

Maintx Maintenance Management System

Stockroom

Creating A Storage room

Receiving A Stock Item

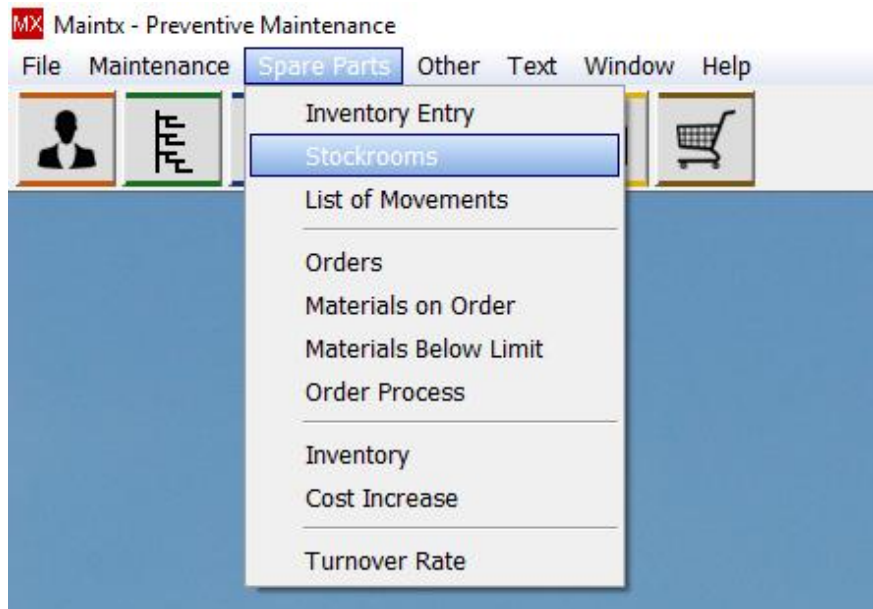
Connecting Parts To Equipment

Adding Parts To Group

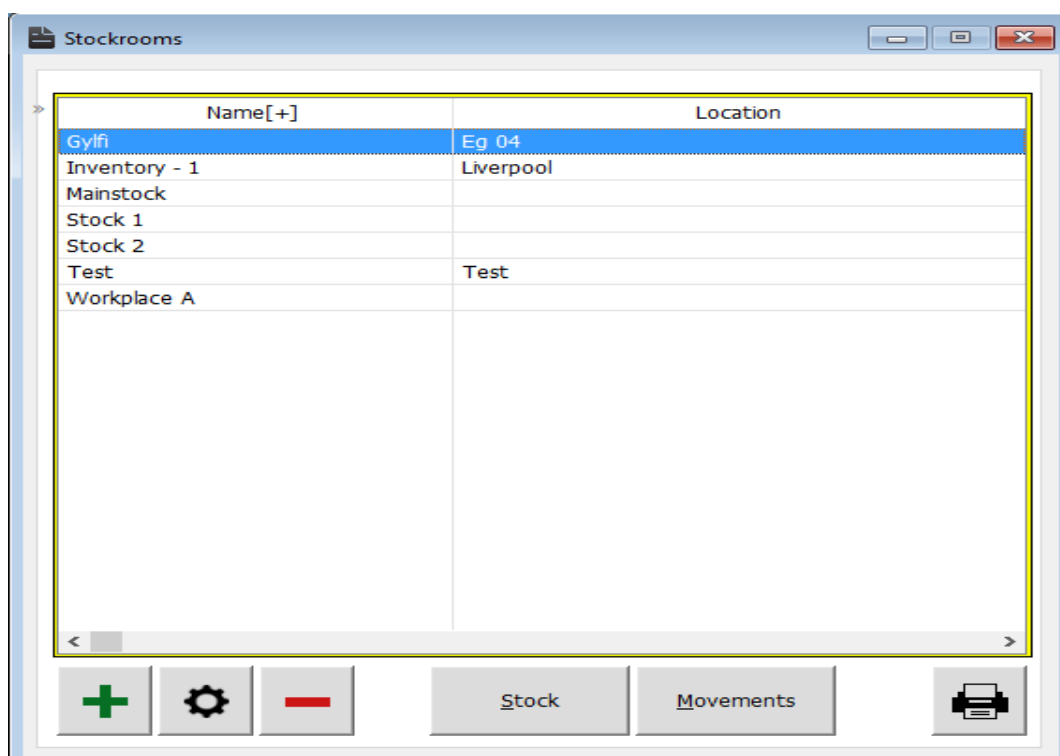


Stockroom

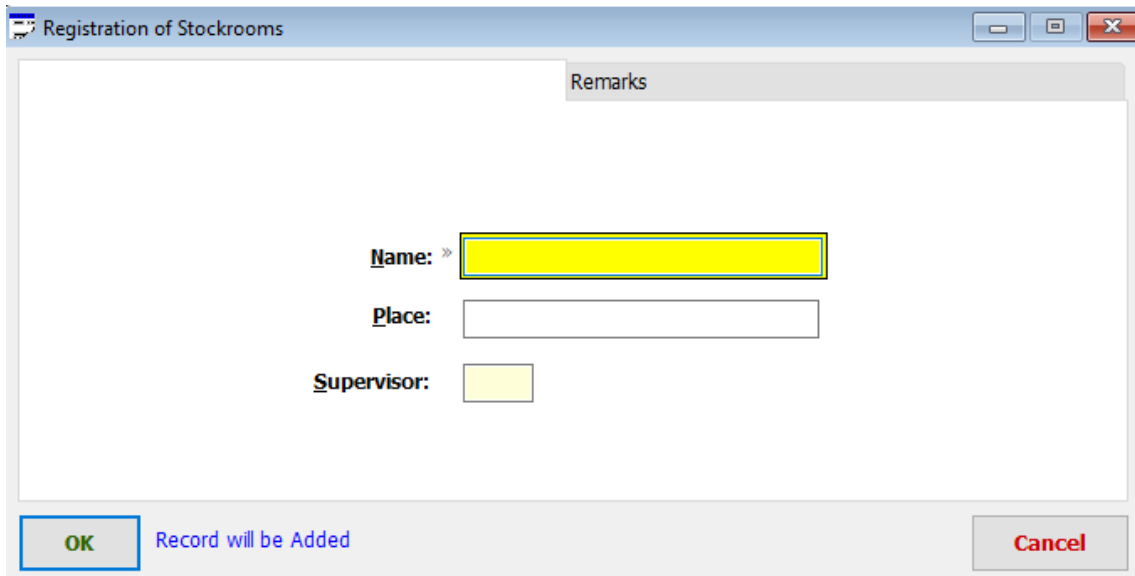
Here we will learn how to create a storage room, Receive a storage product that connects parts for equipment and more.



