



mira

Software for material and tool
management

Manual

RESERVATIONS

MIRA Software is a product of **IZIT bv**
Dokter Armand Rubbensstraat 1
9240 Zele

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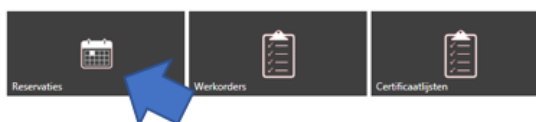
1. Getting started with reservations

1. Go to the 'Scheduling' tab.
2. Click on 'Reservations'.



Planning

Met deze module kan u artikelen voor een bepaalde periode reserveren om er zeker van te zijn dat ze beschikbaar zijn wanneer u ze nodig heeft. Ook werkkorders kunnen aangemaakt worden waarin de gepresteerde uren van werknemers kunnen worden bijgehouden.



Overview reservations

Datum van	Datum tot	Werknemer	Project	Opmerkingen	Status
10/08/2018	13/08/2018	Karen De Schutter	ECONOMAAAT		●
29/08/2018	01/09/2018	RADIO			●
04/09/2018	06/09/2018	NED ML38		lockers materiaal	●
06/09/2018	16/09/2018	NED ML38		lockers materiaal	●
13/09/2018	14/09/2018	FACILITIES		test van een opmerking	●
20/09/2018	21/09/2018	EVENTS			●
13/09/2018	16/09/2018	EVENTS	DATACENTER		●
19/09/2018	20/09/2018	RADIO			●
18/09/2018	20/09/2018	RADIO			●
19/09/2018	24/09/2018	EVENTS			●
20/09/2018	22/09/2018	FACILITIES		aanvulling datacenter	●
27/09/2018	30/09/2018	NED ML38			●
01/10/2018	11/10/2018	FACILITIES		zet maar vooran	●
05/10/2018	27/10/2018	FACILITIES		test gelinkte artikels	●
03/10/2018	05/10/2018	DIRECTIE			●
06/10/2018	17/10/2018	EVENTS			●
09/10/2018	11/10/2018	EVENTS	Sinleest 2017		●
10/10/2018	31/12/2018	EVENTS			●
12/10/2018	16/10/2018	EVENTS			●
25/10/2018	28/10/2018	FACILITIES			●
25/10/2018	28/10/2018	Gunter Van Ranst	DATACENTER		●
17/12/2018	19/12/2018	RADIO			●

● Aangemaakt ● Gedeeltelijk in transit ● Volledig in transit ● Volledig uitgecheckt

2. Overview of the buttons in the reservation module

 Mira



Filter the overview by filling in the search fields



Add a new reservation.



Edit an existing reservation (tick reservation box).



Delete an existing reservation (tick reservation box).



Clear all the search fields.



Print a selected reservation voucher.



Add filters.





Show which columns you want to see.

3. Creating a new reservation

3.1 Starting a new reservation



Click on  to create a new reservation.
A pop-up window will appear.

1. Select the period during which you want to make a reservation and confirm the period by clicking on the lock icon.
2. Select an employee and fill in any extra fields (customer, project, comment, ...).
3. Click on  and then on 'Stock' to directly reserve a stock item (3.2.1) or on 'Article' to reserve an article (3.2.2).

3.2 Select and add

3.2.1 Select and add stock

In the new window you can select stock to add.

You can click on  to add any extra columns.

Select stock

Item:

Itemname:

Item category:

Date in use

From:


To:

Lot number:

Quantity	Theoretical status	Item	Lot number	Available in peric
0.00	●	Tape	CND000153	0.00
0.00	●	Tape	CND000154	80.00
0.00	●	Tape	CND000154	30.00

Selected items

OK

Optionally, you can add or delete filters to filter the overview. 

Select stock

Item:

Itemname:

Lot number:

Actual location:

Quantity	Theoretical status	Item	Lot number	Available in peric
0.00	●	Tape	CND000153	0.00
4.00	●	Tape	CND000154	76.00
0.00	●	Tape	CND000154	30.00

In the column 'Quantity', select the number of items you wish to reserve.

Quantity	Theoretical status	
0.00	●	
4.00	●	
0.00	●	

You can use the arrows or enter the number manually.

