

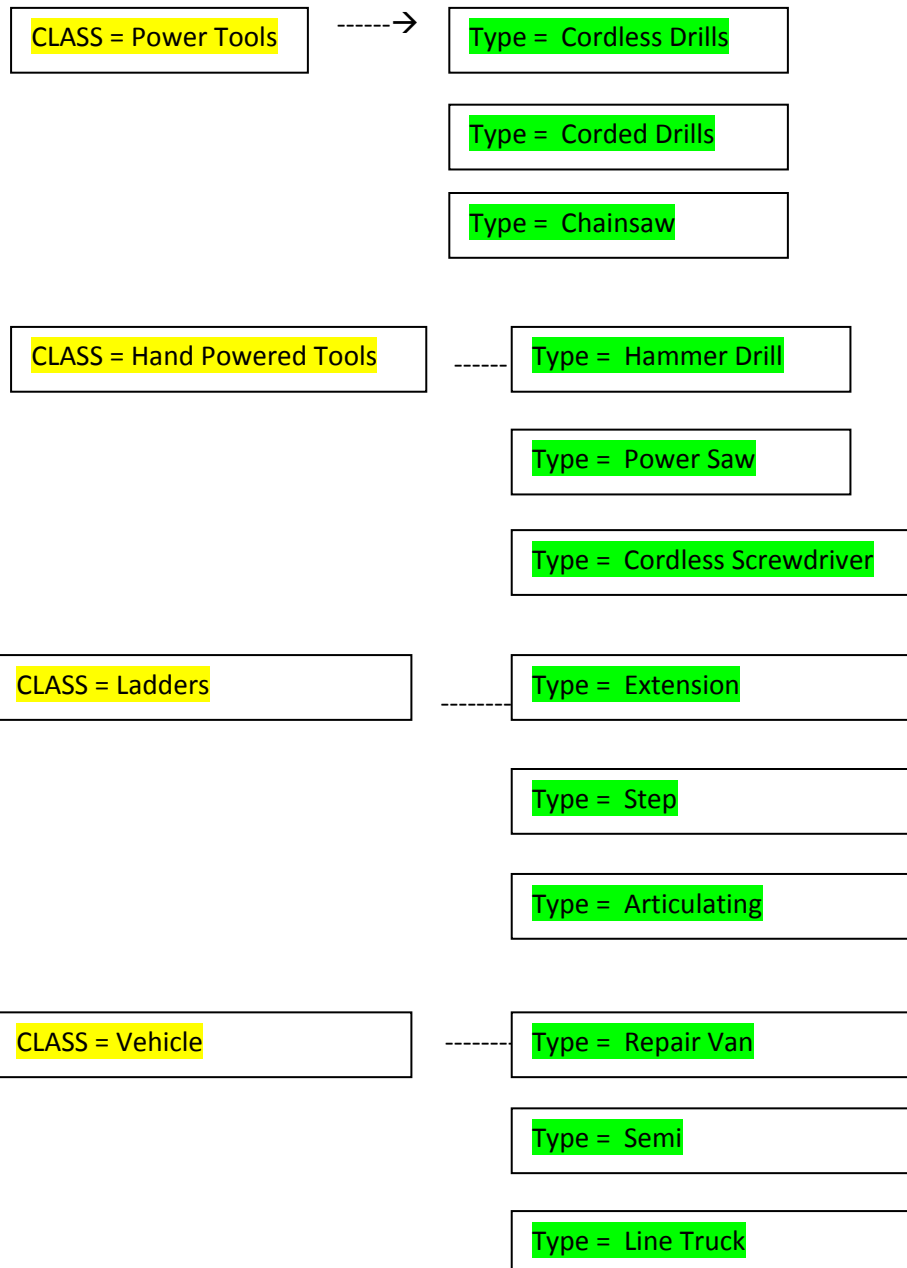


TTS Classification/Type and Facility/Location Structures:

There are 2 very basic structures within Tool Tracking. One pertains to Classification and Type of tool. The other pertains to the Facility and Location of a tool.

Essentially, **Classification** (I.E., Class) and **Type** pertain to how users Categorize their equipment.

And, everyone has their own thought process for structuring these groups:



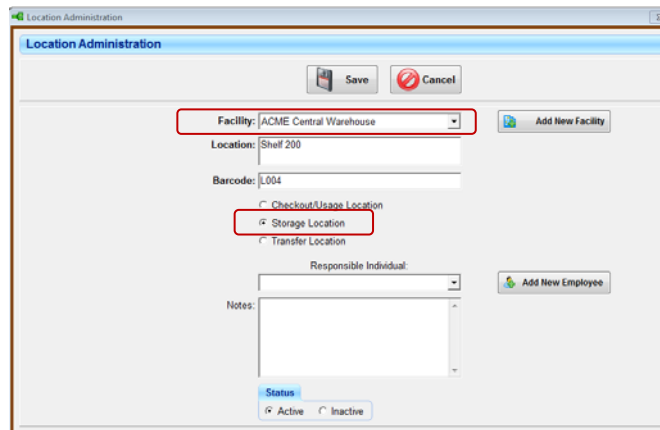


Facility and Location is the grouping that refers to where items/assets/tools may be stored or used. Again, everyone has their own thought process for structuring these groups:

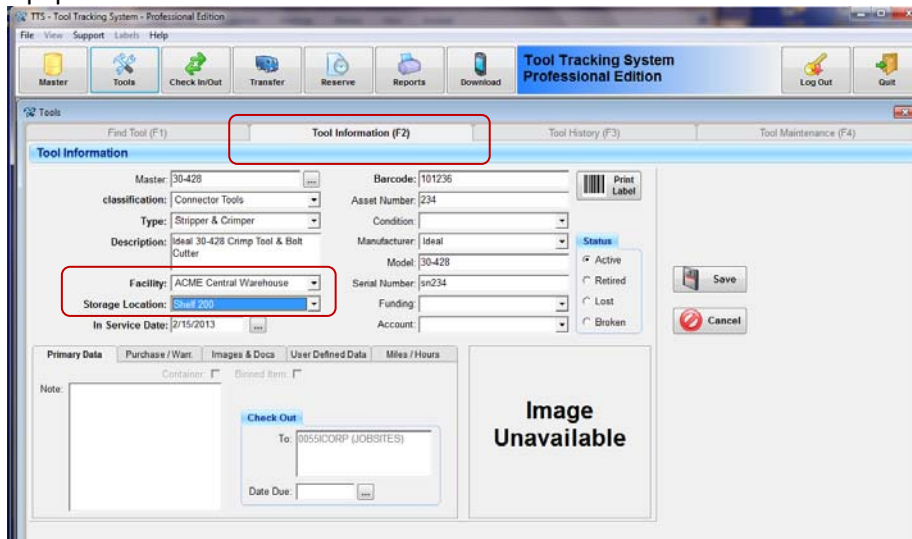
A **Facility** can be an actual facility (Memphis Warehouse), or a pseudo-facility (I.E., a holding term that represents some particular group of Locations, EX: Jobsites).

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: 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" FROM a Storage location, TO a Usage/Checkout location; but, ARE EXPECTED to be returned to that Storage location at some point:



The Storage Location is used on the Tool Information screen to assign the tool or equipment its "home":





Usage/Checkout Location: Place where an item is located when it is being used:

The screenshot shows the 'Location Administration' window. A red box highlights the 'Location' field containing '12-001' and the 'Barcode' field containing 'PO-2523C'. Below these fields are radio buttons for 'Checkout/Usage Location' (selected), 'Storage Location', and 'Transfer Location'. Other fields include 'Facility' (JOBSITES), 'Responsible Individual', and 'Notes'. Buttons for 'Save', 'Cancel', 'Add New Facility', and 'Add New Employee' are also visible.

From the Check OUT Function, Items are checked OUT to Checkout/Usage Location:

The screenshot shows the 'Check Out' function in the TTS software. A red box highlights the 'Check Out (F1)' section where 'Barcode' is 'PO-2523C' and 'Location' is '12-001'. The 'Checked Out To:' field contains '0055ICORP'. Below this is a table of tool records.

Barcode	Description	Due Date	Out Date	Condition	Person	Facility	Location	Container	Bin
101236	Ideal 30-428 Crimp Tool & Bolt Cutter		4/25/2013 3:37 PM			JOBSITES	12-001		
12 HAMMER	M18™ Cordless LITHIUM-ION 1/2" Hammer Drill Driver Kit		4/25/2013 3:37 PM			JOBSITES	12-001		
146065	Greenlee Speed Booster for Ultra Tugger		4/25/2013 3:37 PM			JOBSITES	12-001		



Transfer Location: When an item is assigned a “new” Facility home (IE, Storage location), it is “transferred”. DO NOT confuse Transfer with a CHECK OUT. TRANSFER is a term is used particularly by companies that may have multiple “facilities” (business locations, warehouses, etc...) and move equipment responsibility from one facility location to another. Either “transferring” responsibility for that equipment from one physical facility/location, to another; or “relocating” materials/equipment from one “storage” location to another.

The screenshot shows the 'Location Administration' window. It has a 'Save' button and a 'Cancel' button. Below these are three input fields: 'Facility' (set to 'Magnolia Warehouse'), 'Location' (set to 'mag-transfer'), and 'Barcode' (set to 'MAG-TX'). To the right of these fields is an 'Add New Facility' button. Below the input fields are three radio button options: 'Checkout/Usage Location', 'Storage Location', and 'Transfer Location'. The 'Transfer Location' option is selected and highlighted with a red box. Below these options is a 'Responsible Individual' dropdown menu and an 'Add New Employee' button. At the bottom, there is a 'Notes' text area and a 'Status' section with 'Active' and 'Inactive' radio buttons.

Any facility that will have materials Transferred IN to it (I.E., be receiving transfers) will need to have at least one ‘Transfer’ location designated. In the “TRANSFER” Function, this **same** Transfer location will be used as **both** Transfer “out” and Transfer “in” location. The Sending Facility initiates the Transfer OUT; the Receiving Facility receives/completes the Transfer IN:

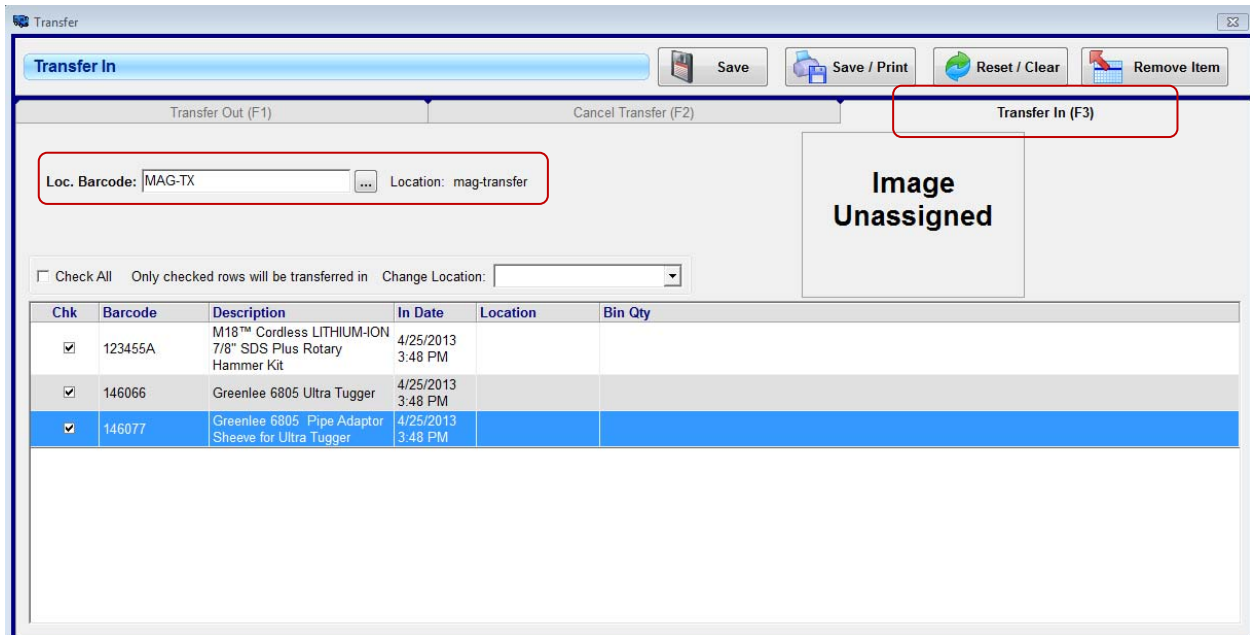
Sending Transfer OUT:

The screenshot shows the 'Transfer' window. It has a 'Transfer Out (F1)' tab selected, along with 'Cancel Transfer (F2)' and 'Transfer In (F3)' tabs. There are buttons for 'Save', 'Save / Print', 'Reset / Clear', and 'Remove Item'. Below the tabs are input fields for 'Loc. Barcode' (set to 'MAG-TX'), 'Location' (set to 'mag-transfer'), 'Tool Barcode', and 'Description'. To the right is a 'Checked Out To:' field with the value '0066CORP' and a large 'Image Unassigned' placeholder. Below these fields is a table with the following data:

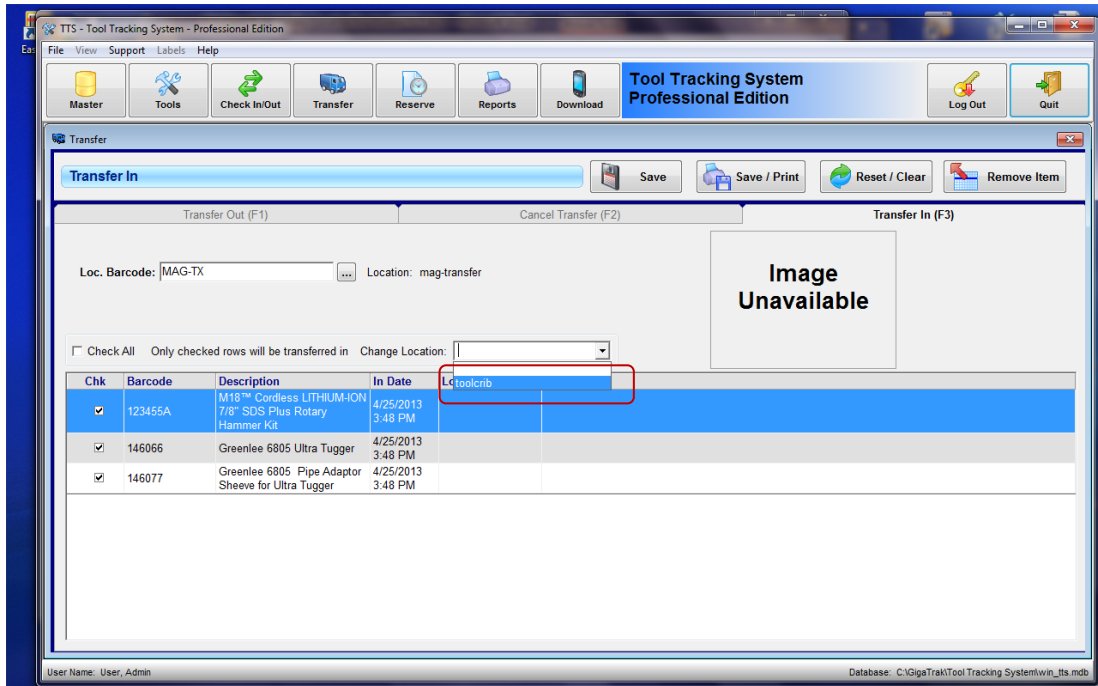
Barcode	Description	Out Date	Facility	Location	Bin Qty
123456A	M18™ Cordless LITHIUM-ION 7/8" SDS Plus Rotary Hammer Kit	4/25/2013 3:47 PM	1A_Warehouse	mag-transfer	
145066	Greenlee 6805 Ultra Tugger	4/25/2013 3:47 PM	Main Office	mag-transfer	
145077	Greenlee 6805 Pipe Adaptor Sheeva for Ultra Tugger	4/25/2013 3:47 PM	Main Office	mag-transfer	



Receiving.....Transfer IN:



Once Transferred “In”, the items will then need to be assigned to their **new “storage”** locations at the new Facility. The Facility location that *receives* the transfer then becomes the new home for the item and is responsible for checking that item in/out to its own users or locations:





EX: Tool home BEFORE Transfer (Item belonged to Facility 1A_Warehouse):

Find Tool (F1)	Tool Information (F2)
Tool Information	
Master: 2605-22	Barcode: 123455A
classification: Hand Powered Tools	Asset Number:
Type: Impact Drill	Condition:
Description: M18™ Cordless LITHIUM-ION 7/8" SDS Plus Rotary Hammer	Manufacturer: Milwaukee
Facility: 1A_Warehouse	Model: 2605-22
Storage Location: illinoisjob-store	Serial Number:
In Service Date: 2/21/2013	Funding:
	Account:

EX: Tool home AFTER Transfer (Item now belongs to Magnolia Warehouse):

Find Tool (F1)	Tool Information (F2)	Tool His
Tool Information		
Master: 2605-22	Barcode: 123455A	
classification: Hand Powered Tools	Asset Number:	
Type: Impact Drill	Condition:	
Description: M18™ Cordless LITHIUM-ION 7/8" SDS Plus Rotary Hammer	Manufacturer: Milwaukee	
Facility: Magnolia Warehouse	Model: 2605-22	
Storage Location: toolcrib	Serial Number:	
In Service Date: 2/21/2013	Funding:	
	Account:	