TOOL TRACKING SYSTEM
MOBILE APP USER MANUAL

TTS MOBILE APP USER MANUAL

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TTS MOBILE PHONE APPLICATION

There are two modes of the application available, live database mode and batch database mode. Within the Batch mode, you can choose between a full database or a limited database (best for large amounts of data).

LIVE VS. BATCH MODE

The live database must have an internet/data connection to work. While in live database mode, you will be communicating directly to your system. All data is live in real time and no syncing is required. In batch mode, the user must sync after they have performed transactions for the system to be updated. See below for the two types of Batch mode capabilities.

BATCH MODE - FULL VS. LIMITED DATABASE MODE

The full database mode stores a full snapshot of your database on your mobile device. The limited database stores a very small snapshot of your database and only allows for check-ins and check-outs to be performed. While the limited database does sync quite a bit faster than the full database, you may lose many functions in the application in exchange for this faster sync time. (Best to use the limited when syncing large amounts of data).

INSTALL GIGATRAK PHONE APPLICATION

The mobile application can be downloaded and installed from the Google Play Store or the iOS App Store.

SETUP AND SYNCING WITH THE DATABASE

The first time you open the application after installing, it will bring you straight to the Options page. From this page, you can enter the web address of your service that was provided to you in your Order Acknowledgement email. Please note that the service entered must have the leading http:// or https://. Once you have entered the service address, please be sure to save your settings. Now you will want to register your device. To register your device, select "Register Device." Here you will enter the name you wish for your device to show up with and your Activation Pin, if you have it. Once your device is registered, you will be able to sync your database. If no open licenses are available or the Activation Pin was not entered, the device will be registered but set to Inactive. To sync your database, press the Sync Database button on the options screen while connected to the internet. Please note that if you are using mobile data, data rates may apply.

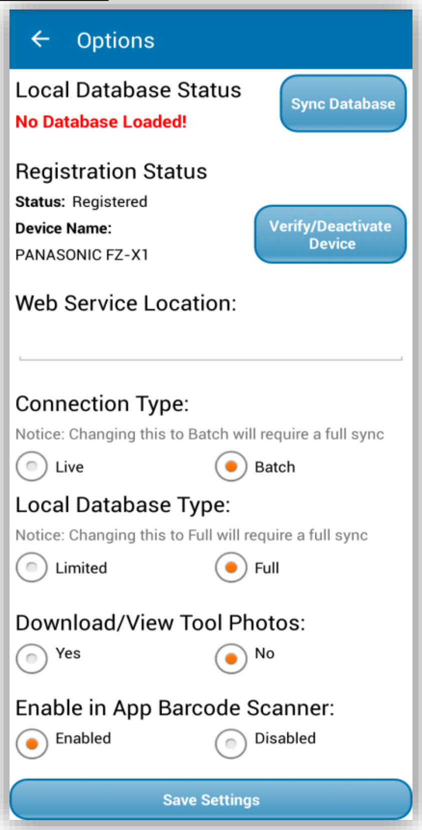
TTS HANDHELD APPLICATION FUNCTIONS

The following describes basic operation of the Mobile Tool Tracking application.

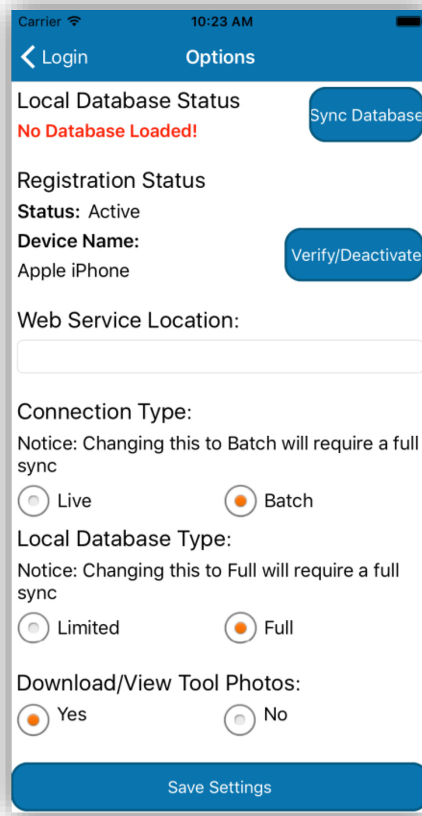
OPTIONS

When starting the mobile application for the first time, you will be prompted to enter the Web Service Location on the Options Page. The Options page hosts many of the main functional settings such as the main database sync, device registration, and web service location. The Options page also holds the settings for the database download type, live or batch (full or limited), an in-app barcode scanner, and whether you would like to download the photos from your database to your device. Please note if you turn on the Photo Download, you will need to resync the database for the photos to appear. Please note, for any setting changes to take effect, press the 'Save Settings' button.

Android



iOS



To Register your device, input your Device's name and Web Service Location. If given your company's pin, input the pin while Registering. If you do not have a pin, your device will be Registered but will remain Inactive until approval is made on the PC version of the system in Device Administration. In order for the app to work, your device must be Registered AND Active. The following 3 status' are available for your device:

1: Not Registered – You have downloaded the app and done nothing else

2: Active – Your device is Active and Registered and ready for use

3: Registered (Inactive) – Your device is Registered but not Active for use. Contact your Systems Administrator to finish the activation on your device

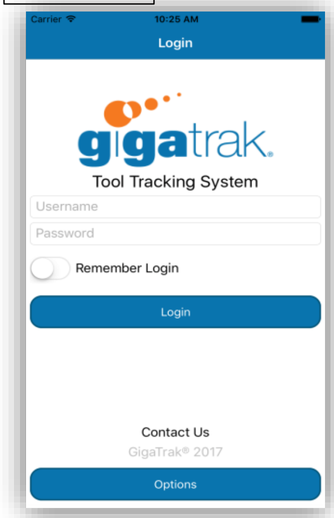
If the in-App barcode scanner is turned on (Android Only), you will be able to use your devices camera as a barcode reader. A “Scan” button will appear wherever you need to enter a barcode. Pressing this button will pull up your built-in camera. After your device has scanned the barcode (you do not need to press the picture capture button), you will be returned to the screen with the barcode entered on that line item. *(Please note, a third-party barcode reader app must be installed on your device for this feature to work. You will not need to access this app, but it must be installed on your device for it to work. We recommend the ZXing Free Barcode Scanner).*

LOGIN

When the handheld application is first started, a user login will be required. This will match the login that is used to access the desktop version of the application. These logins can be set up or changed in the Employee Administration of the desktop application. If the username and password matches an employee in the data file, the employee name will appear under the scan box, and buttons for the application functions will appear. Please note which functions that appear will depend on the type of sync and database downloaded if in batch mode and the permissions of the logged in employee.

Android

iOS



The logged in user is tied to the records recorded by the handheld. If a different employee uses the handheld, he/she should login before recording records. To change the current user, select “Log Out” and enter in a different employee’s log in information.

Permission Requirements for Each Function:

<u>Check In/Out:</u> The current user must have at least Simple Check In/Out Rights.

<u>Identify Tool:</u> The app must be in Live or Full Database mode and the current user must have at least View Tool Rights.

<u>Check Out Cart:</u> The app must be in Live or Full Database mode and the current user must have Edit Check Out/In Rights.

<u>Audit:</u> The app must be in Live or Full Database mode and the current user must have Simple Check Out/In Rights.

<u>Add New Tool:</u> The app must be in Live or Full Database mode and the current user must have Tool Edit Rights.

<u>Reservations:</u> The app must be in Live or Full Database mode and the current user must have at least View Reservation Rights to view current reservations in the system and Edit Reservation Rights if they wish to create a new reservation.

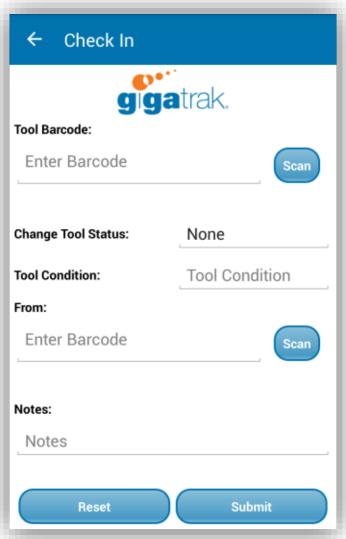
<u>Maintenance:</u> The app must be in Live or Full Database mode, the current user must have Edit Maintenance Administration Rights and “Show Maintenance on Handheld” must be turned on under the Setup Options on the PC. *(Only available on Pro and Contractor Editions)*

<u>Add Tool Photo:</u> The app must be in Live or Full Database mode with photos turned on and the current user must have Edit Tools Rights.

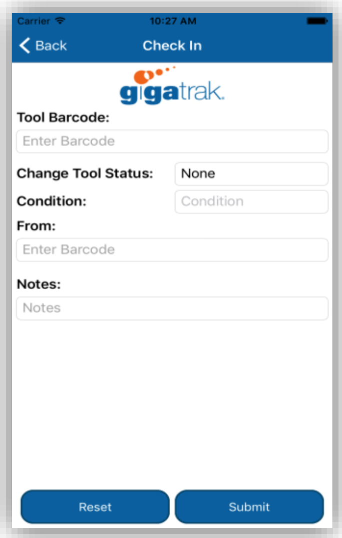
<u>Error Log:</u> This will appear only after a failed sync in the Limited Database mode

CHECK IN

Android



iOS



The Check In function is used to return tools from an employee/location/container back to a storage location.

The user can change the Tool Status or Condition from a drop-down list at the time of check in. The options are No (change), Lost, or Broken for the Tool Status Change.

First, scan the tool barcode being returned. If the barcode matches a record in the data file, the appropriate tool name will be displayed under the scan box as well as the current storage location. If the tool is being returned to this location, just press the Submit button. If it is being returned to a different storage location, scan or enter the barcode of the new storage location.

If the tool is not a binned item, the check in record is saved. If the tool is a non-consumable binned item, the Qty box will appear with a default quantity of one. You must enter the barcode of the employee/location returning the binned items in the "From:" field. Enter the appropriate quantity and press the "Submit" key to save the check in record.

If the tool is set up for Miles and/or Hours in the host database, the Miles and/or Hours boxes will appear, with the current readings filled in. Enter the appropriate values and press the Submit button to save the check in record.

Continue to scan the tool barcodes that will be checked in from the employee/location/container.

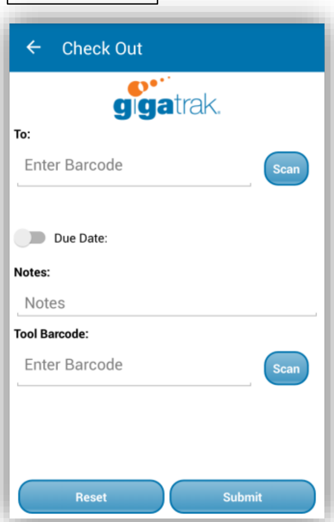
Note: Consumable items cannot be checked in. Scanning the barcode of a consumable item will display the message "Cannot Check In a Consumable" if in Live/Full Database mode.

The Cancel button will clear data from the screen without saving it. It will not reset data that has already been saved.

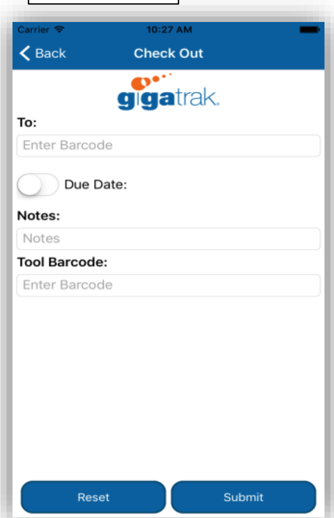
If you are using Limited Database mode, the Qty box will always be available as well as the Mile and Hours if maintenance is turned on for handhelds in the desktop setup options. The application will always save your information and will not report if there are any issues or conflicts with the check in until sync is pressed on the handheld. Any issues or conflicts will be reported in the Error Log.

CHECK OUT

Android



iOS



The Check Out function is used to assign tools to employees, locations or containers.

Scan the barcode of the employee/location/container that is receiving the tools. If the barcode matches a record in the data file, the appropriate name will be displayed under the scan box.

If a Due Date is desired, check the Due Date checkbox. No due date will be recorded if the checkbox is not checked. A popup calendar can be displayed by selecting the button displaying the date, or enter the number of days the employee will have the tool.

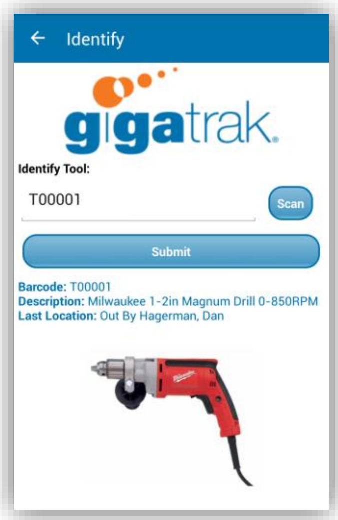
Scan the tool barcode. If the barcode matches a record in the data file, the tool description will be displayed under the scan box. If the tool is not a binned item, the item will be checked out the moment you scan it. This allows the user to check out multiple tools to an individual/container/location without having to press “Submit” after each scan. Any notes for a specific tool check out must be entered before scanning the tool. If the tool is a binned item, the Qty box will appear, with a default quantity of one. Enter the appropriate quantity and press the Submit button to save the check out record.

Continue to scan the tool barcodes that will be assigned to the employee/location/container.

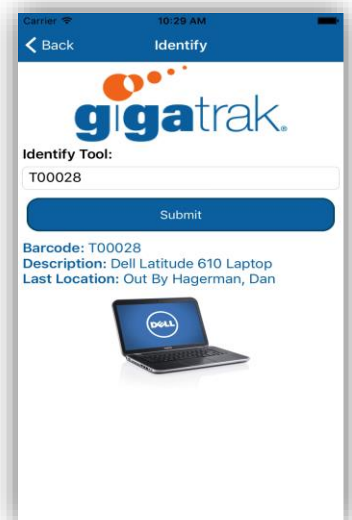
The Cancel button will clear data from the screen without saving it. It will not reset data that has already been saved.

If you are using Limited Database mode, the Qty box will always be available. The application will always save your information and will not report if there are any issues or conflicts with the check out until sync is pressed on the device. Any issues or conflicts will be reported in the Error Log. (Note: In a Limited Database, the system does not check if employees, locations, or tools are true in the database).

