



**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

Select OK

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

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

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

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

Select OK

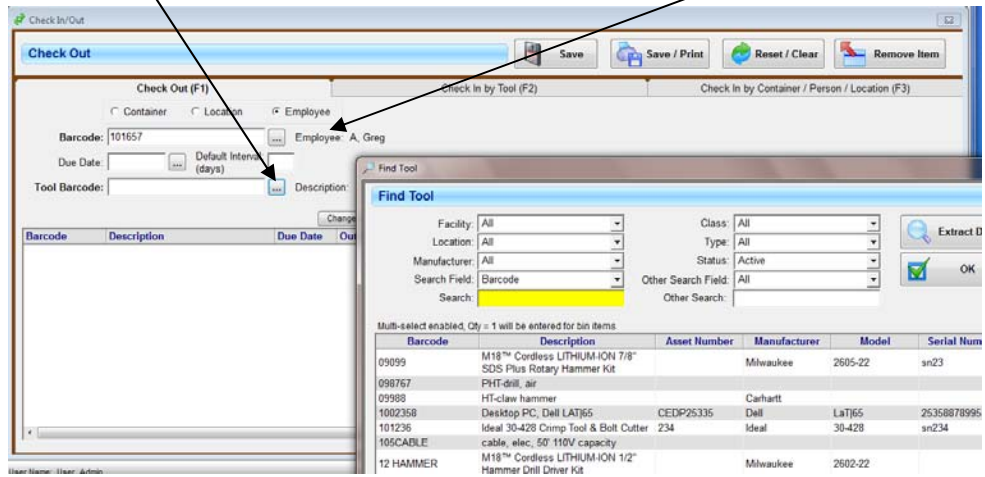
Select Save or Save/Print to check out (or move) the tools to the Employee



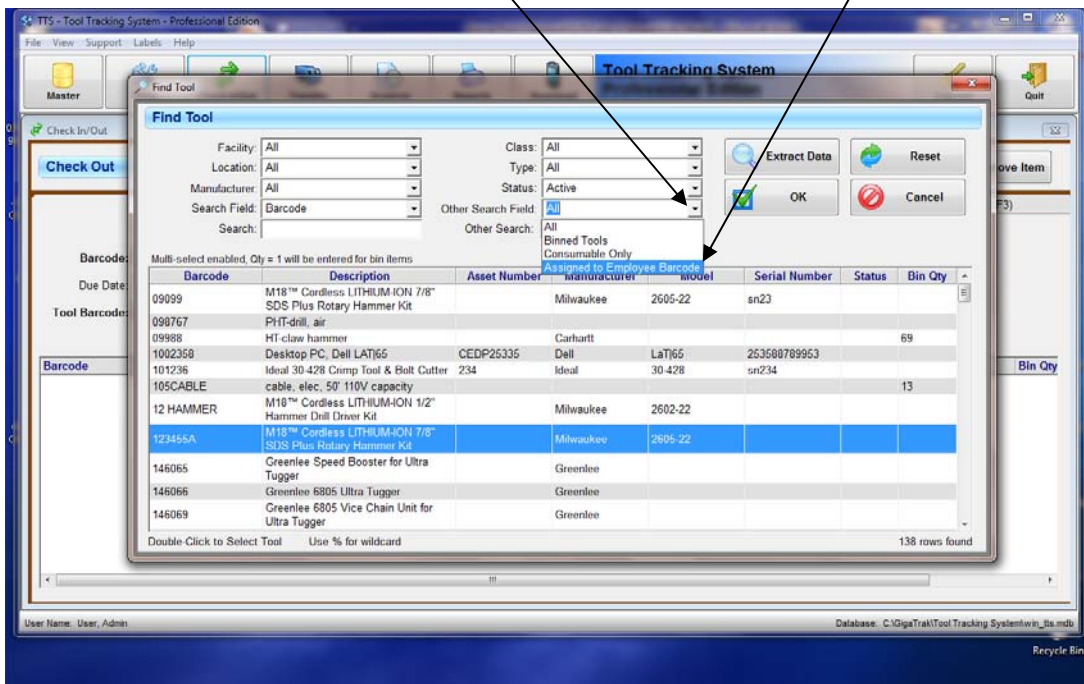
EXAMPLE of Check Out (Move) from Employee to Employee:

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

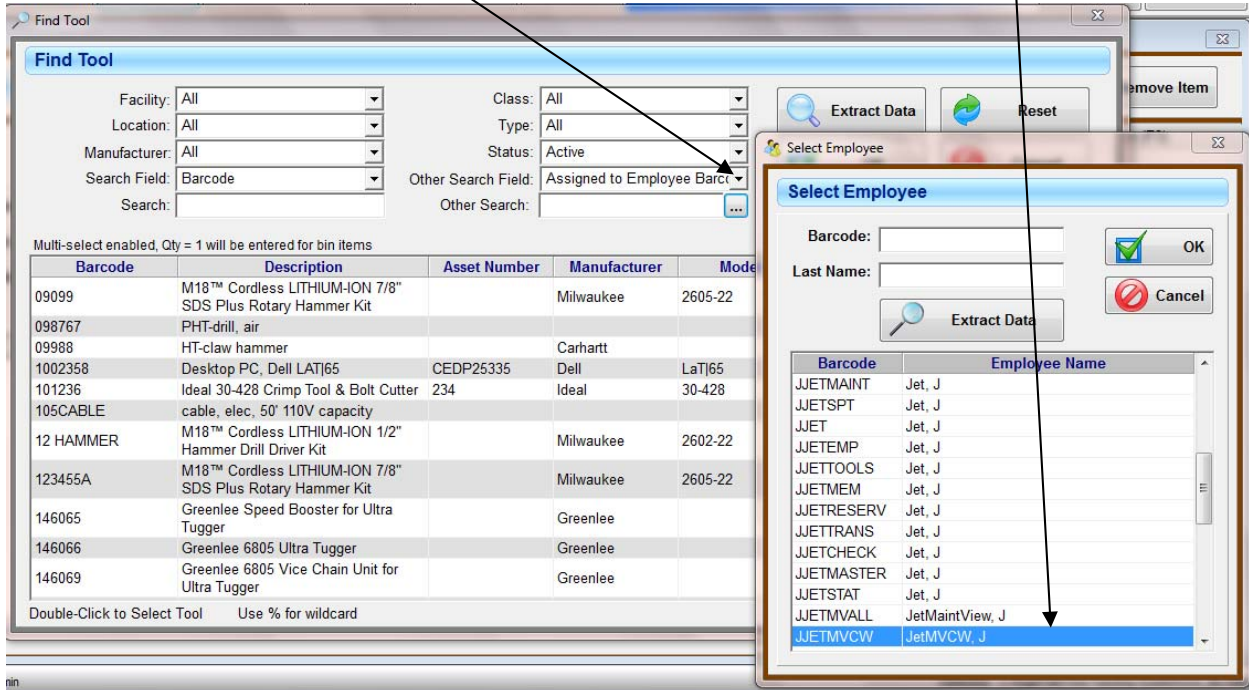
Select the Tool Barcode Description box



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



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...'. The 'Select Employee' dialog box is open, showing a list of employees. The 'Extract Data' button in the dialog is highlighted by an arrow.

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
JJETAVAL	JetMaintView, J
JJETAVAL	JetMVCW, J

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

Find Tool

Find Tool

Facility: All
 Location: All
 Manufacturer: All
 Search Field: Barcode
 Search:

Class: All
 Type: All
 Status: Active
 Other Search Field: Assigned to Employee Barc
 Other Search: JJETMVALL

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
T10000022	cable, electrical, 25' power cord		craft				221
T10000003	cable, electrical, 50' power cord		Dewalt				44

JetMaintView, J

Double-Click to Select Tool Use % for wildcard 6 rows found



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
 Location: All Type: All
 Manufacturer: All Status: Active
 Search Field: Barcode Other Search Field: Assigned to Employee Barcode
 Search: Other Search: JJETMVALL

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

JetMaintView, J

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

