Software for material and tool management

Manual

RESERVATIONS

MIRA Software is a product of **IZIT bv**
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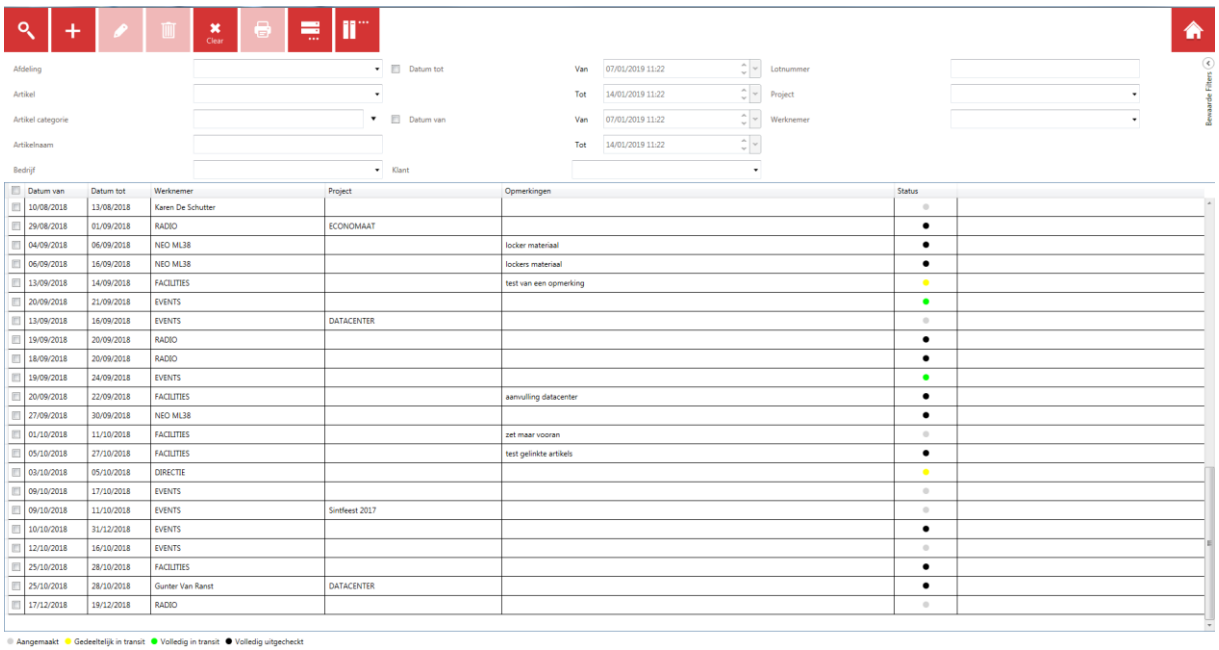
1. Getting started with reservations

1. Go to the ‘Scheduling’ tab.
2. Click on ‘Reservations’.

Overview reservations



2. Overview of the buttons in the reservation module

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.

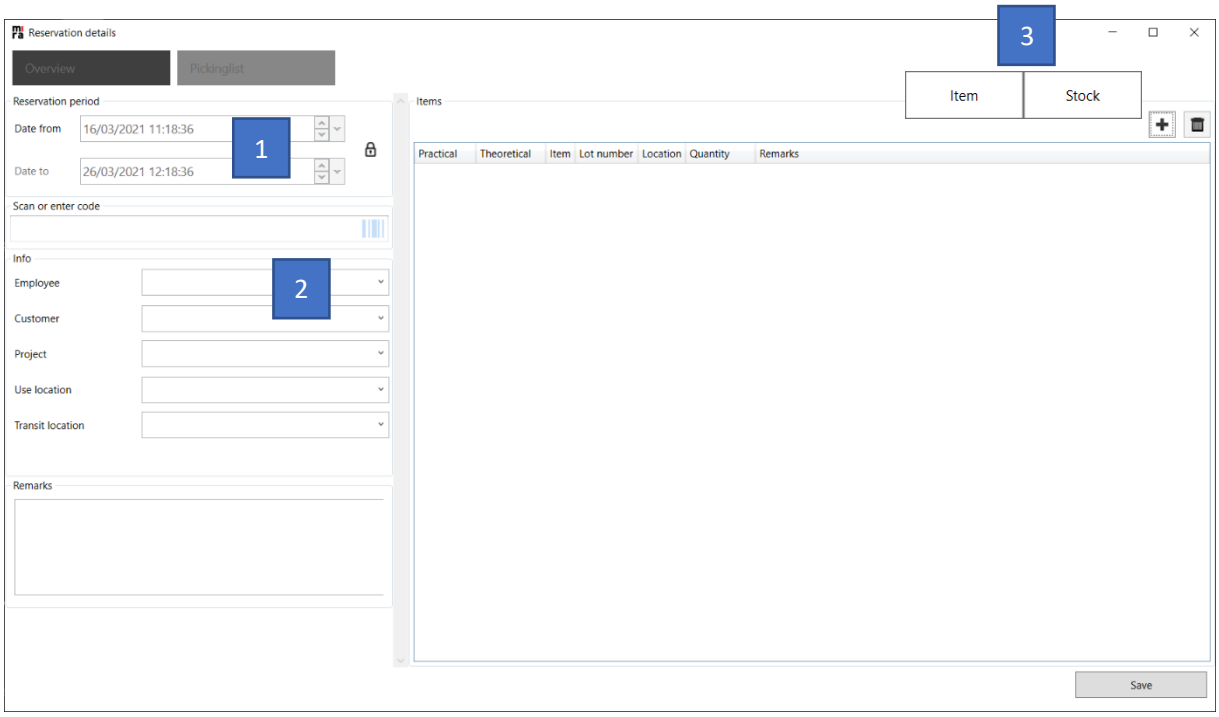
Show which columns you want to see.

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).

