
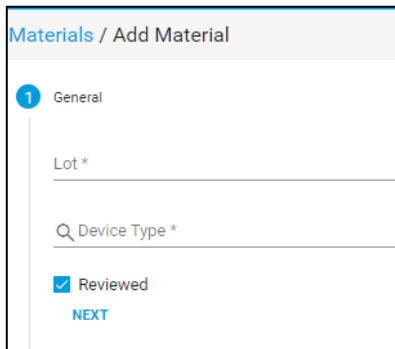




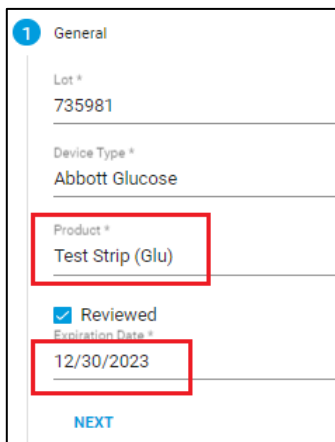
How do I Manually Add Material?

To Manually Add Material:

1. From the **Materials Page**, click  **Add** in the top right corner of the screen.
2. Enter **Lot** and **Device Type** (the “Reviewed” box will be checked), then click **NEXT**.



3. Choose **Product** and set **Expiration Date** then click **NEXT**. *Note: Every product has different criteria to enter, an example can be found below.*





New UI FAQ #20

How do I Manually Add Material?

4. If the product allows inventory tracking, enter **Total**, then click **NEXT**.

The screenshot shows a form titled '2 Inventory'. It has a text input field labeled 'Total *'. Below the input field are two buttons: 'BACK' and 'NEXT'.

5. Assign **Locations** to the Material, if allowed, then click **NEXT**.

The screenshot shows a form titled '3 Locations'. It features a list of locations with checkboxes and expandable arrows: 'Lake Drive Medical Center', 'Capital Health Network', and 'Clifton Avenue Medical Unit'.

6. Enter material **Ranges** if needed, then click **NEXT**.

The screenshot shows a form titled '4 Manufacturer Ranges'. On the left, there is a 'Levels' sidebar with 'Low', 'Mid', and 'High' options. The main area contains a table with columns: 'PARAMETER', 'UNIT', 'LOW', and 'HIGH'. The first row shows 'Glu' for the parameter and 'mg/dL' for the unit.

PARAMETER	UNIT	LOW	HIGH
Glu	mg/dL		

The screenshot shows a form titled '5 Custom Ranges'. On the left, there is a 'Default' sidebar. The main area contains a table with columns: 'PARAMETER', 'UNIT', 'LOW', and 'HIGH'. The first row shows 'Glu' for the parameter and 'mg/dL' for the unit.

PARAMETER	UNIT	LOW	HIGH
Glu	mg/dL		

7. Add **Notes** (optional) then click **SAVE**.

The screenshot shows a form titled '2 Notes'. It has a text input field labeled 'Notes'. Below the input field are two buttons: 'BACK' and 'SAVE'.