



TTS – Tool Tracking Solution:

Adding Tools with the Mobile, Handheld Terminal

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:

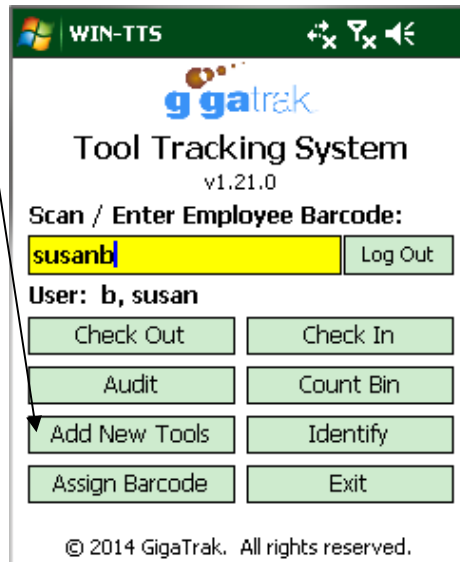
- 1) *importing* items via spreadsheet format
- 2) *adding items directly* from the Tool Information function with the “Add” button
- 3) *copying existing items* and making simple modifications
- 4) *use the Master / Catalog / Template* feature
- 5) use the ‘*Add Tool*’ function on the mobile, handheld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

This document addresses option 5: ‘Add Tool’ Function. This function provides the option to quickly and efficiently add new equipment to the database, whether these items are local, within your storeroom or warehouse, or they are at remote locations, such as jobsites, or project offices.

Adding Tools from the Handheld Terminal:

- Once logged into the handheld application, from the TTS Application on the handheld terminal -

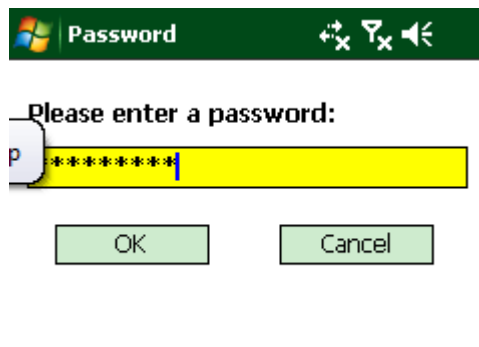
Select "Add New Tools" :



Scan or manually key in the password: **gigatools**



OR



- **Select OK** to acknowledge the cautionary note:



- **ADD** tools currently 'checked out', or 'assigned' to a person/employee, a location/place, or a container (toolkit, vehicle, safety kit, etc.):







Scan or key in the barcode (identifier) for the *person, location, or container* that currently has the assigned item.

Scan the MASTER/Template/Catalog identifier for the basic Class/Type of equipment being added. *(This barcode is obtained by printing out a barcode list printout from the MASTER/Template/Catalog function in the TTS PC application. Reference **Appendix A** at the end of this document is you are unfamiliar with this.):*

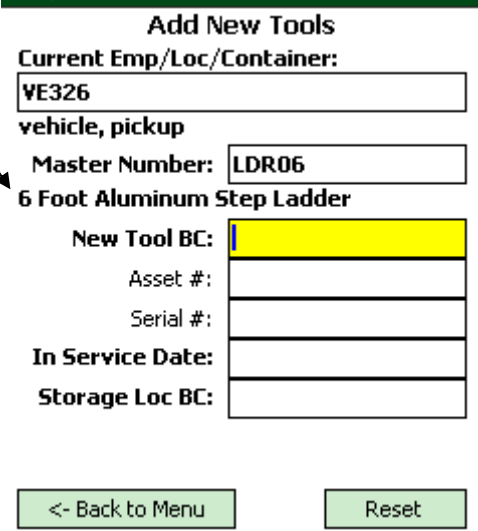
Master Barcode List

Manufacturer: All

Classification: All
 Type: All
 Status: Active

Master	Master Barcode	Description	Model	Status
LDR06		6 Foot Aluminum Step Ladder	LDR06	
AH-ROOFTOP		air handler, rooftop	high speed	
BBS		bedroom boxsprings		
SERVER-HP480		BL480C-Gen8	HPBL480C	
CABLE-ELECT		cable, elec, 220V		
CAB-FIB-ORANGE		Cable, Fiber, orange	10baseX	

