

Axiell Move 3.6.28 for iPhone & Android

Server version 3.0.20309.1



Axiell ALM Netherlands B.V.

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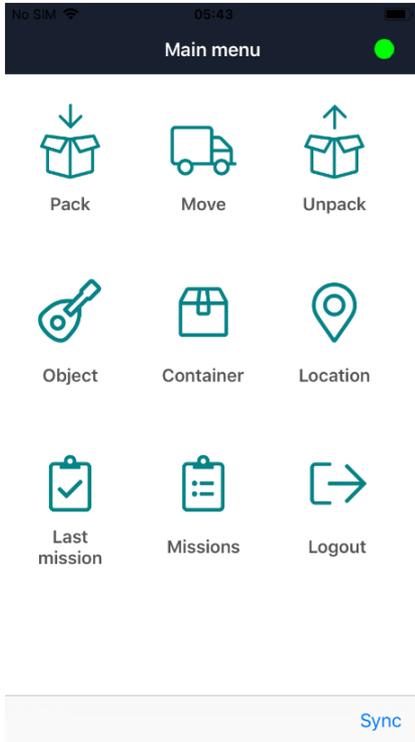
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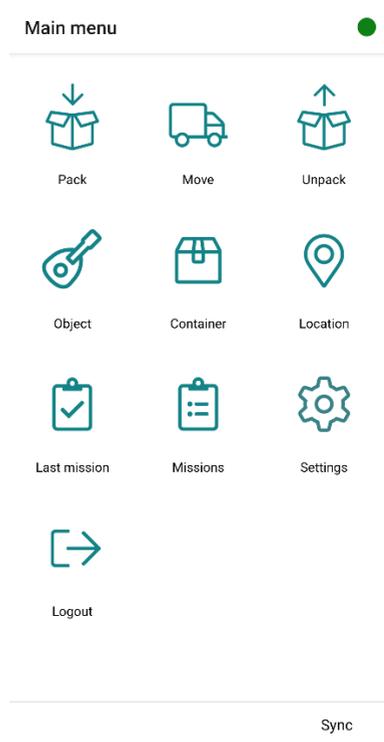
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1. Introduction



iOS app



Android app

The Axiell Move suite consists of an app for iOS 9 or later, called Axiell Move (aka the AdMove Client or previously known as the Movement module), to be installed on an Apple iPhone (from versions 5 and 5s) or iPod touch 5 or iPad, possibly fitted with a Linea Pro 5 or later (or Infinea Tab M for iPad mini and iPad Air) scanner sleeve (offered by Infinite Peripherals*) to scan barcodes or RFID tags (although the iPhone camera can handle scanning barcodes very well too if no separate scanning device is connected), plus the Axiell Move server software. The Axiell Move app can be downloaded from the Apple App Store.

In combination with Axiell (Adlib) Museum, Emu or Mimsy software, Axiell Move supports the logistic process of movements of (packed or bare) objects in museums or archives.

Axiell Move Premium has added functionality for so-called missions: missions are bundles of move or pack tasks assignable to specific co-workers, enabling you to plan and distribute the work to be done with Axiell Move.

The iPhone/scanner combination provides a fast barcode and RFID scanner with which identification numbers of objects, containers (packages) and locations can be scanned easily and quickly. The scanned codes will then be processed by Axiell Move. (An RFID tag - Radio Frequency Identification - is a small programmable chip with antenna, integrated in a label.)

If no scanner sleeve has been fitted around the Apple device, the camera of the device will automatically be used to scan barcodes.

The iPhone, iPod or iPad has a built-in Wi-Fi transmitter and receiver to enable a wireless connection to a local Wi-Fi hotspot which in turn is connected to a computer and your network: optionally, 3G/4G connectivity will be tried when the Wi-Fi connection fails (if the Apple device supports 3G/4G). Via the network, Axiell Move will then call an Axiell Move server on the database server to obtain direct access to a live database in which the on-site scanned and registered changes will then be saved automatically.

It is also possible to work offline with Axiell Move: this means that no continuous connection to a live database is required, and that changes will only be saved in the database when the Apple device is connected to the network and you've given your permission to synchronize the changes.

* Since the Linea Pro scanner sleeve is not made by Axiell, its availability for specific Apple devices and versions depends on supplier Infinite Peripherals. Should a new scanner sleeve for an old Apple device no longer be available in the future, then you can always fall back on using the camera of the device as the barcode scanner.

1.1. Capabilities of Axiell Move

In brief, you have the following possibilities using the iPhone* and Axiell Move:

- registration of the packaging of one or more objects. Overpacks containing multiple packaged objects, can be registered as well. You actually establish a relation between an object and its packaging.
- registration of movements of containers or bare objects. By scanning a new location or entering it manually, and subsequently scanning the containers or objects moving to this location, the registered location of all those items will be changed.
- registration of the unpacking of one or more objects or smaller containers. You can do this per item or for all items in a package at once. You actually break the relation between the items and their packaging.
- addition of supplemental information. During the registering of transactions you may enter several types of notes. It's also possible to take one or more pictures of the moved object, container or location, after which reproduction records for those photos will automatically be created, which in turn will be linked to the relevant object, container or location record.
- Axiell Move premium also offers the possibility to process packaging and movement work bundled in so-called missions used to organise and distribute such tasks among coworkers.

All scanned or entered information, like container codes, location changes and notes, will immediately be sent by Axiell Move (when you are working online) and processed in the relevant database by the Axiell Move server.

* Unless there's a difference between the operation of the software on iPhone, iPod or iPad, we'll use "iPhone" whenever we mean "iPhone, iPod or iPad" in the rest of this manual, for the sake of succinctness.

1.2. Using the iPhone/Android/scanner combination

- For data entry of barcode fields, you can use just the iPhone camera or the iPhone/scanner combination. In the latter case, keep the large button at the top of the right side of the scanner sleeve pressed down and aim the scanner on what you want to scan. Do not hold the scanner too close. When you hear a beep, you can let go of the button. The scanned value will appear in the active Barcode field.

The scanner can only work if currently no charging cable is connected to the iPhone/scanner combination and if the Axiell Move app is active.

If you are not using a scanner sleeve, you only need to click (press) the grey SCAN button next to a Barcode field in the Axiell Move screen briefly to activate the camera. The image of the camera will appear on screen. Now reposition the camera in front of the barcode and allow the camera to focus on it. As soon as Axiell Move recognizes the barcode, the camera image disappears, you'll hear a beep and the record data identified by the barcode will be retrieved from the database, if possible.

- When scanning isn't possible, for instance because the barcode on a packaging has been damaged or when you want to fill in a text field, you can enter text via the virtual keyboard of the iPhone. Make the desired field active by clicking (pressing) it and then start typing. Finish your input by clicking Return or Search on the virtual keyboard.
- The Axiell Move app checks every 5 seconds if there is still a connection with the Axiell Move server. First a connection through Wi-Fi will be tried, and if that fails, a connection through 3G/4G* will be attempted. If successful, the client will try to send all subsequent transactions to the server directly. If unsuccessful, your transactions will not be processed in the database immediately, instead they will be registered in a log file which can be synchronized with the database later on when you're back online.

* By default, the iPhone uses a 3G or 4G dial connection to send data over the internet when no Wi-Fi network is available. This may cause unintended expenses though. Therefore it's good to know that this functionality can be switched off at any time: start the Settings app on the iPhone and select the Mobile data or Cellular option. Now switch Mobile data or Cellular data off by dragging the slider to the left. (Green means: switched on.)

- If the Axiell Move server has been set up securely, so that it is not accessible outside the company network, then any external Wi-Fi network connection or 3G/4G dial connection will fail, unless you've set up and activated a VPN connection on your iPhone. Only an active VPN connection will then allow Axiell Move to access its server on the company network. Once a VPN configuration has been made (see chapter 3.3) you can switch it on or off via the VPN slider in the Settings app.

Note that with VPN activated, normal internet access on your iPhone may be inhibited. Switching VPN off should solve the problem.

- The scanner sleeve contains a battery which must remain charged and the same goes for the iPhone of course. The best way to keep both devices charged is to place the combined device in the supplied charging cradle at the end of your working day.

1.3. New in 3.6.28

- You can now also set the home/normal location of an object or a container (if configured on the server side).
- Axiell Move Premium: if you're online, you can now release an already loaded mission from your device, so that it can be picked up by someone else.
- Axiell Move Premium: mission items (individual actions) can be refused (because they can't be executed normally for example) and you may add a comment to your refusal.

- Axiell Move Premium: a move is now split up into a pickup action and a delivery action, pickup representing the loading of containers or objects onto a trolley while delivery represents the offloading of those items onto the final destination. This provides a better registration of the move process.
- Axiell Move Premium: pop-up confirmation is now optional (via the Confirm pickup & delivery option in the Axiell Move settings). Without confirmation you can work faster.
- Axiell Move Premium: besides scanning each object or package to pick up or deliver, you can work even faster and just open a submenu for a move action and click Pick up or Deliver. The destination location must have been scanned first though, for safety reasons.
- Management of iOS 13 dark mode.
- Some display issues on last iOS version have been fixed.
- Miscellaneous bug fixes.

2. Axiell Move for iPhone

The first registration of objects, containers/packages and locations must take place in one of the appropriate Adlib, Emu or Mimsy Axiell products. This manual only illustrates the combination of Axiell Move and Axiell (Adlib) Museum 4.5.

In Museum application 4.5, objects can be described in the Internal and External object catalogue data sources; containers and locations can be described in the Locations and containers data source – the content of the Location or container field determines if the record pertains to a container or a location – and package types in the Container types data source. (In older or newer applications, these data source and fields may have different names.) All objects, containers and locations that you may want to work with in Axiell Move, must have been registered in the Museum application first: you cannot do that registration from within Axiell Move. With Axiell Move you apply changes to existing records.

So data scanned or entered via Axiell Move on the iPhone, will be added to existing object and container records, or it will replace existing data in there. In principle, some data can be edited or entered in Axiell Move as well as in the Museum application, but each application has its own advantages: in Axiell Move you can register the packing and moving of objects quickly and efficiently on-site, while the Museum application is meant for the registration and management of entire records.

The essence of Axiell Move is that it allows you to change the registered Current location of an item to a new current location, because in reality you are moving that item as well. In this definition, an item can be a bare or packaged object or an empty container. The basic concept is that all movable items have a current location and that the current location of an item inside a container its packaging is: a vase packed in a small crate, has the crate as its location, while that crate itself has a location of its own as well, maybe a shelf or a larger overpack. That's why the three basic actions available in Axiell Move – packing, moving and unpacking – are all in fact a type of moving: in

the record of the moved (meaning packed, moved or unpacked) items, the Current location will be changed and the Location history will be updated.

In more technical wording we can say that every record of a movable item has to be linked to a location or container record and that, at the same time, a reverse link between the location or container record and the item record exists. During the move of an item, those links will be broken, after which a new link between the item record and the new location or container record will be created.

- In an object record in the Museum application, the current location or package as well as the normal location and planned future movements, can be found on the Location | Future movements screen tab, but only the current location can be changed by Axiell Move; the normal location and any planned future movements are in no way involved in transactions in Axiell Move. When you move an object with Axiell Move, or put it in a package, the new location or container will become the new current location of the object. The details of the previous location or container of the object will then be transferred automatically to the Location history tab. This way you can always track where an object has been, when and for how long.
- In a container record in the Locations and containers data source in the Museum application, the current location or overpack can be found on the Container details screen tab. When you move an empty or filled package with Axiell Move, or put it in an overpack, the new location or overpack will become the new current location of the package. The details of the previous location or overpack of the package will then be transferred automatically to the location history on the same tab.
- In a location record in the Locations and containers data source in the Museum application, details about the location type and the location hierarchy can be found on the Location details screen tab. With Axiell Move you can't change anything in that hierarchy.

In an object or container record in the Museum application it is possible in principle to link to another current location or (over)package manually, but then the location history won't be updated automatically (!) and you would have to do that manually as well.

With the Change locations procedure in Museum applications 4.2 and higher you can apply location changes in batch to object records (not to container records), and also have the location history updated automatically. For more information about this, see the Change locations topic in the Axiell Collections Help.

2.1. Starting Axiell Move

1. Swipe through the apps on your iPhone to locate the Axiell Move app. Click the icon to start the app.



2. Axiell Move opens with the login screen.



Note that the language of the user interface is the same as the language set for the iPhone itself, but limited to either English, Dutch, French or German.

Tap the User name entry field to activate it and to open the virtual keyboard: now enter your user name (without any domain). Instead of typing your user name you can also scan a barcode (using the scanner sleeve) representing your user name, if you have such a barcode. Then click Return to activate the next entry field and enter your password as well. For the password only asterisks will appear, so that no-one can read your password from the screen. Then click the Login button on screen to access Axiell Move.

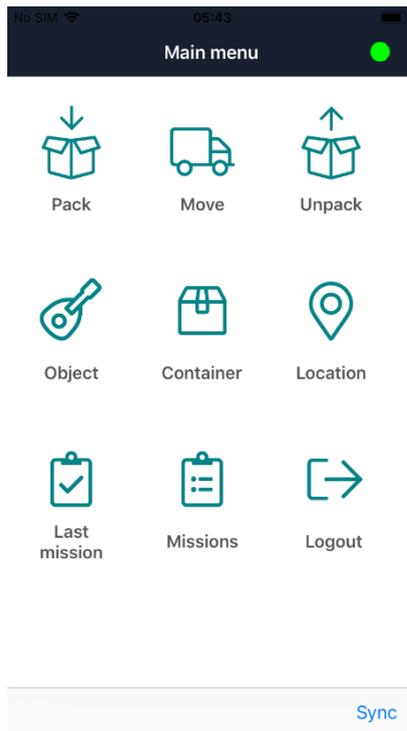
The user name and the encrypted password of the last 10 users on this iPhone, will be remembered by Axiell Move. This allows users to log on to the client even if the iPhone is offline. The name of the last or current user will have been filled in already in the User name field when you start or activate Axiell Move, but the password must always be entered manually again, even when you're logged in and return to the login screen.

When you or someone else has logged on to Axiell Move once before by entering a user name and password, and one or more fingerprints for Touch ID have been registered on your iPhone (see chapter 3.3) then every time you start Axiell Move you'll be offered the possibility to log in via Touch ID by simply resting your (registered) fingertip on the Home button.

The message will disappear of itself once your fingerprint is recognized. If you cannot or don't want to log in via your fingerprint, then simply click Cancel to log in the normal way. Further note that using Touch ID means that you automatically log in under the name and password of the previously logged in user (even if you're somebody else) and that everyone with access to your iPhone who knows your access code, will be able to register their own fingerprint allowing them to log on to Axiell Move. This also means that you should never share your access code to an iPhone with fingerprint

recognition or that an iPhone with fingerprint recognition shouldn't be shared with colleagues at all or that your shared iPhone with fingerprint recognition is allowed to log in via a single general user name and password so that all users may log in via their fingerprint and transactions may be logged under that single name. An Apple device without fingerprint recognition does not have these limitations.

2.2. The Main menu



Axiell Move opens with the *Main menu*. From here, you choose the task at hand: packing (to link objects to containers), transport (to move objects, packaged or not) or unpacking (to break the link between objects and a container). You can also retrieve object information, container information or location information (for your information or for checking); these three

options are only active though if there is a connection with the database and you have chosen to work online. See chapter **Error! Reference source not found.** for information about how to go online if the iPhone is currently offline. The Premium version of Axiell Move further offers the *Last mission* icon to open the last mission you were working on and the *Missions* icon to download new missions from the server or select one of the earlier downloaded missions to start or continue working with. Use *Logout* to quit working in the app and to prevent others from registering Move transactions under your account on this phone.

- If you are working offline, your changes will temporarily be stored in a transaction log file on the iPhone until you can actually process the changes in the database (see chapter **Error! Reference source not found.**). The dot in the top right of the screen indicates whether you have access to the Axiell Move service or not: if it is green, you have access; if it is red, you have no access and the program automatically defaults to offline mode. The connection with the Axiell Move server will be checked every 5 seconds, during which time the dot may turn orange briefly. Press the green dot to go offline temporarily: the dot turns blue. Press the blue dot again to go back online. Having no access (red dot) can be a consequence of a missing wireless network connection or a consequence of an incorrectly set up Axiell Move service.

Note that during offline work, no information can be retrieved from the database either: if you scan the barcode of an object now, then its accompanying data (and possibly an image) from the record cannot be displayed. Only the scanned barcode of the object will be shown, until you scan another barcode.

Aside from not being able to retrieve information, offline mode in principle allows you to register the same transactions as you would online. However, some limitations to those transactions cannot be managed immediately when you are working offline, for instance when you would try to unpack an object that isn't registered as being

packed in the first place. Such checks will then only be performed when you synchronize the transaction log file with the database.

- With the *Sync* option (bottom right) you'll open the *Synchronization* screen. When due to offline work a transaction log file has been created, you can view that log here and still process it in the database now or later (if you're online) or remove it if the transactions have become redundant.

Sync

- Using the *< Main menu* option on the top of other screens, you can always return to this screen to start a different task. If you are deep in the processing of a particular task, you'll sometimes have to return to a previous step first, via *<*, before you get the option to return to the main menu. So use *<* to go back a step.
- When you are finished with your registration tasks and you don't want others with access to this iPhone to work with Axiell Move using your login details, then simply return to the main menu and click *Logout*. This will log you off and the password field will be emptied. You can log in again by re-entering the password and clicking *Login* or *Return*. A different user may log in by using his or her own user name and the accompanying password.
- If you want, you can close the app completely as well. You'll have to do that the iOS way: quickly press the Home button of the iPhone twice, swipe left or right to the active Axiell Move app and swipe it upwards to really close it.

