

## Datamaxx Inventory Guide

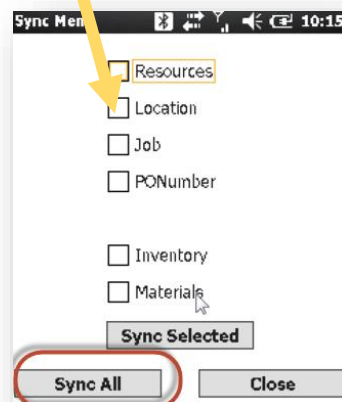
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Sync Your Data First at the beginning of the day

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



## Receiving Purchase Orders

### Step 1

The dialog box is titled "By Vendor". It contains a text input field labeled "BY PO#" with the text "7302 - amber test" entered. A yellow callout bubble points to the input field with the text: "you can receive the PO by vendor or type the PO here and it will auto search the #'s". At the bottom of the dialog are two buttons: "Select" and "Close".

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

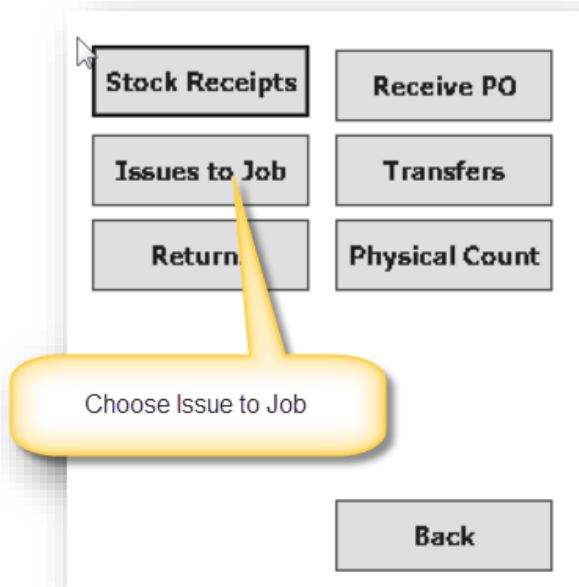
### Step 2

The dialog box is titled "PO: 7302". It contains a table with the following data:

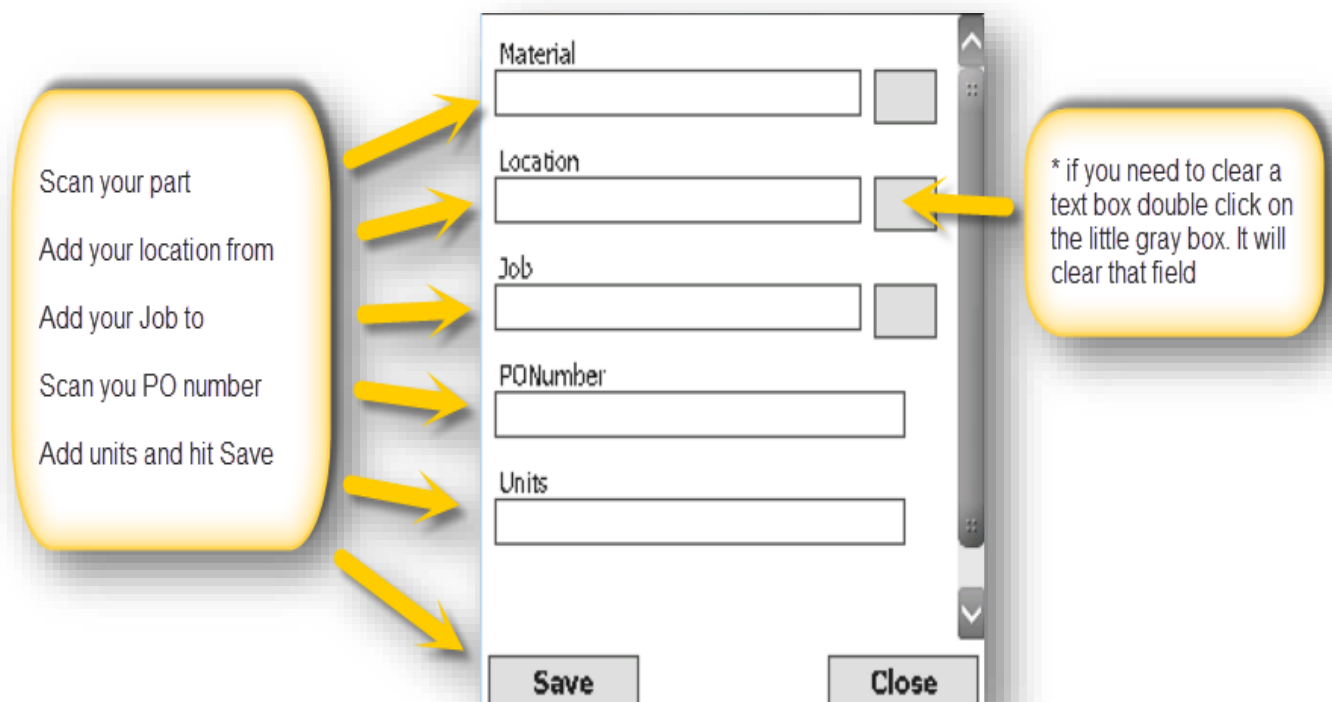
Order	Recv'd	Item	ItemDesc
20	0	2623807	26-238-07 V0
1	0	6052501	6052501 Cable
4	0	FP60UL	FP60UL Flat P
5	0	M13HM270	M13HM-270 J

Below the table is a horizontal scrollbar. At the bottom of the dialog are six buttons arranged in two columns: "Rec Line", "Rec All", "UnRec Line", "UnRec All", "Done", and "Rec Part". A yellow callout bubble points to the "Done" button with the text: "Highlight the line you want to receive. After you have received the line or all click done".

## How to issue a part to a Job



A screenshot of a software menu with 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 to the **Issues to Job** button contains the text "Choose Issue to Job". A **Back** button is located at the bottom center.



A screenshot of a data entry form with the following fields and instructions:

- 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.
- Save** and **Close** buttons at the bottom.

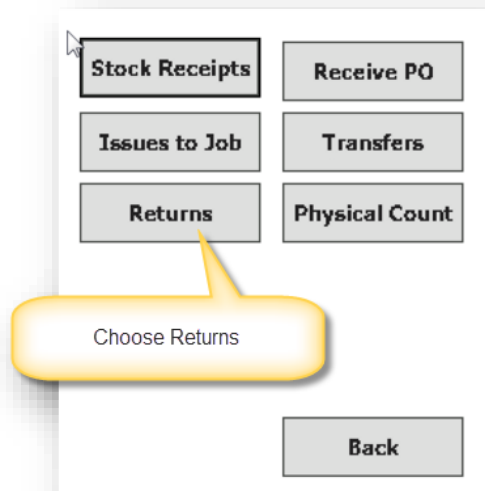
Instructions on the left (in a yellow bubble) point to the fields:

- Scan your part → Material
- Add your location from → Location
- Add your Job to → Job
- Scan you PO number → POnumber
- Add units and hit Save → Units

A callout on the right (in a yellow bubble) points to the gray boxes:

\* 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



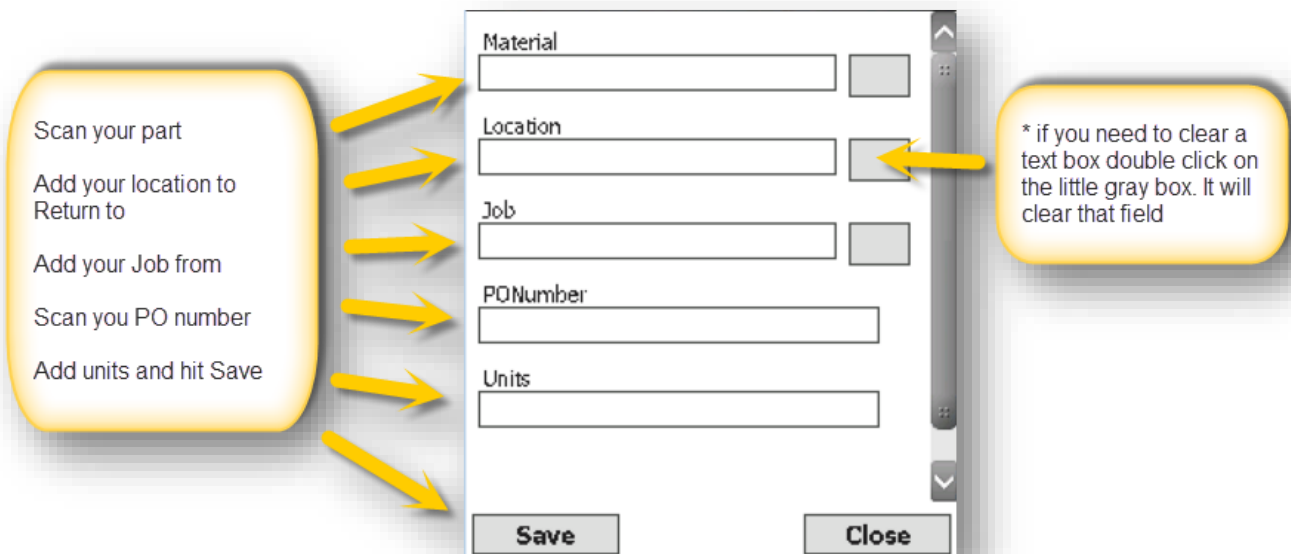
Stock Receipts    Receive PO

Issues to Job    Transfers

**Returns**    Physical Count

Choose Returns

Back



Scan your part

Add your location to Return to

Add your Job from

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 Transfer from Location to Location

Transfer

Material

Location

To Location

Units

12-17-2013 09:48:45 AM

Save Close

Add Material  
From Location  
to Location  
# of Units  
Click Save

The screenshot shows a mobile application interface for a 'Transfer' operation. It features four input fields: 'Material', 'Location', 'To Location', and 'Units'. Each field has a corresponding dropdown arrow icon to its right. Below the input fields is a timestamp '12-17-2013 09:48:45 AM' in red text. At the bottom are two buttons: 'Save' and 'Close'. To the left of the form is a yellow rounded rectangle containing the steps: 'Add Material', 'From Location', 'to Location', '# of Units', and 'Click Save'. Five yellow arrows point from this box to the form: one to the 'Material' field, one to the 'Location' field, one to the 'To Location' field, one to the 'Units' field, and one to the 'Save' button.

## How to do a Physical Count

Physical Count

Material

Location

Units

12-17-2013 10:06:51 AM

Save Close

Add Material  
Add Location of  
the part  
# of Units  
Click Save

The screenshot shows a mobile application interface for a 'Physical Count' operation. It features three input fields: 'Material', 'Location', and 'Units'. Each field has a corresponding dropdown arrow icon to its right. Below the input fields is a timestamp '12-17-2013 10:06:51 AM' in red text. At the bottom are two buttons: 'Save' and 'Close'. To the left of the form is a yellow rounded rectangle containing the steps: 'Add Material', 'Add Location of the part', '# of Units', and 'Click Save'. Four yellow arrows point from this box to the form: one to the 'Material' field, one to the 'Location' field, one to the 'Units' field, and one to the 'Save' button.

# How to Review and Edit Data in Datamaxx 7

