

Software for material and tool management

MANUAL

PACKAGING

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

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1. Create a packaging (item)

Mira Mira						- 🗆 X
Chedout	scheduling	Stock	Maintenance	Basic data	Settings	Log out
Basic data						
Via these basic files you can config to use dashboard with clear tiles n play. An overview of all materials v	gure the entire MIRA software. An easy nakes sure the configuration is child's within the company starts here.	Companies	Departments	Cost centers	Employees	
			Locations	Items Items	Suppliers	
		Units of measure	Maintenance categories	Maintenance conditions	Forms	
		Customers	Projects	Certificates	Statusses	
					€ 1/2 ▶	

Start from the basic data and go to the item sheet to create a new item.

?

Click on the additional option 'Packaging' and 'Save'. It is also important to indicate whether the packaging is expected back or not. When you create an item, you can assign the property 'packaging' to it with the following restrictions:

- A packaging item can <u>never</u> be bulk stock, but it can contain bulk stock.
- A packaging item can <u>only contain one item at a time</u>. However, different stock numbers of that item can be in the packaging together. This is the main difference with a composite item, which can consist of different items.
- Once a packaging item has been created and 'filled' (see further), <u>it can no longer be</u> <u>changed</u>.

Pi Mra	× .		×
Search by name, lot number or serial number	Q Basic data		
Bulk Not Return	Name	Big bag	EE EN 🗸 ^
Bulk Return	Supplier number		
Drill	Supplier		· · ·
Easter Eoo	Category		· ·
E-ship	Cost center		· ·
FORKIIT	Bulk	Bulk Non bulk	
Hammer	Packaging	V	
Lawn mower	Is expected back		
Saw	Standard order horizon	0.00	
Screws	Standard minimum stock	0.00	
Таре	Standard checkout period	0	
test			EN 🤟
	Remarks		
locitiox			
Truck	Default amount at checkout	0.00	
Van	Niet meer leverbaar		



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Determining contents

Once you have created a packaging item, you must determine what its contents can be, in other words: with which items this packaging <u>can</u> be filled.

You do this via the options 'composition' and then via the button with the '+ sign'.



You will get an overview of all items in MIRA and you can select one or more items which <u>can be</u> <u>included</u> in the packaging, with the desired number.

]		- 0	×
ltem ✓ Bulk ● Only bulk stock Only non bulk stock				
Quantity Item	Item category	Bulk stock		
0.00 Vis		\checkmark		^
0.00 Screws		~		
5.00 Garden bark 50I		1		
10.00 Potting soil 25I		~		-
elected Garden bark 50I - 5 p. Potting soil 25I - 10 p.				
			OK	

It is now determined what the content of the packaging can be. A packaging item can contain one or more item and corresponding quantities, but never several articles at once.

You can now fill the packaging item.



2. Filling

A packaging item behaves within MIRA as another (composed) item. This means that you first have to create the item and then generate stock (a lot number) for it. So you are not going to fill a package item, but a lot number that is linked to that package item.

73	Mira		-	
	📫 🖶 😪 🕄 🐝 🔛 d			ñ
	earch by name, lot number or resial number 🔍 🔍	Composition		
I	Big bag 🗰 ^	+ 12 0		
I	Basic data	+ Big bag		
	Images	Garden bark 501 - Quantity: 5		
I	Documents	Potting soil 251 - Quantity: 10,00		
I	Stock			
I	Accounting			
I	Maintenance			
I	Forms			
I	Composition			
I	Linked items			
I	Responsibilities			
-	+			

To do this, you go to the created lot number -> 'Composition'. When you click on the button 'search item', you can select the item with which you want to fill the packaging item.

You also need to enter the exact number. Please note that the number that you allocate (fill up) may be less than the number that you have entered beforehand in 'determining content', but no more.





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3. Checkout

Checkout is done in the traditional way, but you will be asked whether the packaging must also be checked out.

If you choose not to check out the packaging along, only the contents will be checked out and the packaging item will be 'emptied'.

If you choose to check out the packaging, the entire contents will be lent out.

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Check out C \Xi	Used filter fields: Checked out by	Filter fields 🗸
(\mathbf{f})	Open checkouts only Checkout date Quantity Checked out by Checkout location Use location Image:	
Imployee [mployee A v	Packagingsettings X	
Company IDT Cost center	You have selected a packaging item. What do you want to do with the packaging on checkout?	
Department	Exclude packaging from the checkout	
Customer	Include packaging on checkout	
· · · · · · · · · · · · · · · · · · ·		

You will be able to consult the history of each packaging item as you would any other item, both via the checkout and consultation screen. If MIRA doesn't show the packaging in checkout, please check whether the item is expected back or not.

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Check in		c \Xi	Used filter fields: Checked out by								Filter fields 💙
			Open and closed checkouts								
			item	Lotnumber	Checkout date	Quantity	Checked in by	Checked out by	Checkout location	Use location	
			Big bag	BB00001	22/04/2021 13:41:20	1.00		Employee A			
			Garden bark 501 Lot number: GRDNBRK00	001 Quantity: 5.00							
		^									
Checked in by											
Employee A		~									
	Company										
	IZIT										
	Cost center		Toolbox	TLBX00001	20/04/2021 11:04:53	1.00		Employee A			
	Department										
	Construction	- 5									
Checkin date		_									
		÷ *									
Checkin location		~									
Barcode											
New	tem Search item										
			Number of records: Z Count selected: 0								



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4. Adjusting a packaging

You can make an adjustment (numbers, other content, ...) to a packaging item in the item sheet.

(see Creating packaging items).

You can also adjust the packaging item via the stock consultation screen.

Adjust via stock -> consultation

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Status		Afschrijvingsdatum	From 15/04/2021 13:56:44	* *	<u>د</u>
Itemname	big bag		To 22/04/2021 13:56:44	* *	femplat
Lot number		Actual location		•	
Minimum stock Under minimum stock		Item		1	
Above minimum stock Bulk Only bulk stock		Item category		•	
Only non bulk stock	Lot number	Item cat			
Big bag	EB00001				
heter	Location Is par	rt of			Total price
Item: Big bag	Location: Hoofdmagazijn	Do vo	u want to adit the packar	ning or the content?	0.00
Lot number: BB00001	Actual location: Hoofdmagazijn		u want to euit the packag	ging of the content:	
		-			
			_		
			Pa	ckaging Content	
<					
					>

When you want to customise the packaging item in this way, you have the choice between customising the packaging or customising the contents.

Customising the packaging

- Change composition
- Changing content
- Change location
- ...

Customising its contens

Allows you to make changes to the article itself (the content), e.g. cost prices, new locations, purchase prices, suppliers, ...



5. History of contents

U kan op elk moment de historiek van een verpakking bekijken:

- Wat de inhoud op een bepaald verpakkingsartikel (lotnummer) op een bepaald moment was.
- Welke aantallen er op een bepaald moment in een verpakking (met een bepaald lotnummer) zaten.
- De graad van vulling.
- De operator verantwoordelijk voor de (gedeeltelijke) vulling.
- Enz.

Pa Mira														-	· 🗆 ×
् 🗱 🌶 🗵	()	👷 🖪	🗟 🥸	X											裔
Status		1	Afschrijvingsdatum			From 15/04/20	021 13:56:44	4		× ×					\$ \$
Itemname	big bag	History of stock: BB00001										-		×	femplat
Lot number Minimum stock Under minimum stock		୍ 🗱													-
Above minimum stock Bulk Only bulk stock Only bulk stock		Date		From 1	5/04/2021 14:06	21	*							nplates 🔊	
	Lot number		Data	1	Country (+ (-)		× 1	Demode	C	Tatal solar		Helt erler	11 mar	Ţe.	
	E800001	Action BOOKED IN	22/04/2021 13:05:40	Hoofder	Quantity (+/-)	Loo	Reference	Nemanks	supplier	0.00	1.00	0.00	adm		
Lot number	Location	NEW CONTENT	22/04/2021 13:24:21	Hoofdm	500	5.00				0.00	5.00	0.00	adm	:e	<u>^</u>
harry Dia har	Leasting the descention	PARTIALLY FILLED	22/04/2021 13:24:21	Hoofdm	5.00	5.00				0.00	5.00	0.00	adm	-17	
Lot number BR00001	Actual location: Hoofdmag	COMPLETELY FILLED	22/04/2021 13:24:21	Hoofdm	5.00	5.00				0.00	5.00	0.00	adm	_	
	Actual location. Hoolamay	DEFINITIVELY LENT OUT	22/04/2021 13:41:20	Hoofdm	-1.00	0.00				0.00	1.00	0.00	adm		
													0011	-	
		Number of records: 5													

Number of records: 1 Count selected: 1

Total price (value of selected stock): 0.00

