



User Defined Fields

Thank you for using GigaTrak Software! This document explains User Defined Fields of the Tool Tracking System.

User Defined Fields can be used to track further information about specific types of tools in the system. They are one step lower in the Parent-Child relationship hierarchy of Classification and Type. User defined fields are entered per TYPE of tool, in Tool Support Administration. Actual data for User Defined Fields are entered per individual Tool. For example, below you will find two examples of the hierarchy of User Defined Fields.

Example 1

- Classification: Hand Powered Tools
 - Type: Circular Saw
 - User Defined Field: Saw Blade Diameter

Example 2

- Classification: Vehicles
 - Type: Trucks
 - User Defined Field: Vin #

To enter User Defined Fields, you will go to the “Support” tab at the top left and then click on “Tool Support Administration”. You must first have a Class and Type of Tool entered to place a User Defined Field in. Click on the F3 tab (User Defined Fields), use the drop-down menus to pick your Classification and Type of asset and then Press “Add”. Next you will enter the Field Name and hit “Save”.

The screenshot shows the 'Tool Support Administration' window. At the top, there's a title bar and a toolbar with icons for Add (green plus), Edit (pencil), Delete (red X), and Print List (printer). Below the toolbar are four tabs: Classification (F1), Type (F2), User Defined Fields (F3), and Maintenance (F4). The 'User Defined Fields (F3)' tab is selected. The form contains the following fields:

- Classification: Hand Powered Tools (dropdown)
- Type: Circular Saw (dropdown)
- Field Name: Saw Blade Diameter (text input)
- Status: Active (radio button selected), Inactive (radio button unselected)

Below the form is a table with the following data:

Field Name	Active?
Saw Blade Diameter	Yes

Remember we are only entering the FIELD NAMES in this area. You must enter all field names through Tool Support Administration.

To Enter actual User Defined data, you will do so with individual tools on the F2 (Tool Information) tab of the Tools icon. When first entering a new Tool, the User Defined Fields will be blank and field names will not populate until you pick a “Type” of Tool, Click

Field Name	Data	Date Entered
Saw Blade Diameter:	7 1/4 inches	07/20/2016

Click in the “Data” field and enter the data for that field name and hit Enter. Doing so will automatically fill in today’s date as the Date Entered (this can be changed manually if need be). Once all of your data is entered, hit Save.

Searching by User Defined Fields can be done from the F1 (Find Tool) tab. You will first need to select a Classification and Type from the drop-down menus and then pick the User Defined Field you would like to search by. In the example below, I searched by Classification: Hand Powered Tools, Type: Circular Saw, User Defined Field: Saw Blade Diameter. Then in the “User Data” field, I will type what I want to search by (in this case 7) and hit “Extract Data”.



I am now given the 1 tool that contained the value “7” under the ‘Saw Blade Diameter’ User defined field.

Please note the following:

- You cannot enter new User Defined Fields under the F2 tab. Only data is entered here.
- New fields must be entered under the Support tab in Tool Support Administration.
- A field name may be up to 50 characters in length.
- A field name set to active will be assigned to each asset of that Type.
- A field name set to inactive will not be available.
- Data may be up to 250 characters in length.
- Setting a User Defined Field to inactive does NOT remove the data already recorded for any tool of that Type. It will not be displayed on the Tool Information screen. Returning the Tool to active will restore prior data for each asset of that Type.
- The number of User Defined Fields per Type of Tool are unlimited.

For additional questions on User Defined Fields, please contact support@gigatrak.com