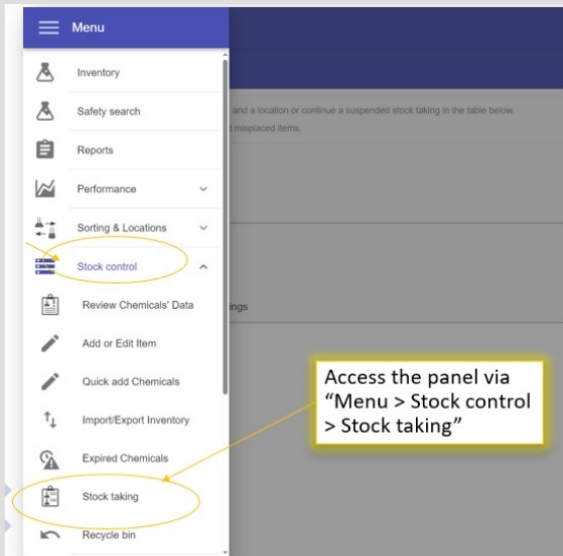


How To Conduct Stocktaking Using LabCup System

This guide provides a step-by-step process for conducting stocktaking using the LabCup system, making it easy for users to efficiently manage inventory. Whether you are new to the system or looking to streamline your stocktaking process, this guide offers valuable insights and practical solutions.

To begin, navigate to <https://warwick.uk.labcup.net/#/inventorySearch/>

Basics: Create, find, and generate reports

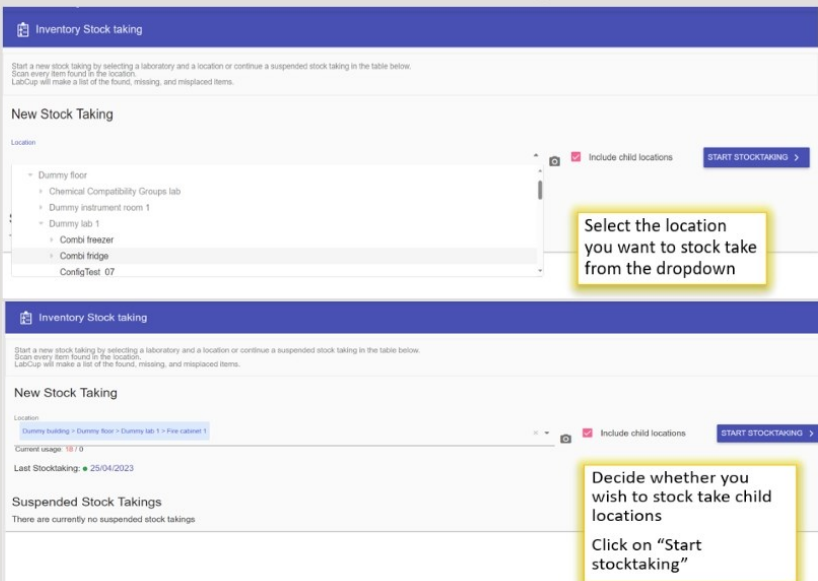


Firstly, select the 'Stock Control' option from the main LabCup home screen

Access the panel via "Menu > Stock control > Stock taking"

The screenshot shows a mobile-style menu with the following items: Inventory, Safety search, Reports, Performance, Sorting & Locations, Stock control, Review Chemicals' Data, Add or Edit Item, Quick add Chemicals, Import/Export Inventory, Expired Chemicals, Stock taking, and Recycle bin. The 'Stock control' and 'Stock taking' items are circled in yellow. A yellow callout box points to the 'Stock taking' item with the text: "Access the panel via 'Menu > Stock control > Stock taking'".

New Stock Taking



Select the location you want to stock take from the dropdown

Decide whether you wish to stock take child locations
Click on "Start stocktaking"

The screenshot shows the 'Inventory Stock taking' interface. It includes a 'New Stock Taking' section with a 'Location' dropdown menu. The dropdown menu is open, showing a tree view of locations: Dummy floor, Chemical Compatibility Groups lab, Dummy instrument room 1, Dummy lab 1, Combi freezer, Combi fridge, and ConfigTest 07. A yellow callout box points to the dropdown menu with the text: "Select the location you want to stock take from the dropdown". Below the dropdown menu, there is a 'START STOCKTAKING >' button. A second yellow callout box points to this button with the text: "Decide whether you wish to stock take child locations. Click on 'Start stocktaking'".

Missing Tab

Location
Dummy building > Dummy floor > Dummy lab 1 > Fire cabinet 1
Current usage: 18 / 0
Last Stocktaking: 25/04/2023

Dummy building > Dummy floor > Dummy lab 1 > Fire cabinet 1

Barcode

MISSING (18) FOUND (0) MISPLACED (0) REMOVED (0)

Result (18)

Barcode	Location	Product Name	Product Number	Quantity
✓ DUMMY26	Dummy building > Dummy floor > Dummy lab 1 > Fire cabinet 1	Acetone, puriss. p.a., ACS reagent, reag. ISO, reag. Ph. Eur., ≥99.5% (GC)	Sigma-Aldrich 32201-M	2.5L / 2.5L
✓ DUMMY27	Dummy building > Dummy floor > Dummy lab 1 > Fire cabinet 1	Acetone, puriss. p.a., ACS reagent, reag. ISO, reag. Ph. Eur., ≥99.5% (GC)	Sigma-Aldrich 32201-M	2.5L / 2.5L
✓ DUMMY25	Dummy building > Dummy floor > Dummy lab 1 > Fire cabinet 1	Acetone, puriss. p.a., ACS reagent, reag. ISO, reag. Ph. Eur., ≥99.5% (GC)	Sigma-Aldrich 32201-M	2.5L / 2.5L
✓ 37463	Dummy building > Dummy floor > Dummy lab 1 > Fire cabinet 1	Dichloromethane	Sigma-Aldrich 32222-M	2.5L / 2.5L
✓ DUMMY32	Dummy building > Dummy floor > Dummy lab 1 > Fire cabinet 1	Dichloromethane	Sigma-Aldrich 32222-M	2.5L / 2.5L
✓ DUMMY33	Dummy building > Dummy floor > Dummy lab 1 > Fire cabinet 1	Dichloromethane	Sigma-Aldrich 32222-M	2.5L / 2.5L

A list of the items in the location is shown.
Initially, they will show in the "Missing" tab.

Found Tab

Location
Dummy building > Dummy floor > Dummy lab 1 > Fire cabinet 1
Current usage: 18 / 0
Last Stocktaking: 25/04/2023

Dummy building > Dummy floor > Dummy lab 1 > Fire cabinet 1

Barcode

MISSING (13) FOUND (5) MISPLACED (0) REMOVED (0)

Result (13)

Barcode	Location	Product Name	Product Number	Quantity
✓ 37463	Dummy building > Dummy floor > Dummy lab 1 > Fire cabinet 1	Dichloromethane	Sigma-Aldrich 32222-M	2.5L / 2.5L
✓ DUMMY32	Dummy building > Dummy floor > Dummy lab 1 > Fire cabinet 1	Dichloromethane	Sigma-Aldrich 32222-M	2.5L / 2.5L
✓ DUMMY31	Dummy building > Dummy floor > Dummy lab 1 > Fire cabinet 1	Dichloromethane	Sigma-Aldrich 32222-M	2400 ml / 2.5L
✓ 41150	Dummy building > Dummy floor > Dummy lab 1 > Fire cabinet 1	Diethyl ether, contains BHT as inhibitor, puriss. p.a., ACS reagent, reag. ISO, reag. Ph. Eur., ≥99.8%	Sigma-Aldrich 32203-M	2.5L / 2.5L
✓ 41152	Dummy building > Dummy floor > Dummy lab 1 > Fire cabinet 1	Diethyl ether, contains BHT as inhibitor, puriss. p.a., ACS reagent, reag. ISO, reag. Ph. Eur., ≥99.8%	Sigma-Aldrich 32203-M	1 L / 1 L
✓ DUMMY28	Dummy building > Dummy floor > Dummy lab 1 > Fire cabinet 1	Heptane	Sigma-Aldrich 32287-M	2.5L / 2.5L

Scan the items as you find them.
Alternatively, type in their barcode, or click on their tick box.
The items will move to the "Found" tab.

Stock take saved as draft

Inventory Stock taking

Location
Dummy building > Dummy floor > Dummy lab 1 > Fire cabinet 1
Current usage: 18 / 0
Last Stocktaking: 25/04/2023

Dummy building > Dummy floor > Dummy lab 1 > Fire cabinet 1

Barcode

MISSING (0) FOUND (18) MISPLACED (0) REMOVED (0)

Stock taking saved as draft. Valid through: 06/02/2024
From: 30/01/2024 11:42:08 To: 30/01/2024 11:54:22
@eve.warwick.ac.uk

The stock take is saved as draft for a week.
This allows to stock take several locations during different dates, and address conflicts in parallel.

