



DataSplice®  
Inventory Overview  
Users Guide

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## INVENTORY

### 1. DESCRIPTION

Inventory is a view designed for looking up inventory items. After a successful search on an item, users can perform counts, transfers, issues, etc... For the selected inventory item.

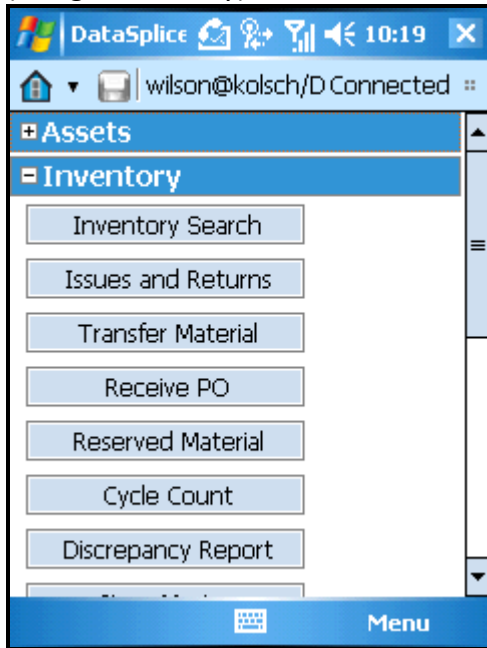
### 2. FIELDS

Below is a listing of the fields included in this view.

Field Name	Description
<b>Item</b>	The identification number of the item being issued.
<b>Description</b>	The item description.
<b>New Count</b>	Used to enter the value for physical counts.
<b>Last Count</b>	The value of the last physical count.
<b>Current Balance</b>	The current on-hand qty in stock.
<b>Count Date</b>	The date of the last count.
<b>Storeroom</b>	The storeroom location of the item.
<b>Bin</b>	The bin location within the storeroom.
<b>Issue Unit</b>	Unit of Measure for issues of the item.
<b>Catalog Code</b>	Typically vendor part number.
<b>Manufacturer</b>	The item manufacturer.
<b>Model Number</b>	The manufacturer's part/model number.
<b>Vendor</b>	Company the item was purchased from.
<b>Min Level</b>	Minimum stock level.
<b>Max Level</b>	Maximum stock level.
<b>Category</b>	Item category (Stock, Non-stock, Obsolete, etc...)
<b>Rotating</b>	Specifies if the item is a rotating equipment spare.
<b>Reconciled</b>	Specifies if the item's last count has been reconciled.
<b>Count Frequency</b>	The number of days scheduled between each physical count.
<b>ABC Type</b>	Used in conjunction with count frequency. Determines how often to count the item.
<b>Days Until Count</b>	Calculated value. Shows how many days before an item is due to be counted.
<b>Item Type</b>	The type for this record (ITEM, TOOL, STDSERVICE).

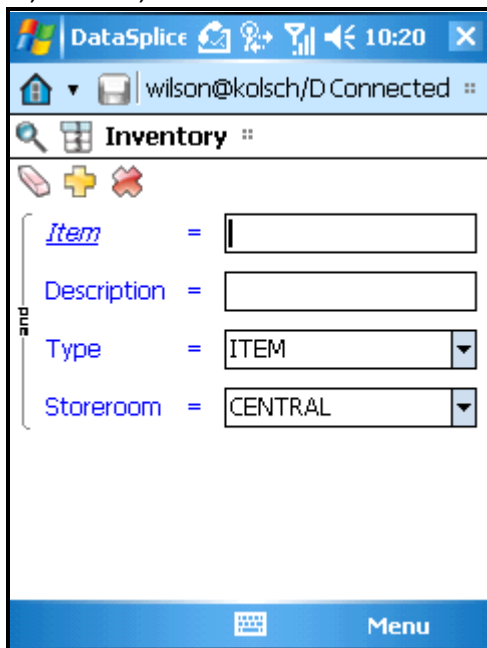
### 3. USING THE VIEW

To access the Inventory Search screen, tap on the name with the stylus, or highlight the name (using the tab key) and hit the “Enter” key.



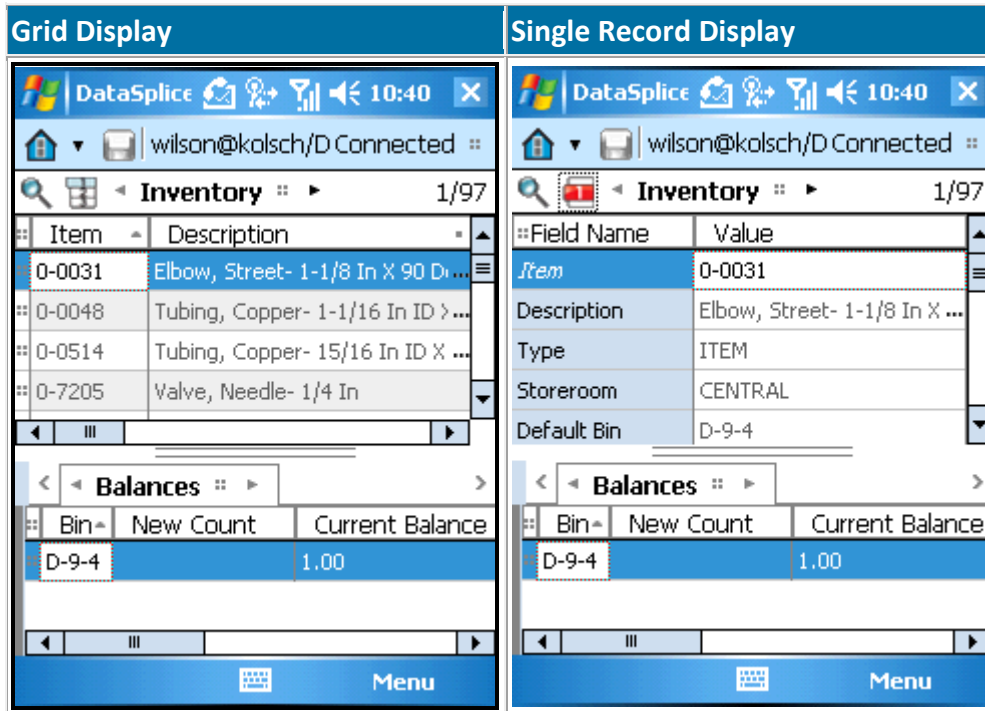
### 4. SEARCHING FOR RECORDS

The Inventory screen initially displays a predefined filter for searching for inventory items. Key in, or scan, the desired values to search on then hit the “Enter” key.



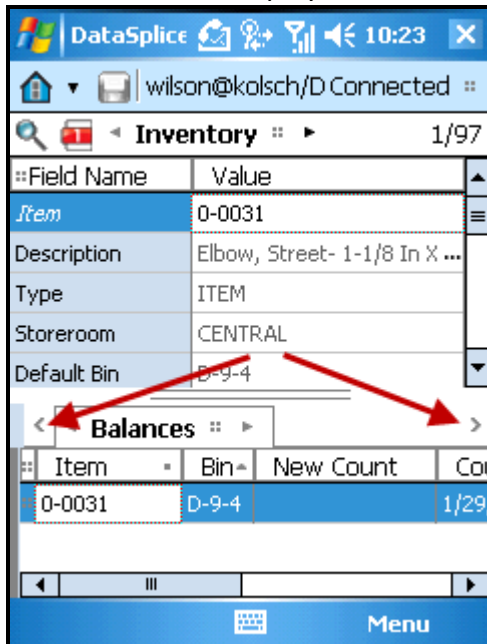
Optionally, you can tap on either of the display mode toolbar buttons:

- Display results in Grid Mode. - Display results in Single Record Mode.



## 5. DETAIL TABS

Users can access the detailed data for the selected item by tapping on the arrow keys on either side of the client display screen.



The different tabs will be displayed. Tap on a particular tab to select it.

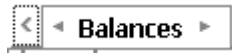
Balances

Issues and Returns

Transfers

Where Used

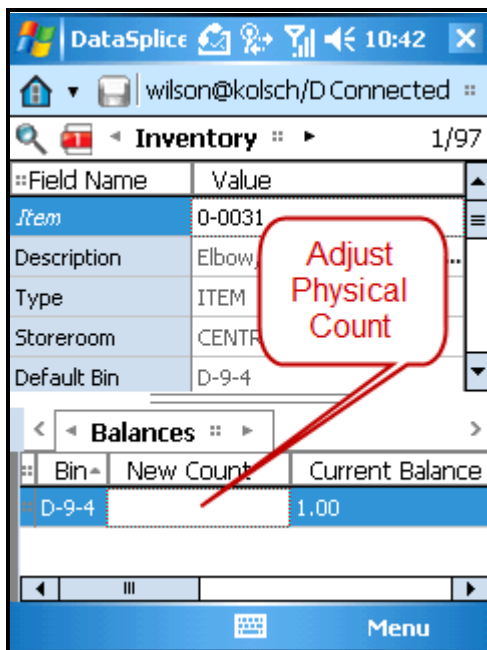
The tab will be displayed in bold.




## 6. BALANCES

### Entering a New Physical Count

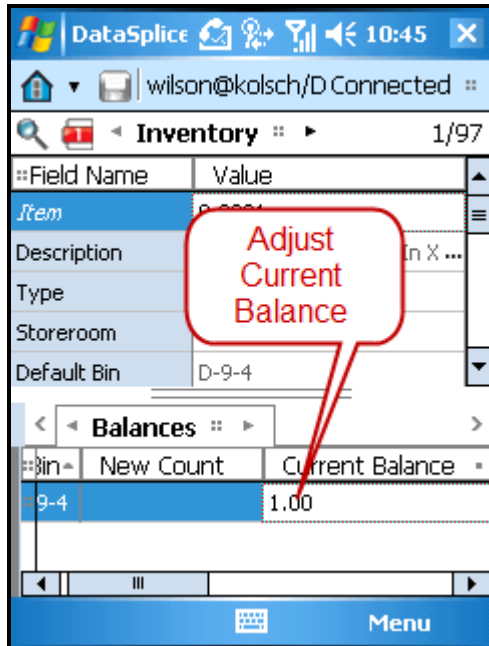
To enter a physical count, edit the New Count field by entering the quantity of the count into the value cell. This can only be performed if the user has the proper permissions to do so in Maximo.




Tap on the Filter  button to return to the filter screen to search for more items. Or, user can scan the item barcode to automatically search for that item.

## 7. ADJUSTING CURRENT BALANCE

To adjust the current balance, edit the Current Balance field by entering the desired quantity into the value cell. This can only be performed if the user has the proper permissions to do so in Maximo.

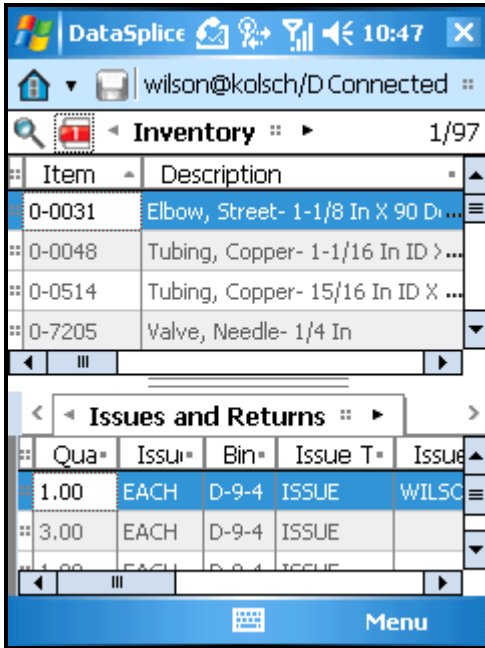


Tap on the Filter  button to return to the filter screen to search for more items. Or, user can scan the item barcode to automatically search for that item.

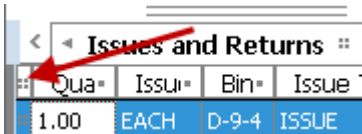


## 8. ISSUES AND RETURNS-CREATE NEW RECORD

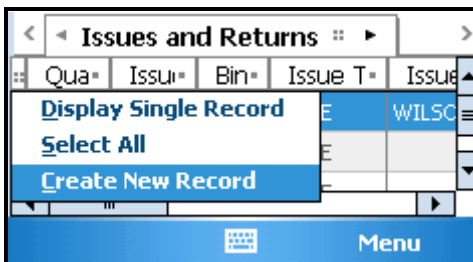
User can create a new issue or return record for the selected item.



To access the Grid Menu, tap on the grid handle in the upper left corner of the data grid.



Using the Grid Menu, select the Create New Record option.



A new transaction is created and displayed in the data grid.

Qua	Issu	Bin	Issue T	Issue
1.00	EACH	D-9-4	ISSUE	WILSC
1.00	EACH	D-9-	ISSUE	
1.00	EACH	D-9-4	ISSUE	

DataSplice will insert the new record, into the grid, just below the record that had focus. Enter the desired values for Issue To, Work Order, Asset or Location. Note: at least one of these values must be specified.

Field Name	Value
Issue To	WILSON
Work Order	1004
Asset	11230

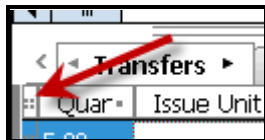
## 9. TRANSFERS

### Create New Record

User can create a new transfer record for the selected item.

The screenshot shows the DataSplice application interface. At the top, the title bar says 'DataSplice' and the user is logged in as 'wilson@kolsch/D Connected'. Below that is the 'Inventory' list with 2/97 items. The selected item is '0-0048 Tubing, Copper- 1-1/16 In ID >...'. Below the inventory list is a 'Transfers' form with columns: Quar, Issue Unit, From Store, and To Store. The form currently displays 'No records to display'.

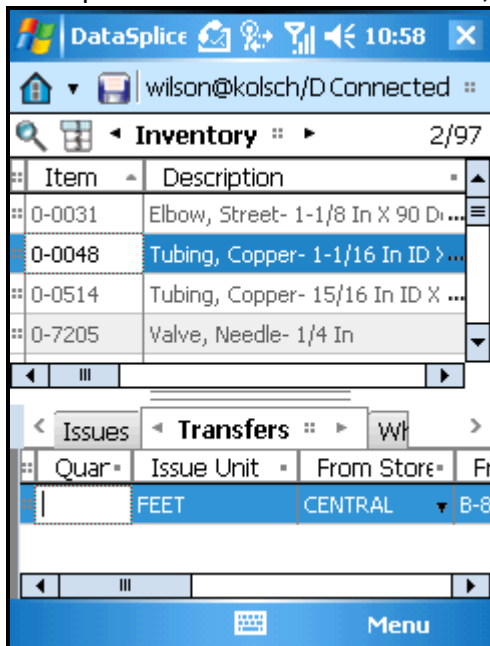
To access the Grid Menu, tap on the grid handle in the upper left corner of the data grid.



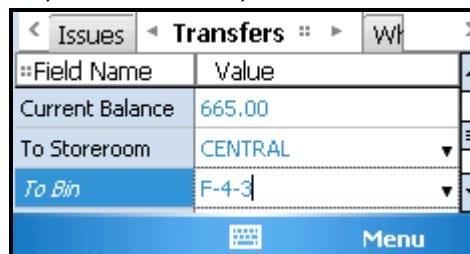
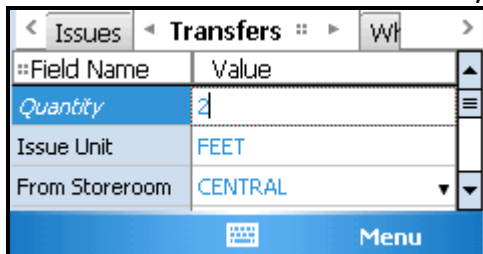
Using the Grid Menu, select the Create New Record option.



DataSplice will insert the new record, into the grid, just below the record that had focus.



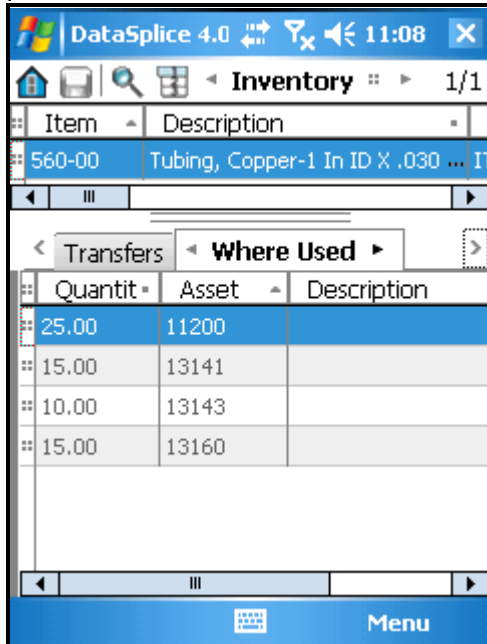
Enter the desired values for Quantity, From Bin, To Storeroom, and To Bin.



## 10. WHERE USED

### Item / Spare Parts Display

This tab provides a read-only display of the assets that contain the selected item in their spare parts list.



The screenshot shows the DataSplice 4.0 application window. The title bar indicates the application name and the time 11:08. The main window has a navigation bar with 'Inventory' and '1/1'. Below this is a table with columns 'Item' and 'Description'. The selected item is '560-00' with the description 'Tubing, Copper-1 In ID X .030 ... I'. Below this, there are tabs for 'Transfers' and 'Where Used'. The 'Where Used' tab is active, showing a table with columns 'Quantit', 'Asset', and 'Description'. The data in this table is as follows:

Quantit	Asset	Description
25.00	11200	
15.00	13141	
10.00	13143	
15.00	13160	

At the bottom of the window, there is a 'Menu' button.