

VIGILANT STOCK MANAGEMENT

USER MANUAL

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INTRODUCTION

About This Manual

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Trademarks

Vigilant™

Intended Use

Vigilant Stock Management operates as a delivery recording, validation tracking, and usage recording tool of laboratory stock items, providing alerts to end users whenever validation or re-ordering is due.

The Vigilant Stock Management software provides:

- Real-time electronic tracking and recording of any laboratory stock items.
- Alerts when stock is taken to be used before being validated for use, when a stock item level is getting low (and needs re-ordering), and when stock is taken that has passed its expiry date, ensuring stock can only be used when suitable.
- A centralised database to store stock information, including validation activities.
- Allows workstations and/or mobile devices to log the stock and validation activities.

Maintenance

Vigilant Stock Management requires no maintenance; however, the user should consider the requirements of the computer hardware, general hard drive maintenance and peripherals for ensuring the backup of data is generated.

Laboratories must investigate and implement their own IT maintenance policy including the correct use of electronic noise filters and monitoring/provision of clean power supplies.

COMMON COMPONENTS

Data Grids

Throughout the product lists of data are provided to the user. These lists are displayed on screen as a data grid.

Product code	Name	Manufacturer	Enabled	Min temp	Max temp	Min stock level	Ideal stock level	Deleted	Sites
(01)15099590201845	Access EPO Calibrators	BeckmanCoulter	<input checked="" type="checkbox"/>		2	8	1	5	BaseSite
(01)15099590229986	Access SUBSTRATE	BeckmanCoulter	<input checked="" type="checkbox"/>		2	8	1	5	BaseSite
(01)15099590221690	Access System Check Solution	BeckmanCoulter	<input checked="" type="checkbox"/>		2	8	1	5	BaseSite
(01)08426950485905	D-Dimer H5500	HemoSIL	<input checked="" type="checkbox"/>		2	8	1	5	BaseSite
(01)08426950584933	D-Dimer H5500 Controls	HemoSIL	<input checked="" type="checkbox"/>		2	8	1	5	BaseSite
(01)04987552422913	DCL CellPack	Sysmex	<input checked="" type="checkbox"/>	18	25	5	20	5	BaseSite
(01)08426950513704	dRVVT Screen	HemoSIL	<input checked="" type="checkbox"/>		2	8	1	5	BaseSite
(01)04987552422937	DST CellPack	Sysmex	<input checked="" type="checkbox"/>	18	25	5	20	5	BaseSite
123456	Eosin	BeckmanCoulter1	<input checked="" type="checkbox"/>		-	-	-	-	BaseSite
(01)08426950070320	Free Protein S	HemoSIL	<input checked="" type="checkbox"/>		2	8	1	5	BaseSite

Figure 1: Example Data Grid

Each data grid has the facility to sort the data it contains by clicking on the column header. Clicking the column header a second time will reverse the sort order.

Most data grids have the facility to add or remove columns, allowing the user to configure the data grid to present the pertinent data.

Add or remove columns by clicking on the three dots at the top right of the data grid to display a pop-out box where the user can check or uncheck the boxes next to the column names to select or deselect the columns. Any greyed-out boxes indicate columns which cannot be removed from the grid.

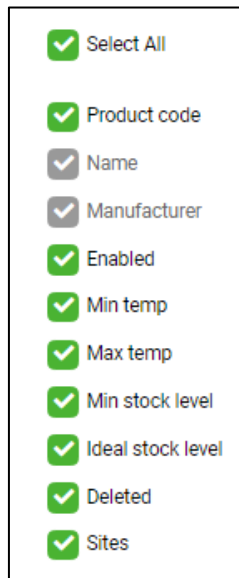


Figure 2: Example Grid Column Options

All data grids have a default layout of columns. If the user has changed the order or number of columns, then the information provided in the data grid will differ from that provided in the sections of this manual.

Each data grid also has Simple Search, Advanced Search and Refresh functions.

Paging Controls

Throughout the product, where there is more data than will comfortably fit on a single screen, there are paging controls. The paging control splits the data over several pages. This is indicated by the number of pages in the paging control.

The pages can be navigated to via the forward and reverse arrows or by entering a specific number.

The number of records shown per page can also be amended to show more/fewer records per page.

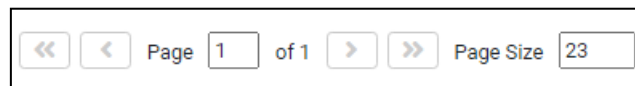


Figure 3: Paging Control

Date Fields

Where date and time entry fields are available, the required date and time can be entered by clicking in the field and typing in the following format: dd/MM/yyyy HH:mm.

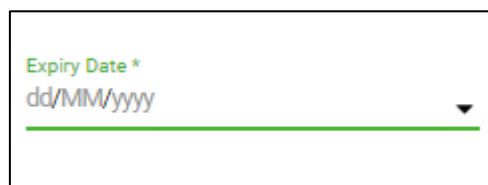


Figure 4: Date/Time Field

Alternatively, the date and time can be chosen by clicking on the arrow to open a calendar and clock where the appropriate date and time can be selected. The user is able to select the current date and time by clicking the Today and Now buttons. The up and down arrows can be used to alter the selected time.

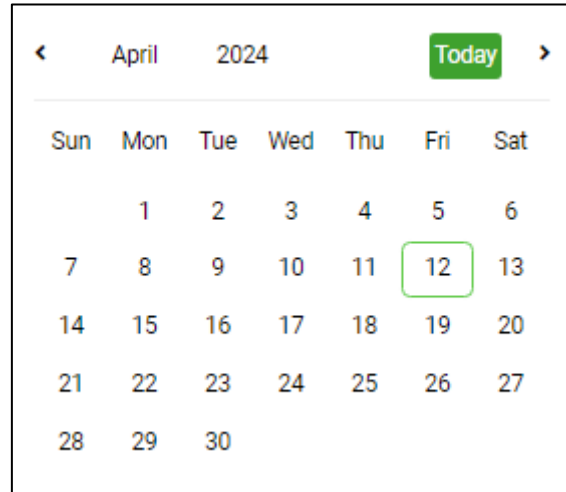


Figure 5: Date/Time - Date Picker

To select a different date, the user can use the left and right arrows to change the month.

Clicking the month in the header, where the month and year are shown, allows the user to select a new month.

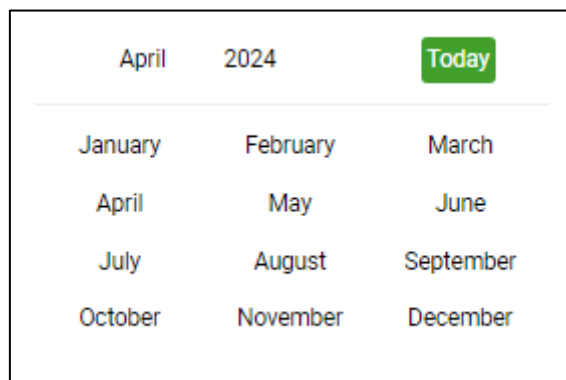


Figure 6: Date/Time - Month Picker

Clicking the year in the header, where the month and year are shown, allows the user to select a new year.



Figure 7: Date/Time - Year Picker

Save Guard

Throughout the system, at any time a user cancels an action, a warning will be displayed:

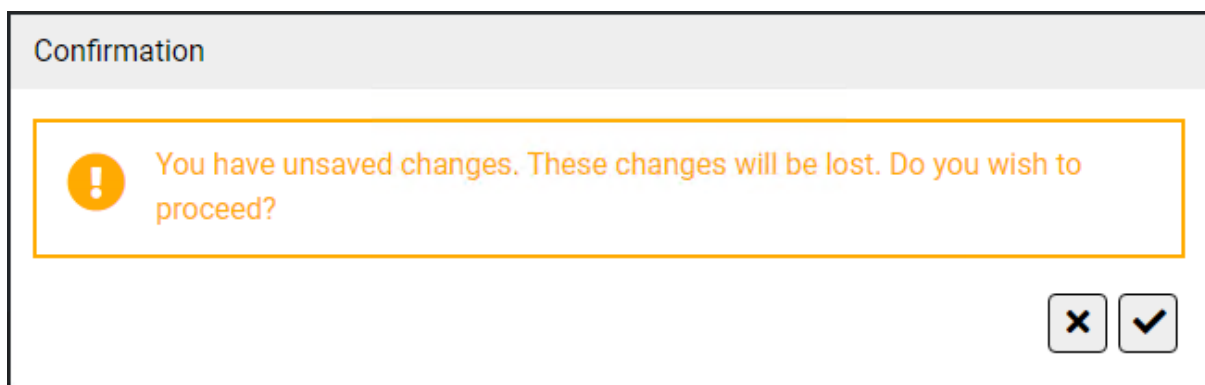


Figure 8: Save Guard

This is to ensure that no data is unwillingly lost.

Simple Search

There are two ways to search the data grids: Simple Search and Advanced Search.

To use the Simple Search, the user enters the data they wish to search for directly into the search box and presses the Enter key. The search criteria is shown next to the search box and the grid filtered to display the selected criteria. Click on the 'x' icon next to the search criteria to delete the search and return to the default grid contents.

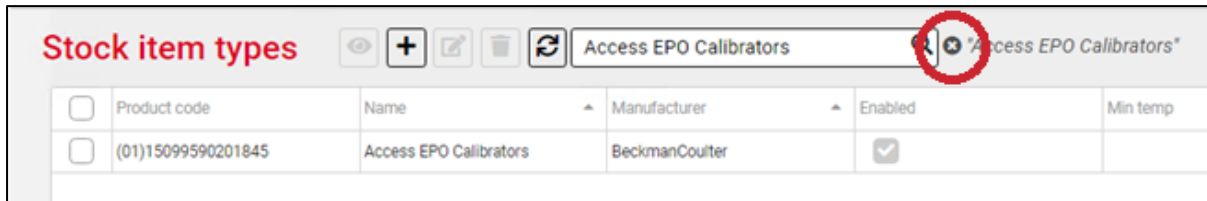


Figure 9: Simple Search

In the Simple Search box, performing a 'wildcard search' is possible where only part of the search criteria is known. To do this, enter an asterisk (*) before or after the known part of the search.

For example, entering " *ay " will return all data that ends in "ay"; entering " tu*" will return all data that starts with "tu"; entering " *es* " will return all data that has "es" somewhere in it.

For example, when searching for "Access EPO Calibrator", the user can search for:

*Calibrator

Access*

EPO

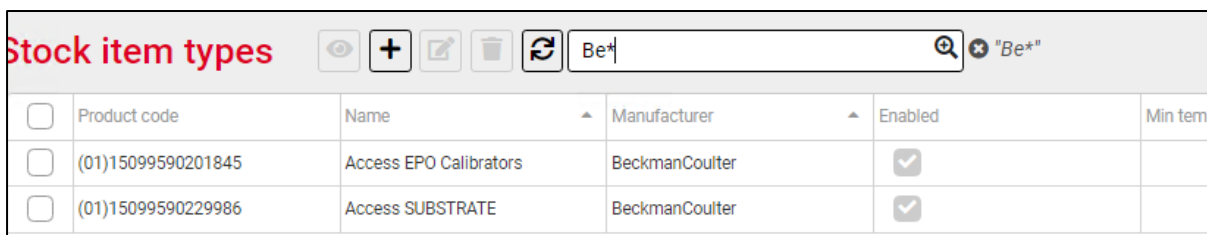


Figure 10: Simple Search - Showing Wildcard Search

Advanced Search

To filter the data shown by more than one parameter, the user can use the Advanced Search functionality.

To use the Advanced Search, the user clicks the magnifying glass icon within the search box to display a pop-out box. Here the user can select multiple parameters to search on.

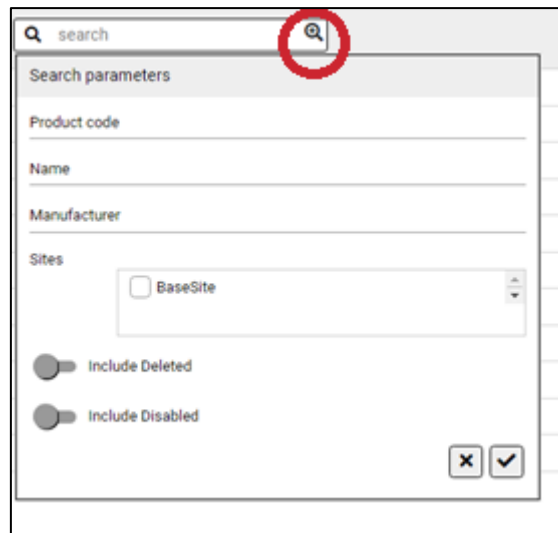


Figure 11: Advanced Search Icon

In the Advanced Search box, performing a ‘wildcard search’ is possible where only part of the search criteria is known. To do this, enter an asterisk (*) before or after the known part of the search. For example, entering “ *ay ” will return all data that ends in “ay”; entering “ tu*” will return all data that starts with “tu”; entering “ *es* “ will return all data that has “es” somewhere in it.

For example, when searching for “Access EPO Calibrator”, the user can search for:

*Calibrator

Access*

EPO

Once all search parameters have been entered, the user clicks on the Tick icon to invoke the search.

Clicking the Cross icon will close the box without performing the search.

Refresh

To refresh the information shown within any data grid, the user can click the refresh button and the grid will re-populate with the latest data.

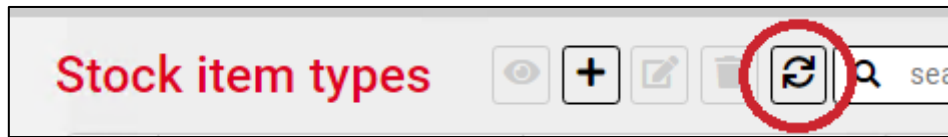


Figure 12: Refresh Icon

Authorisation Settings

The system is deployed with default authorisation settings. They cannot be changed by any user. The default settings are:

- Maximum Password Age (Days) - 120
- Password Expiration Notification (Days) - 14
- Disable User of Last Passwords (Count) - 10
- Enforce Strong Password Policy - Enabled
- Minimum Password Length - 12
- Numeric Characters (Min) - 3
- Alphabetic lowercase Characters (Min) - 3
- Alphabetic UPPERCASE Characters (Min) - 1
- Special Characters (Min) - 1
- Lock Account on Failed Passwords (Count) - 5
- System Lock Screen Interval (Seconds) - 120
- Session Timeout (Seconds) - 600

Screen Lock/Session Timeout

The system will automatically lock the screen after a period of inactivity (2 minutes by default). A countdown timer will appear in the bottom-right corner of the screen indicating when the screen will lock. Any interaction with the screen during this timer will stop the countdown.

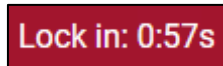


Figure 13: Screen Lock Timer

After the countdown, the screen will lock and a Screen Unlock window shall overlay the screen.

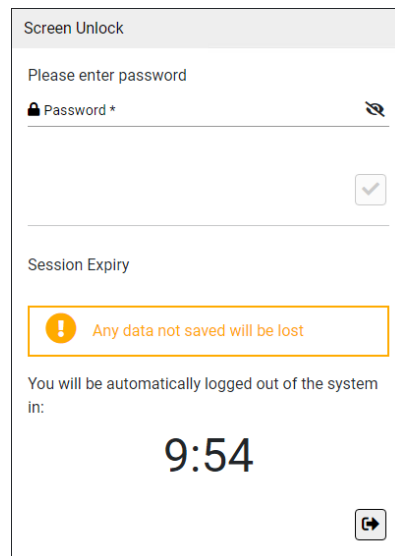


Figure 14: Screen Unlock Window

The logged in user can re-enter their password to regain access to the system. This will return the user to the screen they were on before.

Alternatively, a new user can gain access to the system by clicking the log out button. This will return the system to the log in screen allowing a new user to enter their credentials to access the system.

The window will automatically log the user out after the timer reaches zero. This will return the system to the log in screen.

Header Menu

The system has access to the menus from all screens. The options in the top-right corner menu are:

- The username of the logged in user.
- User Menu.
- Help.
- Expand Screen.

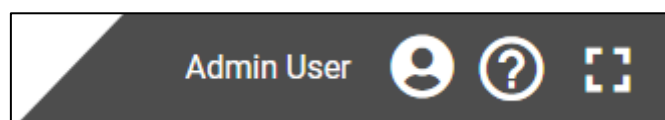


Figure 15: Header Menu

User Menu

Clicking on the person icon in the Header Menu opens the User Menu.

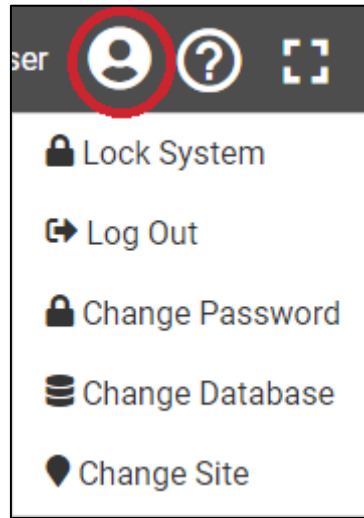

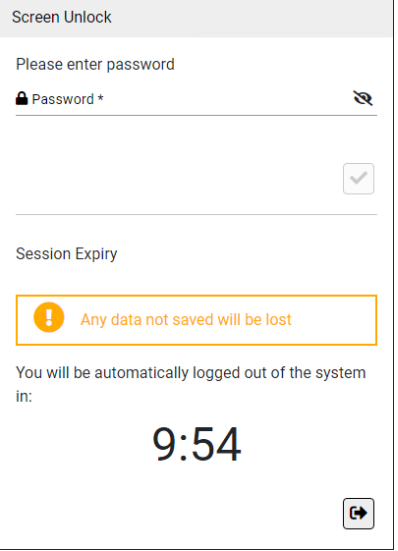

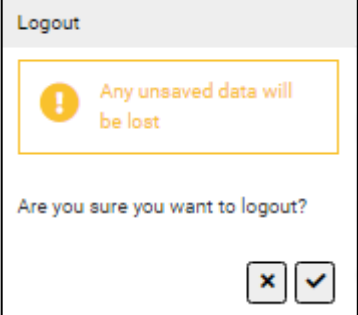

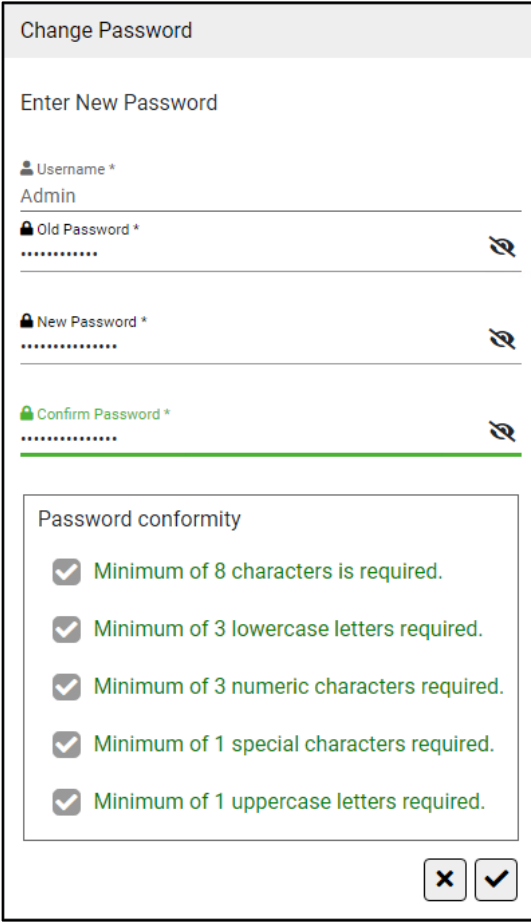


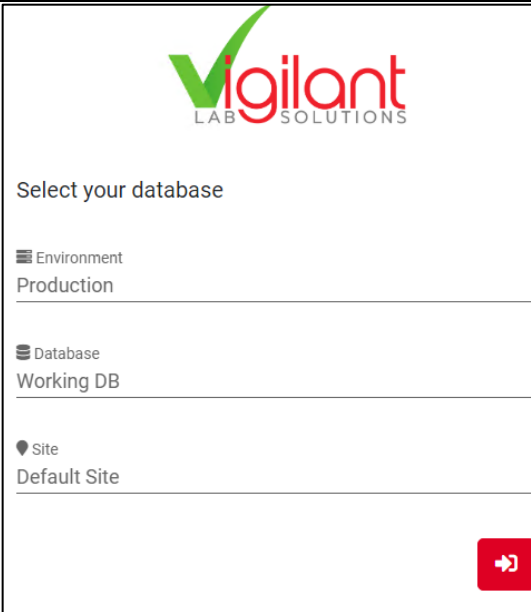


Figure 16: User Menu

The User Menu allows the user to carry out the following:

Icon	Name	Description	Screen
	Lock System	Selecting this icon will lock the system. To unlock the system, the same user must enter their password within the specified time-period. After the specified time, the user is automatically logged out of the system. A different user can access the system by clicking the log out icon.	
	Logout	Selecting this icon will log the user out of the system and return the system to the log in screen.	

	<p>Change Password</p>	<p>Selecting this icon will prompt the user to change their password. To do this, the user must enter their current password and their new password twice. For default settings see Authorisation Settings. The user confirms the password change by clicking the Tick icon. The user can cancel the action by clicking the Cross icon and the password will not be changed.</p>	 <p>The screenshot shows a 'Change Password' form with three password fields: 'Old Password *', 'New Password *', and 'Confirm Password *'. Below the fields is a 'Password conformity' box with five checked requirements: 'Minimum of 8 characters is required.', 'Minimum of 3 lowercase letters required.', 'Minimum of 3 numeric characters required.', 'Minimum of 1 special characters required.', and 'Minimum of 1 uppercase letters required.'. At the bottom right are 'X' and '✓' buttons.</p>
	<p>Change Database</p>	<p>This option is not applicable for Vigilant.</p>	<p>This option is not applicable for Vigilant.</p>
	<p>Change Site</p>	<p>Selecting this icon will allow the user to log into a different site/department. The user will be returned to the select database screen that they would have seen logging in. The user can now select a different site to log into.</p>	 <p>The screenshot shows a 'Select your database' form with three dropdown menus: 'Environment' (Production), 'Database' (Working DB), and 'Site' (Default Site). A red button with a right arrow is at the bottom right.</p>

Help Menu

Clicking on the question mark icon in the Header Menu opens the Help Menu.

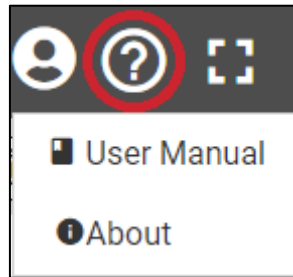






Figure 17: Help Menu



The User Menu allows the user to carry out the following:

Icon	Name	Description	Screen
	User Manual	Selecting this icon opens the User Manual in a new window. The User Manual can also be accessed by pressing F1 on the keyboard at any time.	

	<p>About</p>	<p>Selecting this icon opens a pop-up window that displays the About information. This window can be closed by clicking the Tick icon. Information provided includes:</p> <ul style="list-style-type: none"> • Product Details – including version and installation date. • Regulatory – regulatory information. • Licenced To – licence information. 	<div data-bbox="837 194 1377 1108"> <p>About</p> <p>Product Details: Vigilant Stock Management - Version 1.0.0.106 Installation date: 16/04/2024 Last updated: 16/04/2024 URL:</p> <p>Copyright © Biomedical Data Solutions Limited 2024 All trademarks, service marks and trade names are the property of their respective owner: ⚙️ Powered By Aurora Enterprise V4.0.101.0</p> <hr/> <p>Regulatory:</p> <p> For legal manufacturer, authorised representative, distributor details and product codes see user manual</p> <p> 22/03/2024</p> <hr/> <p>Licensed to:</p> <p>Evaluation License Vigilant Stock Management Version 1.0.x.x Production Expiry: Perpetual Licence ID: Vigilant-Stock-Management-Evaluation-license</p> <p>Details regarding End User Licence agreement and other third party code included in this product, including applicable copyright, legal and licensing notices, are available in the "licences" directory under the Aurora Enterprise installation directory</p> <input checked="" type="checkbox"/> </div>
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Expand Screen

Clicking on the expand screen icon in the Header Menu will make the system go full screen.

Icon	Name	Description
	<p>Full Screen – Enable</p>	<p>Selecting this icon will make the system go full screen.</p>
	<p>Full Screen - Disable</p>	<p>Selecting this icon will make the system go back from full screen.</p>

Main Menu

The Main Menu is available from the icon in the header bar on the left side of the screen. The following screens are available from the Main Menu:

- Dashboard
- Audit
- Users
- Stock Item Types
- Locations
- Stock Overview
- Printer Management
- Run Reports



Note: Not all options are available to all users. Access is controlled by the user's role.

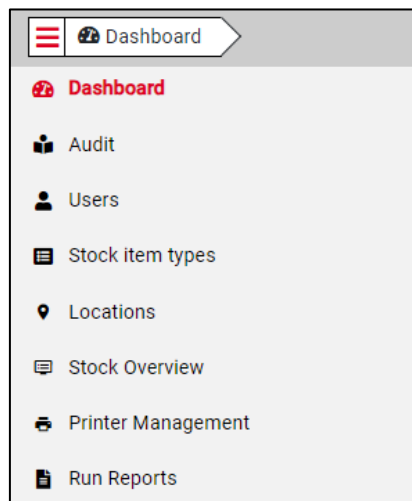


Figure 18: Main Menu Options

These screens are discussed in more details later in this User Manual.

Features Menu

The main day-to-day features of the system are accessible by a menu in the second row of the Header bar.

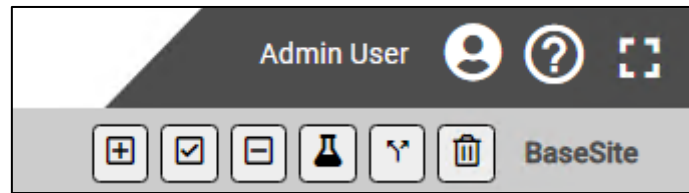



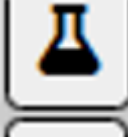





Figure 19: Feature Menu

This menu give access to the following features:

Icon	Name	Description
	Add Stock	See Add Stock section
	Validate Stock	See Validate Stock section
	Use Stock	See Use Stock section
	Create In-House Stock	See Create In-House Stock section
	Split/Move Stock	See Split Stock section
	Discard Stock	See Discard Stock section
	The name of the Site/Department the user is currently logged in to	Not applicable

Roles

The system is deployed with 2 default roles:

- Administrator – this role has access to all screens and actions in the system
- User – this role does not have access to configuration screens

Screen	Administrator	User
Dashboard	✓	✓
Audit	✓	✓
Users	✓	
Stock Item Types	✓	
Locations	✓	
Stock Overview	✓	✓
Printer Management	✓	
Reports	✓	✓
Add Stock	✓	✓
Validate Stock	✓	✓
Use Stock	✓	✓
Create In-House Stock	✓	✓
Split Stock	✓	✓
Discard Stock	✓	✓

GETTING STARTED

Logging In

To access the software, the user must log in by clicking the Vigilant Stock Management icon.

Logging in to the software allows the system to capture the username to associate it with any activities performed so that it can be displayed in the Audit Log (e.g., adding stock, validating stock, etc.).

The log in screen also shows details of who the product is licenced to. This will include the:

- Licensee.
- Software Version.
- Expiry Date of the Licence (or Perpetual).
- Licence ID.

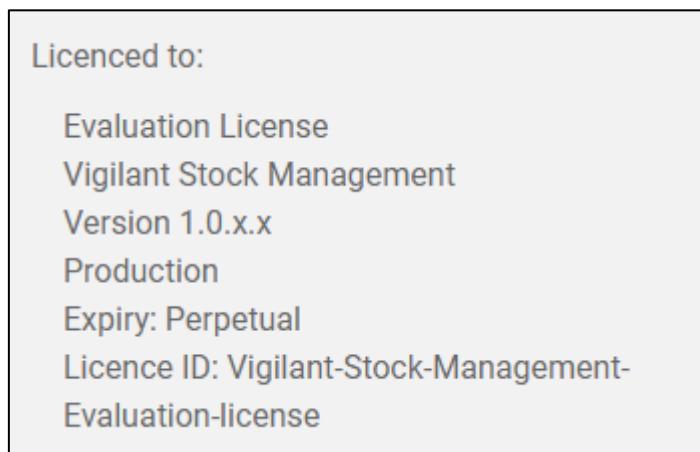
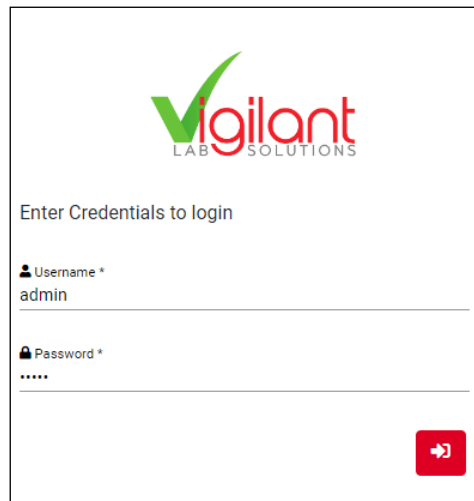


Figure 20: Example Licence Information

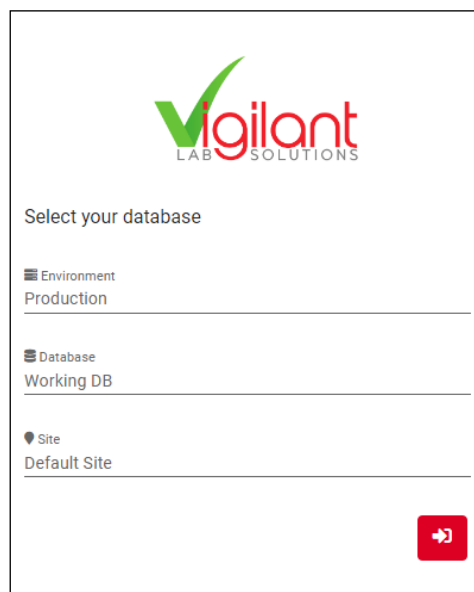
To log into the system, the user must enter their Username and Password into the relevant fields and click the red log in button.



The screenshot shows the Vigilant LAB SOLUTIONS login interface. At the top is the company logo. Below it, the text "Enter Credentials to login" is displayed. There are two input fields: "Username *" with the value "admin" and "Password *" with masked characters "*****". A red button with a right-pointing arrow is located at the bottom right of the form.

Figure 21: Logging In - Username/Password

The user can then select the required Site (or Department) for their session and click the red log in button.



The screenshot shows the Vigilant LAB SOLUTIONS login interface. At the top is the company logo. Below it, the text "Select your database" is displayed. There are three selection options: "Environment" with the value "Production", "Database" with the value "Working DB", and "Site" with the value "Default Site". A red button with a right-pointing arrow is located at the bottom right of the form.

Figure 22: Logging In - Select Site

This will log the user into the system, and they will see the Dashboard.

DASHBOARD

The Dashboard provides a visual snapshot of the state of the stock within the system by showing the number of items that are:

- Needing Validation.
- Nearing Expiry.
- Expired.
- Low in Stock.

Each of the widgets can be clicked and the user taken to a screen displaying the full details.

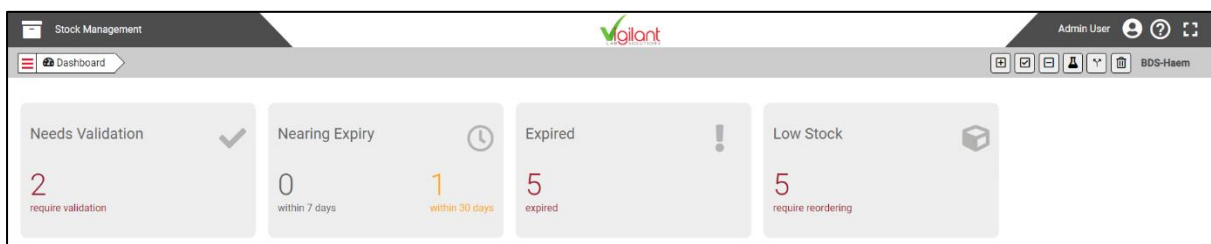


Figure 23: Dashboard Widgets

Needs Validation

This widget shows how many stock items currently require validation.

This count is site specific and shows the number of unique Stock Item Identifiers that require validation but have not yet been validated. Only items in Locations that are associated with the logged-in Site are counted.

To view each item that requires validation in detail, click on the number shown on the widget.

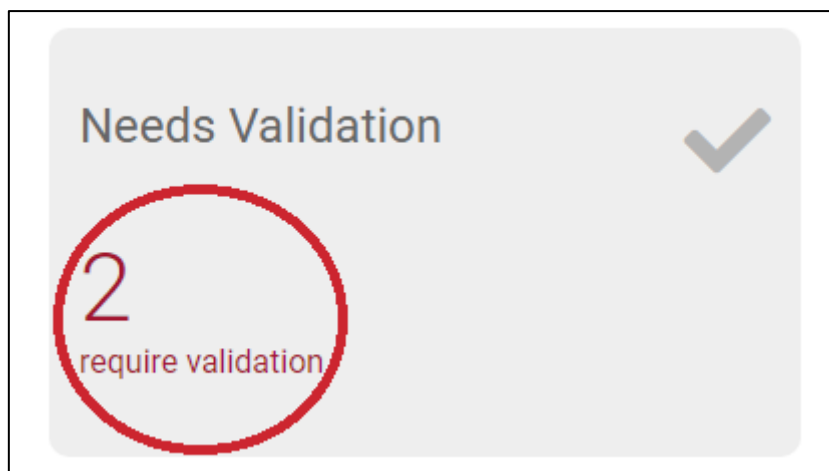


Figure 24: Needs Validation Widget

Clicking the widget will take the user to the Stock Overview screen pre-filtered to show only the items that are still requiring validation.

Stock Identifier	Stock Name	Manufacturer	Lot Number	Expiry Date	Quantity	Is Acceptable Condition	Validation Status	Validation History	Location Identifier
<input type="checkbox"/> 015.152.897.002	Access EPO Calibrators	BeckmanCoulter	234182	13/06/2024	2	<input checked="" type="checkbox"/>	Awaiting		FRIDGE1
<input type="checkbox"/> 991.002.025.112	Stop Solution	thermoscientific	SANF	30/04/2025	25	<input checked="" type="checkbox"/>	Awaiting		FRIDGE1

Figure 25: Stock Overview - Needs Validation Filter

Nearing Expiry

This widget shows how many items are nearing their expiry date.

This count is site specific and shows the number of unique Stock Item Identifiers that are expiring in the next:

- 7 days.
- 30 days.

Only items in Locations that are associated with the logged-in Site are counted.

To view each item that is nearing its expiry in detail, click on one of the numbers shown on the widget.



Figure 26: Nearing Expiry Widget

Clicking the widget will take the user to the Stock Overview screen pre-filtered to show only the items that are nearing their expiry date.

Stock Identifier	Stock Name	Manufacturer	Lot Number	Expiry Date	Quantity	Is Acceptable Condition	Validation Status	Validation History	Location Identifier
<input type="checkbox"/> 015.152.897.002	Access EPO Calibrators	BeckmanCoulter	234182	13/06/2024	2	<input checked="" type="checkbox"/>	Awaiting		FRIDGE1
<input type="checkbox"/> 991.002.025.112	Stop Solution	thermoscientific	SANF	30/04/2025	25	<input checked="" type="checkbox"/>	Awaiting		FRIDGE1

Figure 27: Stock Overview - Nearing Expiry Filter

Expired

This widget shows how many items that have expired - that is, passed their expiry date.

This count is site specific and shows the number of unique Stock Item Identifiers that have passed their expiry date. Only items in Locations that are associated with the logged-in Site are counted.

To view each item that has expired, click on the number shown on the widget.

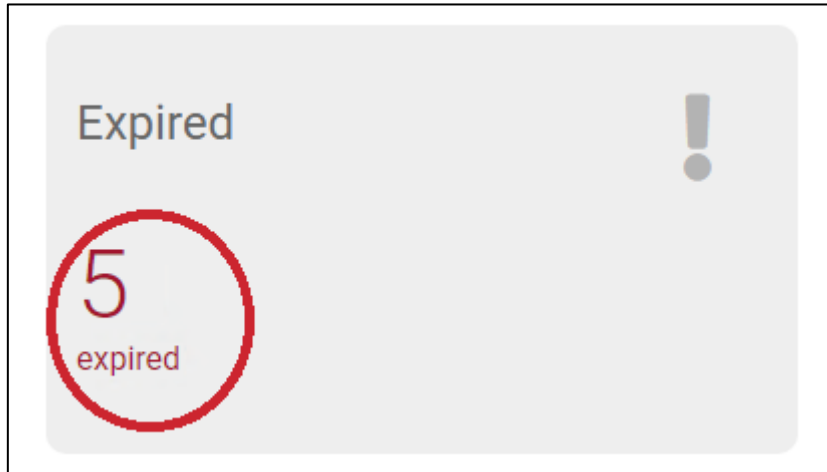


Figure 28: Expired Widget

Clicking the widget will take the user to the Stock Overview screen pre-filtered to show only the items that have passed their expiry date.

Stock Identifier	Stock Name	Manufacturer	Lot Number	Expiry Date	Quantity	Is Acceptable Condition	Validation Status	Validation History	Location Identifier	
<input type="checkbox"/>	184.854.456.987	Access SUBSTRATE	BeckmanCoulter	337959	31/01/2024	5	<input checked="" type="checkbox"/>	Not Required		FRIDGE1
<input type="checkbox"/>	947.977.080.991	BaseSite StockItemType100	BDS Test	LOT000020010000	16/01/2024	44	<input checked="" type="checkbox"/>	Not Required		SITE1-LOC0075
<input type="checkbox"/>	282.340.040.786	BaseSite StockItemType100	BDS Test	LOT000060010000	16/01/2024	8	<input checked="" type="checkbox"/>	Not Required		SITE1-LOC0089

Figure 29: Stock Overview – Expired

Low Stock

This widget shows how many items that are at, or lower than, the minimum stock level.

This count is site specific and shows the number of unique Stock Item Identifiers that are at, or below, the minimum stock level. Only items in Locations that are associated with the logged-in Site are counted.

To view each item that is low in stock, click on the number shown on the widget.

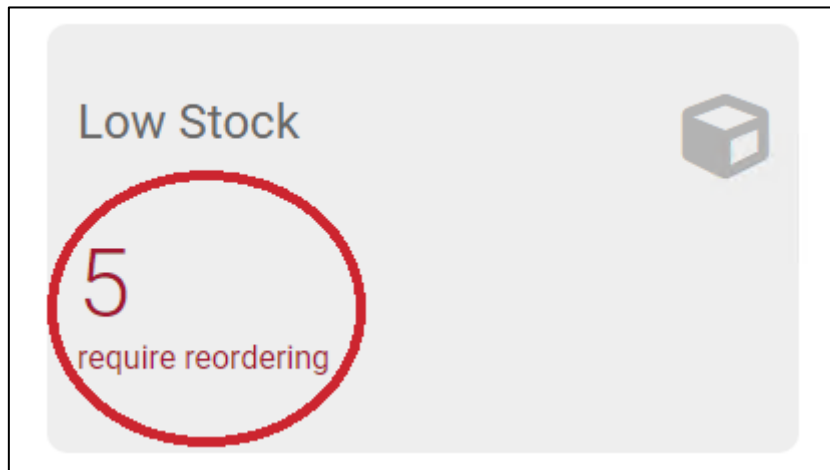


Figure 30: Low Stock Widget

Clicking the widget will open a pop-up window containing the following details:

- Stock Item Type.
- Order Code (where available).
- Minimum Level.
- Current Quantity.

Low Stock			
Stock item type	Order code	Minimum level	Current quantity
DCL CellPack	A1582D54	5	5
DST CellPack	213153FGD	5	5
Free Protein S	GFD47524	1	1
Access EPO Calibrat...	1585237464534184...	1	0
Methylene Blue	LS1234	1	1

Figure 31: Low Stock Window

The window can be closed by clicking the Tick icon.

AUDIT

The Audit screen provides a log of all activity within the application. The Audit screen is accessed by selecting Audit on the Main Menu.

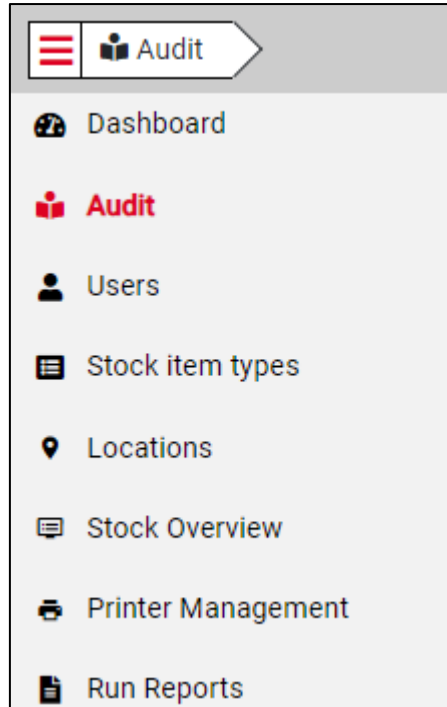
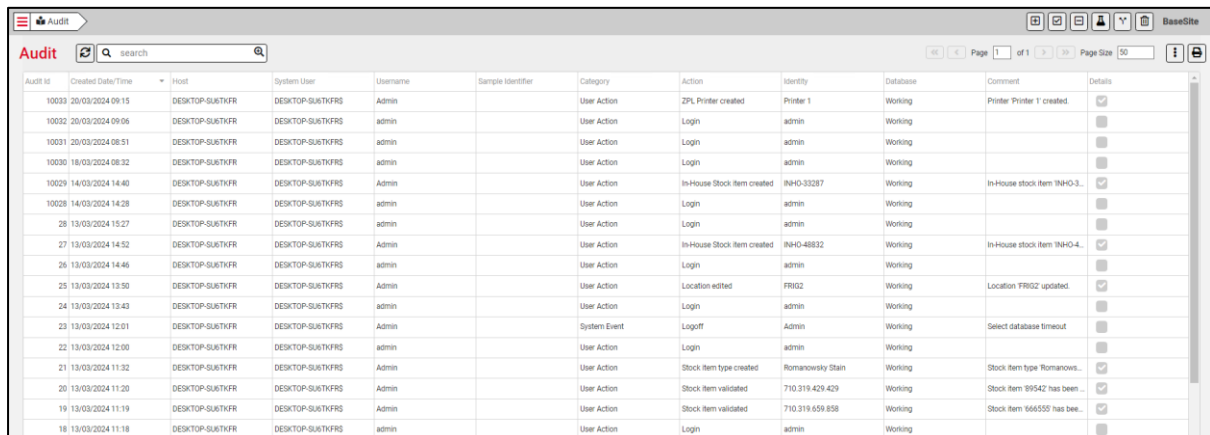


Figure 32: Main Menu – Audit



Audit Id	Created Date/Time	Host	System User	Username	Sample Identifier	Category	Action	Identity	Database	Comment	Details
10033	20/03/2024 09:15	DESKTOP-SU6TKFR	DESKTOP-SU6TKFRS	Admin		User Action	ZPL Printer created	Printer 1	Working	Printer 'Printer 1' created.	<input checked="" type="checkbox"/>
10032	20/03/2024 09:06	DESKTOP-SU6TKFR	DESKTOP-SU6TKFRS	admin		User Action	Login	admin	Working		<input type="checkbox"/>
10031	20/03/2024 08:51	DESKTOP-SU6TKFR	DESKTOP-SU6TKFRS	admin		User Action	Login	admin	Working		<input type="checkbox"/>
10030	18/03/2024 08:32	DESKTOP-SU6TKFR	DESKTOP-SU6TKFRS	admin		User Action	Login	admin	Working		<input type="checkbox"/>
10029	14/03/2024 14:40	DESKTOP-SU6TKFR	DESKTOP-SU6TKFRS	Admin		User Action	In-House Stock item created	INH0-33287	Working	In-House stock item INHO-3.	<input checked="" type="checkbox"/>
10028	14/03/2024 14:28	DESKTOP-SU6TKFR	DESKTOP-SU6TKFRS	admin		User Action	Login	admin	Working		<input type="checkbox"/>
28	13/03/2024 15:27	DESKTOP-SU6TKFR	DESKTOP-SU6TKFRS	admin		User Action	Login	admin	Working		<input type="checkbox"/>
27	13/03/2024 14:52	DESKTOP-SU6TKFR	DESKTOP-SU6TKFRS	Admin		User Action	In-House Stock item created	INH0-48832	Working	In-House stock item INHO-4.	<input checked="" type="checkbox"/>
26	13/03/2024 14:46	DESKTOP-SU6TKFR	DESKTOP-SU6TKFRS	admin		User Action	Login	admin	Working		<input type="checkbox"/>
25	13/03/2024 13:50	DESKTOP-SU6TKFR	DESKTOP-SU6TKFRS	Admin		User Action	Location edited	FRIG2	Working	Location FRIG2 updated.	<input checked="" type="checkbox"/>
24	13/03/2024 13:43	DESKTOP-SU6TKFR	DESKTOP-SU6TKFRS	admin		User Action	Login	admin	Working		<input type="checkbox"/>
23	13/03/2024 12:01	DESKTOP-SU6TKFR	DESKTOP-SU6TKFRS	Admin		System Event	Logout	Admin	Working	Select database timeout.	<input type="checkbox"/>
22	13/03/2024 12:00	DESKTOP-SU6TKFR	DESKTOP-SU6TKFRS	admin		User Action	Login	admin	Working		<input type="checkbox"/>
21	13/03/2024 11:32	DESKTOP-SU6TKFR	DESKTOP-SU6TKFRS	Admin		User Action	Stock item type created	Romanowsky Stain	Working	Stock item type Romanowsky...	<input checked="" type="checkbox"/>
20	13/03/2024 11:20	DESKTOP-SU6TKFR	DESKTOP-SU6TKFRS	Admin		User Action	Stock item validated	710.319.429.429	Working	Stock item 99542 has been...	<input checked="" type="checkbox"/>
19	13/03/2024 11:19	DESKTOP-SU6TKFR	DESKTOP-SU6TKFRS	Admin		User Action	Stock item validated	710.319.659.858	Working	Stock item 666555 has bee...	<input checked="" type="checkbox"/>
18	13/03/2024 11:18	DESKTOP-SU6TKFR	DESKTOP-SU6TKFRS	admin		User Action	Login	admin	Working		<input type="checkbox"/>

Figure 33: Audit Screen

Audit - Data Grid

The Audit data grid displays the following details:

Column Name	Description
Audit ID	The identifier of the record that has been audited
Created Date/Time	The date and time that the action was logged
Host	The PC name on which the user performed the action
System User	The PC name on which the user performed the action
Username	The username of the user who performed the action
Sample Identifier	Not applicable to Vigilant
Category	The category that the action belongs to: <ul style="list-style-type: none"> • System Event. • System Configuration. • User Action.
Action	The action that was performed
Identity	The user affected by the action
Database	The database in which the action was performed
Comment	The comment on the action
Details	Further details of the audit entry, including original and new values, are available when a tick populates the field. Clicking on the tick will open up a side window with the details

See also [Data Grids](#).

Audit - Simple Search

The Simple Search on the Audit screen will search the following fields:

- Host.
- Username.
- Comment.

See also [Simple Search](#).

Audit - Advanced Search

The Advanced Search on the Audit screen allows the user to search on the following parameters:

Parameter	Description
Date/Time From	Only audit entries created on or after the selected date will be shown
Date/Time To	Only audit entries created on or before the selected date will be shown
Audit ID	Free text input to search by the audit identifier
Sample Identifier	Not applicable to Vigilant
Identity	Free text input to search by the user affected by the action
Comment	Free text input to search by the comment on the action
Username	Free text input to search by the username of the user that performed the action
Category	Check the box to search by the required category: <ul style="list-style-type: none"> • System Event. • System Configuration. • User Action.
Action	Check the box to search by the required action

Once all search parameters have been entered, the user clicks on the Tick icon to invoke the search.

Clicking the Cross icon will close the box without performing the search.

See also [Advanced Search](#).

USERS

The Users screen allows users with Administrator permissions to view, edit, add and remove individual users from the system.

The Users screen is accessed by selecting Users on the Main Menu.



Note: Access to the Users screen is controlled by the user's role.

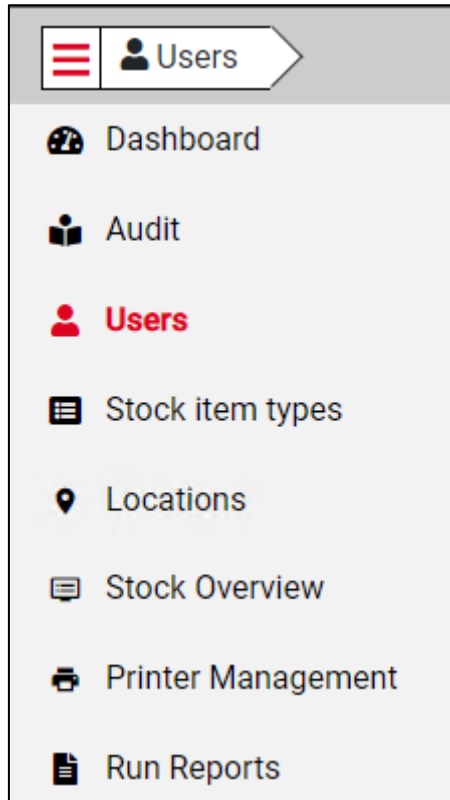
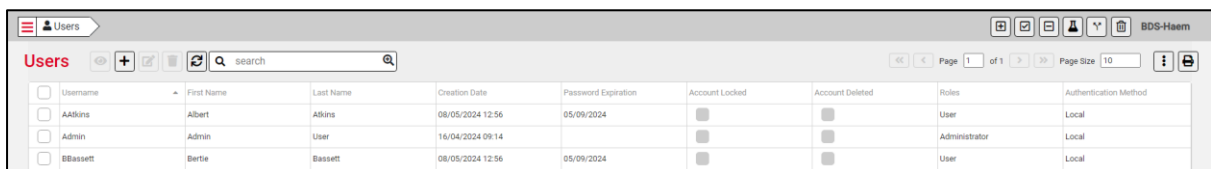


Figure 34: Main Menu - Users



The image shows the 'Users' screen interface. At the top, there is a search bar and navigation controls. Below is a table with the following data:

Username	First Name	Last Name	Creation Date	Password Expiration	Account Locked	Account Deleted	Roles	Authentication Method
<input type="checkbox"/> AAdkins	Albert	Adkins	08/05/2024 12:56	05/09/2024	<input type="checkbox"/>	<input type="checkbox"/>	User	Local
<input type="checkbox"/> Admin	Admin	User	16/04/2024 09:14		<input type="checkbox"/>	<input type="checkbox"/>	Administrator	Local
<input type="checkbox"/> BBassett	Bertie	Bassett	08/05/2024 12:56	05/09/2024	<input type="checkbox"/>	<input type="checkbox"/>	User	Local

Figure 35: Users Screen

Users - Data Grid

The Users data grid displays the following details:

Column Name	Description
Username	The username of the user
First Name	The first name of the user
Last Name	The last name of the user
Creation Date	The date and time the user was created in the system
Password Expiration	The date the user's password will expire
Account Locked	Shows if the user's account is locked
Account Deleted	Shows if the user's account is deleted
Roles	The roles assigned to the user
Authentication Method	Not applicable to Vigilant

See also [Data Grids](#).

Users - Simple Search

The Simple Search on the Users screen will search the following fields:

- Username.
- First Name.
- Last Name.

See also [Simple Search](#).

Users - Advanced Search

The Advanced Search on the Audit screen allows the user to search on the following parameters:

Parameter	Description
Username	Free text input to search by the username of the user
First Name	Free text input to search by the first name of the user
Last Name	Free text input to search by the last name of the user
Language	Drop down list to search by the language assigned to the user
Sites	Check the box to search by the sites assigned to the user
Roles	Check the box to search by the roles assigned to the user
Include Deleted	Toggle to include deleted users in the search
Show only password expired user accounts	Toggle to show only users whose password has expired
Show only locked user accounts	Toggle to show only users whose account has been locked

Once all search parameters have been entered, the user clicks on the Tick icon to invoke the search.

Clicking the Cross icon will close the box without performing the search.

See also [Advanced Search](#).

Users – Add User

To add users to the system, click on the Plus icon next to the title of the screen.



Figure 36: Add User

The screen will split, displaying the current users in the top half of the screen and open a new section in the bottom half of the screen to add a new user.

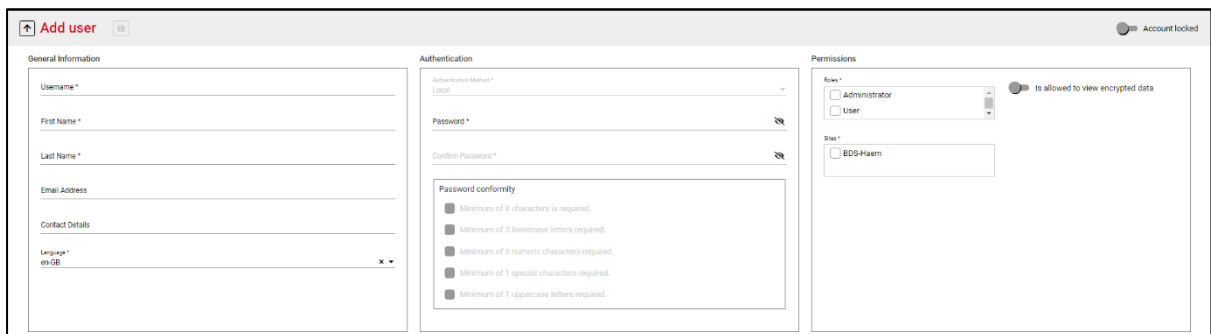


Figure 37: Adding A User



Note: It may be necessary to scroll down to see all the available fields.

The following data is required to create a new user account. Any fields with an asterisk (*) next to them are mandatory fields and the account cannot be created without it.

Field	Description
Username*	The username for the user
First Name*	The first name of the user
Last Name*	The last name of the user
Email Address	Not required for Vigilant
Contact Details	Not required for Vigilant
Language*	Not required for Vigilant
Password*	The password for when the user first logs on (the user will be forced to change their password at first log on).
Confirm Password*	Re-enter the password from the Password field to check correct entry
Roles*	The roles assigned to the user. Either: <ul style="list-style-type: none"> • User. • Administrator.
Sites*	The sites assigned to the user
Is allowed to view encrypted data	Not applicable for Vigilant
Account Locked	Toggle to lock and unlock the users account

To save the user click the Save icon or click the Arrow icon in the bottom section to close this lower window without saving any changes.



Warning: Ensure users are assigned the correct role(s); failure to do so could restrict their access and ability to complete tasks.

Users – View User

To view more details about users in the system, select a single user and click on the Eye icon next to the title of the screen.

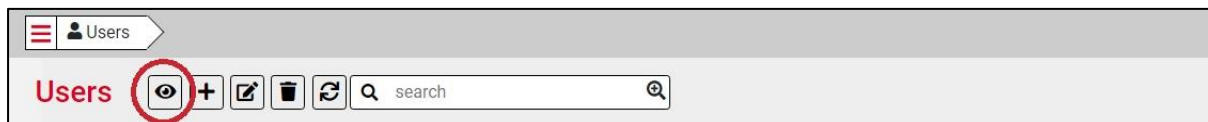


Figure 38: View User

The screen will split, displaying the current users in the top half of the screen and open a new section in the bottom half of the screen showing the details of the selected user. Click the Arrow icon in the bottom section to close this lower window.

Users – Edit User

To edit users in the system, select a single user and click on the Pencil icon next to the title of the screen.



Figure 39: Edit User

The screen will split, displaying the current users in the top half of the screen and open a new section in the bottom half of the screen showing the details of the selected user.

In this screen, all attributes can be edited – except the Username. To save any changes click the Save icon or click the Arrow icon in the bottom section to close this lower window without saving any changes.

Users – Delete User

To delete users in the system, select a single user and click on the Delete icon next to the title of the screen.



Figure 40: Delete User

A confirmation pop-up window will appear for the user to re-enter their password to confirm the action.

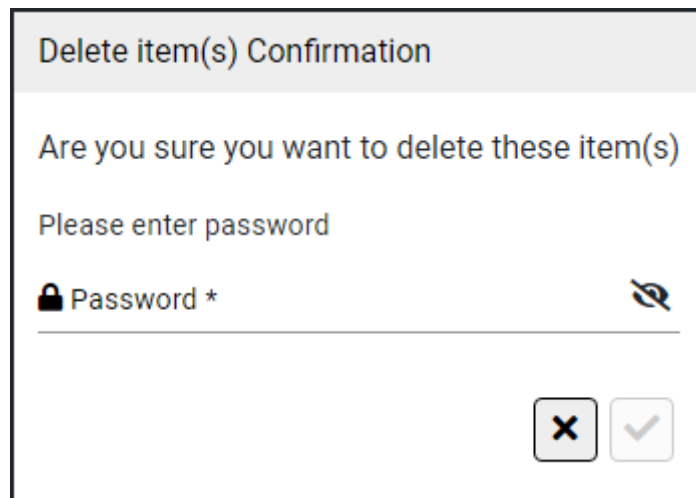


Figure 41: Delete User Confirmation

Clicking the Tick icon will confirm the deletion, or clicking the Cross icon will close the window without performing the deletion.



Warning: Deleting a user will remove them from the system. They will be unable to log on and so will have no access to any functions.

STOCK ITEM TYPES

The Stock Item Types screen allows the user to enter details for all stock items they wish to manage within the system.

The Stock Item types screen is accessed by selecting Stock Item Types on the Main Menu.



Note: Access to the Stock Item Types screen is controlled by the user's role.

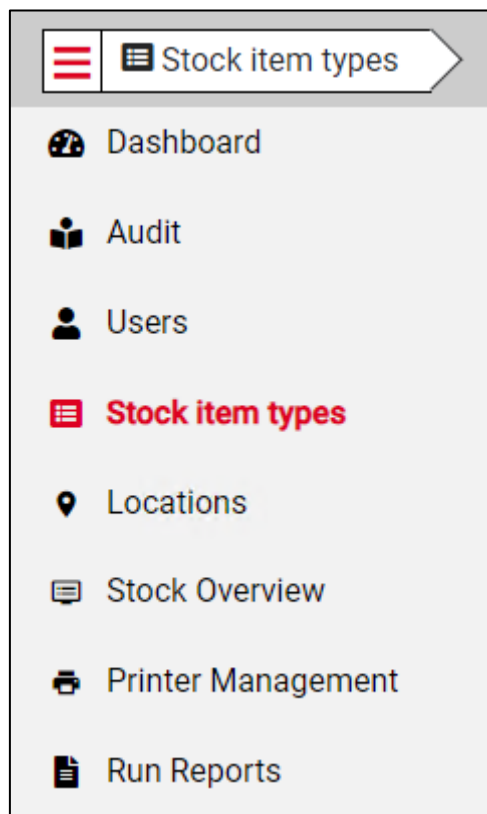


Figure 42: Main Menu - Stock Item Types

<input type="checkbox"/>	Product code	Name	Manufacturer	Enabled	Min temp	Max temp	Min stock level	Ideal stock level	Deleted	Sites
<input type="checkbox"/>	15099590201845	Access EPO Calibrators	BeckmanCoulter	<input checked="" type="checkbox"/>		2	8	1	<input type="checkbox"/>	BDS-Haem
<input type="checkbox"/>	15099590229986	Access SUBSTRATE	BeckmanCoulter	<input checked="" type="checkbox"/>		2	8	1	<input type="checkbox"/>	BDS-Haem
<input type="checkbox"/>	15099590221690	Access System Check Soluti...	BeckmanCoulter	<input checked="" type="checkbox"/>		2	8	1	<input type="checkbox"/>	BDS-Haem
<input type="checkbox"/>	08426950485605	D-Dimer HS500	Hemosil	<input checked="" type="checkbox"/>		2	8	1	<input type="checkbox"/>	BDS-Haem

Figure 43: Stock Item Types Screen

Stock Item Types – Data Grid

The Stock Item Types data grid displays the following details:

Column Name	Description
Product Code	The stock item types GTIN
Name	The name of the stock item type
Manufacturer	The manufacturer of the stock item type
Enabled	Shows if the stock item type is enabled
Min Temp	The minimum storage temperature for the stock item type
Max Temp	The maximum storage temperature for the stock item type
Min Stock Level	The minimum stock level for the item type
Ideal Stock Level	The ideal stock level after a delivery for an item type
Deleted	Shows if the stock item type is deleted
Sites	The sites the stock item type is associated with

See also [Data Grids](#).

Stock Item Types - Simple Search

The Simple Search on the Stock Item Types screen will search the following fields:

- Name.
- Manufacturer.

See also [Simple Search](#).

Stock Item Types - Advanced Search

The Advanced Search on the Stock Item Types screen allows the user to search on the following parameters:

Parameter	Description
Product Code	Free text input to search by the GTIN of the stock item type
Name	Free text input to search by the name of the stock item type
Manufacturer	Free text input to search by the manufacturer of the stock item type
Sites	Check the box to search by the sites assigned to the stock item types
Include Deleted	Toggle to include deleted stock item types
Include Disabled	Toggle to include disabled stock item types

Once all search parameters have been entered, the user clicks on the Tick icon to invoke the search.

Clicking the Cross icon will close the box without performing the search.

See also [Advanced Search](#).

Stock Item Types – Add Stock Item Type

To add stock item types to the system, click on the Plus icon next to the title of the screen.

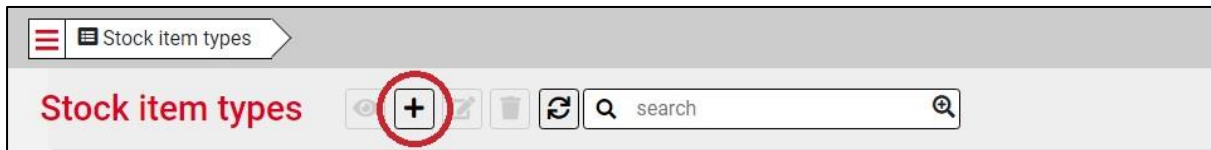


Figure 44: Add Stock Item Types

The screen will split, displaying the current stock item types in the top half of the screen and open a new section in the bottom half of the screen to add a new stock item type.

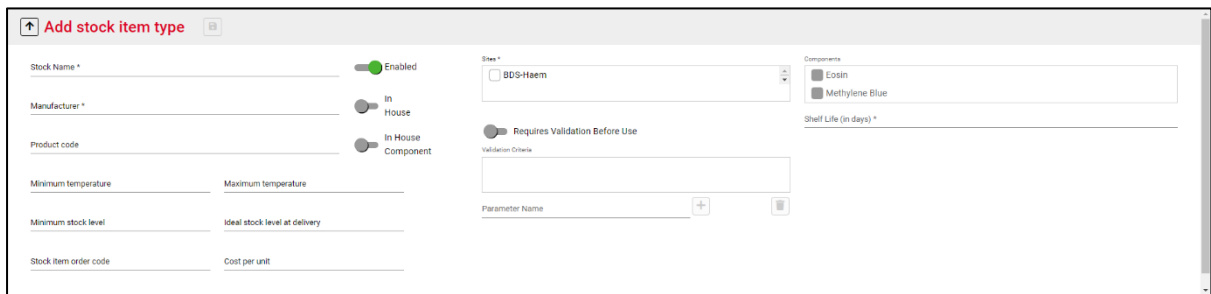


Figure 45: Adding A Stock Item Type



Note: It may be necessary to scroll down to see all the available fields.

The following data is required to create a new Stock Item Type. Any fields with an asterisk (*) next to them are mandatory fields and the stock item type cannot be created without it.

Field	Description
Stock Name*	The name of the stock item type
Manufacturer*	The manufacturer of the stock item type
Product Code	The GTIN of the stock item type. This is part of the GS1 barcode that represents the manufacturer and item type, this allows for stock to be scanned into the system. It is the number that follows the (01) in the GS1 barcode. A GS1 barcode can be scanned into this field and the system will automatically take the part it requires.
Minimum Temperature	The minimum storage temperature of the stock item type
Maximum Temperature	The maximum storage temperature of the stock item type
Minimum Stock Level	The minimum stock level for the stock item type. This value determines when items appear on the dashboard and when alerts are raised during the use stock process
Ideal Stock Level at Delivery	The ideal stock level after a delivery for the stock item type
Stock Item Order Code	The order code for the stock item type
Cost Per Unit	The cost per unit for the stock item type. This value is used in the Wastage Report to calculate financial impact of discarding stock
Enabled	Toggle to indicate if the stock item type is enabled
In-House	Toggle to indicate if the stock item type is created in-house
In-House Component	Toggle to indicate if the stock item type is a component used in creating in-house stock
Sites*	The sites the stock item type is associated with
Requires Validation Before Use	Toggle to indicate whether the stock item type requires validation before use
Parameter Name	Free text input to enter parameter name if stock item type requires validation
Components	Check the boxes of the components used to create the stock item type if it has been

	marked as a stock item that can be created in-house
Shelf Life (in days)	Free text input to enter the shelf life of the stock item type once created, if the stock item has been marked as a stock item that can be created in-house

To enter Parameters to record validation, toggle the Requires Validation Before Use setting. To enter parameters, click on the Parameter Name field and enter the parameter required. Click the Plus button to add the parameter to the validation criteria.

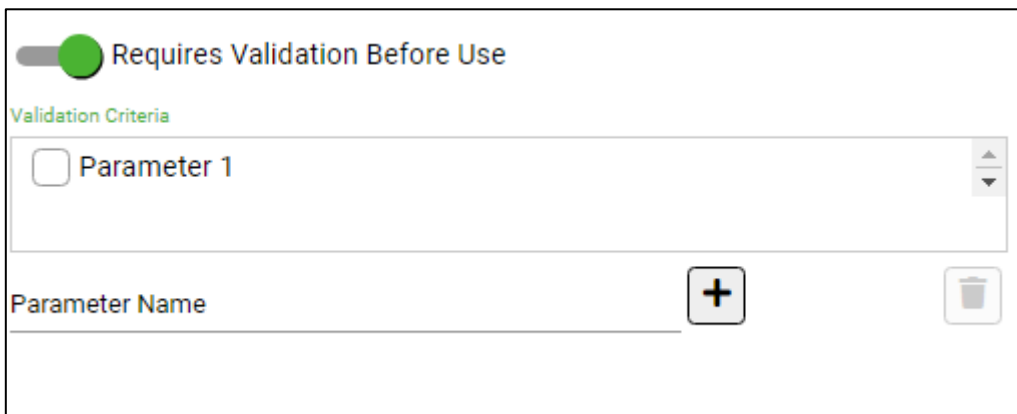


Figure 46: Adding Validation Criteria

To delete Parameters, select the validation criteria to be deleted and click the Delete icon.

To save the stock item type click the Save icon or click the Arrow icon in the bottom section to close this lower window without saving any changes.

Stock Item Types – View Stock Item Types

To view more details about stock item types in the system, select a single stock item type and click on the Eye icon next to the title of the screen.



Figure 47: View Stock Item Types

The screen will split, displaying the current stock item types in the top half of the screen and open a new section in the bottom half of the screen showing the details of the selected stock item types. Click the Arrow icon in the bottom section to close this lower window.

Stock Item Types – Edit Stock Item Types

To edit stock item types in the system, select a single stock item type and click on the Pencil icon next to the title of the screen.

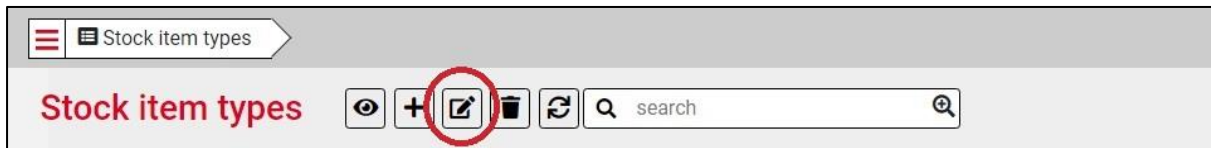


Figure 48: Edit Stock Item Types

The screen will split, displaying the current stock item types in the top half of the screen and open a new section in the bottom half of the screen showing the details of the selected stock item type.

In this screen, all attributes can be edited. To save any changes click the Save icon or click the Arrow icon in the bottom section to close this lower window without saving any changes.

Stock Item Types – Delete Stock Item Types

To delete stock item types in the system, select a single stock item type and click on the Delete icon next to the title of the screen.

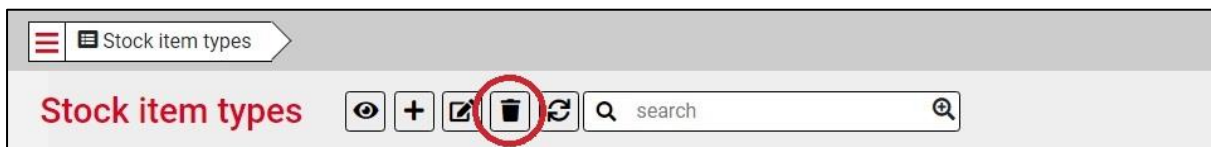
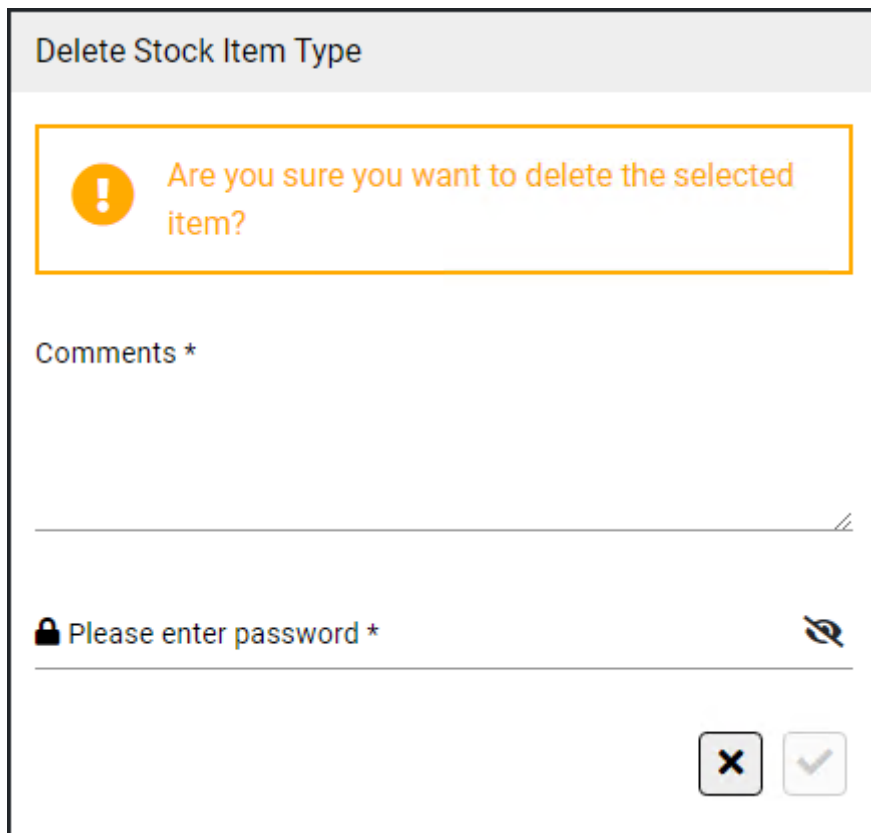


Figure 49: Delete Stock Item Types

A confirmation pop-up window will appear for the user to enter a mandatory comment and their password to confirm the action.



The dialog box is titled "Delete Stock Item Type". It features a yellow warning icon and the text "Are you sure you want to delete the selected item?". Below this is a text input field labeled "Comments *". Underneath the comments field is a password input field labeled "Please enter password *" with a lock icon and a toggle for visibility. At the bottom right, there are two buttons: a "Cross" icon (X) and a "Tick" icon (checkmark).

Figure 50: Delete Stock Item Type Confirmation

Clicking the Tick icon will confirm the deletion, or clicking the Cross icon will close the window without performing the deletion.




Warning: Deleting a stock item type will remove it from the system. This means no stock of this type will be able to be added to the system.

LOCATIONS

The Locations screen allows users with Administrator permissions to view, edit, add and remove storage locations from the system.

The Locations screen is accessed by selecting Locations on the Main Menu.

 **Note:** Access to the Locations screen is controlled by the user's role.

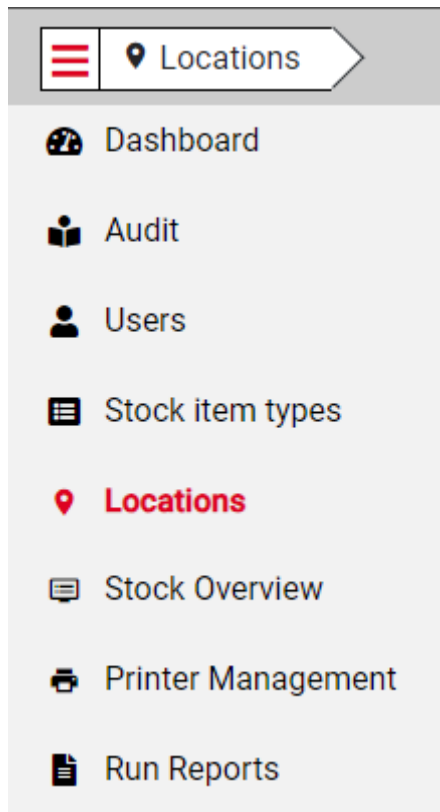
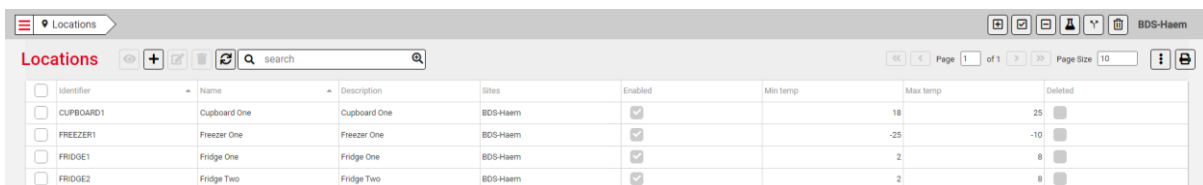


Figure 51: Main Menu - Locations



The screenshot shows the 'Locations' screen with a table of storage locations. The table has columns for Identifier, Name, Description, Sites, Enabled, Min temp, Max temp, and Deleted. The 'Locations' header is highlighted in red.

Identifier	Name	Description	Sites	Enabled	Min temp	Max temp	Deleted
<input type="checkbox"/> CUPBOARD1	Cupboard One	Cupboard One	BDS-Haem	<input checked="" type="checkbox"/>		18	25
<input type="checkbox"/> FREEZER1	Freezer One	Freezer One	BDS-Haem	<input checked="" type="checkbox"/>		-25	-10
<input type="checkbox"/> FRIDGE1	Fridge One	Fridge One	BDS-Haem	<input checked="" type="checkbox"/>		2	8
<input type="checkbox"/> FRIDGE2	Fridge Two	Fridge Two	BDS-Haem	<input checked="" type="checkbox"/>		2	8

Figure 52: Locations Screen

Locations - Data Grid

The Locations data grid displays the following details:

Column Name	Description
Identifier	The unique identifier code for the location
Name	The name of the location
Description	The description of the location
Sites	The sites the location is associated with
Enabled	Toggle to indicate if the location is enabled
Min Temp	The minimum temperature of the location
Max Temp	The maximum temperature of the location
Deleted	Shows if the location is deleted

See also [Data Grids](#).

Locations - Simple Search

The Simple Search on the Locations screen will search the following fields:

- Identifier.
- Name.

See also [Simple Search](#).

Locations - Advanced Search

The Advanced Search on the Locations screen allows the user to search on the following parameters:

Parameter	Description
Identifier	Free text input to search by the identifier of the location
Name	Free text input to search by the name of the location
Description	Free text input to search by the description of the location
Sites	Check the box to search by the sites assigned to the location
Include Deleted	Toggle to include deleted locations
Include Disabled	Toggle to include disabled locations

Once all search parameters have been entered, the user clicks on the Tick icon to invoke the search.

Clicking the Cross icon will close the box without performing the search.

See also [Advanced Search](#).

Locations – Add Locations

To add locations to the system, click on the Plus icon next to the title of the screen.



Figure 53: Add Locations

The screen will split, displaying the current locations in the top half of the screen and open a new section in the bottom half of the screen to add a new location.

Figure 54: Adding a Location



Note: It may be necessary to scroll down to see all the available fields.

The following data is required to create a new Location. Any fields with an asterisk (*) next to them are mandatory fields and the location cannot be created without it.

Field	Description
Identifier*	The unique identifier code for the location
Location Name*	The name of the location
Description	The description of the location
Minimum Temperature	The minimum temperature of the location
Maximum Temperature	The maximum temperature of the location
Enabled	Toggle to indicate if the location is enabled
Sites*	The sites the location is associated with

To save the location click the Save icon or click the Arrow icon in the bottom section to close this lower window without saving any changes.

Locations – View Locations

To view more details about locations in the system, select a single location and click on the Eye icon next to the title of the screen.



Figure 55: View Locations

The screen will split, displaying the current locations in the top half of the screen and open a new section in the bottom half of the screen showing the details of the selected locations. Click the Arrow icon in the bottom section to close this lower window.

Locations – Edit Locations

To edit locations in the system, select a single location and click on the Pencil icon next to the title of the screen.



Figure 56: Edit Locations

The screen will split, displaying the current locations in the top half of the screen and open a new section in the bottom half of the screen showing the details of the selected location.

In this screen, all attributes can be edited – except the Identifier. To save any changes click the Save icon or click the Arrow icon in the bottom section to close this lower window without saving any changes.

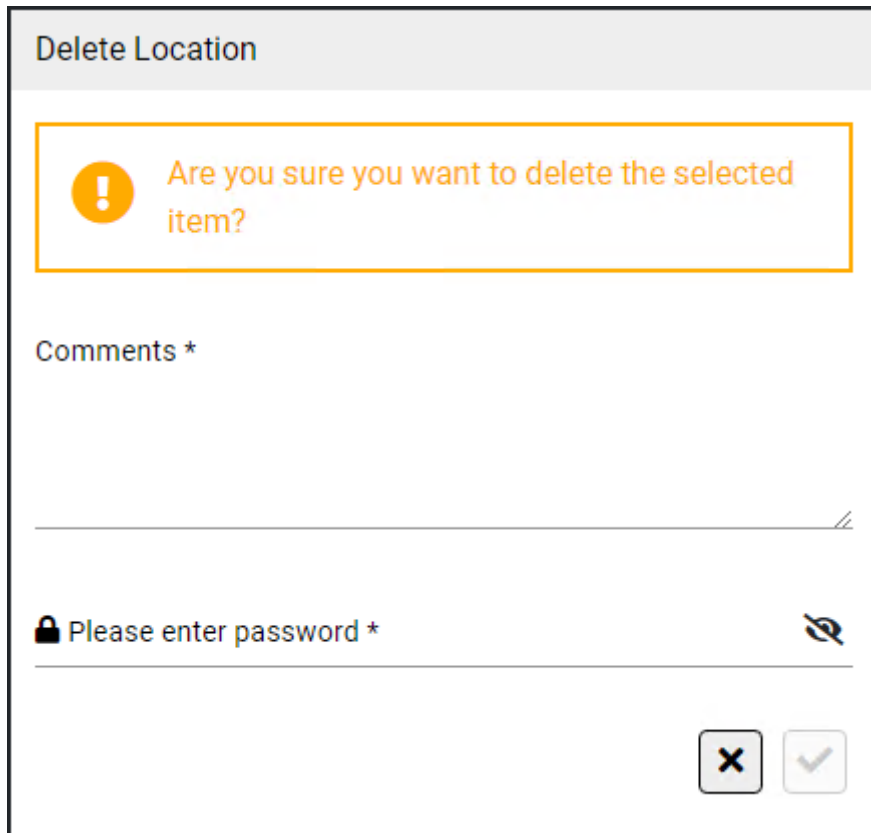
Locations – Delete Locations

To delete locations in the system, select a single location and click on the Delete icon next to the title of the screen.



Figure 57: Delete Locations

A confirmation pop-up window will appear for the user to enter a mandatory comment and their password to confirm the action.



The image shows a 'Delete Location' confirmation dialog box. At the top, the title 'Delete Location' is displayed. Below the title is a warning message: 'Are you sure you want to delete the selected item?' accompanied by a yellow warning icon. Underneath is a text input field labeled 'Comments *'. Below that is a password input field labeled 'Please enter password *' with a lock icon and a toggle for visibility. At the bottom right, there are two buttons: a 'Cross' icon (X) and a 'Tick' icon (checkmark).

Figure 58: Delete Location Confirmation

Clicking the Tick icon will confirm the deletion, or clicking the Cross icon will close the window without performing the deletion.



Warning: Deleting a location will remove it from the system. This means no stock of this type will be able to be added to this location.

STOCK OVERVIEW

The Stock Overview screen allows the user to view and search all stock currently managed in the system. The Stock Overview screen is accessed by selecting Stock Overview on the Main Menu.

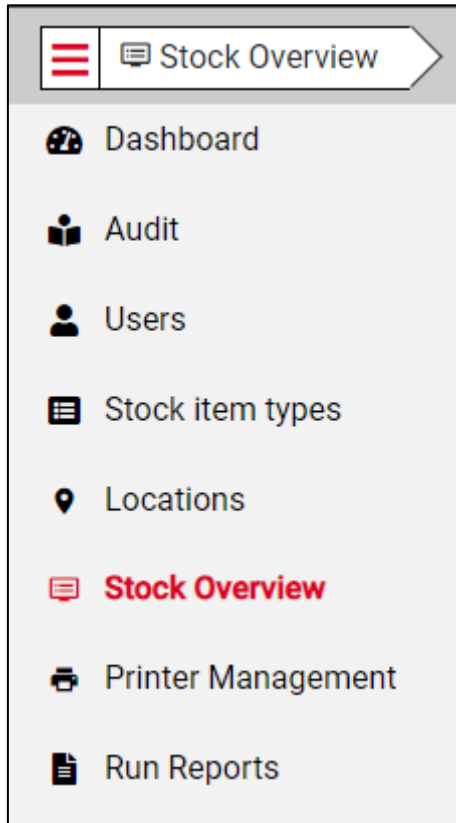


Figure 59: Main Menu - Stock Overview



The screenshot shows the 'Stock Overview' screen with a search bar and a table of stock items. The table has columns for Stock Identifier, Stock Name, Manufacturer, Lot Number, Expiry Date, Quantity, Is Acceptable Condition, Validation Status, Validation History, and Location Identifier.

Stock Identifier	Stock Name	Manufacturer	Lot Number	Expiry Date	Quantity	Is Acceptable Condition	Validation Status	Validation History	Location Identifier
<input type="checkbox"/> 184.854.456.987	Access SUBSTRATE	BeckmanCoulter	337959	31/01/2024	5	<input checked="" type="checkbox"/>	Not Required		FRIDGE1
<input type="checkbox"/> 985.010.001.131	Access System Check Soluti...	BeckmanCoulter	123478	31/12/2025	2	<input checked="" type="checkbox"/>	Not Required		FRIDGE1
<input type="checkbox"/> 752.699.945.774	D-Dimer HS500	HemosIL	B35672	31/07/2024	3	<input checked="" type="checkbox"/>	Not Required		FRIDGE1
<input type="checkbox"/> 152.252.452.725	D-Dimer HS500 Controls	HemosIL	B35429	30/04/2024	3	<input checked="" type="checkbox"/>	Not Required		FRIDGE1
<input type="checkbox"/> 330.072.679.731	DCL CellPack	Sysmex	D3068	28/09/2024	5	<input type="checkbox"/>	Not Required		CUPBOARD1

Figure 60: Stock Overview Screen

Stock Overview - Data Grid

The Stock Overview data grid displays the following details:

Column Name	Description
Stock Identifier	The unique system-generated identifier for the stock item
Stock Name	The name of the stock item
Manufacturer	The manufacturer of the stock item
Lot Number	The lot number of the stock item
Expiry Date	The expiry date of the stock item
Quantity	The current quantity of the stock item
Is Acceptable Condition	Shows if the condition on receipt was acceptable or not
Validation Status	The current validation status of the stock item
Validation History	Shows a link to any previous validations for the stock item
Location Identifier	The location of the stock item

Stock Overview - Simple Search

The Simple Search on the Stock Overview screen will search the following fields:

- Stock Identifier.
- Stock Name.

See also [Simple Search](#).

Stock Overview - Advanced Search

The Advanced Search on the Stock Overview screen allows the user to search on the following parameters:

Parameter	Description
Site Code	Check the box to search by the sites assigned to the stock item
Is In Stock	Toggle to include stock items no longer in stock
Stock Item Identifier	Free text input to search by the stock item identifier
Location Identifier	Free text input to search by the location identifier
Lot Number	Free text input to search by the lot number
Manufacturer	Free text input to search by the manufacturer
Expiry Date From	Only stock items with an expiry date on or after the selected date will be shown
Expiry Date To	Only stock items with an expiry date on or before the selected date will be shown
Validation Status	Check the box to search by the validation status assigned to the stock item
Stock Item Name	Check the box to search by the stock item name



Note: It may be necessary to click into a field in the Advanced Search window to see all the available fields.

Once all search parameters have been entered, the user clicks on the Tick icon to invoke the search.

Clicking the Cross icon will close the box without performing the search.

See also [Advanced Search](#).

Stock Overview – View Validation History

Once stock has been tested for validation, users can access the history of the validations by clicking on the View link in the Validation History column of the Stock Overview screen.

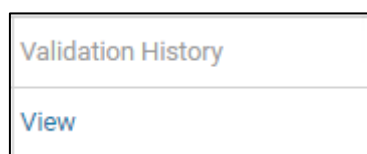


Figure 61: Stock Overview - Validation History

A pop-up window will display showing the details entered at the point of validation.

Validate Stock History

Validation History *
Validation from 09/05/2024 09:22 x v

Location Identifier * Stock Item Identifier *
FRIDGE1 859.942.158.644

Stock Item Type
dRVVT Screen

Lot Number Expiry Date
N1016804 30/07/2024

Validation Details

Parameter	Value
QC Name	Value * dRVVT QC 1
QC Lot	Value * 152KL52
QC Results	Value * 25.2

Validation Evidence

File Name	File Size (bytes)	Download Link
dRVVT Validation N1016804.xlsx	3852131	Download File

Validation Comment

Validation Status *

Pass
 Fail

x

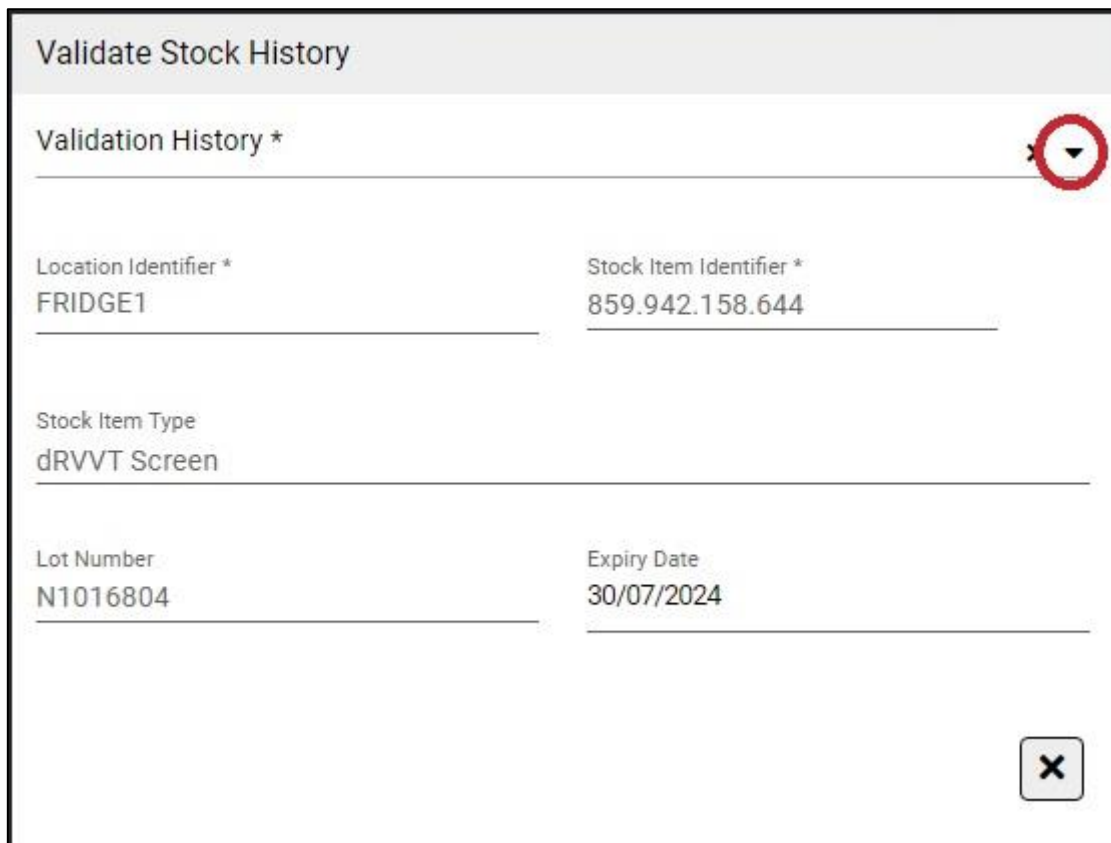
Figure 62: Stock Overview - Validation History

All data is read only. Nothing can be changed on this screen.

Validation Evidence that was uploaded as part of the validation exercise can be downloaded by clicking the Download File link under Validation Evidence. This will download a copy of the evidence that was uploaded. This file cannot be overwritten within Vigilant. This ensures that any validation evidence is a true and accurate representation for that validation exercise.

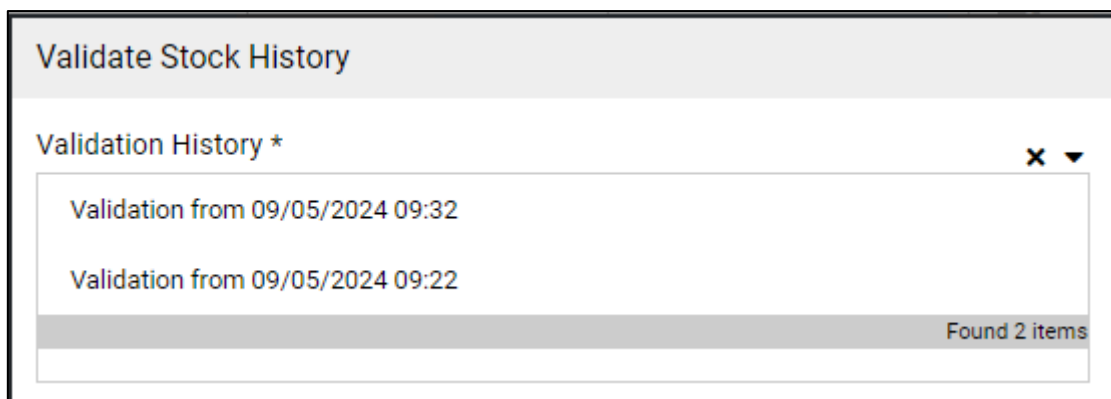
Clicking the Cross icon will close the box.

Where there is more than one validation per stock item, upon clicking the View link, the user can select which validation exercise they wish to see by using the drop-down list.



The screenshot shows a web form titled "Validate Stock History". At the top, there is a header "Validate Stock History". Below it is a section "Validation History *" with a dropdown arrow icon circled in red. The form contains several input fields: "Location Identifier *" with the value "FRIDGE1", "Stock Item Identifier *" with the value "859.942.158.644", "Stock Item Type" with the value "dRVVT Screen", "Lot Number" with the value "N1016804", and "Expiry Date" with the value "30/07/2024". A close button (X) is located in the bottom right corner.

Figure 63: Validation History - Pick Event



The screenshot shows the same "Validate Stock History" form, but the "Validation History *" dropdown is expanded to show a list of validation events. The list contains two entries: "Validation from 09/05/2024 09:32" and "Validation from 09/05/2024 09:22". At the bottom right of the list, it says "Found 2 items". A close button (X) is visible in the top right corner of the dropdown menu.

Figure 64: Validation History - Choose Event

Stock Overview – Reprint Labels

Stock Item Identifier barcoded labels can be reprinted for any stock item in stock by clicking the Reprint Barcodes icon on the Stock Overview header.

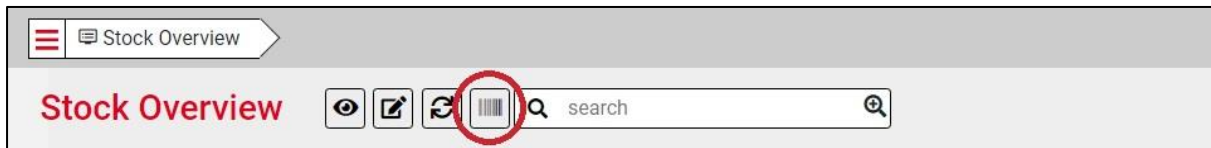


Figure 65: Stock Overview - Reprint Labels

Reprint Labels

Stock Item Identifier 184.854.456.987	Stock Item Name Access SUBSTRATE
Lot Number 337959	Expiry Date 31/01/2024
Received Date 15/04/2024 09:15	Location Identifier FRIDGE1
Quantity Available 5	
Printer * Barcode Printer 1 x ▼	Template * ▼
Quantity * 5	

✕ 🖨️

Figure 66: Reprint Labels

The following parameters are available to the user. Any fields with an asterisk (*) next to them are mandatory fields and the label cannot be created without it.

Field	Description
Stock Item Identifier	The unique system-generated identifier for the stock item
Stock Item Name	The name of the stock item
Lot Number	The lot number of the stock item
Expiry Date	The expiry date of the stock item
Received Date	The date and time the stock item was received into the system
Location Identifier	The identifier for the location
Quantity Available	The quantity of stock items added
Printer*	Drop-down input to select a printer from the list of configured printers.
Template*	Drop-down input to select a label template from the list of configured templates.
Quantity*	Free text input to enter the required number of labels. By default, this is set to the quantity of stock items available

Clicking the Print icon will print the quantity of labels selected on the selected printer, or clicking the Cross icon will close the window without performing the printing of labels.

Stock Overview – Edit Stock Item

To edit locations in the system, select a single location and click on the Pencil icon next to the title of the screen.

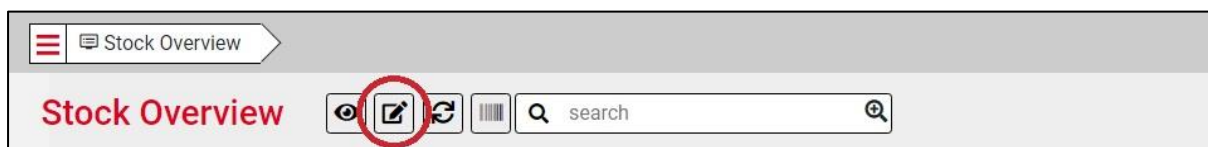


Figure 67: Edit Stock Items

The screen will split, displaying the current stock items in the top half of the screen and open a new section in the bottom half of the screen showing the details of the selected stock item.

In this screen, all attributes can be edited. However, the user will be required to reauthenticate. To save any changes click the Save icon or click the Arrow icon in the bottom section to close this lower window without saving any changes.

PRINTER MANAGEMENT

The Printer Management screen allows user with Administrator permissions to view, edit, add and remove printers from the system.

The Printer Management screen is accessed by selecting Printer Management on the Main Menu.



Note: Access to the Printer Management screen is controlled by the user's role.

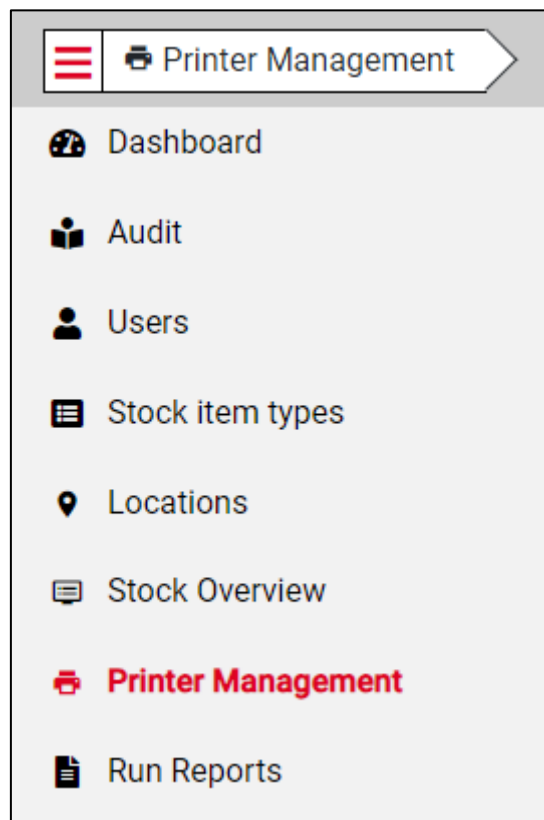


Figure 68: Main Menu - Printer Management



Figure 69: Printer Management

Printer Management - Data Grid

The Printer Management data grid displays the following details:

Column Name	Description
Name	The name of the printer
IP Address	The IP address of the printer
Sites	The sites the printer is associated with
Enabled	Toggle to indicate if the printer is enabled
Deleted	Toggle to indicate if the printer is deleted

See also [Data Grids](#).

Printer Management - Simple Search

The Simple Search on the Printer Management screen will search the following fields:

- Name.

See also [Simple Search](#).

Printer Management - Advanced Search

The Advanced Search on the Printer Management screen allows the user to search on the following parameters:

Parameter	Description
Name	Free text input to search by the name of the printer
IP Address	Free text input to search by the IP address of the printer
Sites	Check the box to search by the sites assigned to the printer
Include Deleted	Toggle to include deleted printers
Include Disabled	Toggle to include disabled printers

Once all search parameters have been entered, the user clicks on the Tick icon to invoke the search.

Clicking the Cross icon will close the box without performing the search.

See also [Advanced Search](#).

Printer Management – Add Printers

To add printers to the system, click on the Plus icon next to the title of the screen.



Figure 70: Printer Management - Add Printers

The screen will split, displaying the current printers in the top half of the screen and open a new section in the bottom half of the screen to add a new printer.

Figure 71: Add Printer



Note: It may be necessary to scroll down to see all the available fields.

The following data is required to create a new Printer. Any fields with an asterisk (*) next to them are mandatory fields and the printer cannot be created without it.

Field	Description
Name*	The name of the printer
IP Address	The IP address of the printer
Sites*	The sites the printer is associated with

To save the printer click the Save icon or click the Arrow icon in the bottom section to close this lower window without saving any changes.



Warning: On the Network Report, the IP address will pad each section of the IP address with zeros (0). Do not use these zeros when entering the address into the web browser or the Vigilant system.
If the printout shows 010.044.010.148 then use 10.44.10.148.

Printer Management – View Printer

To view more details about printers in the system, select a printer and click on the Eye icon next to the title of the screen.



Figure 72: View Printers

The screen will split, displaying the current printers in the top half of the screen and open a new section in the bottom half of the screen showing the details of the selected printers. Click the Arrow icon in the bottom section to close this lower window.

Printer Management – Edit Printers

To edit printers in the system, select a single printer and click on the Pencil icon next to the title of the screen.



Figure 73: Edit Printers

The screen will split, displaying the current printers in the top half of the screen and open a new section in the bottom half of the screen showing the details of the selected printer.

In this screen, all attributes can be edited – except the Identifier. To save any changes click the Save icon or click the Arrow icon in the bottom section to close this lower window without saving any changes.

Printer Management – Delete Printers

To delete printers in the system, select a printer and click on the Delete icon next to the title of the screen.

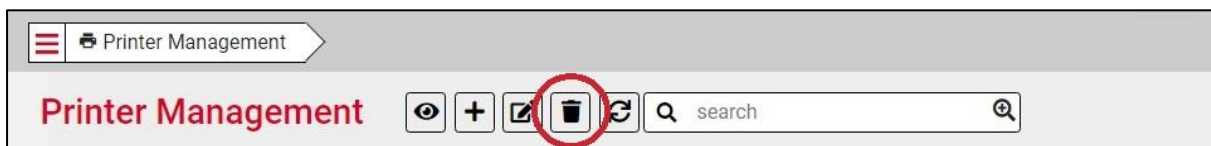


Figure 74: Delete Printers

A confirmation pop-up window will appear for the user to enter a mandatory comment and their password to confirm the action.

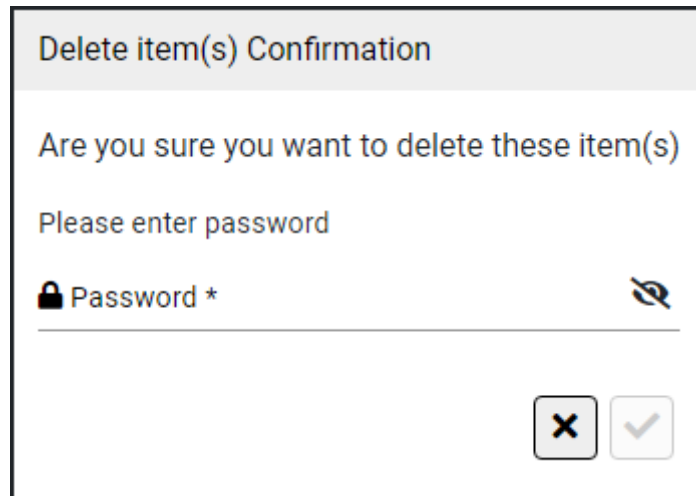


Figure 75: Delete Printers Confirmation

Clicking the Tick icon will confirm the deletion, or clicking the Cross icon will close the window without performing the deletion.



Warning: Deleting a printer will remove it from the system. This means no barcodes will be able to be printed on this printer.

REPORTS

The Reports screen allows users to run the wastage report.

The Reports screen is accessed by selecting Run Reports on the Main Menu.

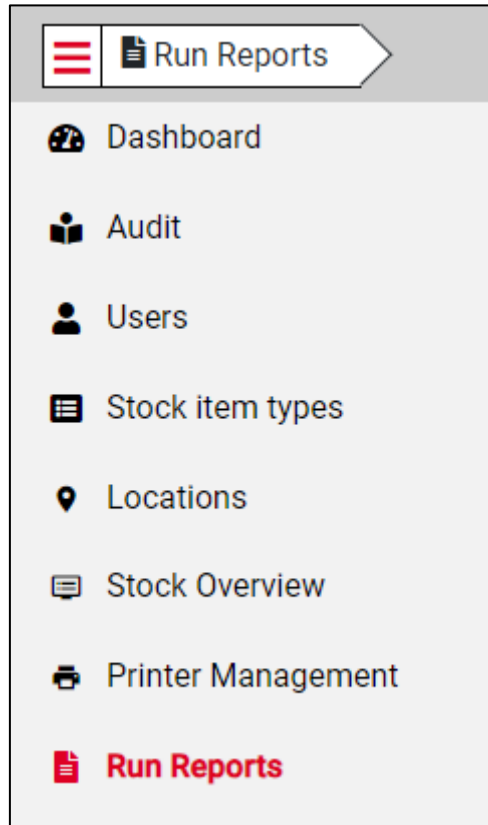


Figure 76: Main Menu - Run Reports

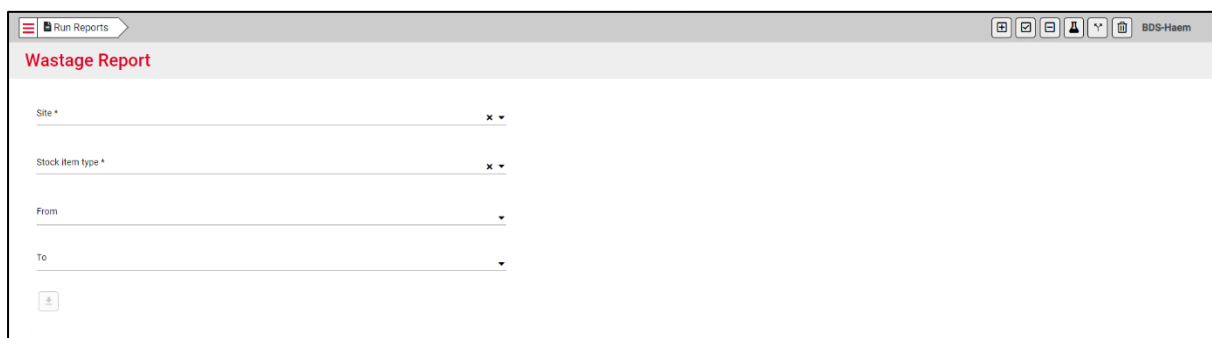



Figure 77: Run Reports Screen

Reports - Run Reports

The Run Reports screen displays the following parameters:

Parameter	Description
Site*	The site to generate the wastage report for (or select All for all sites)
Stock Item Type*	The stock item type to generate the wastage report for (or select All for all stock item types)
From	Only items marked as discarded on or after the selected date will be shown
To	Only items marked as discarded on or before the selected date will be shown
	Download Wastage Report button. This will download the wastage report in a csv file to be opened in Microsoft Excel

The downloaded report has the following columns:

Column	Description
Stock Item Identifier	The unique system-generated identifier for the stock item
Stock Item Name	The name of the stock item
Lot Number	The lot number of the stock item
Received Date/Time	The date and time the stock was added to the system
Expiry Date/Time	The expiry date and time of the stock item
Manufacturer	The manufacturer of the stock item
Location Name	The location the stock item was in before it was discarded
Discard Date/Time	The date and time the stock item was discarded
Discard Comment	The comment entered by the user when the stock item was discarded
Current Validation Status	The validation status of the stock item when the stock item was discarded
Username	The username of the user who performed the discard action
Cost Per Unit	The cost per unit of the stock item type
Discarded Quantity	The quantity of the stock item that was discarded
Wastage Cost	A calculation of cost per unit multiplied by the discarded quantity to give an overall financial impact of the wastage

ADD STOCK

The Add Stock feature allows the user to add newly received stock into the system. This can be done either by manual entry or by scanning the manufacturer barcodes.

The Add Stock screen is accessed by selecting the Add Stock icon from the Header Menu.

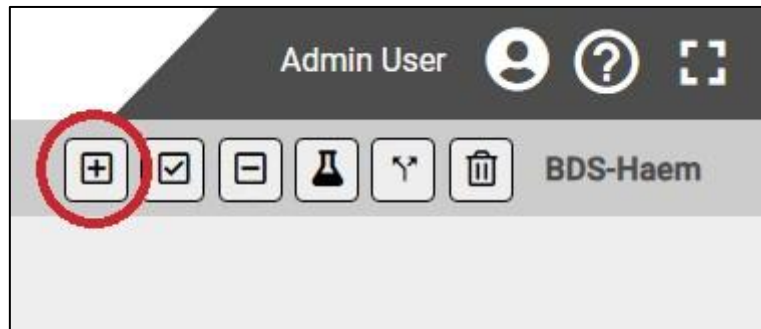


Figure 78: Add Stock

Add Stock

Barcode

Stock Name * x ▼

Lot Number * Expiry Date * ▼

Condition * ▼ Quantity *

Comment

Kit Insert Checked

Received At * x ▼ Location Identifier * x ▼

09/05/2024 12:37

Location

Min Temp Max Temp

x
✓

Figure 79: Add Stock Window

Add Stock - Adding Stock

The Add Stock window displays with the following data required to add stock. Any fields with an asterisk (*) next to them are mandatory fields and the stock item cannot be added without it.

Parameters	Description
Barcode	The manufacturer's barcode on the stock item. This can either be entered manually, or scanned using a barcode scanner
Stock Name*	The name of the stock item. This can either be entered manually from a drop-down list of available stock item types, or will be automatically populated a successful barcode scan into the barcode field
Lot Number*	The lot number of the stock item. This can either be entered manually in the free text input field, or will be automatically populated from a successful barcode scan into the barcode field
Expiry Date*	The expiry date of the stock item. This can either be entered manually by typing in the date/time, using the date/time picker, or will be automatically populated from a successful barcode scan into the barcode field
Condition*	The condition of the stock item upon receipt. Choose from either: <ul style="list-style-type: none"> • Acceptable • Unacceptable
Quantity*	The number of stock items received
Comment	A free text field for any comments the user wishes to record against the stock items
Kit Insert Checked	A toggle to indicate if the kit insert has been checked
Received At*	The date and time the stock items were received into the laboratory. By default, this will be the date/time the Add Stock button was selected. A date/time earlier than the current time can be selected using the date picker
Location Identifier*	The location identifier of where the stock item is to be stored. This can either be entered manually by typing in the input field, or scanned using a barcode scanner
Location	A read-only field confirming the entered location identifier location name
Min Temp	A read-only field confirming the minimum temperature of the entered location
Max Temp	A read-only field confirming the maximum temperature of the entered location

Clicking the Tick icon will confirm the addition of stock items, or clicking the Cross icon will close the window without performing the addition.



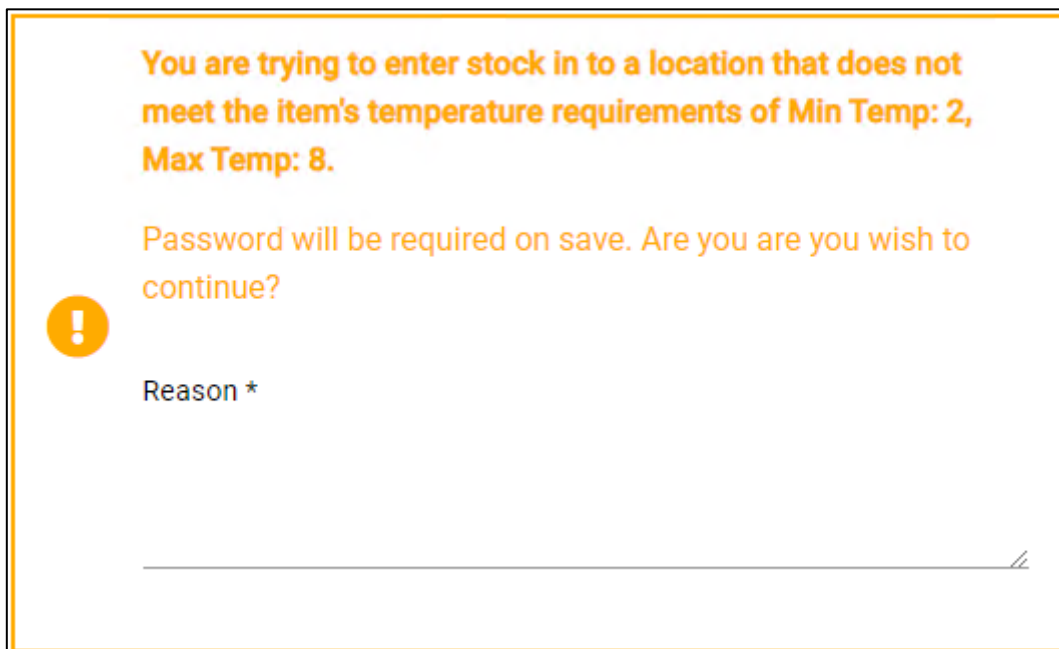
Recommendation: If there are a combination of acceptable and unacceptable stock items in the same batch, they will need to be entered separately into the system, so they can have their own comments.



Recommendation: To prevent the use of unacceptable stock, do not store acceptable and unacceptable stock in the same location. It is suggested that there is a location of 'Unacceptable Stock' for the storage of such stock.

Add Stock – Warnings

Should the user attempt to add stock to a location that does not meet the stock item types storage temperature conditions, a confirmation pop-up window will appear for the user to enter a mandatory comment:



You are trying to enter stock in to a location that does not meet the item's temperature requirements of Min Temp: 2, Max Temp: 8.

Password will be required on save. Are you are you wish to continue?


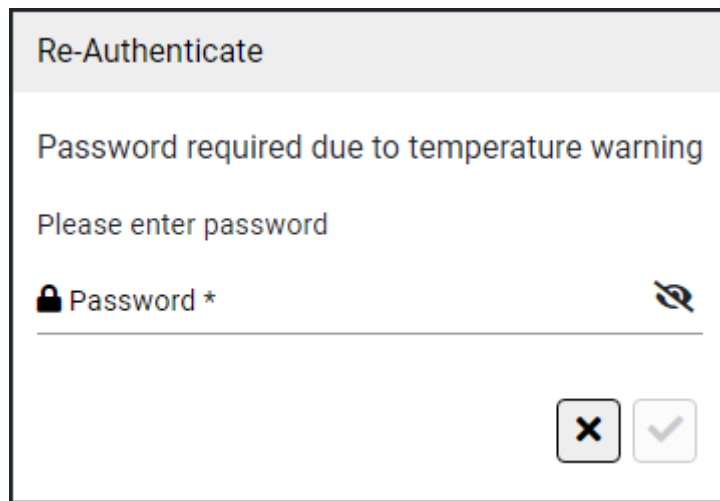
 Reason *

Figure 80: Add Stock - Incompatible Location Warning

The user is then required to re-enter their password to confirm the action:



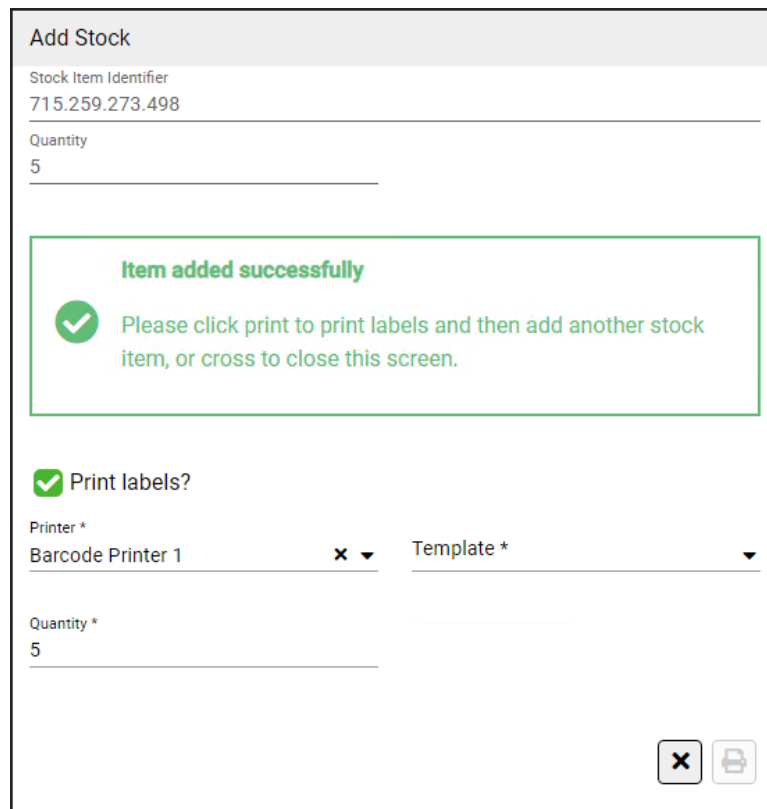
A dialog box titled "Re-Authenticate" with a light gray header. Below the header, the text "Password required due to temperature warning" is displayed. Underneath, it says "Please enter password". There is a text input field with a lock icon on the left and a "show/hide" icon on the right. The input field contains the text "Password *". At the bottom right of the dialog, there are two buttons: a square button with a black "X" and a square button with a gray checkmark.

Figure 81: Override Storage Warning

Clicking the Tick icon will confirm the adding of stock to the unsuitable location, or clicking the Cross icon will close the window without performing the adding of stock.

Add Stock – Printing Labels

Once the adding of stock items has been confirmed, the user has the option to generate unique stock item identifier barcoded labels for each of the stock items entered.



A dialog box titled "Add Stock" with a light gray header. Below the header, there are two text input fields: "Stock Item Identifier" with the value "715.259.273.498" and "Quantity" with the value "5". A green-bordered box contains a green checkmark icon and the text "Item added successfully" followed by "Please click print to print labels and then add another stock item, or cross to close this screen." Below this box, there is a checked checkbox labeled "Print labels?". Underneath, there are two dropdown menus: "Printer *" with the value "Barcode Printer 1" and a close icon, and "Template *" with a dropdown arrow. At the bottom, there is another "Quantity *" input field with the value "5". At the bottom right, there are two buttons: a square button with a black "X" and a square button with a printer icon.

Figure 82: Add Stock - Barcode Printing

The following parameters are available to the user. Any fields with an asterisk (*) next to them are mandatory fields and the label cannot be created without it.

Field	Description
Stock Item Identifier	A read-only field confirming the unique system-generated identifier for the stock item
Quantity	A read-only field confirming the quantity of stock items added
Print Labels?	Check box to indicate if labels are required. This setting is remembered for the session, disabling it will set it to disabled by default for subsequent Add Stock actions
Printer*	Drop-down input to select a printer from the list of configured printers. This setting is remembered for the session, the printer selected here will be used by default for subsequent Add Stock actions
Template*	Drop-down input to select a label template from the list of configured templates. This setting is remembered for the session, the template selected here will be used by default for subsequent Add Stock actions
Quantity*	Free text input to enter the required number of labels. By default, this is set to the quantity of stock items added

Clicking the Print icon will print the quantity of labels selected on the selected printer, or clicking the Cross icon will close the window without performing the printing of labels.

VALIDATE STOCK

The Validate Stock feature allows the user to record their stock item validations into the system.

The Validate Stock screen is accessed by selecting the Validate Stock icon from the Header Menu.

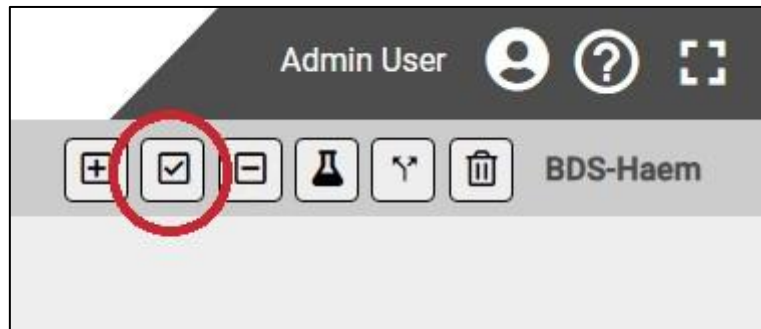


Figure 83: Validate Stock

Validate Stock

Location Identifier * x ▾ Stock Item Identifier * 🔍

Stock Item Type _____

Lot Number _____

Upload Evidence

	File Name	File Size (bytes)	Last Modified
📁			

🗑️

Validation Comment _____

Validation Status *

Pass

Fail

✕ ✓

Figure 84: Validate Stock Window

Validate Stock – Validating Stock

The following parameters are available to the user. Any fields with an asterisk (*) next to them are mandatory fields and the stock cannot be validated without it.

Field	Description
Location Identifier*	The location identifier of where the stock item is to be stored. This can either be entered manually by typing in the input field, or scanned using a barcode scanner
Stock Item Identifier*	The unique system-generated identifier for the stock item. This can either be entered manually by typing in the input field or scanned using a barcode scanner. There is also a search function – see Validate Stock -Search
Stock Item Type	A read-only field confirming stock item type for the entered stock item
Lot Number	A read-only field confirming the lot number for the entered stock item
Validation Details	A list of parameters to record the validation action. These do not appear until after a successful stock item identifier entry
Upload Evidence	A file picker to attach evidence to the validation action. Filetypes allowed: <ul style="list-style-type: none"> • doc or docx • jpg or png • xls or xlsx • pdf Up to 5 files are allowed per validation. Each file must be less than 30MB in size.
Validation Comment	A free text field for any comments the user wishes to record against the validation action
Validation Status*	A radio set for choosing the validation outcome: <ul style="list-style-type: none"> • Pass • Fail

Clicking the Tick icon will confirm the validation of stock, or clicking the Cross icon will close the window without performing the validation of stock.

Validate Stock – Search

In instances where the Stock Item Identifier barcode is unavailable, a search can be performed to find the stock that requires validation.

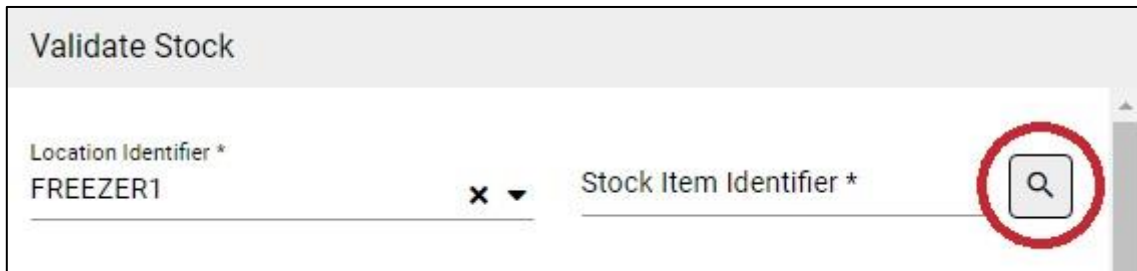


Figure 85: Validate Stock – Search

Once a location has been identified, the user can click on the magnifying glass icon to open a search window to find the stock they wish to validate.

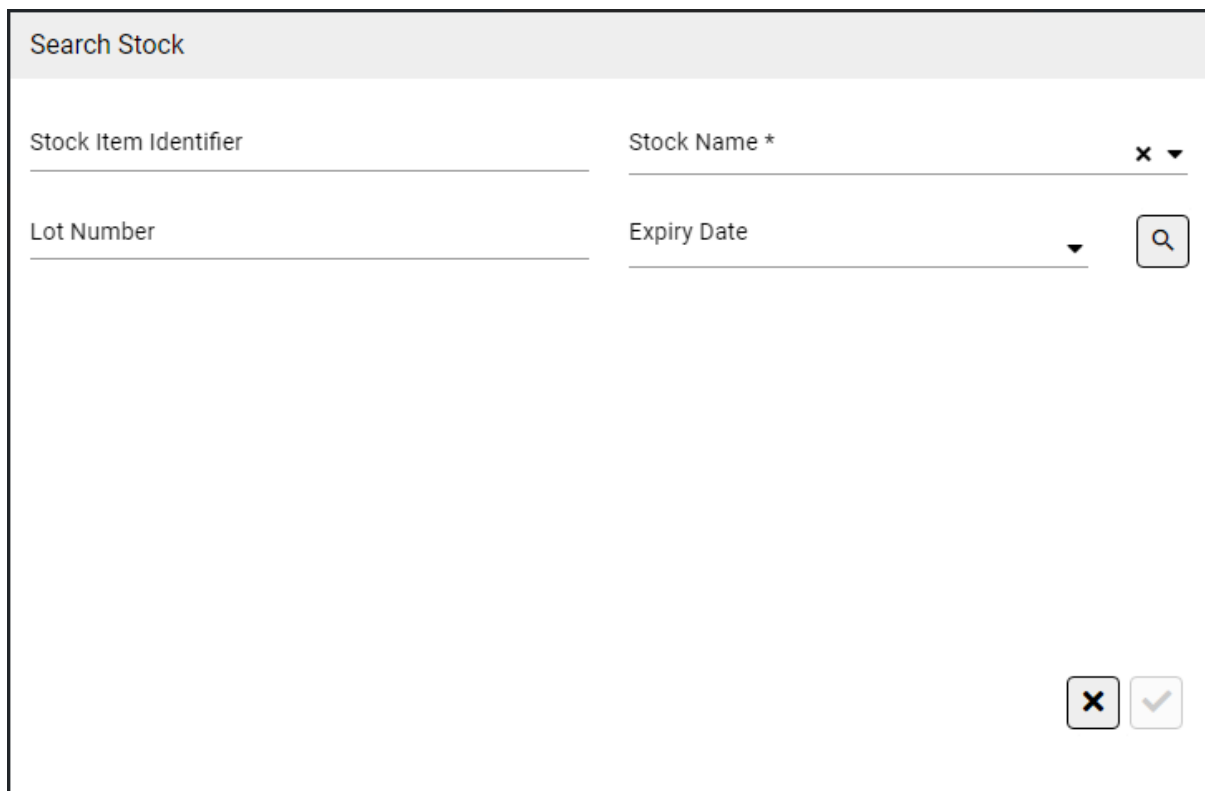


Figure 86: Search Stock

The following parameters are available to the user. Any fields with an asterisk (*) next to them are mandatory fields and the search cannot be done without it.

Field	Description
Stock Item Identifier	The unique system-generated identifier for the stock item. This can either be entered manually by typing in the input field or scanned using a barcode scanner.
Stock Name	The name of the stock item
Lot Number	The lot number of the stock item
Expiry Date	The expiry date of the stock item

Once all search parameters have been entered, the user clicks on the Search icon to invoke the search. Clicking the Cross icon will close the box without performing the search.

The search will return all items that match the search parameters.

Search Stock

Stock Item Identifier ** Stock Name *

Lot Number Expiry Date

Search filter(s) applied: Location (FRIDGE1), acceptable, in stock items only.

	Identifier	Name	Lot Number	Expiry	Received At	Acceptable Condition	Status	Quantity
<input type="checkbox"/>	184.854.456.987	Access SUBSTRATE	337959	31/01/2024	15/04/2024	<input checked="" type="checkbox"/>	Not Required	5
<input type="checkbox"/>	152.252.452.725	D-Dimer HS500 Controls	B35429	30/04/2024	12/04/2024	<input checked="" type="checkbox"/>	Not Required	3
<input type="checkbox"/>	859.942.158.644	dRVVT Screen	N1016804	30/07/2024	06/04/2024	<input checked="" type="checkbox"/>	Pass	2
<input type="checkbox"/>	752.699.945.774	D-Dimer HS500	B35672	31/07/2024	12/04/2024	<input checked="" type="checkbox"/>	Not Required	3
<input type="checkbox"/>	158.185.914.258	dRVVT Screen	N1016804	31/10/2024	14/04/2024	<input checked="" type="checkbox"/>	Pass	2
<input type="checkbox"/>	025.861.486.852	Free Protein S	B34563	31/10/2024	10/04/2024	<input checked="" type="checkbox"/>	Pass	1
<input type="checkbox"/>	198.585.852.845	G-6-PDH Control	G6888	21/02/2025	10/04/2024	<input checked="" type="checkbox"/>	Not Required	3
<input type="checkbox"/>	991.002.025.112	Stop Solution	SANF	30/04/2025	17/03/2024	<input checked="" type="checkbox"/>	Not Required	25
<input type="checkbox"/>	001.852.112.874	Washing Solution	SD78	31/05/2025	17/03/2024	<input checked="" type="checkbox"/>	Not Required	25
<input type="checkbox"/>	786.486.145.755	Eosin	SD442	30/09/2025	17/03/2024	<input checked="" type="checkbox"/>	Not Required	5
<input type="checkbox"/>	156.812.841.156	Methylene Blue	185152378	31/10/2025	17/03/2024	<input checked="" type="checkbox"/>	Not Required	1
<input type="checkbox"/>	985.010.001.131	Access System Check S...	123478	31/12/2025	11/04/2024	<input checked="" type="checkbox"/>	Not Required	2

Figure 87: Search Stock – Results

The user can then select the item required using the tick box against the item in the grid. The user clicks on the Tick icon to confirm the selection. Clicking the Cross icon will close the box without selecting a stock item.

Where only one item matches the search parameters, the item will be automatically selected and the user returned to the Validation Stock window with the item details.

USE STOCK

The Use Stock feature allows the user to record their stock item usage into the system.

The Use Stock screen is accessed by selecting the Use Stock icon from the Header Menu.

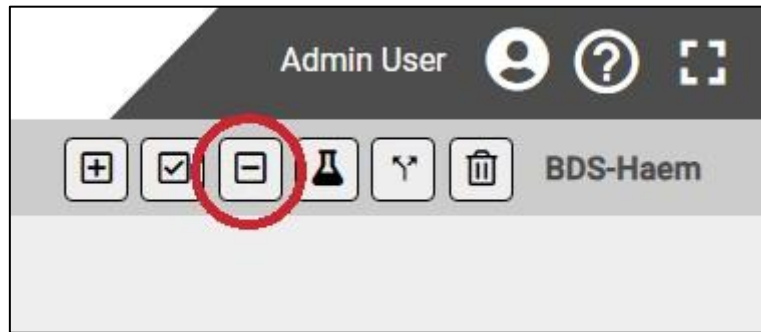


Figure 88: Use Stock

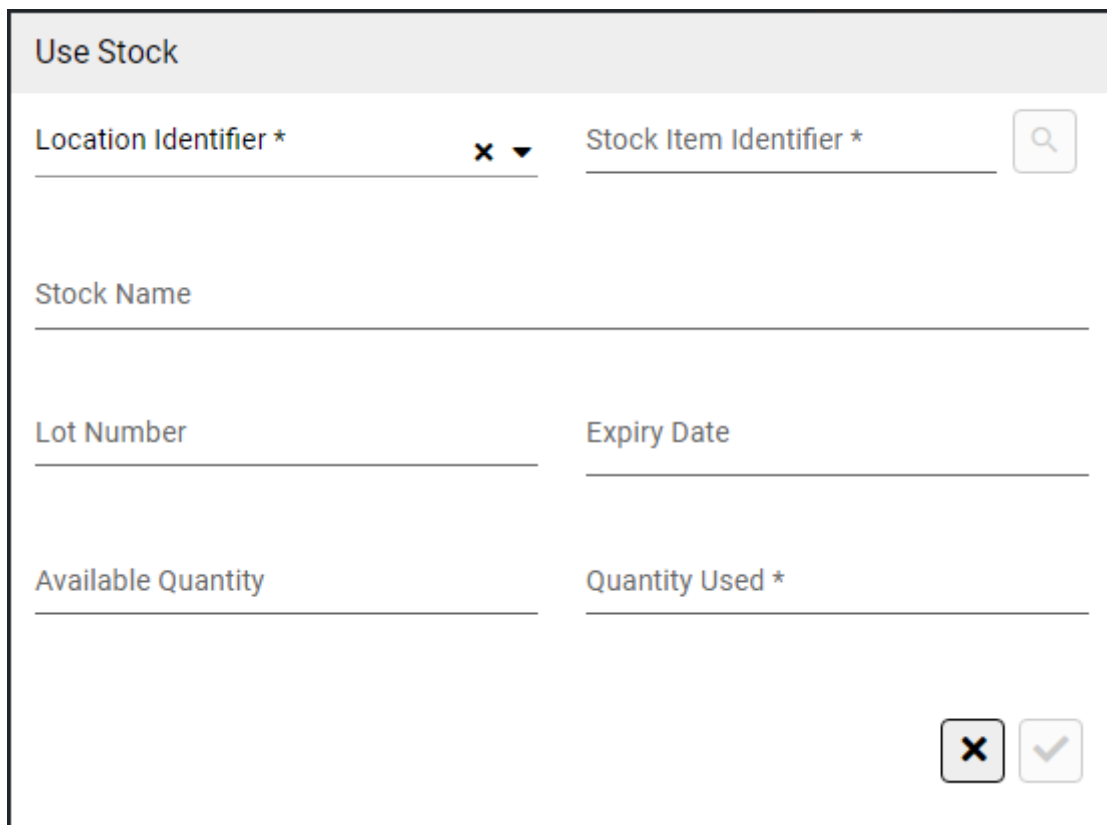
A screenshot of the 'Use Stock' window. The title bar at the top says 'Use Stock'. Below the title bar are two input fields: 'Location Identifier *' with a dropdown arrow and an 'x' icon, and 'Stock Item Identifier *' with a search icon. Below these are three more input fields: 'Stock Name', 'Lot Number', and 'Expiry Date'. At the bottom, there are two more input fields: 'Available Quantity' and 'Quantity Used *'. In the bottom right corner, there are two buttons: one with an 'x' and one with a checkmark.

Figure 89: Use Stock Window

Use Stock – Using Stock

The following parameters are available to the user. Any fields with an asterisk (*) next to them are mandatory fields and the record cannot be created without it.

Field	Description
Location Identifier*	The location identifier of where the stock item is stored. This can either be entered manually by typing in the input field, or scanned using a barcode scanner
Stock Item Identifier*	The unique system-generated identifier for the stock item. This can either be entered manually by typing in the input field or scanned using a barcode scanner. There is also a search function – see Use Stock - Search
Stock Name	The name of the stock item
Lot Number	The lot number of the stock item
Expiry Date	The expiry date of the stock item
Available Quantity	The available quantity of the stock item
Quantity Used*	The number of stock items to be used

Clicking the Tick icon will confirm the using of stock, or clicking the Cross icon will close the window without performing the using of stock.

Use Stock – Warnings

If a user attempts to use a stock item that was received in an unacceptable condition, then a warning shall be presented. This warning cannot be overwritten. User must click the Tick icon to close the warning and select a different stock item.

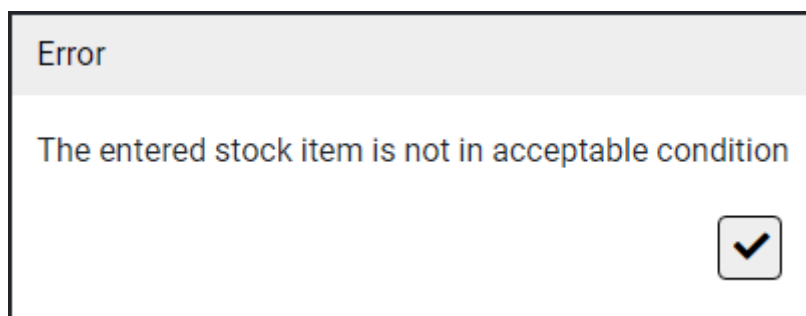
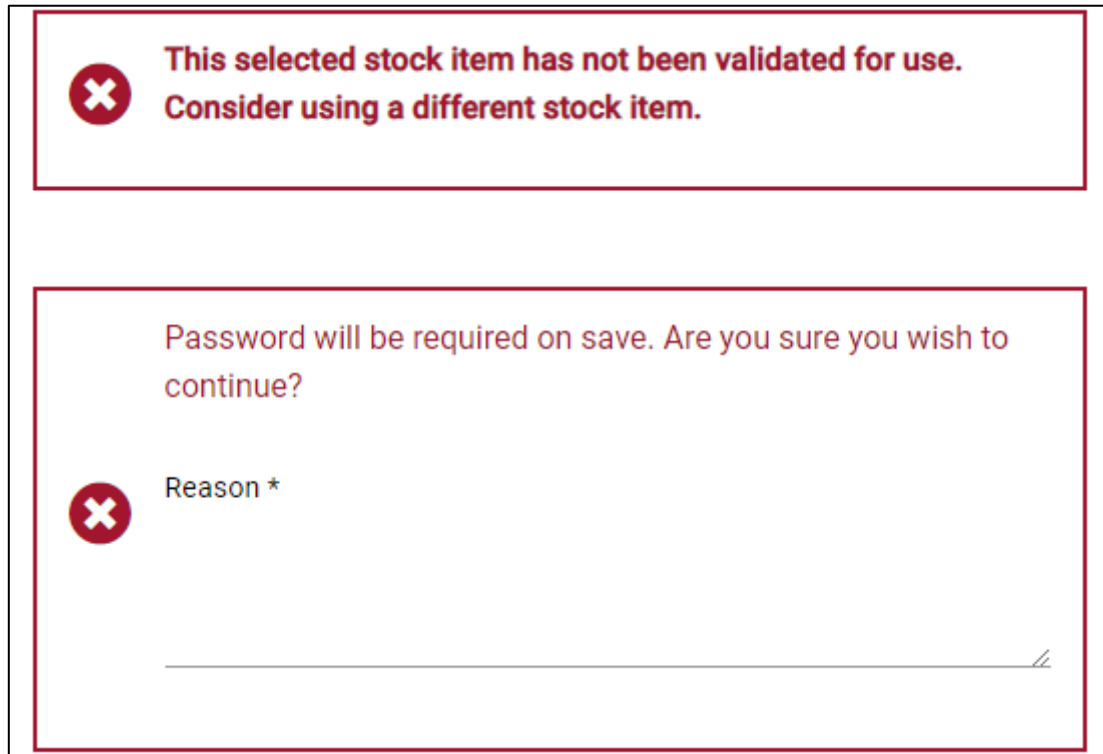


Figure 90: Use Stock - Not Acceptable Condition

If a user attempts to use a stock item that has not been validated for use (and has been configured to require validation before use) then a warning shall be presented. The user must enter a Reason and then re-enter their password to confirm they are happy to use the not validated stock item. Alternatively, click the Cross to select a different stock item.

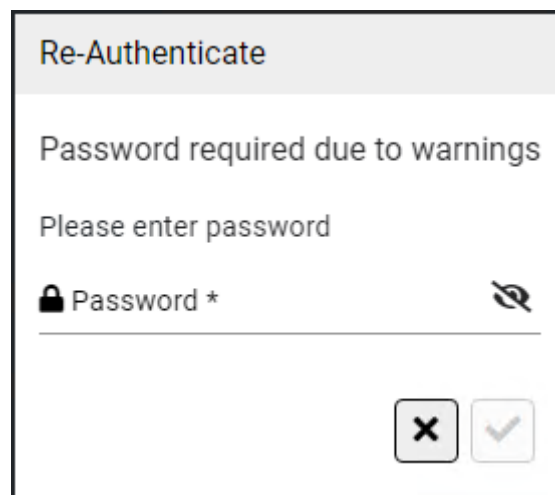


This selected stock item has not been validated for use.
Consider using a different stock item.

Password will be required on save. Are you sure you wish to continue?

Reason *

Figure 91: Use Stock - Not Validated



Re-Authenticate

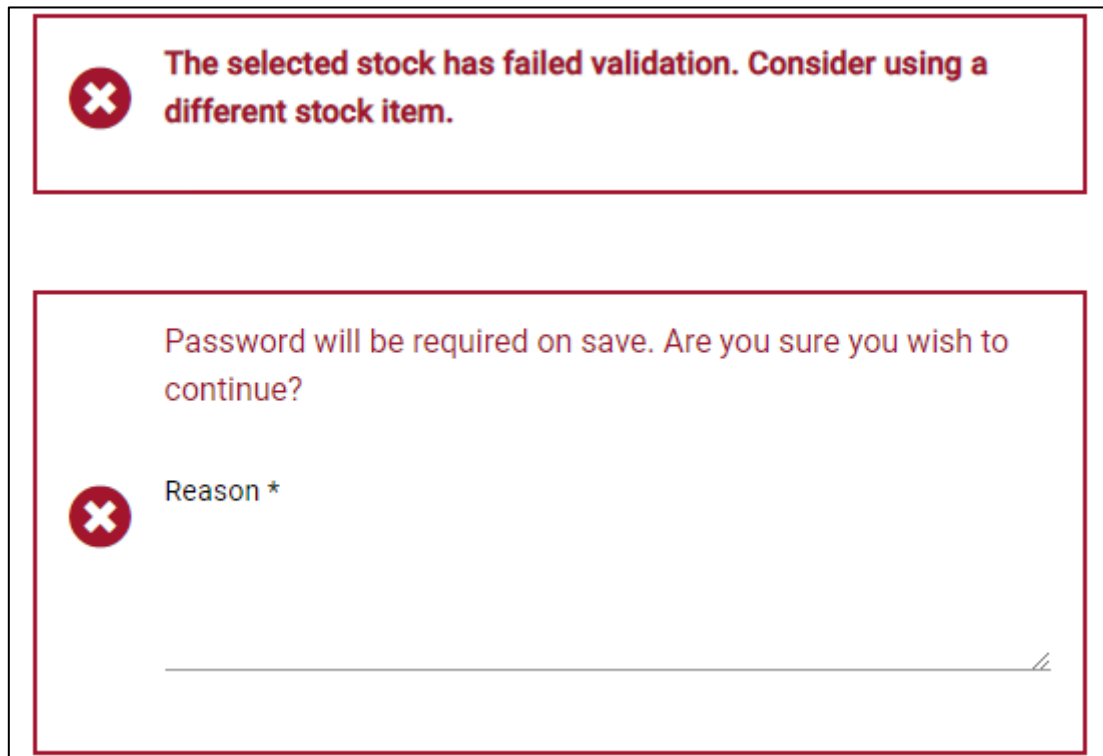
Password required due to warnings

Please enter password

🔒 Password * 🔍

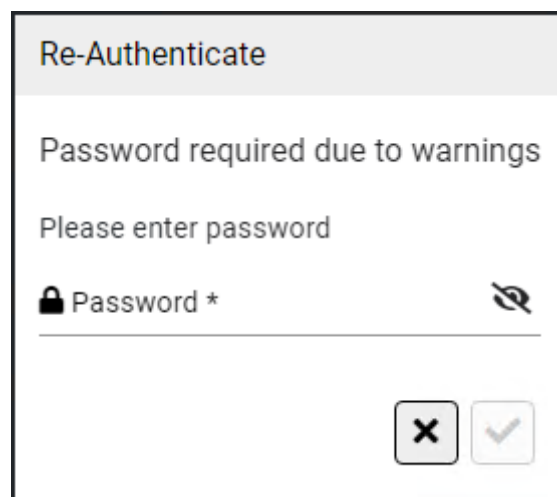
Figure 92: Use Stock – Reauthentication

If a user attempts to use a stock item that has failed validation, then a warning shall be presented. The user must enter a Reason and then re-enter their password to confirm they are happy to use the stock item that has failed validation. Alternatively, click the Cross to select a different stock item.



The screenshot shows a warning dialog box with a red border. At the top, there is a red 'X' icon followed by the text: "The selected stock has failed validation. Consider using a different stock item." Below this, the text "Password will be required on save. Are you sure you wish to continue?" is displayed. Underneath, there is another red 'X' icon followed by the label "Reason *". A horizontal text input field is positioned below the label, with a small cursor icon at the right end.

Figure 93: Use Stock - Failed Validation



The screenshot shows a re-authentication dialog box with a grey header titled "Re-Authenticate". Below the header, the text "Password required due to warnings" is displayed, followed by "Please enter password". There is a password input field with a lock icon on the left and a small icon on the right. Below the input field, there are two buttons: one with a red 'X' and one with a green checkmark.

Figure 94: Use Stock - Reauthentication

If a user attempts to use a stock item that expires later than another stock item in the same location, then a warning shall be presented. The user must enter a Reason and then re-enter their password to confirm they are happy to use the stock item that will expire later than others available. Alternatively, click the Cross to select a different stock item.

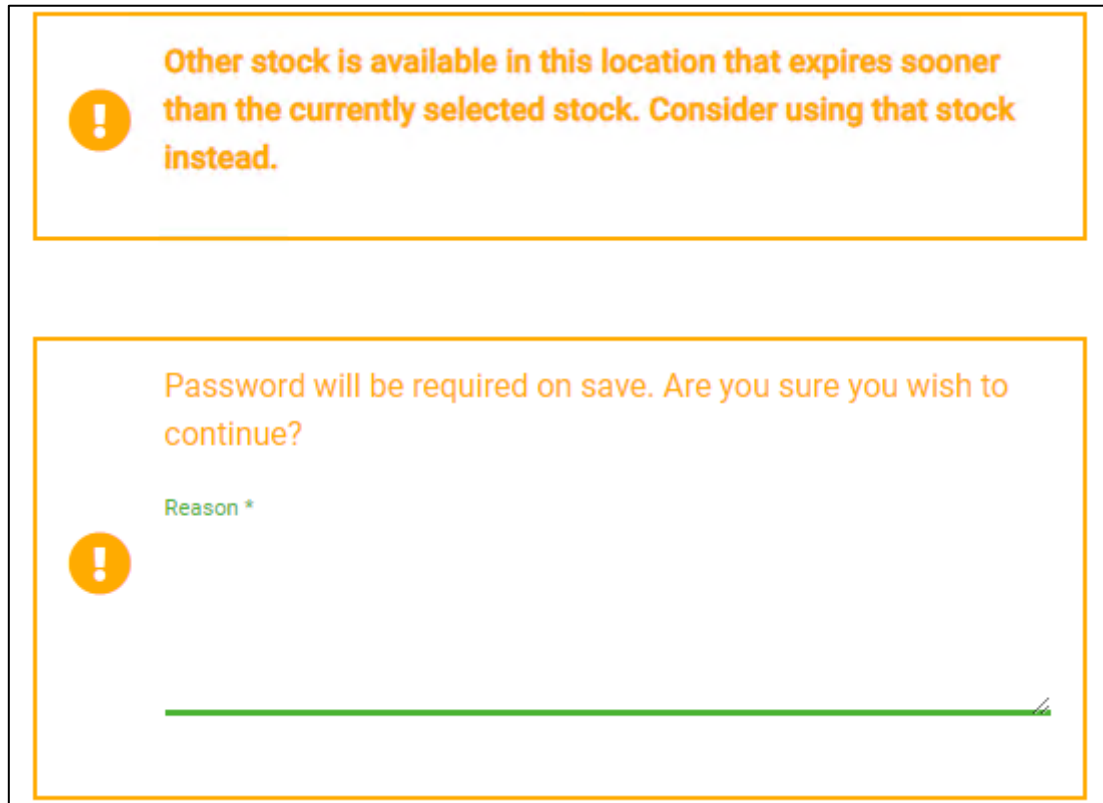


Figure 95: Use Stock - Earlier Expiry

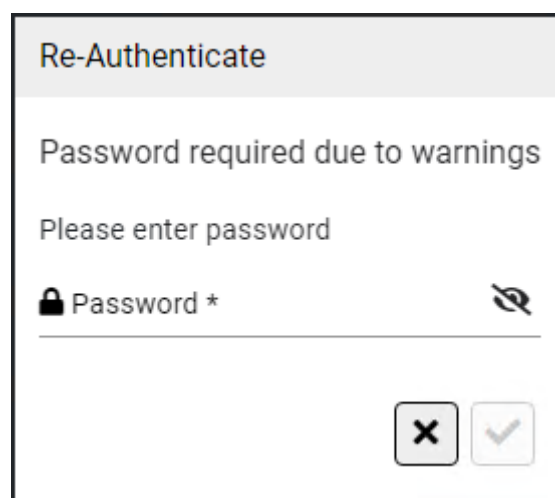


Figure 96: Use Stock - Reauthentication

If a user attempts to use a stock item that has expired, then a warning shall be presented. The user must enter a Reason and then re-enter their password to confirm they are happy to use the expired stock item. Alternatively, click the Cross to select a different stock item.

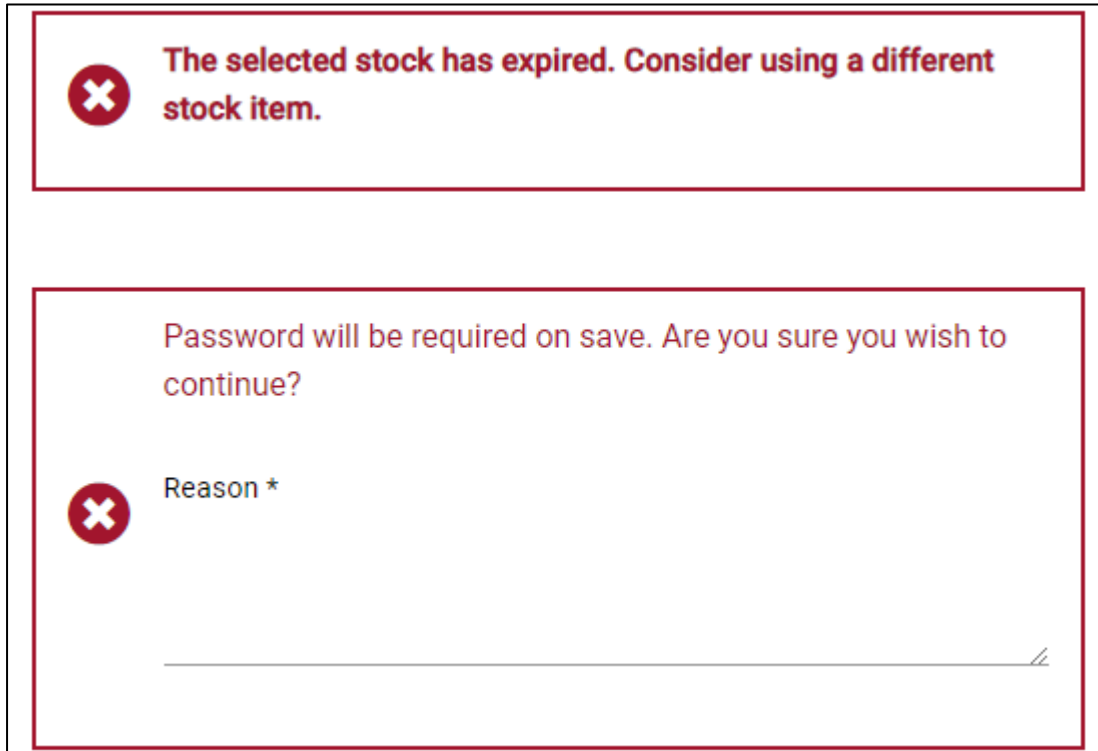


Figure 97: Use Stock – Expired

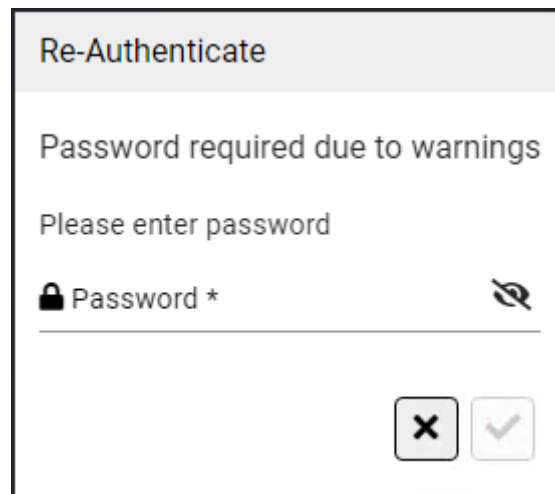


Figure 98: Use Stock – Reauthentication



Note: More than one warning may be displayed at once. In these instances, only one Reason will be required, and the user only needs to enter their password once.

Use Stock – Search

In instances where the Stock Item Identifier barcode is unavailable, a search can be performed to find the stock that is going to be used.



Figure 99: Use Stock – Search

Once a location has been identified, the user can click on the magnifying glass icon to open a search window to find the stock they wish to validate.

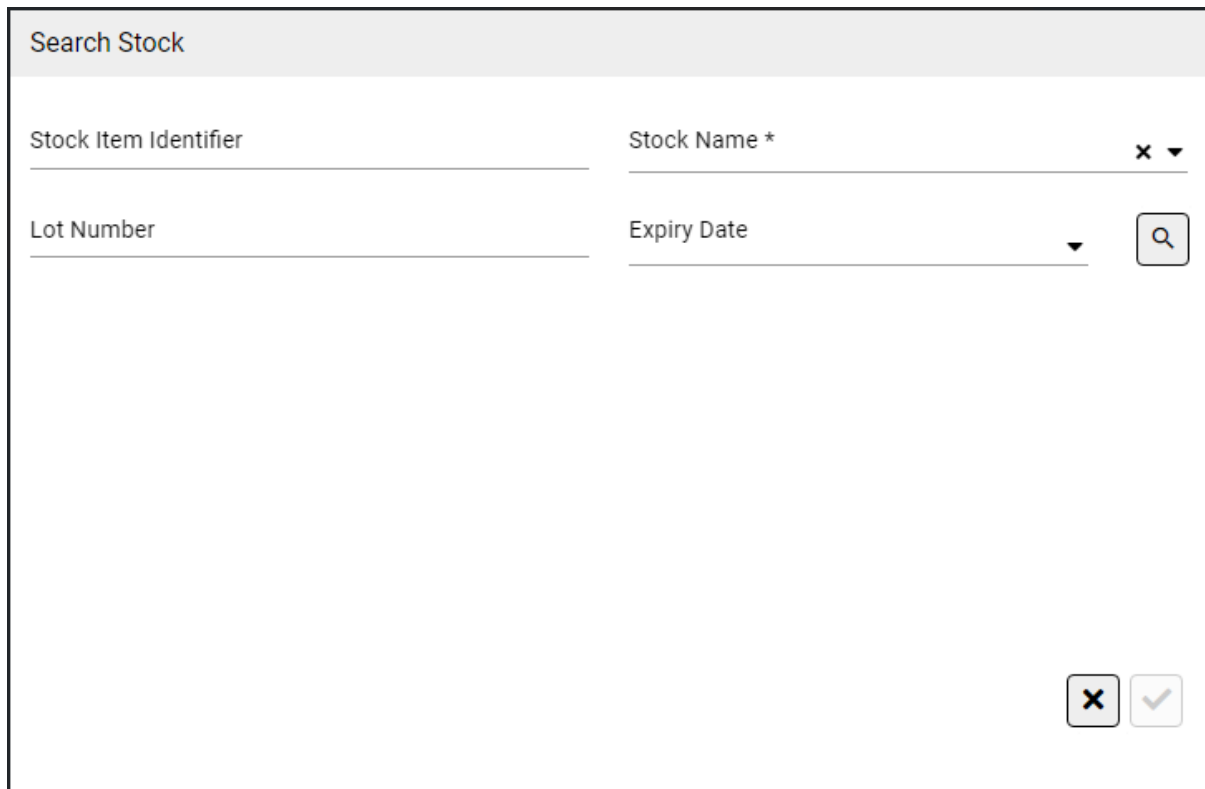


Figure 100: Search Stock

The following parameters are available to the user. Any fields with an asterisk (*) next to them are mandatory fields and the search cannot be done without it.

Field	Description
Stock Item Identifier	The unique system-generated identifier for the stock item. This can either be entered manually by typing in the input field or scanned using a barcode scanner.
Stock Name	The name of the stock item
Lot Number	The lot number of the stock item
Expiry Date	The expiry date of the stock item

Once all search parameters have been entered, the user clicks on the Search icon to invoke the search. Clicking the Cross icon will close the box without performing the search.

The search will return all items that match the search parameters.

Search Stock

Stock Item Identifier ** Stock Name *

Lot Number Expiry Date

Search filter(s) applied: Location (FRIDGE1), acceptable, in stock items only.

	Identifier	Name	Lot Number	Expiry	Received At	Acceptable Condition	Status	Quantity
<input type="checkbox"/>	184.854.456.987	Access SUBSTRATE	337959	31/01/2024	15/04/2024	<input checked="" type="checkbox"/>	Not Required	5
<input type="checkbox"/>	152.252.452.725	D-Dimer HS500 Controls	B35429	30/04/2024	12/04/2024	<input checked="" type="checkbox"/>	Not Required	3
<input type="checkbox"/>	859.942.158.644	dRVVT Screen	N1016804	30/07/2024	06/04/2024	<input checked="" type="checkbox"/>	Pass	2
<input type="checkbox"/>	752.699.945.774	D-Dimer HS500	B35672	31/07/2024	12/04/2024	<input checked="" type="checkbox"/>	Not Required	3
<input type="checkbox"/>	158.185.914.258	dRVVT Screen	N1016804	31/10/2024	14/04/2024	<input checked="" type="checkbox"/>	Pass	2
<input type="checkbox"/>	025.861.486.852	Free Protein S	B34563	31/10/2024	10/04/2024	<input checked="" type="checkbox"/>	Pass	1
<input type="checkbox"/>	198.585.852.845	G-6-PDH Control	G6888	21/02/2025	10/04/2024	<input checked="" type="checkbox"/>	Not Required	3
<input type="checkbox"/>	991.002.025.112	Stop Solution	SANF	30/04/2025	17/03/2024	<input checked="" type="checkbox"/>	Not Required	25
<input type="checkbox"/>	001.852.112.874	Washing Solution	SD78	31/05/2025	17/03/2024	<input checked="" type="checkbox"/>	Not Required	25
<input type="checkbox"/>	786.486.145.755	Eosin	SD442	30/09/2025	17/03/2024	<input checked="" type="checkbox"/>	Not Required	5
<input type="checkbox"/>	156.812.841.156	Methylene Blue	185152378	31/10/2025	17/03/2024	<input checked="" type="checkbox"/>	Not Required	1
<input type="checkbox"/>	985.010.001.131	Access System Check S...	123478	31/12/2025	11/04/2024	<input checked="" type="checkbox"/>	Not Required	2

Figure 101: Search Stock – Results

The user can then select the item required using the tick box against the item in the grid. The user clicks on the Tick icon to confirm the selection. Clicking the Cross icon will close the box without selecting a stock item.

Where only one item matches the search parameters, the item will be automatically selected, and the user returned to the Use Stock window with the item details.

CREATE IN-HOUSE STOCK

The Create In-House Stock feature allows the user to manage stock items they create in-house in the system. This feature can also be used to manage stock items that are reconstituted prior to use.

The Create In-House Stock screen is accessed by selecting the Create In-House Stock icon from the Header Menu.

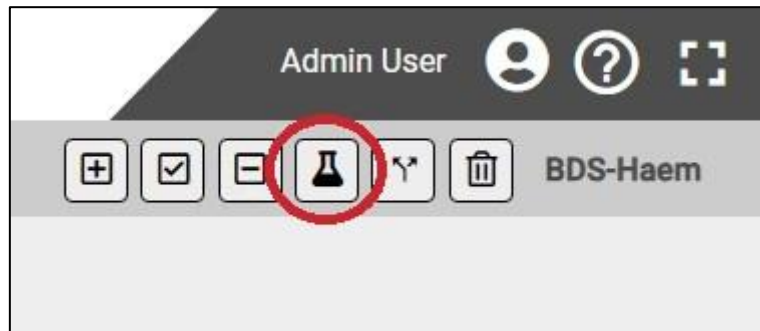
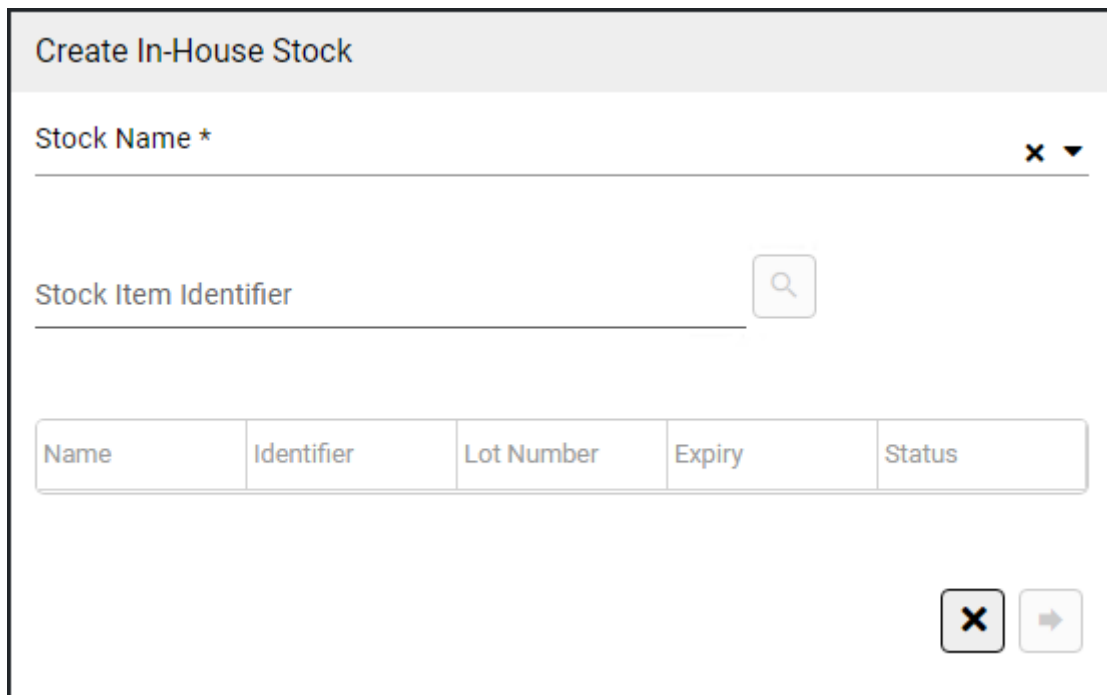


Figure 102: Create In-House Stock



The screenshot shows a window titled 'Create In-House Stock'. It contains two input fields: 'Stock Name *' with a clear button (x) and a dropdown arrow, and 'Stock Item Identifier' with a search icon (magnifying glass). Below these fields is a table with five columns: 'Name', 'Identifier', 'Lot Number', 'Expiry', and 'Status'. At the bottom right of the window are two buttons: a close button (x) and a back button (arrow pointing left).

Figure 103: Create In-House Stock Window

Create In-House Stock – Creating Stock

The user selects the stock they wish to create from the drop-down menu. The windows then populates the required components to create the stock item.

Create In-House Stock

Stock Name *
Romanowsky Stain

Stock Item Identifier Q

Name	Identifier	Lot Number	Expiry	Status
Methylene Blue				
Eosin				

X
→

Figure 104: Create In-House Stock Components

The following parameters are available to the user. Any fields with an asterisk (*) next to them are mandatory fields and the stock item cannot be created without it.

Field	Description
Stock Item Identifier*	The unique system-generated identifier for the component stock item. This can either be entered manually by typing in the input field or scanned using a barcode scanner. There is also a search function – see

Clicking the Arrow icon will confirm the use of the stock to create the in-house item and allow the user to continue, or clicking the Cross icon will close the window without performing the creation of stock item.

If a user attempts to use not validated, failed validation, or expired components, then similar warnings to [Use Stock – Warnings](#) will be displayed.

Once all the stock item components have been entered, click the Arrow icon to continue, or clicking the Cross icon will close the window without performing the creation of stock.

Create In-House Stock

Stock Name *
Romanowsky Stain

Lot Number *
INHO-88056

Quantity *

Created At *
10/05/2024 12:04 ✕ ▼

Location Identifier * ✕ ▼

Location

Min Temp Max Temp

✕ ➔

Figure 105: Create In-House Stock - Quantity

The following parameters are available to the user. Any fields with an asterisk (*) next to them are mandatory fields and the stock item cannot be created without it.

Field	Description
Stock Name	A read-only field confirming the name of the stock item being created
Lot Number*	The lot number of the stock item being created (this is system-generated and starts with 'INHO')
Quantity*	The quantity of stock item being created
Created At*	The date and time the stock item was created. By default, this will be the date/time the Create In-House Stock button was selected. A date/time earlier than the current time can be selected using the date picker
Location Identifier*	The location identifier of where the stock item is to be stored. This can either be entered manually by typing in the input field, or scanned using a barcode scanner
Location	A read-only field confirming the entered location identifier location name
Min Temp	A read-only field confirming the minimum temperature of the entered location
Max Temp	A read-only field confirming the maximum temperature of the entered location

Clicking the Arrow icon will confirm the use of the quantity and location of the in-house item and allow the user to continue, or clicking the Cross icon will close the window without performing the creation of stock item.

Should the user attempt to add the in-house stock to a location that does not meet the stock item types storage temperature conditions, then a similar warning to [Add Stock – Warnings](#) will be displayed.

Create In-House Stock

Stock Name *
Romanowsky Stain

Created At
10/05/2024 12:04

Max Shelf Life (in days)
5

Expiry Date *
15/05/2024 ✕ ▼

Name	Identifier	Lot Number	Expiry	Status
Methylene Blue	156.812.841.156	185152378	31/10/2025	Not Required
Eosin	786.486.145.755	SD442	30/09/2025	Not Required

✕
✓

Figure 106: Create In-House Stock - Expiry

The following parameters are available to the user. Any fields with an asterisk (*) next to them are mandatory fields and the stock item cannot be created without it.

Field	Description
Stock Name	A read-only field confirming the name of the stock item being created
Created At	The date and time the stock item was created. This is taken from the date/time entered on the previous screen
Max Shelf Life (in days)	A read-only field confirming the shelf life of the in-house stock item taken from the configuration of the stock item
Expiry Date*	The date and time the stock item will expire. Taken from the created date/time plus the shelf life

The user can edit the expiry date to any date/time between the Created At date/time and the calculated Expiry Date. The user cannot edit the expiry date to be a date that would be longer than the Max Shelf Life.



Note: Should any component be due to expire before the Max Shelf Life of the created stock item, then the Expiry Date of the created stock item will be reduced to expiry date of the component that is due to expire.

Clicking the Tick icon will confirm the use of the expiry date of the in-house item and allow the user to continue, or clicking the Cross icon will close the window without performing the creation of stock item.

Create In-House Stock – Printing Labels

Once the creation of stock items has been confirmed, the user has the option to generate unique stock item identifier barcoded labels for the stock item created.


Create In-House Stock

Stock Name *
Romanowsky Stain

Stock Item Identifier
715.339.881.077

Quantity
1

Item added successfully

 Please click print to print labels and close this screen.

Print labels?

Printer * ▼ Template * ▼

Quantity *
1




Figure 107: Create In-House Stock - Print Labels

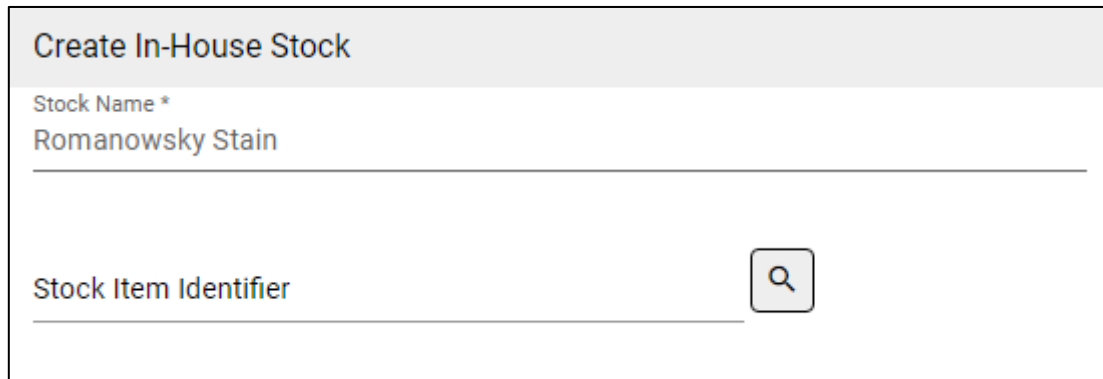
The following parameters are available to the user. Any fields with an asterisk (*) next to them are mandatory fields and the label cannot be created without it.

Field	Description
Stock Name	A read-only field confirming the name of the created stock item
Stock Item Identifier	A read-only field confirming the unique system-generated identifier for the stock item
Quantity	A read-only field confirming the quantity of stock items created
Print Labels?	Check box to indicate if labels are required. This setting is remembered for the session, disabling it will set it to disabled by default for subsequent Add Stock actions
Printer*	Drop-down input to select a printer from the list of configured printers. This setting is remembered for the session, the printer selected here will be used by default for subsequent Add Stock actions
Template*	Drop-down input to select a label template from the list of configured templates. This setting is remembered for the session, the template selected here will be used by default for subsequent Add Stock actions
Quantity*	Free text input to enter the required number of labels. By default, this is set to the quantity of stock items created

Clicking the Print icon will print the quantity of labels selected on the selected printer, or clicking the Tick icon will close the window without performing the printing of labels.

Create In-House Stock – Search

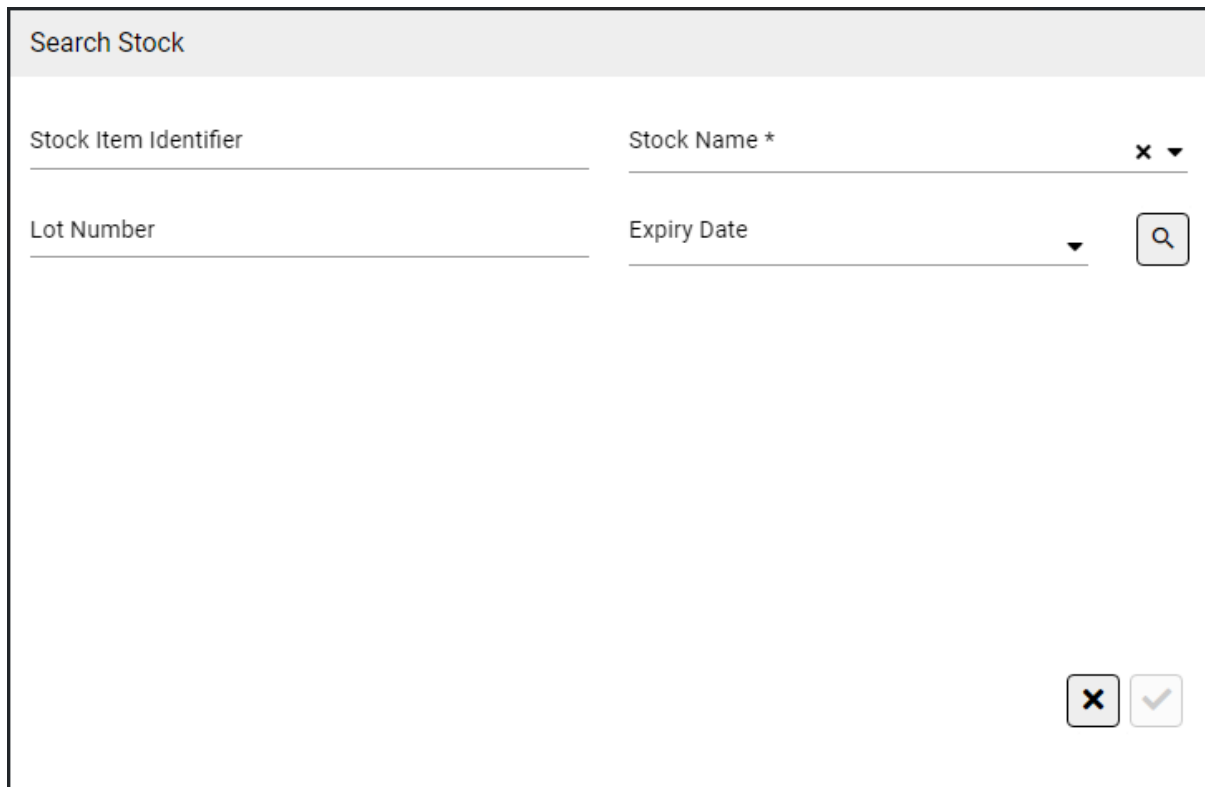
In instances where the Stock Item Identifier barcode is unavailable, a search can be performed to find the stock that is going to be used.



The screenshot shows a form titled "Create In-House Stock". It has two input fields: "Stock Name *" with the text "Romanowsky Stain" entered, and "Stock Item Identifier" which is currently empty. A magnifying glass icon is positioned to the right of the "Stock Item Identifier" field.

Figure 108: Create In-House Stock Search

Once a stock item to create has been identified, the user can click on the magnifying glass icon to open a search window to find the stock they wish to use to create that item.



The screenshot shows a "Search Stock" window. It contains four input fields: "Stock Item Identifier", "Lot Number", "Stock Name *" with a clear (x) button and a dropdown arrow, and "Expiry Date" with a dropdown arrow and a magnifying glass icon. At the bottom right, there are two buttons: a close (x) button and a checkmark button.

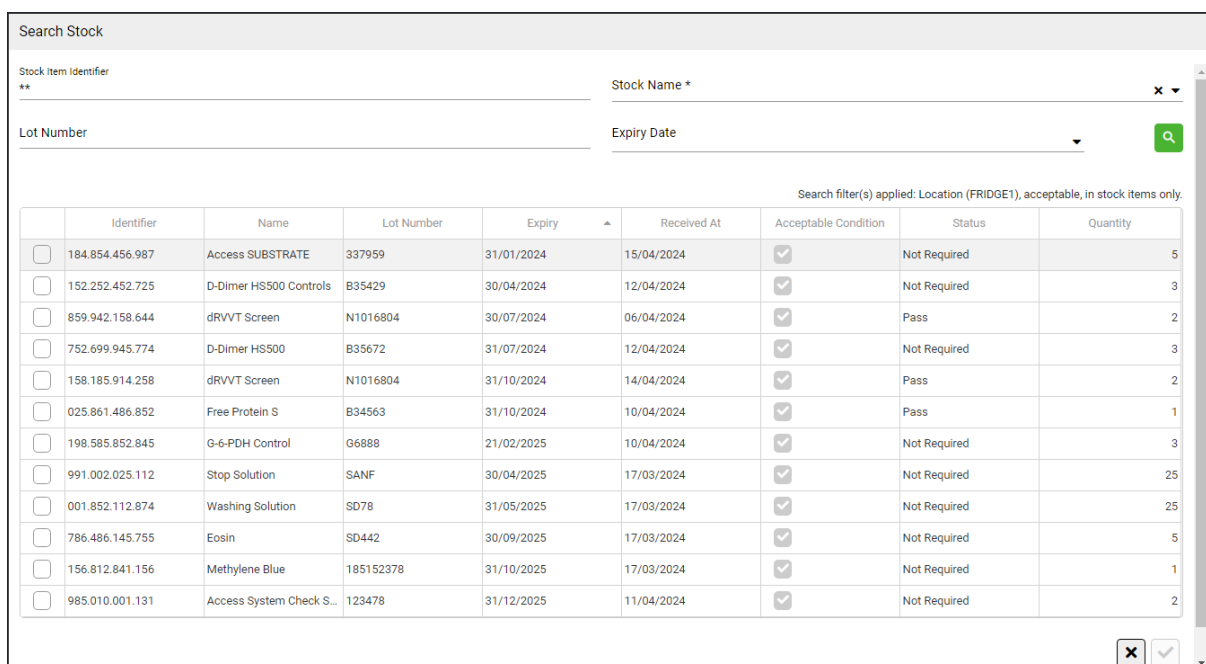
Figure 109: Search Stock

The following parameters are available to the user. Any fields with an asterisk (*) next to them are mandatory fields and the search cannot be done without it.

Field	Description
Stock Item Identifier	The unique system-generated identifier for the stock item. This can either be entered manually by typing in the input field or scanned using a barcode scanner.
Stock Name	The name of the stock item
Lot Number	The lot number of the stock item
Expiry Date	The expiry date of the stock item

Once all search parameters have been entered, the user clicks on the Search icon to invoke the search. Clicking the Cross icon will close the box without performing the search.

The search will return all items that match the search parameters.



The screenshot shows a 'Search Stock' window with the following search filters: Stock Item Identifier (**), Stock Name (*), Lot Number, and Expiry Date. A search icon is visible on the right. Below the filters, a message states: 'Search filter(s) applied: Location (FRIDGE1), acceptable, in stock items only.' The results table is as follows:

	Identifier	Name	Lot Number	Expiry	Received At	Acceptable Condition	Status	Quantity
<input type="checkbox"/>	184.854.456.987	Access SUBSTRATE	337959	31/01/2024	15/04/2024	<input checked="" type="checkbox"/>	Not Required	5
<input type="checkbox"/>	152.252.452.725	D-Dimer HS500 Controls	B35429	30/04/2024	12/04/2024	<input checked="" type="checkbox"/>	Not Required	3
<input type="checkbox"/>	859.942.158.644	dRVVT Screen	N1016804	30/07/2024	06/04/2024	<input checked="" type="checkbox"/>	Pass	2
<input type="checkbox"/>	752.699.945.774	D-Dimer HS500	B35672	31/07/2024	12/04/2024	<input checked="" type="checkbox"/>	Not Required	3
<input type="checkbox"/>	158.185.914.258	dRVVT Screen	N1016804	31/10/2024	14/04/2024	<input checked="" type="checkbox"/>	Pass	2
<input type="checkbox"/>	025.861.486.852	Free Protein S	B34563	31/10/2024	10/04/2024	<input checked="" type="checkbox"/>	Pass	1
<input type="checkbox"/>	198.585.852.845	G-6-PDH Control	G6888	21/02/2025	10/04/2024	<input checked="" type="checkbox"/>	Not Required	3
<input type="checkbox"/>	991.002.025.112	Stop Solution	SANF	30/04/2025	17/03/2024	<input checked="" type="checkbox"/>	Not Required	25
<input type="checkbox"/>	001.852.112.874	Washing Solution	SD78	31/05/2025	17/03/2024	<input checked="" type="checkbox"/>	Not Required	25
<input type="checkbox"/>	786.486.145.755	Eosin	SD442	30/09/2025	17/03/2024	<input checked="" type="checkbox"/>	Not Required	5
<input type="checkbox"/>	156.812.841.156	Methylene Blue	185152378	31/10/2025	17/03/2024	<input checked="" type="checkbox"/>	Not Required	1
<input type="checkbox"/>	985.010.001.131	Access System Check S...	123478	31/12/2025	11/04/2024	<input checked="" type="checkbox"/>	Not Required	2

Figure 110: Search Stock – Results

The user can then select the item required using the tick box against the item in the grid. The user clicks on the Tick icon to confirm the selection. Clicking the Cross icon will close the box without selecting a stock item.

Where only one item matches the search parameters, the item will be automatically selected, and the user returned to the Create In-House Stock window with the item details.

SPLIT STOCK

The Split Stock feature allows the user to move all or part of their stock items to a different location within the system.

The Split Stock screen is accessed by selecting the Split Stock icon from the Header Menu.

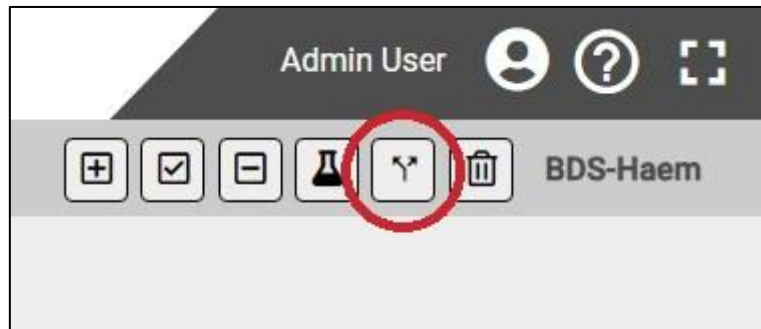


Figure 111: Split Stock

Split Stock

Location Identifier * x ▼ Stock Item Identifier * 🔍

Stock Name

Lot Number Expiry Date

Current Quantity Location Identifier *

Quantity to Split * Requires Re-Validation

Location

Min Temp Max Temp

✕ ✓

Figure 112: Split Stock Window

Split Stock – Splitting Stock

The following parameters are available to the user. Any fields with an asterisk (*) next to them are mandatory fields and the stock cannot be split without it.

Field	Description
Location Identifier*	The location identifier of where the stock item is stored. This can either be entered manually by typing in the input field, or scanned using a barcode scanner
Stock Item Identifier*	The unique system-generated identifier for the stock item. This can either be entered manually by typing in the input field or scanned using a barcode scanner. There is also a search function – see Split Stock - Search
Stock Name	The name of the stock item
Lot Number	The lot number of the stock item
Expiry Date	The expiry date of the stock item
Current Quantity	The available quantity of the stock item
Location Identifier*	The location identifier of where the stock item is to be moved to. Click the cross to remove the default location. The new location can either be entered manually by typing in the input field, or scanned using a barcode scanner
Quantity to Split*	The number of stock items to be moved
Requires Re-Validation	If the stock item required validation before use, ticking this box will require the stock item to be validated again at its destination location
Location	A read-only field confirming the entered location identifier location name
Min Temp	A read-only field confirming the minimum temperature of the entered location
Max Temp	A read-only field confirming the maximum temperature of the entered location

Clicking the Tick icon will confirm the splitting of stock, or clicking the Cross icon will close the window without performing the splitting of stock.

Should the user attempt to add the stock to a location that does not meet the stock item types storage temperature conditions, then a similar warning to [Add Stock – Warnings](#) will be displayed.


Split Stock – Printing Labels

Once the splitting of stock items has been confirmed, the user has the option to generate unique stock item identifier barcoded labels for each of the stock items split from the original batch.

Split Stock

Stock Item Identifier
715.342.958.071

Quantity
1

 **Item split successfully**
Please click print to print labels and close this screen.

Print labels?

Printer * ▼ Template * ▼

Quantity *
1




Figure 113: Split Stock - Print Labels

The following parameters are available to the user. Any fields with an asterisk (*) next to them are mandatory fields and the label cannot be created without it.

Field	Description
Stock Item Identifier	A read-only field confirming the unique system-generated identifier for the stock item
Quantity	A read-only field confirming the quantity of stock items split
Print Labels?	Check box to indicate if labels are required. This setting is remembered for the session, disabling it will set it to disabled by default for subsequent Add Stock actions
Printer*	Drop-down input to select a printer from the list of configured printers. This setting is remembered for the session, the printer selected here will be used by default for subsequent Add Stock actions
Template*	Drop-down input to select a label template from the list of configured templates. This setting is remembered for the session, the template selected here will be used by default for subsequent Add Stock actions
Quantity*	Free text input to enter the required number of labels. By default, this is set to the quantity of stock items split

Clicking the Print icon will print the quantity of labels selected on the selected printer, or clicking the Cross icon will close the window without performing the printing of labels.

Split Stock – Search

In instances where the Stock Item Identifier barcode is unavailable, a search can be performed to find the stock that is going to be used.

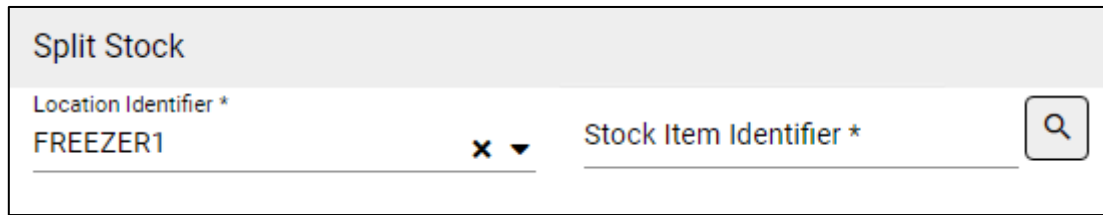


Figure 114: Split Stock - Search

Once a location has been identified, the user can click on the magnifying glass icon to open a search window to find the stock they wish to use.

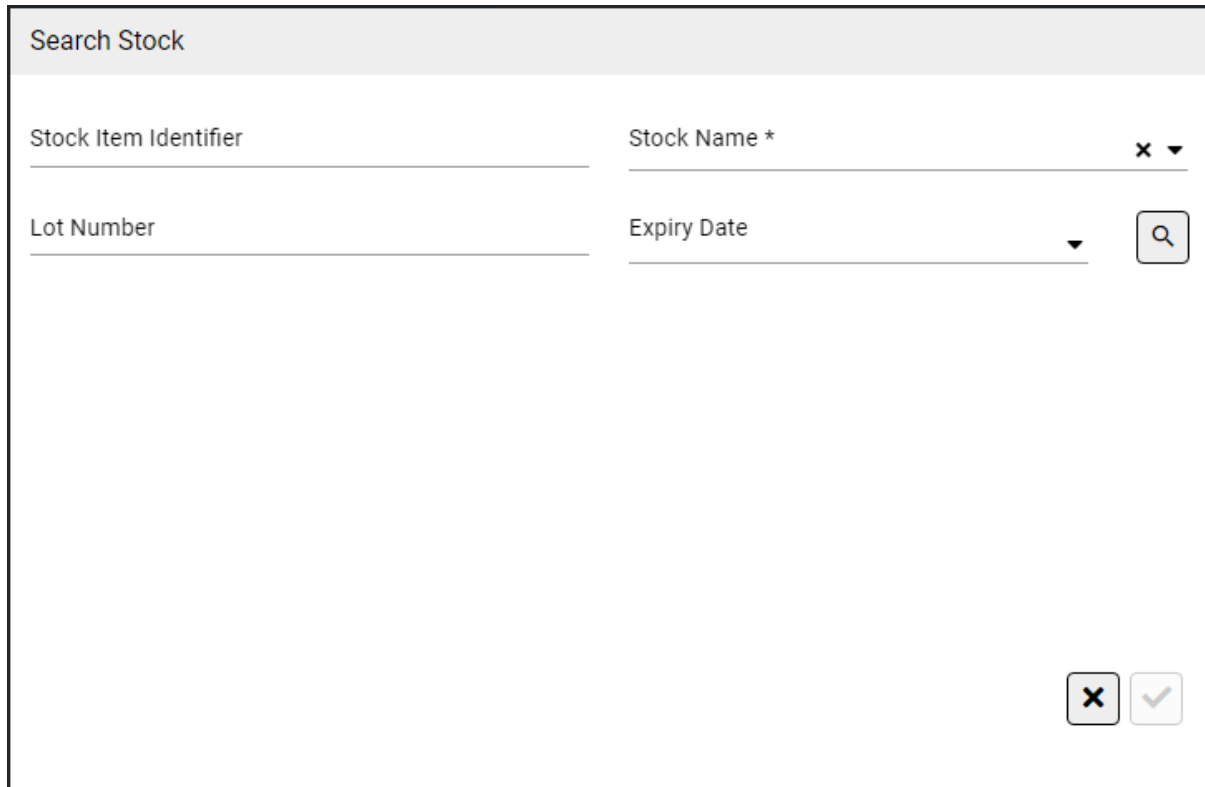


Figure 115: Search Stock

The following parameters are available to the user. Any fields with an asterisk (*) next to them are mandatory fields and the search cannot be done without it.

Field	Description
Stock Item Identifier	The unique system-generated identifier for the stock item. This can either be entered manually by typing in the input field or scanned using a barcode scanner.
Stock Name	The name of the stock item
Lot Number	The lot number of the stock item
Expiry Date	The expiry date of the stock item

Once all search parameters have been entered, the user clicks on the Search icon to invoke the search. Clicking the Cross icon will close the box without performing the search.

The search will return all items that match the search parameters.

Search Stock

Stock Item Identifier ** Stock Name *

Lot Number Expiry Date

Search filter(s) applied: Location (FRIDGE1), acceptable, in stock items only.

	Identifier	Name	Lot Number	Expiry	Received At	Acceptable Condition	Status	Quantity
<input type="checkbox"/>	184.854.456.987	Access SUBSTRATE	337959	31/01/2024	15/04/2024	<input checked="" type="checkbox"/>	Not Required	5
<input type="checkbox"/>	152.252.452.725	D-Dimer HS500 Controls	B35429	30/04/2024	12/04/2024	<input checked="" type="checkbox"/>	Not Required	3
<input type="checkbox"/>	859.942.158.644	dRVVT Screen	N1016804	30/07/2024	06/04/2024	<input checked="" type="checkbox"/>	Pass	2
<input type="checkbox"/>	752.699.945.774	D-Dimer HS500	B35672	31/07/2024	12/04/2024	<input checked="" type="checkbox"/>	Not Required	3
<input type="checkbox"/>	158.185.914.258	dRVVT Screen	N1016804	31/10/2024	14/04/2024	<input checked="" type="checkbox"/>	Pass	2
<input type="checkbox"/>	025.861.486.852	Free Protein S	B34563	31/10/2024	10/04/2024	<input checked="" type="checkbox"/>	Pass	1
<input type="checkbox"/>	198.585.852.845	G-6-PDH Control	G6888	21/02/2025	10/04/2024	<input checked="" type="checkbox"/>	Not Required	3
<input type="checkbox"/>	991.002.025.112	Stop Solution	SANF	30/04/2025	17/03/2024	<input checked="" type="checkbox"/>	Not Required	25
<input type="checkbox"/>	001.852.112.874	Washing Solution	SD78	31/05/2025	17/03/2024	<input checked="" type="checkbox"/>	Not Required	25
<input type="checkbox"/>	786.486.145.755	Eosin	SD442	30/09/2025	17/03/2024	<input checked="" type="checkbox"/>	Not Required	5
<input type="checkbox"/>	156.812.841.156	Methylene Blue	185152378	31/10/2025	17/03/2024	<input checked="" type="checkbox"/>	Not Required	1
<input type="checkbox"/>	985.010.001.131	Access System Check S...	123478	31/12/2025	11/04/2024	<input checked="" type="checkbox"/>	Not Required	2

Figure 116: Search Stock – Results

The user can then select the item required using the tick box against the item in the grid. The user clicks on the Tick icon to confirm the selection. Clicking the Cross icon will close the box without selecting a stock item.

Where only one item matches the search parameters, the item will be automatically selected, and the user returned to the Split Stock window with the item details.

DISCARD STOCK

The Discard Stock feature allows the user to discard their stock items to remove them from the system.

The Discard Stock screen is accessed by selecting the Discard Stock icon from the Header Menu.

