



Facilities/Locations

Thank you for using GigaTrak Software! This document explains the use of Facilities and Locations of the Asset Tracking System.

A *Facility* and *Location* is the grouping that refers to where assets may be stored or used. Every organization has their own thought process for structuring this hierarchy. Facilities and Locations have a Parent/Child relationship.

A *Facility* can be an actual Facility (ABC Company), or a pseudo-facility (I.E., a holding term that represents some particular group of Locations), ex. "Jobsites" or "Clients".

A *Location* is a subset of a Facility indicating where, within that Facility, an item is to be located or found. A location has a further designation and can be classified as either 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
- **Checkout Location** – Where an item gets Checked out to or Used

All Assets MUST have a Storage Location when first setup in the system. Assets are then Checked out FROM a Storage Location TO an Employee or Checkout/Usage Location. If you are only planning on checking out assets to employees, then you do not need to have any 'Checkout/Usage' Locations.

Example of a very simple Facility/Location setup for ABC Company with one Facility and one Storage Location. Many companies will only have one storage location.

Facility: ABC Company

The screenshot shows a 'Facility Administration' window with a form for adding a new facility. The form includes the following fields and controls:

- Name:** ABC Company
- Address:** 123 Main Street
- City:** Milwaukee
- State:** WI
- Zip:** 53707
- Notes:** (empty text area)
- Buttons:** Save (floppy disk icon) and Cancel (red circle with slash icon)
- Status:** Active (selected) and Inactive (radio buttons)

The screenshot shows the 'Facility Administration' window with a table listing existing facilities. The table has the following structure:

Facility Name	Active?
ABC Company	Yes

Additional controls visible in this view include 'Add' (green plus icon), 'Edit' (green pencil icon), and 'Delete' (red X icon) buttons.

Location under the ABC Facility: Warehouse

The screenshot shows the 'Location Administration' window. At the top, there are 'Save' and 'Cancel' buttons. Below that, there are two main sections: 'Add New Facility' and 'Add New Employee'. The 'Add New Facility' section includes a dropdown for 'Facility' (set to 'ABC Company'), a text field for 'Location' (set to 'Warehouse'), a text field for 'Barcode' (set to 'L001'), and two radio buttons: 'Checkout/Usage Location' (unselected) and 'Storage Location' (selected). There is also a large text area for 'Address'. The 'Add New Employee' section includes a dropdown for 'Responsible Individual' and a 'Notes' text area. At the bottom right, there is a 'Status' section with two radio buttons: 'Active' (selected) and 'Inactive' (unselected).

^This is a Storage Location where I will keep my assets when they are NOT being used.

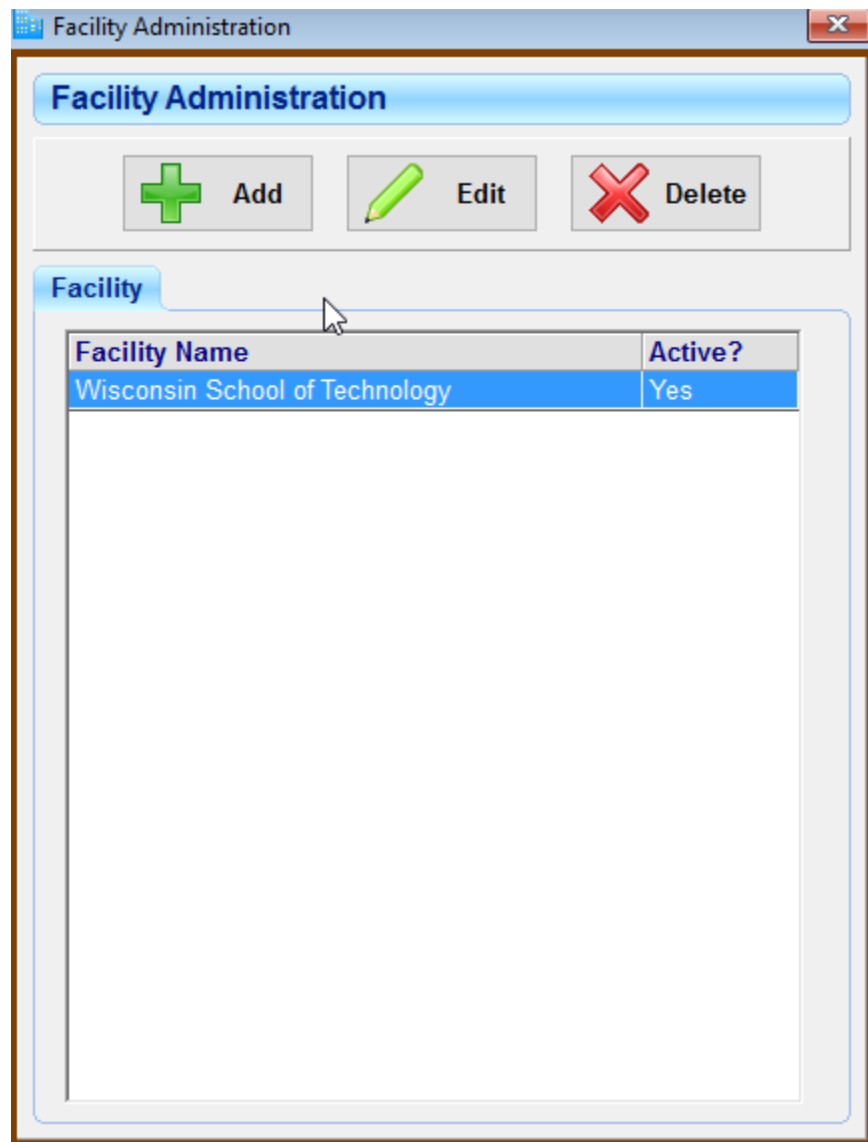
I now have one Storage Location under the ABC Company Facility. Many companies will only have one storage location for their assets.

