



Defining a ‘Container’ in TTS:

A **Container** is defined as a **Tool**. Items/other tools can then be placed in, checked out, assigned to it.

Consider it a “grouping” of items.....it could be a “box”, a “toolkit”, a ‘truck”, a ‘pallet’, a ‘kit’, a rack in a warehouse. For example: A ‘box’ could **contain** a hammer, 2 wrenches, 3 widgets, a pair of gloves, and goggles. A ‘truck’ could **contain** an assortment of tools, a safety kit, a generator.....well, you get the picture.

Typically, **tools/items/assets** can only be **checked out** (assigned) to a **Person** or a **Location**..... with the exception of the **Container**. Once a **Tool** is designated as a **Container**, items can be **checked out** (assigned) to that **Container**. That **Container** can then be **checked out** (assigned) to a **Person** or **Location**. EX: Items could be placed in a safety kit, then the safety kit could be assigned to Joe.

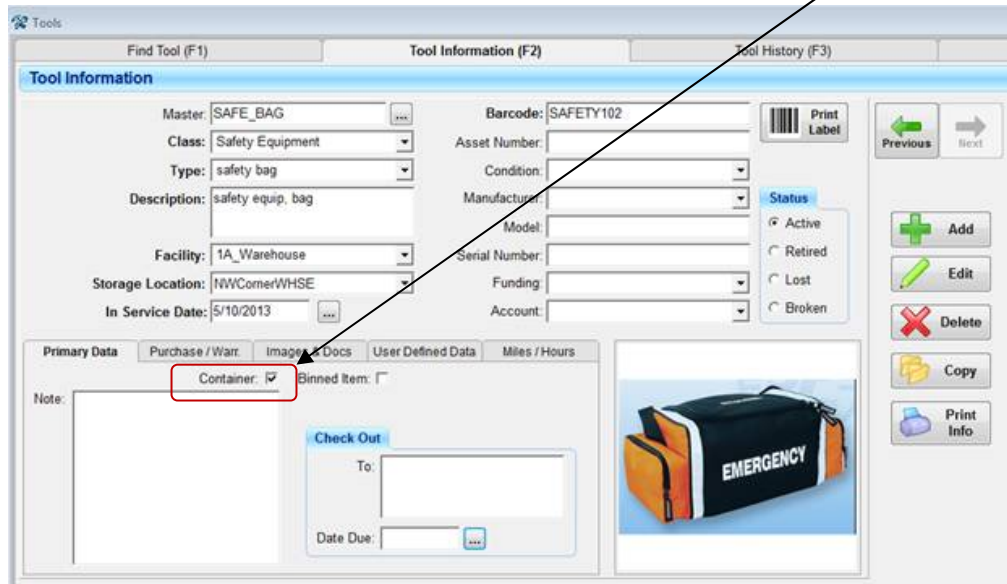
Note: Once a tool is defined as a **Container**, it’s *always* a **Container**. Once the new **Container/Tool** is Saved, this is *not* an editable field.

Example: in the following tool listing, there is a “safety equipment bag”:

Barcode	Description	Asset Number	Manufacturer	Model	Serial Number	Storage Location	Storage Bin Qty	Out Bin Qty	Out To	Date Out
SEGLASSES	Safety Glasses - Clear		Bolle	BL0001E		shelf	0			
SG25	Safety Glasses - Clear		Bolle	BL0001E		Aisle 1	108			
T00005	Safety Glasses - Clear		Bolle	BL0001E		Aisle 2	171	8		
SGARC	Safety Glasses - Arc weld		Bolle	BL0001E		Aisle 2	39			
SAFE103-777	safety equip, glasses, large					warehouse-to cloom	79	2		
SAFE102	safety equip, bag					warehouse-to cloom			0055ICORP (POBSTE:3)	4/18/2013
SAFETY102	safety equip, bag					NWCornerW HSE				

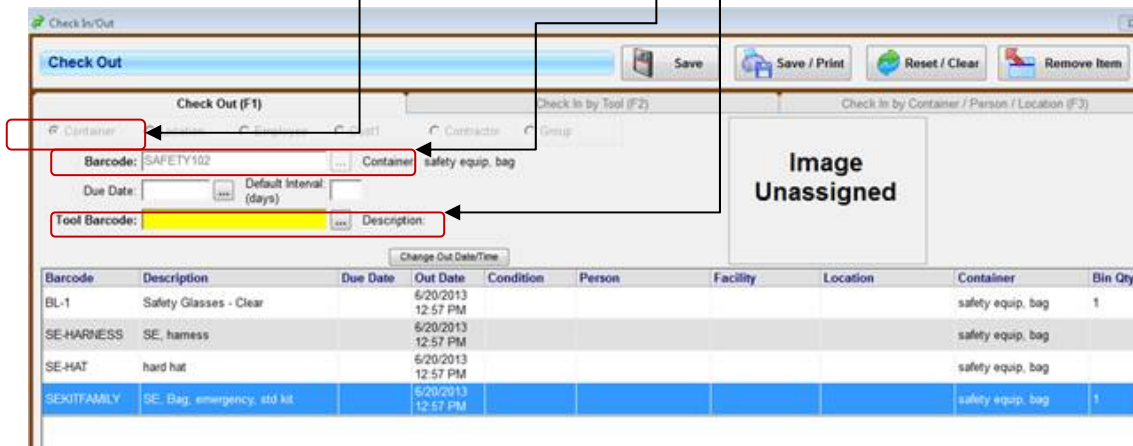


The Safety Bag was defined as a **Container** by checking the **Container** check box, on the **Tool Information** page, when the **Tool** was created:



To Check Out (Assign) items to a Container, Select the Check Out/In Function, then:

Select Check out (F1) | Select **Container** button | Select the Container | Select items to be assigned to the **container** | Select **Save**:





To Check Out (Assign) a Container to a Person or Location, Select the Check Out/In Function, then:

Select **Check out (F1)** | Select **Person** or **Location** radio button
From the **Tool Barcode** list, Select **Container** to be assigned:

Check In/Out

Check Out

Save Save / Print Reset / Clear Remove Item

Check Out (F1) Check In by Tool (F2) Check In by Container / Person / Location (F3)

Container Location Employee Cust Contractor Group

Barcode: SUSANB Employee: b, susan

Due Date: Default Interval (days)

Tool Barcode: Description:

Change Out Date/Time

Barcode	Description	Due Date	Out Date	Condition	Person	Facility	Location	Container	Bin Qty
SAFETY102	safety equip. bag		8/20/2013 12:59 PM		b, susan				



Container Operations:

It's easy to set up a Container. Create either a 'Master' (I.E., template) **container**, or create a **container** directly from the Tool Information function in TTS:

*(Note: If unfamiliar with the 'Master' function, reference **Master/Catalog-vs-Tool Record** document on the GigaTrak Client Center website. This document is located under the **TTS Supplemental Information section** of the TTS client webpage.)*

Create a container

NOTE: Instructions 3a), below, assume there are existing container(s) master items.

1. Select **Tools** button function
2. Select **Tool** Information tab
3. Select **ADD**
 - a) If creating from a Master (I.E., Template):
 - Select the **Master** item box (3 dot box, top left corner of screen)
 - Select **Container Master** item from the listing
 - Select **Storage Facility**
 - Select **Storage Location**
 - If **In Service Date** is not correct, Select correct date
 - If auto-barcode is **NOT** turned on (from Setup Options), enter barcode information
 - Fill in any other 'optional' details
 - b) If creating as a totally New item:
 - Select **Classification**
 - Select **Type**
 - Enter **Description**
 - Select **Storage Facility**
 - Select **Storage Location**
 - If **In Service Date** is not correct, Select correct date
 - Check **Container** box (Located under "Primary Data" Tab)
 - If auto-barcode is **NOT** turned on (from Setup Options), enter barcode information
 - Fill in any other 'optional' details
9. Select **Save**



Check Tools out to a Container

1. Select **Check In/Out** Function
2. Select **Check Out** Tab
2. If not already selected, selected **Container** Radio button
3. Enter the **Container Barcode**
 - or Select the **Container** Barcode (Select the 3-dot Container box)
Select **OK** or double-click on desired item
4. Enter the **Tool Barcode** (in the Tool Barcode field),
 - or Select the **Tool** Description (3-dot box) to choose the tool from a list.
Select **OK** or double-click on desired item
5. If additional **tools** are needed for the **Container**, continue selection process until all **tools** required appear in selection grid

(Note: Multiple tools can be selected from the tool list by selecting the first tool, then:

- *hold down the **Ctrl** button on the keypad , select additional, individual tools*
- *or, hold down the **Shift** Key to select a single group of items in a row*

6. Once all **tools** are selected | Select **SAVE**



Check Container out to a Jobsite

Jobsites typically fall under the category of **Location**. A **Location** falls under the category of **Facility**. A **Facility** can be a real, physical facility (a building, a campus, Lab office....etc.). Or, it can be a pseudo (virtual) place (jobsites, vehicles, projects....etc.).