Generating Reports

The draft stock taking was finished and closed.
Stock taking completed! Report will be send by email.

Location: Dummy building > Dummy floor > Dummy lab 1 > Fire cabinet 1
Current usage: 18 / 0
Last Stocktaking: 30/01/2024

Dummy building > Dummy floor > Dummy lab 1 > Fire cabinet 1

Barcode: [SCAN]

MISSED (0) FOUND (18) MISPLACED (0) REMOVED (0)

“Generate report” when finished. A detailed Excel report will arrive to your email with the results.

The report is dated and stored, and can be accessed by:

- Other users with “Edit” access to the location
- H&S officers.

Individual items are listed in the tabs below.

Summary	Chemical	Consumub Antibody	Bacterium Cell	Fungus	Other Ions/Parasite	Prion Disc/Tissue	Virus	Total per status
12 Found	18	0	0	0	0	0	0	18
13 Missing	0	0	0	0	0	0	0	0
14 Misplaced	0	0	0	0	0	0	0	0
15 Removed	0	0	0	0	0	0	0	0
16 Total per 1	18	0	0	0	0	0	0	18

Conflict: Missing Items

Location: Dummy building > Dummy floor > Dummy lab 1 > Fire cabinet 1
Current usage: 18 / 0
Last Stocktaking: 30/01/2024

Dummy building > Dummy floor > Dummy lab 1 > Fire cabinet 1

Barcode: [SCAN]

MISSED (1) FOUND (17) MISPLACED (0) REMOVED (0)

Items that are not scanned are “Missing”. These can be deleted, but also edited, flagged for waste, or cloned as appropriate. If they are found but they are missing barcode, it can be printed now.

Barcode	Location	Product Name	Product Number	Quantity
✓ DUMMY12	Dummy building > Dummy floor > Dummy lab 1 > Fire cabinet 1	Toluene, HPLC Plus, for HPLC, GC, and residue analysis, ≥99.9%	32222-M	2.5L

Remove inventory item

Conflict: Misplaced Items

Warning! 99 is registered to be in another location. Please bring it back or update its location.

Location: Dummy building > Dummy floor > Dummy lab 1 > Fire cabinet 1
Current usage: 18 / 0
Last Stocktaking: 25/04/2023

Dummy building > Dummy floor > Dummy lab 1 > Fire cabinet 1

Barcode: [SCAN]

MISSED (13) FOUND (5) MISPLACED (1) REMOVED (0)

Scanning an item that was expected in a different location will add it to the tab “Misplaced”

Barcode	Location	Product Name	Product Number	Quantity
✓ 37463	Dummy building > Dummy floor > Dummy lab 1 > Fire cabinet 1	Dichloromethane	Sigma-Aldrich 32222-M	2.5L / 2.5L
✓ DUMMY32	Dummy building > Dummy floor > Dummy lab 1 > Fire cabinet 1	Dichloromethane	Sigma-Aldrich 32222-M	2.5L / 2.5L
✓ DUMMY33	Dummy building > Dummy floor > Dummy lab 1 > Fire cabinet 1	Dichloromethane	Sigma-Aldrich 32222-M	2.5L / 2.5L
✓ 41150	Dummy building > Dummy floor > Dummy lab 1 > Fire cabinet 1	Diethyl ether, contains BHT as inhibitor, puriss. p.a., ACS reagent, reag. ISO, reag. Ph. Eur., ≥99.8%	Sigma-Aldrich 32203-M	2.5L / 2.5L
✓ 41152	Dummy building > Dummy floor > Dummy lab 1 > Fire cabinet 1	Diethyl ether, contains BHT as inhibitor, puriss. p.a., ACS reagent, reag. ISO, reag. Ph. Eur., ≥99.8%	Sigma-Aldrich 32203-M	1 L / 1 L
✓ DUMMY28	Dummy building > Dummy floor > Dummy lab 1 > Fire cabinet 1	Heptane	Sigma-Aldrich 32287-M	2.5L / 2.5L

Inventory Stock taking

Location: Dummy building > Dummy floor > Dummy lab 1 > Fire cabinet 1
 Current usage: 187.0
 Last Stocktaking: 25/04/2023

Dummy building > Dummy floor > Dummy lab 1 > Fire cabinet 1

Barcode:

MISSED (13) FOUND (5) MISPLACED (1) REMOVED (0)

Result (1)

Barcode	Location	Product Name	Product Number	Quantity
99	Science Block B > 3rd Floor > B3.08 > B3.08-A12 shelf3	Glucose Oxidase from Aspergillus niger	SIGMA 49180	

You may:

1. Physically move the chemical to the expected place and remove from the list, or...
2. Move, delete, edit, or clone the chemical as appropriate

Conflict: Items in bin

Inventory Stock taking

Location: Dummy building > Dummy floor > Dummy lab 1 > Fire cabinet 1
 Current usage: 187.0
 Last Stocktaking: 25/04/2023

Dummy building > Dummy floor > Dummy lab 1 > Fire cabinet 1

Barcode:

MISSED (13) FOUND (5) MISPLACED (1) REMOVED (1)

Result (13)

Barcode	Location	Product Name	Product Number	Quantity
37463	Dummy building > Dummy floor > Dummy lab 1 > Fire cabinet 1	Dichloromethane		
DUMMY32	Dummy building > Dummy floor > Dummy lab 1 > Fire cabinet 1	Dichloromethane		

Scanning an item that is in the bin will add it to the tab "Removed"

41145 added but should have been removed!

Dummy building > Dummy floor > Dummy lab 1 > Fire cabinet 1

Barcode:

MISSED (13) FOUND (5) MISPLACED (1) REMOVED (1)

Result (1)

Barcode	Location	Product Name	Product Number	Quantity
41145	Science Block C > 2nd Floor > C2.23 > C2.23-06 Bottomshelf	TOLUENE R. G. REAG. ACS REAG. ISO REAG	Sigma-Aldrich 3224b-IL	

You may restore the item or clone it as appropriate.

Conflict: Items non-existent

Inventory Stock taking

Location: Dummy building > Dummy floor > Dummy lab 1 > Fire cabinet 1
 Current usage: 187.0
 Last Stocktaking: 30/01/2024

Dummy building > Dummy floor > Dummy lab 1 > Fire cabinet 1

Barcode:

MISSED (18) FOUND (0) MISPLACED (1) REMOVED (0)

Result (18)

Barcode	Location	Product Name	Product Number	Quantity
DUMMY25	Dummy building > Dummy floor > Dummy lab 1 > Fire cabinet 1	Acetone, puriss. p.a., ACS reagent, reagent, ISO, reagent, Ph. Eur., >99.5% (GC)	Sigma-Aldrich 32201-M	2.5L / 2.5L
DUMMY26	Dummy building > Dummy floor > Dummy lab 1 > Fire cabinet 1	Acetone, puriss. p.a., ACS reagent, reagent, ISO, reagent, Ph. Eur., >99.5% (GC)	Sigma-Aldrich 32201-M	2.5L / 2.5L
DUMMY27	Dummy building > Dummy floor > Dummy lab 1 > Fire cabinet 1	Acetone, puriss. p.a., ACS reagent, reagent, ISO, reagent, Ph. Eur., >99.5% (GC)	Sigma-Aldrich 32201-M	2.5L / 2.5L
DUMMY1234	Dummy building > Dummy floor > Dummy lab 1 > Fire cabinet 1	Dichloromethane	Sigma-Aldrich 32222-M	100mL / 100mL
37463	Dummy building > Dummy floor > Dummy lab 1 > Fire cabinet 1	Dichloromethane	Sigma-Aldrich 32222-M	2.5L / 2.5L
DUMMY31	Dummy building > Dummy floor > Dummy lab 1 > Fire cabinet 1	Dichloromethane	Sigma-Aldrich 32222-M	2400 ml / 2.5L

Warning! 12345689 added but not in the system

Scanning a barcode that was not in the database will create a new entry in the tab "Misplaced".

If an item did not have a barcode, you may tag it with a pre-printed one and scan it now.

Inventory Stock taking

Location
Dummy building > Dummy floor > Dummy lab 1 > Fire cabinet 1

Current usage: 18 / 0

Last Stocktaking: 30/01/2024

Dummy building > Dummy floor > Dummy lab 1 > Fire cabinet 1

Barcode SCAN

MISSED (18) FOUND (0) **MISPLACED (1)** REMOVED (0)

Result (1)

Barcode	Location	Product Name	Product Number	Quantity
<input type="checkbox"/> <input type="checkbox"/>	12345689	Dummy building > Dummy floor > Dummy lab 1 > Fire cabinet 1	▲ n.a.	n.a.

Create new inventory

Include child locations CHANGE LOCATION

GENERATE REPORT

You may add the new item to the inventory as a new entry. It will then move to found.