Scanning the barcode for LDR06 (a 6 foot aluminum ladder), adds all the information pertaining to that Class/Type of equipment to the transaction record:



Add New Tools
Current Emp/Loc/Container:
 VE326
 vehicle, pickup
Master Number: LDR06
 6 Foot Aluminum Step Ladder
New Tool BC:
 Asset #:
 Serial #:
In Service Date:
Storage Loc BC:
 <- Back to Menu Reset

Scan the barcode for the new tool this could be the 'new' label that is being placed on the item, or, an existing barcode label already on the item:

The screenshot shows a handheld device screen with the following fields and values:

- Add New Tools** (Title)
- Current Emp/Loc/Container:** VE326
- vehicle, pickup** (Text)
- Master Number:** LDR06
- 6 Foot Aluminum Step Ladder** (Text)
- New Tool BC:** 051414 (This field is highlighted in yellow)
- Asset #:** (Empty field)
- Serial #:** (Empty field)
- In Service Date:** (Empty field)
- Storage Loc BC:** (Empty field)

Buttons at the bottom: <- Back to Menu, Reset

Optional.... Scan or enter the item Asset and / or Serial number if you wish to record this information. (After any manual keyboard entry, or to advance pass a blank field, Select the ENTER key.):

The screenshot shows the same handheld device screen as above, but with the following changes:

- New Tool BC:** 051414
- Asset #:** (Empty field)
- Serial #:** (Empty field)
- In Service Date:** (This field is highlighted in yellow)
- Storage Loc BC:** (Empty field)

Buttons at the bottom: <- Back to Menu, Reset

In Service Date will DEFAULT to the current date, if you simply press the Enter key while in this field.

Otherwise, key in the date in DD/MM/YR format & press Enter:
EX: 05/04/14 or 05/04/2014

Add New Tools
Current Emp/Loc/Container: VE326
vehicle, pickup
Master Number: LDR06
6 Foot Aluminum Step Ladder
New Tool BC: 051414
Asset #:
Serial #:
In Service Date: 5/4/2014
Storage Loc BC:

<- Back to Menu Reset

Storage Location (*this is “home” for the item when it’s returned from its ‘check out’, or assigned person, container or location*) can be added.

Either manually **key** this, or **scan** it from a printout of Storage locations (*obtain this printout from the TTS PC application: Select SUPPORT | LOCATION ADMINISTRATION | Choose desired Facility or Facilities, and Select PRINT BARCODE LIST*).

Leaving this BLANK will default to a storage location “Unassigned”.
(Once the transactions are uploaded to the TTS PC, and actual storage locations are determined, this can be edited from the main tool record.)

Storage locations are unique, so it is not necessary to add a Facility.

**Location Barcode List
 For Facility: ACME Central Warehouse**



Location Name	Barcode	Barcode
acmecw	ACMECW	
Aisle 1	L005	
Aisle 2	L006	
aisle2-bin3	A2-B3	
job wacker drive	103234	
Shelf 100	L003	

Add New Tools

Current Emp/Loc/Container:

vehicle, pickup

Master Number:

6 Foot Aluminum Step Ladder

New Tool BC:

Asset #:

Serial #:

In Service Date:

Storage Loc BC:

A final enter results in a successful Tool or Item addition:

The screenshot shows a handheld device screen with the following fields and buttons:

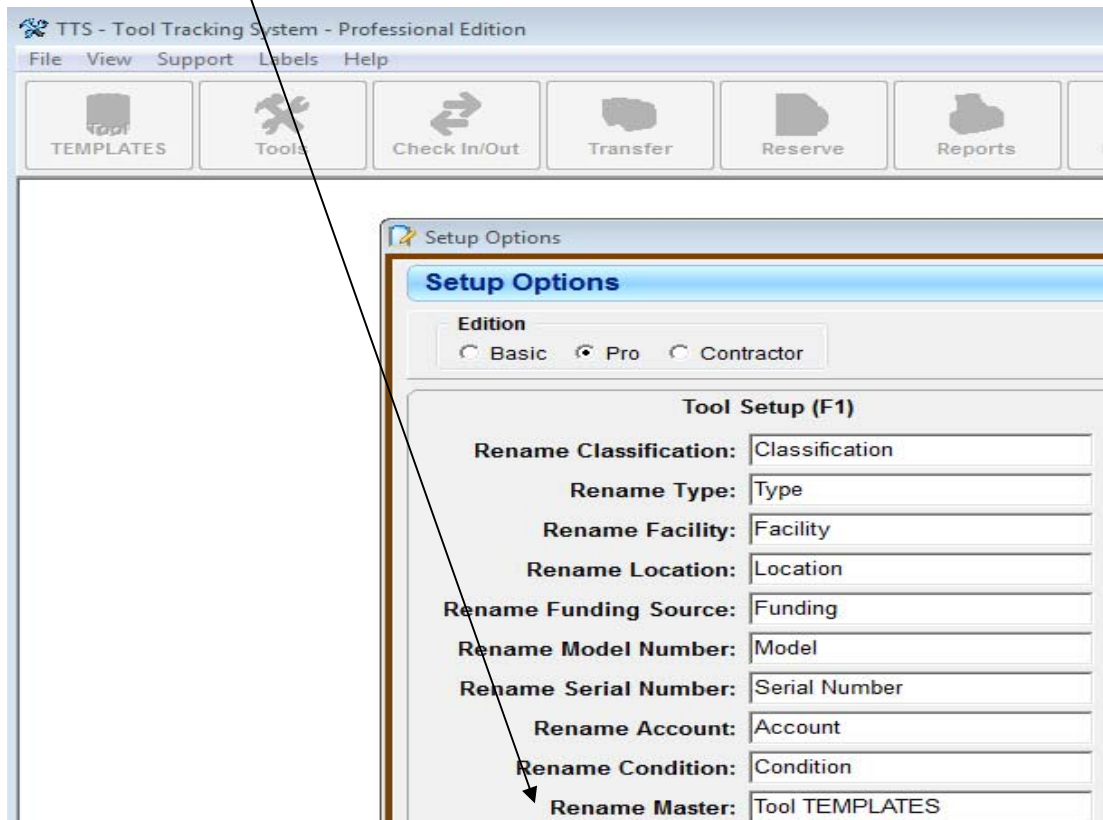
- Add New Tools** (Title)
- Current Emp/Loc/Container:**
- vehicle, pickup** (Text)
- Master Number:**
- New Tool BC:**
- Asset #:**
- Serial #:**
- In Service Date:**
- Storage Loc BC:**
- New Tool Barcode 051414 Added successfully.** (Message, highlighted with a red box)
- <- Back to Menu** (Button)
- Reset** (Button)

Continue to add tools until the process is complete.

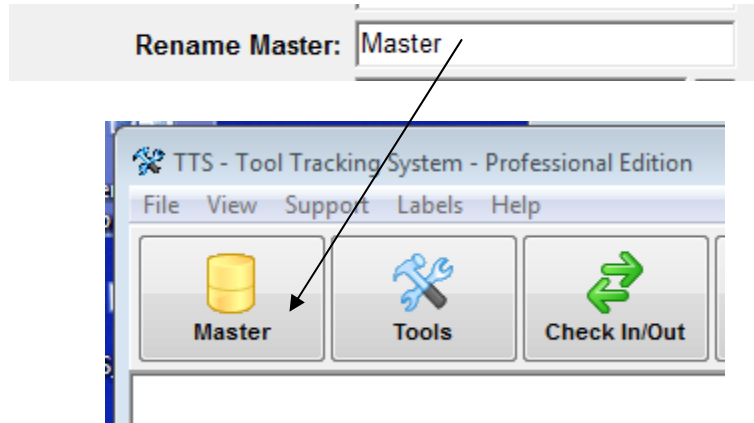
When Complete, **Select** 'Back to Menu'

