

Drägerware Workshop Module Warehouse Management User Manual from Version 2020.1

Contents

1	Introduction	5
1.1	For your safety	5
1.1.1	General safety information	5
1.1.2	Definitions of alert icons	5
1.2	Description	6
1.2.1	Feature description	6
1.2.2	Intended use	6
1.3	Hardware requirements	6
1.4	Information on this manual	7
1.5	Field types and field functions in the programs	8
1.6	Function keys for ease of operation	10
1.7	Abbreviation of buttons	11
2	System settings	12
2.1	Warehouse management	12
2.2	Drug warehouse (version 9000 only)	14
3	Program window	15
3.1	Controls in the main window	15
3.2	Orders tab	15
3.3	Stock tab	17
4	File menu	20
4.1	Import stock item	20
4.2	List of possible import fields	21
4.2.1	Example of import file	22
5	Equipment menu	23
5.1	Create item	23
5.1.1	Master data tab	24
5.1.2	Suppliers/Prices tab	25
5.1.3	Stock location/stock tab	27
5.1.4	Comments tab	30
5.1.5	Documents tab (from version 7000)	31
5.1.6	History tab	32
5.2	Open item	33
5.2.1	Selection criteria	34
5.3	Delete item	35
5.4	Create order	36
5.4.1	Supplier data tab	37
5.4.2	Order form tab	38
5.4.3	Order items tab	39
5.5	Open order	41

6	Functions menu	42
6.1	Incoming goods	42
6.2	Outgoing goods	42
6.3	Parts price change	43
7	Lists menu	45
7.1	Stock	45
7.2	Stock per warehouse	45
7.3	Stock change	45
7.4	Orders	45
7.5	Issued equipment and stock items	45

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:



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 **Warehouse Management** module is an integrated workshop module, which is used to manage item quantities. Spare parts and consumables can be defined in a freely configurable stock location structure with reorder levels, minimum and target stock. Price and supplier management, stock monitoring, order suggestions and conduct of inventories are additional typical functions that support users in their daily work.

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 on acquisition 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 respective 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 a few exceptions, selection fields comprise alphanumerical or numerical fields. Selection fields enable the retrieval of 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) or "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 space bar - 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 fully evaluated. If the user manual needs to be expanded, 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 can be selected from a group of radio buttons 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 pull-down menu file). 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 Microsoft Windows® default keys or key combinations for programs 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.



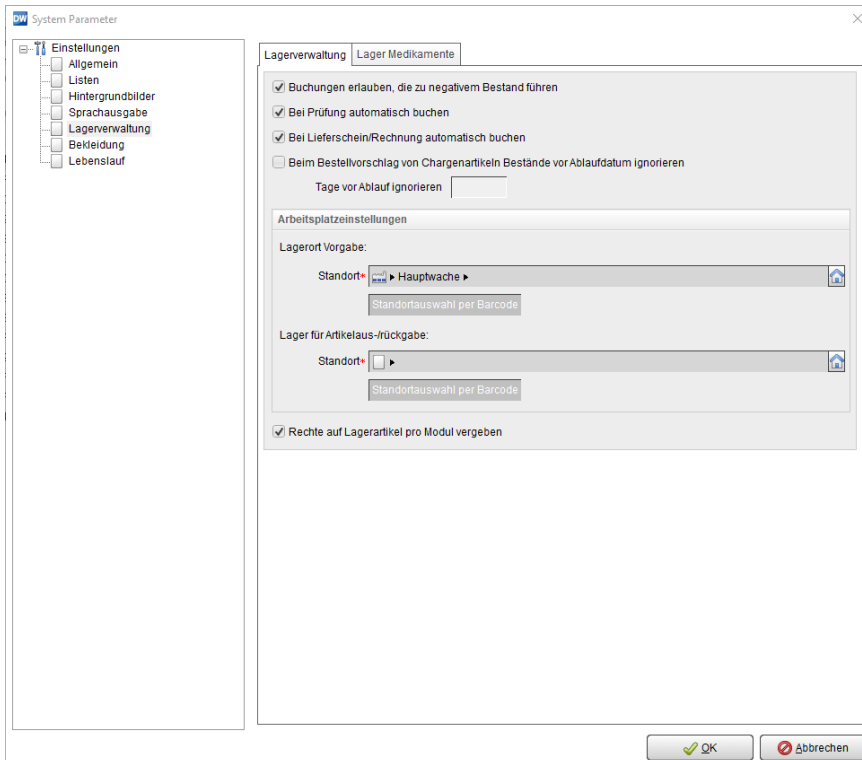
NOTICE

Scrolling forward and back only works if an item 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

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

2.1 Warehouse management



Settings - Warehouse management

Allow entries that will result in negative stock

This setting indicates whether the stock may also become negative when items are issued. If an entry in the negative range is to be prevented, this tick must be removed.

Enter automatically in case of inspection

This checkbox indicates that, in the case of an inspection, the used spare parts from the warehouse management module are automatically debited from stock.

Enter automatically in the case of delivery note/invoice

This checkbox indicates that spare parts from the warehouse management module, which are added manually in the case of a delivery note or an invoice, are automatically debited directly from stock.

Ignore stock before expiry date for batch item order suggestions

This option is only relevant when working with batches. This defines how many days before the expiration of a batch the existing stock for this batch is **not** considered in an order suggestion.

Stock location default

This can be used to select a stock location (warehouse management module) from which the automatic debits are to take place in case of inspection and delivery note/invoice.

This setting is workstation-related, i.e. different default warehouses can be set at different workstations, e.g. respiratory protection workshop, hose washing.

Storage for item issue/return

This can be used to select a stock location (warehouse management module) to which the warehouse item is automatically booked upon return.

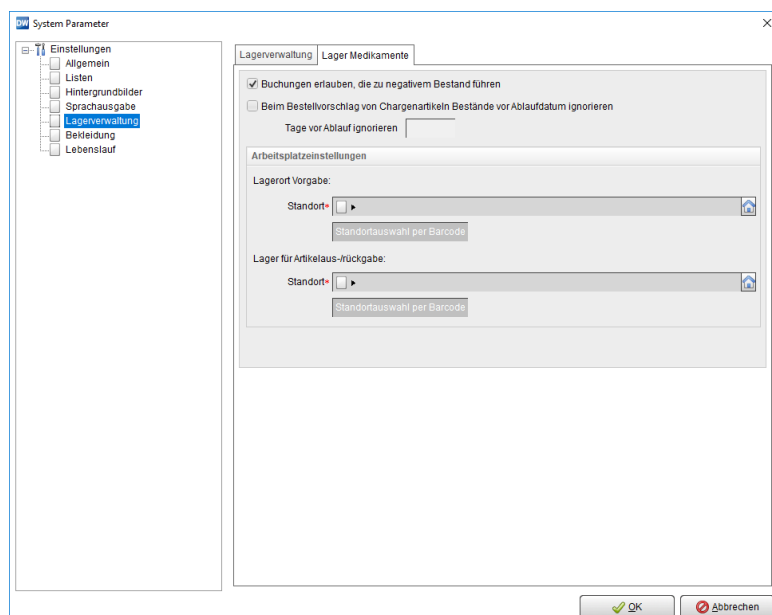
This setting is also workstation-related.

Assign authorisations to stock items per module (version 9000 only)

If the checkmark is set, authorisations for warehouse management can be assigned to users per module.

2.2 Drug warehouse (version 9000 only)

These settings are only visible after importing the **Drug warehouse** module from the MAT pool (also refer to **Administrator Manual**).



Settings – Drug warehouse

Allow entries that will result in negative stock

This setting indicates whether the stock may also become negative when items are issued. If an entry in the negative range has to be prevented, this tick must be removed.

Ignore stock before expiry date for batch item order suggestions

This option is only relevant when working with batches. This defines how many days before the expiration of a batch the existing stock for this batch is **not** considered in an order suggestion.

Stock location default

At this point a stock location (Drug warehouse module) can be selected, from which the automatic debits are to take place upon issue.

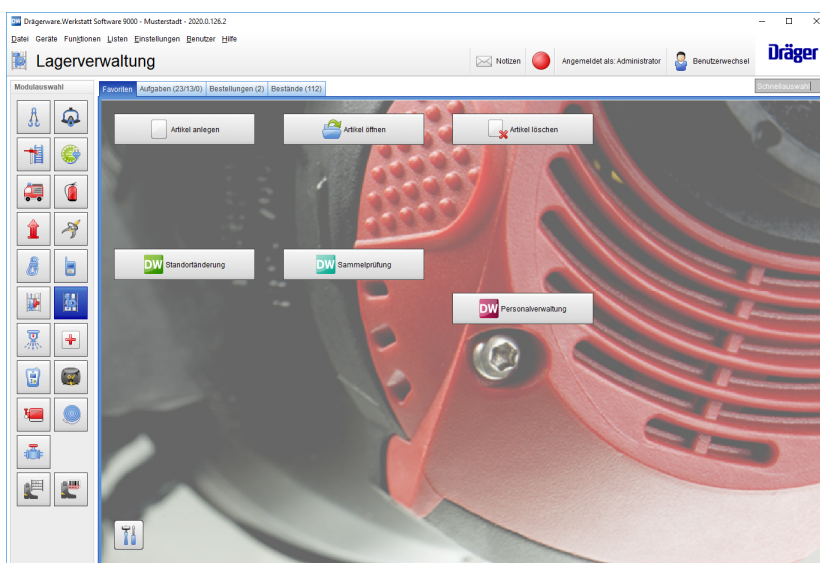
This setting is workstation-related, i.e. different default warehouses (multiple rescue stations) can be set on different workstations.

Storage for item issue/return

At this point, a stock location (Warehouse management module) can be selected, from which the automatic debit is to take place.

This setting is also workstation-related.

3 Program window



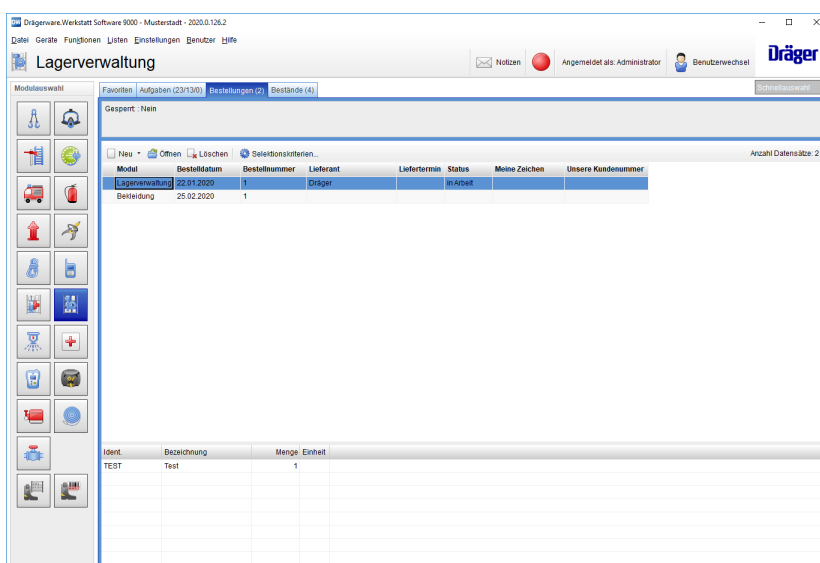
Warehouse management module

3.1 Controls in the main window

The controls in the main window correspond to the controls in other workshop modules and are described in the **Program window** chapter in the **User Manual**.

3.2 Orders tab

Orders transacted in the **Warehouse management** module can be monitored in this tab. It is only displayed if the **Use orders in this module** option has been activated (see also **Administrator Manual**).



Orders tab

Program window

New

A new order can be created with this button (see Chapter 5.4 on Page 36).

NOTICE

If the Clothing module is also used, when clicking on the **New** button, you need to select whether the order relates to the Warehouse or Clothing module.

Open

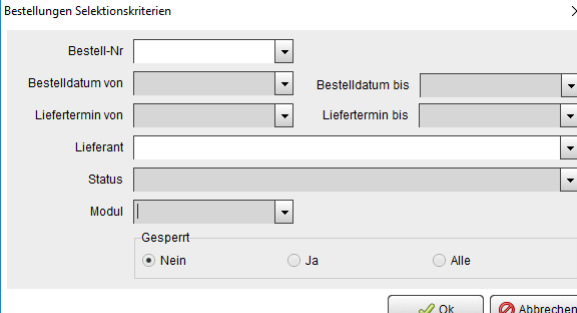
An existing order can be opened and edited with this button (see Chapter 5.5 on Page 41).

Delete

An existing order can be deleted with this button.

Selection criteria

Opens a dialogue in which selection criteria can be defined for the orders displayed in the list.



Bestellungen Selektionskriterien

Bestell-Nr

Bestelldatum von Bestelldatum bis

Liefertermin von Liefertermin bis

Lieferant

Status

Modul

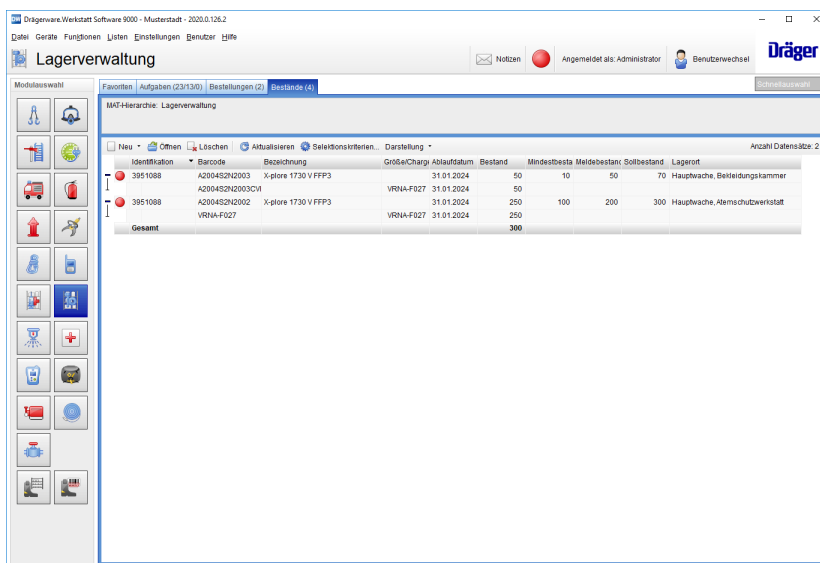
Gesperrt

Nein Ja Alle

Selection criteria for orders

3.3 Stock tab

Items and their storage locations in the Warehouse Management module can be monitored in this tab.



Stock tab - Simple view

Depending on the view setting (**Display** button), the items are either displayed **individually**, **grouped by stock item** or **grouped by stock location**.


Warnweste, WA	Identifikation	Barcode/RFID	Bezeichnung	Bestand	Meldebestand	Mindestbesta	Lagerort
	WA		Warnweste	14	10	5	Hauptwache, Hauptflager
	WA		Warnweste	8	10	5	Kats-Lager
Gesamt				22			
Sprechmembran, SPRECHM	Identifikation	Barcode/RFID	Bezeichnung	Bestand	Meldebestand	Mindestbesta	Lagerort
	SPRECHM	12345	Sprechmembran	9	5	3	Zentrallager
	SPRECHM	12345	Sprechmembran	1	2	2	Medi-Lager, Regal A, Kaste
	SPRECHM	12345	Sprechmembran	27	1	1	Hauptwache, Hauptflager
Gesamt				37			

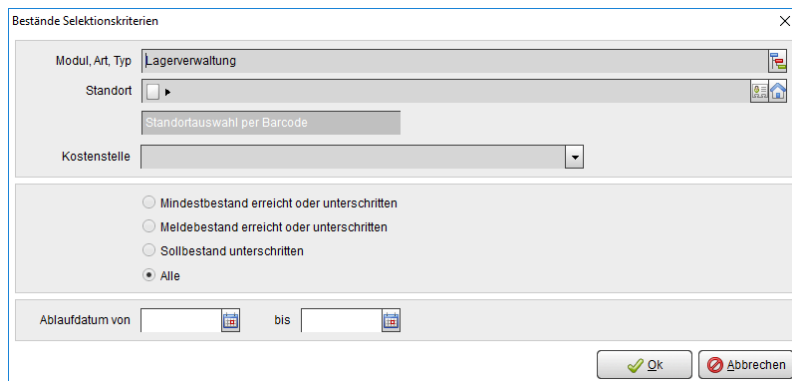
List grouped by stock item

The following coloured icons show whether the stock limits have been reached or are below the specified limit:

- current stock sufficient
- current stock below **Reorder level**
- current stock below **Minimum level**


Program window

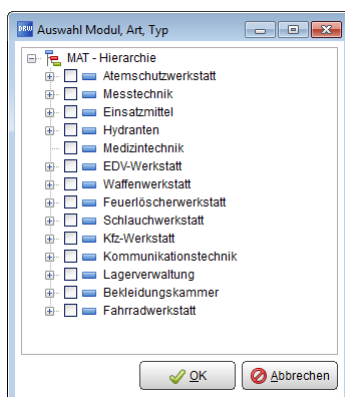
The  **Selection criteria...** button opens a selection dialogue in which the selection criteria for the tab can be changed.



Stock selection criteria

Module, kind, type

Pressing the  button opens a selection window in which the corresponding modules can be selected.



Module, kind, type selection

Minimum level reached or not met

If this option is selected, only items whose minimum level is reached or not met are displayed.

Reorder level reached or not met

If this option is selected, only items whose reorder level has been reached or not met are displayed

Below target stock

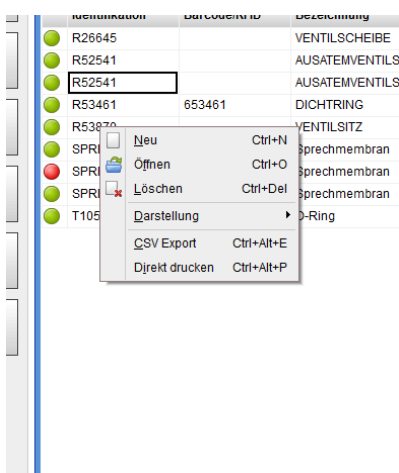
If this option is selected, only items below the target stock level are displayed.

All

Shows all items, irrespective of their current stock level.

New, open, delete

The stock items can be edited directly in the **Stock tab**. Use the relevant buttons for this purpose. Alternatively, the context menu can also be opened with the right mouse button.



Context menu



NOTICE

If several warehouse management modules (Warehouse management, Drug warehouse, Clothing) are installed, when clicking the **New** button, the module for which new items are to be created needs to be selected.

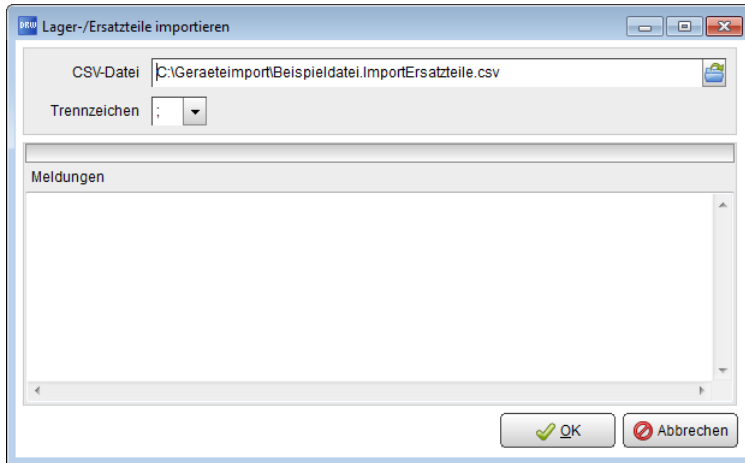
Update

This button refreshes the displayed stock.

4 File menu


4.1 Import stock item

Stock items and spare parts can be imported into Drägerware.Workshop from a CSV file with this menu item.



CSV import stock parts

CSV file

Pressing the  button opens a selection window in which you can search for the import file on the data medium.

Separator

The separator in the CSV file can be selected here. The semicolon or comma is available.

Message

Messages are displayed in this window during import.

4.2 List of possible import fields

Designation	Meaning	Note
KEY	Identification	Mandatory field
DESIG	Designation	Mandatory field
MODULE	Module	Must match precisely with the MAT hierarchy.
TYPE	Type	Must match precisely with the MAT hierarchy.
MODEL	Type	Must match precisely with the MAT hierarchy.
BATCHES	Batches	Version 9000 only: Possible values: Y/N
UNIT	Unit	
SIZE	Size	
BARCODE	Identification2/Barcode	
RFID	RFID	Version 9000 only.
COST CENTRE	Cost centre	From version 7000.
E_PRICE	Sale price	
DISCOUNTGR	Group1	
STATISTICS1	Statistics field 1	
STATISTICS2	Statistics field 2	
NOTES	Notes	
MANUF	Manufacturer	
MANUFNO	Manufacturer number	
SUPPLIER	Supplier	
SUPPLIERNO	Supplier number	
PACKDES	Package designation	
ORDERNO	Order number	
P_PRICE	Purchase price	
PU	Quantity per unit	
BATCH_SIZE	Batch size	
STOCLOC1	Stock location 1	
STOCLOC2	Stock location 2	
STOCLOC3	Stock location 3	
STOCLOC4	Stock location 4	Version 9000 only.
STOCLOC5	Stock location 5	Version 9000 only.
STOCLOC6	Stock location 6	Version 9000 only.
STOCLOC7	Stock location 7	Version 9000 only.
STOCK	Stock	
MIN	Minimum stock	
REORD	Reorder level	
TARGET	Target stock	

File menu

BATCH	Batch number	Version 9000 only.
EXPD	Expiration date	Version 9000 only.



NOTICE

The CSV file to be imported must have a header with the corresponding designations.

4.2.1 Example of import file

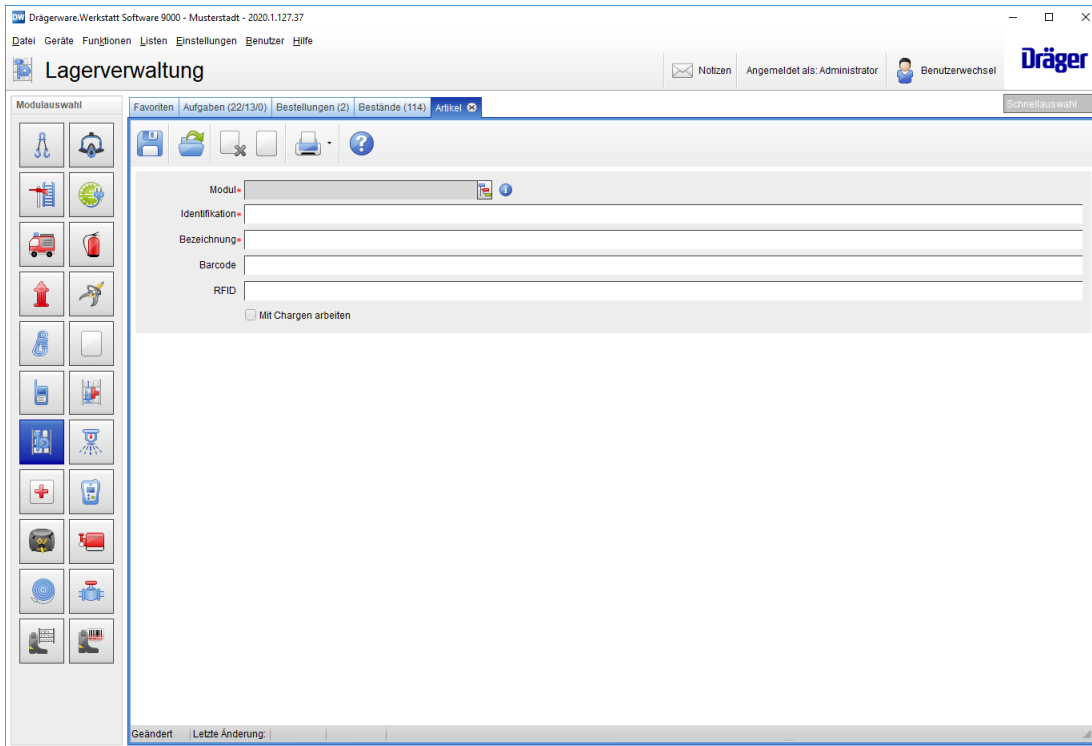
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
SCHLUESSEL	BEZEICH	MODUL	ART	TYP	EINHEIT	GROESSE	BARCODE	E_PREIS	HERSTELL	LIEFERANT	LOBEZ1	LOBEZ2	LOBEZ3	BESTAND	MINDEST	MELDE
R52541	AUSATEMVENTILSCHEIBE	Atemschutzwerkstatt	Masken		Stück			0,96	Dräger Safety AG & Co.KGaA	Domeyer 3	Zentrallager	Regal 2		119	50	100

Example import file

5 Equipment menu

5.1 Create item

This menu item is used to create new stock items or spare parts.



Create item

Before saving the item, the mandatory **Identification** and **Designation** fields must first be completed. After saving, the other tabs are enabled.

Module (version 9000 only)

If the **Assign authorisations to stock items per module** checkmark has been set in the system settings (also refer to **Chapter 2.1** on **Page 12**), a module needs to be selected here. Selecting a module defines the module (e.g. breathing apparatus) in which the user's storage authorisations need to be activated to read or change the item.

Work with batches (version 9000 only)

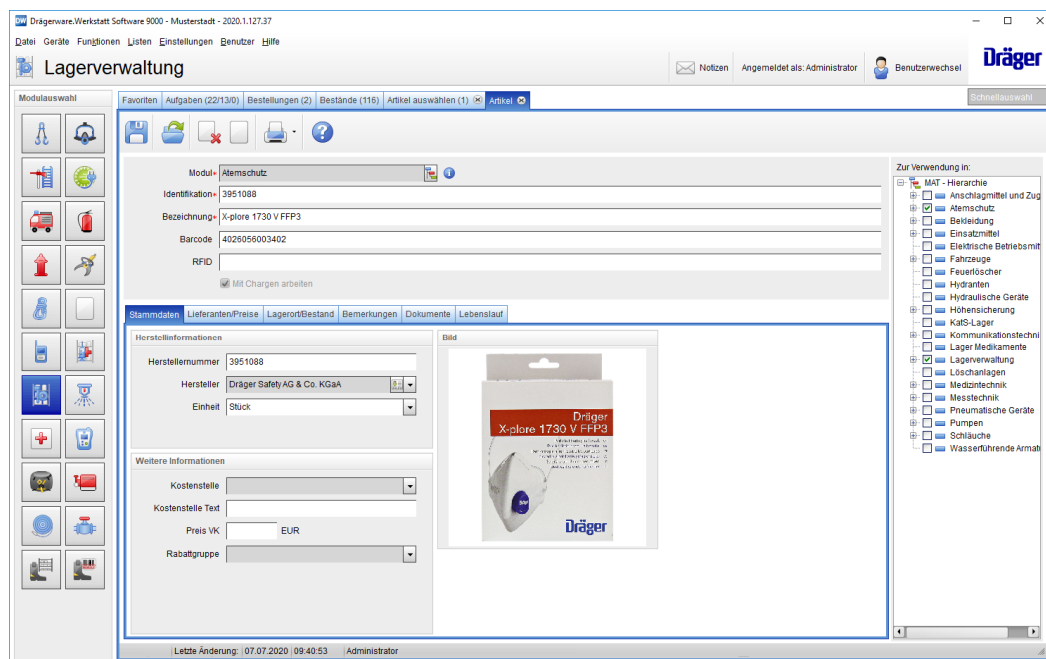
If the checkmark is set, items with an expiry date can be managed. In this case, the application refers to an expiration of the items at the relevant points.



NOTICE

The checkmark can no longer be set or removed after saving the item.

5.1.1 Master data tab



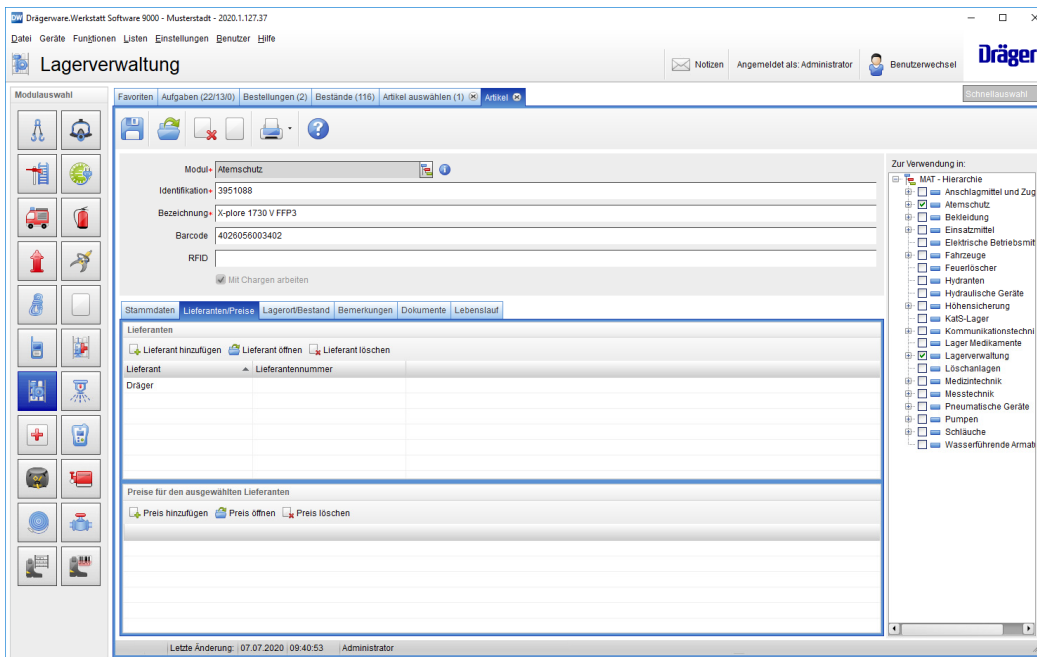
Master data tab

Information on the manufacturer, the unit of the stock item and the sale price can be entered in the **Master data tab**.

The **Cost centre** field is also included from version 7000. The **Cost centre text** field is automatically populated from the corresponding user menu.

5.1.2 Suppliers/Prices tab

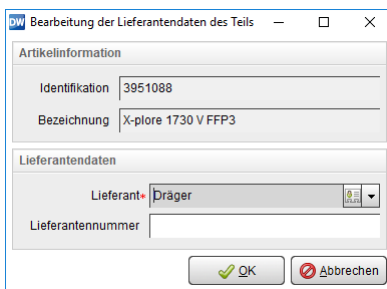
This tab is used to enter the suppliers and prices of the item.




Item suppliers

Add supplier

A new supplier is added to the list with this button. A new window opens:



Editing supplier data

The name of the supplier and any supplier number are entered here. The supplier can be linked to an address with the  button (see **User menus with address references** in the **User Manual**).



NOTICE

If orders are placed in Drägerware.Workshop, the suppliers must be linked with an address so they can be used in the order form.

Equipment menu

Open supplier

A supplier can be edited in the list with this button.

Delete supplier

A supplier is deleted with this button after confirmation of the security prompt.

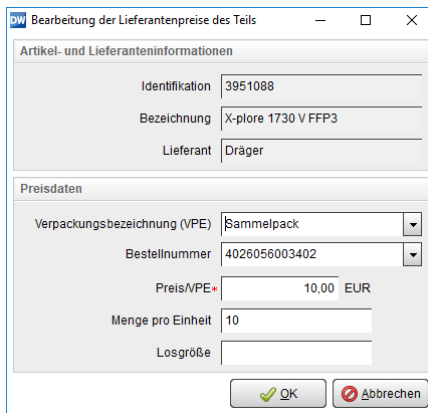
NOTICE

If prices were already entered for a supplier, they will be automatically deleted too.

One or more prices can be entered for every supplier after the supplier has been entered. The corresponding supplier must be selected for this purpose.

Add price

This button adds a new price. A new window opens:



Editing supplier prices

The price per package unit must be entered in this window at a minimum.

Open price

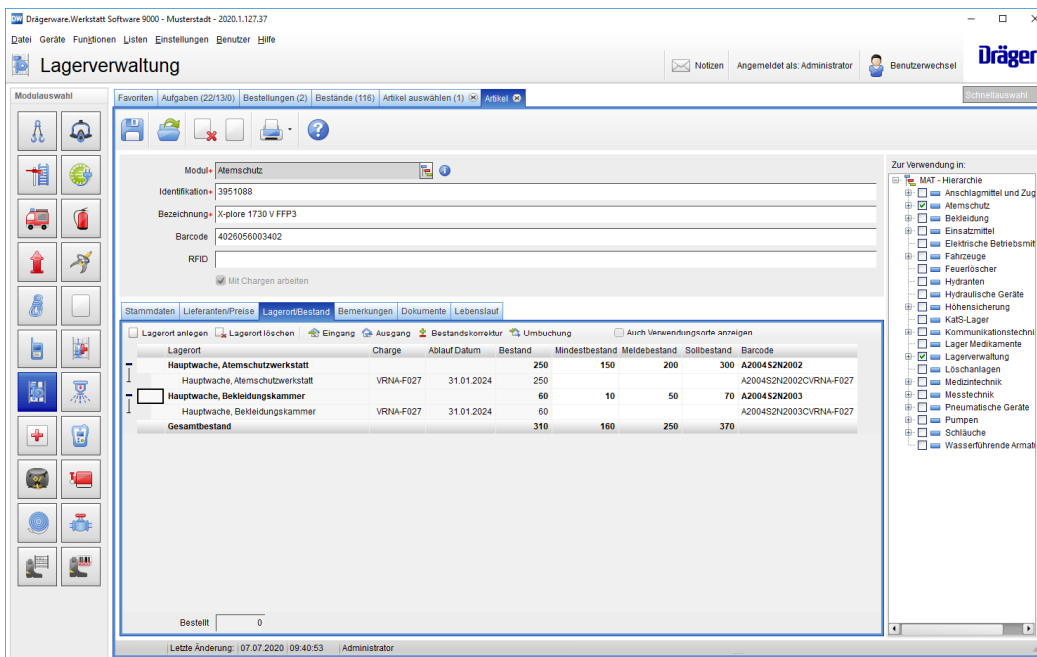
A price can be edited in the list with this button.

Delete price

A price can be deleted from the list with this button after confirmation of the security prompt.

5.1.3 Stock location/stock tab

The stock location and parts stock are managed in this tab. Different stock locations with different stock limits can be set up here.



Stock location/stock tab

The **Total stock** field displays the sum of all parts in all stock locations. This provides a quick overview of the total stock.

The **Ordered** field shows the quantity that has already been recorded in an order. This eliminates the possibility of a duplicate order by another employee.

The **Also display usage locations** checkmark displays the places to which items were booked (e.g. vehicles) with the **Location change** application (also refer to **User Manual**).

Barcode

A stock location barcode is automatically generated in the stock location table. This can be used for the direct booking of incoming and outgoing goods, as well as for item transfers to usage locations.



NOTICE

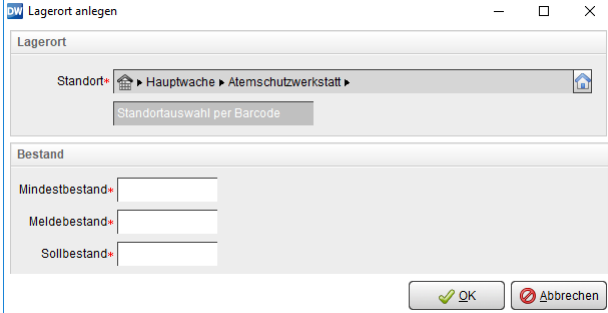
Separate values can also be entered here in place of the automatically generated barcodes.

5.1.3.1 Storage definition

After saving the item, the first stock location is automatically created, if a default location is defined in the settings (also refer to **Chapter 2.1 on Page 12**).

Create stock location

This creates a new, additional stock location. A new window opens:



Create stock location

The  button opens the location menu. The desired location must be selected here.

The minimum, reorder and target stock applicable for the stock location then needs to be entered. These values can then also be edited directly in the table.

Delete stock location

An existing stock location is deleted from the list using this button after confirmation of a security prompt.

5.1.3.2 Bookings

The stock changes are managed using these buttons. First, select the applicable stock location in the list and then select the required action.



NOTICE

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

Incoming stock:

Books the incoming stock in the warehouse.

The screenshot shows a dialog box titled 'Eingang'. It has two main sections: 'Lagerort' and 'Menge'. In the 'Lagerort' section, 'Standort' is set to 'Hauptwache > Atemschutzwerkstatt' and 'Charge' is 'VRNA-F027'. In the 'Menge' section, 'Menge' is '300' and 'Buchungstext' is 'Wareneingang'. At the bottom, there are 'OK' and 'Abbrechen' buttons.

Incoming



NOTICE

The **Batch** and **Expiry date** fields are only displayed if the use of batches has been defined for the item (version 9000 only).

Outgoing stock:

Books the outgoing stock from the warehouse.

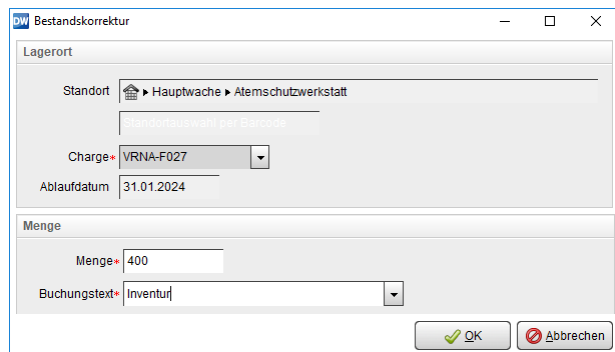
The screenshot shows a dialog box titled 'Ausgang'. It has two main sections: 'Lagerort' and 'Menge'. In the 'Lagerort' section, 'Standort' is set to 'Hauptwache > Atemschutzwerkstatt' and 'Charge' is 'VRNA-F027'. In the 'Menge' section, 'Menge' is '100' and 'Buchungstext' is 'Warenausgang'. At the bottom, there are 'OK' and 'Abbrechen' buttons.

Outgoing

Equipment menu


Stock correction:


The stock can be corrected here.



Bestandskorrektur

Lagerort


Standort  Hauptwache > Atemschutzwerkstatt



Charge  VRNA-F027

Ablaufdatum 31.01.2024

Menge

Menge 400

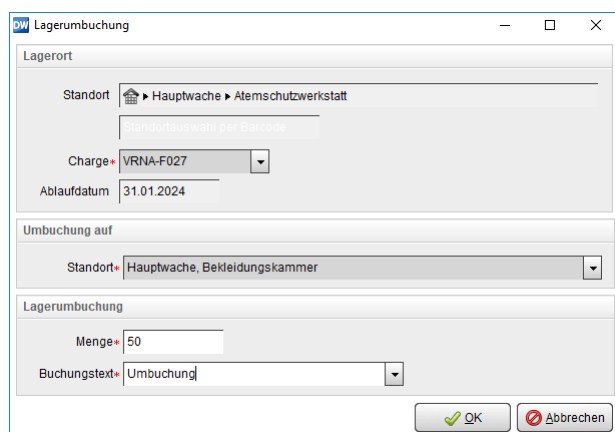
Buchungstext  Inventur

Stock correction


Transfer:

This provides the opportunity to transfer stock from one warehouse to another. The warehouse to which the stock is moved is selected, and the quantity and booking text are entered.




Lagerumbuchung

Lagerort


Standort  Hauptwache > Atemschutzwerkstatt

Standortauswahl per Barcode

Charge  VRNA-F027


Ablaufdatum 31.01.2024



Umbuchung auf

Standort  Hauptwache, Bekleidungskammer

Lagerumbuchung

Menge 50

Buchungstext  Umbuchung

Transfer



NOTICE

To be able to carry out a transfer, at least one additional stock location must be available for an item.

5.1.4 Comments tab

Any text can be entered in this tab.

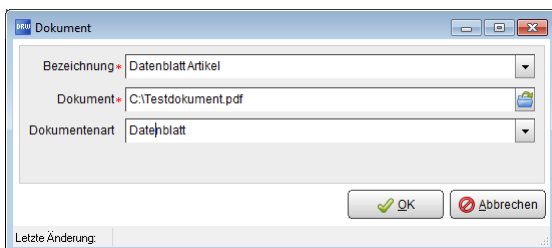
5.1.5 Documents tab (from version 7000)

From version 7000, documents such as Excel lists, Word files, images, etc. can be saved with items. 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.

New

This button adds a new document. A selection dialogue is opened.



Add document

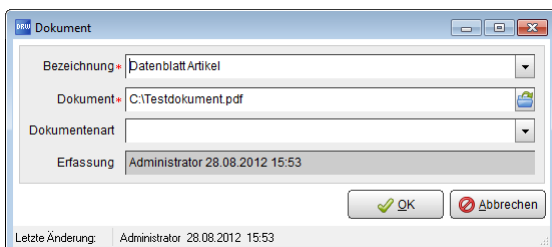
The document is appended to the master dataset with the  **OK** button.

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 dialogue. The information shown includes which user originally added the document.



Change document

Equipment menu

Delete

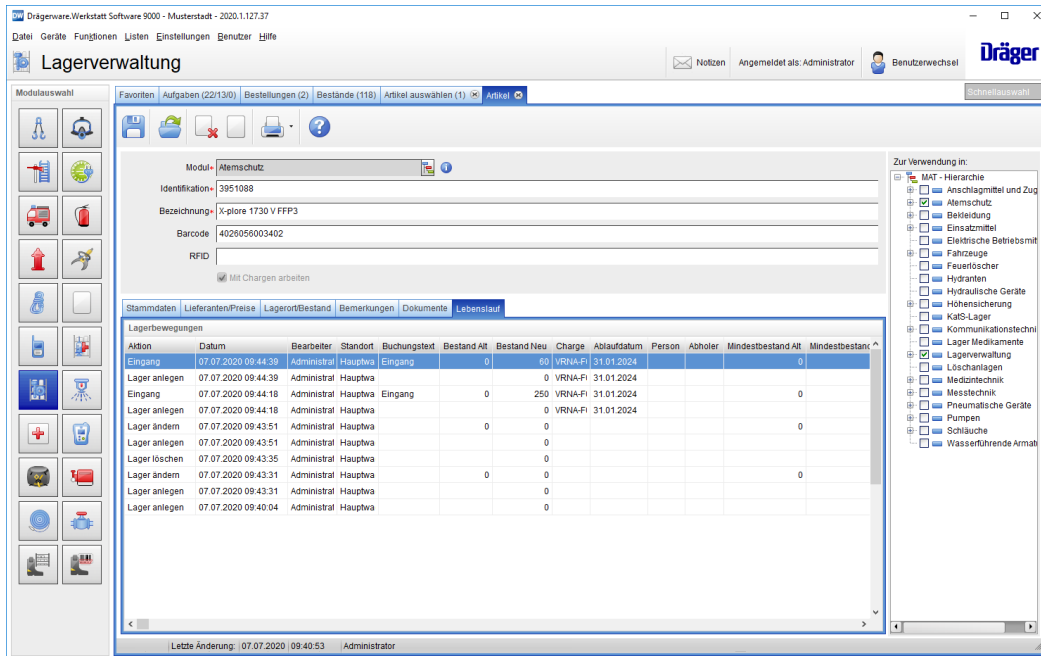
This lets you delete a document from the list after confirmation of the security prompt.

Open document

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

5.1.6 History tab

All stock movements (incoming, outgoing, corrections, transfers) are updated and documented in this tab. If an item has been used in an inspection or a delivery note, the stock change is also recorded.



The screenshot displays the 'Lagerverwaltung' (Warehouse Management) software interface. The main window shows the 'Lebenslauf' (History) tab for a specific equipment item. The item details include:

- Modul: Atemschutz
- Identifikation: 3951088
- Bezeichnung: X-plore 1730 V FFP3
- Barcode: 4028056003402
- RFID: Mit Chargen arbeiten

The 'Lebenslauf' tab shows a table of stock movements:

Aktion	Datum	Bearbeiter	Standort	Buchungstyp	Bestand Alt	Bestand Neu	Charge	Ablaufdatum	Person	Abholer	Mindestbestand Alt	Mindestbestand
Eingang	07.07.2020 09:44:39	Administrat	Hauptwa	Eingang	0	69	VRNA-FI	31.01.2024				
Lager anlegen	07.07.2020 09:44:39	Administrat	Hauptwa									
Eingang	07.07.2020 09:44:18	Administrat	Hauptwa	Eingang	0	250	VRNA-FI	31.01.2024				
Lager anlegen	07.07.2020 09:44:18	Administrat	Hauptwa									
Lager ändern	07.07.2020 09:43:51	Administrat	Hauptwa									
Lager anlegen	07.07.2020 09:43:51	Administrat	Hauptwa									
Lager löschen	07.07.2020 09:43:35	Administrat	Hauptwa									
Lager ändern	07.07.2020 09:43:31	Administrat	Hauptwa									
Lager anlegen	07.07.2020 09:43:31	Administrat	Hauptwa									
Lager anlegen	07.07.2020 09:40:04	Administrat	Hauptwa									

The interface also includes a sidebar with navigation icons and a 'Zur Verwendung in:' (Used in) section with a hierarchical tree view of equipment categories.

History tab

5.2 Open item

The **Open item** menu item (under **Equipment**) displays a new **Item selection** tab, which lets you search for stock items.

A check takes place to ensure that the user has the required authorisations for changing stock items. 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. If the **Full text search** checkmark is **not** set, the search only takes place in the **Identification, Barcode, Designation and Manufacturer number** fields.

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**.

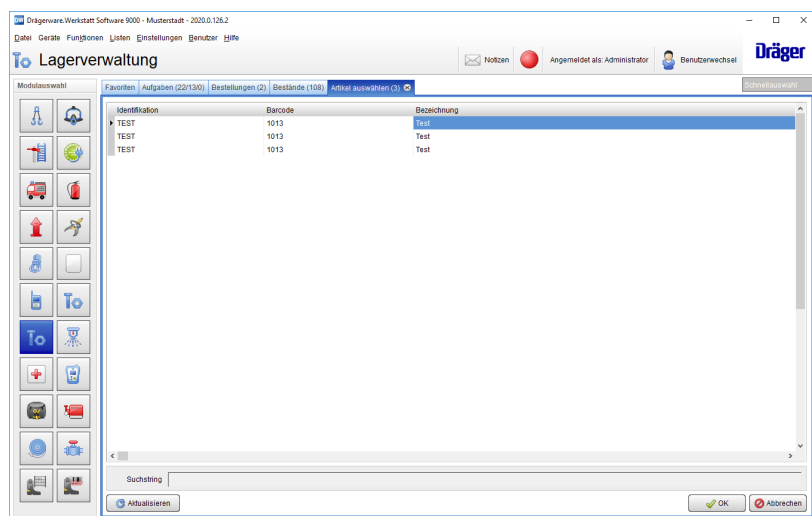
Full text search

If this checkmark is set (default setting), the input value is searched in all fields in the database.

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 .

Equipment menu

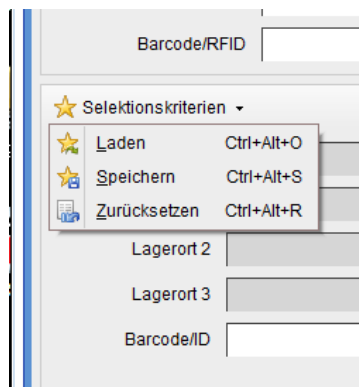
If the  **Search** button is pressed, only the items that match the input criteria are displayed. The fewer stock items that meet the criteria, the faster the selection menu is set up. The displayed items are not sorted by default.



Item selection following selection

5.2.1 Selection criteria

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



Equipment 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 selection criteria previously selected for 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  **Save**. The item selection mask will then be blank the next time it is opened.

5.3 Delete item

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

The same selection window as for **Open item** is opened. It can be used to delete multiple items from the database simultaneously.

A security prompt must be confirmed before the actual deletion.

**NOTICE**

Only a few users should be authorised to delete items.

5.4 Create order

Working with orders is only possible if the **Use orders in this module** option has been activated (also refer to the **Administrator Manual**).

Even if the actual orders are placed using other merchandise management systems, it is helpful to also create orders here, as they can be automatically booked as incoming goods upon delivery.

When the **Create order** menu item is opened (under **Equipment**), the input screen for a new order is opened. The **Order number** is automatically incremented on the basis of the last order number entered, but can also be changed manually.




NOTICE

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


Example: 2020-001

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. Blocked orders are marked with the  icon in the **Orders tab**.

5.4.1 Supplier data tab

The screenshot shows a software window titled "Bestellung" with a toolbar at the top. Below the toolbar, there are input fields for "Bestellnummer" (BEST004), "Lieferant" (Dräger Nord), "Bestelldatum" (10.09.2012), and "Status" (in Arbeit). There are also checkboxes for "Bestellung sperren" and a "Liefertermin" field. Below this, there are tabs for "Lieferantendaten", "Bestellformular", and "Ersatzteile". The "Lieferantendaten" tab is active, showing a form for "Adressverweise Lieferant". This form includes fields for "Art" (Firmenadresse), "Kundennr" (1), "Kategorie" (Geschäftsstelle --> Dräger Safety ISS/ HL), "Name 1" (Dräger Safety AG & Co. KGaA), "Name 2", "Name 3", "Anrede", "Titel", "Vorname" (Bernhard), "Nachname" (Schlösser), "Strasse" (Revalstraße), "Hausnr." (1), "Nation" (D), "PLZ" (23560), and "Ort" (Lübeck). At the bottom of the form, there is a table with two columns: "Art" and "Erreichbarkeit". The table contains one row with "Telefon dienstlich" and "+49 451 88 20". The status bar at the bottom of the window reads "Geändert Letzte Änderung: Administrati: 10.09.2012 15:03".

Supplier data tab

Supplier

In the **Supplier data** tab, after selecting the supplier with Drägerware Address Management installed and linked address, the supplier data are automatically imported from Drägerware Address Management.



NOTICE

If the contact data are also available in Drägerware Address Management, they are displayed at the bottom of the window.


5.4.2 Order form tab

The data required for an order process are recorded here.

Order form tab

Order profile

A profile can be created for the user or the work area with the order profile, after which all fields of this tab will be populated. 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:

 **Save**

Saves the current order profile.

 **Delete**

Deletes the current order profile.

 **Reset**

Resets the fields to the actual profile settings after editing.

5.4.3 Order items tab

The items are assigned to the order in this tab.

The screenshot shows the 'Bestellung' (Order) window. At the top, there are fields for 'Bestellnummer' (2), 'Bestelldatum' (30.04.2020), 'Lieferant' (Dräger), and 'Status' (in Arbeit). Below these are tabs for 'Lieferantendaten', 'Bestellformular', and 'Bestellpositionen'. The 'Bestellpositionen' tab is active, showing a table with the following data:


Pos	Identifikation	Bezeichnung	Verpackungsbezeichnung	Verpackung_	Beste...	Bestellmenge	Losgröße	Menge	Einheit	Preis	Gesamr
1	TEST	Test		10,00		50,00	0,00	0		120,00	6000
2	3951088	X-plore 1730 V FFP3	Sammelpack	10,00	402605	200,00	0,00	0	Stück	10,00	2000

Order items tab

Add order item

This button opens the **Stock item selection** menu. This enables items to be added to the order, similar to **Open stock item**. The rows in the list can then be edited.

Delete order item

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 order item** button again.

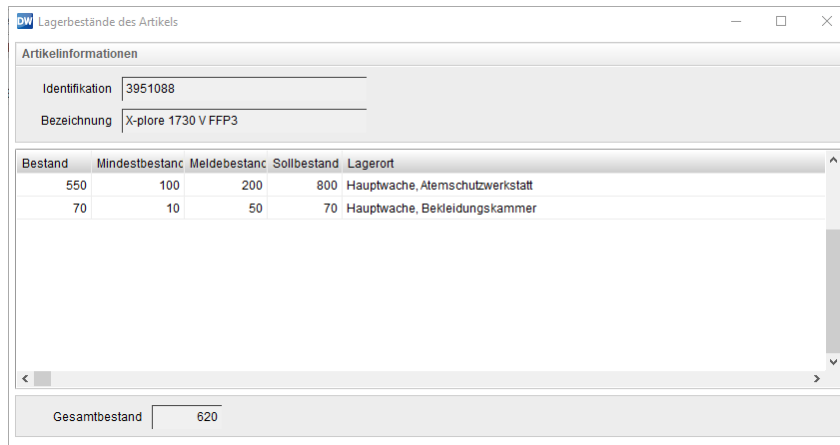
Order suggestion

This displays all items below their target stock. After adding an item, the difference to the target stock is automatically entered as the order quantity.

Equipment menu

Item stock

This button opens a window in which all stock locations of the item with the stock are displayed.



The screenshot shows a window titled "Lagerbestände des Artikels" with the following data:

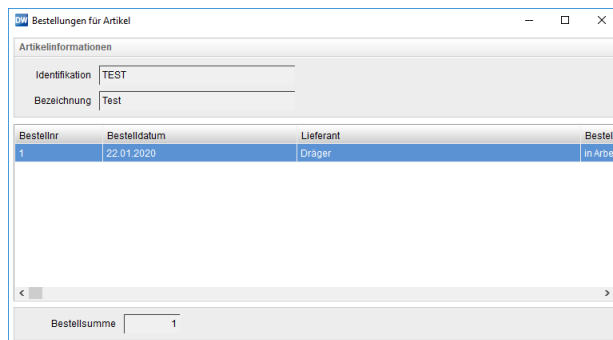
Artikelinformationen				
Identifikation	3951088			
Bezeichnung	X-plore 1730 V FFP3			
Bestand	Mindestbestanc	Meldebestanc	Sollbestand	Lagerort
550	100	200	800	Hauptwache, Atemschutzwerkstatt
70	10	50	70	Hauptwache, Bekleidungskammer

Gesamtbestand: 620

Item stock

Orders for items

This button opens a window that displays whether orders for this item have already been submitted and the status of the orders. This prevents the same item from accidentally being ordered by multiple users.



The screenshot shows a window titled "Bestellungen für Artikel" with the following data:

Artikelinformationen			
Identifikation	TEST		
Bezeichnung	Test		
Bestellnr	Bestelldatum	Lieferant	Bestel
1	22.01.2020	Dräger	In Arbe

Bestellsumme: 1

Orders for items

5.5 Open order

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


The image displays two screenshots of the 'Bestellung auswählen' (Select Order) dialog box. The left screenshot shows the 'Schnellauswahl' (Quick selection) tab, which features a search field for 'Bestellnummer' (Order number) and buttons for 'Suchen' (Search) and 'Abbrechen' (Cancel). The right screenshot shows the 'Komfortauswahl' (Comfort selection) tab, which includes a 'Selektionsfelder' (Selection fields) section. This section contains 'Stammdaten Komfortauswahl' (Master data Comfort selection) with date pickers for 'Bestelldatum von' (Order date from) and 'Bestelldatum bis' (Order date to), 'Liefertermin von' (Delivery date from) and 'Liefertermin bis' (Delivery date to), a 'Bestellstatus' (Order status) dropdown, a checkbox for 'Nur gesperrte Bestellungen' (Only blocked orders), and dropdown menus for 'Lieferant' (Supplier), 'Lieferart' (Delivery type), and 'Bemerkung' (Remarks). Both screenshots have 'Suchen' and 'Abbrechen' buttons at the bottom.

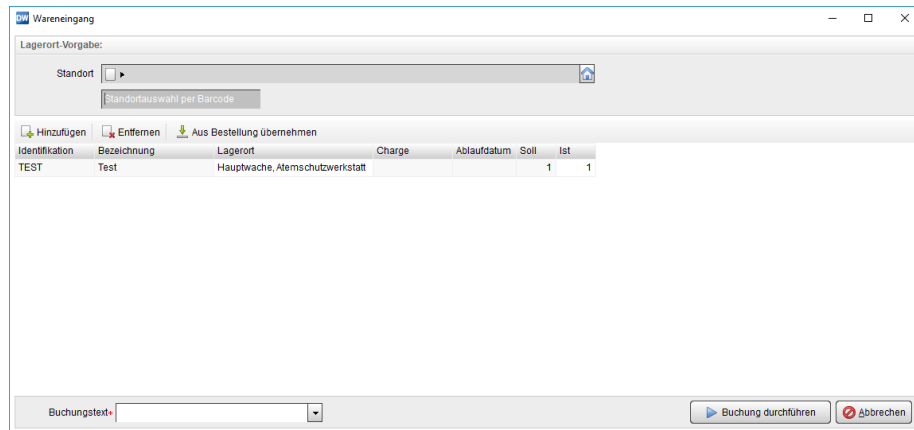
Select order

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

6 Functions menu

6.1 Incoming goods


An incoming order can be booked here. The items of an order are transferred to incoming goods with the  **Transfer from order** button.



Identifikation	Bezeichnung	Lagerort	Charge	Ablaufdatum	Soll	Ist
TEST	Test	Hauptwache, Atemschutzwerkstatt			1	1

Incoming goods

The number of items received can be corrected in the **Actual** column if not all the ordered items are to be booked to the warehouse.

After entering a booking text, the receipt of the items is booked with the  **Execute booking** button.

6.2 Outgoing goods

An outgoing goods process can be booked here. The procedure is identical to the **Incoming goods** function.

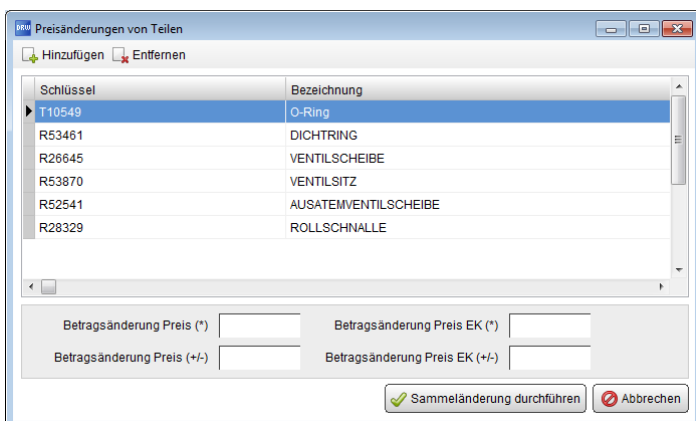


NOTICE

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

6.3 Parts price change

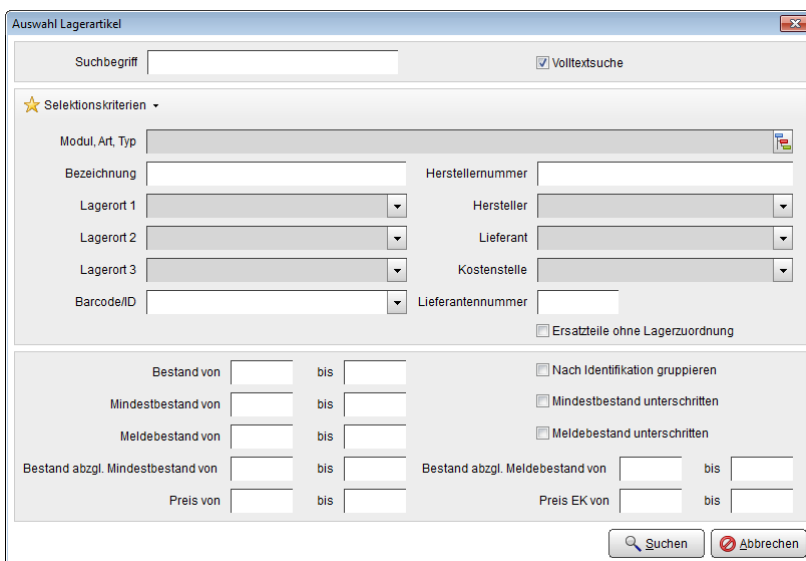
The prices of the saved stock items can be globally adjusted with this menu item.



Price change for parts



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



Stock item selection

The corresponding items can be selected in this window (also refer to Chapter 5.2 on Page 33).

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



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.

7 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:

7.1 Stock

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

7.2 Stock per warehouse

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

7.3 Stock change

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

7.4 Orders

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

7.5 Issued equipment and stock items

Displays a list of items issued to persons.

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