

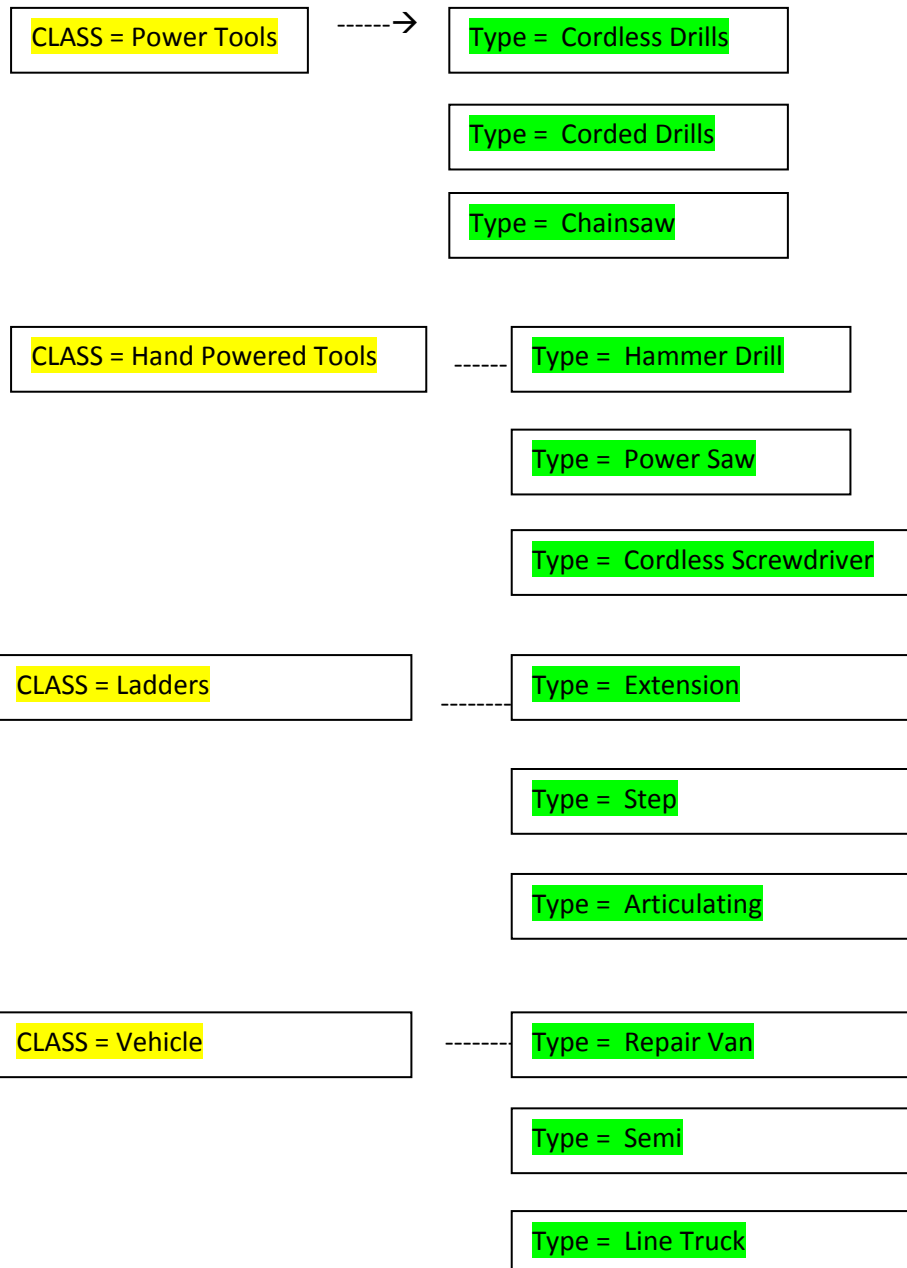


**TTS Terminology Hierarchy:**

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

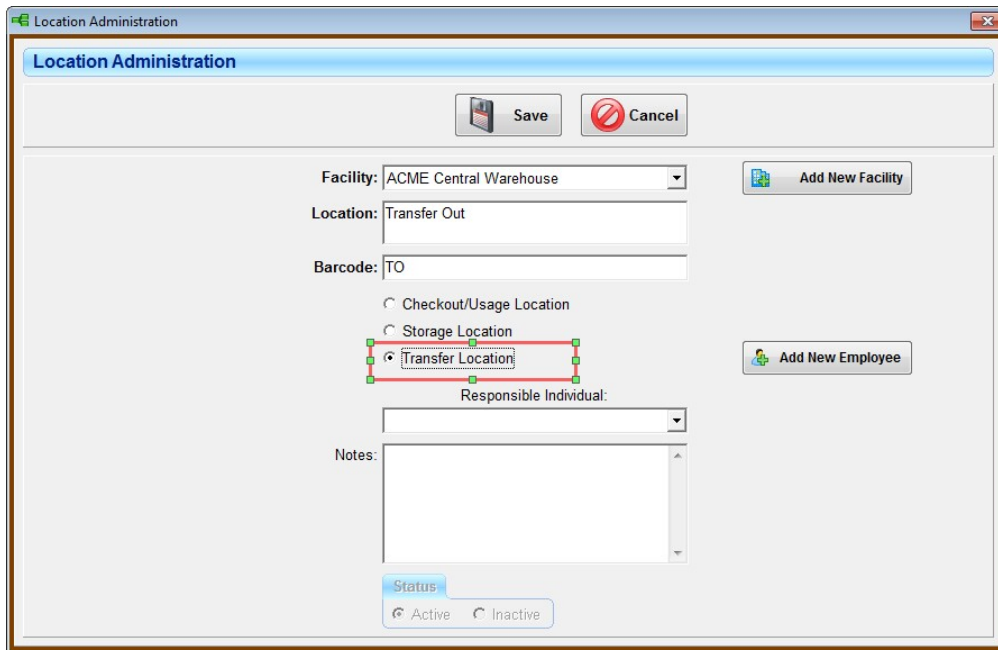
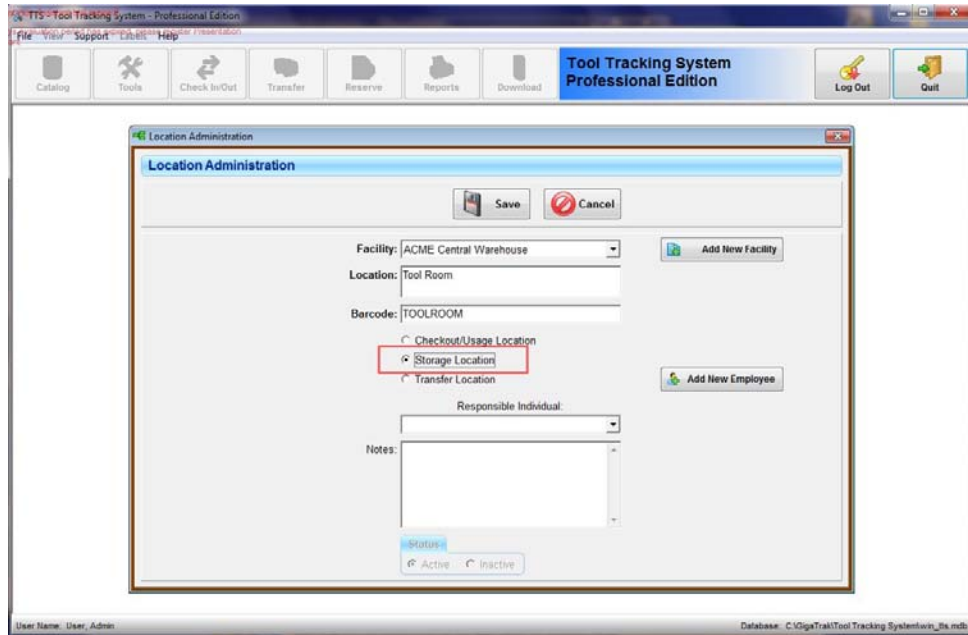
**Transfer Location:** When an item is given a "new" home, it is "transferred". This term is used particularly by companies that may have multiple "facilities", or "locations" and move equipment from one facility or location, to another. Either "transferring" responsibility for that equipment from one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

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.





Tools

Find Tool (F1)    **Tool Information (F2)**    Tool History (F3)    Tool Maintenance (F4)

**Tool Information**

Catalog:  ...    Barcode: VMV2012    **Print Label**

Classification: votingmachine    Asset Number:

Type: video    Condition:

Description: voting machine, video    Manufacturer:

Facility: Hillside    Model:

Storage Location: Warehouse    Serial Number:

In Service Date: 7/31/2012    Funding:

Account:

**Status**

Active  
 Retired  
 Lost  
 Broken

← Previous    Next →

**Add**  
 **Edit**  
 **Delete**  
 **Copy**  
 **Print Info**

**Primary Data**    Purchase / Warr.    Images & Docs    User Defined Data    Miles / Hours

Container:     Binned Item:

Note:

**Check Out**

To:

Date Due: