

Drägerware Workshop Module Clothing User Manual from Version 2020.1



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1 Introduction

1.1 For your safety

1.1.1 General safety information

- Before using this software, carefully read the user manual.
- Strictly follow the user manual. The user must fully understand and strictly observe the instructions.
- Do not dispose of the user manual. Ensure that it is retained and appropriately used by the product user.
- Only trained and competent users are permitted to use this software.
- Comply with all local and national rules and regulations associated with this software.
- Do not use faulty or incomplete software.
- Do not make any changes to the software.
- Notify Dräger in the event of any faults or failure of the software.

1.1.2 Definitions of alert icons

The following alert icons are used in this document to identify and highlight areas of the associated text that require a greater awareness by the user.

A definition of the meaning of each icon is as follows:



ATTENTION

Indicates a potential situation in which data could be accidentally modified or deleted.

If this situation is not avoided, data may be corrupted or lost with no possibility of restoration, requiring data to be input again.



NOTICE

Indicates additional information on how to use the software.

1.2 Description

1.2.1 Feature description

Drägerware.Workshop products are software for technical workshops in various organisations and industrial establishments.

They are used for inventory and support the administration and service of devices, systems, equipment, power units and vehicles in a central data pool and for all workshop areas of an organisation, including at different sites.

The software can be used to plan, perform and record services. Testing and monitoring processes can be set up.

Dräger test devices can be integrated via interfaces.

Additional test devices for other workshop areas, such as pump and hose test stands, can also be integrated into the service process.

1.2.2 Intended use

Drägerware.Workshop is software for installation on computers with the requirements described in 1.3 for support with inventory and service of technical safety equipment.

The clothing add-on module is an extension of a Drägerware.Workshop 5000, 7000 or 9000 software that provides the option of comprehensive administration functions for clothing. Bulk items of clothing such as socks or t-shirts can be managed and organised with stocks and individually identified items of clothing can also be managed. In addition to item-specific properties that are freely definable by the user, such as sizes, colours or material, special used-clothing warehouses can be organised. Users can continue to pre-order items and determine purchase quantities. A point system facilitates customisable wishes from different user groups. The software also makes it possible to carry out, document and monitor initial issues, issues, returns and loss reports.

1.3 Hardware requirements

The general minimum requirements for workstations and servers are described in the **List of hardware and software requirements**.

The hardware requirements of each individual program are described in detail in the respective specifications included in the scope of delivery.

1.4 Information on this manual

All Drägerware.Workshop applications are operated in the same way.

The special characteristics of a workshop program are dealt with in separate sections or supplementary sections which the customer receives with the purchase of the Drägerware.Workshop application.



NOTICE

This manual describes all the functions of the software.

If functions that you cannot access are explained, they have not been purchased.

The scope of the installation is described on the delivery note and in the specifications.

Optional functions can be added to the Drägerware.Workshop basic package at any time (modular principle). They can be ordered directly from Dräger.


This manual can be accessed as an aid in the program and with the **<F1>** function key. It serves as reference, not as a training manual.


Dräger recommends having software updates performed exclusively by Dräger or authorised Dräger partners.

1.5 Field types and field functions in the programs

The same field types and field functions are used in all the Drägerware programs for processing data.

They are listed in the following table:

Alphanumerical fields	The standard input fields permit the entry of all characters.
Numerical fields	Numerical fields only permit the entry of numbers (e.g. personnel number, account number).
Selection fields	With few exceptions, selection fields comprise alphanumerical or numerical fields. Selection fields are used to retrieve a user menu (user table) using the <F4> function key. Tables which simplify data acquisition are saved in the user menus so that recurring texts do not need to be entered via the keyboard and spelling mistakes are avoided.
Output fields	Unmodifiable data are referred to as output fields. The field content of output fields is shown in grey and cannot be processed via the input field.
Date fields	<p>Date fields accept the date format: "01.01.2003". The day and month must always be entered using two digits. The dot between day, month and year is automatically entered by the program. The first two digits of the year are automatically assigned the first two places of the current year if the year is entered using two digits. Please take care that the <Caps Lock> key is not pressed when making the entry as otherwise no entry is possible.</p> <p>Date fields contain special input functions. Press the "T" key (today) to import today's date into the date field; press the "Y" key (yesterday) to import yesterday's date, and press the "M" key (tomorrow) to import tomorrow's date. In addition, by entering the "+" or "-" character, a number and the identifier "D" (for days), "M" (for months) or "Y" (for years), the currently specified date is increased or reduced. So, in the case of the following entry: +3w the date currently displayed in the input field is moved forward three weeks.</p> <p>Pressing the <F4> function key or the  key next to a date field opens a perpetual calendar. A date can be selected in the calendar, which is then included in the date field. Users can scroll forward and back through days and weeks with the arrow keys and forward and back through months with <Page Up/Down>.</p>
Time fields	Time fields require the entry of a time. The current time is entered by pressing "N" (Now). The colon between the minutes and hours is automatically entered by the program. In addition, by entering the "+" or "-" character, a number and the identifier "h" (for hours), "m" (for minutes), the current time is increased or reduced. So, in the case of the following entry: -3h the current time indicated in the display field is moved back by three hours.
Logical fields	These fields only accept "Y" for Yes and "N" for No. These fields can be edited using the spacebar - Y, N, blank field appear automatically
Memo fields	These fields are used to save additional information. Additional information in plain text can be saved for every data set.
Mandatory fields	Mandatory fields are identified in the program by a red asterisk next to the field. An input in a mandatory field is necessary before a data set can be saved. If a user menu is saved for a mandatory field, it is displayed automatically if the user tries to skip a mandatory field without making an entry. When trying to save a data set without fully completed mandatory fields, the user is prompted to fill the blank fields. Examples of mandatory fields are a person's first name and surname or the type of application.
Exact fields	Exact fields are displayed with a grey background in the program. An entry in an exact field must correspond exactly to an entry in the user menu. The fields are also case-sensitive. If the field contents entered do not match a menu item, the following message appears: "Entry is not in the user menu!". This type of field is

	necessary so that fields for which an evaluation can be performed can be populated uniformly and can be fully evaluated. If it is necessary to expand the user menu, this takes place via the "Create Entry" user menu if the necessary privilege was assigned.
User menu	Freely definable tables which the user can call up and also change with the corresponding authorisations. Retrievable using the <F4> function key, among others.
User menu with address link	User menu that provides the option of address links to Drägerware Address Management, if Drägerware Address Management is licensed. A user menu with address links is identified by the  icon.
Radio button	Radio buttons are round buttons, usually combined in groups. Only one radio button of a group of radio buttons can be selected at a time.
Checkbox	In contrast to radio buttons, checkboxes are square. Multiple selections can be made from a group of checkboxes.
Pull-down menu	Menus that can drop down using the mouse to select a function. If using a keyboard, a pull-down menu is opened with an Alt + <key> combination (e.g. Alt + D for the F ile pull-down menu). The key to be activated together with <Alt> can be seen from the underlined letter in the menu title.

1.6 Function keys for ease of operation

The following keys or key combinations can be used in many dialogue windows:

Key or key combination	Scope of application	Meaning
F1	Everywhere	Calls up Help.
F4	Selection fields	Opens the user menu to select an entry.
h	Date fields	Enters today's date.
j	Time fields	Enters the current time.
g	Date fields	Enters the date of the previous day.
m	Date fields	Enters the date of the following day.
+/-xD	Date fields	Takes the current date and adds or subtracts x days.
+/-xW	Date fields	Takes the current date and adds or subtracts x weeks.
+/-xM	Date fields	Takes the current date and adds or subtracts x months.
+/-xH	Time field	Takes the current time and adds or subtracts x hours.
+/-xM	Time field	Takes the current time and adds or subtracts x minutes.

The default Microsoft Windows® keys or key combinations remain valid.

You can also change the column width of tables for a clearer view. This is done by moving the respective column divider in the header with the mouse. Press and hold the left mouse button to drag the column to the required width.
















The program is not case-sensitive (e.g. for user menus and identification).

If the keyboard is preferred to the mouse, the <TAB> key can be used to move between the fields.

1.7 Abbreviation of buttons

The application contains the following icons. However, not all icons are activated on every page and in this case will not be active.

The icons available in the application are listed in the following table:

Symbol	Meaning
	Opens a data set and also provides an overview display.
	Saves a data set.
	Creates a new data set.
	Copies data sets.
	Scroll back to previous data set.
	Scroll forward to the next data set of the prior selection.
	Deletes data sets.
	Calls up the Help function.
	Reset filter (list selection).
	Preview
	Prints a data set.
	Open saved database (e.g. item database).
	Remove entry.
	Add entry.
	Edit dialogue.



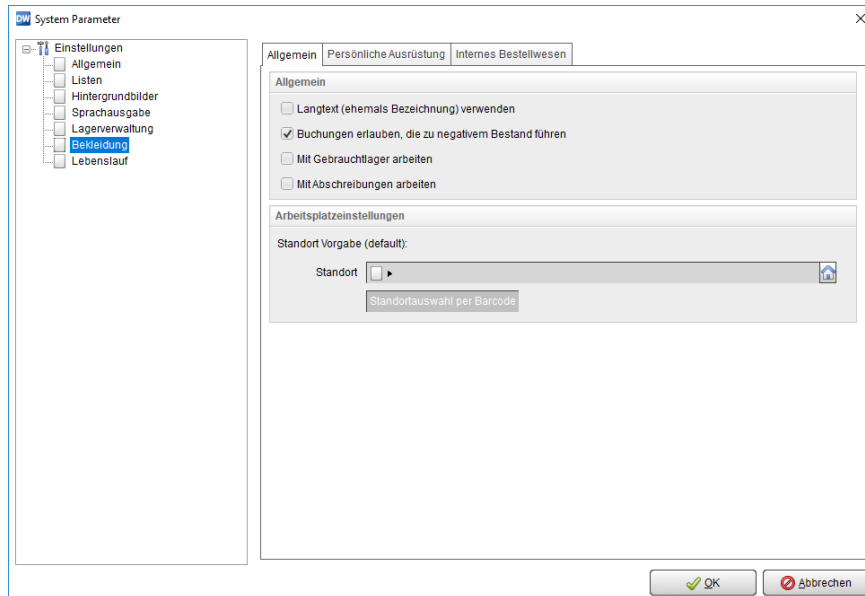
NOTICE

Scrolling forward and back only works if a piece of equipment or a test has been selected via Selection or Overview. If a piece of equipment has been selected via identification, scrolling is not possible.

2 System settings

2.1 Clothing

Settings – System settings – System-wide settings contains various options for configuring the clothing module.

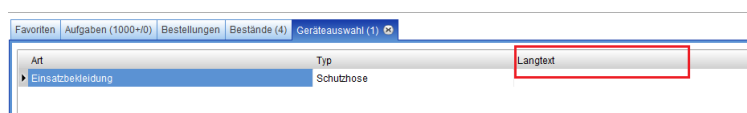


Clothing settings

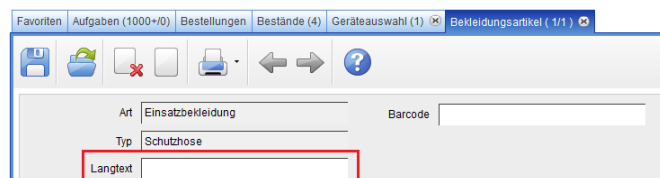
2.2 General

Use long text (formerly designation)

Permits the use of an additional **Long text** field.



Long text for equipment selection



Long text for the item

Allow entries that will result in negative stock

This setting indicates whether the stock may also become negative when items are issued. If a negative entry is not permitted, this tick must be removed.

Work with used stock

Provides the option of creating a used stock warehouse for any size.

Work with write-offs

Permits the calculation of write-offs.

Workstation settings**Stock location default**

At this point, a location can be selected from which the automatic debits should take place upon issue to persons.

This setting is workstation-related, i.e. different locations (different stations) can be set at different workstations.

2.3 Personal equipment

When identified clothing/equipment is returned, add to master data

These parameters make it possible to set the location to be used when returning an item and the reason for phasing out in the event of loss.

The reason for phasing out when phasing out individually identified items can also be set.

For returns, allow "Stock assignment later"

If this option is set, the **Stock assignment later** area appears in the output and in the functions (also refer to **Chapter 5.6** on **Page 39**).

If this function is not required, e.g. because the items are entered directly in the used stock or new stock, the tick can be removed. The **Stock assignment later** function is then unavailable.

Allow entries without "posting text"

Allows entries without a posting text.

Display only functional equipment

If this parameter is activated, only functional items are displayed when items are issued.

Display equipment already issued

If this parameter is activated, items which have already been issued are also displayed when items are issued.

Require signature with signature pad

If a signature pad is connected, the issue process cannot be completed until the recipient has signed the pad.



NOTICE

The signature pads that are currently supported can be requested from Dräger Service (service.iss@draeger.com).

