



ATS_TTS Delete Item or Location / Purge History:

Delete & Purge History Functions

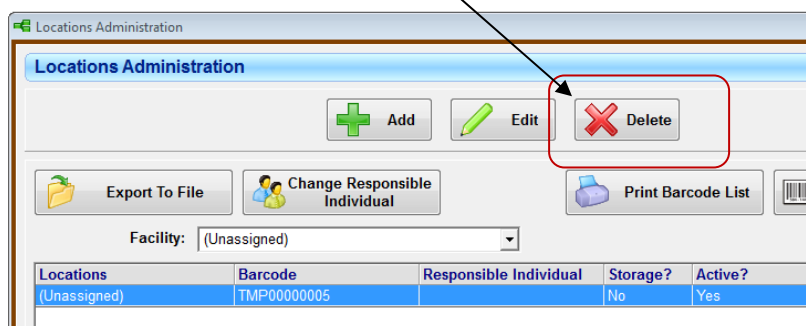
Both ATS (Asset Tracking) and TTS (Tool Tracking) allow users to delete Location or Assets/Tools, and Purge Item history.

As long as an item or location hasn't been used, and, therefore, doesn't have 'history' attached, it can be deleted. If it has been used, the item and history will need to be removed before the location can be deleted.

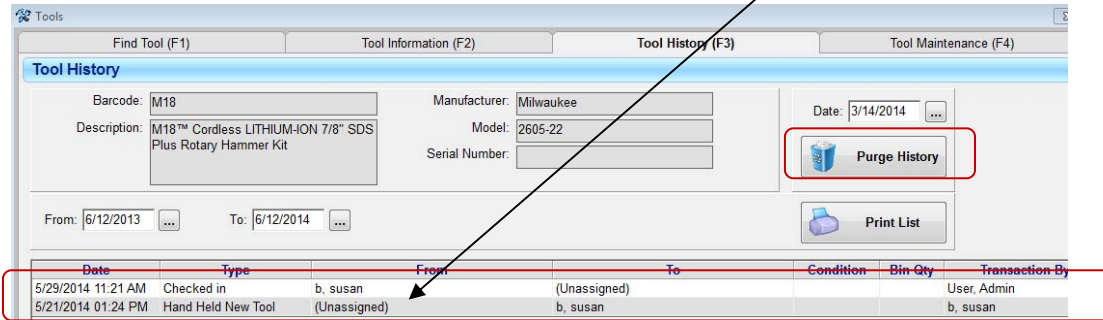
Typically, removing a used location requires one first delete the tool(s) that have history attached to that location. If the tool(s) should not be deleted....they're active tool in the system and required, then the location can't be deleted. However, the location may be Edited and renamed if that resolves the issue.

To delete a Location:

- Select the SUPPORT Tab
- Select Location Administration
- Highlight the Location | Select Delete:



- If the location has been used (in this example, to add new tool M18 to the system), it cannot be deleted unless tool 'M18' is deleted from the system.



- If MORE than one tool has history tied to that location, all of those tools must be deleted.

You can generate the following report from the 'REPORT Function | Tool History by Location Report', to determine what tool history is tied to that location

gigatrak.

Tool History by Location

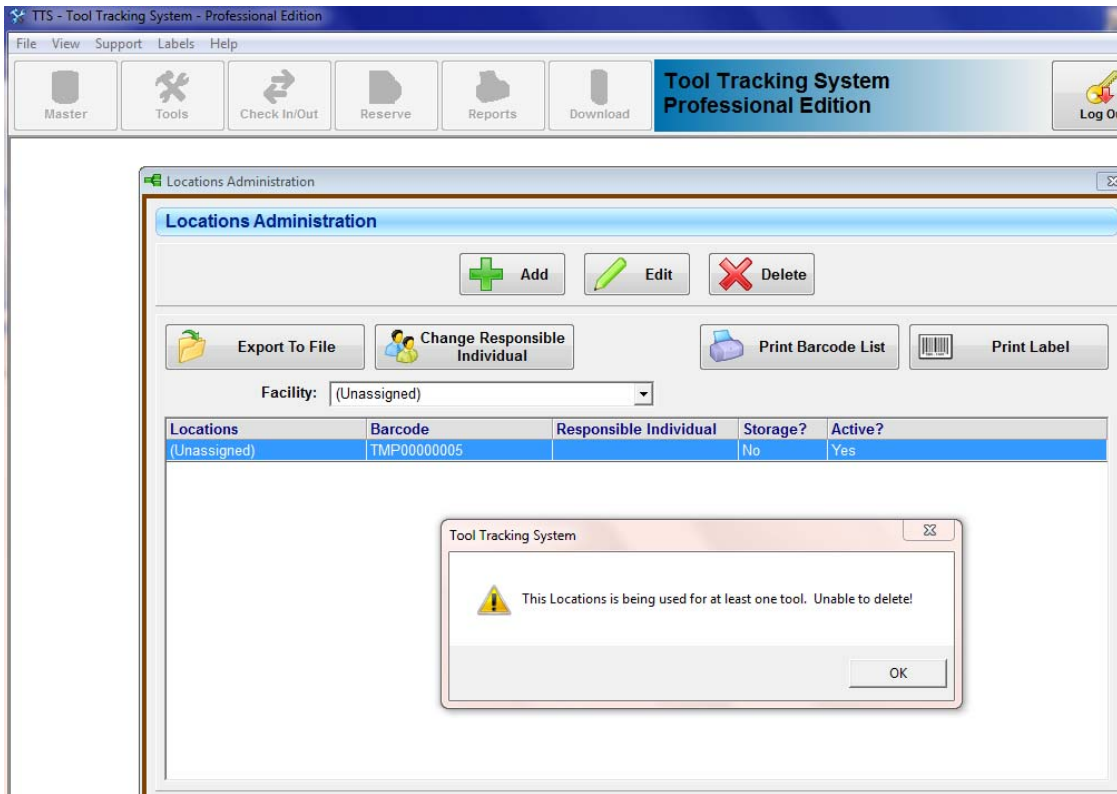
Funding: All
Account: All
From 6/12/1898 to 6/12/2014

Locations: (Unassigned) ((Unassigned))

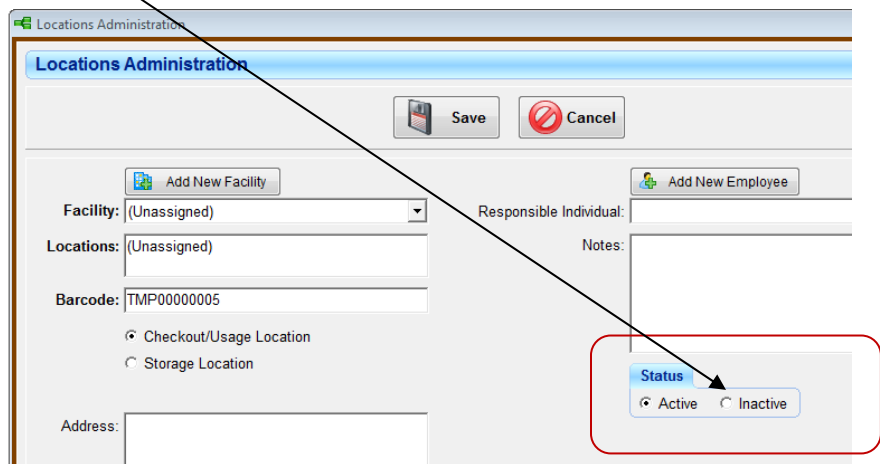
Barcode	Description	From	To	Type	Date	Transact By	Check Out Note	Bin Qty
123ABC	8 Foot Aluminum Step Ladder	((Unassigned)) ((Unassigned))	b, susan	Hand Held New Tool	5/1/2014 2:24:05 PM	b, susan		
LDR050814	8 Foot Aluminum Step Ladder	((Unassigned)) ((Unassigned))	Aisle 1 (ACME Central Warehouse)	Changed Storage Location	5/8/2014 11:08:14 AM	User, Admin		
123ABC	8 Foot Aluminum Step Ladder	((Unassigned)) ((Unassigned))	Aisle 1 (ACME Central Warehouse)	Changed Storage Location	5/8/2014 11:08:14 AM	User, Admin		
LDR050814	8 Foot Aluminum Step Ladder	((Unassigned)) ((Unassigned))	00551CORP (JOBSITES)	Hand Held New Tool	5/8/2014 11:53:19 AM	b, susan		
M18	M18™ Cordless LITHIUM-ION 7/8" SDS Plus Rotary Hammer Kit	((Unassigned)) ((Unassigned))	SHOP (ACME Administration)	Changed Storage Location	8/12/2014 9:10:43 AM	User, Admin		

This may not be practical if the tool(s) is active / needed & history is required.

If tool history is required and must not be deleted or purged, the Location is going to have to remain in the system.



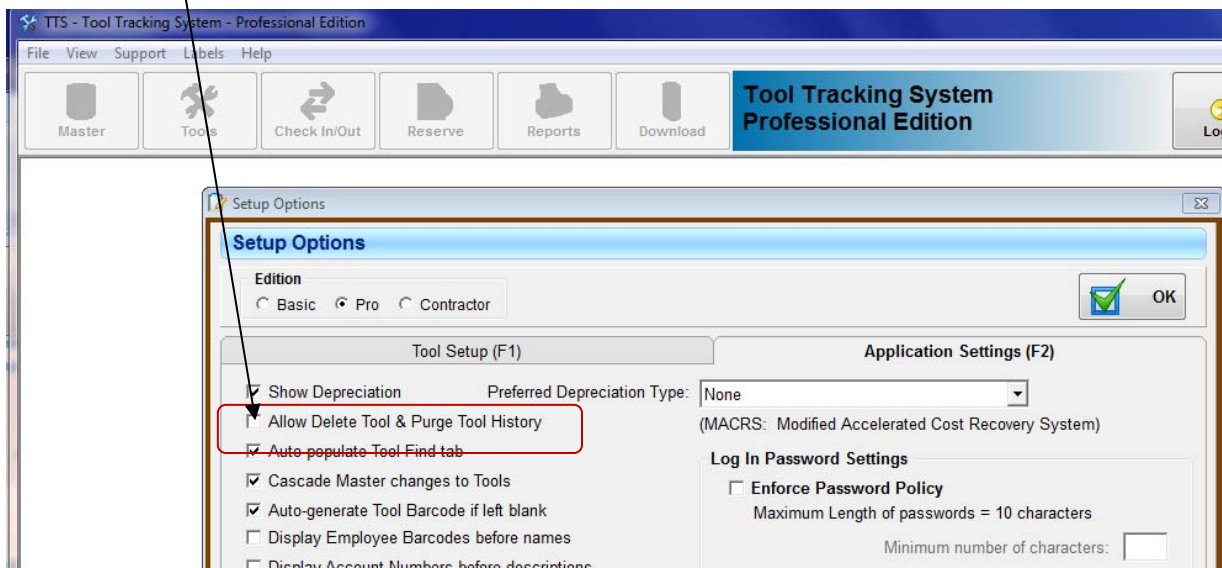
You may **'Inactivate'** it so it can no longer be use. Then it will no longer show up as a "location" for check out or re-assignment purposes.



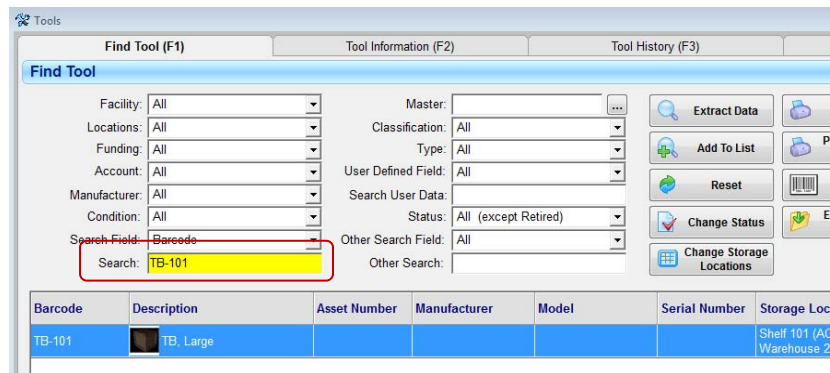
IF tool history is no longer needed, for example, if it was a “test” tool used during setup or training, then it can be deleted, or its history can be purged up a defined point in time.

To Delete a Tool:

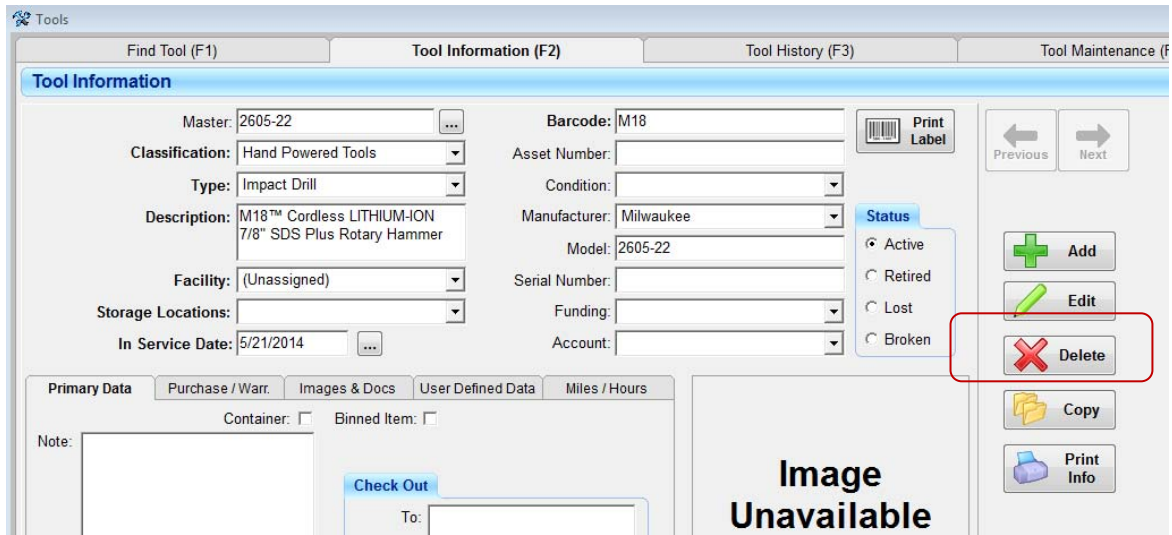
- Log into the ATS or TTS application as the ‘Administrator’
- From the FILE Tab | Select Setup Options | Select Tab (F2) for Application Settings
- Check the box for “Allow Delete Tool & Purge Tool History”



- From the Tool Function: Select Find Tool (F1) | enter the tool barcode to search for the tool

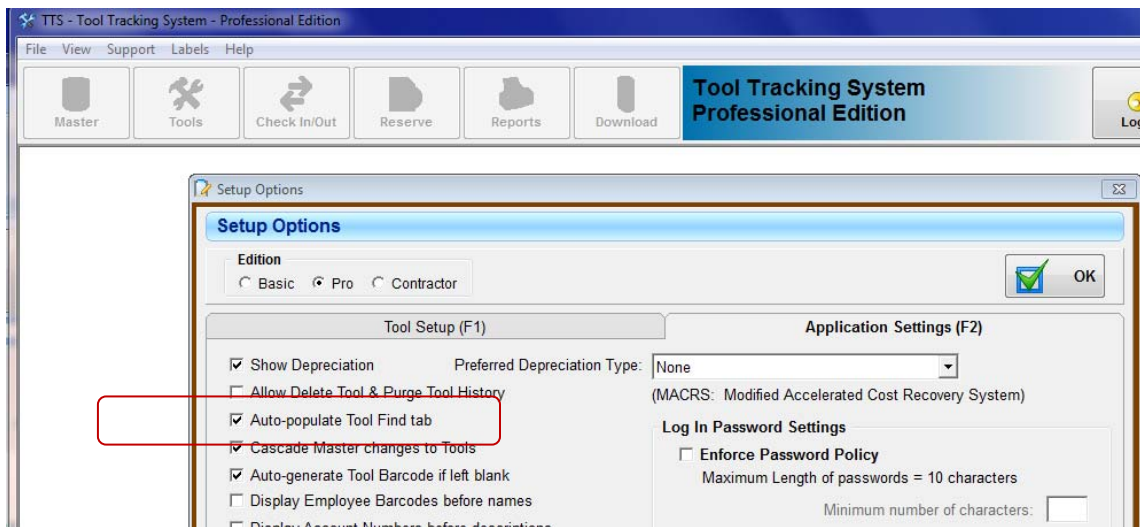


Select Tool Information (F2) | Select the Delete button:



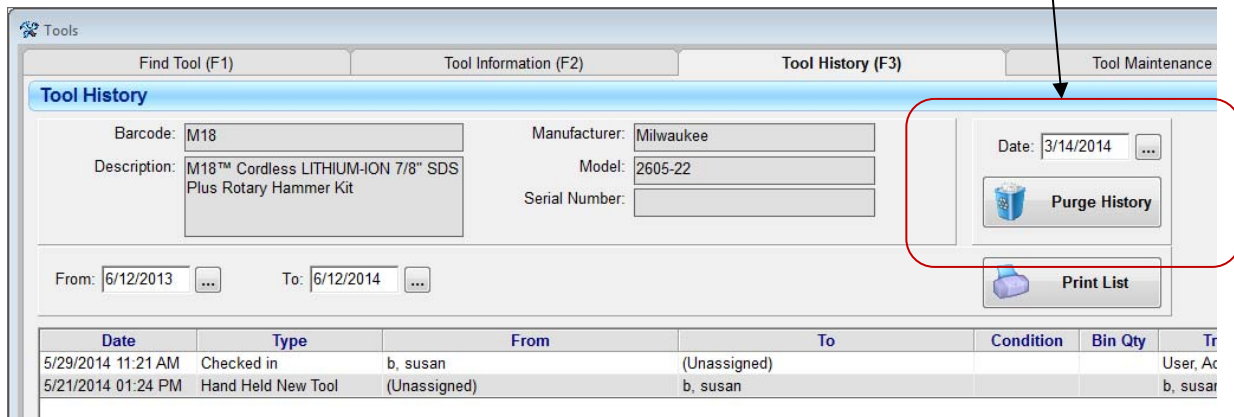
To purge tool history for a Single Asset or Tool:

- From the FILE Tab | Select Setup Options | Select Tab (F2) for Application Settings
- Check the box for “Allow Delete Tool & Purge Tool History”



- Select the Tool Function (F1) | Search for the tool (in this case barcode M1)
- Select the Tool History tab (F3)
 - Select the date UP TO which you want to purge history
 - Select Purge History.
 - o *SIDE NOTE:* IN THIS EXAMPLE, the tool was originally entered into the system to location “Unassigned” that you also wish to delete; purging the history in this scenario will effectively leave the tool without a home. SO, in this particular example, once the history is purged:
 - Select the Tool Information tab
 - Edit the tool record to assign the tool a new home “storage” location
 - Save it.
 - Once the tool has a new home ‘storage’ location assigned, you can then:
 - Select the Support Tab | Select Location Administration | Delete location ‘Unassigned’

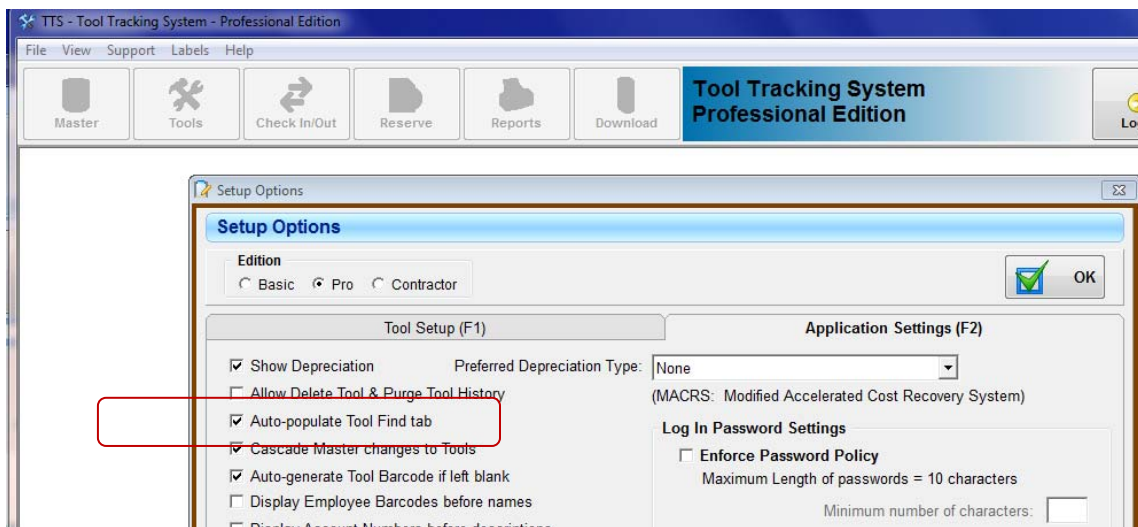
To Purge history: Change the date to 5/22/2014 | Select Purge History



To purge tool history for ALL tools:

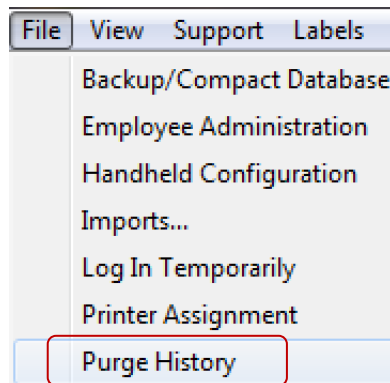
BE VERY CAUTIOUS WHEN USING THIS OPTION. This option purges/deletes history for ALL/EVERY tool up to the date selected. This data will be irretrievable, unless an immediate backup of the database has been saved.

- From the FILE Tab | Select Setup Options | Select Tab (F2) for Application Settings
- Check the box for “Allow Delete Tool & Purge Tool History”

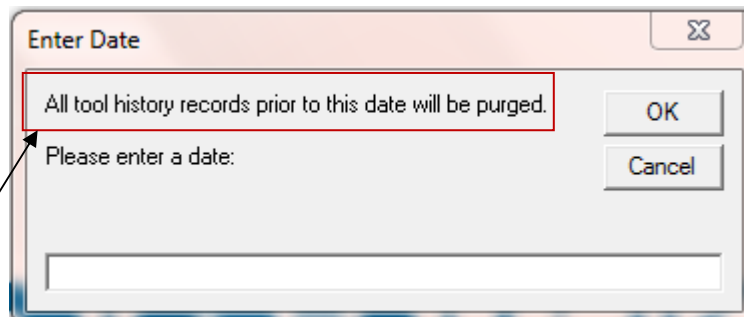


- From the FILE Tab | Select Setup Options | Select Tab (F2) for Application Settings
- Check the box for “Allow Delete Tool & Purge Tool History”

- From the FILE Tab | Select Purge History



- Enter the "up to" date | Select OK



BE VERY CAUTIOUS WHEN USING THIS OPTION. This option purges/deletes history for ALL/EVERY tool up to the date selected. This data will be irretrievable, unless an immediate backup of the database has been saved.