

# Software for material and tool management

## Manual

CHECKOUTS

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

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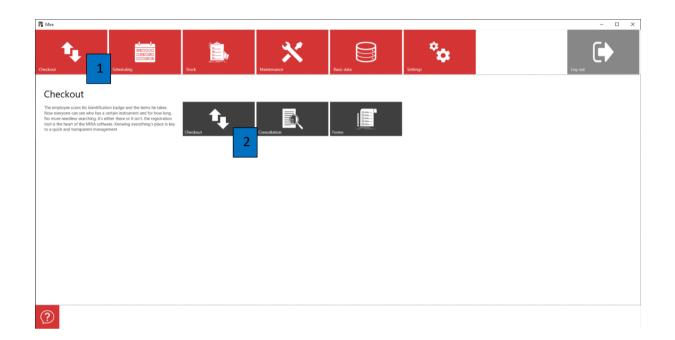
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## 1. Getting started with checkout

- 1. Go tot he 'home' screen
- 2. Click on checkout



#### You will enter the following screen.

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( + )		Toolbox	TLBX00001	14/04/2021 15:52:25	1.00		Laura Vanheuverzwijn		
		Betonmixer	Subcategorie10000	14/04/2021 12:26:19	1.00		Laura Vanheuverzwijn		
		Boite à outils	BOITAO001	13/04/2021 12:17:02	1.00		Laura Vanheuverzwijn		
Employee		Van	VAN000003	08/04/2021 15:59:39	1.00		Laura Vanheuverzwijn		
		Van	VAN00002	08/04/2021 15:47:03	1.00		Laura Vanheuverzwijn		
Company		Lawn mower	CND000155	16/03/2021 11:38:31	1.00		Werknemer B		
Company		GAsfles	CND000151	23/02/2021 10:58:04	1.00		Birgen Vermoortel		
Cost center		test2 * test	MAT000001	18/02/2021 14:50:00	1.00		Werknemer A		
		test"	test123	18/02/2021 14:47:04	1.00		Werknemer A		
Department		Bulk Return	BT1	17/02/2021 14:37:56	2.00		Birgen Vermoortel		
		Marqueur permanent	CND000140	16/02/2021 15:23:51	1.00		Ignace De Coster		
Customer		Marqueur permanent	CND000139	01/02/2021 11:00:51	2.00		Birgen Vermoortel		
~		Test artikel	CND000145	18/01/2021 10:22:37	1.00		Birgen Vermoortel		
Barcode									



## 2. Overview of the buttons





Search for checkouts



Clear selection, clear filter fields



Checking in a selection



Edit selection



Assign selection to project



Move selection from one location to another



20/04/2021



Transferring selection to another employee



Delete selection



Print selection



Show history of all loans



Set filter fields



Set colums to be displayed



## **3.** Configuring the information display

When starting registrations (checkout and checkin), it is recommended to prepare somethings first in order to be able to work smoothly and to follow the manual.

You can/must set the things that are now shown in different windows of the programme. As soon as you have done this once and completed an action, these settings will be remembered for the next time.

#### 3.1 Setting the column display

On the start screen, click so that you can see the list of columns. Here you can select wish to see when you check-out or check-in. A new window will open where you can move the desired columns to the right, so they will appear in the view. Then click on 'OK'.

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	Company				_	] Lawn mower		Checko	ut customer			Checko	out date						_
					_	GAsfles		Checko	ut location			Quanti	ty						_
	Cost center				_	] test2 * test		Checko	ut project			Checks	ed in by						_
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The columns will then be displayed.



#### 3.2 Setting filter fields

Like the column views, you can also set the filter fields. In the start screen, click on so that you can see the list of filter fields. A new window will open where you can move the desired filter fields to the right. Then click on 'OK'.

You can now use these filter fields in the current screen.

You can expand or collapse the filter fields by clicking on the arrow next to 'Filter fields'.

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Laura vanneuverzwijn				eckouts only Item	Lotnumber	Checkout date	Quantity	Checked in hu	Checked out by
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	Cost center			Betonmixer	Subcategorie 10000	14/04/2021 12:26:19	1.00		Laura Vanheuverzwijn
	Constructie			Boite à outils	BOITAO001	13/04/2021 12:17:02	1.00		Laura Vanheuverzwijn
	Department			Van	VAN000003	08/04/2021 15:59:39	1.00		Laura Vanheuverzwijn
	Constructie			Van	VAN000002	08/04/2021 15:47:03	1.00		Laura Vanheuverzwijn
Customer									
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Barcode									
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## 4. Checkout

#### 4.1 Start checkout

When you open the checkout, the arrow will point upwards by default. If the arrow is pointing down (see later) you just have to click on the arrow and it will point up again.

