



**Move a Tool/Asset/Inventory item from: Employee to Employee; Location to Location;
Employee to Location; or, Location to Employee**

To move from Employee to Employee:

Select the Check In/Out Function | Select Check Out (F1) function | Select Employee

Select Employee Barcode

Select the Tool Barcode Description box

From the Find Tool Screen, Select "Other Search Field" | Select 'Assigned to Employee Barcode'

Select the 'Other Search' box to bring up the Employee listing | Select Employee

Select Extract Data to bring up a listing of all tools the Employee has assigned

Select all the tools listed as checked out to that employee, or only the tools you want to check out to another employee

To select *multiple tools*, but not all: Highlight the first tool to check out, then, hold down the keyboard CTRL key, and highlight the rest of the items.

To select *all tools*: Highlight the first tool, scroll down to the end of the listing, depress the SHIFT key (this will highlight all tools).

Select OK

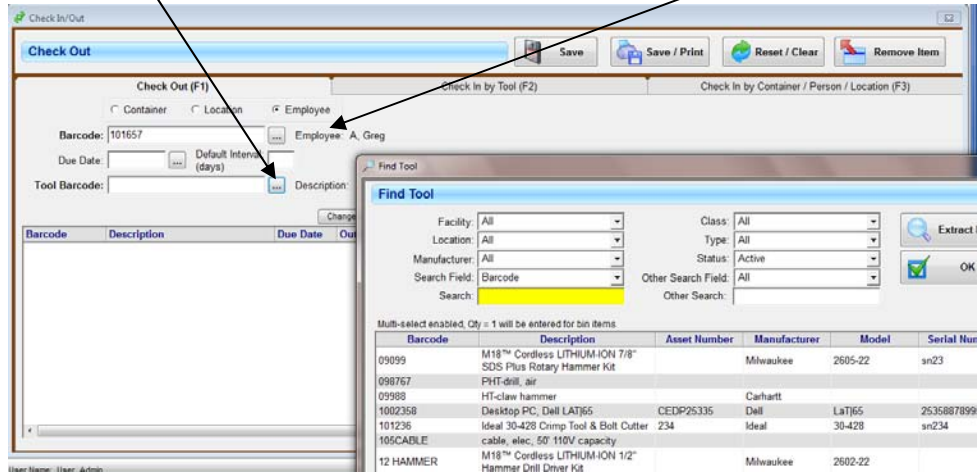
Select Save, or Save/Print to check out (or move) the tools to the new Employee



EXAMPLE of Check Out (Move) from Employee to Employee:

Select the Check In/Out Function | Select Check Out (F1) function | Select Employee |

Select the Tool Barcode Description box



From the Find Tool Screen, Select "Other Search Field" | Select 'Assigned to Employee Barcode'



TTS - Tool Tracking System - Professional Edition

File View Support Labels Help

Master

Check In/Out

Check Out

Barcode

Due Date

Tool Barcode

Barcode

Tool Tracking System

Find Tool

Facility: All Class: All
 Location: All Type: All
 Manufacturer: All Status: Active
 Search Field: Barcode Other Search Field: All
 Search: Other Search: All

Extract Data Reset
 OK Cancel

Assigned to Employee Barcode
 Binned Tools
 Consumable Only

Multi-select enabled, Qty = 1 will be entered for bin items

Barcode	Description	Asset Number	Manufacturer	Model	Serial Number	Status	Bin Qty
09099	M18™ Cordless LITHIUM-ION 7/8" SDS Plus Rotary Hammer Kit		Milwaukee	2605-22	sn23		
098767	PH-T-drill, air						
09988	HI-claw hammer		Carhartt				69
1002358	Desktop PC, Dell LAT65	CEDP25335	Dell	LaT65	253588789963		
101236	Ideal 30.428 Comp Tool & Bolt Cutter	234	Ideal	30.428	sn234		
105CABLE	cable, elec, 50' 110V capacity						13
12 HAMMER	M18™ Cordless LITHIUM-ION 1/2" Hammer Drill Driver Kit		Milwaukee	2602-22			
123455A	M18™ Cordless LITHIUM-ION 7/8" SDS Plus Rotary Hammer Kit		Milwaukee	2605-22			
146065	Greenlee Speed Booster for Ultra Tugger		Greenlee				
146066	Greenlee 6805 Ultra Tugger		Greenlee				
146069	Greenlee 6805 Vice Chain Unit for Ultra Tugger		Greenlee				

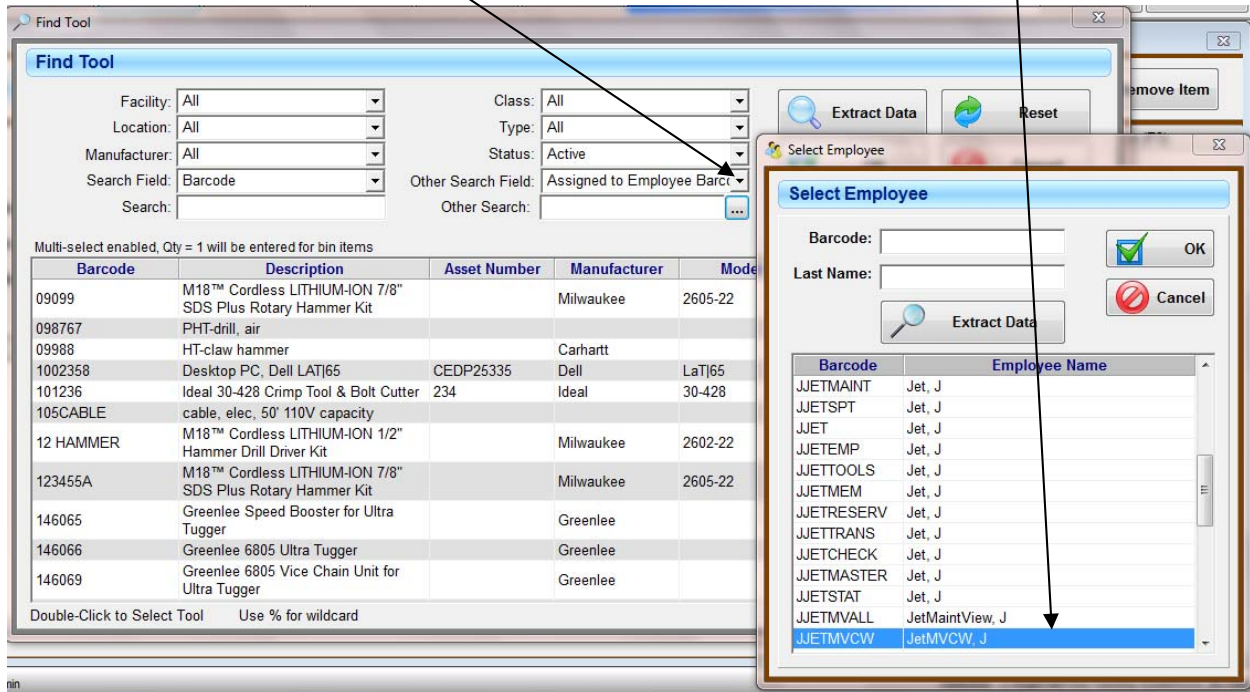
Double Click to Select Tool Use % for wildcard

138 rows found

User Name: User, Admin Database: C:\GigaTrak\Tool Tracking System\win_tts.mdb

Recycle Bin

Select the Other Search box to bring up the Employee listing | Select Employee



The screenshot shows the 'Find Tool' window with various search filters. The 'Other Search Field' is set to 'Assigned to Employee Barc...' and the 'Other Search' dropdown is open. A 'Select Employee' dialog box is overlaid on the right, showing a list of employees. The 'Other Search' dropdown is highlighted with a red box, and an arrow points from the text above to it.

Barcode	Description	Asset Number	Manufacturer	Model
09099	M18™ Cordless LITHIUM-ION 7/8" SDS Plus Rotary Hammer Kit		Milwaukee	2605-22
098767	PHT-drill, air			
09988	HT-claw hammer		Carhartt	
1002358	Desktop PC, Dell LATJ65	CEDP25335	Dell	LaTJ65
101236	Ideal 30-428 Crimp Tool & Bolt Cutter	234	Ideal	30-428
105CABLE	cable, elec, 50' 110V capacity			
12 HAMMER	M18™ Cordless LITHIUM-ION 1/2" Hammer Drill Driver Kit		Milwaukee	2602-22
123455A	M18™ Cordless LITHIUM-ION 7/8" SDS Plus Rotary Hammer Kit		Milwaukee	2605-22
146065	Greenlee Speed Booster for Ultra Tugger		Greenlee	
146066	Greenlee 6805 Ultra Tugger		Greenlee	
146069	Greenlee 6805 Vice Chain Unit for Ultra Tugger		Greenlee	

Barcode	Employee Name
JJETAINT	Jet, J
JJETSPT	Jet, J
JJET	Jet, J
JJETEMP	Jet, J
JJETTOOLS	Jet, J
JJETMEM	Jet, J
JJETRESERV	Jet, J
JJETTRANS	Jet, J
JJETCHECK	Jet, J
JJETMASTER	Jet, J
JJETSTAT	Jet, J
JJETAIVALL	JetMaintView, J
JJETAIVCW	JetMVCW, J



Select Extract Data to bring up a listing of all tools the Employee has assigned:

The screenshot shows the 'Find Tool' application window. At the top, there are search filters for Facility, Location, Manufacturer, Search Field, Class, Type, Status, and Other Search Field. The 'Extract Data' button is highlighted with an arrow from the text above. Below the filters, there is a table with 6 rows of data. The table columns are Barcode, Description, Asset Number, Manufacturer, Model, Serial Number, Status, and Bin Qty. At the bottom of the window, there are instructions: 'Double-Click to Select Tool', 'Use % for wildcard', and '6 rows found'.

