



## Supplemental Document: Facility – vs – Location Designations .....

**Facility and Location** is the grouping that refers to where items/assets/tools/equipment may be stored or used. Everyone has their own thought process for structuring these groups:

A **Facility** can be an actual facility, or a pseudo- or ‘virtual’ facility (I.E., a holding term that represents some particular group of Locations).

A **Location** is a subset of Facility indicating where, within that ‘Facility’, an item is to be located or found. A location has a further designation as a:

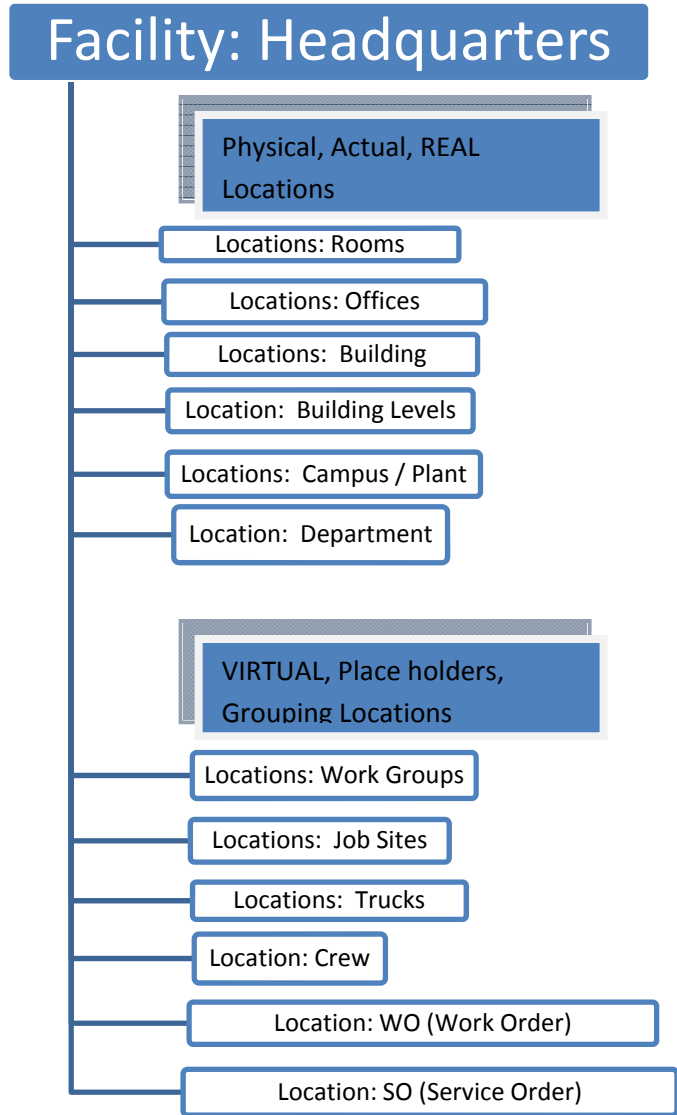
**Storage Location (ATS/TTS):** An item’s “point of origin” or, where an item is located when it is “Home” or where it’s supposed to be when it’s not being used. Items are “checked out” or assigned FROM a Storage location, TO a Usage/Checkout location; but, ARE EXPECTED to be returned to that Storage location (Home) at some point. (Even if this point is years into the future.)

**Usage/Checkout Location (ATS/TTS):** Where an item is located when it is being used, or has been assigned

**Transfer Location:** (**ONLY applies to TTS – Tool Tracking**)...When an item is given a “new” home, it is “transferred”. This term is used particularly by companies that may have multiple “facilities”, or “locations”, and move equipment (inventory) from one facility or location, to another. Either “transferring” responsibility for that equipment from one physical facility or location, to another; or “relocating” materials/equipment from one “storage” location to another.

