Software for material and tool management
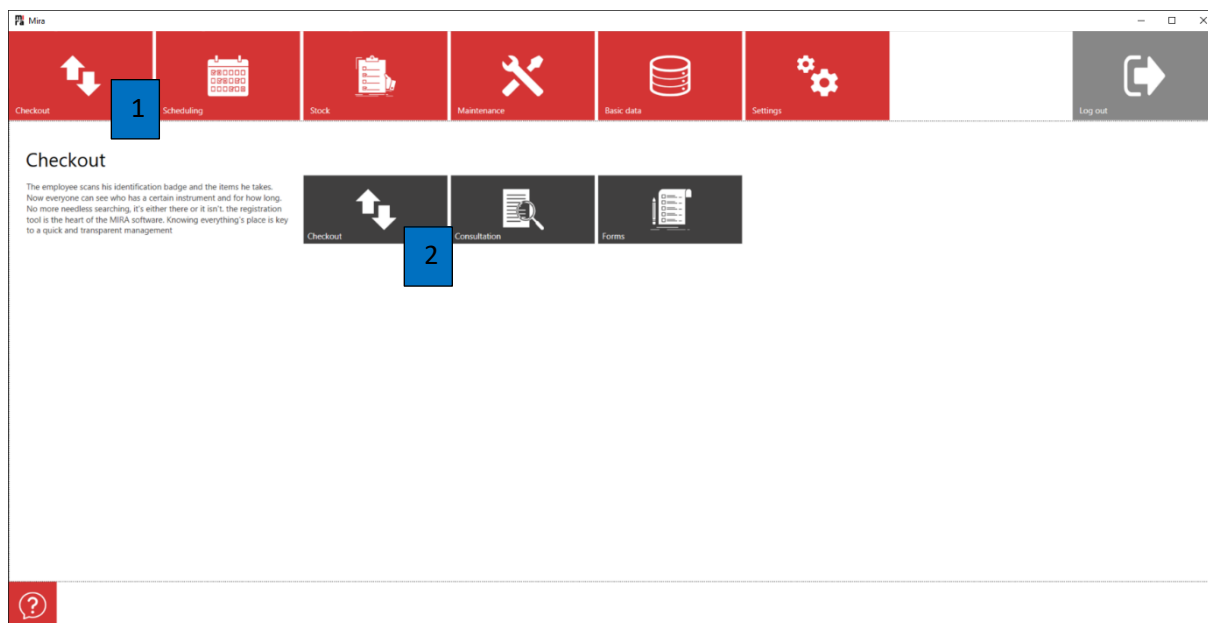
Manual

CHECKOUTS

MIRA Software is a product of **IZIT bv**
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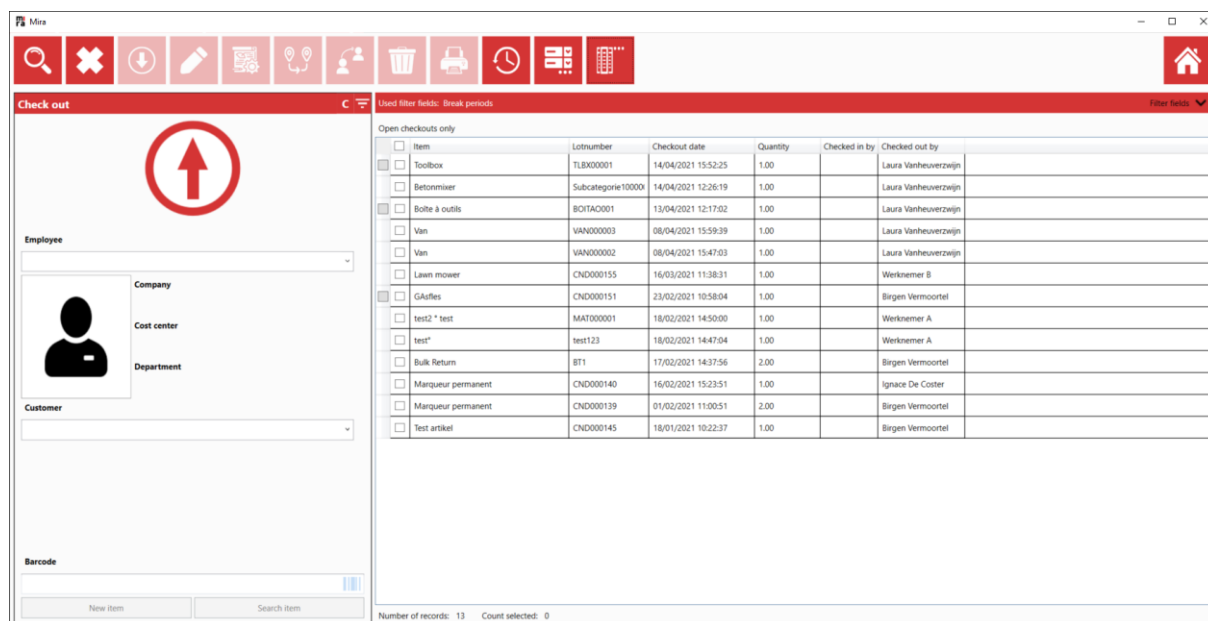
Table of contents

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
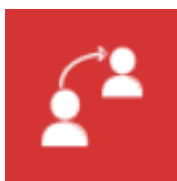
Checking in a selection

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
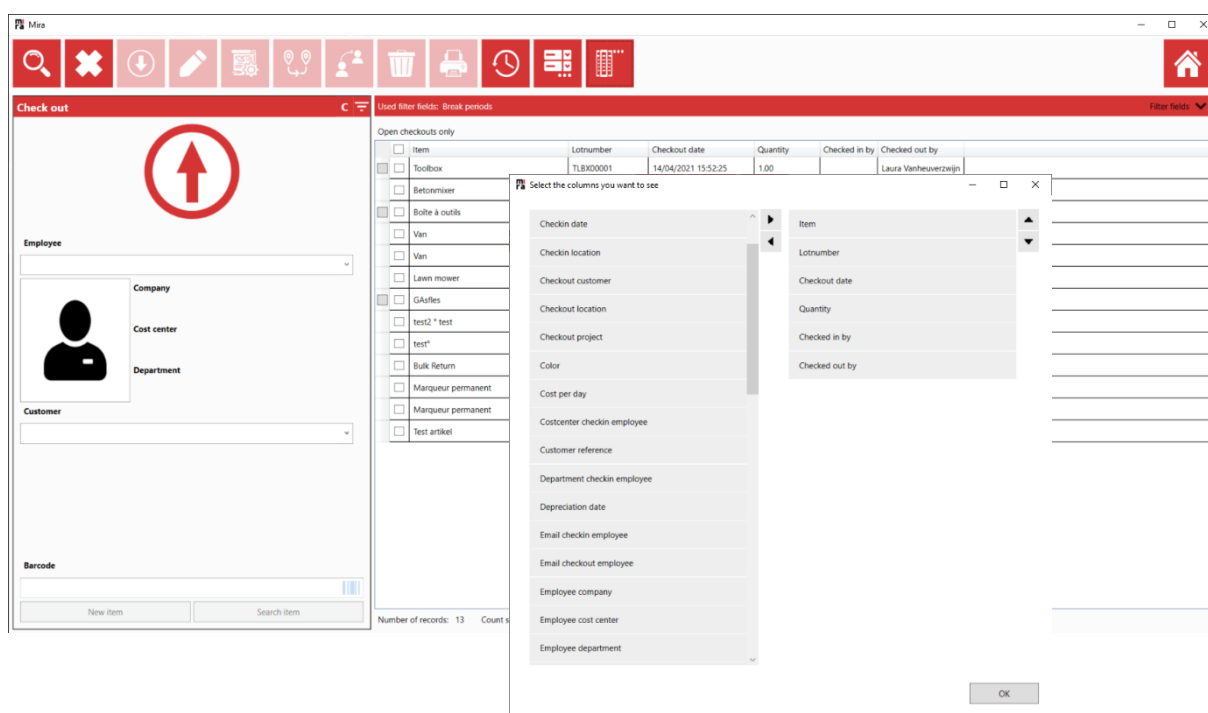

Set filter fields

Set colums 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 [icon] so that you can see the list of columns. Here you can select which information you [icon] 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'.
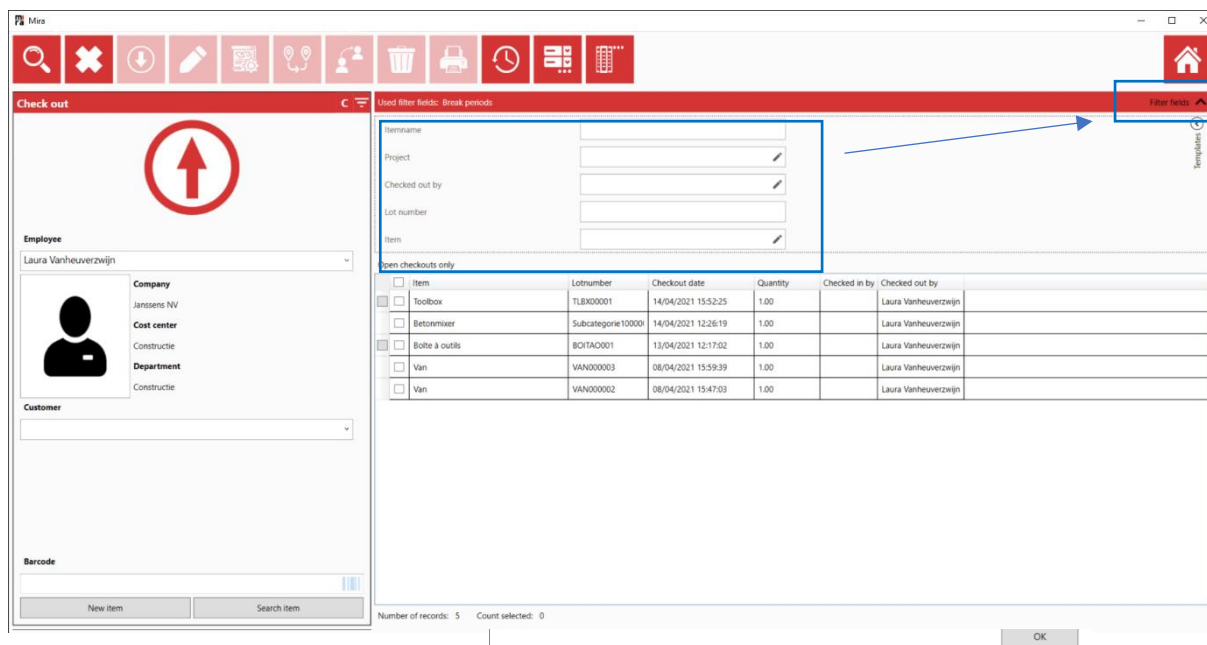

The columns will then be displayed.

3.2 Setting filter fields

Like the column views, you can also set the filter fields. In the start screen, click on [icon] 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'.

4. Checkout

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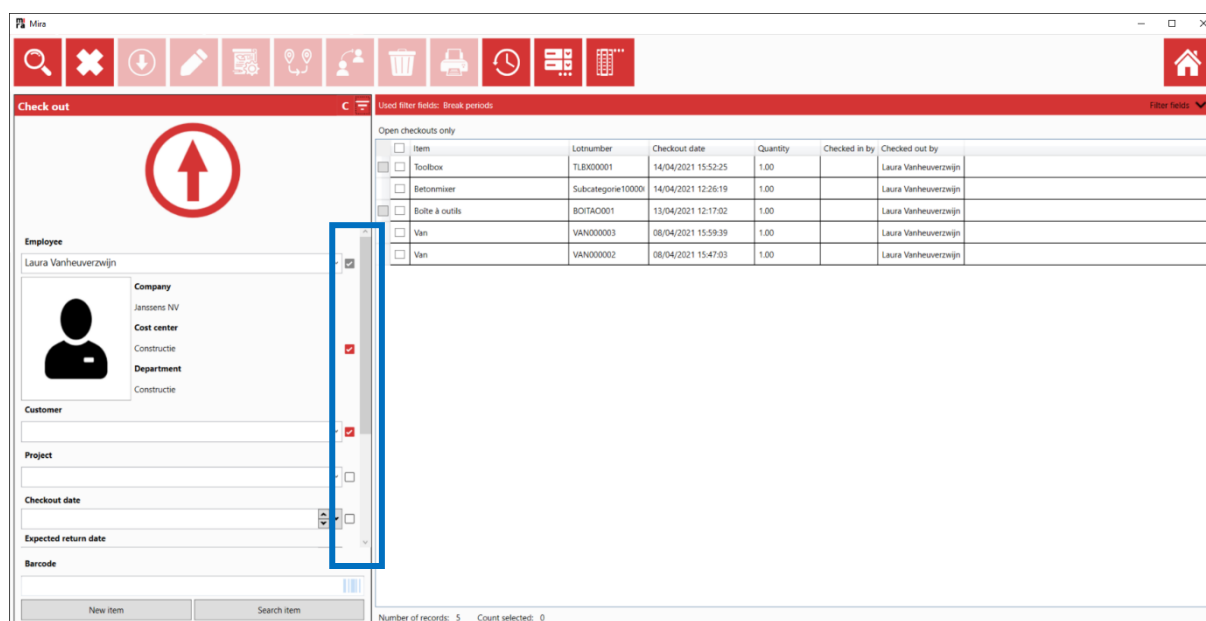
When you open the checkout, the arrow will point upwards by default. If the arrow is pointing down (see later) you just have to click on the arrow and it will point up again.

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.

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.

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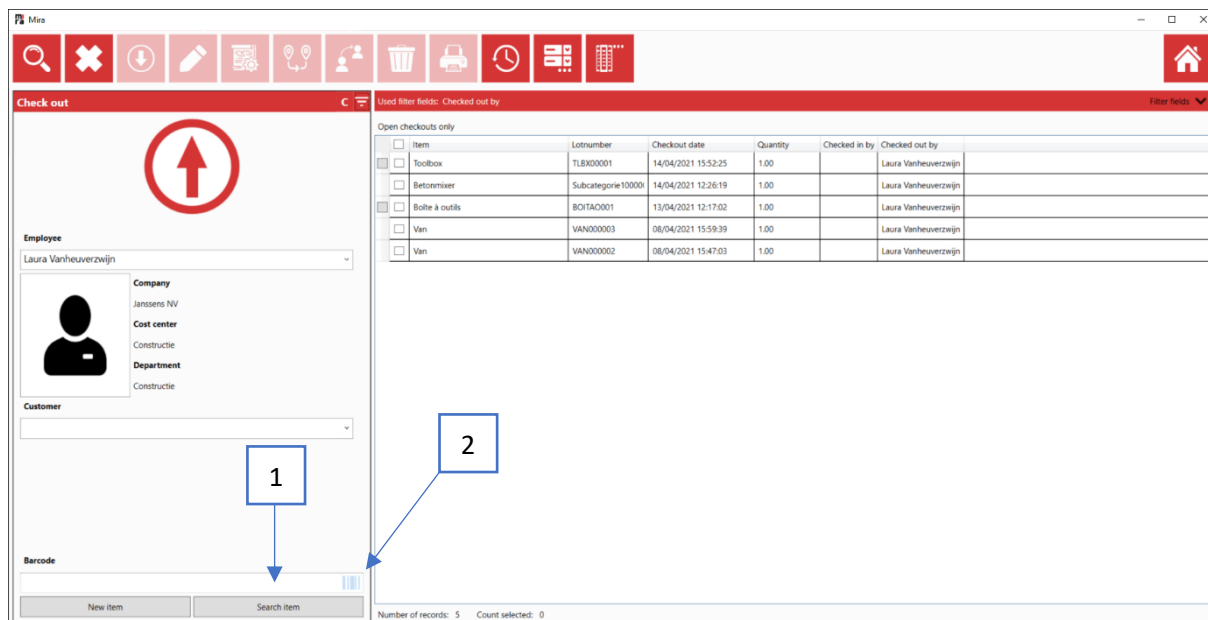
4.2.1 Searching for an article via the 'Search item' button

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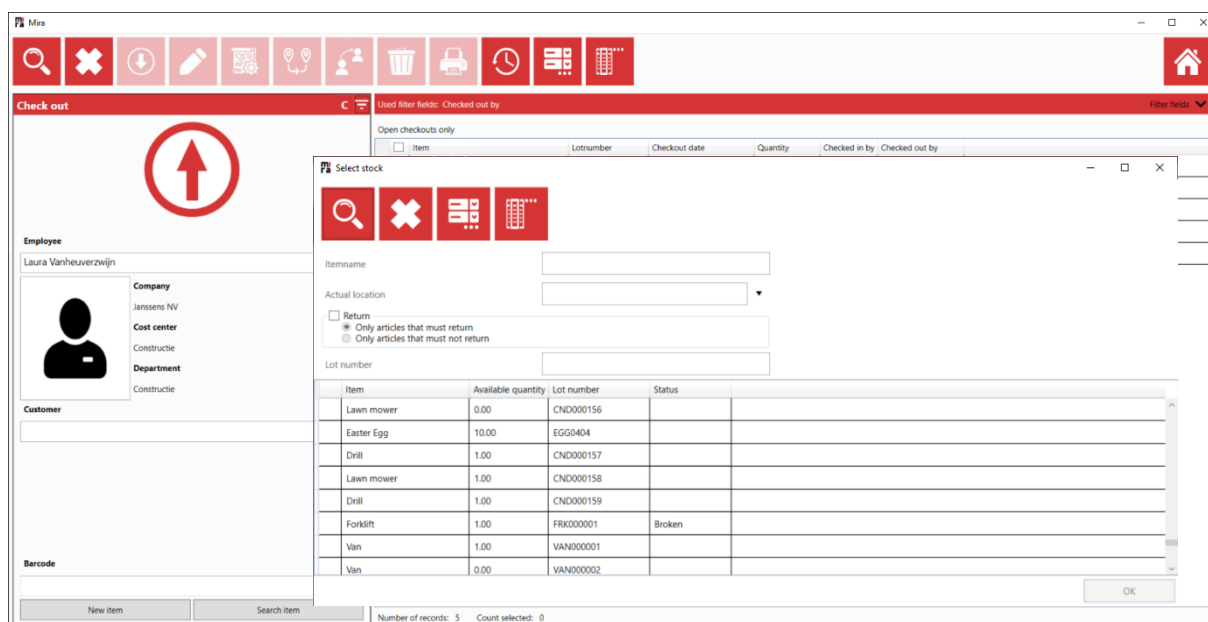
4.2.2. Searching for an item via its barcode/lot number

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.

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.

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

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).

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.

5.2 Select and checkin lot number

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

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

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'.

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

7. Consultation of checkouts

Return to the home screen by clicking on

Then click on the button 'Consultation'.
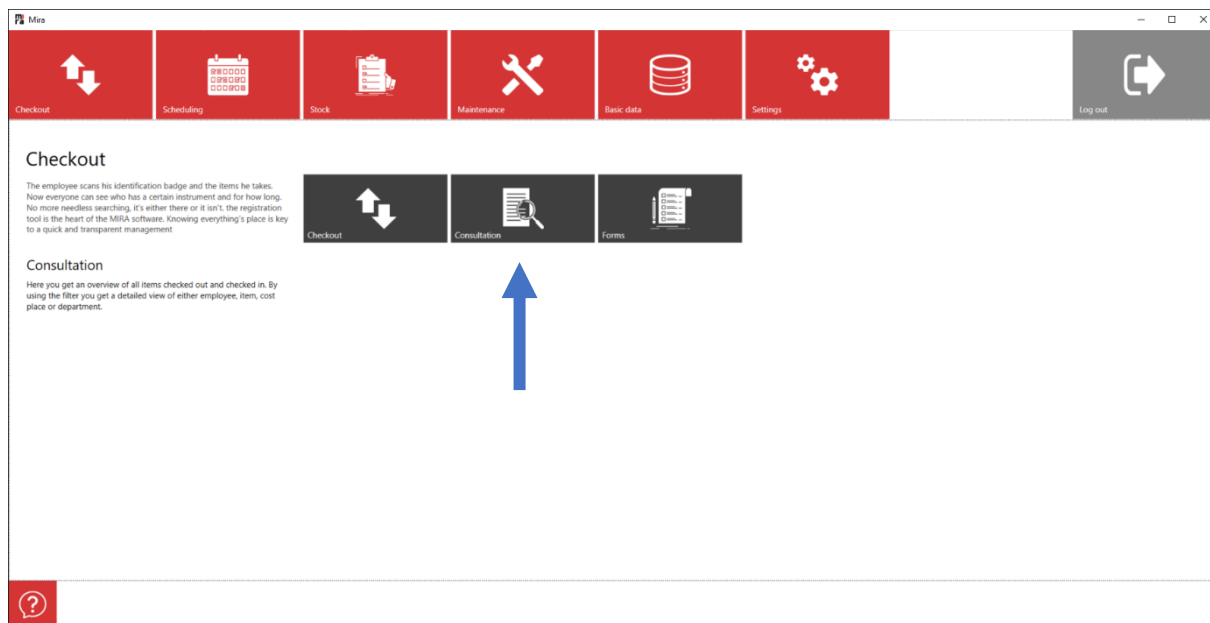
You will then arrive at the following screen.
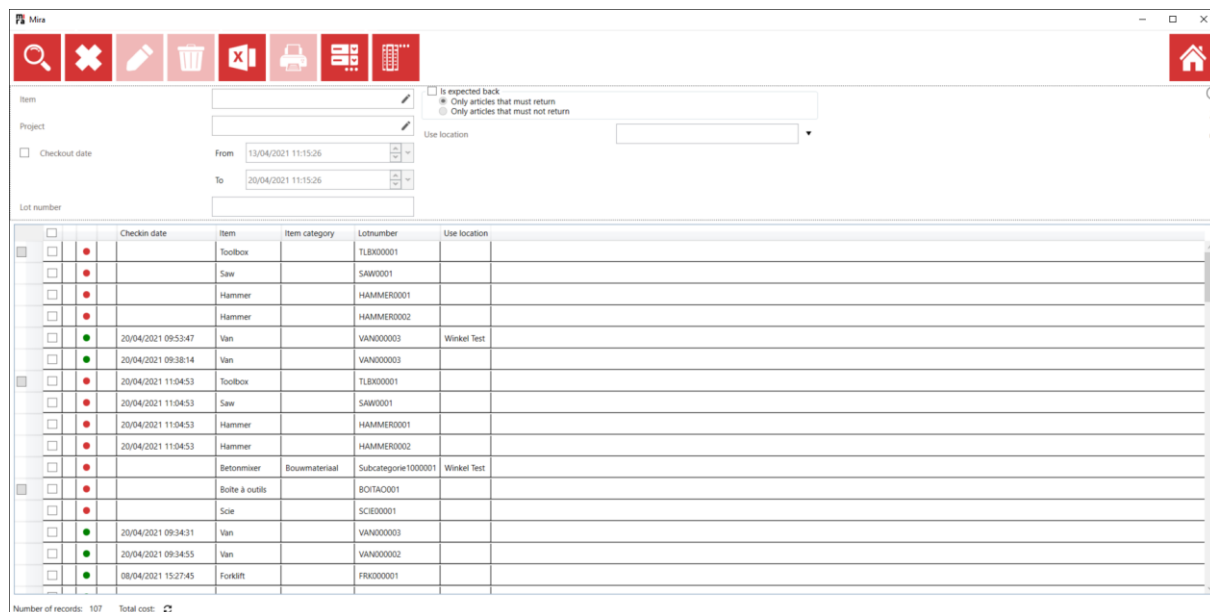
In this screen you will be able to find all the checkouts and checkins that have ever taken place. By means of the selected columns you will be able to find the desired information.

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.

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.

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