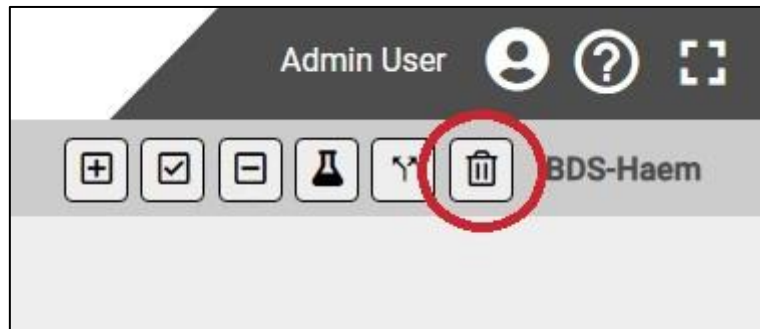


Figure 117: Discard Stock

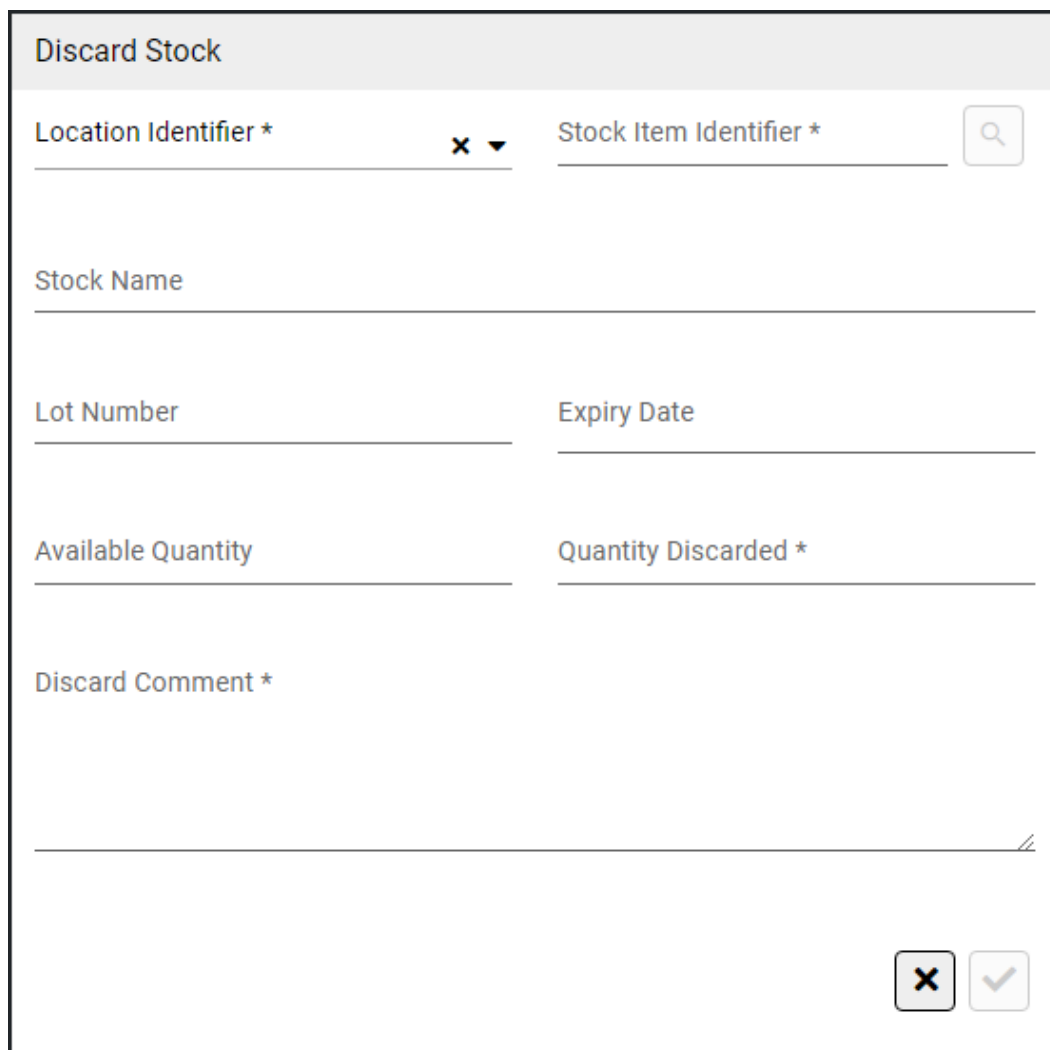
A screenshot of the "Discard Stock" window. The title bar says "Discard Stock". Below the title bar are two input fields: "Location Identifier *" with a dropdown arrow and "Stock Item Identifier *" with a search icon. Below these are three more input fields: "Stock Name", "Lot Number", and "Expiry Date". Below these are two more input fields: "Available Quantity" and "Quantity Discarded *". Below these is a large text area for "Discard Comment *". At the bottom right are two buttons: a close button (X) and a confirm button (checkmark).

Figure 118: Discard Stock Window

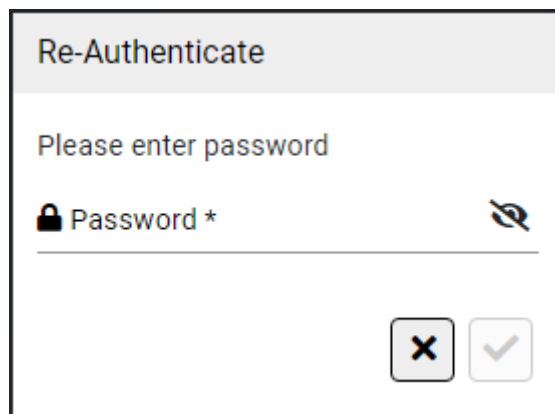
Discard Stock – Discarding Stock

The following parameters are available to the user. Any fields with an asterisk (*) next to them are mandatory fields and the stock cannot be discarded without it.

Field	Description
Location Identifier*	The location identifier of where the stock item is stored. This can either be entered manually by typing in the input field, or scanned using a barcode scanner
Stock Item Identifier*	The unique system-generated identifier for the stock item. This can either be entered manually by typing in the input field or scanned using a barcode scanner. There is also a search function – see
Stock Name	The name of the stock item
Lot Number	The lot number of the stock item
Expiry Date	The expiry date of the stock item
Available Quantity	The available quantity of the stock item
Quantity Discarded*	The number of stock items to be discarded
Discard Comment*	Free text field to enter comments regarding the discard action

Clicking the Tick icon will confirm the discarding of the stock and continue to reauthentication, or clicking the Cross icon will close the window without performing the discarding of stock.

A confirmation pop-up window will appear for the user to re-enter their password to confirm the action.



The image shows a 'Re-Authenticate' dialog box. It has a title bar with the text 'Re-Authenticate'. Below the title bar, there is a prompt 'Please enter password'. Underneath the prompt is a text input field with a lock icon on the left and a visibility icon (an eye with a slash) on the right. The text 'Password *' is visible in the input field. At the bottom right of the dialog box, there are two buttons: one with a black 'X' (Close) and one with a checkmark (Confirm).

Figure 119: Discard Stock - Reauthentication

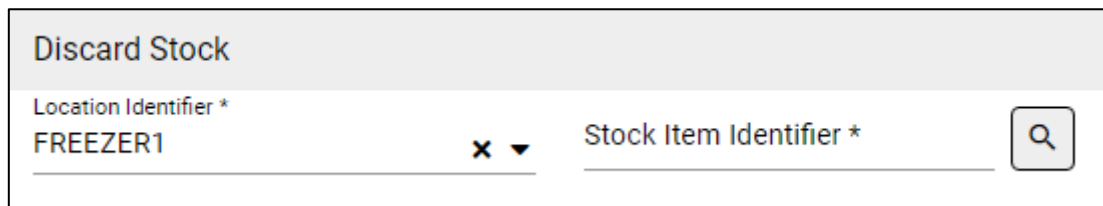
Clicking the Tick icon will confirm the discard, or clicking the Cross icon will close the window without performing the deletion.



Warning: Discarding a stock item will remove them from the system. They will no longer be able to be used.

Discard Stock – Search

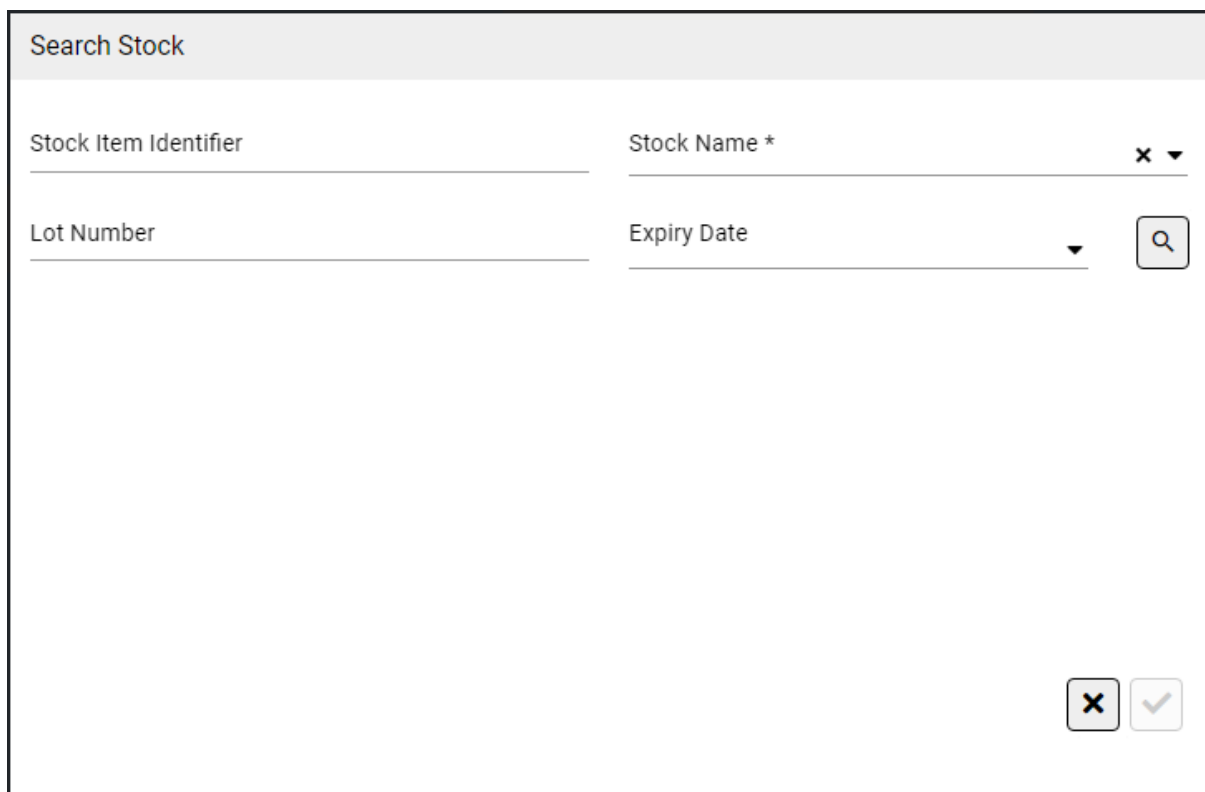
In instances where the Stock Item Identifier barcode is unavailable, a search can be performed to find the stock that is going to be used.



The screenshot shows a window titled "Discard Stock". It contains two input fields: "Location Identifier *" with the value "FREEZER1" and a dropdown arrow, and "Stock Item Identifier *" with a magnifying glass search icon to its right.

Figure 120: Discard Stock - Search

Once a location has been identified, the user can click on the magnifying glass icon to open a search window to find the stock they wish to use.



The screenshot shows a window titled "Search Stock". It contains four input fields: "Stock Item Identifier", "Stock Name *" with a dropdown arrow, "Lot Number", and "Expiry Date" with a dropdown arrow and a magnifying glass search icon to its right. At the bottom right, there are two buttons: a cross icon (cancel) and a checkmark icon (confirm).

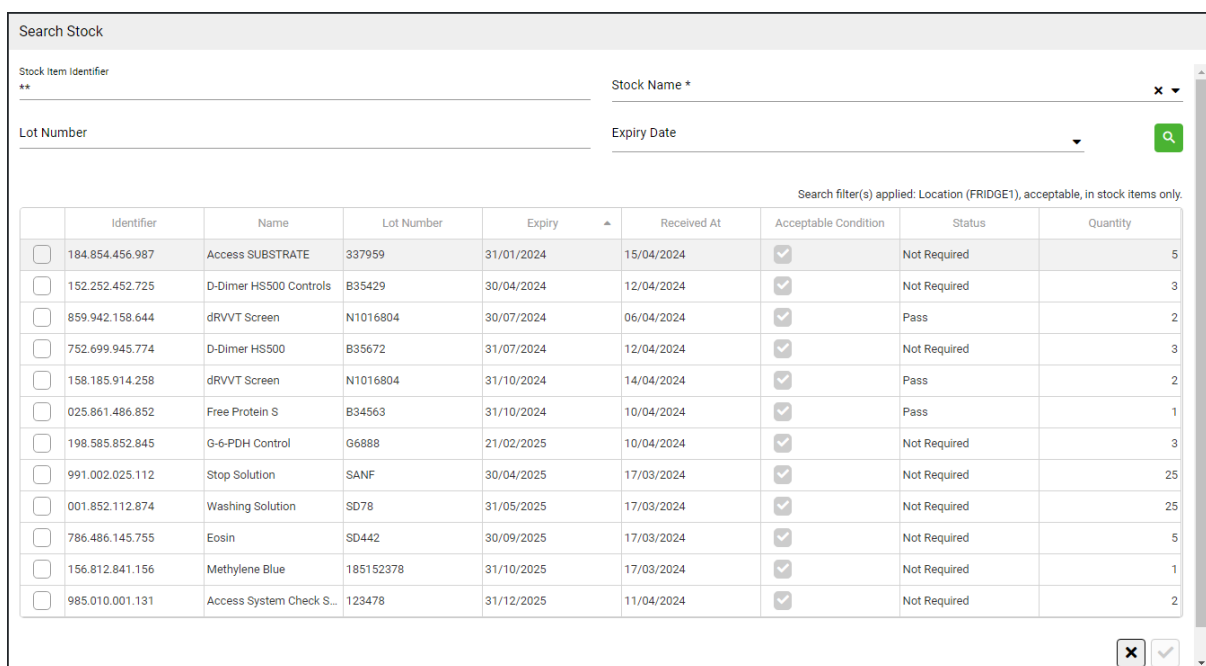
Figure 121: Search Stock

The following parameters are available to the user. Any fields with an asterisk (*) next to them are mandatory fields and the search cannot be done without it.

Field	Description
Stock Item Identifier	The unique system-generated identifier for the stock item. This can either be entered manually by typing in the input field or scanned using a barcode scanner.
Stock Name	The name of the stock item
Lot Number	The lot number of the stock item
Expiry Date	The expiry date of the stock item

Once all search parameters have been entered, the user clicks on the Search icon to invoke the search. Clicking the Cross icon will close the box without performing the search.

The search will return all items that match the search parameters.



The screenshot shows a 'Search Stock' window with the following search filters: Stock Item Identifier (**), Stock Name (*), Lot Number, and Expiry Date. A search icon is visible on the right. Below the filters, a message states: 'Search filter(s) applied: Location (FRIDGE1), acceptable, in stock items only.' The results table is as follows:

	Identifier	Name	Lot Number	Expiry	Received At	Acceptable Condition	Status	Quantity
<input type="checkbox"/>	184.854.456.987	Access SUBSTRATE	337959	31/01/2024	15/04/2024	<input checked="" type="checkbox"/>	Not Required	5
<input type="checkbox"/>	152.252.452.725	D-Dimer HS500 Controls	B35429	30/04/2024	12/04/2024	<input checked="" type="checkbox"/>	Not Required	3
<input type="checkbox"/>	859.942.158.644	dRVVT Screen	N1016804	30/07/2024	06/04/2024	<input checked="" type="checkbox"/>	Pass	2
<input type="checkbox"/>	752.699.945.774	D-Dimer HS500	B35672	31/07/2024	12/04/2024	<input checked="" type="checkbox"/>	Not Required	3
<input type="checkbox"/>	158.185.914.258	dRVVT Screen	N1016804	31/10/2024	14/04/2024	<input checked="" type="checkbox"/>	Pass	2
<input type="checkbox"/>	025.861.486.852	Free Protein S	B34563	31/10/2024	10/04/2024	<input checked="" type="checkbox"/>	Pass	1
<input type="checkbox"/>	198.585.852.845	G-6-PDH Control	G6888	21/02/2025	10/04/2024	<input checked="" type="checkbox"/>	Not Required	3
<input type="checkbox"/>	991.002.025.112	Stop Solution	SANF	30/04/2025	17/03/2024	<input checked="" type="checkbox"/>	Not Required	25
<input type="checkbox"/>	001.852.112.874	Washing Solution	SD78	31/05/2025	17/03/2024	<input checked="" type="checkbox"/>	Not Required	25
<input type="checkbox"/>	786.486.145.755	Eosin	SD442	30/09/2025	17/03/2024	<input checked="" type="checkbox"/>	Not Required	5
<input type="checkbox"/>	156.812.841.156	Methylene Blue	185152378	31/10/2025	17/03/2024	<input checked="" type="checkbox"/>	Not Required	1
<input type="checkbox"/>	985.010.001.131	Access System Check S...	123478	31/12/2025	11/04/2024	<input checked="" type="checkbox"/>	Not Required	2

Figure 122: Search Stock – Results

The user can then select the item required using the tick box against the item in the grid. The user clicks on the Tick icon to confirm the selection. Clicking the Cross icon will close the box without selecting a stock item.

Where only one item matches the search parameters, the item will be automatically selected, and the user returned to the Discard Stock window with the item details.

TROUBLESHOOTING

Barcode Printer

Recommended Printer Model: Zebra ZD411

Obtain Printer IP Address

To obtain the IP address of the printer, plug it into the network and print a Network Report using [Zebra Instructions](#).

Verify Printer IP Address

The printer has a small web server embedded, so visiting - `http://<ip>` - where <ip> is the printer's IP address should take you to a web page for the printer.

This is a good way to verify the IP address is correct and the printer is reachable over the network.



Warning: On the Network Report, the IP address will pad each section of the IP address with zeros (0). Do not use these zeros when entering the address into the web browser or the Vigilant system.
If the printout shows 010.044.010.148 then use 10.44.10.148.

HTTPS Printing

The following set up is required to ensure that the printer can be accessed via HTTPS.

Note:

- Zebra printer needs to be on and running on a Wi-Fi network.
- IP address needs to be identified.

Download https://www.zebra.com/content/dam/zebra_new_ia/en-us/techdocs/linkos-demos/printsecure/zebra-printsecure-demo.exe

- Extract & setup to location and folder of your choice
- Execute ZEBRA-PRINTSECURE_DEMO_SCRIPT.bat from the folder path selected in the above step/printsecure-demo
- Note: Do not run this as administrator!
- On the main menu, insert number 4 and press ENTER to select HTTPS demo
- Insert the printer IP address and press ENTER
- The required certificate will be created and stored both in the printer and in the Zebra folders
- If this works correctly, the printer should now be able to access HTTPS pages.
- The printer webpages will be presented in your browser

For further support visit:

https://supportcommunity.zebra.com/s/article/000022515?language=en_US

Printing SSL Cert Issue

Please note that when attempting to print a label from the system, an error may be displayed.

In this instance

- Obtain the IP address from the Zebra Printer
- Open Chrome browser and enter **https://** followed by the IP address of the printer, e.g. if the printer IP is 10.44.12.37, visit <https://10.44.12.37>
- you **MUST** ensure you enter https (not http) to see the following message
- It will display, connection is not private, select Advanced and then Proceed to (site address)
- Please note this image is an example, it states local host but this will state the IP address of the Zebra printer you have typed.
- if you do not see this warning, please ensure you have entered **HTTPS** (not http) as the protocol as stated in step 2.
- Once you have proceeded with this, the Zebra Printer Configuration page will display.
- You can then close the page and this will allow you to print labels using the VSM software.
- Ensure the above is done on all machines and devices that will be using VSM and printing labels.

Barcode Scanner

Recommended Scanner Model: Zebra DS2278 Digital Scanner with Cradle CR2278-PC

Initial Setup

Using the scanner supplied instructions to scan barcodes to configure to perform the following:

1. Factory Reset
2. Add An Enter Key (Carriage Return/Line Feed)

Connection to PC

You can connect by plugging the cradle into your laptop/Desktop via the USB lead on the Cradle. The Barcode reader will beep and flash to indicate that it is connected.

Connection to Tablet

You can connect via Bluetooth. On the tablet go to bluetooth and switch it on, then scan connect via Bluetooth barcode on the above document to connect. The Barcode scanner will beep and flash to indicate that it is connected and it will confirm on the tablet.

Tablet

Recommended Tablet Model: Zebra ET45 with 8" Screen

Initial Setup

- Remove the tablet from the box, charge the tablet and turn the tablet on
- Choose the language and region settings
- Select [Start]
- Connect to the desired Wi-Fi network
- Follow the setup process by adding Google services (if required) and a screen lock code (if required)
- On the Home screen, select the Data Wedge app from the ZConfigure group of apps
- Ensure the Data Wedge configuration is as follows:

Profile: Profile0 (default)

ProfileEnabled: **TRUE**

DataCapturePlus:

Enabled: **FALSE**

DockButtonOn: Left or right

StartIn: Button mode

ButtonHighestPosition: 0% of screen height

ButtonLowestPosition: 100% of screen height

DragDetectTime: 100 ms prior to scanner activation

EnterpriseKeyboard: **NULL**

Barcode Input:

Enabled: **TRUE**

ScannerSelection:

Use Auto If Imported Scanner Is Unsupported: **FALSE**

Auto: **2D Barcode Imager**

Hardware Trigger: **TRUE**

AutoSwitchToDefaultOnEvent: **On connect**

QRCodeLaunchOptions:

Launch QR Codes: **FALSE**

Enable Only QR CodeDecoder: **FALSE**

Show URL Popup: **TRUE**

ConfigureScannerSettings:

SelectScannerToSetParameters: **2D Barcode Imager**

ScanningModes: **Single**

Decoders:

GS1 DataBar: **TRUE**

GS1 DataBar Expanded: **TRUE**

GS1 DataBar Limited:

Enabled: **TRUE**

GS1 Limited Security Level: **GS1 Security Level2**

GS1 Datamatrix: **TRUE**

UPC/Ean params:

Convert DataBar To UPC EAN: **TRUE**
UPC Reduced Quiet Zone: **FALSE**
Bookland: **FALSE**
Bookland Format: **ISBN-10**
Coupon: **FALSE**
Coupon Report Mode: **Both Coupon Report Modes**
Ean Zero Extend: **FALSE**
Linear Decode: **FALSE**
RetryCount: **10**
Security Level: **Level 1**
Supplemental2: **TRUE**
Supplemental5: **TRUE**
Supplemental Mode: **No Supplements**

ReaderParams:

Character Set Configuration:
Character Set Selection: **UTF-8**
Auto Character Set Preferred Order: **UTF-8;GB2312**
AutoCharacterSetFailureOptions: **UTF-8**
PresentationModeParameters:
Sensitivity: **Medium**
1D Quiet Zone Level: **Level 1**
Aim Mode: **On**
Aim Timer: **500**
Aim Type: **Trigger**
Beam Timer: **5000**
Different Symbol Timeout: **500**
Digimarc Decoding: **TRUE**
Illumination Brightness: **8**
Illumination Mode: **On**
Inverse 1D Mode: **Disable**
LCD Mode: **Disabled**
Linear Security Level: **Security Short Or Codabar**
HW Engine Low Power Threshold: **250**
Timed Continuous Beam Timer: **180000**
PickList: **Disabled**
Poor Quality Decode Effort: **Effort Level 0**
Same Symbol Timeout: **500**
Trigger Wakeup and Scan: **FALSE**

ScanParams:

Code Id Type: **Code Id Type None**
Decode Haptic Feedback: **FALSE**
Decode Audio Feedback: **decode-short**
Decode Screen Notification: **FALSE**
Decode Screen Notification Timer: **1000**
Decode Screen Translucency Level: **35**
Decoding LED Notification: **FALSE**
Decode Feedback LED Timer: **75**

Beep Volume Channel: **Notification**

UDIParams:

Enable UDI-GS1: **TRUE**

Enable UDI_HIBCC: **TRUE**

Enable UDI-ICCBBA: **TRUE**

OCRParams:

Inverse OCR: **Regular Only**

OCR Check Digit Modulus: **1**

OCR Check Digit Multiplier: **121212121212**

OCR Check Digit Validation: **None**

OCR Lines: **1**

OCR Maximum Characters: **100**

OCR Minimum Characters: **3**

OCR Orientation: **0 degree**

OCR Quiet Zone: **50**

OCR Subset: **!"\$%()*+,-**

./0123456789<>ABCDEFGHIJKLMNQPQRSTUVWXYZabcdefghijklmnopqrstuvwxyz\^|

OCRTemplate: **99999999**

KeepEnabledOnSuspend: **NULL**

Configure NG SimulScan Settings: **NULL**

Barcode HighLighting: **FALSE**

WorkflowInput:

Enabled: **FALSE**

OCR:

Free Form OCR: **FALSE**

OCR Wedge:

Licence Plate: **FALSE**

Identification Documents: **FALSE**

Vehicle Identification Number (VIN): **FALSE**

Tire Identification Number (TIN): **FALSE**

Shipping Container ID: **FALSE**

Meter: **FALSE**

Image Capture:

Free-Form Image Capture: **FALSE**

Document Capture: **FALSE**

VoicInput:

Enabled: **FALSE**

Data capture start option: **PTT button**

Data capture start phase (Deprecated)

Data capture end phase (Deprecated)

End detection timeout: **0 sec**

Voice commands: **Configure voice commands**

All options should be set to **FALSE**

Data type: **Any**

Start phase waitinh tone (Deprecated)

Data Capture waiting tone: **FALSE**

Validation window: **FALSE**

Offline speech recognition: **FALSE**

KeystrokeOutput:

Enabled: **TRUE**

Action Key Character: **Carriage return**

Key Event Options:

Key Event Delay: **10 ms**

Send Characters as Events: **TRUE**

Send Enter as string: **FALSE**

Send Tab as string: **FALSE**

Send Control Characters as Events: **TRUE**

Inter character delay: **0**

DelayMultiByteCharactersOnly: **null**

DataWedgeKeyboardOptions:

Display DataWedge keyboard: **FALSE**

KeyboardDisplayTimeout: **10 sec**

Data formatting and ordering:

Send tokens: **Barcodes and tokens**

Token separator: **None**

Token order: **{All enabled}**

Barcode separator: **None**

Workflow data separator: **None**

Advanced data formatting:

Keystroke output:

Enable: **FALSE**

Rules:

Rules: **Configure rules for data manipulation**

Rule0

Rule Enabled: **TRUE**

Criteria: **Set the criteria for this rule**

String to check for: **Empty**

String Position: **0**

String Length: **0**

Source criteria:

Barcode input:

Source enabled: **TRUE**

All Label ID's enabled: **TRUE**

All decoders enabled: **TRUE**

Workflow input:

Source enabled: **TRUE**

Actions: **Configure actions**

Send remaining is defaulted

Basic data formatting:

Enable: **TRUE**

Prefix to data: **Empty**

Suffix to data: **(press enter/carriage return. The action will be recorded and used when**

scanning

Send data: **TRUE**

Send as hex: **FALSE**

Send tab key: **FALSE**

Send enter key: **FALSE**

Intent output

Enabled: **FALSE**

IP Output:

Enabled: **FALSE**

Remote Wedge: **TRUE**



Note: Most of the setup is already defaulted. However, each line should be checked to ensure the scanner works correctly.