Start by going to the menu, click on "Spare Parts" and select "Stockrooms"



And press



Registration of Stockrooms


Remarks

Name: »

Place:


Supervisor:

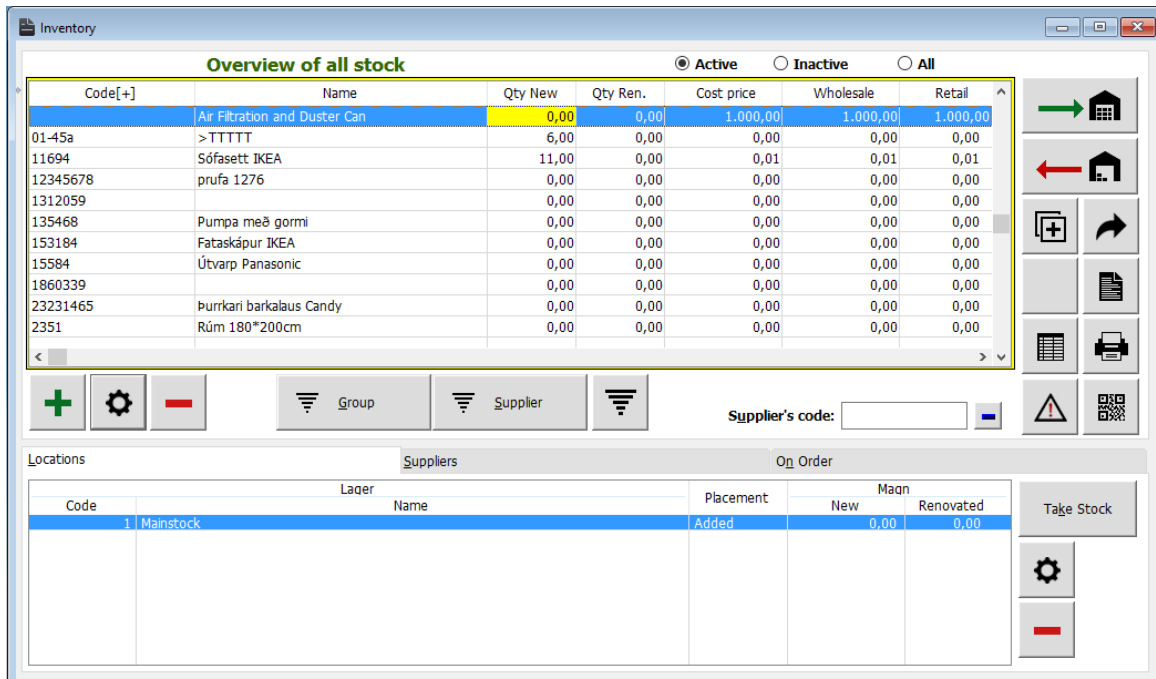
OK Record will be Added **Cancel**

Here we need to enter a name and a supervisor. then press 

Spareparts



To enter a part of the warehouse, we get to the  button.



Inventory

Overview of all stock Active Inactive All

Code[+]	Name	Qty New	Qty Ren.	Cost price	Wholesale	Retail
01-45a	Air Filtration and Duster Can	0,00	0,00	1.000,00	1.000,00	1.000,00
11694	>TTTTT	6,00	0,00	0,00	0,00	0,00
12345678	Sófasett IKEA	11,00	0,00	0,01	0,01	0,01
1312059	prufa 1276	0,00	0,00	0,00	0,00	0,00
135468	Pumpa með gormi	0,00	0,00	0,00	0,00	0,00
153184	Fataskápur IKEA	0,00	0,00	0,00	0,00	0,00
15584	Útvarp Panasonic	0,00	0,00	0,00	0,00	0,00
1860339		0,00	0,00	0,00	0,00	0,00
23231465	purrkari barkalaus Candy	0,00	0,00	0,00	0,00	0,00
2351	Rúm 180*200cm	0,00	0,00	0,00	0,00	0,00

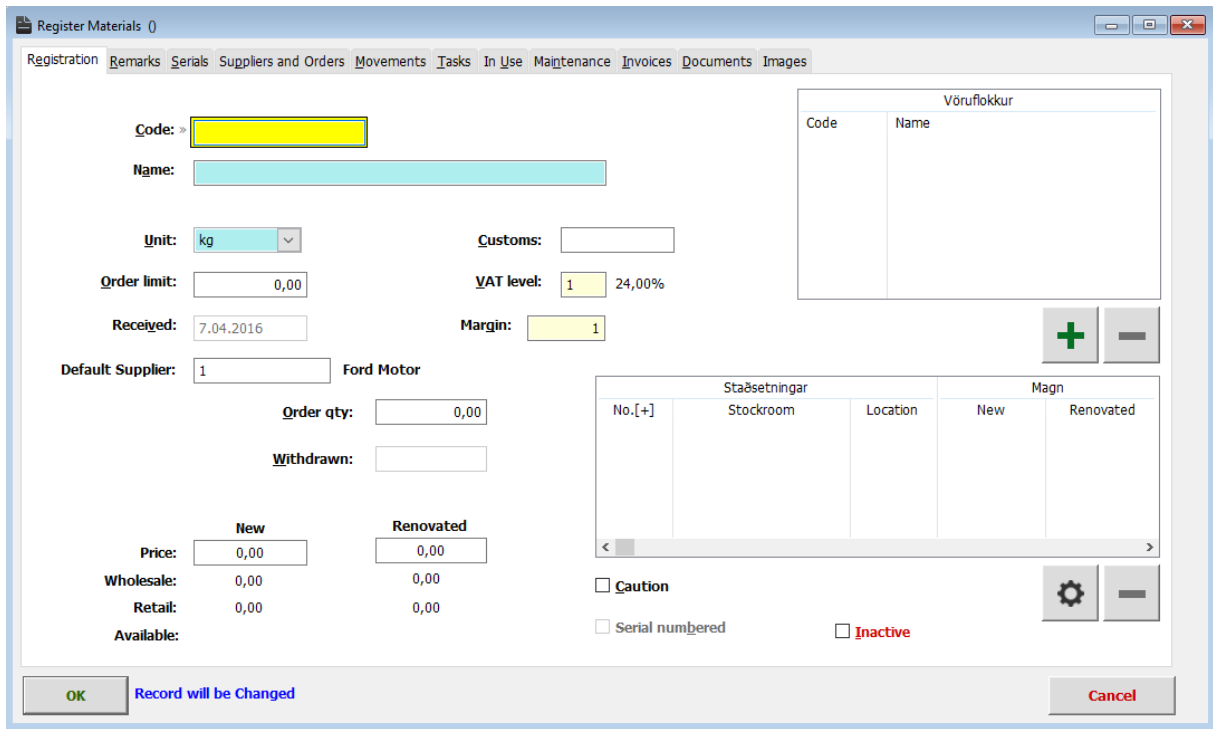
Locations: Locations Suppliers On Order

Code	Lager	Placement	New	Renovated
1	Mainstock	Added	0,00	0,00

Buttons: +, Settings, -, Group, Supplier, Supplier's code: -

Take Stock

We press  or we can right-click the **Inventory** box and click "Add items".

