

# User Manual – Bioton Inventory Management System

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## 1. Introduction

Welcome to the Bioton Inventory Management System. This application helps warehouse staff, administrators, and supply chain teams to manage insulin product inventory using FIFO and expiration-based logic.

## 2. User Roles & Permissions

- Admin: Full access to inventory, users, reports, stock transfers, and settings.
- Warehouse Manager: Can manage inventory, orders, and view reports.
- Staff: Can fulfill orders and view inventory status.

## 3. Login & Authentication

Users log in using their email and password. If Multi-Factor Authentication (MFA) is enabled, an OTP will be sent via email. After successful login, users are redirected to the dashboard.

## 4. Dashboard Overview

The dashboard displays inventory status, recent stock transfers, order summaries, and exception alerts using charts and summary cards. Users can filter by warehouse, product category, or status.

## 5. Inventory Management

- Add Inventory: Input batch number, quantity, expiry date, product, and warehouse. Quantity must not exceed ProductStock limits.
- Refill Inventory: Click 'Refill' on a batch row, enter quantity and optional new expiry date.
- Transfer Stock: Move batches between warehouses. Quantity is deducted from source and added to destination.
- View Out-of-Stock/Expired: Use filters to identify critical stock.
- Auto Status Update: Inventory status is auto-updated based on quantity and expiry.

## 6. Order Fulfillment

To fulfill an order, enter the Order ID. The system selects eligible batches based on FIFO. If expired or reserved batches are involved, the system prompts for confirmation before override. Fulfilled orders update automatically.

## 7. Reports & Alerts

- CSV Reports: Export inventory or orders.
- PDF Export: Save dashboard views.
- Email Alerts: Admins can send alerts for expired or low-stock batches via email.

## 8. Exception Logs

View all override actions (e.g., using reserved stock) and batch-level exceptions under the Exception Viewer tab.

## 9. Security Settings

Users can change passwords and toggle MFA in the settings page. JWT tokens ensure secure session handling.