



# mira

**Software for material and tool  
management**

**MANUAL**

MAINTENANCE

MIRA Software is a product of **IZIT bv**  
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# 1. Setting parameters

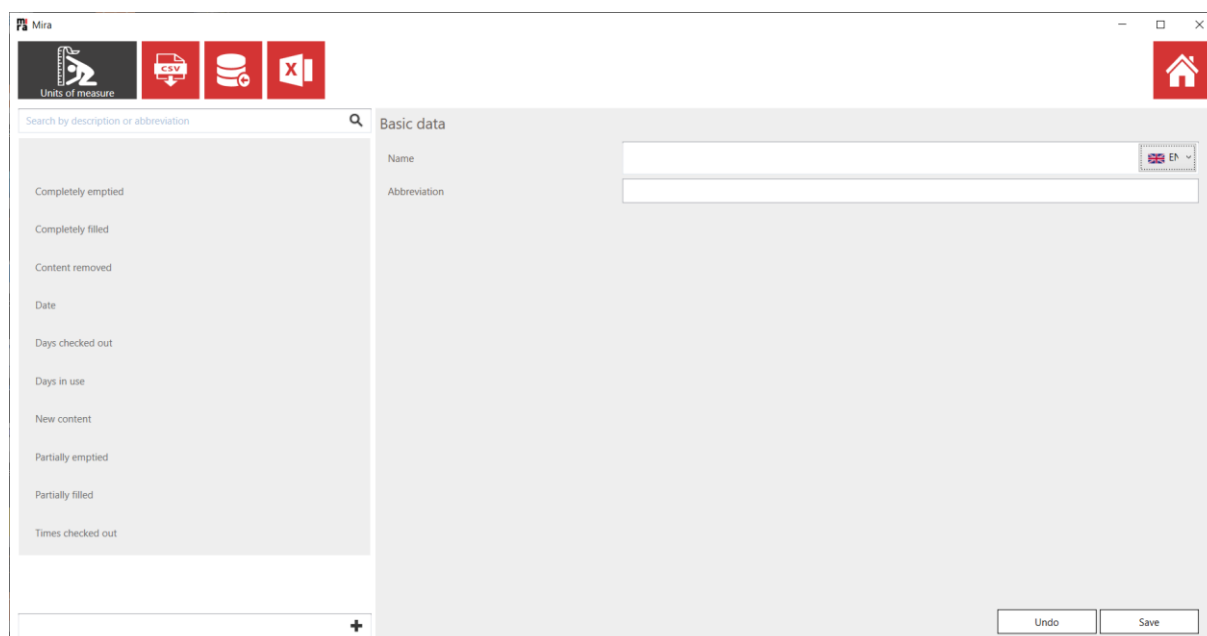
If you want to monitor the maintenance of material in MIRA, a number of maintenance parameters need to be created.



The screenshot shows the MIRA software interface. At the top, there is a navigation bar with several menu items: Checkout, Scheduling, Stock, Maintenance, Basic data (highlighted with a black border), Settings, and Log out. Below the navigation bar, the 'Basic data' section is displayed. It contains a grid of 16 icons representing different configuration options: Companies, Departments, Cost centers, Employees, Suppliers, Units of measure (highlighted with a red border), Maintenance categories, Maintenance conditions, Checklists, Customers, Projects, Certificates, Statuses, Users, Usergroups, Barcode template, and Custom fields.

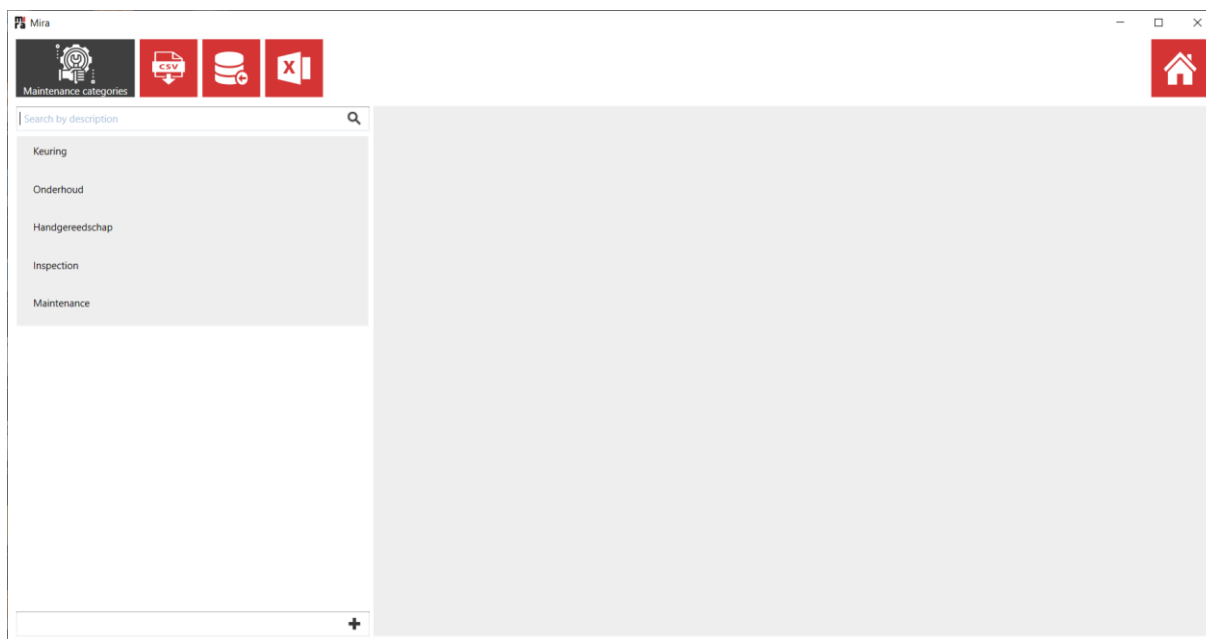
In the submenu **'Units of measure'** you can create new parameters that are used to determine certain periodic intervals. "Days in use", "days checked out", "times checked out" and "date" are standard measurements units in MIRA. These intervals are automatically logged in the system. *For example, you can set up that certain tools must be checked after they have been lent out and brought back five times.*

You can also add your own units of measure. For example, 'Mileage' for your construction vehicles. In the logbook in the maintenance module, you can then keep track of the mileage.

