



ProjectVIEW^{ERP}

Cost Monitoring Solution

Material Inspection Request (MIR)

This section describes the functionality of the MIR module in ProjectVIEW

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1 Material Inspection Request (MIR)

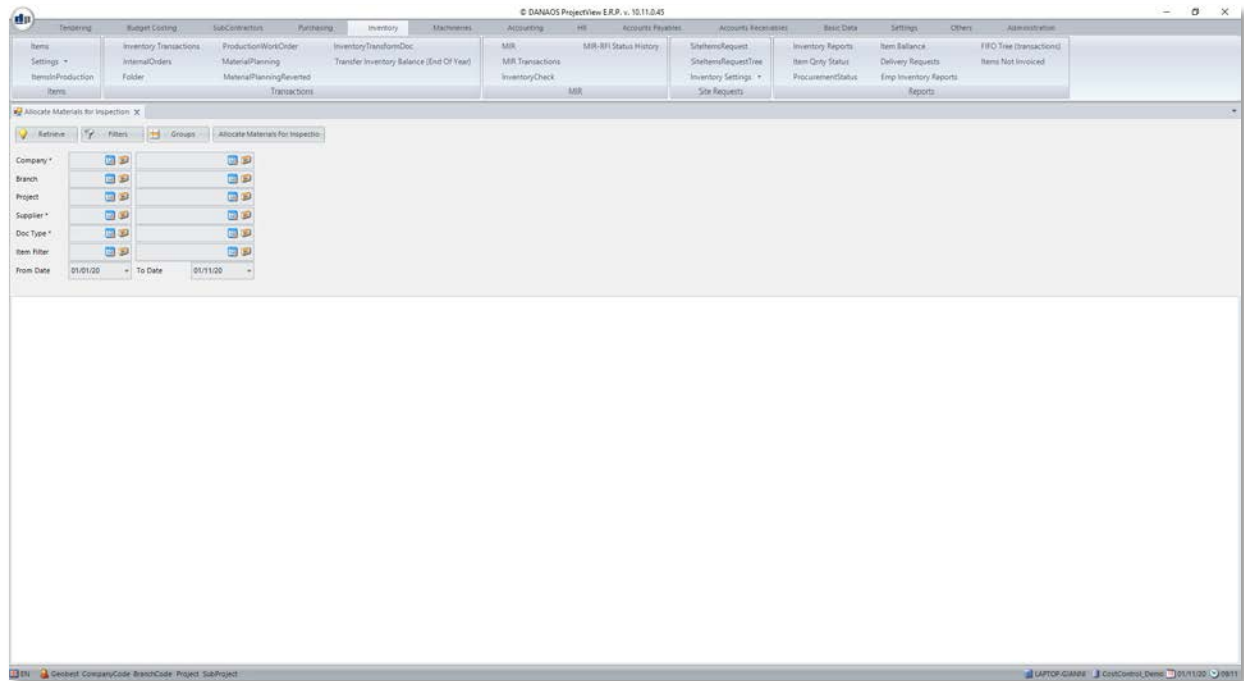
To create a MIR, the user must follow the steps described below:

- ✓ Retrieve documents for MIR
- ✓ Create MIR
- ✓ Retrieve MIR
- ✓ Change MIR status

1.1 Step 1 – Retrieve Documents for MIR

To view a list of the MIRs, the user must navigate to:

“Inventory” > “MIR” > “MIR”



The user can enter the following:

- ✓ Company
- ✓ Branch (optional)
- ✓ Project (optional)
- ✓ Supplier
- ✓ Document Type
- ✓ Dates from and to

In order to create a MIR, a user has to retrieve all documents (Delivery Notes in most of the cases) and mark them as “MIR needed”. After filling up the criteria mentioned above, the user has to press the “Retrieve” button. A list of the documents will be displayed in a list (with the analytical items). The user can click on each document’s checkbox to mark it as “MIR needed”.

1.2 Step 2 – Create MIR

Once the documents are selected in step 1, the user must click the button “Create MIR Header”.

A new dialog box appears asking whether the user wants to “Create as Analytical MIR Header”. If the user clicks on “Yes”, MIRs will be created for each document.

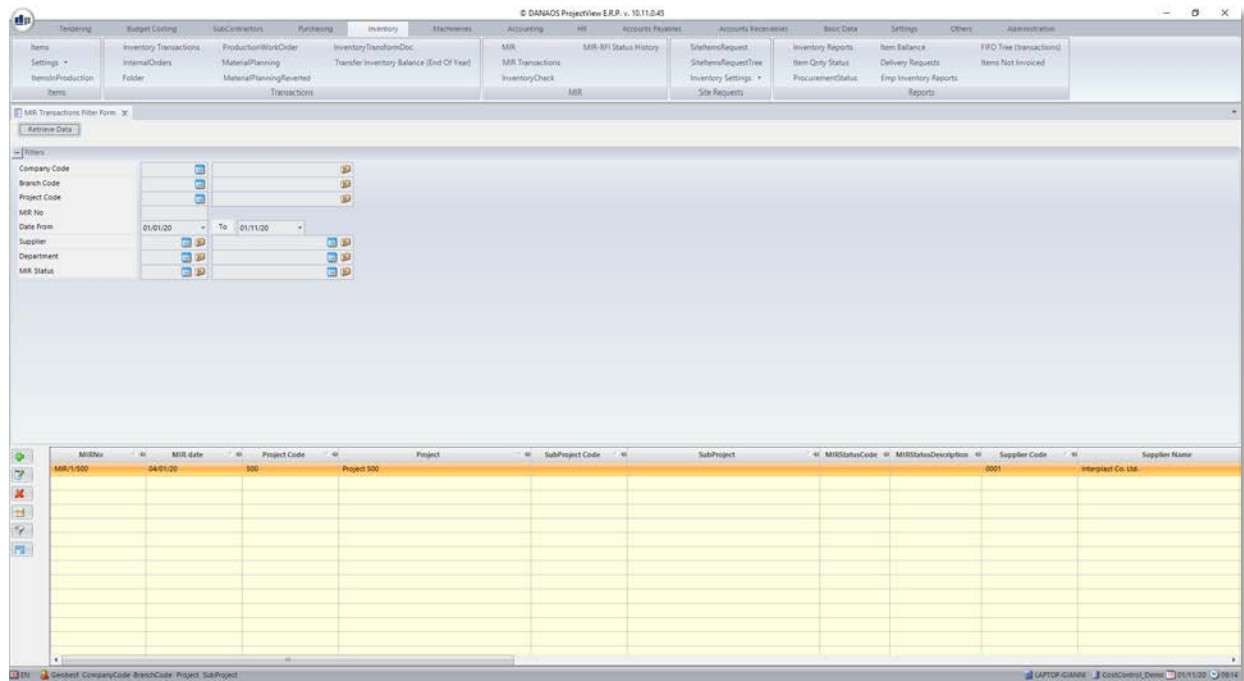
Note

- ✓ The “MIR needed” mark appears on the Document, on the Inventory Form on the Third Tab. There are two options: MIR and Settled MIR.
- ✓ If the user marks an Order as “Needs MIR” (on the Order itself), all delivery Notes which will be created from this Order, will be automatically marked “@MIR needed@”, so it is not necessary to pass from step (1) and (2)

1.3 Step 3 – Retrieve MIR

To create or edit a MIR, the user must navigate to:

“Inventory” > “MIR” > “MIR Transactions”



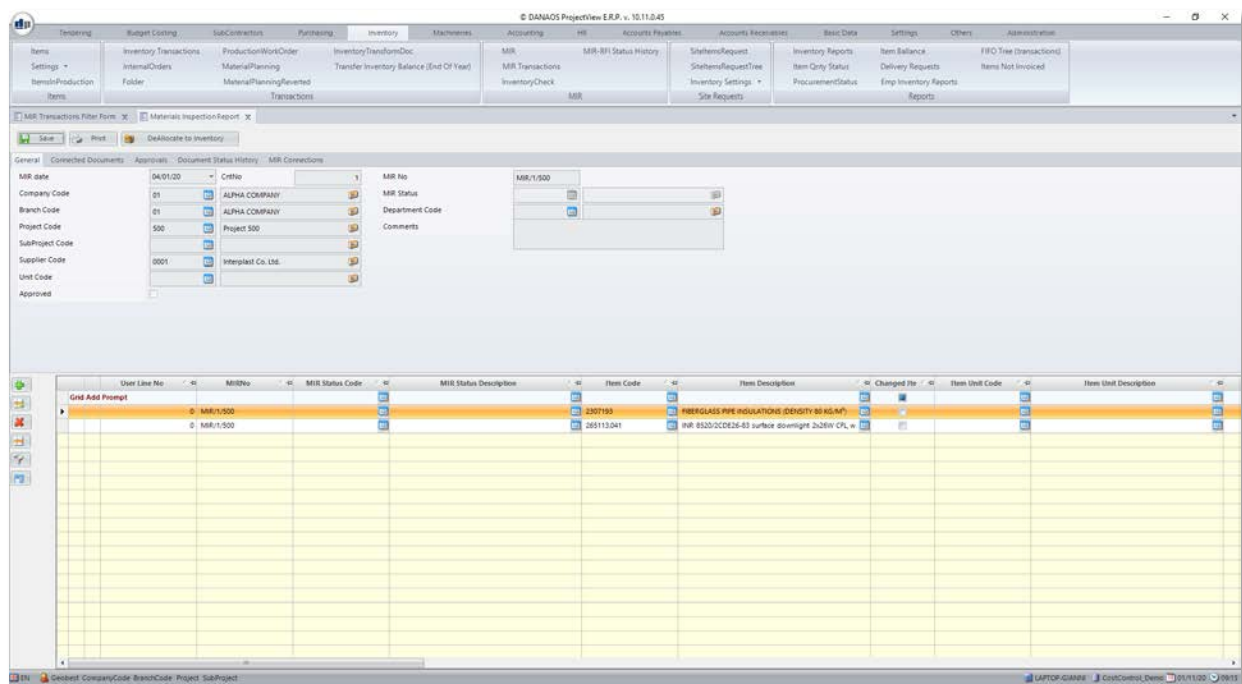
The user can enter the following:

- ✓ Company
- ✓ Branch (optional)
- ✓ Project (optional)
- ✓ Supplier
- ✓ Document Type
- ✓ Dates from and to

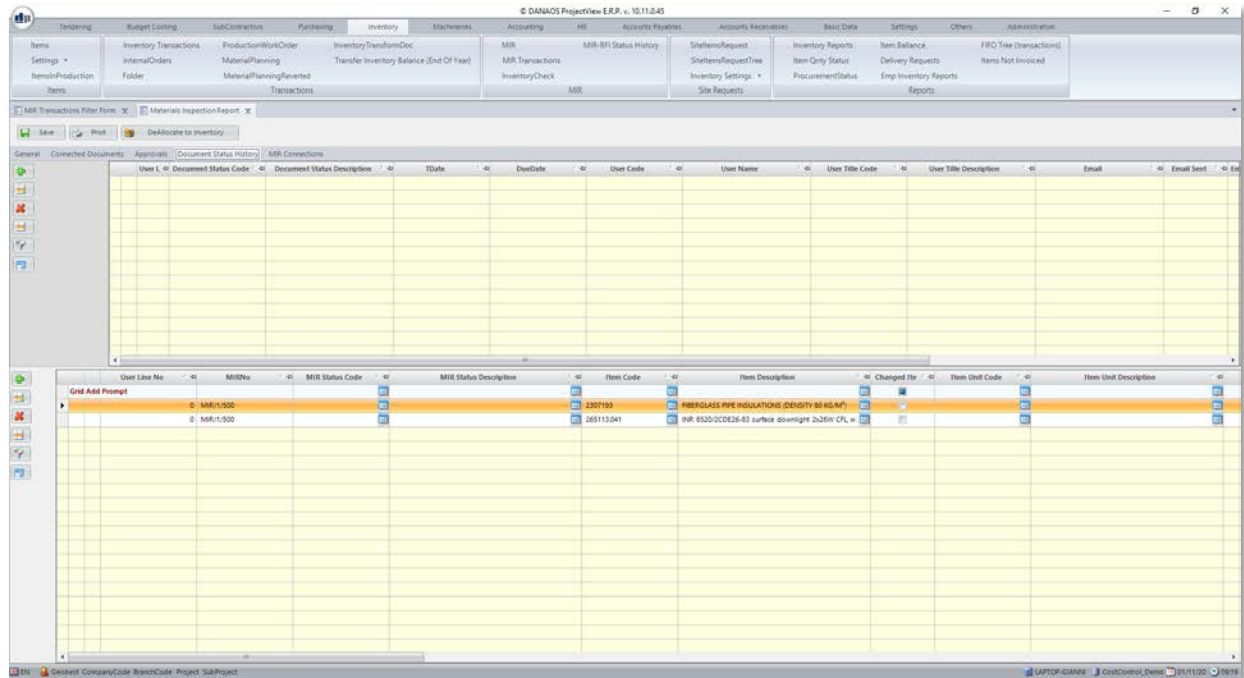
Once there, the user has to fill up the criteria and press the button *“Retrieve Data”*. A list of the MIRs will be displayed.

1.4 Step 4 – Change MIR status

By double-clicking on a MIR in the screen in step 3, the MIR form will be displayed with all its details.



When a MIR is first created, its status is *“Pending”* as seen in the *“MIR Status”* field. To change this field’s value, the user has to navigate to the *“Document Status History”* tab.



Every time a new status is added in this screen, the user must also add a Date and then press the “Save” button. The latest status will be copied to the “MIR Status” field in the “General” tab.

This way, we can keep track of the various statuses the MIR goes through.

Note

To add, edit or remove one or more status entries, please See. 2 Appendix – Add/Edit/Remove Document status

2 Appendix – Add/Edit/Remove Document status

Choosing the “Inventory” menu and selecting “Document Status” from the “Other Settings” drop-down list, displays the following list:

DocumentStatusCode	DocumentStatusDescription	DocumentStatusDescriptionEn	Approved	Declined	Closed	Transferred	Pending
01	Registered	Registered	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Pending	Pending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
20	Send to Consultant		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25	Waiting Approval From Customer		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30	Waiting the answer from Consultant		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31	Waiting results from lab		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33	Asking more details		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35	Answered by Consultant		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
50	Approved	Approved	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
70	Declined	Declined	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
80	Closed	Closed	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
99	Transferred	Transferred	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Multiple Document Status entries can be created. Each has a Code, a Description and should have one of the following checkboxes ticked:

- ✓ Approved
- ✓ Declined
- ✓ Closed
- ✓ Transferred
- ✓ Pending

Therefore, there can be multiple steps in the chain of MIR status history.



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