



Binned Tools

Thank you for using GigaTrak Software! This document explains Binned Tools of the Tool Tracking System.

Binned Tools are small items that would not be individually bar coded, such as cords, hammers, chairs, nuts/bolts/nails, chemicals, etc. They would be located in a common bin/area/shelf with a single barcode that represents the whole lot of them. Binned items can be Consumable (they are not expected to be returned; Box of Nails) or Non-Consumable (they are expected to be returned; Hammers).

When Binned Items are checked out, the user will be prompted to Enter the quantity being checked out. Binned items, whether Consumable or not, have a Reorder Point. This is the minimum quantity that you want to keep in inventory. When the Storage Bin Quantity reaches the Reorder Point, the item will appear on the "Bin Tool Below Reorder Point" report.

Binned Tools (whether Consumable or Non-Consumable) items *must be selected at the time the tool is entered via the Add button*. Binned Tools are entered exactly like all other tools. Start by pressing “Add” on the F2 screen of the Tools icon and using the drop-down menus to fill out the information about the Binned Item (bolded fields required). However, before pressing Save, you **MUST** check the box marked “Binned Items” and whether the item is Consumable or Not before saving. Due to the different methods that bin and consumable data is tracked in the system, **the Bin selection cannot be changed with the Edit function**. If you forget to mark the “Binned Item” box under the Primary Data tab when adding in a Binned Tool, you will need to delete and start over.

Next, enter your Storage Bin Quantity and Re-order Point (the point in which you would like to be notified when stock is getting low). Save the Tool.

Example 1: Non-Consumable Binned Tool (which means I expect them back after they are checked out)

The screenshot shows the 'Tool Information' form with the following data:

Field	Value
Tool Template	
Classification	Binned
Type	Chairs
Description	Folding Chair
Facility	SCWCE
Storage Location	Tool Crib
In Service Date	01/01/2016
Barcode	2901
Asset Number	991
Condition	
Manufacturer	Not Applicable
Model Number	T120
Serial Number	N/A
Funding Source	Capital Expenditure Budget
Account	Finance Department / 4000

Primary Data:

- Container: [Dropdown]
- Binned Item:
- Consumable: No Yes
- Storage Bin Qty: 530
- Reorder Point: 20

Checked Out to Emp / Loc	Qty Out
Total Out:	0

You **MUST** mark the Binned Item check box and choose whether the item is Consumable or Not before Saving for the very first time! You can change the Storage Bin Qty and Reorder Point numbers at any time.

Example 2: Consumable Binned Tool (which means I will never get these items back when they are checked out; they become “Consumed” by the Location/Person that checked them out)

The screenshot displays a software interface for tool management, titled "Tool Information". The interface is divided into several sections:

- Tool Information (F2):** This section contains various fields for tool details:
 - Tool Template: [Dropdown]
 - Classification: Binned [Dropdown]
 - Type: Consumable [Dropdown]
 - Description: Masks [Text Field]
 - Facility: SCWCE [Dropdown]
 - Storage Location: Tool Cnb [Dropdown]
 - In Service Date: 05/13/2016 [Text Field]
 - Barcode: Z003 [Text Field]
 - Asset Number: 903 [Text Field]
 - Condition: [Dropdown]
 - Manufacturer: Miwaukae [Dropdown]
 - Model Number: N/A [Text Field]
 - Serial Number: N/A [Text Field]
 - Funding Source: Master Budget [Dropdown]
 - Administrative Department / 30 [Text Field]
- Primary Data:** This section includes a "Purchase / Warr." tab and a "User Defined Data" section:
 - Container:
 - Binned Item: (This checkbox is circled in red)
 - Consumable: No, Yes (The "Yes" radio button is also circled in red)
 - Storage Bin Qty: 194 [Text Field]
 - Reorder Point: 45 [Text Field]
- Images & Docs:** This section contains an image of a white 3M 8210 N95 Industrial Respirator.
- Tool History (F3):** This section is partially visible on the right side of the interface.

You MUST mark the Binned Item check box and choose whether the item is Consumable or Not before Saving for the very first time! You can change the Storage Bin Qty and Reorder Point numbers at any time.

Now, during check-out, when a Binned Item Barcode is scanned, the user will be prompted for the Quantity they are checking out. (All other individually barcoded Tools, the quantity prompt does not appear; only for Binned Tools).

In the example below, we will check out 10 Dust Masks (Consumable Binned Tool) and 20 Folding Chairs (Non-Consumable Binned Tool) to Bell River Jobsite. Press Save or Save/Print.

Barcode	Description	Asset Number	Due Date	Out Date	Condition	Person	Facility	Location	Container	Qty	Miles	Hours
2001	Folding Chair	801		07/20/2018 02:49 PM			Jobs	Bell River		20		
2983	Masks	883		07/20/2018 02:41 PM			Jobs	Bell River		10		

Now, if we check back in by Bell River Jobsite, only the Folding Chairs will be listed. You NEVER check back in Consumable Tools. They are Consumed the moment they are checked out.