Generation of identified clothing

Variables for the automatic generation of an identification/barcode can be specified in these three fields. This identification is generated when an individually identified item is generated from stock during output and can also be printed as a barcode there.

2.4 Internal ordering process

Activate internal orders with point system

If this check box is activated, internal orders can be placed with a points credit.

Allow different points for different sizes

If this check box is activated, different points can be assigned depending on the item size.

On internal ordering process page, do not only display order items

If this check box is set, the **Internal ordering process** tab within **Personal equipment** also displays the items of clothing for which 0 was defined as the maximum order quantity (also refer to **Chapter 4.2 on Page 20**).

This allows processors to also enter items, incl. points, which the person cannot order via the **Internal ordering process** application.

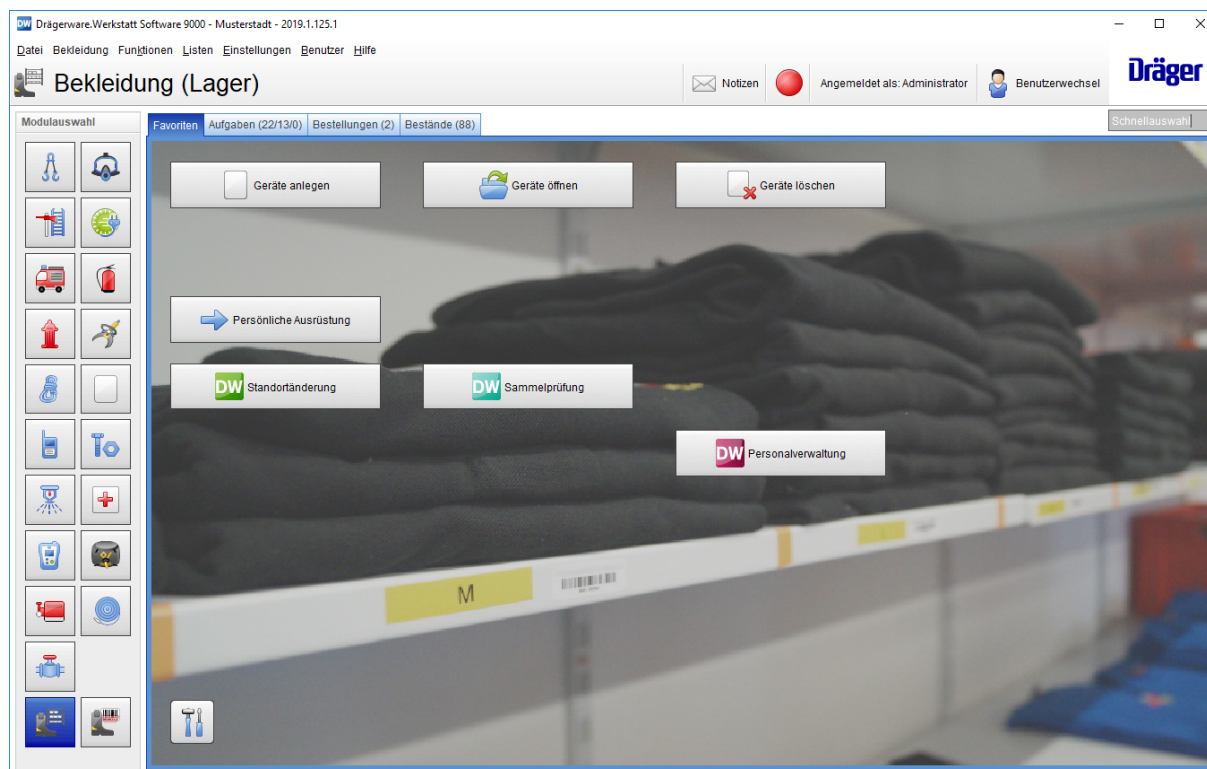
Possibility to assign points to another person

If this point is activated, when an ordered item is issued, the points can be entered for another person, e.g. added to a collective **Loss when used** account.

Department-dependent quantity

This check box indicates whether the desired quantity of items can be set dependent on department. For example, for a person belonging to the BF department, a desired quantity of 2 and for a person belonging to the FF department, a desired quantity of 1.

3 Program window



Main window for clothing workshop module

3.1 Controls in the main window

The **Clothing** workshop module in **Drägerware.Workshop software** consists of two modules: A warehouse module and a module for identified items.

Warehouse / Item

Use this button to switch between the two modules. The corresponding name is shown depending on which module is active.

The other controls correspond to the controls in other workshop modules and are described in the chapters of the User Manual.

4 Management of master data - Warehouse

The process for management of equipment data in the **Identified items** module is similar to that of the other workshop modules (see User Manual). Therefore, this manual only describes the management of equipment in the warehouse module.

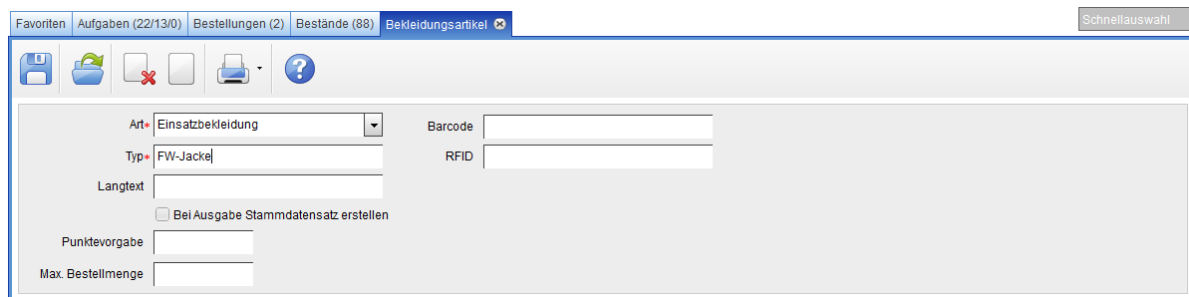


NOTICE

Certain input fields are only displayed if they have been activated in the system-wide settings (also refer to **Chapter 2** on **Page 12**).

4.1 Create equipment

New items of clothing are created with the  **Create equipment** button.



Create equipment

Type

Enter the type of clothing item here. A model already in the MAT hierarchy can be selected with arrow keys or a new model can be entered. It is automatically imported into the MAT hierarchy when it is saved.

Type

Enter the model or identification of the item here. The model is also the identification in this module.

Long text

Here, you can enter an additional informative item designation.

Barcode/RFID (only Version 9000)

A barcode or, for Version 9000 also an RFID code, can be imported here.

Create master data record at issue

If this checkbox is set, a master data record with a separate identification is automatically created when one of these items is issued.

The master data record can be opened and managed in the module for the identified items.

Assigning points


The point assignment (similar to a price) for the item is entered. This value is a basic requirement. Different points can be assigned for different properties later on in the process (also refer to **Chapter 4.2** on **Page 20**).

Maximum order quantity

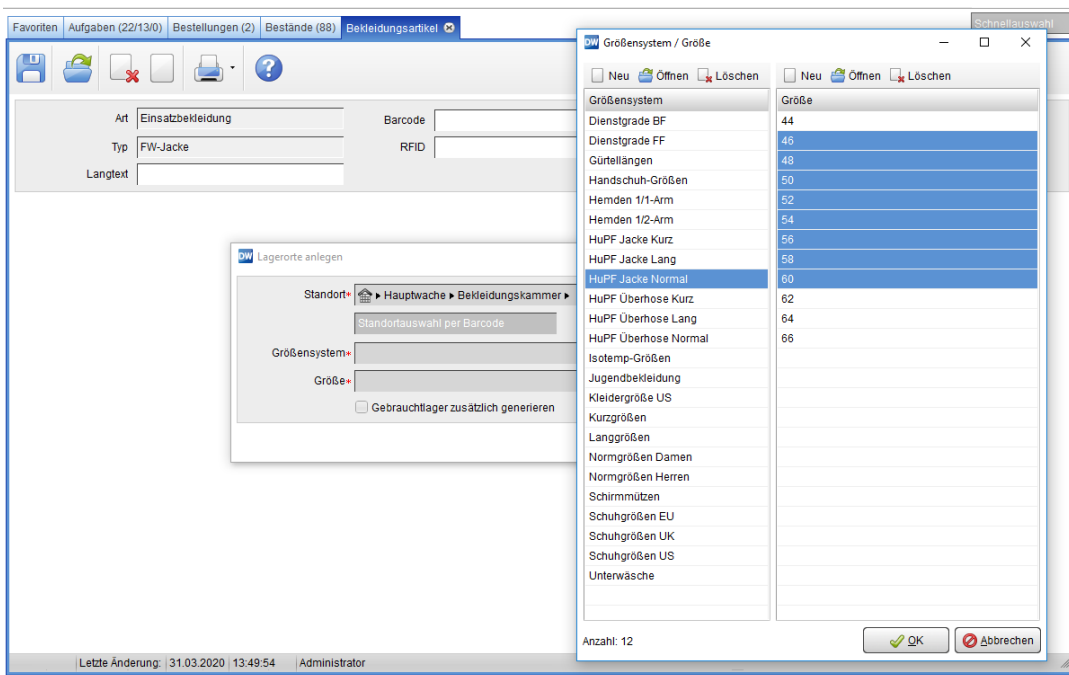
A maximum order quantity is defined. In the internal ordering process, this means that the number of items of this model ordered cannot exceed the number defined in the software.

The following applies:

- If the maximum order quantity is 0, the item cannot be ordered via the internal ordering process.
- If the field remains empty, there is no limit to the order quantity.

After saving these basic data with the  **Save** button, the next step is to define the stock locations with the specific sizes of the item.

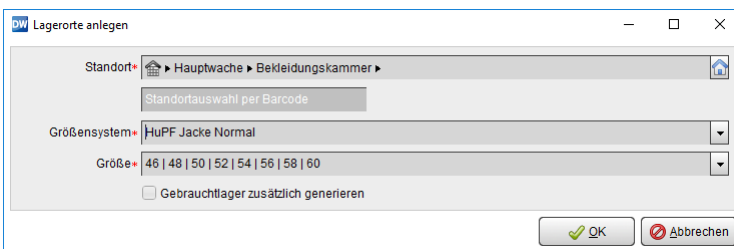
Two new windows, **Create stock locations** and **Size system**, appear for this purpose.



Create stock locations – Size system

The desired sizes are selected here. A whole range of predefined size systems are offered, which can be extended with the user menu.

After confirming the selection with **OK**, a summary of the selection is shown:



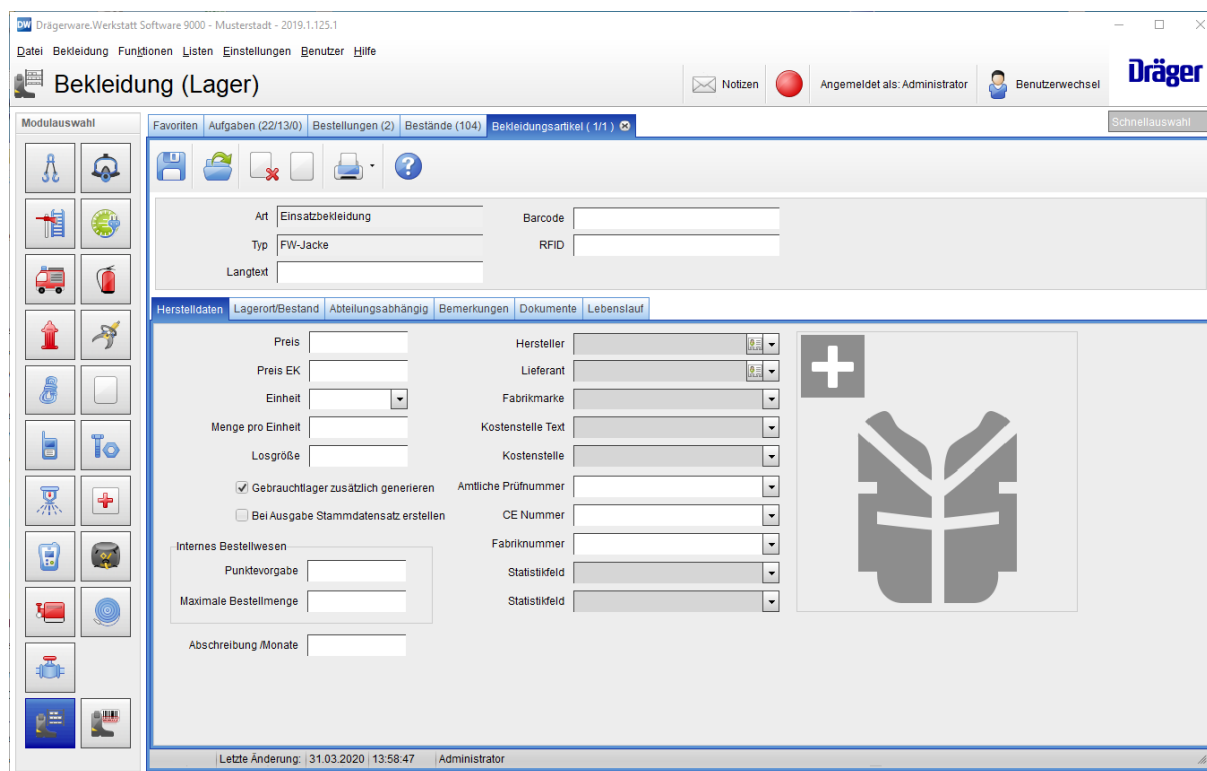
Create stock location - Summary

Additionally create warehouse for used items

If this option is set, the application automatically creates two stock locations per size (new stock/used stock)

After confirming the selection with **OK**, the stock locations are created.

4.2 Date of manufacture tab



Date of manufacture tab

The manufacturer-specific data can be recorded in this tab.

Additionally create warehouse for used items

If this option is set, the application automatically creates two stock locations per size (new stock/used stock)

Create master data record at issue

If this checkbox is set, a master data record with a separate identification is automatically created when one of these items is issued. This action accordingly moves an item of this type from the "Stock items" module to the "Module for individually identified items".

The master data record can be opened and managed in the module for the identified items. The quantity of the item in the "Stock items" module is reduced by one piece.

Internal ordering process

Assigning points

The point assignment for this item is entered here. This value is a basic requirement. Different points can be assigned for different properties later in this process.



NOTICE

The price of the item could be used as possible points (e.g. 1 point = 1 euro). Decimal places cannot be entered.

Maximum order quantity

A maximum order quantity is defined. In the internal ordering process, this means that the number of items of this model ordered cannot exceed the number defined in the software.

The following applies:

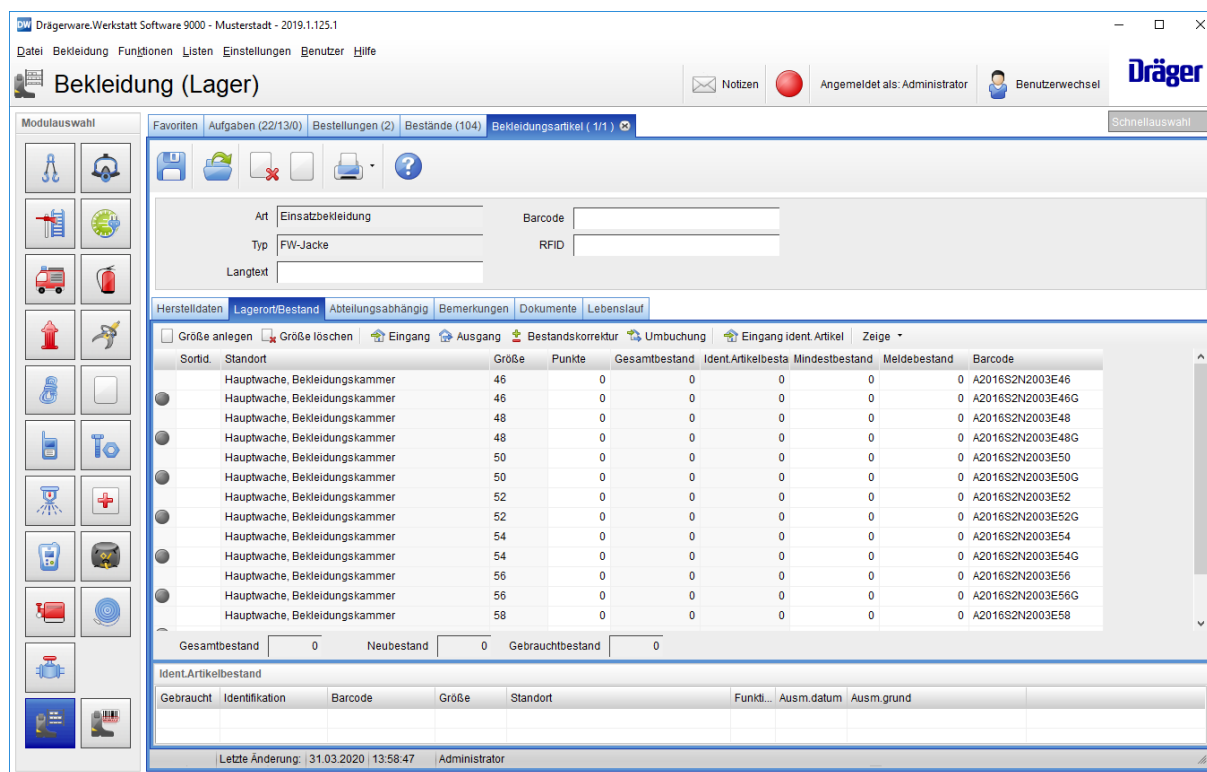
- If the maximum order quantity is 0, the item cannot be ordered via the internal ordering process.
- If the field remains empty, there is no limit to the order quantity.

Write-down/months

A write-down period for the cost-control overview of the inventory can be entered here.

4.3 Stock location/stock tab

The stock location and item inventories are managed in this tab. The same item can be stored at various sites. The inventories at all stock locations are added together in the **Total stock** field.




Stock location/stock tab

Receipt of ident. item

Identified items can be booked into a warehouse with this button. A stock location must be selected first. The selection dialogue for identified items then opens, in which the items can be selected.

Barcode column


The application automatically generates a barcode for every size, which can then be scanned at the relevant parts in the application. The  button can be used to print out the size barcodes either as labels or in a list.

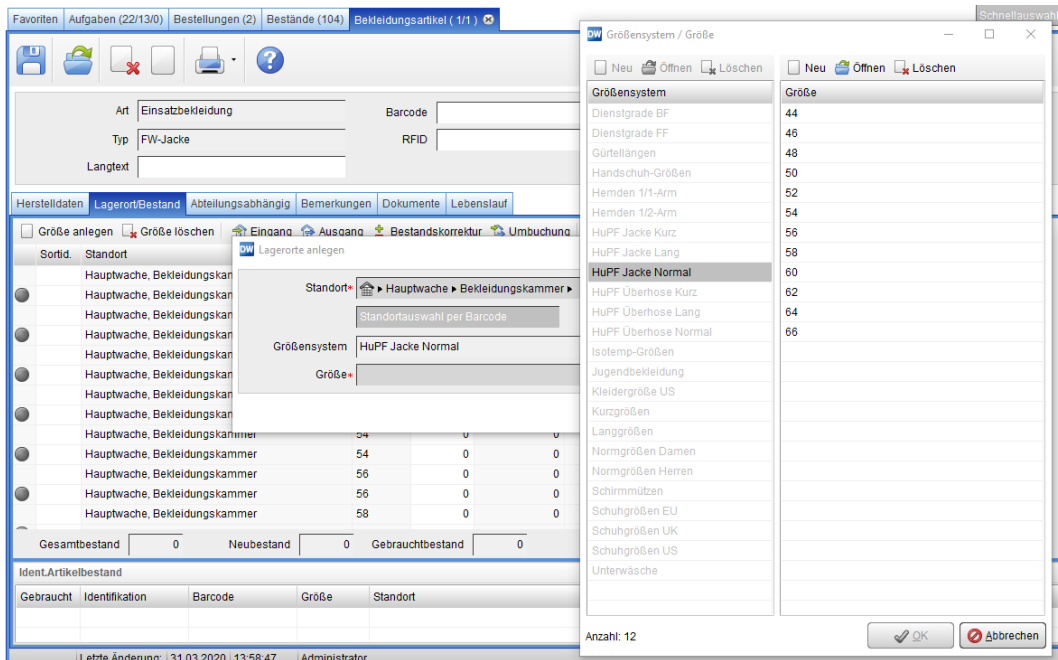
Ident. item stock

This table can be used to display the stock assigned to the warehouse but already identified.

4.3.1 Manage stock locations

4.3.1.1 Create size

A new size is created with the  **Create size** button. The window with the previously defined size system opens for this purpose:




Create size

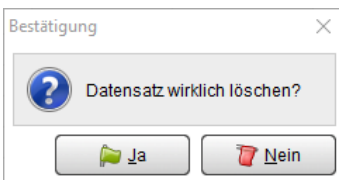


NOTICE

Switching to another size system is **not** possible.





4.3.1.2 Delete size

A size can be deleted after confirming the security prompt with the  **Delete size** button.



Delete data set

4.3.2 Stock movements

The  **Incoming goods**,  **Outgoing goods**,  **Stock correction** and  **Transfer** buttons are used to manage the stock movements and influence the stock numbers. The stock movements are saved and documented, with their names, in the history.

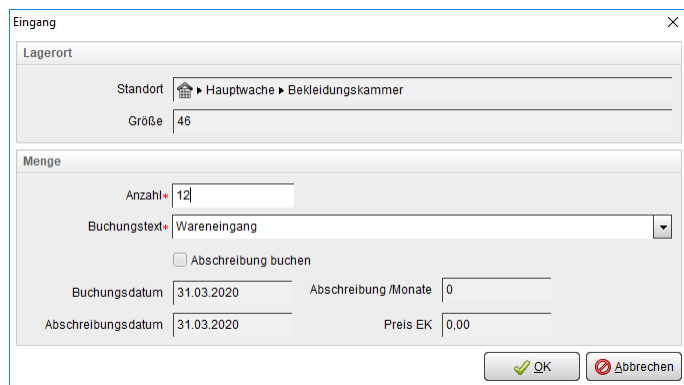


NOTICE

The **Quick selection** field enables the easy entry of incoming and outgoing goods using barcodes. The relevant selection field appears for this purpose when scanning an item.

4.3.2.1 Incoming

This books new stock into the selected stock location.



Incoming

Posting text

A text for the booking must be entered here. Pressing the arrow button opens a user menu in which default values can be set.

Book write-off

If this checkbox is set, a write-off is automatically booked. The write-off date is automatically populated with the model-specific properties. The **Purchase price** (per unit) must also be input here. This allows the stock value to be determined.

4.3.2.2 Outgoing

This books stock out of the selected stock location.

Outgoing

The number and a posting text must also be entered here.

4.3.2.3 Stock correction

Here, the stock can be corrected (e.g. after an inventory).

Stock correction

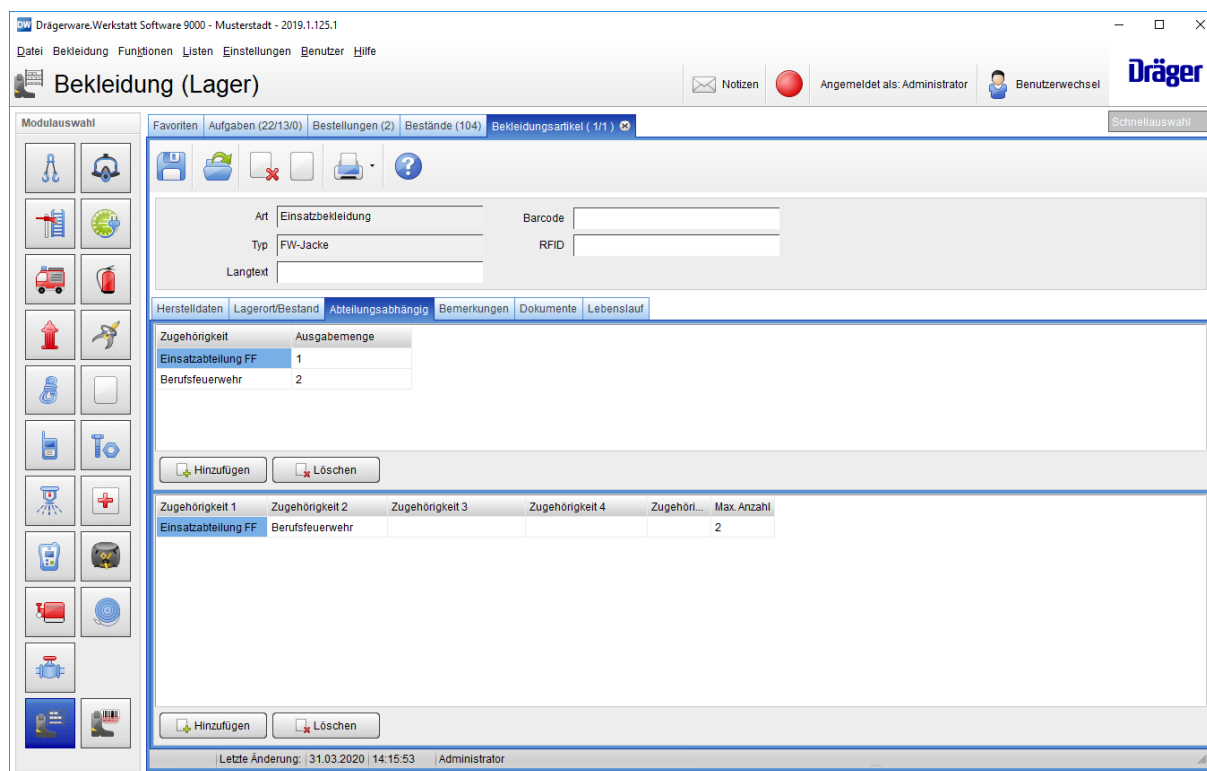
The **Number** field is automatically populated with the current stock and then can be changed depending on the count.

4.3.2.4 Transfer


Items can be transferred to another warehouse with this function. This requires the items of both warehouses to have the same size.


Transfer

4.4 Department-dependent tab



Department-dependent tab

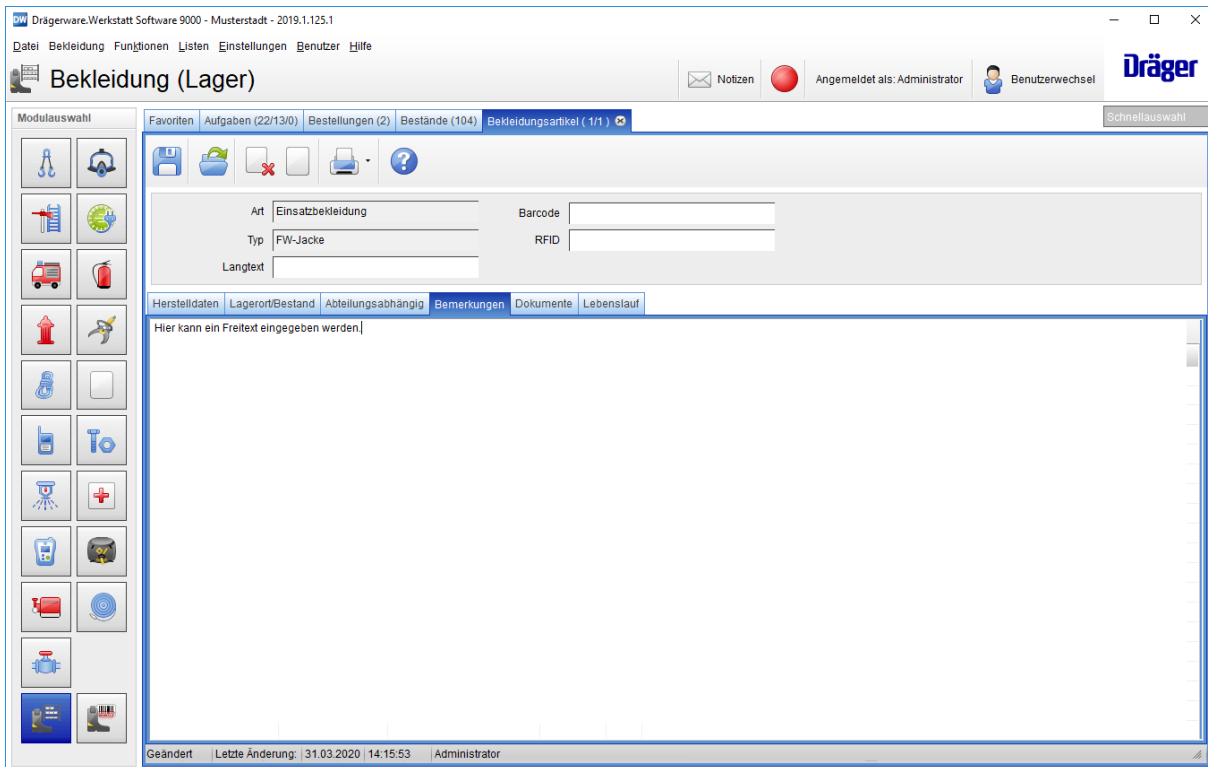
The  **Add** button allows any department that is included in the user menu to save a customisable issue quantity. This quantity appears in **Personal protective equipment** (see Chapter 5 from Page 33) in the **Nominal** field when the item is issued. The user can see immediately the preset issue quantity if it is assigned to a specific person. However, this requires the person to be subordinate to those departments. Multiple departments can also be set.

A department can be removed at any time with the  **Delete** button.

If one person is assigned to multiple departments, a total number as the target quantity can be defined for multiple departments with **Max. number**.

4.5 Comments tab

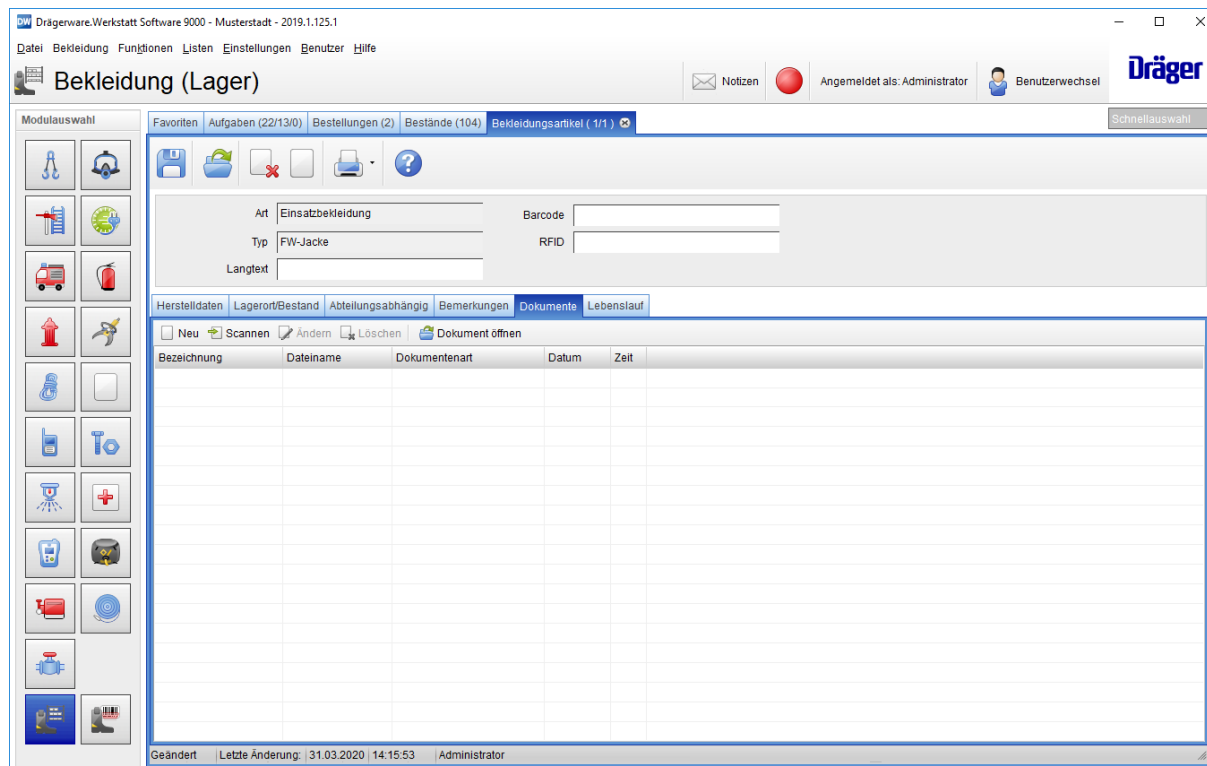
Any text can be entered in this tab. These entries are also displayed in the **Internal ordering process** application.



Comments tab

4.6 Documents tab (from Version 7000)

From Version 7000, documents such as Excel lists, Word files, images, etc. can be securely saved directly to a specific master data record. The original file name with path is shown. The document is imported into the database and it can also be called up if the file specified in the path no longer exists.



Documents tab

New

This button adds a new document.

Scan

This button imports documents directly via a TWAIN-compatible scanner. The scanned documents are converted to a PDF file and attached.

Change

This button lets you change the document after selecting an entry. This also opens a selection dialog. The information shown includes which user originally added the document.

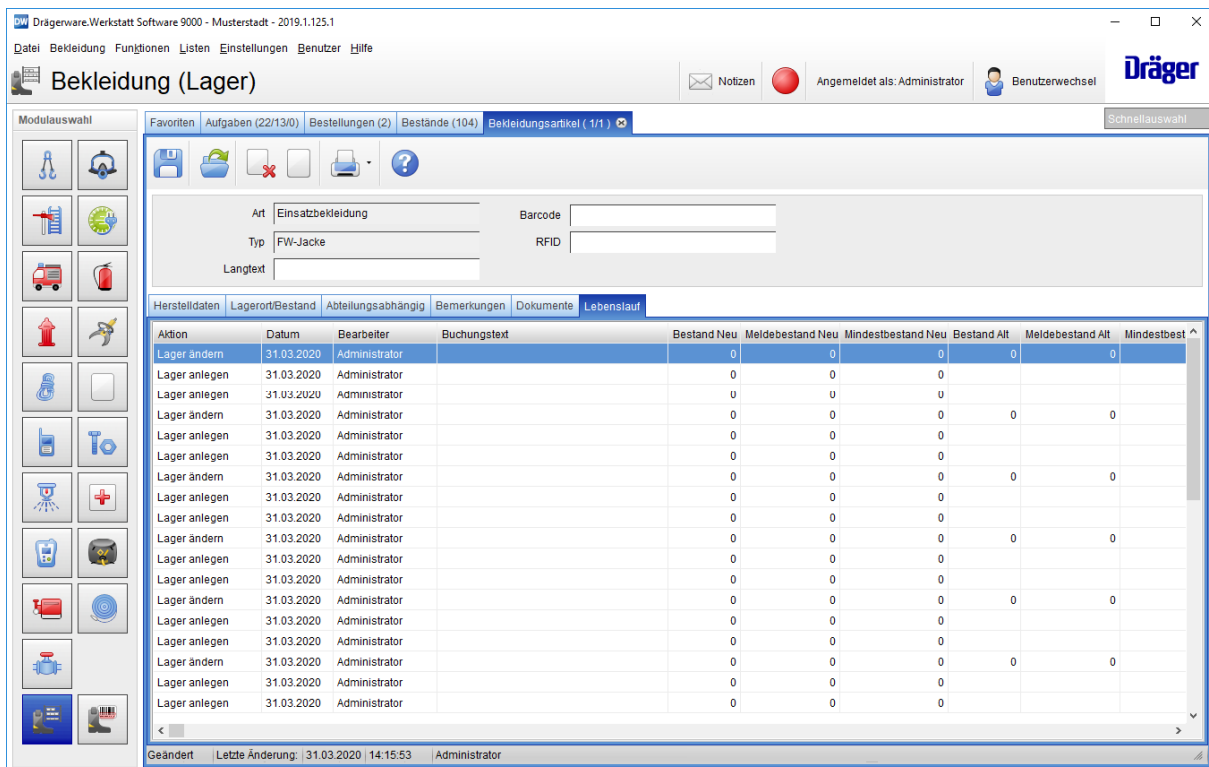
 **Delete**

This lets you delete a document from the list after confirmation of the security prompt.

 **Open document**

This button lets you open and display a document from the list.

4.7 History tab



The screenshot shows the 'Bekleidung (Lager)' window in the Dräger software. The 'Lebenslauf' (History) tab is active, displaying a table of historical stock movements. The table has the following columns: Aktion, Datum, Bearbeiter, Buchungstext, Bestand Neu, Meldebestand Neu, Mindestbestand Neu, Bestand Alt, Meldebestand Alt, and Mindestbest. The data shows a series of 'Lager anlegen' and 'Lager ändern' actions performed by 'Administrator' on '31.03.2020'.

Aktion	Datum	Bearbeiter	Buchungstext	Bestand Neu	Meldebestand Neu	Mindestbestand Neu	Bestand Alt	Meldebestand Alt	Mindestbest
Lager ändern	31.03.2020	Administrator		0	0	0	0	0	
Lager anlegen	31.03.2020	Administrator		0	0	0			
Lager anlegen	31.03.2020	Administrator		0	0	0			
Lager ändern	31.03.2020	Administrator		0	0	0	0	0	
Lager anlegen	31.03.2020	Administrator		0	0	0			
Lager anlegen	31.03.2020	Administrator		0	0	0			
Lager ändern	31.03.2020	Administrator		0	0	0	0	0	
Lager anlegen	31.03.2020	Administrator		0	0	0			
Lager anlegen	31.03.2020	Administrator		0	0	0			
Lager ändern	31.03.2020	Administrator		0	0	0	0	0	
Lager anlegen	31.03.2020	Administrator		0	0	0			
Lager anlegen	31.03.2020	Administrator		0	0	0			
Lager ändern	31.03.2020	Administrator		0	0	0	0	0	
Lager anlegen	31.03.2020	Administrator		0	0	0			
Lager anlegen	31.03.2020	Administrator		0	0	0			
Lager ändern	31.03.2020	Administrator		0	0	0	0	0	
Lager anlegen	31.03.2020	Administrator		0	0	0			
Lager anlegen	31.03.2020	Administrator		0	0	0			

History tab

This tab shows all of the historical stock movements.

4.8 Open equipment

Opens a tab in which the data already entered for the item can be changed. A check takes place to ensure that the user has the required authorisations when items are changed. If a user only has read authorisations, item data can be displayed but not changed.

Stock item selection

Search term


The applicable search term is entered in this field.

For example, if an existing identification is entered in the keyword field and the input is confirmed with the **<Enter>** key, the data set will be displayed immediately.

The placeholder ***** can also be used in these fields. However, the placeholder can only be used at the end of the input.

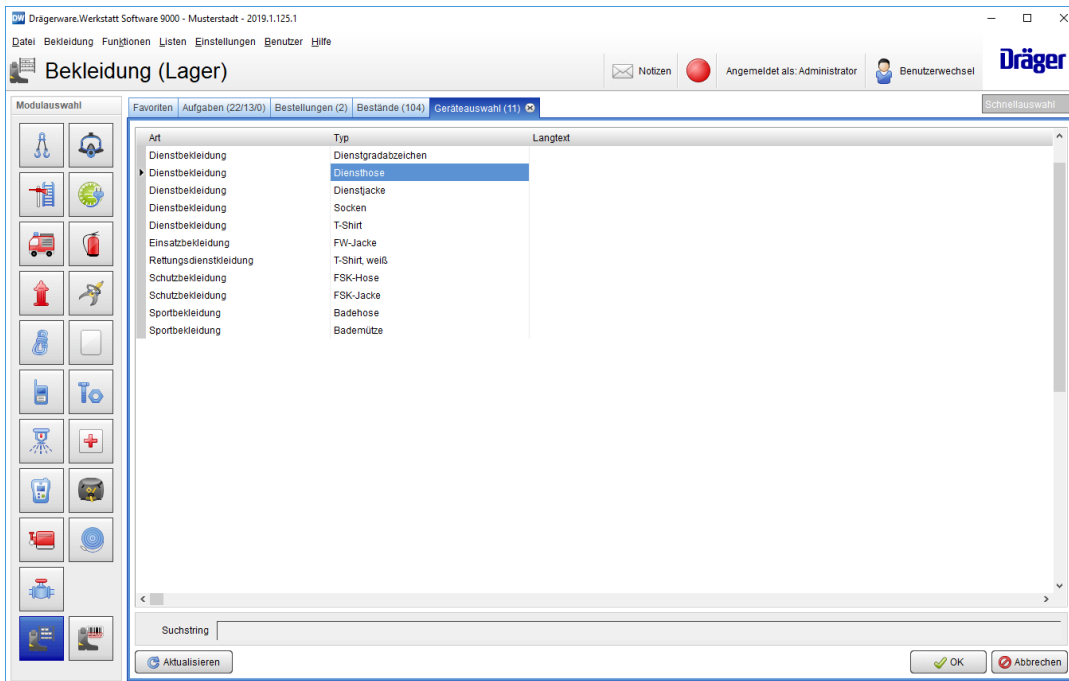
Example:

Entering **p*** retrieves all items that start with the letter **p**.

A user menu that only displays the values that are also present for the items can be accessed in the other selection fields by pressing .

The individual fields are linked with an **AND** function, i.e. the next selected user menu only displays the values that are also in the items with the other completed fields.

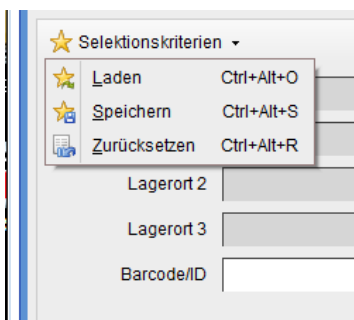
If the **Search** button is pressed, only the equipment that matches the input criteria will be displayed. The fewer items that meet the criteria, the faster the selection menu is created. The displayed items are not sorted by default.



Item selection after selection

4.8.1 Selection criteria

If searches for similar data sets frequently take place, the selection criteria can be saved in the form of a selection filter.



Comfort selection - selection criteria

A selection menu is opened by clicking on the **★ Selection criteria** button. The following commands are available:

Load

This loads the most recently saved selection filter.



Save

The previously selected selection criteria of the fields are saved here.


Reset

The entry mask is cleared with this button.

NOTICE

If a search filter is to be completely deleted, first press the  **Reset** button and then the  **Save** button. The item selection mask will then be blank the next time it is opened.

4.9 Delete equipment

Items are deleted from the database with the  **Delete equipment** button.

The same selection window as for **Open equipment** is opened. Multiple items can be deleted simultaneously from the database.

A security prompt must be confirmed before the actual deletion.

5 Personal equipment

The **Personal equipment** can be opened with the **Equipment - → Personal equipment** menu bar. This is available in all installed workshop modules. Items and equipment can be issued to/collected from persons from Drägerware.Personnel Management with this menu item.

Clicking on the **Equipment - Personal equipment** first opens the selection mask from Drägerware Personnel Management. A person can be selected and imported here.

Identifikation	Art	Typ	Größe	Ausgegeben
Bekleidung				
FSK-JACKE180500009	Schutzbekleidung	FSK-Jacke	XS	1
HELM01	Schutzbekleidung	Feuerwehrlhelm		1
	Dienstbekleidung	T-Shirt	M	5
	Dienstbekleidung	Dienststose	44	3
	Dienstbekleidung	Dienststose	52	3
	Dienstbekleidung	Dienststose	44	2
	Dienstbekleidung	Socken	39	5
Medizintechnik				
MED-BG-01	Beatmungsgeräte	Oxylog VE300		1

Personal equipment

The personal data of the currently open person and the current points account are shown in the top section.

The following lists can be exported using the button located above:

Record card

A record card with all equipment issued to this person can be printed here.

Clothing

Creates a list of all issue and return processes for this person.

Labels

If identified items have been issued to a person, labels can be printed for attachment to the items.



NOTICE

The context menu (right mouse button) lets you (de-)select all labels.

Issue receipt

An issue receipt for the latest issue process can be printed here.

Return receipt

A return receipt for the latest return process can be printed here.

Loss report

A loss report can be printed here if a process was recorded by a loss report.

5.1 Return tab

Identifikation	Art	Typ	Größe	Ausgegeben
Bekleidung				
FSK-JACKE180500009	Schutzbekleidung	FSK-Jacke	XS	1
HELM01	Schutzbekleidung	Feuerwehrlhelm		1
	Dienstbekleidung	T-Shirt	M	5
	Dienstbekleidung	Diensthose	44	3
	Dienstbekleidung	Diensthose	52	3
	Dienstbekleidung	Dienstjacke	44	2
	Dienstbekleidung	Socken	39	5
Medizintechnik				
MED-BG-01	Beatmungsgeräte	Oxylog VE300		1

Return tab


This tab shows all items issued to the person.

5.1.1 Return

The  **Return** button initiates the return process.

Identifikation	Art	Typ	Größe	Ausgegeben	Zurückgeben	Ausmustern	Lagerort
Bekleidung							
FSK-JACKE180500009	Schutzbekleidung	FSK-Jacke	XS	1			
HELM01	Schutzbekleidung	Feuerwehrlhelm		1	1		
	Dienstbekleidung	T-Shirt	M	5			
	Dienstbekleidung	Diensthose	44	3	3		Hauptwache, Bekleidungskammer
	Dienstbekleidung	Diensthose	52	3			
	Dienstbekleidung	Dienstjacke	44	2			
	Dienstbekleidung	Socken	39	5			
Medizintechnik							
MED-BG-01	Beatmungsgeräte	Oxylog VE300		1			

Return

After clicking on the  **Return** button, the **New stock**, **Used stock**, **Stock assignment later** or **Phase-out** buttons must be used to determine where the items are booked.

New stock

The items are booked directly back to the **New stock** belonging to the size.

Used stock

The items are booked directly back to the **Used stock** belonging to the size, if a warehouse of this type exists.

Stock assignment later

The returned articles are temporarily saved in a "global basket" and can then be distributed further (**Main application Drägerware - Equipment menu - Stock assignment from item receiving**, also refer to **Chapter 5.6 on Page 39**).

The item is not yet booked back to the warehouse stock at this point.

This option is only visible if the corresponding parameter is set in the system settings (see **Administration Manual**).

Phase-out

The items are marked as phased-out and are not booked back to the warehouse stock. Identified items are set to **phased-out**. The reason for phasing out can be predefined in the system settings.

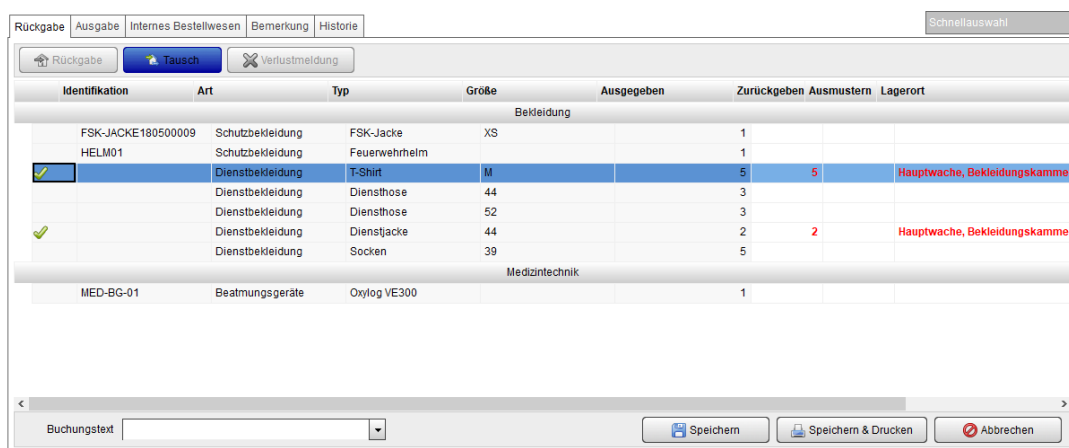
The items that are to be returned can be highlighted by clicking on the row (✓). The **Quick selection** field also lets you directly scan in the item's barcode.

Press the  **Save** button to return the item.

5.1.2 Replacement

This function is used for replacing items (simultaneous return and issue).


The items that are to be replaced can be highlighted by clicking on the row. The **Quick selection** field also lets you directly scan in the item's barcode.




Identifikation	Art	Typ	Größe	Ausgegeben	Zurückgeben	Ausmustern	Lagerort
Bekleidung							
FSK-JACKE180500009	Schutzbekleidung	FSK-Jacke	XS	1			
HELM01	Schutzbekleidung	Feuerwehrlhelm		1			
✓	Dienstbekleidung	T-Shirt	M	5	5		Hauptwache, Bekleidungskammer
	Dienstbekleidung	Diensthose	44	3			
	Dienstbekleidung	Diensthose	52	3			
✓	Dienstbekleidung	Dienstjacke	44	2	2		Hauptwache, Bekleidungskammer
	Dienstbekleidung	Socken	39	5			
Medizintechnik							
MED-BG-01	Beatmungsgeräte	Oxylog VE300		1			


Replacement


A green check mark then appears in front of the item and the total quantity of the previously issued item is entered in red in the **Return** column. The number can also be changed in this list.

The  **Save** button initially books the return of the item(s). The application then immediately switches to the **Issue** tab. The precise number and sizes of the returned items are then shown. The number and

sizes can then be adapted manually. The replacement process is completed by clicking the  **Save** button once again.






5.1.3 Loss report

Items are cancelled without booking them back into the warehouse with the  **Loss report** function.

The items are identified in the loss report dialogue and removed from the person with the  **Save** button.

The **Equipment reported lost** report shows all items that were removed via the loss report function in the set period.

5.2 Issue tab

Identifikation	Barcode	RFID	Art	Typ	Menge	Größe	Lagerort	
-	04313514		Dienstbekleidung	Dienstthose	1			
-	04313515		Dienstbekleidung	Dienstjacke	1			
-			Dienstbekleidung	Socken	1			
-	04313511		Dienstbekleidung	T-Shirt	1			
-			Einsatzbekleidung	FW-Jacke	1			

Issue tab

The **Quick selection** field or  **Item selection** button lets you select the items for issue. Press the  **Save** button to issue the items.




NOTICE

If the item's general barcode is scanned in via **Quick selection**, the size needs to be manually selected. This step can be bypassed if the relevant size barcode is scanned directly.

5.3 Internal ordering process tab

This tab requires the use of the **internal ordering process** and is explained in more detail in Chapter 7.3 from Page 53.

5.4 Notes tab

A note can be entered in a free text field here. It is saved by pressing the  **Save** button. If a comment is entered for a person, the **Comment** tab is automatically opened when the person is selected in the **Personal equipment** application.


5.5 History tab

This tab shows a history of the issues/returns and loss reports of all items assigned to the person. If identified equipment was issued to this person from other Drägerware modules (e.g. breathing apparatus module), the history is shown in the **Identified clothing** tab.

5.6 Stock assignment from item receiving

The stock assignment later function is used to first temporarily store the item, rather than booking returned items directly to the warehouse, in order to subsequently check whether the items are still suitable for return to storage.


After the return, the items with the **stock assignment later** status can be distributed via the **Clothing - stock assignment from item receiving** menu.



The screenshot shows a software window titled 'Lagerzuordnung aus Artikeleingang'. At the top, there are several action buttons: 'Alle selektieren', 'Alle deselektieren', 'Löschmarke umschalten', 'Selektionskriterien...', 'Filter zurücksetzen', and 'Drucken'. Below these is a table with the following columns: 'Über Identifikation', 'Art', 'Typ', 'Anzahl', 'Standort', 'Größe', and 'Datum/Uhrzeit/Bemerkung'. The table contains four rows of data. The first row is highlighted in blue and has a red 'X' icon in the first column. The other three rows have green checkmark icons in the first column. At the bottom left of the window, it says 'Anzahl: 4'. At the bottom right, there are two buttons: 'Übernehmen' and 'Abbrechen'.

Über Identifikation	Art	Typ	Anzahl	Standort	Größe	Datum/Uhrzeit/Bemerkung
 FSK-JACKE180500009	Schutzbekleidung	FSK-Jacke	1		XS	02.04.2020-12:11:17
 T-Shirt	Dienstbekleidung		5	Hauptwache, Schlauchlager	M	02.04.2020-12:11:17
 Diensthose	Dienstbekleidung		3	Hauptwache, Bekleidungskam	44	02.04.2020-12:11:17
 Diensthose	Dienstbekleidung		3		52	02.04.2020-12:11:17

Stock assignment from item receiving

The items to be distributed can be marked in the first column ()

 **Select all/**  **Deselect all**

This button selects all items in the list.

 **Phase-out**

The items are marked as deleted (phased out) with this button. The items are not booked back to the warehouse.

 **Selection criteria...**


This button opens a selection window in which the displayed items in the list can be filtered with a MAT filter.

 **Reset filter**

This button resets the selective filter.

 **Print**

A list of phased-out items (marked as deleted) is printed. It can be filtered by period and item model.

The assignment is executed with the  **Apply** button and the assigned items are then no longer shown in this list.

6 Special functions

6.1 Clothing price change

The **Functions – Clothing price change** menu item lets you collectively adjust the prices of the entered items.

Art	Typ	Bezeichnung	E-Preis	EK-Preis
Dienstbekleidung	T-Shirt			
Dienstbekleidung	Diensthose			
Dienstbekleidung	Dienstjacke			
Dienstbekleidung	Dienstgradabzeichen			
Dienstbekleidung	Socken		8,5	7,8
Rettungsdienstbekleidung	T-Shirt, weiß			
Einsatzbekleidung	FW-Jacke			

Betragsänderung Preis (%) Betragsänderung Preis EK (%)
 Betragsänderung Preis (+/-) Betragsänderung Preis EK (+/-)

Clothing price change



Add

This button opens the **Selection of clothing item** window.

Suchbegriff

Selektionskriterien -

Modul, Art, Typ:

Standort:

Standortauswahl per Barcode: Kostenstelle:

Hersteller: Größe:

Lieferant:

Bestand von bis Gebrauchtlager berücksichtigen
 Mindestbestand von bis Mindestbestand erreicht oder unterschritten
 Meldebestand von bis Meldebestand erreicht oder unterschritten
 Bestand abzgl. Mindestbestand von bis Bestand abzgl. Meldebestand von bis
 Preis von bis Preis EK von bis

Selection of clothing item

The corresponding items can be selected in this window (also refer to Chapter 4.8 on Page 30).

Multiple items can be selected simultaneously with the default Windows functions.



Remove

This button lets you remove individual items from the list.

Amount change fields

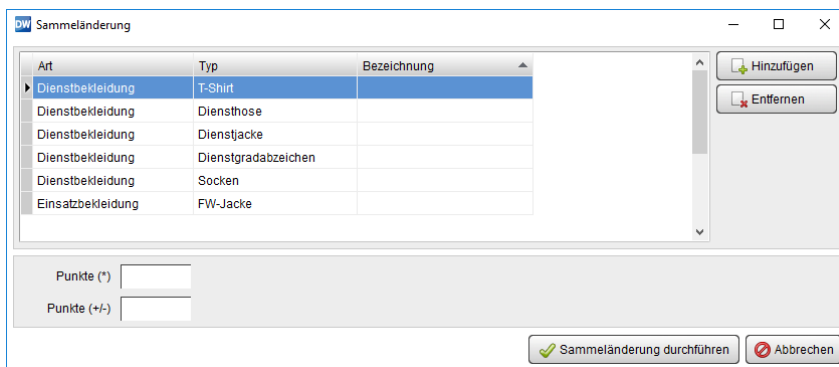
The price is increased by the specified percentage in the (%) fields.

If the price is to be changed by a fixed amount, enter this value in the applicable (+/-) field. If prices are to be increased by € 0.50, enter the factor +0.5.

The changes are made with the  **Apply batch change** button.

6.2 Batch change to points

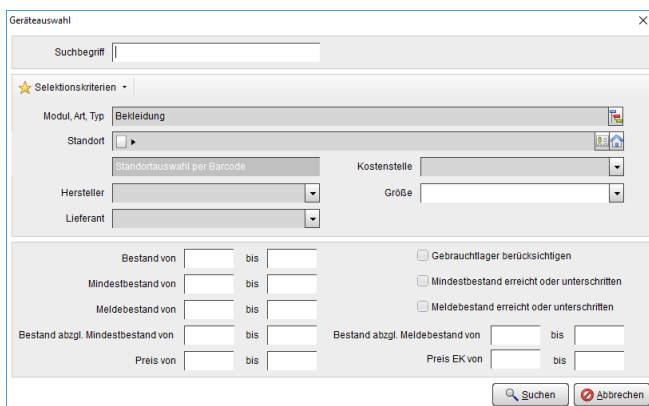
The **Clothing – Batch change to points** menu item lets you collectively adjust the points of the entered items.



Batch change to points

Add

This button opens the **Stock item selection** window.



Selection of clothing item

The corresponding items can be selected in this window (also refer to Chapter 4.8 on Page 30).

Multiple items can be selected simultaneously with the default Windows functions.

Remove

This button lets you remove individual items from the list.

Points fields

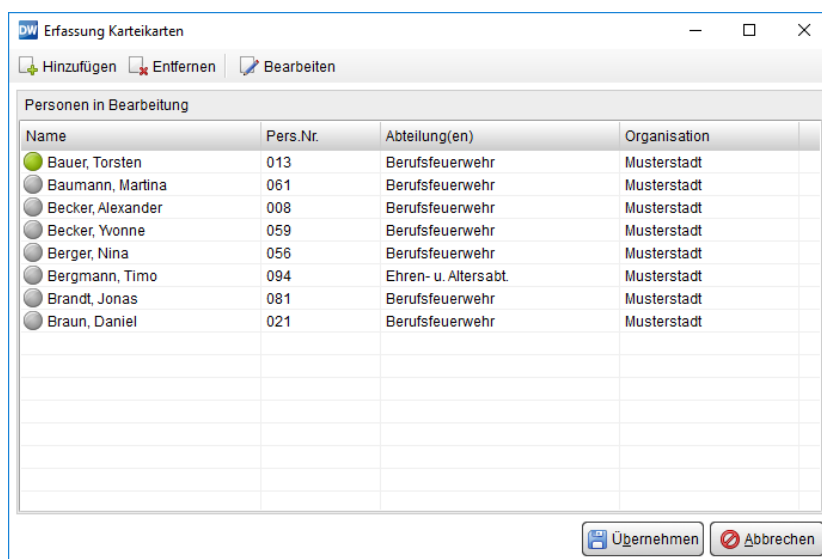
The relevant points are increased by the specified factor in the (*) field. If the points are to be increased by 5 %, enter the factor 1.05.

If the points are to be changed by a fixed amount, enter this value in the applicable (+/-) field.

The changes are made with the  **Apply batch change** button.

6.3 Creating a record card

The **Clothing – Create record card** menu item lets you assign persons to items of equipment **once** without this having an impact on the current stock. This is particularly expedient if the Drägerware.Workshop software is being introduced and the stock for individual persons have already been entered in other systems (e.g. manual record cards).



Create record card



Add

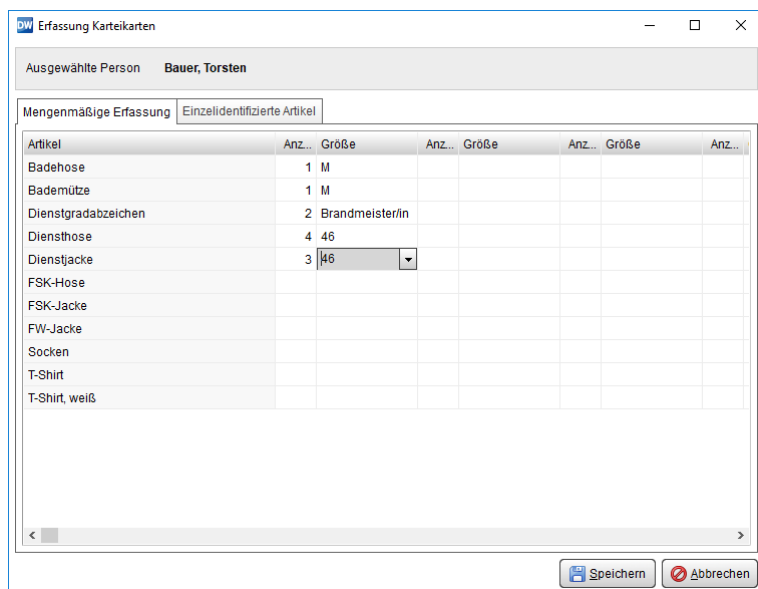
This imports persons from Drägerware Personnel Management. The **Select persons** window opens. The relevant persons can be imported with the  **OK** button.

Remove

A marked person can be deleted from the list with this button.

Edit

This button can be used to edit a person in the list. Unedited persons are highlighted by ; edited persons by .




The screenshot shows a window titled 'Erfassung Karteikarten' with a sub-header 'Ausgewählte Person: Bauer, Torsten'. Below this, there are two tabs: 'Mengenmäßige Erfassung' (selected) and 'Einzelidentifizierte Artikel'. The main area contains a table with columns for 'Artikel', 'Anz.', and 'Größe'. The table lists various clothing items with their respective quantities and sizes. At the bottom, there are two buttons: 'Speichern' (Save) and 'Abbrechen' (Cancel).


Artikel	Anz.	Größe	Anz.	Größe	Anz.	Größe	Anz.	Größe
Badehose	1	M						
Bademütze	1	M						
Dienstgradabzeichen	2	Brandmeister/in						
Diensthose	4	46						
Dienstjacke	3	46						
FSK-Hose								
FSK-Jacke								
FW-Jacke								
Socken								
T-Shirt								
T-Shirt, weiß								

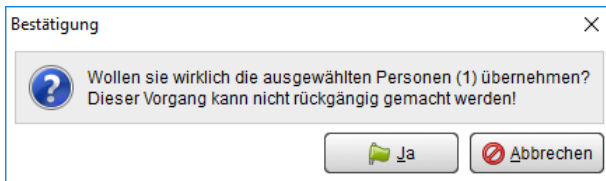
Create record card – Editing a person

The number and sizes of existing items can be entered in the **Quantity record** and **Individually identified items** tabs.


The  **Save** button saves the changes and closes the personnel editing window.

 **Apply**

After a person has been edited (identification: ) , an information window appears after clicking on the button:




Accept information window

After clicking on the  **Yes** button, the items are booked to the person

**ATTENTION**

This function (**Create record card**) is only possible **once** per person! This function cannot be undone and the person cannot be edited again.

If not all persons are edited in a single step, the window must be exited via the  **Cancel** button. All changes are saved, but no items are booked to any persons.

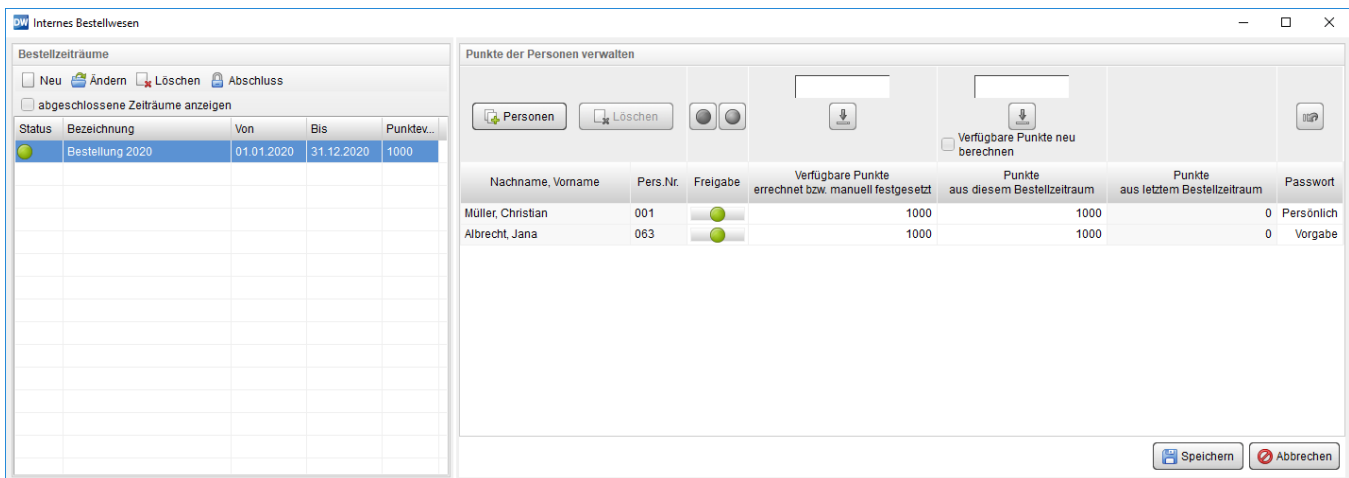
7 Internal ordering process

The clothing workshop module includes the option of processing an order for the equipment required by members of the individual departments, if they are listed in Drägerware Personnel Management. An order period must be defined first.

To work with the **Internal ordering process**, click on the **Settings - System settings - System-wide settings – Clothing** menu, then the **Internal ordering process** tab, and finally the **Activate internal orders with point system** option (also refer to **Chapter 2.4 on Page 15**).

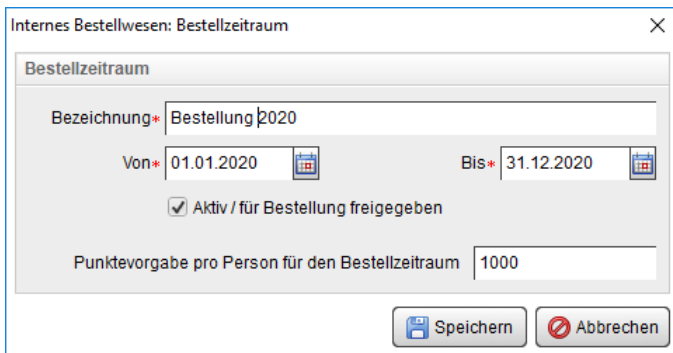
7.1 Administer internal orders

The internal order periods are managed in the **Clothing - Administer internal order** menu.



Internal ordering process

A new order period is created with the **New** button. The designation and order period must be entered here.



Order period

The order period is activated with the **Active/release for order** checkbox. An order period can be created but not yet released for an active order.

The order period is assigned to persons in the **Manage personal points** area.

Nachname, Vorname	Pers.Nr.	Freigabe	Verfügbare Punkte errechnet bzw. manuell festgesetzt	Punkte aus diesem Bestellzeitraum	Punkte aus letztem Bestellzeitraum	Passwort
Müller, Christian	001		1000	1000	0	Persönlich
Albrecht, Jana	063		1000	1000	0	Vorgabe

Order period – Manage personal points

Persons

This imports persons from Drägerware Personnel Management. The **Select persons** window opens. The relevant persons can be imported with the **OK** button. Multiple persons can once again be selected simultaneously with the default Windows functions.

Delete

A marked person can be deleted from the list with this button.

Release

The and buttons release or block the selected persons for the internal ordering process respectively. Only persons who are released for the internal ordering process can sign in to the **Internal ordering process** application.

Available points calculated or manually determined

This is where the points available for the person are shown. If points have been transferred from previous order periods, the total of the previous and current order period is shown here.

Points from this order period

This column displays the points that the person received based on the current order period.

Password column

This column shows the status of the password. The default password for a person is the personnel number saved in Drägerware **Personnel Management**.

Default


In this case, this is still the default password. This also means that this person has not yet logged into the **internal ordering process**.

Personal

The person has already changed the password.




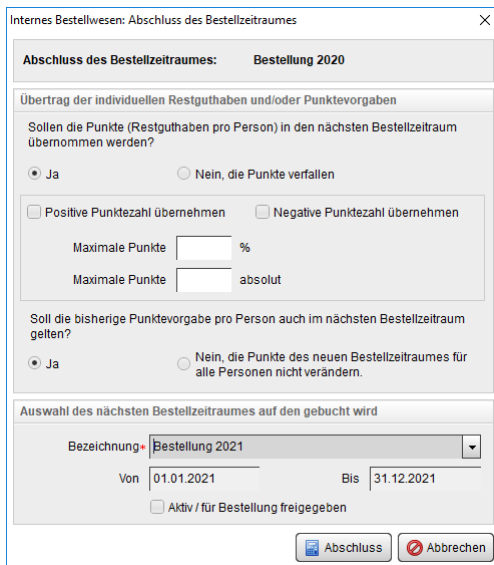
This button can be used to reset the password for the marked person for the internal ordering process. In the Password column, the entry changes to "Reset" until the process has been saved.

The changes are saved with the  **Save** button.

This allows multiple order periods to be created (e.g. in advance) and assigned to the persons. However, only one order period can be released (activated) for the order.

7.1.1 Complete order period

If an order period is complete (orders were executed by the persons; items have been issued to the persons), this is ended with the  **Complete** button.



Complete order period

If the remaining points of persons are to be transferred to a new order period when completing an order period, a new order period must first be created before completion. In addition, the persons for which the points are to be transferred must be assigned to the new order period.

The relevant radio buttons can be used to determine how the points are to be transferred.

The new order period can be activated with the **Active/release for order** checkbox.



ATTENTION

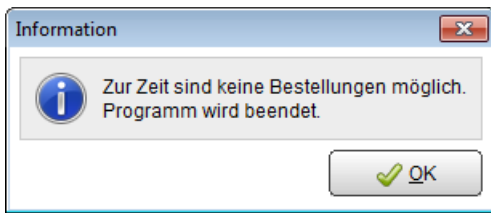
The completion of an order period cannot be reversed.

7.2 Internal ordering process application

The ordering module of the clothing workshop module for the internal ordering process is started with the **Internal ordering process of clothing store** link or the file **drwWSWco.exe** in the program path (e.g. C:\Programme\Dräger\Drägerware\).

This module allows persons to preorder items from Drägerware Personnel Management. The points system allows everyone to select required products within the scope of their individual points budget. At the end of the ordering period, these are used to automatically determine the purchase quantities.

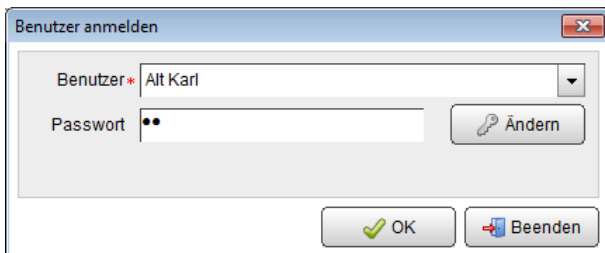
If an active order period is not defined (or the current date is outside the order period), the following message appears:




Message: no order period active

The user cannot sign in to the order program in this case.

If there is a valid active order period, a user sign-in appears after starting the program. All persons who were released for the order are saved here as users.



Ordering process sign in

After signing in for the first time with the default password (**personnel number of the person**), the password must be changed. The password can be changed later at any time when signing in to the program with the  **Change** button.

The Administrator of the changing room can view which persons have already changed their password in the **Administering internal orders** application (in the last column), which tells them who has not yet logged in.

The screenshot shows a window titled 'Internes Bestellwesen: Bestellung 2020 (01.01.2020 - 31.12.2020)'. The user is 'Jana Albrecht' with 'Personal-Nr.: 063'. The window displays a summary of points and a list of items.

Summary:

- Punkte im aktuellen Zeitraum: Budget: 1000, Bereits verbraucht: 0, Aktuelle Bestellung: 450, Restguthaben: 550

Item List:

Bestellt	Größe	Art	Typ	Langtext	Max. (Anz...)	Erhalten	Punkte	Σ
		Dienstbekleidung	Dienstgradabzeichen	Dienstgradabzei	-			
	44	Dienstbekleidung	Diensthose	Diensthose	5		600	
		Dienstbekleidung	Dienstjacke	Dienstjacke	-			
		Dienstbekleidung	Socken	Socken	-			
3	M	Dienstbekleidung	T-Shirt	T-Shirt	5		150	450
		Einsatzbekleidung	FW-Jacke	FW-Jacke	2			
		Rettungsdienstkleidung	T-Shirt, weiß	T-Shirt, weiß	-			
		Schutzbekleidung	FSK-Hose	FSK-Hose	-			
		Schutzbekleidung	FSK-Jacke	FSK-Jacke	-			
		Sportbekleidung	Badehose	Badehose	-			
		Sportbekleidung	Bademütze	Bademütze	-			

The 'T-Shirt' row is highlighted in blue. An image of a blue T-shirt is displayed in the upper right area of the window.

Buttons at the bottom: Drucken, Speichern, Beenden.

Internal ordering process

After login, the order items are listed here.

An item is marked for order and the order quantity is entered in the **Ordered** column. The relevant size is selected via the drop-down menu in the Size column.

If an item is selected, any stored image is displayed in the upper area of the application. The comments entered for the stock item are shown on the right.



NOTICE

If an item is not wanted after all, the **Ordered** field must be cleared. The application saves the ordered sizes and also displays these in a new order period.

Points in the current period

Budget

Displays the maximum number of available points in this order period.

Already used

Shows how many points have been used in this ordering process.

Current order

Shows the points that are used by the currently entered items.

Remaining credits

Displays the points still available for this order period.



NOTICE

The available points cannot be exceeded. If more items are to be assigned to a person than is possible with the available points, this must take place within the **Personal equipment** in the **Internal ordering process** tab.

Print

This button is used to print the order.

Save

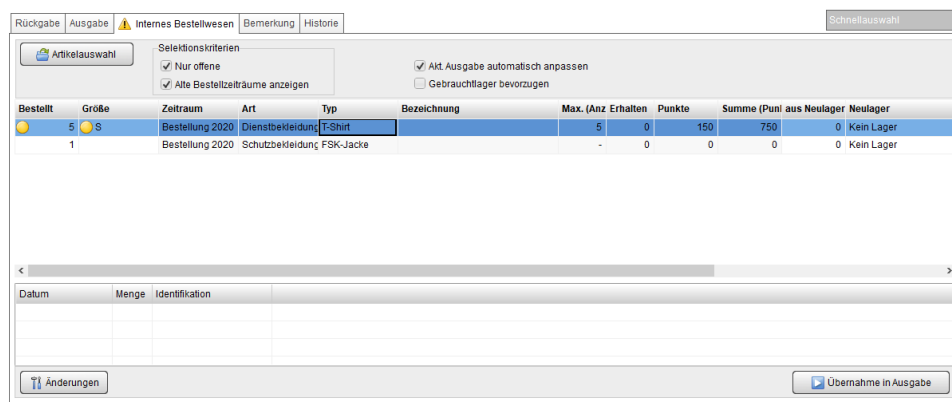
This button saves the order.

Exit

Closes the **Internal ordering process** window.

7.3 Internal ordering process tab

The orders of the persons are managed in the **Equipment - Personal equipment - Internal ordering process** menu.



Internal ordering process tab

Selection criteria

Only open


Shows only the ordered but not yet issued items in the list.

Display old order periods

Select here whether older order periods (including the active period) should also be displayed.

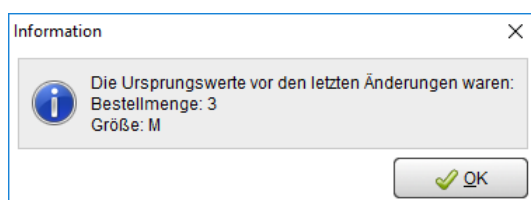
Transfer to issue

The ordered items are transferred to issue with this button. This button is only active if the filter is set to **Only open**. If an item in the order is clicked, after clicking the button the user can select whether only selected items or all items are to be imported.

If the internal order is changed at this point (e.g. size or number), the corresponding item is highlighted by .

Changes

The previous value (from the original order) can be displayed with this button after a change.




Changes

8 Order process

Working with orders is only possible if the **Use orders in this module** option has not been deactivated in the MAT hierarchy (also refer to the **Administrator Manual**).

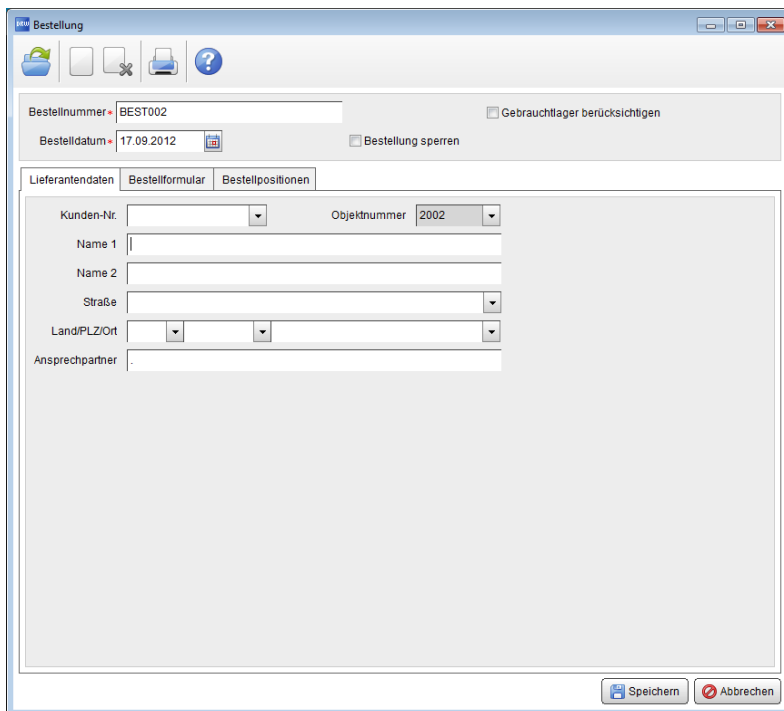
8.1 Create order

When **Clothing - Create order** is accessed, the input mask for a new order is opened. The **Order number** is automatically incremented numerically on the basis of the last order number entered, but can also be edited manually.

 **NOTICE**


We recommend that users define the number groups beforehand to build up long-term structures. For example, the order number can start with the year to maintain structure in the documents.

Example: 2012-001



Create order

Order date

The **Order date** field is automatically populated with the current date. Press the  button to open a calendar in which a different date can be selected.

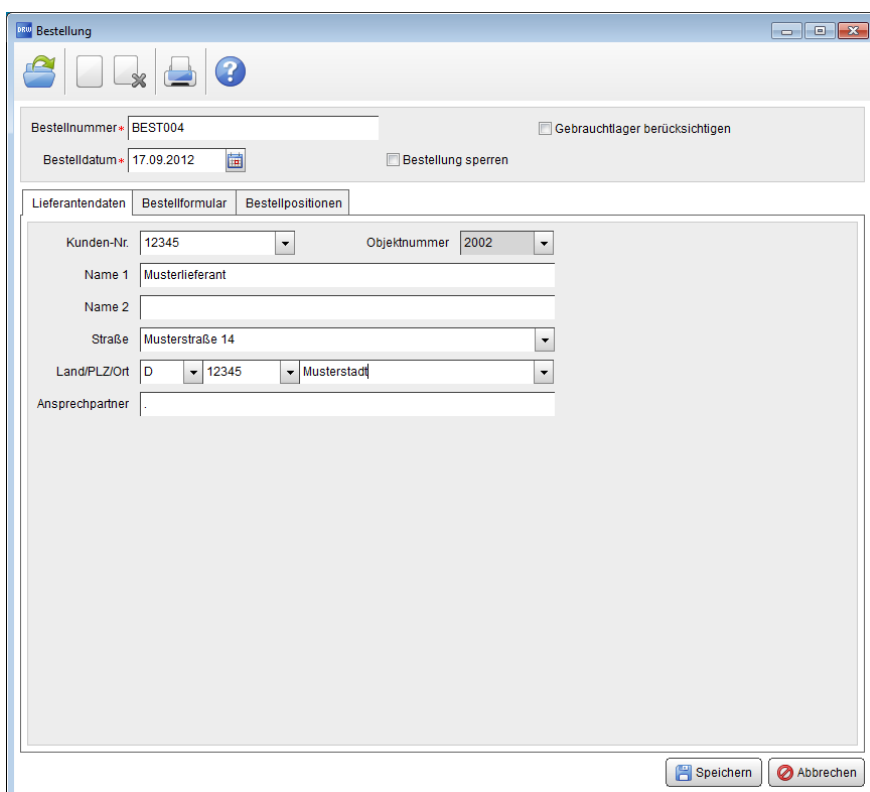
Lock order

If an order process has been completed, the order can be locked, i.e. it can only be changed again with administrator authorisations.

Consider used stock

If this checkbox is set, the used stock is also included in an order suggestion.

8.1.1 Supplier data tab



Bestellung

Bestellnummer* BEST004 Gebrauchtiger berücksichtigen

Bestelldatum* 17.09.2012 Bestellung sperren

Lieferantendaten | Bestellformular | Bestellpositionen

Kunden-Nr. 12345 Objektnummer 2002

Name 1 Musterlieferant

Name 2

Straße Musterstraße 14

Land/PLZ/Ort D 12345 Musterstadt

Ansprechpartner .

Speichern Abbrechen

Supplier data tab

The address of the supplier is entered in the **Supplier data** tab. An address can be imported with the arrow keys when Drägerware Address Management is installed.

8.1.2 Order form tab


The data required for an order process are recorded here.

The screenshot shows a software window titled "Bestellung". At the top, there are icons for a folder, a document, a printer, and a help icon. Below these, the "Bestellnummer" field contains "BEST004" and the "Bestelldatum" field contains "17.09.2012". There are checkboxes for "Gebrauchtlager berücksichtigen" and "Bestellung sperren". The form is divided into several sections: "Lieferantendaten", "Bestellprofil", "Lieferung:", "Kopfzeile", and "Fußzeile". The "Bestellprofil" section has a "Bezeichnung" dropdown set to "Standard" and buttons for "Speichern", "Löschen", and "Rücksetzen". The "Lieferung:" section has a "Lieferart" dropdown set to "UPS" and a "Bemerkung" dropdown. The "Kopfzeile" section has an "Absender" dropdown set to "Feuerwehr Musterstadt, Musterstraße 112, 12345 Musterstadt" and a "Titel, Überschrift" dropdown. Below this is a table for contact information: "Meine Zeichen" (dr), "Unsere Kunden-N" (0815), "Durchwahl" (-18), and "FAX-Nummer" (12345). The "Fußzeile" section has "Fuss 1" and "Fuss 2" dropdowns, both set to "Lieferung schnellstmöglich", and a "Fuss-Bemerkung" text area. At the bottom right, there are buttons for "Speichern" and "Abbrechen".

Order form tab

Order profile

A profile for the user or the work area can be created with the order profile, after which all fields of this tab will be populated. This means recurring orders can be processed faster and daily tasks simplified.

To do so, the required fields are first completed accordingly (e.g. for a supplier). Then a detailed description is entered in the **Description** field and saved by pressing the  **Save** button. Now, when a new order is created, it is only necessary to select the corresponding order profile.

There are three buttons beside the **Description** field:



Saves the current order profile.



Deletes the current order profile.



Resets the fields to the predefined profile settings after processing.

8.1.3 Order items tab

The items are assigned to the order in this tab.

Pos	Art	Typ	Größe	Einheit	Losgröße	Bestellmenge	Lieferung aktuell	Bereits gebucht	Andere Bestellungen	Internes Bestellwesen	Akt Bestand	Melde-Mindestbestand	Standort	Preis	Neuer Preis	Gesamtpreis
1	Dienstbekleid T-Shirt		L			1		1	0	0	21	20/20	Haupttrache, Bekleidungs			0,00
2	Dienstbekleid T-Shirt		M			1		1	0	0	21	20/20	Haupttrache, Bekleidungs			0,00
3	Dienstbekleid T-Shirt		XL			6		6	0	0	20	20/20	Haupttrache, Bekleidungs			0,00
4	Dienstbekleid Diensthose					1		1	0	0	20	20/20	Haupttrache, Bekleidungs			0,00

Order items tab




Add

This button opens the **Equipment selection**. This lets you add items to the order. The rows in the list can then be edited.

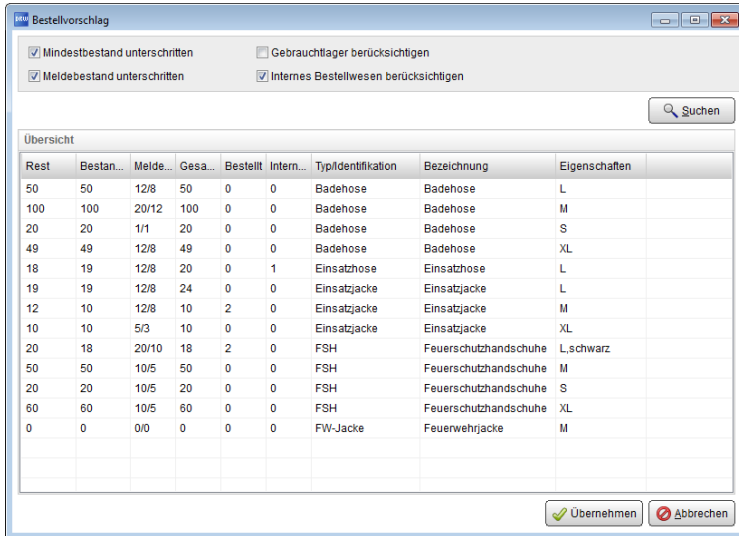


Delete

The item to be deleted is highlighted in red and removed when saved and re-opened. If an item is accidentally marked as deleted (red), the process can be cancelled by clicking the  **Delete** button again.

Order suggestion...

Filters for minimum level and reorder level can be set here, and they will be listed as suggestions for an order.



Rest	Bestan...	Melde...	Gesa...	Bestellt	Intern...	Typ/Identifikation	Bezeichnung	Eigenschaften
50	50	12/8	50	0	0	Badehose	Badehose	L
100	100	20/12	100	0	0	Badehose	Badehose	M
20	20	1/1	20	0	0	Badehose	Badehose	S
49	49	12/8	49	0	0	Badehose	Badehose	XL
18	19	12/8	20	0	1	Einsatzhose	Einsatzhose	L
19	19	12/8	24	0	0	Einsatzjacke	Einsatzjacke	L
12	10	12/8	10	2	0	Einsatzjacke	Einsatzjacke	M
10	10	5/3	10	0	0	Einsatzjacke	Einsatzjacke	XL
20	18	20/10	18	2	0	FSH	Feuerschutzhandschuhe	L,schwarz
50	50	10/5	50	0	0	FSH	Feuerschutzhandschuhe	M
20	20	10/5	20	0	0	FSH	Feuerschutzhandschuhe	S
60	60	10/5	60	0	0	FSH	Feuerschutzhandschuhe	XL
0	0	0/0	0	0	0	FW-Jacke	Feuerwehrjacke	M

Order suggestion

All the parts with a minimum or reorder level that is too low are selected with the **Stock below minimum level** and **Stock below reorder level** checkboxes.

If the **Consider internal ordering process** tick is set, these items will also be considered.

The search is then run with the  **Search** button.

The selected items are added to the **Order items** with the  **Apply** button.

Set receiving

The stock is set here after receiving. Click this button to enter all order quantities automatically in the **Current delivery** column. If there is only a partial delivery for an item, the value in the **Current delivery** column can be edited manually.

▶ Book receiving

The entered quantities (current delivery) are automatically booked into the warehouse and entered in the **Previously booked** column.

Pos	Identifikation	Bezeichnung	Eigenschaft	Einheit	Losgröße	Bestelln	Lieferun	Bereits gebucht	Andere f	Internes	Akt.Best	Melde-Nr.	Lagerort	Preis	Neuer F
1	Einsatzhose	Einsatzhose	L			2		2	0	1	21	12/8	Bekleid.		
2	Badehose	Badehose	XL			3		3	0	0	52	12/8	Bekleid.		
3	Badehose	Badehose	S			5		5	0	0	25	1/1	Bekleid.		
4	Badehose	Badehose	M			3		3	0	0	103	20/12	Bekleid.		
5	Badehose	Badehose	L			7		7	0	0	57	12/8	Bekleid.		

Order items tab

8.2 Open order

An order is opened and changed using this function. First, a dialogue appears for selection of the order.

Select order

The **Quick selection** and **Comfort selection** tabs are available.

9 Lists menu

This menu lets you view various lists and statistics and print them out on the default printer.

The following lists and statistics are available:

9.1 Stock

This list presents an overview of the stock after selection of the corresponding items.

9.2 Stock per warehouse

This list presents an overview of the stock grouped by stock locations after selection of the corresponding items.

9.3 Stock change

This list presents an overview of all stock changes after selection of the corresponding items.

9.4 Stock change, short

This list presents an overview of the stock changes in the selected period after selection of the corresponding items.

9.5 Personal clothing

List of items assigned to a person and the associated stock changes.

9.6 Write-off (from Version 7000)

List of item write-offs.

9.7 Internal ordering process

9.7.1 Order/stock overview

Lists all order items of the **internal ordering process** and the stock.

9.7.2 Open personal orders

Lists the items ordered by a person, but which have not yet been issued.

9.8 Order

A global printout of the recorded orders can be performed here. All orders can be recorded and then printed out in full.

9.9 Issued equipment

Creates an overview of the equipment that has been issued and to whom.

9.10 Equipment reported as lost

Lists all loss reports in the selected period.

9.11 Equipment hand-outs

Lists all issued stock items in the selected period sorted by MAT.

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