



Container

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

The Container feature of the system is very helpful because it allows you to group Tools together and move them around as a whole instead of individually. A Container can be a job box, tool box, gangbox, truck, trailer or anything you deem one. Containers have their own barcode and are setup exactly like any other Tool. Some customers like to Create a New Classification for Containers with specific Types underneath. Before saving the Tool, you must check the "Container" box under the Primary Data tab. If you forget and you have already saved the tool, you will need to delete and start over.

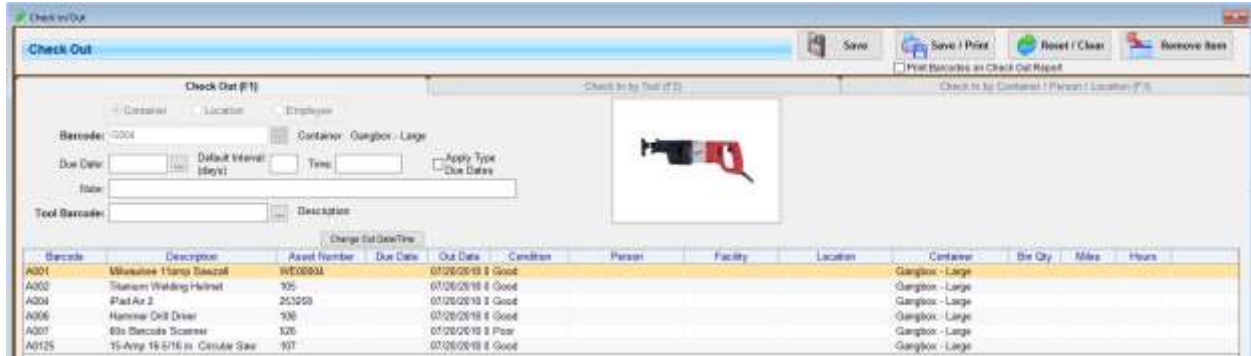
To add in a new Container, go to the F2 (Tool Information) tab of the Tools icon. Start by pressing “Add” and fill out all required (bolded) information about the Container and any other supporting information that you would like. (Some customers like to create an entire new Class and Type for their Containers to easily sort by them, but this is not required).

The screenshot shows the 'Tools' application window with the 'Tool Information (F2)' tab selected. The form is divided into several sections. On the left, there are fields for 'Tool Template', 'Classification' (set to 'Container'), 'Type' (set to 'Gangbox'), 'Description' (set to 'Gangbox - Large'), 'Facility' (set to 'SCWCE'), 'Storage Location' (set to 'Tool Crib'), and 'In Service Date' (set to '07/20/2018'). On the right, there are fields for 'Barcode' (set to 'G004'), 'Asset Number', 'Condition', 'Manufacturer' (set to 'Knaack'), 'Model Number' (set to '1502'), 'Serial Number', 'Funding Source', and 'Account'. Below these fields, there are radio buttons for 'Status' with options: 'Active', 'Retired', 'Lost', and 'Broken'. On the far right, there are buttons for 'Print Label', 'Save', and 'Cancel'. At the bottom, there are tabs for 'Primary Data', 'Purchase / Wart', 'Images & Docs', 'User Defined Data', and 'Miles / Hours'. Under the 'Primary Data' tab, there are checkboxes for 'Container' (checked) and 'Binned Item' (unchecked). Below these are fields for 'Note', 'Check Out' (with a blue arrow pointing to it), 'To:', 'Due Date', and 'Time'. A red arrow points to the 'Container' checkbox. A photo of a yellow KNAACK gangbox is displayed in a window on the right side of the form.

You MUST mark the box for 'Container' before saving the Tool for the very first time. Due to the way Containers are used in the system, you can NOT edit this information after the tool has been saved.

Now, you can put individually barcoded tools INSIDE of a Container. You need to first start by checking those tools out to the Container.

First, scan or enter the Container barcode. Next, scan the tools you would like to put inside of the Container.

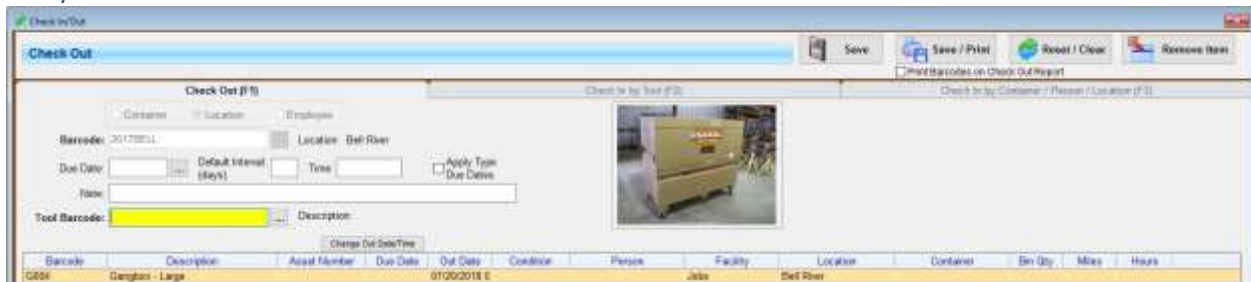


Save or Save/Print.

Those items are now inside of the Container.

Now, you can check the Container out as a whole, to a person or location. For the example below, I will check the Container out to a jobsite.

Start by scanning the jobsite barcode, and then scan the Container barcode to check it out. Save or Save/Print.




The F1 tab (Find Tool) of the Tools icon shows that these items are currently checked out to the Gangbox but also at Bell River jobsite.

