

DataBridge, Inc.

Moraware Inventory Reconciliation System

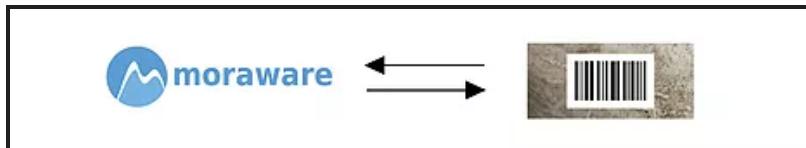
MIRS User Guide

Version 1.0

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Moraware Inventory Reconciliation System (MIRS)



The Moraware Inventory Reconciliation System makes it easy for you to keep track of your inventory. Using the system you can:

- Print barcodes for every location and slab in your facility
- Scan the barcodes to check in new inventory
- Easily update your inventory when you sell or move slabs

The Moraware Inventory Reconciliation System saves time, effort, and manpower performing physical inventory.



Sign In

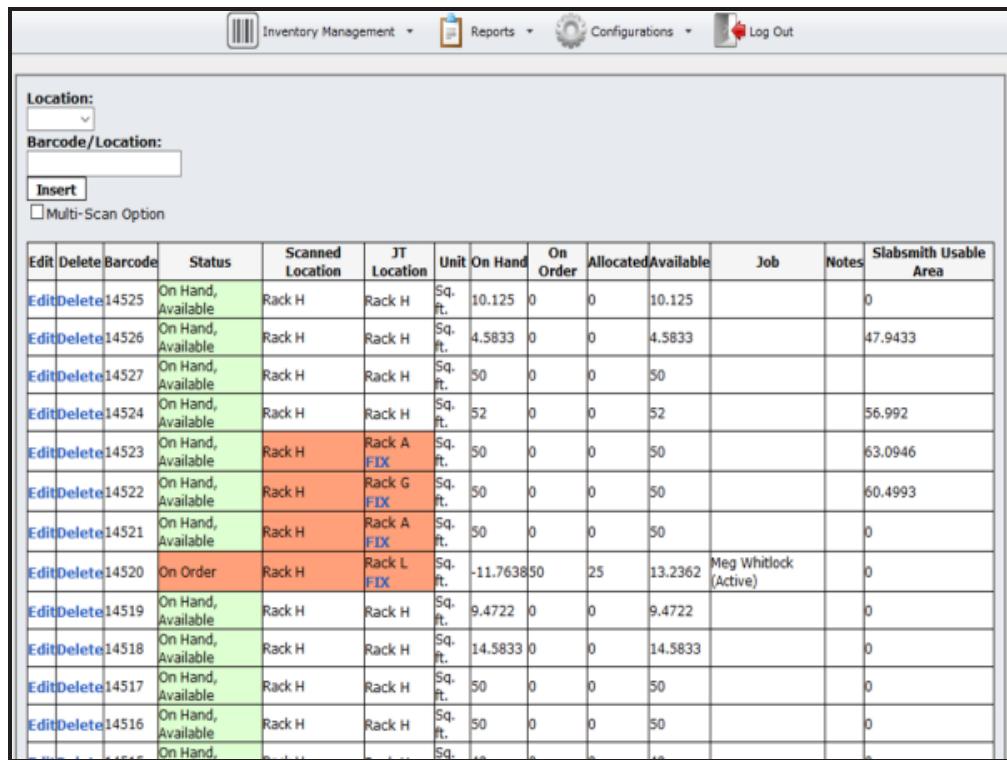
1. On your PC, tablet, or RS30 Mobile Computer, enter your MIRS URL.



2. Enter your **User ID**.
3. Enter your **Password**.
4. Click **Login**.

Set Up Inventory Reconciliation

1. After you sign in, the *Inventory Sheet* appears.
2. To set up MIRS, select **Configurations**.
3. Perform these tasks:
 - [Set Up User Permissions](#)
 - [Set Up Location Barcodes](#)
 - [Pre-Scanning Setup](#)



| Edit | Delete | Barcode | Status | Scanned Location | JT Location | Unit | On Hand | On Order | Allocated | Available | Job | Notes | Slabsmith Usable Area |
|----------------------|------------------------|---------|--------------------|------------------|-------------|---------|------------|----------|-----------|-----------------------|-----|-------|-----------------------|
| Edit | Delete | 14525 | On Hand, Available | Rack H | Rack H | Sq. Ft. | 10.125 | 0 | 0 | 10.125 | | | 0 |
| Edit | Delete | 14526 | On Hand, Available | Rack H | Rack H | Sq. Ft. | 4.5833 | 0 | 0 | 4.5833 | | | 47.9433 |
| Edit | Delete | 14527 | On Hand, Available | Rack H | Rack H | Sq. Ft. | 50 | 0 | 0 | 50 | | | |
| Edit | Delete | 14524 | On Hand, Available | Rack H | Rack H | Sq. Ft. | 52 | 0 | 0 | 52 | | | 56.992 |
| Edit | Delete | 14523 | On Hand, Available | Rack H | Rack A | Sq. Ft. | 50 | 0 | 0 | 50 | | | 63.0946 |
| Edit | Delete | 14522 | On Hand, Available | Rack H | Rack G | Sq. Ft. | 50 | 0 | 0 | 50 | | | 60.4993 |
| Edit | Delete | 14521 | On Hand, Available | Rack H | Rack A | Sq. Ft. | 50 | 0 | 0 | 50 | | | 0 |
| Edit | Delete | 14520 | On Order | Rack H | Rack L | Sq. Ft. | -11.763850 | 25 | 13.2362 | Meg Whitlock (Active) | | | 0 |
| Edit | Delete | 14519 | On Hand, Available | Rack H | Rack H | Sq. Ft. | 9.4722 | 0 | 0 | 9.4722 | | | 0 |
| Edit | Delete | 14518 | On Hand, Available | Rack H | Rack H | Sq. Ft. | 14.5833 | 0 | 0 | 14.5833 | | | 0 |
| Edit | Delete | 14517 | On Hand, Available | Rack H | Rack H | Sq. Ft. | 50 | 0 | 0 | 50 | | | 0 |
| Edit | Delete | 14516 | On Hand, Available | Rack H | Rack H | Sq. Ft. | 50 | 0 | 0 | 50 | | | 0 |
| | | | On Hand, Available | | | Sq. Ft. | | | | | | | |

Set Up User Permissions

1. Select **Configurations > User Permissions**.

| | |
|---|-----------|
| | MIRS User |
| > | demo1 |
| > | demo2 |

2. Click **>** to view the user permissions.

| Menu Group | Permission | Enabled | Start on Page |
|----------------------|--------------------------------------|-------------------------------------|-------------------------------------|
| Inventory Management | Pre-Scanning Setup | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Inventory Management | Scan and Reconcile | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Inventory Management | Location Transfer | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Inventory Management | Serial Number Info | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Inventory Management | Scan and Adjust | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Reports | Inventory Comparison | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Reports | Location Reconciliation | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Reports | Current Scan, Totals by Product | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Configurations | User Permissions | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Configurations | Sync with Job Tracker | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Configurations | Inventory Products | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Configurations | Print Location Barcodes (8 1/2 x 11) | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Configurations | Print Location Barcodes (4 x 2) | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

3. Select each function you want the user to have permission to in the *Enabled* column.
4. Select which page you want the user to see first in the *Start on Page* column.

In the example, this user will see the *Scan and Reconcile* page first.

5. Click **Save changes**.

6. In the *Data Entry Functionality* section, select if you want the user to access any of these functions.

| Data Entry Functionality | |
|---|-------------------------------------|
| Permission | Enabled |
| Reconcile Locations (Scan and Reconcile page) | <input checked="" type="checkbox"/> |
| Complete Serial Number Activity (Serial Number Info page) | <input checked="" type="checkbox"/> |
| Save changes Cancel changes | |

7. Click [Save changes](#).

Set Up Inventory Products

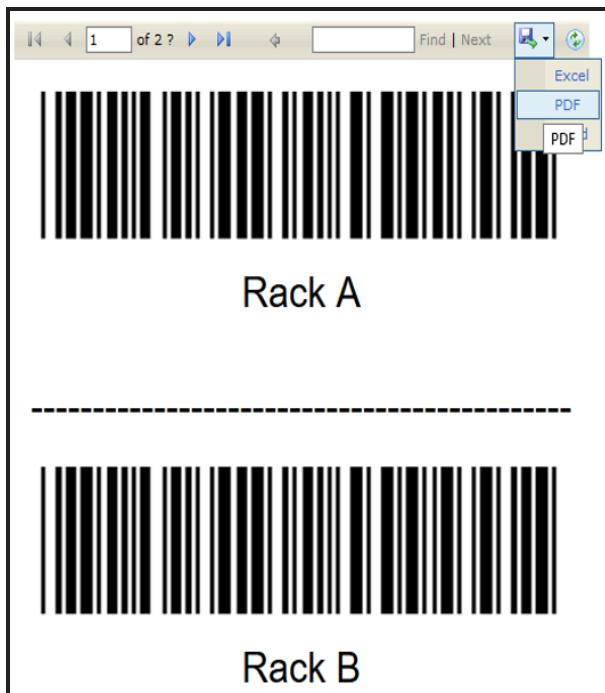
1. Select **Configurations > User Permissions**.
2. Select the **Product Family** and **Product Line** that you want to appear in your reports.

| Product Family | Product Line | Product | Is Inventoried |
|----------------|--------------|-----------|-------------------------------------|
| Countertop | Corian | Corian | <input checked="" type="checkbox"/> |
| Countertop | Granite | Granite | <input checked="" type="checkbox"/> |
| Countertop | Quartz | Cambria | <input checked="" type="checkbox"/> |
| Countertop | Quartz | Silestone | <input type="checkbox"/> |

3. Click **Save Changes**.

Set Up Location Barcodes

1. Select **Configurations > Print Location Barcodes** for the size you want.
 - 8 1/2 x 11: Printed on regular sheet of paper
 - 4 x 2: Printed on 4 x 2 barcode labels
 - 3 x 1: Printed on 3 x 1 barcode labels
2. The sheet appears showing all rack locations. Select **Export to PDF**, then save the file.



3. Print the sheet on your printer, then place each barcode on the appropriate rack.

Scan Inventory

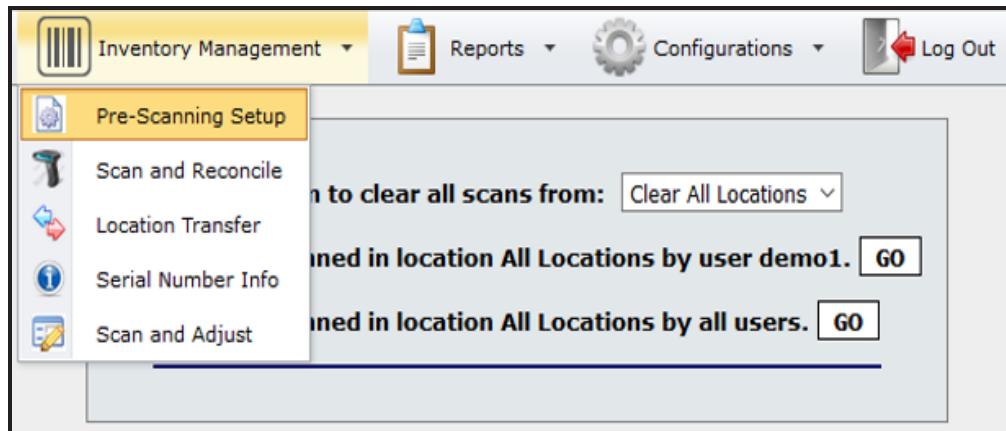
1. Select **Inventory Management > Scan and Reconcile**.

| Status | Description |
|--------------------|--|
| On Hand, Available | Item is On Hand and there is an available quantity. |
| On Hand, Allocated | Item is On Hand and has been allocated to a job. |
| On Order | Item is On Order and may need to be set to received in Job Tracker. |
| Completed | Item was scanned however Job Tracker indicates the item's fabrication has completed. |
| Not in Job Tracker | Item was scanned and the Serial Number does not exist in Job Tracker. |

2. Select a **Location** OR scan a rack location.
3. Scan all the slabs at that location.
4. If there are no discrepancies, this message appears: *Location is up to date*
If there is a discrepancy, click **Reconcile**.
5. Repeat this process (select/scan location, then scan all slabs in the location) until all inventory has been scanned. The Moraware Job Tracker is updated in real time.

Pre-Scanning Setup

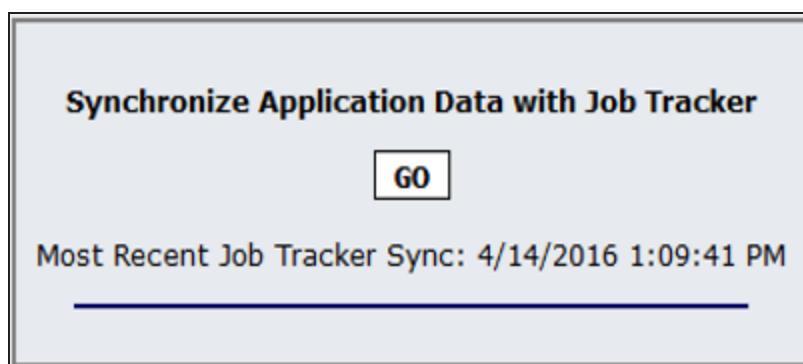
1. After completing your full physical inventory, select **Inventory Management > Pre-Scanning Setup**.



2. Select **Clear All Locations**.
3. Click **Go** to clear all locations for the current user or for all users. All scans and reports are cleared so you can start your next inventory reconciliation from scratch.

Sync with Job Tracker

1. You should sync to make sure that all your Job Tracker inventory is updated in MIRS.
2. After and , select **Configurations > Sync with Job Tracker**.



3. Click **Go**.

Track Serial Numbers

1. Select **Inventory Management > Serial Number Info.**

Serial Number Information

Barcode:

Search

Complete Serial Number Activity

| Barcode | Job Name | Job Created | Product Variant | Slabsmith Usable Area |
|--------------|----------------|-------------|----------------------------|-----------------------|
| 14552 | TEST JOB 10-15 | 10/15/2015 | Granite Absolute Black 2CM | 37.0816 |

Related Serial Numbers

No related serial numbers were found.

2. Scan the barcode.
3. Click **Search**.
4. When the slab status has been completed, click **Complete Serial Number Activity**. A message appears in Job Tracker that the activity for this serial number has been set to complete.

Transfer to a Location

1. Select **Inventory Management > Location Transfer**.

Transfer To Location:

OR

Barcode:

| Serial Number | From Location | To Location | User | Date / Time |
|--------------------|---------------|-------------|------|-------------|
| No data to display | | | | |

2. Scan the location barcode at the rack where you want to move the slab or select the location from the drop-down menu.
3. Scan the barcode for the slab you are moving.
4. Click **Transfer**.

Transfer To Location:

OR

Barcode:

| Serial Number | From Location | To Location | User | Date / Time |
|---------------|---------------|-------------|-------|-------------------|
| 14520 | Rack F | Rack B | demo1 | 04/14/16 03:41:47 |
| 14520 | Rack B | Rack F | demo1 | 04/14/16 03:40:25 |
| 14520 | Rack B | Rack B | demo1 | 04/14/16 03:39:54 |

DataBridge, Inc.

Moraware Inventory Reconciliation System

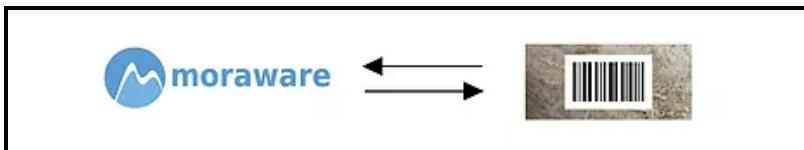
Label Guide

Version 1.0

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Set Up Labels for MIRS

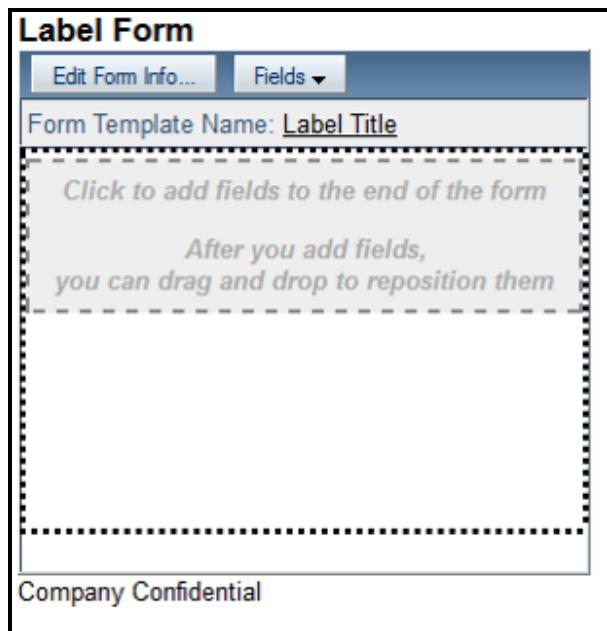


To get the most out of the Moraware Inventory Reconciliation System, set up your labels as follows:

1. [Create](#) (or change) a label.
2. Set the [label size](#).
3. [Add data](#) to the label.
4. [Test](#) the label.

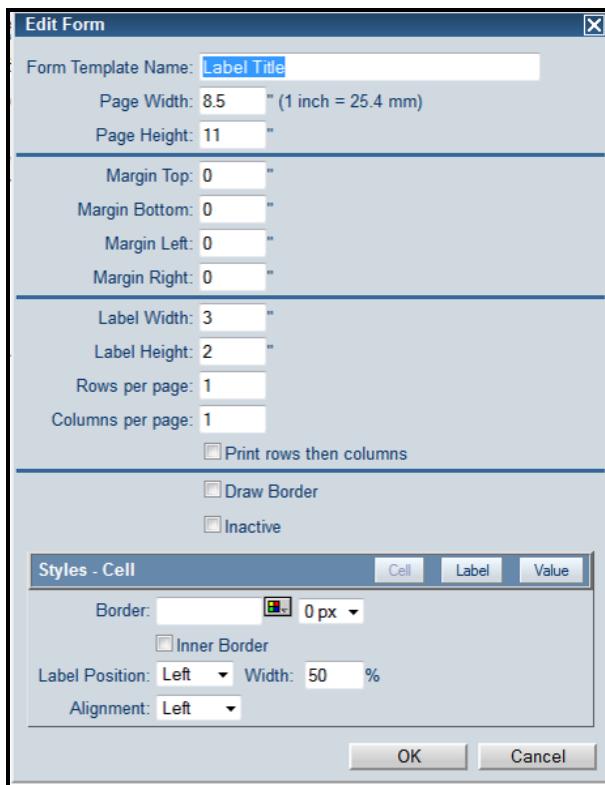
Create or Change a Label

1. Select **Inventory > Edit Settings**.
2. Click **Label Printable Forms** (left hand column).
3. Click **New Printable Form** or select an existing label.



Label Size

1. Click **Edit Form Info**.



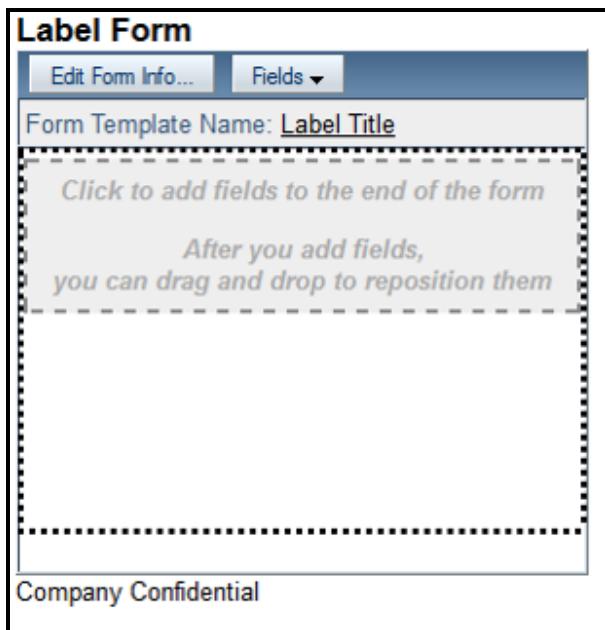
2. Set the dimensions of the form as needed.

3. Click **OK**.

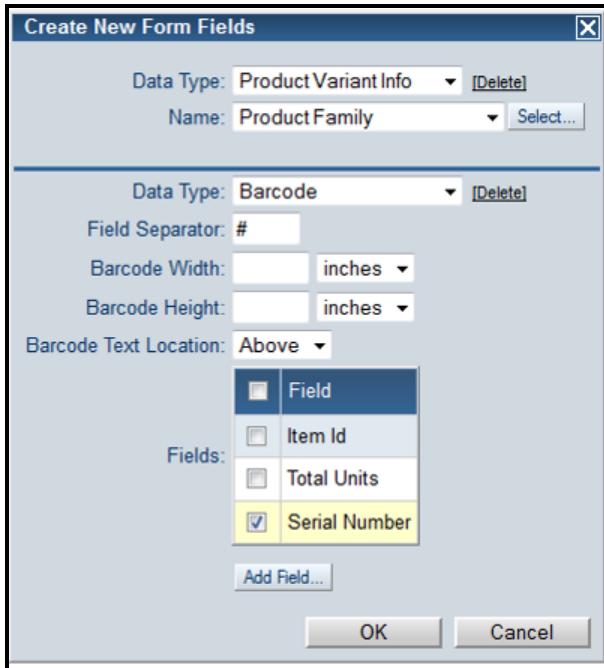
Add Data

Add the information you want to the label.

1. Click **Fields**.



2. Click the gray area or click **Add Form Field**.



3. Select a **Data Type**.
4. Select or change the Name, if desired.
5. Select the form of the data in the **Data Type** field.
6. To add more information to the same row, select the field in the list of **Fields**, then click **Add Field**.

The label appears as follows:

Label Form

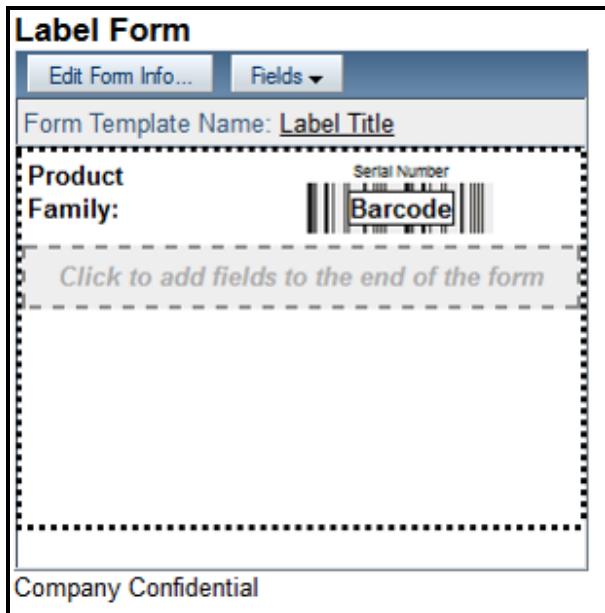
Edit Form Info... Fields ▾

Form Template Name: Label Title

Product Family: **Serial Number**
Barcode

Click to add fields to the end of the form

Company Confidential



7. To add information to a new row, click **Click to add fields to the end of the form** or click **Add Form Field**.

The data appears aligned to the left side, but it will be printed in the center.

Label Form

Edit Form Info... Fields ▾

Form Template Name: Label Title

Product Family: **Serial Number**
Barcode

Barcode

Serial Number

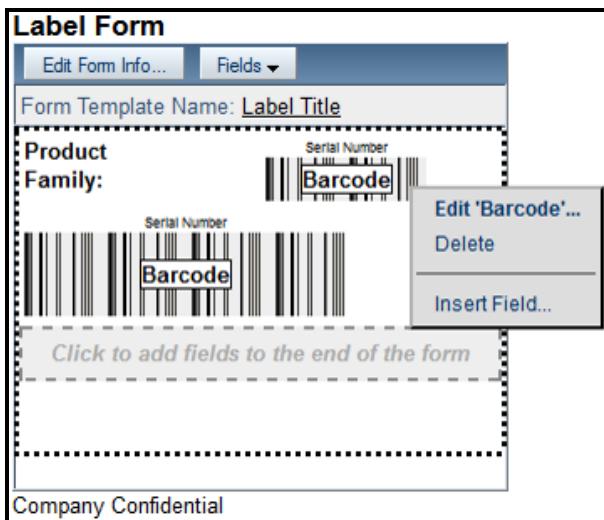
Click to add fields to the end of the form

Company Confidential



8. Click **OK**.

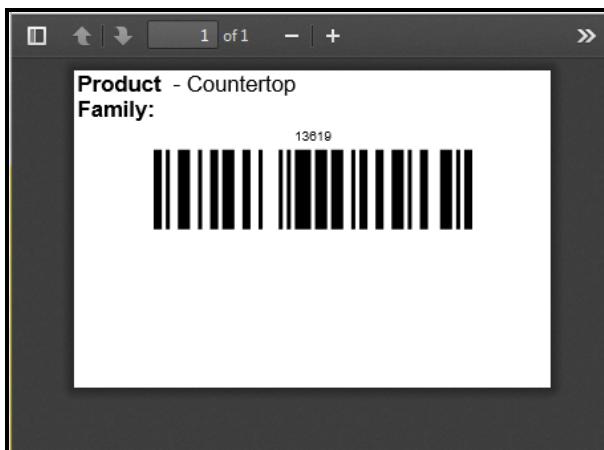
9. To make changes, click the field on the label, then select **Edit**, **Delete**, or **Insert another Field**.



10. Make adjustments as needed, then click **OK**.

Test the Label

1. After you create the label, print it.
2. Check the label over carefully.



3. Make as needed. Having the right information in an easily readable form helps you get the best out of the Moraware Inventory Reconciliation System.

DataBridge, Inc.

Moraware Inventory Reconciliation System

RS30 Startup Guide

Version 1.0

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Prepare the device

1. Open the box and remove the RS30.



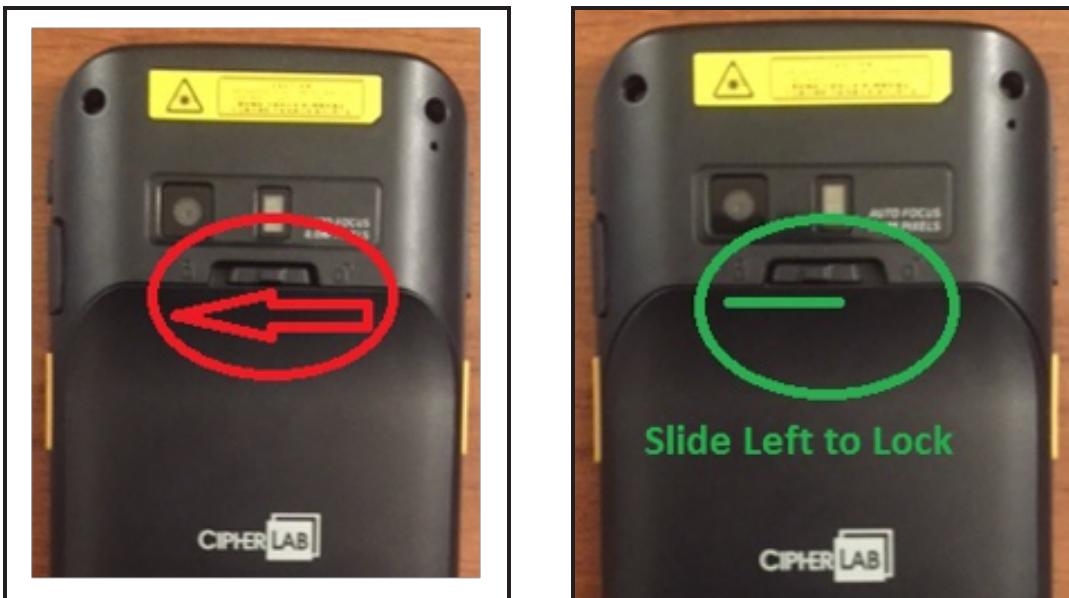
2. Slide right to unlock the back cover.



3. Remove the battery from the box and place it in the RS30.



4. Slide left to lock the back cover. Make sure the back is closed securely.



5. Charge the device.

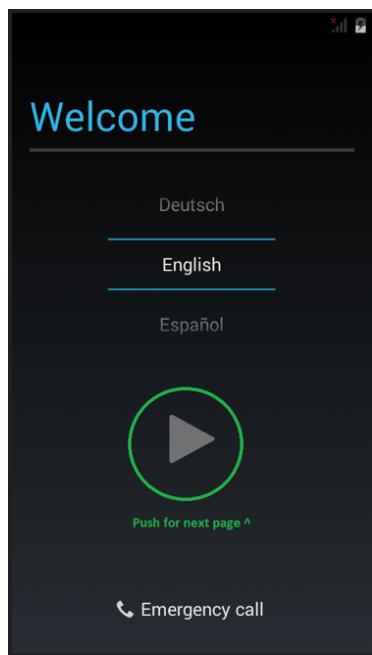


6. Put on the protective boot (if purchased).

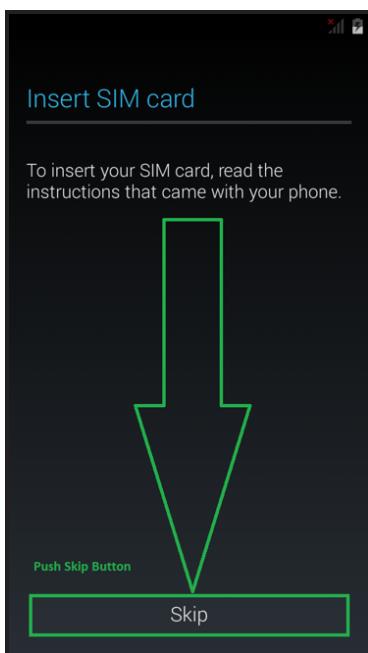


Configure the App

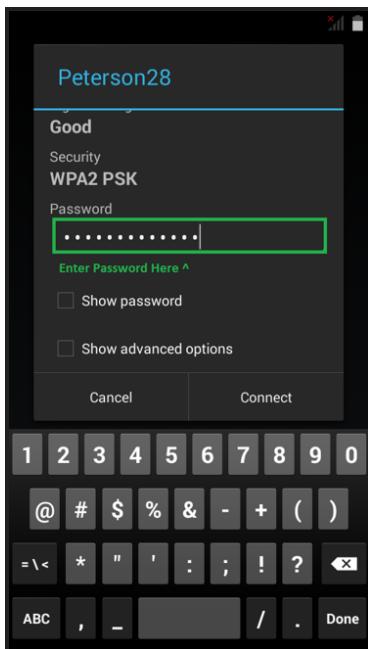
1. Turn on the device.
2. Select the language, then tap ►.



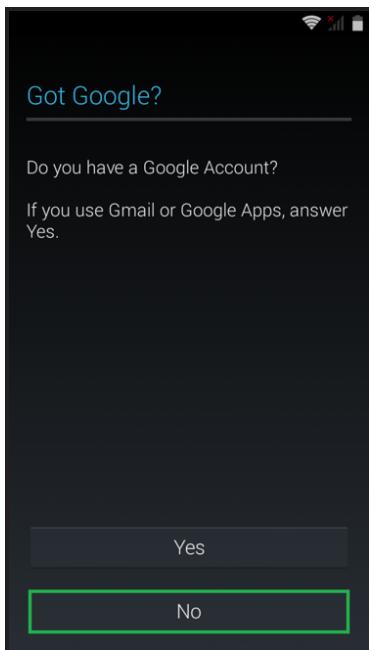
3. Tap **Skip**.



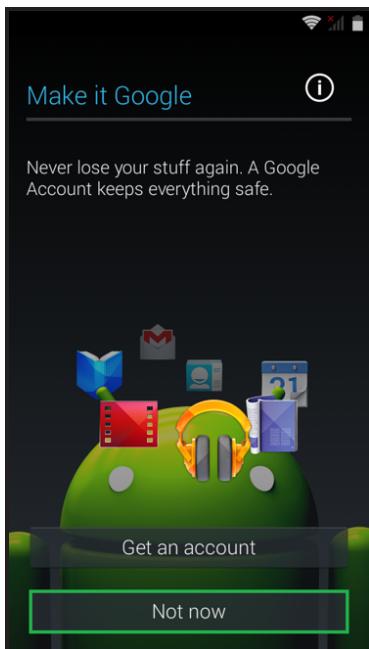
4. Choose your WiFi. Enter the WiFi Password, then tap **Connect**



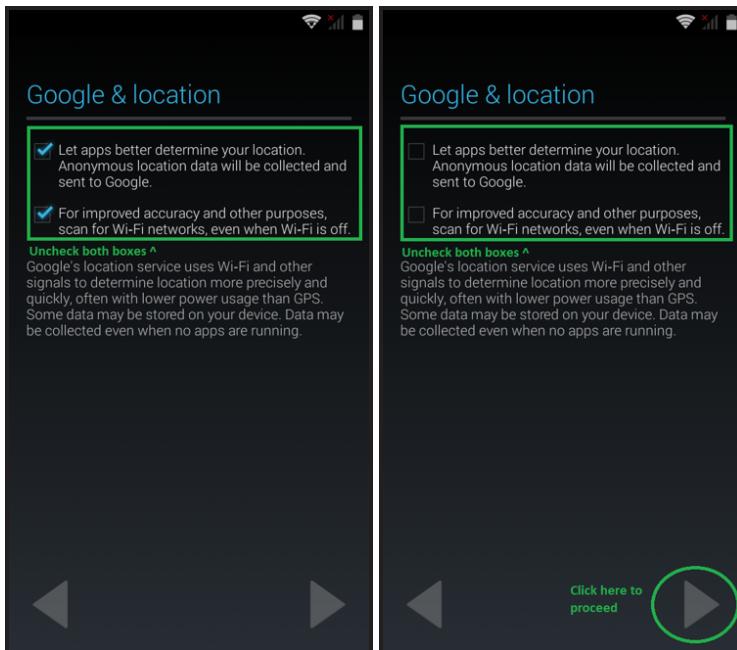
5. Tap **No**.



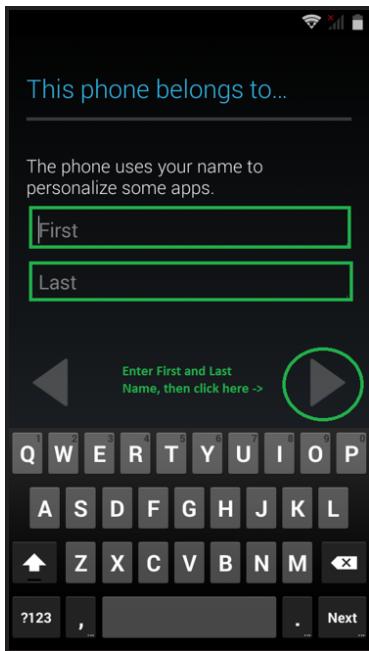
6. Tap **Not Now**.



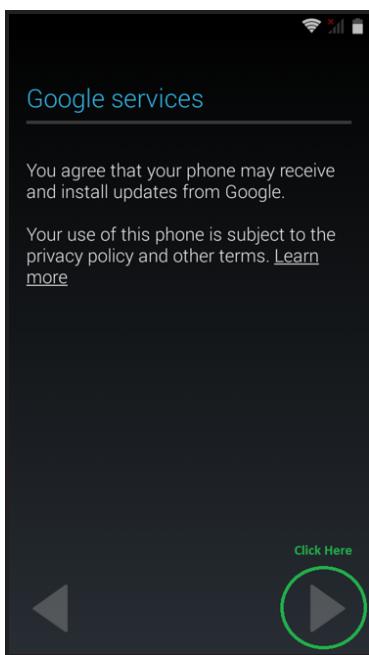
7. Clear both check marks, then tap ►.



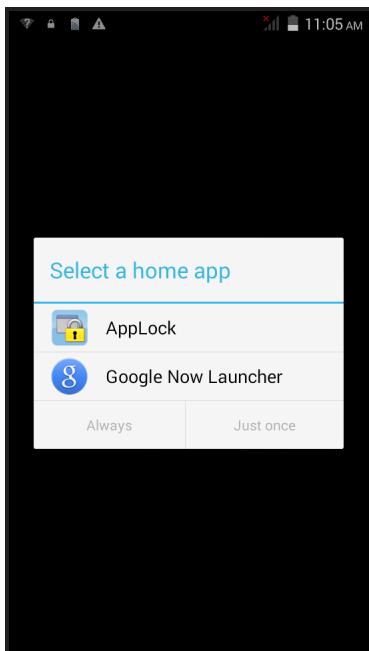
8. Enter your name, then tap ►.



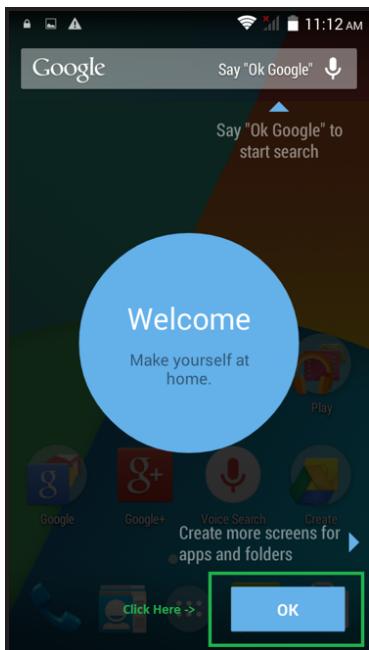
9. Tap ►.



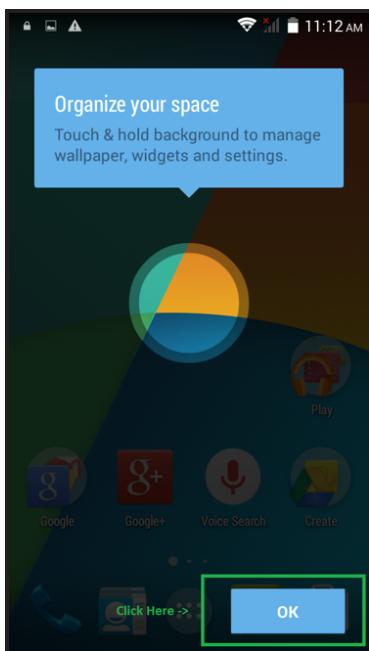
10. Select **Google Now Launcher**.



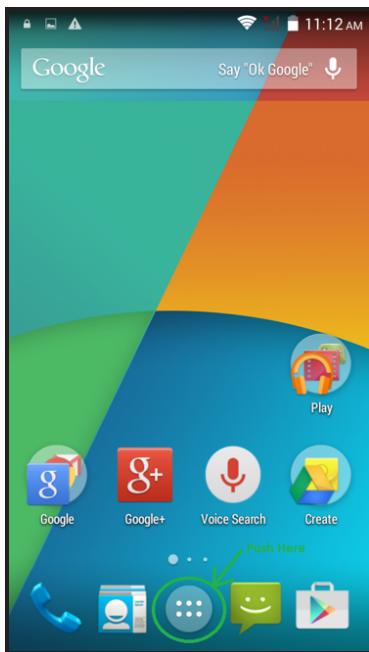
11. Tap **OK**.



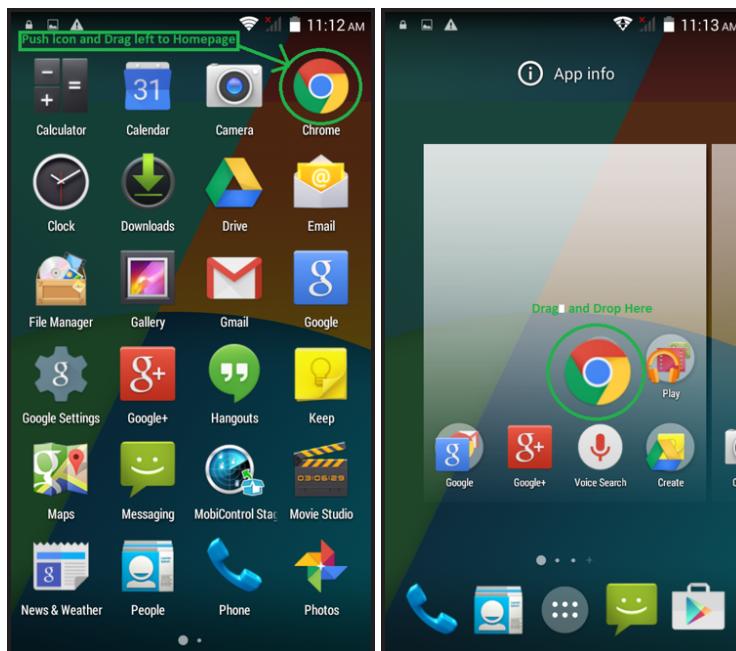
12. Tap **OK**.



13. Tap the home button.

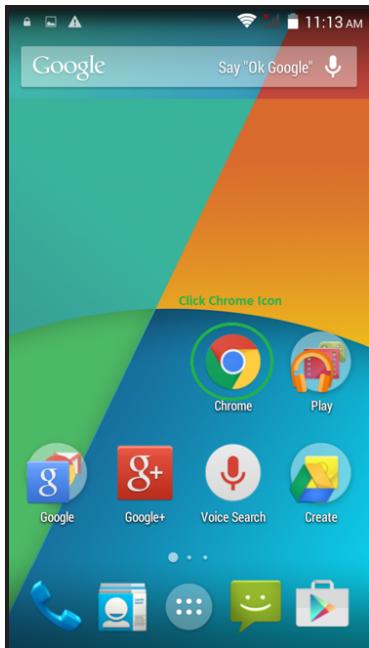


14. Press and hold the Chrome icon, then drag it to the home page.

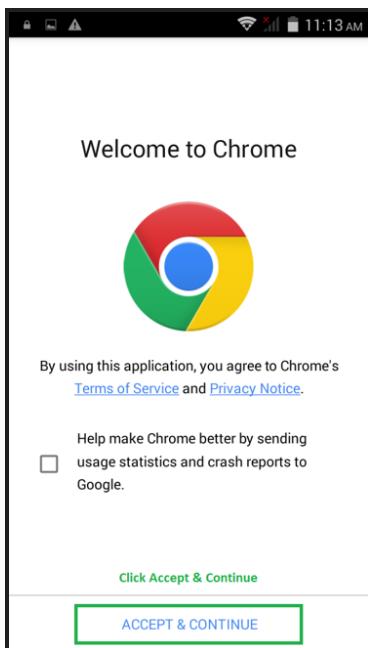


Set Up MIRS

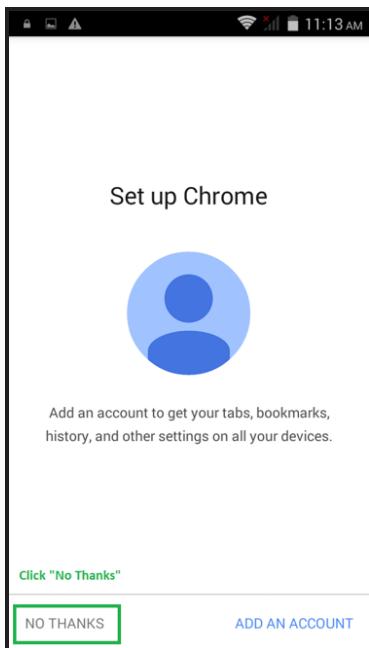
1. Tap the Chrome icon to open the browser.



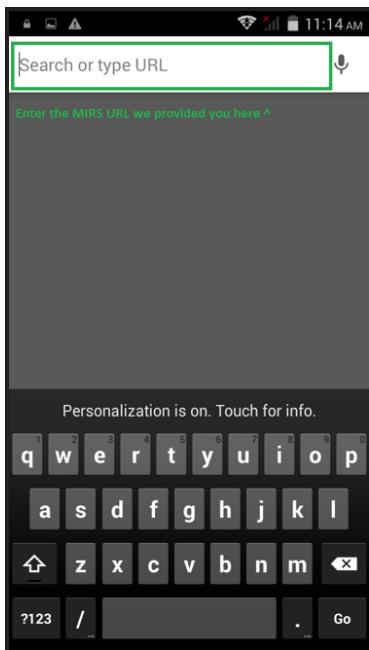
2. Tap **ACCEPT & CONTINUE**.



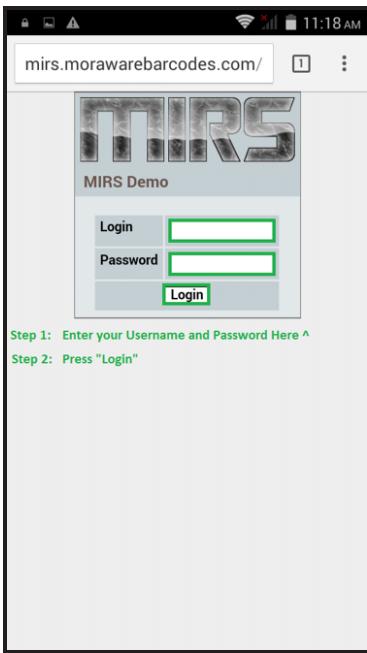
3. Tap **NO THANKS**.



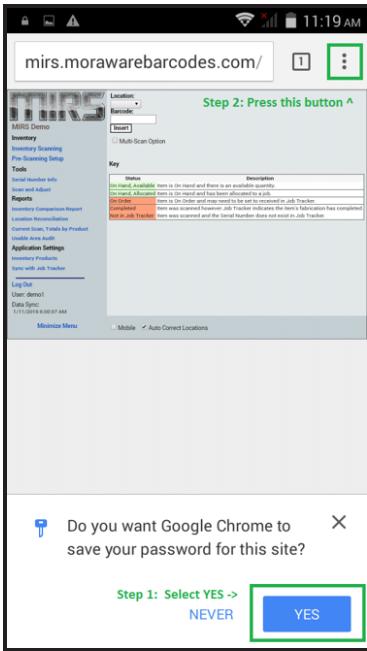
4. Enter the MIRS URL provided by DataBridge, Inc..



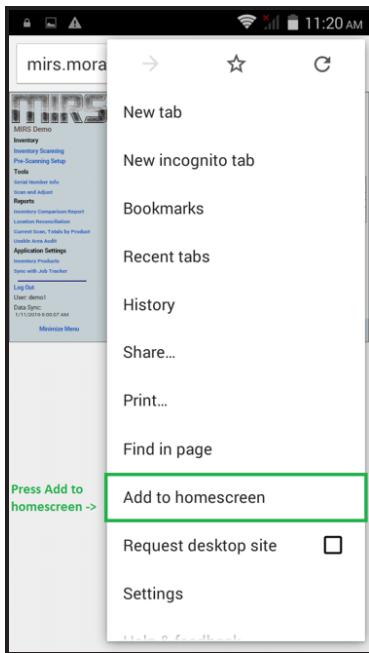
5. Enter your user ID and password, then tap **Login**.



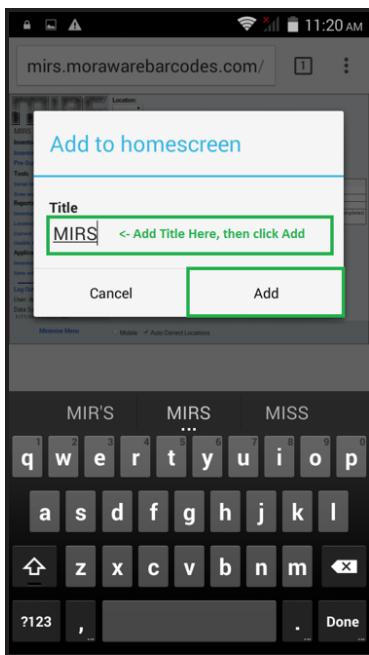
6. Tap **Yes**, then tap the menu box.



7. Tap **Add to homescreen**.



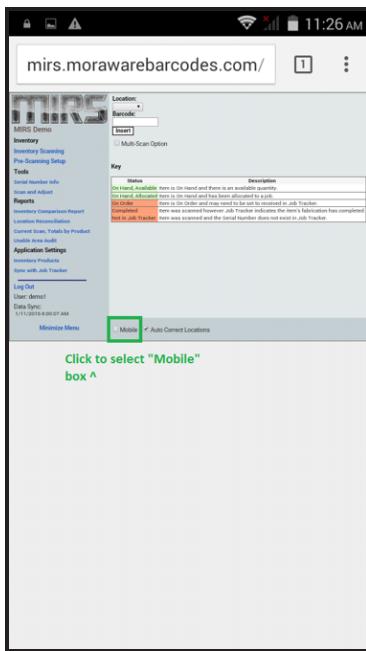
8. Type **MIRS**, then tap **Add**.



9. Press and hold the MIRS icon, then drag it to the home page.



10. Tap **Mobile**.



11. MIRS is now ready to be used on your RS30 mobile computer.