Barcode	Description	Asset Number	Manufacturer	Model	Serial Number	Status	Bin Qty
105CABLE	cable, elec, 50' 110V capacity						12
CABLE123	cable, elec, 220V						18
CABLE234	50-cables						80
CAB-ORANGE	Cable, Fiber, orange		Bolle	10baseX			998
T10000022	cable, electrical, 25' power cord		craft				221
T1000003	cable, electrical, 50' power cord		Dewalt				44



Select all the tools listed as checked out to that employee, or only the tools you want to check out to another employee | Select OK

Find Tool

Facility: All | Class: All | Extract Data | Reset
 Location: All | Type: All | OK | Cancel
 Manufacturer: All | Status: Active
 Search Field: Barcode | Other Search Field: Assigned to Employee Barcode
 Search: | Other Search: JJETMVALL | JetMaintView, J

Multi-select enabled, Qty = 1 will be entered for bin items

Barcode	Description	Asset Number	Manufacturer	Model	Serial Number	Status	Bin Qty
105CABLE	cable, elec, 50' 110V capacity						12
CABLE123	cable, elec, 220V						18
CABLE234	50-cables						80
CAB-ORANGE	Cable, Fiber, orange		Bolle	10baseX			998
T1000022	cable, electrical, 25' power cord		craft				221
T1000003	cable, electrical, 50' power cord		Dewalt				44

Select Save or Save/Print to check out (or move) the tools to the new Employee

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

Barcode: 101657 | Employee: A, Greg
 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
105CABLE	cable, elec, 50' 110V capacity		5/17/2013 10:30 AM		A, Greg				1
CABLE234	50-cables		5/17/2013 10:30 AM		A, Greg				1
CAB-ORANGE	Cable, Fiber, orange		5/17/2013 10:30 AM		A, Greg				1
T1000003	cable, electrical, 50' power cord		5/17/2013 10:30 AM		A, Greg				1

Image Unavailable



To move from Location to Location:

Select the Check In/Out Function | Select Check Out (F1) function | Select Location

Select Location Barcode

Select the Tool Barcode Description box

From the Find Tool Screen, Select the "Location" drop down field

Select Extract Data to bring up a listing of all tools assigned to that Location

Select all the tools listed as checked out to that Location, or only the tools you want to check out to another Location

To select *multiple tools*, but not all: Highlight the first tool to check out, then, hold down the keyboard CTRL key, and highlight the rest of the items.

To select *all tools*: Highlight the first tool, scroll down to the end of the listing, depress the SHIFT key (this will highlight all tools).

Select OK

Select Save or Save/Print to check out (or move) the tools to the new Location

To move from to Employee to Location:

Select the Check In/Out Function | Select Check Out (F1) function | Select Location

Select Location Barcode

Select the Tool Barcode Description box

From the Find Tool Screen, Select "Other Search Field" | Select 'Assigned to Employee Barcode'

Select the 'Other Search' box to bring up the Employee listing | Select Employee



Select Extract Data to bring up a listing of all tools the Employee has assigned

Select all the tools listed as checked out to that Location, or only specific tools

To select *multiple tools*, but not all: Highlight the first tool to check out, then, hold down the keyboard CTRL key, and highlight the rest of the items.

To select *all tools*: Highlight the first tool, scroll down to the end of the listing, depress the SHIFT key (this will highlight all tools).

Select OK

Select Save, or Save/Print to check out (or move) the tools to the Location

To move from Location to Employee:

Select the Check In/Out Function | Select Check Out (F1) function | Select Employee

Select Employee Barcode

Select the Tool Barcode Description box

From the Find Tool Screen, Select the "Location" drop down field

Select Extract Data to bring up a listing of all tools assigned to that Location

Select all the tools listed as checked out to that Location, or only specific tools

To select *multiple tools*, but not all: Highlight the first tool to check out, then, hold down the keyboard CTRL key, and highlight the rest of the items.

To select *all tools*: Highlight the first tool, scroll down to the end of the listing, depress the SHIFT key (this will highlight all tools).

Select OK

Select Save or Save/Print to check out (or move) the tools to the Employee

