



# mira

Software for material and tool  
management

**Manual**

CHECKOUTS

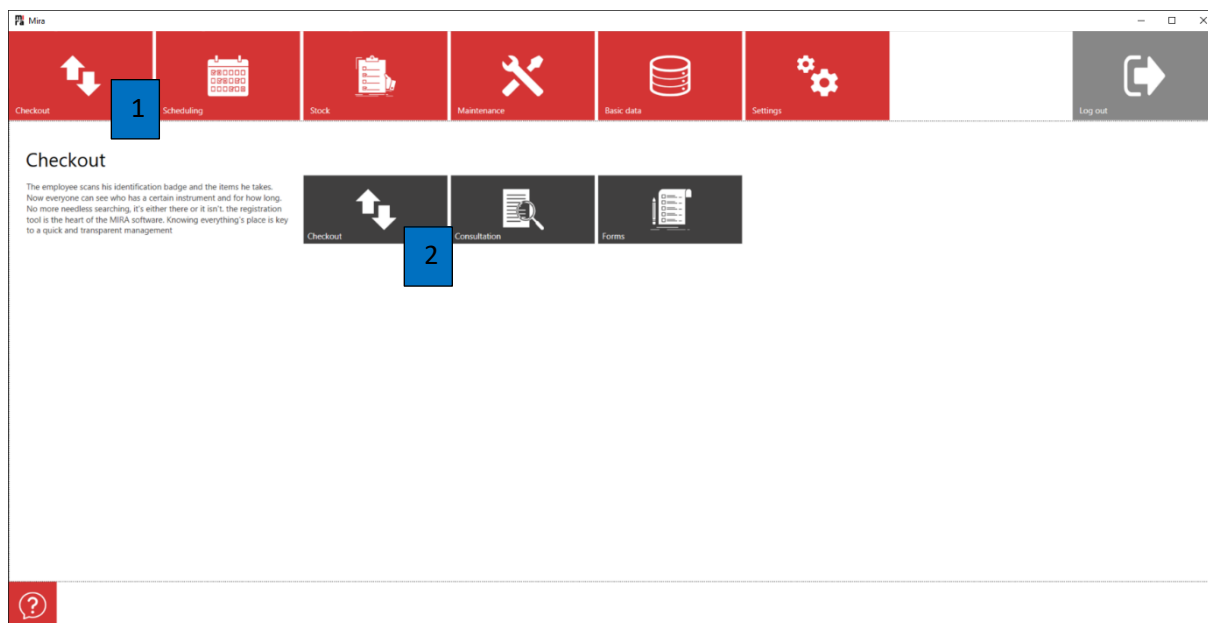
MIRA Software is a product of **IZIT bv**  
Dokter Armand Rubbensstraat 1  
9240 Zele

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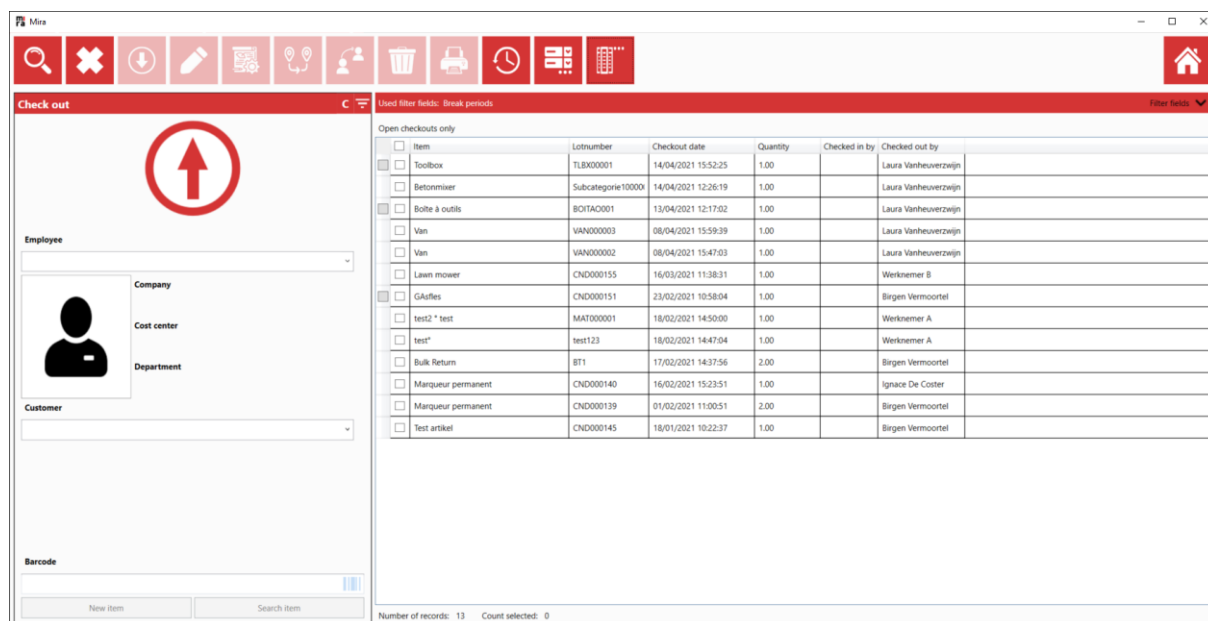
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# 1. Getting started with checkout

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



You will enter the following screen.