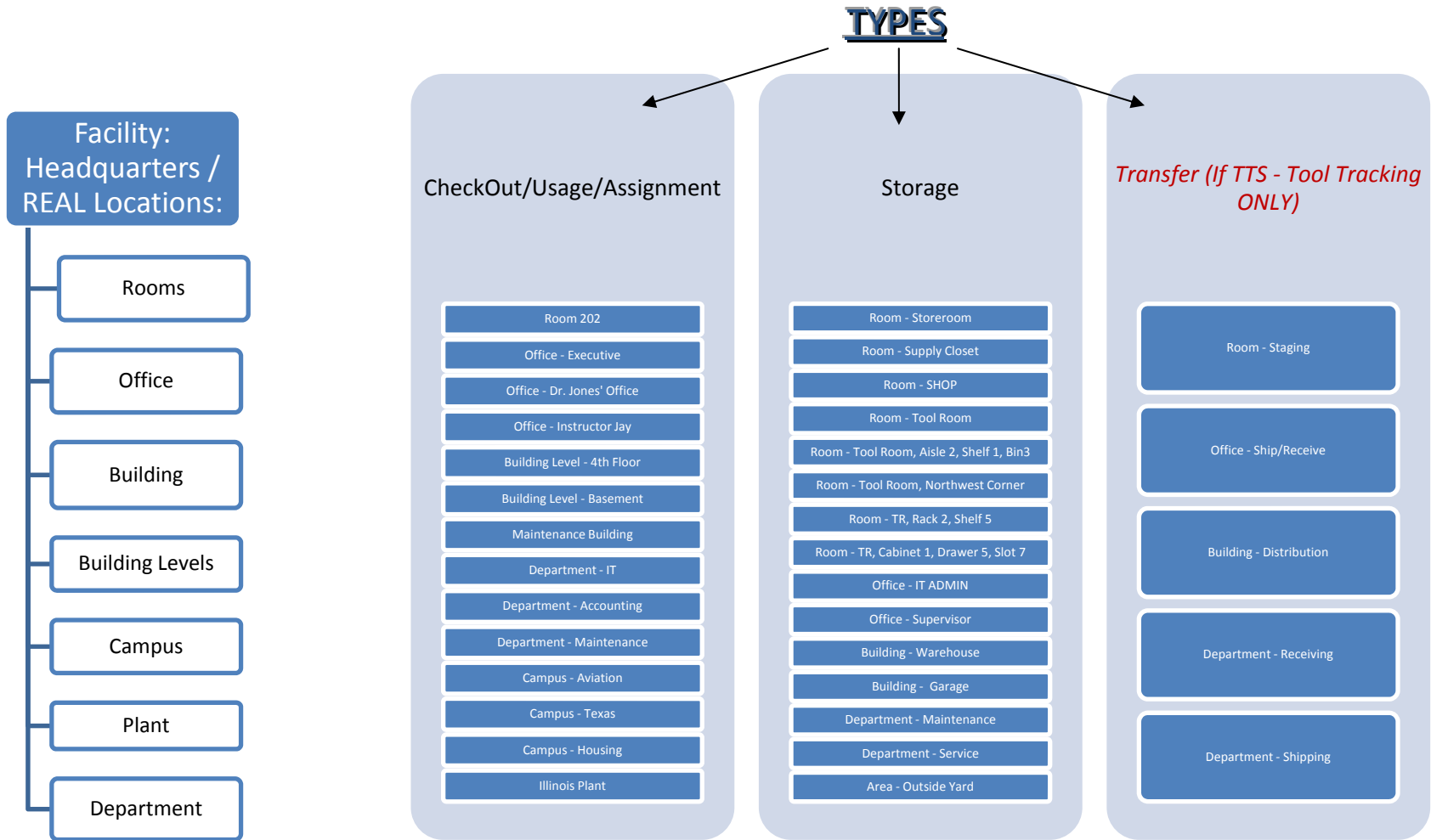
**KEY NOTE: Designations of Facility and Location are important as you set up your GigaTrak system because, this basis is what will provide you with the most beneficial REPORTS.**

**Sample Facility | Location Options / Combinations:**

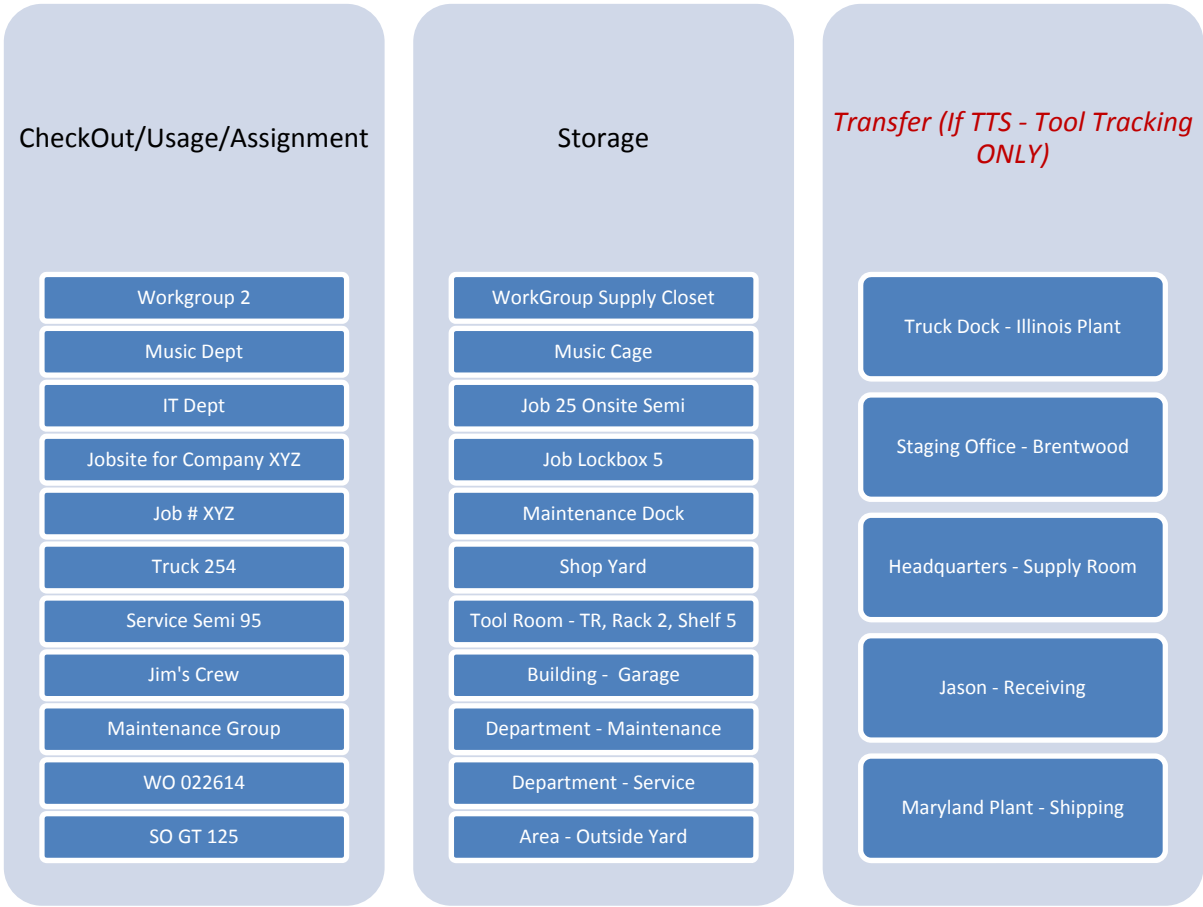
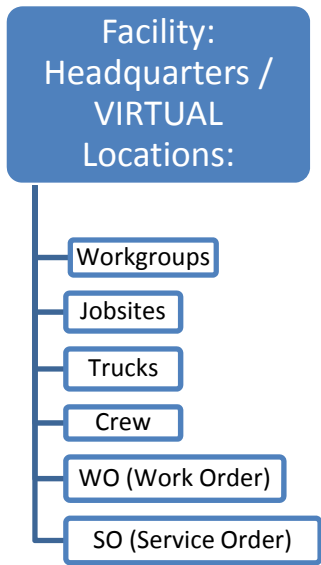


