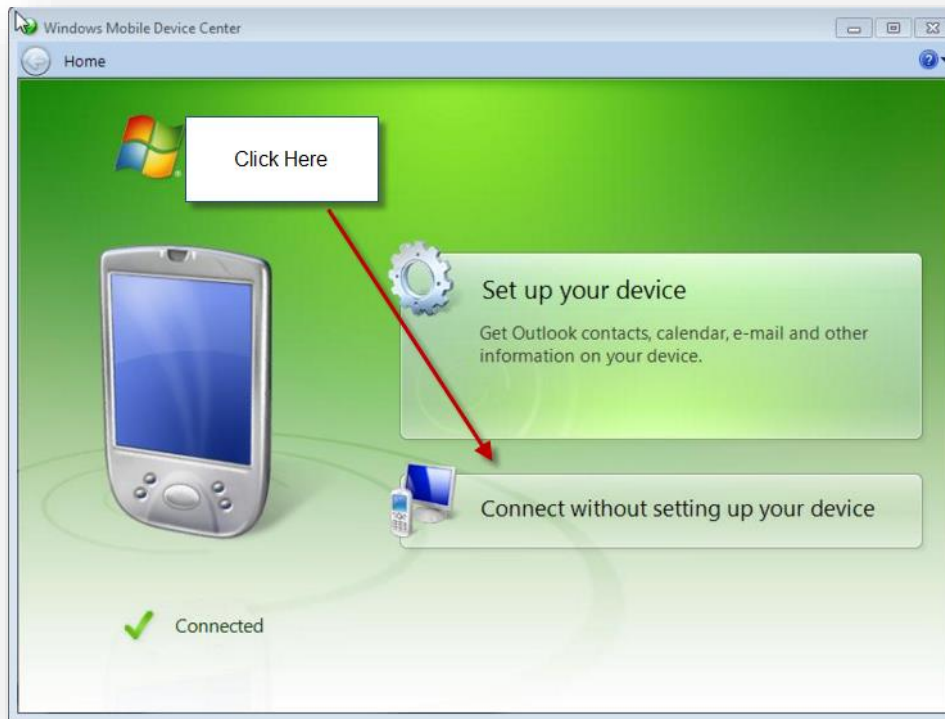


## Datamaxx Inventory Guide

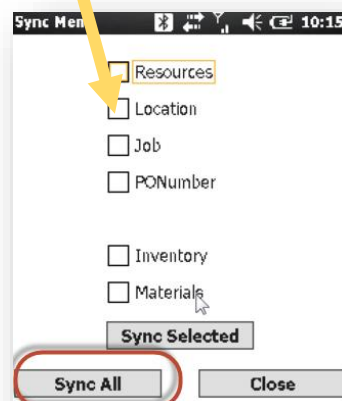
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Sync Your Data First at the beginning of the day

\* You can sync individual levels by checking the boxes and selecting Sync Selected or Click Sync All



## Receiving Purchase Orders

### Step 1

**By Vendor**

BY PO#

7302 - amber test

you can receive the PO by vendor or type the PO here and it will auto search the #'s

Select Close

### Step 2

Highlight the line you want to receive. After you have printed your labels click done

PO: 7302

Order	Recv'd	Item	ItemDesc
20	0	2623807	26-238-07 VO
1	0	6052501	6052501 Cable
4	0	FP60UL	FP60UL Flat P
5	0	M13HM270	M13HM-270

Rec Line Rec All

UnRec Line UnRec All

Done Rec Part

### Step 3

Labels to Print

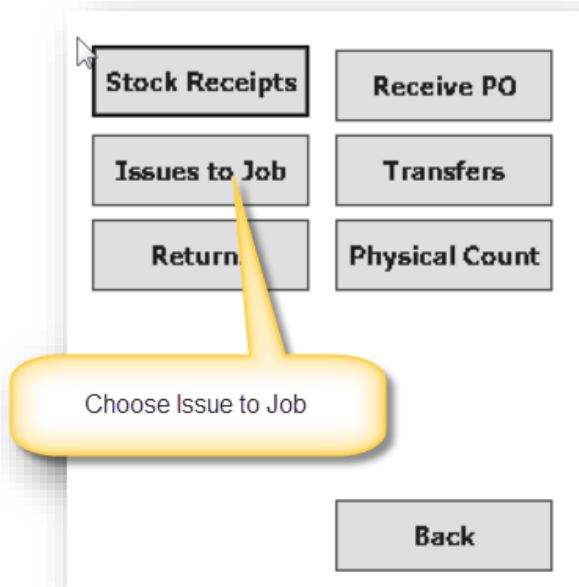
20

Print Cancel

You can change the number of labels you would like to print out

Rec Line = Receives the whole line  
Rec All = Receives the Whole PO  
UnRecLine = Un-Receive Line  
UnRecAll = Un-Receive All  
Rec-Part = Receive Part of the Line  
Done = Save your transactions

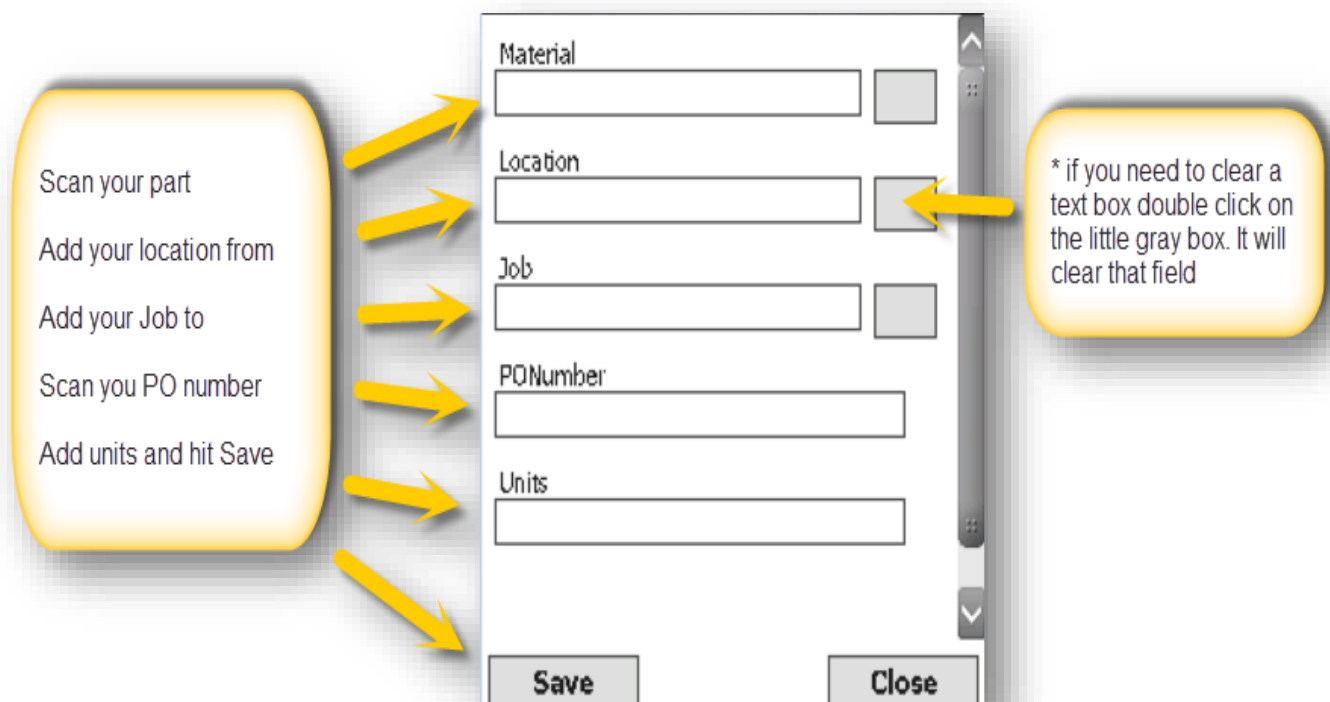
## How to issue a part to a Job



A screenshot of a software menu. It features six buttons arranged in a 3x2 grid: 'Stock Receipts', 'Receive PO', 'Issues to Job', 'Transfers', 'Return', and 'Physical Count'. A yellow callout bubble with a pointer directed at the 'Issues to Job' button contains the text 'Choose Issue to Job'. A 'Back' button is located at the bottom center of the menu.

Stock Receipts	Receive PO
Issues to Job	Transfers
Return	Physical Count

Back



A screenshot of a data entry form. On the left, a yellow rounded rectangle contains five instructions: 'Scan your part', 'Add your location from', 'Add your Job to', 'Scan you PO number', and 'Add units and hit Save'. Five yellow arrows point from these instructions to the corresponding input fields in the form. The form has five text input fields: 'Material', 'Location', 'Job', 'PONumber', and 'Units'. Each of the first three fields has a small gray square button to its right. A yellow callout bubble points to the 'Location' gray button with the text: '\* if you need to clear a text box double click on the little gray box. It will clear that field'. At the bottom of the form are 'Save' and 'Close' buttons.

Scan your part  
Add your location from  
Add your Job to  
Scan you PO number  
Add units and hit Save

Material  
Location  
Job  
PONumber  
Units

Save Close

\* if you need to clear a text box double click on the little gray box. It will clear that field

## How to Return a Part from a Job to a Warehouse Location

A main menu screen with six buttons arranged in a 3x2 grid: **Stock Receipts**, **Receive PO**, **Issues to Job**, **Transfers**, **Returns**, and **Physical Count**. The **Returns** button is highlighted with a yellow callout bubble that says "Choose Returns". At the bottom center is a **Back** button.

A form for returning a part, with a list of instructions on the left and a tip on the right.

**Instructions:**

- Scan your part
- Add your location to Return to
- Add your Job from
- Scan you PO number
- Add units and hit Save

**Form Fields:**

- Material:** Text input field with a small gray box to its right.
- Location:** Text input field with a small gray box to its right.
- Job:** Text input field with a small gray box to its right.
- PONumber:** Text input field.
- Units:** Text input field.

**Buttons:** **Save** and **Close** at the bottom.

**Tip:** \* if you need to clear a text box double click on the little gray box. It will clear that field

# How to Review and Edit Data in Datamaxx 7