The bullet in the column 'Theoretical status' indicates whether there is sufficient stock to reserve in the chosen time period (Green = ok / Red = not ok)

You can click on the green bullet to view the availability in detail, you will get the following window:

Item: Tape - Lot number: CND000154 - Location: Hoofdmagazijn

Practical status ●

Quantity available 80.00

Theoretical status ●

Checkouts

Checkout date	Expected return date	Lot number	Employee	Project	Customer

Maintenances

Date in maintenance	Expected return date	Lot number

The selected stock will be shown at the bottom of the window where you can also add a comment.

Select stock

Item:

Itemname: tape

Item category:

Lot number:

Actual location:

Quantity	Theoretical status	Item	Lot number	Available in peric
0.00	●	Tape	CND000153	0.00
0.00	●	Tape	CND000154	76.00
10.00	●	Tape	CND000154	20.00

Selected items

Tape - CND000154 - Loods België: 10 p.

OK

Click on 'OK' to add the selected stock and quantities to the reservation.

If you want to go straight to the 'Picking list' to put the selected items in transit and also check them out, click on (1) 'Picking list'.

Reservation details

Overview Pickinglist 1

Reservation period

Date from 16/03/2021 11:34:35

Date to 26/03/2021 12:34:35

Scan or enter code

Info

Employee B

Customer

Project p180080 - Brussels

Use location

Transit location

Remarks

Items

Practical	Theoretical	Item	Lot number	Location	Quantity	Remarks
●	●	Tape	CND000154	Hoofd magazijn	4.00	
●	●	Tape	CND000154	Loods België	10.00	

Save

Click on 'Save' to save and close the reservation.

3.2.2 Select and add article

If you choose the option 'Item' (see '3.1 Making a new reservation') instead of 'Stock', you can select an item from the list. You do not yet choose a specific lot number but you reserve a general article.

Select article

Linked to

Item category

Itemname

Quantity	Theoretical status	Item	Available in period
15.00	●	Tape	81.00

Selected items

Tape: 15 p.

OK

With this option, the lot number will only be allocated when putting the item in transit.

Reservation details

Overview Pickinglist

Reserved items

Item	Lot number	Location	Quantity	Remarks
Tape			15.00	

Transit items

Item	Lot number	Location	Quantity	Remarks
------	------------	----------	----------	---------

CND000154

OK

Save

3.3 Picking list

3.3.1 Getting started with the picking list

In the Picking list tab, you can see the reserved items on the left, and the items in transit (and whether or not they have already been checked out) on the right.

Reservation details

Overview Pickinglist

Reserved items

<input type="checkbox"/>	Item	Lot number	Location	Quantity	Remarks
<input type="checkbox"/>	Lawn mower	CND000155	Loods 1	1.00	
<input type="checkbox"/>	Tape	CND000154	Loods Belgie	5.00	

Transit items

<input type="checkbox"/>	Item	Lot number	Location	Quantity	Remarks
--------------------------	------	------------	----------	----------	---------

Save

3.3.2 Putting items in transit

Select the item (1), click on the right arrow (2) and it will be in transit (3).

The screenshot shows the 'Reservation details' window with two tabs: 'Overview' and 'Pickinglist'. The 'Reserved items' table has the following data:

<input type="checkbox"/>	Item	Lot number	Location	Quantity	Remarks
<input checked="" type="checkbox"/>	Lawn mower	CND000155	Loods 1	1.00	
<input type="checkbox"/>	Tape	CND000154	Loods België	5.00	

A blue box labeled '1' highlights the 'Lawn mower' row. A right-pointing arrow labeled '2' is positioned between the two tables. The 'Transit items' table is currently empty. A blue box labeled '3' is positioned above the 'Transit items' table. A 'Save' button is located at the bottom right of the window.