## Depending upon your software product, there are 2 (or 3) Location Types:

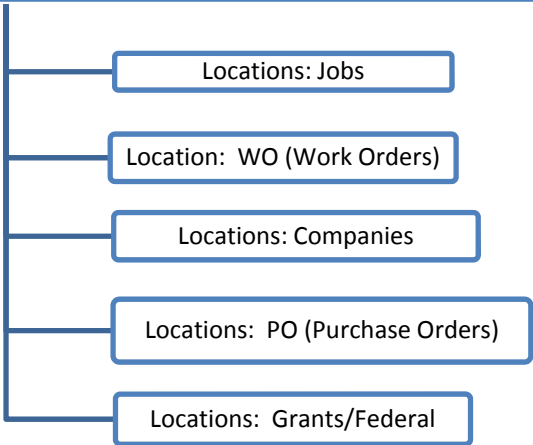
- If an item is 'Checked-out' to, Used at, or Assigned to a location, it is categorized as a '**CheckOut/Usage**' Location.
- If it is an items' "HOME" or "point of origin" ..... I.E., 'where it belongs when it's not being used somewhere' ..... it is a '**Storage**' Location.
- If the application is TTS (Tool Tracking), and certain locations are used to transfer inventory between/among locations (I.E., change the item's "HOME"), then that 'holding or staging' spot where the items to be transferred are located is a '**Transfer**' Location.



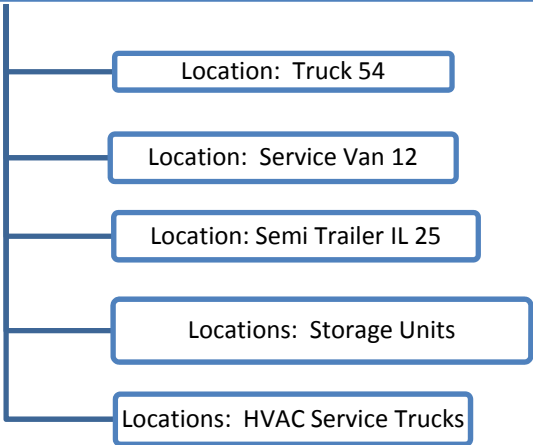
Sample Facility /Location ..... designations for ATS/TTS GigaTrak Applications