Chk	Barcode	Description	Asset Number	Due Date	In Date	Condition	Facility	Location	Qty	Status	Miles	Hours	Check In Date	Check Out No
<input type="checkbox"/>	2001	Folding Chair	801		07/20/2018 0		SCWCE	Tool Cbk	20					

We can also change the quantity of Chairs being checked back in. If Bell River Jobsite is only bringing back some of the Chairs and not all of them, we can double click on the 'Bin Qty' and manually change it.



Last, you can run reports on Binned Items. Non-Consumable Binned Tools will show up on Tool Assignment Reports and will list the quantity currently checked out.

gigatrak **Tool Assignment by Location**
Original Value: All

Location: Bell River (Jobs) Responsible Individual: Anderson, Julie - JANDERSON

Binned Items

Barcode	Description	Orig Value	Asset Number	Model Number	Serial Number	Out Date	Note	Status	Bin Qty
Storage Loc (Fac): Tool Crib (SCWCE)									
Z001	Folding Chair	7.99	901	T120	N/A	07/20/2018 2:40:00 PM		Active	5

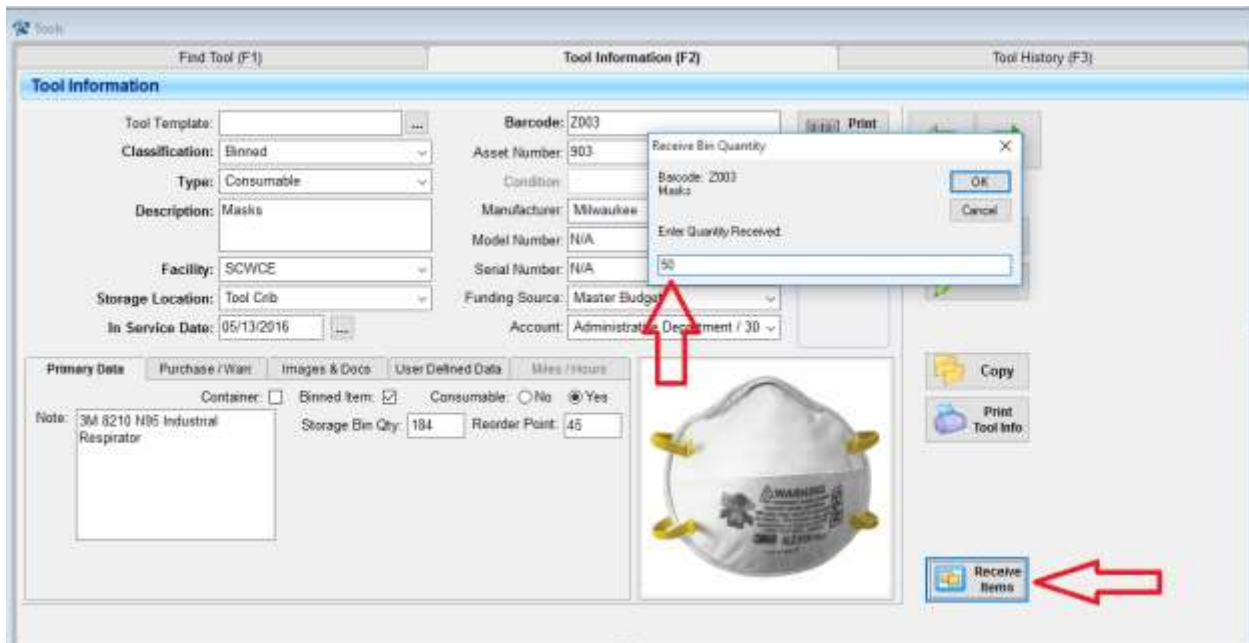
Consumable Binned Items will be found on "Consumable History" Reports to see what was consumed by a Person or Location.

gigatrak **Consumable History by Location**
From 07/20/2017 to 07/20/2018

Location: Bell River (Jobs)

Barcode	Description	Purchased From	Out Date	Transact By	Bin Qty	Unit Cost	Ext Cost
Z003	Masks	Home Depot	05/29/2018 1:10:00 PM	User, Admin	10	.20	2.00
Z003	Masks	Home Depot	06/18/2018 3:39:00 PM	User, Admin	10	.20	2.00
Z003	Masks	Home Depot	07/20/2018 2:41:00 PM	User, Admin	10	.20	2.00
Total:							6.00

When you have purchased and received in more Binned Items, click on “Receive Bin Items” on the F2 tab (Tool Information) of the Tools icon and enter the quantity you received. Your Storage Bin Qty will update.



Last, to be automatically notified when you are getting low on Binned Tools, you can have a report pop-up right upon login listing the items that are below your reorder points. To turn this on, login as the Admin and go to File → Setup Options. On the second tab of the Setup Options (Applications Settings), mark the box listed as “Show Binned Tools Below Reorder Point Report after Log in”.

Show Bin Tools Below Reorder Point Report after Log in

If you do not want this report popping up for everyone that logs in, simply turn this option off and run the report manually at any time in the Reports icon.

For additional questions regarding Binned Tools, please contact support@gigatrak.com