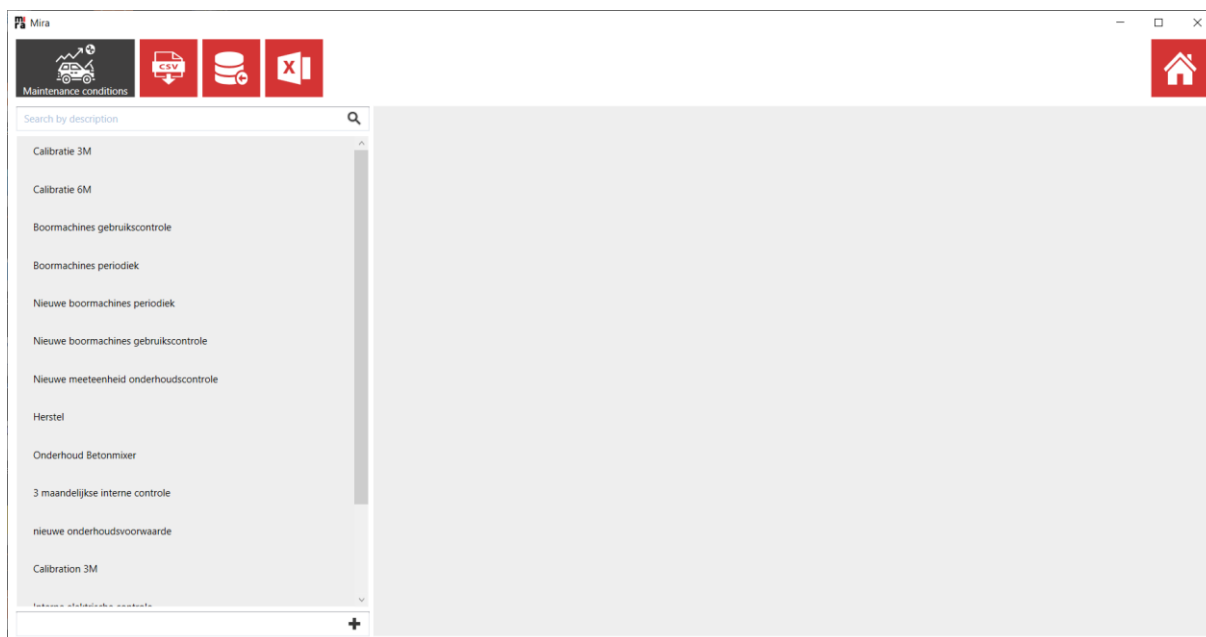


The screenshot shows the 'Units of measure' configuration screen in the MIRA software. The interface is divided into two main sections. On the left, there is a list of predefined units of measure: Completely emptied, Completely filled, Content removed, Date, Days checked out, Days in use, New content, Partially emptied, Partially filled, and Times checked out. On the right, there is a form for creating a new unit of measure. The form has two input fields: 'Name' and 'Abbreviation'. Below the form, there are 'Undo' and 'Save' buttons. The top of the screen shows the 'Units of measure' menu item and a search bar.

In the '**Maintenance categories**' tab, you can create different categories. These can then be used to filter search results in the maintenance consultation.



In the '**Maintenance conditions**' tab, you can create all the maintenance conditions that you want to link to an article..



## 2. Linking a maintenance condition to an article



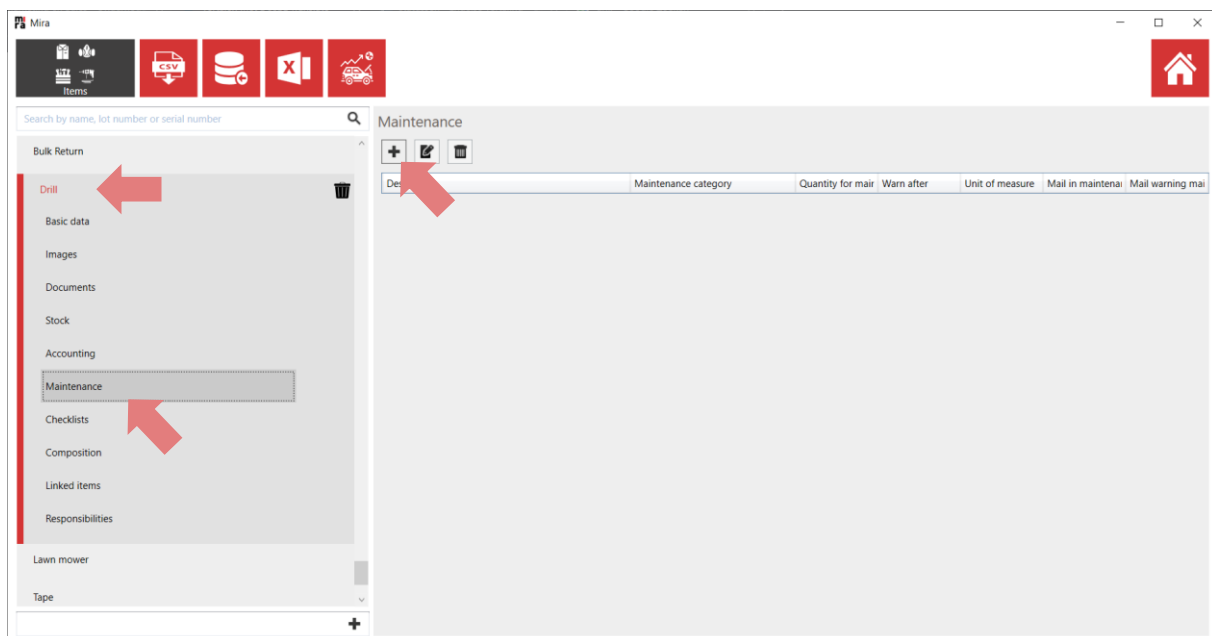
### Basic data

Via these basic files you can configure the entire MIRA software. An easy to use dashboard with clear tiles makes sure the configuration is child's play. An overview of all materials within the company starts here.



