



Classification and Types

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

Classification and Type pertain to how a company categorizes their equipment. 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 Tool Tracking System.

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

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

The screenshot shows the 'Tool Support Administration' window with the 'Classification (F1)' tab selected. The 'Classification' field contains 'Computer Equipment' and the 'Description' field is empty. The 'Status' is set to 'Active'. Below the form is a table of existing classifications.

Classification	Description	Active?
Computer Equipment		Yes
Container		Yes
Furniture		Yes
Hand Powered Tools		Yes
Hand Tools		Yes
Ladders		Yes
Office		Yes
Safety Equipment		Yes
Science Tool Kit		Yes
Shovels		Yes
Software		Yes
Test Instrument		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 are all optional.

Type	Description	Dep.	Reservable	Active?
Desktop		3	Yes	Yes
Handhelds		3	Yes	Yes
Laptops		3	Yes	Yes
Radios		3	Yes	Yes
Servers		3	No	Yes
Tablets		3	No	Yes

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

*Tools of this Type are Reservable: In order to Reserve any tool listed in this category, this box must be checked.





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

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

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

Tool Support Administration

Tool Support Administration

 Add
  Edit
  Delete
  Print List

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

Classification: Computer Equipment
 Type: Tablets
 Description:
 Depreciation: 3 Years
 Tools of this Type are Reservable
 Status: Active Inactive

Default Due Date for Check Out
 None
 End of Current Day
 Time:
 Specific Date ...
 Time:
 Number of Days

Type	Description	Dep.	Reservable	Active?
Desktop		3	Yes	Yes
Handhelds		3	Yes	Yes
Laptops		3	Yes	Yes
Radios		3	Yes	Yes
Servers		3	No	Yes
Tablets		3	No	Yes

Second example of structuring for Classes and Types.

- Classification: Hand Powered Tools
 - Type: Band Saw
 - Type: Blades
 - Type: Cases
 - Type: Circular Saw
 - Type: Cordless Drill
 - Type: Electric Drill
 - Type: Heat Gun
 - Type: Impact Drill
 - Type: Reciprocating Saw

Tool Support Administration

Tool Support Administration

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

Classification:

Type:

Description:

Depreciation: Years

Tools of this Type are Reservable

Status: Active Inactive

Default Due Date for Check Out:

- None
- End of Current Day
 - Time:
- Specific Date ...
 - Time:
- Number of Days

Type	Description	Dep.	Reservable	Active?
Band Saw		5	No	Yes
Blades		1	No	Yes
Cases		5	No	Yes
Circular Saw		5	Yes	Yes
Cordless Drill		5	Yes	Yes
Electric Drill		5	Yes	Yes
Heat Gun		5	No	Yes
Impact Drill		5	No	Yes
Reciprocating Saw		5	Yes	Yes

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: Equipment
 - Type: Tools

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: Equipment

Classification	Description	Active?
Equipment		Yes

One Type: Tools

Type	Description	Dep.	Reservable	Active?
Tools		No	No	Yes

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

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