step 4: Print Invoice / Complete Process

1. Click **Print Invoice** to generate invoice.
2. Download or print the document.
3. The outward process is now **completed and recorded**.

Outward

Outward No: OUT_2020-00009

Shivani Scientific Industries
(P) Ltd
Mumbai, Maharashtra

Recipient Details

Outward To: Store
Name: Leasore Store
Date of Outward: 08/04/2020
Type: Product

Order Summary

Product: Console V1
Ordered Qty: 2
Unit Price: 31495.00

Outward Items

INWARD NO	SERIAL NO	PRODUCT NAME	QTY
N/A	OCB0001	Console V1	1
N/A	OCB0002	Console V1	1

Summary Totals: 2

Total Quantity Dispatched: 2

Print Invoice

Close

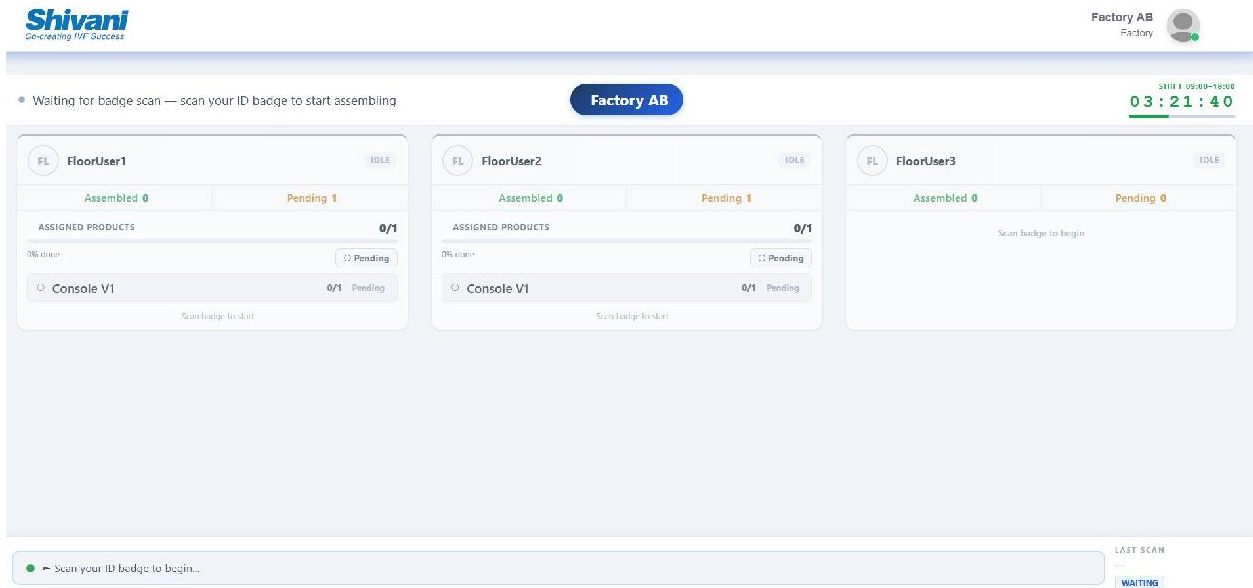
8. Floor Person – How to Use the System

As a **Floor Person**, you assemble products at the factory by scanning QR codes at the **floor person monitor** screen using a USB QR scanner and your personal badge.

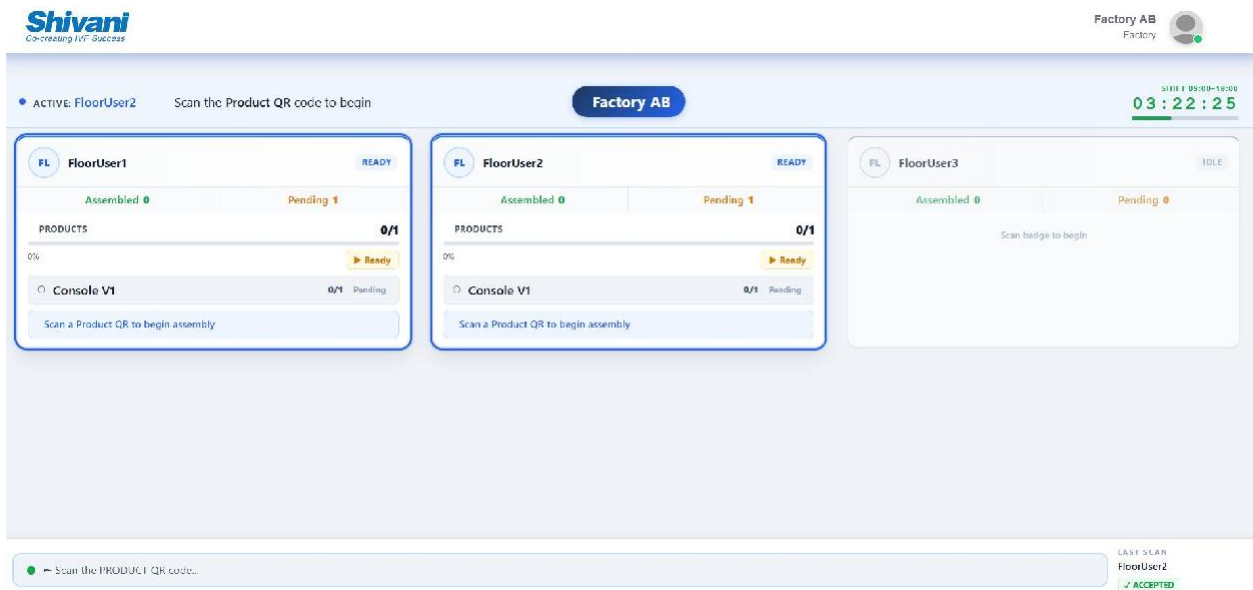
Equipment needed: A USB QR/barcode scanner (plugged into the computer) and your personal **badge card** with your unique QR code printed on it.

8.1 Starting Your Work

Step 1. Go to the computer. The OPS Central Floor Person Monitor screen should be open. If not, use Factory Login.



Step 2. Scan your badge QR code. The system identifies you, change the card colour (Blue) after scanning the **badge QR code** and shows your assigned tasks.



8.2 Assembling a Product

Step 1. Select the product unit you want to assemble from your task list.

Step 2. Scan the **Product QR Code** shown on screen. This starts the assembly for this specific unit.



Factory AB

1 factory

ACTIVE: FloorUser2

Scan the Product QR code to begin

Factory AB

SHIFT 09:00 - 18:00

03 : 24 : 24

FL FloorUser1

ASSEMBLING

Assembled 0 Pending 1

PRODUCTS 0/1

0%

Assembling

Console V1 0/1 Active

BOM — CONSOLE V1 0/3

Console V1 Keypad 0/1

SD Card 0/1

Adapter 0/1

FL FloorUser2

READY

Assembled 0 Pending 1

PRODUCTS 0/1

0%

Ready

Console V1 0/1 Pending

Scan a Product QR to begin assembly

FL FloorUser3

IDLE

Assembled 0 Pending 0

Scan badge to begin

Scan the PRODUCT QR code...

LAST SCAN

Console V1

ACCEPTED

Step 3. Display BOM Component List. Scan each **component QR code** one by one as the screen shows them.

Step 4. When all components are scanned, the screen shows "**Assembly Complete**" for that unit.

Step 5. Repeat for all units. When all are done, hand the finished products to the **Factory Manager**.



Factory AB

Factory

ACTIVE: FloorUser1

Assembly complete — resetting...

✓ Assembly saved for FloorUser1!

Factory AB

SHIFT 09:00 - 18:00

03 : 56 : 40

FL FloorUser1

DONE

Assembled 1 Pending 0

PRODUCTS 1/1

100%

Complete

✓ Console V1 1/1 Done

Assembly Saved!

Console V1

FL FloorUser2

IDLE

Assembled 0 Pending 1

ASSIGNED PRODUCTS 0/1

0% done

Pending

Console V1 0/1 Pending

Scan badge to start

FL FloorUser3

IDLE

Assembled 0 Pending 0

Scan badge to begin

Assembly saved — resetting...

LAST SCAN

Console V1 Keypad

ACCEPTED

Co-creating NPT Success

Factory AB

Factory

ACTIVE: FloorUser2

Scan Component QR codes

✓ BOM complete for FloorUser2! Auto-saving in 4s...

Factory AB

SHIFT 09:00 - 18:00

04:00:08

FL FloorUser1

IDLE

Assembled 1

Pending 0

1/1

100% done

✓ Complete

✓ Console V1

1/1 Done

Scan badge to start

FL FloorUser2

ASSEMBLING

Assembled 0

Pending 1

0/1

0%

⊖ Assembling

○ Console V1

0/1 Active

BOM — CONSOLE V1

QCR0001

1/1

Resumed (11s ago)

✓ Console V1 Keypad

1/1

Saving in 1s... (rescan badge to cancel)

FL FloorUser3

IDLE

Assembled 0

Pending 0

0/1

0%

Scan badge to begin

Scan a COMPONENT QR code...

LAST SCAN

Console V1 Keypad

✓ ACCEPTED

Co-creating NPT Success

Factory AB

Factory

ACTIVE: FloorUser2

Assembly complete — resetting...