So, to assign anything, tools/equipment or containers (which are, technically, tools) to a **jobsite**, FIRST make sure the **jobsite/location** is defined:

- From the **Support** Tab | Select **Facility** Administration
Add a Facility named **Jobsites**
Add any additional detail that's needed
Select **SAVE**

- From the **Support** Tab | Select **Location** Administration
Select **Add**
Select **Facility "Jobsites"** from the drop down arrow
Fill in the **Location** field with the **Jobsite** name
Assign the **Location** (IE., jobsite) a Barcode.... this could be the
 jobsite name, the PO, etc..
Add any additional detail you wish
Select **SAVE**

- Now, proceed to the **Check In/Out** Function

Check Container out to a Jobsite

1. Select **Check In/Out** function
2. If not already selected, Select **Location** Radio button
3. Enter the **Location** Barcode,
 - or Select the **Location** Barcode (from the 3-dot **Location** box)
 - Select **OK** or double-click on desired **Location/Jobsite**

4. Enter the **Container** Barcode (in the **Tool** Barcode field)
 - or Select the **Container** Barcode from the **Tool** Description screen (Select the 3-dot Description box)



5. If additional **Containers** OR **Tools** are needed for the job, continue selection process until all **containers** and **tools** required appear in the selection grid.
(Note: Multiple items can be selected from the list by selecting the first item, then:
 - *hold down the **Ctrl** button on the keypad | Select additional, individual items*
 - *or, hold down the **Shift** Key to Select a single group of items in a row*

6. Once all **Containers** OR **Tools** for the **Jobsite** are selected, Select **SAVE**

See what Tools are currently checked out to a Container

Option 1: Find Tool Function (F1)

1. Select **Tools** Function
2. Select **Find Tool** (F1) tab
3. In **Other Search Field** drop down, Select **Assigned to Container Barcode**
4. From **Other Search** | Select the 3-dot box | Select the **Container** from the resulting list
5. Select **Extract Data** button : A list of tools of all tools currently checked out to that container will preview

6. Select **Print List** button to preview the **Container** list
Select **Print Barcode List** button to preview the **Container** list that includes tool barcodes.

All print previews can then be printed as: hard copy, PDF, or Email.

Option 2: Run a Report

1. Select **Reports** Function
2. Select **Tool Assignment by Container** in the Report list
3. Select the desired filters – this includes the **Container**
4. Select **Print Report**

The report preview will show the container name and all tools currently checked out/assigned to that container.

All print previews can then be printed as: hard copy, PDF, or Email.



See what Containers are currently checked out to a Jobsite

Option 1: From **Reports** Function

1. Select **Reports** button
2. Select **Tool Assignment by Location** in the Report list
3. Select the desired filters – this includes the **Location/Jobsite**
4. Select **Print Report** for the report preview

This report will show the **container(s) and tools** currently checked out to the Jobsite

All print previews can then be printed as: hard copy, PDF, or Email.

Option 2: From **Tools** Function

1. Select **Find Tool** (F1) tab
2. Select **Facility** drop down | Select **Facility** for job assignment
3. Select **Location** drop down | Select **Jobsite** (IE., location)
4. Select the **Extract Data** button : A list of tools of all **tools/containers** currently checked out to that **Jobsite** will preview
5. Select the **Print List** button to preview the **Jobsite** tool/container list
Select the **Print Barcode List** button to preview the **Jobsite** tool/container list that includes tool barcodes.

This report will show the **container(s) and tools** currently checked out to the Jobsite

All print previews can then be printed as: hard copy, PDF, or Email.

Check Container (Only) In

Option 1: From TTS PC Application

1. Select **Check In/Out** Function
2. Select **Check In by Tool (F2)** tab
3. Enter the **Container** barcode in the **Tool Barcode** field OR,
Select the Tool Barcode 3-dot description box | Select
Container Barcode from the list
5. Select **Save** or Save/Print



Option 2: From Handheld Data Terminal TTS Application Client

1. Select the **Check In** Function
2. Scan the **Container** barcode
(Option: from the drop down on the upper right hand side of the screen, you can note if the item is lost or broken.)
3. Select **Back to Menu** when complete

Check In a single Tool from a Container

Option 1: From the PC TTS Application

1. Select **Check In/Out** Function
2. Select **Check In by Tool (F2)** tab
3. Enter **Tool** barcode in the **Tool Barcode** field OR,
Select the **Tool Barcode** 3-dot description box | Select the
Tool Barcode from the list
4. Select **Save** or Save/Print

Option 2: From the Handheld Data Terminal TTS Application Client

1. Select the **Check In** Function
2. Scan the **Tool** barcode
(Option: from the drop down on the upper right hand side of the screen, you can note if the item is lost or broken.)
3. Select **Back to Menu** when complete

Once either **check in** transaction is complete, the **tool** will no longer be checked out to the container. It will be **checked in** to its **Storage Location**. The remaining tool(s), still **checked out** to the container, will still be in the container.