APPENDIX A – Master/Catalog/Template Function

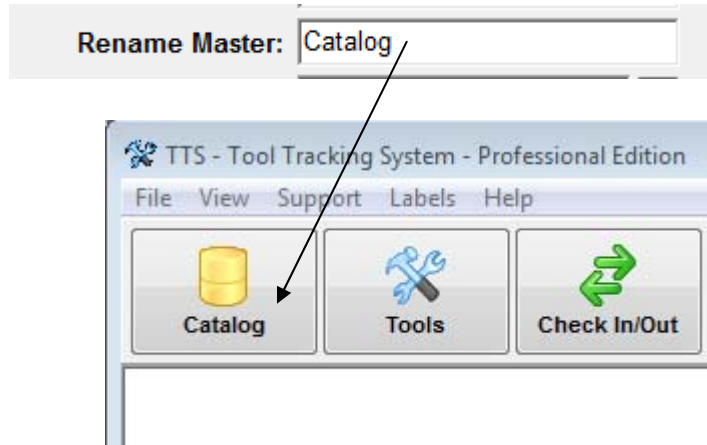
This information refers to 'Master / Catalog / Template' as 'optional' names. The default for this function is "Master"; however, under the FILE Text Tab in the TTS application, one can Select "Setup Options" and re-name this field.



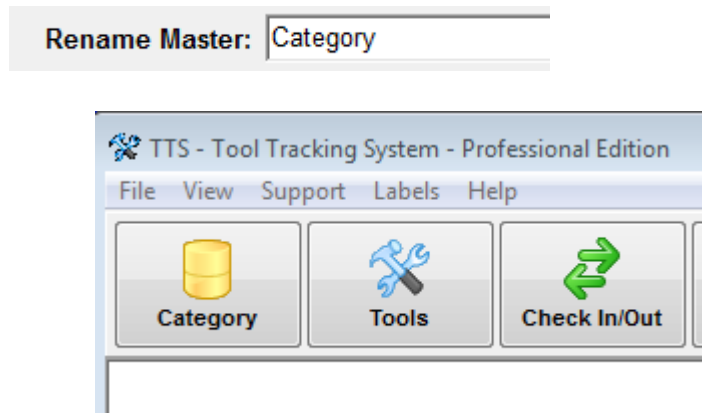
Master



Catalog



Category



Essentially, the terms 'Master' and 'Catalog' are derived from the fact that many users order items or materials from a manufacturer's "Master" catalog or from a "Catalog".

The catalog item is generic, as it has no assigned barcode or identifier specifically for your particular business. It doesn't receive its specific or 'unique' barcode identifier until it is received and put into company inventory.

EX:

The screenshot shows a navigation menu with categories: Power Tools, Hand Tools, Instruments, and Accessories. Below this is a 'Navigate By: CATEGORY' section with five tool categories: CLAMP METERS, DIGITAL MULTIMETERS, FORK METERS, INSPECTION AND DETECTION, and LEVELING AND DISTANCE. A red arrow points from the 'Instruments' category to the 'LEVELING AND DISTANCE' category. Below this, a detailed view of a 'Laser Distance Meter Kit' is shown, including its image and specifications.