The screenshot shows the 'Location Administration' window with a list of locations. The 'Facility' dropdown is set to 'ABC Company'. The list has the following columns: Location, Barcode, Responsible Individual, Storage?, and Active?. The first row is highlighted in blue.

Location	Barcode	Responsible Individual	Storage?	Active?
Warehouse	L001		Yes	Yes

Second illustration of one Storage Facility with one Storage Location using a School as an example.

Facility: Wisconsin School of Technology



One Storage Location under this Facility.

Storage Location: IT Storage

Location Administration

Location Administration

Save Cancel

Facility: Add New Facility

Location:

Barcode:

Checkout/Usage Location
 Storage Location

Responsible Individual:

Add New Employee

Notes:

Status
 Active Inactive

Location Administration

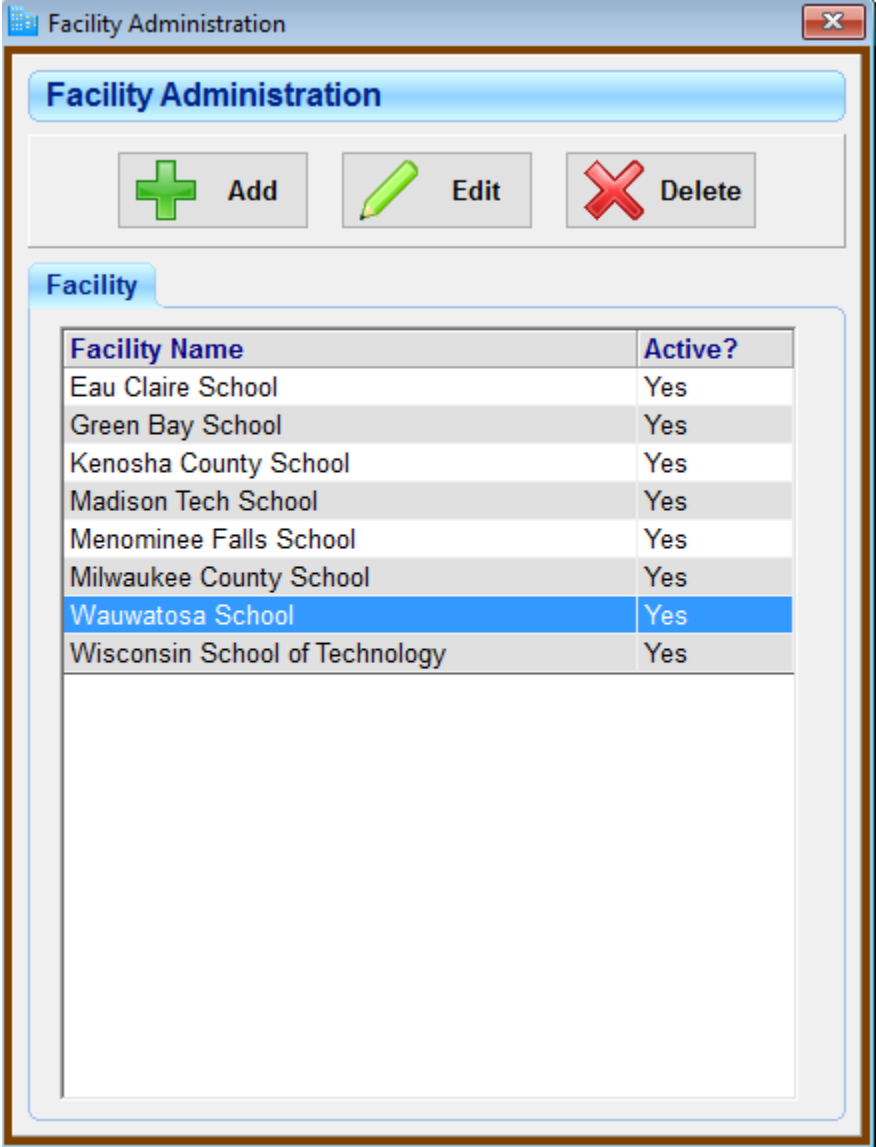
Add Edit Delete

Export To File Change Responsible Individual Print Barcode List Print Label

Facility:

Location	Barcode	Responsible Individual	Storage?	Active?
IT Storage	L001		Yes	Yes

However, you can choose to get very specific with your Facilities and Locations and have many. In the example below, I now have multiple facilities, each with multiple locations under them.



The screenshot shows a software window titled "Facility Administration". At the top, there is a blue header bar with the text "Facility Administration". Below this header, there are three buttons: "Add" (with a green plus sign), "Edit" (with a green pencil icon), and "Delete" (with a red X icon). Below the buttons, there is a tab labeled "Facility". Underneath the tab is a table with two columns: "Facility Name" and "Active?". The table contains the following data:

Facility Name	Active?
Eau Claire School	Yes
Green Bay School	Yes
Kenosha County School	Yes
Madison Tech School	Yes
Menominee Falls School	Yes
Milwaukee County School	Yes
Wauwatosa School	Yes
Wisconsin School of Technology	Yes

Now, under the 'Milwaukee County School' Facility, I have 6 different Storage Locations listed. When setting up an asset, you will then have to choose one of these specific locations that an asset is stored at.

The screenshot shows the 'Location Administration' window with the 'Facility' dropdown set to 'Milwaukee County School'. The table below lists the storage locations for this facility.

Location	Barcode	Responsible Individual	Storage?	Active?
Mil Basement Storage	L004		Yes	Yes
Mil Classroom Storage	L005		Yes	Yes
Mil Shop Storage	L006		Yes	Yes
Mil Teacher Storage	L008		Yes	Yes
Mil Tech Storage	L009		Yes	Yes
Mil Warehouse Storage	L007		Yes	Yes

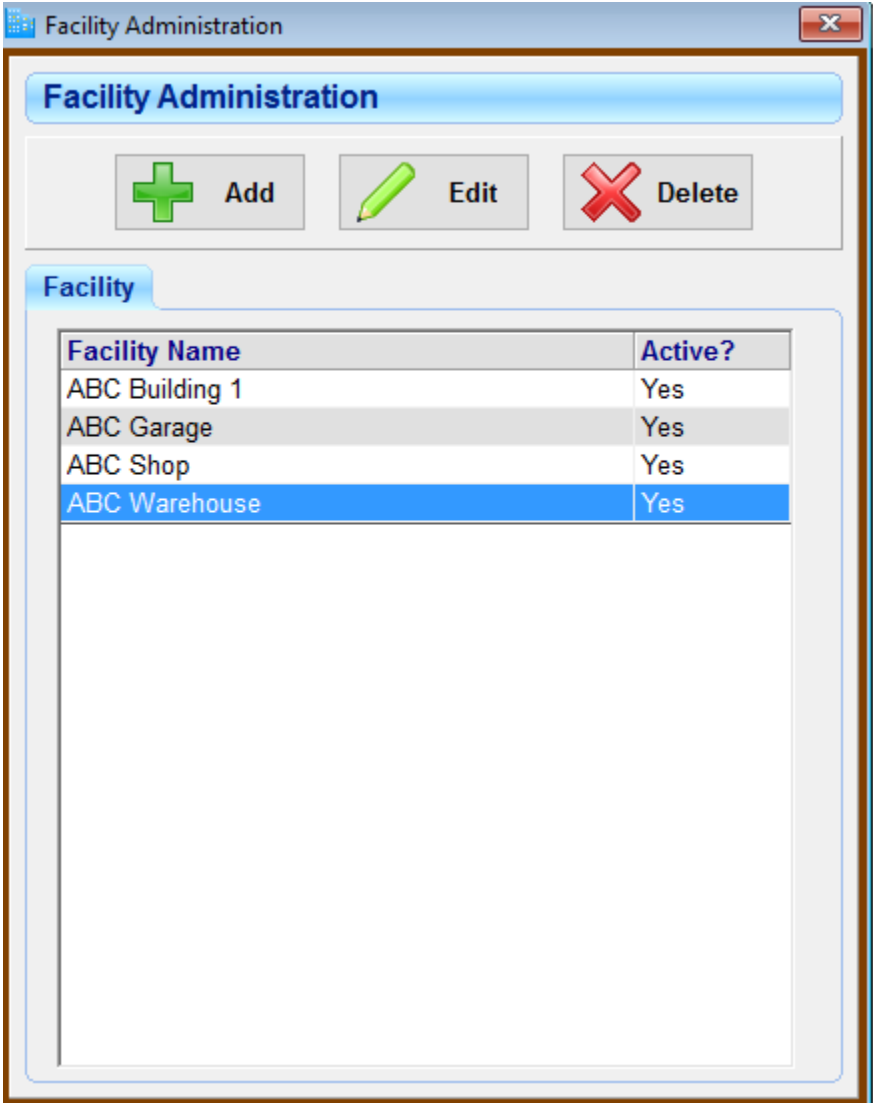
I can also use the Facility drop-down menu to look at ALL storage locations under ALL facilities.