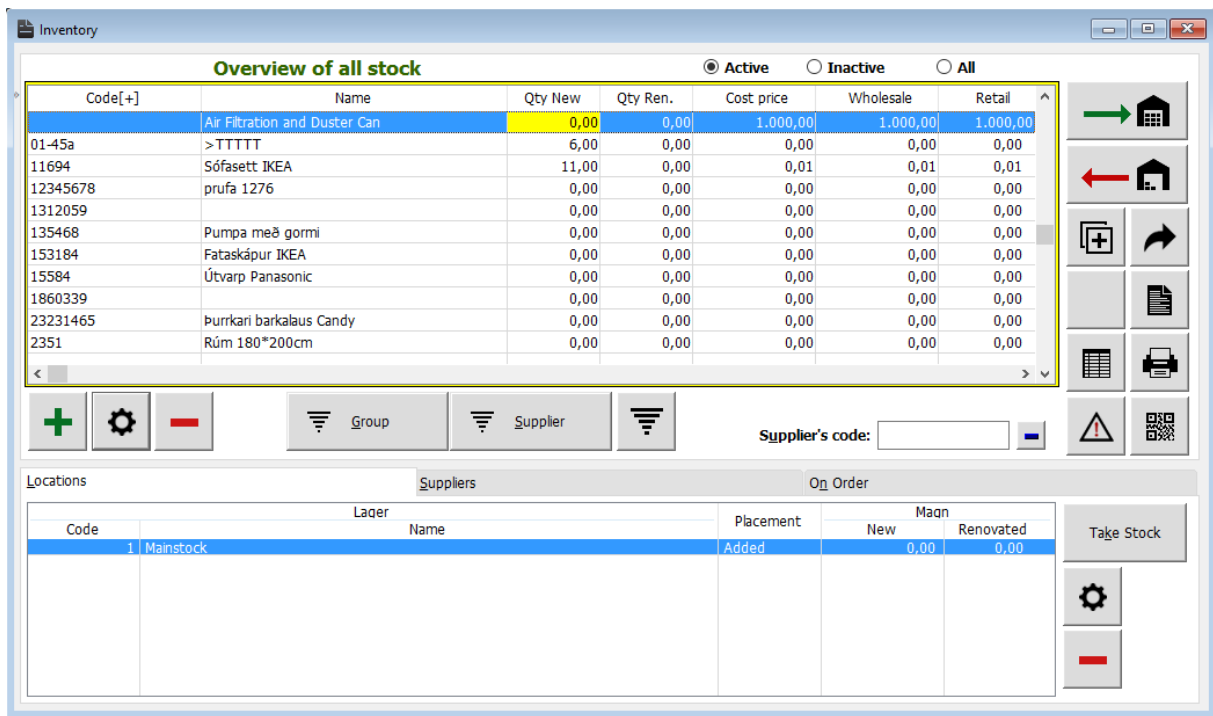


Here we need to enter the "Code", "Name" and "Unit". To set the "VAT" we right-click on the box and either create a new or select existing.

We do the same for margin (right-click and select a pre-existing or create a new one) and press .

We can get into the price of a new and a renovated part.

In "Order Limit" we decide at what point Maintx should let us know, we have to order more parts.



When the amount is less than the threshold for the "New Number" (volume) number of turns **yellow**. It is Maintx let us know that we have to order more.

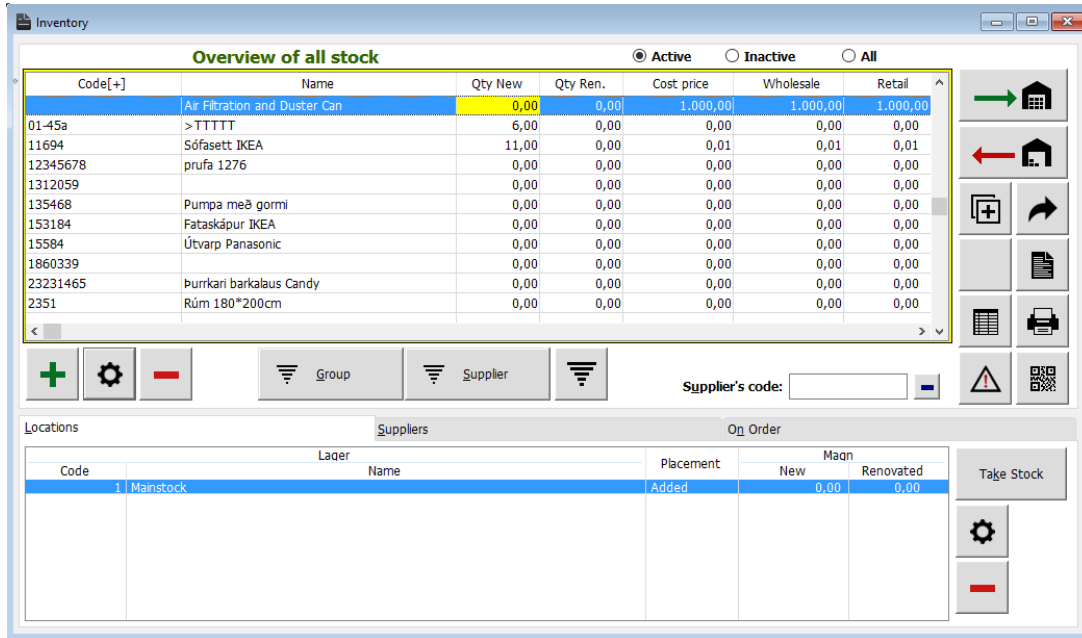
When we go to order more parts Maintx reminds us what is a suitable amount to order each time. This amount we register here in "Order Quantity".

(if we tick the "Caution" box, the part/item will be marked with red, as in **hazardous** or **handle with care**)

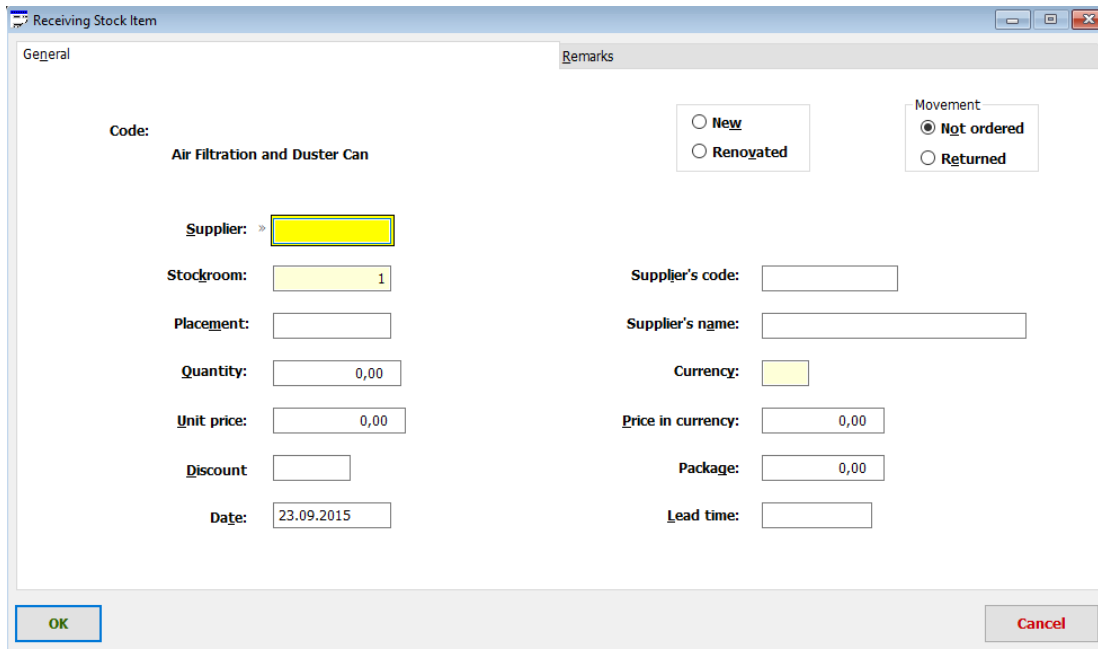
Once finished we click .

Receiving a Stock Item

We start by selecting the part we want:

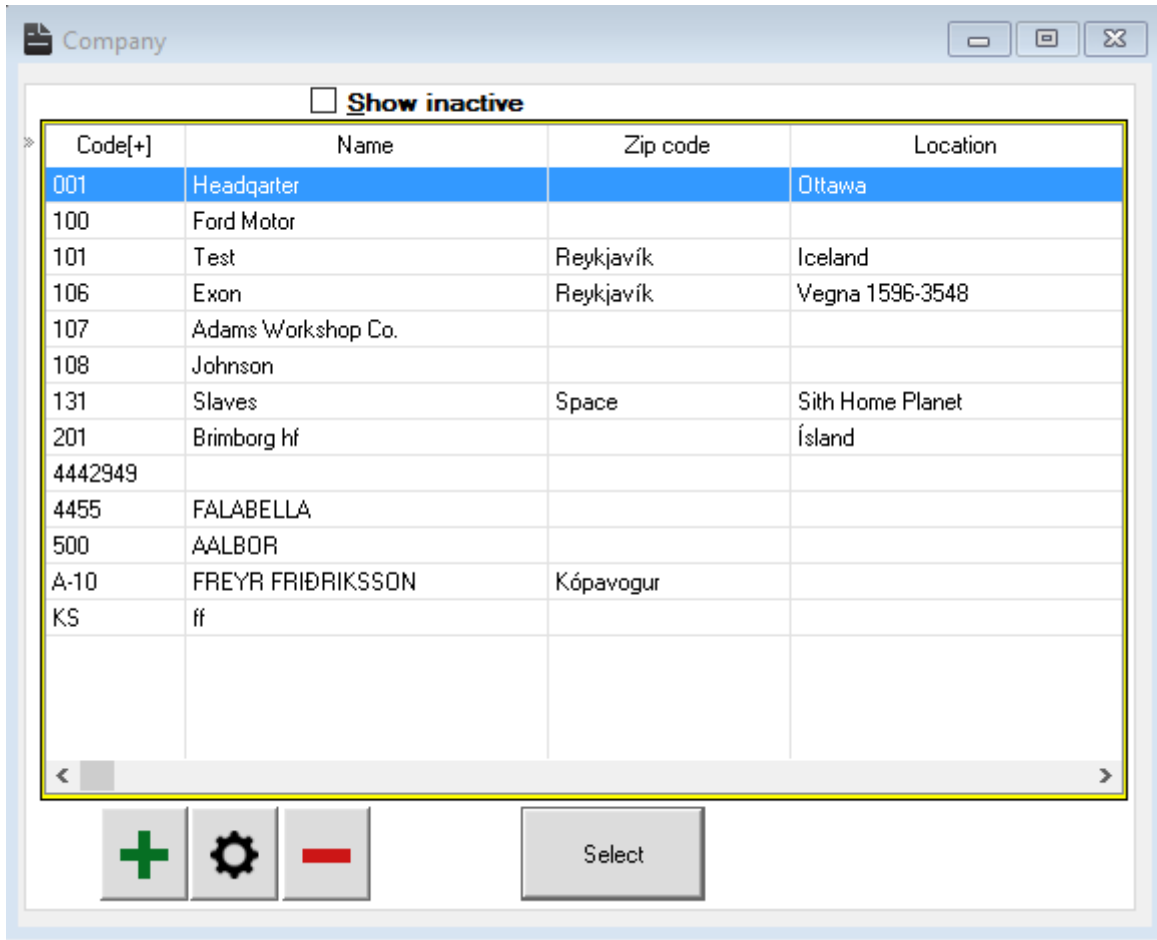


In the upper right corner we click

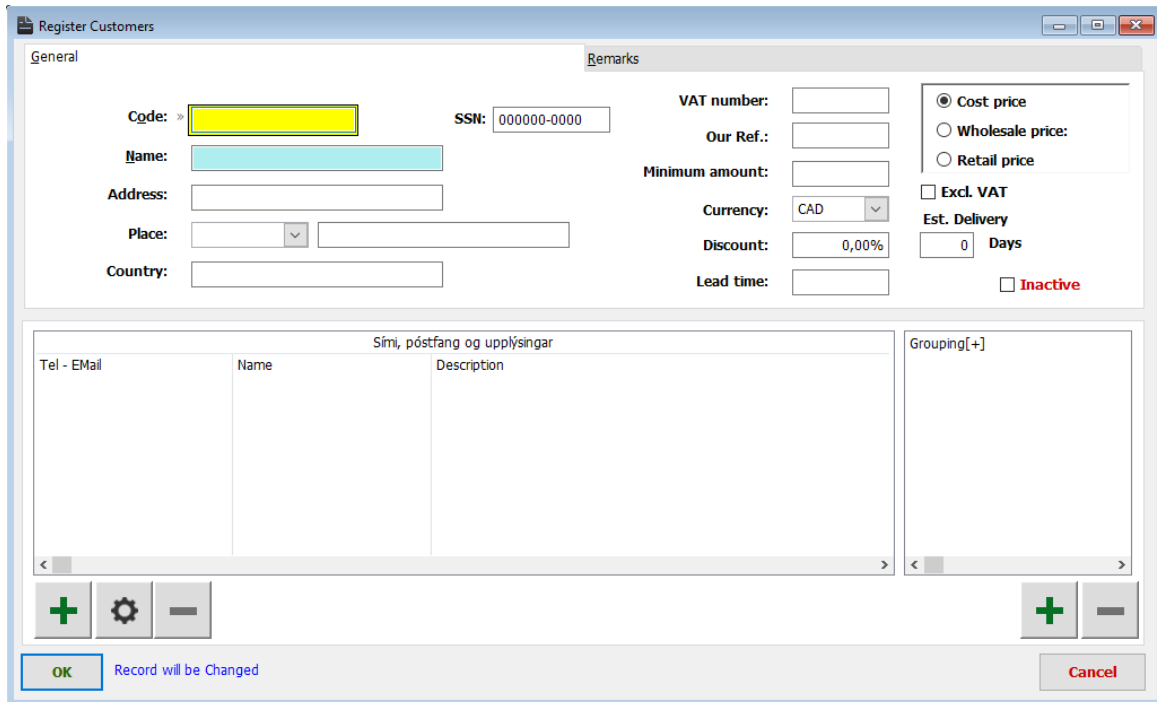



We right click the box marked "Supplier".

A list of our suppliers comes up, we either select a pre-existing supplier or insert a new one.



To add another supplier we click 



Enter a code, a name and so on.. and click 

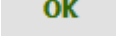
Now choose the new supplier and press  or double click the supplier.

Right click the stockroom box, locate and double click the preferred stockroom.

Enter the Items placement in the stockroom.

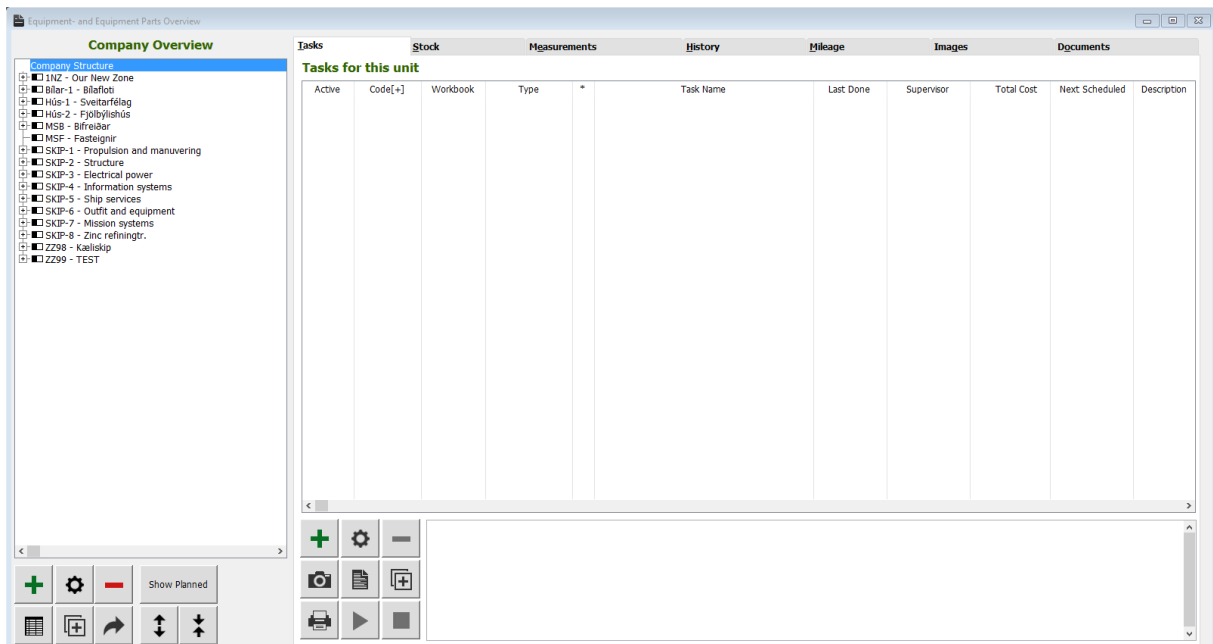
If the supplier uses a different code or name for this item we can enter them in the relevant boxes.

Otherwise we leave them blank.


Once we have filled out all the relevant information we press .