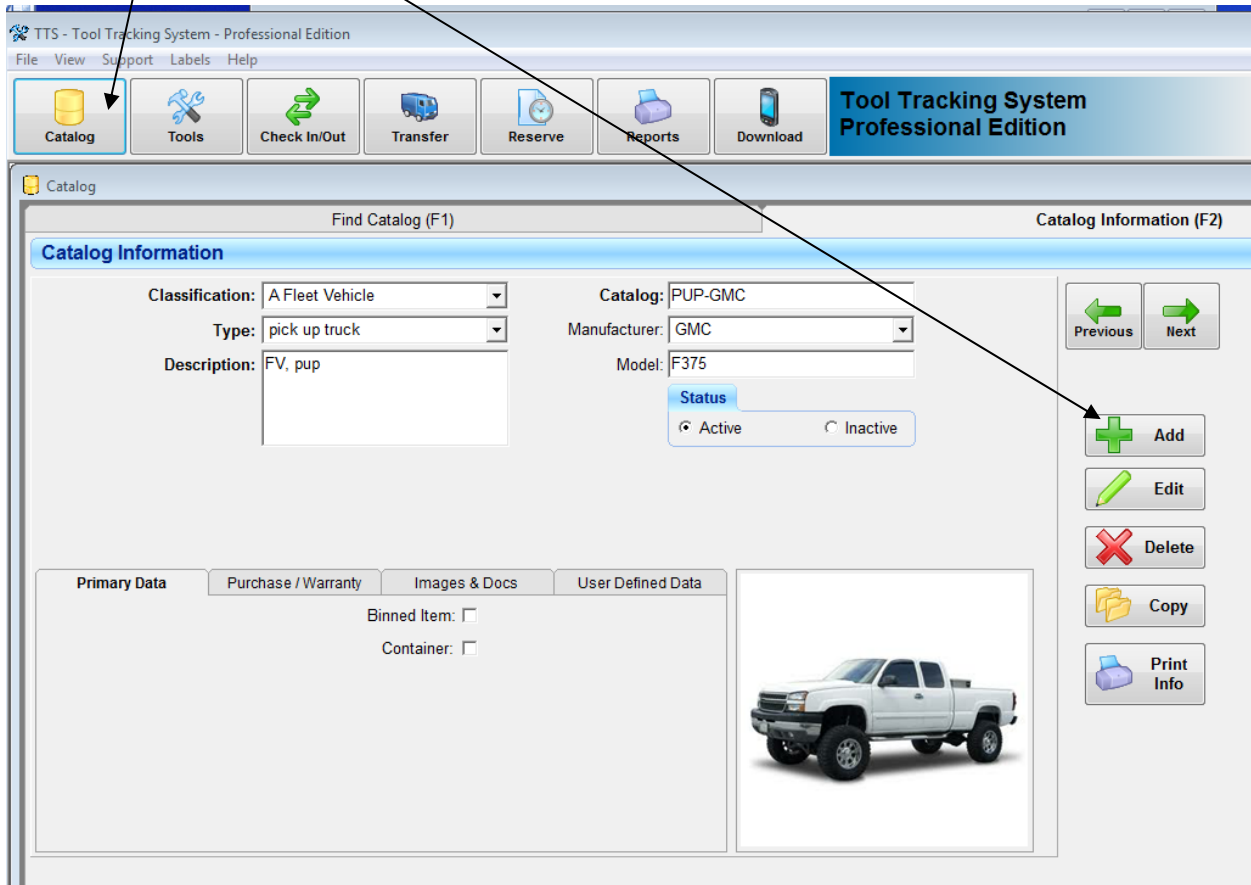
Laser Distance Meter Kit	
2280-20	
★★★★★	
Distance Range	0.05" to 157'
Basic Accuracy	0.05"
Length Area Volume	Yes

This Laser Distance Meter Kit is very generic. It has an image, model & manufacturing part number, basic description, and basic functional information.

If this is an item consistently ordered, OR, if you intend to use the 'Add Tools' function from the TTS mobile, handheld terminal application, create a 'catalog, master or template' for the item. Then, it won't be necessary to re-create all of the basic information for this item when new or existing items are added to the system.

To do this:

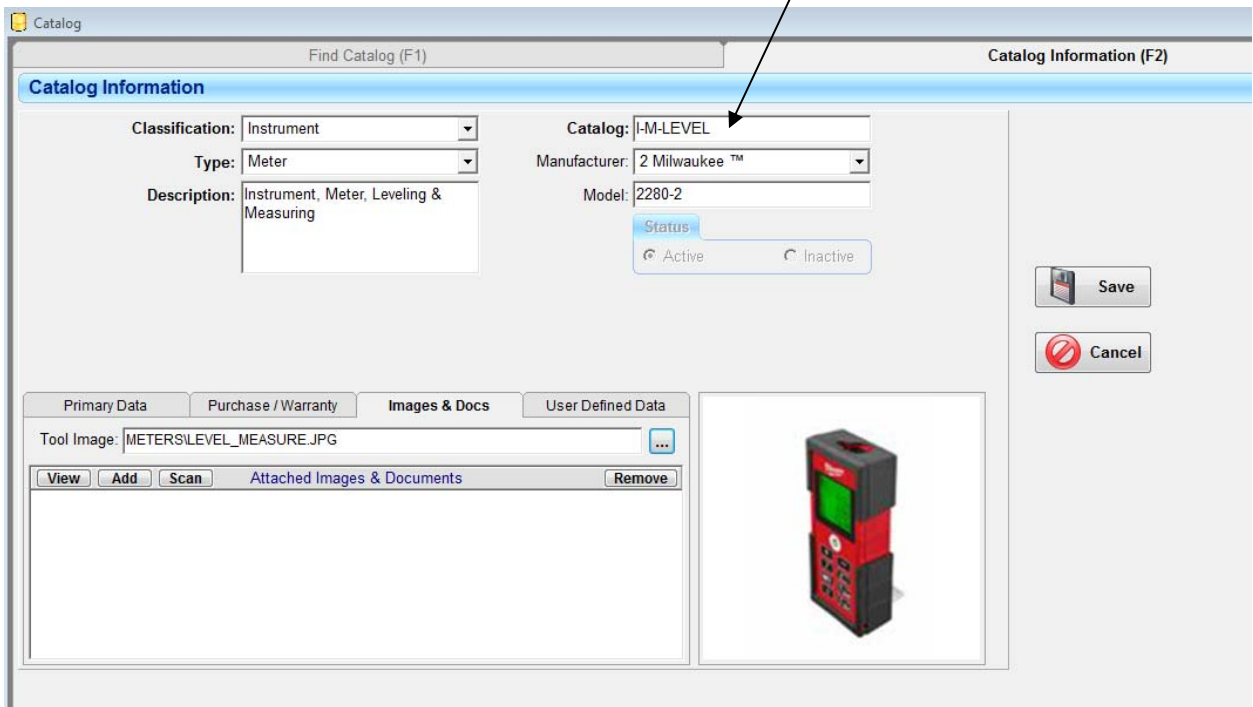
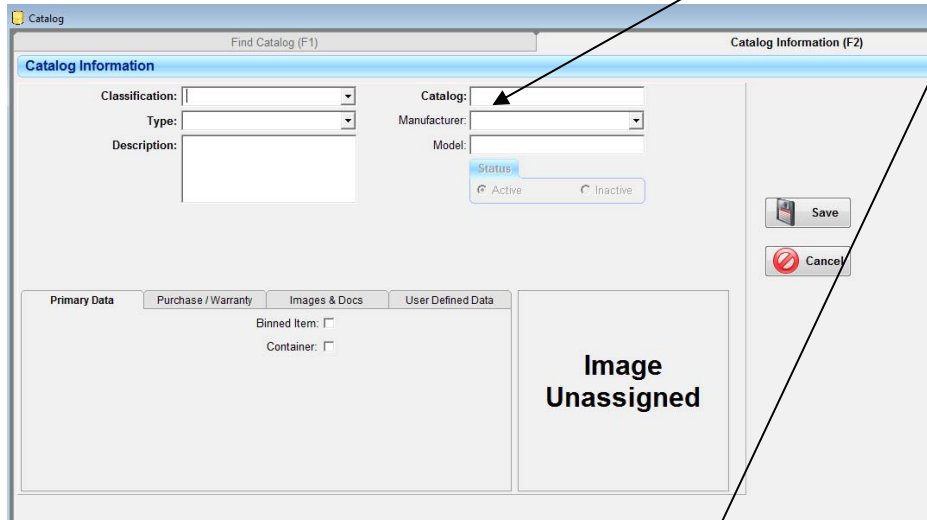
- SELECT the Master / Catalog / Template (whatever you've named the feature)
SELECT ADD to generate a new basic item:



Populate the fields with all the basic information for the item. This can include additional images, documents and user-defined data fields.

You'll also need to determine how to identify the template later when it's used to create 'unique' items in the database. This identifier will serve the same purpose that the 'barcode' does for pulling up information on individual items.








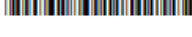
Select SAVE when complete.



Now, whenever new meters are received, or existing meters are ADDED to the system, they can be easily added to the main database, using these ‘templates’, and saved with their own unique, barcode identifier:

Adding Tools using the mobile, handheld terminal:

To provide the user with a printout of the **Master Barcode List** ,
 Select “Print Barcode List” button from the Master Find (F1) screen:

Master	Master Barcode	Description	Model	Status
HPT- RECIPROCATING SAW		HPT, Reciprocating saw	102	
HPT-SAW- DEWALT		dewault 7-1-4 Right Circular Saw with QUIK-LOK cord	8894-21	
HT-BENDER		HT, bender	model 1	
HT-DRILLPRESS		HT-drill press		
HTW-14		HT-wrench 1/4"		
HTWSM		wrench, small		
HUM001		Humidity Test Device Model A001	HUM001A	
I-M-LEVEL		Instrument, Meter, Leveling & Measuring	2280-2	