MAR-KOV

Growth

Getting Started

Thank you for downloading Mar-Kov Growth! This document will help guide you towards implementing the software in your organization and processes.

Contents

What is Mar-Kov Growth?

Mar-Kov Growth is a tool that will help you manage your day-to-day processes in your facility. Mar-Kov Growth has a wide range of features in the following modules:

- Material Intake
- Inventory Management
- Recipe Control
- Batching and Packaging Orders
- Batching and Packaging Execution
- Sales and Shipping
- Traceability

Learning Center, Resources

Note that you can view all the training materials and resources in the Learning Center - Growth

For any questions or further information on any of the below, please contact support@mar-kov.com.

Lot Tracking

The Lot Trace feature allows you to track which lots of your goods along the entire chain – in this case, from the supplier, to storage, to batching, packaging, and finally, shipping.

Lot Tracking allows you to know which lots of raw materials were used to create which lots of products, and so on.

Using Mar-Kov Growth

This section outlines how to use Mar-Kov Growth along with the accompanying resources in the Mar-Kov website.

The demo videos below demonstrate the full, end to end capabilities of Mar-Kov Growth. These videos show each of the modules listed in this guide and shows the basic steps of each of the most common programs that are available in a typical process.

To see the walkthrough videos, see here:

- Welcome to Mar-Kov
- Material Intake
- Inventory Management
- Manufacturing
- Sales and Shipping

Using this Guide

The guide is separated into distinct sections, each providing information on how to use that specific module's programs and features.

The guide provides the links to the training resources available for each program in each module listed.

Each section lists the different knowledge areas and functionalities that you will learn as part of the module.

Implementation

We highly recommend a single super user to learn and practice each module first, and then train the rest of the team for each module. This is important in order to create a concrete structure as well as for a designated individual obtain a big picture perspective on implementation.

We have gathered from our experience that the super user should follow the steps outlined below for each module independently. This is the best way to manage and introduce the change in a structured and manageable pace:

1) The super user learns of the functionalities of the module.
2) They practice it in the software.
3) Necessary data is entered to perform the functions
4) Training the end user with regards to each functionality
5) Going live with the module.

Going Live means that every real-life process is reflected in Mar-Kov Growth, for that module.
For example: Going Live with the manufacturing module means that all the real-life manufacturing processes are performed on Mar-Kov Growth.

Mar-Kov Growth Modules
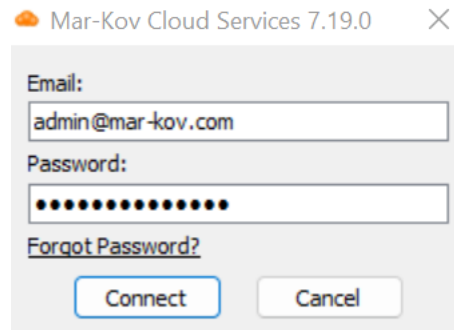
Setup and Introduction

Logging In

Once you have downloaded Mar-Kov Growth and created your account, it is time to log in.

Click the Mar-Kov Growth icon in your desktop

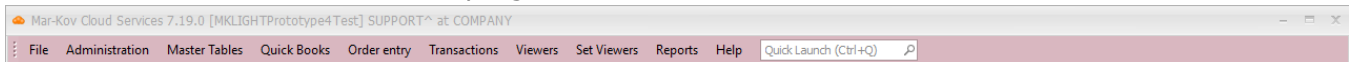The system will load and prompt you for your username and password. Enter your credentials as follows:

You may also create other user accounts in Mar-Kov for your team members. For more information about the User Account Creation feature, please see this link: How to create a User Account
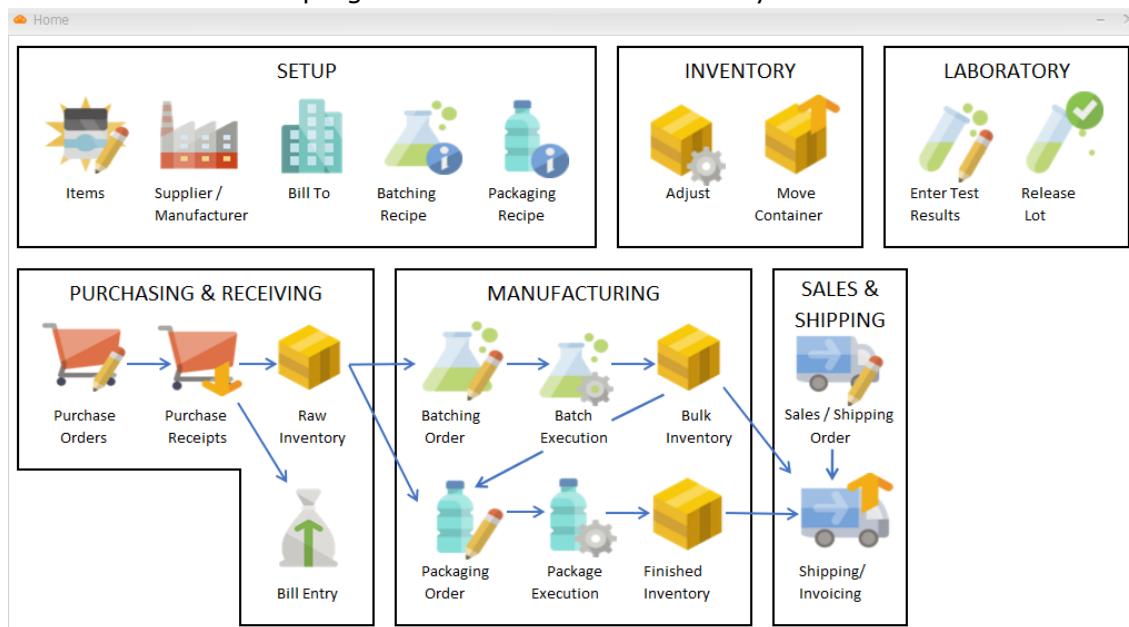
Main and Home Menu

This is Mar-Kov Growth's Main and Home Menu:

The Main Menu contains all of the programs available in Mar-Kov Growth.

The Home Menu contains the programs that are most commonly used in Mar-Kov Growth.

You may also access any program in Mar-Kov Growth by searching using the Quick Launch field

Quick Launch (Ctrl+Q) 🔍

Creating Items

The first step is to ensure that you have Items set up. This allows you to reference an item used in Mar-Kov Growth. For more information about Items and how to create them, please see the reference in our website: How to create Items

Creating Customers and Suppliers

The next step is to create entities in Mar-Kov Growth that you will buy from and sell to.

For more information about Customer and Supplier creation, please see these videos:

- Customers:

  How to create a Customer - Bill To
  How to create a Customer - Ship To

- Suppliers:

  How to create Suppliers

Material Intake

To record inventory in Mar-Kov Growth, we will use the programs in the Material Intake Module.

For more information about the Material Intake Module, please see this link: Material Intake

Knowledge Areas

- Creating Price Lists
  How to create a Price List
- Creating Purchase Orders with and without Price Lists
  How to create Purchase Orders without a Price List
  How to create Purchase Orders with a Price List
- Creating Purchase Receipts
  How to enter Purchase Receipts with Containers
- Entering Bills
  How to enter a Bill Entry Inventory

Pre-Go Live step: Enter all outstanding open purchase orders

Inventory Management

This module allows you to control and manage your inventory to ensure accurate counts and quantities.

For more information about the Inventory Management Module, please see this link: Inventory Management

Knowledge Areas

- Creating locations
  How to create a Location
- Moving Inventory
  How to move Containers and Assemblies
- Entering Miscellaneous Receipts
  How to create Inventory - Container Lot Trace
- Adjust/Consume, Reweigh/Remeasure, Dispose, Dispense
  How to Consume or Adjust Inventory
  Reweigh - Remeasure and Dispose
  How to Dispense from Container

Manufacturing

Recipe Control

Recipes are used to inform Mar-Kov Growth what ingredients are used, in what quantities and particular procedures, to create your products.

For more information about the difference between Batching and Packaging, please see this link: Batching Vs Packaging Orders

Orders and Executions

This module allows you to create and plan manufacturing orders to process your raw materials into products.

For more information about the Manufacturing Module, please see this link: Manufacturing

Knowledge Areas

- Creating Batching and Packaging Recipes
  How to create a Batching Recipe Express
  How to create a Packaging Recipe
- Creating Batching and Packaging Orders
  How to create a Batching Order
  How to create a Packaging Order
- Executing Batching and Packaging Orders
  Batch Execution Express
- Testing manufactured products
  Final In Process Testing in Batch Execution Express
  Final In Process Testing in Packaging Execution

Pre-Go Live step: Perform a Full Inventory Count using the tools learned in the Inventory Management module

Sales and Shipping

The Sales and Shipping module allows you to plan sales orders, assemble shipments, and record outbound shipments of your products to your customers.

For more information about the Sales and Shipping Module, please see this link: Sales and Shipping

Knowledge Areas

- Creating customer Price Lists
  How to Set-Up a Price List for Multiple Customers
  How to Set-Up a Price List for a Specific Customer
- Creating Sales Orders
  How to enter a Shipping Order without Price List
  How to enter a Shipping Order with Price List
- Assembling Shipments
  How to create Assemblies ahead of Shipping Container Lot Trace
  How to reserve Containers ahead of Shipping Container Lot Trace
- Shipping and Invoicing Orders
  How to create a Waybill with Reserved Inventory
  How to create a Waybill and Reserve Inventory at the same time

Traceability

Mar-Kov Growth allows you to trace all the materials within a processed product (Backward or Parent tracing), as well as tracing all materials created from an item (Forward or Child tracing).

For more information about the Traceability features, please see this video:
How to do a Mock Recall