

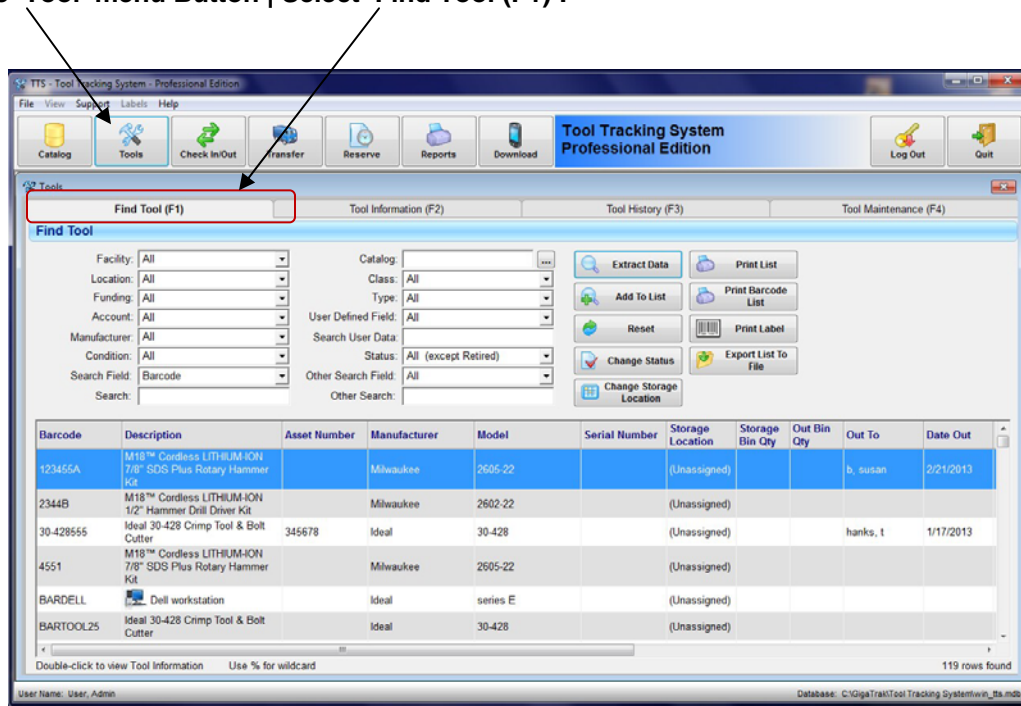
This document provides detailed instruction with regard to changing the Storage Location for multiple tools at the same time. This may be used as a way to “Transfer” tools or equipment among various facilities to new storage locations. It is also a quick way to assign a “home” or “storage” location to tools that were added using the ‘ADD TOOL’ function on the mobile, handheld terminal.

Tools added using the ‘ADD TOOL’ Function on the mobile, handheld terminal will automatically be assigned to Facility “Unassigned” with a Storage Location of “Unassigned” when the handheld data is synchronized & committed to the main application database via the TTS application ‘DOWNLOAD’ function.

For Example, to change the Facility/Storage Location of tools designated as “Unassigned”.....

First, Locate the tools that are designated with Location “Unassigned”:

Select the ‘Tool’ menu Button | Select ‘Find Tool (F1)’:

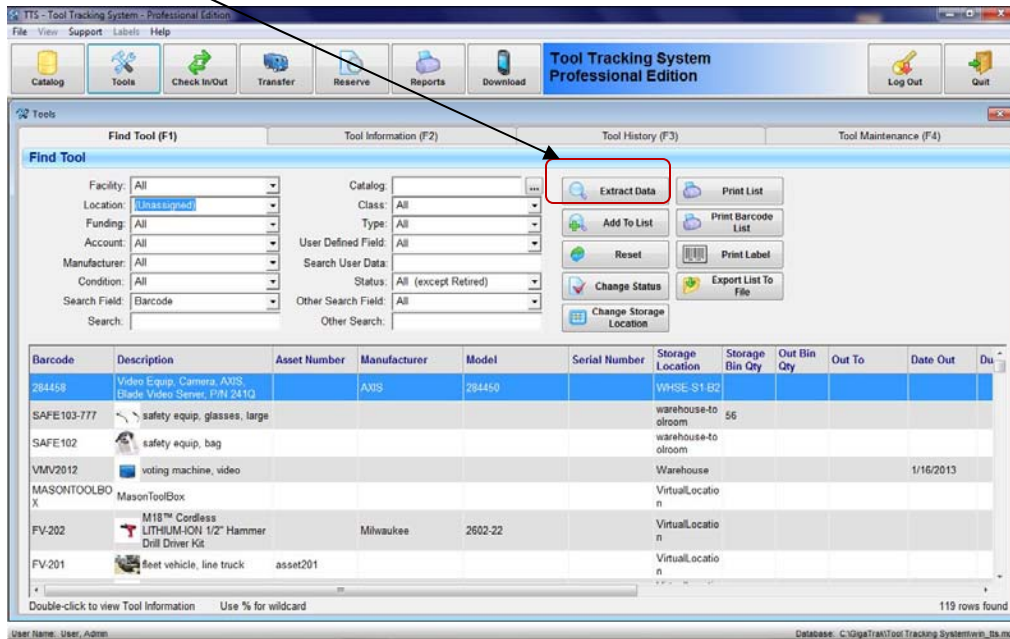


- ❑ Select the 'Location' drop down arrow | Select (Unassigned):

The screenshot shows the 'Find Tool' window in the GigaTrak TTS Professional Edition. The 'Location' dropdown menu is open, and '(Unassigned)' is selected. The table below shows the following data:

Barcode	Description	Asset Number	Manufacturer	Model	Serial Number	Storage Location	Storage Bin Qty	Out Bin Qty	Out To	Date Out
284458	Video Equip. Camera, AXIS Blade Video Server, P/N 241Q		AXIS	284450		WHSE-S1-B2				
SAFE102	safety equip. bag					warehouse-to olroom				
SAFE103-777	safety equip. glasses, large					warehouse-to olroom	56			
VMV2012	voting machine, video					Warehouse				1/16/2013
4552	Ideal 30-428 Crimp Tool & Bolt Cutter		Ideal	30-428		VirtualLocation			b, susan	2/21/2013
DB101	drill bits, metric, brass, 1/4"					VirtualLocation				
DB102	DrillBits, English, 1/4"					VirtualLocation			ToolSet, Drill Kit Complete	12/5/2012

- Select 'Extract Data':

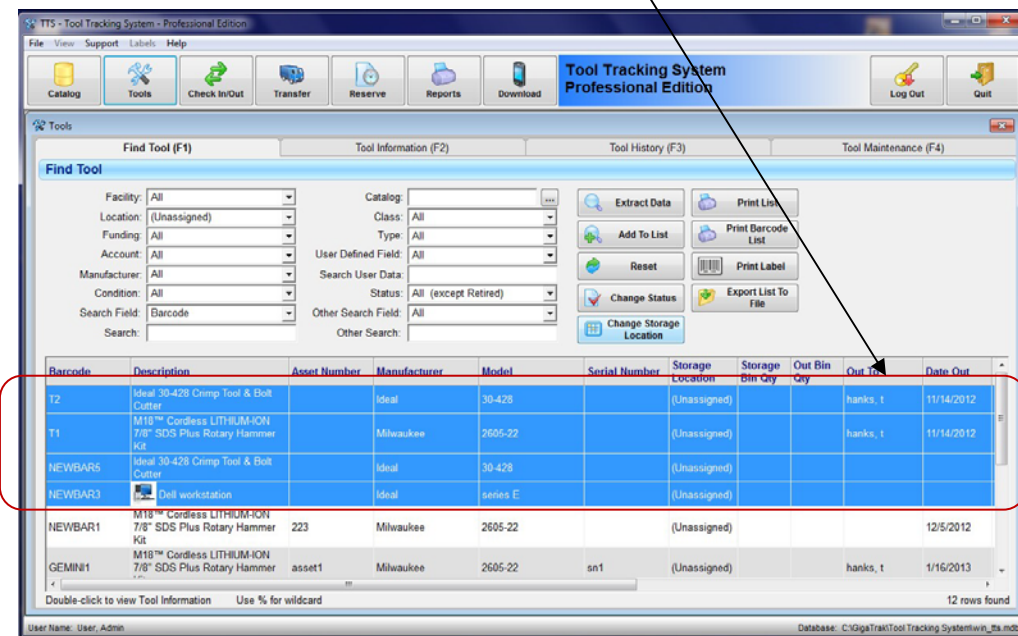


- Using the CTRL button on the workstation keypad & the mouse:

With the mouse, Highlight the first choice of the group of "unassigned" tools to be changed |

Depress the CTRL button & continue holding it down |

Select the rest of the tools that will be changed:



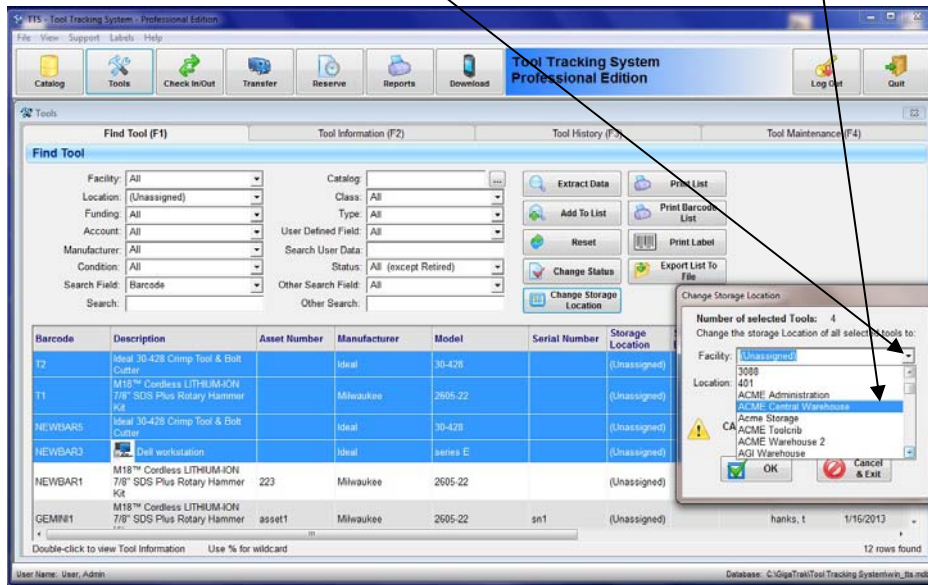
- Release the CTL button | Select the 'Change Storage Location' Button :

The screenshot shows the 'TTS - Tool Tracking System - Professional Edition' interface. The 'Find Tool' window is active, displaying a list of tools. A 'Change Storage Location' button is highlighted with a red box. A dialog box titled 'Change Storage Location' is open, showing a warning: 'CAUTION! This will change the storage Location of ALL selected tools!' and buttons for 'OK' and 'Cancel & Exit'.

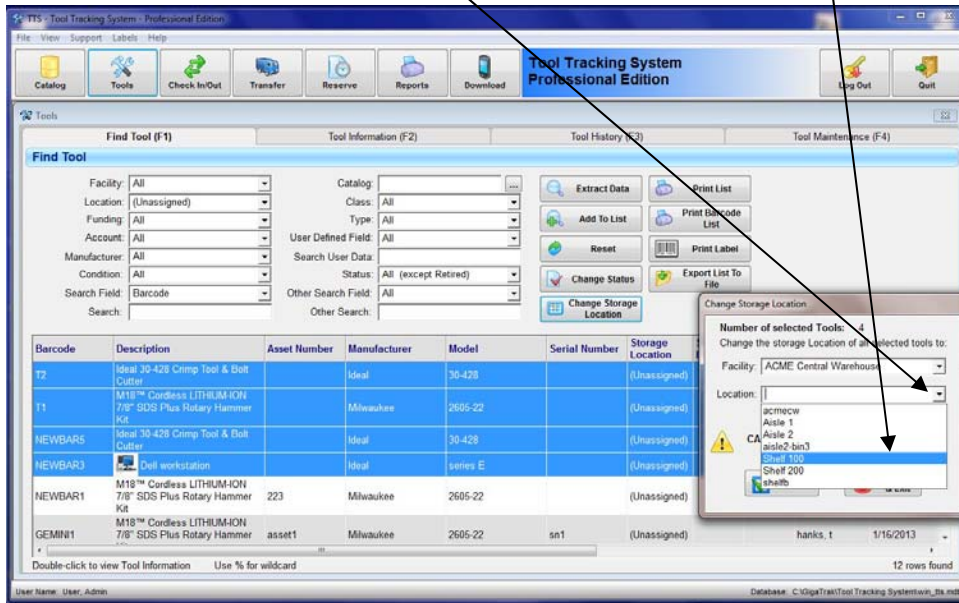
Barcode	Description	Asset Number	Manufacturer	Model	Serial Number	Storage Location
T2	Ideal 30-428 Crmp Tool & Bolt Cutter		Ideal	30-428		(Unassigned)
T1	M18™ Cordless LITHIUM-ION 7/8" SDS Plus Rotary Hammer Kit		Milwaukee	2605-22		(Unassigned)
NEWBAR5	Ideal 30-428 Crmp Tool & Bolt Cutter		Ideal	30-428		(Unassigned)
NEWBAR3	Dell workstation		Ideal	series E		(Unassigned)
NEWBAR1	M18™ Cordless LITHIUM-ION 7/8" SDS Plus Rotary Hammer Kit	223	Milwaukee	2605-22		(Unassigned)
GEMINI1	M18™ Cordless LITHIUM-ION 7/8" SDS Plus Rotary Hammer	asset1	Milwaukee	2605-22	sn1	(Unassigned)

The 'Change Storage Location' window will pop up.

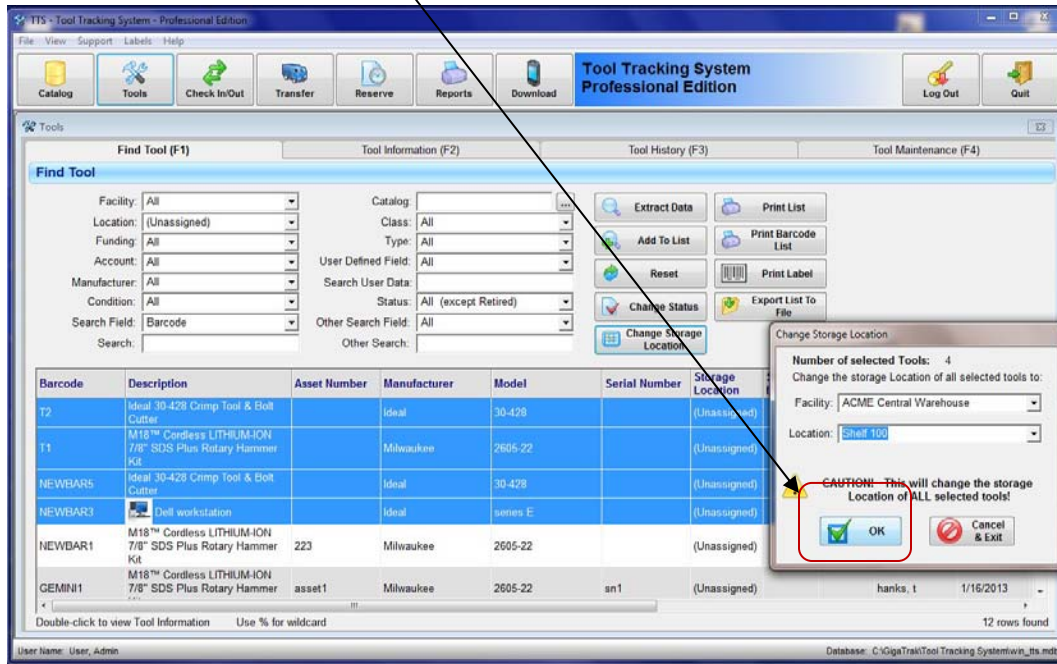
Select the Facility drop down arrow | Select the new storage Facility:



Select the Location Drop down arrow | Select the new Storage Location:



Select OK to complete the transaction:



□ The chosen tools have now all been moved to their new Facility/Storage Location:

