Fondation Mérieux

Lab|Book

LabBook v3.6

stock manager

V1

January 2026

Fondation **Mérieux**

Lutte contre les maladies infectieuses depuis 1967

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Foreword

This manual presents the LabBook elements accessible to a person w i t h "stock manager" rights. If you do not have access to any of the actions via your interface, please contact your administrator so that these rights can be assigned to you.

Home page

Stock parameter

By clicking on the icon next to your name, you can log out, edit your personal information and password.

The Select item above your name icon lets you change the language of your application's graphical interface.

This home page also provides direct access to the stock list.

The module allows you to set up and manage stock.

Access the Storage configuration tab from the Setup menu to define the number of days before warning and alert:

→ Number of days before warning = Number of days of difference with the expiry date before the product is displayed in light orange.

→ Number of days before warning = Number of days difference from expiry date before product display turns light pink

If you have several locations to store your products, add them by clicking on Add a location. A line is then created in the table, fill in the name and number and save.

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Setting up stock

Add supplier

Create suppliers by navigating to the "Quality" menu, then "Supplier".

For each supplier, define the name, contact person, address, telephone number and e-mail address.
Add remarks about the supplier in the comment field
check the critical field if necessary.

Add products

Click on the "New product" button, and the product sheet will open, allowing you to enter the product details:

> → Supplier: select the supplier by typing part of the name → Name: product designation
> → Type: from a customizable predefined list, → Quantity per pack
> → Safety threshold
> → Supplier's product reference → Type of product storage
> → Expiry date: if this field is set to Yes, an alert will be launched when LabBook starts up before the expiration date.

The purpose of defining a safety threshold is to enable the software to launch an alert, so that the stock manager can issue a new order in time to avoid the product running out of stock.

Product catalog

In catalog, you'll find the products you've added.

You can click on the Action column to edit or delete a product record.

Supplying a product

To supply a product, you need to define the quantity received, the date on which the product was received, the expiration date, the location (a drop-down list is available if you have already added your locations), the batch number and the price at which the product was purchased. Fill in the donor field if you have received a donation from a partner. Stocked items are listed on the "Stock list" page.

Stock management

Once stock has been set up, it can be managed using the following functions

accessible from the Action column of product stock lines:

Action	Nom	Nb de paq.	Nb par paq.	Nb total
ⓘ ▾	Pipette 01	0	5	0
Détails du stock	ingue 01	4	20	80
Historique de ce produit				
Editer la fiche produit	ier			
Supprimer la fiche produit				

These are :

→ Stock details: Allows you to view the different batches, as well as indicating the quantities used.

→ Product history: Allows you to consult the various stock movements, entries and withdrawals, as well as to cancel a product entry or withdrawal.

→ Product sheet editing : Allows you to edit the product sheet at any time. Delete product file : Allows you to delete the product file.

Moving products

Move your products from one stock location to another by accessing the "Move products" page from the "Move products" button on the home page.

Nom	Date de réception	Nombre de paquet	Localisation	Nombre de paquet à déplacer	Destination
Pipette	2024-08-13 20:54	25	Stock principale	25	Stock principale ⌄
Seringue	2024-08-13 20:53	10	Stock principale	10	Stock secondaire ⌄

Premier Précédent 1 Suivant Dernier

Retour   Enregistrer

Products and their respective quantities are recalled. Indicate the quantity to be moved in the "Number of packs to be moved" fields, as well as the destination, then save. The quantity indicated will be deducted from the original stock and placed at the destination.

Stock threshold

⚠ The stock threshold icon appears in the Threshold column when the quantities withdrawn from stock reach the safety threshold initially defined when the product was created.

Stock alert

📢 When all product quantities have been withdrawn from stock, the safety icon is replaced by an alert icon indicating that the product is out of stock.

product in stock.

Expiry date

The expiry indication for a product in stock appears when the expiration date is less than the current date. On the general stock page, the product line concerned is colored red.

Action	Nom	Nb de paq.	Nb par paq.	Nb total
ⓘ ▾	Liquide A	5	10	50

Data export

It is possible to export stock data by clicking on the "Export data" button
"button on the "Stock list" page,

→ Table export: exports the contents of the stock list table→

Product export: exports all added product records

→ Export of supplies: quantities of products supplied→ Export of uses:

quantities of products removed from stock

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