The screenshot shows the 'Location Administration' window with the 'Facility' dropdown set to 'All'. The table below lists storage locations across all facilities.

Facility	Location	Barcode	Responsible Individual	Storage?	Active?
Eau Claire School	Eau Classroom Storage	L010		Yes	Yes
Eau Claire School	Eau IT Storage	L003		Yes	Yes
Eau Claire School	Eau Storage	L002		Yes	Yes
Green Bay School	Green IT Storage	L011		Yes	Yes
Green Bay School	Green Tech Storage	L012		Yes	Yes
Kenosha County School	Keno IT Storage	L014		Yes	Yes
Kenosha County School	Keno Tech Storage	L013		Yes	Yes
Madison Tech School	Mad Basement Storage	L015		Yes	Yes
Menominee Falls School	Meno Shop Storage	L017		Yes	Yes
Menominee Falls School	Meno Tech Storage	L016		Yes	Yes
Milwaukee County School	Mil Basement Storage	L004		Yes	Yes
Milwaukee County School	Mil Classroom Storage	L005		Yes	Yes
Milwaukee County School	Mil Shop Storage	L006		Yes	Yes
Milwaukee County School	Mil Teacher Storage	L008		Yes	Yes
Milwaukee County School	Mil Tech Storage	L009		Yes	Yes
Milwaukee County School	Mil Warehouse Storage	L007		Yes	Yes



17 rows found





Second illustration of multiple Facilities with multiple Storage Locations.



Now, under the 'ABC Warehouse Facility', I have 6 different Storage Locations listed. When setting up an asset, you will then have to choose one of these specific locations that asset is stored at.

Location Administration

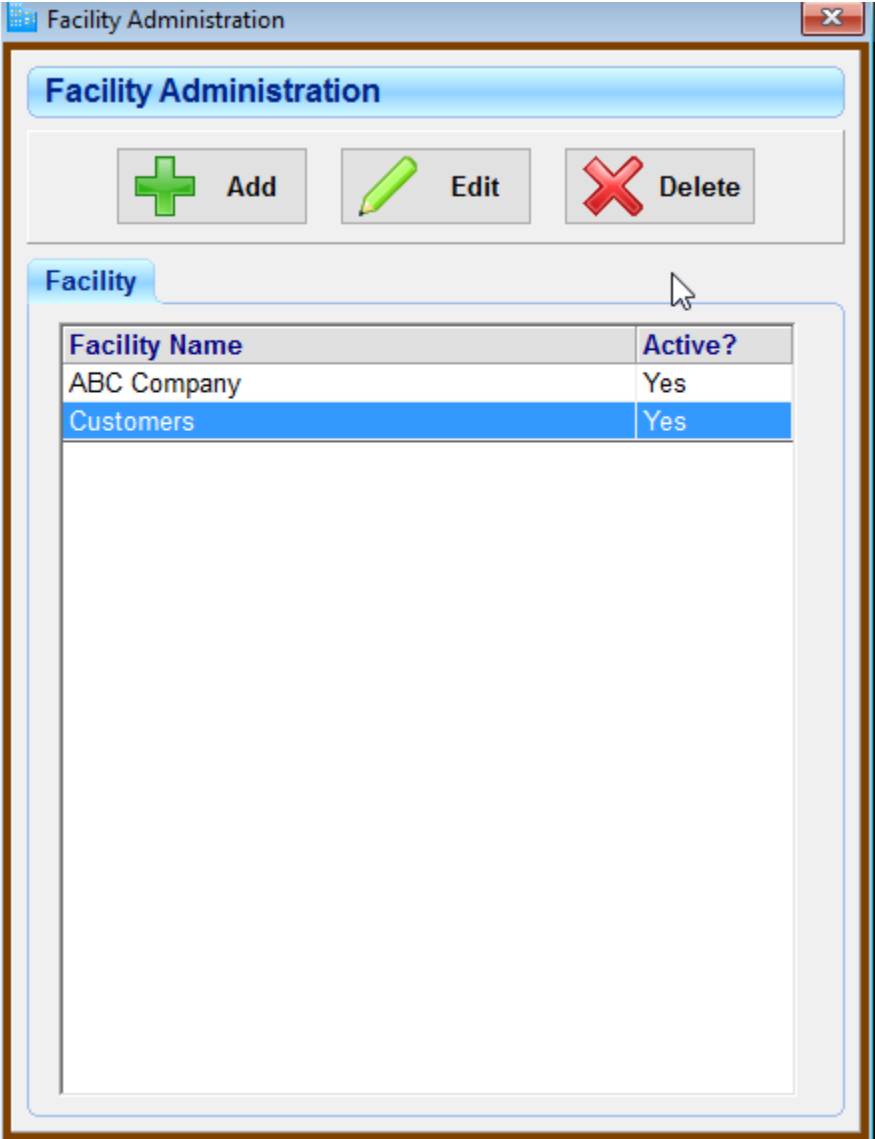
 Add  Edit  Delete

 Export To File  Change Responsible Individual  Print Barcode List  Print Label

Facility:

Location	Barcode	Responsible Individual	Storage?	Active?
Aisle 1	L001		Yes	Yes
Aisle 2	L002		Yes	Yes
Shelf A	L003		Yes	Yes
Shelf D	L004		Yes	Yes
Shop - North End	L005		Yes	Yes
Shop - South End	L006		Yes	Yes

It is also highly recommended that you create pseudo facilities to represent groups. For example, if you plan on checking out to assets to jobs or clients, it is best to create a new facility named "Jobs" or "Clients" or "Customers".



You can then list all of your specific customers as Locations under the “Customers” facility. These will all be “Checkout/Usage Locations”.

Facility: Customers

Location: Bakers Hospital

Barcode: BH2017

Checkout/Usage Location
 Storage Location

Responsible Individual:
Smith, John - JSMITH

Notes: 123 Main Street
Milwaukee WI

Status
 Active Inactive

Please note that in the example above, I have filled out extra information that was not required. Only bolded fields (Facility, Location, Barcode) are required for entry.

Also, when a jobsite or a customer/client is no longer active, simply switch the Location status to 'Inactive'. Do not delete the Location out of the system. This way you save the historical history of the Location in case it is needed down the road.

All customers/jobs will then be added in this way and you can easily view all of them under the “Customers” Facility.

Location Administration

Add
 Edit
 Delete

Export To File
 Change Responsible Individual
 Print Barcode List
 Print Label

Facility: Customers

Location	Barcode	Responsible Individual	Storage?	Active?
Bakers Hopsital	BH2018		No	Yes
Bell River	BR2017	Betz, Greg - GBETZ	No	Yes
Dauids Insurance	DI2017		No	Yes
Fern Town Hall	FTH2018	Packer, Aaron - APACKER	No	Yes
House Market	HM2018		No	Yes
Houston Florist	HF2018		No	Yes
Jackson Street	JS2017		No	Yes
Kays Jewelers	KJ2018		No	Yes
Medical Service	MEDICALSERVICE	Larson, Karen - KLARSON	No	Yes
Nickson Bank	NB2018		No	Yes
Pediatrics	PEDIATRICS	Brown, Hannah - HBROWN	No	Yes
Route 66	R662018		No	Yes
Tenutas	TE2018		No	Yes

13 rows found

(All “Customer” Locations above are marked as “Check-Out Locations” because assets will be checked out or used here. Not stored here.)

Last, I can have a mix of Storage and Checkout Locations listed under one Facility. For the example below, I have a school that has one Storage Location and a few Checkout/Usage Locations.

Location Administration

Location Administration

Export To File Change Responsible Individual Print Barcode List Print Label

Facility: Wisconsin School of Technology

Location	Barcode	Responsible Individual	Storage?	Active?
Classroom 101	L002		No	Yes
Classroom 202	L003		No	Yes
Classroom 405	L004		No	Yes
IT Storage	L001		Yes	Yes

4 rows found

If you have questions, please contact our support team at support@gigatrak.com