The screenshot shows the 'Find Tool' interface with various filters and a table of tool records. A black circle highlights the 'Out To' column in the table, which lists 'Gangbox - Large -> Bell River' for several items.

Barcode	Description	Out To	Asset Number	Serial Number	Manufacturer	Model Number	Funding Source	Notes
A801	Milwaukee Hand Sander	Gangbox - Large -> Bell River (Responsible: Anderson, Jule - JANDERSON)	WE9000	MC463408	Milwaukee	MK200E	Cost Flow Budget	
A807	Eric Barcode Scanner	Gangbox - Large -> Bell River (Responsible: Anderson, Jule - JANDERSON)	529	TSP-US-MC-3	Honeywell	RIS-LIN-C11HE	Capital Expenditure Budget	Wi-Fi, 802.11a/b/g/n, Bluetooth, GPS, 3D Image
A804	Pad Air 2	Gangbox - Large -> Bell River (Responsible: Anderson, Jule - JANDERSON)	253254	20432890	Apple	A208	Master Budget	iOS 9.1 Rose Gold 128 GB
A806	Harwin Disk Drive	Gangbox - Large -> Bell River (Responsible: Anderson, Jule - JANDERSON)	188	3601232	Milwaukee	2602-2T	Capital Expenditure Budget	M16 Cordless (7.6L) 3.0in 10"
A8125	15 Amp 16-6/16 in. Circular Saw	Gangbox - Large -> Bell River (Responsible: Anderson, Jule - JANDERSON)	187	203019001	Milwaukee	5403MA	Capital Expenditure Budget	Includes: 16-5/16 in. x 25 mm 32-teeth carbide-tipped blade
A802	Taranon Welding Helmet	Gangbox - Large -> Bell River (Responsible: Anderson, Jule - JANDERSON)	185	896231AAP	Dewalt	19001	Capital Expenditure Budget	Milwaukee 255219 1000 Titanium Welding Helmet

There are also multiple reports you can run based off this information. Running a “Tool Assignment” report (whether by Location or Employee) will only list the Container itself.



Tool Assignment by Location

Original Value: All

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

Tools

Barcode	Description	Orig Value	Asset Number	Model Number	Serial Number	Out Date	Note	Status	Bin Qty
Storage Loc (Fac): Tool Crib (SCWCE)									
G004	Gangbox - Large			1502		07/20/2018 3:31:00 PM		Active	

To see what is inside of a Container, run the “Tool Assignment by Container” report. Here I get a list of all individually barcoded tools inside of a specific Container.



Tool Assignment by Container

Original Value: All

Container: Gangbox - Large - G004

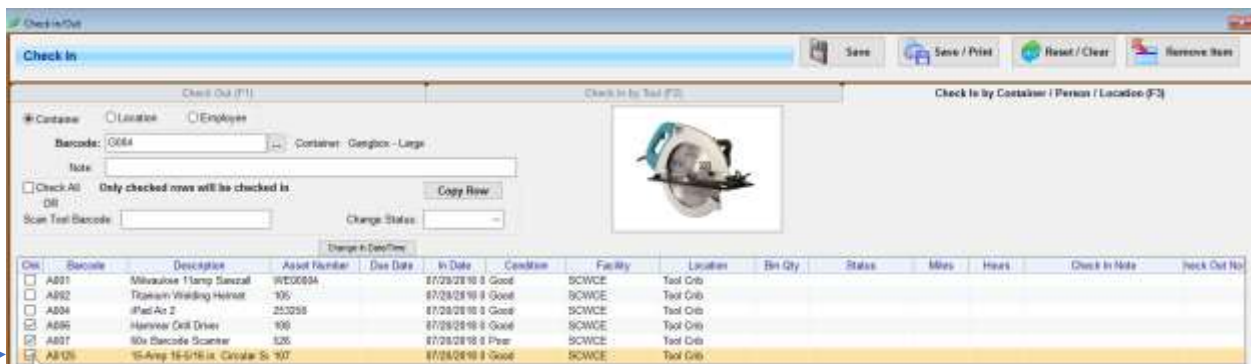
Tools

Barcode	Description	Orig Value	Asset Number	Model Number	Serial Number	Out Date	Note	Status	Bin Qty
A001	Milwaukee 11amp Sazcal	325.00	WE00004	MK0002E	MK34534509	07/20/2018 3:28:00 PM		Active	
A002	Titanium Welding Helmet	89.99	105	1600	8956321AAF	07/20/2018 3:28:00 PM		Active	
A004	Pad Air 2	499.00	253258	A200	325632893	07/20/2018 3:28:00 PM		Active	
A006	Hammer Drill Driver		108	2602-27	89651232	07/20/2018 3:28:00 PM		Active	
A007	60s Barcode Scanner	1,025.00	526	89S-L0N-C111XE	TSP-US-MC-3	07/20/2018 3:28:00 PM		Active	
A0125	15-Amp 16.5/18 in. Circular Saw	699.97	107	5402NA	203010061	07/20/2018 3:28:00 PM		Active	

To check back in a Container, simply check in by the Person or Location the Container was originally checked out to. This will keep all items inside the Container.



If you wish to move items outside of a Container, then you will need to check back in by Container (instead of person or location). Choose the Container you would like, and you will get a list of all items inside that Container.



If you only want to move certain items outside of the Container while keeping others inside of it, only check the boxes of the Tools you want to put back in Storage. The unchecked items will stay inside the Container.

For additional questions regarding the Container function, please contact support@gigatrak.com