## 2. Overview of the buttons



Search for checkouts



Clear selection, clear filter fields



Checking in a selection



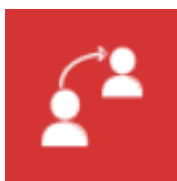
Edit selection



Assign selection to project



Move selection from one location to another



Transferring selection to another employee



Delete selection



Print selection



Show history of all loans



Set filter fields




Set columns to be displayed

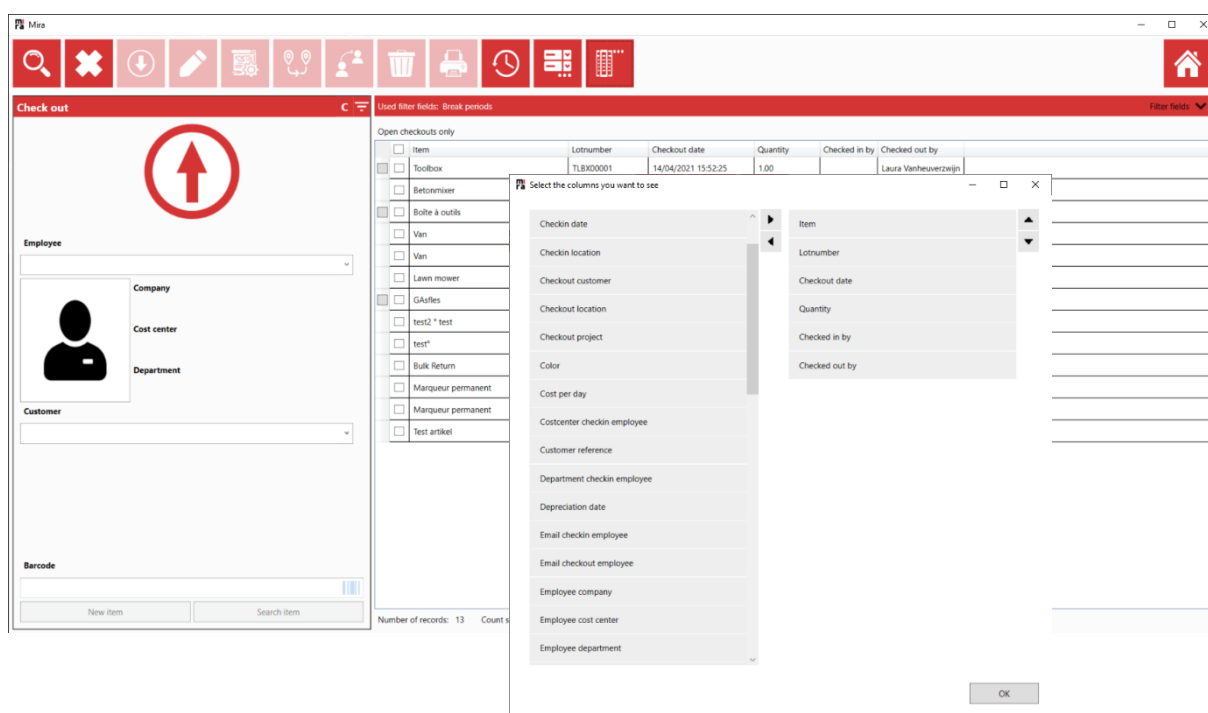
### 3. Configuring the information display

When starting registrations (checkout and checkin), it is recommended to prepare some things 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 which information you 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'.



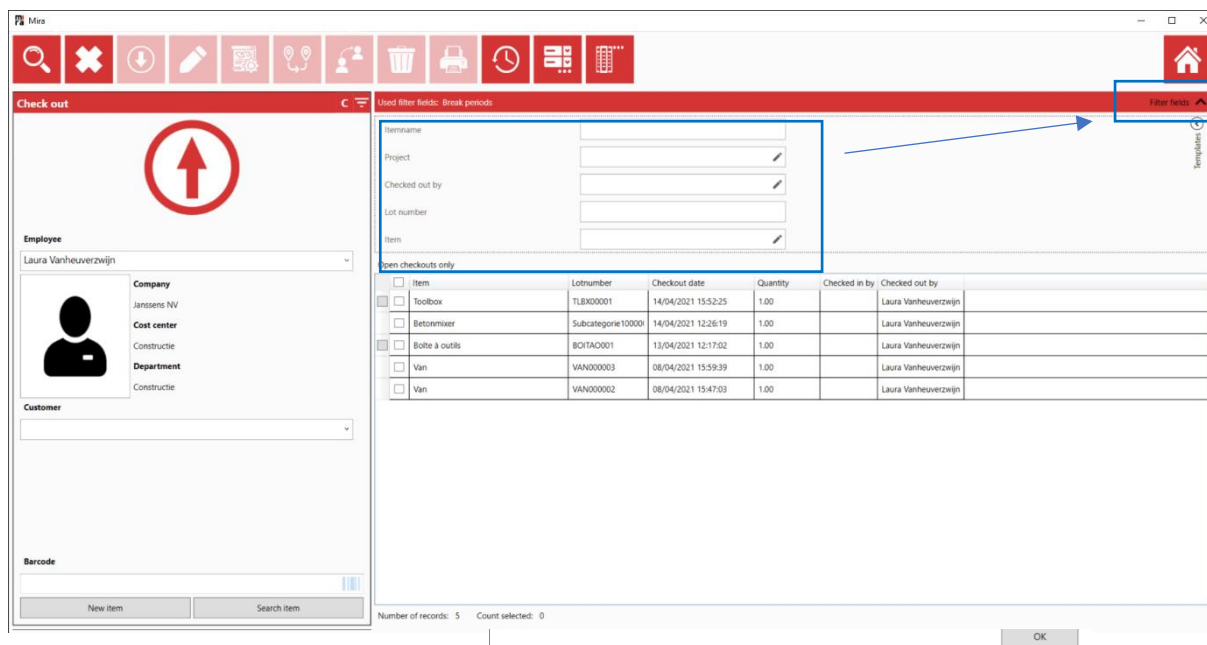
The columns will then be displayed.

## 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'.



The screenshot shows the 'Check out' screen in the MIRA software. The interface includes a top navigation bar with various icons. The main content area is divided into several sections:

- Employee:** Laura Vanheuverzwijn
- Company:** Janssens NV
- Cost center:** Constructie
- Department:** Constructie
- Customer:** (empty)
- Barcode:** (empty)

The 'Filter fields' panel is open, showing a list of filter fields:

- Itemname
- Project
- Checked out by
- Lot number
- Item

Below the filter fields, there is a table of checkout records:

Item	Lotnumber	Checkout date	Quantity	Checked in by	Checked out by
<input type="checkbox"/> Toolbox	TLEX00001	14/04/2021 15:52:25	1.00		Laura Vanheuverzwijn
<input type="checkbox"/> Betonmixer	Subcategorie100000	14/04/2021 12:26:19	1.00		Laura Vanheuverzwijn
<input type="checkbox"/> Bolle à outils	BOITAC001	13/04/2021 12:17:02	1.00		Laura Vanheuverzwijn
<input type="checkbox"/> Van	VAN000003	08/04/2021 15:59:39	1.00		Laura Vanheuverzwijn
<input type="checkbox"/> Van	VAN000002	08/04/2021 15:47:03	1.00		Laura Vanheuverzwijn

At the bottom of the screen, there is a status bar showing 'Number of records: 5' and 'Count selected: 0'. An 'OK' button is visible in the bottom right corner.

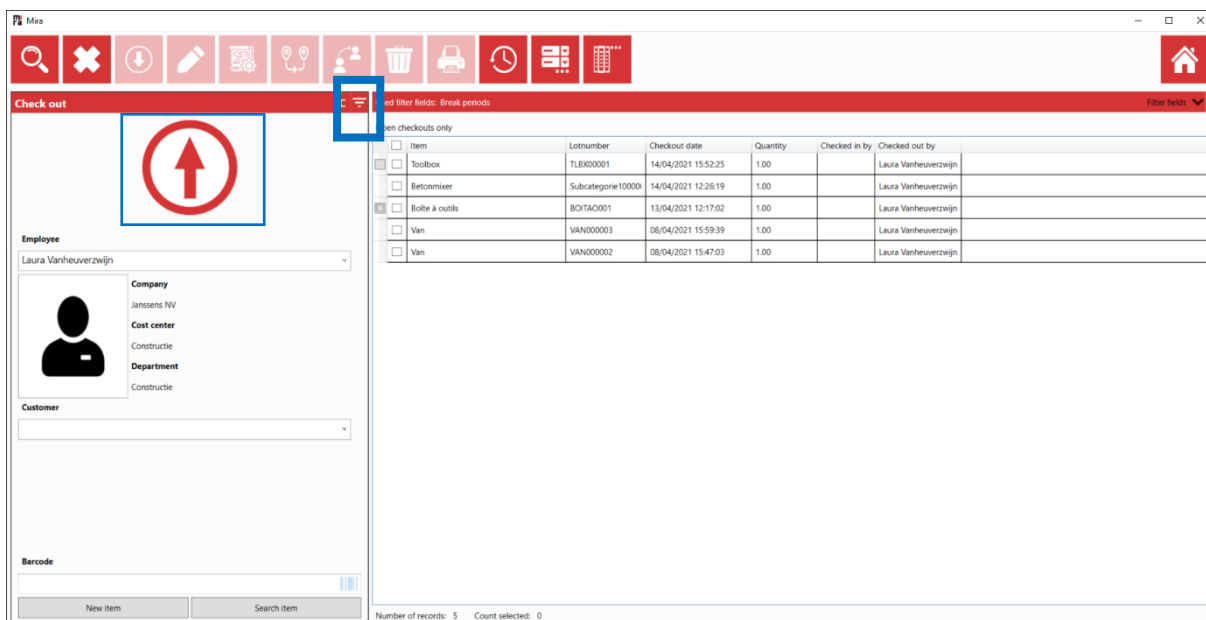
## 4. Checkout

### 4.1 Start checkout

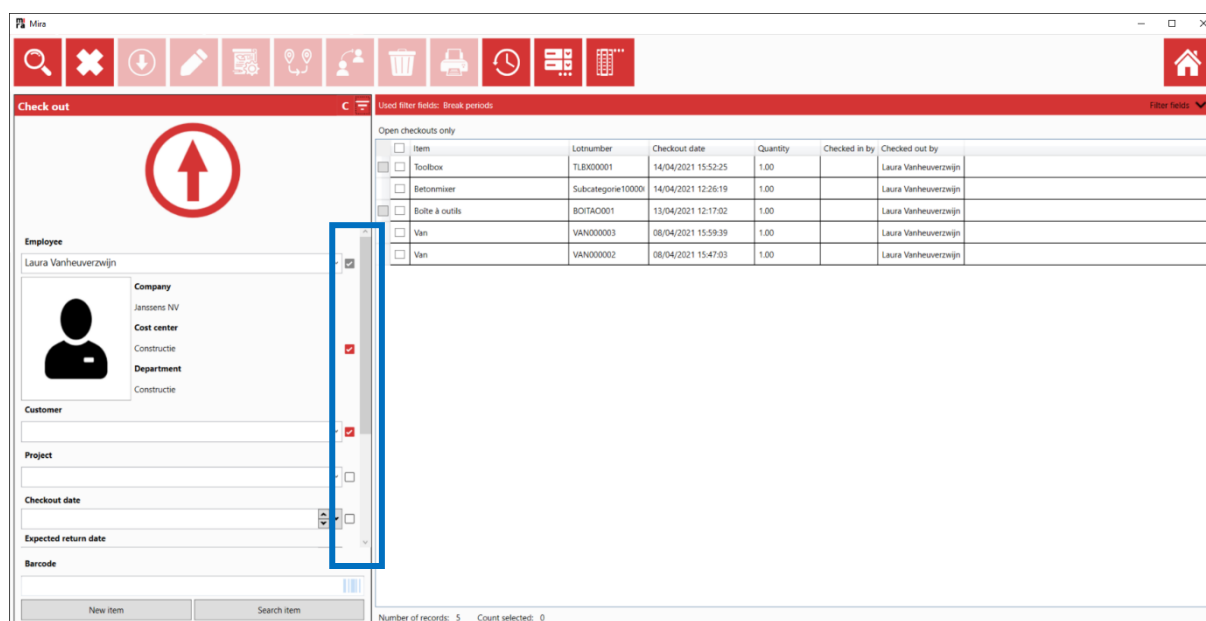
When you open the checkout, the arrow will point upwards by default. If the arrow is pointing down (see later) you just have to click on the arrow and it will point up again.

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.



Item	Lotnumber	Checkout date	Quantity	Checked in by	Checked out by
<input type="checkbox"/> Toolbox	TLBX00001	14/04/2021 15:52:25	1.00		Laura Vanheuverzwijn
<input type="checkbox"/> Betonmixer	Subcategorie10000	14/04/2021 12:26:19	1.00		Laura Vanheuverzwijn
<input type="checkbox"/> Bolle à outils	BOITAC001	13/04/2021 12:17:02	1.00		Laura Vanheuverzwijn
<input type="checkbox"/> Van	VAN000003	08/04/2021 15:59:39	1.00		Laura Vanheuverzwijn
<input type="checkbox"/> Van	VAN000002	08/04/2021 15:47:03	1.00		Laura Vanheuverzwijn



Item	Lotnumber	Checkout date	Quantity	Checked in by	Checked out by
<input type="checkbox"/> Toolbox	TLBX00001	14/04/2021 15:52:25	1.00		Laura Vanheuverzwijn
<input type="checkbox"/> Betonmixer	Subcategorie10000	14/04/2021 12:26:19	1.00		Laura Vanheuverzwijn
<input type="checkbox"/> Bolle à outils	BOITAC001	13/04/2021 12:17:02	1.00		Laura Vanheuverzwijn
<input type="checkbox"/> Van	VAN000003	08/04/2021 15:59:39	1.00		Laura Vanheuverzwijn
<input type="checkbox"/> Van	VAN000002	08/04/2021 15:47:03	1.00		Laura Vanheuverzwijn



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

1. 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.

The screenshot shows the MIRA software interface for a checkout process. The main window is titled 'Check out' and features a toolbar with various icons. A sidebar on the left contains a red arrow icon and a form for selecting an employee and customer. The 'Employee' dropdown is highlighted with a blue box labeled '1'. The main area displays a table of 'Open checkouts only' with columns for Item, Lotnumber, Checkout date, Quantity, Checked in by, and Checked out by. The table contains five rows of data, with the last row highlighted. A blue box labeled '2' highlights the table area. At the bottom, there are buttons for 'New item' and 'Search item', and a status bar showing 'Number of records: 5' and 'Count selected: 0'.

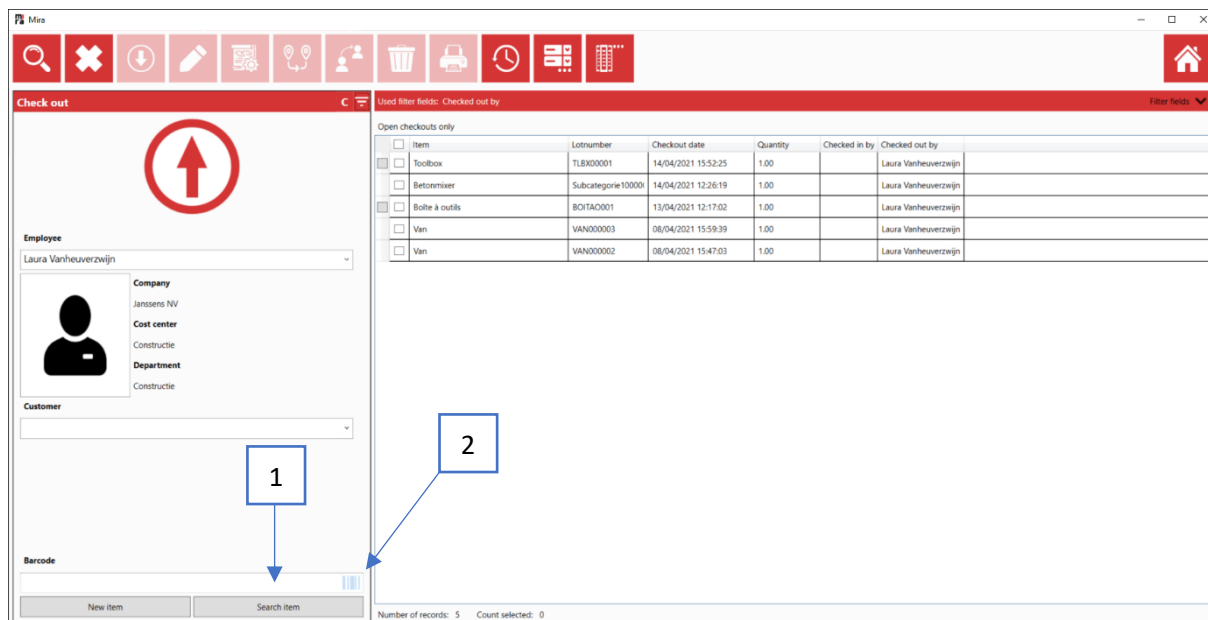
Item	Lotnumber	Checkout date	Quantity	Checked in by	Checked out by
Toolbox	TLBX00001	14/04/2021 15:52:25	1.00		Laura Vanheuverzwijn
Betonmixer	Subcategorie10000	14/04/2021 12:26:19	1.00		Laura Vanheuverzwijn
Boite à outils	BOITAC001	13/04/2021 12:17:02	1.00		Laura Vanheuverzwijn
Van	VAN000003	08/04/2021 15:59:39	1.00		Laura Vanheuverzwijn
Van	VAN000002	08/04/2021 15:47:03	1.00		Laura Vanheuverzwijn

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

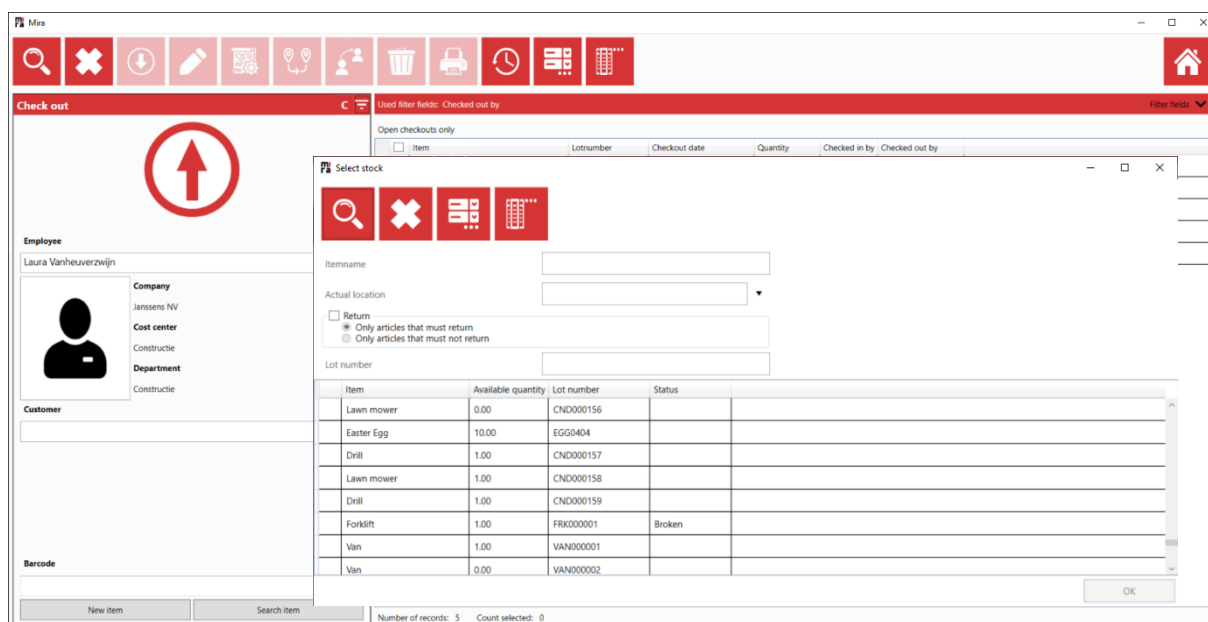
There are two ways to search for an article.

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



### 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.



## 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.

The screenshot displays the MIRA software interface for checking out items. The main area shows a table of open checkouts with the following data:

Item	Lotnumber	Checkout date	Quantity	Checked in by	Checked out by
<input type="checkbox"/> Toolbox	TLBX00001	14/04/2021 15:52:25	1.00		Laura Vanheuverzwijn
<input type="checkbox"/> Betonmixer	Subcategorie 10000	14/04/2021 12:26:19	1.00		Laura Vanheuverzwijn
<input type="checkbox"/> Bolle & outils	BOITAO001	13/04/2021 12:17:02	1.00		Laura Vanheuverzwijn
<input type="checkbox"/> Van	VAN000003	08/04/2021 15:59:39	1.00		Laura Vanheuverzwijn
<input type="checkbox"/> Van	VAN000002	08/04/2021 15:47:03	1.00		Laura Vanheuverzwijn

At the bottom of the interface, there is a 'Barcode' input field containing the value 'FRK00001'. A blue arrow points to this field. Below the input field are buttons for 'New item' and 'Search item'. The status bar at the bottom indicates 'Number of records: 5' and 'Count selected: 0'.

### 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.

The screenshot shows the MIRA software interface. On the left, the 'Check out' screen displays a red arrow icon, employee information for Laura Vanheuverzwijn, and a table of open checkouts. A 'Fill in the form' dialog box is open in the center, containing the following information:

**Info**

Form	List for Vehicles
Item	Van
Lot number	VAN00003
Versiondate	08/04/2021 15:35:55

**Question**

- Received key and spare key?
- Tank volume?

Buttons for 'OK' and 'Cancel' are at the bottom of the dialog box. The status bar at the bottom of the main window shows 'Number of records: 3' and 'Count selected: 0'.

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

The screenshot shows the MIRA software interface after the checkout. The 'Check out' screen displays the same employee information and a table of open checkouts. The 'Van' item is now added to the table and highlighted with a blue selection bar.

Item	Lotnumber	Checkout date	Quantity	Checked in by	Checked out by
Van	VAN00003	20/04/2021 09:39:28	1.00		Laura Vanheuverzwijn
Toolbox	TLBX00001	14/04/2021 15:52:25	1.00		Laura Vanheuverzwijn
Betoniemeer	Subcategorie 10000	14/04/2021 12:26:19	1.00		Laura Vanheuverzwijn
Bolle à outils	BOITAO001	13/04/2021 12:17:02	1.00		Laura Vanheuverzwijn

The status bar at the bottom of the main window now shows 'Number of records: 4' and 'Count selected: 0'.

## 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 all employees).

The screenshot shows the MIRA software interface. On the left, the 'Check in' panel has a 'Checked in by' dropdown menu. A red circle with a downward arrow is positioned above it, with a blue arrow pointing to it. Below the dropdown are fields for 'Company', 'Cost center', and 'Department'. The 'Checkin date', 'Checkin location', 'Status checkin', and 'Barcode' fields are also visible. On the right, a table titled 'Open checkouts only' displays a list of items with columns for 'Item', 'Lotnumber', 'Checkout date', 'Quantity', 'Checked in by', and 'Checked out by'. The table contains 12 records.

Item	Lotnumber	Checkout date	Quantity	Checked in by	Checked out by
Van	VAN000003	20/04/2021 09:39:28	1.00	Laura Vanheuverzwijn	
Toolbox	TLEK00001	14/04/2021 15:52:25	1.00	Laura Vanheuverzwijn	
Betonmiser	Subcategorie 10000	14/04/2021 12:26:19	1.00	Laura Vanheuverzwijn	
Boite à outils	BOITAC001	13/04/2021 12:17:02	1.00	Laura Vanheuverzwijn	
Lawn mower	CND000155	16/03/2021 11:38:31	1.00	Werknemer B	
Grilles	CND000151	23/02/2021 10:58:04	1.00	Birgen Vermoortel	
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	
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	
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	

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.

The screenshot shows the MIRA software interface. The 'Checked in by' dropdown menu is now populated with 'Laura Vanheuverzwijn'. A blue arrow points to the dropdown. The table on the right now only displays 4 records, which are the items loaned to Laura Vanheuverzwijn. A blue arrow points to the 'Checked in by' column of the first row in the table.

Item	Lotnumber	Checkout date	Quantity	Checked in by	Checked out by
Van	VAN000003	20/04/2021 09:39:28	1.00	Laura Vanheuverzwijn	
Toolbox	TLEK00001	14/04/2021 15:52:25	1.00	Laura Vanheuverzwijn	
Betonmiser	Subcategorie 10000	14/04/2021 12:26:19	1.00	Laura Vanheuverzwijn	
Boite à outils	BOITAC001	13/04/2021 12:17:02	1.00	Laura Vanheuverzwijn	

## 5.2 Select and checkin lot number

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



also to return it.

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'.

Item	Lot number	Checked out by	Checked out date	Quantity	Checked in by
<input checked="" type="checkbox"/> Van	VAN000003	Laura Vanheuverzwijn	20/04/2021 09:39:28	1.00	Laura Vanheuverzwijn
<input type="checkbox"/> Toolbox	TBX000001	Laura Vanheuverzwijn	14/04/2021 15:52:25	1.00	Laura Vanheuverzwijn
<input type="checkbox"/> Betonmixer	Subcategorie10000	Laura Vanheuverzwijn	14/04/2021 12:26:19	1.00	Laura Vanheuverzwijn
<input type="checkbox"/> Bolle & outils	BOITAC001	Laura Vanheuverzwijn	13/04/2021 12:17:02	1.00	Laura Vanheuverzwijn

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

**Check in**

Used filter fields: Checked out by

Open checkouts only

Item	Lotnumber	Checkout date	Quantity	Checked in by	Checked out by
<input type="checkbox"/> Toolbox	TLBX00001	14/04/2021 15:52:25	1.00	Laura Vanheuverzwijn	
<input type="checkbox"/> Betonmiser	Subcategorie100000	14/04/2021 12:26:19	1.00	Laura Vanheuverzwijn	
<input type="checkbox"/> Bolle & outils	BOITAC001	13/04/2021 12:17:02	1.00	Laura Vanheuverzwijn	

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'.

The screenshot shows the MIRA software interface. The main window is titled 'MIRA' and has a red header bar with various icons. The 'Check in' section is active, showing a large red arrow icon. Below it, the 'Checked in by' field is set to 'Laura Vanheuverzwijn'. A 'Move item(s)' dialog box is open, showing a table with the following data:

Item	Quantity	Employee	Customer	Project	Use location	Cost per day	Fixed cost
Toolbox	1.00	Employee A	Klant 1	D180080 - Brussels		0.00	0.00


The dialog box has 'Cancel' and 'OK' buttons at the bottom. The status bar at the bottom of the window shows 'Number of records: 3' and 'Count selected: 1'.

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

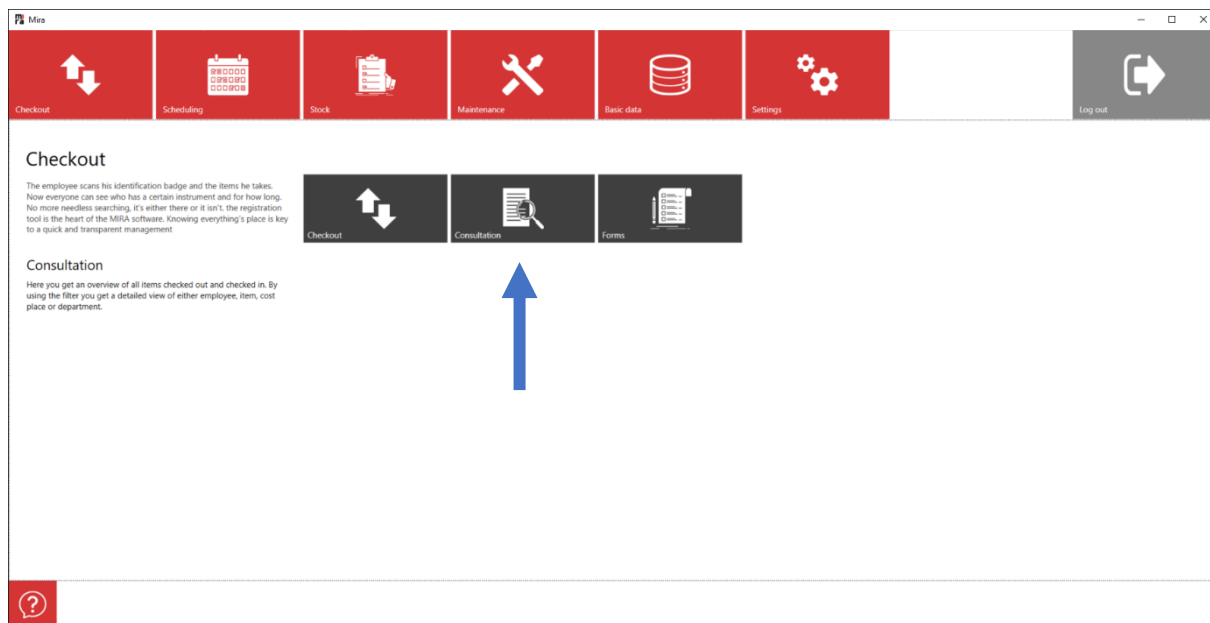
The screenshot shows the MIRA software interface. The main window is titled 'MIRA' and has a red header bar with various icons. The 'Check in' section is active, showing a large red arrow icon. Below it, the 'Checked in by' field is now set to 'Employee A'. The 'Move item(s)' dialog box is no longer visible. The status bar at the bottom of the window shows 'Number of records: 1' and 'Count selected: 0'.



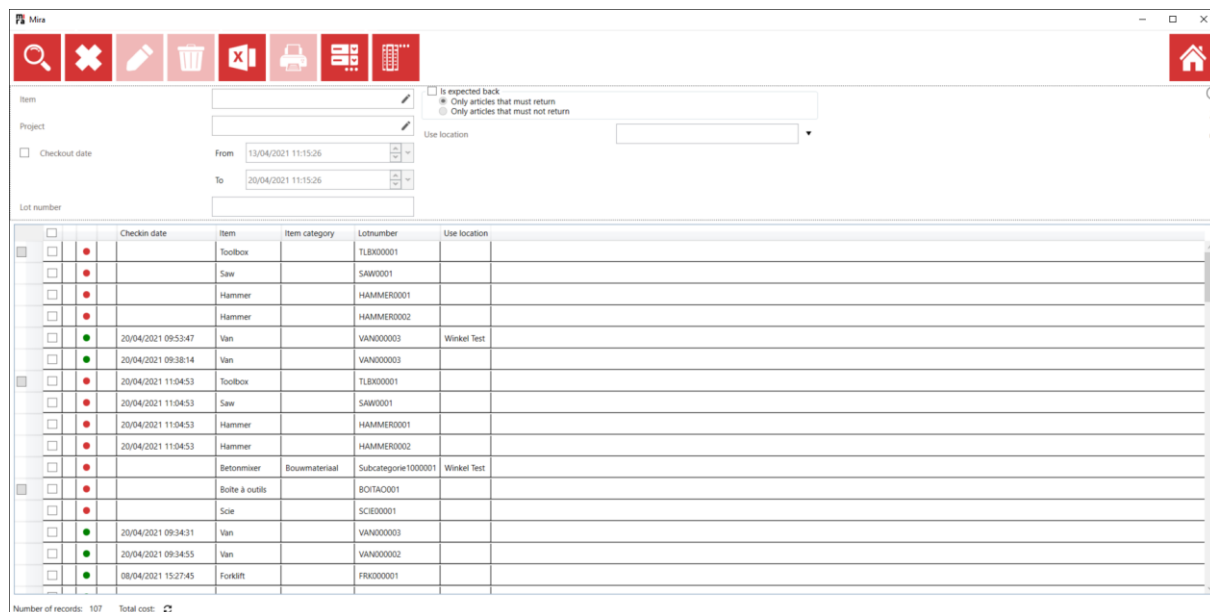
# 7. Consultation of checkouts

Return to the home screen by clicking on 

Then click on the button 'Consultation'.



You will then arrive at the following screen.



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).

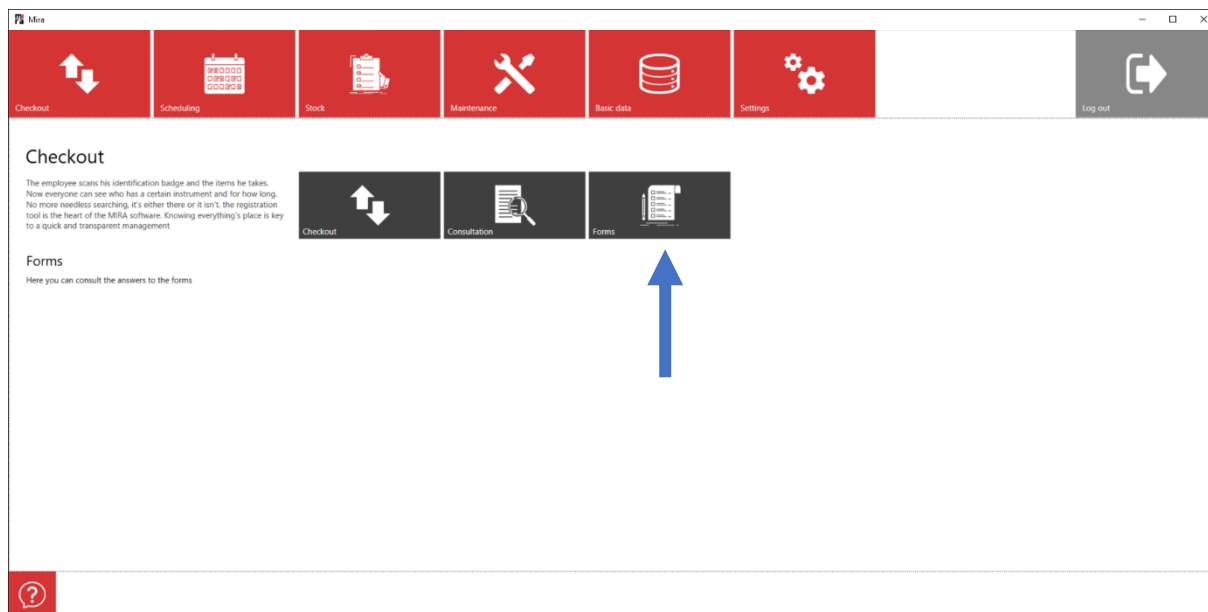
You can also export a complete Excel list of this consultation by clicking on



## 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.


The screenshot shows the MIRA software interface displaying a table of form data. The table has columns for Creation date, Number of open questions, Language, Versiondate, Display events, Item, and Form. The data is as follows:

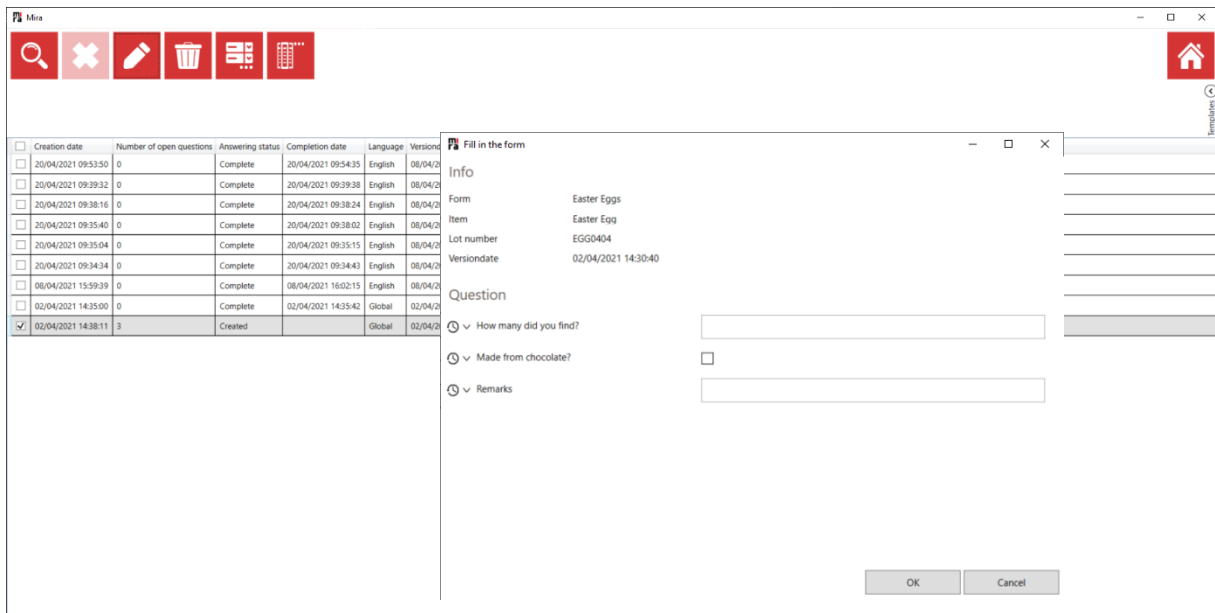
Creation date	Number of open questions	Language	Versiondate	Display events	Item	Form
20/04/2021 09:53:50	0	English	08/04/2021 15:55:55	Checkout	Van	List for Vehicles
20/04/2021 09:39:32	0	English	08/04/2021 15:55:55	Checkout	Van	List for Vehicles
20/04/2021 09:38:16	0	English	08/04/2021 15:55:55	Checkout	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	Checkout	Van	List for Vehicles
20/04/2021 09:34:34	0	English	08/04/2021 15:55:55	Checkout	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	Checkout	Easter Egg	Easter Eggs
02/04/2021 14:38:11	3	Global	02/04/2021 14:30:40	Checkout	Easter Egg	Easter Eggs

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.

<input type="checkbox"/>	Creation date	Number of open questions	Answering status	Completion date	Language	Versiondate	Display events	Item	Form
<input type="checkbox"/>	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
<input type="checkbox"/>	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
<input type="checkbox"/>	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
<input type="checkbox"/>	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
<input type="checkbox"/>	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
<input type="checkbox"/>	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
<input type="checkbox"/>	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
<input type="checkbox"/>	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
<input checked="" type="checkbox"/>	02/04/2021 14:38:11	3	Created		Global	02/04/2021 14:30:40	Checkin	Easter Egg	Easter Eggs

<input type="checkbox"/>	Creation date	Number of open questions	Answering status	Completion date	Language	Versiondate	Display events	Item	Form
<input type="checkbox"/>	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
<input type="checkbox"/>	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
<input type="checkbox"/>	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
<input type="checkbox"/>	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
<input type="checkbox"/>	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
<input type="checkbox"/>	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
<input type="checkbox"/>	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
<input type="checkbox"/>	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
<input checked="" type="checkbox"/>	02/04/2021 14:38:11	3	Created		Global	02/04/2021 14:30:40	Checkin	Easter Egg	Easter Eggs

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



The screenshot shows the MIRA software interface. On the left, there is a table with columns: Creation date, Number of open questions, Answering status, Completion date, Language, and Version. The last row is selected with a checkmark.

Creation date	Number of open questions	Answering status	Completion date	Language	Version
20/04/2021 09:53:50	0	Complete	20/04/2021 09:54:35	English	08/04/2
20/04/2021 09:39:32	0	Complete	20/04/2021 09:39:38	English	08/04/2
20/04/2021 09:38:16	0	Complete	20/04/2021 09:38:24	English	08/04/2
20/04/2021 09:35:40	0	Complete	20/04/2021 09:38:02	English	08/04/2
20/04/2021 09:35:04	0	Complete	20/04/2021 09:35:15	English	08/04/2
20/04/2021 09:34:34	0	Complete	20/04/2021 09:34:43	English	08/04/2
08/04/2021 15:59:39	0	Complete	08/04/2021 16:02:15	English	08/04/2
02/04/2021 14:35:00	0	Complete	02/04/2021 14:35:42	Global	02/04/2
<input checked="" type="checkbox"/> 02/04/2021 14:38:11	3	Created		Global	02/04/2

On the right, a 'Fill in the form' dialog box is open, showing details for the selected form:

- Info**
  - Form: Easter Eggs
  - Item: Easter Egg
  - Lot number: EGG0404
  - Versiondate: 02/04/2021 14:30:40
- Question**
  - How many did you find?
  - Made from chocolate?
  - Remarks

Buttons for 'OK' and 'Cancel' are at the bottom of the dialog box.