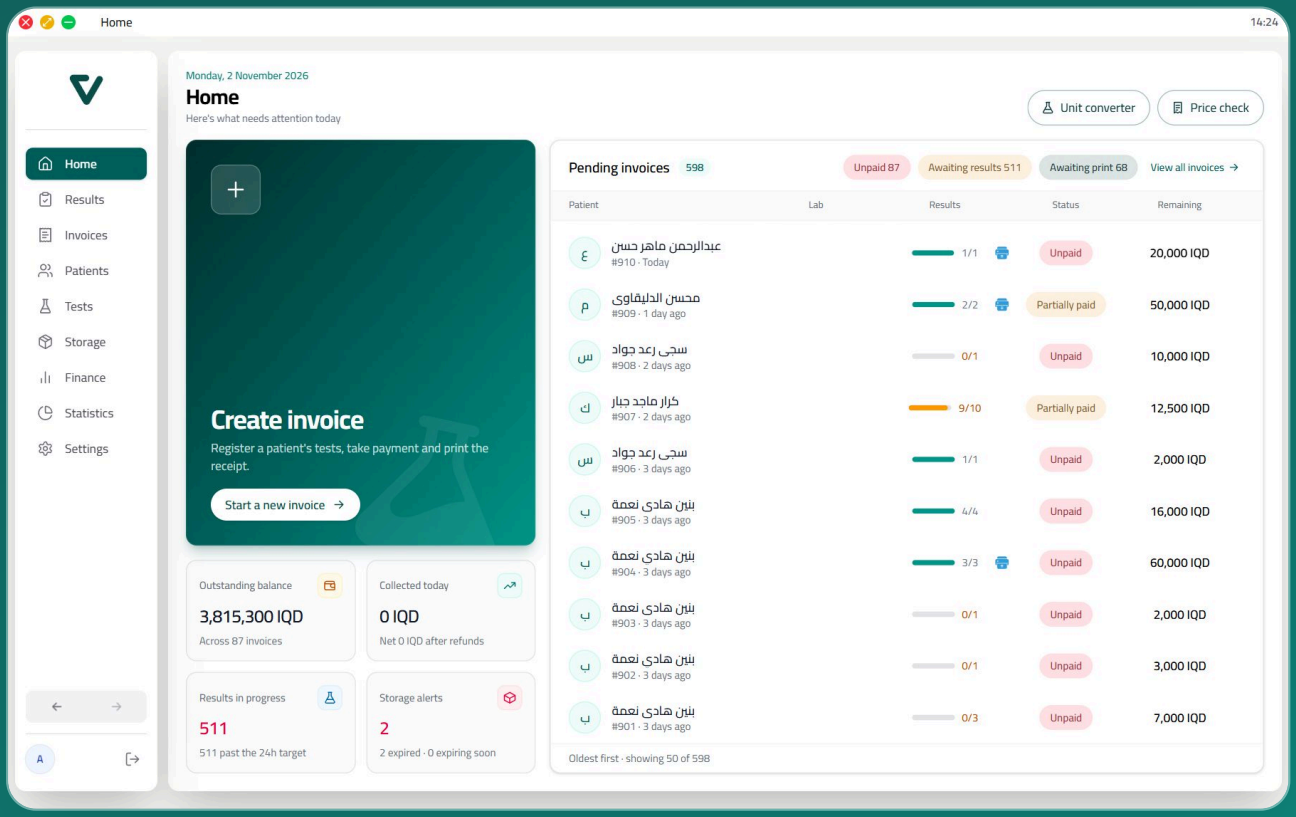
V-Lab

User manual

The lab's daily work in V-Lab: invoices, results, printing, patients, tests, storage, finance and settings.

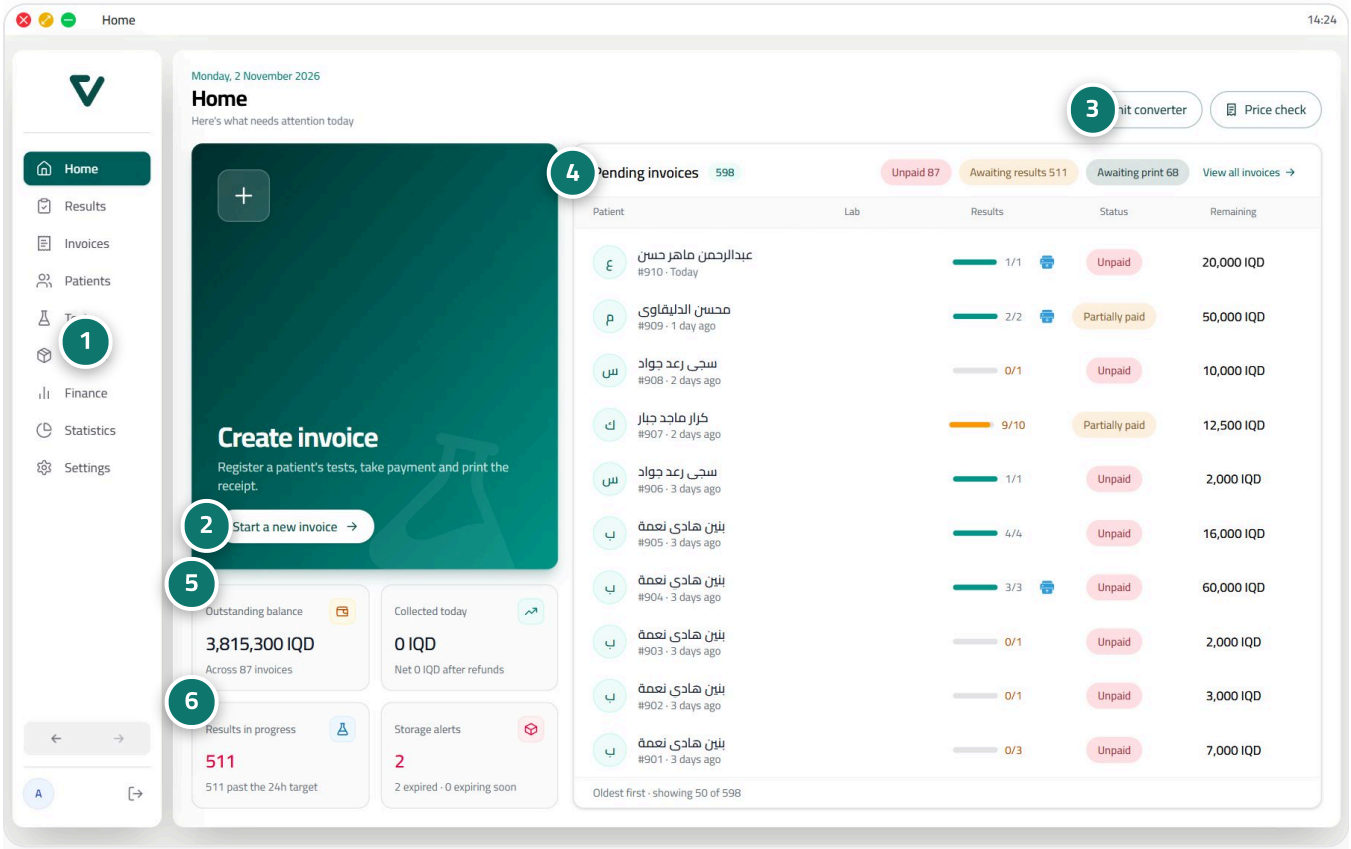


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1 Signing in and the home page

Sign in with your username and password. Tick “Keep me signed in” to stay signed in on this computer. The first time V-Lab runs, it asks you to create the first account: that account is the administrator, and adds everyone else from Settings › Users.



The home page: what needs attention today.

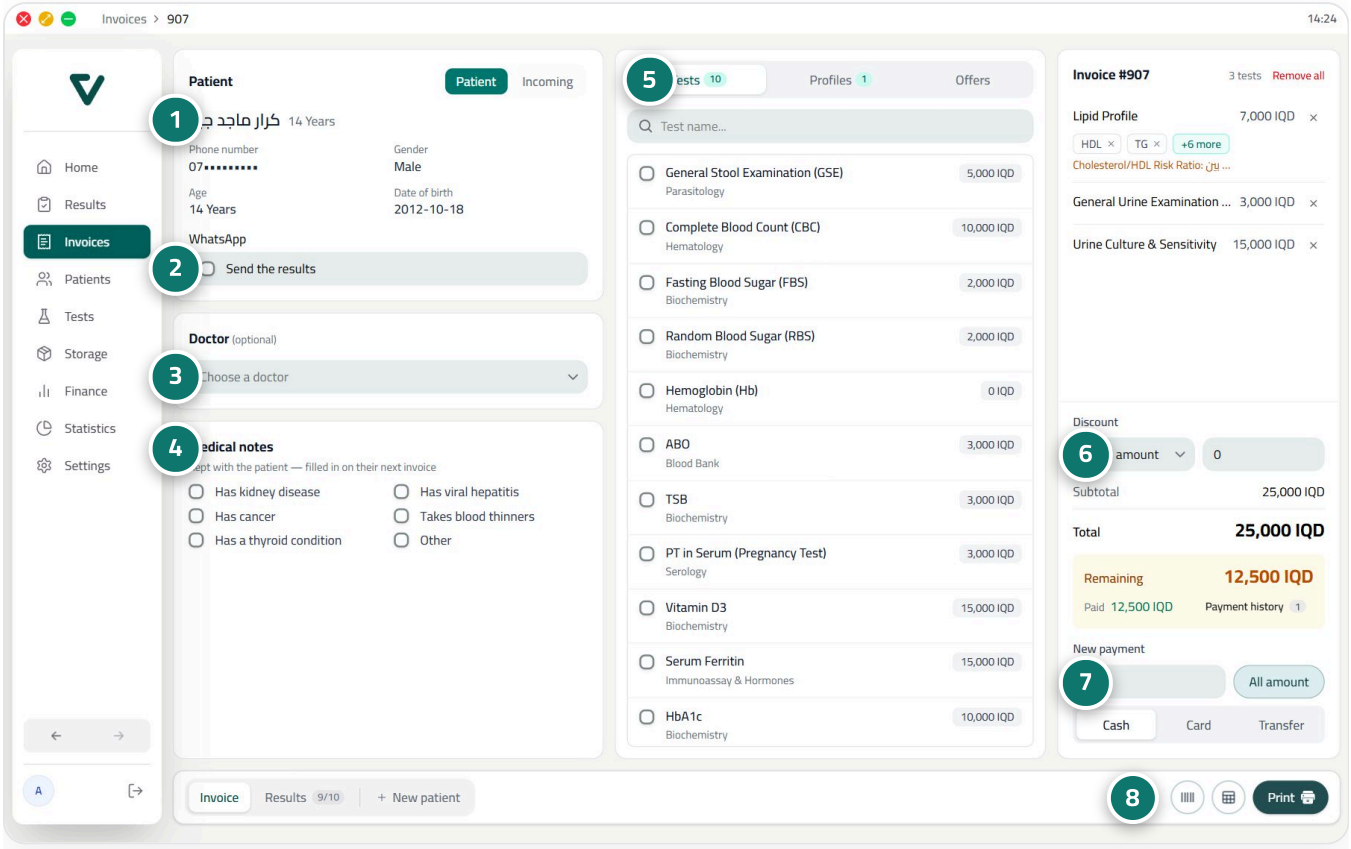
On this screen

1. The sidebar: Home, Results, Invoices, Patients, Tests, Storage, Finance, Statistics and Settings. Finance and Statistics show only for users with those permissions.
2. “Start a new invoice” registers a patient's tests, takes payment and prints the receipt.
3. Price check and Unit converter: the price of tests a patient asks about, and a result in another unit. Nothing is saved.
4. Pending invoices: unpaid, awaiting results or awaiting print, oldest first. Click a row to open it.
5. Outstanding balance and Collected today.
6. Results in progress, counting those past the turnaround target (Settings › General), and Storage alerts.

Tip The language is in Settings › General › Language. Printed reports stay in Arabic.

2 A new invoice

Open it from the home page (“Start a new invoice”) or from Invoices (“Add invoice”). The same screen opens a saved invoice to change it.



An invoice with a profile, a urine examination and a culture, half paid.

On this screen

1. Patient: type a name to search. Pick the patient, or fill in phone, gender and age to add a new one. Patient or Incoming says whose patient it is.
2. WhatsApp: tick “Send the results” if the patient wants the report sent. The invoice stays marked until it is.
3. Doctor: the referring doctor, or add a new one.
4. Medical notes: conditions, fasting and hours, or a note. Kept with the patient for the next invoice.
5. Tests, Profiles and Offers: search and tick to add. A calculated test also adds the tests its formula needs.
6. Discount: Fixed amount or Percentage %, with its reason.
7. Payment: type the amount or press “All amount”, and choose Cash, Card or Transfer.
8. Print the receipt, the tube labels and the work sheet the bench writes results on.

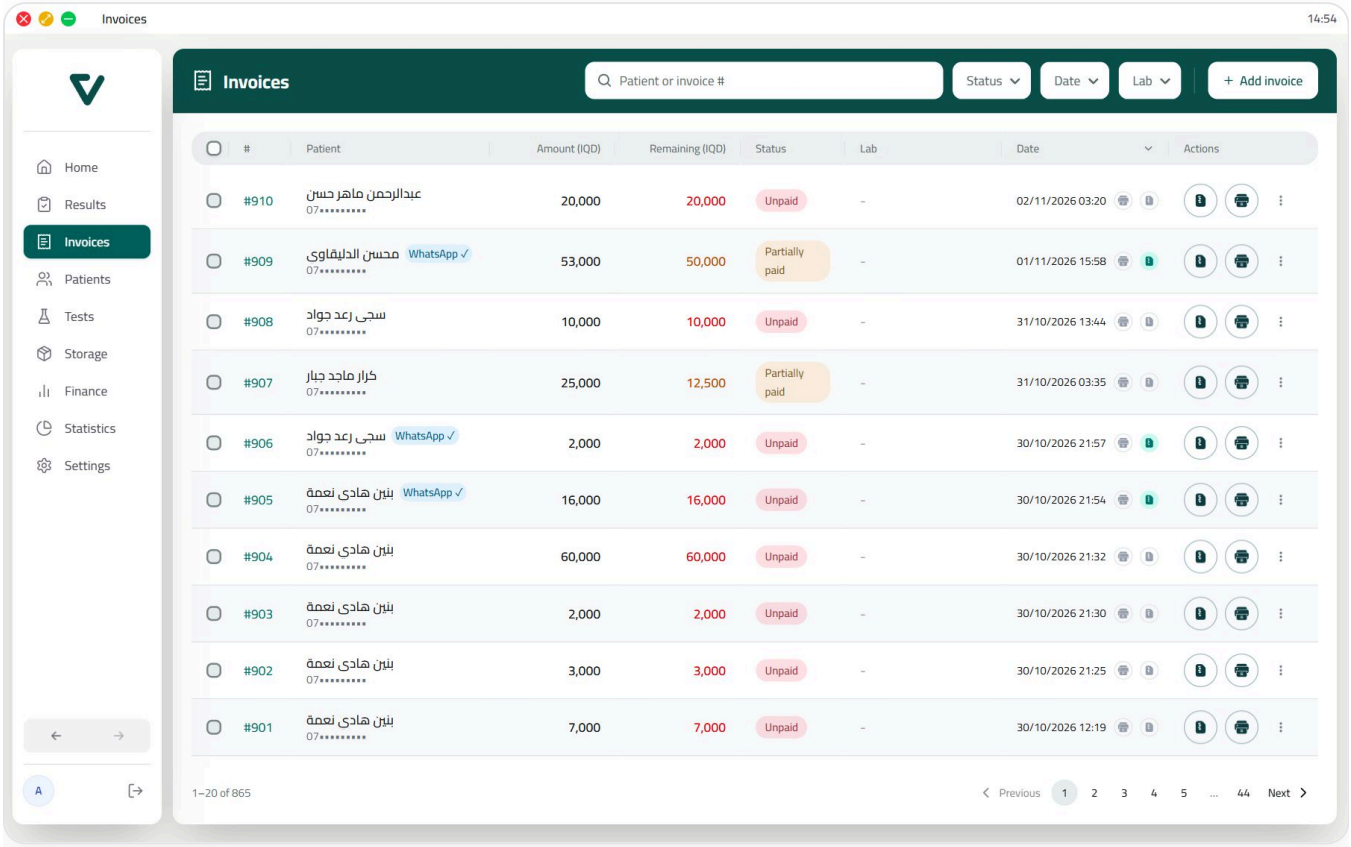
1. Choose or add the patient.
2. Choose the doctor, and fill in the medical notes if any.

3. Add the tests, profiles or offers. A test's patient preparation shows when it is added.
4. Set any discount, then what the patient pays now.
5. Press “Save invoice”, or “Save and print” to print the receipt too.

> **Tip** Scanning the barcode on a receipt opens its invoice from anywhere in the app.

3 Invoices and payments

Invoices lists every active invoice. Search by patient or invoice number, and filter by status (Paid, Partially paid, Unpaid, Cancelled) and by date.



The invoice list.

Payments and refunds

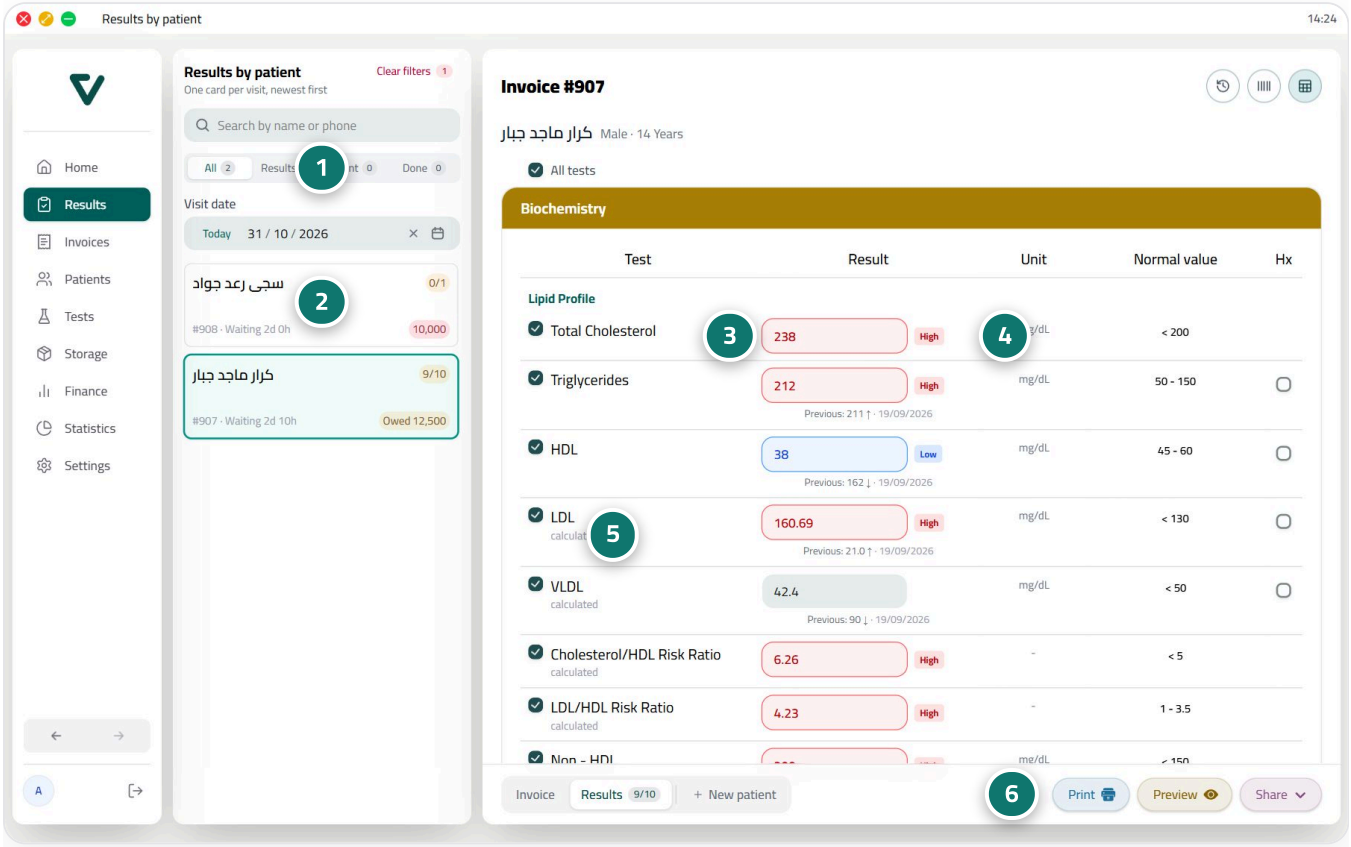
- Open the invoice and enter a New payment, with its method.
- “Refund” returns money with a reason, up to what was paid.
- “Payment history” lists every payment and refund on the invoice.
- Tests can be added to or removed from a saved invoice. Removing a test that has a result deletes the result.

Cancelling and deleting

“Cancel invoice” keeps the invoice and its results but takes it out of revenue and what is owed. It needs a reason, and anything paid must be refunded first. Whether deleting removes an invoice for good depends on Settings › General › Permanent delete: while it is off, an invoice with payments, results or a printed report can only be cancelled.

4 Entering results

Results in the sidebar lists the visits, one card each, newest first. Pick a visit to enter its results, or open the Results tab of any invoice.



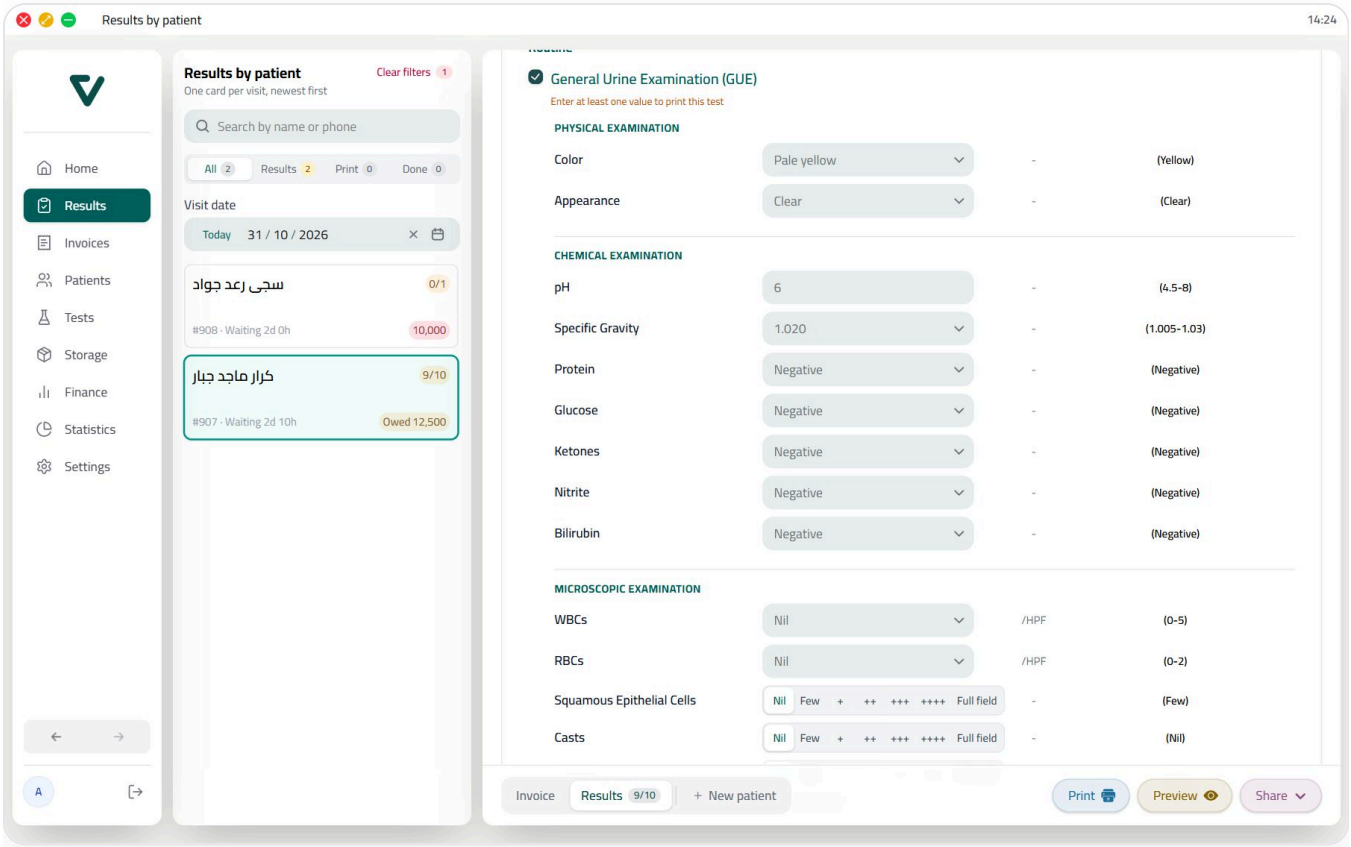
Entering a lipid profile.

On this screen

1. Filter the visits: All, Results, Print or Done. Search by name or phone, or pick the visit date.
2. The visit: tests with a result, of all its tests, and what is still owed.
3. Type the result. The unit and normal value are beside it, and the previous result under it.
4. Results outside the range are flagged High or Low. A critical value is marked CRITICAL: tell the doctor at once.
5. Calculated tests fill themselves in once the tests they need have values.
6. Print, Preview and Share (Send via WhatsApp, Save as PDF).

Click a normal range or unit to change it for this invoice only; the test and other patients keep their own. With auto-save on (Settings › General), results save themselves a moment after you stop typing; with it off, press “Save all”.

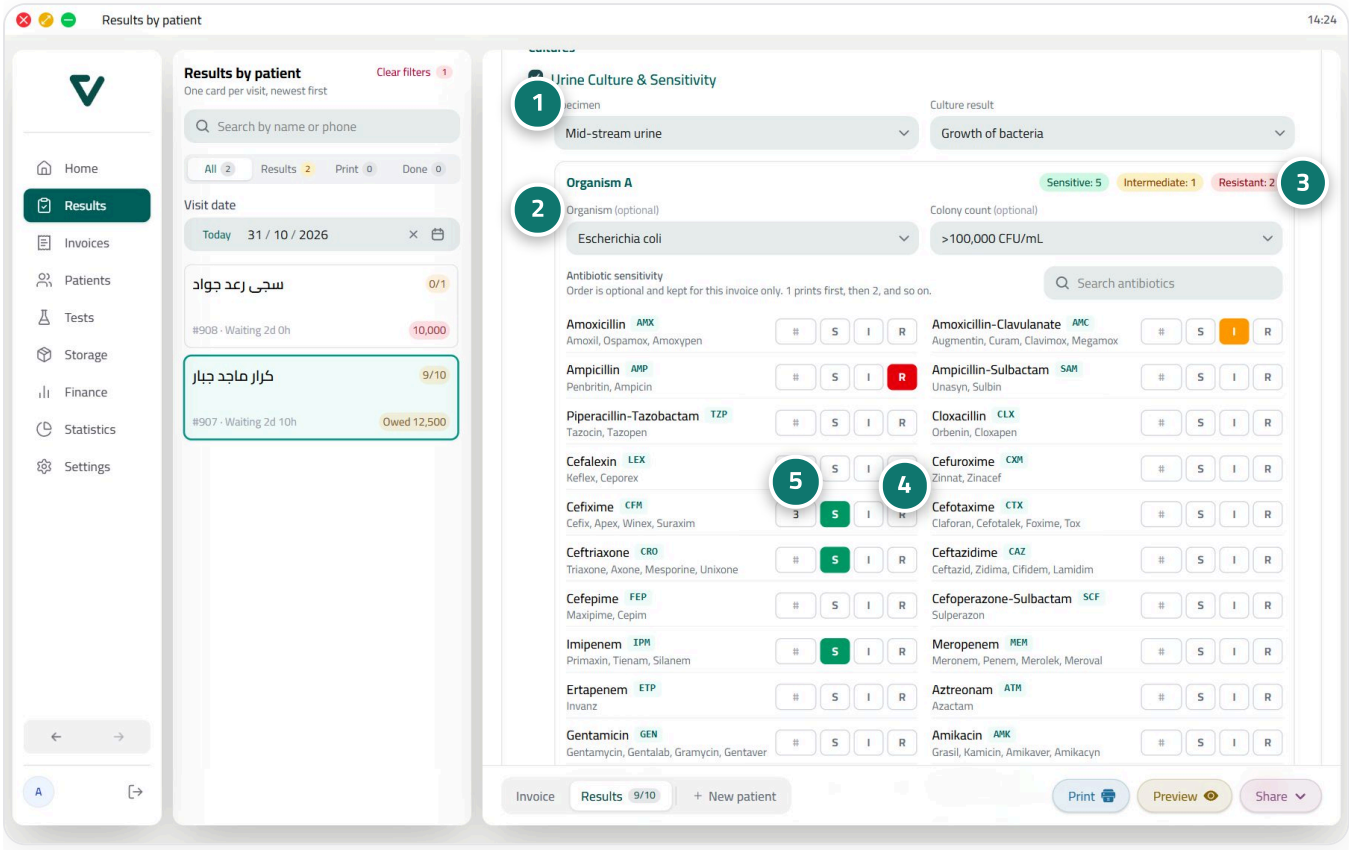
Urine, stool, semen and other panels



A general urine examination: pick each field's value from its list, or type it.

General urine, general stool, seminal fluid, body fluids, Widal and haemoglobin electrophoresis each open a form with their own fields, grouped as on the report. Enter at least one value for the test to print. Fields the lab doesn't use can be unticked from the test's normal values, and then they don't show on screen or on the report.

Culture and sensitivity



A urine culture with its antibiotic sensitivity.

On this screen

1. Specimen and Culture result.
2. Organism and Colony count, both optional. "+ Add another organism" adds a second.
3. How many antibiotics are Sensitive, Intermediate and Resistant.
4. S, I or R for each antibiotic tested. Press it again to clear it; a drug left blank isn't printed.
5. Order, optional: 1 prints first, then 2, and so on. Kept for this invoice only.

The antibiotics on the list, with their codes and brand names, come from Settings › Antibiotics.

Verification

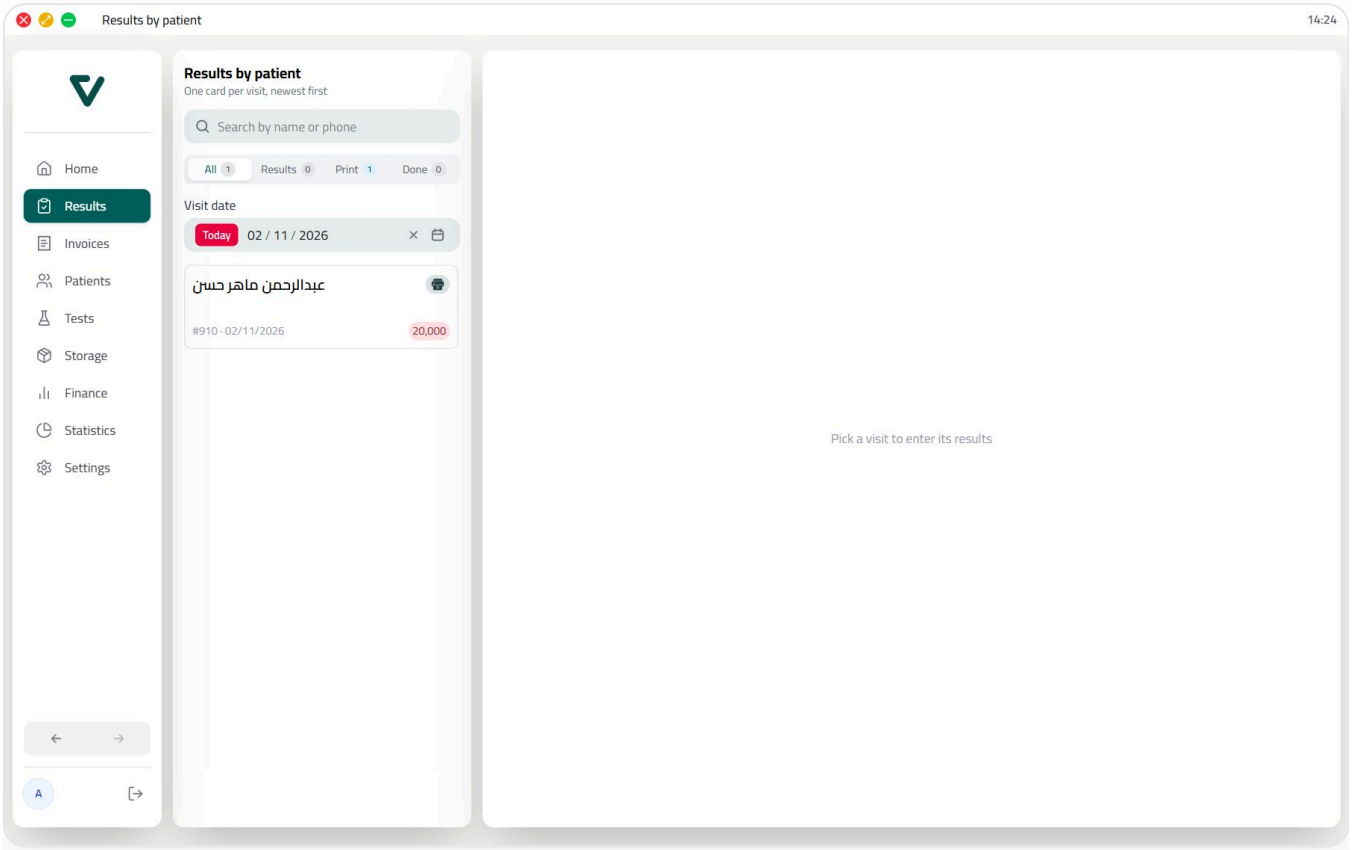
When "Verify results before they go out" is on (Settings › Reports), a user with the Verify results permission presses "Verify all" after saving; "Take back verification" undoes it. With "Print only verified results" on, unverified results can be previewed but not printed or sent.