Go to the items sheet for which you want to set a maintenance condition and click on the article name to edit that article.

Click on the submenu 'Maintenance' and click on the + to add a maintenance condition.



The following window appears:

Maintenance condition details

Description

Under maintenance after

Send e-mail to the responsible people

Warn after

Send e-mail to the responsible people

Maintenance category

Price per unit

Status when exceeded

Status when returned

'Description' must not be empty.  
'Under maintenance after' must be greater than '0'.  
'Unit of measure' must not be empty.  
'Maintenance category' must not be empty.

Cancel Save

Please complete the details here.

#### Description:

Define the maintenance condition (choose from list of created maintenance conditions in configuration > maintenance parameters > maintenance conditions).

#### In maintenance after:

On the right, select the unit of measurement (from the list of created or default units of measurement in configuration > maintenance parameters > units of measurement).

On the left you fill in the numerical value for the selected unit of measurement. If you wish, you can select 'Send mail to those responsible' so that they receive a notification e-mail when the item needs to be serviced. (See 3. *Setting up the responsible persons*)

#### Warning after:

Here you select the alert threshold when you want to be notified.

#### Maintenance category:

Here you select the category (from the list of created maintenance categories in configuration > maintenance parameters > maintenance categories).

#### Unit price:

If you wish, you can add a fixed cost associated with the maintenance or inspection.

#### Status when exceeded:

Here you can choose whether you want a status to be automatically assigned to the item when the date or value for maintenance is exceeded.

#### Status when returned from maintenance:

Here you can choose whether you want to automatically assign a status to the item when it returns from maintenance.

Onderhoudsvoorwaarde

Onderhoudsvoorwaardedetails

Omschrijving: Calibratie 3M

Datum onderhoud: 05/12/2020 Datum

Herhalen na

Mail sturen naar de verantwoordelijken

Datum waarschuwing onderhoud: 04/12/2020 Datum

Mail sturen naar de verantwoordelijken

Onderhoudscategorie: Keuringen



Prijs per eenheid

Status wanneer overschreden

Status wanneer terug uit onderhoud

Annuleren Opslaan

Click on 'save'.

You will now see the maintenance condition in your product sheet. You can still edit  or delete  these later.

Omschrijving	Onderhoudscategorie	Frequentie waarde	Waarschuwen na	Meeteenheid	Email op onderho	Email waarschuwi
Calibratie 3M	Interne keuring	Dagen in gebruik	Dagen in gebruik	Dagen in gebruik	<input type="checkbox"/>	<input type="checkbox"/>

Several maintenance conditions can be added per article. These maintenance conditions apply to all stock items of this article.

You can also set a maintenance condition specifically for a stock item.

In that case, go to 'Stock' in the product sheet. Select the stock item (= lot number) for which you want to set a maintenance condition and click on maintenance.

The screenshot shows the MIRA software interface. On the left, a sidebar lists various menu items: Artikelen, Basisgegevens, Afbeeldingen, Documenten, Aantallen en locaties, Boekhouding, Onderhoud (highlighted with a red arrow), Samenstelling, and Verantwoordelijkheden. Below this, a list of stock items is shown, including AVB0002, AVB0003, AVB0004, AVB0666, and BEAMER\_01. The main window displays the 'Onderhoud' (Maintenance) section for the selected stock item 'AVB0001'. It features a search bar and a table of maintenance conditions.

Omschrijving	Onderhoudscategorie	Frequentie waarde	Waarschuwen na	Meeteenheid	Email op onderho	Email waarschuwi
Beamers lamp vervangen	Onderhoud	Keren uitgeleend:	Keren uitgeleend:	Keren uitgeleend	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Calibratie 3M	Interne keuring	Dagen in gebruik:	Dagen in gebruik:	Dagen in gebruik	<input type="checkbox"/>	<input type="checkbox"/>

Here you can see the maintenance condition again, as it was set at item level.

In this window you can change it, remove it or add new ones at stock level.

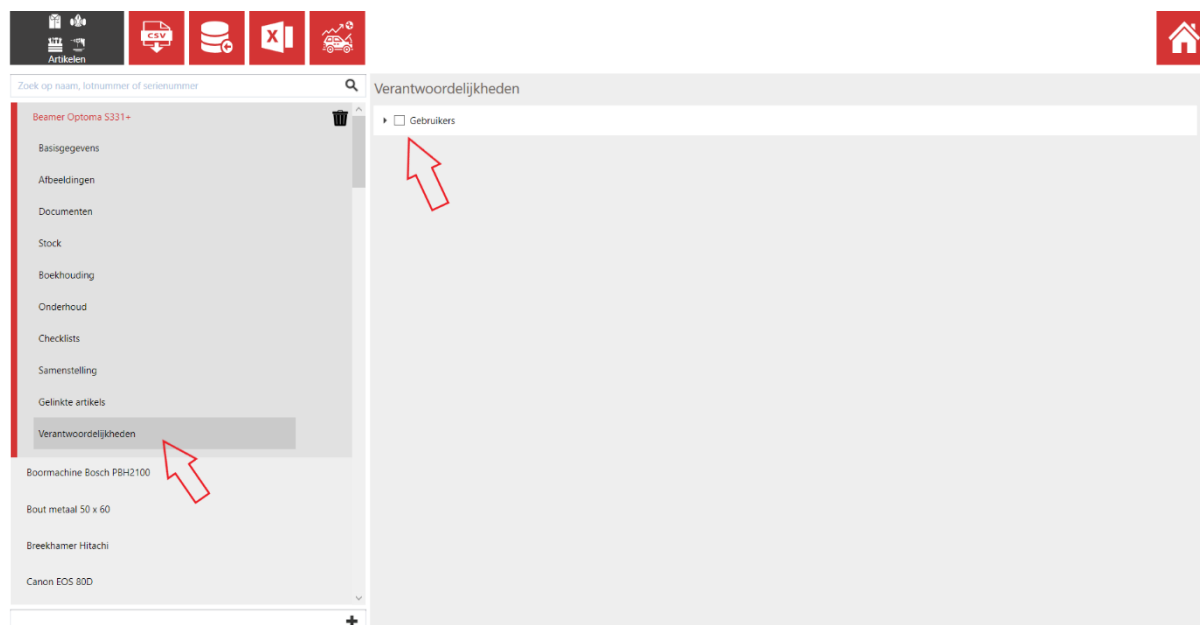
The maintenance condition(s) will only apply to the item with the lot number for which you set it.



### 3. Setting up responsables

In Mira, you can set up responsible users (not employees!) per article. These users will receive an e-mail when an article is due for maintenance. (If you have set this up in the maintenance condition).

*Please note! Make sure the correct e-mail address is entered for the user.*



Click on 'responsibilities' to set them up.

You can then select which user(s) you want to set as responsible.

Click on the small black arrows  to open the possible subdivisions.

You will first see all the users, and then a subdivision by company, department and cost centre.

# 4. Maintenance module

## 4.1 Maintenance



### Onderhoud

Met deze module kunnen onderhoud en herstellingen worden gepland en opgevolgd. Ook specifiek registreren wanneer er een onderhoud nodig is voor een wagen is mogelijk. Een correcte VCA keuring is een verplichting geworden en kan ook in deze module geregistreerd worden. Voor een langere levensduur van uw materiaal is de onderhoud module een handig hulpmiddel.