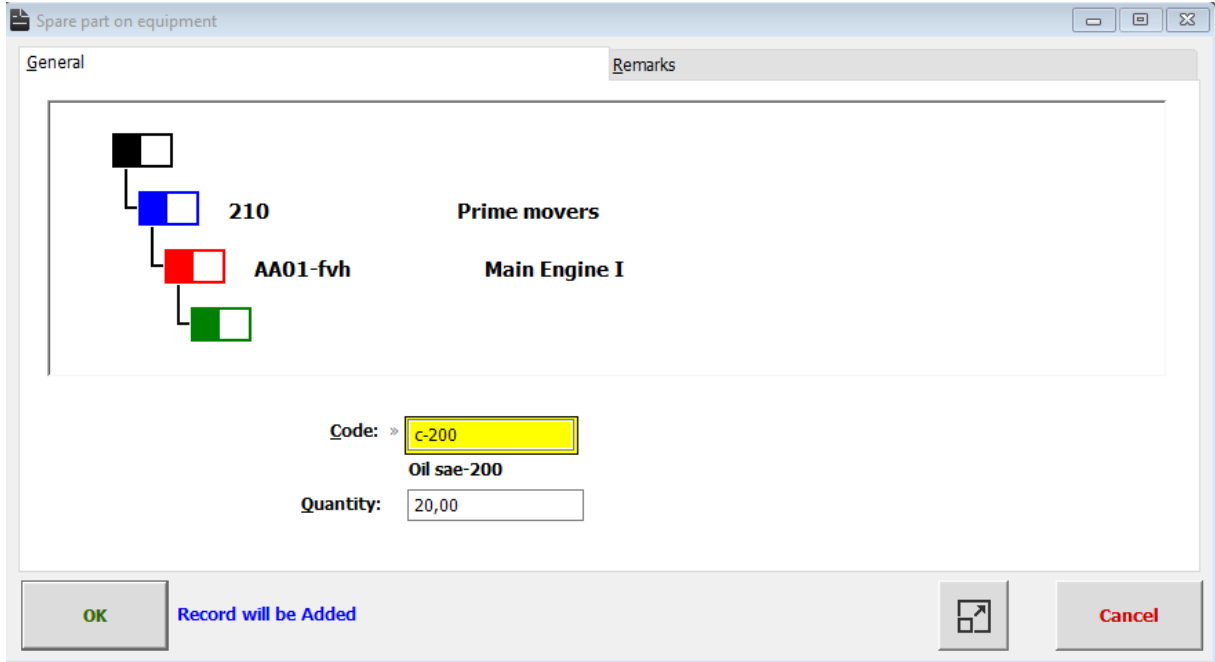
Connecting Part and Equipment

We go to overview

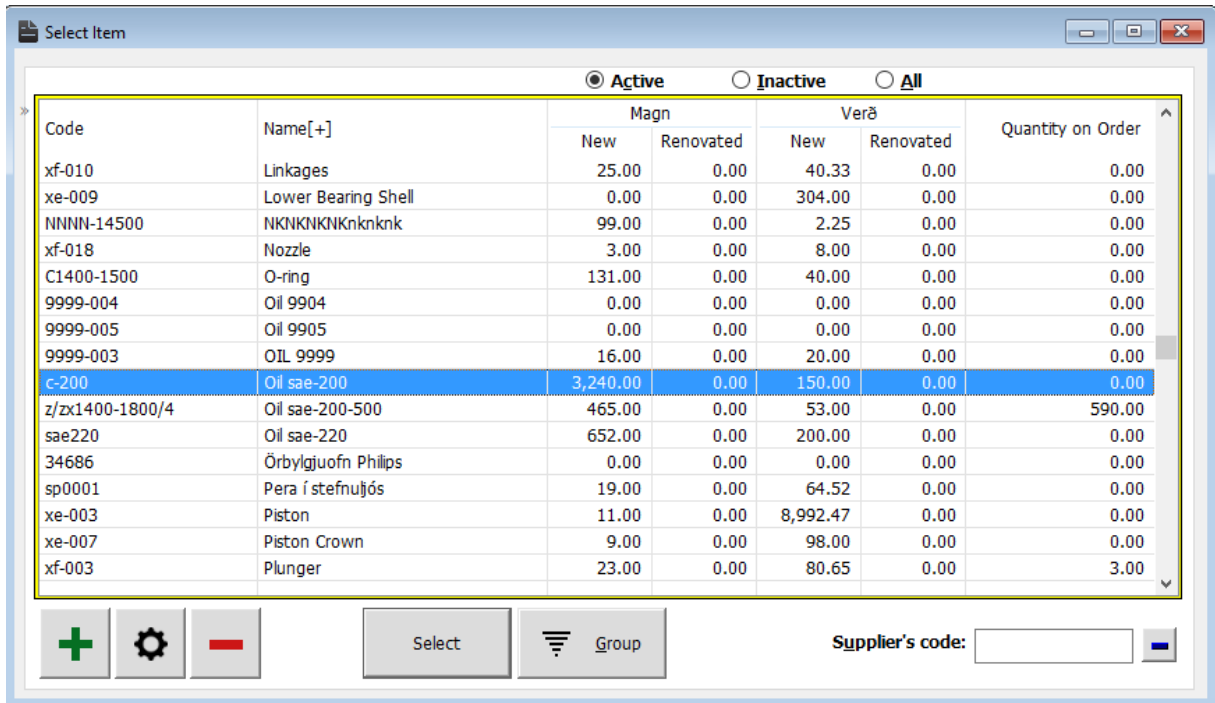



Choose the equipment we want to connect the part to.

Select the "Stock" tab and click 




Right click "code" find the correct item and double click.