✓ Assembly saved for FloorUser2!

Factory AB

SHIFT 09:00 - 18:00

04:00:09

FL FloorUser1

IDLE

Assembled 1

Pending 0

1/1

100% done

✓ Complete

✓ Console V1

1/1 Done

Scan badge to start

FL FloorUser2

DONE

Assembled 1

Pending 0

1/1

100%

✓ Complete

✓ Console V1

1/1 Done

Assembly Saved!

Console V1

FL FloorUser3

IDLE

Assembled 0

Pending 0

0/1

0%

Scan badge to begin

Assembly saved — resetting...

LAST SCAN

Console V1 Keypad

✓ ACCEPTED

Tip: If you scan a wrong Product QR code, an error appears , Nothing is saved until successful.

Co-creating IVF Success

Factory AB

ACTIVE: FloorUser1

Scan Component QR codes

Master Gateway is NOT assigned to FloorUser2.

Assigned: Console V1

SHIFT 09:00-18:00

03:40:49

FL FloorUser1

ASSEMBLING

Assembled 0 Pending 1

PRODUCTS 0/1

0% Assembling

Console V1 0/1 Active

BOM — CONSOLE V1 OCB0002 0/3

Resumed (0s ago)

Console V1 Keypad 0/1

SD Card 0/1

Adapter 0/1

FL FloorUser2

READY

Assembled 0 Pending 1

PRODUCTS 0/1

0% Ready

Console V1 0/1 Pending

Scan a Product QR to begin assembly

FL FloorUser3

IDLE

Assembled 0 Pending 0

Scan badge to begin

Scan a COMPONENT QR code...

LAST SCAN: Not assigned — rejected

X REJECTED

Warning: Each QR code can only be used ONCE. Never scan the same QR code for two products.

Co-creating IVF Success

Factory AB

ACTIVE: FloorUser1

Scan Component QR codes

This product is currently in assembly. Rescan your badge to resume.

SHIFT 09:00-18:00

03:45:18

FL FloorUser1

ASSEMBLING

Assembled 0 Pending 1

PRODUCTS 0/1

0% Assembling

Console V1 0/1 Active

BOM — CONSOLE V1 OCB0002 0/3

Resumed (0s ago)

Console V1 Keypad 0/1

SD Card 0/1

Adapter 0/1

FL FloorUser2

IDLE

Assembled 0 Pending 1

ASSIGNED PRODUCTS 0/1

0% done Pending

Console V1 0/1 Pending

Scan badge to start

FL FloorUser3

IDLE

Assembled 0 Pending 0

Scan badge to begin

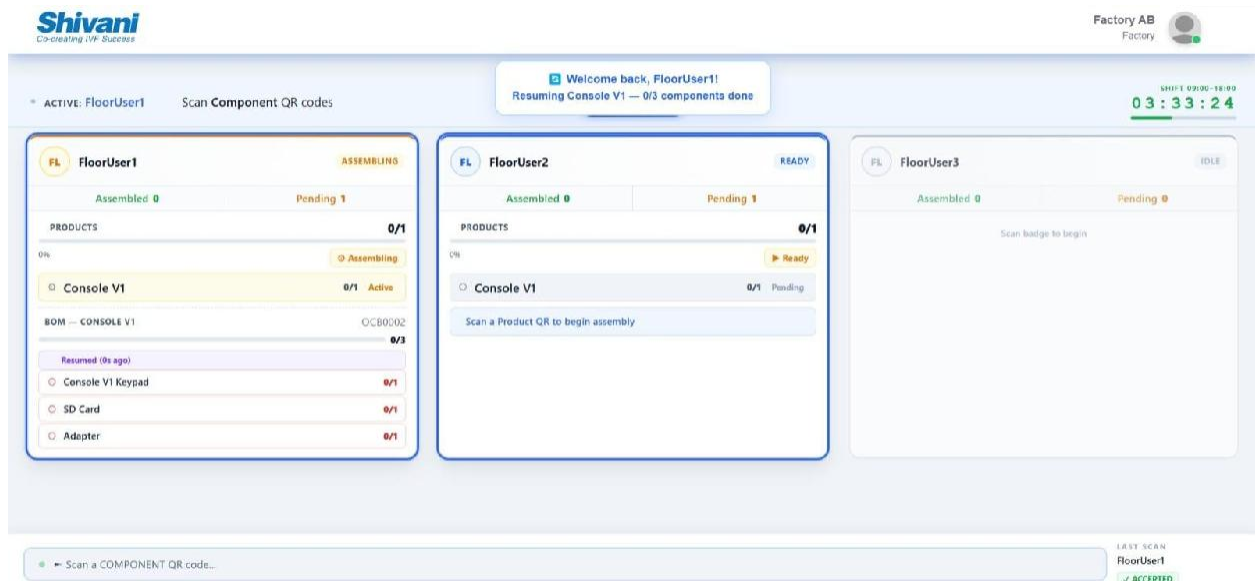
Scan a COMPONENT QR code...

