



Classifications and Types

Thank you for using GigaTrak Software! This document explains the use of Classifications and Types in your Asset Tracking System.

Classification and Type pertain to how a company categorizes their assets. Class and Type have a Parent/Child relationship. Every organization has their own thought process for structuring this hierarchy. Classes and Types are **required** in the Asset Tracking System.

All Classifications and Types will be added in under the Support tab → Asset Support Administration.

On the first tab (F1) add in your Classification names one by one by pressing “Add”. Descriptions are optional. Save each individually.

Classification	Description	Active?
Binned		Yes
Computer Equipment		Yes
Consumables		Yes
Keys		Yes
Kit		Yes
Medical Equipment		Yes
Micellaneous		Yes
Office Furniture		Yes
Rentals		Yes
Software		Yes
Tools		Yes
Vehicles		Yes

Next, click on the Classification name you would like to add in a Type of and click on the second tab (F2) and press "Add". Add in each Type name separately. Descriptions, depreciation and *Default Due Dates (School Edition Only) are all optional.

Type	Description	Dep.	Active?	Due Date
Desktop PC		3	Yes	None
Handhelds		3	Yes	None
Laptop		3	Yes	None
Miscellaneous			Yes	None
Monitor		5	Yes	None
Network Server		5	Yes	None
Printer		2	Yes	None
Radios		3	Yes	None
Tablets		2	Yes	None

*Default Due Date: Any Asset in this Category will have an automatic Due Date set upon checkout.

Remember that creating Classes and Types are only Categories with which your Assets get put in to. You are not yet entering in specific assets in to the system.

Below is our first example of structuring your Classes and Types.

- Classification: Computer Equipment
 - Type: Desktops PC
 - Type: Handhelds
 - Type: Laptops
 - Type: Miscellaneous
 - Type: Monitors
 - Type: Radios
 - Type: Servers
 - Type: Tablets

The screenshot shows the 'Asset Support Administration' window. At the top, there are 'Save' and 'Cancel' buttons. Below are tabs for 'Classification (F1)', 'Type (F2)', 'User Defined Fields (F3)', and 'Maintenance (F4)'. The 'Type (F2)' tab is active, showing a 'Classification' dropdown set to 'Computer Equipment' and a 'Type' text field containing 'Laptop'. To the right, there is a 'Default Due Date for Check Out' section with radio buttons for 'None', 'End of Current Day', 'Number of Days', and 'End of Semester'. Below this is a 'Description' text area and a 'Depreciation' field set to '3' years. A 'Status' section has radio buttons for 'Active' (selected) and 'Inactive'. At the bottom, a table lists various types with their depreciation, active status, and due dates.

Type	Description	Dep.	Active?	Due Date
Desktop PC		3	Yes	None
Handhelds		3	Yes	None
Laptop		3	Yes	None
Miscellaneous			Yes	None
Monitors		5	Yes	None
Printer		2	Yes	None
Radios		3	Yes	None
Servers		5	Yes	None
Tablets		2	Yes	None

Second example of structuring for Classes and Types.

- Classification: Tools
 - Type: Drills
 - Type: Saws

The screenshot shows the 'Asset Support Administration' window. At the top, there are four buttons: 'Add' (green plus), 'Edit' (green pencil), 'Delete' (red X), and 'Print List' (blue printer icon). Below these are four tabs: 'Classification (F1)', 'Type (F2)', 'User Defined Fields (F3)', and 'Maintenance (F4)'. The 'Classification (F1)' tab is active, showing a dropdown menu for 'Classification' set to 'Tools' and a text field for 'Type' set to 'Drills'. The 'Description' field contains 'Cordless, Electric, Impact' and the 'Depreciation' field is set to 'Years'. To the right, there are two sections: 'Default Due Date for Check Out' with radio buttons for 'None', 'End of Current Day', 'Number of Days', and 'End of Semester', and 'Status' with radio buttons for 'Active' and 'Inactive'. At the bottom, there is a table with the following data:

Type	Description	Dep.	Active?	Due Date
Drills	Cordless, Electric, Impact		Yes	None
Saws	Band, Circular, Reciprocating		Yes	None

Class and Type structuring will look completely different per individual company. Some organizations like to get very detailed in their structuring and some like to go very general. This is dependent on how you plan on using filters to narrow down tool data when looking for items. Example of both is below.

Example 1 – Very basic Class/Type Hierarchy

- Classification: Assets
 - Type: Asset Types

In this example, the customer did not want to take the time to think of different categories for their tools. Therefore, they created one Classification and one Type and every single tool in the system fell under this Class/Type.

One Classification: Assets

The screenshot shows the 'Asset Support Administration' window. At the top, there are four buttons: 'Add' (green plus icon), 'Edit' (green pencil icon), 'Delete' (red X icon), and 'Print List' (printer icon). Below these buttons are four tabs: 'Classification (F1)', 'Type (F2)', 'User Defined Fields (F3)', and 'Maintenance (F4)'. The 'Classification (F1)' tab is active, showing a form with the following fields:

- Classification:** A text box containing the value 'Assets'.
- Description:** An empty text box.
- Status:** A group box containing two radio buttons: 'Active' (which is selected) and 'Inactive'.

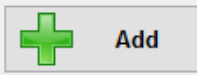
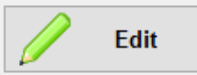

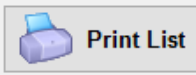
At the bottom of the window, there is a table with the following data:

Classification	Description	Active?
Assets		Yes

One Type: Asset Types

Asset Support Administration

Asset Support Administration

 Add  Edit  Delete  Print List

Classification (F1) Type (F2) User Defined Fields (F3) Maintenance (F4)

Classification: **Default Due Date for Check Out**
 None Number of Days
 End of Current Day End of Semester

Type:

Description:

Status
 Active Inactive

Type	Description	Active?	Due Date
Asset Types	All Company Assets	Yes	None





In the next example, we are going to look at getting even more specific than 'Computer Equipment' for a Classification.

Now, I have "Tablets" as a Classification name with my types as "Android, Apple, Windows".

- Classification: Tablets
 - Type: Android
 - Type: Apple
 - Type: Windows

Asset Support Administration

Asset Support Administration

 Add
  Edit
  Delete
  Print List

Classification (F1) Type (F2) User Defined Fields (F3) Maintenance (F4)

Classification:





Description:

Status
 Active Inactive

Classification	Description	Active?
Tablets		Yes

Asset Support Administration

Asset Support Administration

 Add
  Edit
  Delete
  Print List

Classification (F1) Type (F2) User Defined Fields (F3) Maintenance (F4)

Classification:

Type:

Description:

Default Due Date for Check Out
 None Number of Days

 End of Current Day End of Semester

Status
 Active Inactive

Type	Description	Active?	Due Date
Android		Yes	None
Apple		Yes	None
Windows		Yes	None

Some organizations choose to get very specific in their Class/Type names so that they can use the filters to narrow down a list to their wants. It is not uncommon to see over 50 different Classification names each with multiple Types under them. It is also not uncommon to see just a few Classes or even one. Each organization is different with their structuring. GigaTrak recommends you sit down as a team and graph out your Classes and Types for the system on a piece of paper and talk through them. This way, someone can come in to the system and add them in all at once instead of trying to think of the categories on the spot.

For any specific questions regarding Classifications and Types, please contact support@gigatrak.com