5 Printing and sending results

The buttons at the bottom of the results screen print the report, preview it, or share it.

- Preview: the report as it will print.
- Print: to the results printer chosen in Settings › Printers. Tick the tests to print, or leave “All tests”.
- Share › Send via WhatsApp: opens the patient's chat with the report attached; press Enter to send. If it can't be attached, it is copied or saved for you to paste or attach.
- Share › Save as PDF: saves the report as a file.

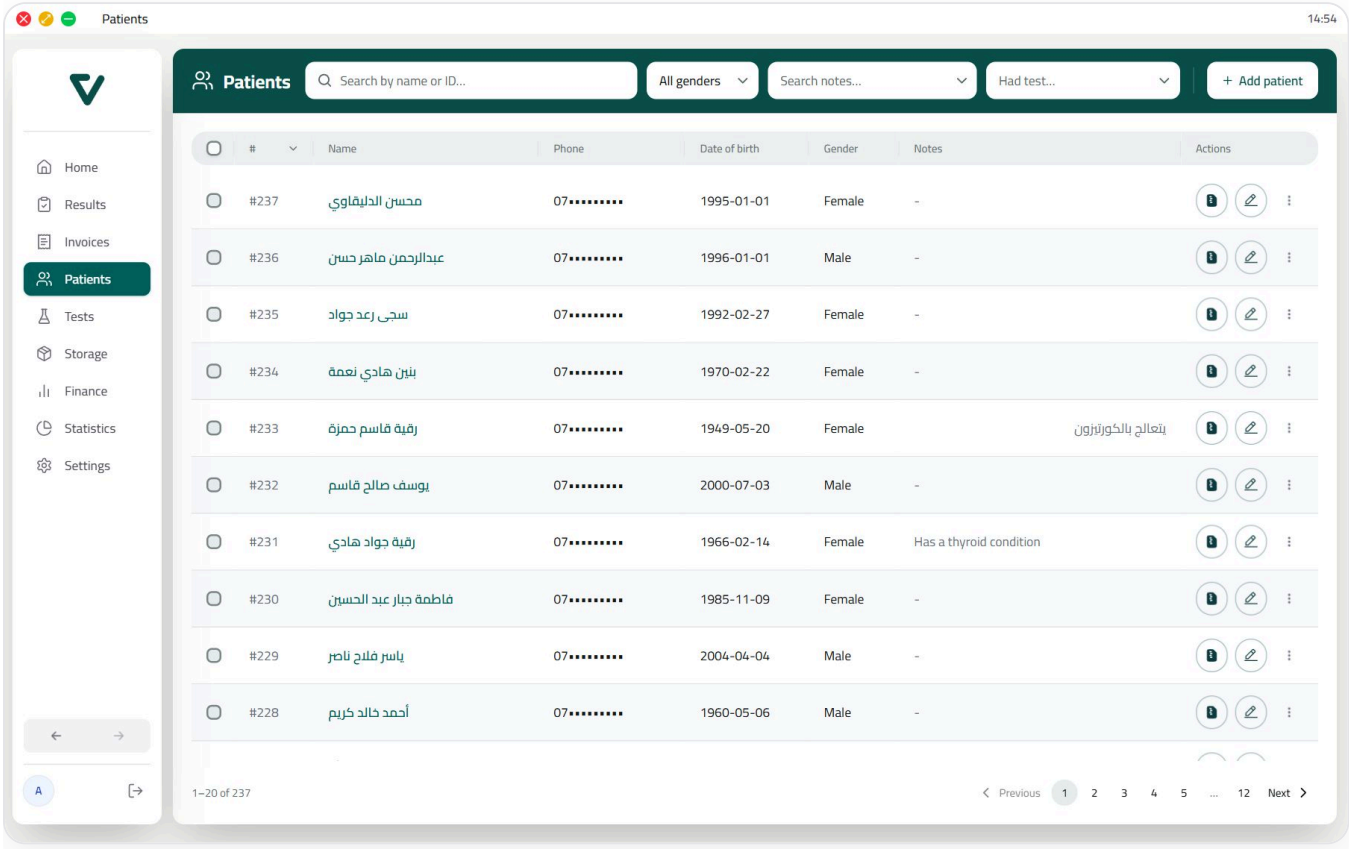
Once printed, the visit moves from Print to Done on the Results page. If results change after printing, it comes back to be printed again. Drag a card onto Done to finish it without printing.



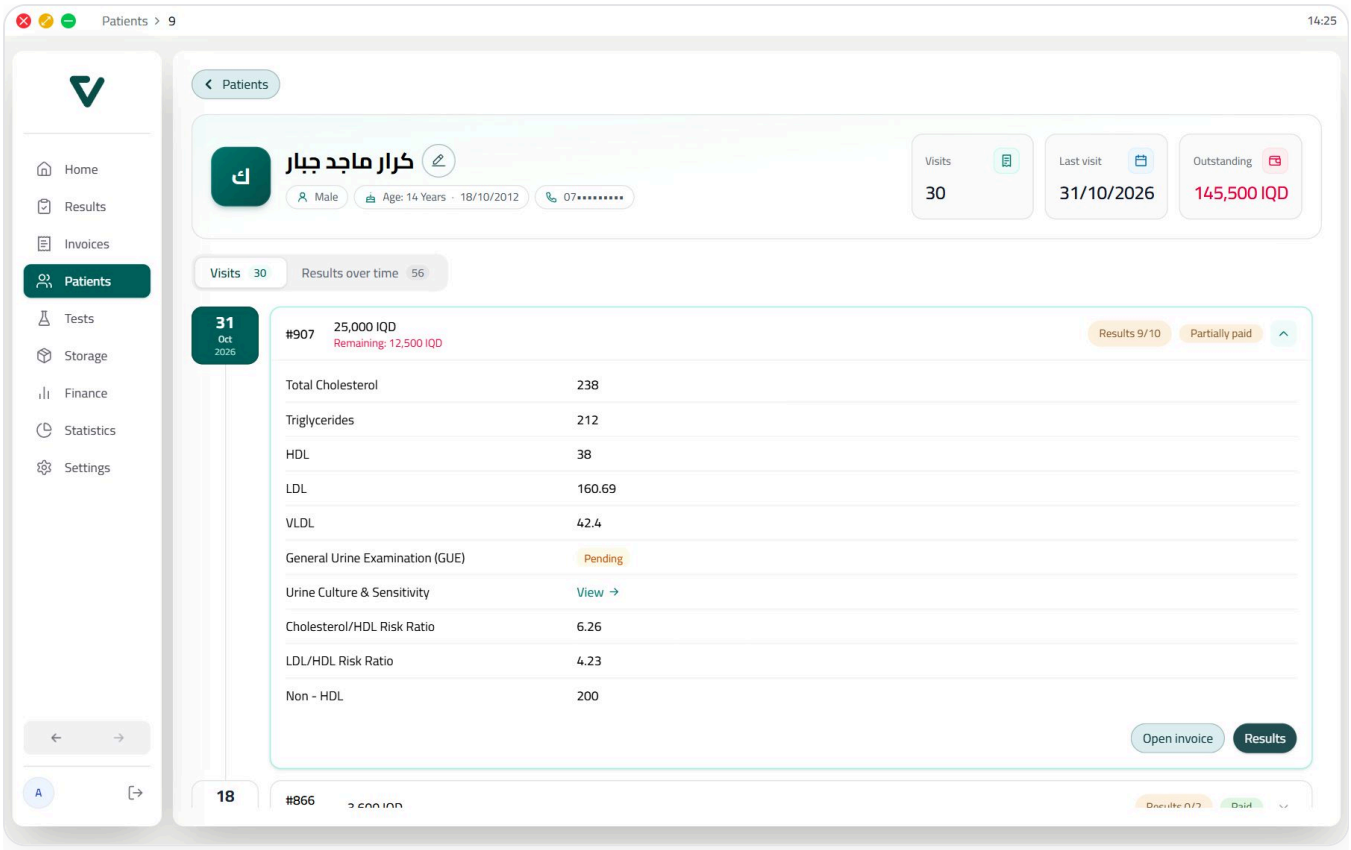
Visits waiting for results, printing, or done.

6 Patients and patient history

Patients lists every patient. Search by name or ID, by notes, or by a test the patient had. “Add patient” registers one without an invoice; a row's actions edit or delete a patient.



The patient list.

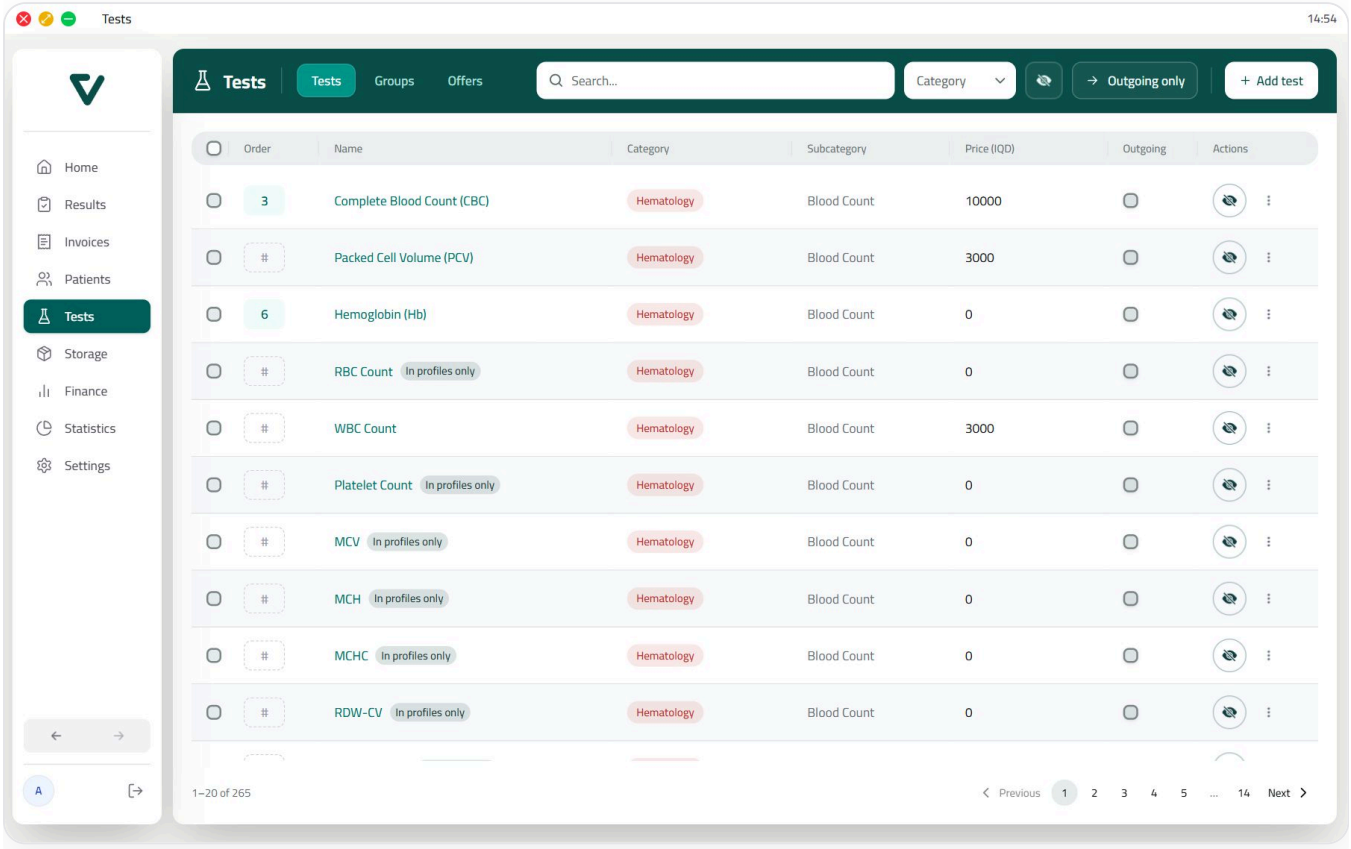


A patient's history: visits, and each test's results over time.

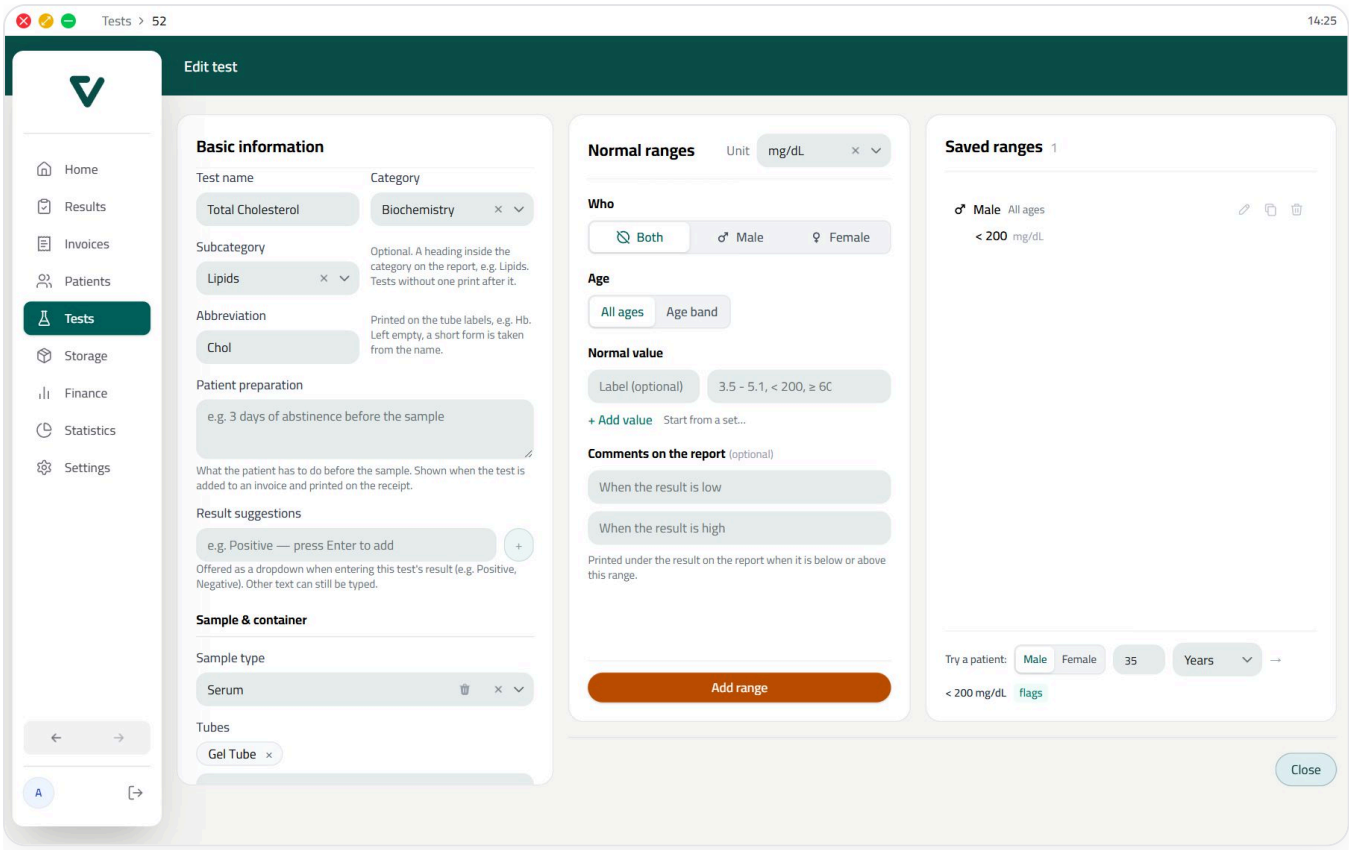
The history shows the patient's age, visits, last visit and outstanding amount. Visits lists each invoice with its tests and results; Results over time follows each test across visits. Deleting a patient depends on Settings › General › Permanent delete: while it is off, the patient is hidden and their invoices cancelled, refunding anything paid.

7 Tests and normal values

Tests lists the tests by category. Hide the ones the lab doesn't do: hidden tests no longer appear on invoices. Default tests can be hidden but not deleted.



The test list.



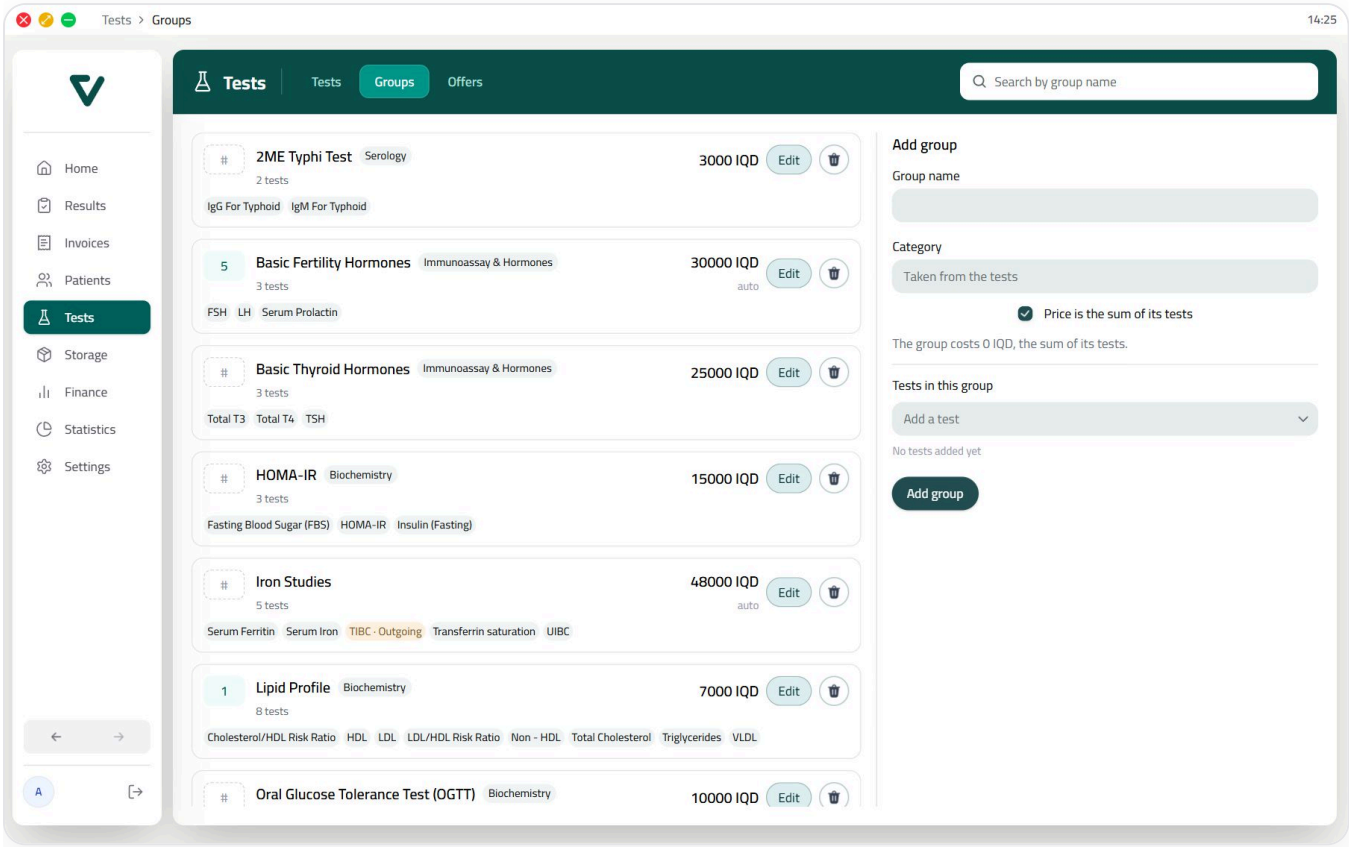
A test's page: its details on one side, its normal ranges on the other.

- Basic information: name, category, subcategory, abbreviation (printed on tube labels) and price.
- Sample & container, Patient preparation and Result suggestions.
- Calculated result: a formula of other tests in square brackets, such as [Triglycerides] / 5.
- Critical values, Analyzer report, Show on the work sheet, and Only ordered inside a profile.

Normal ranges

Choose the unit, who the range is for (Both, Male or Female) and the age band, then type the normal value: 3.5 - 5.1, < 200, 1/80 or Negative. Each range says how it will flag results. “Start from a set…” adds labelled values such as Negative / Equivocal / Positive; mark the normal one. “Try a patient” shows which range a patient would get.

Groups and offers

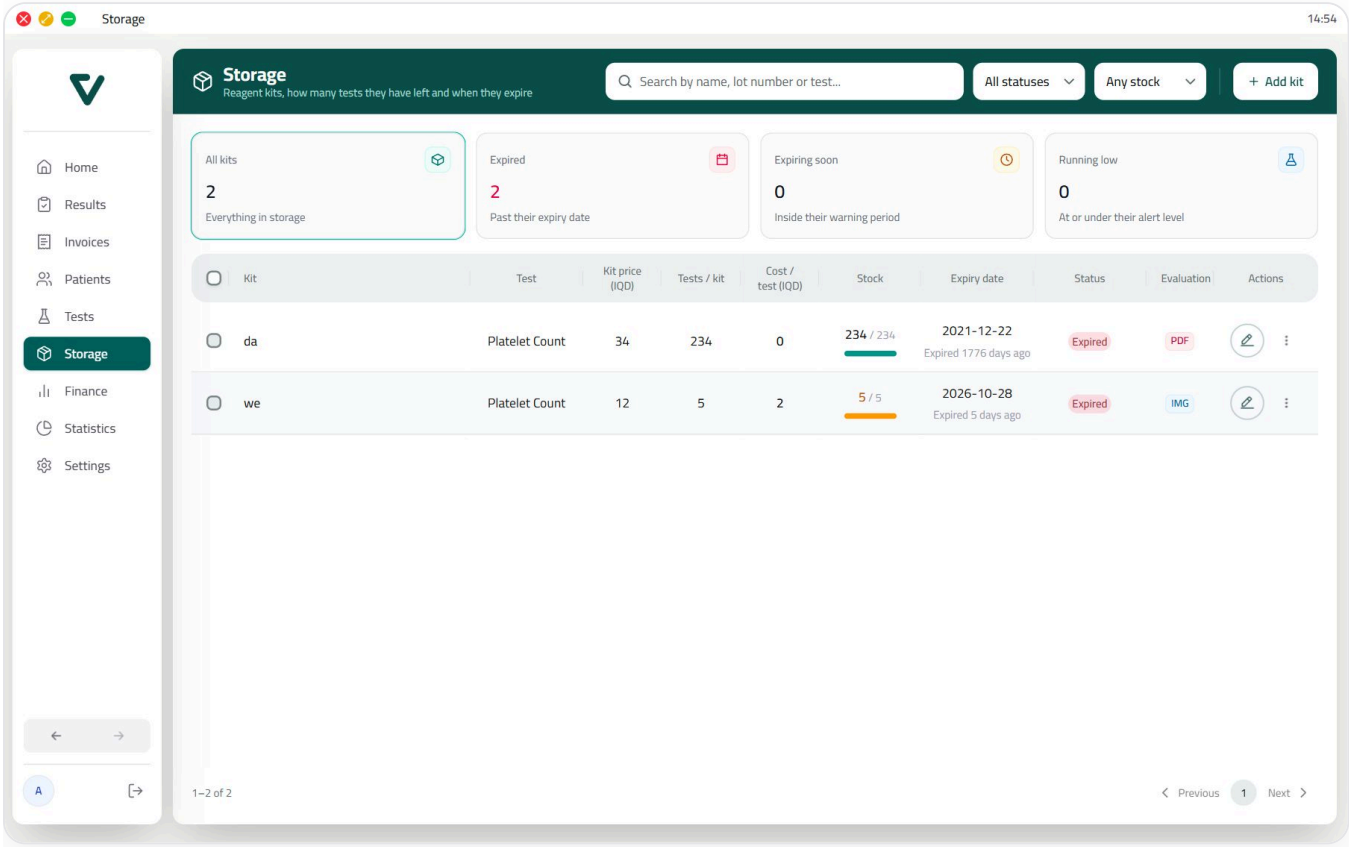


Groups: tests sold together.

A group's price is the sum of its tests, or a price of its own. An offer combines tests and groups at a special price and shows what the patient saves. Both are added to an invoice in one step.

8 Storage and kits

Storage lists the reagent kits, the tests each has left and when it expires. The tiles at the top filter by All kits, Expired, Expiring soon and Running low.

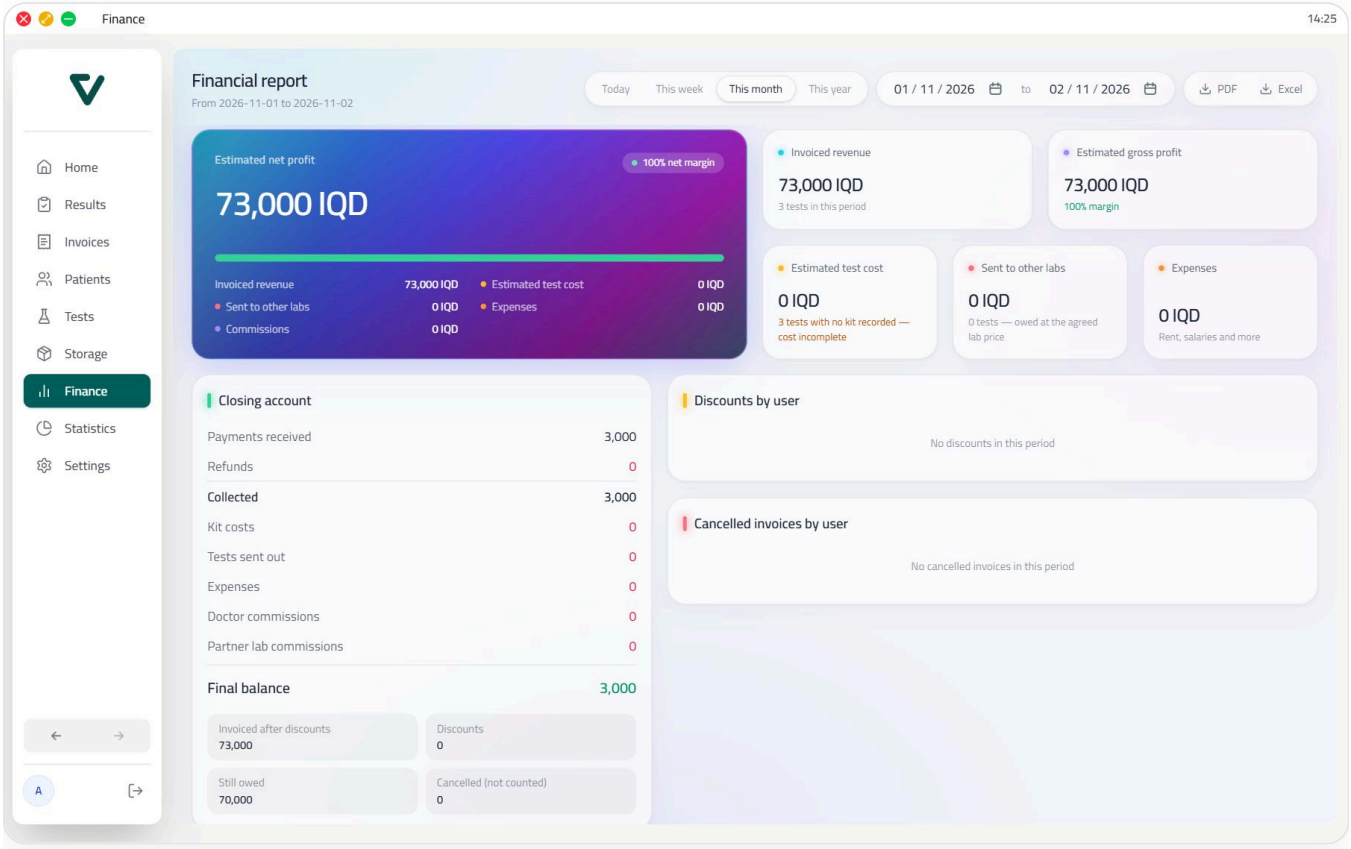


Kits, their stock and expiry.

“Add kit” takes the kit name, lot number, linked test, price, estimated tests per kit, expiry date, when to warn before expiry, and how many tests left to warn at. Each invoiced test uses one from its kit; “Used outside invoices” counts QC, calibration, repeats and spills. The kit's approval document can be attached as a PDF or a photo. The cost per test is what Finance uses to estimate test costs.

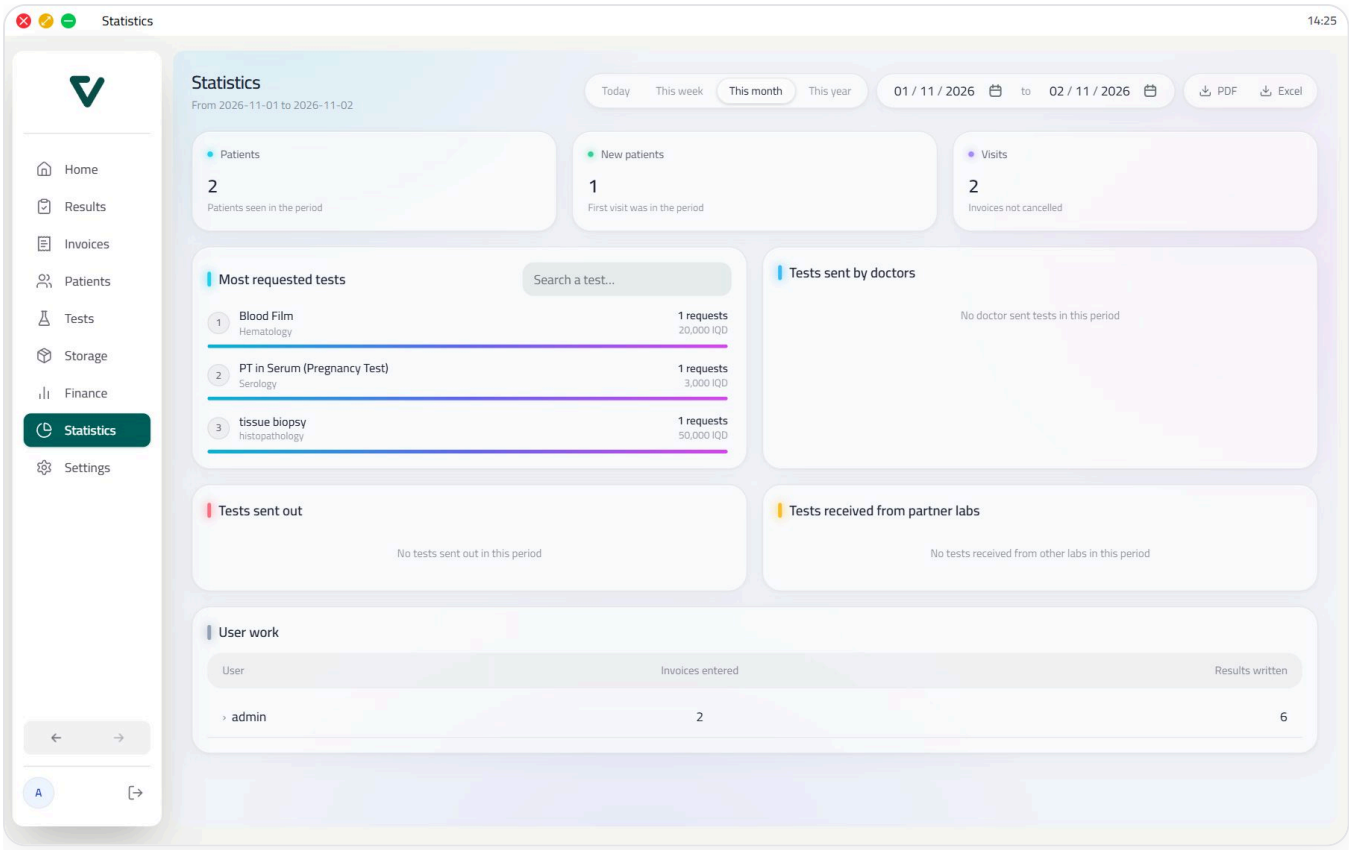
9 Finance and statistics

The financial report covers the period you choose: Today, This week, This month, This year, or your own dates. Both pages export to PDF or Excel.



The financial report.

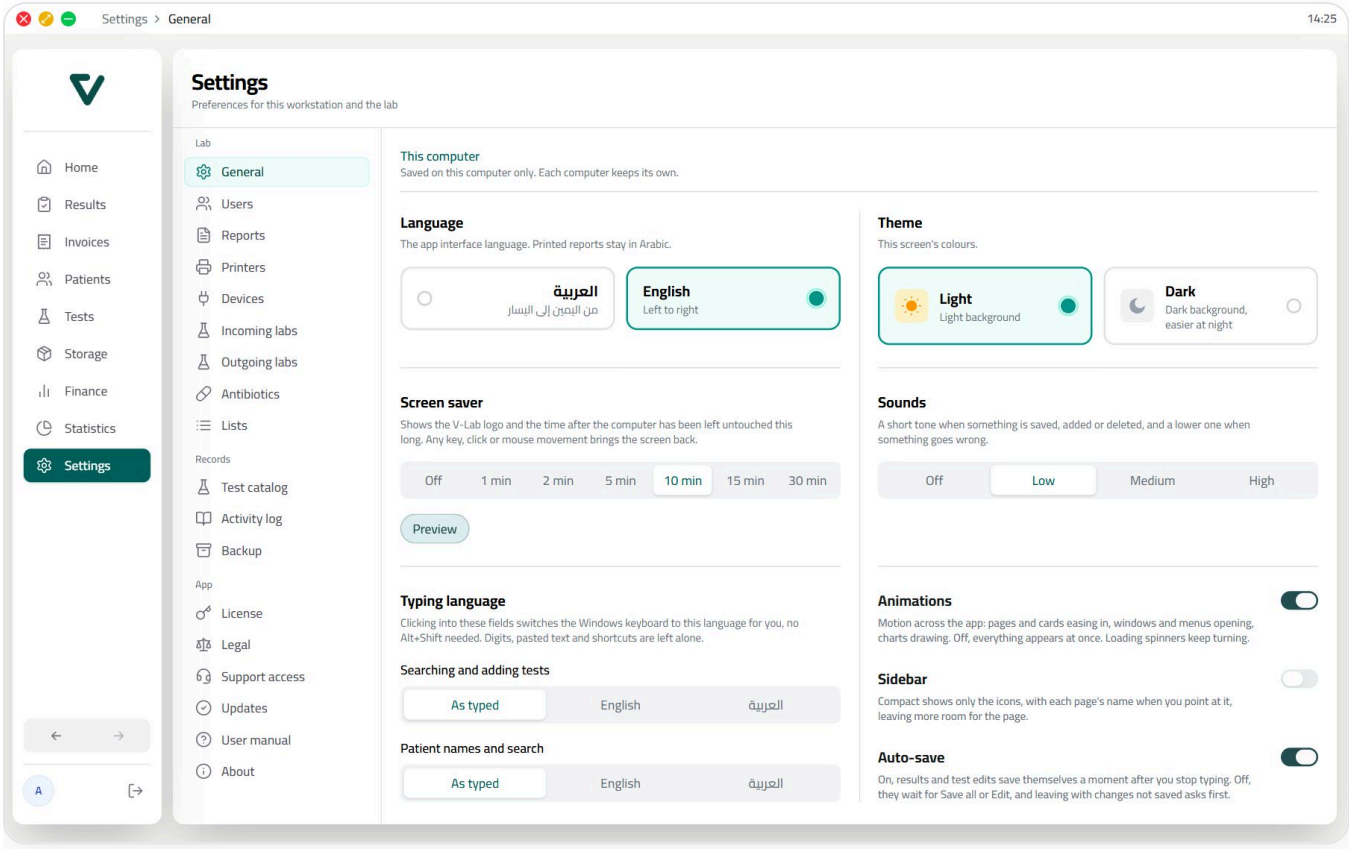
- Cash flow: Total collected, Total refunds and Net revenue, day by day.
- Estimated profitability: from invoiced revenue, minus kit costs, tests sent out, expenses and commissions, to the estimated net profit.
- Doctor referrals with each doctor's commission %, the most requested tests, and the closing account by user and by lab.
- Expenses: rent, salaries and the rest, with amount and date.



Statistics: patients, visits, tests, doctors, partner labs and each user's work.

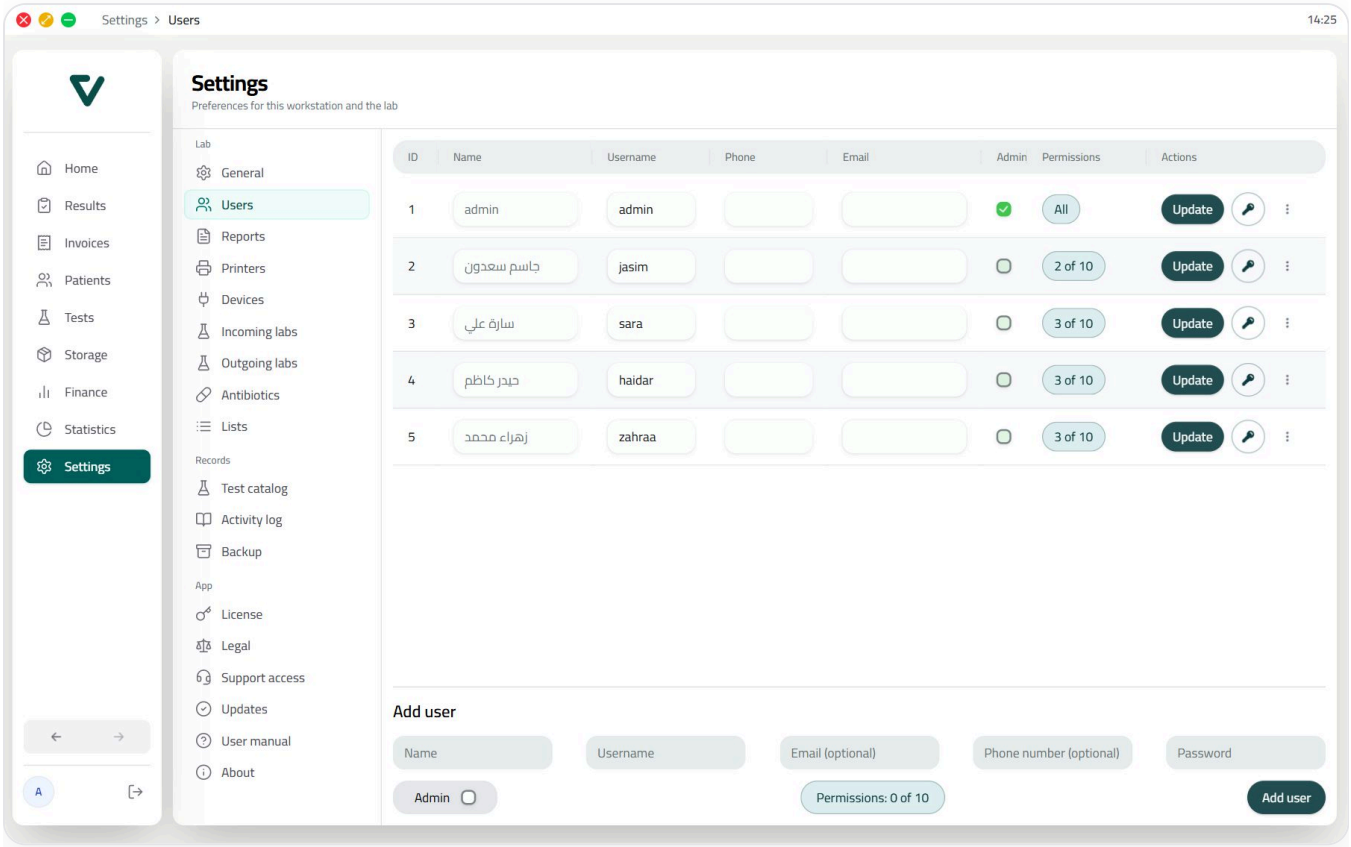
10 Settings

Settings groups the lab's setup, its records, and the app itself. Some settings apply to this computer only, others to the whole lab; each says which.



General: language, theme, zoom, sounds, auto-save, currency, turnaround target and permanent delete.

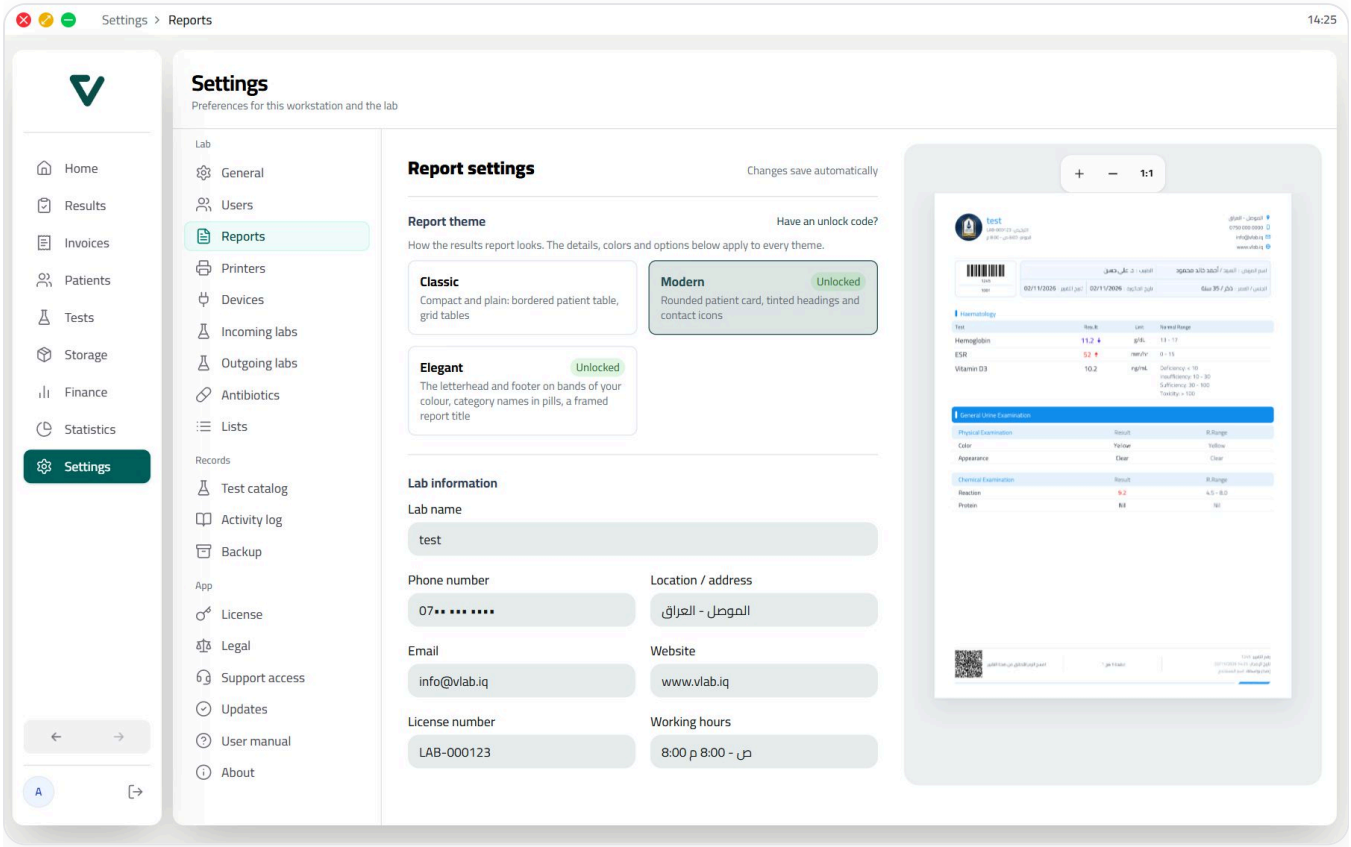
Users and permissions



Users, with what each may do.

Add a user, reset a password, and press a user's permissions to choose what they may do beyond the everyday work: view Finance and Statistics, add, edit or delete invoices, change settings, manage tests, patients or storage, and verify results. Admins can do everything. Changes apply the next time the user signs in.

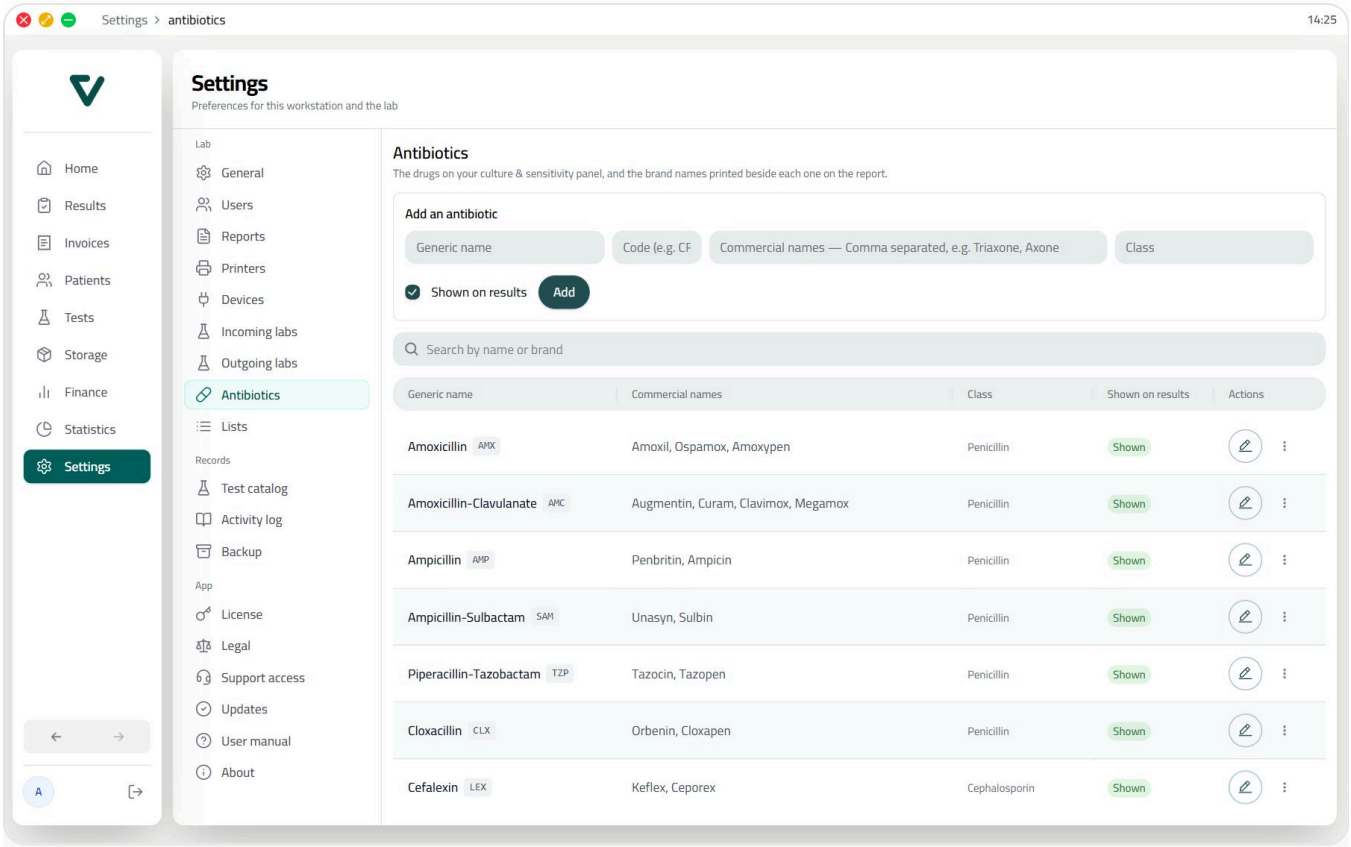
Reports



The report's look, with a live preview.

Lab information, logo, header and footer (the default layout or your own image), stamp, watermark, result colours, the high / low flag, and the verification options. The report theme sets the look: Classic is included; Modern and Elegant can be previewed, and are bought with an unlock code from your V-Lab provider made for this computer.

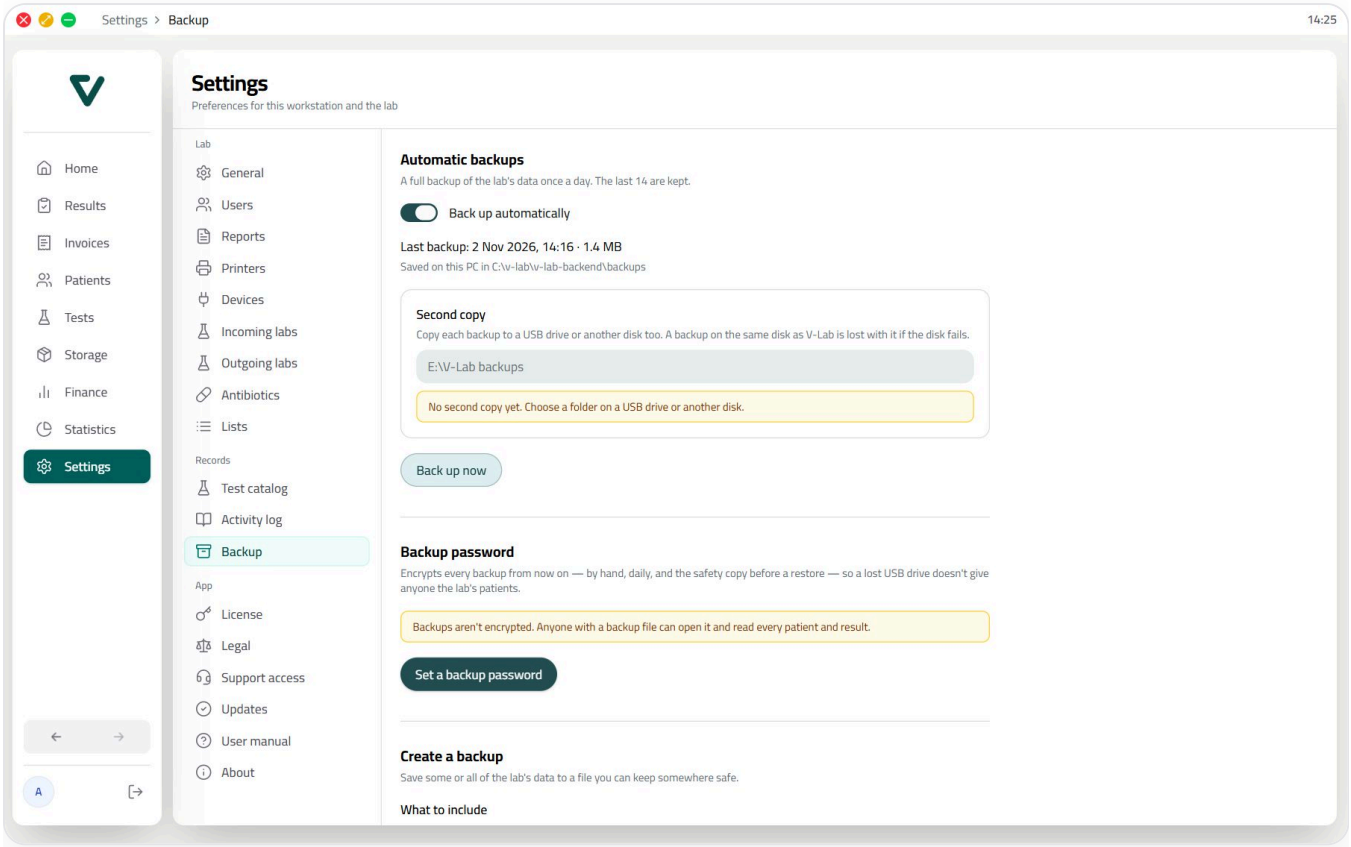
Antibiotics



The antibiotics offered on culture results.

Each antibiotic has its generic name, the commercial names printed beside it, a code and class, and whether it is shown on results.

Backup



Backing up and restoring the lab's data.

- Create a backup: everything, or chosen parts, to a file kept somewhere safe.
- Restore a backup: the parts you choose. A full backup of the data as it is now is saved first.
- Automatic backups: a full backup every day, with a second copy on a USB drive or another disk.
- Backup password: encrypts backups. Keep it safe; without it they can't be opened.

Also in Settings

Printers (invoice, results, work sheet and tube labels), Incoming and Outgoing labs with their prices, Lists (categories, sample types, tubes, units, doctors, titer steps), the Test catalog export, the Activity log, Updates, License, Developer support, and this manual.