LAST SCAN: Already in progress

WARNING

8.3 Resuming After a Break

Step 1. Scan your badge again at the kiosk. The system shows your in-progress task exactly where you left off.



9. Purchase Department – How to Use the System

- As **Purchase Dept**, you receive component **Requisition** from the **Main Store**.
- The **Purchase Dept**, cannot login in the system.

10. Main Store – How to Use the System

As a **Main Store**, you manage the central component warehouse. You receive component requests from stores, check stock, supply them, or raise a request to Purchase Dept.

10.1 View Incoming Component Requests

Step 1. Log in and go to **Inventory → Requisition → Received Requisition**.

Step 2. To see: which component, how many, and which store needs it.

Show 10 entries

Search:

Export to Excel

Export to PDF

REQUISITION NO	REQUISITION RAISE FROM	REQUISITION DATE	REQUISITION TYPE	PRODUCT NAME	ALIAS NAME	PRODUCT QTY	CREATED BY	STATUS	ACTIONS
REQ_2026-00016	Labcare Store	07-04-2026	Component	Console V1 Keypad	Keypad	3	Ruchika	Order Placed	:
REQ_2026-00014	Labcare Store	03-04-2026	Component	Master Gateway Main PCB	Main PCB	2	Ruchika	Order Placed	:
REQ_2026-00013	Labcare Store	03-04-2026	Component	SD Card	SD Card	2	Ruchika	Order Placed	:
REQ_2026-00012	Labcare Store	03-04-2026	Component	Console V1 Keypad	Keypad	2	Ruchika	Order Placed	:
REQ_2026-00001	Labcare Store	01-04-2026	Product	Console V1	Console V1	2	Ruchika	Order Placed	:

Step 3. Check your stock:

- In stock → Section 12.2
- Not in stock → Section 12.3

10.2 Inward component from purchase dept

Step 1: The Main Store performs inward of components received from the Purchase Department. After clicking **Save**,

Step 2: QR generates pop-up windows each component QR code must be scanned to record the actual entry in the Main Store inventory.

Create Inward

Please select Requisition No:

REQ_2026-00017

Requisition Details

Requisition Raised By:

The Main Hamletown Haven

Requisition Type:

Component

Product Name:

Console V1 Keypad

Calling Number:

1

Status of Order:

Order Placed

Unit Cost:

7500.00

Order Details

Requisition No:

REQ_2026-00017

Received/Order Quantity:

0 / 3

Purchase Order No

PO-01

Invoice No

INV_01

Inward Details

Date of Inward *

07/04/2026

Date of Manufacture **

31/12/2025

Date of Expiry **

09/10/2026

Version *

demo version 2.0

Price *

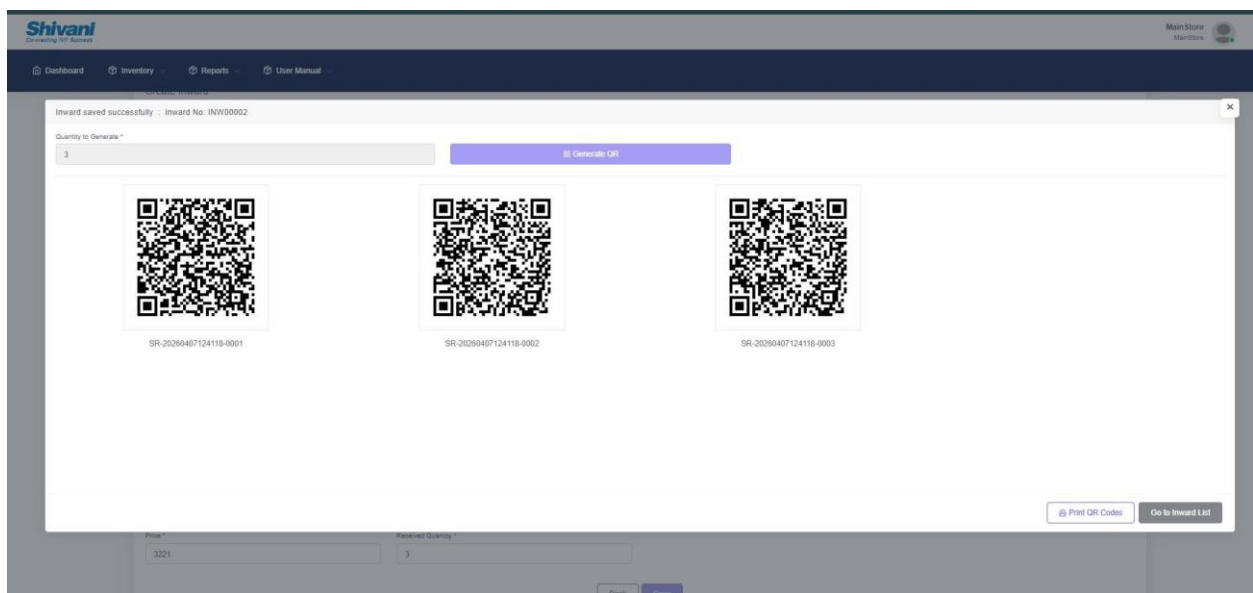
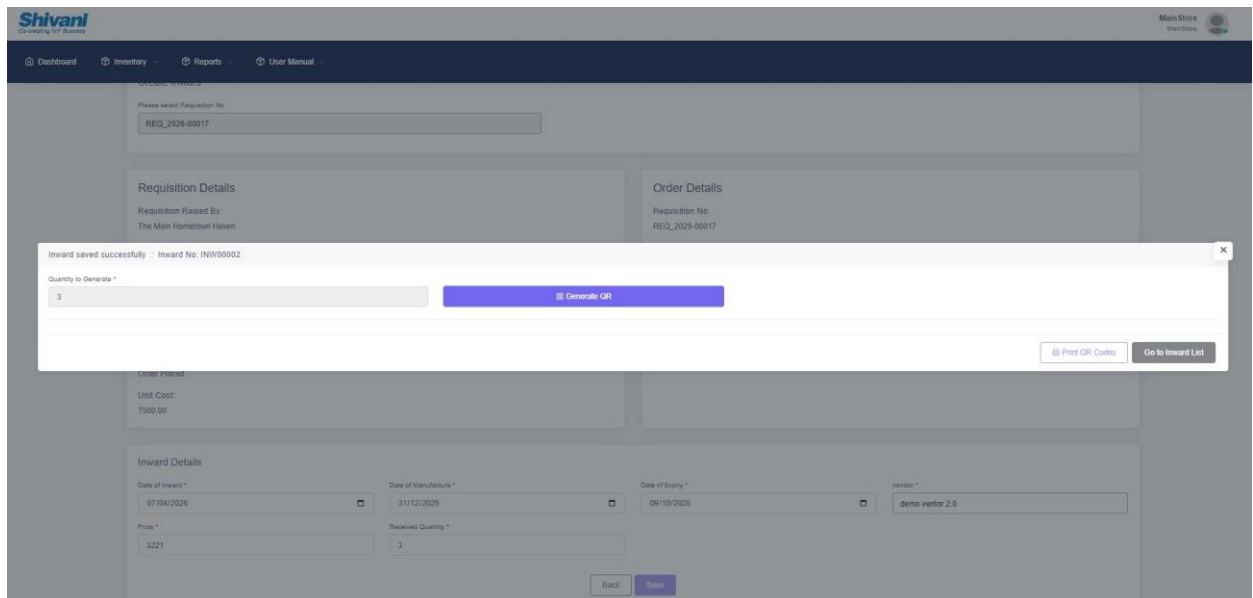
3221

Received Quantity *

3

Back

Save



Step 3: Go to *Inventory* → *QR Code* and scan the QR code attached to the components. Alternatively, you can manually enter the serial number and click *Fetch* to view the corresponding details.

Shivani
Co-creating IVF Success

MainStore
MainStore

Dashboard Inventory Reports User Manual

QR Code Scanner

Instructions: Scan your QR code or type/paste a serial number to automatically display details.

Scan QR Code:

Scan QR code or type/paste serial number...

Fetch Clear

Inventory Details

Purchase Order No PO-01	Vendor Name demo ventor 2.0	Serial No SR-20260407124118-0001	Type Component	Name Console V1 Keypad
----------------------------	--------------------------------	-------------------------------------	-------------------	---------------------------

Save Data

Step 4: Click on Save Data button, the display data saved in your inventory.

Shivani
Co-creating IVF Success

MainStore
MainStore

Dashboard Inventory Reports User Manual

QR Code Scanner

Instructions: Scan your QR code or type/paste a serial number to automatically display details.

Scan QR Code:

Scan QR code or type/paste serial number...

Fetch Clear

Inventory Details

Purchase Order No PO-01	Vendor Name demo ventor 2.0	Serial No SR-20260407124118-0001	Type Component	Name Console V1 Keypad
----------------------------	--------------------------------	-------------------------------------	-------------------	---------------------------

Save Data

✓

Saved Successfully!