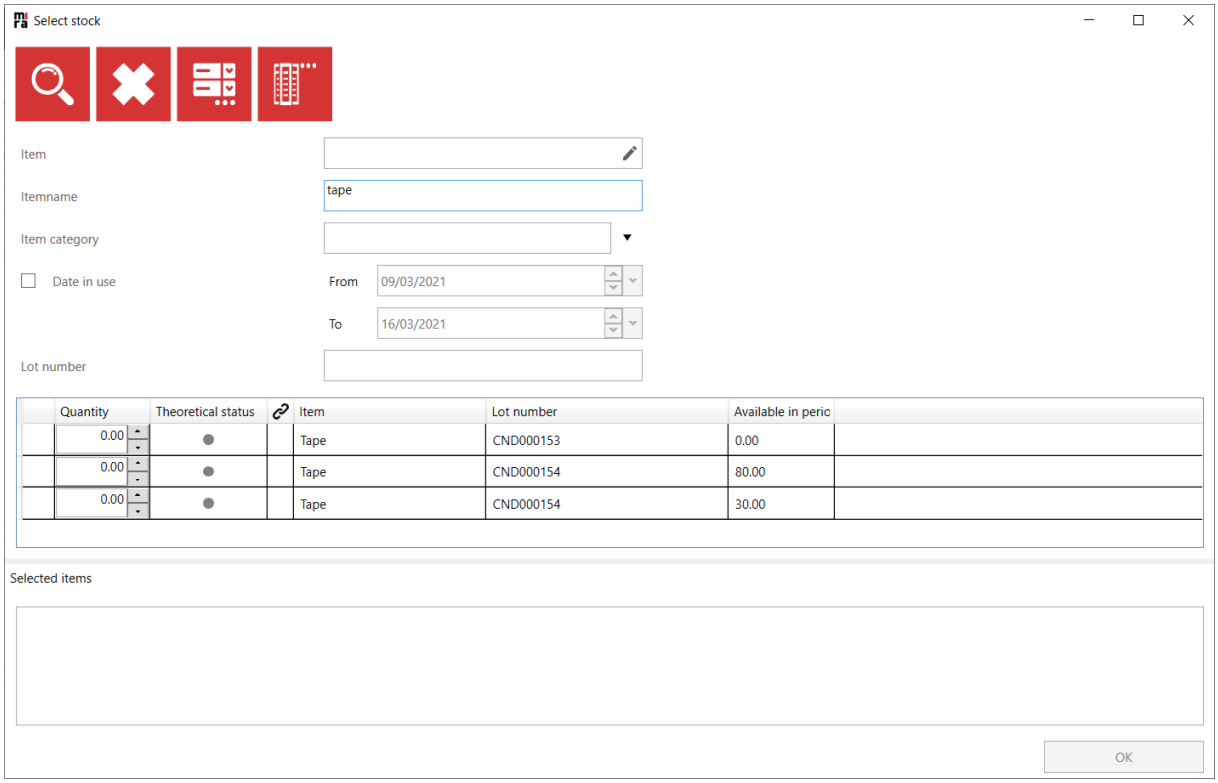


3.2 Select and add

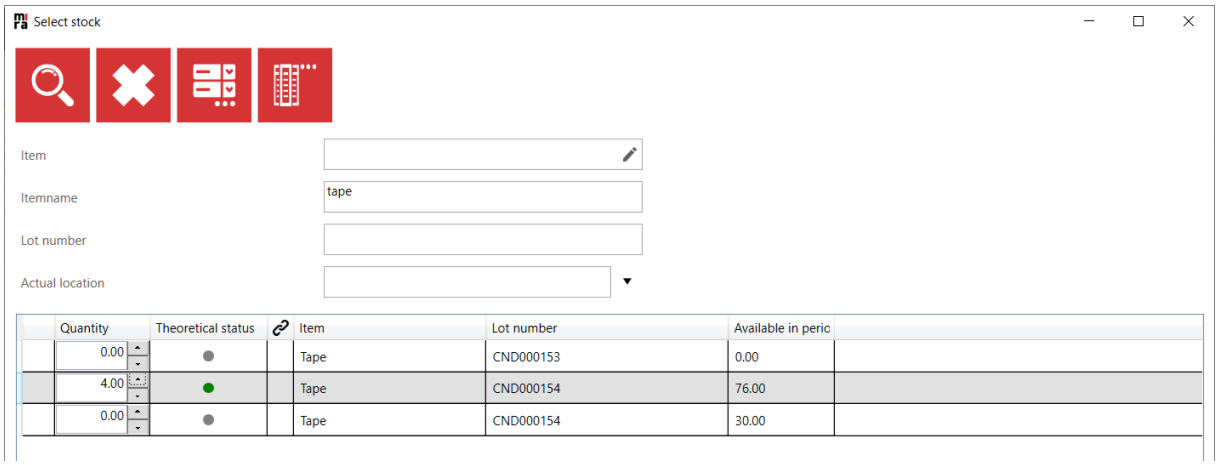
3.2.1 Select and add stock

In the new window you can select stock to add.

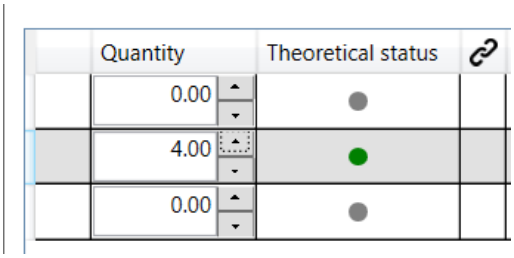
You can click on to add any extra columns.



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

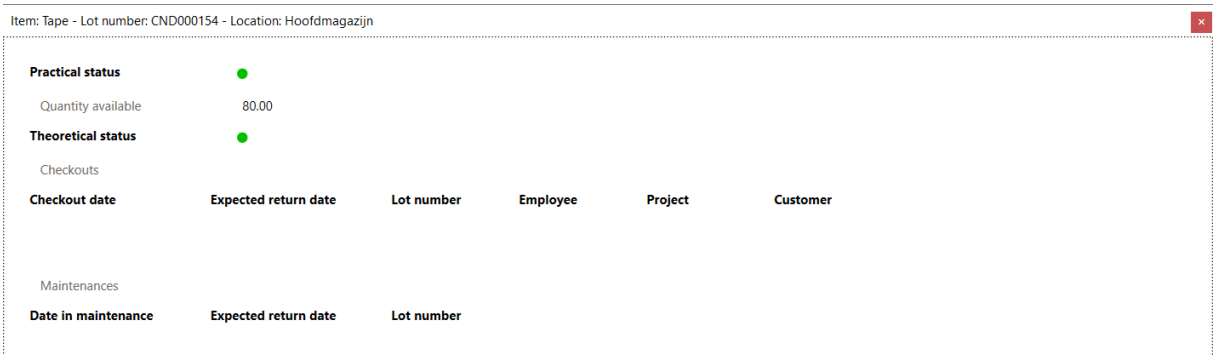


In the column 'Quantity', select the number of items you wish to reserve.

