LabSentra

Connecting Every Sample. Empowering Every Decision.

USER MANUAL

# Inventory Officer

Stores staff who keep reagents and consumables available: stock levels, purchase orders, receiving, lots and stock takes.

# Contents

About this manual . . . . . 3
Signing in for the first time . . . . . 3
Finding your way around . . . . . 4
Signatures, reasons and statuses . . . . . 4
Inventory . . . . . 5
Equipment . . . . . 5
Reporting problems . . . . . 5
Practising in the free demo . . . . . 5
Getting help . . . . . 6

# About this manual

This manual is for the **Inventory Officer** role in LabSentra. It explains the screens you will use and the exact buttons to press, in the order you meet them in a working day.

Screens show only what your role is allowed to do. If a button described here is missing, your laboratory may have configured things differently – ask your administrator.

## Your day at a glance

1. Check stock-out risks and reorder levels
2. Raise purchase orders and receive goods
3. Verify new reagent lots
4. Issue and transfer stock
5. Run stock takes and record wastage

## Your menu

| Menu group | Items you will see |
|---|---|
| Operations | Clinicians & clients |
| Output | Notifications |
| Quality | Quality dashboard, Documents, Nonconformities, Risk register, Environment, QC |
| Inventory | Stock, Lots, Purchase orders, Inventory setup, Movements & stock take, Forecast |
| Equipment | Equipment register, Due list, Equipment KPIs |
| Settings | Administration, Test Catalogue, Integrations, Voice |

# Signing in for the first time

Your laboratory administrator invites you by e-mail. LabSentra never asks for your password by e-mail or phone.

1. Open the invitation e-mail and follow the link. You arrive at **Welcome to LabSentra**.
2. Enter your full name (optional), a **New password** of at least 12 characters, and **Confirm password**.
3. Select **Activate account**. If the page says the link is invalid or has expired, ask your administrator for a new invitation.

## Everyday sign-in

1. Go to **labsentra.com** and choose **Sign in**.
2. Enter your e-mail and password and select **Sign in**. You land on your start page.

## Forgotten password

1. On the sign-in page choose **Forgot password?**, enter your e-mail and select **Send reset link**.
2. Open the e-mail, choose **Set a new password**, enter it twice (at least 12 characters) and select **Update password**.

> **Tip.** You can add an authenticator for extra security under **Profile → Two-step verification → Add authenticator**.

# Finding your way around

| Element | What it does |
|---|---|
| Sidebar | Groups of modules. You only see items your role is allowed to use (see "Your menu"). Long groups can be collapsed. |
| Branch selector | Choose **All branches** or one branch (shown as *code · name*). Lists, queues and dashboards follow this choice. |
| Organisation selector | Shown only if you work for more than one laboratory. Changing it resets the branch. |
| **Go to…** (Ctrl/Cmd + K) | Command palette: type a module name to jump straight to it. |
| **Scan or type barcode / ID** | Scan a specimen, order or patient barcode (or type the number) and press Enter to open it. "Not found" means no match in your branch. |
| Notifications bell | Unread count and the latest 8 alerts. Click one to open the record; **Mark shown as read** clears them. |
| Account menu | **Profile** and **Sign out**. |

## Your profile

- **Personal details** – full name, phone, professional title and registration number. Select **Save changes**. Your title appears beside your e-signature on reports.
- **Change password** – at least 12 characters.
- **My notifications** – mute or unmute categories you can receive (some safety-critical categories cannot be muted).
- **Two-step verification** – add or remove your authenticator.

> **Tip.** Sign out when you leave a shared workstation: Account menu → **Sign out**.

# Signatures, reasons and statuses

LabSentra protects patient safety and the audit trail. Some actions need more than a click:

| Marked in this manual | What happens on screen |
|---|---|
| (reason) | You must type why. The reason is stored in the audit trail. |
| (confirm) | A confirmation dialog asks you to check before continuing. |
| (e-signature) | The **Electronic signature** dialog asks you to re-enter your **Password** and choose **Sign**. It shows what you are signing and records it in the audit trail. A wrong password shows "Password incorrect". |

- Every change is recorded with who, when, what and why – it cannot be edited or deleted.
- Turnaround (TAT) chips: **red** = breached, **amber** = 30 minutes or less left, **green** = on time.

- Result flags: **H/L** outside the reference interval, **HH/LL** critical, **DELTA** big change from the last result, **AMR** outside the measuring range, **NO REF** no reference interval.
- Colour is never the only signal – every status also has a word or icon.

## Inventory

- **Stock** shows each item with chips **Stock-out risk**, **Below reorder** or **OK**.
- **Forecast** (30 / 60 / 90 days) predicts usage from test volumes; **Create purchase order ({n})** turns suggestions into draft POs.

### Purchase orders

1. **Create PO** → **Create draft PO**, add lines, then **Submit**.
2. An approver signs it (see below). When goods arrive choose **Receive goods** → **Receive**, recording lot numbers and expiry dates.
3. **Cancel PO** needs a reason.

### Lots, movements and stock take

- **Lots**: new reagent lots must be verified – **Verify** → **Accept & release** or **Reject lot** (notes). **Trace results** shows every patient result run on a lot.
- **Movements & stock take**: **Issue** or **Transfer** stock to benches or branches; **Receive without PO** (reason); count stock and **Post {n} adjustment(s)** with a reason and wastage flag.
- **Inventory setup**: suppliers, items, locations and consumption rules.

## Equipment

- **Equipment register** lists every instrument with status. **Due list** shows maintenance and calibration due in 30 days (overdue first). **Equipment KPIs** shows uptime by branch.

## Reporting problems

Choose **Raise NC** in the top bar whenever something goes wrong – a damaged delivery, a wrong item, an expired lot, a temperature excursion in the store. Describe what happened; the quality team investigates.

When a procedure you must follow is issued or revised, open it from the Quality dashboard and choose **I have read and understood v{n}**.

## Practising in the free demo

- A free demo lab contains synthetic patients at every stage. The yellow bar shows the days left.
- Use **View as** ("Try the app as…") to switch to your role and practise exactly what you will see.
- In the demo, printing, PDFs and branding are removed, and SMS, e-mail, claims, mobile money and portal invites are not really sent.
- Same-person checks are relaxed so one person can play every role. In your live lab they apply in full.

## Getting help

- Your first contact is your laboratory manager or system administrator – they can reset access, change your role and fix configuration.
- If something looks wrong in a result or report, do not work around it: raise a nonconformity (**Raise NC** in the top bar) so it is investigated.
- Product support and training: **labsentra.com/contact**.

> **Note.** This manual describes LabSentra as configured by default. Your laboratory may have switched some features off, added custom roles or changed who issues reports (scientist or clinical authoriser) – your administrator can confirm.