



USERS' GUIDE SUPPLEMENT

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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 Asset Tracking Software solution.

MANAGING ITEMS

- In-House Assets?
 - Computers
 - Office Equipment
 - Artwork
 - Educational Materials
 - Janitorial Supplies
 - Vehicles
- Equipment for Jobs, Projects, Customers, Businesses, Medical Offices, Educational Purposes?
 - Contractor Tools
 - Generators
 - Ladders
 - Vehicles
 - Hand Tools
 - Service/Repair Materials
 - Library Materials
 - Medical Equipment
 - Audio/Visual Gear
- Everything Managed?
 - Decide whether all items will be tracked, or only items at or above a certain value (\$)
- Consumables?
 - Determine whether any items will be tracked as expendable
- Binned Items?
 - Determine whether any items will be lumped together. These are typically items that won't have individual barcodes, but the grouping of these items will fall under a single barcode umbrella.
 - Hand Tools
 - Reams of Paper
 - Computer Accessories
 - Power Cables
 - Items of Clothing
 - Safety Glasses
 - Mops
 - Buckets
 - Nuts & Bolts
- Maintenance?
 - Decide whether any items will require tracking of maintenance and repairs?

ESTABLISHING FACILITIES & LOCATIONS

- Where is the origination point (home of the equipment)
 - Brought in through central warehouse and then allocated to person or place?
 - Stored in Shop, Storeroom, Warehouse and then assigned to a person or place with an expectation that it will be returned to storage area at some point?
 - Multiple storage areas, warehouses, or homes for items so that once assigned or checked out they may be returned to any one of them?
- Will the items be checked out or assigned to people?
 - Direct Employees?
 - Outside Contractors?
 - Students?
 - Consultants?
 - Customers?
- Will the items be checked out or assigned to places/locations?
 - Jobs?
 - Work Orders?
 - Buildings?
 - Apartments?
 - Offices?
 - Campuses?
 - Vehicles?
 - Health Club workout areas?

REVIEWING REPORTS

- Consider reasons for software implementation
 - Important to know equipment and items are located and the history behind where they've been.
 - Pay attention to how items and equipment are organized (class & type) and how items will be assigned (people or places)

ORGANIZING ITEMS

- Define main categories (classifications)
 - Group Items or Equipment
 - Office Furniture
 - Artwork
 - Computers
 - Computer Accessories
 - Hand Tools
 - Vehicles
 - Medical Surgical Supplies
 - Medical Prosthetics
 - Books
 - Generators
 - Lighting
 - Office Supplies

- Define sub-categories (types)
 - Group items under classifications
 - Office Furniture—chairs, tables, lamps...
 - Office Supplies—pens, paper, ink toner, envelopes...
 - 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 disks, USB Drives, Cloud Storage...