Android



iOS

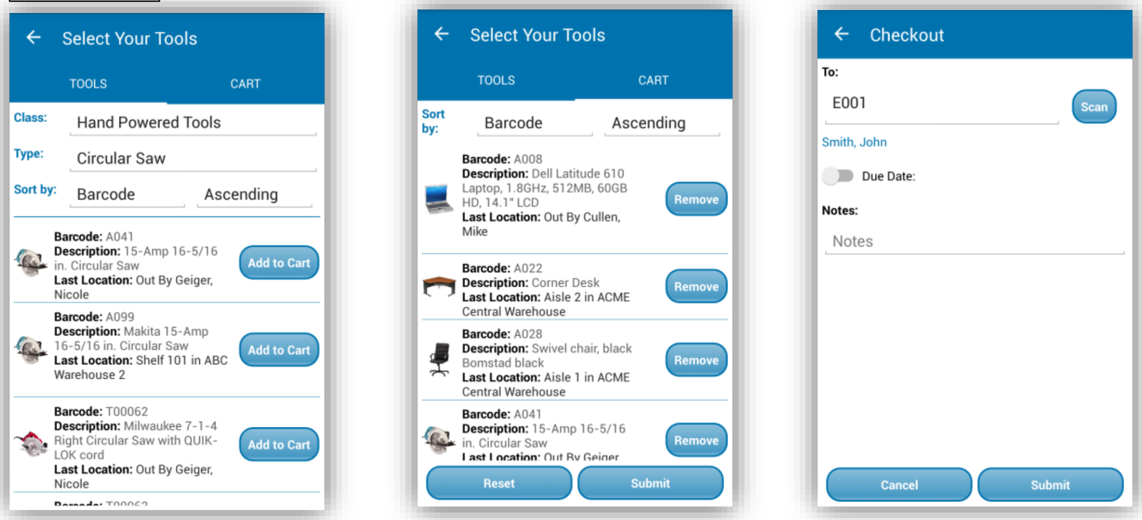


IDENTIFY

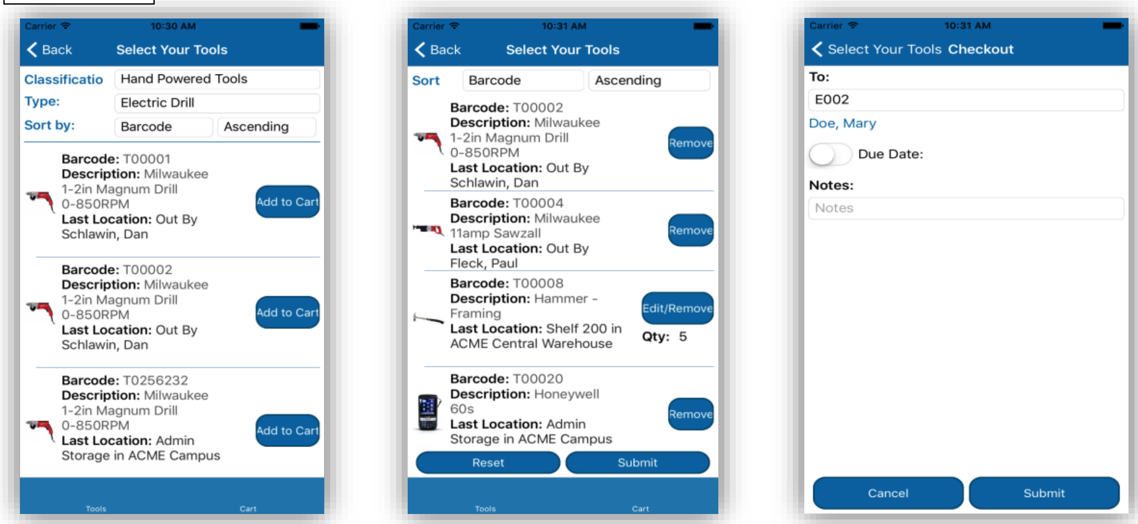
The Identify function is used to display the description and photo of a tool when the barcode is scanned. Please note the photo will only appear if Download/View Photos is set to Yes on the Options page. It will also show the last known location or employee that has it. This is only a lookup function, it does not save data.

CART CHECK OUT

Android



iOS

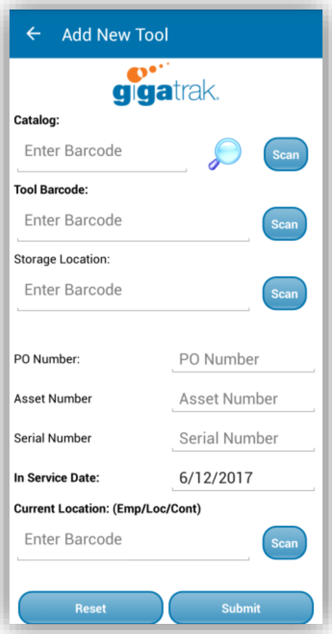


The Check Out Cart can be used to check out multiple items to a single employee, location, or container. To find a Tool, first start by sorting the Classification and Type of tool you are looking for. To add a Tool to your cart, press the “Add to Cart” button. When a tool has been added to your cart, the button will change to “Remove”. The ‘Sort By’ field is used to sort the tools by several different options (barcode, model number, serial number, due date, etc.) making your tools easier to find in your list. In the Cart Tab, you can find the list of the tools you are currently looking to check out. To remove a tool from the list, press “Remove”. To change the quantity of a binned item, tap the “Edit/Remove” button to the right of the tool you wish to change the quantity of. If you would like to clear your cart, select the “Reset” button and your Check Out Cart will be cleared.

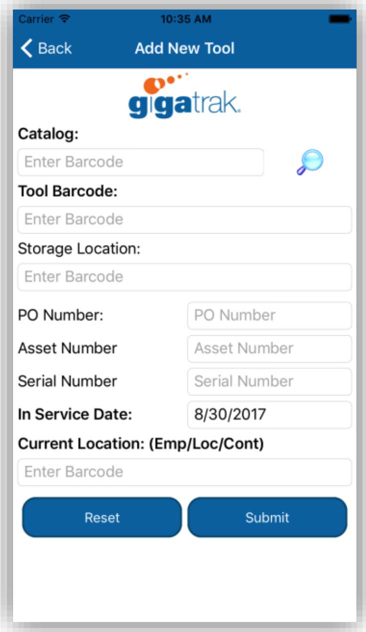
When you are finished adding items to your Cart, select the “Submit” button. You will then be brought to a summary page where you will be able to enter in the barcode of the employee, location or container you would like to check the items out to. Please note that adding in a Due Date or Note on this page will apply to all Tools being checked out during this transaction. Selecting “Submit” will submit the entire check out. Selecting “Cancel” will return you to the cart page with your items still in your cart.

ADD NEW TOOL

Android



iOS



A new Tool can be added from the mobile application if you already have Master or Catalog items (Tool Templates) entered in the PC version of the system. Start by scanning, entering or looking up the ‘Master’ number of the Type of Tool you would like to add. You can look up ‘Master’ numbers by clicking on the magnifying glass. Then scan or enter your new Tool barcode, In-Service Date (will default to today’s date) and current location (this can be a current check-out location or a storage location). All other non-bolded fields are optional for entry. Finally, submit the new Tool. If on Live database mode, you will be able to immediately use the Tool for check-out. If on Batch mode, you will need to sync before using the Tool for any actions.

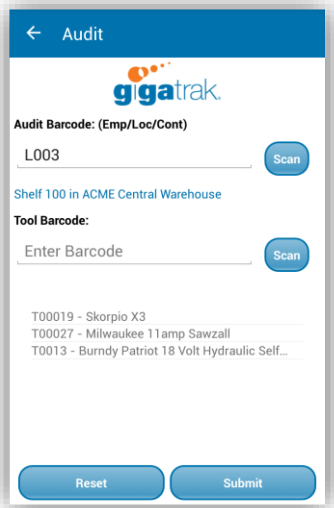
AUDIT

The Audit function is used to verify tools that have been checked out to an employee/location/container are in their correct location.

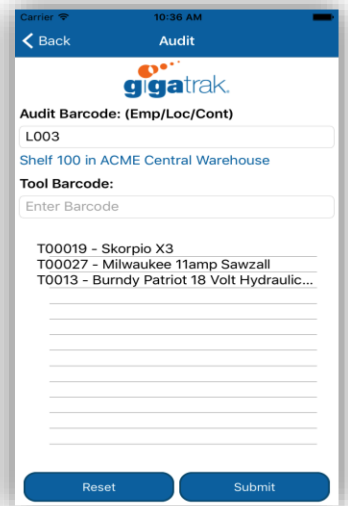
Scan the barcode of the employee/location/container that is being audited. If the barcode matches a record in the data file, the appropriate name will be displayed under the scan box, and a list of the tools that are currently assigned to that barcode will appear in the box below.

Note: Binned tools are not audited, and will not be displayed.

Android



iOS



If the scanned barcode matches one of the barcodes in the list, that item will be removed from the list. Continue to scan the tool barcodes, including barcodes that do not appear in the list. When all tools have been scanned, there may be some items still on the list. Those items can be reconciled when the data is downloaded back to the host PC.

The Cancel button will clear data from the screen. Tools that were audited will have been saved. (Note: Audits will still need to be committed on the Desktop Application in the "Audit" icon.)

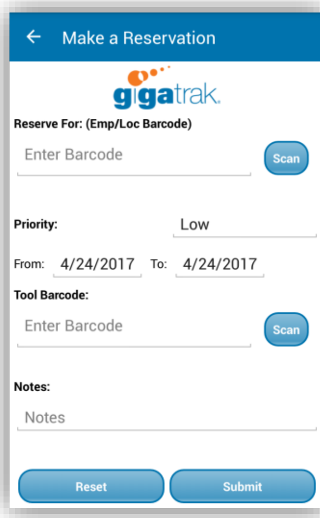
RESERVATIONS

The Reservation function is used to view and create reservations.

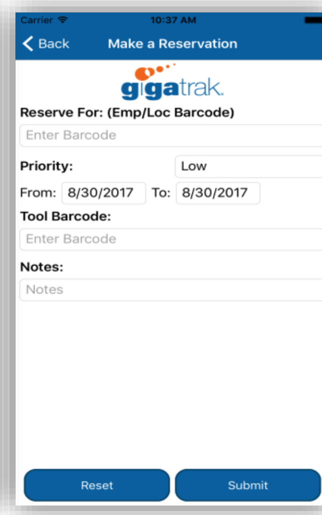
To create a new Reservation, Scan the barcode of the employee/location that the tool is being reserved for. If the barcode matches a record in the data file, the appropriate name will be displayed under the scan box.

The user can select their Priority level from a drop-down list when the reservation is placed. The options are Low, Medium and High and correspond to the same priorities on the desktop program.

Android

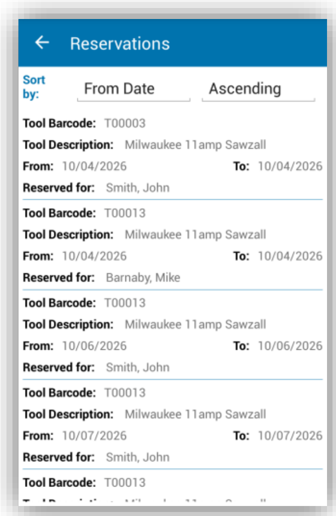


iOS



Select the From or To dates to change them. A popup calendar can be displayed by selecting the date fields.

Scan the tool barcode. If the barcode matches a record in the data file, the tool description will be displayed under the scan box. Please note, binned items cannot be reserved. Once your reservation is ready to be submitted, press the Submit button to save the reservation.



The 'Reset' button will clear data from the screen without saving it. It will not reset data that has already been saved.

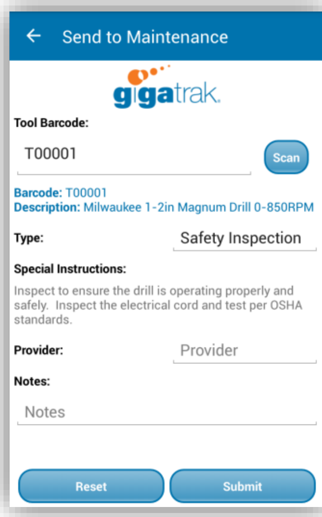
The View Reservation page will show all current reservations in the system. Each reservation in the list can be selected. By selecting the reservation, you will be able to view more information about that reservation. Current Reservations can be sorted by date or barcode.

MAINTENANCE

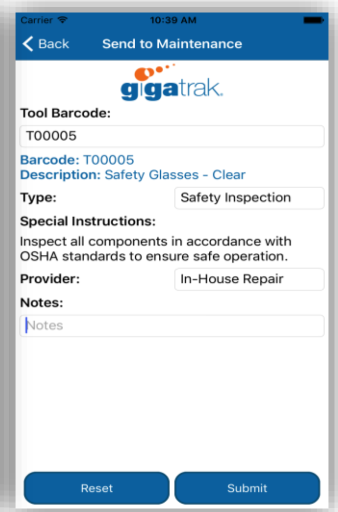
The Maintenance Function (Only available in Pro and Contractor Editions) allows users to either select a tool to Send to Maintenance, or record a tool that has been Return(ed) From Maintenance.

When sending a tool for maintenance, the user must scan the tool barcode, select the repair type, pick a provider, and enter any notes they prefer. Any special instructions for that repair type will appear in the Special Instructions text box. These instructions will scroll left and right if they are too long to fit in the box.   The record is then saved and the status is set to "Out for Maintenance" immediately in live mode or once the data is synced in batch mode.

Android

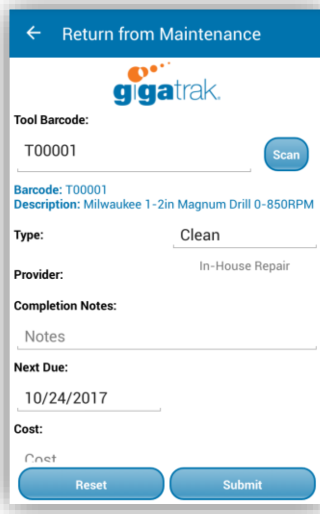


iOS

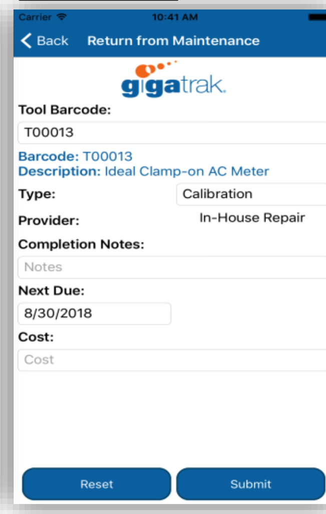


The “Return From Maintenance” allows the user to scan in items previously sent for maintenance, record the maintenance results and the cost of the maintenance. This is then added to the Maintenance History for the specific tool. To Return a Tool from Maintenance, scan the barcode, choose the Repair Type, enter any Completion Notes and/or Cost and hit “Submit”. (Note: The ‘Next Due’ date will default to that tools current scheduled maintenance interval. To change, simply select the date and pick the Next Due Date from the calendar).

Android



iOS



ADD TOOL PHOTO

The Add Tool Photo function is used to take pictures of your tools with your device or select them from your device’s gallery and send them to your database.

First, select to either take a new photo or choose from your devices gallery. Scan the tool barcode that you would like to add a photo to. If the barcode matches a record in the data file, the tool description will be displayed under the scan box.

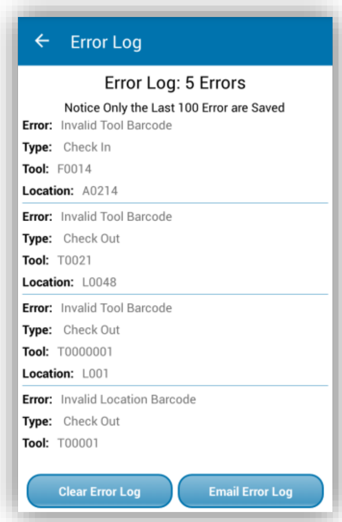
Android

iOS

Please select or take your photo. The Rotate button below will allow you to rotate the photo so that it displays as you would like it to show in the program.

Once you have the picture you would like to use, select Submit to send the photo to your Tool Tracking System (live or on your next sync). If there is already a picture available for this tool, the device will ask if you would like to override that photo. Press “Reset” to clear the page.

ERROR LOG (LIMITED DATABASE ONLY)



The Error Log will only appear after syncing with a Limited Database if the device was unable to send certain records. When using the Limited Database mode, the system does not check any of your information until you sync your data. If there are any records that the device was unable to sync, you will be notified and the device will add those records into the Error Log. Here, in the Error Log you can clear or email the log. By selecting Email the log, the device will prompt you to select your email application. Once selected, the Error Log will be attached to your email in a Tab Delimited Text file. This file can be opened in a spreadsheet viewer program for more information about why the device was unable to sync the records in question and a summary of the Check Ins or Check Outs in question. The Error Log will store up to 100 errors, at which point the device will remove the oldest records to make room for the new errors.

SYNC (BATCH MODE ONLY)

After you have performed any number of transactions, it is important to sync your database. To do so, you must have internet connection available via Wifi or data. If internet is not available during the sync, the application will tell you that “Service is not available or is Unreachable”. Before syncing, you can also view a “Pending Log” of all transactions that need to be synced. This log can be Emailed or Cleared (which will erase all transactions and will cause you to resync your database). Once your transactions have been synced, they will Clear from the Pending Log. (Note that having Photos “On” may increase sync time). If internet connection is unavailable, you can continue to do transactions that will be ‘stored’ until a connection becomes available.

SUPPORT

GigaTrak provides telephone/email support for your Tool Tracking System during the span of your agreement. Our hours are 9 AM to 5 PM Central Standard Time, Monday-Friday. During this time, you are entitled to any updates or new releases issued by GigaTrak. Onsite support is available at additional cost. Please call 262-657-5500 extension 2 with any questions or support@gigatrak.com

To inquire or purchase more App user licenses, please contact our Sales Team at 262-657-5500 ext. 1 or sales@gigatrak.com