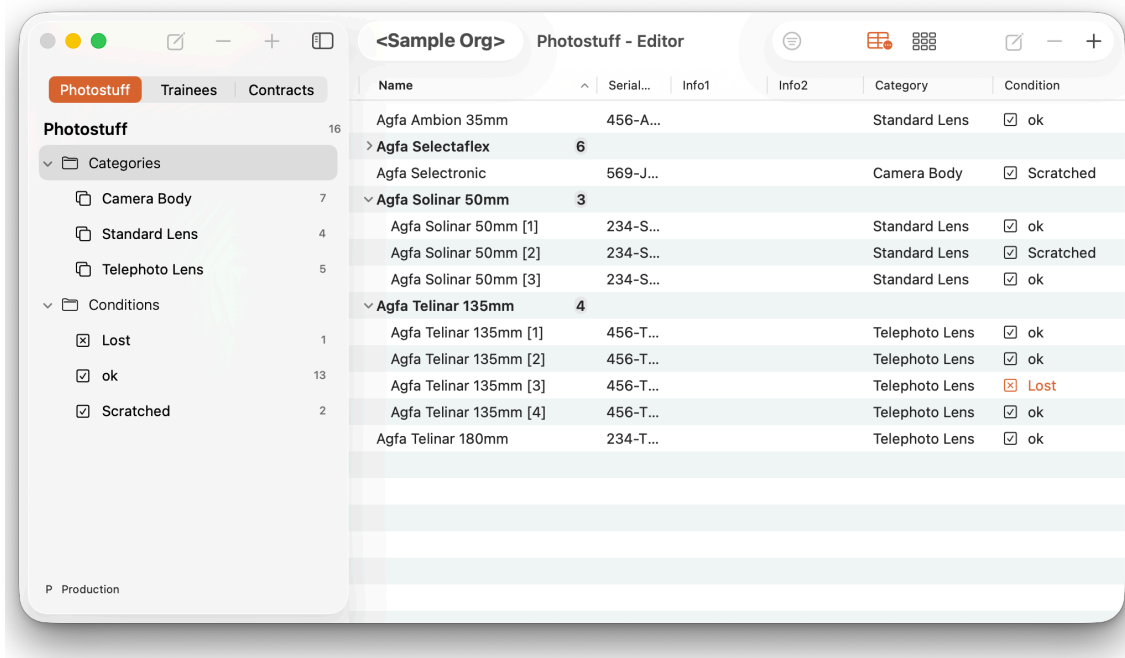


# MANUAL

## Overview of StuffOrganizer & StuffProvider

Use StuffOrganizer (SO) on macOS for organising your organisations data, i.e. editing objects to be handed out („stuff“) and persons, these objects are being given to („staff“). All stuff is categorised and all staff is grouped, these categories and groups can also be changed using SO. Also, stuff objects can be in different conditions, like ‚currently in repair‘ or ‚stolen‘, which might or might not allow hand-out.



In <SampleOrg>-data, stuff is photography equipment differentiated in camera bodies and two types of lenses and staff, the trainees, is grouped in photographers and physicists. The conditions are ‚ok‘, ‚scratched‘ and ‚lost‘.

The third element of data are the so-called contracts, describing the concrete hand-out of one or more stuff objects to one person for one or more days. A contract is either in state ‚active‘, i.e. the objects are currently with the person, or in state ‚finished‘, i.e. the objects have been returned.

While stuff and staff data can only be organised using the SO, contracts are solely generated and (normally) changed by using the StuffProvider (SP) on iOS Devices.

Important is that all data about objects, persons and contracts is automatically synced by using the iCloud. This is usually done within seconds, if internet is available. Otherwise it is automatically done, once internet connection is re-established. This is also possible, if you invite other appleIDs and grant them access to your data.

## StuffOrganizer

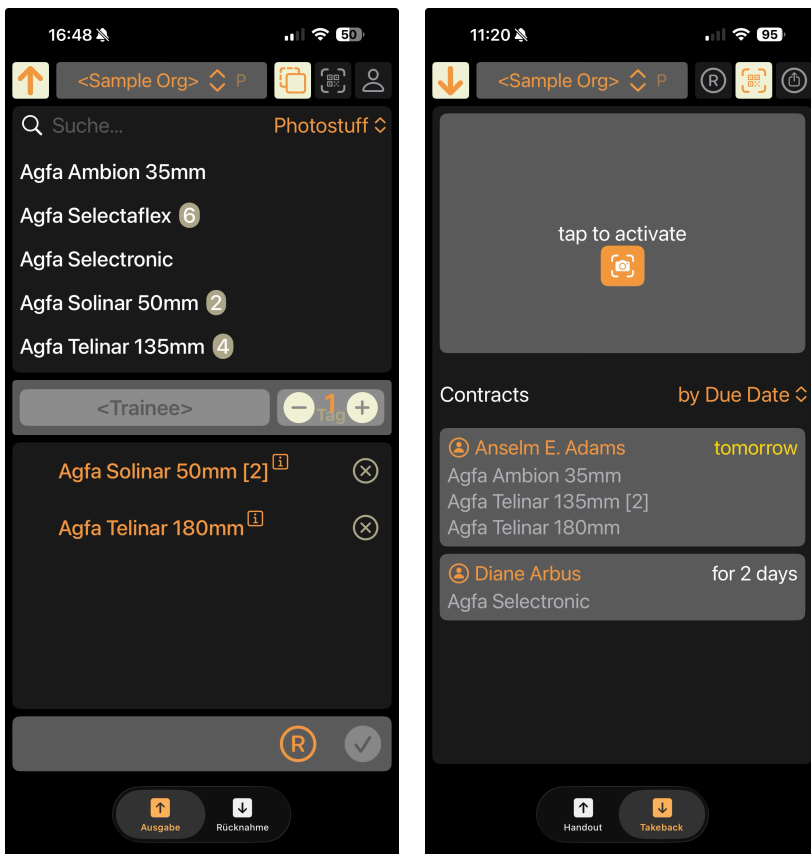
In order to edit objects, select the elements by using the left side menu, eventually filtering by category, condition or group. In the main window you then see a table of the selected elements, i.e. objects, persons or contracts. This can also be changed to a grid view, showing the selected objects or persons as a grid of labels for printing or exporting. Editing is generally done by using the +, - and edit buttons at the top bar, the edit menu or by using the context menu.

Without a subscription, you can have up to 20 objects and 20 persons in total over all your organisations (not counting the sample data). Above these limits, you need an active subscription, which are available in four size classes (menu bar/StuffOrganizer/subscriptions). Additionally you can change the labelling of stuff and staff data from the settings screen and grant data access for other apple IDs (see below).

Further functions (menu bar/file) are creating a new organisation, switching between organisations and deleting an organisation, save to and override from a backup-file as well as importing object or person data from CSV-files (see below).

## StuffProvider

StuffProvider (SP) on a iOS Device is used to hand-out and take-back one or more stuff objects to a staff person for one or more days.



First mode is the hand-out-mode, indicated by an up arrow in the upper left. In this mode, you can select objects and the person either by tapping them in the shown lists or by using the device camera for scanning the respective QR code. Switching between the two lists and the scanner is by tapping on the top right symbols or by swiping. The number of days is changed by the + and - buttons in the center. Once all is selected correctly, you can activate the hand-out by tapping the checkmark in the lower right corner. Alternatively, you may make it an reservation only, by tapping the R-symbol. In this case, the object(s) are not handed-out, but only a reservation for a future period in time is generated. This leads to a warning, if you later try to hand-out an object for a reserved period.

The other mode is the take-back-mode, indicated by a down arrow in the upper left. You can switch modes by tapping this arrow or by using the tap bar at the bottom. A list of all active contracts is shown, either combined with the QR-scanner or without. Just tap one contract and you can take back partially or completely, prolong partially or completely. Alternatively, you can use the QR-Scanner to select an active contract by scanning the persons QR-Code or one of the objects of an contract. Another option is to switch to a list of active reservations, which you can cancel.

## Setting-up your Organisation's Data

### Creating a new organisation

In order to set-up a new organisation, use 'New Organisation' from the file-menu. Provide a name for the new organisation and hit ok. Alternatively, you may load all data from a backup-file. You may have more than one organisation and can switch between them by using the drop-down menu from the currently selected organisation.

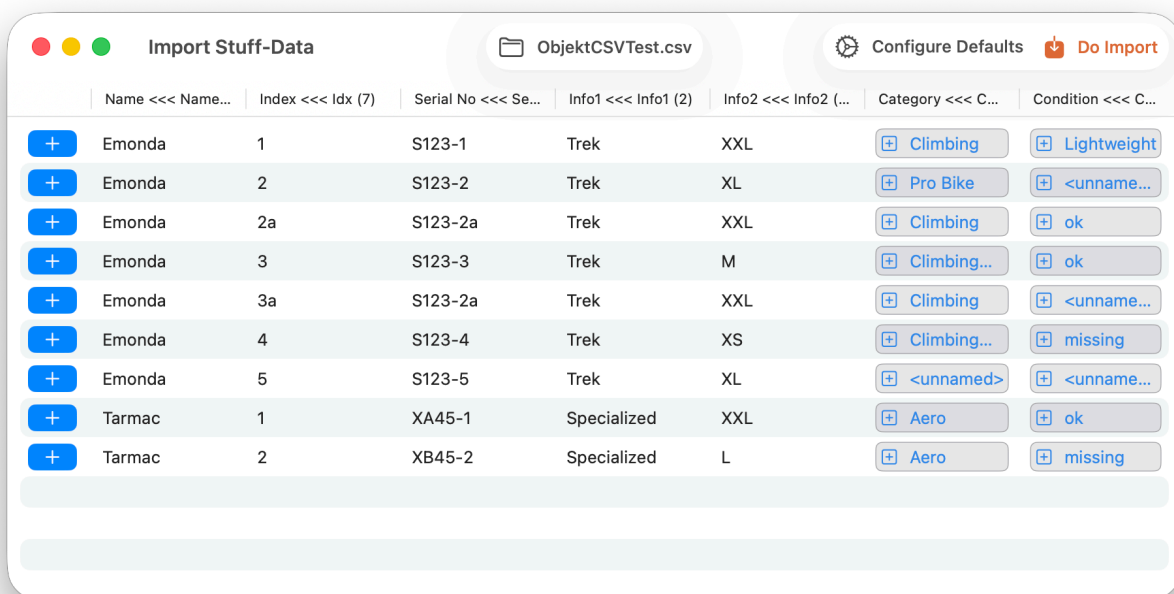
After creation, add stuff objects and staff persons by using the +-Buttons at top-right corner. You can also add object categories and conditions as well as person groups by using the +-Buttons at top-left. A object is identified by its name and index, both being arbitrary strings. You can also add a serial number and two information fields for you convenience. Furthermore, each object is in one category and has one condition. A person is identified by her/his first name and last name and is assigned to one group.

Use the settings to change all labelings, e.g. how the objects are to be called in your organisation, or how the persons are called. You can also change the organisation's name, data owner.

### Importing data using CSV-Files

By 'Import Stuff-Data' or 'Import Person-Data' from the file-menu, you can select a CSV-file, to import data from. The first row should contain the header of the table. After file-selection you may configure, which column data is assigned to which data field of the stuff object or the staff person.

The data fields are Name, Index, SerialNo, Info1, Info2, Category and Condition for an object and



FirstName, LastName and Group for a person. In the example, different road bikes are being imported.

