MediStock

Hospital Inventory Control System

USER MANUAL

Version 1.0

November 2025

Contents

1. Introduction

MediStock is a hospital inventory management system designed to facilitate the control of medications and medical supplies. This progressive web application (PWA) allows you to work both online and offline.

1.1 Main Features

- Real-time inventory control
- Automatic low stock and expiration alerts
- Custom report generation
- Offline functionality
- Automatic data synchronization
- Intuitive and responsive interface

2. Login

To access the system, you need credentials provided by the administrator.
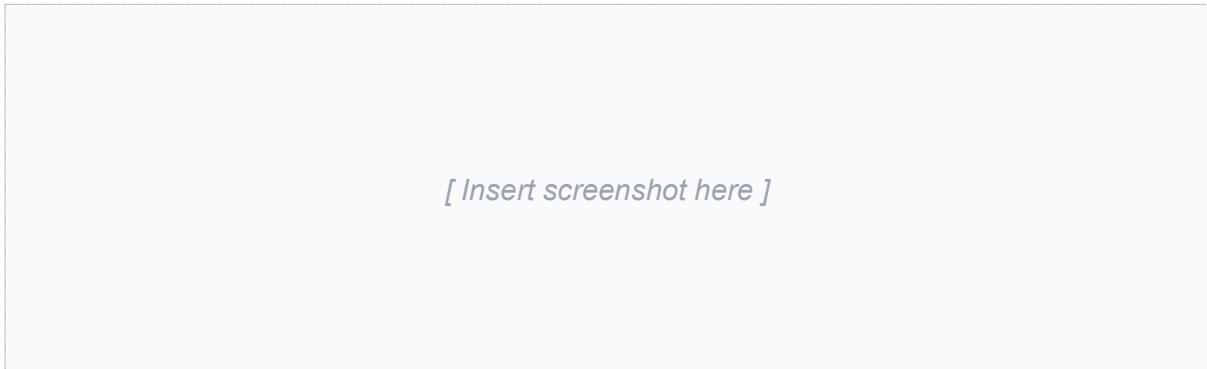
2.1 Login Steps

1. Open your browser and go to the system URL
2. Enter your email address
3. Enter your password
4. Click the "Login" button

[Insert screenshot here]

Figure: Login screen

3. Dashboard

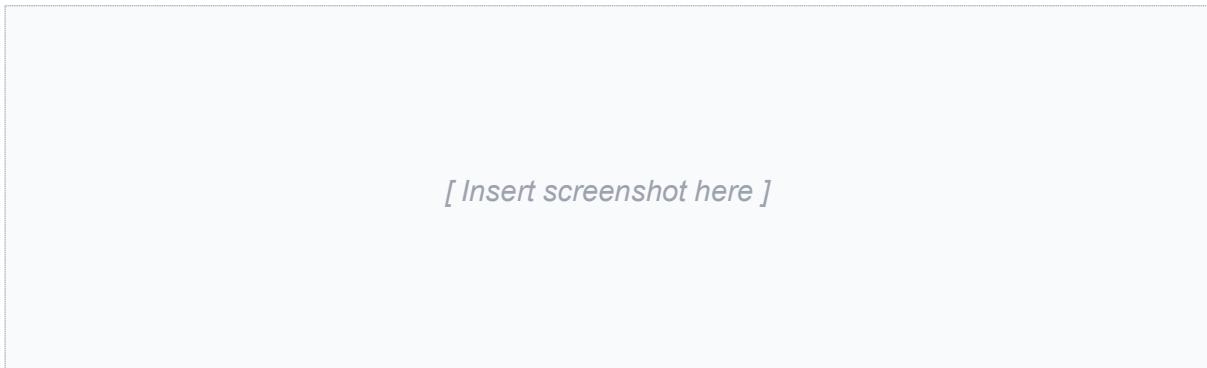The Dashboard is the main screen that shows a summary of the inventory status.

[Insert screenshot here]

Figure: Dashboard overview

3.1 Summary Cards

At the top you will find cards with important metrics:

- **Total Products:** Total number of registered products
- **Low Stock:** Products that need restocking
- **Expiring Soon:** Products near their expiration date
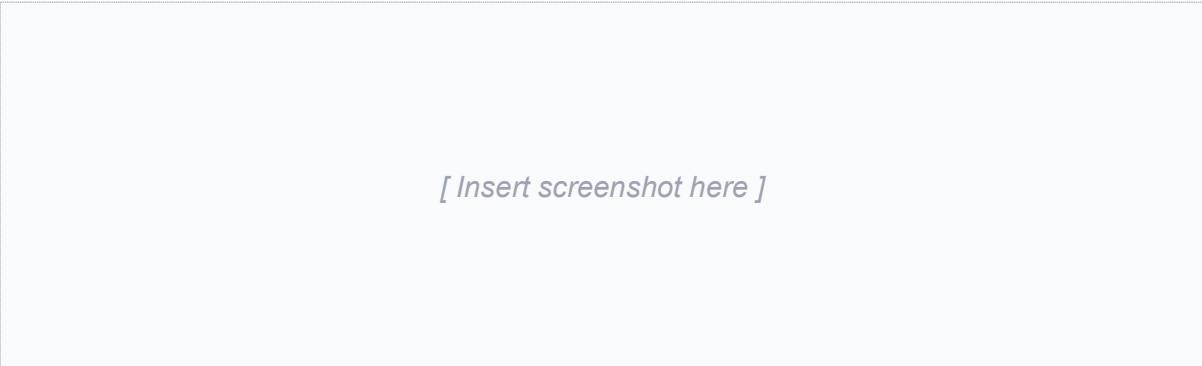- **Inventory Value:** Total monetary value of inventory

[Insert screenshot here]

Figure: Dashboard metric cards

3.2 Charts and Activity

The Dashboard includes distribution charts by category and a recent activity history.
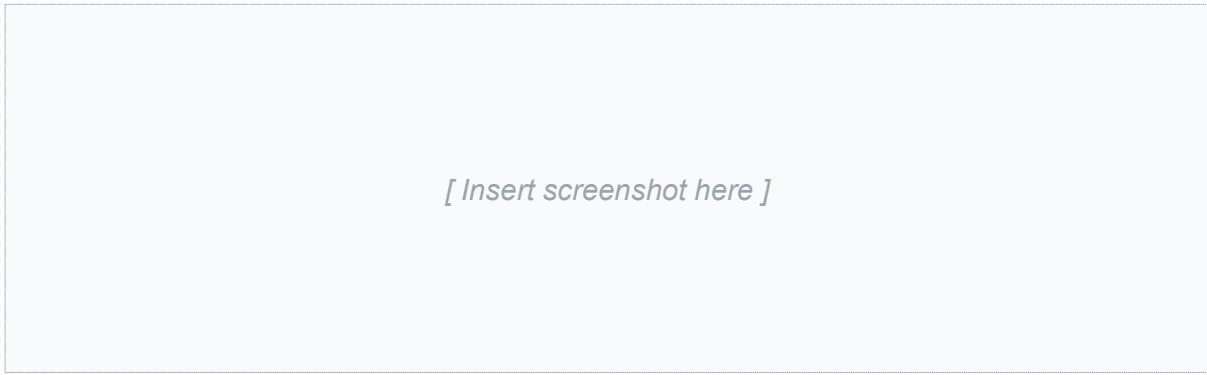
[Insert screenshot here]

Figure: Charts and recent activity

4. Inventory Management

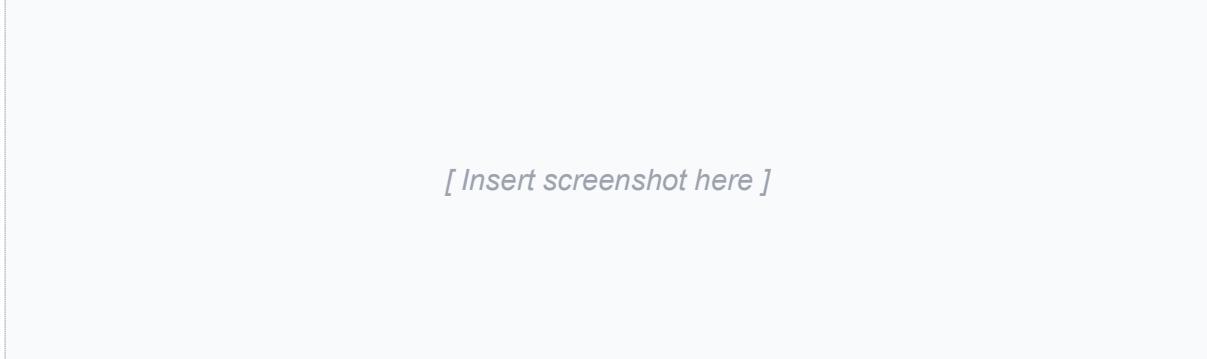This section allows you to manage all inventory products.

[Insert screenshot here]

Figure: Main inventory view

4.1 Add New Product

5. Click the "Add Product" button
6. Fill in the form with product data
7. Enter name, category, quantity and minimum stock
8. Optionally add expiration date and price
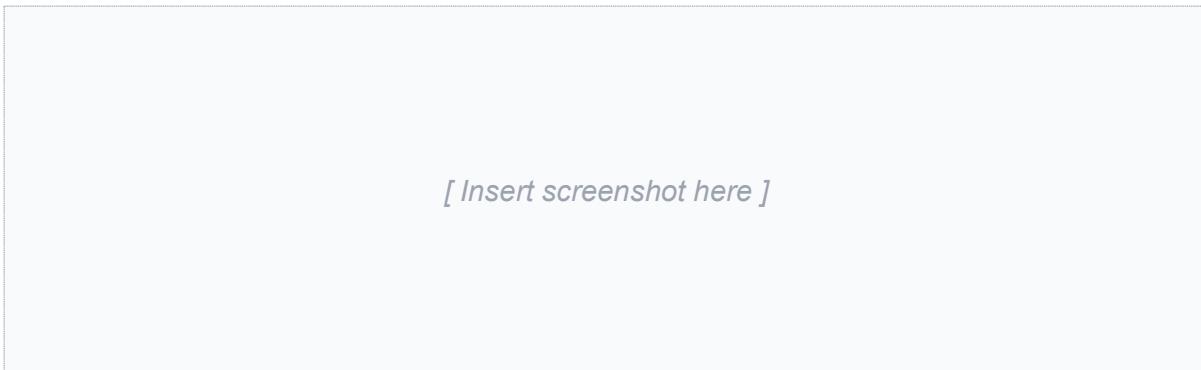9. Click "Save" to register the product

[Insert screenshot here]

Figure: Add product form

4.2 Edit Product

10. Find the product in the list
11. Click the edit button (pencil icon)
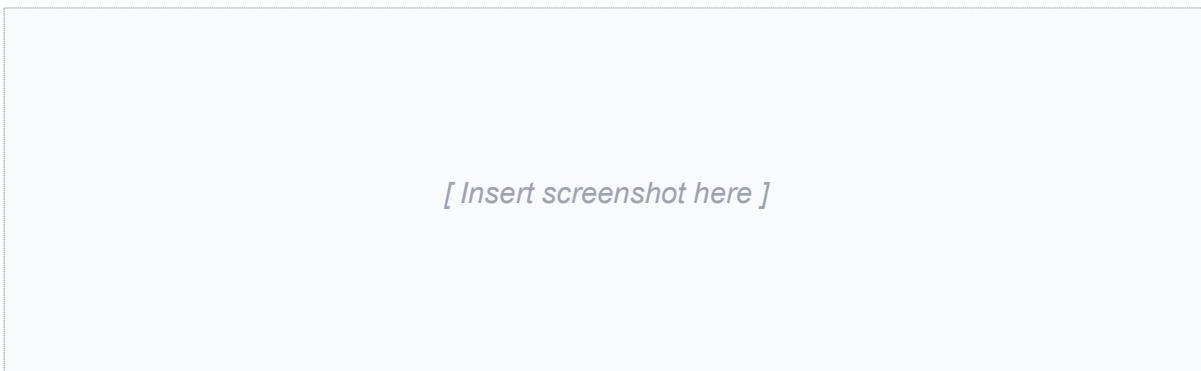12. Modify the necessary fields
13. Save changes

[Insert screenshot here]

Figure: Edit product modal

4.3 Adjust Stock

You can adjust a product's stock without fully editing it:

14. Click the adjust stock button
15. Enter the quantity to add or remove
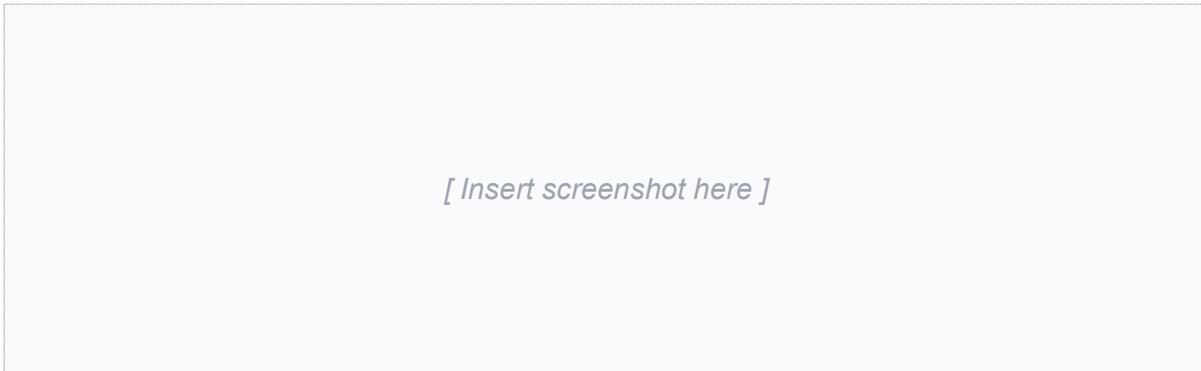16. Select the movement type (in/out)
17. Confirm the adjustment

[Insert screenshot here]

Figure: Stock adjustment modal

4.4 Delete Product

18. Find the product in the list
19. Click the delete button (trash icon)
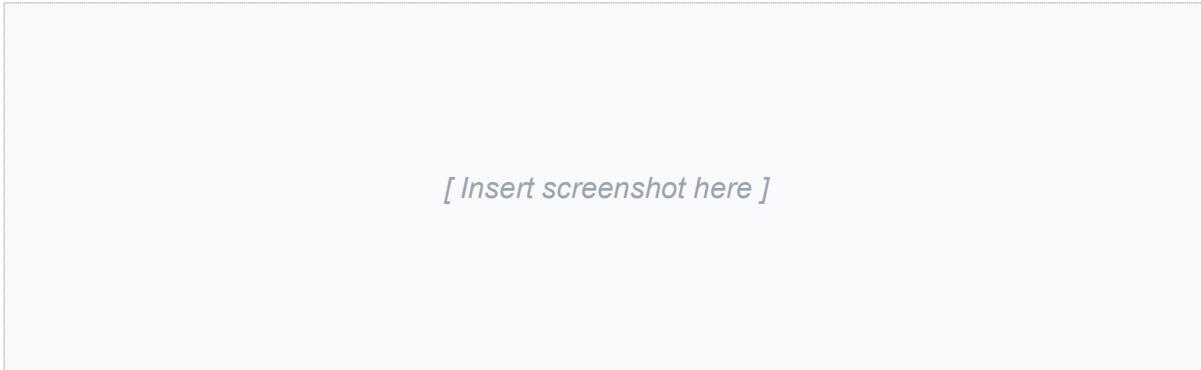20. Confirm deletion in the dialog

Figure: Delete confirmation

4.5 Search and Filters

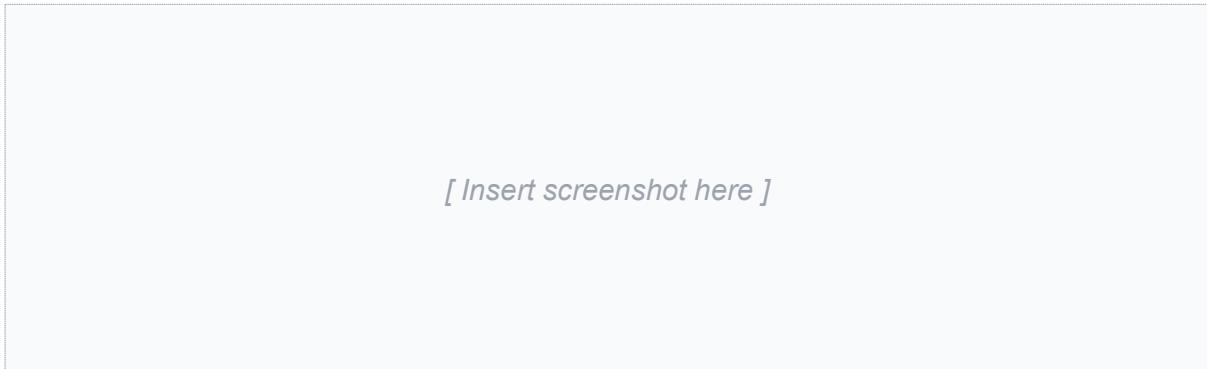Use the search bar to find products by name. You can also filter by category using the dropdown menu.

Figure: Search bar and filters

5. Alerts and Notifications

The system generates automatic alerts to keep you informed about inventory status.
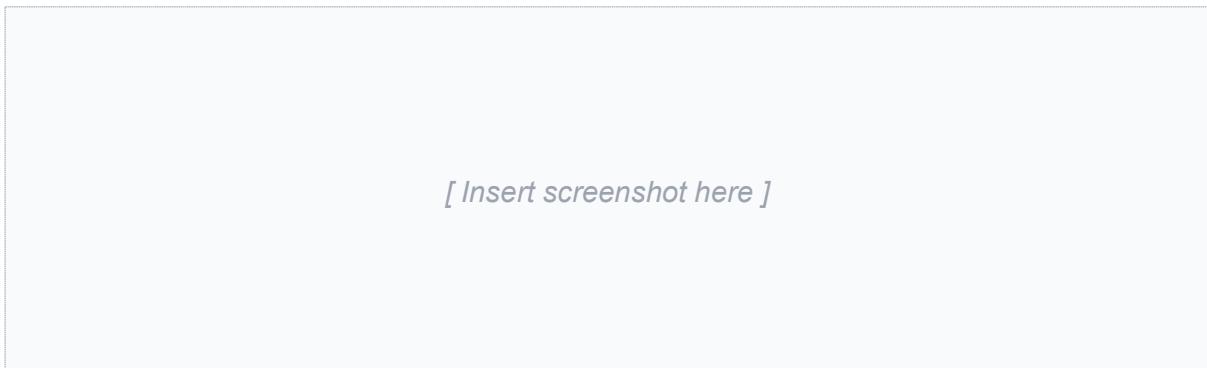
[Insert screenshot here]

Figure: Alerts panel

5.1 Alert Types

- **Low Stock (Yellow):** When a product is below minimum stock
- **Out of Stock (Red):** When a product is depleted
- **Expiring Soon (Orange):** Products near expiration date
- **Expired (Red):** Products that have already expired

5.2 Notification Bell

In the top bar you will find a bell icon showing the number of active alerts. Click to view details.
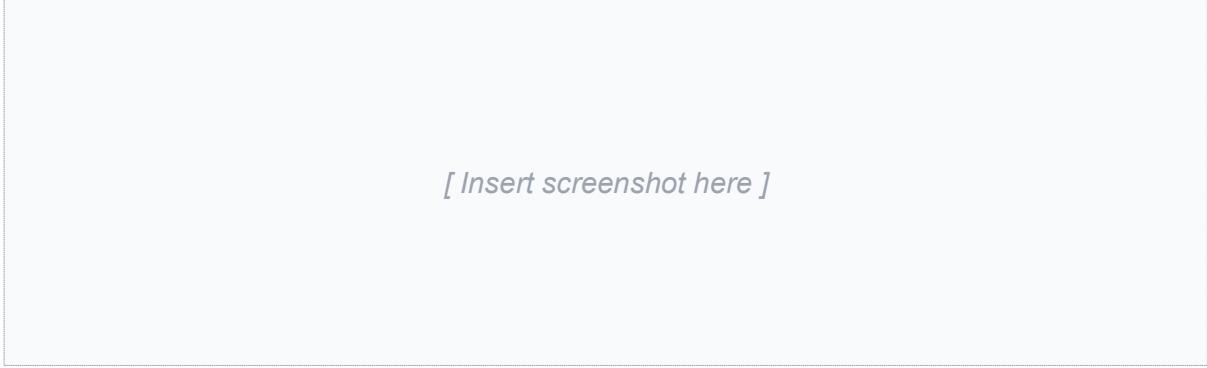
[Insert screenshot here]

Figure: Header notifications

6. Reports

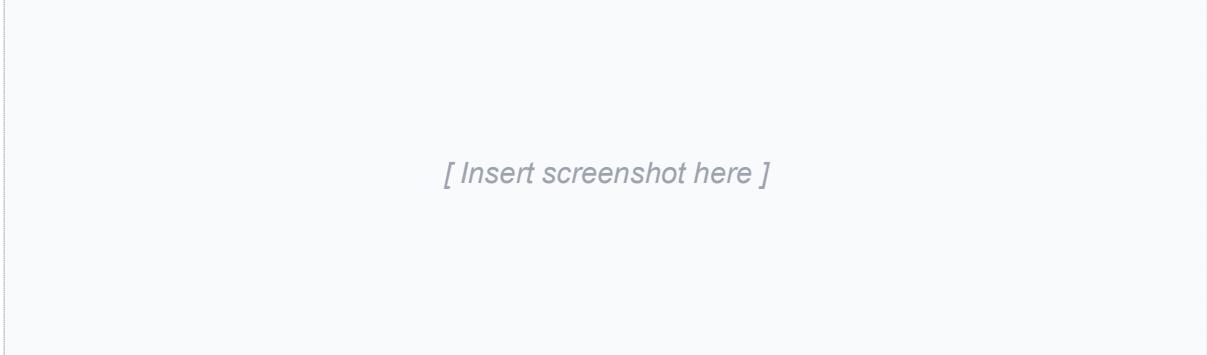Generate custom reports on inventory status.

[Insert screenshot here]

Figure: Reports screen

6.1 Generate a Report

21. Go to the "Reports" section in the sidebar
22. Select the desired report type
23. Configure filters if needed
24. Click "Generate Report"
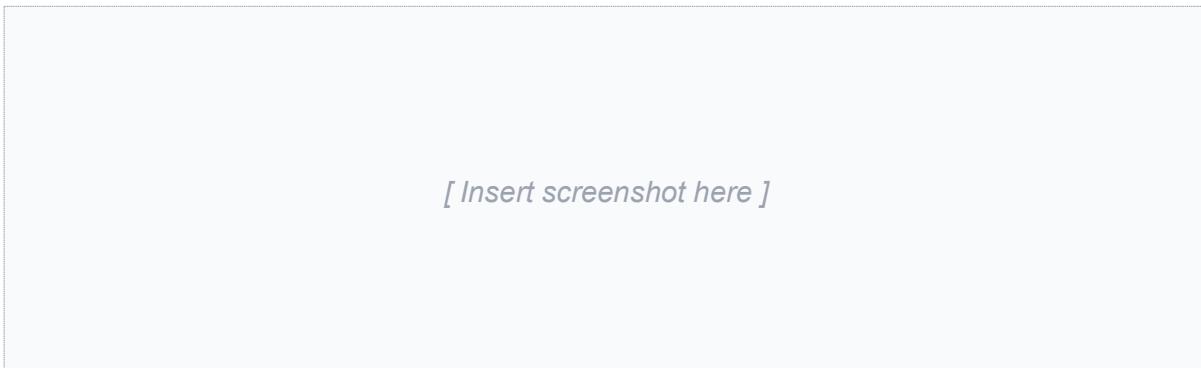25. View preview and download as PDF

[Insert screenshot here]

Figure: Report preview

6.2 Report Types

- General Inventory
- Low Stock Products
- Expiring Products
- Inventory Movements

7. Settings

Customize the system according to your needs.

[Insert screenshot here]

Figure: Settings screen

7.1 Available Options

- **Profile:** Update your personal information
- **Notifications:** Configure which alerts you want to receive
- **Theme:** Switch between light and dark mode
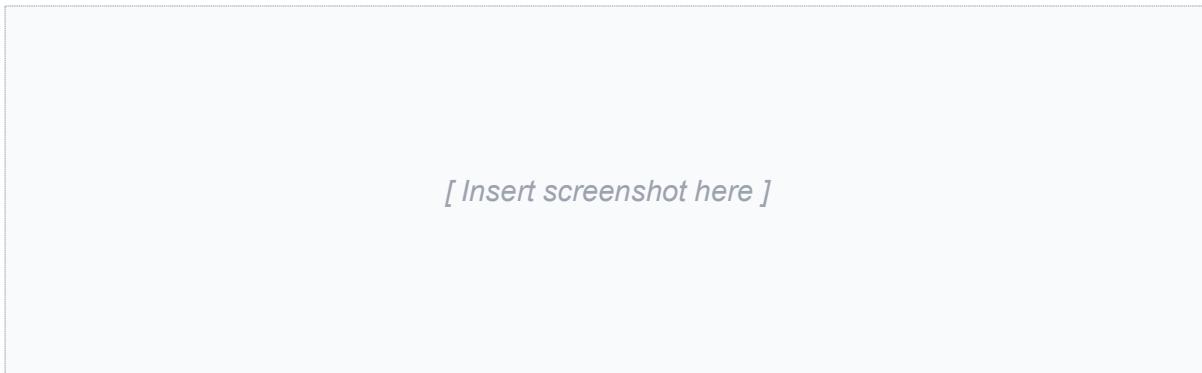- **System:** General system settings

8. Offline Mode

MediStock can work without internet connection, saving changes locally and syncing them when connection is restored.

8.1 Connection Indicator

At the bottom of the screen you will see an indicator showing connection status:

- **Green:** Connected to internet
- **Yellow:** Syncing pending changes
- **Red:** No connection (offline mode)

[Insert screenshot here]

Figure: Connection status indicator

8.2 Automatic Synchronization

When connection is restored, the system will automatically sync all changes made while offline. No manual action is required.

9. Support and Contact

If you need additional help or have questions about the system:

- **Email:** support@medistock.com
- **Help Center:** Available within the application

Thank you for using MediStock!