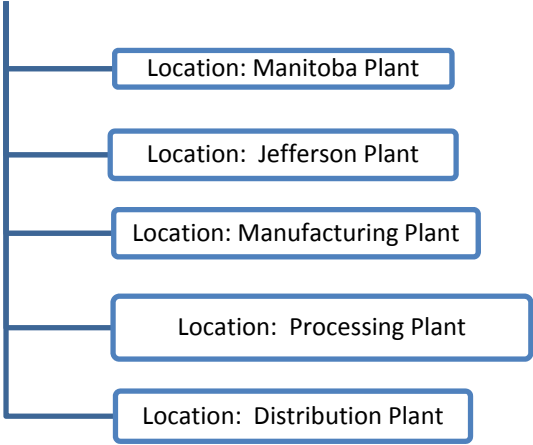
### Facility: JobSites



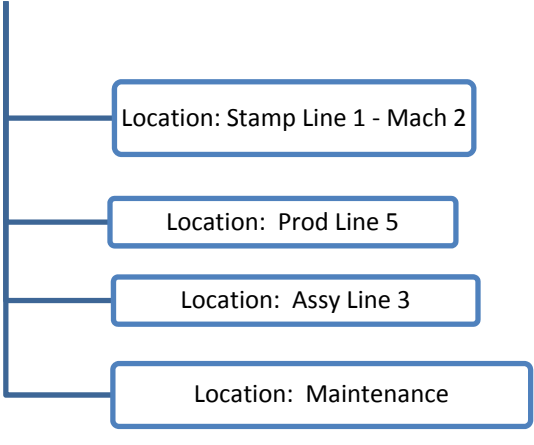
### Facility: Vehicles



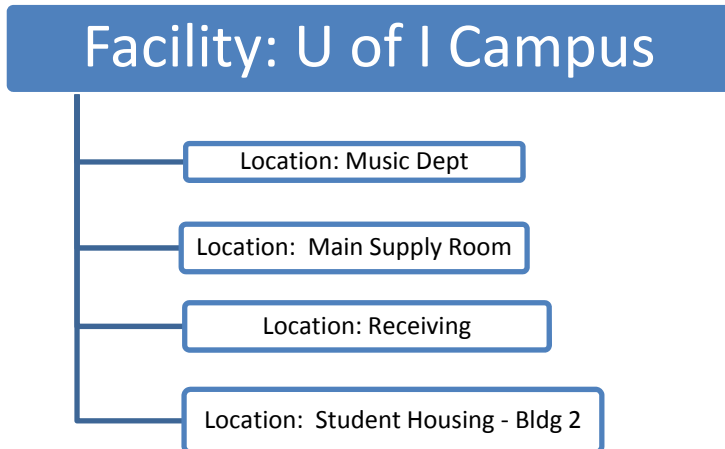
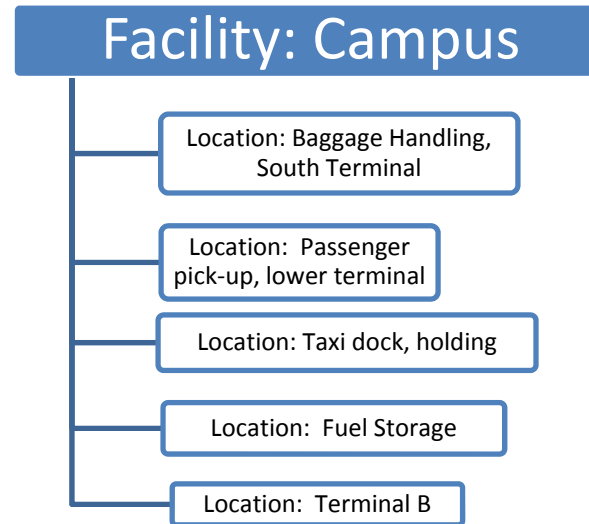
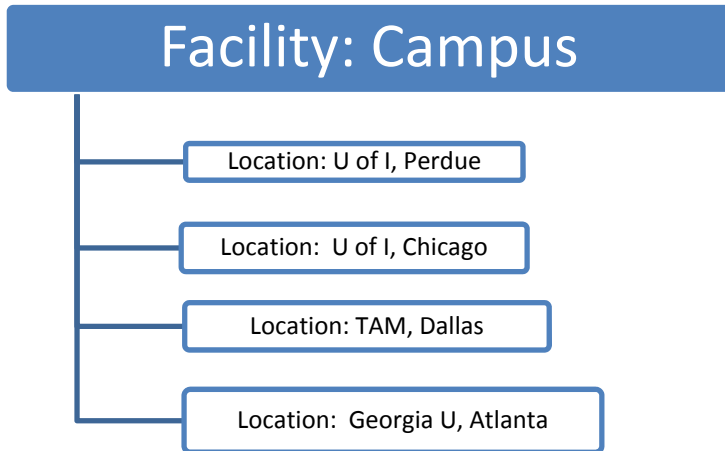
### Facility: Plants

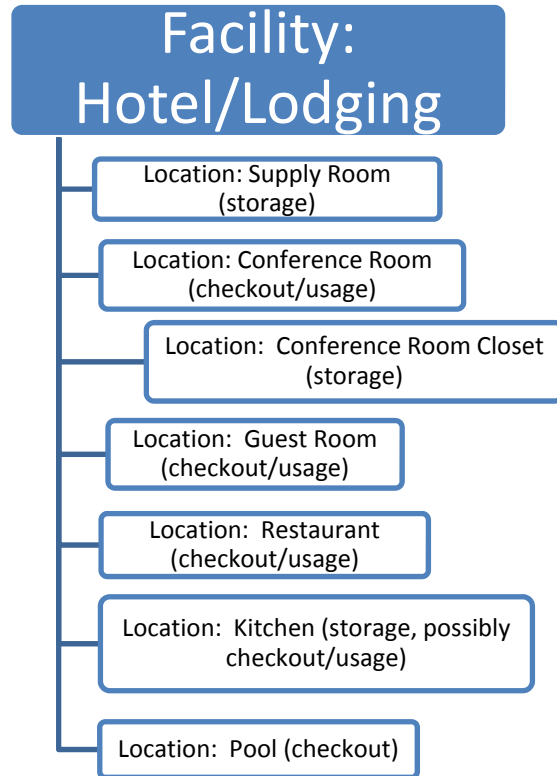


### Facility: Production Line



These Locations could be either Storage or Check out/Usage, or any combination thereof:





Company XYZ: Likely, the Supply room, without specific storage locations, would simply be the main "Storage" location:

