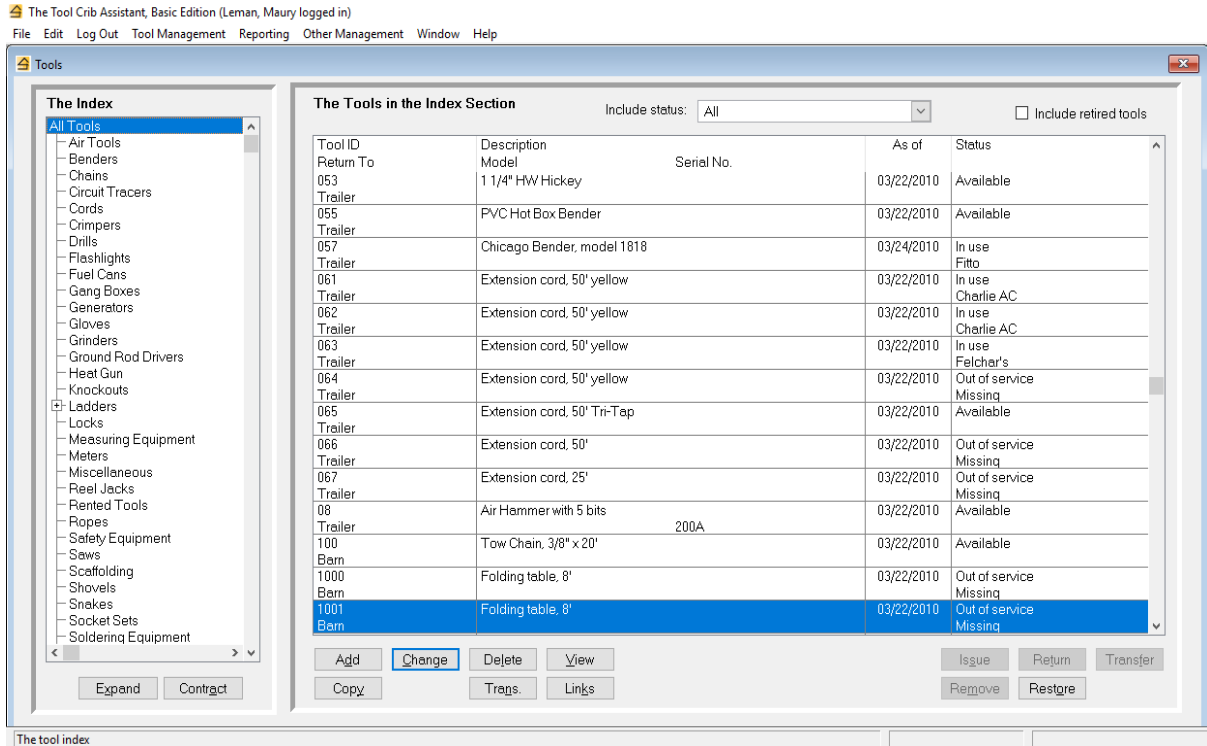




The Tool Crib Assistant, Basic Edition

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From the Tools in the Index Section window, you may...

- ✓ Add, change or delete an index section
- ✓ Add, change, view or delete a tool
- ✓ Add a new tool starting from a copy of an existing one to reduce data entry when you have similar tools
- ✓ View the transaction history of a tool
- ✓ Link documents or web site URL's to a tool, such as a record of purchase, operating manual, etc.

- ✓ Issue a tool to a tool user
- ✓ Return a tool from a tool user
- ✓ Transfer a tool from one tool user to another
- ✓ Remove a tool from service
- ✓ Restore tool to service

You may include only the tools in a specific status by using the drop list at the top of the list, or the list of tools may be sorted by virtually any column by clicking on the desired column heading. For example, to display tools that are stored in a particular location when not in use, click on the column headed "Return To".

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Other functionality includes management of...

- ✓ Locations where items are stored when not in use
- ✓ Manufacturers
- ✓ Out-of-service reasons
- ✓ Suppliers
- ✓ The Tool Index
- ✓ Tool Users

Reports include...

- ✓ A catalog of your tools
- ✓ Tools currently in use
- ✓ Tools removed from service, either currently or historically
- ✓ Tools in use at or by a tool user
- ✓ Retired tools
- ✓ The current value of your tool inventory
- ✓ Tools that have been retired
- ✓ Tools' transactions during a specified period