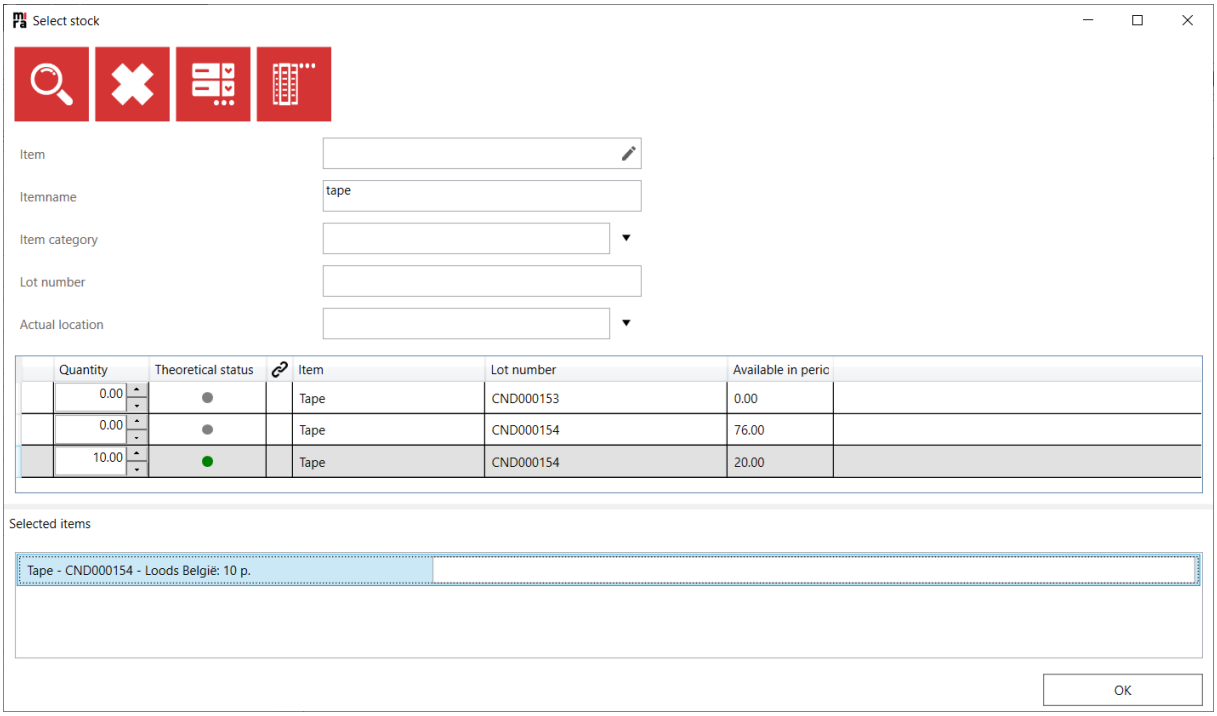


You can use the arrows or enter the number manually.
The bullet in the column 'Theoretical status' indicates whether there is sufficient stock to reserve in the chosen time period (Green = ok / Red = not ok)

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

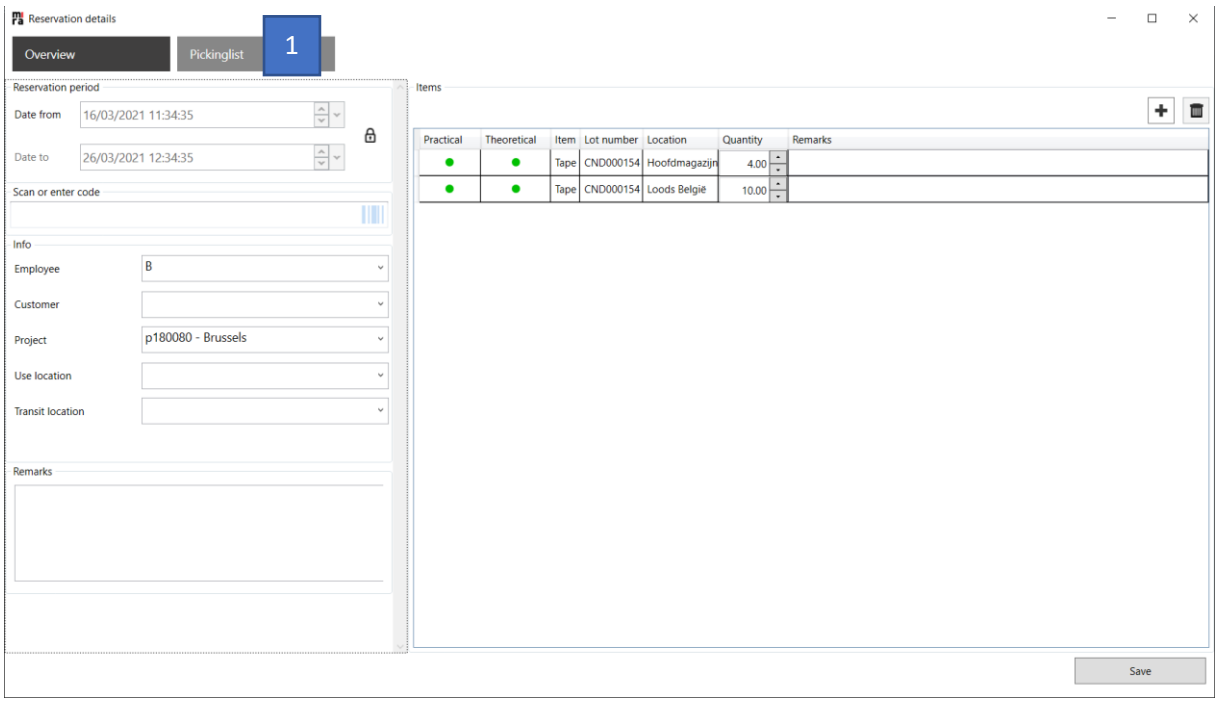


The selected stock will be shown at the bottom of the window where you can also add a comment.