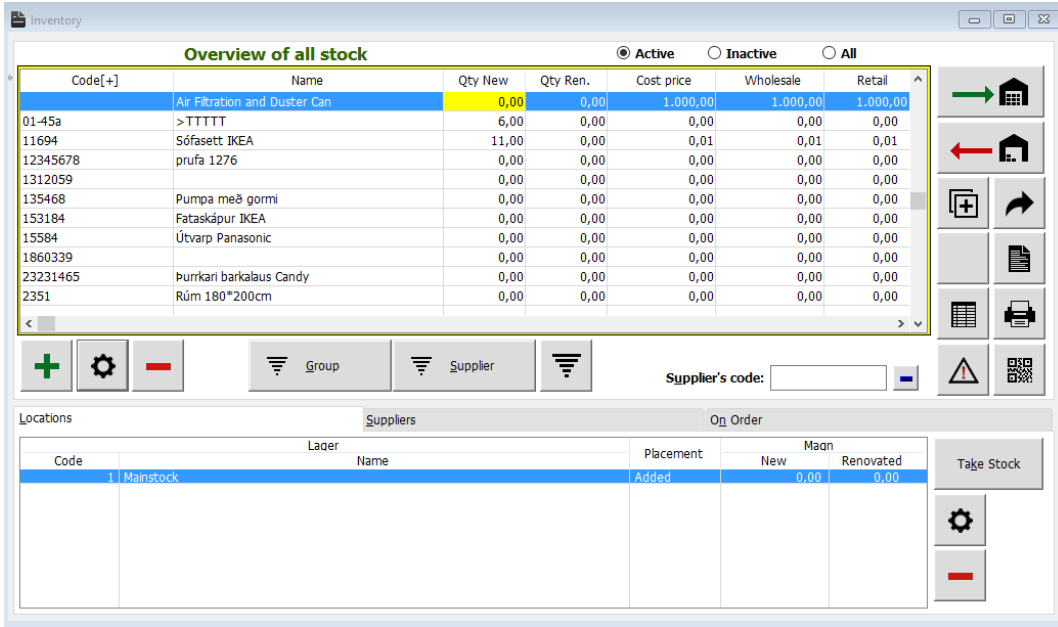


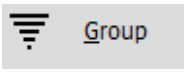
Enter the quantity and press 

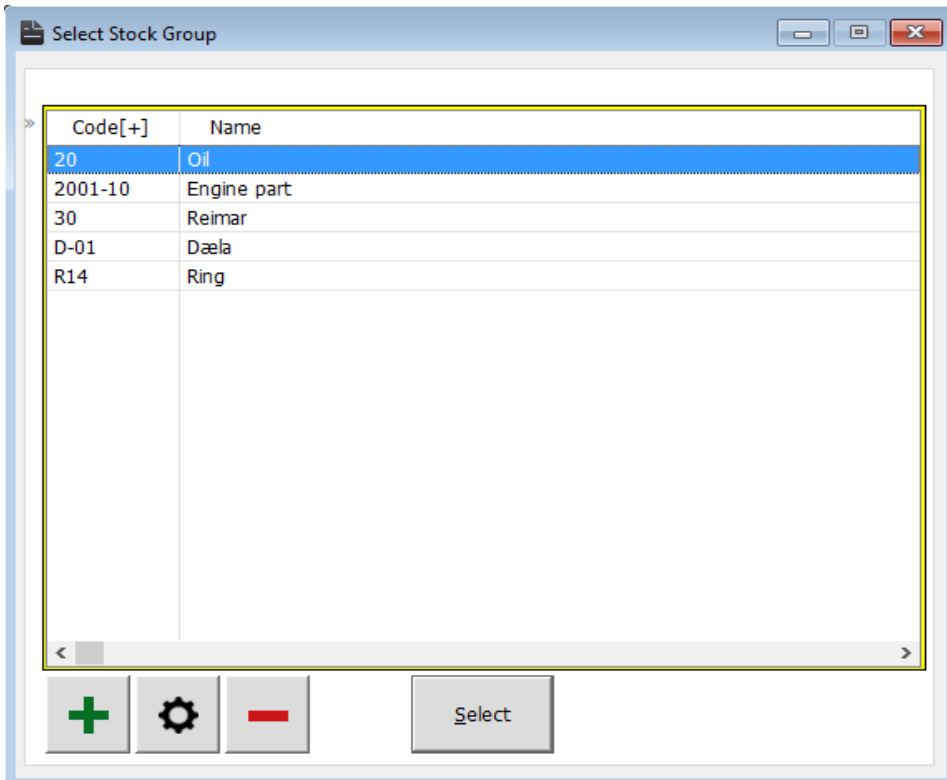
Adding Parts to Groups


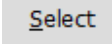
To be able to add parts to groups you will need to open the ”Inventory” window, go to ”Spare Parts” in the menu tab and select ”Inventory Entry” from the drop down list.

OR simply press the  button.




To make a new group, we press the  button in the "Inventory" window.




The "Select Stock Group" window will appear. To create a new group we press  and give our group a code and a name. Finally we click 

Now we have created a group, next step is to put some spare-parts in it.

We start by going to "Inventory" 

Code[+]	Name	Qty New	Qty Ren.	Cost price	Wholesale	Retail
	Air Filtration and Duster Can	0,00	0,00	1.000,00	1.000,00	1.000,00
01-45a	>TTTTT	6,00	0,00	0,00	0,00	0,00
11694	Sófasett IKEA	11,00	0,00	0,01	0,01	0,01
12345678	prufa 1276	0,00	0,00	0,00	0,00	0,00
1312059		0,00	0,00	0,00	0,00	0,00
135468	Pumpa með gormi	0,00	0,00	0,00	0,00	0,00
153184	Fataskapur IKEA	0,00	0,00	0,00	0,00	0,00
15584	Útvarp Panasonic	0,00	0,00	0,00	0,00	0,00
1860339		0,00	0,00	0,00	0,00	0,00
23231465	Þurrkari barkalaus Candy	0,00	0,00	0,00	0,00	0,00
2351	Rúm 180*200cm	0,00	0,00	0,00	0,00	0,00

Code	Lager	Name	Placement	New	Renovated
1	Mainstock		Added	0,00	0,00

We select the "part" we want to group and click . Or simply double-click it.

Code:

Name:

Unit:

Order limit:

Received:

Default Supplier:

Order qty:

Withdrawn:

Price: (New) / (Renovated)

Wholesale: /

Retail: /

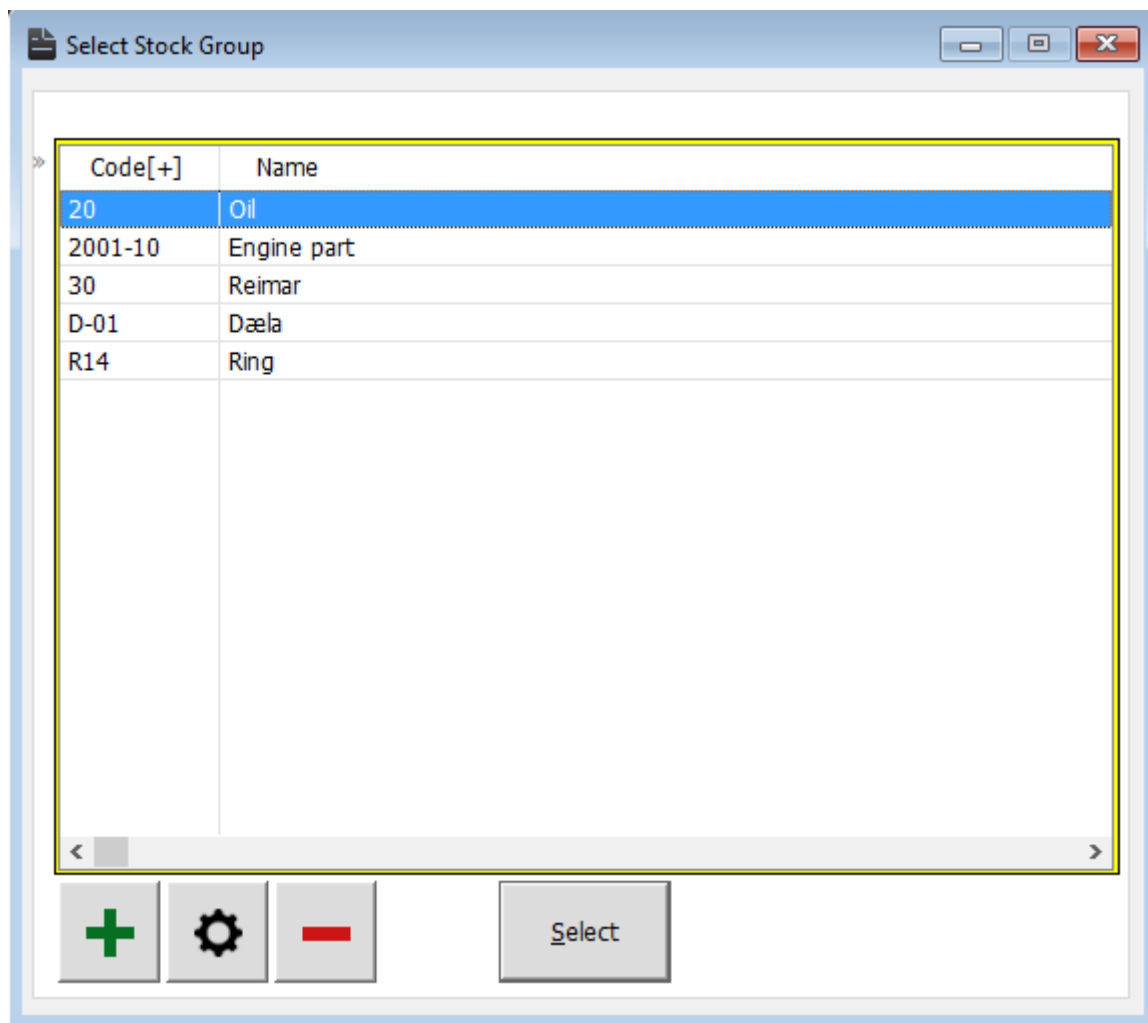
Available: Caution Serial numbered Inactive

