

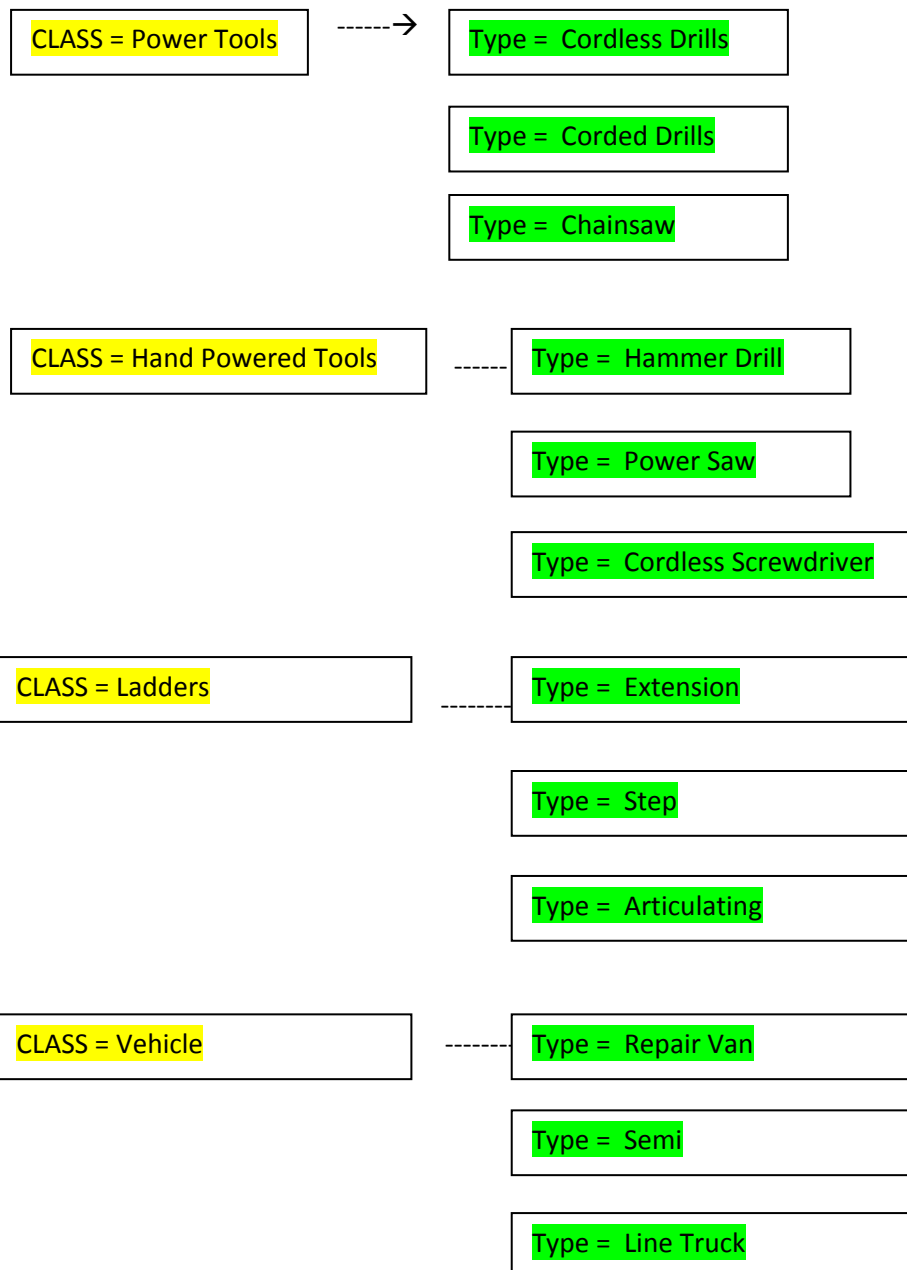


TTS Terminology Hierarchy:

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, or a pseudo-facility (I.E., a holding term that represents some particular group of Locations).

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.

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

Transfer Location: When an item is given a "new" home, it is "transferred". This term is used particularly by companies that may have multiple "facilities", or "locations" and move equipment from one facility or location, to another. Either "transferring" responsibility for that equipment from one physical facility or location, to another; or "relocating" materials/equipment from one "storage" location to another.

Each facility that will be Transferring materials to another location will need to have at least one 'Transfer' location designated. In the "TRANSFER" Function, this will be used under the Transfer "Out" Tab. The location that receives the transfer then becomes the new "Storage" location or "Home", responsible for checking in/out that item to its own users.

There are a couple of ways transfers can take place. Which way serves the purpose best depends upon how the terms "Facility" and "Location" are defined by each user.

If **Facility** is a broad, single, overall umbrella for the main company (Company XYZ), AND physical "**Locations**" are places/buildings, etc., for that company, then the **TRANSFER Function** is a simple way to re-locate or "transfer" equipment/items (See Option 1 later in this document for example).

If there are **multiple Facilities**, and within each Facility there are **multiple Locations**, then the "CheckOUT/CheckIN" Function is a simple way to conduct the Transfer (See Option 2 later in this document for example).



USAGE/CheckOUT – vs – STORAGE Locations:

FacilityA = Main Plant

Location (Storage) = Toolcrib

Location (Usage/Check Out) = Assembly Line 1

Location (Usage/Check Out) = Maintenance Dept

FacilityB = JOBSITES

Location (Usage/Check Out) = Job XYZ

Location (Storage) = Utility Trailer on jobsite

Location (Usage/Check Out) = Gangbox/Container on jobsite

FacilityC = SERVICE VAN

Location (Storage) = Service Parts Room

Location (Check Out/Usage) = Truck 436

Location (Check Out/Usage) = Joe's Truck



TRANSFER OPTION 1 (Single Facility with multiple Locations):

Facility- Company XYZ Purchases equipment for overall company use; but, changes storage locations depending upon responsible business segment ..

Location (Storage) = Main Facility Warehouse

Location (Transfer OUT) = Transfer Area 2

Location (Storage) = Building Maintenance Tool Room

Location (Storage) = Logistics Shop Repair

Location (Storage) = Boston Plant

Location (Usage) = Boston Service Fleet-Van1

Location (Usage) = Boston Service Fleet-Van2

Location (Storage) = New York Warehouse

Location (Usage) = New York Customer Service

Location (Storage) = Seattle Facility

Location (Usage) = Seattle Returns Center

Location (Storage) = Maine Branch

Location (Usage) = Main Branch-Repair Center



TRANSFER OPTION 2 (Multiple Facilities 'groupings', Multiple Locations under each Facility):

Facility MAIN = Main Office
Purchases equipment for companywide facility use, then disperses .

Location (Storage) = Receiving

Location (Storage) = Warehouse, Aisle2, Bin3

Location (Check Out to) = Facility C

Location (Check Out to) = Facility B

FacilityC = New York Branch

Location (CheckIn/Change Facility/Storage) = Facility NYB/Storage Location

FacilityB = Illinois Plant

Location (Checkin/Change Facility/Storage) = Facility Illinois Plant/Storage Location

FacilityK = Georgetown

Location (CheckIn / Change Facility/Storage) = Facility Georgetown/ StorageLocationX

Location (CheckIn / Change Facility/Storage) = Facility Georgetown/ StorageLocationY

Location (CheckIn / Change Facility/Storage) = Facility Georgetown/ StorageLocationZ