



## **Users Guide Supplement for TTS (Tool Tracking) & ATS (Asset Tracking):**

**This document is intended as an initial 4-step guideline to assist users in getting started with the process of setting up a solid data foundation for their GigaTrak software solution -----**

- 1) Determine what will be managed:
  - Will it be in-house assets: computers, office equipment, artwork, educational materials, janitorial supplies, vehicles .....?
  - Will it be equipment used for jobs, projects, customers, businesses, medical offices, educational purposes, etc: EX: contractor tools, generators, ladders, vehicles, hand tools, service/repair materials, library materials, medical equipment, audio/visual gear.....?
  - Will everything be managed, or only items at or above a certain value (\$)
  - Will any items be expendable (consumable).....?
  - Are there any items that can be lumped together ....binned or quantity items that won't have 'individual' or 'unique' barcodes, but rather the grouping of those items will fall under a single barcode 'umbrella' : EX: hand tools, realms of paper, computer accessories, power cables, items of clothing, safety glasses, mops, buckets, nuts and bolts....?
  - Will any items require tracking 'maintenance' / repairs ?

- 2) Establish where the items are housed, and how items or equipment will be assigned (Checked Out) ... where will they be used
  - Where is the 'origination' point, or 'home' of the equipment
    - Is it brought in through central or a central warehouse, then allocated to a person or place?
    - Is it stored in a Shop, Storeroom, Warehouse...., then assigned to a person a place with the expectation that it will be returned to its storage area at some point in time (even years into the future)?
    - Are there multiple storage areas, warehouses or 'homes' for items, such that, once assigned or checked out, they may be returned to any one of them (local or remote.... out of town, out of state even)?
  - Will they be *checked out or assigned* to **People**
    - Will these People be direct employees of your company, outside contractors, students, consultants, customers.....?
  - Will they be *checked out or assigned* to **Places (IE., Locations)**
    - Will these Places be: Jobs, Work Orders, Buildings, Apartments, Offices, Campuses, Vehicles, Health Club workout areas.....?
- 3) Consider what **Reports** will be required once the system is online
  - Consider WHY this software solution is being implemented
  - At the end of the day, the **goal** is to know where equipment and items are, and where it's been.
  - To do this, you MUST pay attention to how items and equipment are organized, (by **Class** and **Type**), AND if you will be assigning these things to **People** or **Places (Locations)**.

- 4) Organize items and equipment under meaningful **categories**
  - Define what the main Categories will be (IE., **Classifications**)
    - How do you group items or equipment..... office furniture, artwork, computers, computer accessories, hand tools, vehicles, medical surgical supplies, medical prosthetics, books, generators, lighting, office supplies.....?
  - Define what the sub-Categories will be (IE., **Types**)
    - Determine what **Types** then fall under the **Classifications**  
EX:    **Class**                    **Type**  
office furniture:  *chairs, tables, lamps....*  
office supplies:  *pens, paper, ink toner, envelops.....*  
artwork:  *paintings, photographs, statues.....*  
computers:  *PCs., notebooks, tablets....*  
computer accessories:  *mice, mouse pads, USB cords, power supplies...*  
ladders:  *step, extension, articulated*  
media:  *DVD, CD, Flash disk, USB drive, Cloud Storage*

Sample documents with graphical illustrations for Facility/Location and Classification/Type can be found in the Client Center, ATS and TTS Training Sections on our website: [www.gigatrak.com](http://www.gigatrak.com)

| Client Center Tab | ATS & TTS Sections: [Sample Terminology Illustrations](#)