First you can select the desired fields by clicking on = .

These are the fields you want to fill in and which will also appear if left blank.

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				eckouts only						 
					Lotnumber	Checkout date	Quantity	Checked in by	Checked out by	
			_	Toolbox	TLBX00001	14/04/2021 15:52:25	1.00		Laura Vanheuverzwijn	
			_	Betonmixer	Subcategorie10000(	14/04/2021 12:26:19	1.00		Laura Vanheuverzwijn	
			_	Boite à outils	BOITAO001	13/04/2021 12:17:02	1.00		Laura Vanheuverzwijn	
Employee				Van	VAN000003	08/04/2021 15:59:39	1.00		Laura Vanheuverzwijn	
Laura Vanheuverzwijn		~		Van	VAN000002	08/04/2021 15:47:03	1.00		Laura Vanheuverzwijn	
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				Item	Lotnumber	Checkout date	Quantity	Checked in by	Checked out by
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				Betonmixer	Subcategorie10000	14/04/2021 12:26:19	1.00		Laura Vanheuverzwijn
				Boîte à outils	BOITAO001	13/04/2021 12:17:02	1.00		Laura Vanheuverzwijn
Employee		^		Van	VAN000003	08/04/2021 15:59:39	1.00		Laura Vanheuverzwijn
Laura Vanheuverzwijn				Van	VAN000002	08/04/2021 15:47:03	1.00		Laura Vanheuverzwijn
Customer Project Checkout date Expected return date Barcode	Company Jansen NV Cost center Constructie Constructie								
New item	Search item		Numbe	r of records: 5 Count selected: 0					
			numbe	r or records: 5 Count selected: 0					



Here we continue with the input fields for the "employee" and "customer" data.

- To do a checkout, fill in the requested data. You can also fill in these data through a pop-up window that appears at the moment you actually want to finalise the checkout. The field 'Employee' must always be filled in from the start.
- 2. As soon as you have indicated an employee, you will be able to see the open checkouts for this employee.

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			Subcategorie100000	14/04/2021 12:26:19	1.00		Laura Vanheuverzwijn		
			BOITAO001	13/04/2021 12:17:02	1.00		Laura Vanheuverzwijn	 	
Employee		Van	VAN000003	08/04/2021 15:59:39	1.00		Laura Vanheuverzwijn	 	
Laura Vanheuverzwijn		Van	VAN000002	08/04/2021 15:47:03	1.00		Laura Vanheuverzwijn		
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Janssens NV									-
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Constructie									
Department									
Constructie									
Barcode									
New item Search item	Number	of records: 5 Count selected: 0							

Now you can start looking for an item and check it out. This can be done in various ways.



#### 4.2 Searching for an item

There are two ways to search for an article.

- 1. Via the button 'Search item'
- 2. By entering a barcode/lot number directly

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#### 4.2.1 Searching for an article via the 'Search item' button

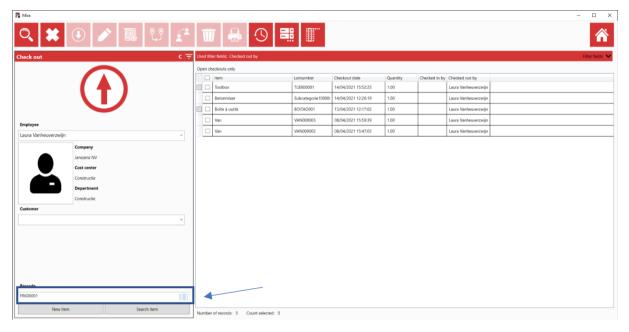
Click on the 'Search item' button. Here you will also have to set up the columns and filter fields you wish to see for the first time. You can easily retrieve an item via a filter field. Click on the desired lot number and click on OK.

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	Department	Lot	number				
	Constructie		Item	Available quantity	Lot number	Status	
Customer			Lawn mower	0.00	CND000156		^
			Easter Egg	10.00	EGG0404		
			Drill	1.00	CND000157		
			Lawn mower	1.00	CND000158		
			Drill	1.00	CND000159		
			Forklift	1.00	FRK000001	Broken	
			Van	1.00	VAN000001		
Barcode			Van	0.00	VAN000002		v
							OK
New item	Search item		Number of records: 5	Count selected: 0			



#### 4.2.2. Searching for an item via its barcode/lot number

You can also enter a known barcode/lot number directly in the box below or scan it with a scanning device. When you enter it at the bottom, click on 'Enter' afterwards.





#### 4.3 Filling in a form linked to an item

After you have searched for an item, marked it and confirmed it, you will be shown a form that you can/should fill in. This is obviously only the case if a form has been linked to the item with the correct conditions (see manual forms).

Answer the questions and click on 'OK'. The checkout of the item is now registered.

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You will see that the checkout is now visible in the start screen.

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## 5. Checkin

#### 5.1 Starting the checkin

To return lent items, the arrow must point downwards. If it is still pointing upwards, click on it so that the arrow changes direction. You can then return a loaned item. On the right-hand side you will also see which items are currently checked out (from <u>all</u> employees).

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		GAsfles	CND000151	23/02/2021 10:58:04	1.00		Birgen Vermoortel	
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		Bulk Return	BT1	17/02/2021 14:37:56	2.00		Birgen Vermoortel	
Department		Marqueur permanent	CND000140	16/02/2021 15:23:51	1.00		Ignace De Coster	
		Marqueur permanent	CND000139	01/02/2021 11:00:51	2.00		Birgen Vermoortel	
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As soon as you select an employee on the left-hand side, you will see on the right-hand side only the loaned items of that selected employee.

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				Betonmixer		-	14/04/2021 12:26:19	1.00		Laura Vanheuverzwijn		_
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#### 5.2 Select and checkin lot number

To return a lot number, select the one you wish to return by ticking it (this may several lot numbers). Once you have made your selection, click on the top left

also be to return it.

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If there is a form linked to the item with the correct conditions, (see manual for forms) you can now fill it in. Answer the questions and click on 'OK'.

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Afterwards, you will see that the item is no longer in the right-hand column and that the return has therefore been correctly processed.

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Laura Vanheuverzwijn ~		
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Cost center Constructie		
Department		
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Barcode		
New item Search item	Number of records: 3 Count selected: 0	



## 6. Transfer lot number

If you want to transfer a lent lot number immediately to another employee, instead of taking it back and immediately lending it again to the other employee, you can do so via



Simply use the drop-down menu to select the employee to whom the lot number will be transferred and, if necessary, enter the new customer, project or user location and then click on 'OK'.

You will see that the lot number has disappeared from that person's name, in this case 'Laura'.

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Check in		c \Xi	Used filter field	ds: Checked out by									Filt	er fields 🗸
			Open checkout	ts only										
			ltem			Lotnumber	Checkout date	Quantity	Checked in by	Checked out by				
			Toolb	box		TLBX00001	14/04/2021 15:52:25	1.00		Laura Vanheuverzwijn				
			Betor	nmixer		Subcategorie10000	14/04/2021 12:26:19	1.00		Laura Vanheuverzwijn				
			Boite	à outils		BOITAO001	13/04/2021 12:17:02	1.00		Laura Vanheuverzwijn				
Checked in by Laura Vanheuverzwijn		Move item(s)												×
Laura vanneuverzwijn	1	Item		Quantity	Employee		Customer	Project		Use location		Cost per day	Fixed cost	
	Company			Quantity		v		~		~	~	0.00	0.00	
	Janssens NV													
	Cost center	Toolbox		1.00	Employee	A v	Klant 1	~ p180080	- Brussels	~	v	0.00	0.00	
	Constructie													
	Department													
Contraction of the	Constructie													
Checkin date														
Checkin location														
Status checkin														
Status criccuit														
Barcode				Cancel						OK				
														_
New item	Se	earch item	Number of reco	ords: 3 Count sele	ected: 1									

And that it has now passed to the other employee, in this case 'Employee A'.

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Check in C \Xi	Used filter fields: Checked out by					Filter fields 💙
	Open checkouts only  Item Tootbox	Lotnumber TLBX00001	Checkout date 20/04/2021 11:04:53	Quantity 1.00	Checked out by Employee A	
Checked in by Employee A						
L2T Cost center						
Department						
Construction Checkin date						
Checkin location						
· · ·						
Status checkin						
· · ·						
Barcode						
New item Search item	Number of records: 1 Count selected: 0					



## 7. Consultation of checkouts

Return to the home screen by clicking on



Then click on the button 'Consultation'.