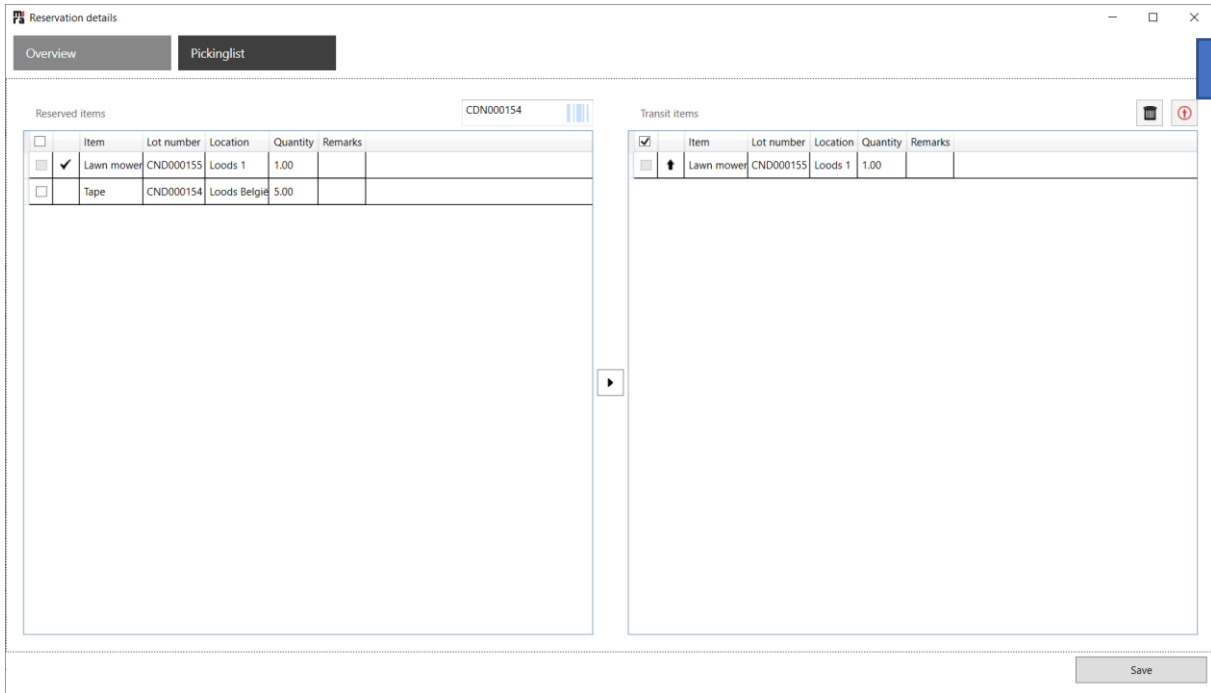
You can also enter the lot number manually (+ enter) or scan it. (4)

The screenshot shows the 'Reservation details' window with the 'Reserved items' table containing the same data as the previous screenshot. A search bar above the table contains the text 'CDN000154'. A blue box labeled '4' highlights this search bar. The 'Transit items' table remains empty. A 'Save' button is located at the bottom right of the window.

The items in transit are indicated by in the overview on the left.

3.3.3 Checking out all items

If all items are in transit, you can check them out in one single movement by clicking on the red arrow (1).



The screenshot shows the 'Reservation details' window with two tabs: 'Overview' and 'Pickinglist'. The 'Reserved items' table contains two rows: 'Lawn mower' (Lot number: CND000155, Location: Loods 1, Quantity: 1.00) and 'Tape' (Lot number: CND000154, Location: Loods België, Quantity: 5.00). The 'Transit items' table contains one row: 'Lawn mower' (Lot number: CND000155, Location: Loods 1, Quantity: 1.00). A red arrow icon is visible in the 'Transit items' table, and a blue box with the number '1' is placed over it. A 'Save' button is located at the bottom right of the window.

The items which are checked out, are indicated by



4. Editing an existing reservation

4.1 Making a modification



An easy way to find a reservation is by using a filter

For example, you can filter on 'status'.

The screenshot shows the Mira software interface. At the top, there is a toolbar with various icons including a magnifying glass, a plus sign, a pencil, a trash can, a cross, a printer, a filter icon, and a list icon. Below the toolbar, there are search filters. The 'Status' filter is set to 'Partly in transit'. Other filters include 'Date from', 'Date to', 'Employee', 'Customer', 'Project', 'Remarks', 'Status', 'Itemname', and 'Item'. Below the filters is a table of reservations.

Date from	Date to	Employee	Customer	Project	Remarks	Status
<input type="checkbox"/>	17/03/2021 12:32:04	18/03/2021 13:32:04	B			●
<input type="checkbox"/>	16/02/2021 17:54:44	19/02/2021 18:54:44	Sam Van Heddeghem			●
<input type="checkbox"/>	19/11/2020 10:26:48	22/11/2020 11:26:48	Sam Van Heddeghem			●
<input type="checkbox"/>	15/10/2020 11:33:38	23/10/2020 12:33:38	Birgen Vermoortel	Project1		●
<input type="checkbox"/>	02/09/2020 11:21:27	02/09/2020 12:21:27	A			●

Legend: ● Created ● Partly in transit ● Completely in transit ● Completely checked out



Select the reservation (1) you want to edit (by ticking it) and click on (2).

The screenshot shows the Mira software interface with the same reservation list as above. The first reservation is selected, indicated by a blue box with the number '1' over the checkbox and a blue box with the number '2' over the pencil icon in the toolbar. The reservation details are expanded to show item information.

Item	Lot number	Quantity	Location	In Transit	Checked ou	Theoretical	Practical	Remarks
Lawn mower	CND000155	1.00	Loods 1	✓	✓			
Tape	CND000154	5.00	Loods Belgie			●	●	

Legend: ● Created ● Partly in transit ● Completely in transit ● Completely checked out

Now you can add and edit data just like a new reservation (1) . You can also add (2) or delete (3) items.

Reservation details

Overview Pickinglist

Reservation period

Date from 17/03/2021 12:32:04

Date to 18/03/2021 13:32:04

Scan or enter code

Info

Employee B

Customer

Project

Use location

Transit location

Remarks

Items

Practical	Theoretical	Item	Lot number	Location	Quantity	Remarks
●	●	Lawn mower	CND000155	Loods 1	1.00	
●	●	Tape	CND000154	Loods België	5.00	

Save

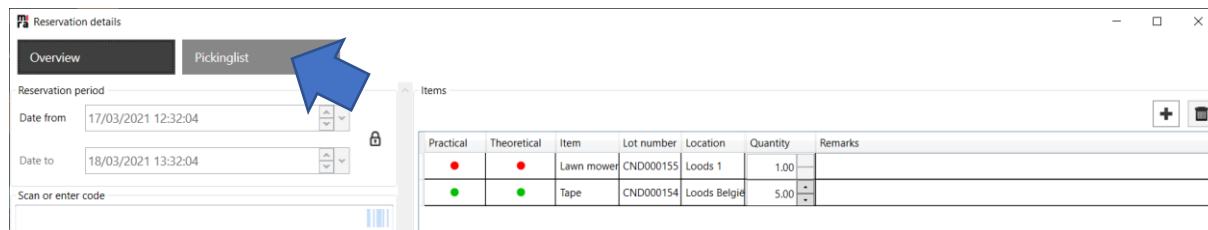
Important note! If you change the date, this may affect the availability of the already reserved items.

Important note! Items that have already been checked out, cannot be removed from the reservation.

Items in transit, but not yet checked out, need to be removed from transit before you can remove them from the reservation.

4.1.1 Removing items from transit

Go to the picking list.