Data has been saved to the database!

Scan Next Item

10.3 Outward Components to Store (when in stock)

Step 1. Go to **Inventory** → **Requisition** → **Action Column: Outward** → **Create Outward**. Select the Store's Requisition.

Check the **Requisition No**, **Order Quantity**, **Raised By**, **Type**, **Product Name**, and **Unit Price**.

Ensure you are processing the correct requisition before proceeding.

Step 2: Scan Serial Numbers

- In the **Scan Serial Number** field, scan the QR code attached to each product/component.
- Each scan adds one item to the list below.
- The scanned items will appear in the table with:
 - Inward reference
 - Serial Number
 - Product Name

Note: Each QR scan represents one unit.

Step 3: Verify Scanned Items

- Confirm that the number of scanned items matches the **Order Quantity**.
- If needed, remove any (incorrect) entry using the **Remove** option.

The screenshot displays the 'Create Outward' form in the Shivani Inventory Management System. The form is divided into several sections:

- Product Details:** Includes fields for Invoice/Item No. (REQ_2026-00016), Order Qty. (3), Raised By (Lakshmi Store), Type (Component), Product Name (Console V1 Keypad), and Unit Price (7500.00).
- Recipient Details:** Features a 'Scan Serial Number' field with a QR scanner icon and a text input area. Below this is a table of scanned items.
- Scanned Items Table:** A table with columns for S#, INWARD, EPDIA NO., PRODUCT NAME, and REMOVE. It contains three entries for 'Console V1 Keypad' with their respective serial numbers.
- Scanned Count:** A label indicating 'Scanned: 3 / 3 item(s)'.
- Date of Outward:** A date picker set to '00/04/2026'.
- Outward To:** A dropdown menu currently showing 'Store'.
- Buttons:** At the bottom, there are 'Back', 'Save', and 'Print Invoice' buttons.

Step 4: Enter Outward Details

- Select the **Date of Outward**.
- Choose **Outward To (Assign To)** — the destination (e.g., Store, Factory, etc.).

Step 5: Save the Outward

- Click **Save** to confirm the outward entry.
- This updates the inventory and marks the items as Outward.

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Create Outward

Product Details

Requisition No: REQ_2026-00016	Order Qty: 3	Raised By: Labcare Store	Type: Component	Product Name: Console V1 Keypad	Unit Price: 7500.00
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Recipient Details

Scan Serial Number

Print barcode here and scan barcode

Enter 9-10 console keypad on item. Each scan = 1 item

S	INWARD	SERIAL NO	PRODUCT NAME	REMOVE
1	INW00002	SR-20260407124118-0001	Console V1 Keypad	
2	INW00002	SR-20260407124118-0002	Console V1 Keypad	
3	INW00002	SR-20260407124118-0003	Console V1 Keypad	

Scanned: 3 / 3 Item(s)

Outward To:

Store

Date of Outward:

08/04/2026

Back

Save

Print Invoice

Outward No: OUT_2026-00003

Outward saved successfully. Email notification sent to priyanka.g@gaurangatech.com

OK

Step 6: Print Invoice (Optional)

- Click **Print Invoice** to generate the outward invoice.

Outward

Print Invoice

OUTWARD

Outward No: OUT_2026-00003

Shivani Scientific Industries (P) Ltd

Mumbai, Maharashtra

Recipient Details

Outward To: Store

Name: Labcare Store

Date of Outward: 08 Apr 2026

Type: Component

Order Summary

Product: Console V1 Keypad

Ordered Qty: 3

Unit Price: 7500.00

Outward Items

INWARD NO	SERIAL NO	PRODUCT NAME	QTY
INW00002	SR-20260407124118-0001	Console V1 Keypad	1
INW00002	SR-20260407124118-0002	Console V1 Keypad	1
INW00002	SR-20260407124118-0003	Console V1 Keypad	1

Scanned Items:

3

Total Quantity Dispatched:

3

10.3 Raise to Purchase Dept (when not in stock)

- Step 1:** Go to *Inventory* → *Component* → *Requisition* → *Create Requisition*.
- Step 2:** Verify the component details (Component Name, Price, Manufacturer, etc.).
- Step 3:** Enter the required **Product Quantity**.
- Step 4:** Select the **Vendor**.
- Step 5:** Ensure **Requisition From** is set (e.g., Main Store).
- Step 6:** Select the **Store**.
- Step 7:** Set **Requisition Assign To** as *Purchase Department*.
- Step 8:** Click *Raise Requisition* to submit.

Shivani
Co-creating TIF Success

MainStore
MainStore

Dashboard Inventory Reports User Manual

Raise Requisition

Component Name:	Alias Name:	Price:	Manufacturer Name:	Catalog Number:	Created On:
Console V1 Keypad	Keypad	7500.00	Shivani Scientific	1	13-03-2026

Product Qty *
3

Select Vendor *
demo vendor 2.0

Requisition From *
MainStore

Store *
The Main Hometown Haven

Requisition Assign To *
PurchaseDept

Back Raise Requisition

11. Reports

Use Reports to monitor everything happening in the system — stock, movements, quotations, orders, and production.

Report Name	What It Shows	Who Uses It
Requisition Report	All requisitions, their status, who raised them, what was requested.	All roles
Inward Report	All items received, filterable by product or component.	Store, Factory, Main Store

Report Name	What It Shows	Who Uses It
Outward Report	All items sent out, filterable by product or component.	Store, Factory, Main Store
Product Inventory	Current stock levels for all products in all stores and factories.	All roles
Component Inventory	Current stock levels for all components.	Store, Main Store, Factory
Factory Production Report	Production progress — what is assigned, in progress, and completed.	Factory, Super Admin, LabCare Admin
Floor Person Report	How many units each Floor Person assembled and when.	Factory Manager, Super Admin
Quotation Report	All quotations raised, with status (Raised, Finalized, Rejected, Query).	LabCare Admin, Backend, Super Admin
Order Report	All orders from Confirmed to Dispatched, with full status history.	LabCare Admin, Backend, Super Admin
Dispatch Order List	Orders ready to be dispatched to hospitals.	LabCare Admin
Inventory Movement	All inward and outward movements in one combined view.	All roles

How to Open a Report

Step 1. In the top menu, click **Reports**.

Step 2. Click on the report name you want to view.

Step 3. Use the filter fields — date range, store, factory, product name, status — to narrow down the data. Click **Search**.

Step 4. To download, click **Export** or **Download Excel** if available.

12. Serial Numbers and QR Codes Explained

Every finished product unit gets its own unique **Serial Number** and **QR Code**. This is how the system can track every individual unit — where it was made, who assembled it, and where it was delivered.

How a Serial Number is Built

Part	What It Means	Example
Series Letter	One letter representing the Indian financial year (changes to next letter every 1st April).	N = 2025–26
Product Abbreviation	Short code for the product set by Super Admin (1–5 capital letters).	LH = LabcareHematology
Serial Count	4-digit number counting up from 0001. Resets to 0001 every new financial year.	0001
Complete Serial Number		NLH0001

Examples

Serial Number	Meaning
NLH0001	Year 2025–26, LabcareHematology, 1st unit of the year
NLH0002	Year 2025–26, LabcareHematology, 2nd unit

Serial Number	Meaning
NDRY0001	Year 2025–26, DryContact product, 1st unit
PLH0001	Year 2026–27 (new year, letter changed to P), 1st unit

13. Common Problems and Solutions

Problem	Likely Cause	Solution
Cannot log in.	Wrong mobile number or password. CAPS LOCK on.	Check mobile (no spaces). Turn off CAPS LOCK. Use Forgot Password or contact Admin.
Password reset email not received.	Email in Spam. Wrong email entered.	Check Spam/Junk folder. Retype the correct email. Wait 2 minutes and retry.
Reset link says "expired".	Link is valid for 1 hour only.	Go to Forgot Password and request a new link.
Cannot see the required menu.	Wrong role assigned.	Log out, log back in. Contact Super Admin to verify your role.
Order not visible in my list.	Order is not assigned to your Store, or status is wrong.	Check the Order List filter. Verify with LabCare Admin that the order is assigned to your Store.
Quotation dropdown is empty when creating order.	No finalized quotations exist yet.	Backend Person must raise and LabCare Admin must approve a Quotation first before it can

Problem	Likely Cause	Solution
		become an Order.
Requisition dropdown is empty (in Inward/Outward form).	No open requisition assigned to you yet.	The previous step must be completed first. A Requisition must exist before you create an Inward or Outward.
QR code scan not working at kiosk.	USB scanner not connected. Wrong QR.	Check the USB scanner is plugged in. Scan the correct QR code. Contact Factory Manager.
Serial Number not generated / shows error.	Product Abbreviation is missing in the system.	Contact Super Admin to set the Abbreviation (Configuration → Products → Edit).
Submit button is greyed out.	Required field is empty or a validation rule is not met.	Fill all fields marked with a red star (*). Ensure quantities are within allowed limits.
Wrong quantity entered in Inward.	Data entry mistake.	Contact Super Admin immediately to correct or delete and re-enter the record.
Email notifications not received.	Wrong email saved. Email server issue.	Contact Super Admin to verify your email address and check the mail server settings.

Still need help?

Take a screenshot of the error and contact your **Super Admin** or OPS Central support.
Always include:

- Your role (e.g., Store Person, LabCare Admin)
- What you were trying to do
- The exact error message on screen

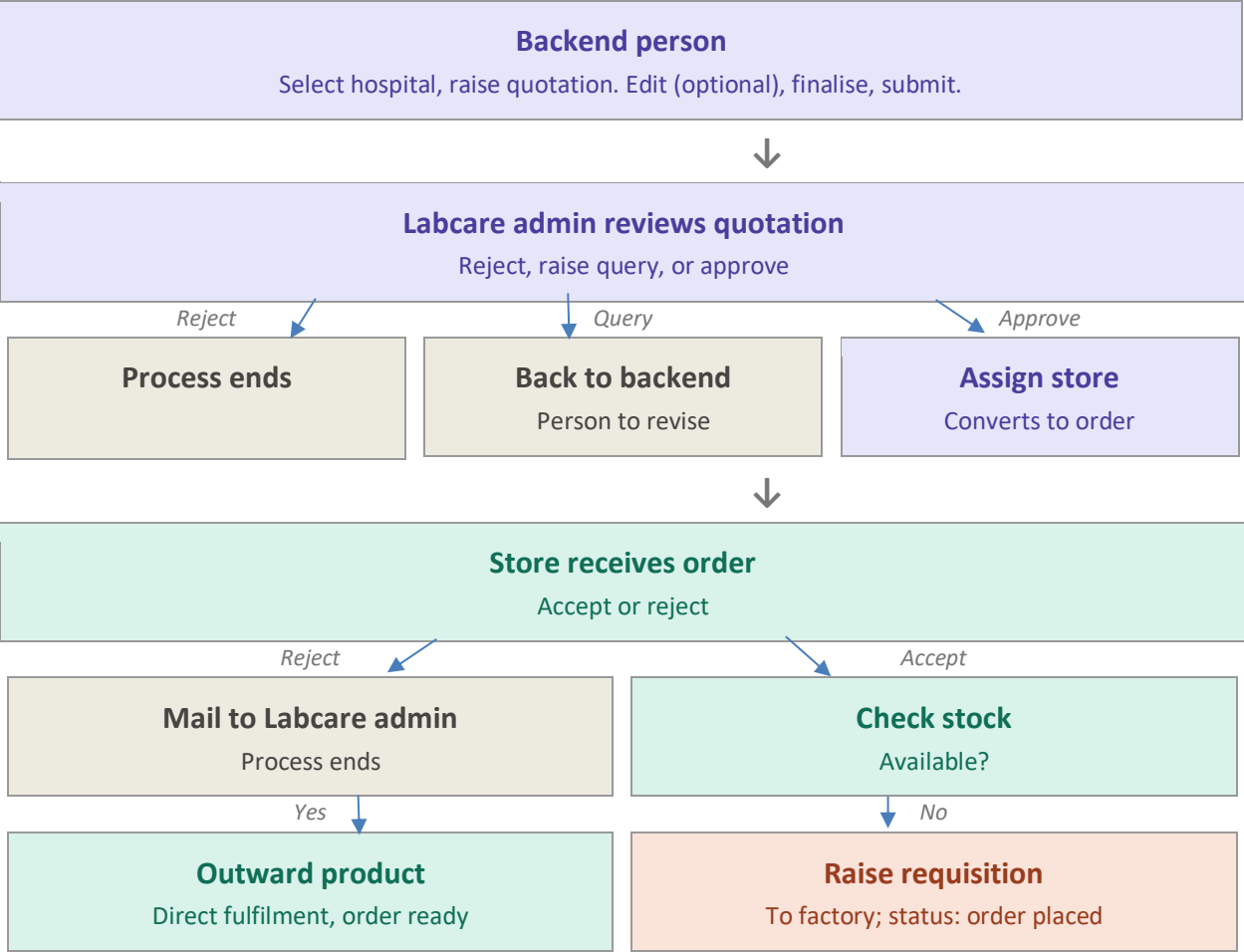
- Date and time it happened

Good Habits for All Users:

- Always create an Inward before an Outward. You cannot send what you have not received.
- Do not skip steps. Every action depends on the previous one being completed.
- Check your email notifications — the system emails you when action is needed from you.
- Log out when you leave your workstation.
- If unsure about a Quotation or Order status, check the relevant list in your menu — the status is always shown.

Workflow

1. Quotation to Order Workflow



Continues in the production-to-dispatch chart below.

2. Production to Dispatch Workflow