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Checkout	Stock	Maintenance	Basic data	Settings	tog out
Checkout					
The employee scans the identification badge and the items he takes. Now everyone can see who has a certain instrument and for how long. No more needless searching, it's either three or it iun't the registration tool is the heart of the MHA schware. Knowing everything's place is key to a quick and transparent management.	Checkout	Consultation	Forms		
Consultation					
Here you get an overview of all loms chucked out and chucked in By uning the filey out of a datalied view of either employee, tem, cost place or department.		1			
()					

#### You will then arrive at the following screen.

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C	2	*	<b>&gt;</b>	×I	8	····				裔
Item						/	<ul> <li>Is expected bar</li> <li>Only articles</li> </ul>	s that must return		() 8
Proje	ct					/	Only articles	s that must not return	7.	emplat
	Checkout	t date		From 13/04/2	021 11:15:26	× ×	elocation			pin (
				To 20/04/2	021 11:15:26	* * *				
				10 20/04/2		¥ .				
Lot r	umber									
_			Checkin date	Item	Item category	Lotnumber	Use location			^
		•		Toolbox Saw		TLBX00001 SAW0001				
						HAMMER0001				
				Hammer		HAMMER0001				
		•	20/04/2021 09:53:47	Van		VAN000003	Winkel Test			
	H	•	20/04/2021 09:53:47	Van		VAN000003	Winkel lest			
			20/04/2021 05:38:14	Toolbox		TLBX00001				
-			20/04/2021 11:04:53	Saw		SAW0001				
	-		20/04/2021 11:04:53	Hammer		HAMMER0001				
			20/04/2021 11:04:53	Hammer		HAMMER0002				
		•	20/04/20211104:55	Betonmixer	Bouwmateriaal	Subcategorie1000001	1 Winkel Test			
				Boite à outils		BOITAO001				
		•		Scie		SCIE00001				
		•	20/04/2021 09:34:31	Van		VAN000003				
		•	20/04/2021 09:34:55	Van		VAN000002				
		•	08/04/2021 15:27:45	Forklift		FRK000001				
										v
Numb	r of recor	ds: 107	Total cost: 🗯							



In this screen you will be able to find all the checkouts and checkins that have ever taken place. By means of the selected columns you will be able to find the desired information.

On the left side you will always see a green or red dot.

Red : This lot number is currently checked out and therefore unavailable.

Green : This lot number is already returned and thus available (again).

You can also export a complete Excel list of this consultation by clicking on

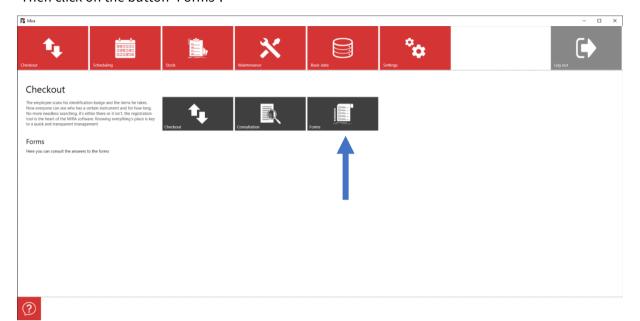


## 8. Consultation of forms

### Return to the home screen by clicking on



Then click on the button 'Forms'.



#### You will then arrive at the following screen.

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C	2	1							ñ
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	Creation date	Number of open questions	Language	Versiondate	Display events	Item	Form		
	20/04/2021 09:53:50	0	English	08/04/2021 15:55:55	Checkin	Van	List for Vehicles		
	20/04/2021 09:39:32	0	English	08/04/2021 15:55:55	Checkout	Van	List for Vehicles		
	20/04/2021 09:38:16	0	English	08/04/2021 15:55:55	Checkin	Van	List for Vehicles		
	20/04/2021 09:35:40	0	English	08/04/2021 15:55:55	Checkout	Van	List for Vehicles		
	20/04/2021 09:35:04	0	English	08/04/2021 15:55:55	Checkin	Van	List for Vehicles		
	20/04/2021 09:34:34	0	English	08/04/2021 15:55:55	Checkin	Van	List for Vehicles		
	08/04/2021 15:59:39	0	English	08/04/2021 15:55:55	Checkout	Van	List for Vehicles		
	02/04/2021 14:35:00	0	Global	02/04/2021 14:30:40	Checkin	Easter Egg	Easter Eggs		
	02/04/2021 14:38:11	3	Global	02/04/2021 14:30:40	Checkin	Easter Egg	Easter Eggs		
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Here you will see the desired columns. If there are forms that still have open questions or there are questions that still need to be changed, you can do this here. This information can also be seen in the columns.

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C	2	<b>&gt;</b>								4
	Creation date	Number of open questions	Answering status	Completion date	Language	Versiondate	Display events	Item	Form	
	20/04/2021 09:53:50	0	Complete	20/04/2021 09:54:35	English	08/04/2021 15:55:55	Checkin	Van	List for Vehicles	
	20/04/2021 09:39:32	0	Complete	20/04/2021 09:39:38	English	08/04/2021 15:55:55	Checkout	Van	List for Vehicles	
	20/04/2021 09:38:16	0	Complete	20/04/2021 09:38:24	English	08/04/2021 15:55:55	Checkin	Van	List for Vehicles	
	20/04/2021 09:35:40	0	Complete	20/04/2021 09:38:02	English	08/04/2021 15:55:55	Checkout	Van	List for Vehicles	
	20/04/2021 09:35:04	0	Complete	20/04/2021 09:35:15	English	08/04/2021 15:55:55	Checkin	Van	List for Vehicles	
	20/04/2021 09:34:34	0	Complete	20/04/2021 09:34:43	English	08/04/2021 15:55:55	Checkin	Van	List for Vehicles	
	08/04/2021 15:59:39	0	Complete	08/04/2021 16:02:15	English	08/04/2021 15:55:55	Checkout	Van	List for Vehicles	
	02/04/2021 14:35:00	0	Complete	02/04/2021 14:35:42	Global	02/04/2021 14:30:40	Checkin	Easter Egg	Easter Eggs	
_	02/04/2021 14:55:00									

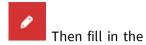
Mira Mira			
0.	5.2	ŵ	<b>III</b> '''
		w	 123

	Cri	eation date	Number of open questions	Answering status	Completion date	Language	Versiondate	Display events	Item	Form	
	20	/04/2021 09:53:5	0	Complete	20/04/2021 09:54:3	English	08/04/2021 15:55:55	Checkin	Van	List for Vehicles	
	20	/04/2021 09:39:3	0	Complete	20/04/2021 09:39:3	English	08/04/2021 15:55:55	Checkout	Van	List for Vehicles	
	20	/04/2021 09:38:1	0	Complete	20/04/2021 09:38:2	English	08/04/2021 15:55:55	Checkin	Van	List for Vehicles	
	20	/04/2021 09:35:4	0	Complete	20/04/2021 09:38:0	English	08/04/2021 15:55:55	Checkout	Van	List for Vehicles	
	20	/04/2021 09:35:0	0	Complete	20/04/2021 09:35:1	English	08/04/2021 15:55:55	Checkin	Van	List for Vehicles	
	20	/04/2021 09:34:3	0	Complete	20/04/2021 09:34:4	English	08/04/2021 15:55:55	Checkin	Van	List for Vehicles	
	08	/04/2021 15:59:3	0	Complete	08/04/2021 16:02:1	English	08/04/2021 15:55:55	Checkout	Van	List for Vehicles	
	02	/04/2021 14:35:0				Global	02/04/2021 14:30:40	Checkin	Easter Egg	Easter Eggs	
V	02	/04/2021 14:38:11	3	Created		Global	02/04/2021 14:30:40	Checkin	Easter Egg	Easter Eggs	



#### 

20/04/2021



To further complete or modify a form, first tick a form and then click on questions and click on 'OK'.

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														femplates (
1	Creation date	Number of open questions	Answering status	Completion date	Language	Versiond	Fill in the form				- 1		×	
	20/04/2021 09:53:5	0	Complete	20/04/2021 09:54:35	English	08/04/2	Info							
	20/04/2021 09:39:3	2 0	Complete	20/04/2021 09:39:38	English	08/04/2								
	20/04/2021 09:38:1	5 0	Complete	20/04/2021 09:38:24	English	08/04/2	Form	Easter Eggs						
	20/04/2021 09:35:4	0	Complete	20/04/2021 09:38:02	English	08/04/2	Item	Easter Egg						
	20/04/2021 09:35:0	0	Complete	20/04/2021 09:35:15	English	08/04/2	Lot number	EGG0404						
	20/04/2021 09:34:34	0	Complete	20/04/2021 09:34:43	English	08/04/2	Versiondate	02/04/2021 14:30:40						
T	08/04/2021 15:59:3	0	Complete	08/04/2021 16:02:15	English	08/04/2	Question							
T	02/04/2021 14:35:0	0	Complete	02/04/2021 14:35:42	Global	02/04/2	Question							
	02/04/2021 14:38:1	4:38:11 3 Created Global 02/0		02/04/2	2 🚫 🗸 How many did you find?									
		12	Liteateu		Giudei	02/04/2	<ul> <li>Y Horn Hampy Cas Jud. III</li> <li>Y Made from chocolate</li> <li>Y Remarks</li> </ul>							
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