Datamaxx Inventory Guide

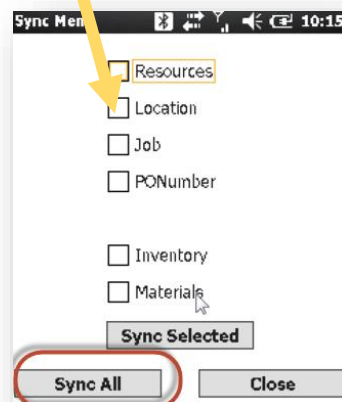**Index**

Click Here

Windows Mobile Device Center

Home

Set up your device

Get Outlook contacts, calendar, e-mail and other information on your device.

Connect without setting up your device

✔ Connected

Data:Maxx

Labor   Inventory

Review Punches

Sync   Send Punches

Settings   Exit

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

Sync Menu   10:15

☐ Resources
☐ Location
☐ Job
☐ PONumber

☐ Inventory
☐ Materials

Sync Selected

Sync All   Close

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

Rec Line = Receives the whole line

Rec All = Receives the Whole PO

UnRecLine = Un-Receive Line

UnRecAll = Un-Receive All

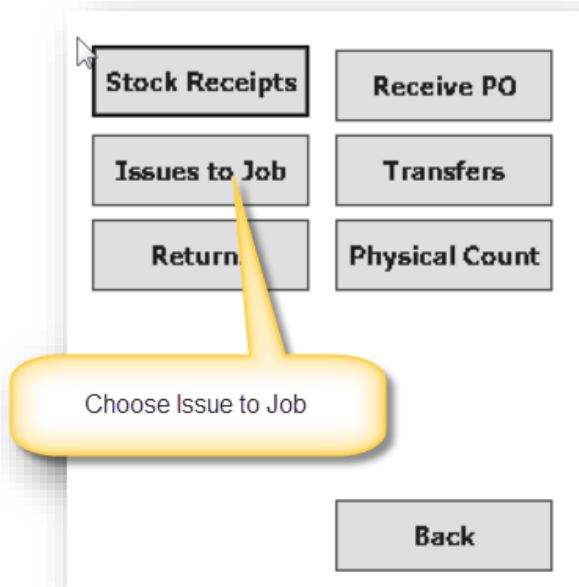Rec-Part = Receive Part of the Line

Done = Save your transactions

Step 2

PO: 7302
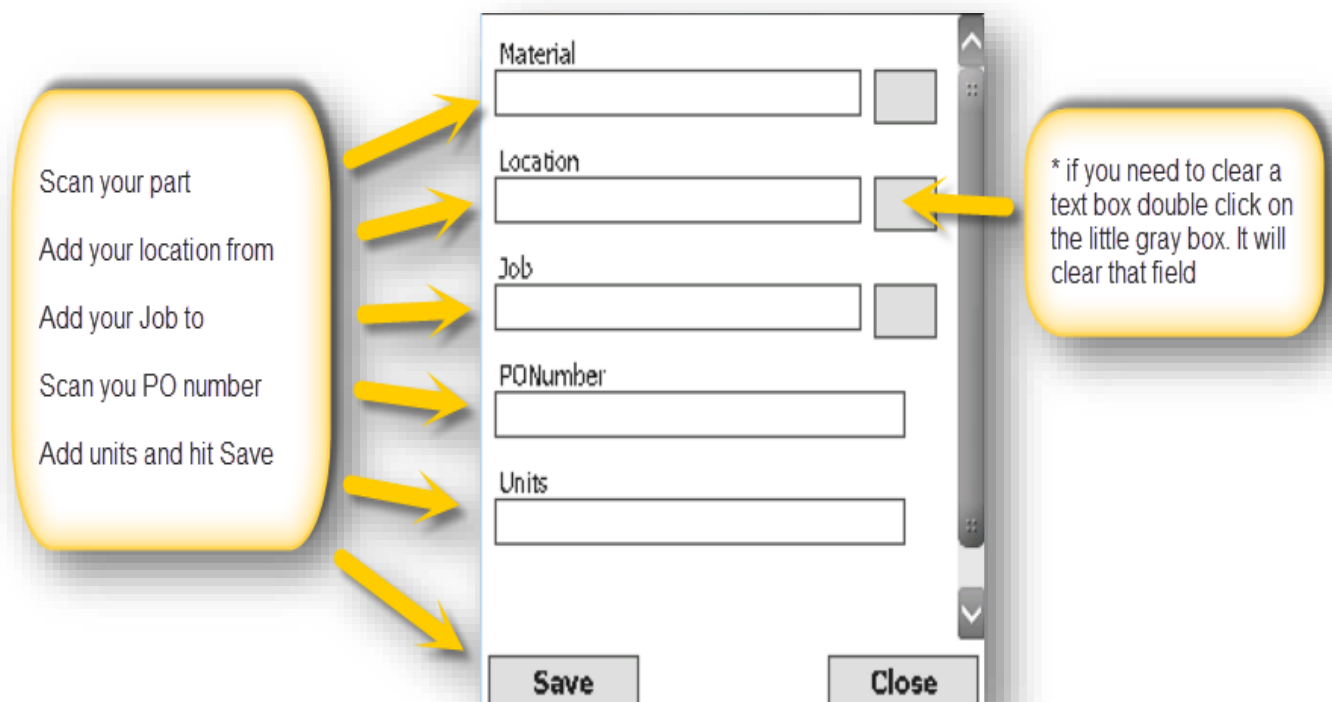
Order	Recv'd	Item	ItemDesc
20	0	2623807	26-238-07 V0
1	0	6052501	6052501 Cabl
4	0	FP60UL	FP60UL Flat F
5	0	M13HM270	M13HM-270

Highlight the line you want to receive. After you have received the line or all click done

Rec Line   Rec All

UnRec Line   UnRec All

Done   Rec Part

How to issue a part to a Job

Stock Receipts   **Receive PO**

Issues to Job   **Transfers**

Return   **Physical Count**

Choose Issue to Job

Back

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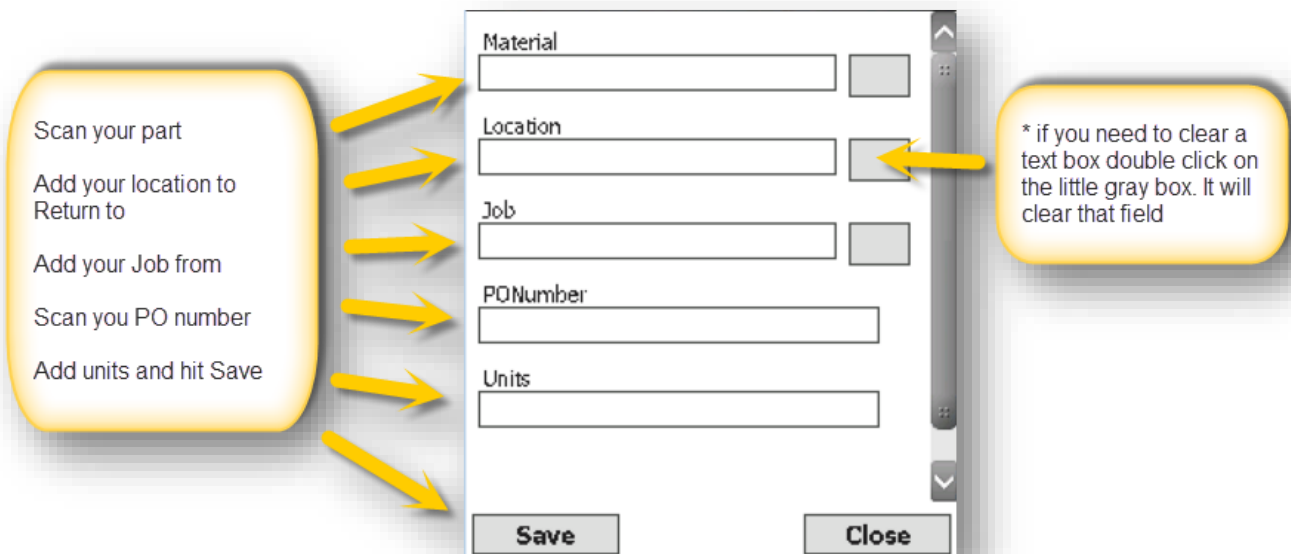
How to Return a Part from a Job to a Warehouse Location

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

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

Save   Close

How to Transfer from Location to Location

Add Material

From Location

to Location

# of Units

Click Save

Transfer — 9:48

Material

Location

To Location

Units

12-17-2013 09:48:45 AM

Save   Close

How to do a Physical Count

Add Material

Add Location of the part

# of Units

Click Save

Physical Count — 10:06

Material

Location

Units

12-17-2013 10:06:51 AM

Save   Close

How to Review and Edit Data in Datamaxx 7

Check your dates

Choose Inventory from the Review Menu

Choose the transaction type you want to review

You can click in the different fields to edit

It will save when you exit the screen