2.3. Retrieving object or container information



Object



Container



Location

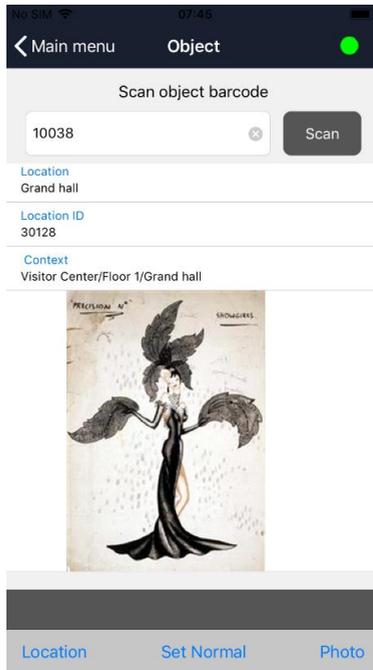
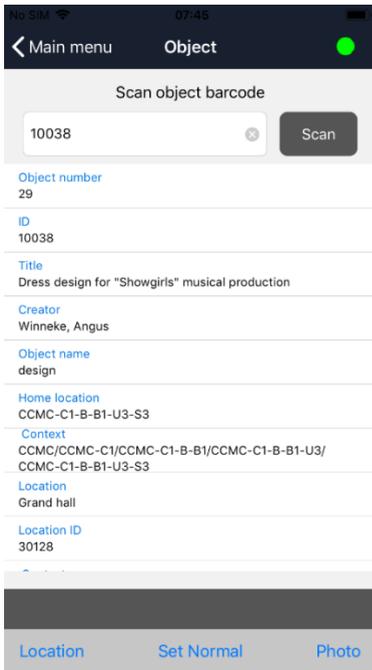
Via *Object*, *Container* and *Location* in the *Main menu* of Axiell Move, you can retrieve information about objects, containers and locations from the database, if you are working online. This allows you to check whether the object or box in front of you, is the right one. You can also add a photo, correct the current location of an object or container, or correct both the current and normal location of an object or container simultaneously.

Select the desired option and simply scan the barcode or RFID tag of an object, container or location and selected data will be retrieved and displayed. Swipe upwards in the displayed data to show the rest of it, if not everything is visible at once.

Scan either by clicking the *Scan* button on screen and positioning the iPhone camera over the barcode or keep the scanner sleeve button pressed down while you aim the front of the scanner at the barcode.

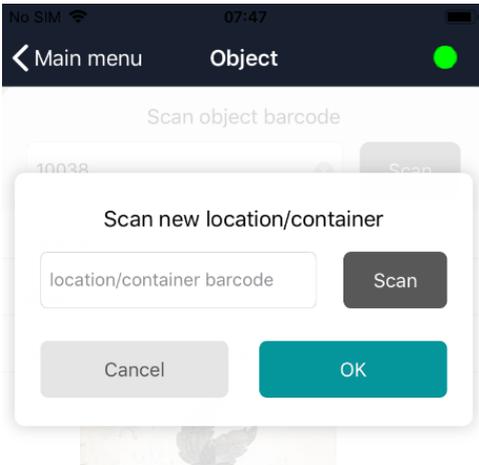
You can use this screen to retrieve details from other records of the same type as well, by just scanning another object, container or location.

Instead of scanning, you may also click the *Barcode* entry field and enter the barcode number manually, followed by Return or Search.



With the *Photo* option, in the bottom right of the screen, you can take a picture or make a video on the spot, of the relevant object, container or location. After taking the photo, select the *Use photo* option to upload the picture to the `\images` folder of your Adlib system and have a reproduction record created for it in the *Multimedia documentation* database, which in turn will be linked to the relevant object-, container or location record: Axiell Move will notify you briefly of the upload.

The *Location* option (only available for objects and containers) allows you to scan a new location for the object or container. This might be useful when you've located the item on a different location than the one registered in the relevant record and you'd like to correct that error immediately. Click *OK* to accept the scanned location or click *Cancel* to cancel the entry of a new location.



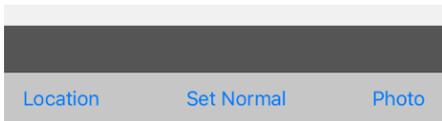
Set Normal (only available for objects and containers) does the same thing as the Location option, but it also changes the normal (home) location of the current item to the newly scanned location. So after clicking Set Normal, you'll get to scan a single location and this location will then be registered in the object or container record as both the Normal location as well as the Current location. The change is reflected immediately in the retrieved item details in the app too.

On the Location and Container screens, amongst others, you will also find the number of items which have this location or container as their current location. Click the  icon behind Content to display the actual list of containers and/or objects: swipe up to see the entire list (max. 50 items by default, but this can be increased in the Axiell Move server configuration). In this list you may click  again behind an object or container for more information about it.

Location
CCMC-C1-A-B1-U1-S2

Context
CCMC/CCMC-C1/CCMC-C1-A-B1/CCMC-C1-A-B1-U1/
CCMC-C1-A-B1-U1-S2

Content
110 



- [Object MS867/1/4/21](#) 

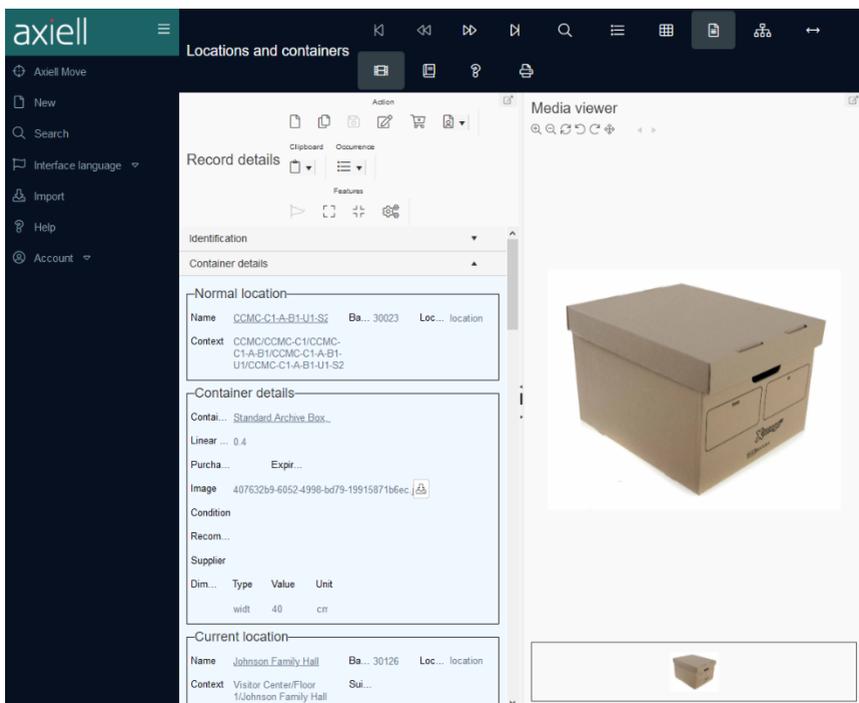
- [Object MS867/2/6/2/7](#) 

- [Object MS867/2/6/3/3](#) 

Click the < icon or swipe right to return to the previous screen.

2.4. Packing

With the Pack option you can link containers to objects or link a larger container/overpack to already packaged objects (you then link to the package, not the object). Containers must have a unique reference, like a barcode for instance. So every individual container must have its own database record in which details about the relevant packaging have been registered. In Museum application 4.5 this database is called Locations and containers: both container records as well as location records are stored in here.



The screenshot displays the Axiell Museum application interface. The top navigation bar includes the Axiell logo and a menu icon. The main header is titled 'Locations and containers'. The left sidebar contains navigation options: Axiell Move, New, Search, Interface language, Import, Help, and Account. The main content area is divided into several sections:

- Record details:** Includes 'Identification', 'Container details', and 'Current location' sections.
- Normal location:** A table with columns 'Name', 'Ba...', and 'Loc... location'. The name is 'CCMC-C1-A-B1-U1-S2'.
- Container details:** A table with columns 'Contai...', 'Linear ...', 'Purcha...', 'Image', 'Condition', 'Recom...', and 'Supplier'. The container type is 'Standard Archive Box'.
- Current location:** A table with columns 'Name', 'Ba...', and 'Loc... location'. The name is 'Johnson Family Hall'.

On the right side, there is a 'Media viewer' showing a photograph of a brown cardboard box with a handle and a label. Below the media viewer is a small thumbnail of the same box.

It is handy (but not mandatory) if a container has a location, so that of an empty package and especially of an object you pack in it, a location is always known. In any case it creates the necessity to register the relocation of both empty as well as filled containers, so that the location of any content can always be deduced.

With a packaging transaction, the location of a package will not be transferred to the record of the object being packed, nor vice versa. Only the following changes will be transferred:

- When an object is being packed, the location of the package remains what it was, while the new current location of the object becomes the current package. So the location registered in an object record can be a location or a container. This is indicated in the Location/package field of the Current location and the Location history of the object.
- When a smaller, already packed object is being packed in an outer overpack, again the location of the overpack remains what it was and the location of the object doesn't change either, while now the new current location of the smaller package becomes the outer overpack. So a container record has its own current location and location history, and that location can be a location or a container.

If you want to find out in the Museum application what the location of a packed object is, you must search for it in the relevant container record in the Locations and containers database. If the location itself is an overpack, then open that record to find the location of the overpack, etc. For a displayed record in Locations and containers you can also open the Hierarchy browser (F9) for a succinct presentation of the complete container/location hierarchy of the current container or location.

1. Choose the Pack option in the Main menu to get going.

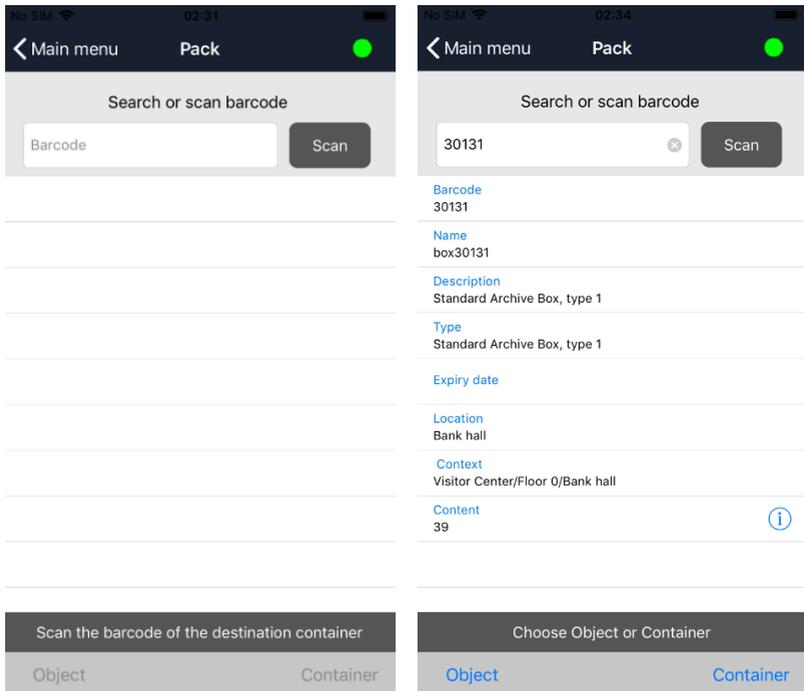


Pack

2. The Pack screen opens. To link a package to one or more objects, you will first have to scan the barcode of the relevant container or manually enter the unique identification code (barcode) of the

packaging via the virtual keyboard (the cursor must be blinking in the Barcode field). Some properties of the container will be retrieved (if possible) from the database and displayed.

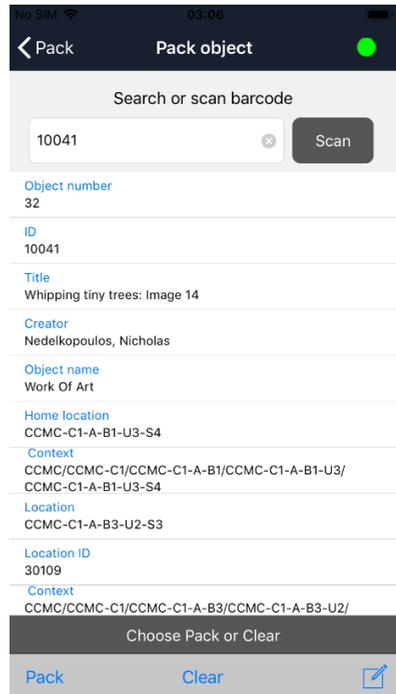
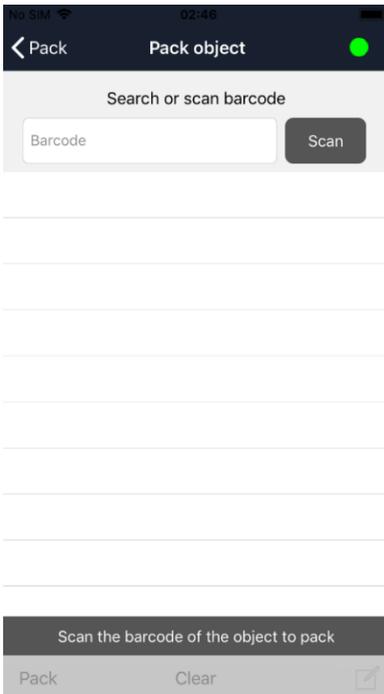
If the barcode cannot be found in the database, you'll be notified so: it is possible that there is no container record with this barcode yet. In that case you'll have to register it through the Museum application first.



3. Now you can do five things:

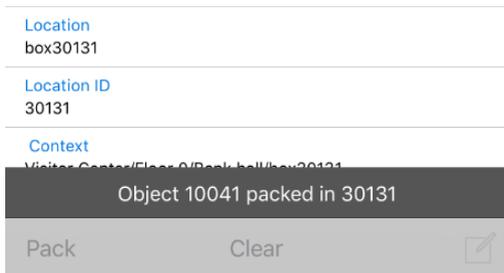
1. **Object:** click Object if you want to link this container to one or more (unpacked) objects. Then proceed to step 4.
2. **Container:** click Container if you want to link this overpack to one or more already packaged objects. Continue with step 4.
3. You could scan another container if you don't want to do anything with the currently selected container after all.

4. Click the  icon behind Content to display the actual list of containers and/or objects in this container: swipe up to see the entire list. In this list you may click  again behind an object or container for more information about it.
 5. **< Main menu:** click < Main menu or swipe to the right if you don't want to do anything with this container after all and you want to stop packing.
4. Scan an unpacked object (if you chose Object in step 3) or smaller package of one or more objects (if you chose Package in step 3) to enter its identification number in the Barcode field. After scanning an object or smaller package, some of its details are shown (if you are working online): if your confirmation for the transaction is required* you can use those to check whether you have the right item in front of you.



Aside from going back to the previous screen because you don't want to pack the scanned object after all, the following three options are now available to you (if your confirmation for packing is required*):

- a. **Pack:** to confirm that you want to link the selected package to this object or smaller packaging of objects, click Pack. It takes a moment before the registration has finished and you'll see a message stating that the relevant item has been packed.



If you want, you can scan the next item immediately to pack it in the current container too by clicking Pack again after scanning, etc.

In the relevant object record in the object catalogue of your Museum application, you can observe that the container has been linked to this object as its current location. The details of the previous location have been transferred to the location history of the object.

In case you have been packing an already packaged object in an overpack, you can observe that the overpack has been linked to the smaller package as its current location, in the record of the smaller package in the Locations and containers data source. The details of the previous location have been transferred to the location history of the smaller package.

- b. **Clear:** click Clear if you don't want to link the currently displayed item to the package, in order to pick another item. You'll then be able to scan a different unpacked object if you also scanned an unpacked object just before, or scan a different already packaged

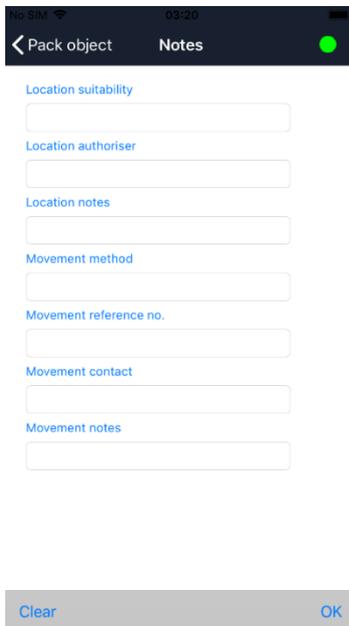
object if you also scanned an already packaged object just before.

- c. **Notes:** click the Notes icon if you want to register remarks about the packing.



You can enter those notes in a new screen. The screen is different for objects and smaller packages (see screenshots below):

Objects – By default there are seven notes fields available. The first three fields are about the container (a type of “location”) in which you are momentarily packing objects, and this data will be stored in the object record with the current location. The last four fields, on the other hand, are about the actual act of packing (a type of “movement”), and this data will be stored in the object record with the previous location in the location history.



No SIM 03:20

< Pack object Notes

Location suitability

Location authoriser

Location notes

Movement method

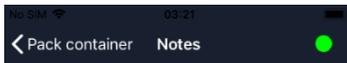
Movement reference no.

Movement contact

Movement notes

Clear OK

Smaller containers – By default there’s only a single notes field available here. This field is about the overpack (a type of “location”) in which you are momentarily packing a smaller packaged object, and these notes will be stored in the record of the smaller package with the current location.



Location notes



Click *OK* to keep the entered data or click *Clear* to throw the entered data away. Click < or swipe right to return to the previous step, if required. The data you keep will only be saved in the item record when you actually pack the scanned item by clicking the Pack button.

5. Click the < Pack option at the top of the screen or swipe right, if you are done with the current container. You'll be able to scan a new container or return to the main menu.

By the way, a means of transport like a truck can also be registered as a "package" with a location. When you load all overpacks in the truck, you are sort of packing them in the truck, and during unloading you are sort of unpacking them from the truck. With the Move option you can change the location of the truck after transportation.

* In the configuration file for the Axiell Move server there's a setting which determines if confirmation is required for the last step in packing, moving and unpacking. If not set, a scanned object is packed automatically and you cannot check its details beforehand or add notes.

2.5. Moving

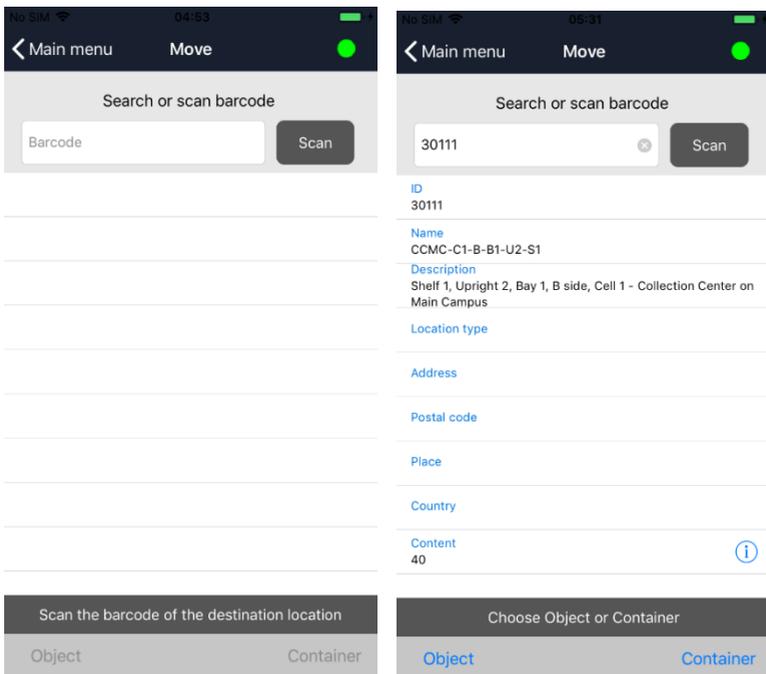
With the Move option you register the new location of objects (packed or not) which have just been moved in the real world. You register the items (crates, boxes and any unpacked objects) as they arrive after the relocation, still before you unpack anything. The point is to register the new location of all these (usually packed) items on reception, even if that is just a temporary storage space. Later, when you unpack objects, you can assign a new location per object again.

1. Select the Move option in the Main menu.



Move

2. The Move screen opens. Scan the barcode or RFID tag of the new location: this is the location (not a container) where the shipped or received items will be stored now.

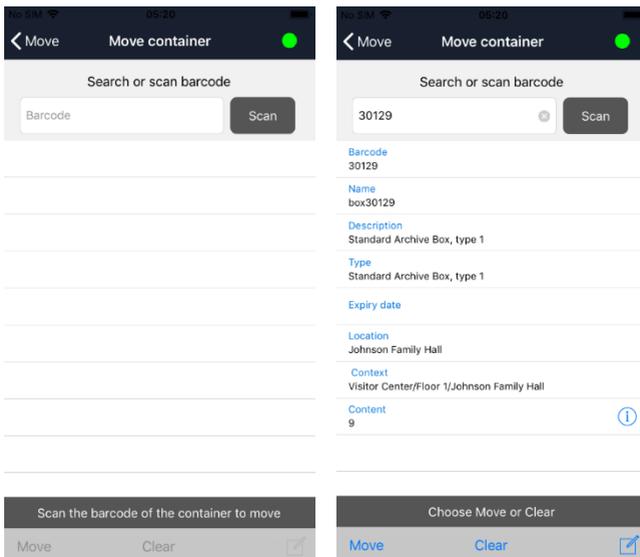


If the barcode cannot be found in the database, you'll be notified so: it's possible that there is no location record with this barcode yet. If that is the case, you'll have to register it through the Museum application first.

3. Now you can do five things:
 - a. **Object:** you want to link this location to one or more bare objects. Click Object and proceed to step 4.
 - b. **Container:** you want to link this location to one or more packaged objects. Click Container and continue with step 4.
 - c. You could scan another location if you don't want to do anything with the currently selected location after all.
 - d. Click the  icon behind Content to display the actual list of containers and/or objects on this location: swipe up to see the

entire list. In this list you may click  again behind an object or container for more information about it.

- e. **< Main menu:** on second thought you don't want to do anything with this location and you want to stop moving. Then click < Main menu or swipe right at the top of the screen.
- 4. Scan, depending on your choice in step 3, the barcode of an object or container: if you are working online and if your confirmation for the transaction is required* you can check the details.



Besides the option to go back to the previous screen, if you do not want to move the scanned item after all and possibly to scan a new location, the following three options are now available to you (if your confirmation for moving is required*):

- a. **Move:** to confirm that you want to link the new location to this object or container of objects, click Move. It takes a moment before the registration has finished and you'll see a message stating that the relevant item has been moved. If you want, you can immediately scan the next item that has

been moved to the currently selected location, after which you must click Move again to register it, etc.

In the relevant object record (of an unpacked object) in the object catalogue of your Museum application, you can observe that the currently selected location has been linked to this object as its current location. The details of the previous location have been transferred to the location history of the object.

In case you have been moving a packaged object, you can observe that the currently selected location has been linked to this container as its current location, in the record of the container in the Locations and containers data source. The details of the previous location have been transferred to the location history of the container.

- b. **Clear:** click Clear if you don't want to move the currently displayed item, in order to pick another item. You'll then be able to scan a different unpacked object if you also scanned an unpacked object just before, or scan a different packaged object if you also scanned a packaged object just before.
- c. **Notes:** click the Notes icon if you want to register remarks about the movement.



You can enter those notes in a new screen. The screen is different for bare objects and smaller packages (see screenshots below):

Bare objects – By default there are seven notes fields available. The first three fields are about the currently selected location, and this data will be stored in the object record with the current location. The last four fields, on the other hand, are about the actual act of moving, and this data

will be stored in the object record with the previous location in the location history.

Packaged objects – By default there's only a single notes field available here. This field is about the currently selected location, and these notes will be stored in the record of the container with the current location.

Click *OK* to keep the entered data or click *Clear* to throw the entered data away. Click < or swipe right to return to the previous step, if required. The data you keep will only be saved in the item record when you actually move the scanned item by clicking the Move button.

5. Click < at the top of the screen or swipe right if you are done with movements to the current location. You'll be able to scan a new location or return to the main menu.

* In the configuration file for the Axiell Move server there's a setting which determines if confirmation is required for the last step in packing, moving and unpacking. If not set, a scanned item is moved automatically and you cannot check its details beforehand or add notes.

2.6. Unpacking

With the *Unpack* option you break the link between one or more items (smaller packaged objects or bare objects) and the current (over)–pack. You always provide the new location of every unpacked item. The location of the (over)pack remains what it was.

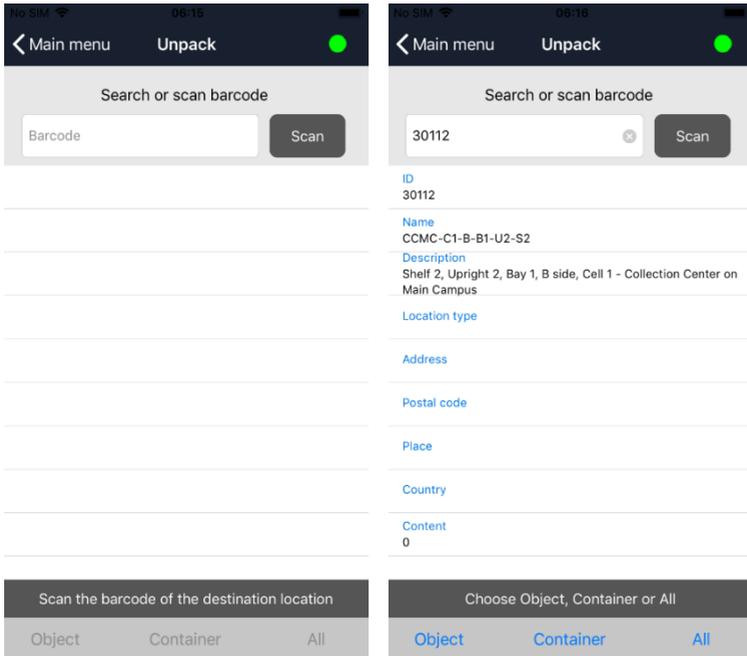
By the way: any smaller packages which you take from the overpack do not necessarily have to be unpacked themselves too.

1. Choose the Unpack option in the Main menu to begin.



Unpack

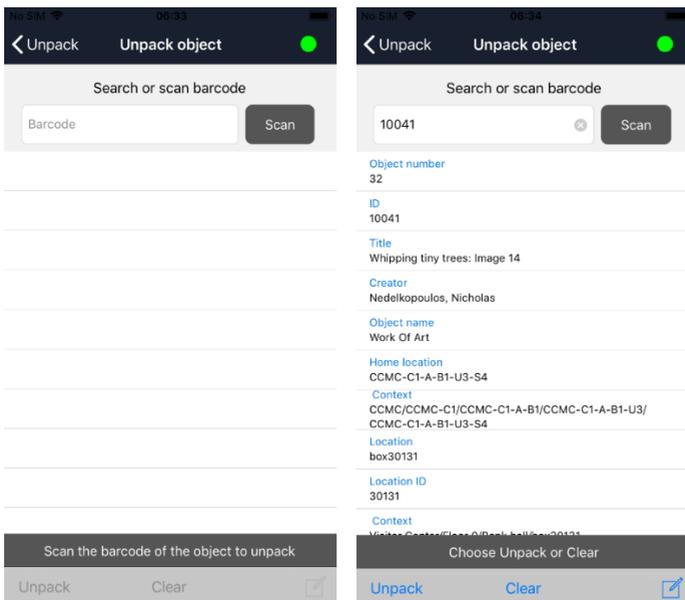
- The Unpack screen opens. First scan the barcode of the new location for the items you are about to unpack. Axiell Move will check whether the location has been registered in the database and then displays it on screen.



If the barcode of the location cannot be found in the database, you'll be notified so: it's possible that there is no location record with this barcode yet. If that is the case, you'll have to register it through the Museum application first.

- Now you can do six things:
 - Object:** you want to unpack one, or just a few, bare objects from the container at hand, to the currently selected location. Click Object and proceed to step 4.
 - Container:** you want to unpack one, or just a few, smaller packages from the overpack before you, to the currently selected location. Click Container and proceed to step 4.

- c. **All:** you want to unpack all items at once, to the currently selected location. Click All and continue with step 5.
 - d. Click the  icon behind Content to display the actual list of containers and/or objects on this location: swipe up to see the entire list. In this list you may click  again behind an object or container for more information about it.
 - e. You could scan another location if you don't want to do anything with the currently selected location after all.
 - f. **< Main menu:** on second thought you don't want to do anything with this location and you want to stop unpacking. Then click < Main menu at the top of the screen or swipe right.
4. If you chose Object or Container in the previous step, then now scan the barcode of the object or the smaller container. If you are working online, some details of the item are displayed and if your confirmation for the transaction is required*, you can use those details to check if you've scanned the right item.



Apart from going back to the previous step because you don't want to unpack the current item after all, the following options are now available to you (if your confirmation for unpacking is required*):

- a. **Unpack:** to confirm that you want to break the link between the selected item and the current (over)pack, and assign the new location to the item, click Unpack. It takes a moment before the registration has finished and you'll see a message stating that the relevant item has been unpacked. If you want, you can immediately scan a next item of the same type (container/object) and unpack it to the new location by clicking Unpack, etc.

Note that only the relation between the current (over)pack and the relevant item in it has been broken: if the item is a package itself, then for now the link between that smaller package and its content remains as it is.

The details of the previous packaging have been transferred to the location history of the unpacked item.

- b. **Clear:** click Clear if you don't want to unpack the currently displayed item from the package, in order to pick another item. You'll then be able to scan a different bare object if you also scanned a bare object just before, or scan a different packaged object if you also scanned a packaged object just before.
- c. **Notes:** click the Notes icon if you want to register remarks about the unpacking.



You can enter those notes in a new screen. The screen is different for bare objects and smaller packages (see screenshots below):

Objects – By default there are seven notes fields available. The first three fields are about the new location, and this

data will be stored in the object record with the current location. The last four fields, on the other hand, are about the actual act of unpacking (a sort of “moving”), and this data will be stored in the object record with the previous location in the location history.

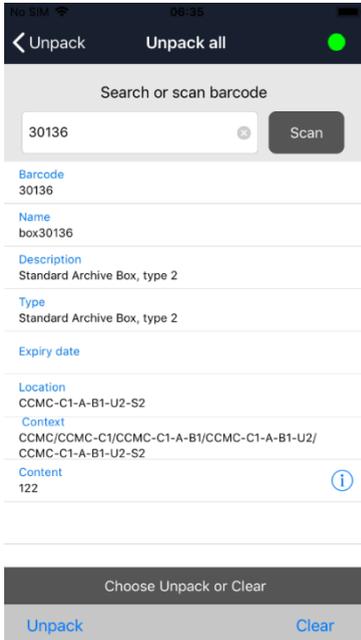
Containers – By default there’s only a single notes field available here. This field is about the new location, and these notes will be stored in the record of the container with the current location.

Click OK to keep the entered data or click Clear to throw the entered data away; click < or swipe right in case you didn’t return to the previous screen automatically. The data you keep will only be saved in the item record when you actually unpack the scanned item by clicking the Unpack button.

Proceed to step 6.

The image displays two screenshots of a mobile application interface. The left screenshot shows a form titled 'Notes' with a back arrow and a green indicator. The form contains the following fields: 'Location suitability', 'Location authoriser', 'Location notes', 'Movement method', 'Movement reference no.', 'Movement contact', and 'Movement notes'. The right screenshot shows a simplified form titled 'Notes' with a back arrow and a green indicator, containing only one field: 'Location notes'. Below the screenshots are two buttons: 'Clear' and 'OK'.

5. If you chose All in step 3, then now scan the barcode of the (over)pack from which you want to unpack all items. If you are working online, some details of the package will be retrieved. You can click the  icon to display the actual list of smaller packages and/or objects in the current (over)pack.



Apart from going back to the previous step because you don't want to unpack all items from the scanned overpack after all, the following options are now available to you (if your confirmation for unpacking is required*):

- Unpack:** to confirm that you want to break the link between the current (over)pack and all items in it, and assign the new location to all those items, click *Unpack*. It takes a moment before the registration has finished and you'll see a message stating that the items have been unpacked. If you want, you can scan a next overpack immediately and unpack all items in it to the new location by clicking *Unpack*, etc. Note that only the relations

between the current (over)pack and all items in it has been broken: if items are packages themselves, then for now the links between those smaller packages and their contents remain as they are. The details of the previous (over)packaging have been transferred to the location history of the unpacked items.

b. **Clear:** click *Clear* if you don't want to unpack the displayed overpack, in order to pick another overpack.

6. Click < at the top of the screen or swipe right once or twice if you are done with the selected location. You'll return to the Main menu.

* In the configuration file for the Axiell Move server there's a setting which determines if confirmation is required for the last step in packing, moving and unpacking. If not set, a scanned item is moved automatically and you cannot check its details beforehand or add notes.

2.7. Missions

Choose the *Missions* option (Axiell Move Premium only) to download new missions or to start or continue working on downloaded missions. Or choose *Last mission* to continue working where you left off last time.

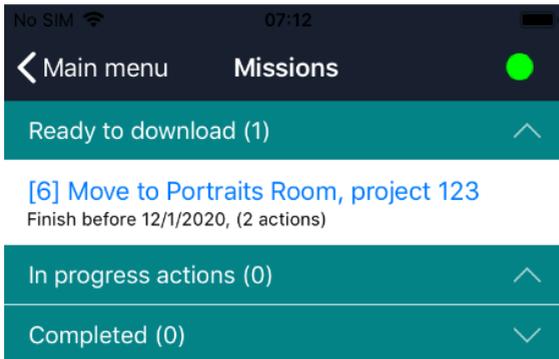


Last
mission

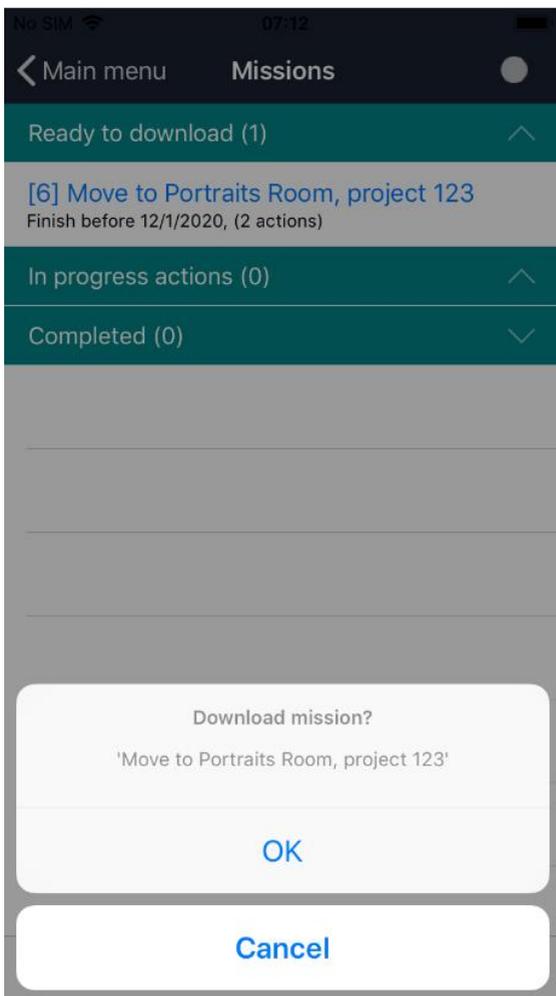


Missions

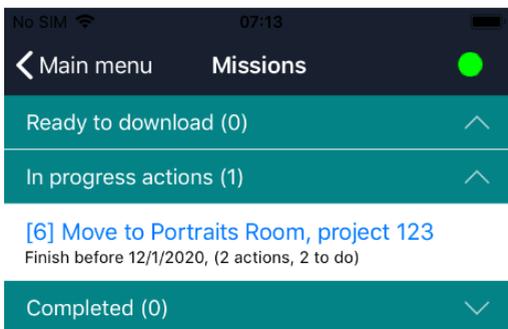
1. Choose the Missions option to open the Missions screen.



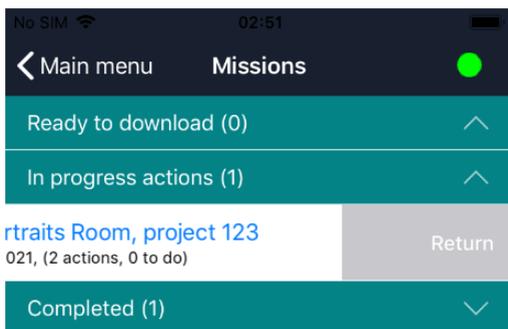
You'll get a list of downloadable missions (the Status in the record in Collections must be ready for download) and already downloaded missions. Missions may have been assigned to you in advance or may not have been assigned to one person in particular. A mission must have been downloaded to your device before you can start working on it. Click an already downloaded mission to start or continue working with it or click a downloadable mission to assume the work: you'll still have to confirm the downloading.



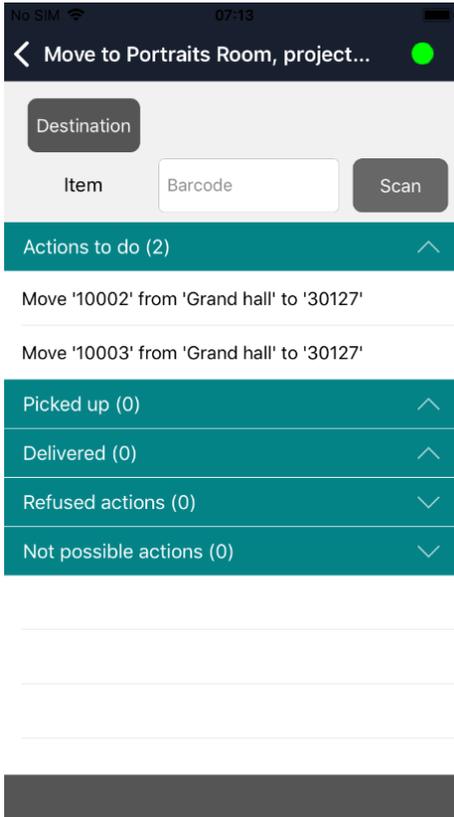
2. The downloaded mission is now listed under *In progress* actions and is ready for operation. Once downloaded, the mission can only be processed by you and other co-workers won't be able to download the same mission.



However, you can also release an already downloaded mission, if on second thought, someone else should do it. To do so, slide the relevant mission all the way to the left to reveal the Return option. (This option is only available when the device is online to ensure that all stored transactions are sent back to the server before the mission is released from the device.) The mission is then automatically returned and the status of the record is put back to ready for download. You can even use this option later in the mission process, if you can't complete it yourself, but take note that in real life the move process might be completed only half, with items on a trolley, so make sure you have that covered when you use the Return option halfway.



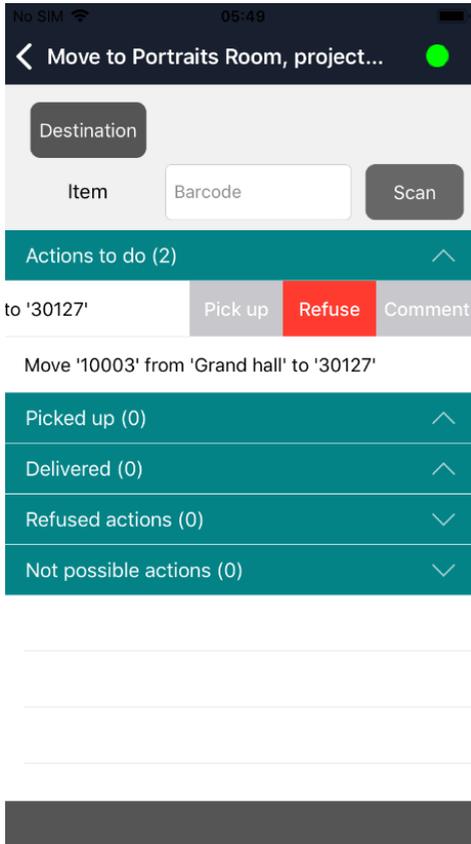
3. Click the downloaded mission to see the actual mission items it contains: the actions/tasks to perform. In this example there are two tasks which involve moving some object from one location to another.



4. The actual tasks can now be performed in different ways. One way (which requires scanning the item), is to start performing the actual tasks by scanning one of the objects or containers to be moved, by clicking the Scan button. A move is divided up in a pickup action and a delivery action, allowing you to register your actions just after you performed them in real life. So typically you pick up all items to be moved first, put them on a trolley or something like that and register the pickup in the app.

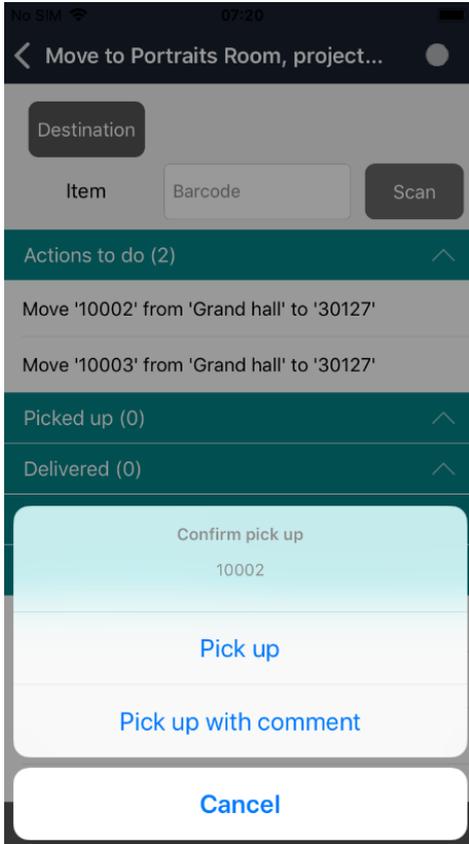
Another way (which doesn't require scanning the item) is to swipe left just a centimetre or so, to open a submenu with the options Pick up, Refuse and Comment. Click Pick up to start the pickup action without scanning the item.

(If you swipe too far, the Comment option will be activated, but you can leave that screen by clicking Cancel if that was not what you wanted).

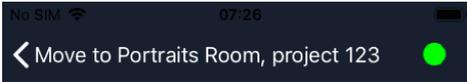


In both cases, you'll still have to confirm the pickup if the Confirm pickup & delivery option in the Axiell Move settings has been switched on: it allows you to confirm your action and possibly add a comment about the pickup itself which will be stored in the Notes

field in the relevant mission item record in Collections. Otherwise no confirmation will be asked and the action is performed immediately.



The *Comment* option in the swipe-left submenu allows you an alternative way to add a comment. The comment added this way will only be saved in the mission item record after the pickup is completed. After entering and saving a comment, you can revisit it by clicking Comment again and you'll also see it again when clicking Pick up with comment in the confirmation. When adding a comment, click the Comments field to activate the virtual keyboard.



Move 10002

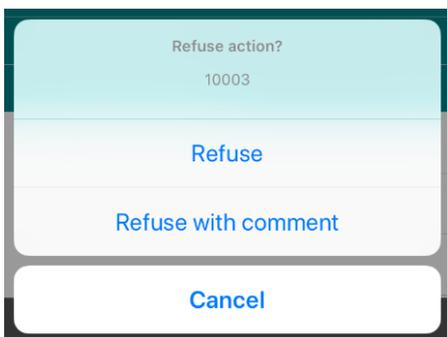
From Grand hall
To 30127

Comments

SAVE

Cancel

The Refuse option in the submenu discussed above is a way to refuse the selected action, for example because the item is missing, broken, too fragile or too heavy to be picked up by you. After clicking Refuse you still get to confirm the action and you may add a comment to explain the refusal. The status of the mission item record will change to Cancelled. In the app, refused actions will be listed underneath Refused actions.

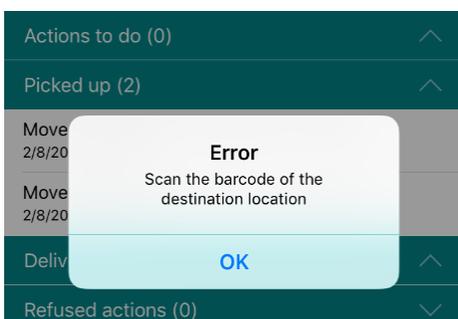


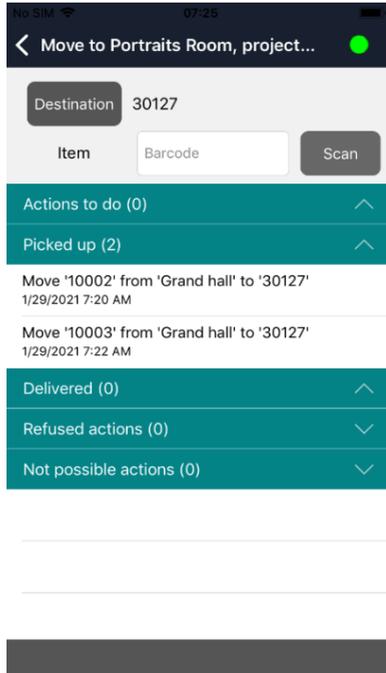
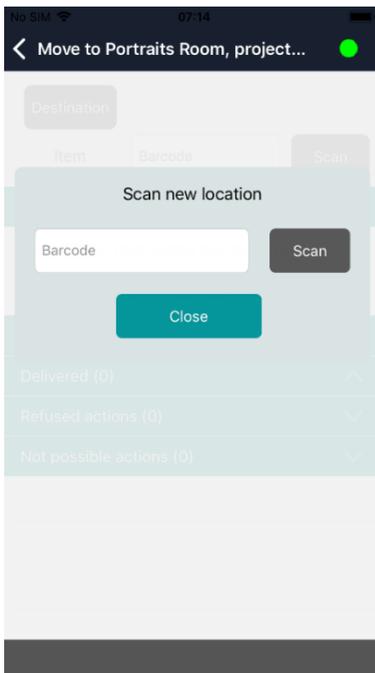
The pickup means that the status of the mission item record in Collections will be changed to Picked and the action itself will be moved to the Picked up section in the Move app.

Repeat this step for all actions to do.

Note that a new status in a record which is already being displayed in Collections may only become apparent once you reload the record.

5. Picked up items can be delivered. But before you register the delivery in the app, scan the destination location by clicking the Destination button in the app. This is just a safety measure to make sure you're delivering the item to the correct location. If you haven't scanned the destination location yet and you try to deliver an item anyway, an error message will pop up to warn you to do that still.





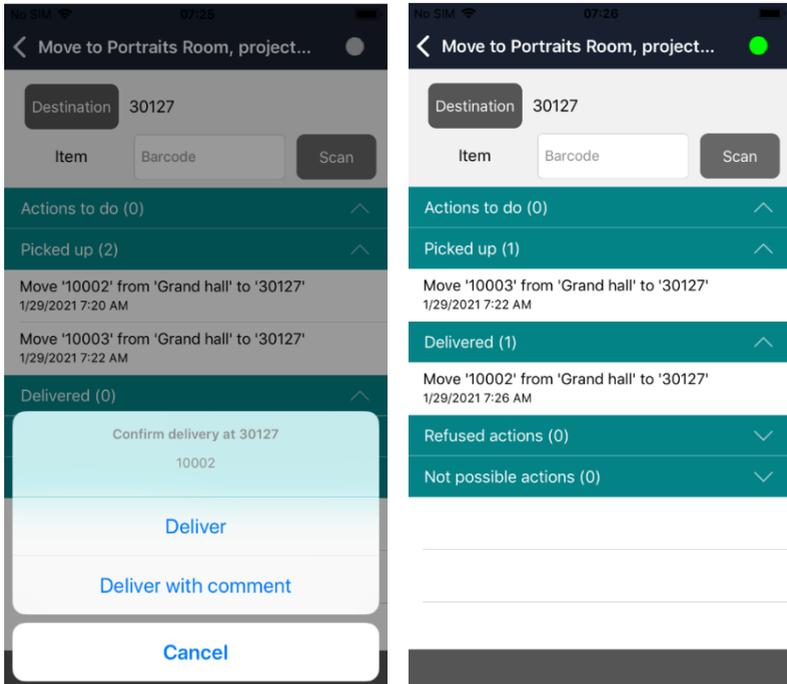
- Now register the delivered items one by one, but only do this once you've delivered the items in real life. Again there are two ways of doing this. The first one is to click an action in the Picked up section and scan the item barcode.

The second way is faster because you don't need to scan the item. Swipe left just a centimetre or so, to open a submenu with the options Deliver, Refuse and Comment. Click Deliver to start the deliver action without scanning the item.

(If you swipe too far, the Comment option will be activated, but you can leave that screen by clicking Cancel if that was not what you wanted).

In both cases, as with the pickup of an item, you get to confirm the delivery only if the Confirm pickup & delivery option has been switched on in the Axiell Move settings, also allowing you to add a

comment about the delivery itself which will be registered in the mission item record.



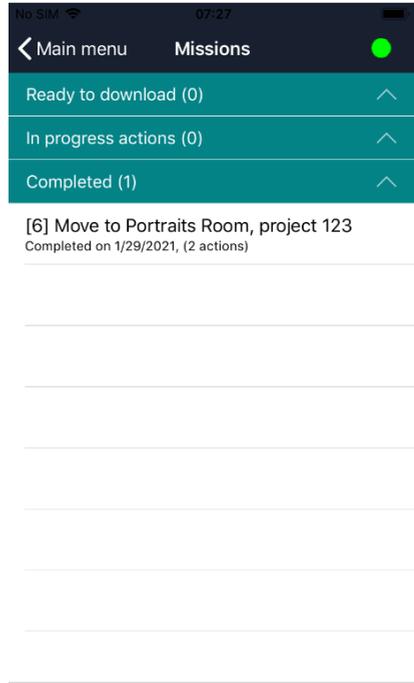
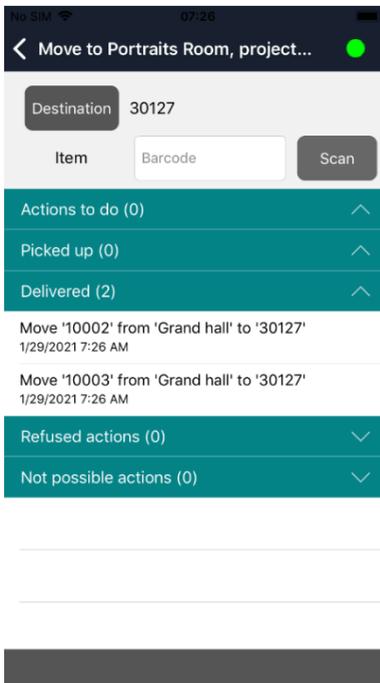
The Refuse option in the submenu discussed above is a way to refuse the selected action, for example because the item is broken or too heavy to be delivered by you. After clicking Refuse you still get to confirm the action and you may add a comment to explain the refusal. The status of the mission item record will change to Cancelled. In the app, refused actions will be listed underneath Refused actions.

7. The delivery will be processed in the database, which means that the status of the mission item record in Collections will be changed to Finished and the action itself will be moved to the Delivered section in the Move app. Repeat this step for all actions to do.

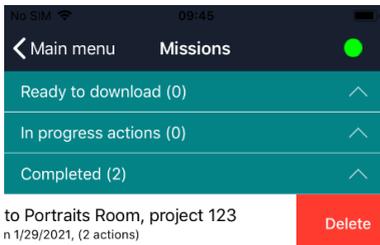
You may continue with the other Actions to do now or some time later until the entire mission is complete. Once the mission is

complete and you return to the Missions overview (swipe right), the completed mission will be listed in the Completed section. Once completed you cannot view the parts of that mission anymore. And you're done with the mission work.

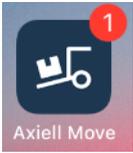
(Note that the Not possible actions section is currently not being used.)



- Completed missions can be removed from the app by swiping the relevant complete mission left: this won't delete the mission from the database though, so you can still look it up in Collections.



2.8. Synchronizing offline transactions



If you have been working offline, your transactions will have been stored temporarily in a transaction log file on the iPhone. If you're not going back online during your current session and synchronize your offline transactions, then next time you start Axiell Move you may notice a small round badge with a number attached to the Axiell Move icon: this (optional) badge indicates that offline transactions awaiting your attention have been stored on the iPhone whilst the number indicates the number of stored offline transactions.

When you are back online, you can have all of the transactions from this file processed in the database at once. When you are logging in, the dot in the top right of the screen indicates whether you have access to the Axiell service or not: if it is green, you have access; if it is red, you have no access and the program automatically defaults to offline mode. Having no access can be a consequence of a missing wireless network connection or a consequence of an incorrectly set up Axiell service.

The Synch option in the bottom right corner of the Main menu opens the Synchronization screen in which you can still process stored transactions in the database. The option is always active so that you can check any logged transactions.

Sync

You then have the following options:

- **Direct synchronization** – Click the icon in the bottom left corner of the screen to synchronize immediately.



Depending on the number of transactions, the processing can take a while. Once synchronization has been completed, the stored transactions will be removed. The number of processed transactions and the number of errors is displayed as well. The nature of any occurring errors will be shown too. Click Main menu to continue with your regular work.



Transactions	1
Processed	0
Errors	0

Transactions	0
Processed	1
Errors	0

Status for mission '1' set to

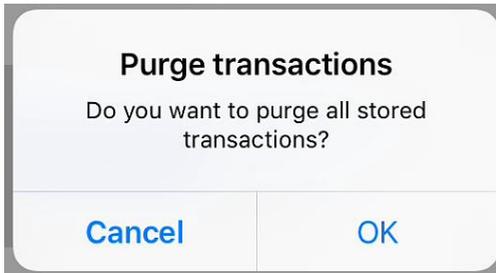
'ReadyForDownload'

2021-02-08 03:07:41 axiellcollections



- **Postpone synchronization** – If you don't want to synchronize just yet after all, for whatever reason, just click Main menu to continue with your regular work. You can click the Sync option in the Main menu at any time to have the transaction log processed in the database still.
- **Purge the transactions made offline** – If you want to irreversibly delete all transactions made on this iPhone while you were offline, for instance because you've been testing Axiell Move and you don't want to process the changes into the database, then click the garbage bin icon in the Synchronization screen. Subsequently click OK to delete all transactions made offline, or click Cancel to keep them

still. In the latter case you must decide later if you want to synchronize the data after all or remove it.



After synchronization, the transaction log file is always removed, even if errors occurred during synchronization.

Synchronizing obsolete transactions

It is very well possible that you'll be synchronizing transactions which are wholly or partly obsolete. This might occur if after your offline transactions, other users with other iPhones have registered newer transactions in the database already. This is not a problem though. This is because on synchronization of offline transactions, the date and time of those transactions are taken into account by the Axiell Move server. If a transaction to be synchronized has taken place before the most recently registered transaction in the database, then the older transaction is simply inserted at the correct position in the location history.

Suppose you register offline that you are taking an object from room B to room C and you do not synchronize your data just yet. A day later you realize it should have been room D instead of C. You are online now and you register room D as the new current location of the object. In the database, room B will be transferred to the location history of the object. Only afterwards you still synchronize your earlier off-line transaction. The Axiell Move server will note that the movement to room C took place before the movement to room D and will therefore maintain room D as the current location and register the

older movement to room C in the location history of the object, at the chronologically correct position in that history.

Nonetheless it is of course best to work online as much as possible and to synchronize any offline transaction logs as soon as possible, especially if several co-workers are using Axiell Move. This is because all non-synchronized offline transactions might be unknown to your co-workers. It can be very confusing if objects cannot be found at the currently registered location because the most recent movement hasn't been registered in the database yet.

Repairing synchronization errors

During offline work, all transactions are basically approved, since Axiell Move does not have access to the database and is not able to check transactions anyway. This means that incorrect offline transactions go unnoticed: if you were to scan a package instead of an object or if you were to pack a location in an object, the error won't surface as long as you're working offline.

However, during online synchronization all checks will still be performed. Any errors in the transactions or errors during the synchronization of correct transactions (e.g. when a record to be updated is in edit mode already), are registered in the `admove.log` in the `\Logs` subfolder underneath `\AdmoveServer` on the server*, accompanied by the date and time. The details of the failed transaction itself are included. If the iPhone reports errors during synchronization, you will have to open the log file on the server to see what went wrong. Using that information, you should be able to reconstruct the problem and repair it. A repair could mean that you still make the correct transaction using Axiell Move, or that you edit object, location or package records manually. Other than this recommendation, it is not possible to provide a general instruction for correcting errors.

* Note that the name and the location of the logging file have been specified during the Axiell Move server setup and may therefore be different.

3. Axiell Move for Android

The first registration of objects, containers/packages and locations must take place in one of the appropriate Adlib, Emu or Mimsy Axiell products. This manual only illustrates the combination of Axiell Move and Axiell (Adlib) Museum 4.5.

In Museum application 4.5, objects can be described in the Internal and External object catalogue data sources; containers and locations can be described in the Locations and containers data source – the content of the Location or container field determines if the record pertains to a container or a location – and package types in the Container types data source. (In older or newer applications, these data source and fields may have different names.) All objects, containers and locations that you may want to work with in Axiell Move, must have been registered in the Museum application first: you cannot do that registration from within Axiell Move. With Axiell Move you apply changes to existing records.

So data scanned or entered via Axiell Move on the iPhone, will be added to existing object and container records, or it will replace existing data in there. In principle, some data can be edited or entered in Axiell Move as well as in the Museum application, but each application has its own advantages: in Axiell Move you can register the packing and moving of objects quickly and efficiently on-site, while the Museum application is meant for the registration and management of entire records.

The essence of Axiell Move is that it allows you to change the registered Current location of an item to a new current location, because in reality you are moving that item as well. In this definition, an item can be a bare or packaged object or an empty container. The basic concept is that all movable items have a current location and that the current location of an item inside a container its packaging is: a vase packed in a small crate, has the crate as its location, while that crate itself has a location of its own as well, maybe a shelf or a larger overpack. That's why the three basic actions available in Axiell Move – packing, moving and unpacking – are all in fact a type of moving: in

the record of the moved (meaning packed, moved or unpacked) items, the Current location will be changed and the Location history will be updated.

In more technical wording we can say that every record of a movable item has to be linked to a location or container record and that, at the same time, a reverse link between the location or container record and the item record exists. During the move of an item, those links will be broken, after which a new link between the item record and the new location or container record will be created.

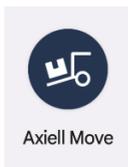
- In an object record in the Museum application, the current location or package as well as the normal location and planned future movements, can be found on the Location | Future movements screen tab, but only the current location can be changed by Axiell Move; the normal location and any planned future movements are in no way involved in transactions in Axiell Move. When you move an object with Axiell Move, or put it in a package, the new location or container will become the new current location of the object. The details of the previous location or container of the object will then be transferred automatically to the Location history tab. This way you can always track where an object has been, when and for how long.
- In a container record in the Locations and containers data source in the Museum application, the current location or overpack can be found on the Container details screen tab. When you move an empty or filled package with Axiell Move, or put it in an overpack, the new location or overpack will become the new current location of the package. The details of the previous location or overpack of the package will then be transferred automatically to the location history on the same tab.
- In a location record in the Locations and containers data source in the Museum application, details about the location type and the location hierarchy can be found on the Location details screen tab. With Axiell Move you can't change anything in that hierarchy.

In an object or container record in the Museum application it is possible in principle to link to another current location or (over)package manually, but then the location history won't be updated automatically (!) and you would have to do that manually as well.

With the Change locations procedure in Museum applications 4.2 and higher you can apply location changes in batch to object records (not to container records), and also have the location history updated automatically. For more information about this, see the Change locations topic in the Axiell Collections Help.

3.1. Starting Axiell Move

1. Swipe through the apps on your Android device to locate the Axiell Move app. Click the icon to start the app.



2. Axiell Move opens with the login screen.



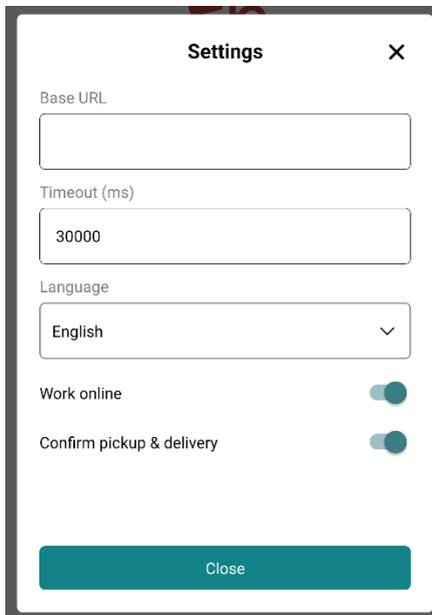
3. Before you can login you need to configure the app to point at your Axiell Move server.

Axiell Move for Android is configured slightly differently than the iOS app. Settings for the app are contained within the app itself and not within the devices' general app settings.

- a. Click on the Settings (Gear) icon in the top left corner.



This will open the Settings modal screen for the Axiell Move app.

A screenshot of the 'Settings' modal screen for the Axiell Move app. The screen has a white background and a dark grey border. At the top, it says 'Settings' with a close 'X' icon on the right. Below this are several settings: 'Base URL' with an empty text input field; 'Timeout (ms)' with a text input field containing '30000'; 'Language' with a dropdown menu showing 'English' and a downward arrow; 'Work online' with a toggle switch that is turned on; and 'Confirm pickup & delivery' with a toggle switch that is turned on. At the bottom, there is a teal button labeled 'Close'.

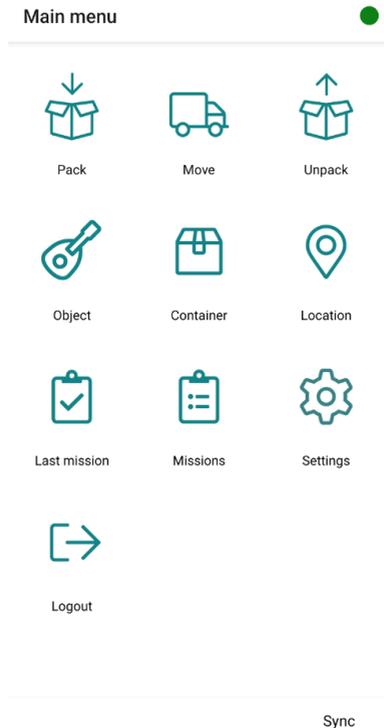
- b. In the Setting modal screen, click the Base URL field to enter the URL path to the Axiell Move server to use. For example: <https://mywebsite.com/axiellmove/handler>
- c. Once you have entered a Base URL, click *Close* to close the modal screen.

- d. With a Base URL set, a username and password can be entered to login to Axiell Move.
- e. Tap the *User name* entry field to activate it and to open the virtual keyboard: now enter your user name (without any domain). Instead of typing your user name you can also scan a barcode (using the scanner sleeve) representing your user name, if you have such a barcode.
- f. Tap the *Password* entry field to activate it and open the keyboard. For the password only asterisks will appear, so that no-one can read your password from the screen.
- g. Click the Login button on screen to access Axiell Move.

Android devices with fingerprint recognition will also give you the ability to sign in using your fingerprint. Upon logging in the app will ask if you want to use biometrics to login. You can accept this and use your fingerprint the next time you are asked to log in for Axiell Move.

Note: all other settings inside the settings modal can be changed from within the app and do not need to be all set up at this time. They can be modified at any point.

3.2. The Main menu



Pack, Move, Unpack

Axiell Move opens with the *Main menu*. From here, you choose the task at hand: *Pack* (to link objects to containers), *Move* (to move objects, packaged or not) or *Unpack* (to break the link between objects and a container).

Object, container, location

You can also retrieve *Object* information, *Container* information or *Location* information (for your information or for checking); these three options are only active though if there is a connection with the database and you have chosen to work online.

Last mission, Missions

Axiell Move further offers the *Last mission* icon to open the last mission you were working on and the *Missions* icon to download new missions from the server or select one of the earlier downloaded missions to start or continue working with.

Settings

Use *Settings* to access the Axiell Move app settings at any time.

Online, Offline

The dot in the top right of the screen indicates whether you have access to the Axiell Move service or not: if it is green, you have access; if it is red, you have no access and the program automatically defaults to offline mode. You can also enable offline mode by clicking the green dot to turn it blue. This will disable some of the options in the main menu.

If you are working offline, your changes will temporarily be stored in a transaction log file on the Android device until you can actually process the changes in the database (see chapter [3.8](#)).

Note that during offline work, no information can be retrieved from the database either: if you scan the barcode of an object now, then its accompanying data (and possibly an image) from the record cannot be displayed. Only the scanned barcode of the object will be shown, until you scan another barcode.

Aside from not being able to retrieve information, offline mode in principle allows you to register the same transactions as you would online. However, some limitations to those transactions cannot be managed immediately when you are working offline, for instance when you would try to unpack an object that isn't registered as being packed in the first place. Such checks will then only be performed when you synchronize the transaction log file with the database.

Sync

With the *Sync* option (bottom right) you'll open the *Synchronization* screen. When due to offline work a transaction log file has been created, you can view that log here and still process it in the database now or later (if you're online) or remove it if the transactions have become redundant.

Sync

Navigation

Using the ← back arrow on the top of other screens, you can always return to this screen to start a different task. If you are deep in the processing of a particular task, you'll sometimes have to return to a previous step first, via ← before you get the option to return to the main menu. So use ← to go back a step.

Logout

Use *Logout* to quit working in the app and to prevent others from registering Move transactions under your account on this phone.

When you are finished with your registration tasks and you don't want others with access to this iPhone to work with Axiell Move using your login details, then simply return to the main menu and click *Logout*. This will log you off and the password field will be emptied. You can log in again by re-entering the password and clicking *Login* or *Return*. A different user may log in by using his or her own user name and the accompanying password.

3.3. Retrieving object or container information



Object



Container



Location

Via *Object*, *Container* and *Location* in the *Main menu* of Axiell Move, you can retrieve information about objects, containers and locations from the database, if you are working online. This allows you to check whether the object or box in front of you, is the right one. You can also add a photo, correct the current location of an object or container, or correct both the current and normal location of an object or container simultaneously.

Select the desired option and simply scan the barcode of an object, container or location and selected data will be retrieved and displayed. Swipe upwards in the displayed data to show the rest of it, if not everything is visible at once.

Scan either by clicking the *Scan* button on screen and positioning the devices camera over the barcode or keep the scanner sleeve button pressed down while you aim the front of the scanner at the barcode.

You can use this screen to retrieve details from other records of the same type as well, by just scanning another object, container or location.

Instead of scanning, you may also click the *Barcode* entry field and enter the barcode number manually, followed by Return or Search.

← Object

Home / Object

Search or scan barcode

10038 or

Object number
29

ID
10038

Title
Dress design for "Showgirls" musical production

Creator
Winneke, Angus

Object name
Costume

Home location
CCMC-C1-B-B1-U3-S3

Context
CCMC/CCMC-C1/CCMC-C1-B-B1/
CCMC-C1-B-B1-U3/CCMC-C1-B-B1-U3-S3

Location Set Normal Photo

← Object

Home / Object

Search or scan barcode

10038 or

Johnson Family Hall

Location ID
30126

Context
Visitor Center/Floor 1/Johnson Family Hall

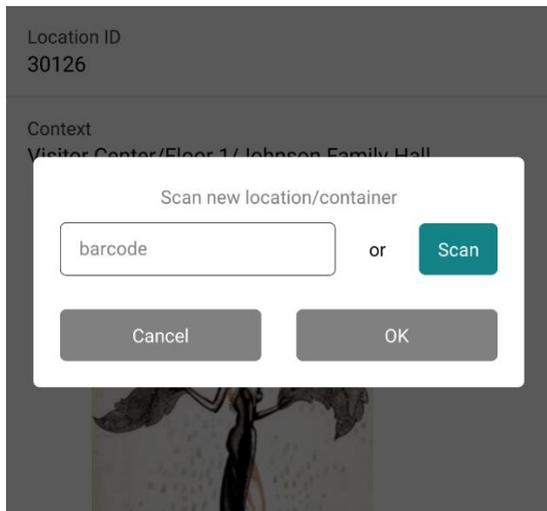


Location Set Normal Photo

With the *Photo* option, in the bottom right of the screen, you can take a picture or make a video on the spot, of the relevant object, container or location. After taking the photo, select the *Use photo* option to upload the picture to the *images* folder of your Adlib system and have a reproduction record created for it in the *Multimedia documentation* database, which in turn will be linked to the relevant object-, container or location record: Axiell Move will notify you briefly of the upload.

The *Location* option (only available for objects and containers) allows you to scan a new location for the object or container. This might be useful when you've located the item on a different location than the one registered in the relevant record and you'd like to correct that error immediately. Click *OK* to

accept the scanned location or click *Cancel* to cancel the entry of a new location.



Set Normal (only available for objects and containers) does the same thing as the Location option, but it also changes the normal (home) location of the current item to the newly scanned location. So after clicking Set Normal, you'll get to scan a single location and this location will then be registered in the object or container record as both the Normal location as well as the Current location. The change is reflected immediately in the retrieved item details in the app too.

On the Location and Container screens, amongst others, you will also find the number of items which have this location or container as their current location. Click the > icon behind Content to display the actual list of containers and/or objects: swipe up to see the entire list (max. 50 items by default, but this can be increased in the Axiell Move server configuration). In this list you may click > again behind an object or container for more information about it.

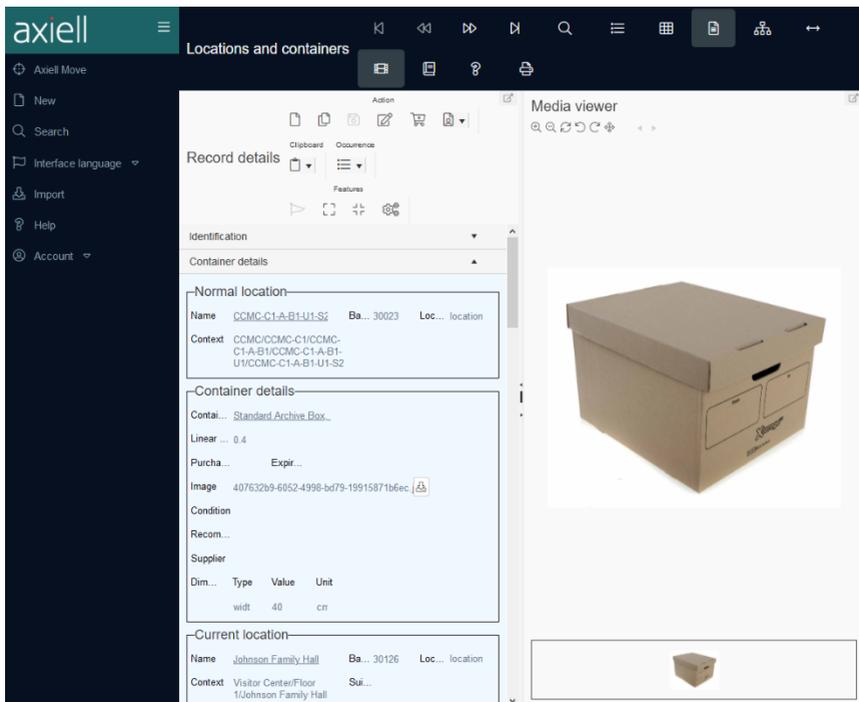
Type	Standard Archive Box, type 2
Expiry date	
Location	CCMC-C1-A-B2-U3-S2
Context	CCMC/CCMC-C1/CCMC-C1-A-B2/ CCMC-C1-A-B2-U3/CCMC-C1-A-B2-U3-S2
Content	5 >
Location	Set Home
	Photo

←	Content	
Home / Container / Content		
Object	14	>
Object	16	>
Object	19	>
Object	20	>
Package	box30133	>

Click the < icon or swipe right to return to the previous screen.

3.4. Packing

With the Pack option you can link containers to objects or link a larger container/overpack to already packaged objects (you then link to the package, not the object). Containers must have a unique reference, like a barcode for instance. So every individual container must have its own database record in which details about the relevant packaging have been registered. In Museum application this database is called Locations and containers: both container records as well as location records are stored in here.



The screenshot displays the Axiell Museum application interface. The main window is titled 'Locations and containers'. On the left is a dark sidebar with navigation options: Axiell Move, New, Search, Interface language, Import, Help, and Account. The main content area is divided into several sections:

- Record details:** Includes 'Identification', 'Container details', and 'Current location' sections.
- Normal location:** A table with columns 'Name', 'Ba...', and 'Loc... location'. The name is 'CCMC-C1-A-B1-U1-S2'.
- Container details:** A table with columns 'Contai...', 'Linear ...', 'Purcha...', 'Image', 'Condition', 'Recom...', and 'Supplier'. The container name is 'Standard Archive Box'.
- Current location:** A table with columns 'Name', 'Ba...', and 'Loc... location'. The name is 'Johnson Family Hall'.

On the right side, there is a 'Media viewer' showing a photograph of a brown cardboard box with a handle and a label. Below the media viewer is a small thumbnail of the same box.

It is handy (but not mandatory) if a container has a location, so that of an empty package and especially of an object you pack in it, a location is always known. In any case it creates the necessity to register the relocation of both empty as well as filled containers, so that the location of any content can always be deduced.

With a packaging transaction, the location of a package will not be transferred to the record of the object being packed, nor vice versa. Only the following changes will be transferred:

- When an object is being packed, the location of the package remains what it was, while the new current location of the object becomes the current package. So the location registered in an object record can be a location or a container. This is indicated in the Location/package field of the Current location and the Location history of the object.
- When a smaller, already packed object is being packed in an outer overpack, again the location of the overpack remains what it was and the location of the object doesn't change either, while now the new current location of the smaller package becomes the outer overpack. So a container record has its own current location and location history, and that location can be a location or a container.

If you want to find out in the Museum application what the location of a packed object is, you must search for it in the relevant container record in the Locations and containers database. If the location itself is an overpack, then open that record to find the location of the overpack, etc. For a displayed record in Locations and containers you can also open the Hierarchy browser (F9) for a succinct presentation of the complete container/location hierarchy of the current container or location.

1. Choose the Pack option in the Main menu to get going.

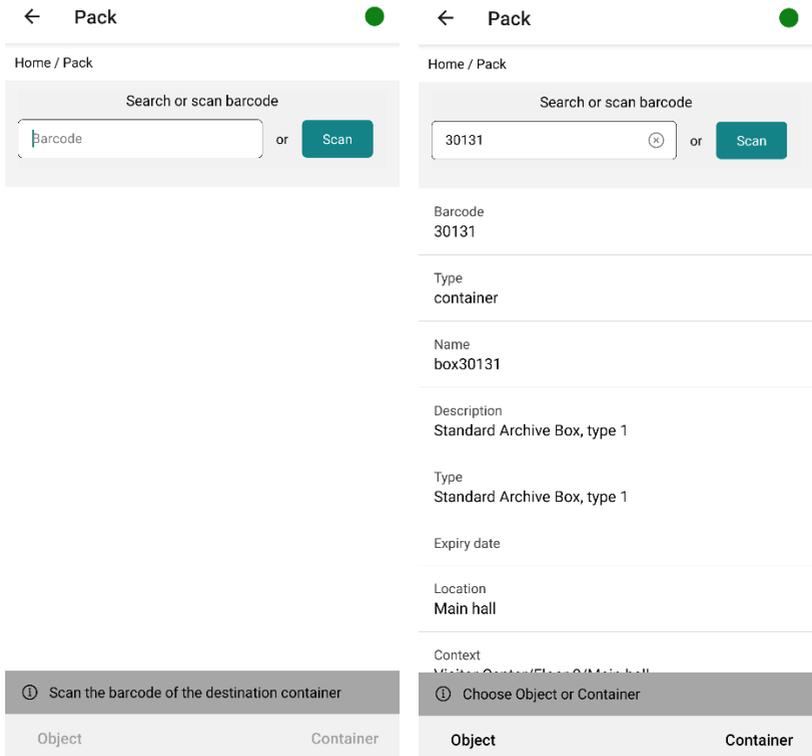


Pack

2. The Pack screen opens. To link a package to one or more objects, you will first have to scan the barcode of the relevant container or manually enter the unique identification code (barcode) of the

packaging via the virtual keyboard (the cursor must be blinking in the Barcode field). Some properties of the container will be retrieved (if possible) from the database and displayed.

If the barcode cannot be found in the database, you'll be notified so: it is possible that there is no container record with this barcode yet. In that case you'll have to register it through the Museum application first.



3. Now you can do five things:
 - a. **Object:** click Object if you want to link this container to one or more (unpacked) objects. Then proceed to step 4.
 - b. **Container:** click Container if you want to link this overpack to one or more already packaged objects. Continue with step 4.

- c. You could scan another container if you don't want to do anything with the currently selected container after all.
 - d. Click the > icon behind Content to display the actual list of containers and/or objects in this container: swipe up to see the entire list. In this list you may click > again behind an object or container for more information about it.
 - e. ← : click ← if you don't want to do anything with this container after all and you want to stop packing.
4. Scan an unpacked object (if you chose Object in step 3) or smaller package of one or more objects (if you chose Package in step 3) to enter its identification number in the Barcode field. After scanning an object or smaller package, some of its details are shown (if you are working online): if your confirmation for the transaction is required* you can use those to check whether you have the right item in front of you.

← Pack Object

Home / Pack / Pack Object

Search or scan barcode

barcode or Scan

← Pack Object

Home / Pack / Pack Object

Search or scan barcode

10041 or Scan

Object number
32

ID
10041

Title
Whipping tiny trees: Image 14

Creator
Nedelkopoulos, Nicholas

Object name
Work Of Art

Home location
CCMC-C1-A-B1-U3-S4

Context
CCMC/CCMC-C1/CCMC-C1-A-B1/
CCMC-C1-A-B1-U3/CCMC-C1-A-B1-U3-S4

① Scan the barcode of the object to pack

Pack Clear Add notes

① Choose pack or clear

Pack Clear Add notes

Aside from going back to the previous screen because you don't want to pack the scanned object after all, the following three options are now available to you (if your confirmation for packing is required*):

- a. **Pack:** to confirm that you want to link the selected package to this object or smaller packaging of objects, click Pack. It takes a moment before the registration has finished and you'll see a message stating that the relevant item has been packed.

CCMC-C1-A-B1-U3-S4

Context

CCMC/CCMC-C1/CCMC-C1-A-B1/
CCMC-C1-A-B1-U3/CCMC-C1-A-B1-U3-S4

✔ Object 10041 packed in 30131

Pack

Clear

Add notes

If you want, you can scan the next item immediately to pack it in the current container too by clicking Pack again after scanning, etc.

In the relevant object record in the object catalogue of your Museum application, you can observe that the container has been linked to this object as its current location. The details of the previous location have been transferred to the location history of the object.

In case you have been packing an already packaged object in an overpack, you can observe that the overpack has been linked to the smaller package as its current location, in the record of the smaller package in the Locations and containers data source. The details of the previous location have been transferred to the location history of the smaller package.

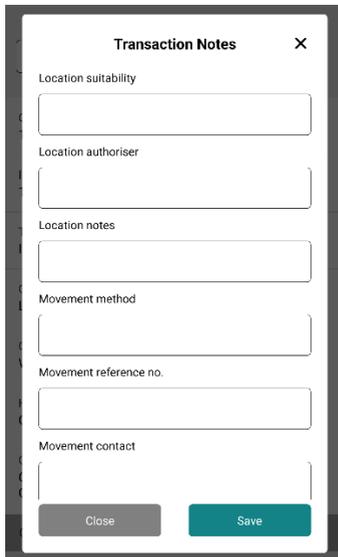
- b. **Clear:** click Clear if you don't want to link the currently displayed item to the package, in order to pick another item. You'll then be able to scan a different unpacked object if you also scanned an

unpacked object just before, or scan a different already packaged object if you also scanned an already packaged object just before.

- c. **Notes:** click the Add notes button if you want to register remarks about the packing.

You can enter those notes in a new screen. The screen is different for objects and smaller packages (see screenshots below):

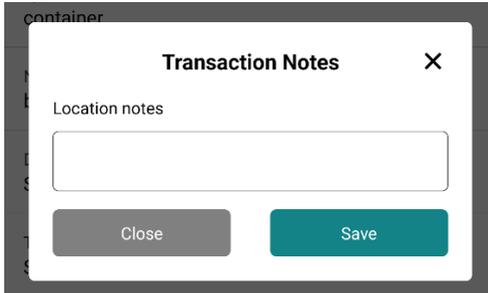
Objects – By default there are seven notes fields available. The first three fields are about the container (a type of “location”) in which you are momentarily packing objects, and this data will be stored in the object record with the current location. The last four fields, on the other hand, are about the actual act of packing (a type of “movement”), and this data will be stored in the object record with the previous location in the location history.



The screenshot shows a mobile application screen titled "Transaction Notes" with a close button (X) in the top right corner. The form contains seven text input fields, each with a label to its left: "Location suitability", "Location authoriser", "Location notes", "Movement method", "Movement reference no.", and "Movement contact". At the bottom of the form, there are two buttons: a grey "Close" button on the left and a teal "Save" button on the right.

Smaller containers – By default there’s only a single notes field available here. This field is about the overpack (a type of “location”) in which you are momentarily packing a smaller

packaged object, and these notes will be stored in the record of the smaller package with the current location.

A screenshot of a mobile application dialog box titled "Transaction Notes". The dialog has a white background and a dark grey border. At the top right is a close button with an "X" icon. Below the title, the text "Location notes" is displayed above a large, empty white text input field. At the bottom of the dialog, there are two buttons: a grey "Close" button on the left and a teal "Save" button on the right.

Click *Save* to keep the entered data or click *Close* to throw the entered data away. Click *X* to return to the previous step, if required. The data you keep will only be saved in the item record when you actually pack the scanned item by clicking the Pack button.

5. Click the < Pack option at the top of the screen or swipe right, if you are done with the current container. You'll be able to scan a new container or return to the main menu.

By the way, a means of transport like a truck can also be registered as a "package" with a location. When you load all overpacks in the truck, you are sort of packing them in the truck, and during unloading you are sort of unpacking them from the truck. With the Move option you can change the location of the truck after transportation.

* In the configuration file for the Axiell Move server there's a setting which determines if confirmation is required for the last step in packing, moving and unpacking. If not set, a scanned object is packed automatically and you cannot check its details beforehand or add notes.

3.5. Moving

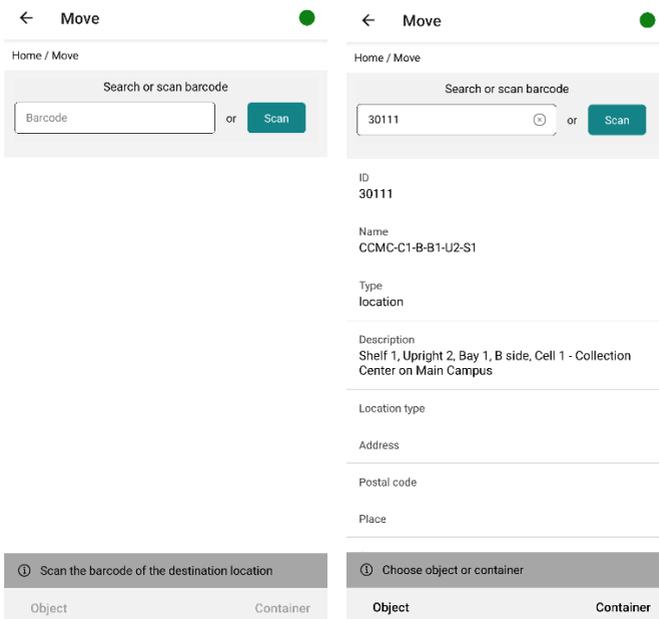
With the Move option you register the new location of objects (packed or not) which have just been moved in the real world. You register the items (crates, boxes and any unpacked objects) as they arrive after the relocation, still before you unpack anything. The point is to register the new location of all these (usually packed) items on reception, even if that is just a temporary storage space. Later, when you unpack objects, you can assign a new location per object again.

1. Select the Move option in the Main menu.



Move

2. The Move screen opens. Scan the barcode of the new location: this is the location (not a container) where the shipped or received items will be stored now.



← Move

Home / Move

Search or scan barcode

Barcode or Scan

← Move

Home / Move

Search or scan barcode

30111 or Scan

ID
30111

Name
CCMC-C1-B-B1-U2-S1

Type
location

Description
Shelf 1, Upright 2, Bay 1, B side, Cell 1 - Collection Center on Main Campus

Location type

Address

Postal code

Place

① Scan the barcode of the destination location

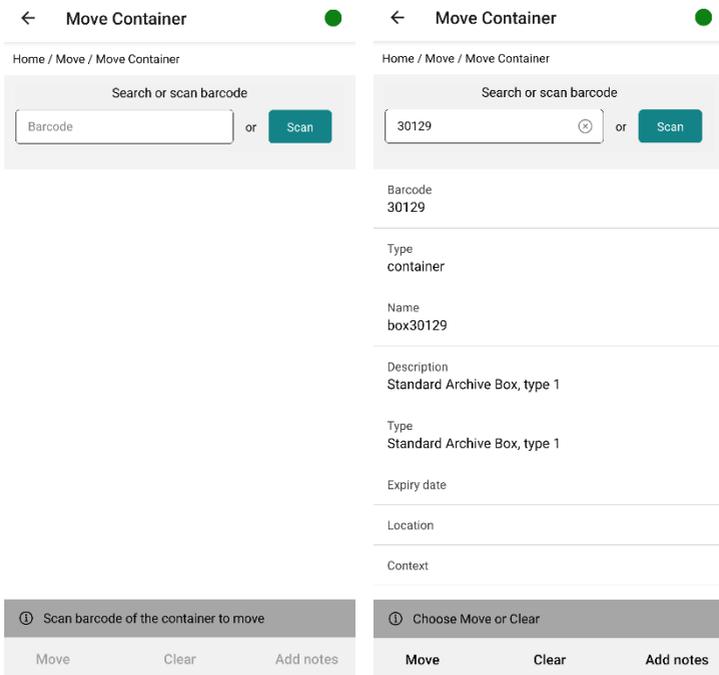
Object Container

① Choose object or container

Object Container

If the barcode cannot be found in the database, you'll be notified so: it's possible that there is no location record with this barcode yet. If that is the case, you'll have to register it through the Museum application first.

3. Now you can do five things:
 - a. **Object:** you want to link this location to one or more bare objects. Click Object and proceed to step 4.
 - b. **Container:** you want to link this location to one or more packaged objects. Click Container and continue with step 4.
 - c. You could scan another location if you don't want to do anything with the currently selected location after all.
 - d. Click the > icon behind Content to display the actual list of containers and/or objects on this location: swipe up to see the entire list. In this list you may click > again behind an object or container for more information about it.
 - e. ← : on second thought you don't want to do anything with this location and you want to stop moving. Then click ← at the top of the screen.
4. Scan, depending on your choice in step 3, the barcode of an object or container: if you are working online and if your confirmation for the transaction is required* you can check the details.



Besides the option to go back to the previous screen, if you do not want to move the scanned item after all and possibly to scan a new location, the following three options are now available to you (if your confirmation for moving is required*):

- a. **Move:** to confirm that you want to link the new location to this object or container of objects, click Move. It takes a moment before the registration has finished and you'll see a message stating that the relevant item has been moved. If you want, you can immediately scan the next item that has been moved to the currently selected location, after which you must click Move again to register it, etc.

In the relevant object record (of an unpacked object) in the object catalogue of your Museum application, you can observe that the currently selected location has been linked to this object as its current location. The details of the

previous location have been transferred to the location history of the object.

In case you have been moving a packaged object, you can observe that the currently selected location has been linked to this container as its current location, in the record of the container in the Locations and containers data source. The details of the previous location have been transferred to the location history of the container.

- b. **Clear:** click Clear if you don't want to move the currently displayed item, in order to pick another item. You'll then be able to scan a different unpacked object if you also scanned an unpacked object just before, or scan a different packaged object if you also scanned a packaged object just before.
- c. **Notes:** click the Add notes if you want to register remarks about the movement.

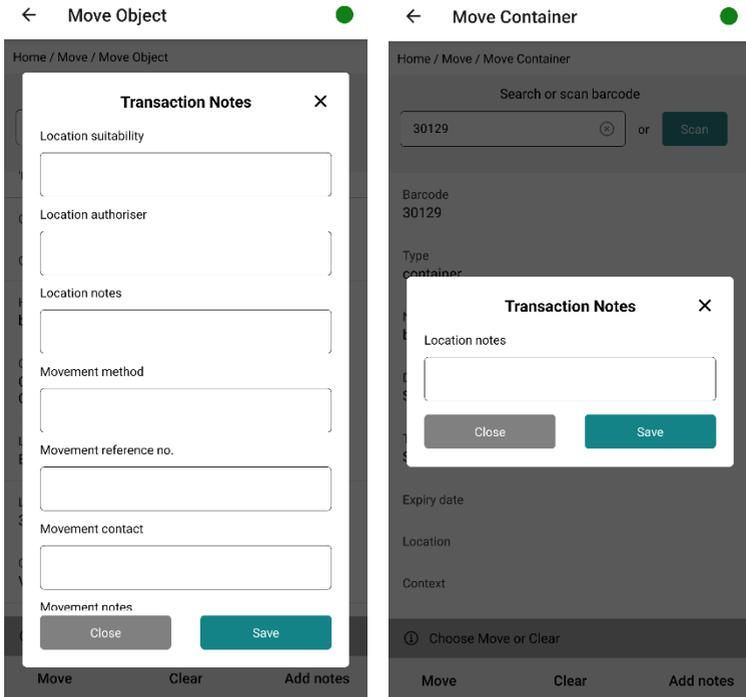
You can enter those notes in a new screen. The screen is different for bare objects and smaller packages (see screenshots below):

Bare objects – By default there are seven notes fields available. The first three fields are about the currently selected location, and this data will be stored in the object record with the current location. The last four fields, on the other hand, are about the actual act of moving, and this data will be stored in the object record with the previous location in the location history.

Packaged objects – By default there's only a single notes field available here. This field is about the currently selected location, and these notes will be stored in the record of the container with the current location.

Click *OK* to keep the entered data or click *Clear* to throw the entered data away. Click < or swipe right to return to the previous step, if required. The data you keep will only be

saved in the item record when you actually move the scanned item by clicking the Move button.



5. Click < at the top of the screen or swipe right if you are done with movements to the current location. You'll be able to scan a new location or return to the main menu.

* In the configuration file for the Axiell Move server there's a setting which determines if confirmation is required for the last step in packing, moving and unpacking. If not set, a scanned item is moved automatically and you cannot check its details beforehand or add notes.

3.6. Unpacking

With the *Unpack* option you break the link between one or more items (smaller packaged objects or bare objects) and the current (over)-pack. You always provide the new location of every unpacked item. The location of the (over)pack remains what it was.

By the way: any smaller packages which you take from the overpack do not necessarily have to be unpacked themselves too.

1. Choose the Unpack option in the Main menu to begin.



Unpack

2. The Unpack screen opens. First scan the barcode of the new location for the items you are about to unpack. Axiell Move will check whether the location has been registered in the database and then displays it on screen.

← Unpack

Home / Unpack

Search or scan barcode

Barcode or

← Unpack

Home / Unpack

Search or scan barcode

30112 or

ID
30112

Name
CCMC-C1-B-B1-U2-S2

Type
location

Description
Shelf 2, Upright 2, Bay 1, B side, Cell 1 - Collection Center on Main Campus

Location type

Address

Postal code

Place

① Scan the barcode of the destination location

Object Container All

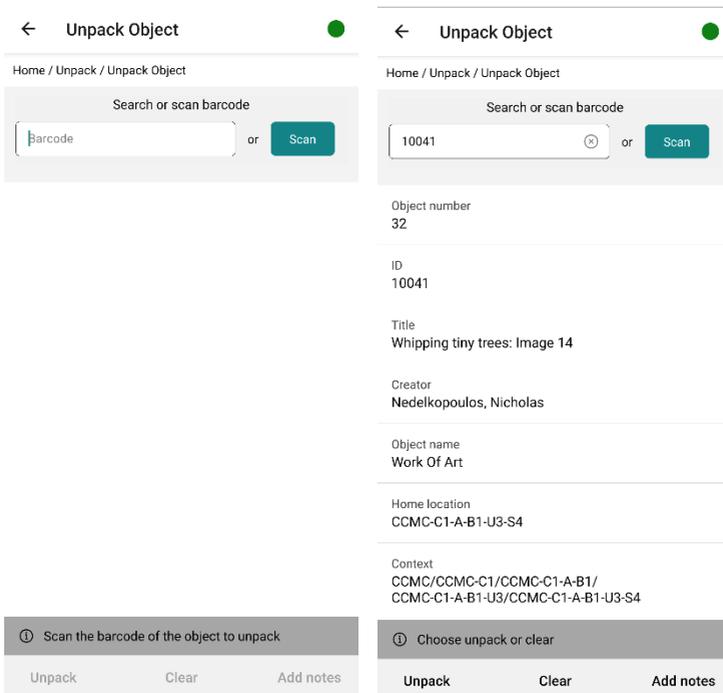
① Choose Object, Container or All

Object Container All

If the barcode of the location cannot be found in the database, you'll be notified so: it's possible that there is no location record with this barcode yet. If that is the case, you'll have to register it through the Museum application first.

3. Now you can do six things:
 - a. **Object:** you want to unpack one, or just a few, bare objects from the container at hand, to the currently selected location. Click Object and proceed to step 4.
 - b. **Container:** you want to unpack one, or just a few, smaller packages from the overpack before you, to the currently selected location. Click Container and proceed to step 4.
 - c. **All:** you want to unpack all items at once, to the currently selected location. Click All and continue with step 5.

- d. Click the > icon behind Content to display the actual list of containers and/or objects on this location: swipe up to see the entire list. In this list you may click > again behind an object or container for more information about it.
 - e. You could scan another location if you don't want to do anything with the currently selected location after all.
 - f. ← : on second thought you don't want to do anything with this location and you want to stop unpacking. Then click ← at the top of the screen.
4. If you chose Object or Container in the previous step, then now scan the barcode of the object or the smaller container. If you are working online, some details of the item are displayed and if your confirmation for the transaction is required*, you can use those details to check if you've scanned the right item.



Apart from going back to the previous step because you don't want to unpack the current item after all, the following options are now available to you (if your confirmation for unpacking is required*):

- a. **Unpack:** to confirm that you want to break the link between the selected item and the current (over)pack, and assign the new location to the item, click Unpack. It takes a moment before the registration has finished and you'll see a message stating that the relevant item has been unpacked. If you want, you can immediately scan a next item of the same type (container/object) and unpack it to the new location by clicking Unpack, etc.

Note that only the relation between the current (over)pack and the relevant item in it has been broken: if the item is a package itself, then for now the link between that smaller package and its content remains as it is.

The details of the previous packaging have been transferred to the location history of the unpacked item.

- b. **Clear:** click Clear if you don't want to unpack the currently displayed item from the package, in order to pick another item. You'll then be able to scan a different bare object if you also scanned a bare object just before, or scan a different packaged object if you also scanned a packaged object just before.
- c. **Notes:** click the Add notes button if you want to register remarks about the unpacking.

You can enter those notes in a new screen. The screen is different for bare objects and smaller packages (see screenshots below):

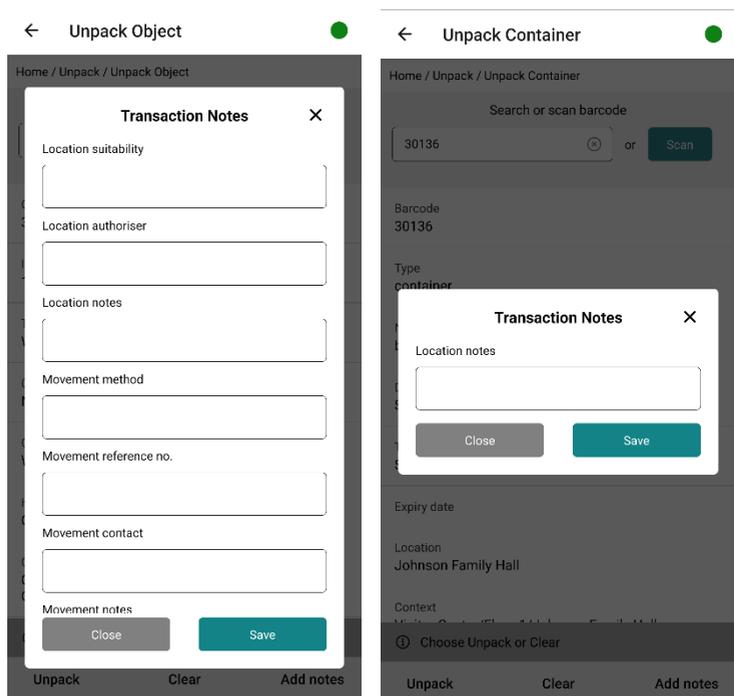
Objects – By default there are seven notes fields available. The first three fields are about the new location, and this data will be stored in the object record with the current location. The last four fields, on the other hand, are about

the actual act of unpacking (a sort of “moving”), and this data will be stored in the object record with the previous location in the location history.

Containers – By default there’s only a single notes field available here. This field is about the new location, and these notes will be stored in the record of the container with the current location.

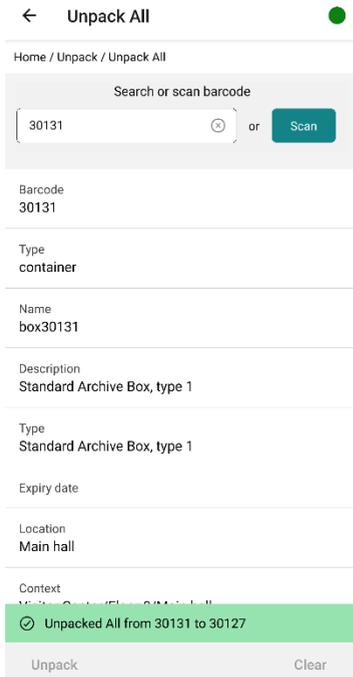
Click OK to keep the entered data or click Clear to throw the entered data away; click < or swipe right in case you didn’t return to the previous screen automatically. The data you keep will only be saved in the item record when you actually unpack the scanned item by clicking the Unpack button.

Proceed to step 6.



5. If you chose All in step 3, then now scan the barcode of the (over)pack from which you want to unpack all items. If you are

working online, some details of the package will be retrieved. You can click the  icon to display the actual list of smaller packages and/or objects in the current (over)pack.



← Unpack All

Home / Unpack / Unpack All

Search or scan barcode

30131 or Scan

Barcode
30131

Type
container

Name
box30131

Description
Standard Archive Box, type 1

Type
Standard Archive Box, type 1

Expiry date

Location
Main hall

Context
Unpacked All from 30131 to 30127

Unpack Clear

Apart from going back to the previous step because you don't want to unpack all items from the scanned overpack after all, the following options are now available to you (if your confirmation for unpacking is required*):

- a. **Unpack:** to confirm that you want to break the link between the current (over)pack and all items in it, and assign the new location to all those items, click *Unpack*. It takes a moment before the registration has finished and you'll see a message stating that the items have been unpacked. If you want, you can scan a next overpack immediately and unpack all items in it to the new location by clicking *Unpack*, etc. Note that only the relations between the current (over)pack and all items in it has been

broken: if items are packages themselves, then for now the links between those smaller packages and their contents remain as they are. The details of the previous (over)packaging have been transferred to the location history of the unpacked items.

b. **Clear:** click *Clear* if you don't want to unpack the displayed overpack, in order to pick another overpack.

6. Click ← at the top of the screen once or twice if you are done with the selected location. You'll return to the Main menu.

* In the configuration file for the Axiell Move server there's a setting which determines if confirmation is required for the last step in packing, moving and unpacking. If not set, a scanned item is moved automatically and you cannot check its details beforehand or add notes.

3.7. Missions

Choose the *Missions* option (Axiell Move Premium only) to download new missions or to start or continue working on downloaded missions. Or choose *Last mission* to continue working where you left off last time.

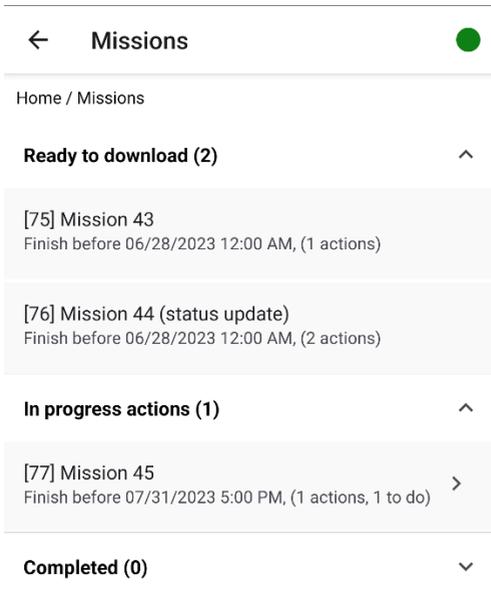


Last
mission



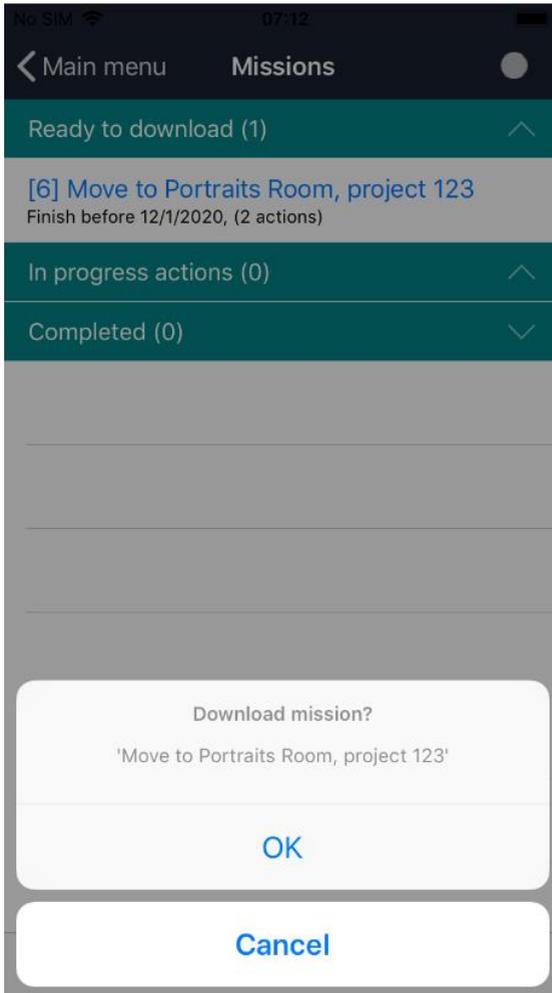
Missions

1. Choose the Missions option to open the Missions screen.

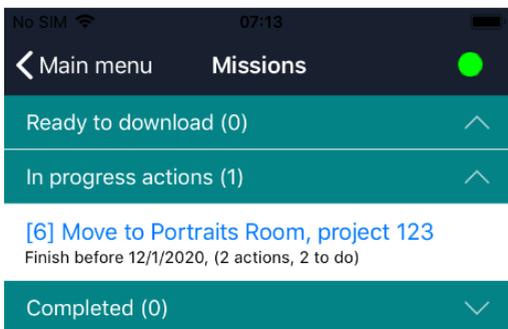


You'll get a list of downloadable missions (the Status in the record in Collections must be ready for download) and already downloaded missions. Missions may have been assigned to you in advance or may not have been assigned to one person in particular. A mission must have been downloaded to your device before you can start working

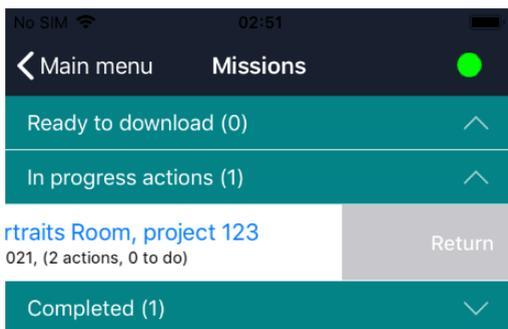
on it. Click an already downloaded mission to start or continue working with it or click a downloadable mission to assume the work: you'll still have to confirm the downloading.



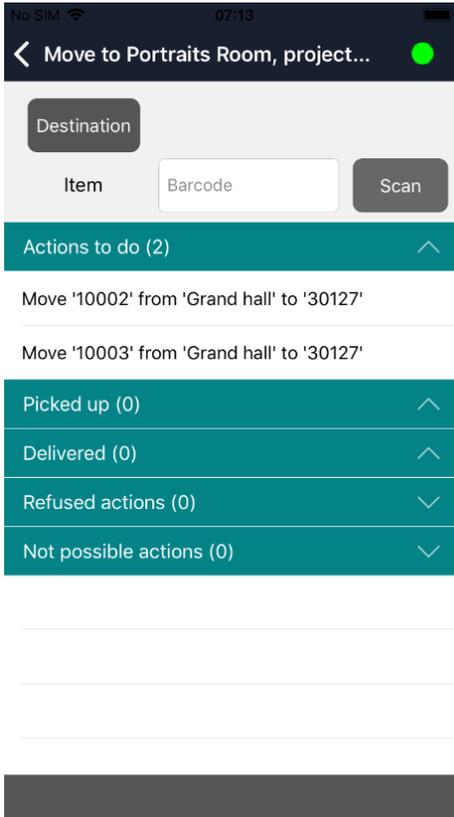
2. The downloaded mission is now listed under *In progress* actions and is ready for operation. Once downloaded, the mission can only be processed by you and other co-workers won't be able to download the same mission.



However, you can also release an already downloaded mission, if on second thought, someone else should do it. To do so, slide the relevant mission all the way to the left to reveal the Return option. (This option is only available when the device is online to ensure that all stored transactions are sent back to the server before the mission is released from the device.) The mission is then automatically returned and the status of the record is put back to ready for download. You can even use this option later in the mission process, if you can't complete it yourself, but take note that in real life the move process might be completed only half, with items on a trolley, so make sure you have that covered when you use the Return option halfway.



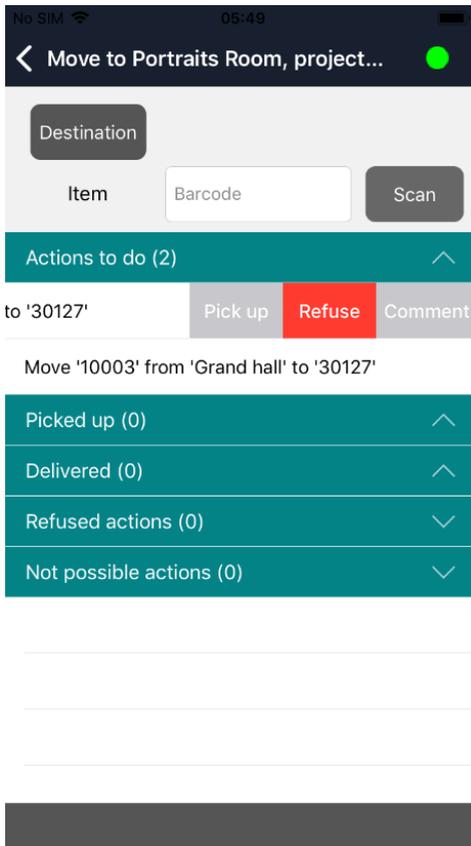
3. Click the downloaded mission to see the actual mission items it contains: the actions/tasks to perform. In this example there are two tasks which involve moving some object from one location to another.



4. The actual tasks can now be performed in different ways. One way (which requires scanning the item), is to start performing the actual tasks by scanning one of the objects or containers to be moved, by clicking the Scan button. A move is divided up in a pickup action and a delivery action, allowing you to register your actions just after you performed them in real life. So typically you pick up all items to be moved first, put them on a trolley or something like that and register the pickup in the app.

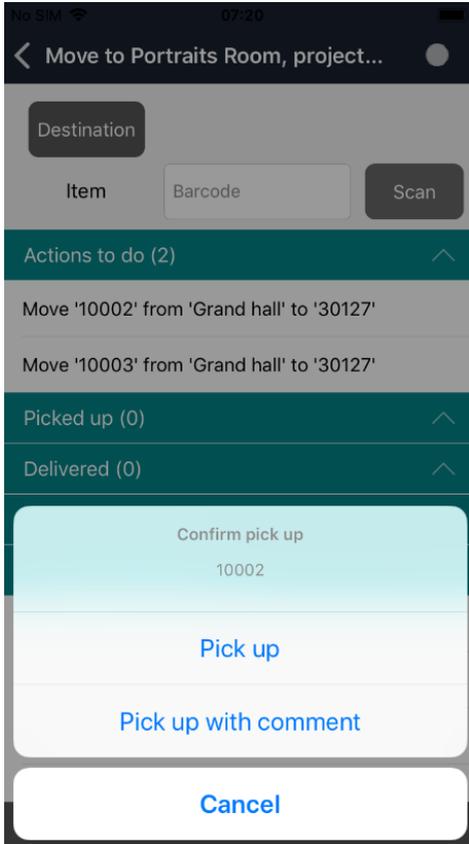
Another way (which doesn't require scanning the item) is to swipe left just a centimetre or so, to open a submenu with the options Pick up, Refuse and Comment. Click Pick up to start the pickup action without scanning the item.

(If you swipe too far, the Comment option will be activated, but you can leave that screen by clicking Cancel if that was not what you wanted).



In both cases, you'll still have to confirm the pickup if the Confirm pickup & delivery option in the Axiell Move settings has been switched on: it allows you to confirm your action and possibly add a comment about the pickup itself which will be stored in the Notes

field in the relevant mission item record in Collections. Otherwise no confirmation will be asked and the action is performed immediately.



The *Comment* option in the swipe-left submenu allows you an alternative way to add a comment. The comment added this way will only be saved in the mission item record after the pickup is completed. After entering and saving a comment, you can revisit it by clicking Comment again and you'll also see it again when clicking Pick up with comment in the confirmation. When adding a comment, click the Comments field to activate the virtual keyboard.



Move 10002

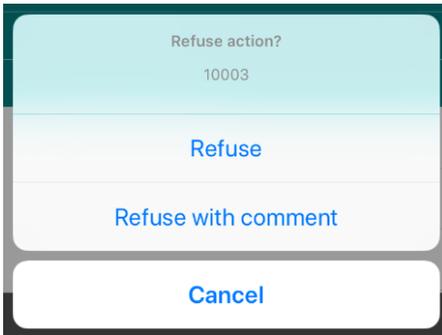
From Grand hall
To 30127

Comments

SAVE

Cancel

The Refuse option in the submenu discussed above is a way to refuse the selected action, for example because the item is missing, broken, too fragile or too heavy to be picked up by you. After clicking Refuse you still get to confirm the action and you may add a comment to explain the refusal. The status of the mission item record will change to Cancelled. In the app, refused actions will be listed underneath Refused actions.

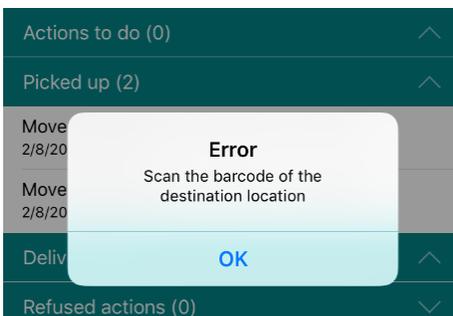


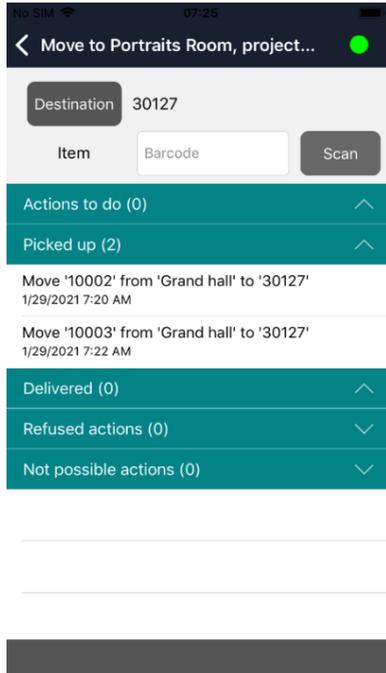
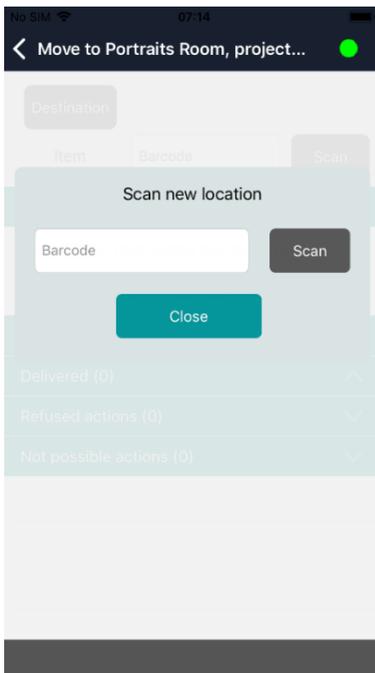
The pickup means that the status of the mission item record in Collections will be changed to Picked and the action itself will be moved to the Picked up section in the Move app.

Repeat this step for all actions to do.

Note that a new status in a record which is already being displayed in Collections may only become apparent once you reload the record.

5. Picked up items can be delivered. But before you register the delivery in the app, scan the destination location by clicking the Destination button in the app. This is just a safety measure to make sure you're delivering the item to the correct location. If you haven't scanned the destination location yet and you try to deliver an item anyway, an error message will pop up to warn you to do that still.





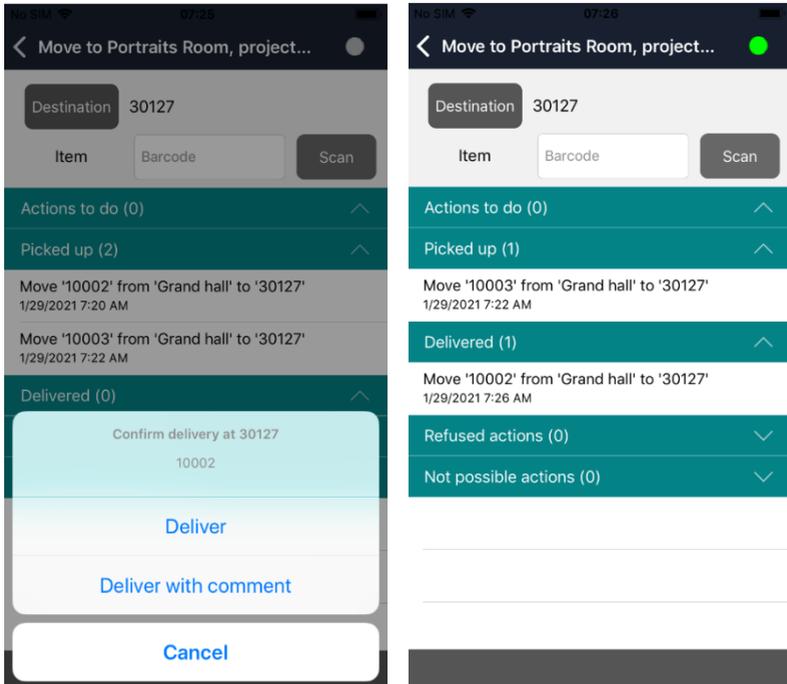
- Now register the delivered items one by one, but only do this once you've delivered the items in real life. Again there are two ways of doing this. The first one is to click an action in the Picked up section and scan the item barcode.

The second way is faster because you don't need to scan the item. Swipe left just a centimetre or so, to open a submenu with the options Deliver, Refuse and Comment. Click Deliver to start the deliver action without scanning the item.

(If you swipe too far, the Comment option will be activated, but you can leave that screen by clicking Cancel if that was not what you wanted).

In both cases, as with the pickup of an item, you get to confirm the delivery only if the Confirm pickup & delivery option has been switched on in the Axiell Move settings, also allowing you to add a

comment about the delivery itself which will be registered in the mission item record.



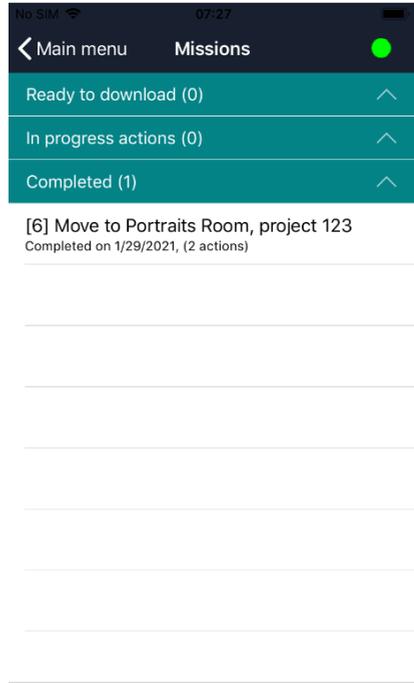
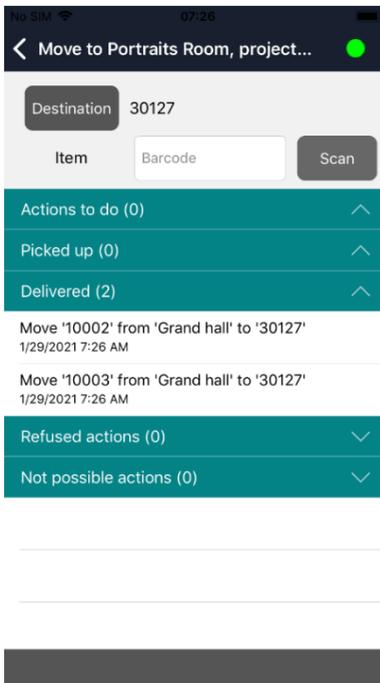
The Refuse option in the submenu discussed above is a way to refuse the selected action, for example because the item is broken or too heavy to be delivered by you. After clicking Refuse you still get to confirm the action and you may add a comment to explain the refusal. The status of the mission item record will change to Cancelled. In the app, refused actions will be listed underneath Refused actions.

7. The delivery will be processed in the database, which means that the status of the mission item record in Collections will be changed to Finished and the action itself will be moved to the Delivered section in the Move app. Repeat this step for all actions to do.

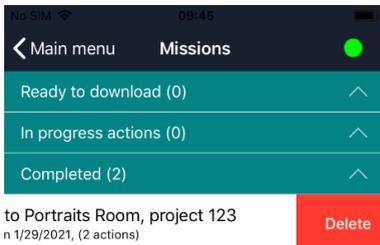
You may continue with the other Actions to do now or some time later until the entire mission is complete. Once the mission is

complete and you return to the Missions overview (swipe right), the completed mission will be listed in the Completed section. Once completed you cannot view the parts of that mission anymore. And you're done with the mission work.

(Note that the Not possible actions section is currently not being used.)



- Completed missions can be removed from the app by swiping the relevant complete mission left: this won't delete the mission from the database though, so you can still look it up in Collections.



3.8. Synchronizing offline transactions



If you have been working offline, your transactions will have been stored temporarily in a transaction log file on the iPhone. If you're not going back online during your current session and synchronize your offline transactions, then next time you start Axiell Move you may notice a small round badge with a number attached to the Axiell Move icon: this (optional) badge indicates that offline transactions awaiting your attention have been stored on the iPhone whilst the number indicates the number of stored offline transactions.

When you are back online, you can have all of the transactions from this file processed in the database at once. When you are logging in, the dot in the top right of the screen indicates whether you have access to the Axiell service or not: if it is green, you have access; if it is red, you have no access and the program automatically defaults to offline mode. Having no access can be a consequence of a missing wireless network connection or a consequence of an incorrectly set up Axiell service.

The Synch option in the bottom right corner of the Main menu opens the Synchronization screen in which you can still process stored transactions in the database. The option is always active so that you can check any logged transactions.

Sync

You then have the following options:

- **Direct synchronization** – Click the icon in the bottom left corner of the screen to synchronize immediately.



Depending on the number of transactions, the processing can take a while. Once synchronization has been completed, the stored transactions will be removed. The number of processed transactions and the number of errors is displayed as well. The nature of any occurring errors will be shown too. Click Main menu to continue with your regular work.



Transactions	1
Processed	0
Errors	0

Transactions	0
Processed	1
Errors	0

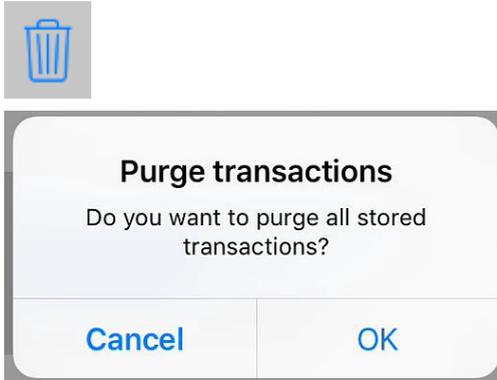
Status for mission '1' set to
'ReadyForDownload'

2021-02-08 03:07:41 axiellcollections



- **Postpone synchronization** – If you don't want to synchronize just yet after all, for whatever reason, just click Main menu to continue with your regular work. You can click the Sync option in the Main menu at any time to have the transaction log processed in the database still.
- **Purge the transactions made offline** – If you want to irreversibly delete all transactions made on this iPhone while you were offline, for instance because you've been testing Axiell Move and you don't want to process the changes into the database, then click the garbage bin icon in the Synchronization screen. Subsequently click OK to delete all transactions made offline, or click Cancel to keep them

still. In the latter case you must decide later if you want to synchronize the data after all or remove it.



After synchronization, the transaction log file is always removed, even if errors occurred during synchronization.

Synchronizing obsolete transactions

It is very well possible that you'll be synchronizing transactions which are wholly or partly obsolete. This might occur if after your offline transactions, other users with other iPhones have registered newer transactions in the database already. This is not a problem though. This is because on synchronization of offline transactions, the date and time of those transactions are taken into account by the Axiell Move server. If a transaction to be synchronized has taken place before the most recently registered transaction in the database, then the older transaction is simply inserted at the correct position in the location history.

Suppose you register offline that you are taking an object from room B to room C and you do not synchronize your data just yet. A day later you realize it should have been room D instead of C. You are online now and you register room D as the new current location of the object. In the database, room B will be transferred to the location history of the object. Only afterwards you still synchronize your earlier off-line transaction. The Axiell Move server will note that the movement to room C took place before the movement to room D and will therefore maintain room D as the current location and register the

older movement to room C in the location history of the object, at the chronologically correct position in that history.

Nonetheless it is of course best to work online as much as possible and to synchronize any offline transaction logs as soon as possible, especially if several co-workers are using Axiell Move. This is because all non-synchronized offline transactions might be unknown to your co-workers. It can be very confusing if objects cannot be found at the currently registered location because the most recent movement hasn't been registered in the database yet.

Repairing synchronization errors

During offline work, all transactions are basically approved, since Axiell Move does not have access to the database and is not able to check transactions anyway. This means that incorrect offline transactions go unnoticed: if you were to scan a package instead of an object or if you were to pack a location in an object, the error won't surface as long as you're working offline.

However, during online synchronization all checks will still be performed. Any errors in the transactions or errors during the synchronization of correct transactions (e.g. when a record to be updated is in edit mode already), are registered in the `admove.log` in the `\Logs` subfolder underneath `\AdmoveServer` on the server*, accompanied by the date and time. The details of the failed transaction itself are included. If the iPhone reports errors during synchronization, you will have to open the log file on the server to see what went wrong. Using that information, you should be able to reconstruct the problem and repair it. A repair could mean that you still make the correct transaction using Axiell Move, or that you edit object, location or package records manually. Other than this recommendation, it is not possible to provide a general instruction for correcting errors.

* Note that the name and the location of the logging file have been specified during the Axiell Move server setup and may therefore be different.