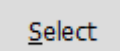
Code	Name
20	Of

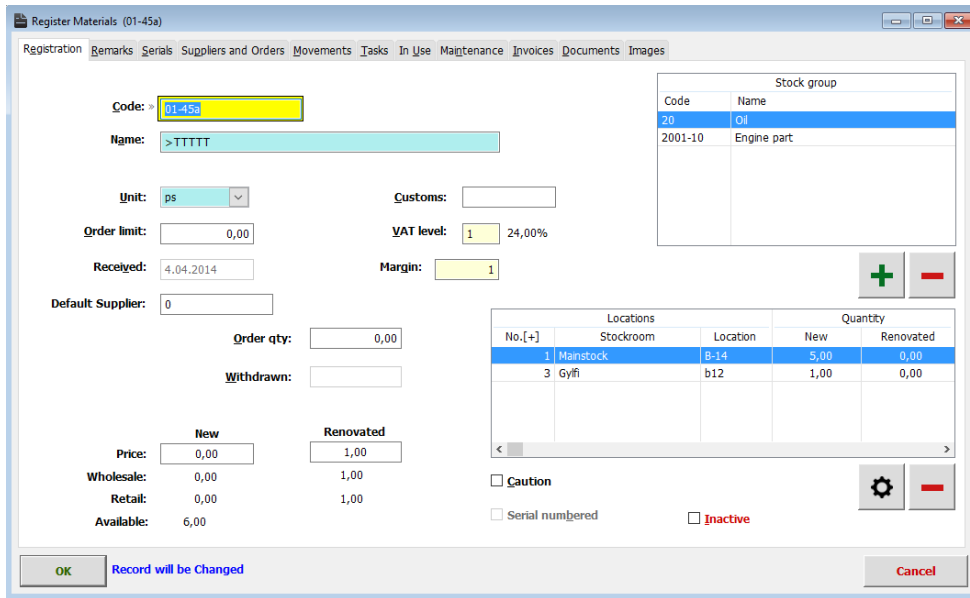
No.	Stockroom	Location	New	Renovated
1	Mainstock	Added	0,00	0,00


Under the box marked "Stock group" we click 

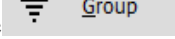
We get a list of available stock groups.

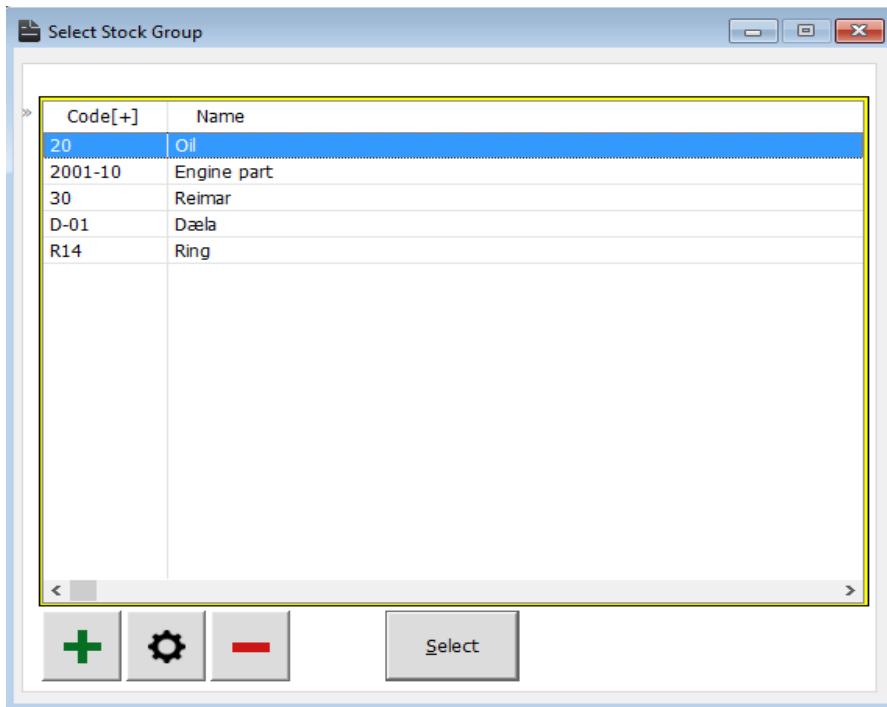


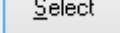
Choose the group we want and click . Or simply double-click the group name.



Now we have put this part into a group. Each part can belong to more than one group at a time. To add it to more groups we simply click  again and repeat the last few steps.

If we want to see all parts belonging to a certain group, we click the  button. That gives us the “**Select stock group**” window.



We choose witch group we want to inspect and click .

Or just double-click the group name.

Inventory

Overview of all stock Active Inactive All

Code[+]	Name	Qty New	Qty Ren.	Cost price	Wholesale	Retail
	Air Filtration and Duster Can	0,00	0,00	1.000,00	1.000,00	1.000,00
01-45a	>TTTT	6,00	0,00	0,00	0,00	0,00
c-200	Oil sae-200	3.240,00	0,00	150,00	150,00	150,00
xd-007	Valve Rocker Arm	1,00	0,00	0,00	0,00	0,00

Group
 Supplier
 Oil
 Supplier's code:

Locations Suppliers On Order

Code	Lager	Name	Placement	Magn	
				New	Renovated
1	Mainstock		B-14	5,00	0,00
3	Gvifi		b12	1,00	0,00

Now we have a complete list of all the parts belonging to this particular group.

We can also see in the bottom box, which stockroom this particular part is kept, its placement and how many new or renovated units we have.