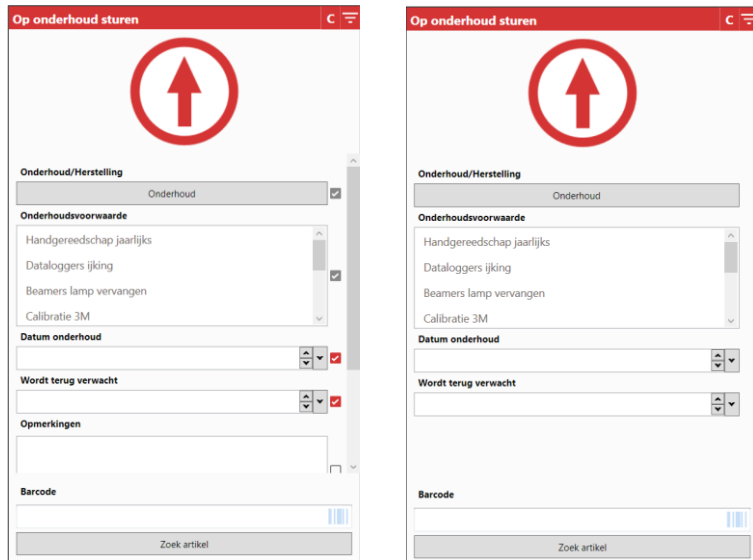
### Overview

On the right, you will get an overview of all stock items which are to be maintained. This filter is a default filter in MIRA. To use several filters, open the filter fields.

If you select a stock item in the overview, you will see the maintenance condition, the set frequency (unit of measure and value), the current value for the selected unit of measure, the value of the unit of measure at the previous maintenance (if applicable) and the value until the next maintenance.

Artikel	Lotnummer	Moet binnenkort op onderh.	Moet op onderh.	Status	Uitgeleend op project	Kostenpl.
<input type="checkbox"/> Boormachine Bosch PBH2100	BOM002	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/> Boormachine Bosch PBH2100	BOM003	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/> Beamer Optima S331+	AVB0001	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
<input type="checkbox"/> Beamer Optima S331+	AVB0002	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
<input type="checkbox"/> Beamer Optima S331+	AVB0003	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
<input type="checkbox"/> Datalogger Extech	DL0001	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Onderhoud vervallen		
<b>Onderhoudsvoorwaarde</b>		<b>Frequentie waarde</b>	<b>Huidige waarde</b>	<b>Waarde laatste onderhoud</b>	<b>Waarde tot volgend onderhoud</b>	
Calibratie 3M		3 maand		15/04/2020	15/07/2020	
<input type="checkbox"/> Datalogger Extech	DL0002	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Onderhoud vervallen		
<input type="checkbox"/> Datalogger Extech	DL0003	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Onderhoud vervallen		
<input type="checkbox"/> Datalogger Extech	DL0004	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Onderhoud vervallen		
<input type="checkbox"/> Beamer Optima S331+	AVB0004	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
<input type="checkbox"/> Slijpschijf Metabo	A072	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/> Valharnas	VH001	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/> Valharnas	VH002	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/> Valharnas	VH003	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
<input type="checkbox"/> Breekhamer Hitachi	B054	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/> Beamer Optima S331+	BEAMER_01	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
<input type="checkbox"/> Boormachine Bosch PBH2100	BOM333	<input type="checkbox"/>	<input type="checkbox"/>	In gebruik		
<input type="checkbox"/> Boormachine Bosch PBH2100	BOM004	<input type="checkbox"/>	<input type="checkbox"/>	In gebruik		
<input type="checkbox"/> Beamer Optima S331+	AVB0666	<input type="checkbox"/>	<input type="checkbox"/>			

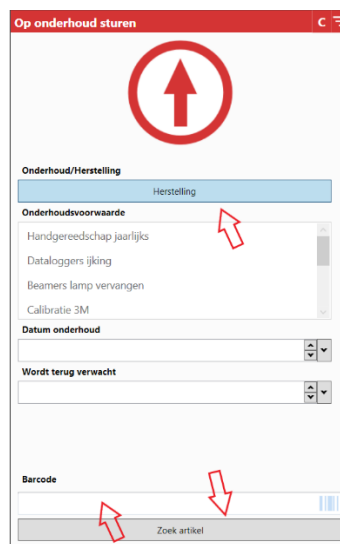
In the panel on the left, you can choose which extra parameters you want to assign to the maintenance. Click on  on the top right, to select or disable the desired extra fields. Click again to save .



The image shows two side-by-side screenshots of the 'Op onderhoud sturen' form. Both screenshots feature a large red arrow icon at the top. The left screenshot shows the 'Onderhoud/Herstelling' dropdown menu set to 'Onderhoud', with a list of maintenance conditions including 'Handgereedschap jaarlijks', 'Dataloggers ijking', 'Beamers lamp vervangen', and 'Calibratie 3M'. The right screenshot shows the same form with the dropdown menu set to 'Herstelling'.

## 4.2 Repairs

To send material for repair, regardless of the maintenance condition set, click on the 'maintenance/repair' bar to select Repair. Then you can scan the stock item, enter the lot number, or search and select via search item.



The image shows a screenshot of the 'Op onderhoud sturen' form. A large red arrow icon is at the top. The 'Onderhoud/Herstelling' dropdown menu is set to 'Herstelling'. Red arrows point to the 'Herstelling' dropdown, the 'Barcode' field, and the 'Zoek artikel' button at the bottom.

### 4.3 Periodic maintenance

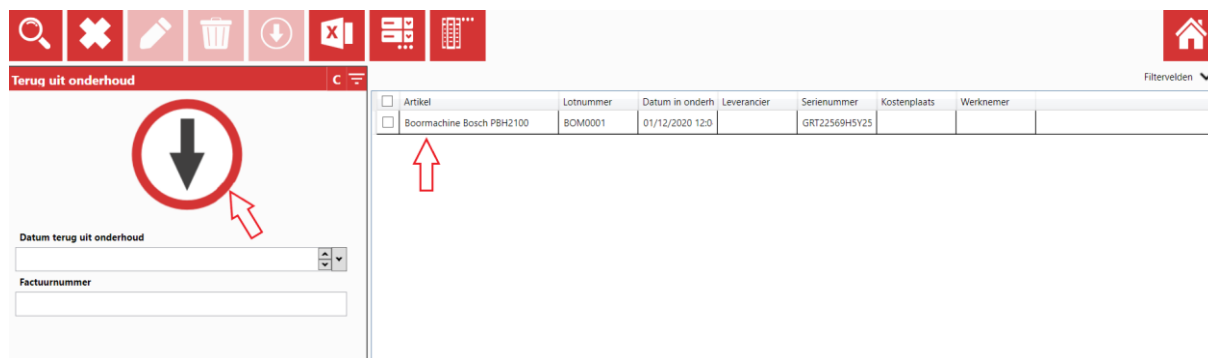
To put material on maintenance for a set maintenance condition, click on the 'maintenance/repair' bar to choose Maintenance. Select the maintenance condition for which the material needs maintenance. Then you can scan the stock item, enter the lot number, or search and select via search item.

You can also select one or more stock items in the overview on the right, and then use the small arrow at the top to send it to maintenance.

Artikel	Lotnummer	Moet binnenkort op onderh.	Moet op onderh.	Status	Uitgeleend op project	Kostenplaat
<input checked="" type="checkbox"/> Boormachine Bosch PBH2100	BOM002	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/> Boormachine Bosch PBH2100	BOM003	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/> Sreekhamer Hitachi	B054	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/> Boormachine Bosch PBH2100	BOM333	<input type="checkbox"/>	<input type="checkbox"/>	In gebruik		
<input type="checkbox"/> Boormachine Bosch PBH2100	BOM004	<input type="checkbox"/>	<input type="checkbox"/>	In gebruik		
<input type="checkbox"/> Boormachine Bosch PBH2100	55555555	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/> Boormachine Bosch PBH2100	22222	<input type="checkbox"/>	<input type="checkbox"/>			

## Withdrawing equipment from maintenance

Click on the large arrow so that it points downwards. In the overview on the right, you will see all the stock that is currently under maintenance.



You can select the material that will be returned from maintenance from the overview on the right, and then check it in via the small arrow on the top.



You can also scan the lot number or enter it manually. Or search for the right material and select it via 'Search item'.