Reservation details

Overview Pickinglist

Reservation period

Date from: 17/03/2021 12:32:04

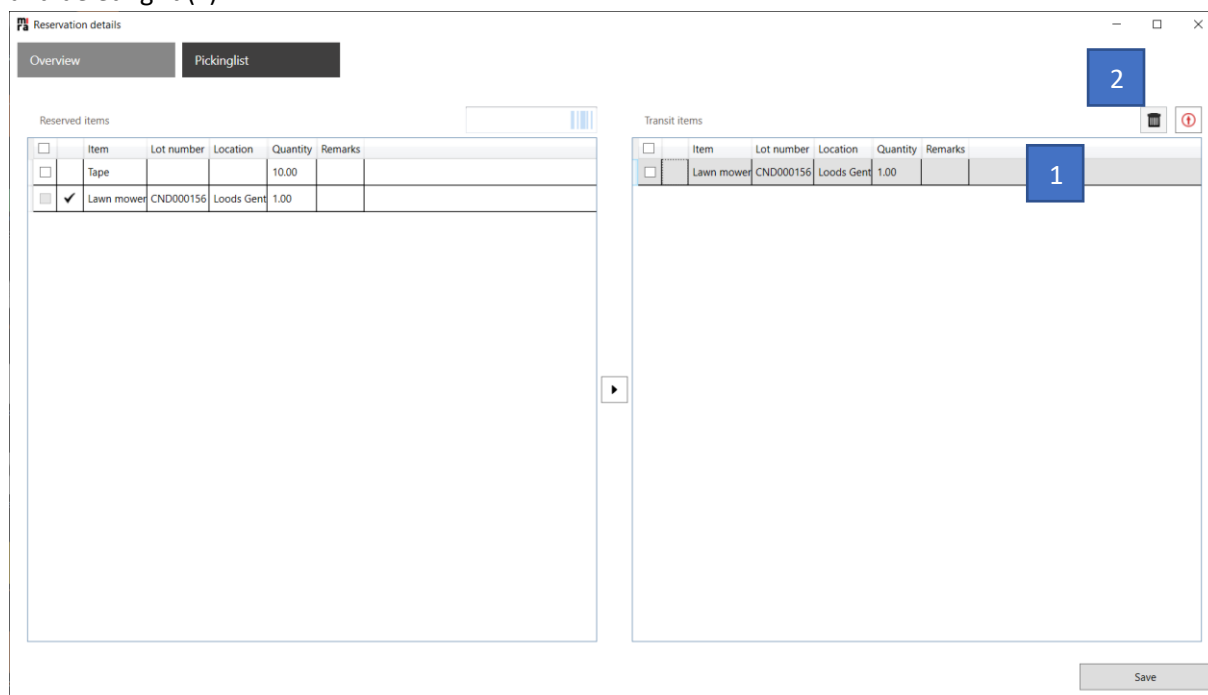
Date to: 18/03/2021 13:32:04

Scan or enter code

Items

Practical	Theoretical	Item	Lot number	Location	Quantity	Remarks
●	●	Lawn mower	CND000155	Loods 1	1.00	
●	●	Tape	CND000154	Loods Belgie	5.00	

An item that is in transit and has not been checked out yet, can be deleted by selecting the item (1) and deleting it (2).



Reservation details

Overview Pickinglist

Reserved items

<input type="checkbox"/>	Item	Lot number	Location	Quantity	Remarks
<input type="checkbox"/>	Tape			10.00	
<input checked="" type="checkbox"/>	Lawn mower	CND000156	Loods Gent	1.00	

Transit items

<input type="checkbox"/>	Item	Lot number	Location	Quantity	Remarks
<input type="checkbox"/>	Lawn mower	CND000156	Loods Gent	1.00	

Save

5. Searching for a reserved item

In the overview, you can use the search fields to find out if, and when, certain items have been reserved.

For example:

If you enter an item in the 'Item' search field and click 'Search', you will see all reservations for that item.

Click on the reservation to see the details:

The screenshot shows the Mira software interface. At the top, there is a toolbar with icons for search, add, edit, delete, print, and other functions. Below the toolbar, there are search filters for Status, Date from, Date to, Item name, Item, Item category, and Lot number. The 'Item' search field contains the text 'lawn mower'. Below the filters, there is a table with columns: Date from, Date to, Employee, Customer, Project, Remarks, and Status. The table contains two rows of reservation data. The first row is highlighted with a blue border, indicating it is selected. Below the table, there is a legend for the status indicators: Created (grey dot), Partly in transit (yellow dot), Completely in transit (green dot), and Completely checked out (black dot).

Date from	Date to	Employee	Customer	Project	Remarks	Status
20/03/2021 12:25:09	25/03/2021 13:25:09	A		Project2		●
17/03/2021 12:32:04	18/03/2021 13:32:04	B				●

Item	Lot number	Quantity	Location	In Transit	Checked ou	Theoretical	Practical	Remarks
Lawn mower	CND000156	1.00	Loods Gent	✓		●	●	

● Created ● Partly in transit ● Completely in transit ● Completely checked out