

EP Evaluator™

Inventory Management

Course Description

This basic training class will instruct in the use of the Simple Inventory module available in EE9 through EE11.3 . The SIS module uses a mini LCD barcode scanner to facilitate acquisition and disbursement of supplies. The program does not interface with enterprise supply chain management systems.

Prerequisites

For this class, The facility must have licensed, installed and activated the software. The barcode scanner is an optional tool for the module.

The attendee should already be familiar with the basic operation of the program before attending this session.

Participants must have a working understanding of laboratory operations and utilization of supplies.

Course Agenda

Welcome and optimizing Webex

Review of Class objectives.

Describe the SIS module

What SIS does and doesn't do.

Create a Master list of items

The 3 Counting processes of inventory management

Physical Inventory and Quantity on Hand

Removing Supplies using the scanner

Adding supplies using the Shopping list

Using SIS lists

Transaction Viewer and audit trail

User security

Q & A