



Updated: 10/10/2024

This manual is the user guide for InPact LOGISTIC APP_V2.

The functionalities and visualisation may vary depending on the business unit and the role of each employee.



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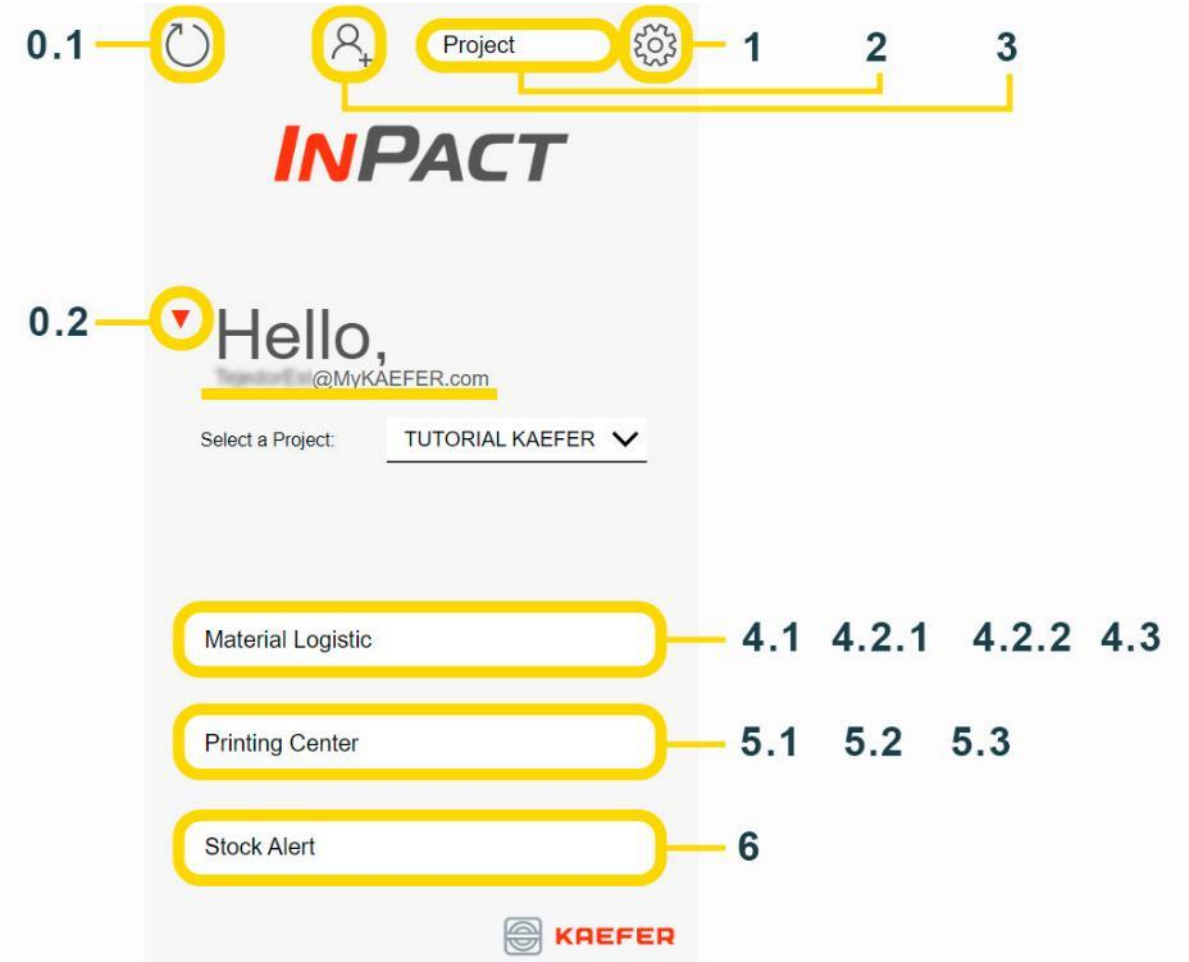
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0.1. REFRESH APP

Press the “refresh” icon when you need to update the information.

0.2. CHANGE LANGUAGE

In the dropdown menu, you can select the language from the available options.

1. CONFIGURE APPEARANCE

In “Settings,” adjust the theme between light/dark mode.

2. CREATE A PROJECT

Go to the “Projects” section and create or edit the project information (*with permissions).

3. CONFIGURE WORKER ROLES

In the “Role Configuration” icon, select the worker, assign the appropriate role, and save the changes.

* Initial permissions are granted by the business unit manager or the project manager.

4.1. SEARCH ITEMS WITH THE APP

Use the search function for articles, materials available in a location or warehouse,...

4.2.1 REGISTER THE ENTRY OF NEW ITEMS

Go to the “Material InPut / Output” section in the app and record the entry of the items.

4.2.2 REGISTER ITEM CONSUMPTION

Go to the “Material InPut / Output ” section in the app and record the consumption movements of the items.

4.3. RELOCATE PALLETS

In the “Relocate Pallet” section, define the new location of the items.

5.1. CREATE LABELS

In the “Labels” section, select the items, configure the label information, and generate or print the labels.

5.2. CREATE DELIVERY NOTE

Go to the “Delivery Notes” section, select the items, enter the details, and generate the delivery note.

5.3 LIST OF WORKERS

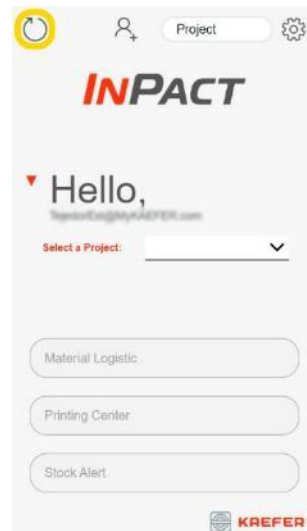
Create the IDs with the list of active workers for a project.

6. CONFIGURE STOCK ALERT

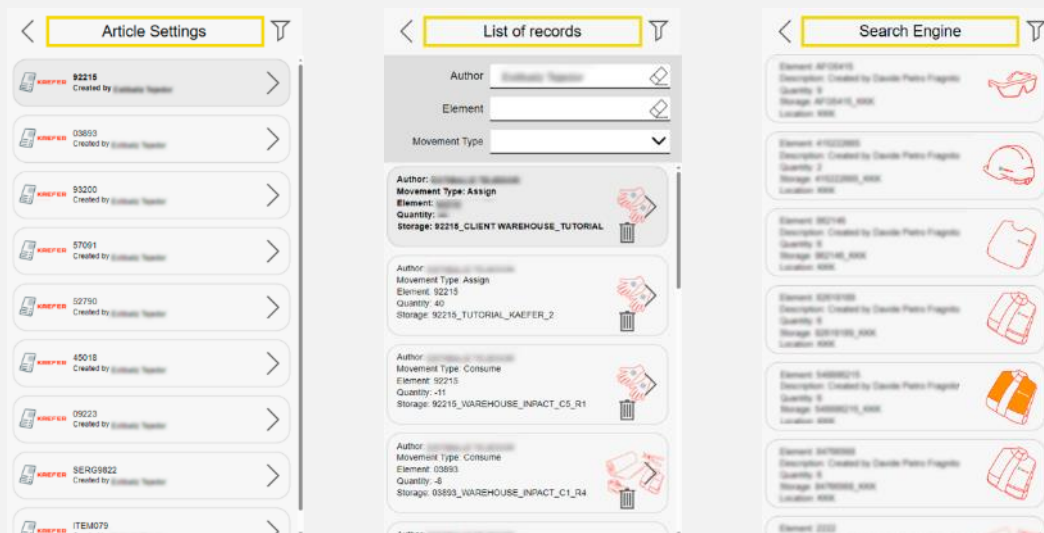
In the stock configuration, define the stock limits, activate notifications, and save the configuration.

0.1 REFRESH THE APP

When the information needs to be updated, click on the **Refresh** icon at the top left.



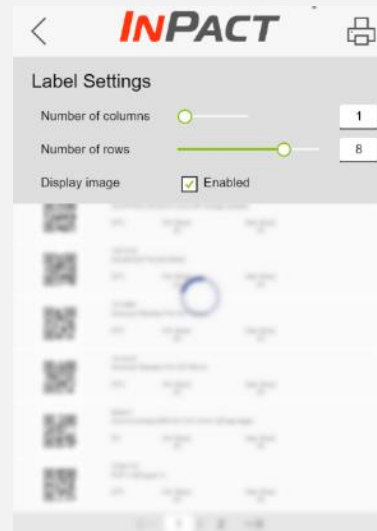
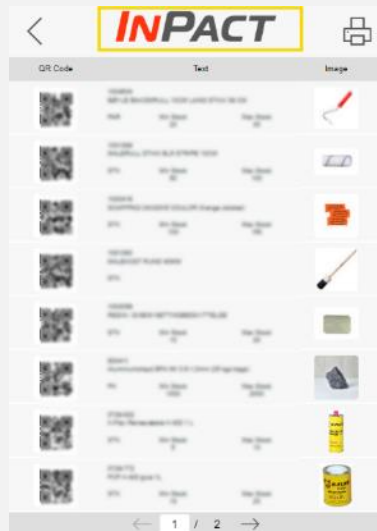
Note: This functionality is also available in many of the top menus of each of the functionalities apart from the label configurator, so it is not necessary to be on the home screen to be able to update.



EXCEPTION

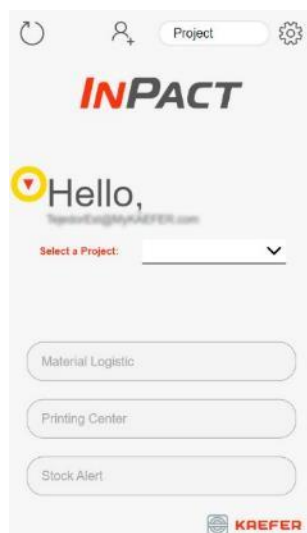
The only case where the top menu does not act with the refresh function is in the label configuration screen.

There, the function is to display the configurator to define the number of columns/rows to be displayed on each sheet.



0.2 CHANGE LANGUAGE

The application displays the language in which it is available via the "Hello" greeting. When you want to change the language, access the drop-down menu by clicking on the triangle ▼ on the left side of "Hello".



Select the language from those available.



The image shows the menu of the application available in English and Spanish.

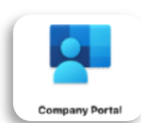
0.3 CHANGE USER

If you need to change user, it is necessary to close the session you are in and reinstall it.

Recommendation: To be able to install another user on the device, we recommend uninstalling both the company portal and Power APPS.

0.3.1 INSTALL COMPANY PORTAL/ INTUNE COMPANY PORTAL

Access Intune or Microsoft Enterprise Portal in your app store.



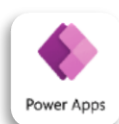
Download and register with the same credentials you use for login:

User:@myKAEFER.com

Password: current email password.

0.3.1 INSTALL POWER APPS

Then download the Power APPS application.

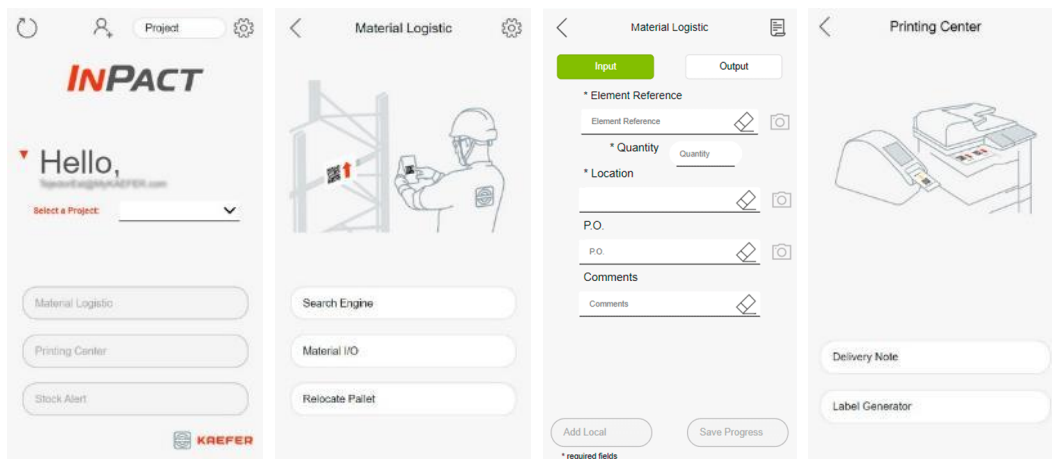


Select the application and choose the logistics solution of your business unit to which your business unit administrator has previously given you access.

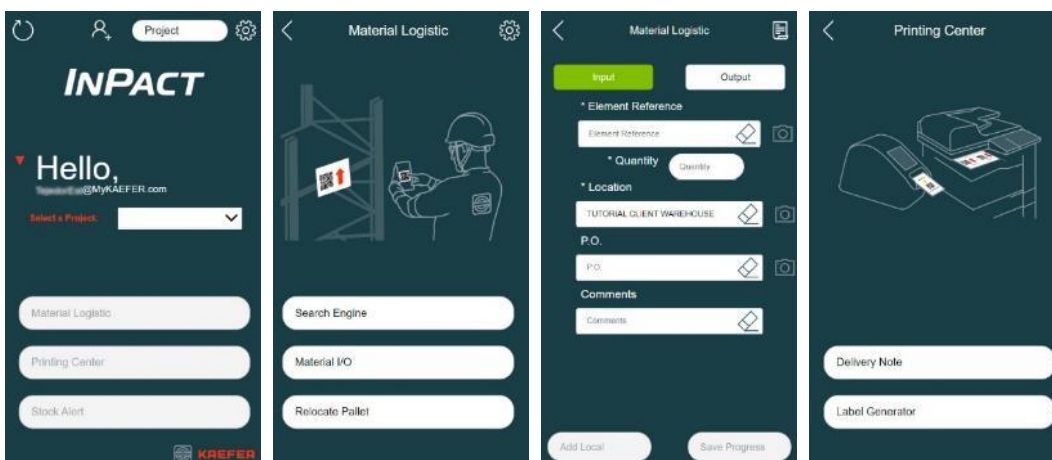


1. CONFIGURE THE APPEARANCE

The application offers two themes: light/dark.

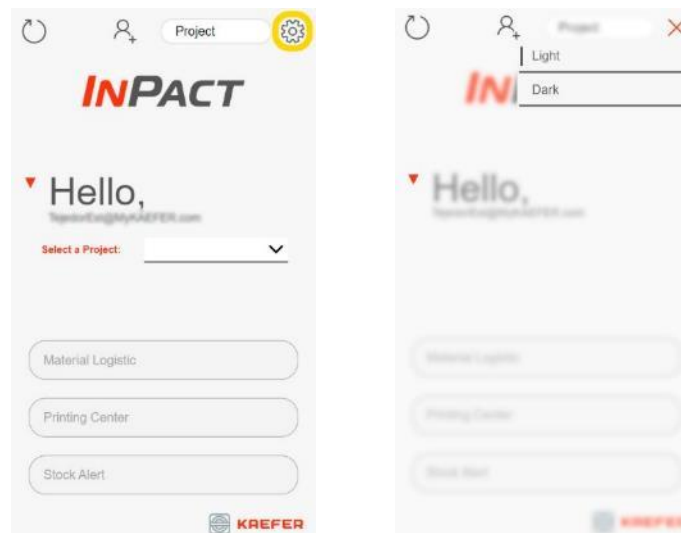


Light theme



Dark theme

When you want to change the theme, click on the top right **settings** icon and select between light / dark mode.



2.1 CREATING A PROJECT

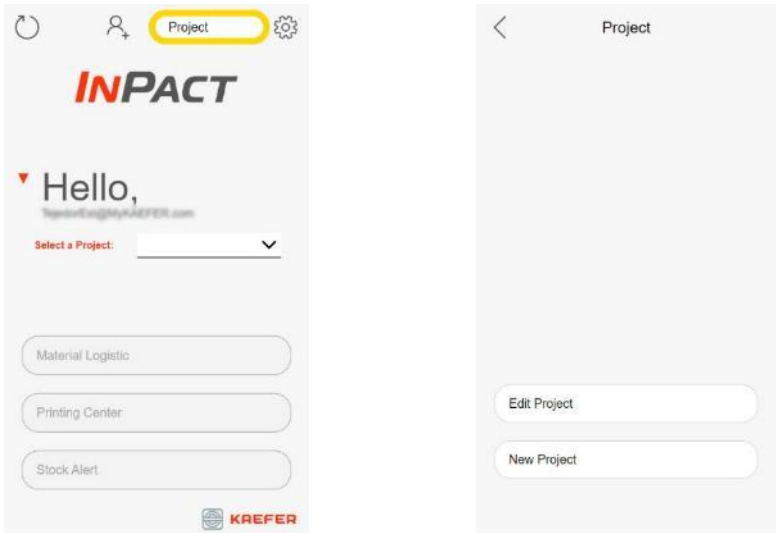
Recommendation: When you need to create a project we **always** recommend to do it from the InPact PROJECT APP application because it offers more parameters to configure. For more information, see section **2. CREATING AN ORDER** in the **InPact PROJECT APP manual**.

Important: The creation of projects is only available for the **admin** role. To configure the roles, consult section **3. CONFIGURING WORKER ROLES**.

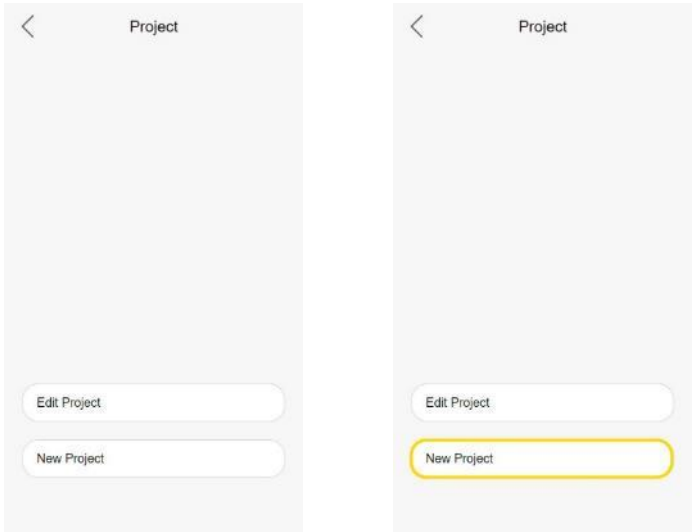
For the roles: Moderator, User, ReadUser, the project button will not be visible.



To create an order from the InPact LOGISTICS app, click on the top button "**Project**".



Select "**New Project**".



Define the parameters of the new project:

×

Project

* Project Number

* Email

* Warehouse

×

Project

* Project Number

TUTORIAL KAEFER

* Email

worker 1@kaefer.es

* Warehouse

TUTORIAL CLIENT WAREHOUSE

Project Number: name/code by which you identify the project.

Email: contact person(s) for the project. We recommend using the company email address.

Important: *If you want to include several emails, write one followed by a semicolon (;).*

×

Project

TUTORIAL KAEFER

▼

* Project Number (ID: 21)

TUTORIAL KAEFER 2

* Email

worker1@kaefer.com; worker2@kaefer.com

* Warehouse

TUTORIAL CLIENT WAREHOUSE 2

Note: This ID will be the default ID that will appear when you register a new Material InPut in that project.

Material Logistic

Input Output

* Element Reference

Element Reference

* Quantity

Quantity

* Location

TUTORIAL CLIENT WAREHOUSE 2

P.O.

P.O.

Comments

Comments

Add Local Save Progress

* required fields

And save the process by click on **“Save”** icon.

Project

TUTORIAL KAEFER

* Project Number (ID: 21)

TUTORIAL KAEFER 2

* Email

worker2@kaefer.com

* Warehouse

TUTORIAL CLIENT WAREHOUSE 2

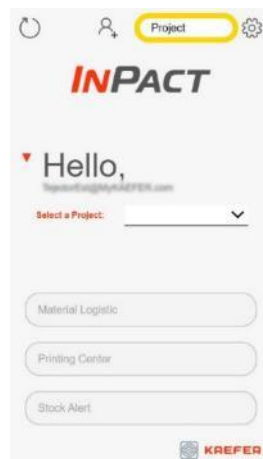
Save

2.2 EDITING A PROJECT

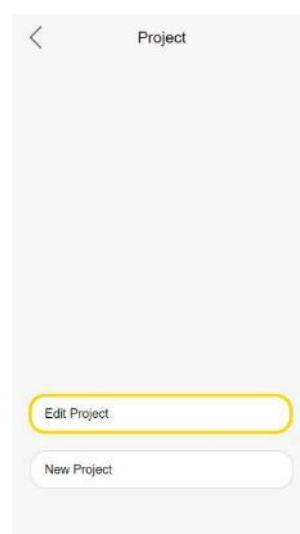
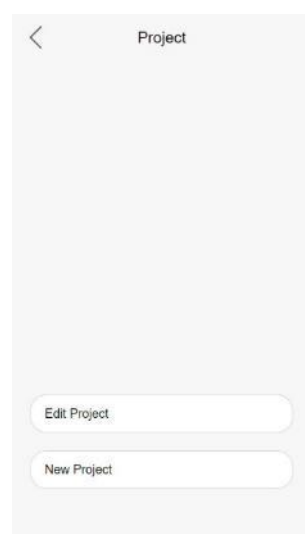
When you need to edit a project * and provided you have the necessary permissions, click on the top menu "**Project**".

*** Important:** The creation of projects is only available for the **admin** role. To configure the roles see section 3. CONFIGURING THE ROLE OF WORKERS.

For the roles: Moderator, User, ReadUser, the project button will not be visible.



Select "**Edit Project**".



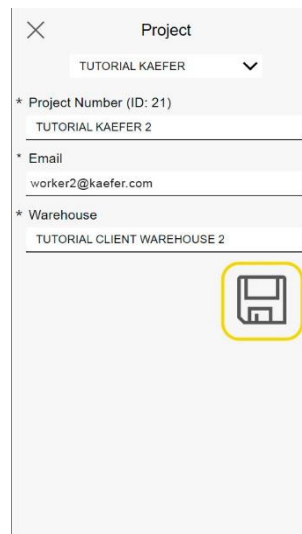
Select the project by clicking on the drop-down icon and choose one of the available projects.

Define the new parameters:

- **Project Number**
- **Email**
- **Warehouse**

Initial data - Changes made.

Click on the **Save** icon and the data associated with the project will be modified.



2.3 VIEW MY PROJECTS

The projects available for your account are those that appear when you pull down the Select a project menu.

If you need to configure the access to a project and you have the role of administrator, see the following section [3. SET UP THE WORKER'S ROLE.](#)

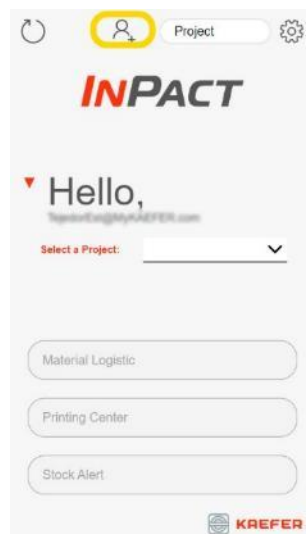
If you need access to a project that is not visible to you, please contact the person in charge.

3. SET UP THE WORKERS' ROLES

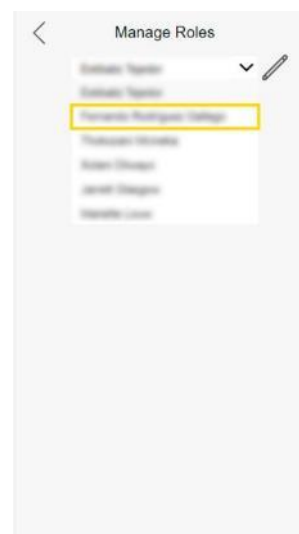
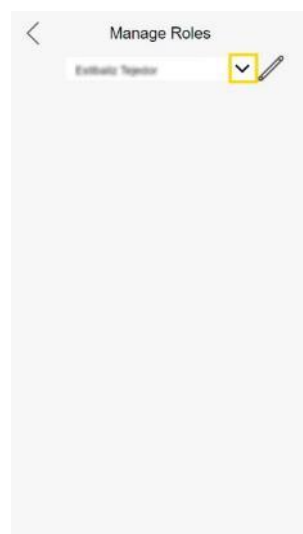
The application allows us to configure the roles depending on the worker.

Important: *initial permissions are managed by users with the admin role.*

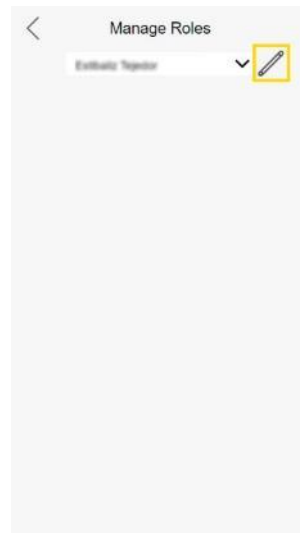
To access the configurator, click on the top **Role Management** icon.



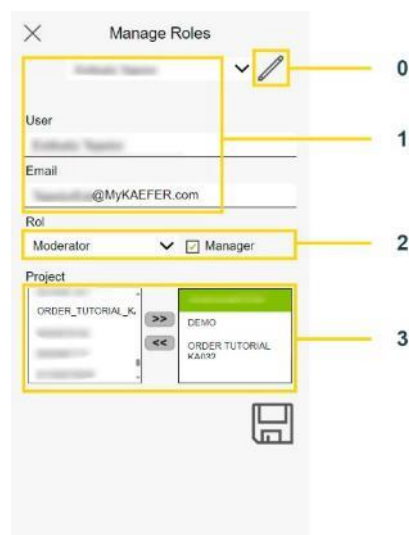
If you click on the arrow, the drop-down list of active workers will appear, and you can select from among the active workers who have opened the application at least once.



Once you have selected the worker, click on the **Pencil** icon to be able to define the permissions.



The screen for configuring permissions and associated projects appears as shown in the following image.



0: Configuration.

1: User data.

2: Definition of roles.

3: Project selection.

3.1 DEFINING THE ROLE OF WORKERS

There are 5 types of roles available:

Admin (administrator)

Moderator

User

ReadUser (visitor)

Manager

The following table lists the permissions associated with each role:

Table	Admin	Moderator	User	ReadUser
Create or Edit Project	*			
Search Engine	*	*	*	*
Material I/O (Input/output)	*	*	*	
Record List	*	*	*	
Edit List	*	*		
Relocate Pallet	*	*		
Article Settings	*	*	*	
Delivery Note	*	*	*	*
Stock Alert	*	*		
Stock Alert Settings	*	*		

Bearing in mind that each of these functionalities corresponds to:

Create or Edit Projects

Create or modify projects (number, mail, warehouse)

Search Engine

Display the search engine

Material I/O

Display the material input or output button

Record List

View and edit the list of movements for the last 30 days

Edit List

Viewing and editing the movements of other users

Relocate Pallet

Display the relocate pallet button

Article Settings

Being able to edit the articles (Not from SAP)

Delivery Note

Display the delivery note button

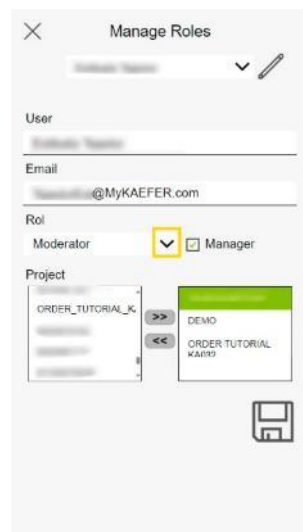
Stock Alert

Display the stock alert button

Stock Alert Settings

Being able to edit the stock alert

To change the role, click on the drop-down menu and select from the different roles.



The screenshot shows the 'Manage Roles' form. The 'Role' dropdown menu is open, showing 'Moderator' as the selected option. The 'Manager' checkbox is checked. The 'Project' section shows a list of projects with 'DEMO' and 'ORDER TUTORIAL KAMPS' visible.



The screenshot shows the 'Manage Roles' form. The 'Role' dropdown menu is open, showing 'Moderator' as the selected option. The 'Manager' checkbox is checked. The 'Project' section shows a list of projects with 'DEMO' and 'ORDER TUTORIAL KAMPS' visible.

The role manager allows you to manage the permissions of your role and roles with lower functionality.

It is defined by selecting the following **Manager** checkbox.

The image shows two side-by-side screenshots of the 'Manage Roles' application interface. Both screens have a title bar with a close button (X) and the text 'Manage Roles'. Below the title bar is a dropdown menu for 'Role' with a pencil icon. The 'User' field contains 'Employee Name'. The 'Email' field contains '@MyKAEFER.com'. The 'Role' dropdown is set to 'Moderator'. In the left screenshot, the 'Manager' checkbox is checked, while in the right screenshot, it is unchecked. Below the role selection, there is a 'Project' section with two columns of project names: 'ORDER_TUTORIAL_KC' and 'ORDER_TUTORIAL_KARD'. A save icon is at the bottom right of each screen.

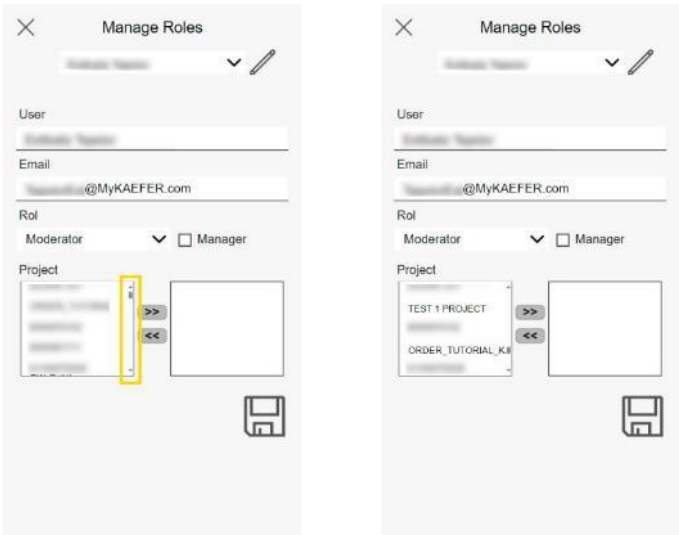
Subsequently, you need to define the projects in which you want to define that role.

In the left column you have the list of all the projects available to configure with your role, and in the right column the projects already launched for that worker.

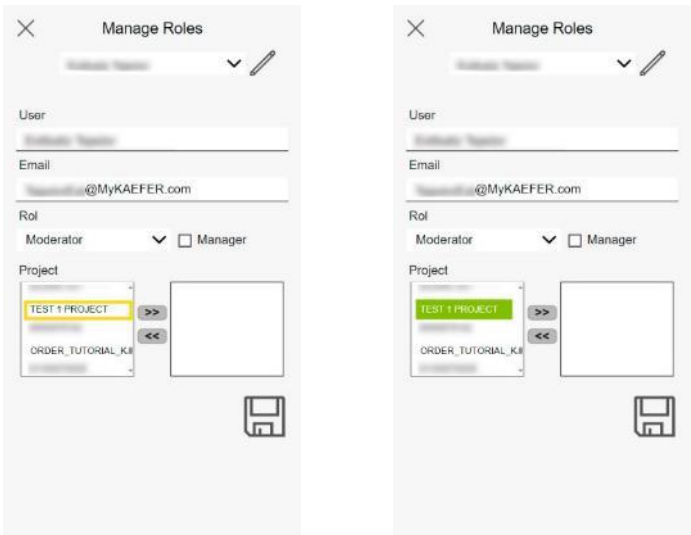
This screenshot shows the 'Manage Roles' application interface. The 'Role' dropdown is set to 'Moderator', and the 'Manager' checkbox is unchecked. The 'Project' section shows two columns. The left column contains 'TEST 1 PROJECT' and 'ORDER_TUTORIAL_KA'. The right column is empty. A save icon is at the bottom right.



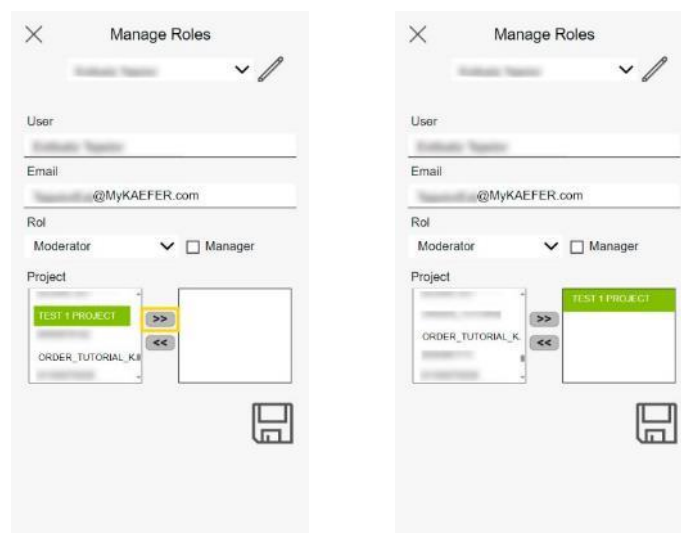
Define the project by selecting it in the left-hand column. You have a slider bar on the right-hand side to move between the different projects.



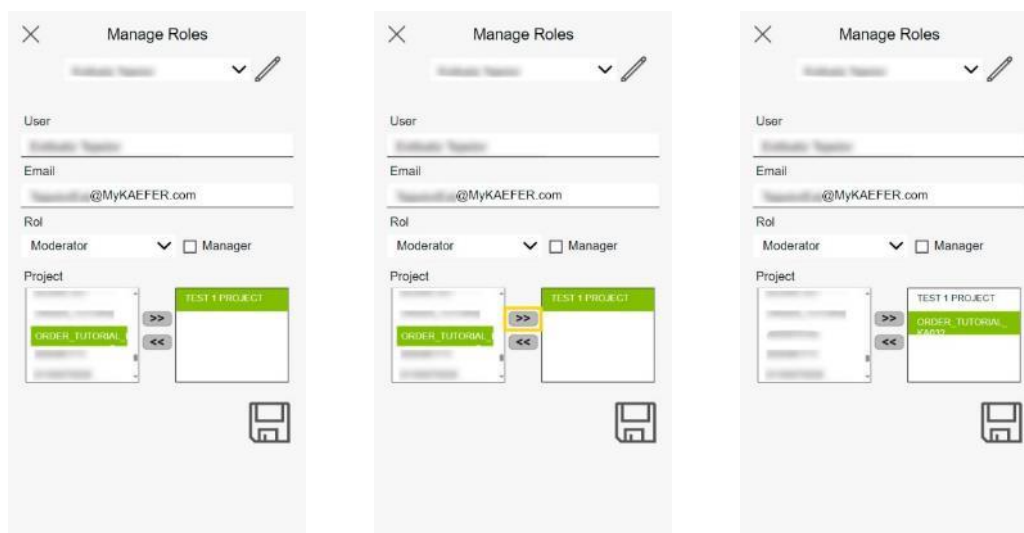
Select a project. In this case TEST 1 PROJECT will be shown in green to indicate that it is the selected project.



Click on the **Move to active project** icon and the project will appear in the active projects column for that worker.



Repeat the procedure with the rest of the projects you want to define with the same role and select the project, click on the **Move to active project** icon.



If we want to deactivate access to one of the projects, see section [3.2 REMOVE PERMITS FOR A WORKER](#)).

When you have finished selecting projects, click on the **Save** icon.

The screenshot shows the 'Manage Roles' form. The 'Project' section has a list of projects on the left and a 'TEST 1 PROJECT' box on the right. The 'TEST 1 PROJECT' box contains 'ORDER_TUTORIAL_KA630'. A yellow box highlights the 'Save' icon (a floppy disk) at the bottom right of the form.

3.2 REMOVING A WORKER'S PROJECT PERMITS

Select the project from the column of active projects and click on the icon **Move to inactive projects**.

The screenshot shows the 'Manage Roles' form. The 'Project' section has a list of projects on the left and a 'TEST 1 PROJECT' box on the right. The 'TEST 1 PROJECT' box contains 'ORDER_TUTORIAL_KA630'. A yellow box highlights the 'Move to inactive projects' icon (a double arrow pointing right) between the list and the box.

The screenshot shows the 'Manage Roles' form. The 'Project' section has a list of projects on the left and a 'TEST 1 PROJECT' box on the right. The 'TEST 1 PROJECT' box contains 'ORDER_TUTORIAL_KA630'. A yellow box highlights the 'Move to inactive projects' icon (a double arrow pointing right) between the list and the box.

The screenshot shows the 'Manage Roles' form. The 'Project' section has a list of projects on the left and a 'TEST 1 PROJECT' box on the right. The 'TEST 1 PROJECT' box contains 'ORDER_TUTORIAL_KA630'. A yellow box highlights the 'Move to inactive projects' icon (a double arrow pointing right) between the list and the box.

When you have finished selecting projects, click on the **Save** icon.

Once the configuration of the permissions has been saved, the worker will have the active projects in a drop-down menu to select the project.

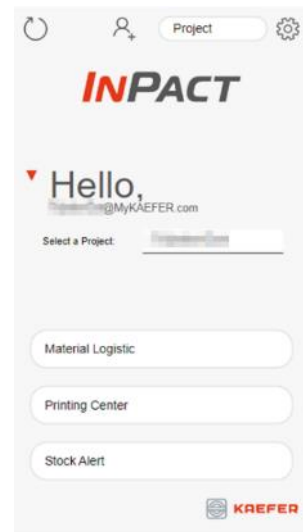
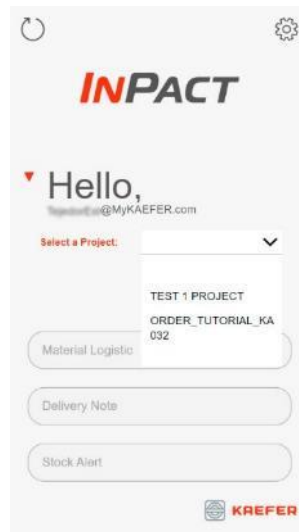
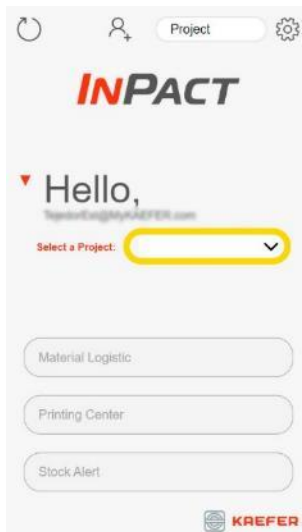
Note: If after saving the configuration the project(s) do not appear, press the refresh icon and wait a few minutes.

4.1 SEARCH FOR AN ARTICLE WITH THE APP

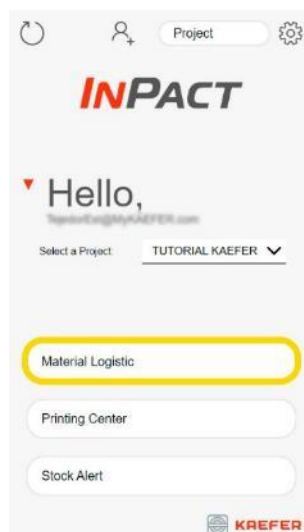
Use the item search function to find out what materials are available in a location or warehouse.

If you need to change the location of an item, see section [4.3 RELOCATE ITEM](#). If you need to modify an item record, see [4.6 EDIT ITEM RECORD](#).

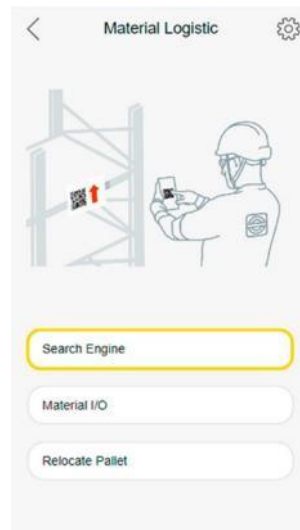
Select the project in the **Select a project** drop-down.



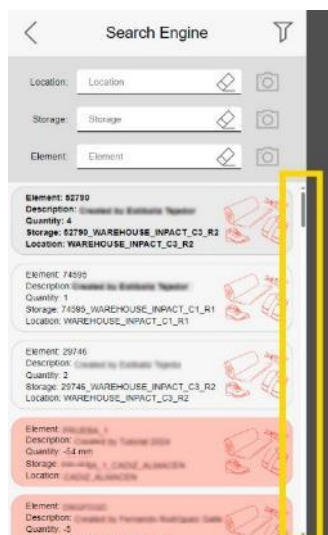
Select **Material Logistic**.



Select "**Search Engine**".



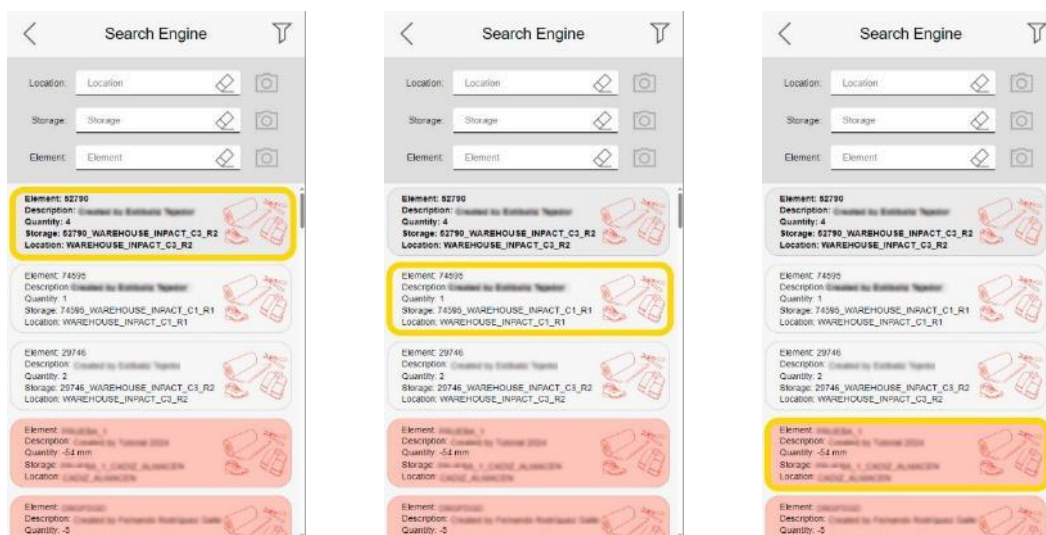
When no filter is applied, the items associated with that project will be displayed * (for more information on how to use filters, see section [4.1.1 APPLY FILTER](#)).



Swipe up and down to scroll through the articles.

Note: In the Element **filter** you can define the name of the element and it is also possible to write the description.

The items available are identified by colour coding according to their volume.



Colour code:

Medium grey: selected item.

Light grey: item with sufficient stock. (* depending on the alerts defined in the minimum stock. For more information on how to define the alerts, see section [6. CONFIGURING THE STOCK ALERT](#)).

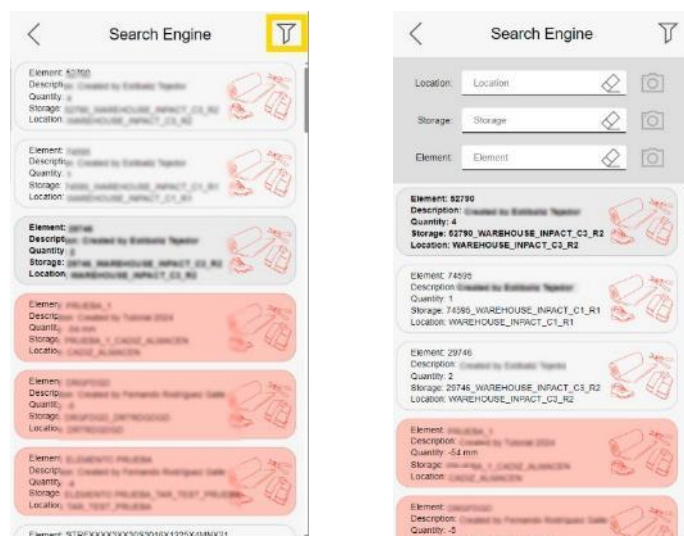
Red: item below the defined minimum stock.

4.1.1 APPLYING FILTER

Filters allow you to speed up the work of searching for a specific location/storage/item.

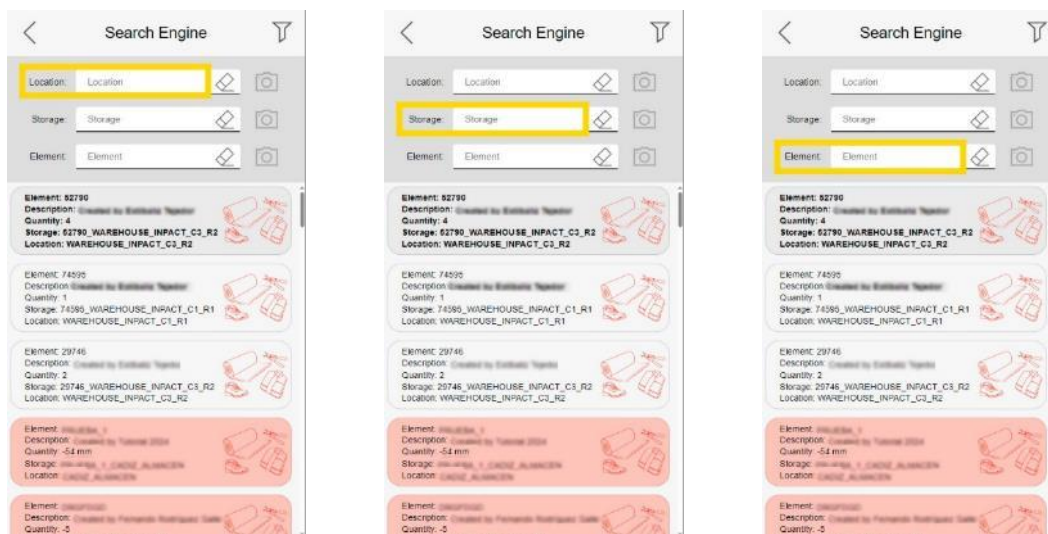
The **Filter** icon is always available at the top right.

If the screen does not show the filtering options in the top menu, you will have to press the filter icon to make it appear or disappear as needed.



Once the filters are available, you need to select the filter to enter the information between the following two methods:

METHOD 1: Manually type the value in the corresponding field.



Filters available: Location / Storage / Item or exact description

METHOD 2: Scan the reference via the QR code.

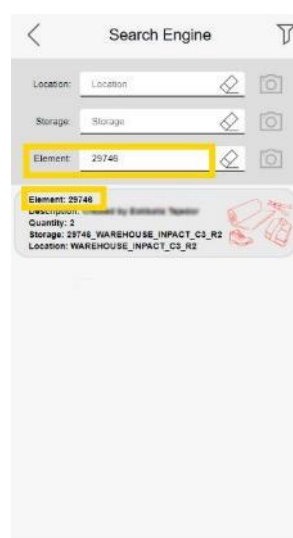
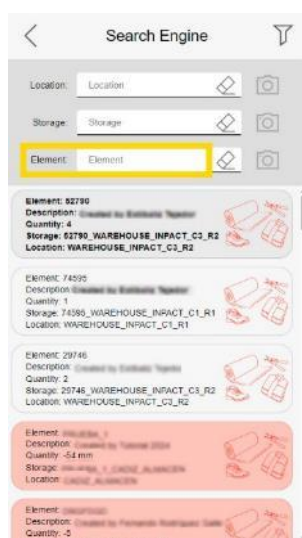
When QR code scanning is selected, the device's camera shall be activated (*). Once scanned, the code value shall be automatically applied as a filter.



***Note:** This functionality is only available on electronic devices such as tablets and mobiles.

If the camera is not active, try turning the device upright and tap on the camera icon.

Once the filter has been applied, the associated records are displayed.



Example of a filter applied in the element field.

4.1.2 REMOVE FILTER

When a filter exists and you want to delete the information, click on the **Delete** icon.



4.2.1 REGISTER THE ENTRY OF NEW ITEMS

When new items are received, the incoming material can be registered via the InPact LOGISTICS APP.

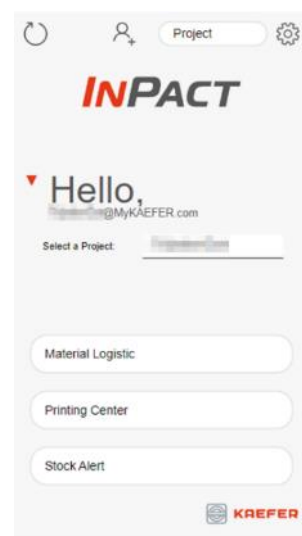
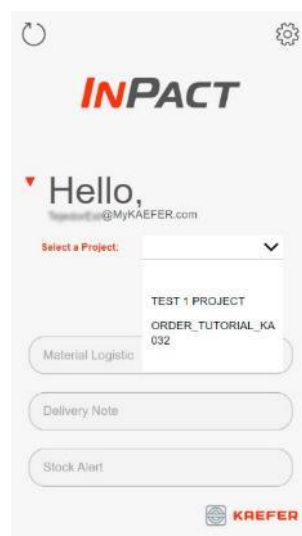
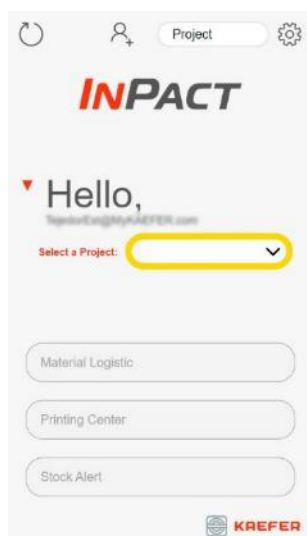
Note: in case of specific needs, please contact the InPact team by e-mail: inpact@kaefer.es.



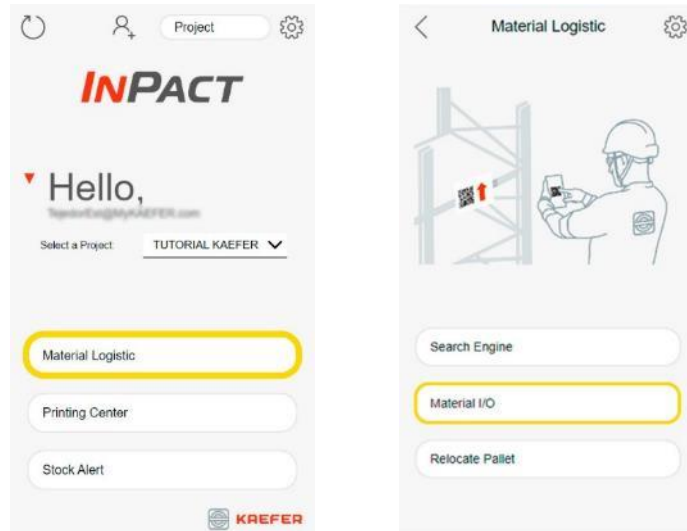


Important: If you do not have internet access to make the records, see how to work in off-line mode in the following section, 4.2.3 WORKING IN OFF-LINE MODE.

Select the project from the **Select a Project** drop-down.



Select "**Material Logistic**" and "**Material I/O**".



Make sure you have selected the "**Input**" option.

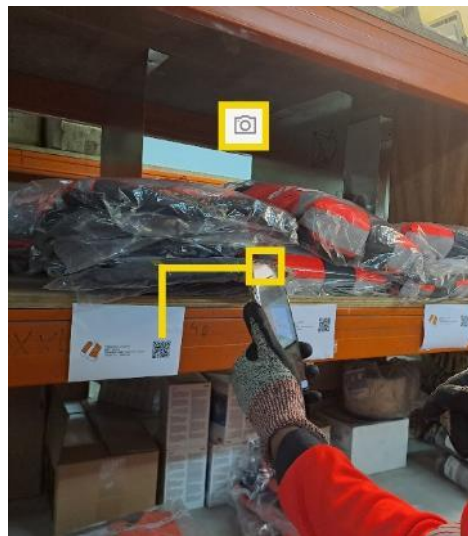
This screenshot shows the 'Material Logistic' screen with the 'Input' option selected (highlighted in green). The screen contains several input fields: 'Element Reference', 'Quantity', 'Location', 'P.O.', and 'Comments'. Each field has a camera icon next to it. At the bottom, there are two buttons: 'Add Local' and 'Save Progress'. A note at the bottom left indicates '* required fields'.

There are two ways to enter the information:

METHOD 1 Scan the article reference (*).

Click on the camera icon and focus on the QR code.

We recommend always using this method to avoid problems in the registration of information.



METHOD 2: Writing the reference.

Click on Element Reference field and enter the item reference, not the description.

If you want to delete the content, you can directly click on the **Delete** icon.

The screenshot shows the 'Material Logistic' app interface. At the top, there are two tabs: 'Input' (highlighted in green) and 'Output'. Below the tabs, there are several input fields, each with a delete icon (a diamond with an 'X') to its right. The fields are: '* Element Reference' (with a value '29746'), '* Quantity' (with a value '2'), '* Location', 'P.O.', 'P.O.', and 'Comments'. At the bottom, there are two buttons: 'Add Local' and 'Save Progress'. A note at the bottom left says '* required fields'.

Define the quantity by entering the number of items you wish to register (MANDATORY).

This screenshot is similar to the previous one, but the 'Quantity' field is now highlighted with a yellow circle, and it contains the value '2'. The other fields and the bottom buttons remain the same.

Example registering 2 Jackets (Ref. 29746)

Define the location where we are going to store the article (MANDATORY). By default, the location defined for the project will appear. See more information in section [2.1 CREATE A PROJECT](#).

Example registering the 2 jackets in the location WAREHOUSE_INPACT_C3R2

Note: There are different configurations for the optional fields depending on the business unit.

The most frequent field options are as follows:

PO (Purchase Order): to associate it with a reference or order name.

ITEM	QTY	UNIT	PRICE	TOTAL	TAXES
ITEM1	10	KG	100	1000	0
ITEM2	5	KG	200	1000	0
ITEM3	2	KG	500	1000	0
ITEM4	1	KG	1000	1000	0
ITEM5	1	KG	1000	1000	0
ITEM6	1	KG	1000	1000	0
ITEM7	1	KG	1000	1000	0
ITEM8	1	KG	1000	1000	0
ITEM9	1	KG	1000	1000	0
ITEM10	1	KG	1000	1000	0



Comments: field to include extra information.

Input Output

* Element Reference
29748

* Quantity
2

* Location
WAREHOUSE_INPACT_C3_R2

P.O.

P.O.

Comments

Comments

Add Local Save Progress

* required fields

Assign the registry to the location by clicking "**Add Local**".



Input Output

* Element Reference
29748

* Quantity
2

* Location
WAREHOUSE_INPACT_C3_R2

P.O.

P.O.

Comments

Comments

Add Local Save Progress

* required fields

Material Logistic

Input Output

* Element Reference
Element Reference

* Quantity
Quantity

* Location
WAREHOUSE_INPACT_C3_R2

P.O.

P.O.

Comments

Comments

Element	Qt	Storage / P.O.	Location
29748	2	29146_WAREHOUSE_INPACT_C3_R2	WAREHOUSE_INPACT_C3_R2

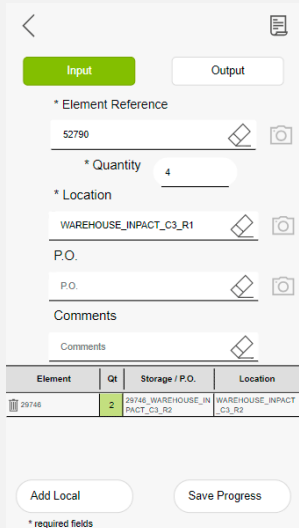
Add Local Save Progress

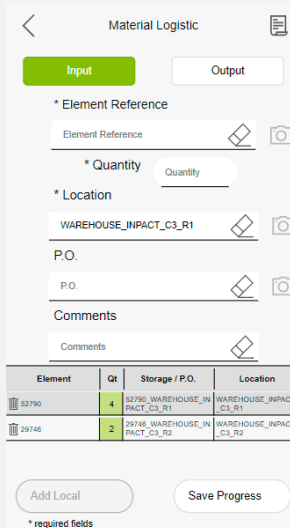
* required fields

Note: If you wish to register more material entries, repeat the above process for the rest of the items and the last defined location will be saved.

In this example, we see the registration of 4 helmets:

Ref. No.: 52790 - 4 pcs. in InPact warehouse / Column C3 /Row R2





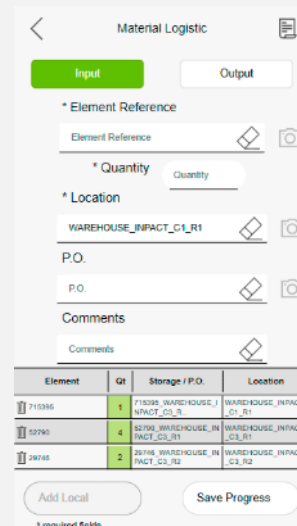
Element	Qt	Storage / P.O.	Location
52790	4	WAREHOUSE_INPACT_C3_R1	WAREHOUSE_INPACT_C3_R1
29746	2	WAREHOUSE_INPACT_C3_R2	WAREHOUSE_INPACT_C3_R2

Once you have completed the fields, click on "**Add Local**".

Continue registration with 1 pair of gloves:

Item 715395 - 1 pcs. in InPact warehouse / Column C1 /Row R1

Press "**Add Local**".

Element	Qt	Storage / P.O.	Location
715395	1	WAREHOUSE_INPACT_C1_R1	WAREHOUSE_INPACT_C1_R1
52790	4	WAREHOUSE_INPACT_C3_R1	WAREHOUSE_INPACT_C3_R1
29746	2	WAREHOUSE_INPACT_C3_R2	WAREHOUSE_INPACT_C3_R2

Once all records have been defined, press the "**Save Progress**" button to finally register the material entry (*).

Material Logistic

Input Output

* Element Reference

Element Reference

* Quantity

Quantity

* Location

WAREHOUSE_INPACT_C3_R2

P.O.

P.O.

Comments

Comments

Element	Qt	Storage / P.O.	Location
26748	2	26748_WAREHOUSE_INPACT_C3_R2	WAREHOUSE_INPACT_C3_R2

Add Local Save Progress

* required fields

Material Logistic

Input Output

* Element Reference

Element Reference

* Quantity

Quantity

* Location

WAREHOUSE_INPACT_C1_R1

P.O.

P.O.

Comments

Comments

Element	Qt	Storage / P.O.	Location
715395	1	715395_WAREHOUSE_INPACT_C3_R1	WAREHOUSE_INPACT_C3_R1
52790	4	52790_WAREHOUSE_INPACT_C3_R1	WAREHOUSE_INPACT_C3_R1
26748	2	26748_WAREHOUSE_INPACT_C3_R2	WAREHOUSE_INPACT_C3_R2

Add Local Save Progress

* required fields

Example of saving progress with 1 and 3 records.

*** Important:** If you do not have internet access during the process, make the records locally and save the progress when you have internet access.

For more information, see the tutorial section on 4.2.3. WORKING IN OFFLINE MODE.

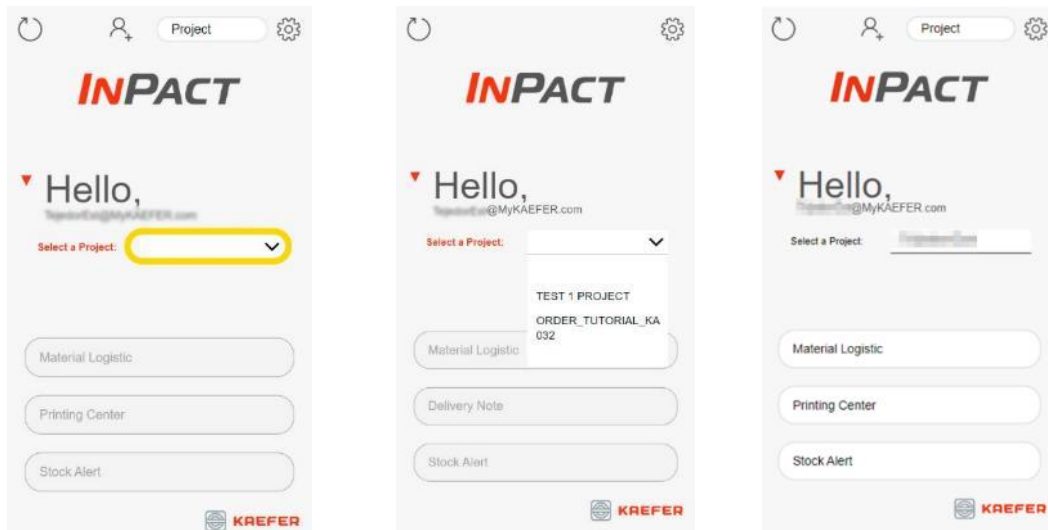
4.2.2 REGISTER ITEM CONSUMPTION

Each time you pick up items from a location, it is essential to record consumption in the system to keep the information up to date.

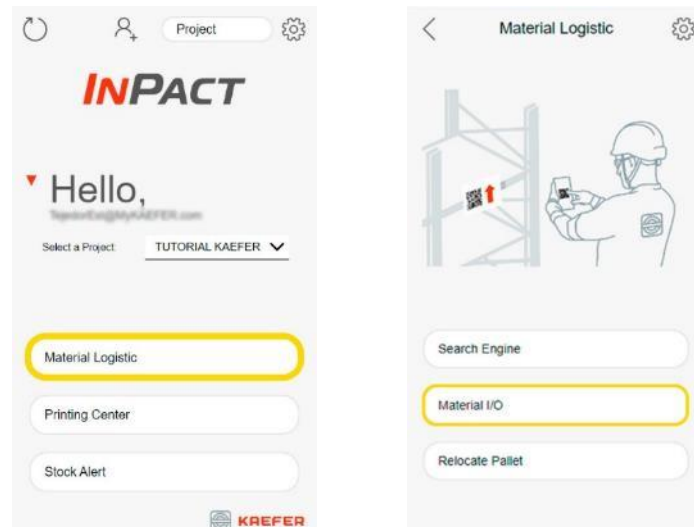
In this section we are going to carry out the consumption of the items.



Select the project from the **Select a Project** drop-down.



Select **"Material Logistic"** and then **"Material I/O"**.



Make sure you have selected the **"Output"** option to record the consumption of the material.

The application allows us to record data in two different ways: by scanning the references with QR codes* or by typing directly in the field.

METHOD 1 Scan article reference (*)

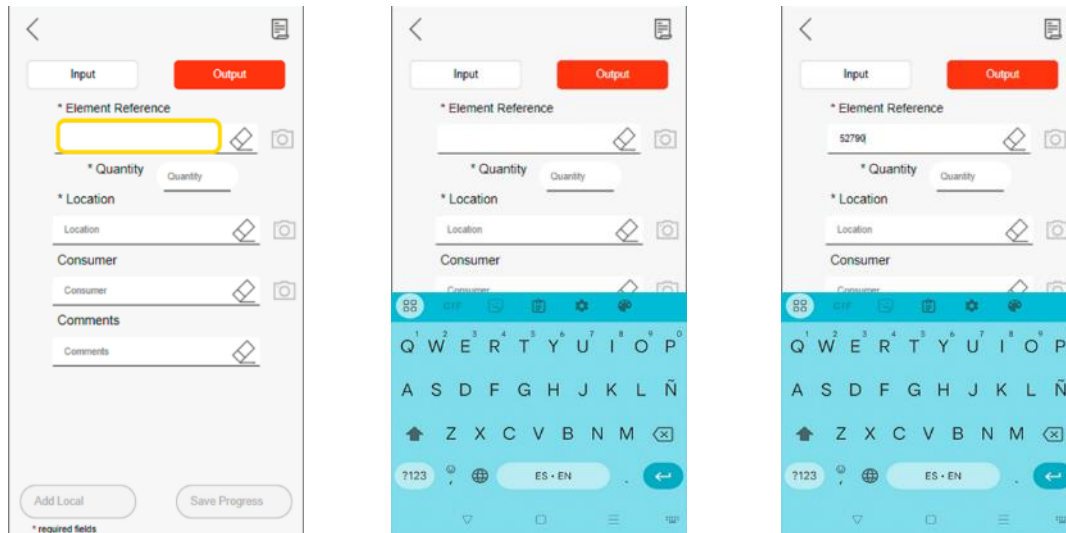
Click on the camera icon and focus on the QR code.

***We recommend** always using this method to avoid problems in the registration of the information.*



METHOD 2: Writing the reference

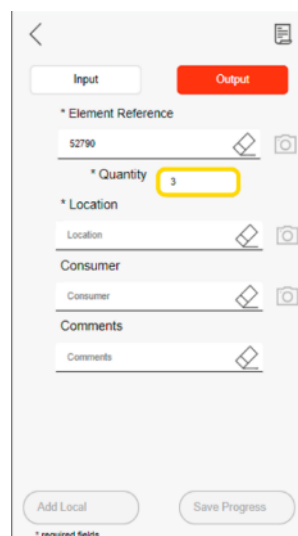
Click on the open Item Reference field and type in the item code.



If you want to delete the content, you can do so directly by clicking on the **Delete** icon.



Defines the quantity of items consumed (MANDATORY).



Example recording the consumption of 3 hulls (Ref. 52790).

Define the location where we are going to take the item (MANDATORY).

Input Output

* Element Reference
52790

* Quantity
3

* Location
WAREHOUSE_INPACT_C3_R2

Consumer
Consumer

Comments
Comments

Add Local Save Progress

* required fields



Example of the consumption of 3 hulls at location WAREHOUSE_INPACT_C3_R2.

Note: Depending on the business unit, there are different configurations for the optional fields.

The most frequent optional fields are the following:

Consumer: this field is usually associated with the assigned worker or project depending on the defined strategy.

Input Output

* Element Reference
52790

* Quantity
3

* Location
WAREHOUSE_INPACT_C3_R2

Consumer
JOHN SMITH

Comments
Comments

Add Local Save Progress

* required fields

In the following cases, we will show examples for the labour field in different projects:

Workers have an identification number and enter it manually.

Very useful in the case of PPE consumption in order to have the traceability of the products.

Workers have a QR code they can scan in the field CONSUMER.



Example by scanning the code of a worker with number 0513 with his worker card or on the helmet.

On other occasions, the consumer can be the project/equipment/isometric,... for which the article is intended and can be associated either by creating QR codes or by writing it directly in the CONSUMER field.

< Input Output

* Element Reference
52790

* Quantity
3

* Location
WAREHOUSE_INPACT_C3_R2

Consumer
P206606

Comments
Comments

Add Local Save Progress

* required fields

Comments: field to include extra information.

< Input Output

* Element Reference
52790

* Quantity
3

* Location
WAREHOUSE_INPACT_C3_R2

Consumer
JOHN SMITH

Comments
INSERT YOUR COMMENTS HERE

Add Local Save Progress

* required fields

Once at least the mandatory fields have been filled in, we proceed to register the consumption of the material by clicking on "Add local".

***Note:** depending on the business unit and the requested configuration, an intermediate step may be included to associate a consumption reason. More information: [4.2.2.1 CONSUMPTION REASON](#)

Once the material has been assigned, we can repeat these steps as many times as you need.

Note: it is important to have internet access before finishing the process and if you need to work in offline mode, see section [4.2.3 WORKING IN OFFLINE MODE](#).

Element	Qt	Storage / P.O.	Location
52790	-3	52790_WAREHOUSE_INPACT_C3_R2	WAREHOUSE_INPACT_C3_R2

If you want to continue with the entry of material, you must fill in the references again:

- Element Reference
- Quantity
- Location (the last registered location will be kept)

And click **"Add Local"**.

Three screenshots of the InPact LOGISTIC APP showing the 'Add Local' process. Each screen displays the 'Input' tab with fields for Element Reference, Quantity, Location, and Consumer. Below these fields is a table with columns: Element, Qt, Storage / P.O., and Location. The first screenshot shows element 52790 with quantity -3 and location WAREHOUSE_INFACT_C3_R2. The second screenshot shows element 03893 with quantity 8 and location WAREHOUSE_INFACT_C1_R4. The third screenshot shows element 03893 with quantity -3 and location WAREHOUSE_INFACT_C1_R4. Each screen has 'Add Local' and 'Save Progress' buttons at the bottom.

Repeat the process with the rest of the consumed items:

Four screenshots of the InPact LOGISTIC APP showing the 'Add Local' process for different elements. Each screen displays the 'Input' tab with fields for Element Reference, Quantity, Location, and Consumer. Below these fields is a table with columns: Element, Qt, Storage / P.O., and Location. The first screenshot shows element 92215 with quantity 11 and location WAREHOUSE_INFACT_C3_R1. The second screenshot shows element 40220 with quantity 2 and location WAREHOUSE_INFACT_C3_R3. The third screenshot shows element 40220 with quantity 4 and location WAREHOUSE_INFACT_C3_R1. The fourth screenshot shows element 40220 with quantity -4 and location WAREHOUSE_INFACT_C3_R1. Each screen has 'Add Local' and 'Save Progress' buttons at the bottom.

If during the process you need to delete any of the records you are working on, click on the **bin** icon on the left side of the article as shown in the image and press **"Delete"**.

The screenshots show the InPact LOGISTIC APP interface for deleting records. The interface includes fields for Element Reference, Quantity, Location, and Consumer. Below these fields is a table with columns: Element, Qt, Storage / P.O., and Location. The table contains several records, and the bin icon on the left side of the table is used to select records for deletion. The 'Delete' button is highlighted in green in the second screenshot and in red in the third screenshot.

Element	Qt	Storage / P.O.	Location
32983	-4	WAREHOUSE_INPACT_C4_R1	WAREHOUSE_INPACT_C4_R1
40220	-2	WAREHOUSE_INPACT_C5_R3	WAREHOUSE_INPACT_C5_R3
80215	-11	WAREHOUSE_INPACT_C5_R1	WAREHOUSE_INPACT_C5_R1
93290	-20	WAREHOUSE_INPACT_C5_R1	WAREHOUSE_INPACT_C5_R1
03093	-8	WAREHOUSE_INPACT_C1_R4	WAREHOUSE_INPACT_C1_R4
52790	-3	WAREHOUSE_INPACT_C1_R2	WAREHOUSE_INPACT_C1_R2

Repeat this process for the rest of the records if you want to delete them.

The screenshots show the InPact LOGISTIC APP interface for deleting records. The interface includes fields for Element Reference, Quantity, Location, and Consumer. Below these fields is a table with columns: Element, Qt, Storage / P.O., and Location. The table contains several records, and the bin icon on the left side of the table is used to select records for deletion. The 'Delete' button is highlighted in green in the second screenshot.

Element	Qt	Storage / P.O.	Location
80215	-11	WAREHOUSE_INPACT_C5_R1	WAREHOUSE_INPACT_C5_R1
93290	-20	WAREHOUSE_INPACT_C5_R1	WAREHOUSE_INPACT_C5_R1
03093	-8	WAREHOUSE_INPACT_C1_R4	WAREHOUSE_INPACT_C1_R4
52790	-3	WAREHOUSE_INPACT_C1_R2	WAREHOUSE_INPACT_C1_R2

When you have finished recording the consumption of the items, press **"Save Progress"**.

Element	Qt	Storage / P.O.	Location
92215	-11	WAREHOUSE_INPACT_FACT_C3_R1	WAREHOUSE_INPACT_C3_R1
93290	-25	WAREHOUSE_INPACT_FACT_C8_R1	WAREHOUSE_INPACT_C8_R1
93893	-5	WAREHOUSE_INPACT_FACT_C1_R4	WAREHOUSE_INPACT_C1_R4
92790	-3	WAREHOUSE_INPACT_FACT_C3_R2	WAREHOUSE_INPACT_C3_R2

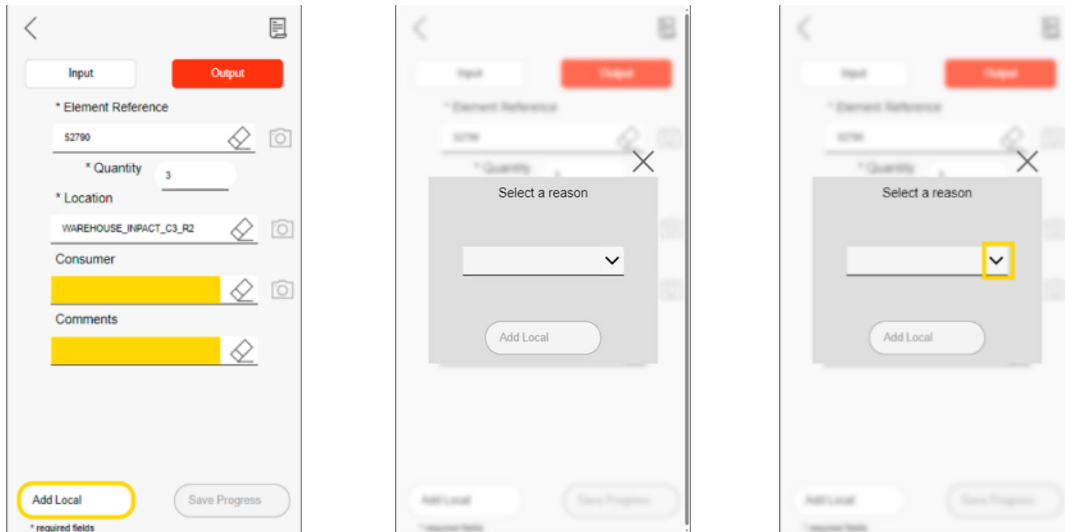
Element	Qt	Storage / P.O.	Location
92215	-11	WAREHOUSE_INPACT_FACT_C3_R1	WAREHOUSE_INPACT_C3_R1
93290	-25	WAREHOUSE_INPACT_FACT_C8_R1	WAREHOUSE_INPACT_C8_R1
93893	-5	WAREHOUSE_INPACT_FACT_C1_R4	WAREHOUSE_INPACT_C1_R4
92790	-3	WAREHOUSE_INPACT_FACT_C3_R2	WAREHOUSE_INPACT_C3_R2

Note: it is important to have internet access before finishing the process and if you need to work in offline mode, see section [4.2.3 WORKING IN OFFLINE MODE](#).

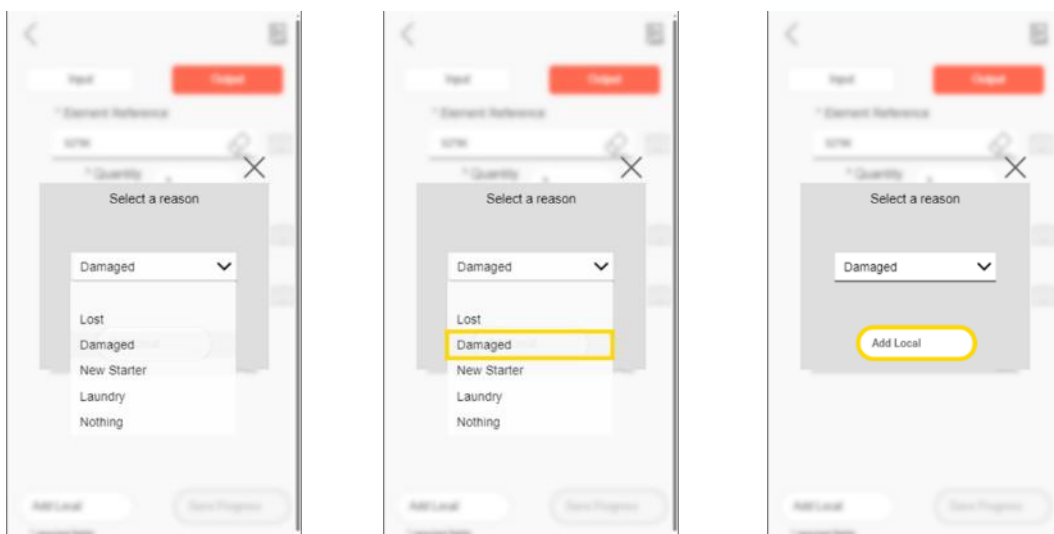
4.2.2.1 ASSOCIATING A REASON TO MATERIAL CONSUMPTION

If the "consumption reason" functionality is implemented in your business unit, you will have to complete an additional step when registering the material consumption (by clicking on "Add Local").

In this case, a drop-down menu will appear as in the image below:

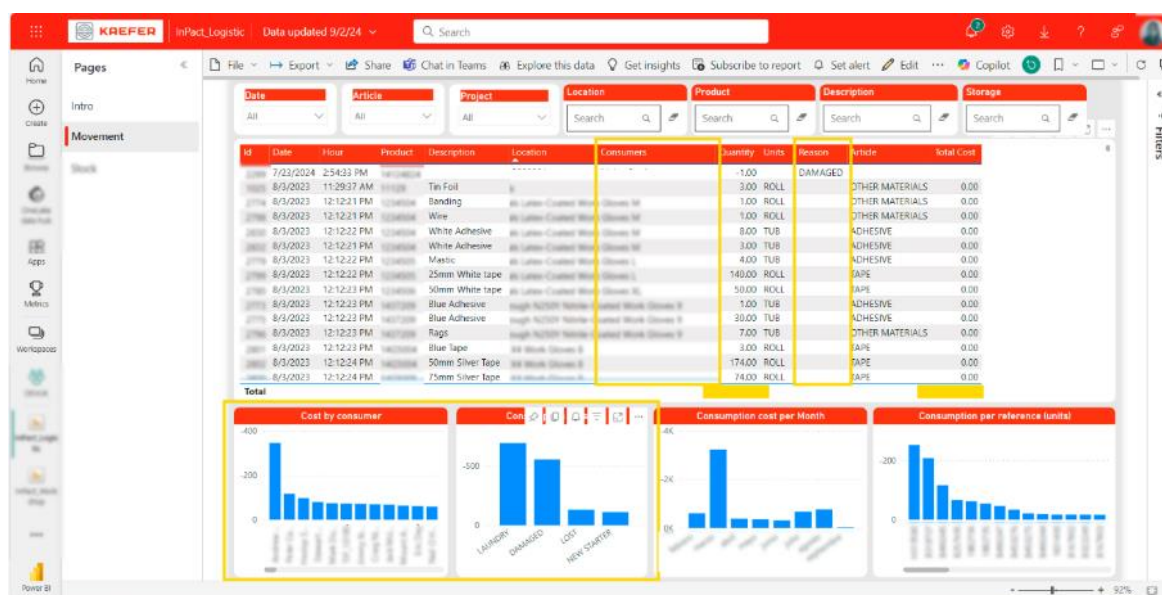


Select from the available options by clicking on the one you have chosen and press **"Add Local"** to save your selection.

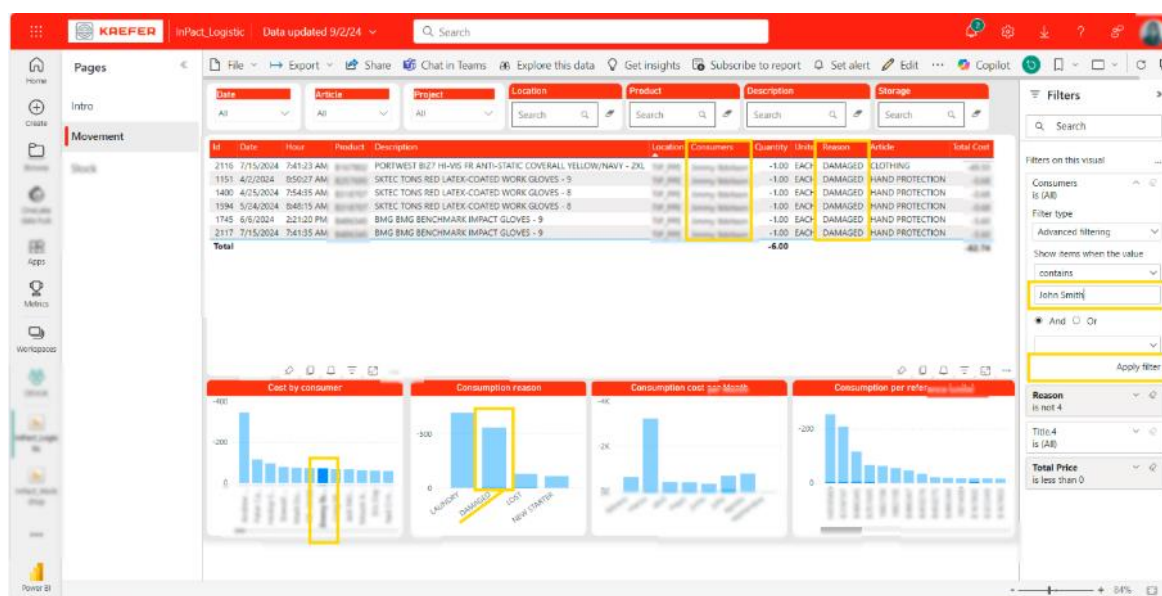


This allows us to plan purchases more efficiently and analyse material consumption later in the logistics report.

The following image shows the global report where the data can be visualised, and each record can have a reason for consumption associated with it.



Applying the **CONSUMER** (John Smith) and **REASON** (DAMAGED) filters, the report shows the total material consumed, the type of material and its reference, as well as the associated project and price, among other aspects.



InPact LOGISTICS report applying CONSUMER and REASON filters.

4.2.3 WORKING IN OFFLINE MODE

If it is not possible to work in the logistics area with the internet, please proceed with all check-in or check-out.

Important: If there is no internet connection, the "Save Progress" button remains inactive until the internet is available.

The screenshots show the 'Input' and 'Output' screens of the InPact LOGISTIC APP_V2. Each screen has a form with the following fields:

- Input / Output:** A toggle switch.
- * Element Reference:** A text field with a dropdown arrow.
- * Quantity:** A text field with a dropdown arrow.
- * Location:** A text field with a dropdown arrow.
- Consumer:** A text field with a dropdown arrow.

Below the form is a table with the following columns: Element, Qt, Storage / P.O., and Location. The table contains data for various elements and their quantities, storage locations, and consumer locations.

At the bottom of each screen are two buttons: 'Add Local' and 'Save Progress'. The 'Save Progress' button is inactive in all screenshots.

Important: make sure you have at least one internet connection point to upload the information at the end of the day.

For other cases, please contact the InPact department through your business unit manager or send an email to: inpact@kaefer.es.

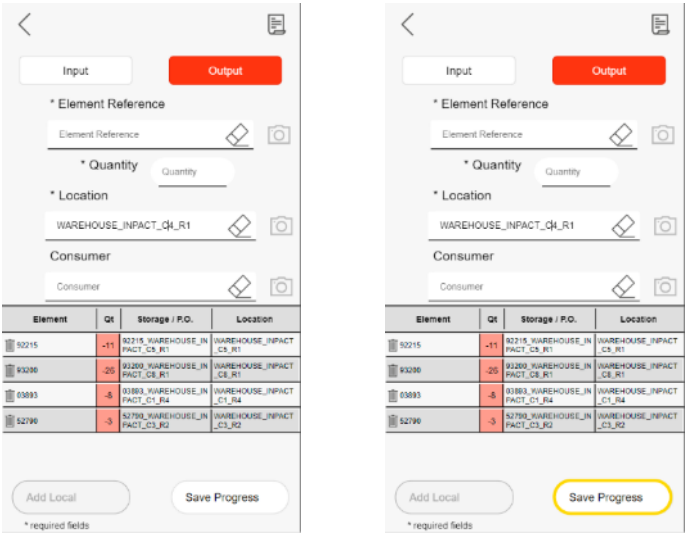
Note: In case of working in offline mode, queries to the database (information) cannot be made, so information associated to the references (search, stock alerts, article information,...) will not be displayed.



Once you have completed all the registrations locally, you must go to a place with internet access to finish and save all the progress in the database.

If this is not possible at the moment, wait until you have access to the office or another place with internet.

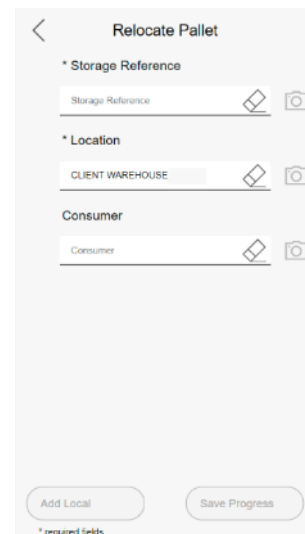
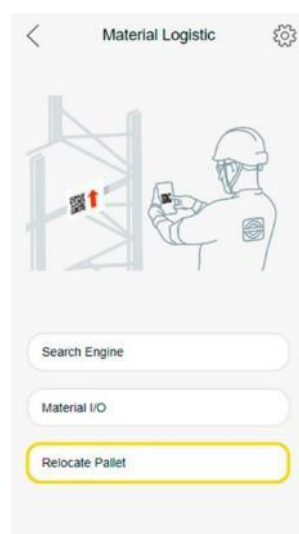
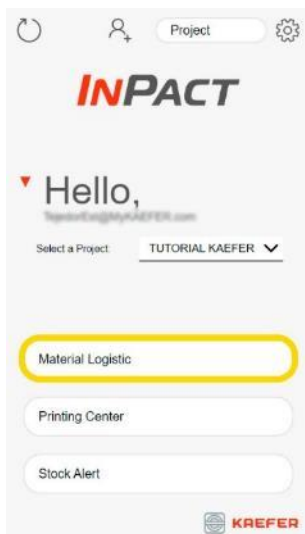
As soon as the internet is available, press "Save Progress" as in the rest of the cases discussed in this tutorial.



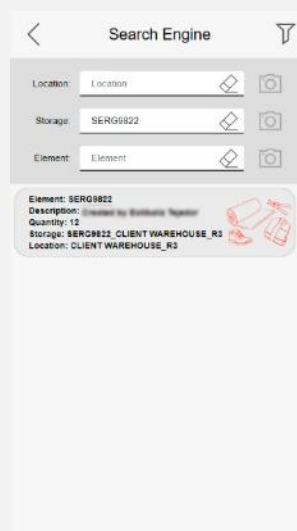
4.3 RELOCATING ITEMS

In the "Relocate Pallet/Package" section you define the new location of the items that are on a pallet and registered in the system, not to be confused with modifying an existing record whose location has been defined incorrectly, in this case, see section [4.6 EDITING THE RECORD OF AN ITEM](#).

Select **"Material Logistic"** and **"Relocate Pallet"**.



Note: if you do not know the storage reference, consult it from the article search engine (section [4.1 SEARCHING FOR AN ARTICLE WITH THE APP](#)).



Once you know the storage reference, type the information in the **Storage Reference** field and scan or type the new location in the **Location** field.

The image shows two screenshots of the InPact LOGISTIC APP_V2 interface. The left screenshot is the 'Search Engine' screen, which has fields for 'Location', 'Storage' (containing 'SERG9822'), and 'Element'. Below these fields is a list of search results for 'Element: SERG9822', including 'Description: Created by Barbara Wagner', 'Quantity: 11', 'Storage: SERG9822_CLIENT WAREHOUSE_R3', and 'Location: CLIENT WAREHOUSE_R3'. The right screenshot is the 'Relocate Pallet' screen, which has fields for '* Storage Reference' (containing 'SERG9822_CLIENT WAREHOUSE_R3'), '* Location' (containing 'CLIENT WAREHOUSE_TUT_3'), and 'Consumer'. A yellow line connects the 'Storage Reference' field in the 'Relocate Pallet' screen to the 'Storage' field in the 'Search Engine' screen.

Depending on the business unit, we have an optional field to include the CONSUMER / Project associated / Purchase Order.

The image shows a screenshot of the 'Relocate Pallet' screen in the InPact LOGISTIC APP_V2. The screen has a light gray background and a white header with a back arrow and the title 'Relocate Pallet'. Below the header are three main sections: '* Storage Reference' with a text field containing 'SERG9822_CLIENT WAREHOUSE_R3', '* Location' with a text field containing 'CLIENT WAREHOUSE_TUT_3', and 'Consumer' with a text field containing 'Consumer'. The 'Consumer' field is highlighted with a yellow box. At the bottom of the screen are two buttons: 'Add Local' and 'Save Progress'. Below the buttons is a small note: '* required fields'.

We associate the order by clicking on the **"Add Local"** button.

Relocate Pallet

* Storage Reference

SERG9822_CLIENT WAREHOUSE_R3

* Location

CLIENT WAREHOUSE_TUT_3

Consumer

Consumer

Storage	Location	New Location
SERG9822_CLIENT WAREHOUSE_R3	CLIENT WAREHOUSE_R3	CLIENT WAREHOUSE_TUT_3

Add Local Save Progress

* required fields

If needed, repeat the process with the references and press **"Add Local"**.

Relocate Pallet

* Storage Reference

Storage Reference

* Location

CLIENT WAREHOUSE_TUT_3

Consumer

Consumer

Storage	Location	New Location
SERG9822_CLIENT WAREHOUSE_R3	CLIENT WAREHOUSE_R3	CLIENT WAREHOUSE_TUT_3
ES.08109_CLIENT WAREHOUSE_R8	CLIENT WAREHOUSE_R8	CLIENT WAREHOUSE_R12

Add Local Save Progress

* required fields



Once the process is complete, select the bottom right button "**Save Progress**".

Storage	Location	New Location
WEROB022_CLIENT WAREHOUSE_R3	CLIENT WAREHOUSE_R3	CLIENT WAREHOUSE_TUT_3
ES00019_CLIENT WAREHOUSE_R3	CLIENT WAREHOUSE_R3	CLIENT WAREHOUSE_R12

4.4 DEFINING THE PARAMETERS OF AN ARTICLE

When an item is registered that is not directly associated with SAP and not registered in the business unit database, a record will be created with the description "created by [worker's surname/first name]."

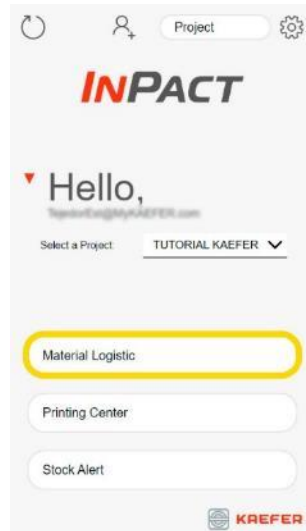
Select the project in the **Select a project** drop-down.

Material Logistic

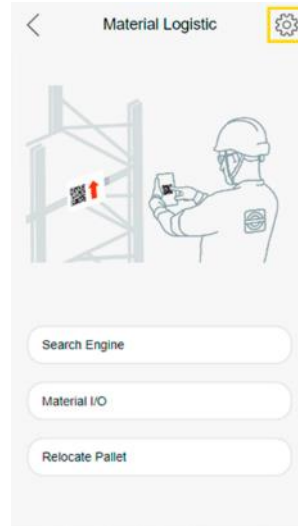
Printing Center

Stock Alert

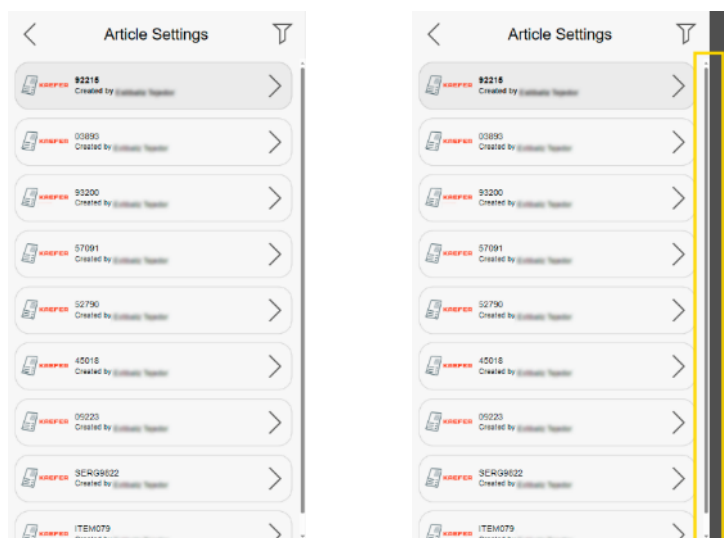
Select "**Material Logistic**".



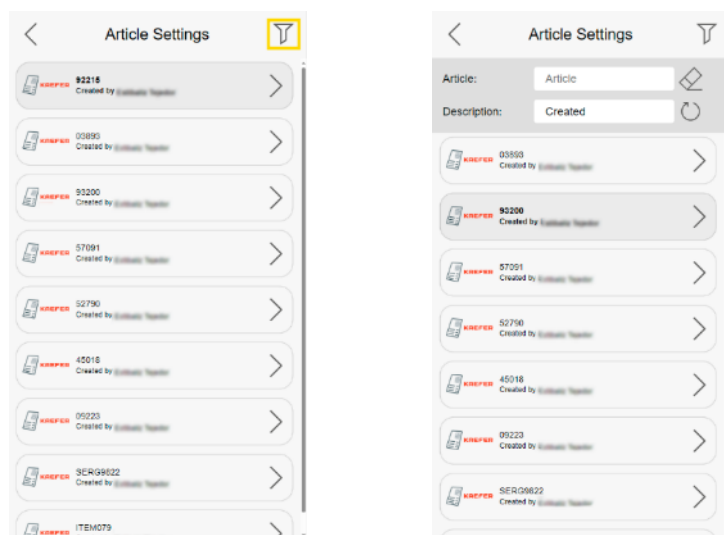
Select the **Settings** icon at the top.



Search for the item you want to configure by using the slider on the right-hand side or by using the filter and typing in the item name or description.



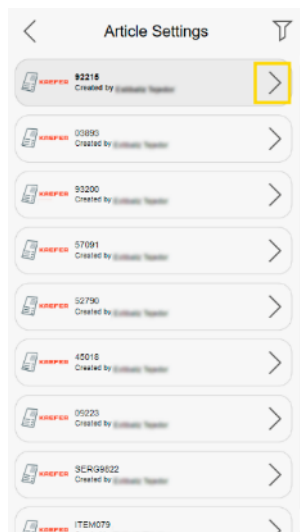
If you want to search through filters, select the **filter** icon at the top right and define: article / description. The description usually appears as Create by + Worker who made the record.



Example by selecting the filter

Note: For more information on how to apply filters, see section [4.1.1 APPLY FILTER](#).

Select the item you wish to define by clicking on the **right arrow**.



The parameter configuration area varies depending on the needs of the business unit. In this manual we will look at two different configurations that encompass the current settings.

4.4.0 CHANGE PARAMETERS - CONFIGURATION 1

CONFIGURATION 1

MANDATORY fields marked with an asterisk.*

CONFIGURATION 2

Article Settings

Close Open Filter

* Description
Verpackungsmembran SORTIGUL 45

* Units Type
PAR

* Category
PVU

Units in SRM
PAR

Qty by Pack/Box in SRM
1

Supplier
Tools

* Unit Price
0,00 Kr

Attachment
Attach a file

Save

KAEFER 01404871 Verpackungsmembran SORTIGUL 45

KAEFER 01404880 Verpackungsmembran SORTIGUL 45

Edit SAP Articles

- Description (*MANDATORY)

4.4.1 CHANGING THE DESCRIPTION OF AN ITEM

Article Settings

* Description

- Type of units (* MANDATORY)

4.4.2 CHANGING THE UNITS OF THE MATERIAL

Define the units of measurement of the material. For example define as kg, rolls, m2, boxes, units,...

* Units Type

Important: bear in mind that the consumption is going to be made in this measure and it is important to analyse how we define it so that there are no discrepancies when registering the material.

- Category (*MANDATORY)

4.4.2 CHANGING THE CATEGORY

* Category

The category is usually defined by the field of the same name found in SAP.

As in this section we are talking about defining the category, we recommend that in the case of having a clear category, you can use generic names such as *several* or plan new recurring categories on paper or Excel in order to always have reference options and maintain the criteria.

- Price (*MANDATORY)

The currency is defined by the business unit and is located on the right hand side of the area.

* Unit Price

0,00

€

* Unit Price

0.00

Kr

* Unit Price

250,00

ZA

R

Differents currentcies

4.4.3 CHANGING THE PRICE OF AN ITEM

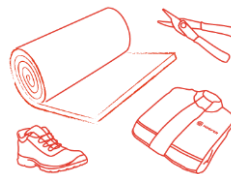
The price associated with each product will be the same for the projects in which that application is available.

Important: In case you need to vary the final price of a product, the price is varied for the whole business unit.

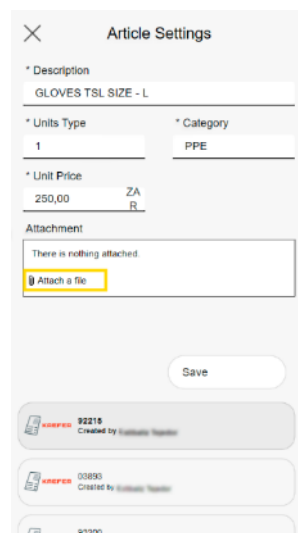
4.4.4 ATTACH IMAGE/ILLUSTRATION

- Attachment (OPTIONAL):

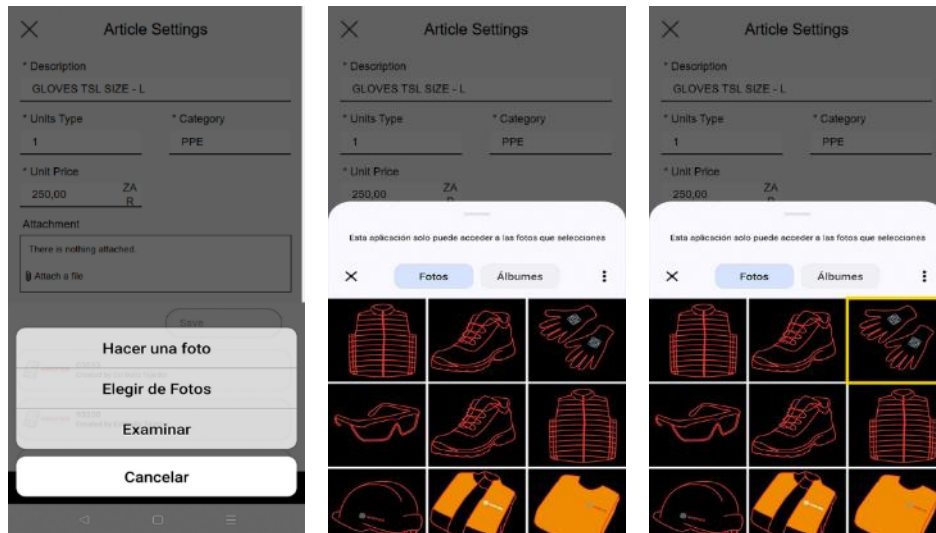
The attachment involves associating an image to the article that will appear when searching as you can see in the image below. By default, the illustration appears with several articles as a reference.



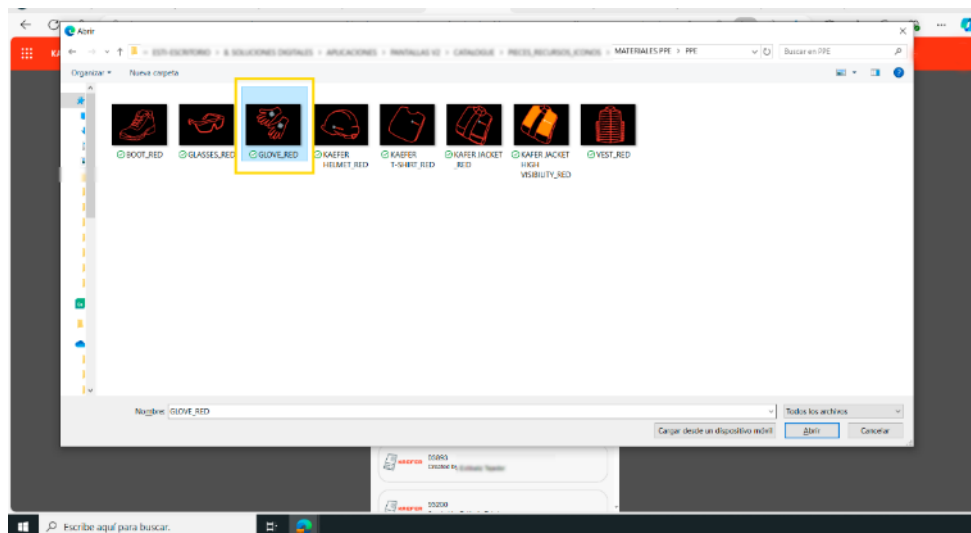
When you want to attach an image to the article click on the attach image button:



The screen to choose the image or take a picture and select it will appear.



Process from a mobile device.



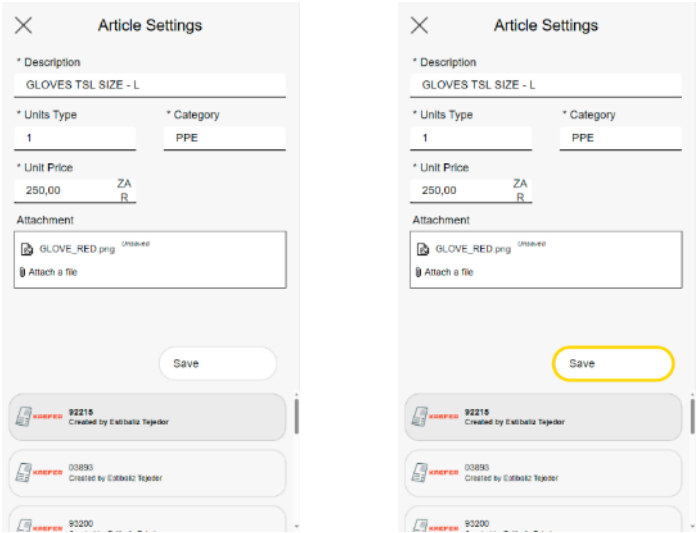
Process from a computer.

Note: If you are unable to upload the image because of the format, please change it to another format such as .png or .jpg.

If you need illustrations to attach to the article, a repository of images is available on the InPact website: [InPact | InPact ICONS \(kaefer.com\)](http://InPact | InPact ICONS (kaefer.com)).

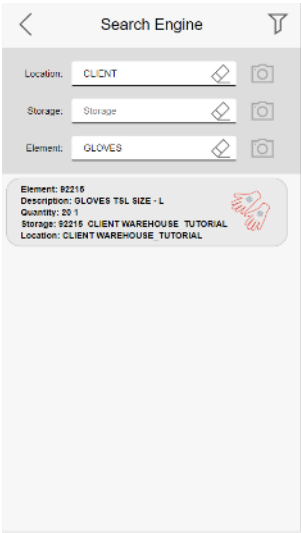


Finally, save all settings by clicking on the **"Save"** button.

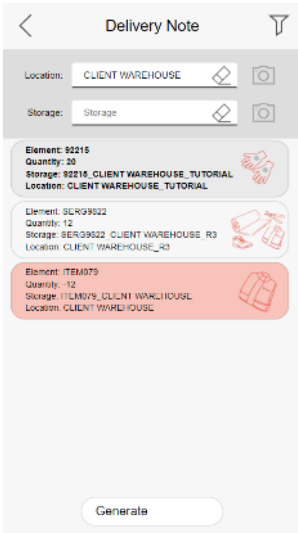


That item will disappear from the "Configure Items" section and can be found in the following sections:

- **Search Engine (1)**
- **Delivery Note (2)**
- **Label generator (3)**



1



2



3

4.4.5 CHANGE PARAMETERS CONFIGURATION 2

Select the unit of measurement from those available in the drop-down menu for the fields:

- Units type.
- Units in SRM.

The image shows two screenshots of the 'Article Settings' app interface. In both, the 'Description' field contains 'Verpackung MEMBRAN SORT-GUL 45'. The 'Units Type' dropdown is set to 'PAR' and the 'Category' dropdown is set to 'PVU'. The 'Units in SRM' dropdown is set to 'PAR' and the 'Qty by Pack/Box in SRM' field is set to '1'. The 'Supplier' field is set to 'Tools' and the 'Unit Price' field is set to '0.00 Kr'. The 'Attachment' section shows a file named 'file.jpg' and an 'Attach a file' button. The 'Save' button is visible at the bottom. The 'Edit SAP Articles' button is also visible at the bottom.

In the next step, we must select the category from the drop-down menu:

The image shows a screenshot of the 'Article Settings' app interface. The 'Description' field contains 'Verpackung MEMBRAN SORT-GUL 45'. The 'Units Type' dropdown is set to 'PAR' and the 'Category' dropdown is set to 'PVU'. The 'Units in SRM' dropdown is set to 'PAR' and the 'Qty by Pack/Box in SRM' field is set to '1'. The 'Supplier' field is set to 'Tools' and the 'Unit Price' field is set to '0.00 Kr'. The 'Attachment' section shows a file named 'file.jpg' and an 'Attach a file' button. The 'Save' button is visible at the bottom. The 'Edit SAP Articles' button is also visible at the bottom.

Finally, as always, we must save the file by pressing the **save** button.

Article Settings

Close Open Filter

* Description
Vermasculen MEMBRAN SORTIGUL 45

* Units Type
PAR

* Category
PVU

Units in SRM
PAR

Qty by Pack/Box in SRM
1

Supplier
Tools

* Unit Price
0.00 Kr

Attachment
Attach a file

Save

Edit SAP Articles

4.5 DELETING RECORDS/MOVEMENTS OF AN ITEM

When you need to eliminate a record/movement, you can perform this operation directly from the app if you have a role as permissions for it.

Note: In case you do not have permissions and need to perform this action for your work, please contact the project manager or admin.

Important: The process of deleting a record from the app can take several minutes.

Remember to update the application on the home screen so that the modifications made appear and wait about 5 minutes for this to be reflected, otherwise duplicities or errors may occur.

< List of records >

Author: [Field]

Element: 92215

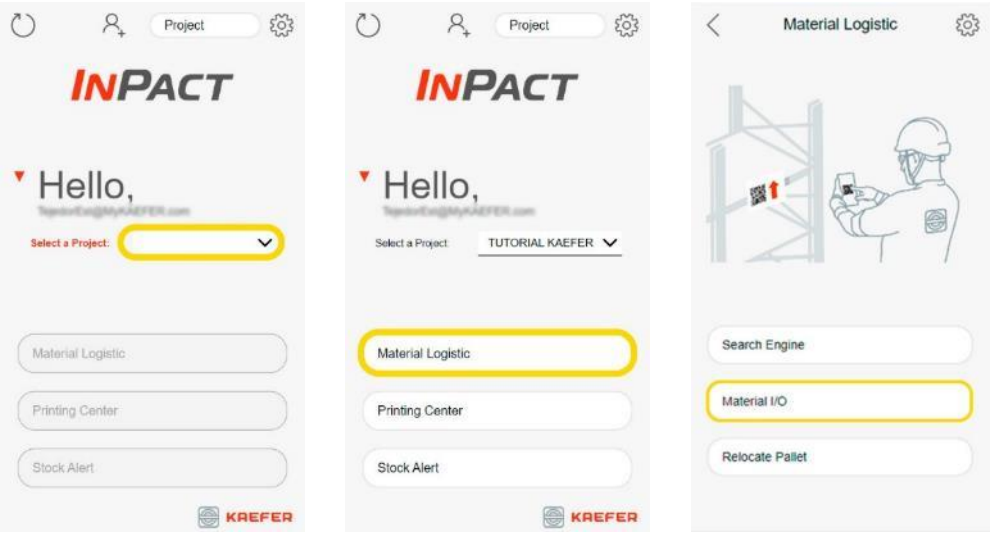
Movement Type: [Dropdown]

Author: [Field]
Movement Type: Assign
Element: 92215
Quantity: 40

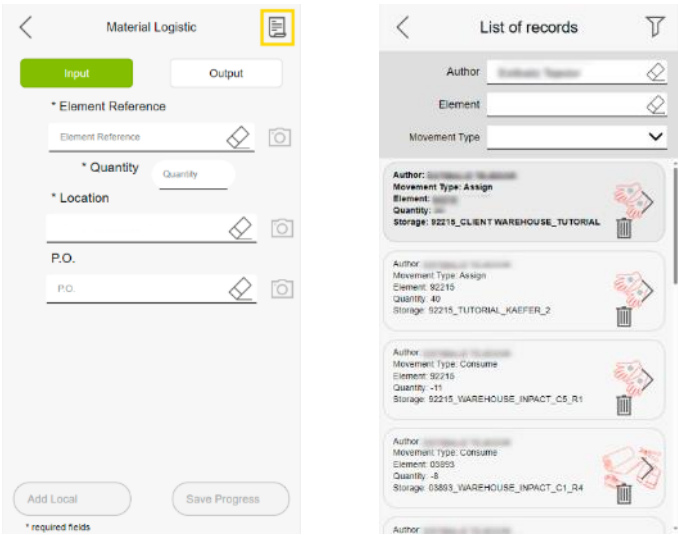




Once the project is selected, choose **"Material Logistic"** and **"Material I/O"**.

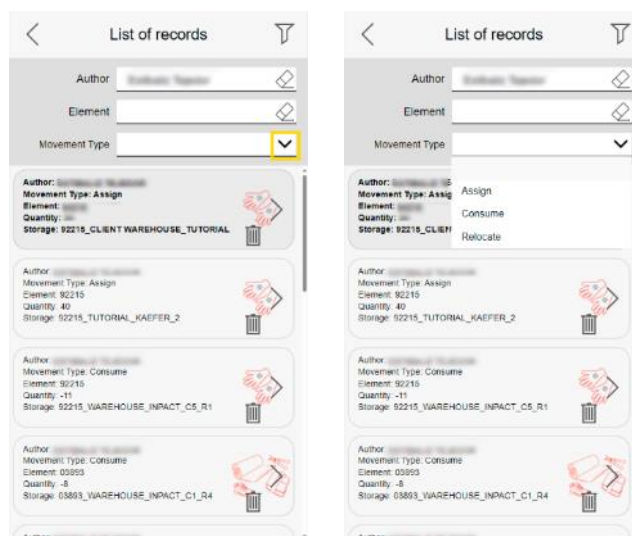


In the Material Logistic screen that appears on the top right hand side, click on the icon **List of materials** and select it. This will take you to the list with all the records made in that project.



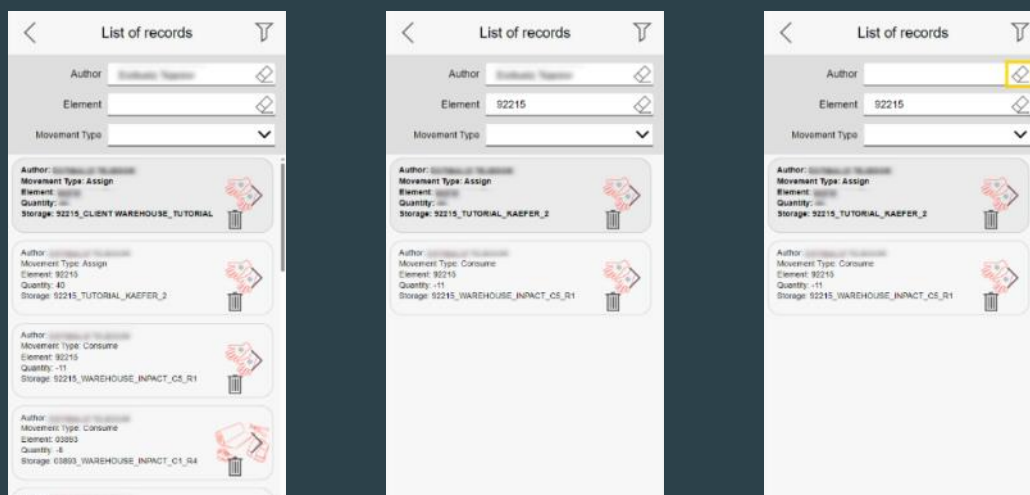
To speed up the search for the desired registration, three filters are available:

- **Author:** worker who carried out the movement).
- **Element:** article reference.
- **Movement Type:** choose from Assign / Consume / Relocate

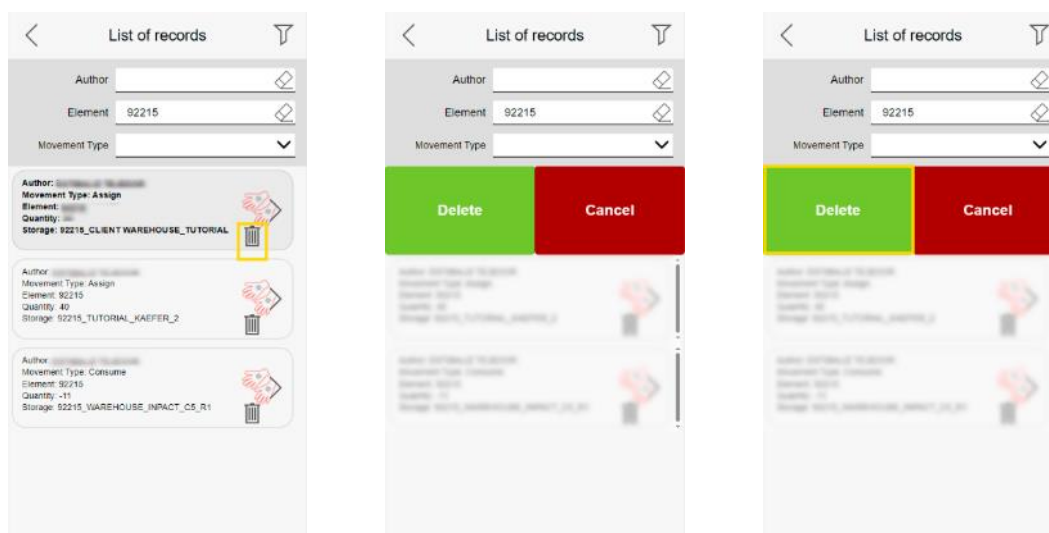


Important : if you search by employee, the application initially only reflects the movements of the last 30 days.

To access older records we must apply the element or movement type filter and then delete the author as can be seen in the following example. In this way the whole historical data is loaded.

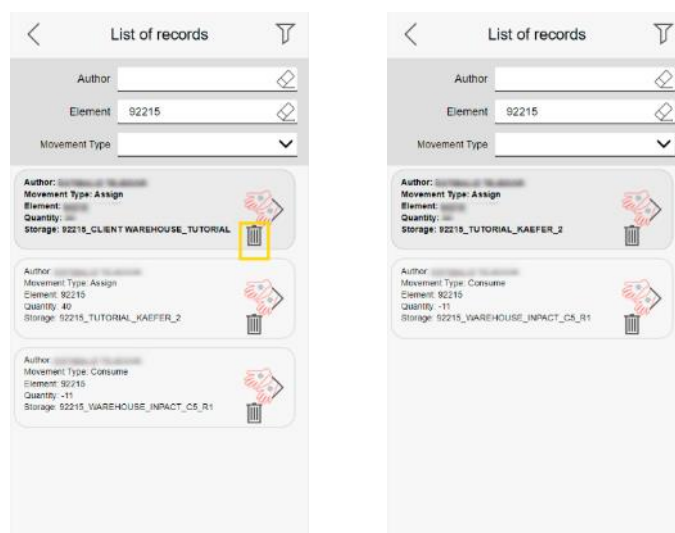


Once you have identified the record to delete, select **the bin** icon at the bottom of its description and confirm the process by clicking "**Delete**" or cancel if you do not wish to perform the action.



Example removing element 92215

This will remove this record from the database and consequently from the application.

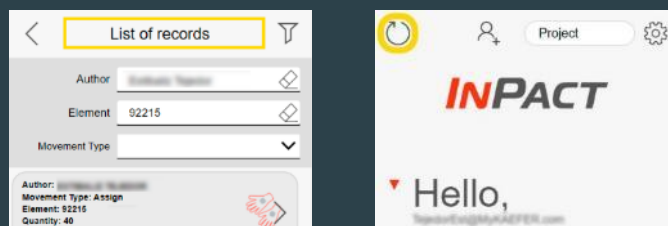


Screen with the initial record and screen with the deleted record.

4.6 EDIT RECORDS/MOVEMENTS OF AN ARTICLE

When a record/movement is wrongly made, the application allows us to modify it from the list of records.

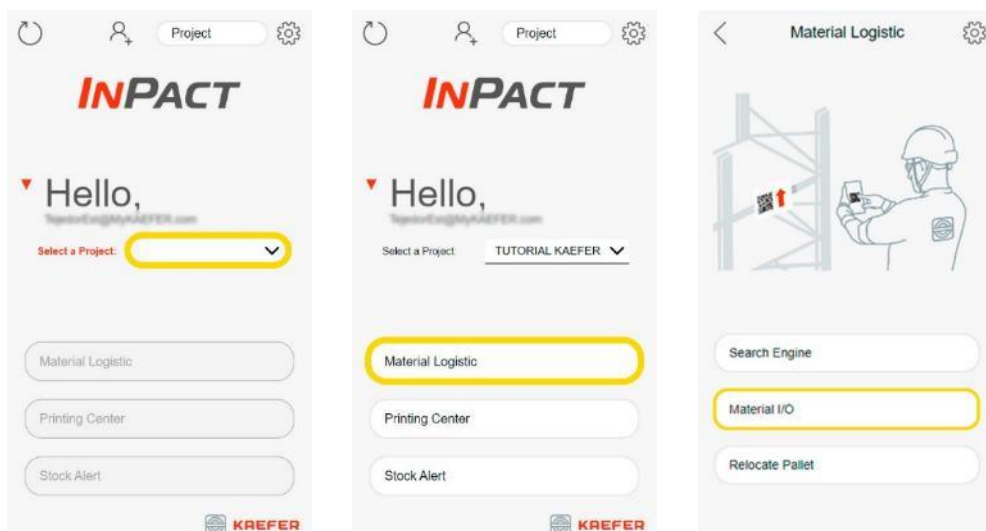
Important: the process to modify a record from the app can take several minutes. Remember, update the application on the home screen or by clicking on the top menu to display the modifications made and wait about 5 minutes for it to be reflected in the system.



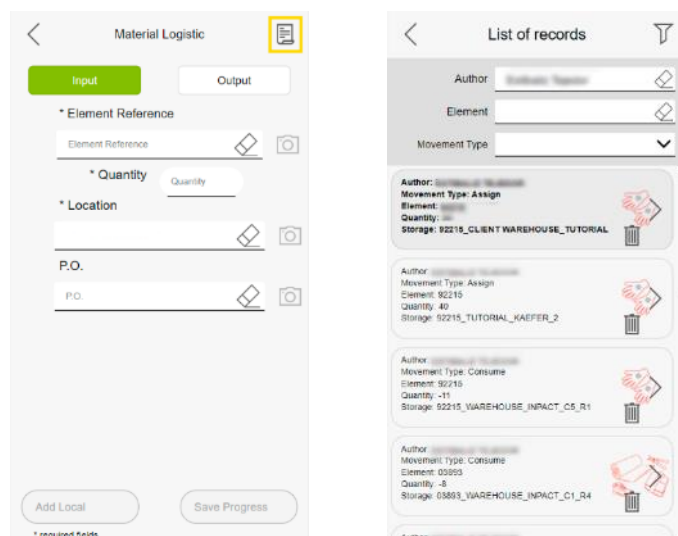
The process for selecting the record is the same for both deleting and modifying.

[Click here in](#) case you want to skip this initial explanation.

Once the project is selected, choose **"Material Logistic"** and **"Material I/O"**.

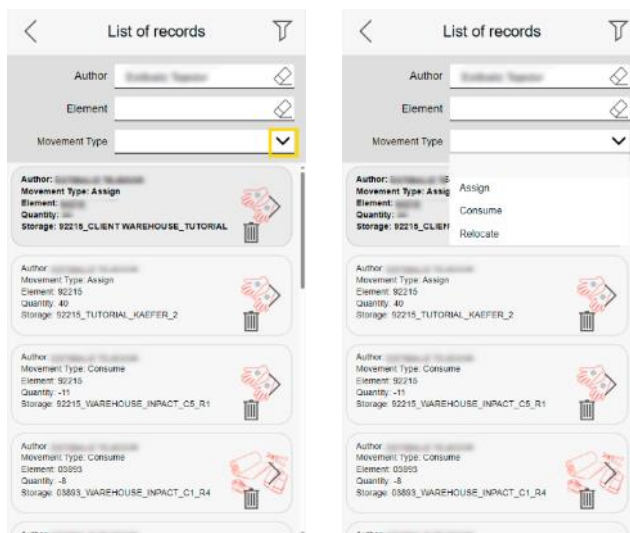


On the Material Logistic screen, on the top right hand side, the icon **List of materials** appears, select it and the list with all the records made in that project appears.

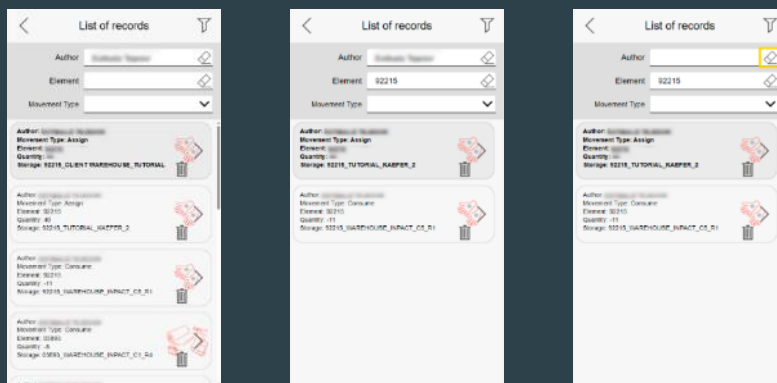


To speed up the search for the desired registration, three filters are available:

- **Author:** worker who carried out the movement)
- **Element:** article reference
- **Movement Type:** choose from Assign / Consume / Relocate



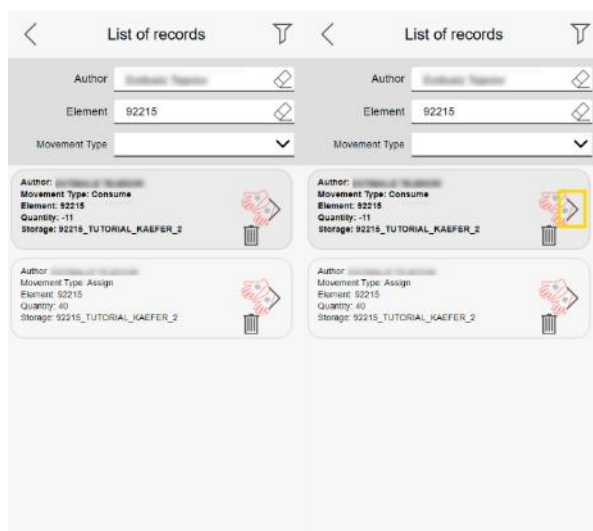
Recommendation: We recommend keeping the author's name and then applying the element or movement type filter to speed up the data loading process and then deleting the author as shown in the example below:



<

Once you have identified the record to be modified (in the example the element with reference 92215), select the arrow on the right-hand side of the description and edit the record.

Note: In this case, we had 40 pairs of gloves in the location TUTORIAL_KAEFER_2 and we registered the consumption of 11 pairs when we wanted to have put 1.



Make sure you are in the "**Output**" option. Click on the units and change the value to -1. Finally, click on "**Save**".

The image shows three sequential screenshots of the 'GLOVES TSL SIZE - L' form in the InPact LOGISTIC APP. The form has a top bar with 'Input' and 'Output' buttons. The 'Output' button is highlighted in red. Below the buttons, there are fields for 'Element Reference' (92215), 'Units' (-11, -1, and -1 respectively), 'Location' (TUTORIAL_KAEFER_2, TUTORIAL_KAEFER_2, and WAREHOUSE_INPACT_CS_R1), and 'Consumer' (Consumer). At the bottom, there is a 'Save' button. The 'Units' field is highlighted with a yellow circle in each screenshot, showing the change from -11 to -1. The 'Save' button is highlighted with a yellow circle in the third screenshot.

Example of change of units.

Note: when registering the movement as an output, the system accepts both positive and negative numbers, but it will always be saved as consumption and will be an output of the material from the system.

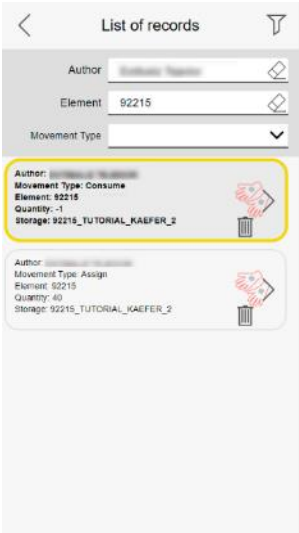
Important: the process to save the modification of a record from the app takes several minutes. Remember to update the application by clicking on the top menu "**List of Registers**" and wait about 5 minutes for it to be reflected in the system.

The image shows a screenshot of the 'List of records' screen in the InPact LOGISTIC APP. The screen has a top bar with a back arrow and a search icon. Below the bar, there are filters for 'Author' (with a dropdown arrow), 'Element' (with a dropdown arrow), and 'Movement Type' (with a dropdown arrow). The 'Element' field is highlighted with a yellow box. Below the filters, there is a table with one row showing the record details: 'Author: [Name]', 'Movement Type: Assign', 'Element: 92215', and 'Quantity: 40'. The table is highlighted with a yellow box.

Note: During the flow execution process, the log may not appear. This process cannot be speeded up, so please be patient and let the system work.



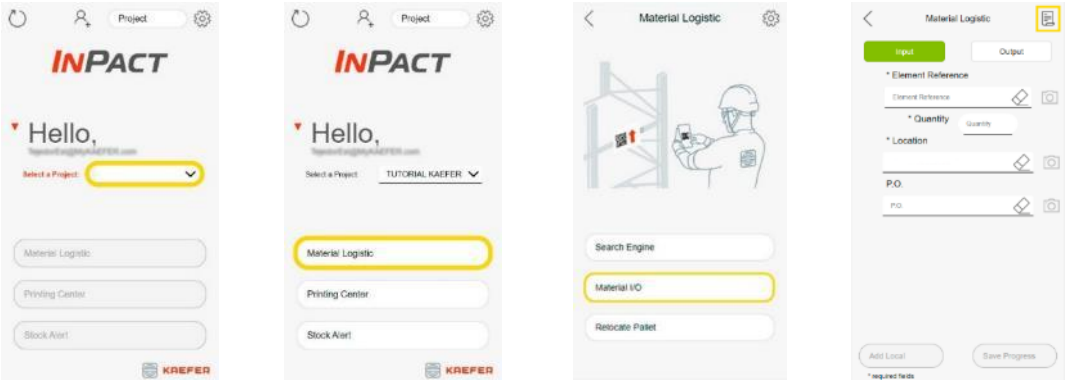
Finally, when the system has finished working, we can see that the registry has been modified according to our changes.



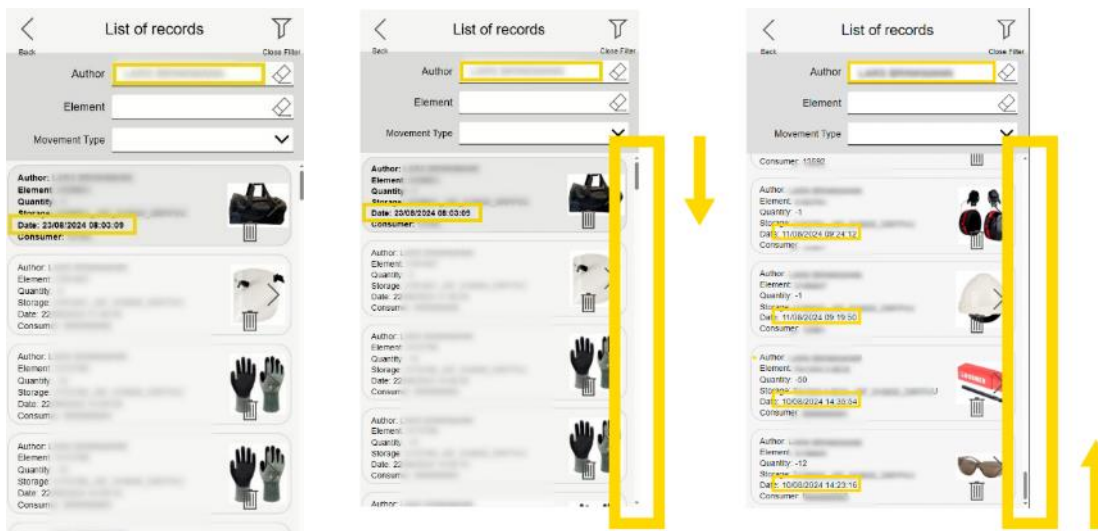
4.7 MANAGING HIDDEN RECORDS

The application displays in the log list the movements of a worker for the last 30 days.

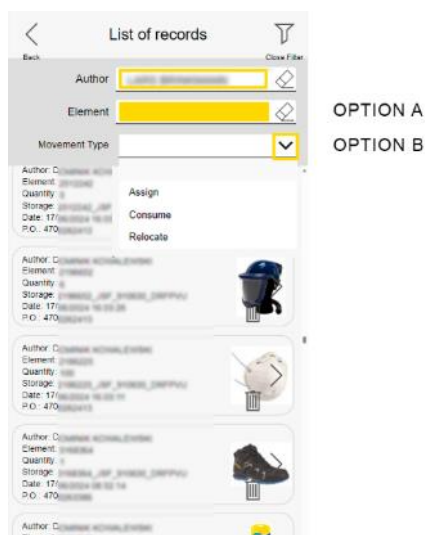
Remember, to access the log, **select the project > Material Logistics > Material Input/Output** and click on the top right icon **List of records**.



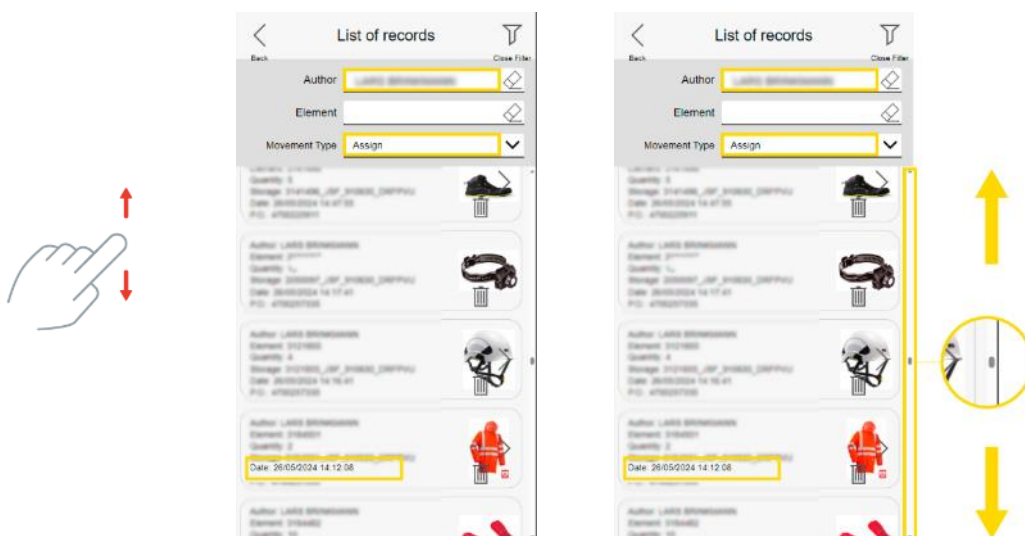
Once in the records screen, as we can see in the following illustration, only the entries of the last 30 days are reflected, with one worker selected.



Therefore, we recommend defining an item (OPTION A) or a type of transaction (OPTION B) to display transactions older than 30 days.



In this way, the system will show all the historical records and you will be able to move around thanks to the slider bar located on the right side to be able to select the record as shown in the image.



Once you have found the record/movement, see the sections on how to delete records ([4.5 DELETING RECORDS/MOVEMENTS FROM AN ITEM](#)) and how to edit records ([4.6 EDITING RECORDS/MOVEMENTS FROM AN ITEM](#)).

5.1 CREATING LABELS

When your business unit has the functionality to create labels, as the name suggests, you will be able to generate the labels of the items directly from the application.

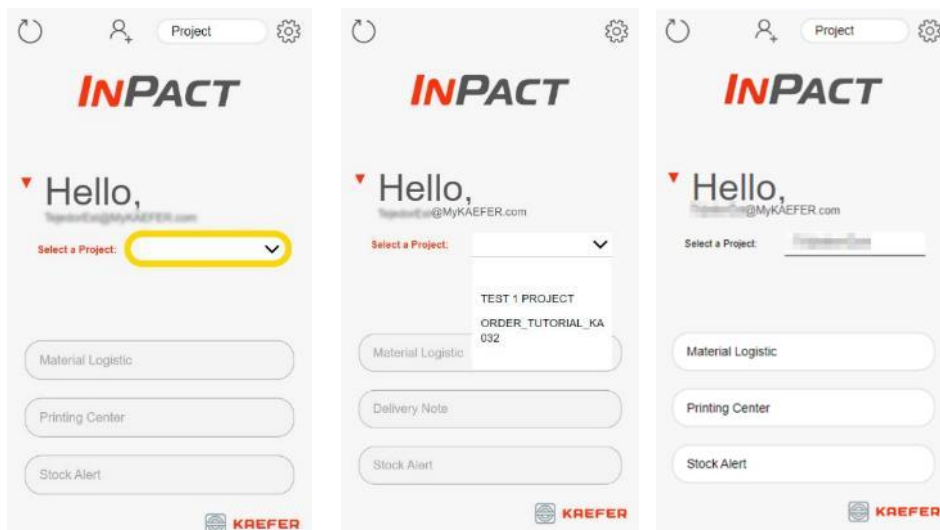
Recommendation: *If the labels are part of the available parts catalogue, we recommend that you create them from version 2 of the workshop application, InPact WORKSHOP APP.*

Refer to the workshop manual, the section on PRINTING THE PARTS LABEL.

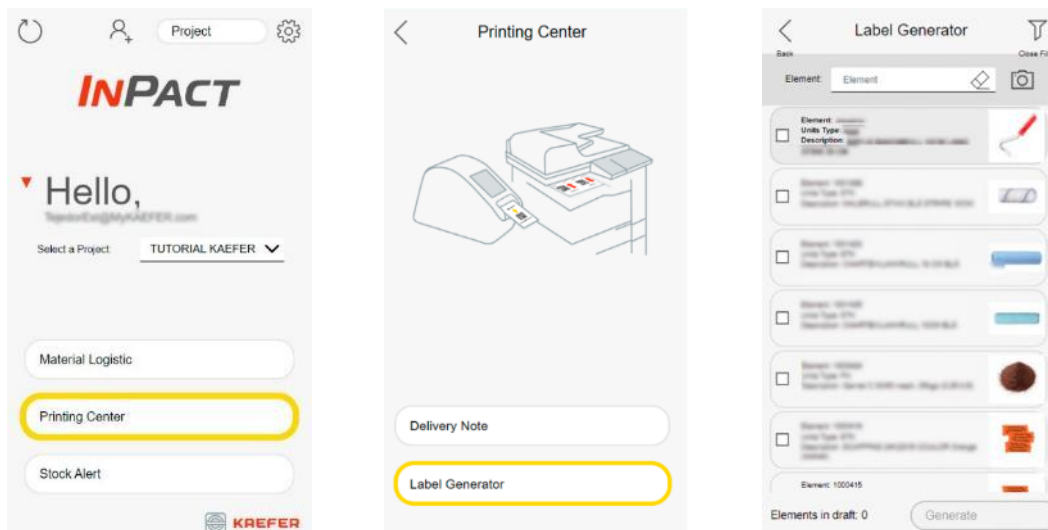


Example of the print screen and a real label.

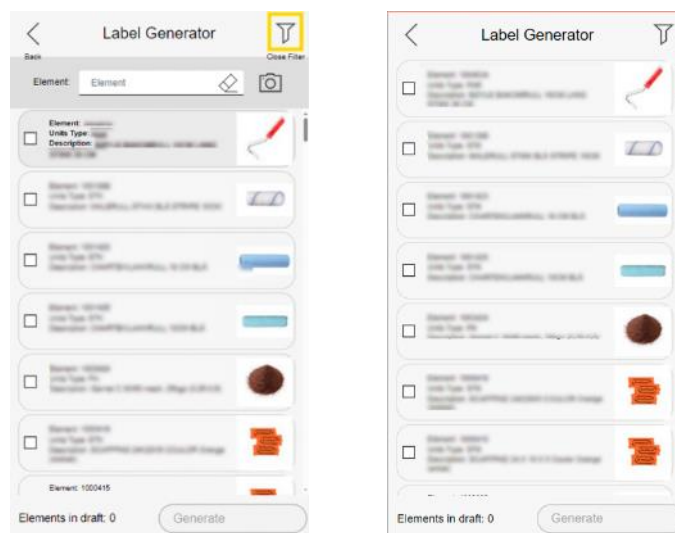
Select the project in the **Select a project** drop-down.



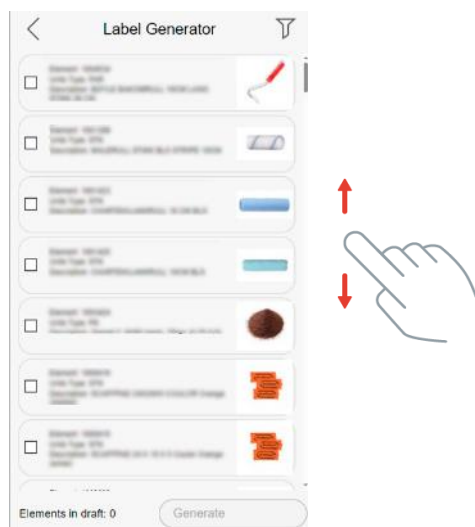
Choose "**Printing Centre**" and "**Label Generator**".



Once in the configuration screen, remember that in the top right-hand corner you have the **filter** icon to access the search field through the reference or by scanning the product to speed up this process, otherwise the records will appear in alphabetical order.



To navigate between records, you only need to swipe up or down on the screen if you are using a mobile device and on the slider bar if you are using a computer.



When you want to select an item, click on the box to the left of the item description. Once selected, the tick will visually appear in the checkbox and the description will appear in green, indicating that the item has been marked as shown in the screen below.

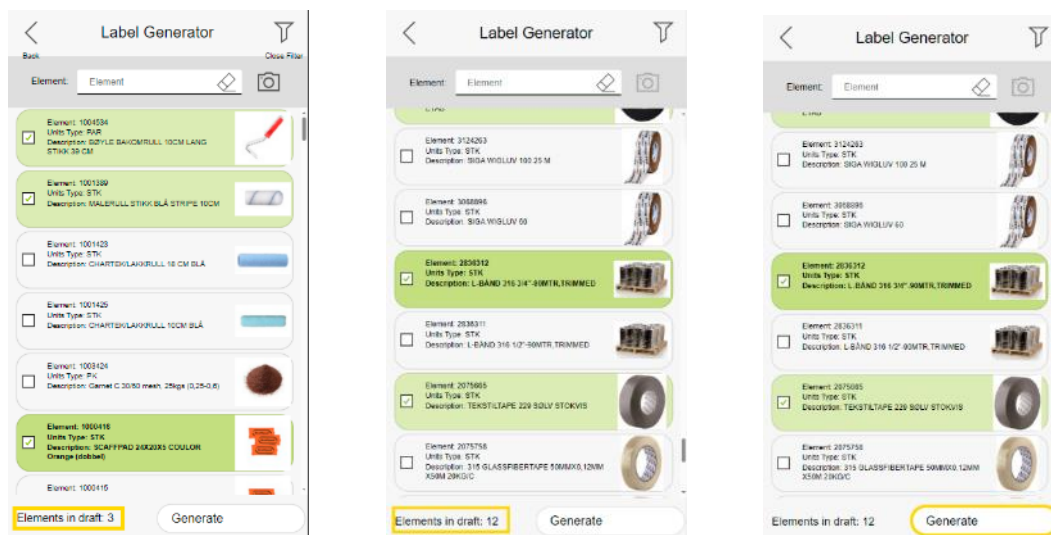
Repeat this operation as many times as you need.



Screen for selecting items: 1_ ITEM SELECTED 2- ITEM NOT SELECTED

While you are selecting items, the total number of items appears at the bottom right-hand side.

Once the process is finished, you must press the "**Generate**" button to create the labels.

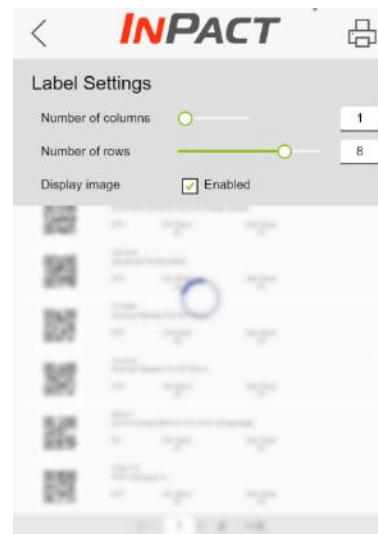
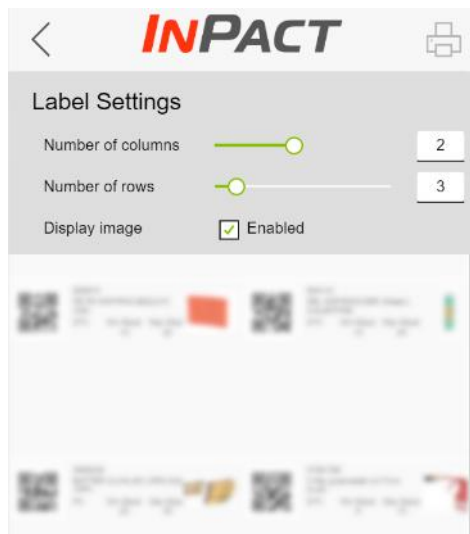


Once you have selected the elements, you will find the default configuration. You can configure the display through the configurator that can be found by clicking on the **InPact** icon.

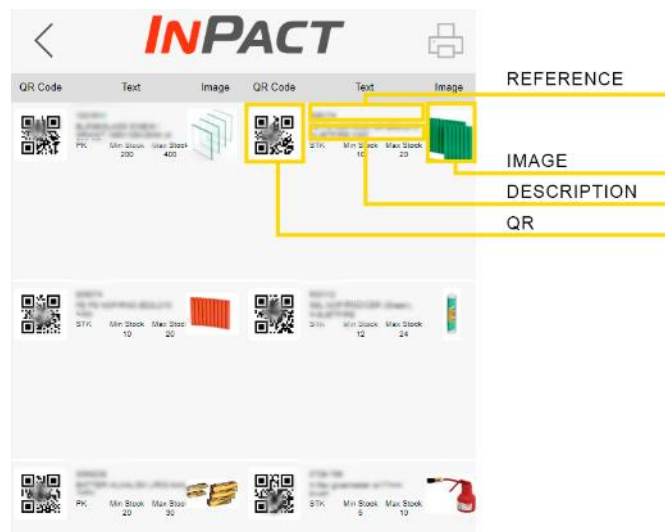


The application allows us to configure:

- Number of columns: between 1 and 2.
- Number of rows: between 1 and 10.
- Activate/deactivate the image display.



Once the configuration has been defined, the QR Code, the description and the image will appear if the functionality has been activated.

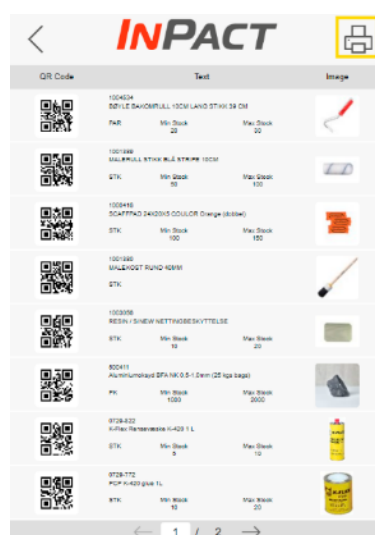


Note: depending on the volume of items and the defined configuration, the printout will be on one or more sheets and will be reflected at the bottom of the screen as shown in the following image.



QR Code	Text	Image
	1004024 SD/LE SAHOMRULL 10CM LÄNGD STÅN 38 CM FNR: Min Stock 20 Max Stock 20	
	1001988 SÄLVERULL STÅN RÅLE STÅN 10CM STK: Min Stock 50 Max Stock 100	
	1003418 SCAFFLAD SÄKIGIS COULOR Orange (800g) STK: Min Stock 100 Max Stock 150	
	1001988 SÄLVERULL RUND 10CM STK: Min Stock 50 Max Stock 100	
	1003058 REIN / SINK NETTROESKUTTELSE STK: Min Stock 10 Max Stock 20	
	800411 Aluminiumplåt 2FA NK 0.5-1.2mm (25 lsga bags) PK: Min Stock 1000 Max Stock 2000	
	9728-622 K-Flas Reparatörslösning 1 L STK: Min Stock 5 Max Stock 10	
	9728-772 K-Flas Reparatörslösning 1 L STK: Min Stock 5 Max Stock 10	

Finally, to print the document with the different labels, click on the **printer** icon at the top right of the screen.



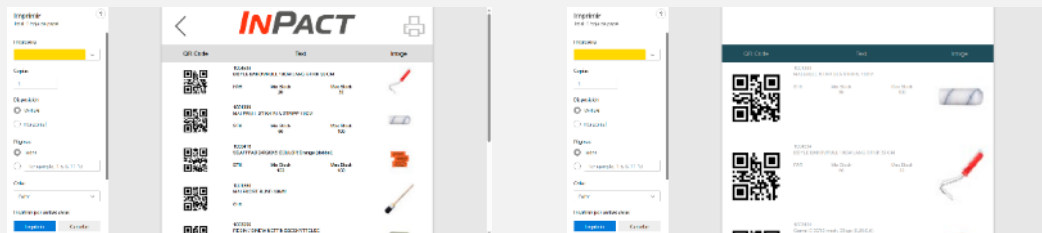
QR Code	Text	Image
	1004024 SD/LE SAHOMRULL 10CM LÄNGD STÅN 38 CM FNR: Min Stock 20 Max Stock 20	
	1001988 SÄLVERULL STÅN RÅLE STÅN 10CM STK: Min Stock 50 Max Stock 100	
	1003418 SCAFFLAD SÄKIGIS COULOR Orange (800g) STK: Min Stock 100 Max Stock 150	
	1001988 SÄLVERULL RUND 10CM STK: Min Stock 50 Max Stock 100	
	1003058 REIN / SINK NETTROESKUTTELSE STK: Min Stock 10 Max Stock 20	
	800411 Aluminiumplåt 2FA NK 0.5-1.2mm (25 lsga bags) PK: Min Stock 1000 Max Stock 2000	
	9728-622 K-Flas Reparatörslösning 1 L STK: Min Stock 5 Max Stock 10	
	9728-772 K-Flas Reparatörslösning 1 L STK: Min Stock 5 Max Stock 10	

Important: this functionality is active for the application when accessed from the computer.

Define the values directly from the print screen with the resources defined on the computer itself or save it in pdf format to be able to print it later.



Note: the print result is the same whether viewed with the light or dark theme.



Finally, the labels are used to create the unit identifications of the material in its location / in the logistician's notebook / in the bill of materials.



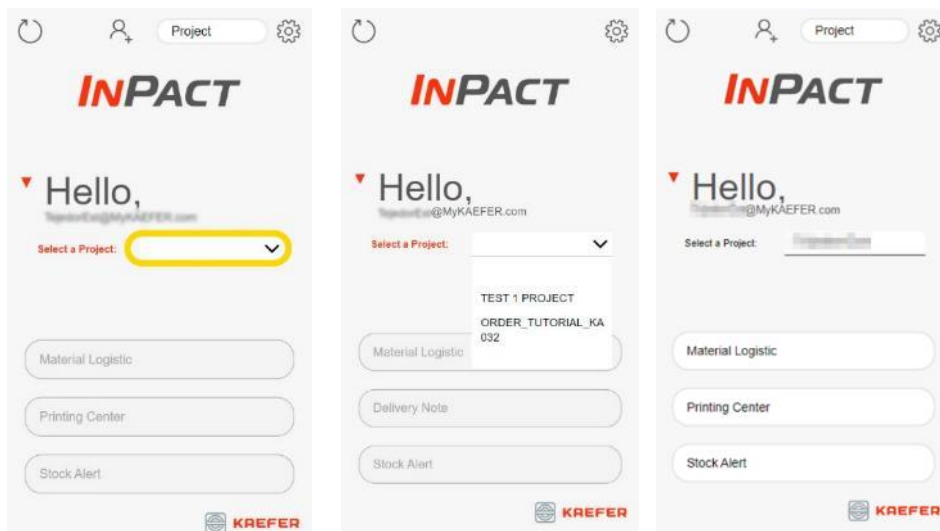
5.2 CREATE DELIVERY NOTE

Note: We are currently developing this functionality for different business units. If you need more information, please contact us at inpact@kaefer.es.

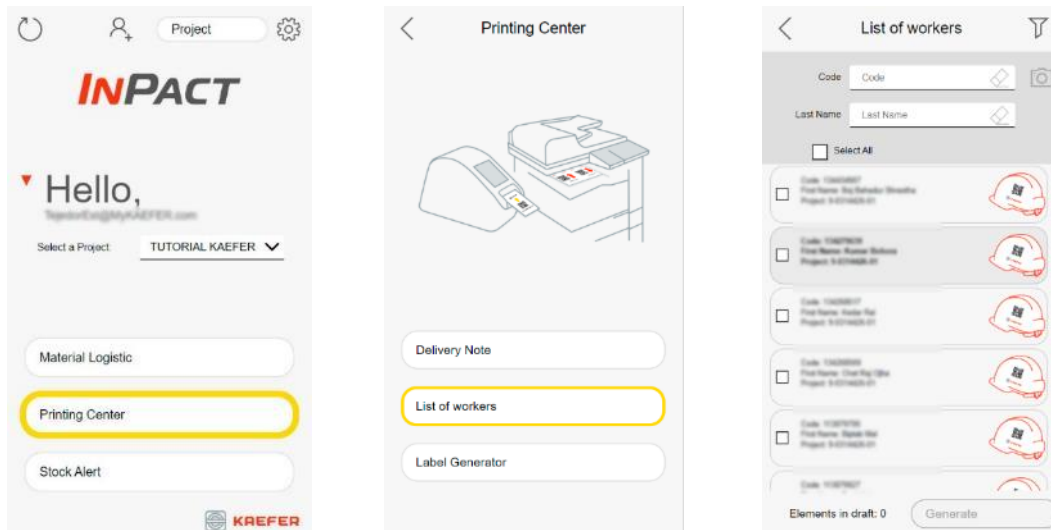
5.3 WORKER LABELS

The worker list functionality allows you to generate identification for each worker associated with a project.

Select the project in the **Select a project** drop-down.



Choose "**Printing Centre**" and "**List of workers**".



Select the worker(s) you want, bearing in mind that the application allows you to filter by worker code or Surname.

To select you have two methods: by clicking on Select all (image 1) or by selecting one by one in the box on the left-hand side (image 2).

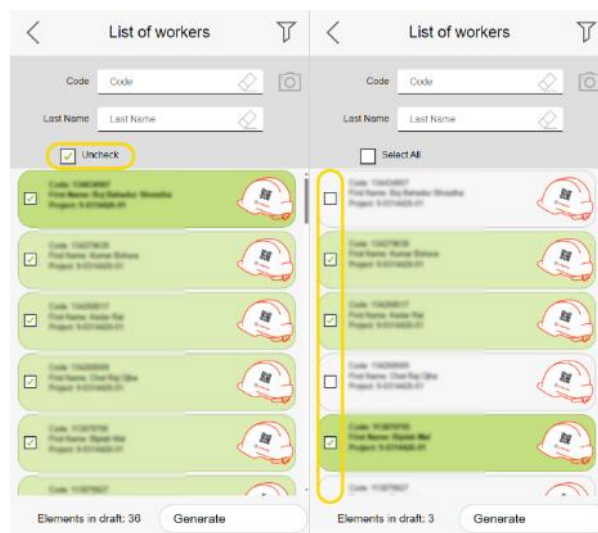


Image 1: Example selecting all workers.

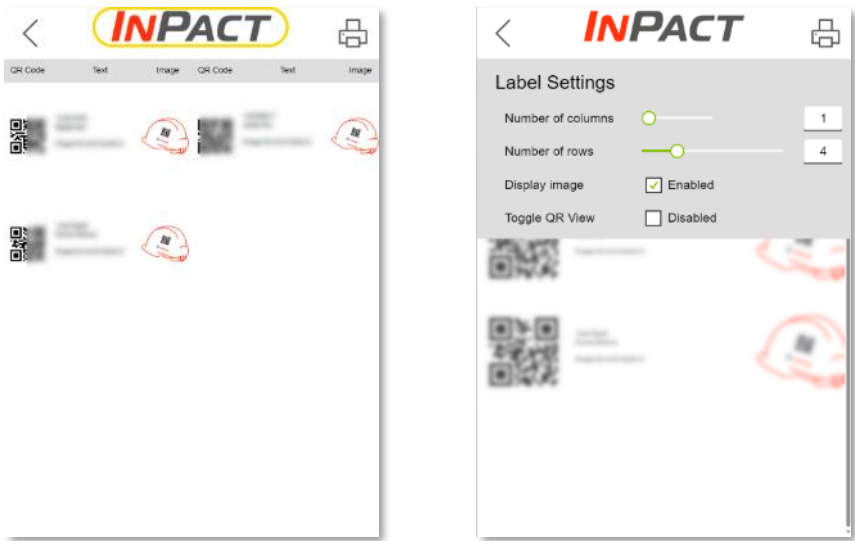
Figure 2: Example selecting 3 workers.



Once selected, the labels appear with the default settings.



If you want to configure the distribution and content, click on the **InPact** icon and a drop-down menu will appear to define the characteristics.



The application allows us to configure:

- **Number of columns:** between 1 and 2.
- **Number of rows:** between 1 and 10.
- **Display image** with checkbox.
- **Toggle QR View** with checkbox.



In the following, we will show some examples according to the defined configuration.



1



2

Image 1: Example without image

Image 2: Example with image.



3



4

Figure 3: Example of alternating codes between columns.

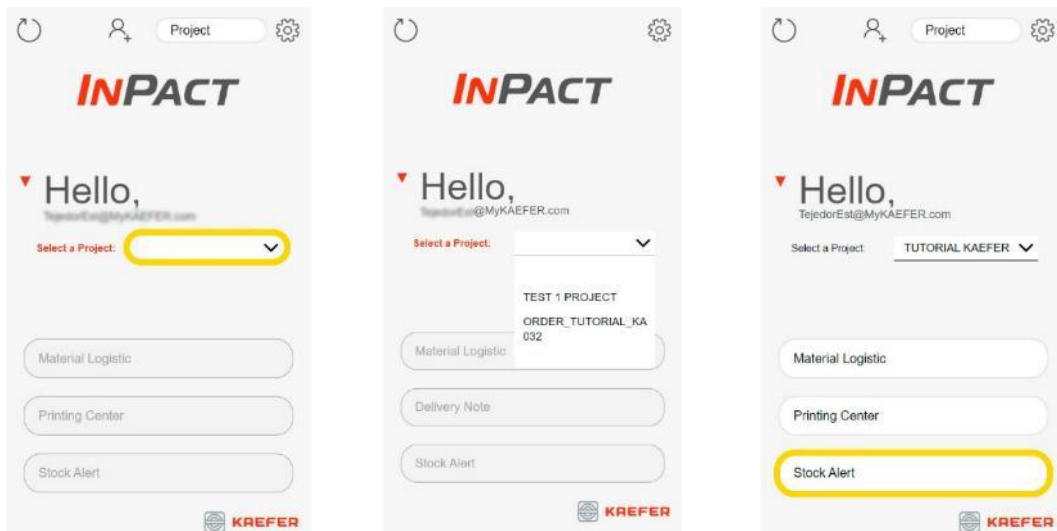
Figure 4: List with 8 workers per sheet out of a total of 13 pages.

6. CONSULT THE STOCK ALERT

The application allows us to define stock alerts to know when the material should be replenished and to visualise the real state of the inventory according to the maximum and minimum stock defined.

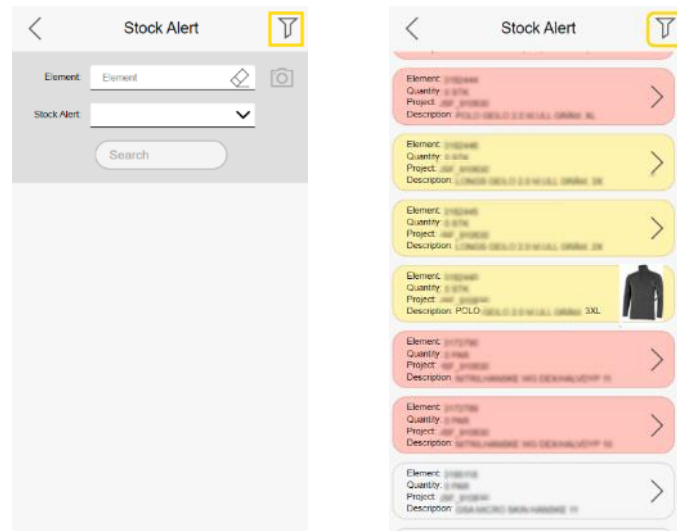
Important: In addition, the InPact LOGISTIC report is available to facilitate the management work of the project managers and can also be used for queries.

To access the function, **Select the project** and click on the "Stock Alert" button.

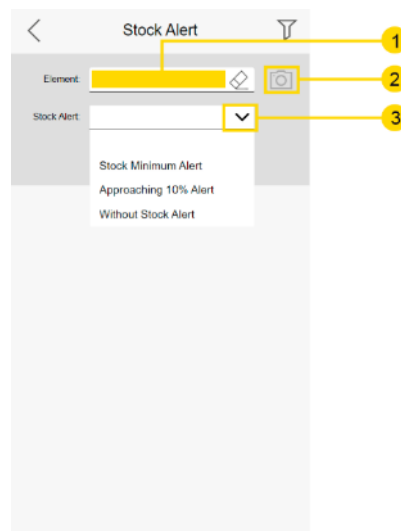


On the Stock Alert screen, you will see the drop-down menu with the different fields to filter.

As in the other cases described for the filter, it appears or disappears by clicking on the **Filter** icon.



To activate the upload of items, you must define one of the following fields:

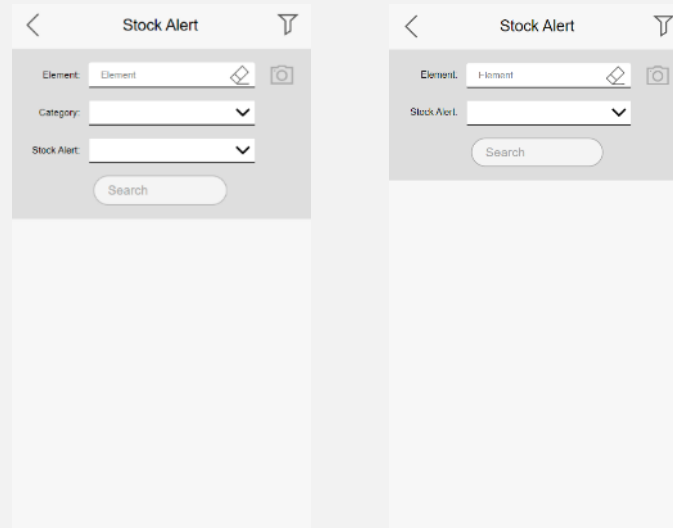


1 - Element reference.

2 - Scan the element reference code.

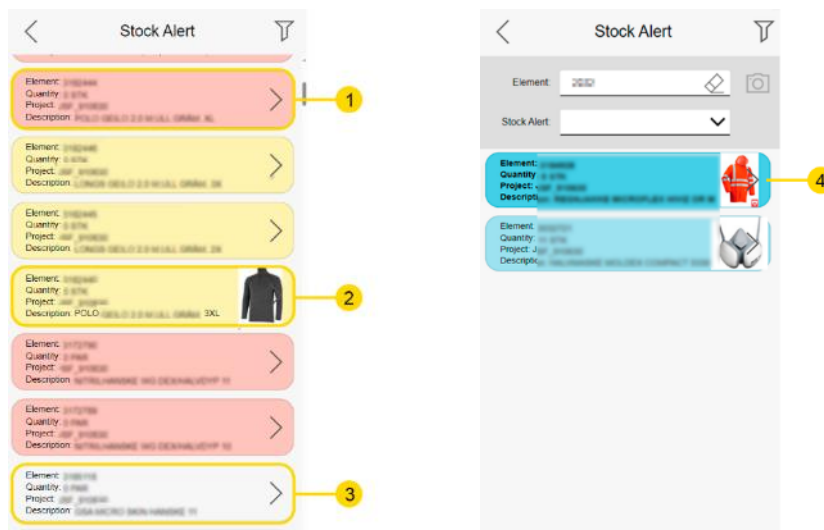
3 - Select from the drop-down depending on the type of alert.

Note: Filters vary depending on the business unit.



Examples of two business units as of October 2024.

Thanks to the application's configuration, the products will appear in three colours depending on their status.



- 1- **Red:** alert because the item is below the defined minimum stock.
- 4- **Blue:** alert when the item is close to minimum stock (+10%).
- 3- **Grey:** stock above the defined alert level.
- 2- **Yellow:** no stock alert.

Once you have found the material you wish to configure or request. Select by clicking on the **right** arrow icon on the right side of the article.



The previously defined values will be displayed and we will have 3 options:

- [6.1 SETTING UP THE STOCK ALERT.](#)
- [6.2 SEND REQUEST TO RESTOCK ITEMS.](#)
- Return to the previous screen by clicking on the reverse arrow.



6.1 SETTING UP THE STOCK ALERT

Alerts are configured for each business unit from the stock alert functionality (to find out how to access the alerts, see the previous section [6. CONSULT THE STOCK ALERT](#)).

Select the top **Settings** icon and define the number of pieces to order.

POLO 3XL

Location Storage Qt 4

Real Quantity: 0

Minimum Quantity: 3

To Order: 5

Add to draft

Define the configuration values for each item: minimum and maximum quantity.

Settings

Article

Project Number

* Minimum Quantity 3 UD

* Maximum Quantity 5 UD

Project Price 0

Save

Save the values by clicking on the **Save** icon. If the functionality is not active, it is because there is a value that needs to be checked and it is indicated with the red colour.

6.2 SEND REQUEST TO RESTOCK ITEMS

The alerts are configured from the stock alert functionality (to find out how to access the alerts, please see the previous section [6. CONSULT THE STOCK ALERT.](#)

Once in the article alert, the request is sent by clicking on the **Add to draft** button below.

Note: Depending on the configuration of the business unit, you may receive an information note with the last request made for such material.

The last order of 24 pieces was placed on 2024 by

Real Quantity:	5
Minimum Quantity:	20
To Order:	24

Add to draft

Finally, you will get a pop-up window to check the article request. Review this information and submit the request by clicking on the **"Send Draft"** button below.

Article:

Min Stock	Max Stock	Quantity
5	10	9

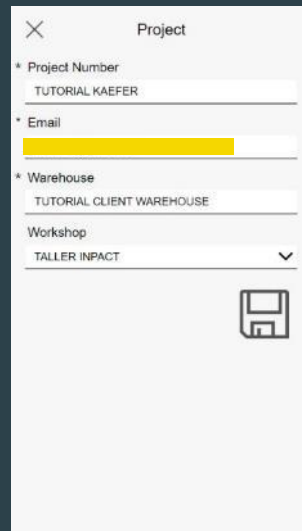
Send Draft

Article:

Min Stock	Max Stock	Quantity
5	10	9

Send Draft

Important: *The application is received by the person/persons defined when creating the project. To access this information, see section 2.1 CREATE A PROJECT.*



Remember also that the system allows you to include several workers to receive the information for each project, by typing the email address followed by a semicolon (;).

worker1@kaefer.com;worker2@kaefer.com



This manual is the user guide for InPact LOGISTIC APP_V2.

The functionalities and visualisation may vary depending on the business unit and the role of each worker.