

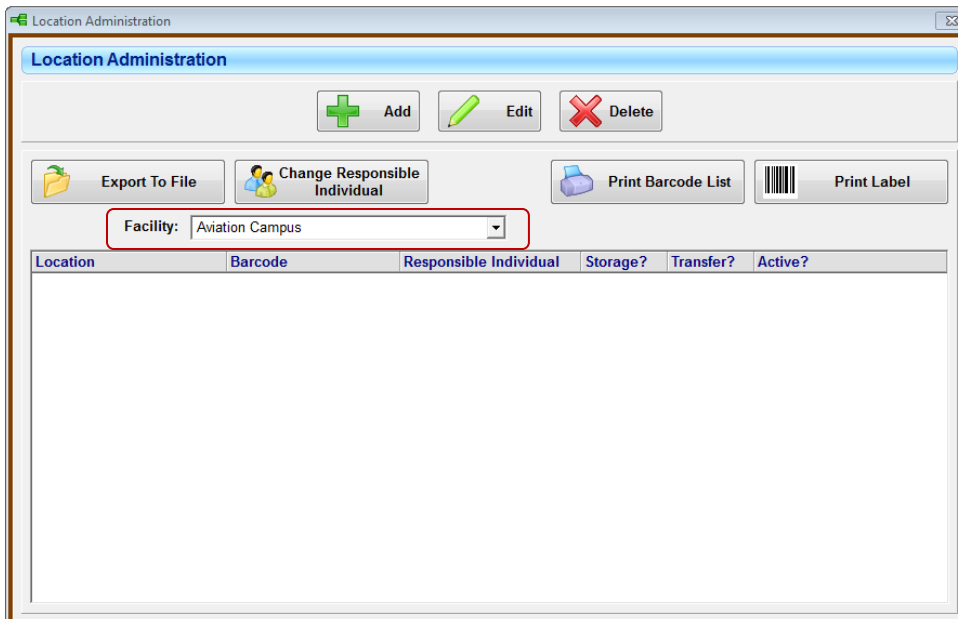
This document provides detailed instruction with regard to using the TTS Transfer Function. *The Transfer function will change the **Facility/Storage location** (the **home** of the item) of an item, from its original to the **new home Facility/Storage location** chosen upon completion of the “Transfer IN”.*

### First, set up the Transfer Location(s):

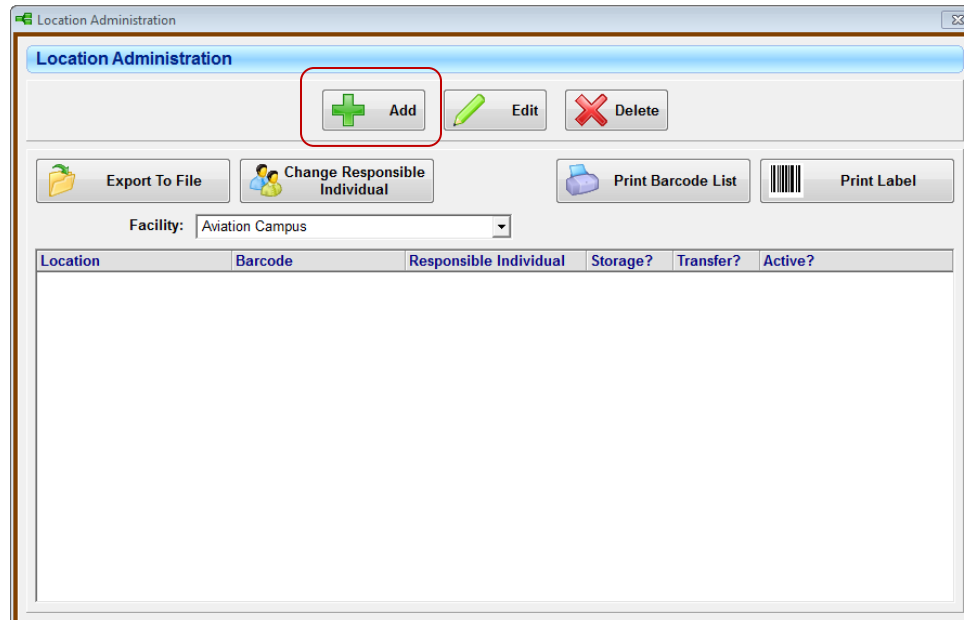
**From the Support Text Tab | Select Location Administration:**



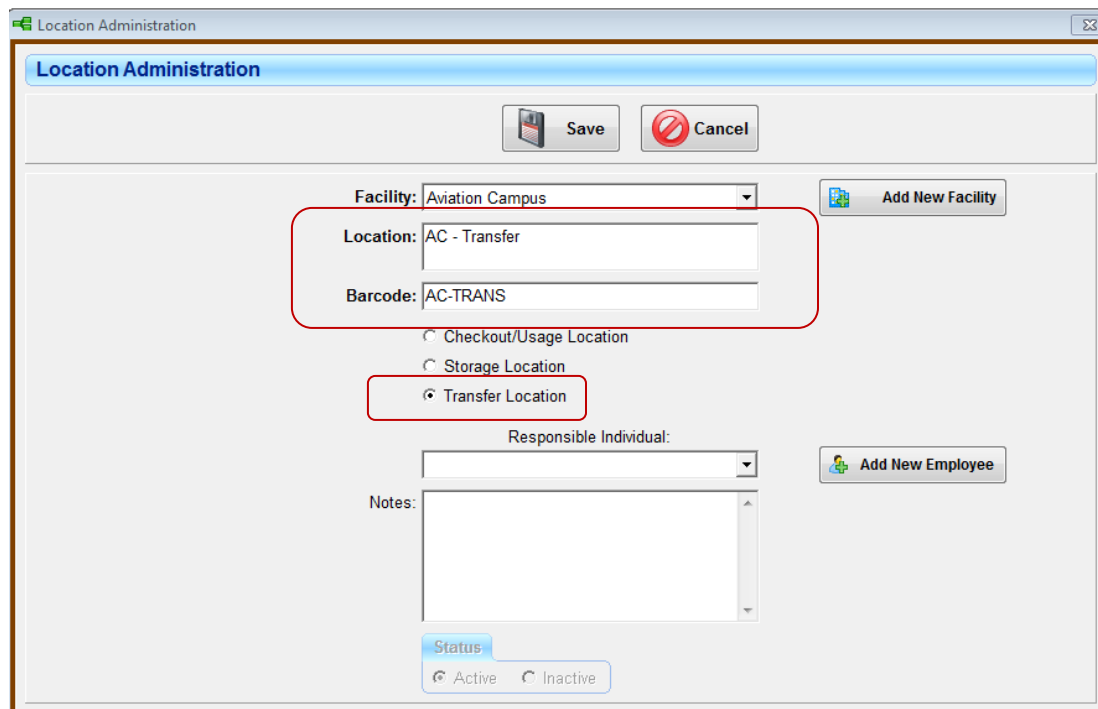
- From the Facility Drop Down Menu, Select the Facility Location that will have materials transferred IN or OUT.



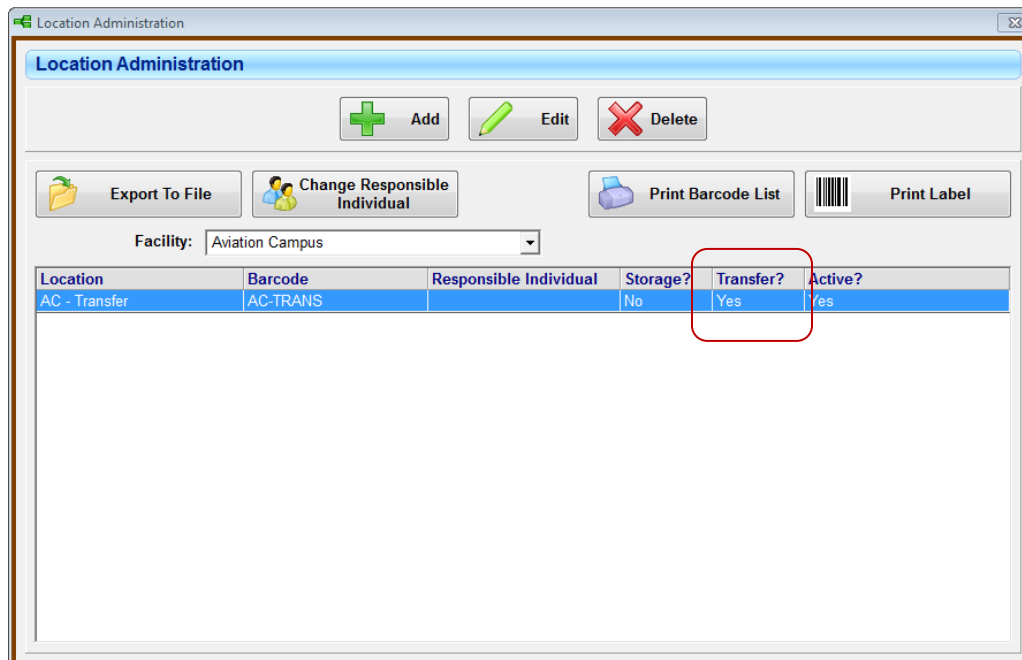
- Select Add:



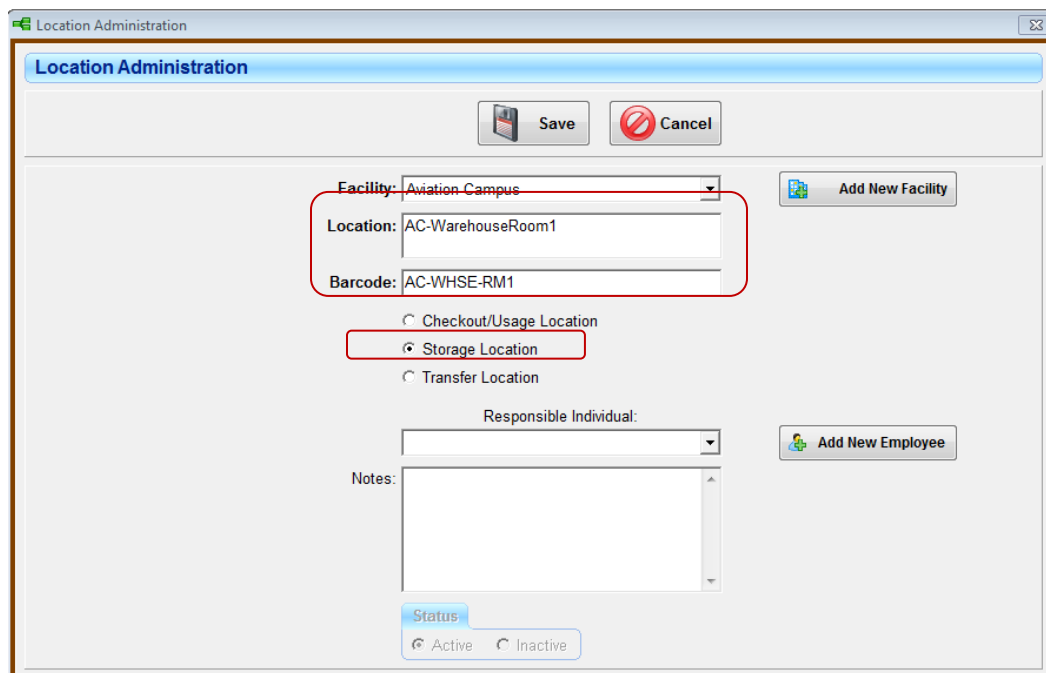
- Assign a Transfer Location ID to the Facility, Assign a Transfer Location Barcode, Select the "Transfer Location" radio button and Save:



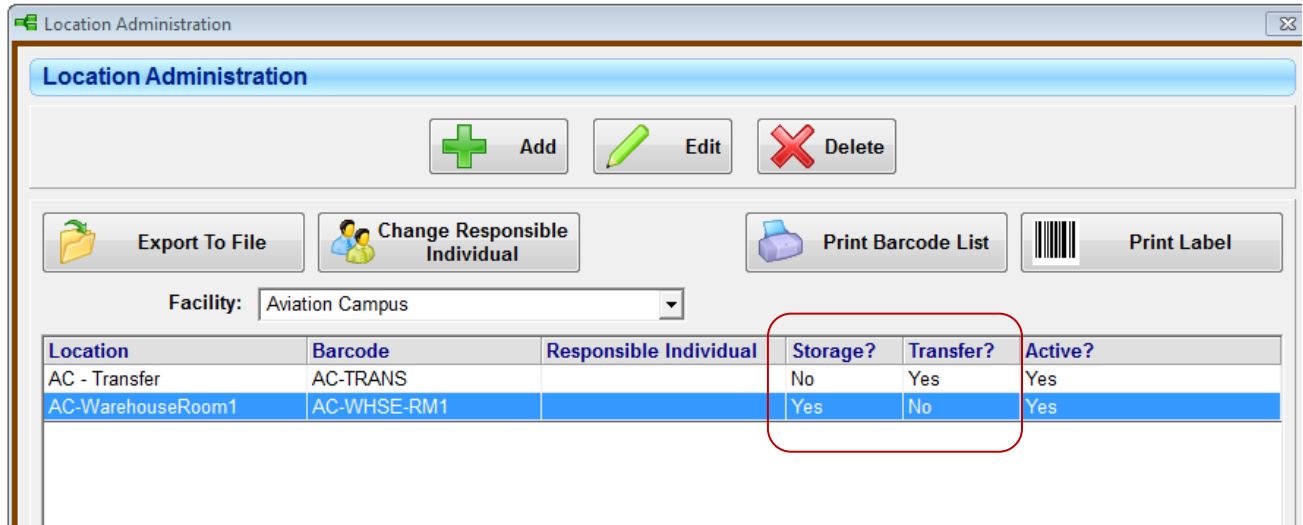
- The Transfer location will appear in the location listing for the Facility:



- Next, make sure at least one **Storage** (home) **Location** is assigned to the Facility (this is **required** for the Transfer IN):



- Now, one Transfer and one Storage Location is available at the Aviation Campus Facility  
*(More Storage locations or Checkout/Usage locations can also be assigned to this Facility):*

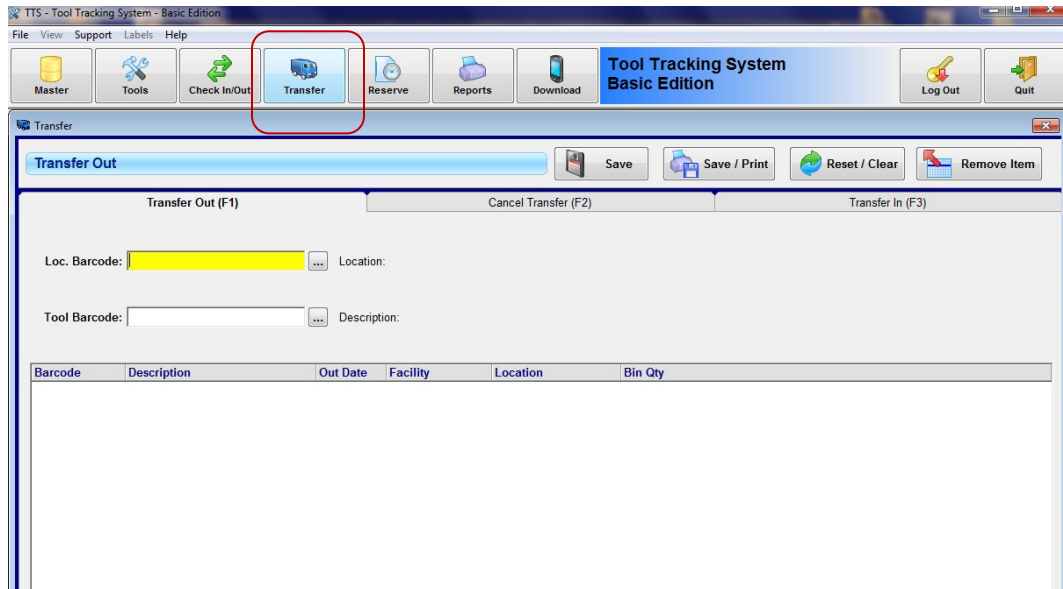


The screenshot shows the 'Location Administration' interface. At the top, there are buttons for 'Add', 'Edit', and 'Delete'. Below these are buttons for 'Export To File', 'Change Responsible Individual', 'Print Barcode List', and 'Print Label'. A dropdown menu shows 'Aviation Campus' selected. Below the menu is a table with the following data:

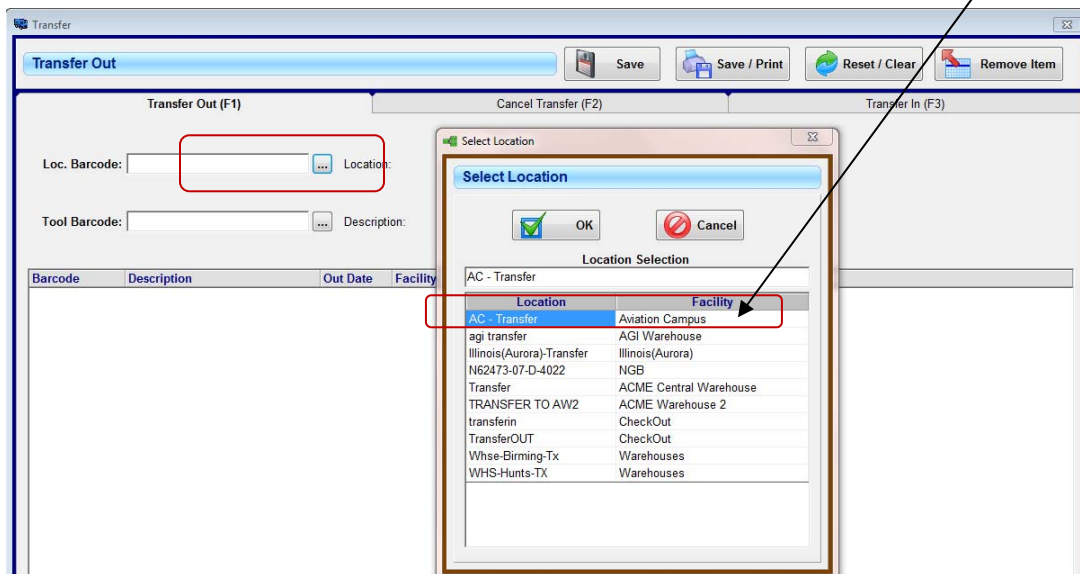
Location	Barcode	Responsible Individual	Storage?	Transfer?	Active?
AC - Transfer	AC-TRANS		No	Yes	Yes
AC-WarehouseRoom1	AC-WHSE-RM1		Yes	No	Yes

A red circle highlights the 'Storage?' and 'Transfer?' columns for the 'AC-WarehouseRoom1' row.

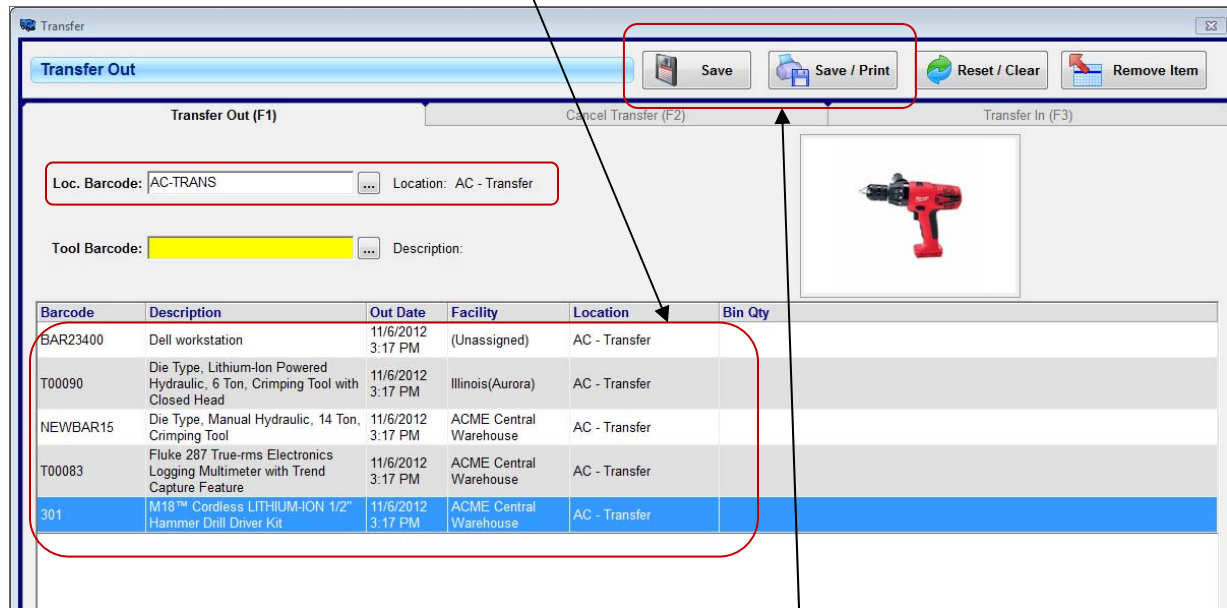
**Next, to Transfer materials “out” to the new Facility/Location** (and also confirm receipt of, or ‘Transfer In’ materials at this new Facility/Location), proceed to the **Transfer Function**:



- Select the Location Barcode for the facility that will have materials transferred out TO it:

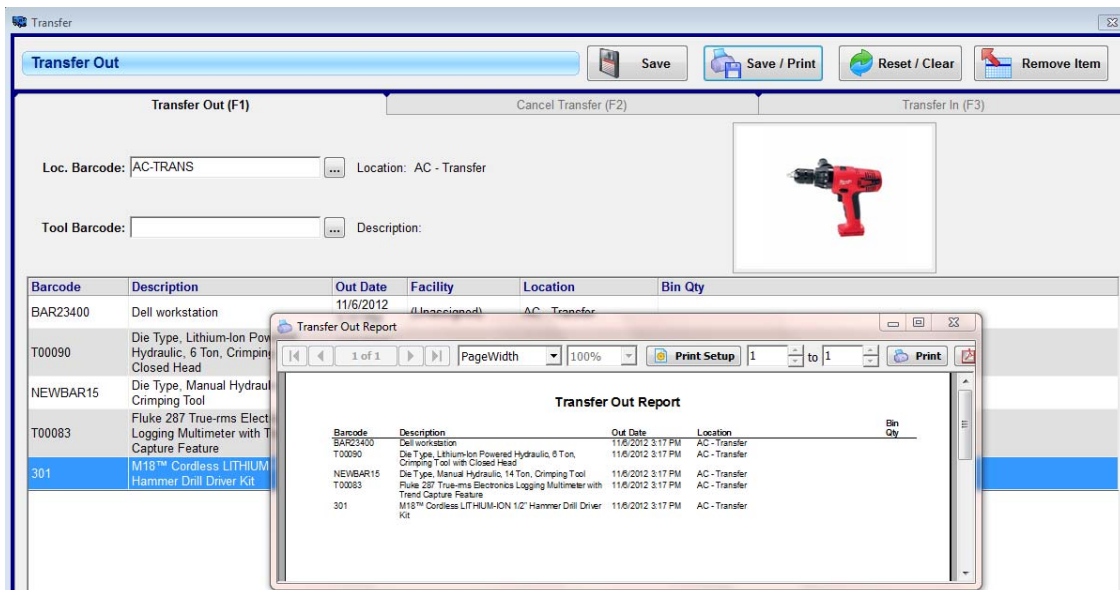


- Select the tools that are to be "Transferred" to Aviation Campus:



- SAVE or Save/Print

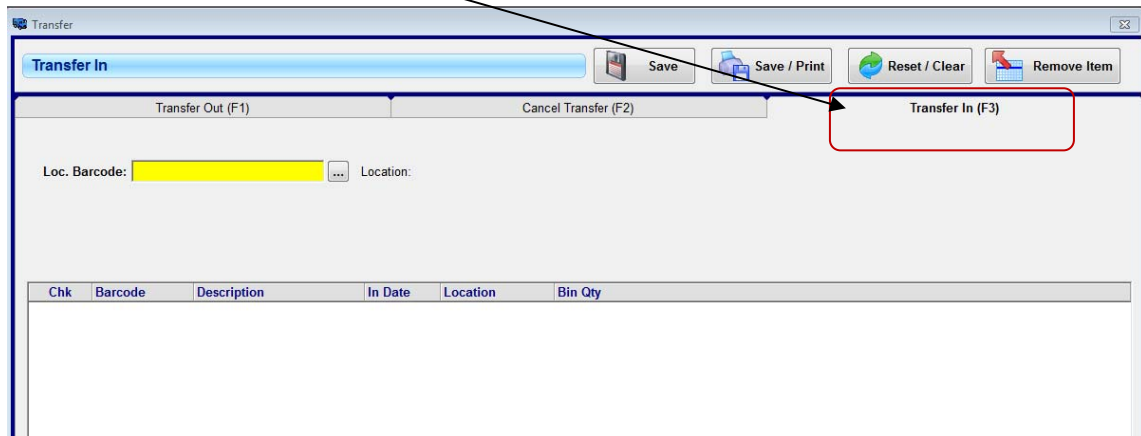
- Save/Print provides a Transfer Out Report:



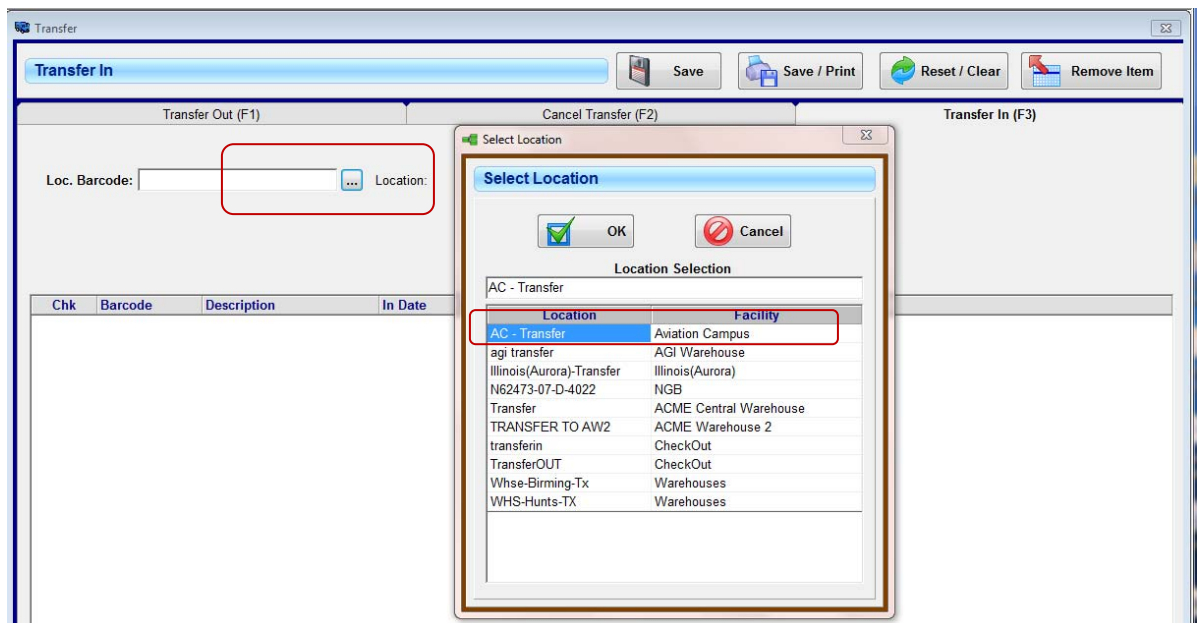
**Finally, to complete the Transfer:**

- You will need to Receive or “Transfer IN” the materials:

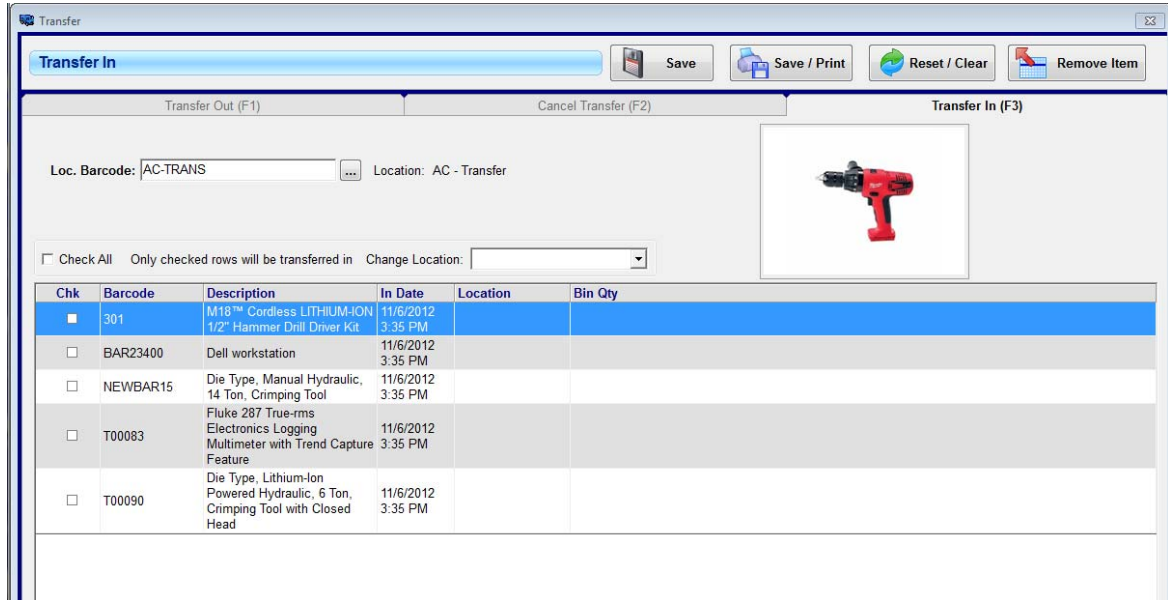
Select Transfer IN (F3):



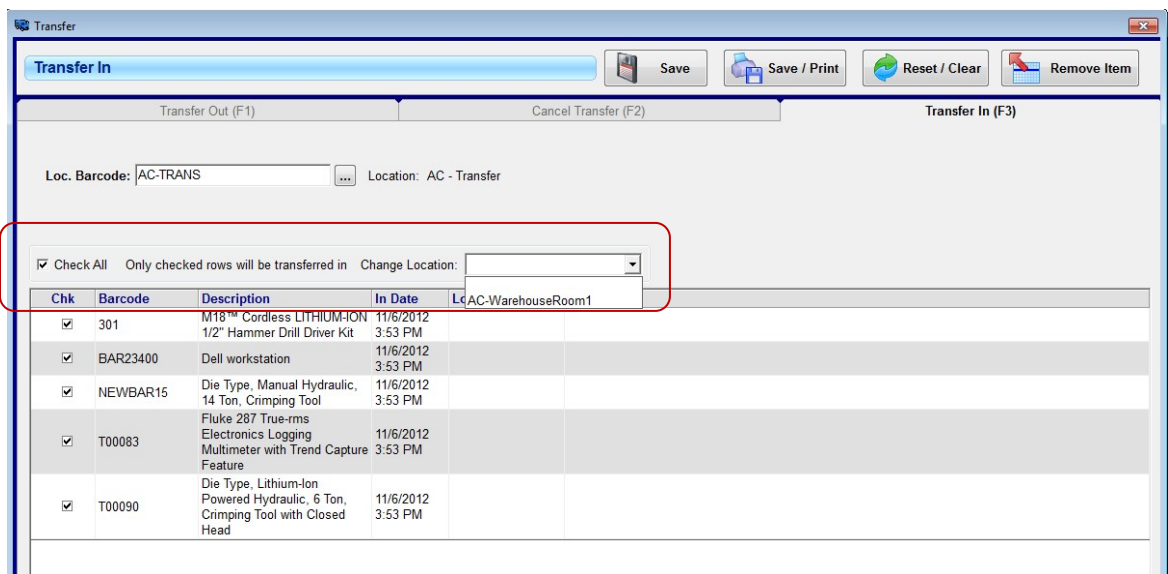
- Select the Facility/Location for the Transfer IN (this will be the **SAME** location as the Transfer Out):



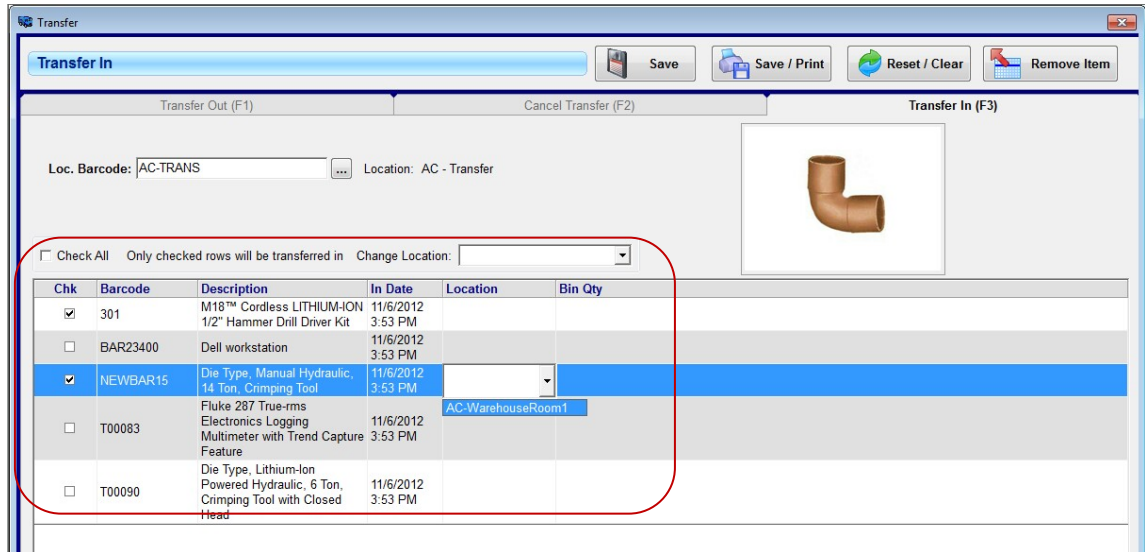
- Once The Transfer IN location is selected (in this example, AC – Transfer), you will see the **same** items that were selected for the Transfer OUT screen:



- Now, **Either**, Select **Check All** to Transfer IN (Receive) all materials to the Transfer Location and assign them to their new Home/Storage location within the transfer site:



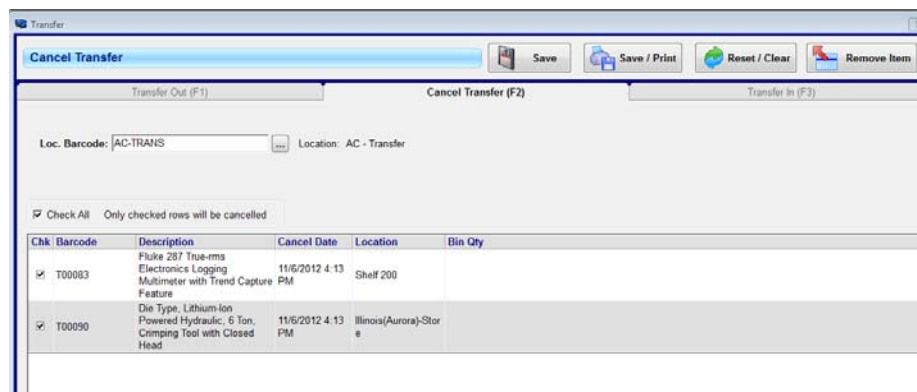
- **OR**, Select the Items that are being “received” or Transferred IN **individually**, by checking the boxes next to each item. Their new ‘storage’ or “home” locations can be selected from the drop down under the Location Column header:



- Be sure to SAVE or Save/Print when the Transfer is completed.

### Last Option: Cancel a Transfer:

- If items are not needed, or perhaps are missing from the “Transfer In” (Receive) process, those items can be canceled from the Cancel Transfer (F2) screen:



- Be sure to SAVE or Save/Print when the Cancel Transfer is completed.

**Report:**

A Transfer History Report is available from the Report Function:

The screenshot shows the TTS - Tool Tracking System - Basic Edition interface. The 'Reports' menu item is highlighted in the top toolbar. A 'Reports' dialog box is open, showing a list of reports with 'Transfer History' selected. The 'Transfer History' report is displayed in a separate window, showing a table of tool transfers with columns for Date, Barcode, Description, Type, From, To, and By. The 'Transfer History' window title bar includes '1 of 2', 'PageWidth', '100%', 'Print Setup', and 'Print' options.

Date	Barcode	Description	Type	From	To	By
11/6/2012 4:13:00 PM	T00083	Fluke 287 True-rms Electronics Logging Multimeter with Trend Capture Feature	Transferred In	AC - Transfer	Shelf 200	User, Admin
11/6/2012 4:13:00 PM	T00090	Die Type, Lithium-Ion Powered Hydraulic, 6 Ton, Crimping Tool with Coiled Head	Transferred In	AC - Transfer	Illinois(Auto)-Store	User, Admin
11/6/2012 3:53:00 PM	NEWBAR15	Die Type, Manual Hydraulic, 14 Ton, Crimping Tool	Transferred In	AC - Transfer	AC-WarehouseRoom1	User, Admin
11/6/2012 3:53:00 PM	BAR23400	Die workstation	Transferred In	AC - Transfer	AC-WarehouseRoom1	User, Admin
11/6/2012 3:53:00 PM	301	M18™ Cordless LITHIUM-ION 1/2" Hammer Drill Driver Kit	Transferred In	AC - Transfer	AC-WarehouseRoom1	User, Admin
11/6/2012 3:17:00 PM	301	M18™ Cordless LITHIUM-ION 1/2" Hammer Drill Driver Kit	Transferred out	acmeow	AC - Transfer	User, Admin
11/6/2012 3:17:00 PM	T00083	Fluke 287 True-rms Electronics Logging Multimeter with Trend Capture Feature	Transferred out	Shelf 200	AC - Transfer	User, Admin
11/6/2012 3:17:00 PM	NEWBAR15	Die Type, Manual Hydraulic, 14 Ton, Crimping Tool	Transferred out	ase2-0n3	AC - Transfer	User, Admin