LabCore LIMS — User Manual

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1. Getting Started

1.1 Logging In

1. Open LabCore in your browser (e.g. `https://your-lab.labcore.app` or `http://localhost:3000` for local).
2. Enter your **mobile number** and **password**.
3. Click **Sign in**. You will be redirected to the Dashboard.

1.1.1 Accessing the Demo Environment

To explore the fully populated **Demo Lab**, you can log in using either the Email Address or the Mobile Number for any of the 5 distinct roles.

All demo accounts share the password: `demo123`

Role Focus	Email Login	Mobile Login	What you will see on the Dashboard
Admin	`admin@demolab.com`	`9847100001`	Full access! Revenue charts, master settings, all menus.
Pathologist	`pathologist@demolab.com`	`9847100002`	Results waiting to be "Authorised".
Senior Technician	`srtech@demolab.com`	`9847100003`	Samples waiting for Results to be entered.
Technician / Phlebotomist	`tech@demolab.com`	`9847100004`	Orders waiting for Samples to be collected.
Front Desk	`frontdesk@demolab.com`	`9847100005`	Registration queue and patient lookup.

If you do not have an account, contact your lab admin. Lab owners can register a new lab by clicking **"register a lab"** on the login page.

1.2 Navigation

After logging in, you will see a **left-side navigation panel** with the following menu items:

Menu Item	Who Sees It	Purpose
Dashboard	All users	Today's operational summary
Patients	All users	Register and manage patients
Orders	All users	Create and manage lab orders
Samples	All users	Track sample collection and receipt
Results	All users	Enter and review test results
Reports	All users	Generated PDF reports
Rate Cards	Admin only	Manage test pricing
Settings	Admin only	Users, Lab Profile, Test Master

The **header bar** shows your name, lab name, and a **language toggle** (English / Malayalam).

1.3 Logging Out

Click the **Logout** button at the bottom of the left navigation panel. This clears your session and returns you to the login page.

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2. Dashboard

The dashboard is the home screen after login. It displays today's key metrics at a glance:

Metric	Description
Patients Registered Today	Number of patients registered today
Tests Ordered	Number of tests ordered today
Reports Generated	Number of reports generated today
Reports Delivered	Number of reports shared/delivered today
Pending Authorisation	Results awaiting pathologist review
Pending Samples	Samples that have not yet been received/processed
Average TAT	Average turnaround time (hours) from order to report
Today's Revenue	Total revenue collected today
This Week / Month Revenue	Cumulative revenue for the current week and month
Revenue by Payment Mode	Breakdown by Cash, UPI, Card, etc.

Click any metric card to navigate to the related module for more detail.

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3. Patient Registration

3.1 Registering a New Patient

1. Navigate to **Patients** from the sidebar.
2. Click **+ New Patient**.
3. Fill in the patient details:
   - **Name** (required)
   - **Age** or **Date of Birth** (age auto-calculates if DOB is provided)
   - **Gender** (required)
   - **Mobile Number** (required)
   - **Email** (optional)
   - **Address** (optional)
4. Click **Save**. A unique **Patient ID** is auto-generated (format: `LC-YYYYMMDD-NNNN`).

3.2 Finding a Returning Patient

1. On the **Patients** page, use the **search bar** at the top.
2. Search by **name**, **mobile number**, or **Patient ID**.
3. Results appear as you type (debounced search).
4. Click on a patient to view their profile or create a new order.

3.3 Editing Patient Details

1. Open the patient's profile by clicking their name in the patient list.
2. Edit any field and click **Save**.

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4. Order Entry

4.1 Creating a New Order

1. Navigate to **Orders** → **+ New Order**.
2. **Select a patient**: Search for an existing patient or create a new one. If coming from a patient's profile page, the patient is pre-selected.
3. **Select tests**: Use the searchable test dropdown to find tests by name or code. You can:
   - Add individual tests one at a time.
   - Select a **test panel** (e.g. "Complete Blood Count") which auto-adds all component tests.
   - Remove individual tests by clicking the **×** next to each selected test.
4. **Set priority** (optional): Routine (default), Urgent, or STAT.
5. **Apply discount** (optional): Enter a percentage or fixed amount discount.
6. **Select referring doctor** (optional): Link a referring doctor to the order.
7. Click **Submit Order**.

After submission:

- An **invoice** is generated automatically.
- **Samples** are created based on the ordered tests and their required tube types.
- You are taken to the order detail page.

4.2 Viewing Orders

The **Orders** list page shows all orders with columns for:

- Order Code, Patient Name, Date, Test Count, Priority, Status

Click any order to view its full details, samples, results, and invoice.

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5. Sample Management

5.1 Sample Dashboard

Navigate to **Samples** to see all samples grouped by their current status. Samples move through these statuses:

Status	Meaning
Ordered	Sample has been requested but not yet collected
Collected	Sample has been drawn/collected from the patient
Received	Sample received at the laboratory
In Process	Testing is in progress
Completed	Results have been entered
Rejected	Sample was rejected (reason documented)

5.2 Updating Sample Status

1. Find the sample in the list (filter by status using the status tabs at the top).
2. Use the **status dropdown** next to each sample to move it to the next stage:
    - **Ordered → Collected**: Marks the sample as collected; records the collector and timestamp.
    - **Collected → Received**: Confirms receipt at the lab.
    - **Received → In Process**: Marks testing as started.
3. The system records the logged-in user and timestamp for each status change.

5.3 Rejecting a Sample

1. Select **Rejected** from the status dropdown.
2. A prompt appears asking you to select a **rejection reason** from:
    - Hemolyzed
    - Clotted
    - Insufficient Quantity (QNS)
    - Wrong Container / Tube Type
    - Mislabeled / Unlabeled
    - Leaked / Damaged in Transit
    - Improper Transport Temperature
    - Other
3. Enter an optional comment and confirm. The rejection is logged in the audit trail.

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6. Result Entry

6.1 Results Worklist

Navigate to **Results** to see the results worklist. Use the **status filter** at the top to view:

Filter	Shows

Pending	Tests awaiting result entry
Entered	Results entered, not yet reviewed
Reviewed	Results reviewed, awaiting authorisation
Authorised	Fully authorised results

Each row shows the **Patient Name**, **Test Name**, **Priority** (Routine / Urgent / STAT), **Status**, and an **Action** link.

6.2 Entering Results

1. Click **Enter / View** on a pending result.
2. The result entry form displays each test parameter with:
    - **Parameter name** and **unit**
    - **Input field** for the value
    - **Reference range** for comparison
    - **Flag** column (auto-populated: L = Low, H = High, C = Critical)
3. Enter values for each parameter. Use the **Tab** key to move quickly between fields.
4. Out-of-range values are automatically flagged based on the patient's age and gender.
5. For **qualitative tests**, select from a dropdown (Positive / Negative, Reactive / Non-Reactive, etc.).
6. For **narrative/free-text results** (e.g. histopathology), use the text editor.
7. Click **Save** to store the results. The result status changes to **Entered**.

6.3 Editing Results Before Authorisation

Results can be edited while in **Entered** or **Reviewed** status. Once **Authorised**, results are locked and require a formal amendment process.

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7. Result Authorisation

7.1 Reviewing and Authorising

1. Navigate to **Results** → filter by **Entered** or **Reviewed** status.
2. Click on a result to open the review screen.
3. Review the entered values against reference ranges and any auto-generated flags.
4. Add **interpretive comments** if needed.
5. Click **Authorise** to:
    - Lock the results (no further edits without formal amendment).
    - Generate a **PDF report** automatically.
    - Record the authorising pathologist and timestamp.

7.2 Rejecting Results Back to Technician

If you suspect an error in the entered results:

1. Click **Reject** on the review screen.
2. Enter a mandatory comment explaining the reason.
3. The result status reverts and the technician sees the rejection reason.

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8. Reports

8.1 Viewing Reports

Navigate to **Reports** to see all generated reports. Each row shows:

- **Report Code** and **Version**
- **Patient Name** and **Order Code**
- **Date** generated
- Action buttons

8.2 Downloading a Report

Click the **Download** button next to any report to download the PDF to your device. The PDF includes:

- Lab logo and letterhead
- Patient demographics
- Test results with reference ranges and abnormal flags
- Interpretive comments
- Pathologist's digital signature
- QR code for report verification

8.3 Sharing via WhatsApp

Click the **Share via WhatsApp** button to open WhatsApp (or WhatsApp Web) with:

- The patient's mobile number pre-filled.
- A message containing the report download link.

The share link is valid for 24 hours. The share event is logged for audit purposes.

8.4 Bulk Download

1. Use the **checkboxes** next to individual reports to select multiple.
2. Use the **Select All** checkbox in the header to toggle all.
3. Click **Download Selected** to download all selected reports.

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9. Invoices & Billing

9.1 Viewing Invoices

Navigate to **Invoices & Billing** to see all invoices. The table shows:

Column	Description
Patient	Patient name and order code
Date	Invoice issue date
Amount	Grand total (including GST)
Due	Outstanding balance
Status	**PAID** (green), **PARTIAL** (yellow), or **PENDING** (red)
Action	Click **View Details** to open the full invoice

9.2 Invoice Details

The invoice detail page shows:

- **Patient name** and demographics
- **Ordered tests** with individual prices
- **Subtotal**, **Discount**, **GST (18%)**, and **Grand Total**
- **Payment history**: Each payment recorded with mode (Cash, UPI, Card, Net Banking, Cheque) and timestamp
- Option to **record a new payment** (supports split payments)
- **Print** or **Download PDF** button for a GST-compliant invoice

9.3 Recording a Payment

1. Open an invoice with a pending balance.
2. Click **Record Payment**.
3. Select the **payment mode** (Cash, UPI, Card, Net Banking, Cheque).
4. Enter the **amount** received.
5. Click **Save**. The invoice status updates automatically (Paid / Partial).

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10. Settings (Admin Only)

> *These sections are visible only to users with the **Admin** role.*

10.1 User Management

Navigate to **Settings** → **Users** to manage lab staff accounts.

- **Add User**: Name, mobile, role (Admin / Pathologist / Senior Technician / Technician / Front Desk), password.
- **Edit User**: Change role, reset password, update details.
- **Deactivate User**: Disables login without deleting the account (preserves audit trail references).

10.2 Lab Profile

Navigate to **Settings** → **Lab Profile** to configure your lab's details:

- Lab name, address, phone, email, website
- GSTIN and HSN/SAC code (for invoicing)
- Lab logo upload (PNG/JPG)
- Pathologist name(s) and digital signature upload
- NABL certificate number and logo (if applicable)

10.3 Test Master

Navigate to **Settings** → **Test Master** to manage the lab's test catalogue:

- **View all tests**: Pre-loaded with 300+ common Indian pathology tests.
- **Add a custom test**: Define test name, code, department, sample type, tube type, parameters (with reference ranges by age/gender), TAT target, and price.
- **Edit a test**: Modify reference ranges, parameters, pricing.
- **Deactivate a test**: Hides the test from order entry without deleting it.

10.4 Rate Cards

Navigate to **Rate Cards** to manage test pricing:

- **Default rate card** with prices for all tests.
- Create **multiple rate cards** (e.g. retail, discounted, government).

- Assign a rate card per order or patient category.

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11. Language & Preferences

11.1 Switching Language

LabCore supports **English** and **Malayalam**.

1. Use the **language dropdown** in the top-right corner of the header.
2. Select your preferred language.
3. The UI refreshes immediately in the selected language.
4. Your preference is saved for future sessions.

Quick Reference: Common Workflows

End-to-End Flow: Patient Visit to Report Delivery

```
Patient arrives
    │
    ▼
Register patient (or look up existing)
    │
    ▼
Create order (select tests, apply discount)
    │
    ▼
Invoice generated automatically
    │
    ▼
Collect sample → Receive at lab
    │
    ▼
Enter test results
    │
    ▼
Pathologist reviews + authorises
    │
    ▼
PDF report auto-generated
    │
    ▼
Share via WhatsApp / Print / Download
```

User Roles Summary

Role	Can Do
Front Desk	Register patients, create orders, manage samples, record payments, share reports
Technician	Collect/receive samples, enter results

Senior Technician	All Technician tasks + review results
Pathologist	Review, authorise, and amend results; add interpretive comments
Admin	Everything above + manage users, settings, test master, rate cards, lab profile

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For administrator and system configuration tasks, see the Admin Guide. For deployment and infrastructure, see the Deployment Guide.