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

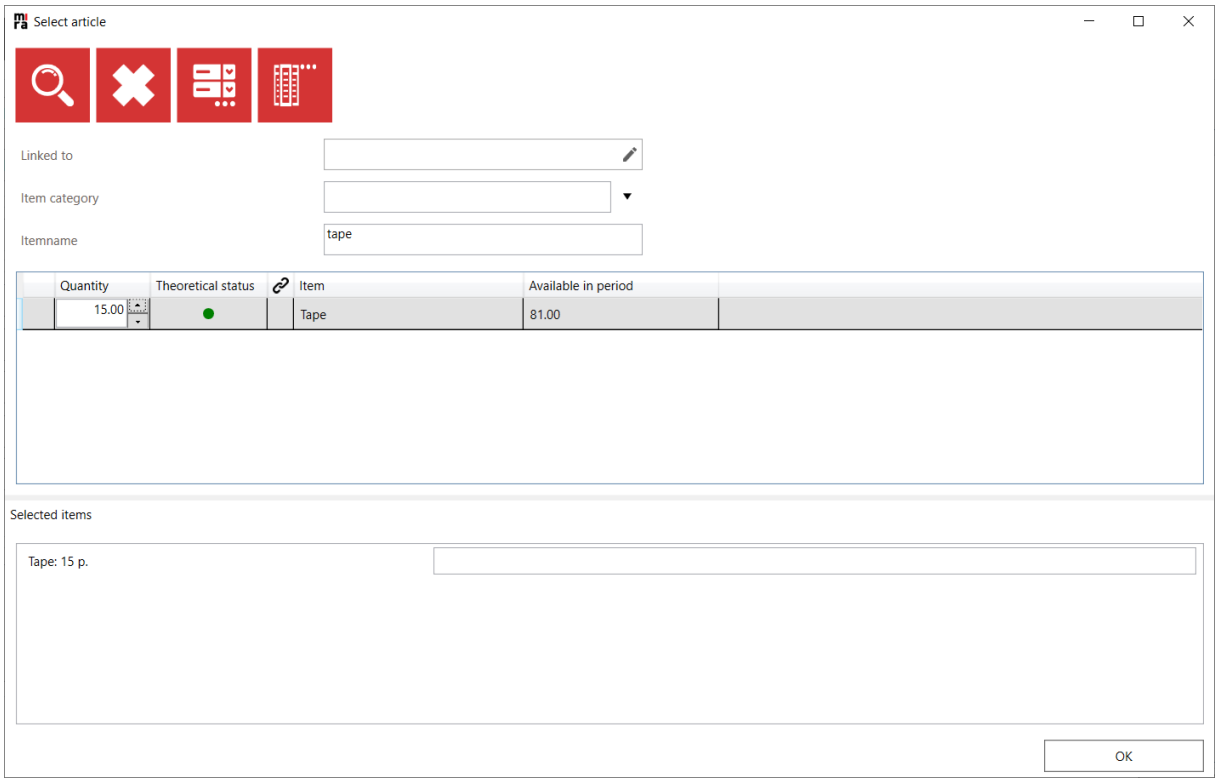
If you want to go straight to the 'Picking list' to put the selected items in transit and also check them out, click on (1) 'Picking list'.



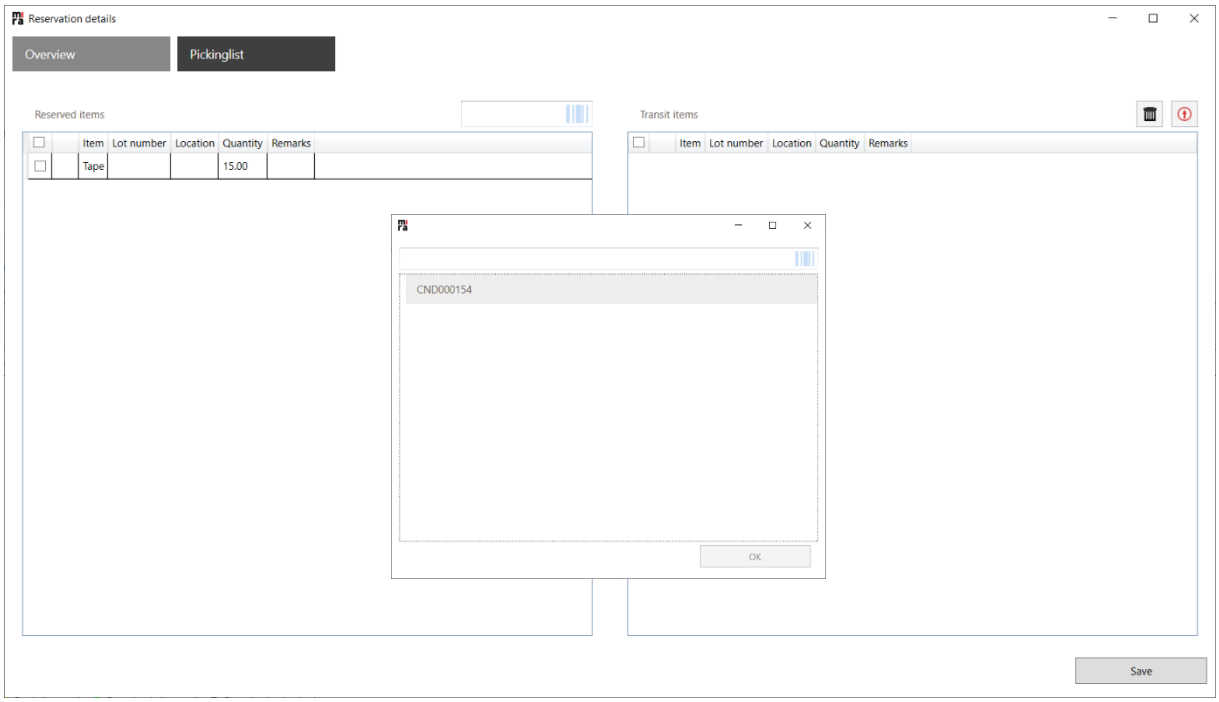
Click on 'Save' to save and close the reservation.

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.



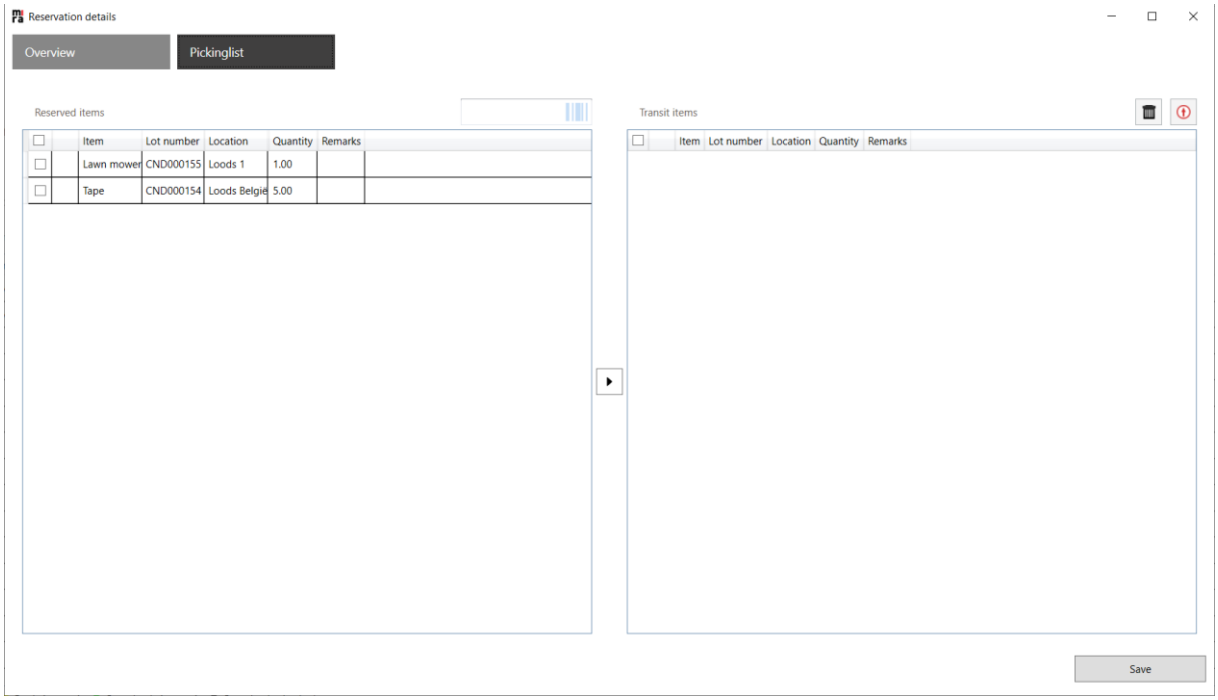
With this option, the lot number will only be allocated when putting the item in transit.



3.3 Picking list

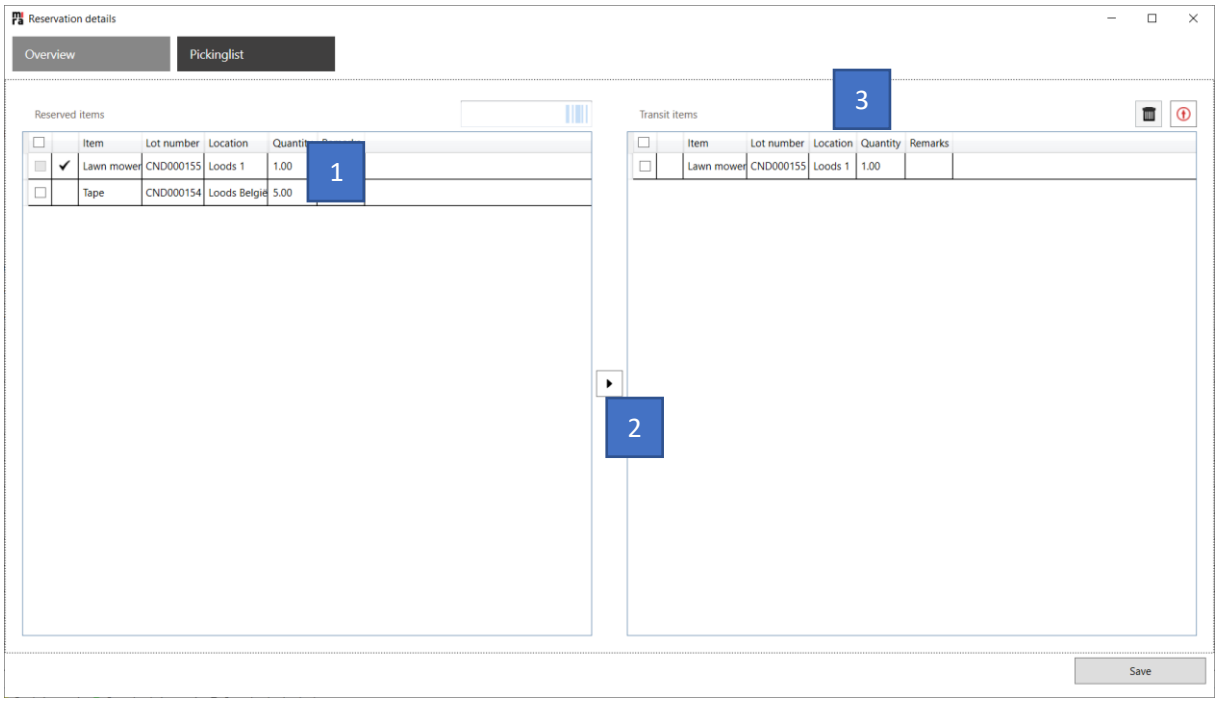
3.3.1 Getting started with the picking list

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.

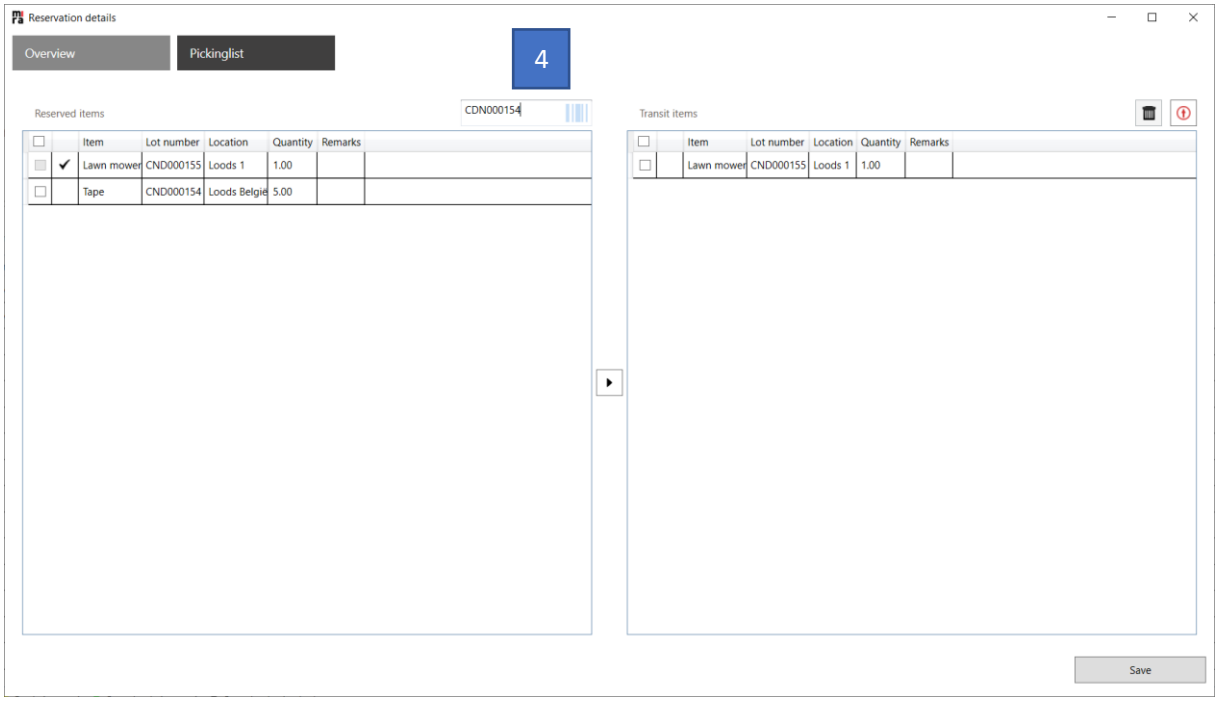


3.3.2 Putting items in transit

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



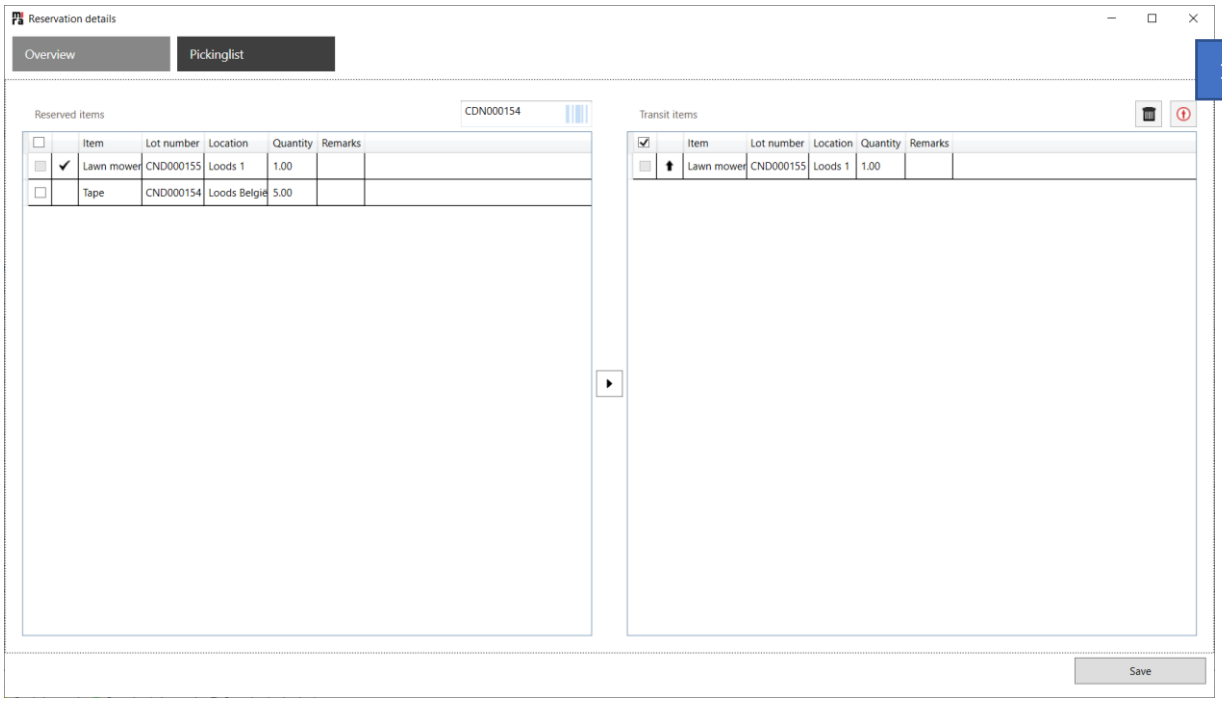
You can also enter the lot number manually (+ enter) or scan it. (4)



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).



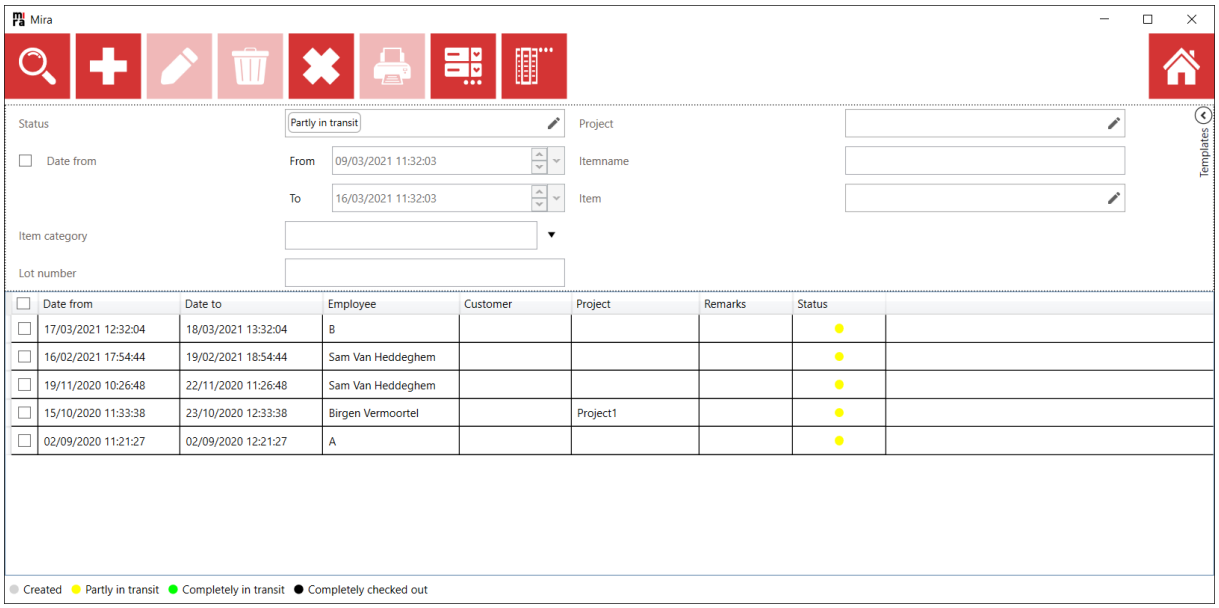
The items which are checked out, are indicated by ⬆ .

4. Editing an existing reservation

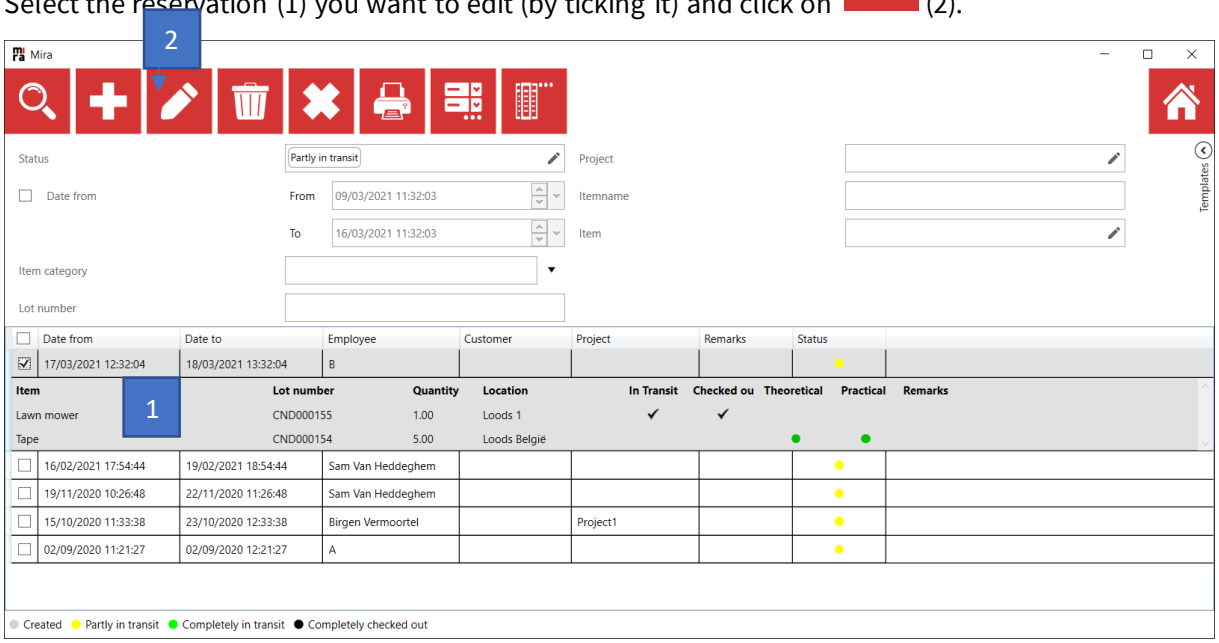
4.1 Making a modification

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

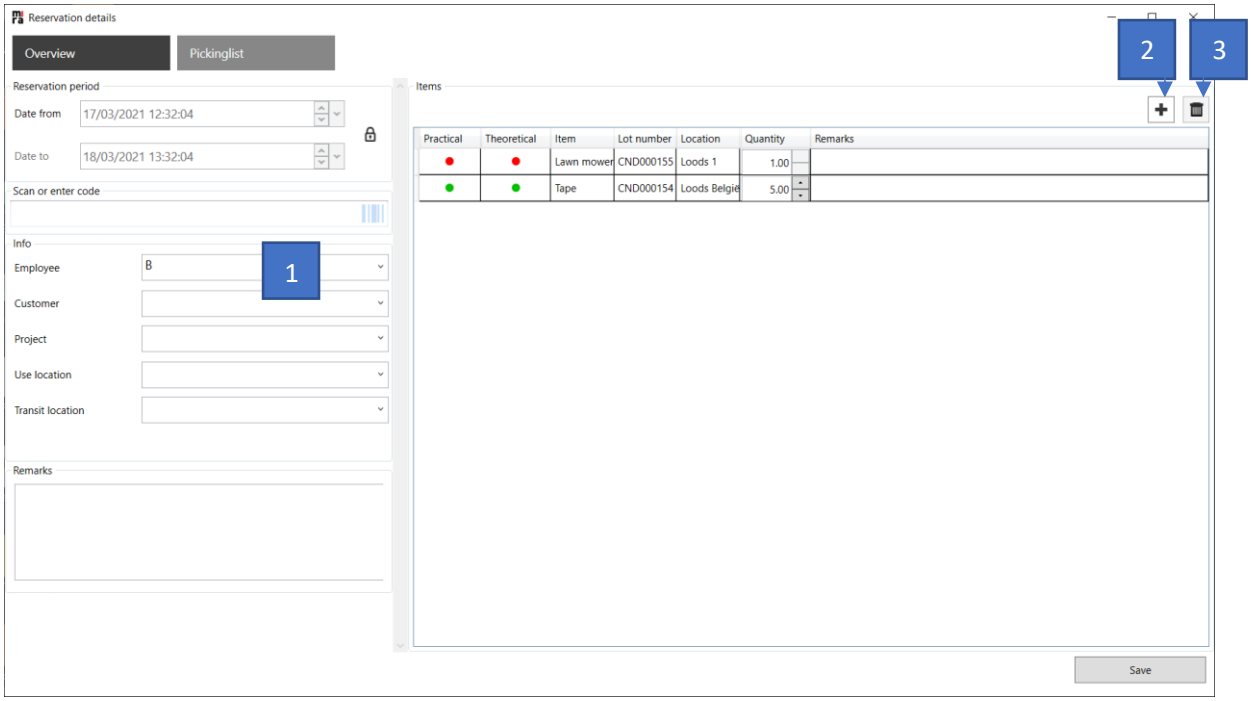
For example, you can filter on 'status'.



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



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



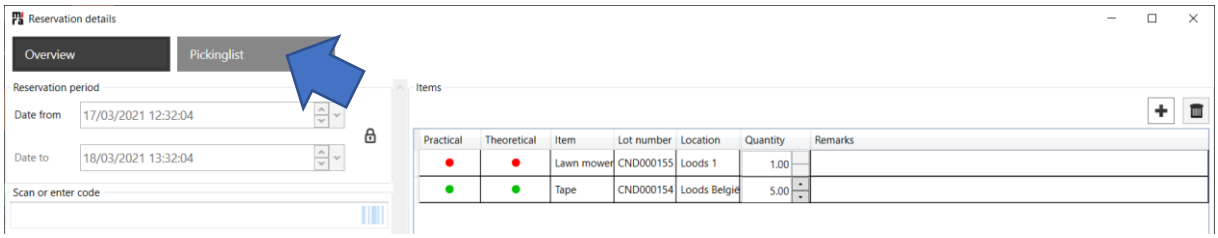
Important note! If you change the date, this may affect the availability of the already reserved items.

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

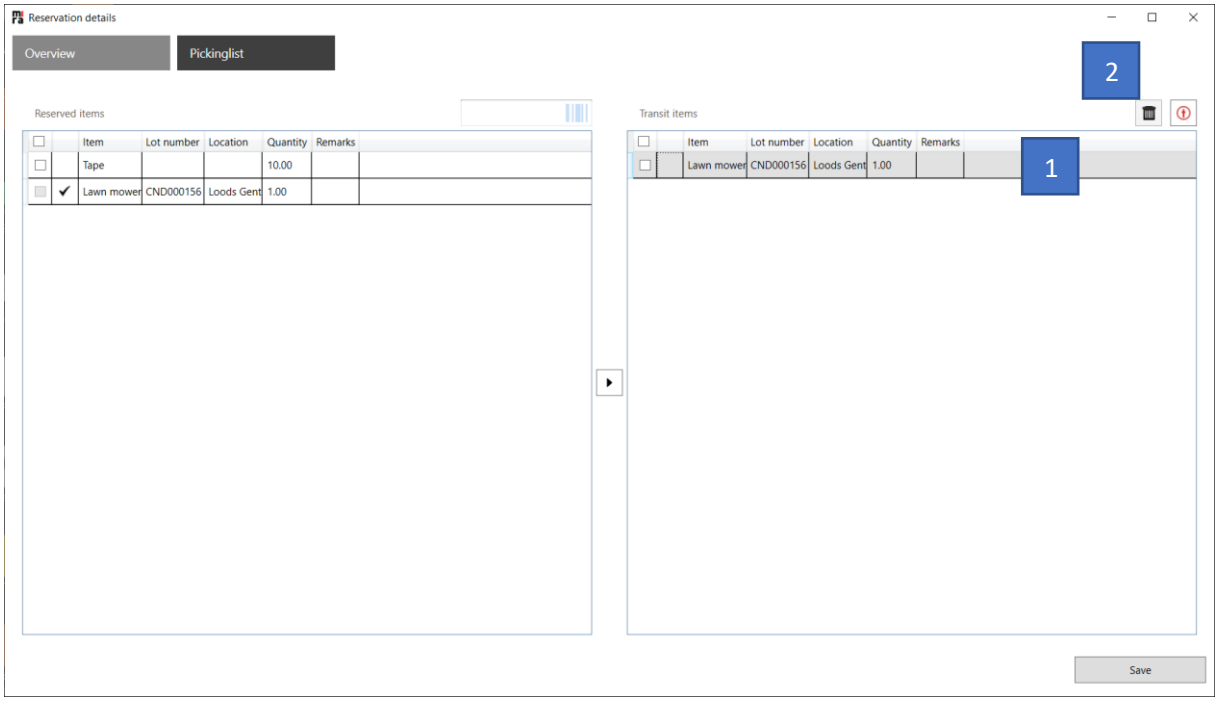
Items in transit, but not yet checked out, need to be removed from transit before you can remove them from the reservation.

4.1.1 Removing items from transit

Go to the picking list.

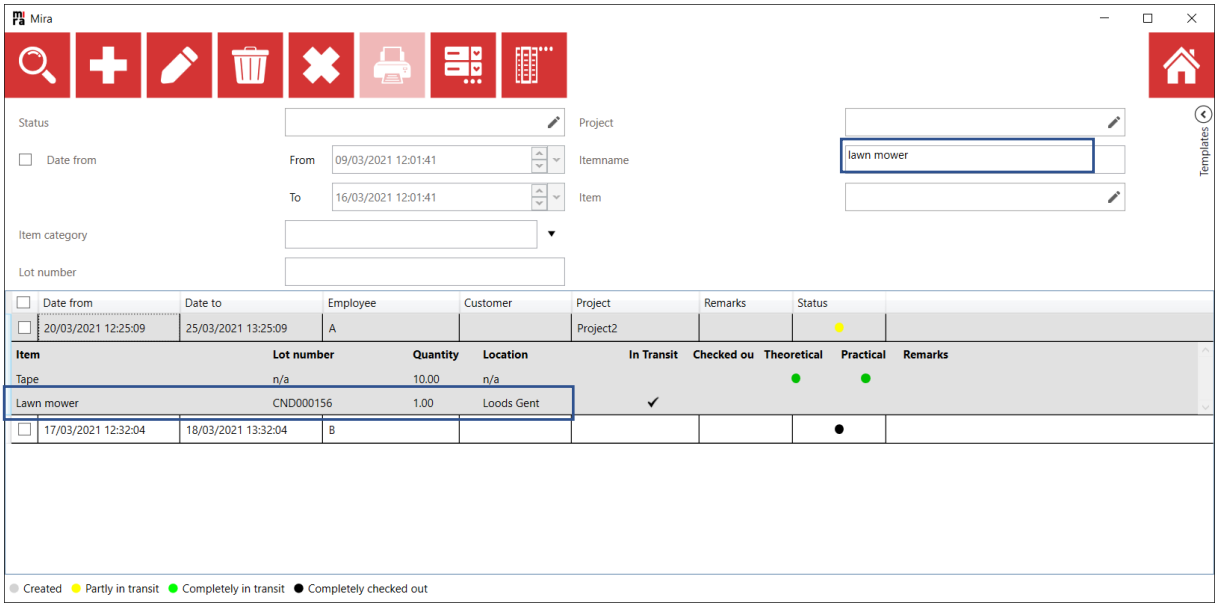


An item that is in transit and has not been checked out yet, can be deleted by selecting the item (1) and deleting it (2).



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: