



User documentation Inventar-Manager



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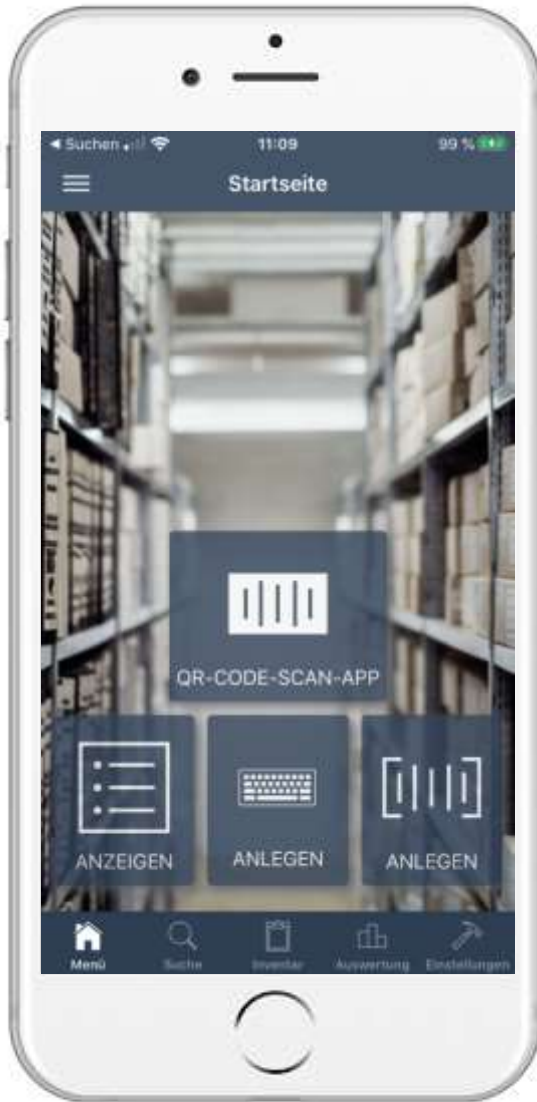
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1. How do you create an inventory?



1.1 Preparation

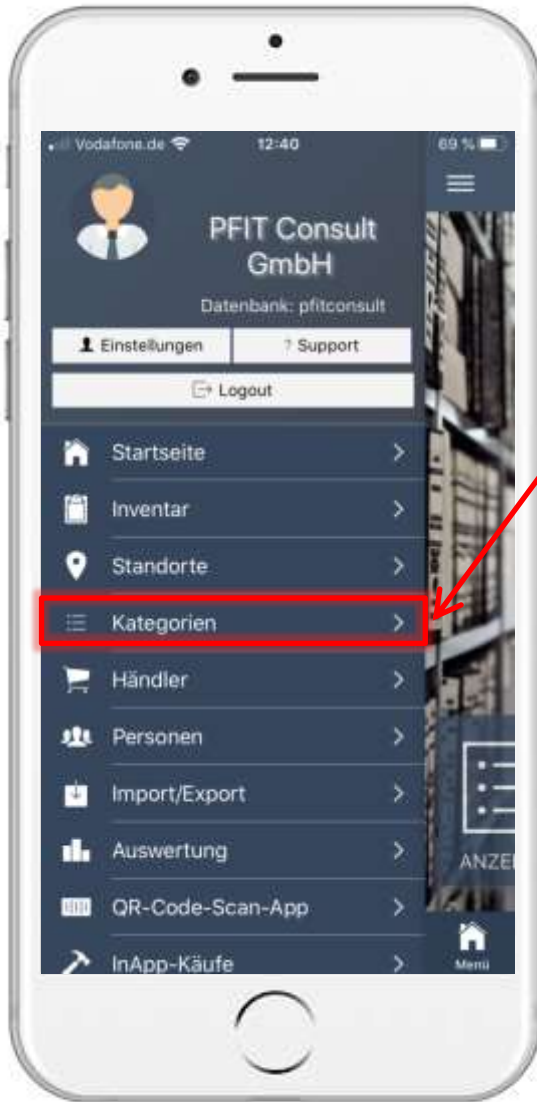
- The following information is required:
 - Categories
 - Locations and spaces
 - Dealer
 - Person
- If this information already exists, you can skip points [1.1.1](#) to [1.1.4](#) and start with [1.2](#).



1. How do you create an inventory?

1.1.1 Create categories (1)

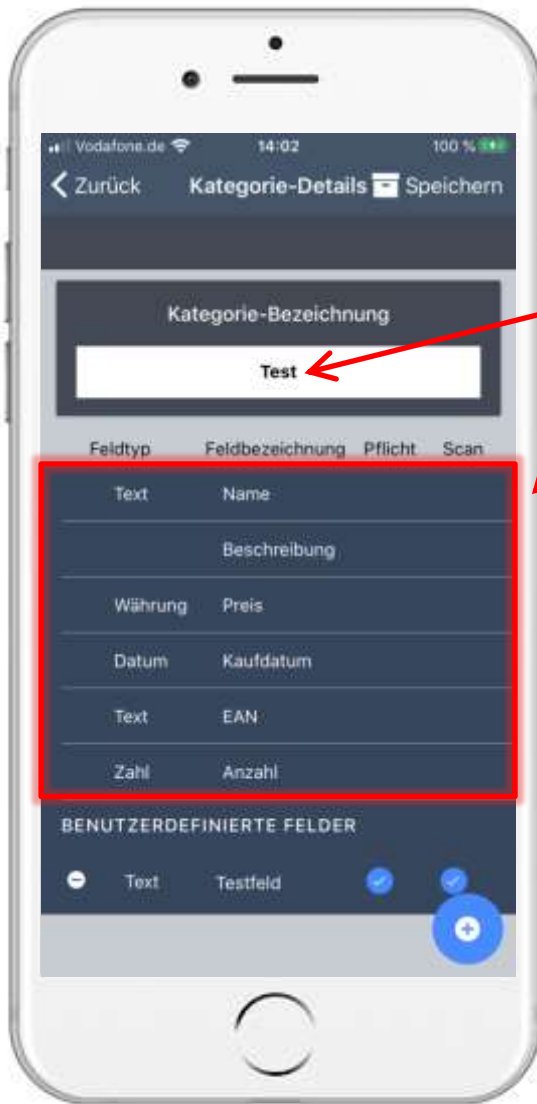
- On the start page, tap the symbol in the top left: 
- The menu shown opens
- Tap on the "Categories" tab
- A new window is opening up
- Tap the following symbol in the bottom right: 



1. How to create an Inventory?

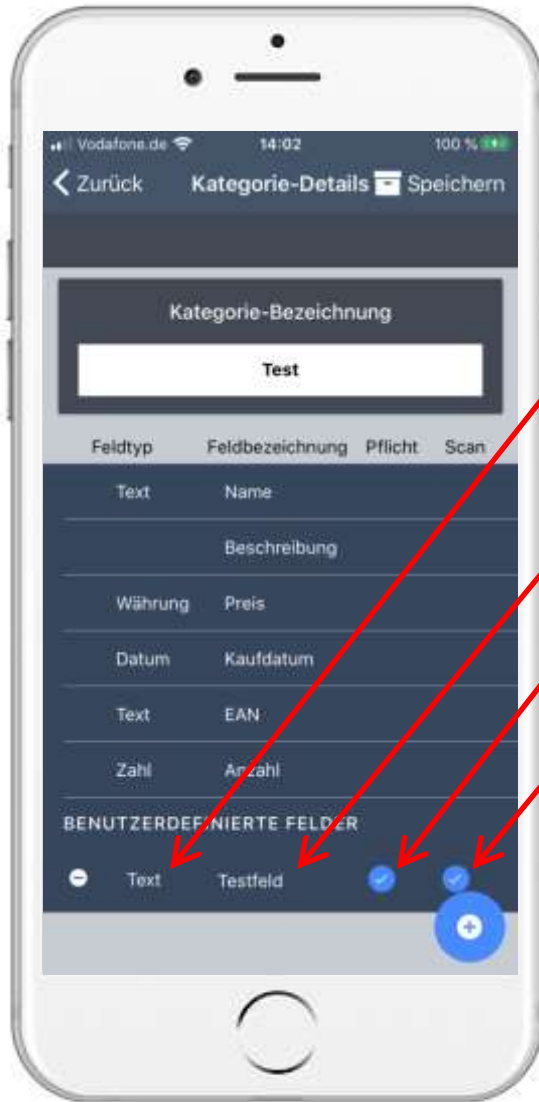
1.1.1 Create Categories(2)

- That will open the following window
- Write here to give the category a name e.g. „Test“
- The category has automatic preset panels, you can not change these
- To add a new panel, touch on the down right on the following symbol:



1. How to create an Inventory?



1.1.1 Create Categories(3)

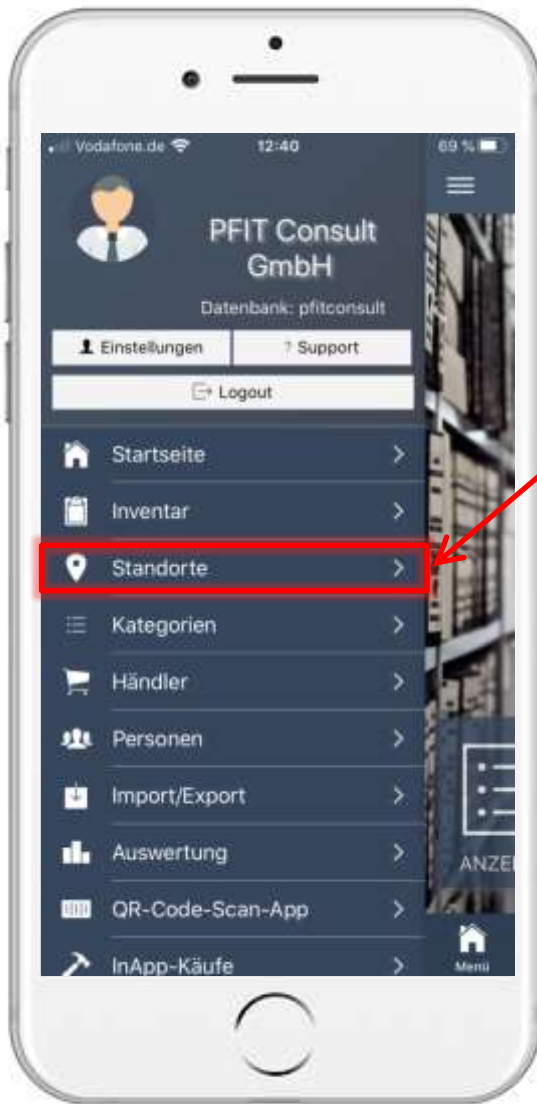


- This will create a new panel
- Touch on: **Text** , to change type (like currency, time, text, etc.)
- Touch on: **Name of the panel** , to give a name to the panel
- If you want to fill the panel by scanning, touch here
- If you want, that this panel needs to be filled in order to proceed, touch here
- At the end: touch **Save** on the top right
- After the creation process you'll end up in the details, touch on **Menu** to return to the menu

1. How to create an Inventory?

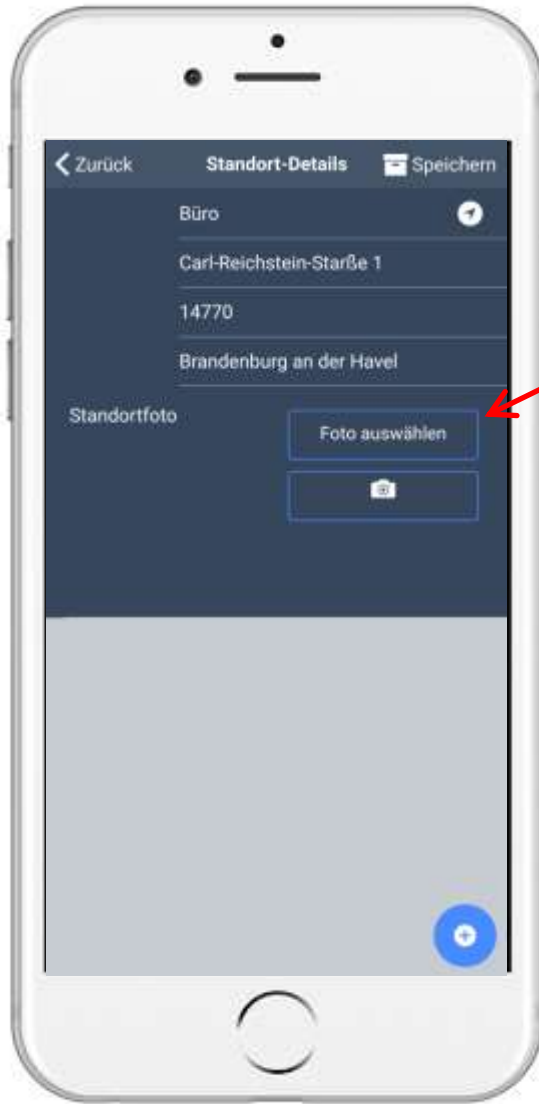
1.1.2 Create Locations(1)




- On the main page touch top left on the symbol : 
- This will open the following menu
- Touch the index tab „Locations“
- This will open a new window
- Touch on the down right on this symbol: 



1. How to create an Inventory?

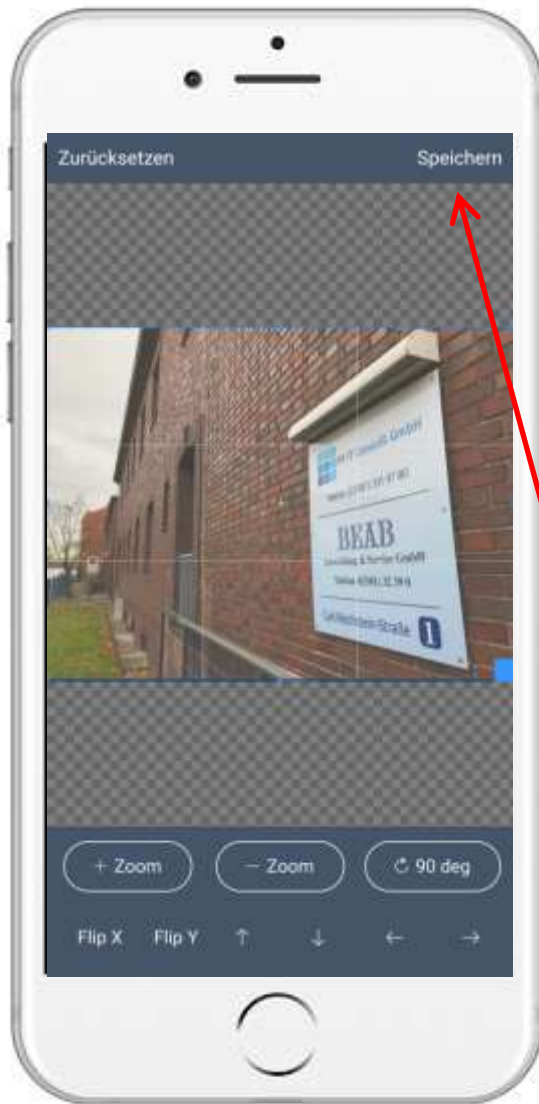
1.1.2 Create Locations(2)



- Type in the needed data, like name, street name, Etc.
- Touch on:  , to add a photo to the location
 - Tutorial in [1.2.1](#)
- Touch here to add rooms to the location
- At the end: touch  on the top right
- After the creation process you'll end up in the details, touch on  to return to the menu

1. How to create an Inventory?




1.1.2 Add a photo

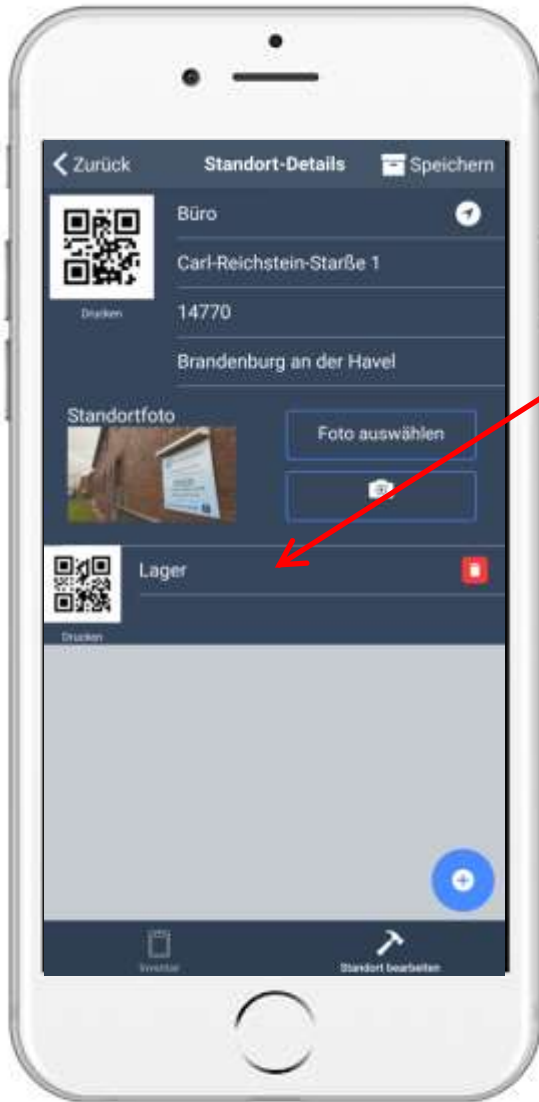


- This will open the following menu
- Touch on **Take Photo** , if you want to make a photo with the camera
- Touch on **Photo Library** , to use a picture you already did make
- This will open the cutting tool:
- Cut the picture to the size you want, then hit: **Save**

1. How do you create an inventory?

1.1.2.1 Create location

- Tap the following symbol at the bottom right to add rooms to the location 
- Then a field appears in which you can name the room
- At the end tap 
- After creating, you will get to the location view, tap  to return to the menu



1. How to create an Inventory?

1.1.2 Create Merchants(1)

- On the main page touch top left on the symbol:

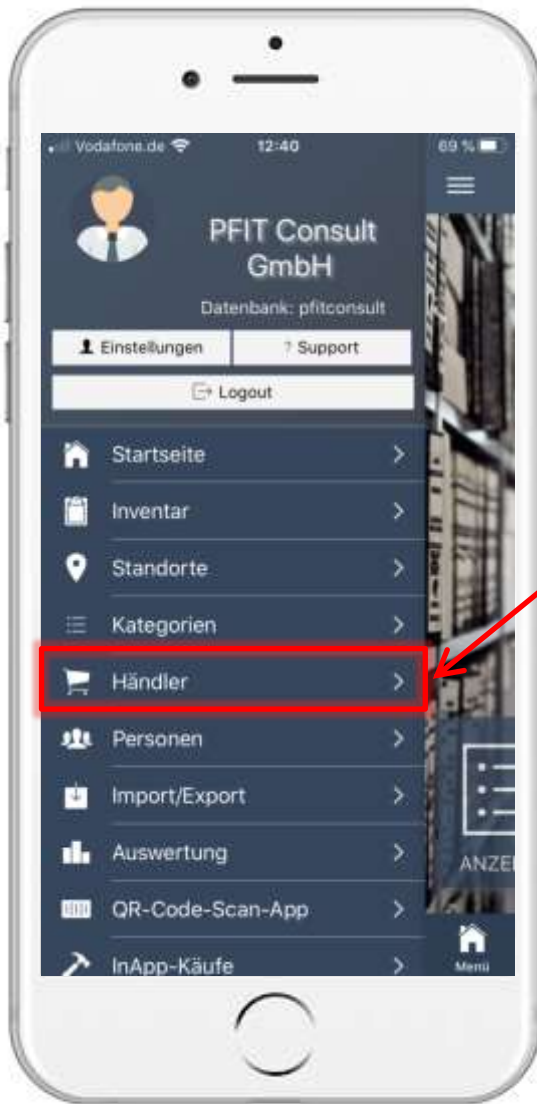
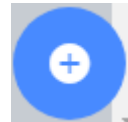


- That will open the following menu

- Touch the index tab „Merchants“




- This will open a new window

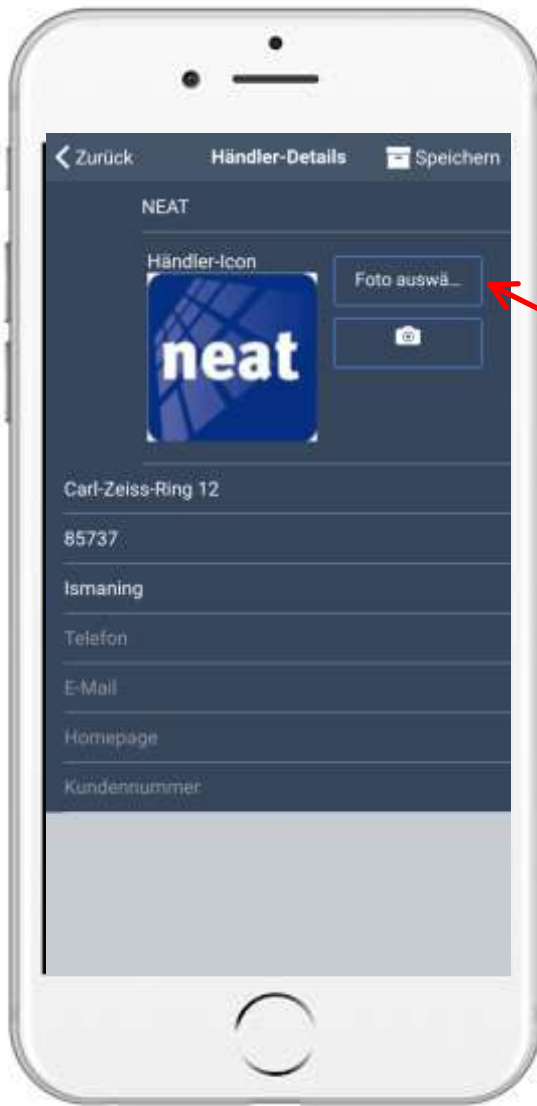
- Touch on the down right on this symbol:



1. How to create an Inventory?



1.1.3 Create Merchants(2)

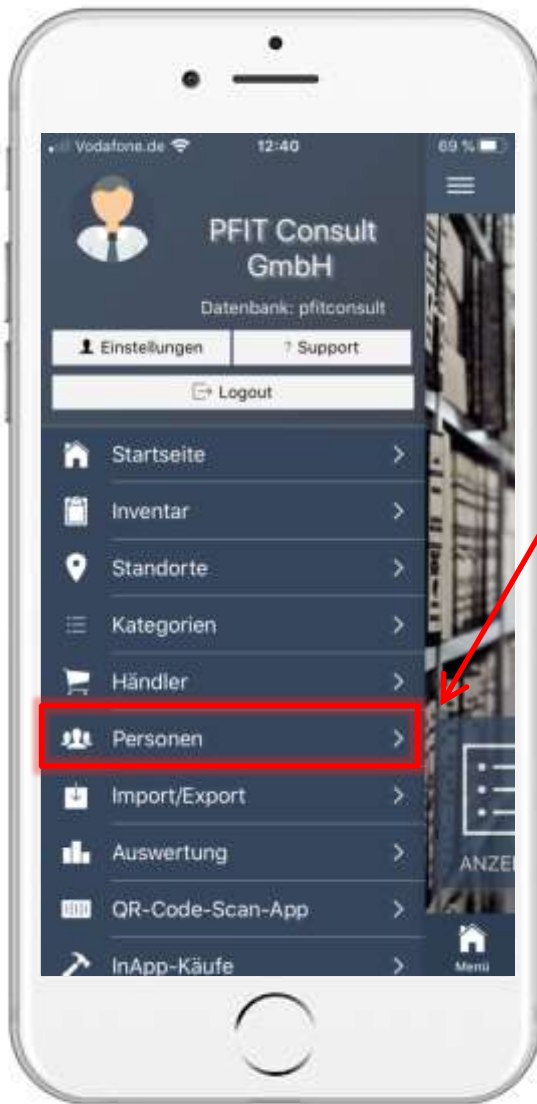
- Type in the needed data, like name, street name, Etc.
- Touch on  , to set a photo to the seller
- At the end: touch  on the top right
- After the creation process you'll end up in the details, touch on  to return to the menu



1. How to create an Inventory?

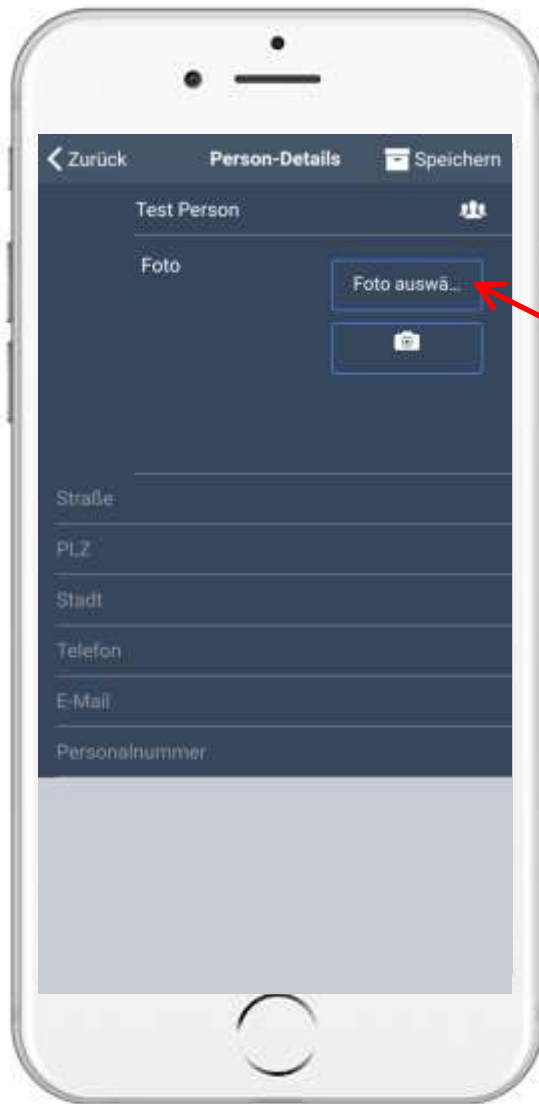
1.1.4 Create Persons(1)




- On the main page touch top left on the symbol: 
- That will open the following menu:
- Touch the index tab „Persons“
- This will open a new window
- Touch on the down right on this symbol: 



1. How to create an Inventory?



1.1.4 Create Persons(2)

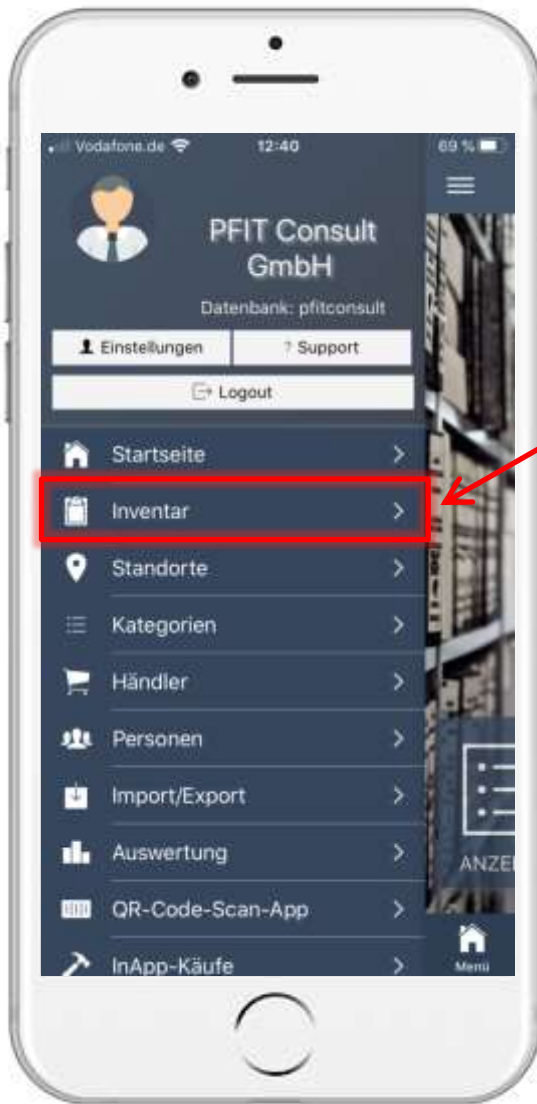


- Type in the needed data, like name, street name, Etc.
- Touch on , to set a photo to the person
- At the end: touch  on the top right
- After the creation process you'll end up in the details, touch on  to return to the menu

1. How to create an Inventory?

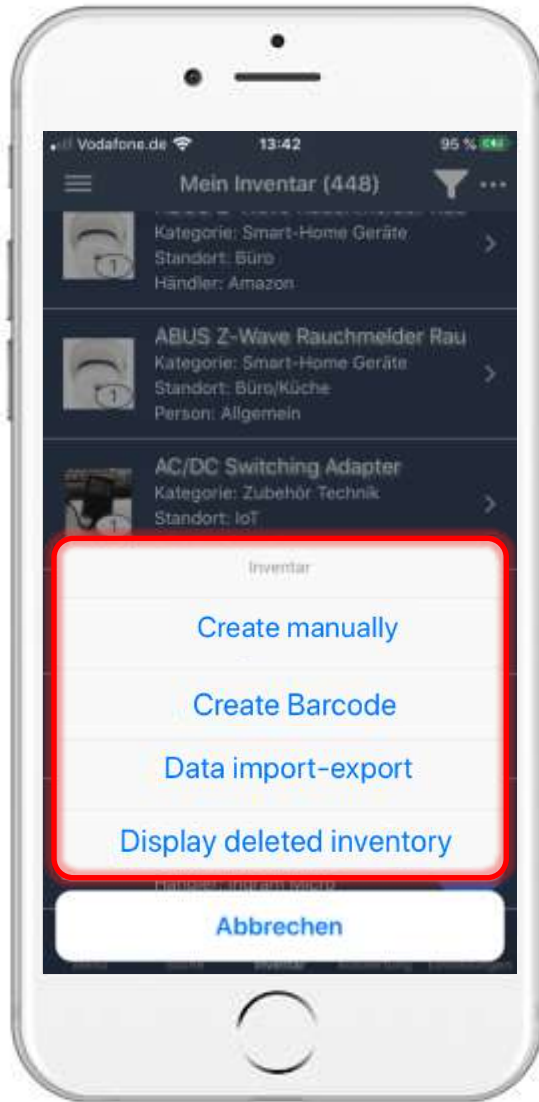
1.2 Add Items(1)

- On the main page touch top left on the symbol: 
- That will open the following menu:
- Touch the index tab „Inventar“
- This will open a new window
- Touch on the down right on this symbol: 



1. How to create an Inventory?





1.2 Add Items(2)

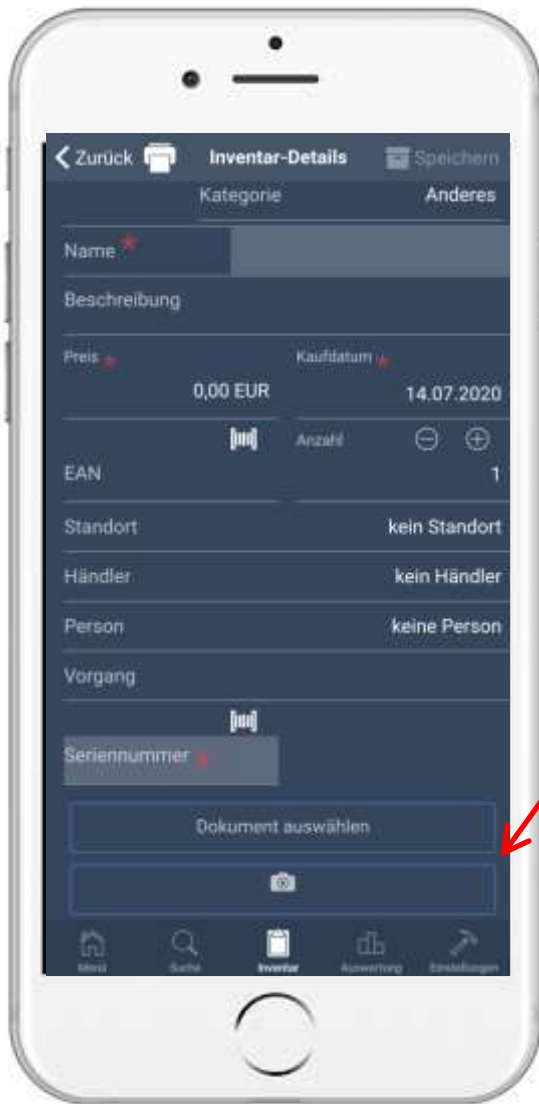


- This will open the following menu
- Touch on **Create manually** when you want to add your items manually, read [1.2.1](#)
- Touch on **Create Barcode** when you want to add your items by barcode , read [1.2.2](#)
- Touch on **Data import-export** when you want to add your items from external sources, read [1.2.3](#)
- Touch on **Display deleted inventory** when you want to look add the deleted items , read [1.2.4](#)

1. How to create an Inventory?

1.2.1 Add Items manually

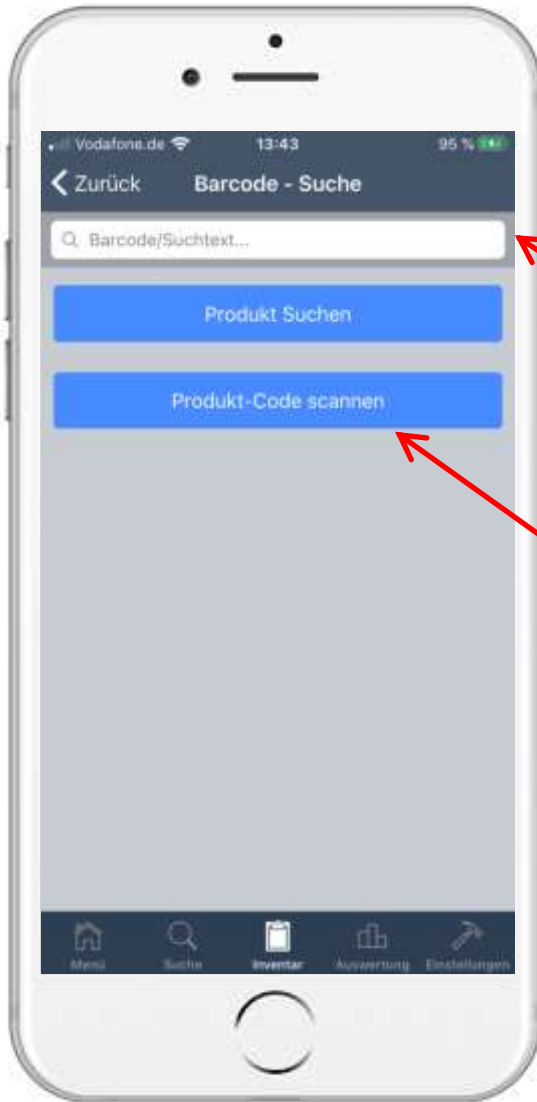
- This will open the following window
- Touch on **Bitte eine Kat...**, and choose a category
- Type in the needed data, like name, type, Etc.
- Panels with , have to be filled in order to proceed
- Touch on , to add a photo
- At the end: touch  **Save** on the top right
- After the creation process you'll end up in the details, touch on  to return to the menu



1. How to create an Inventory?

1.2.2 Add Items by barcode(1)

- This will open the following menu:
- Type the barcode manually:
 - Type in the known barcode and touch on **Product Search**, the code than is being searched by Google-Shopping
- Scan the barcode:
 - Touch on **Scan product code**



1. How to create an Inventory?

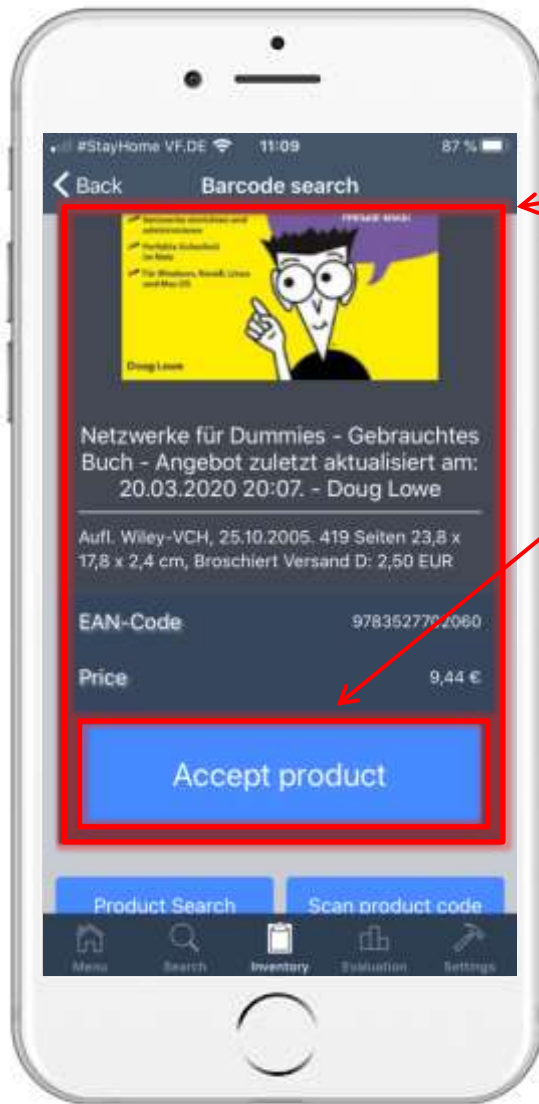
1.2.2 Add Items by barcode(2)

- This will open the camera
- Scan the
 - The barcode has to be in the middle of the square in order to be found



1. How to create an Inventory?



1.2.2 Add Items by barcode(3)

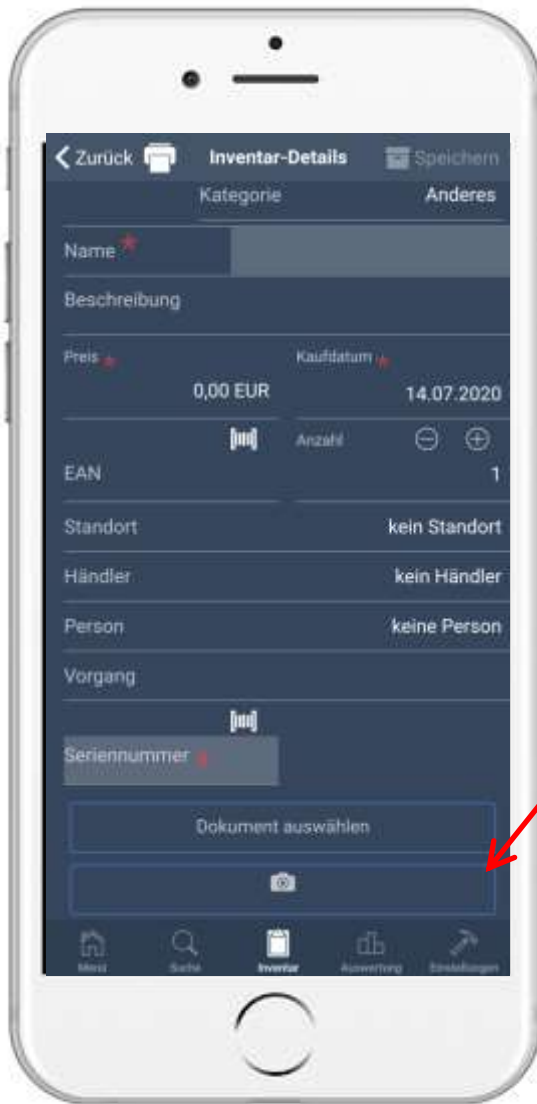


- After an successful scan, the item will be found
- There are some information of the item, if it's already in the database
- Touch on **Accept product**

1. How to create an Inventory?

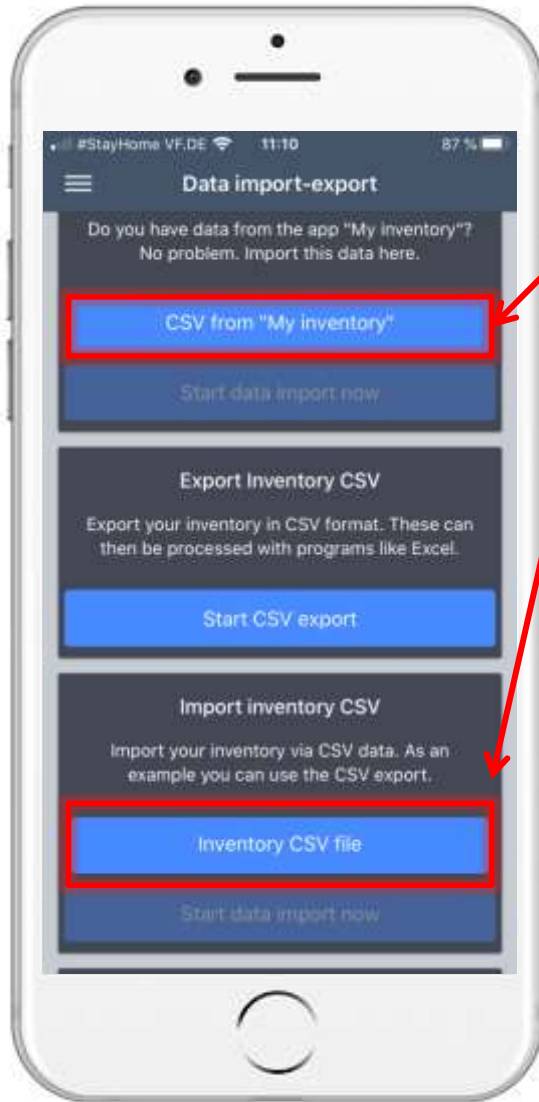
1.2.2 Add Items by barcode(4)

- This will open the following window
- Touch on **Bitte eine Kat...** , and choose a category
- Type in the needed data, like name, type, Etc.
- Panels with ***** , have to be filled in order to proceed
- Touch on  , to add a photo
- At the end: touch **Save** on the top right
- After the creation process you'll end up in the details, touch on  to return to the menu



1. How to create an Inventory?


1.2.3 Add Items as Import(1)

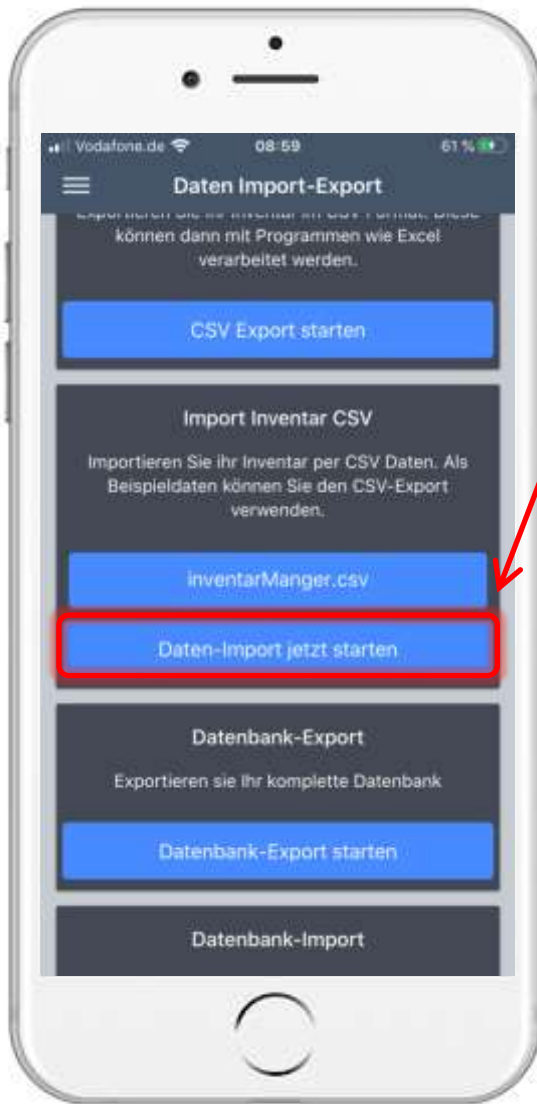


- Touch on **CSV from "My inventory"** or **Inventory CSV file**
- Touch on **Browse** to add the file

1. How to create an Inventory?

1.2.3 Add Items as Import(2)

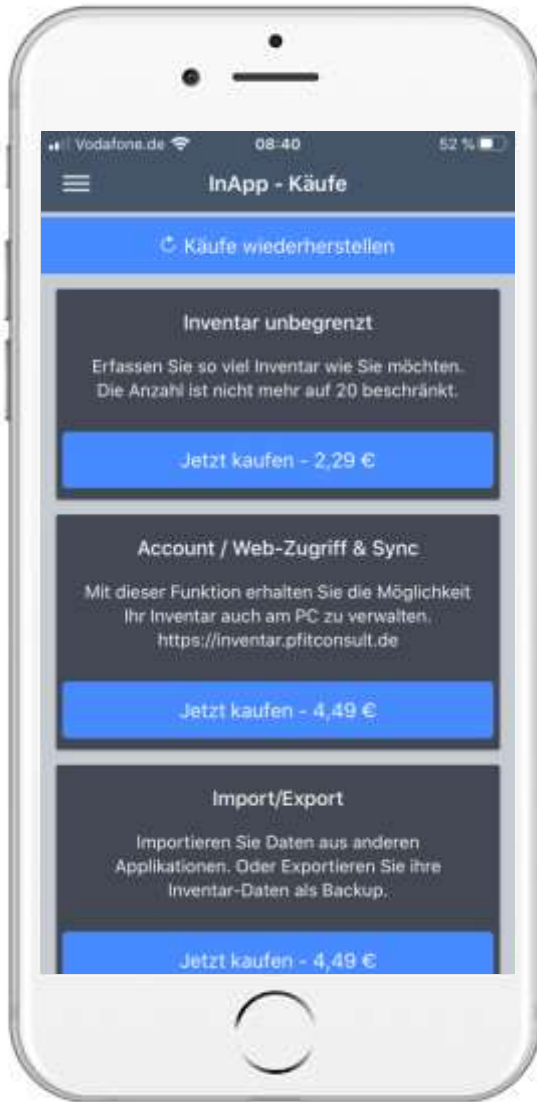
- Touch on your file  , to choose these
- Touch on **Start data import now** , to start the import of the choosen file



1. How to create an Inventory?

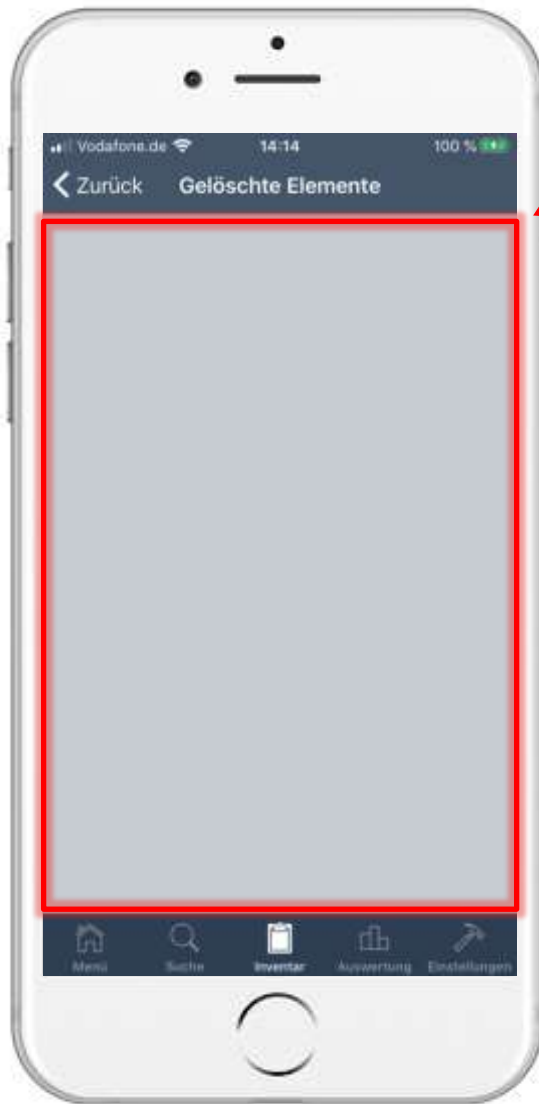
1.2.3.1 InApp-purchases

- Unlimited Inventory:
 - Your inventory can hold more than 20 items
- Account/Web- access & Sync:
 - Allows access by Pc and the synchronization of all the data
- Import/Export:
 - Activate the import- and export function
- Operation:
 - Get access to operations in your inventory
- New User:
 - Get a new user, who can use your inventory
- Create new database:
 - Creates another database



1. How to create an Inventory?

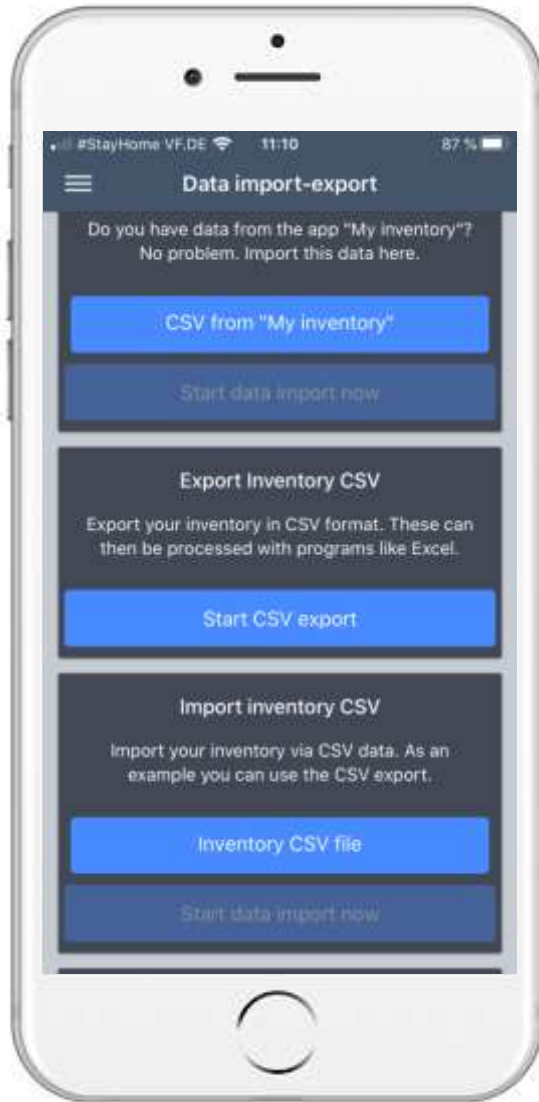
1.2.4 Restore Items



- Here you'll find to deleted items
- Touch on an item to restore it
- Touch on **< Back** , to get to the window before that

2. How to export your Data?

2.1 Data Export



- Touch on **Start CSV export**
- This will open a new window, where you can choose, which inventory details you want to export
- Touch on **Export data** , to create a file of your inventory

2. Data export

2.2 Start export

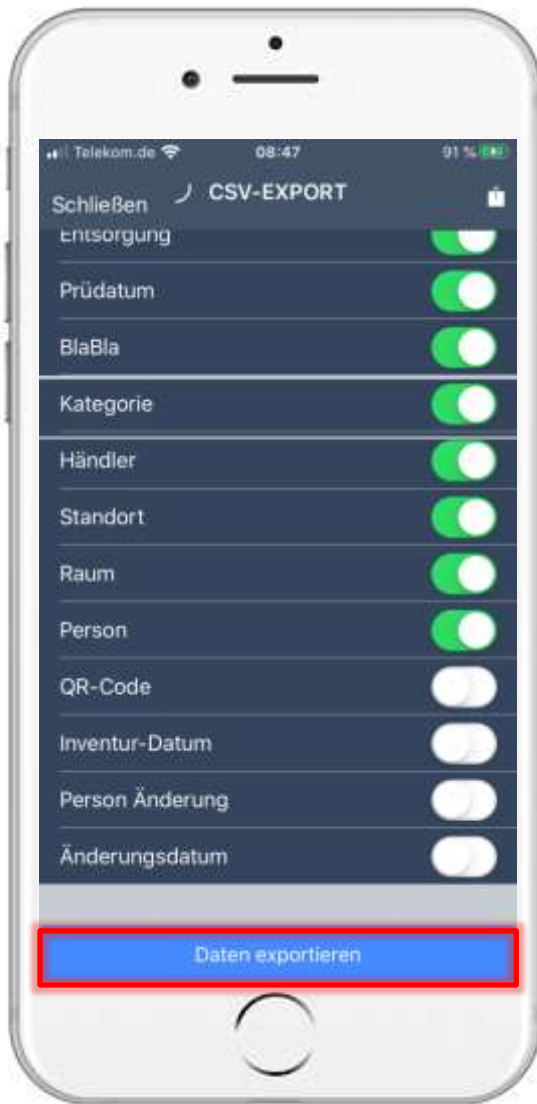
- As soon as you tap on "Start CSV export" another page opens.
- There you can activate and deactivate further export fields at this point.



2. Data export


2.2 Start export

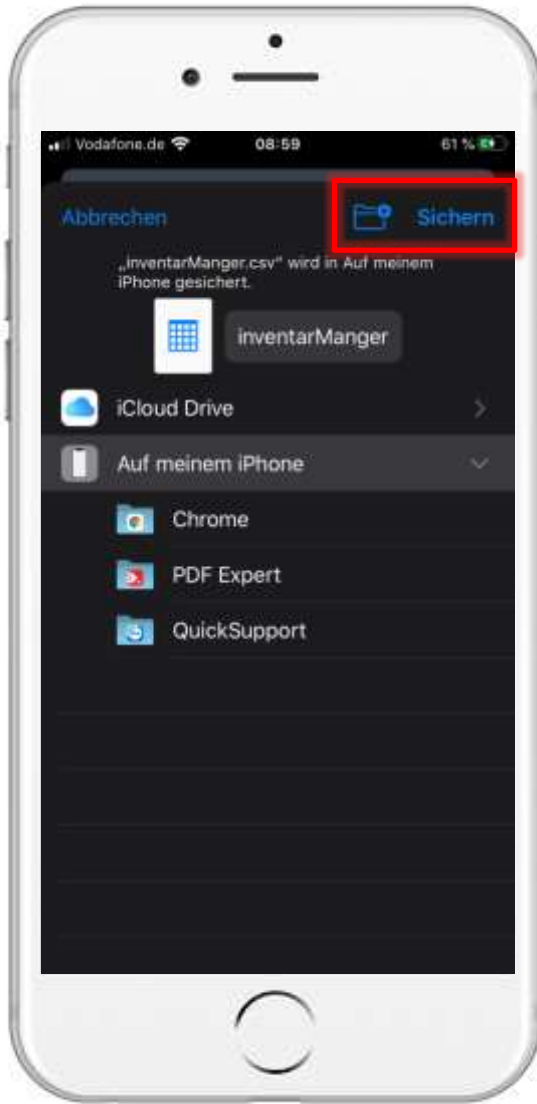
- As soon as you have selected or activated / deactivated your export fields, go to the bottom of the page and tap on "Export data".



2. How to export your Data?

2.3 Data Export

- Touch on  , to save the file on your device
- You can also import this file again



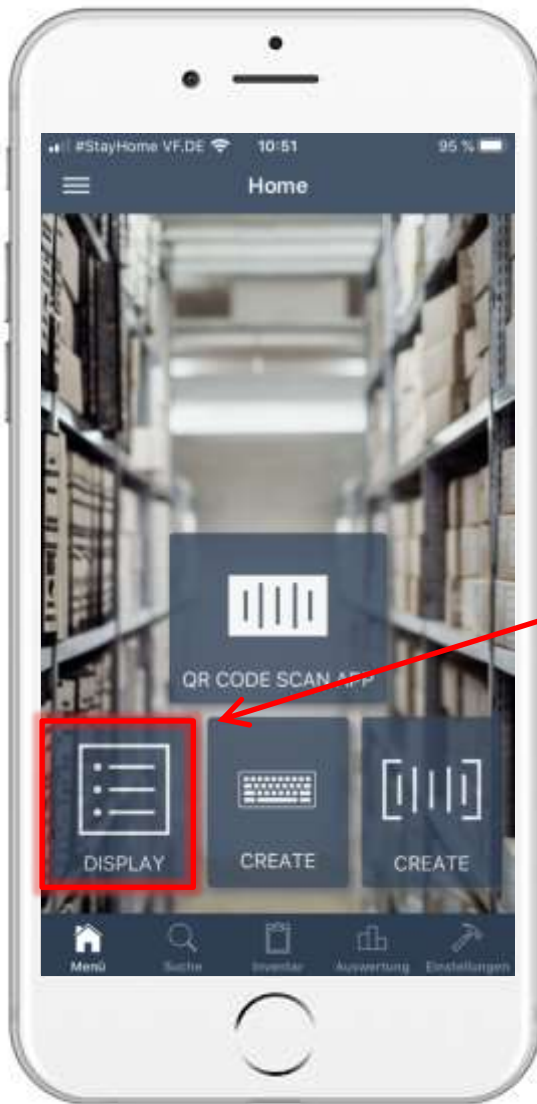
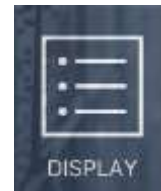
3. How to do your annual Inventory?

3.1 Preparation

- It is recommended , to give an QR-Code to all of your items (best to glue these directly on the items), like this one:

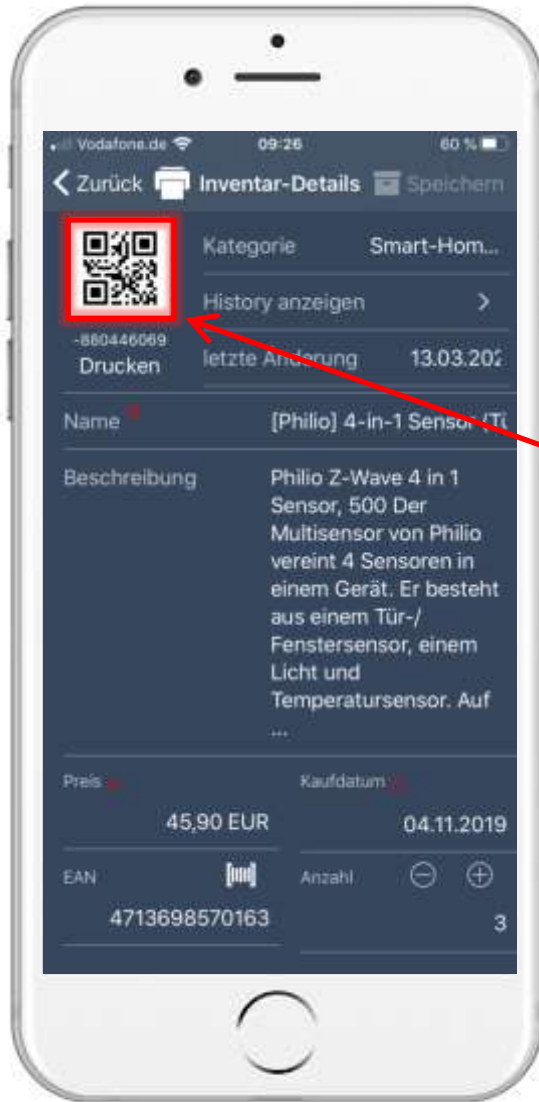


- You can create these with the help of this app
- Touch on



3. How to do your annual Inventory?

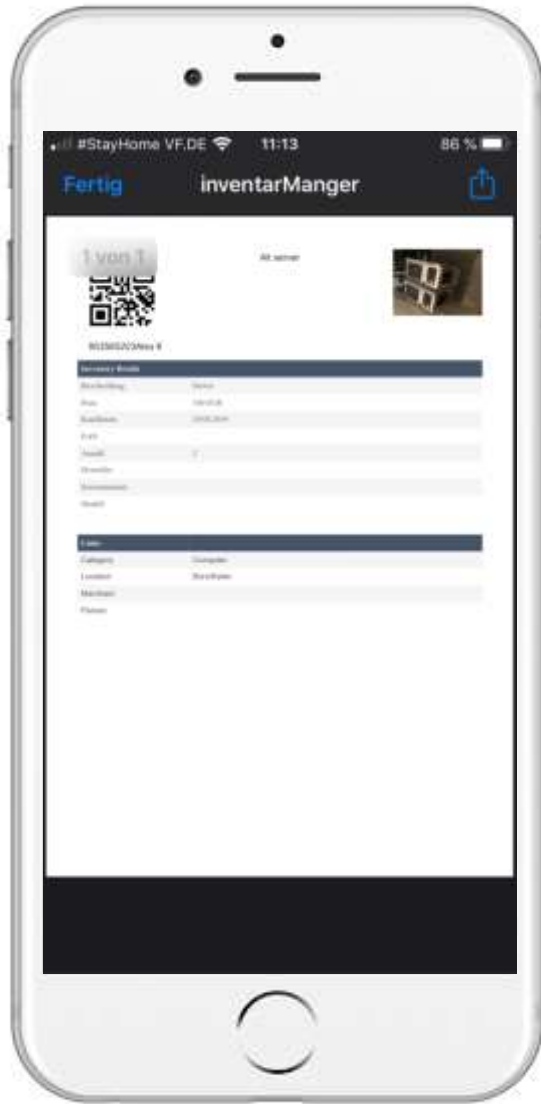
3.1.1 QR code




- This will open your inventory, where you can choose an item
- This will open the following menu
- The item gets an QR-Code in the creation process automatically
- Touch on the QR-Code and after that [Print QR Code](#)
- Choose your printing device and glue the code to the item

3. How to do your annual Inventory?

3.1.2 Inventory printing




- You can also print out the item details
- Touch on the QR-Code or the printing symbol in the top 
- After that touch on **Print inventory**
- This will bring you to the following menu. Here you can find the inventory details as well as the connections
- The QR-Code, that was created automatically , is also shown here
- You can't print it from here, but you can use it to scan your inventory

3. How to do your annual Inventory?

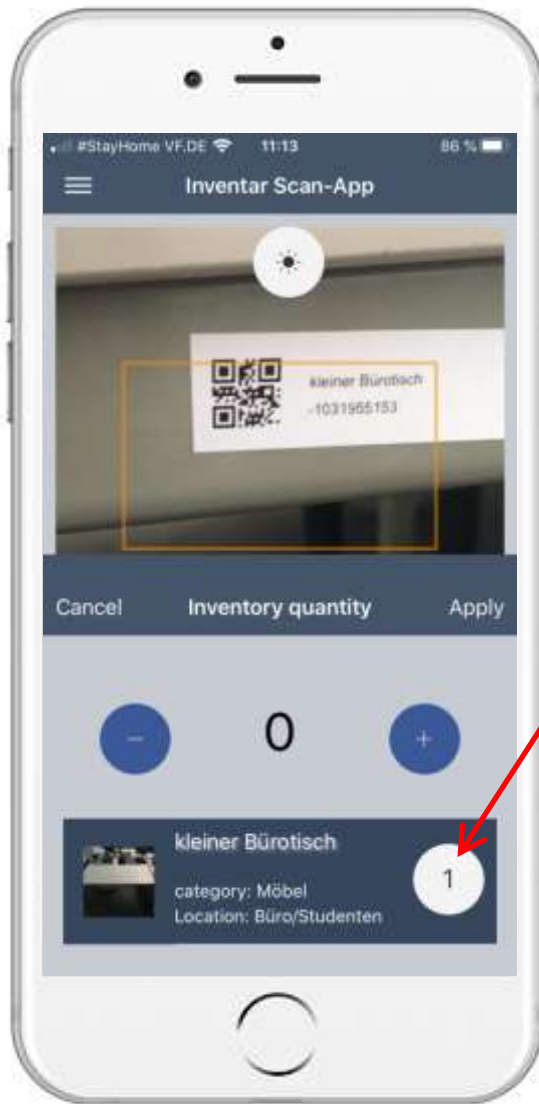
3.2 QR-Code Scan App






- To make your annual inventory more easy, we implemented a new function with the latest update - QR-Code-Scan-App
- On the main page touch on 
- You will see a new window with to opened camera , as well as many selections that are going to be explained on the next pages

3. How to do your annual Inventory?

3.2.1 Quantity

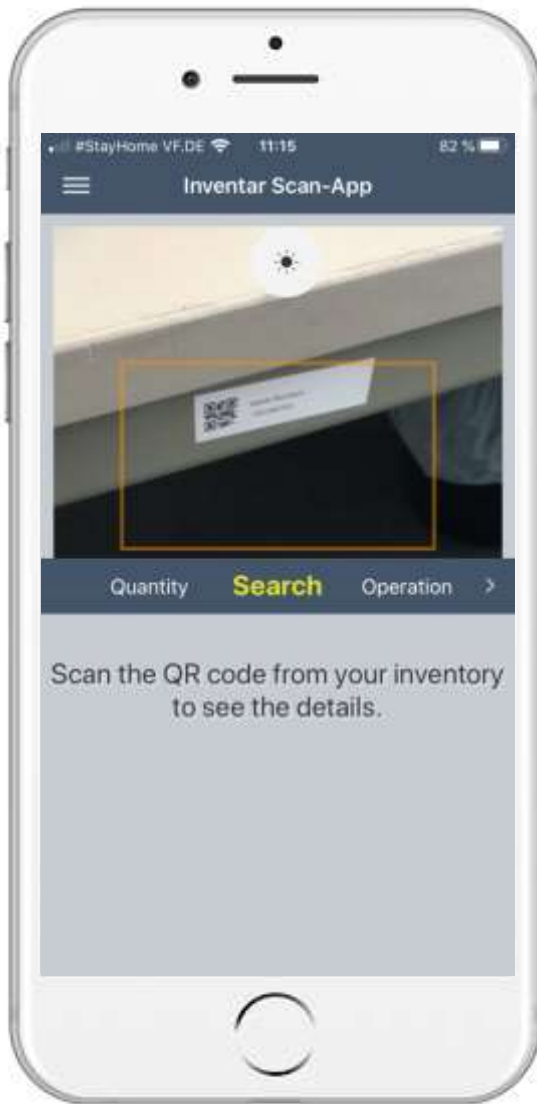


- After touching on  you'll start in the field **Quantity**
- Scan the QR-Code glued on the item
- This will show the item, as well as the number of it associated with to code
- You can change the number with  and 

3. How to do your annual Inventory?

3.2.2 Search

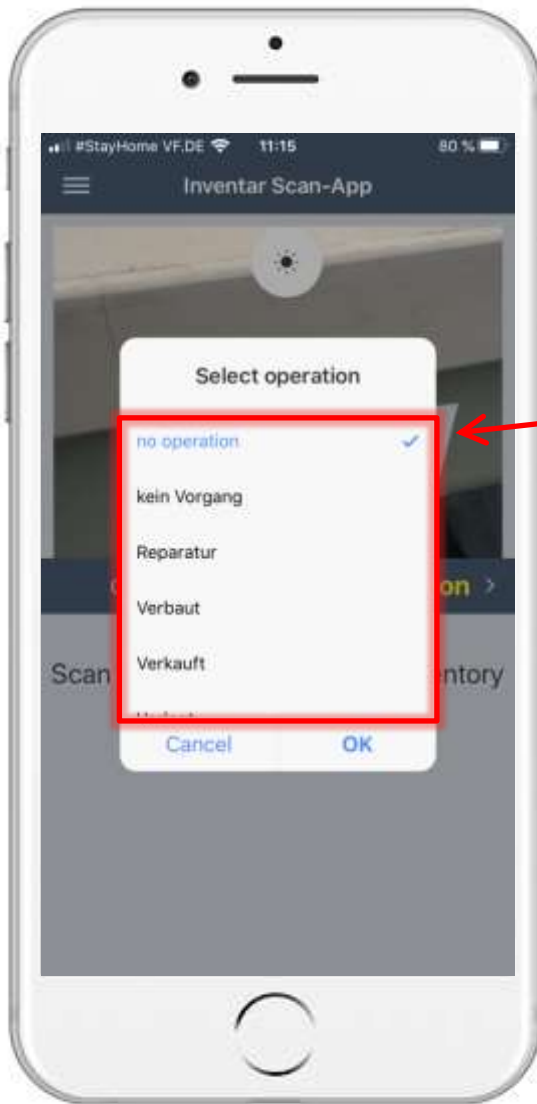
- Touch on **Search**
- Scan your QR-Code as shown on the left
- After a successful find, you will see the inventory details .Here you can see all of the data and print these



3. How to do your annual Inventory?

3.2.3 Operation

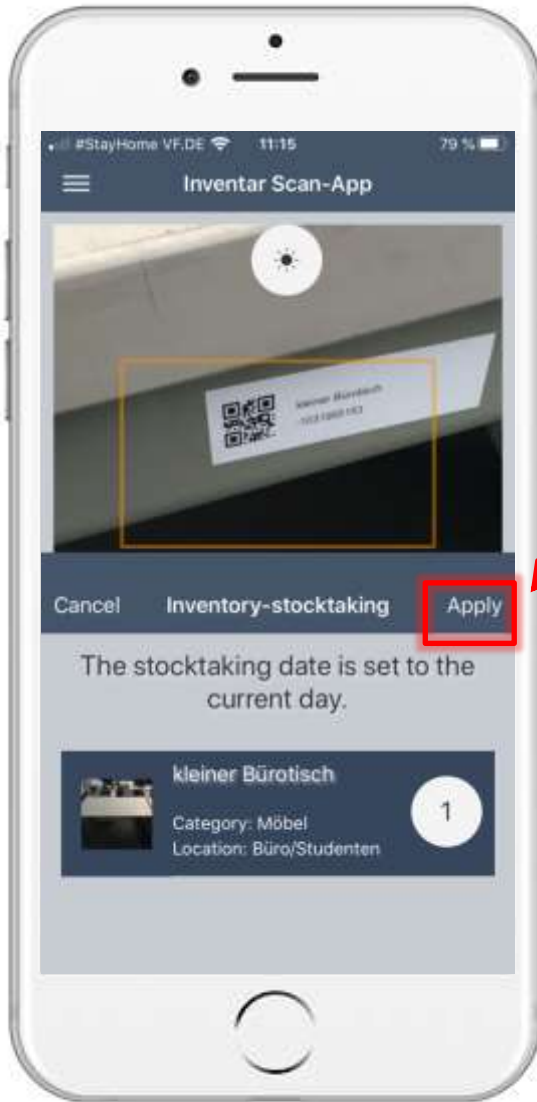
- Touch on **Operation**
- Scan your QR-Code
- Choose your process for the item



3. How to do your annual Inventory?

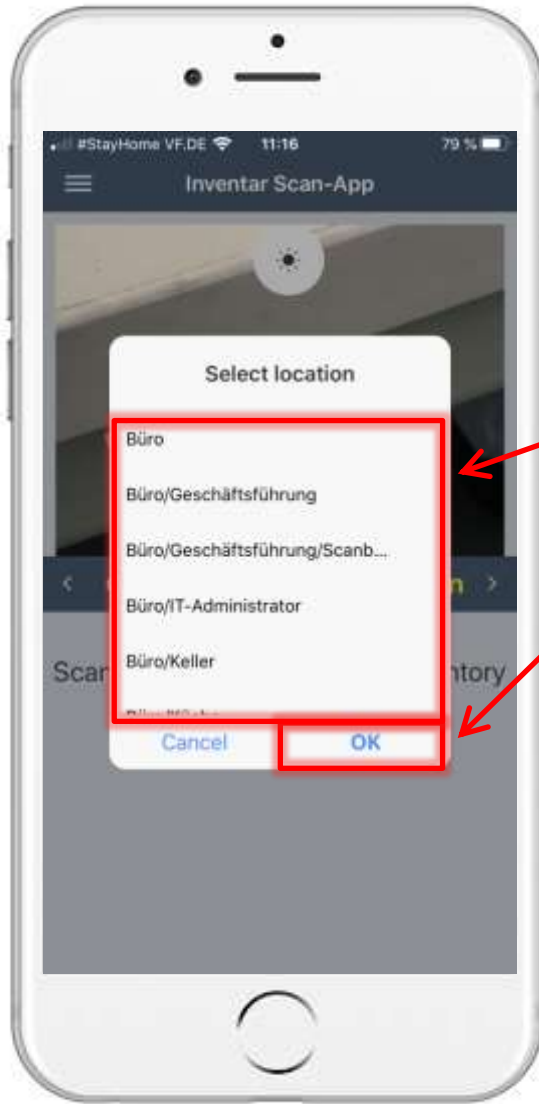
3.2.4 Inventory

- Touch on **>** or wipe from left to right and touch on **Inventory**
- Scan your QR-Code
- Touch on „Apply“ and you'll get the current date
- So you can see, if you already have this item in your annual inventory



3. How to do your annual Inventory?

3.2.5 Location

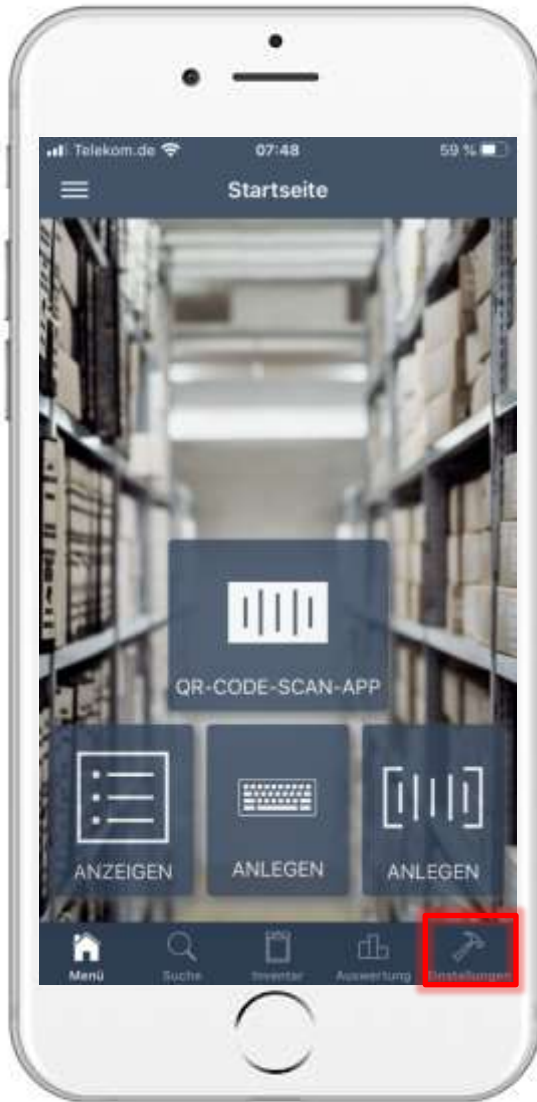


- Wipe or touch on **>**, then touch on **Location**
- Scan your QR-Code
- If the location of the item has changed, you can give it a new location here
- Confirm the new location with a touch on **OK**

4. User management

4.1 Open settings

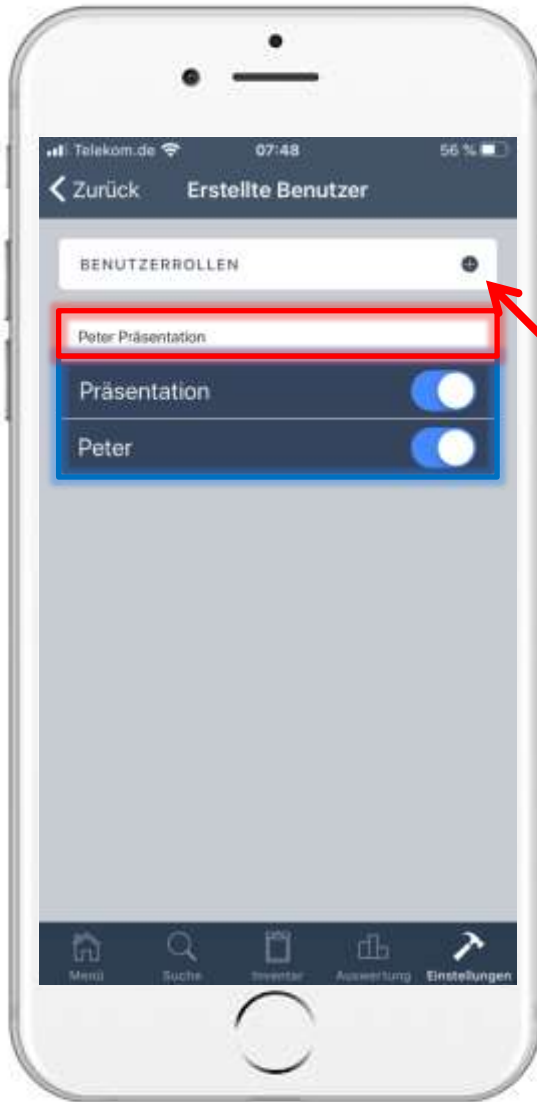
- You can access the user administration via the settings.
- Then a new page opens. On this tap on "Created users".



4. User management

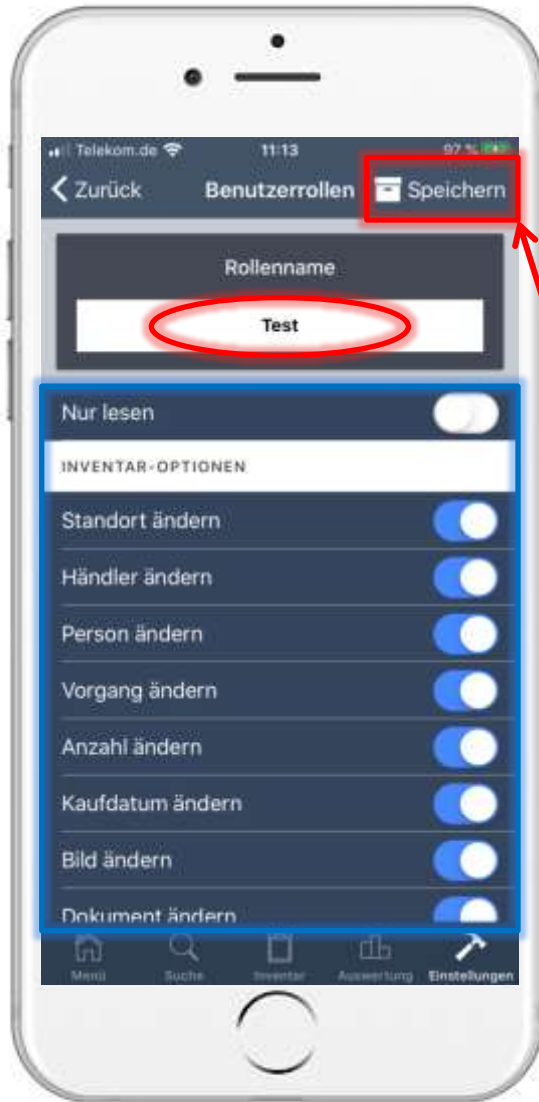
4.2 Open user administration

- Now an overview opens with your created **users** and **databases**. Here you can configure which user has access to which database.
- To create a user role you have to tap on the tab "User roles".



4. User management

4.3 Create user role

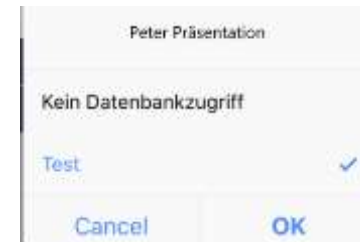
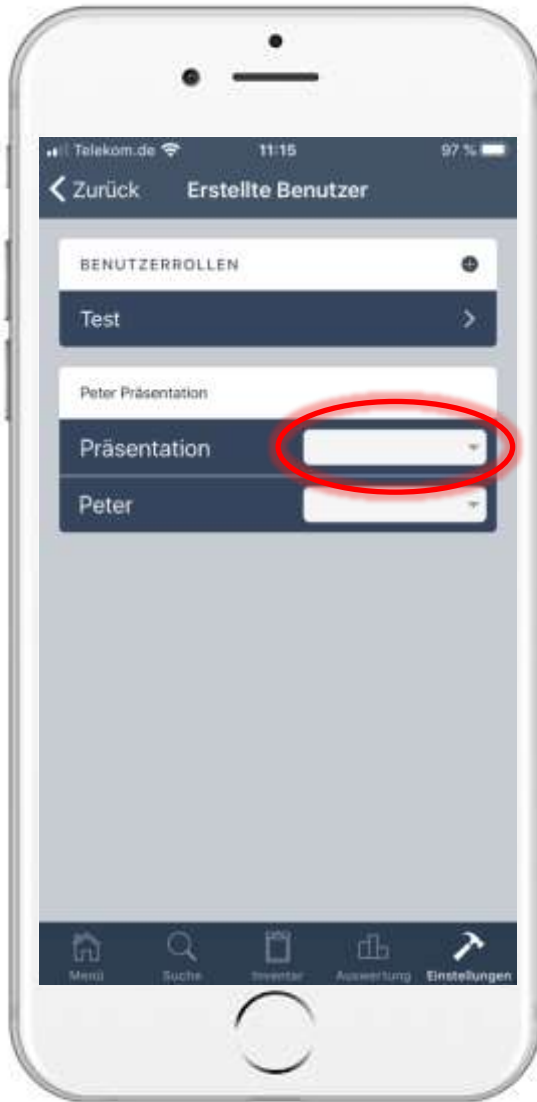


- Then a new page opens. Give your user role a **name** in the upper area.
- The **permissions** associated with the role are configured here.
- Tap on "Save" to complete the configuration of the role and apply the change.

4. User management

4.4 Assign user role

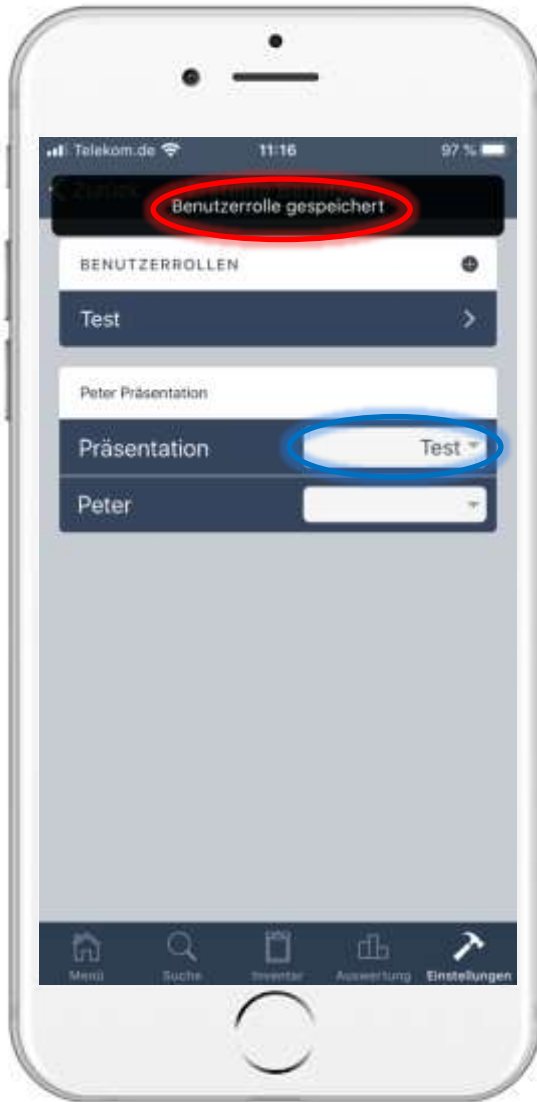
- After creating a role, the overview of the created users changes. Here, not only is it determined which database the user is authorized to, but the previously created role can also be assigned.
- The role is listed in a selection menu, which you open by tapping on the area marked in the image.
- The selection menu and role confirmation are shown in the image.



4. User management

4.4 Assign user role

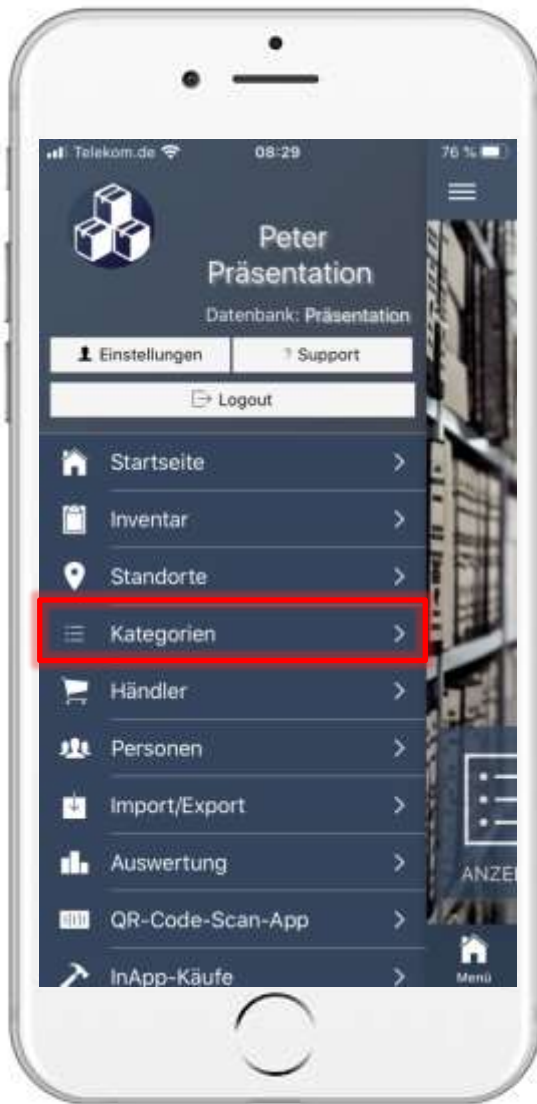
- A message follows that the **user role has been saved**.
- The **user role** belonging to the database is now displayed under the created users.



5. Edit categories view

5.1 Open category

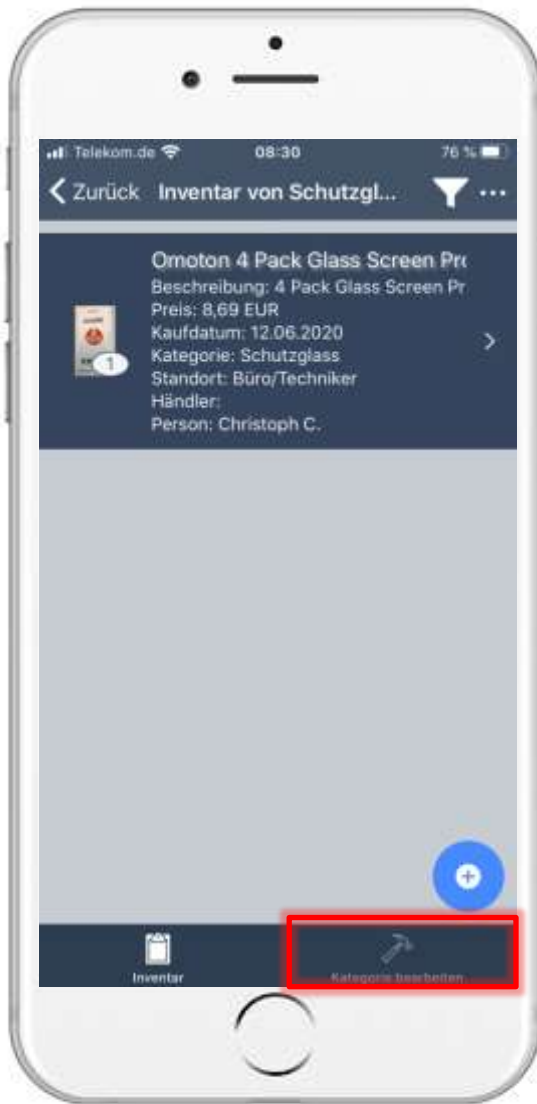
- Open the "Categories" in the main menu.
- Your categories will then be listed. Now tap on the category whose fields you want to edit.



5. Edit categories view

5.2 Edit category

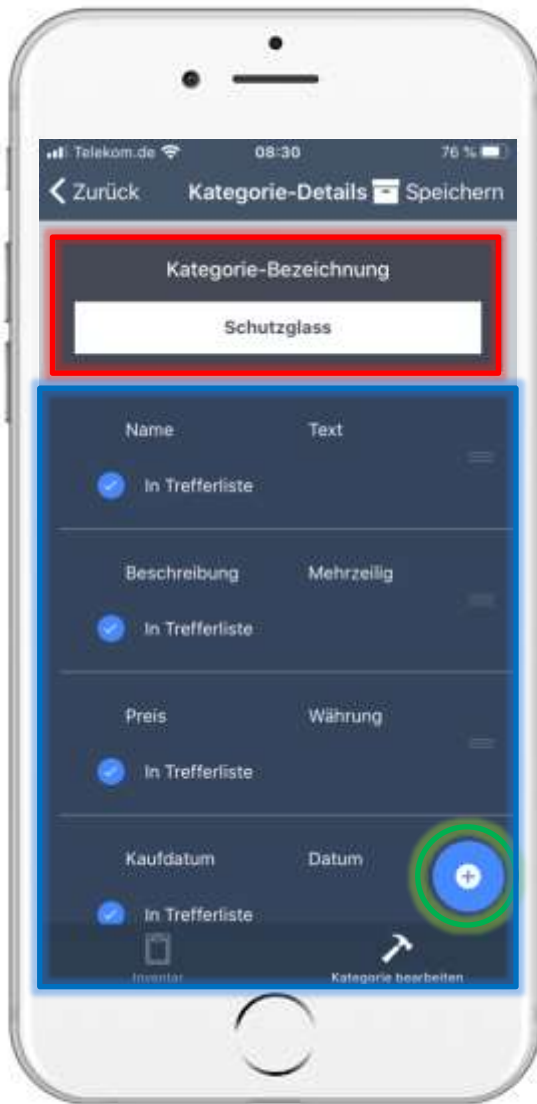
- You will now be shown the inventories that have been assigned to this category.
- To edit the category, tap on "Edit category" at the bottom of the screen.



5. Edit categories view

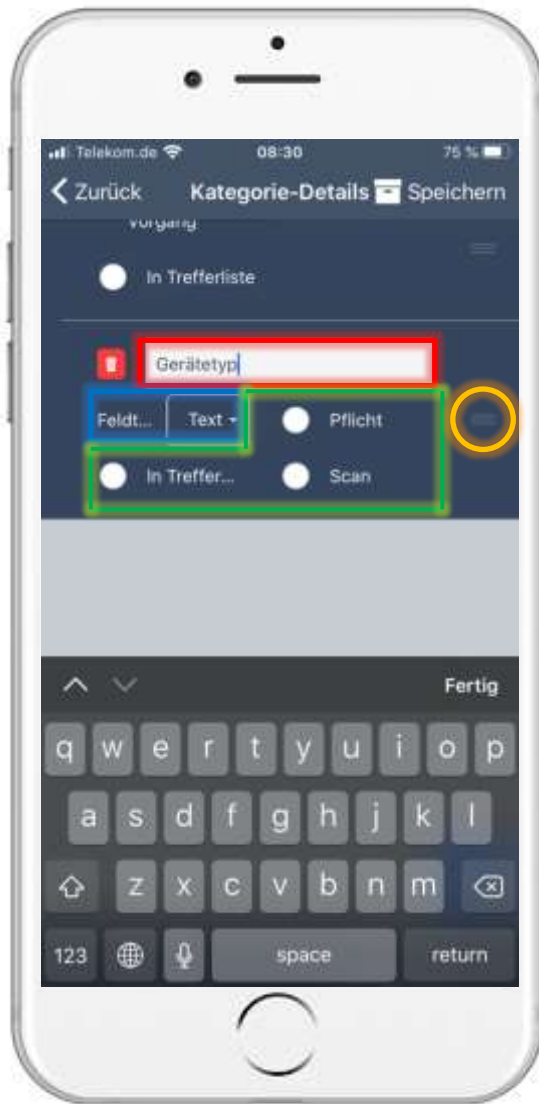
5.2 Edit category

- You can then change the **name** of the category and **remove**, **move** or **create** fields.
- To add another field, tap on the plus marked **green** in the picture.
- Then another field is added to the list.



5. Edit categories view

5.2 Edit category

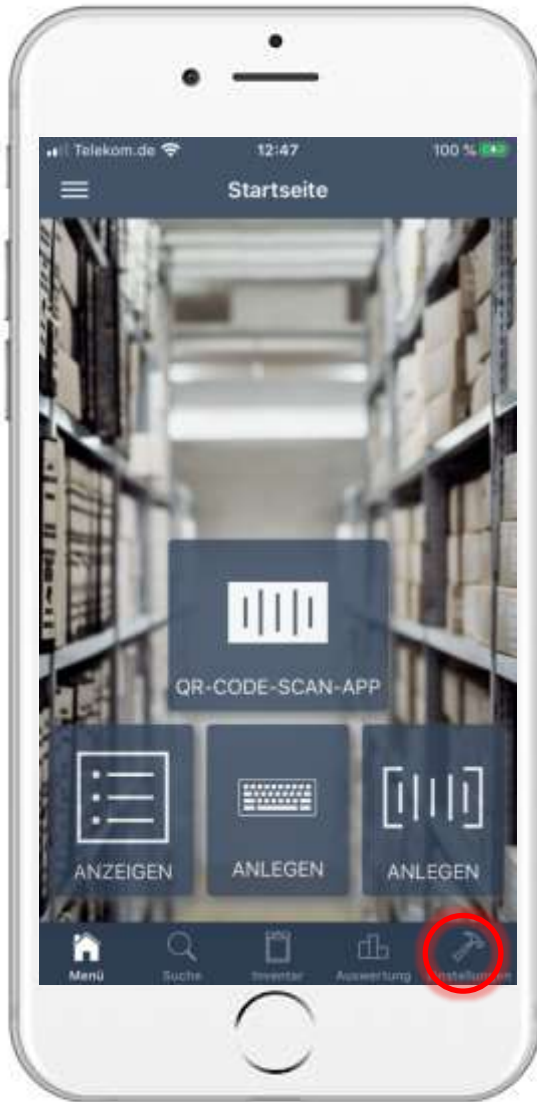


- The name is given in the area marked in red.
- The area marked in blue represents the field type. (Available are: text, multi-line, number, currency, date, and time).
- The options in the green marked area determine whether the new field is mandatory, whether it can be scanned and whether it is displayed in the.
- If you hold down the area marked orange in the picture, you can change the order of the fields.
- To apply the changes, tap on "Save".

6. Process operations

6.1 Open settings

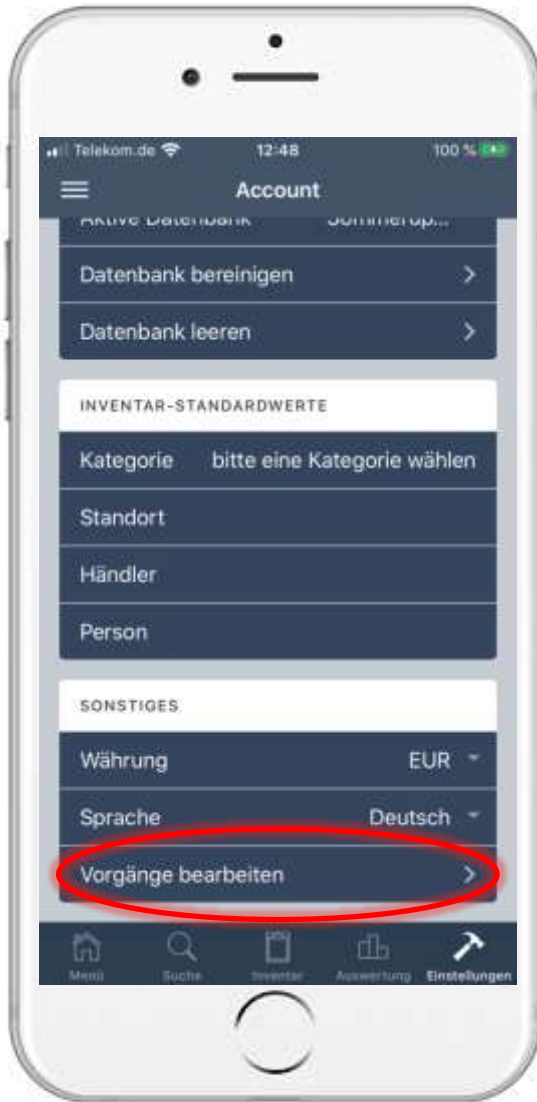
- To create a process, first open the settings



6. Process operations

6.2 Process operations

- As soon as you have opened the settings, navigate to the "Edit operations" option, which is located under the "Other" tab, and press it.



6. Process operations

6.3 Create process

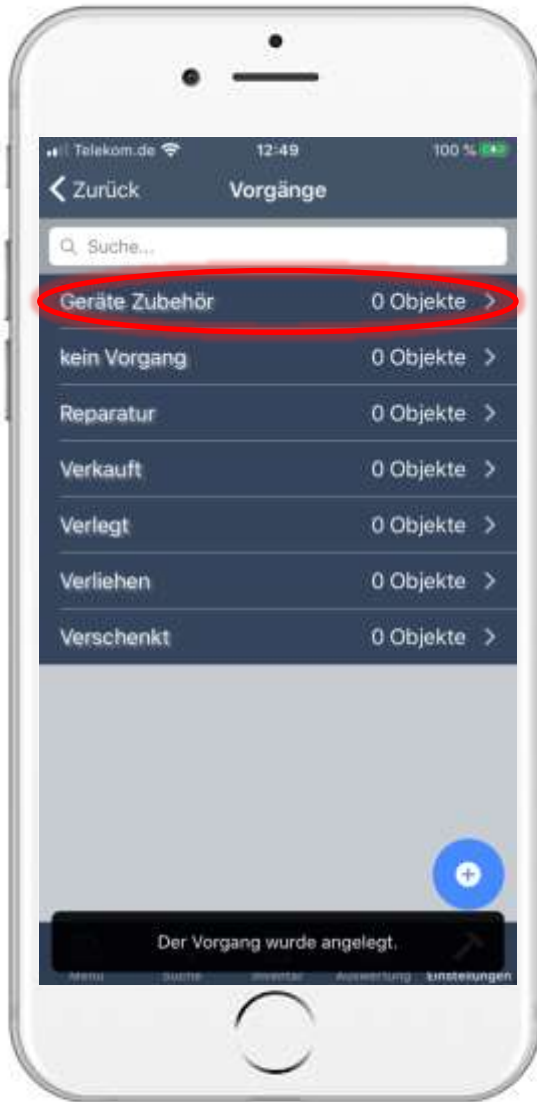
- Then tap on the blue circled plus on the new page to create a new operation.
- After tapping the plus symbol, a new page opens in which you give the new operation a name or a name. Then tap on Save.



6. Process operations

6.3 Create process

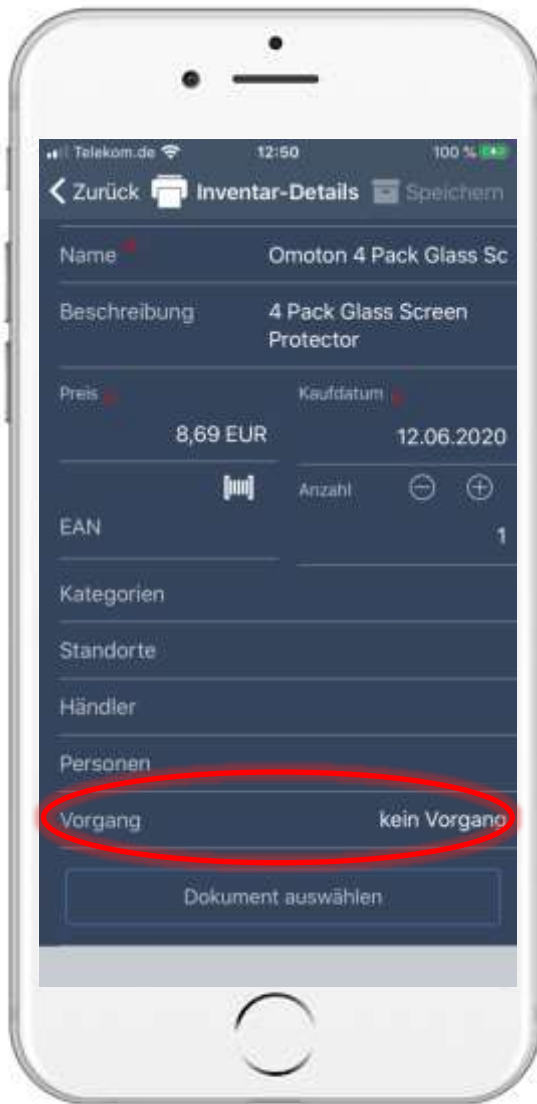
- The newly created operation is then displayed in the list.



6. Process operations

6.4 Assign operation to an inventory

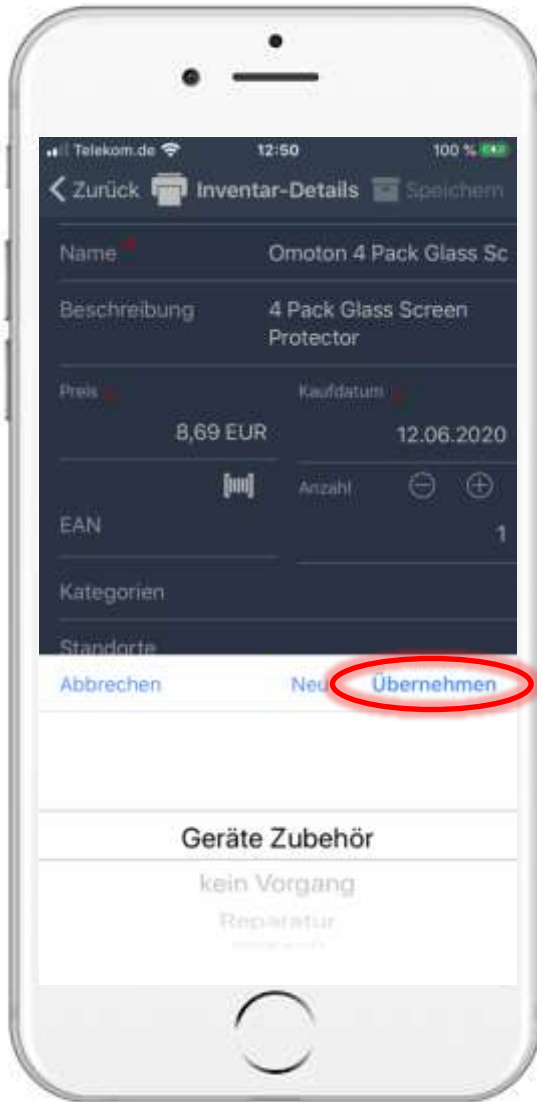
- To add an inventory to a operation, you first have to open the desired inventory.
- Once you have opened your inventory, navigate to the operation area.
- There is initially "no operation" specified.



6. Process operations

6.4 Assign operation to an inventory

- Tap on the field and a small window opens. There you select your desired operation and then tap on "Apply".



6. Process operations

6.4 Assign operation to an inventory

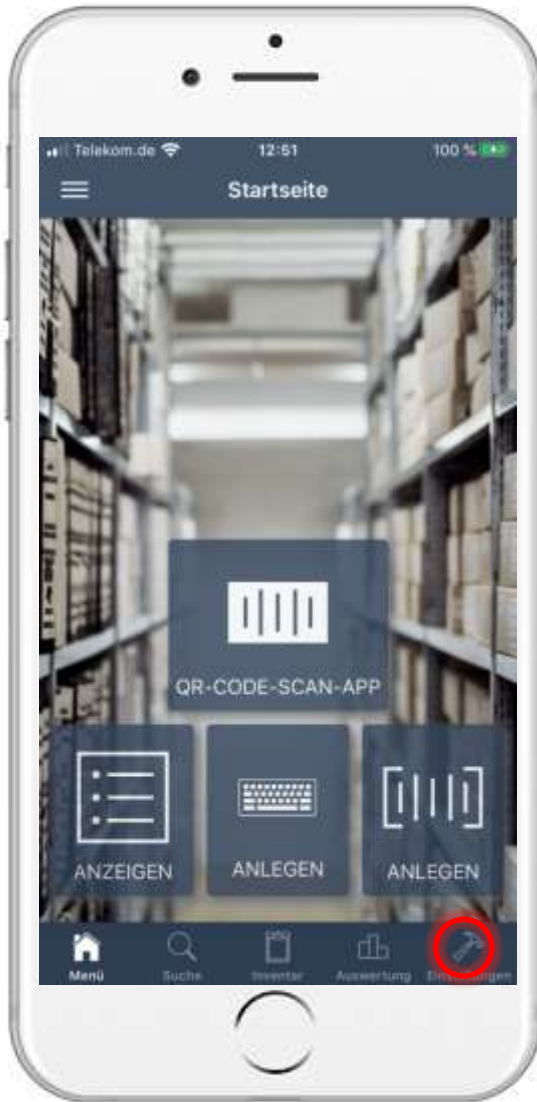
- In the following you can optionally enter a person and a comment. To save this, then tap on "Apply operation".



6. Process operations

6.5 Editing the process

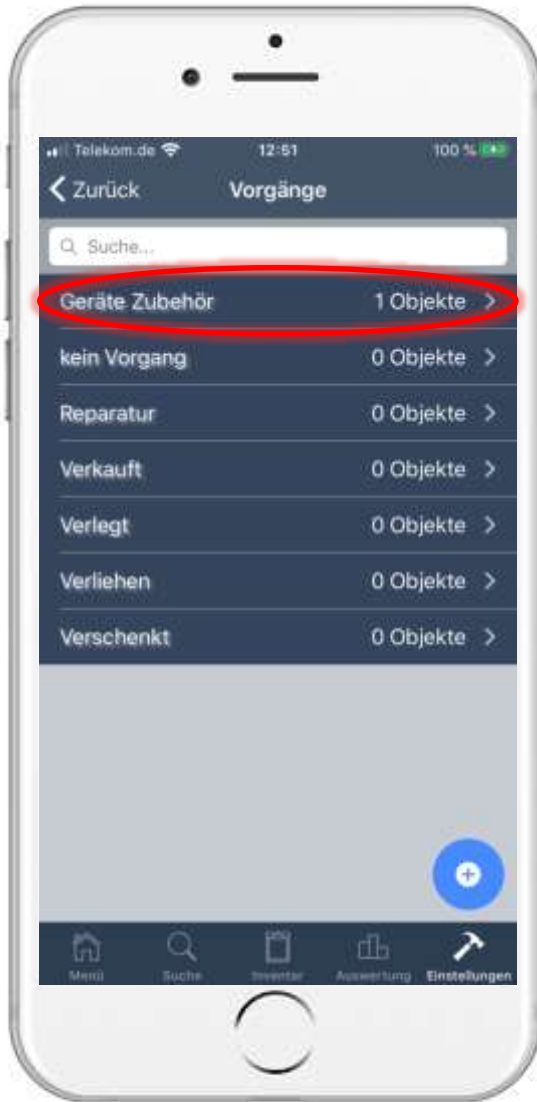
- To edit an operation, you must first open the settings.
- Then navigate to the "Other" tab and tap on "Edit operations".



6. Process operations

6.5 Editing the process

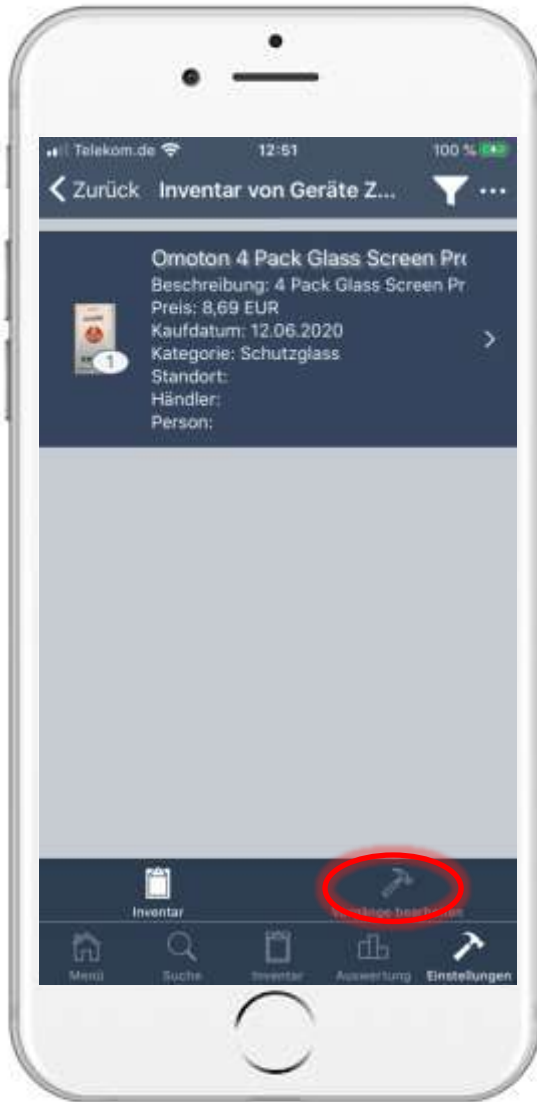
- Now tap on the operation to be edited. In our example, the operation "Geräte Zubehör" .



6. Process operations

6.5 Editing the process

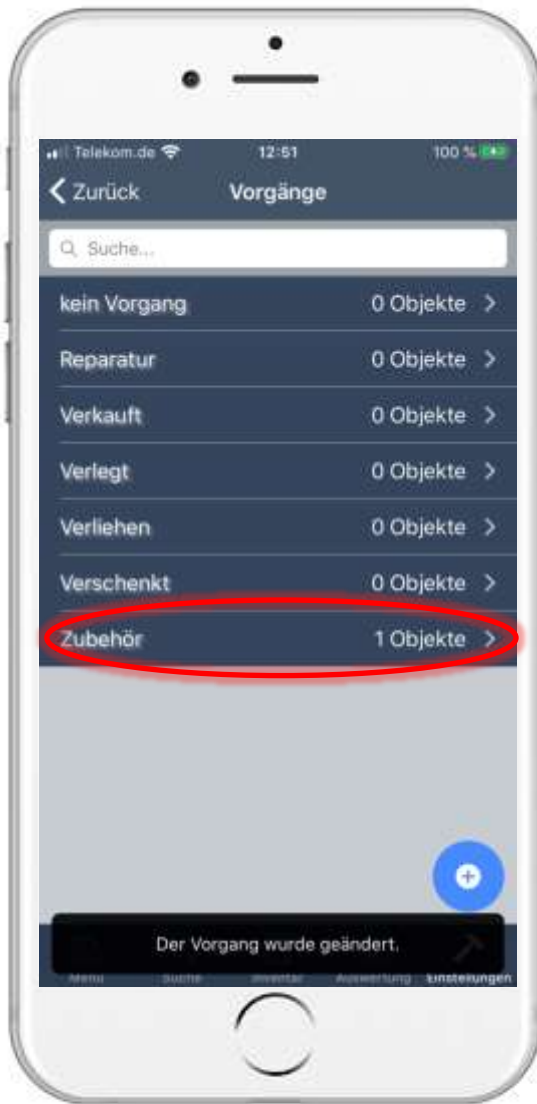
- In the lower area, select the "Edit operations" option.
- There you can now adjust the name of the operation. To confirm the change, tap on "Save".



6. Process operations

6.5 Editing the process

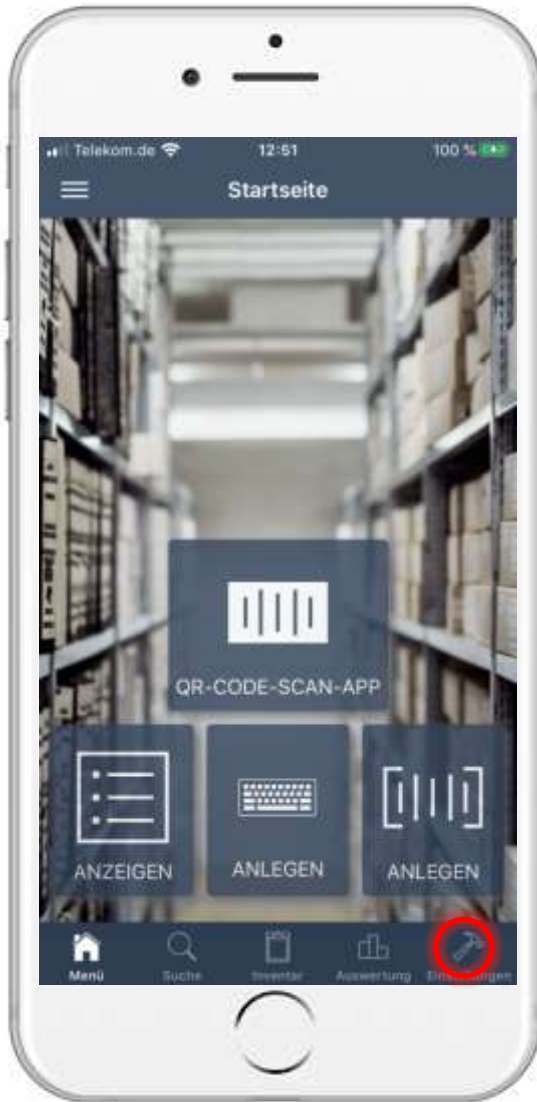
- As soon as you have finished, the operation is listed under the new name.



6. Process operations

6.6 Delete process

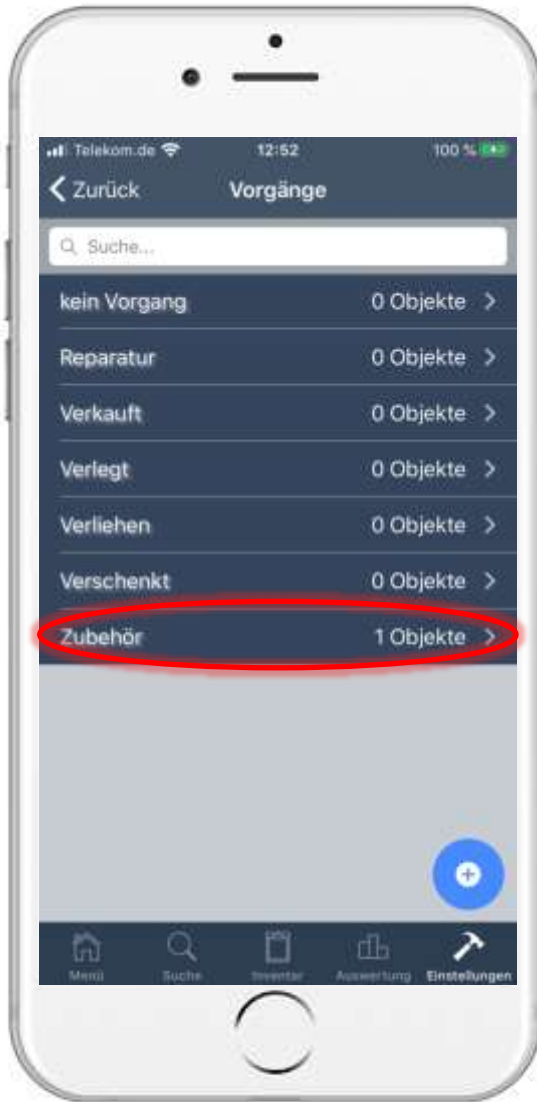
- To delete an operation, first open the settings.
- Then navigate to the "Other" tab and tap on "Edit operations".



6. Process operations

6.6 Delete process

- In our example, we're using the operation "Accessories".



6. Process operations

6.6 Delete process

- Then wipe the operation from right to left.
- Tap on the now visible "Delete" option to remove the operation.



6. Process operations

6.6 Delete process

- A security question will open, which you must now confirm to complete the deletion.
- Then the list of operations is opened. The deleted process is no longer listed there.



7. QR code for location

7.1 Open location

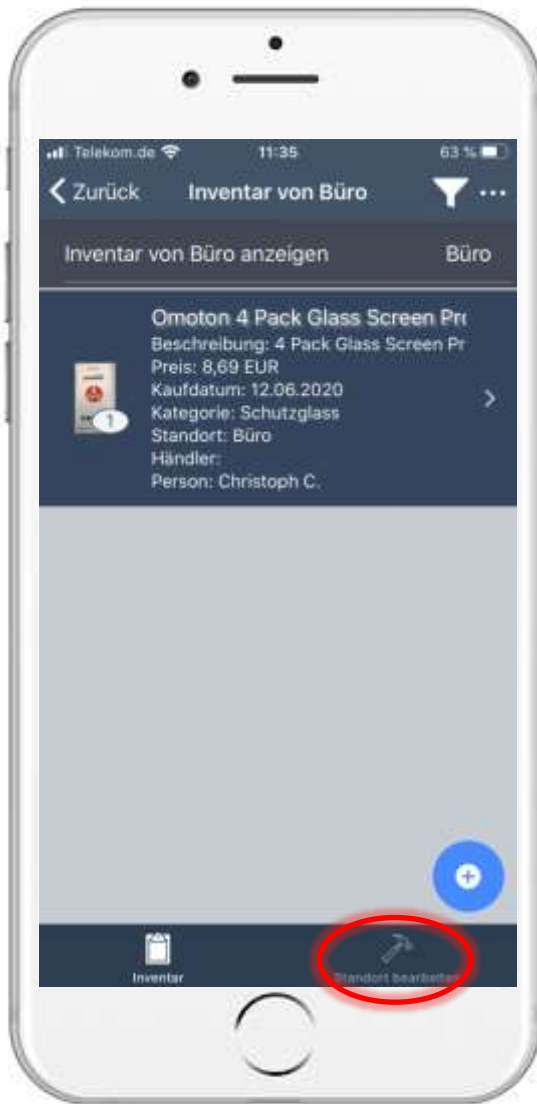
- To generate a QR code, you first have to open a location.



7. QR code for location

7.2 Edit location

- On the following page, select the "Edit location" option.



7. QR code for location

7.3 Generate QR code

- Then a page opens in which the information of the location is adjusted.
- To generate a QR code for this location you have to tap on the QR code shown.



7. QR code for location

7.4 Save QR code

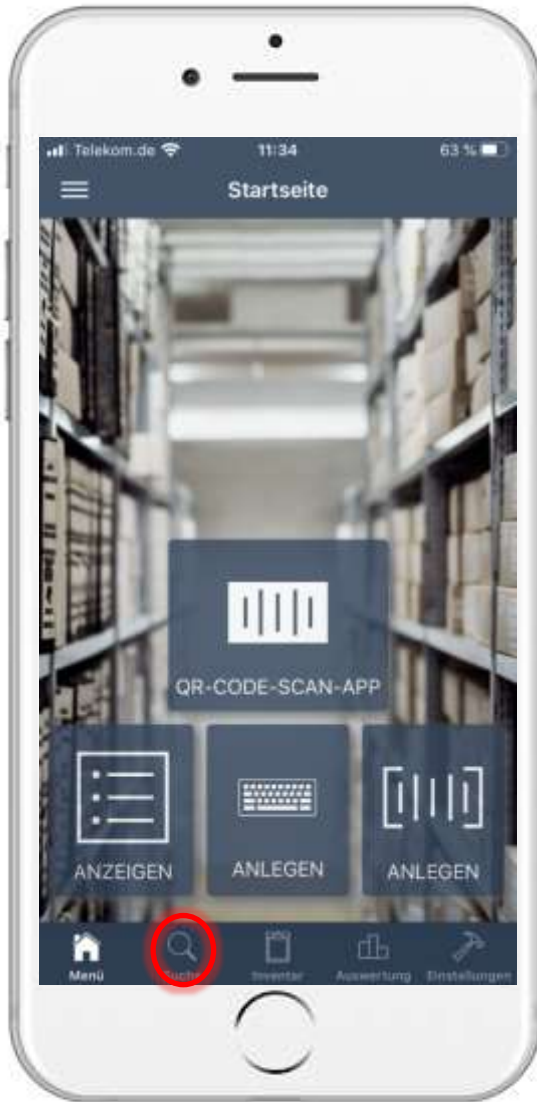
- In the following window you can choose whether the QR code is saved as an image, shared, printed or saved in files.



7. QR code for location

7.5 Scan QR code

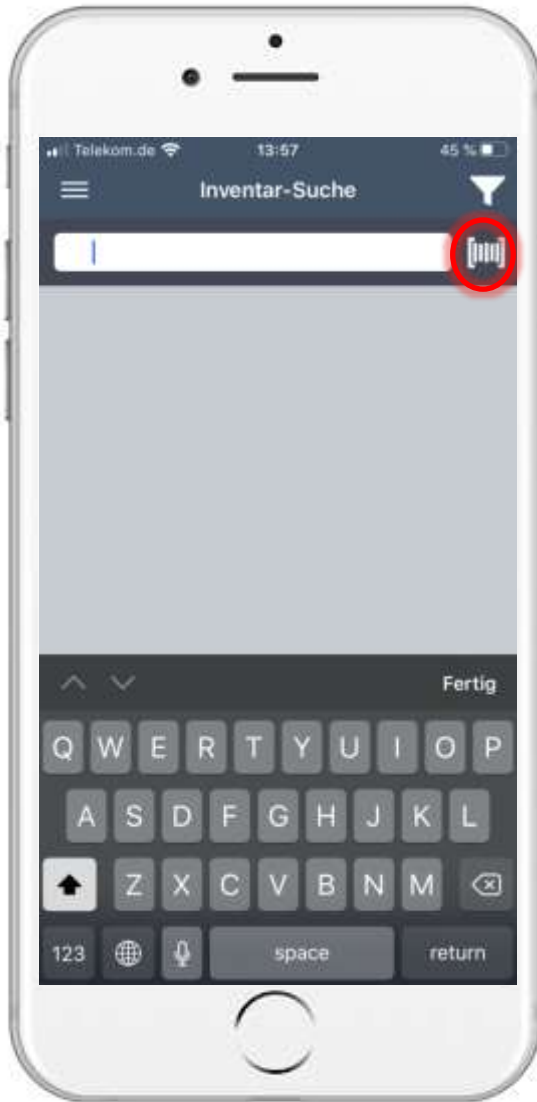
- To scan the location of the QR code, you must first tap on "Search".



7. QR code for location

7.5 Scan QR code

- Then a new page opens with a search field.
- To the right of the search field is a button for scanning QR codes.
- You must now apply this.



7. QR code for location

7.5 Scan QR code

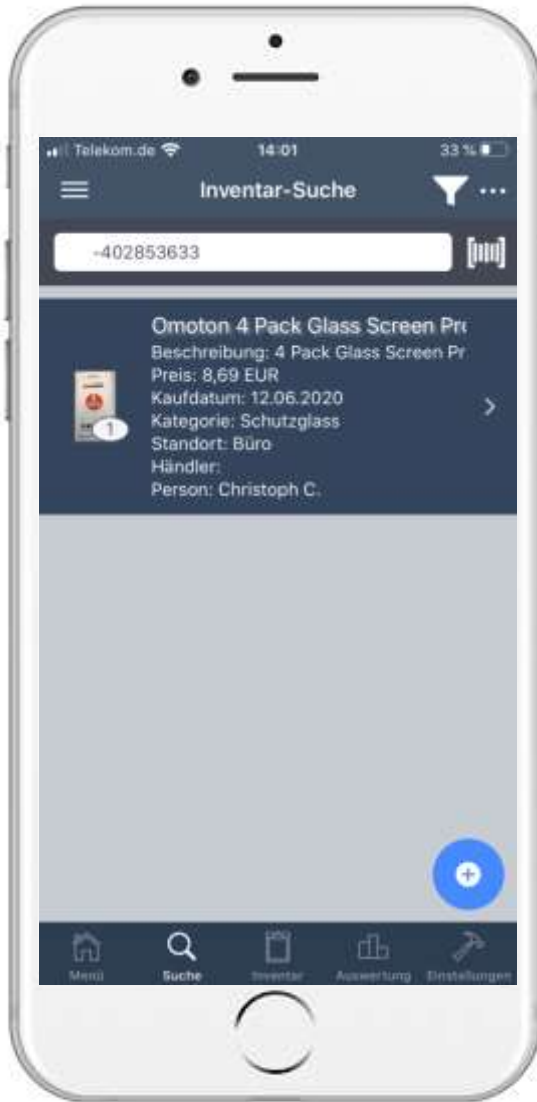
- Now the camera opens to scan the location QR code.
- To recognize it, it must be in the square shown.



7. QR code for location

7.5 Scan QR code

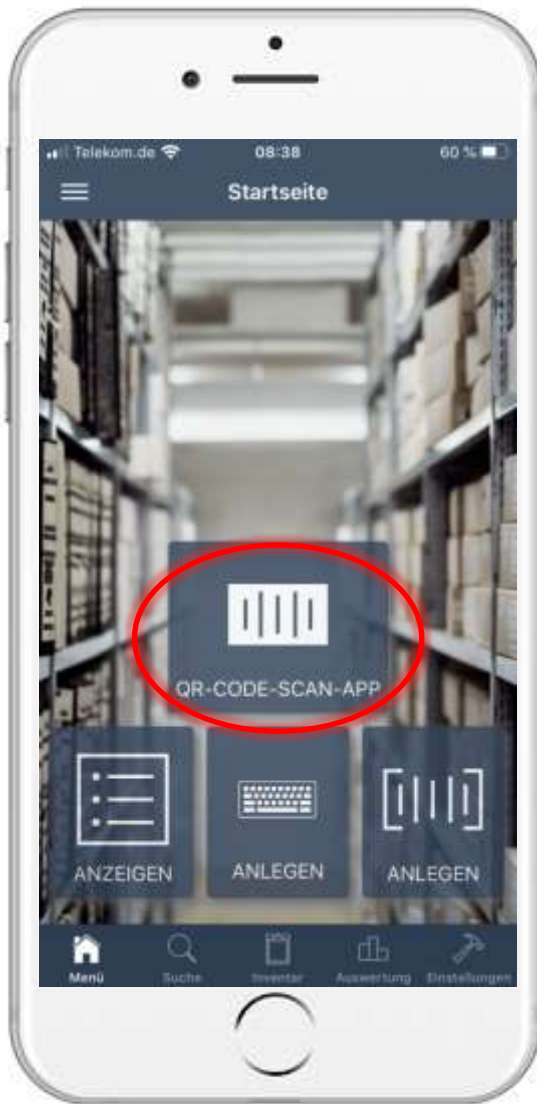
- As soon as the QR code has been scanned, all inventories assigned to this location are listed.



8. Assign inventory to a new person using a scan

8.1 Open the QR CODE SCAN APP

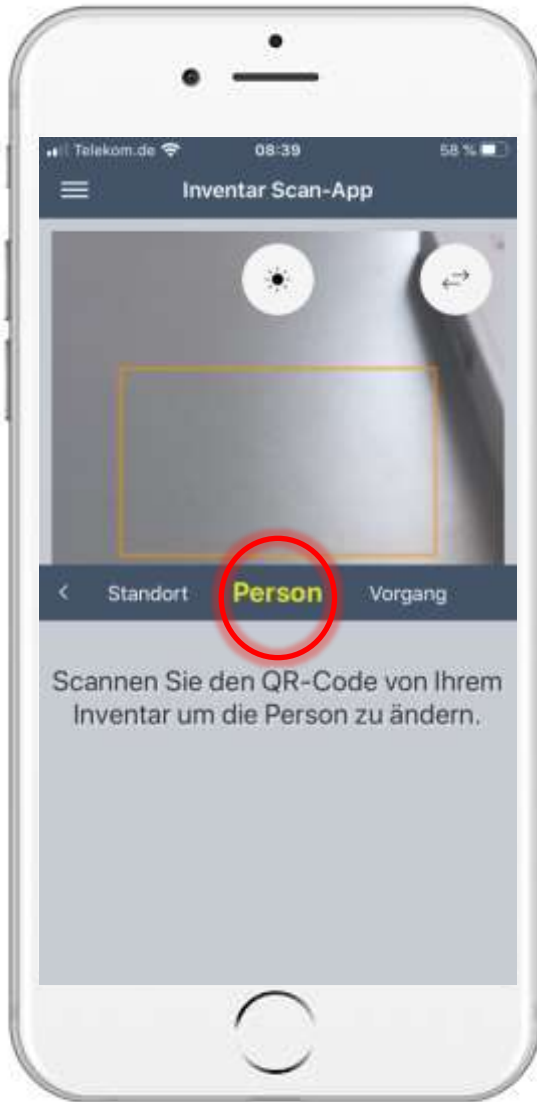
- To assign or change a person to an inventory, you must first tap on the "QR-CODE-SCAN-APP" field.



8. Assign inventory to a new person using a scan

8.2 Scan the QR code

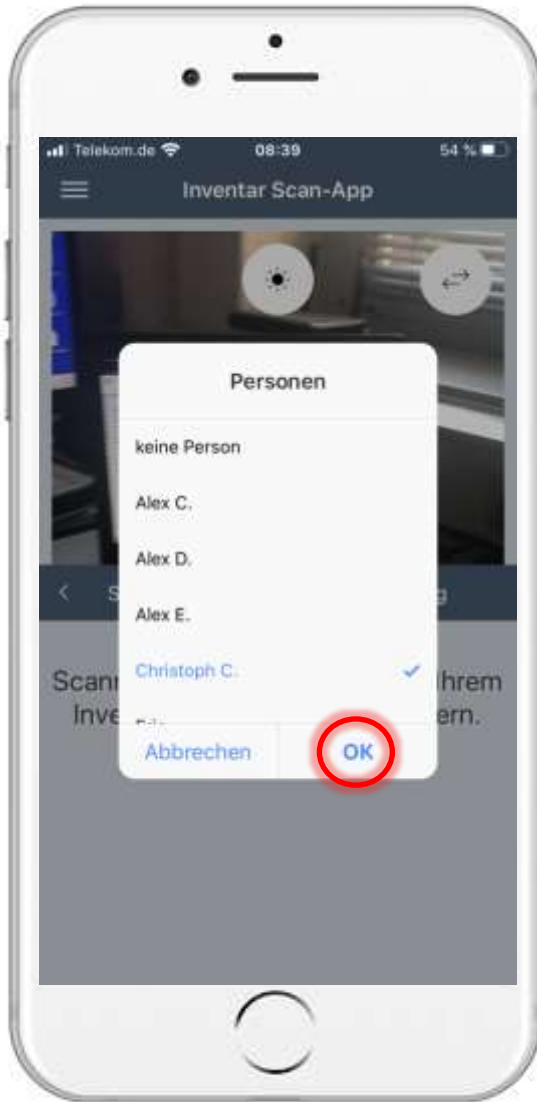
- Then the inventory scan app opens.
- Swipe the selection shown to the side until "Person" is selected.
- Now scan the QR code of your inventory.

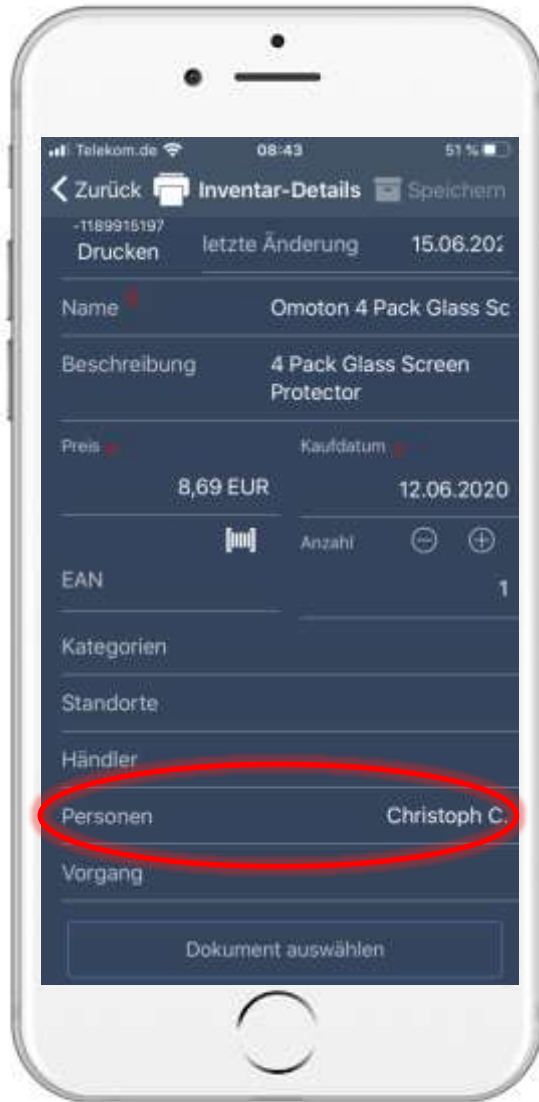


8. Assign inventory to a new person using a scan

8.3 Change assignment of persons

- After scanning, select the person to whom you want to assign the inventory. In our example, Christoph C. is chosen.
- Finally, tap "OK" to confirm the change.





8. Assign inventory to a new person using a scan

8.4 Check assignment of persons

- You can now see in the inventory details that the inventory has been assigned to a new person.

9. Rental process with confirmation

9.1 Open inventory entry

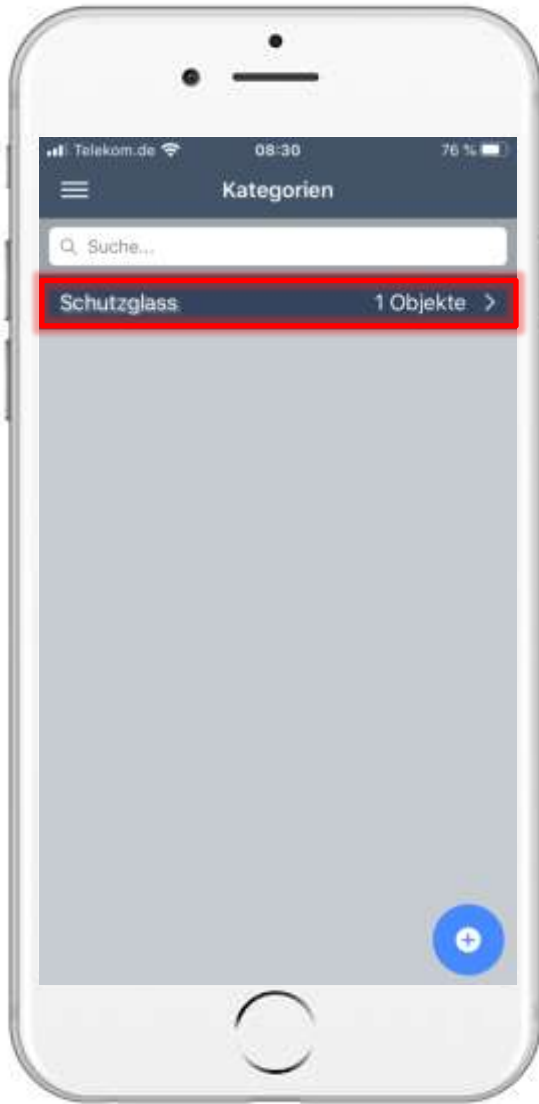
- To open a category, you must first open the main menu.
- Then tap on "Categories".
- *The route through the category is only an example here. You can also use another way to get to the inventory details.*



9. Rental process with confirmation

9.1 Open inventory entry

- The Overview category then opens.
- Here you tap on the category in which the inventory is for which you want to carry out the rental process.



9. Rental process with confirmation

9.1 Open inventory entry

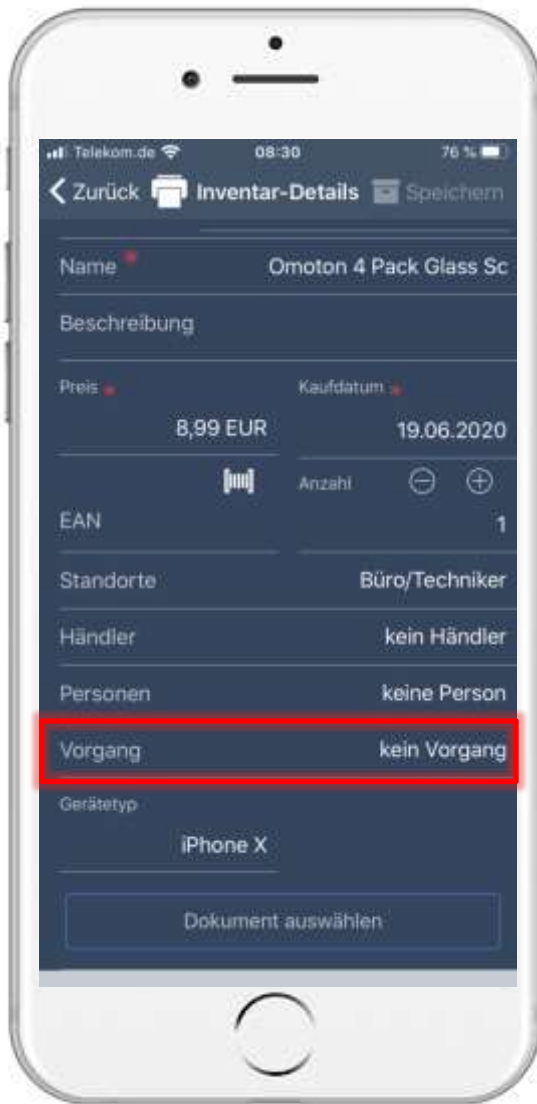
- Now the inventories are listed and you can get to the respective inventory details by tapping on an inventory.



9. Rental process with confirmation

9.2 Add process

- Then navigate to the "Operation" option and tap on it.



9. Rental process with confirmation

9.2 Add process

- A window opens in which you select **Lend** and tap **Apply**.



9. Rental process with confirmation

9.3 Adjust rental process

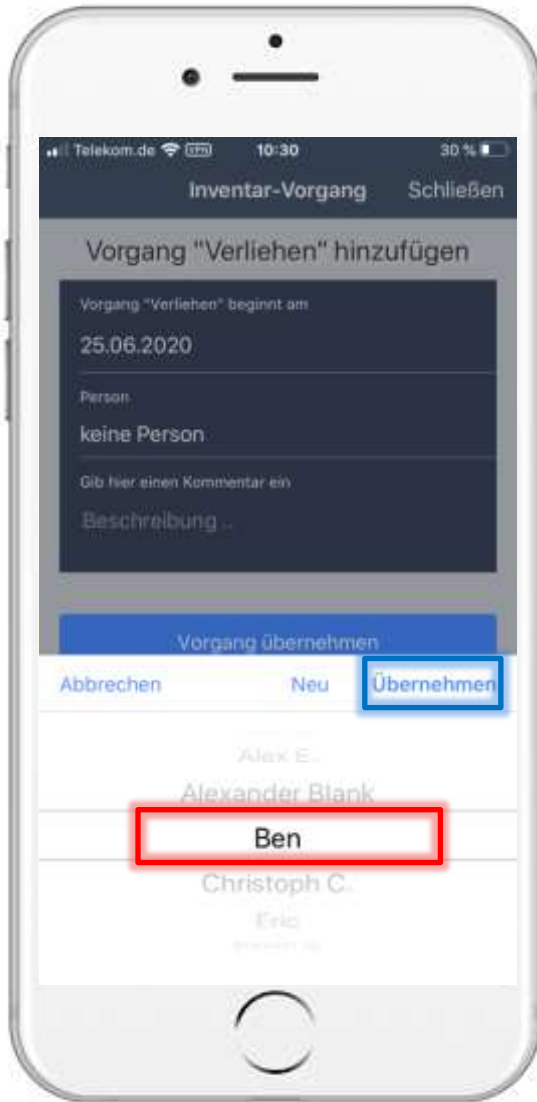
- Now a new page opens in which details about the process are specified.
- Tap on the **Person** area to assign the rental process to a person.



9. Rental process with confirmation

9.3 Adjust rental process

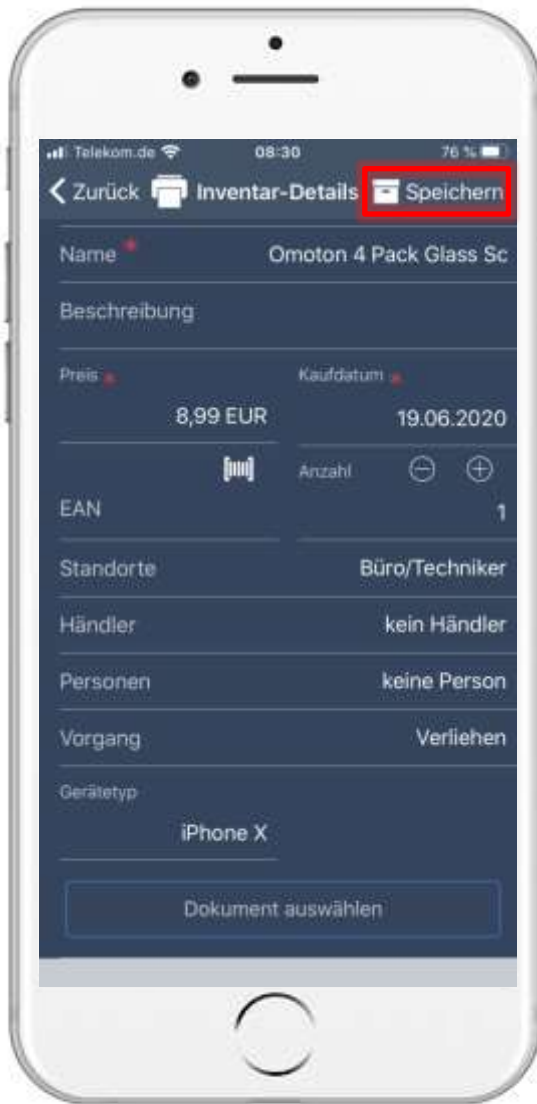
- A new selection window now opens.
- Here you select the appropriate **person** to whom the inventory will be lent.
- The selection is limited to people created in the inventory manager. It is also possible to create a new person in this window.
- To confirm the person, tap **Apply**.
- To complete the rental process, tap on "Apply process".



9. Rental process with confirmation

9.3 Adjust rental process

- You will now be returned to the inventory details.
- To apply the changes to the inventory, tap on "Save".



9. Rental process with confirmation

9.4 Rental confirmation

- If an email address is stored for the person you are lending the item to, then an email will be sent to this address in which the person confirms the lend.*



9. Rental process with confirmation

9.4 Rental confirmation

- Then the inventories of the category are listed again.
- To check the status of the lend, tap the inventory again.



9. Rental process with confirmation

9.4 Rental confirmation

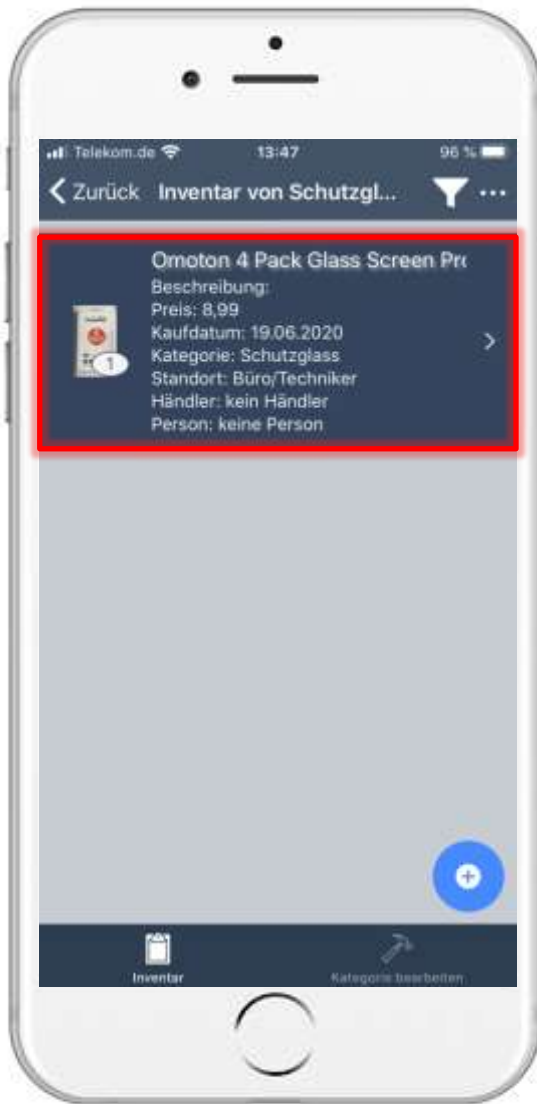
- Then navigate to "Operations".
- This field shows when the email and thus the rental process was confirmed.



9. Rental process with confirmation

9.5 Rental return

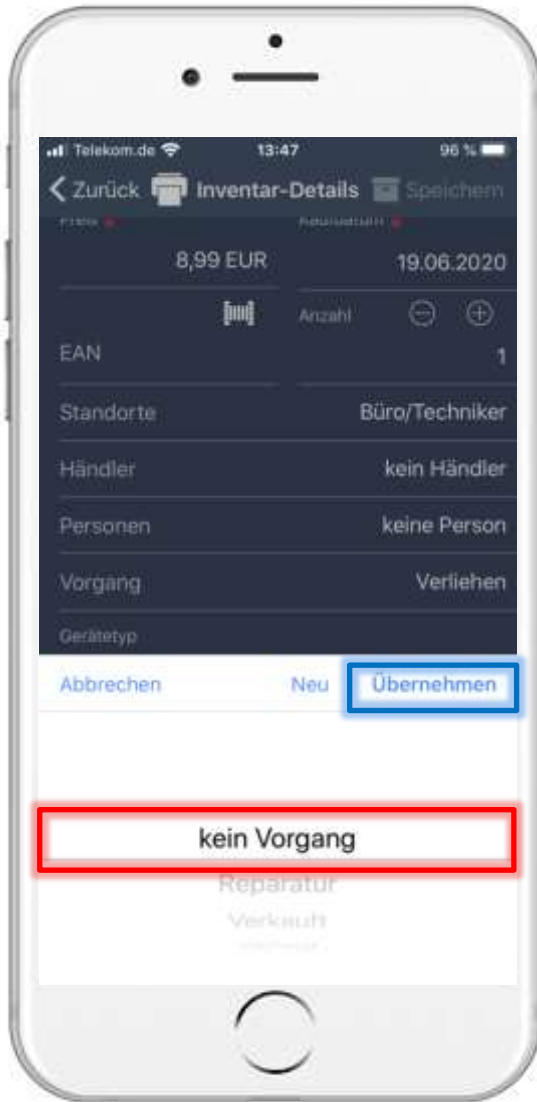
- As soon as they receive their rental item back, you can remove the rental process.
- To do this, open the corresponding inventory.
- Then navigate to the "Operation" option and tap on it.



9. Rental process with confirmation

9.5 Rental return

- A window opens in which you can define the new process.
- In the example, the inventory is returned and is now in **no process**.
- This is confirmed by tapping **Apply**.



9. Rental process with confirmation

9.5 Rental return

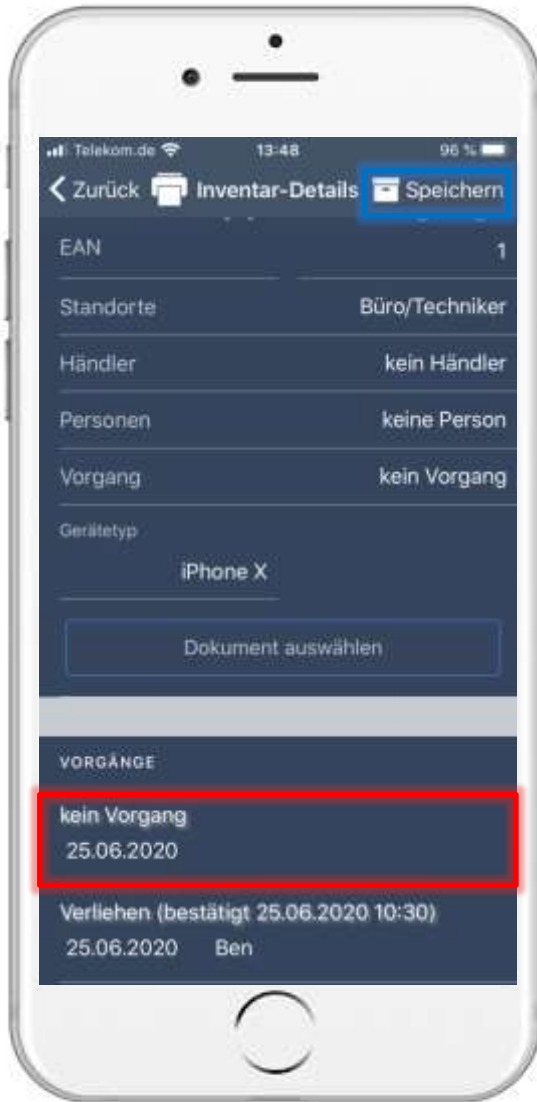
- A new page opens for specifying process details.
- Here, tap on "Apply process".



9. Rental process with confirmation

9.5 Rental return

- You will be navigated back to the inventory details.
- There you can see the process history and the **newly defined process** under the "Processes" tab.
- To apply the changes, tap on "**Save**".



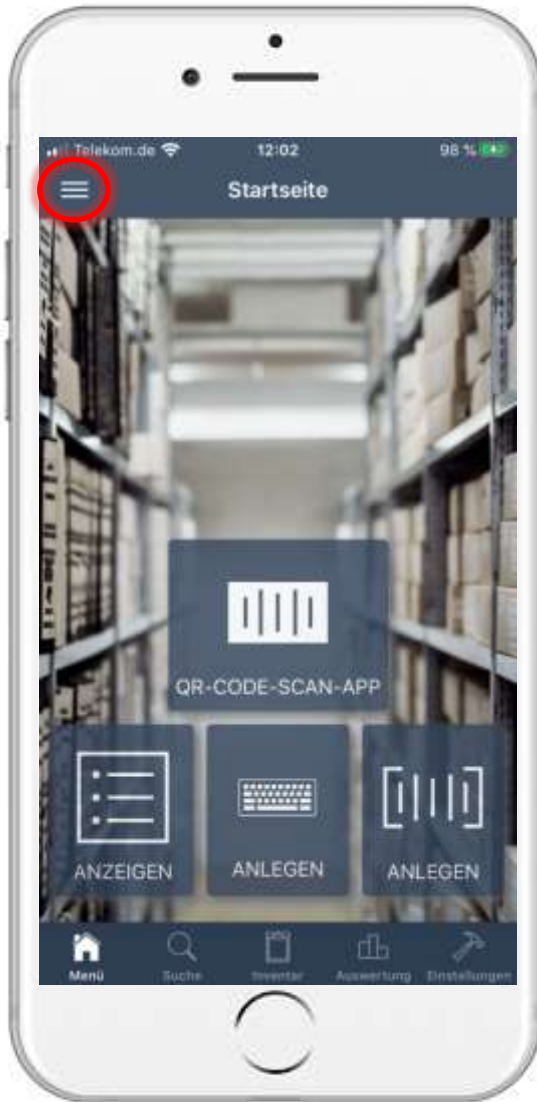
10. Change camera



- To use the front camera or to change the camera, tap the symbol marked here.

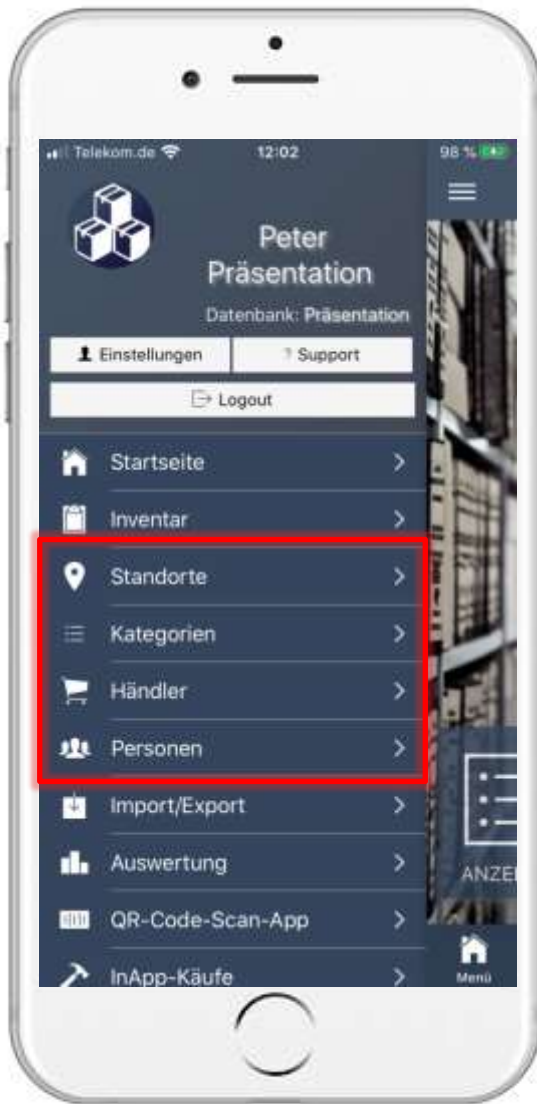
11. View and sort inventory by location, category, merchant, and person

- To display and sort content from locations, categories, retailers and people, you must first tap the menu button, as marked in the image on the left.



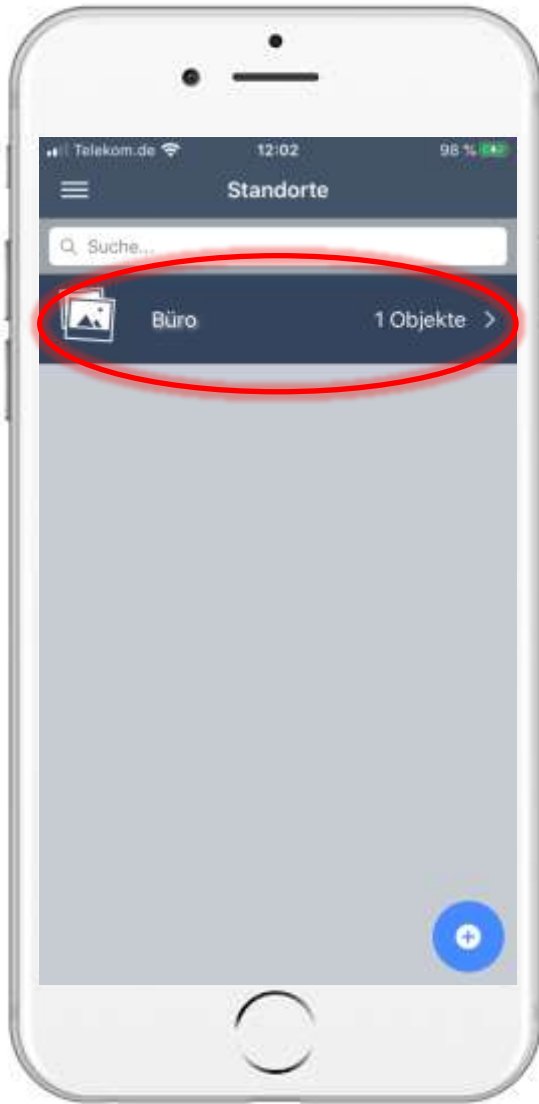
11. View and sort inventory by location, category, merchant, and person

- The main menu then opens
- *The following steps of displaying and sorting are analogous in "Locations", "Categories", "Merchant" and "People".*
- Tap on the option for which you would like to have the inventory listed.
- In our example, we tap on "Locations"



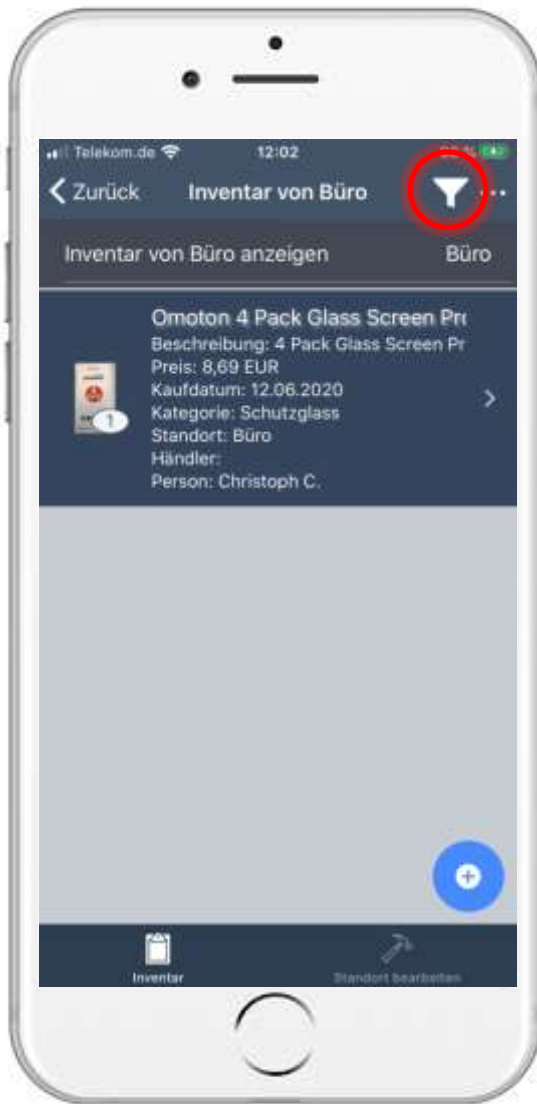
11. View and sort inventory by location, category, merchant, and person

- Now your locations, categories, merchant or people are displayed (depending on the selected option).
- Tap on the location, the category, the dealer or the person from whom you want to list the assigned inventories.



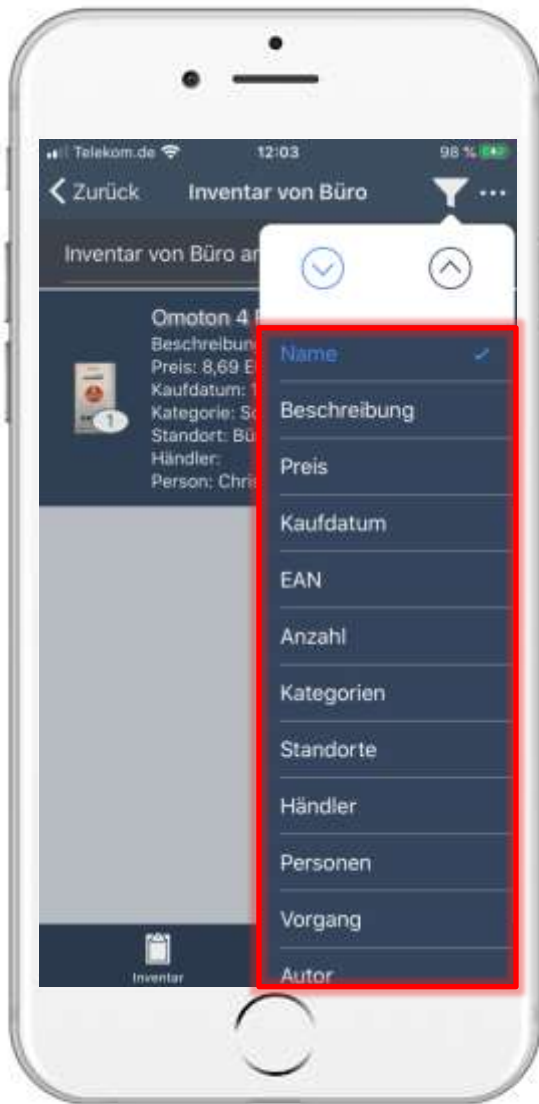
11. View and sort inventory by location, category, merchant, and person

- The inventories are then listed immediately.
- To sort them, tap the symbol as marked in the image on the left.



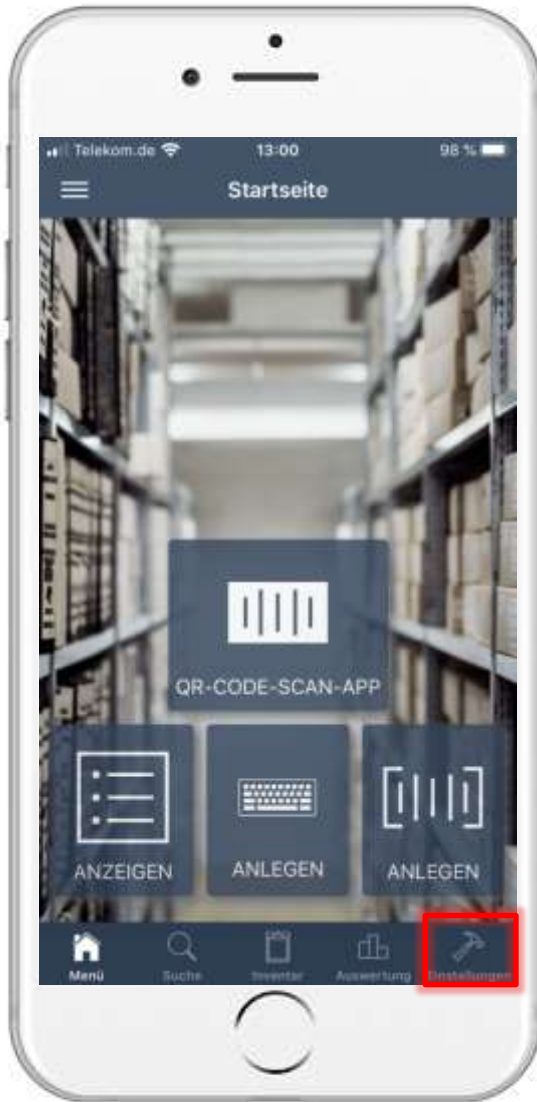
11. View and sort inventory by location, category, merchant, and person

- Now a window opens in which you can select the criteria according to which the sorting should take place.



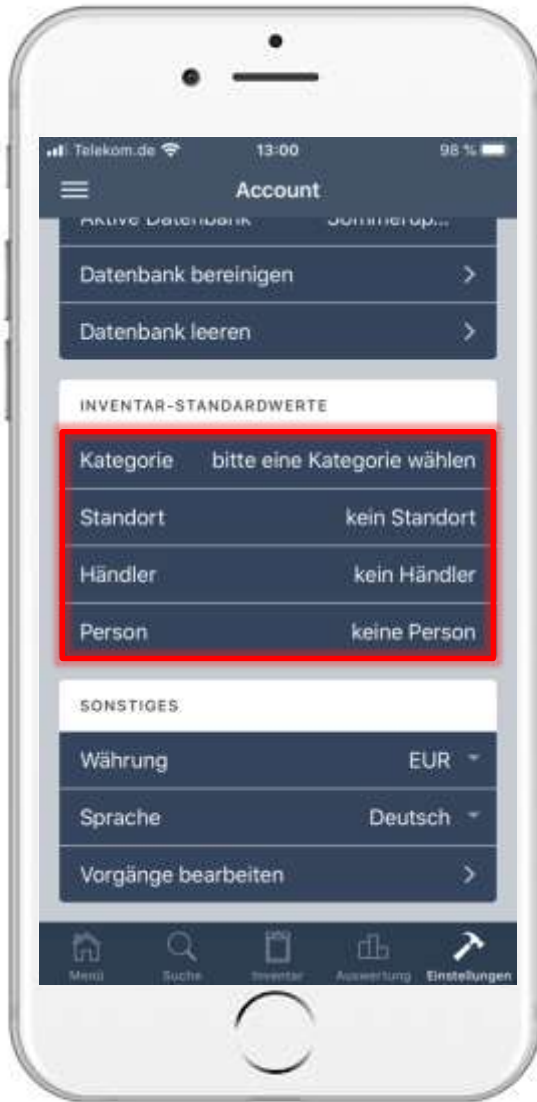
12. default settings

- To change the default settings for locations, categories, retailers and people, first tap on "Settings".
- Once the settings have opened, look for the "Inventory defaults" tab.



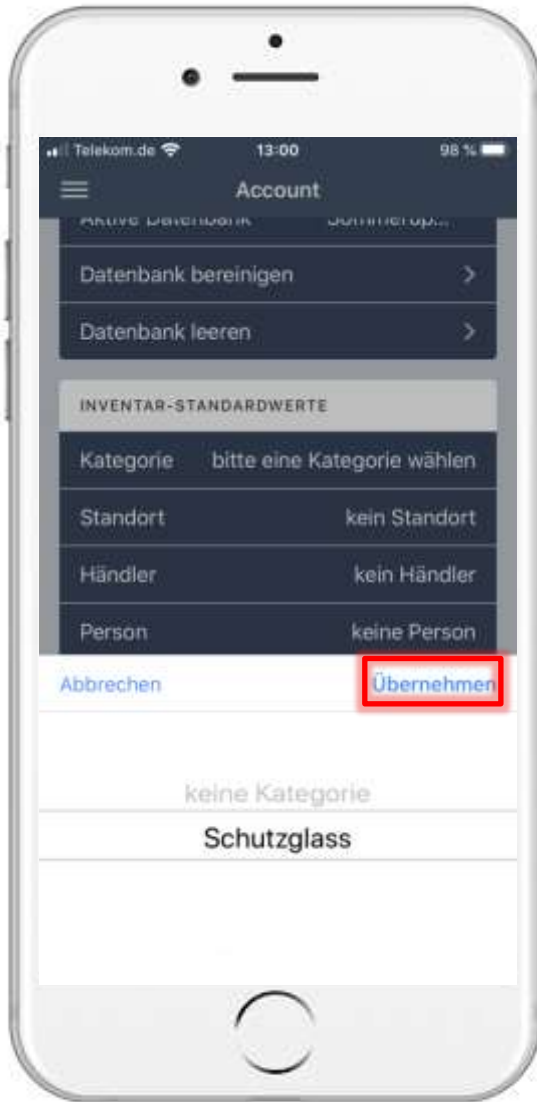
12. default settings

- If you have reached the inventory defaults, you will see the corresponding option for category, location, dealer and person.
- You change the default values by tapping on the respective option.
- *In our example, the default value for "Category" is set.*
- *Setting the value is the same for all options.*



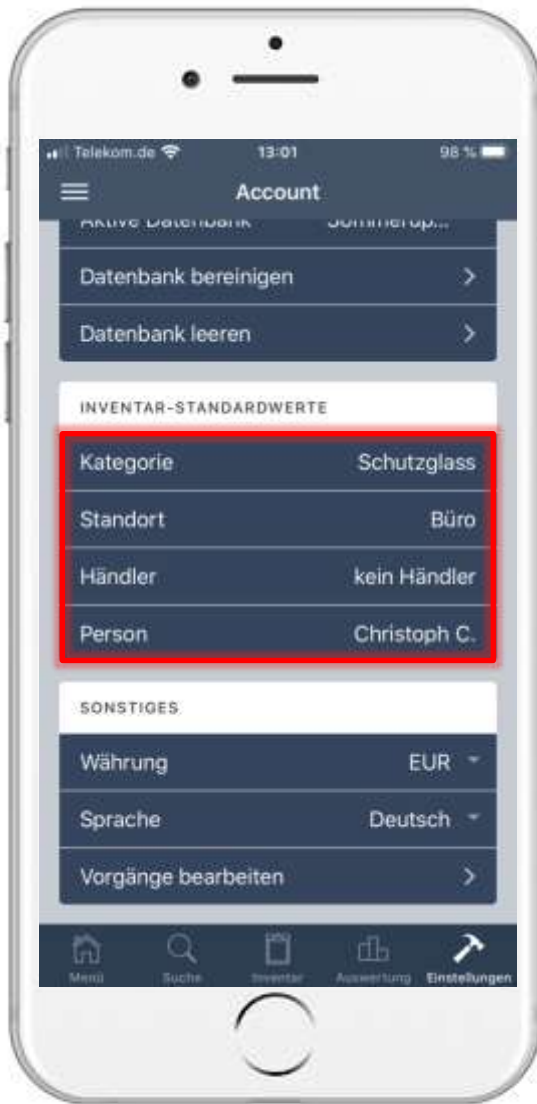
12. default settings

- After you have tapped on "Category", "Location", "Dealer" or "Person", a window opens.
- In this window you select your category, your location, your dealer or a person.
- To save the selection, tap "Apply"



12. default settings

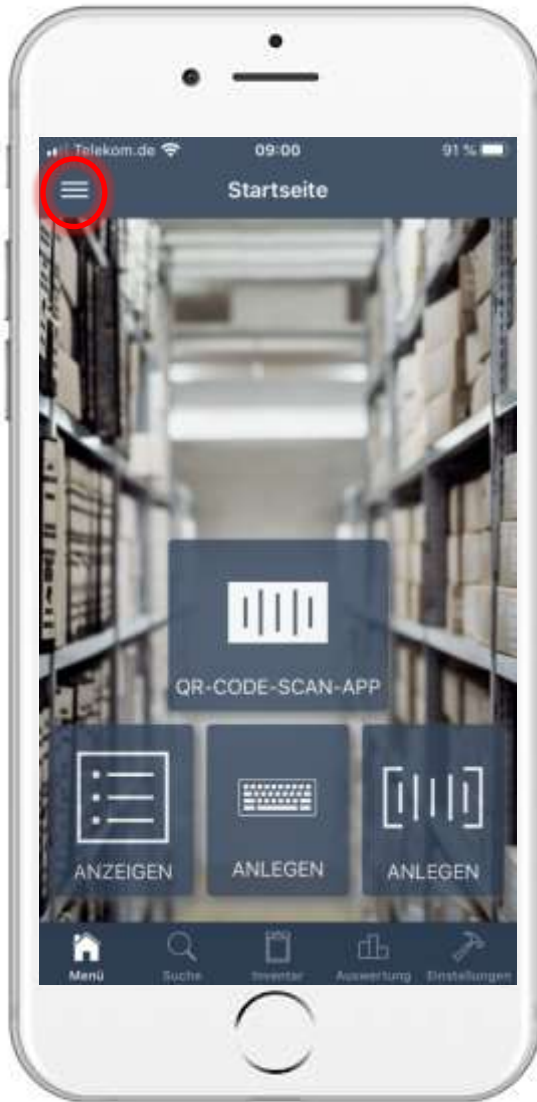
- The default values you have set are then displayed.



13. View content in location subfolders

13.1 Open location

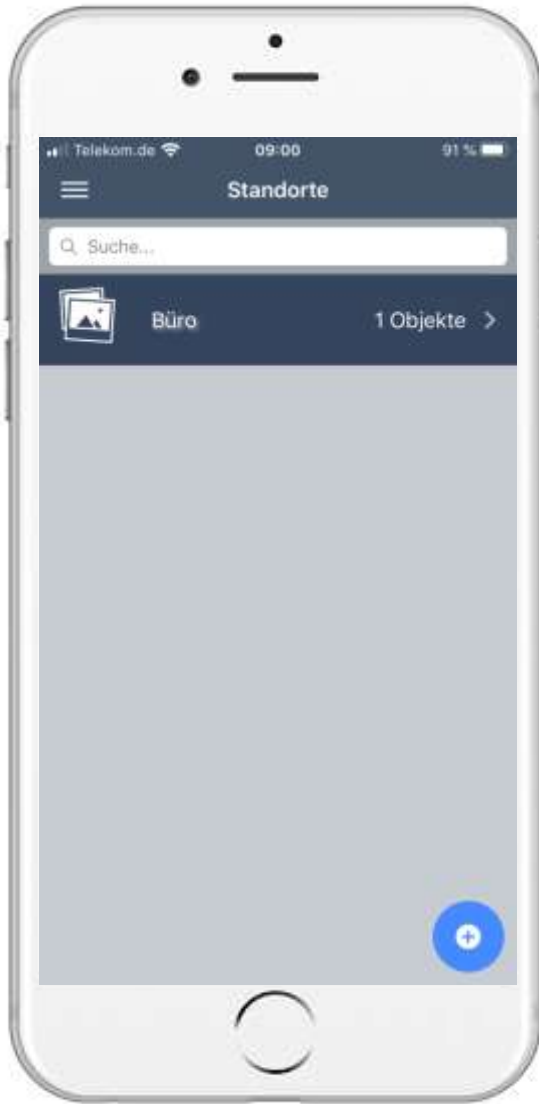
- To create a subfolder / room, you first have to tap on the main menu button, as marked in the image on the left.
- As soon as you are in the main menu, tap the "Locations" option.



13. View content in location subfolders

13.1 Open location

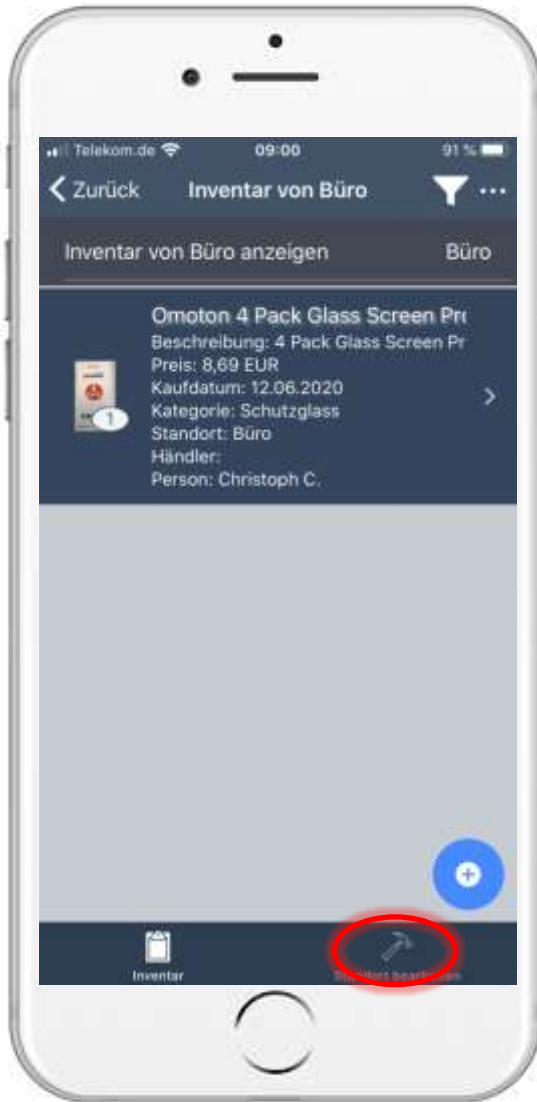
- A page with your created locations then opens.
- Tap here on the location under which a new subfolder / room should be created.



13. View content in location subfolders

13.2 Edit location

- Now all inventories belonging to the location are listed first.
- To create a subfolder / room, tap on "Edit location".



13. View content in location subfolders

13.2 Edit location

- A page then opens in which you can edit the location master data.
- To create a new room, tap on the symbol marked in the image on the left.



13. View content in location subfolders

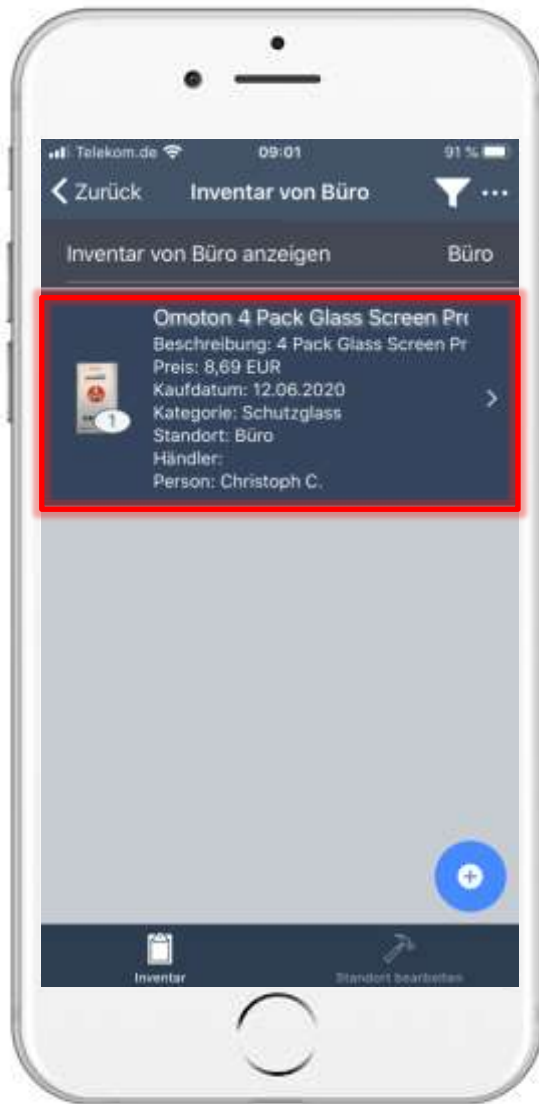
13.2 Edit location

- Now a new **room** has been created. You have to **assign a name** to this in the area marked in blue.
- Then tap on "Save".



13. View content in location subfolders

13.3 Assign inventory to a subfolder / room



- Then the inventory entries belonging to this location are displayed again.
- To assign the subfolder to an inventory entry, open it.
- After opening the inventory details, navigate to the "Locations" option and tap on it.

13. View content in location subfolders

13.3 Assign inventory to a subfolder / room

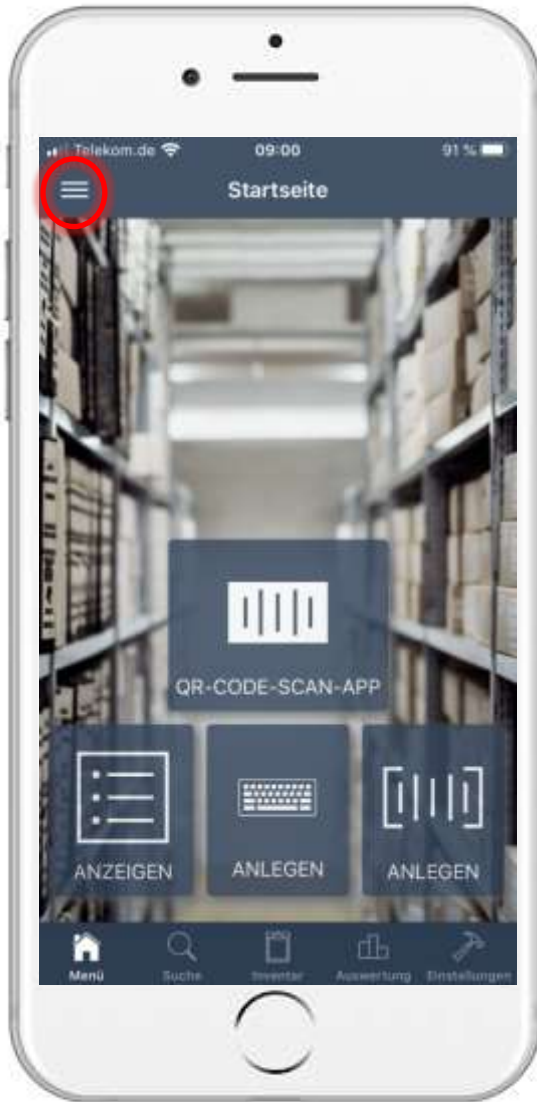
- Then a window opens.
- Here you select your **room** and tap on "Apply".
- To apply the changes, tap on "Save".

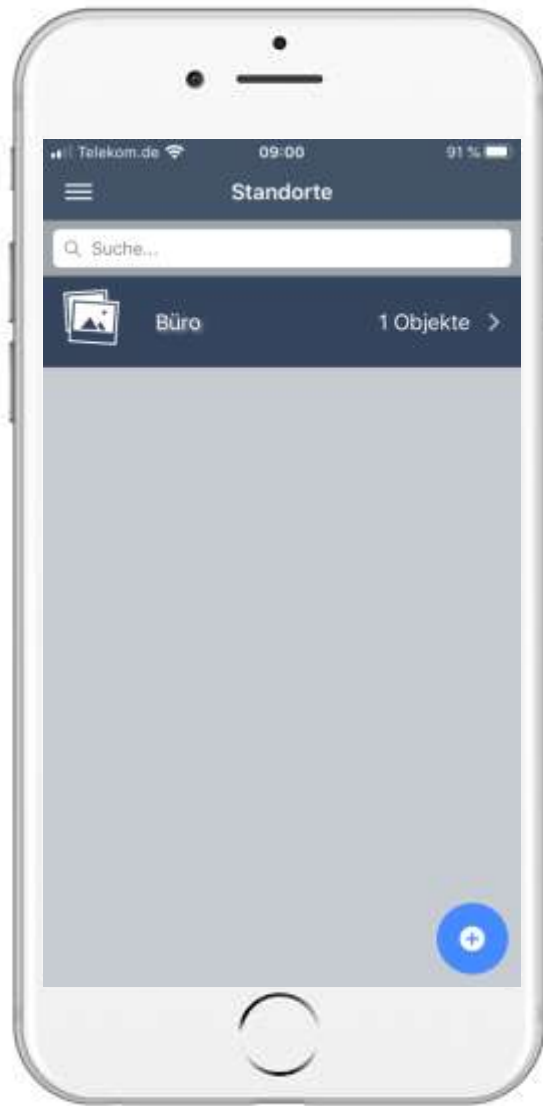


13. View content in location subfolders

13.4 Displaying inventory entries in a subfolder

- To display the inventory of a room, you first have to tap on the main menu button, as marked in the picture on the left.
- As soon as you are in the main menu, tap the "Locations" option.





13. View content in location subfolders

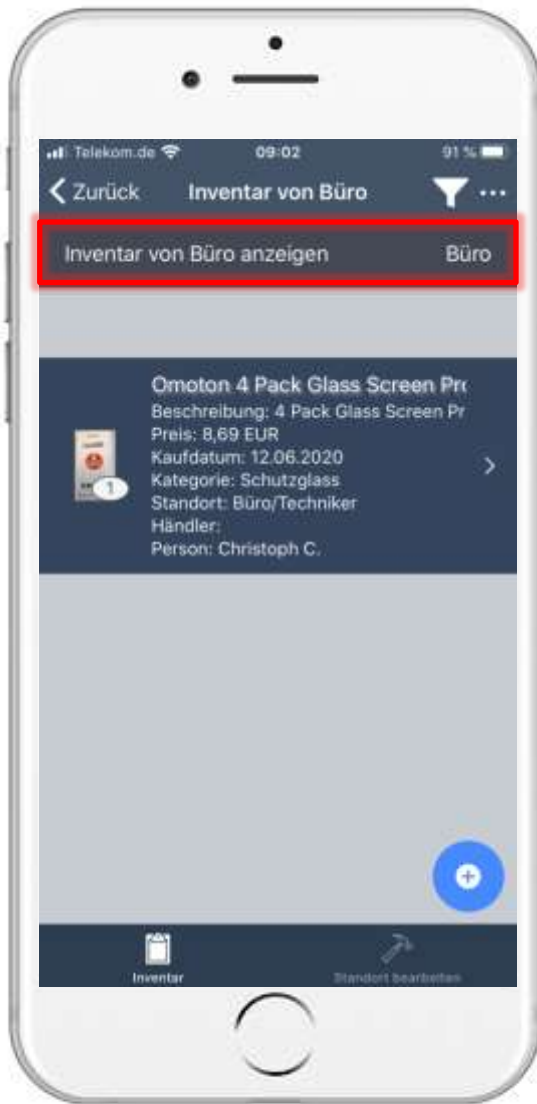
13.4 Displaying inventory entries in a subfolder

- A page with your created locations then opens.
- Tap on the location under which the room with the inventories to be displayed is located.

13. View content in location subfolders

13.4 Displaying inventory entries in a subfolder

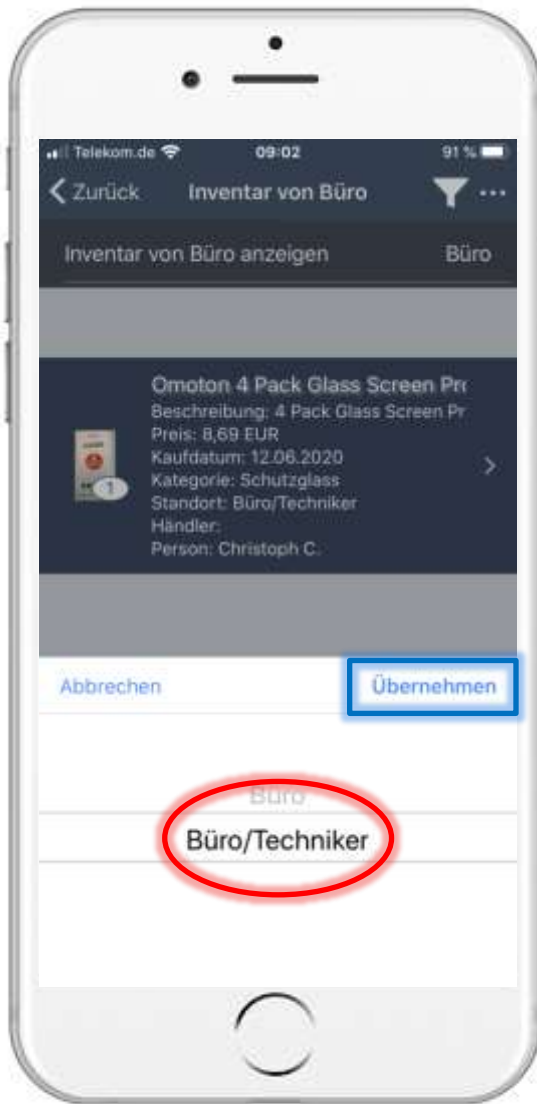
- Then their inventories for this location are listed.
- To restrict the listed inventories to a special room, tap on the area marked in the image on the left.



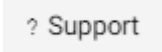

13. View content in location subfolders

13.4 Anzeigen von Inventar Einträge eines Unterordners

- Now a small window opens in which you can select the desired **room**.
- To confirm the selection, tap on "**Apply**".



14.How to contact us?

- Touch on the  button
- This will open a new window
- First you have to fill in your e-mail address
- Second you need to write your message to the support team
- Touch on  , to finish the process

