



TTS – Tool Tracking Solution:

Adding Tools to the database with the ‘Add’ button

A key feature that TTS provides for is the option to easily create & add tools/equipment/items, assets, etc., to your tool database. The user has 5 options to create items in the TTS database:

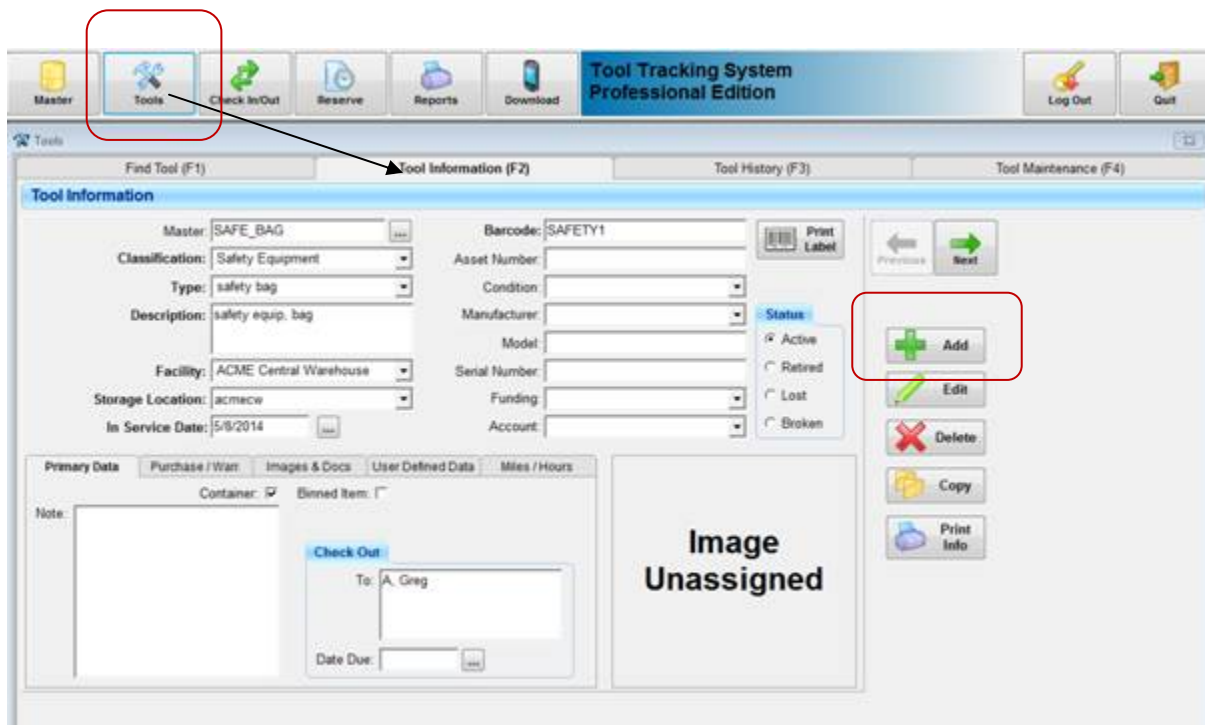
- 1) *importing* items via spreadsheet format
- 2) *adding items directly* from the Tool Information function with the “Add” button
- 3) *copying existing items* and making simple modifications
- 4) *use the Master / Catalog / Template* feature
- 5) *use the ‘Add Tool’ function on the mobile, handheld terminal TTS application*

This document addresses option 2: Adding tools with the ‘Add’ button on the Tool Information (F2) screen.

If you’re just beginning with the TTS application, and need only to add a few tools, or multiple tools (especially, copies of same/similar tools), the ‘Add’ button from the Tool Information page is the simplest option.

To do this:

- Select the main Tool icon
- Select 'Tool Information (F2)'
- Select the 'Add' button



(Note: This example addresses adding a tool by manually filling in all pertinent data. To understand how to use the Master field to add tools, reference the 'Master/Catalog-vs-Tool Record' document in the TTS Supplemental reference area on the GigaTrak TTS webpage.)

The only 'required' fields are those in bold text: Classification, Type, Description, Facility/Storage Location, In Service Date, and Barcode.

- Classification and Type are drop-down selections, based on information provided during the initial database set-up.
- The 'home' or point-of-origin, I.E., 'storage location' is required for every item.....when an item is 'checked out' (and, checkouts can be permanent) it's assigned; otherwise, it's at its storage location.
- 'In Service Date' will default to the current date; or change it by selecting the ellipsis box and selecting an alternate date.
- The barcode will either advance to the next sequential number, or can manually keyed or scanned into the field.
- The rest of the data fields/panels are optional

Select 'Save' when finished with the new item record.

If Adding additional items that are the same, or similar:

Select the 'Copy' button, make any modifications, Select Save.