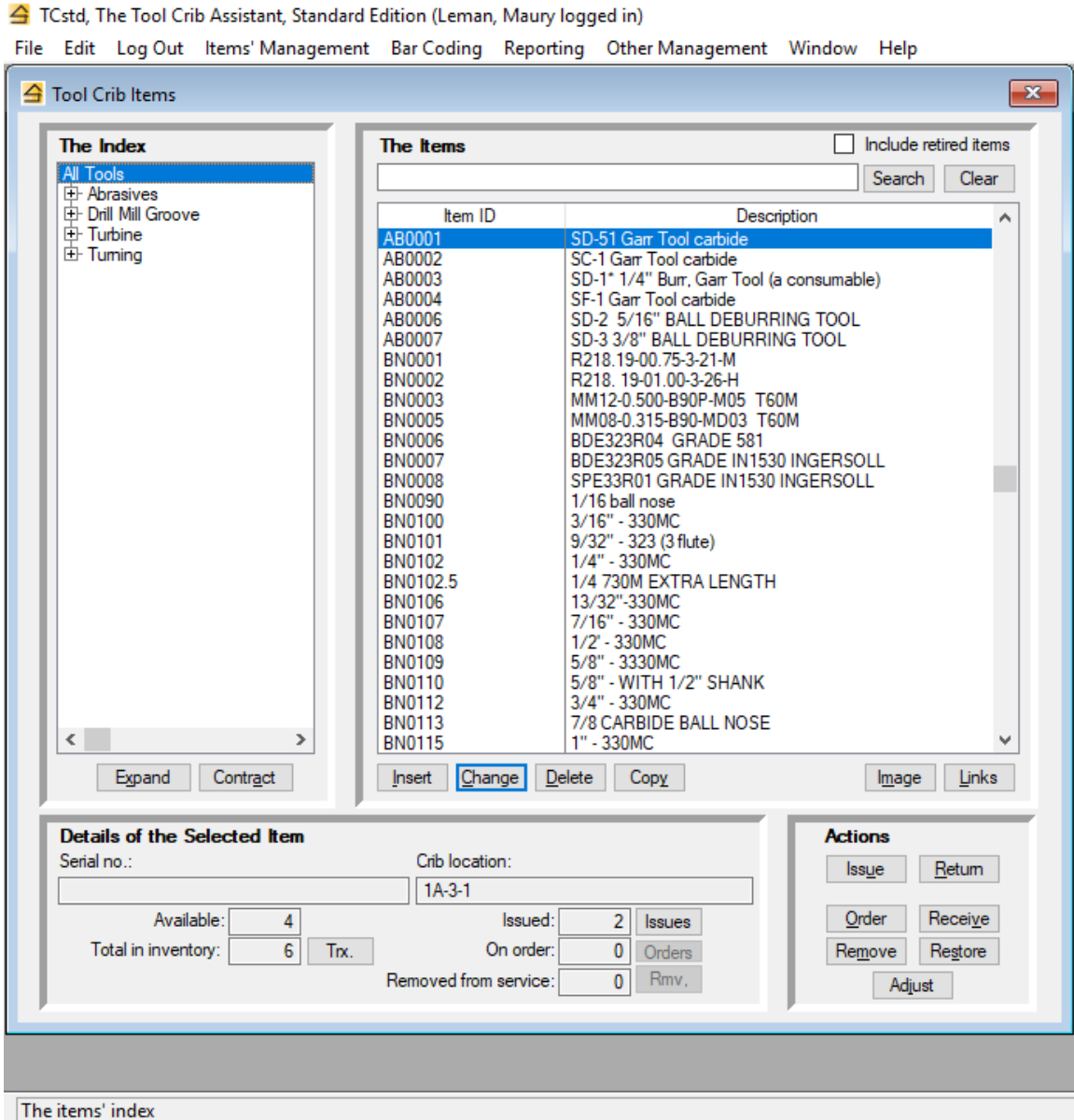




## **The Tool Crib Assistant, Standard Edition**

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# The Tool Crib Assistant, Standard Edition



The Standard Edition can be used with or without barcode scanning. Please see the last three pages of this document for some specifics on barcode scanning.

## The Tool Crib Assistant, Standard Edition

From the Tool Crib Items window, you may...

- ✓ Add, change or delete an index section
- ✓ Add, change, or delete an item
- ✓ Add a new item starting from a copy of an existing one to reduce data entry when you have similar tools
- ✓ Manage the crib location where an item is stocked
- ✓ Add an image that might assist in identifying the item
- ✓ Link documents or web site URL's to an item, such as a record of purchase, operating manual, etc.
  
- ✓ Immediately know an item's quantity that is currently...
  - Available
  - In inventory
  - Issued to tool users
  - On order
  - Removed from service
  
- ✓ Display for any item...
  - The transaction history
  - The tool users to which the item has been issued but not yet returned
  - The order history
  - The current and historical removals from service history
  
- ✓ Issue and/or consume some quantity of an item to a tool user
- ✓ Return and/or consume some quantity of an item from a tool user
- ✓ Record an order placed for some quantity of an item
- ✓ Record the receipt of some quantity of an item
- ✓ Remove some quantity of an item from service
- ✓ Restore some quantity of an item to service
- ✓ Adjust an item's quantity in inventory

## The Tool Crib Assistant, Standard Edition

Other functionality includes...

- ✓ Management of orders and receipts, including preparation of a request for purchase
- ✓ Management of items currently out of service
- ✓ Management of alerts indicating the quantity of an item has reached the reorder point.
- ✓ Management of packages of tools that can be checked out with one entry
- ✓ Management of your crib locations, including the display and/or print of the items assigned to a crib location
- ✓ Management of your suppliers, including the display and/or report of the items last purchased from a supplier
- ✓ Management of your tool users, including the display and/or report of the items currently checked out to a tool user and the tool user's transactions history

Reports include...

- ✓ A list of your items' activity, by month, for a specified period
- ✓ An items' catalog
- ✓ The current status of your items
- ✓ The current value of your items inventory
- ✓ All items currently issued but not yet returned
- ✓ Items that have been retired
- ✓ Items that have had no activity during a specified period
- ✓ The cost of transactions for tool users during a specified period
- ✓ Items' transactions during a specified period
- ✓ Current orders' status

## The Tool Crib Assistant, Standard Edition

TCp1, The Tool Crib Assistant, Pro I Edition (Howard, Manny logged in)

File Edit Log Out Operations Operations Reporting Ordering Other Window Help

Local Barcode Scan

Scan data:

Action:  Item barcode:

Tool user barcode:  Tool user ID:

Tool user:

Tool customer barcode:

Tool customer:

Date of the transaction:

Print a check out receipt

Quantity checked out:  Quantity consumed:

**The item...**

Description and serial no.

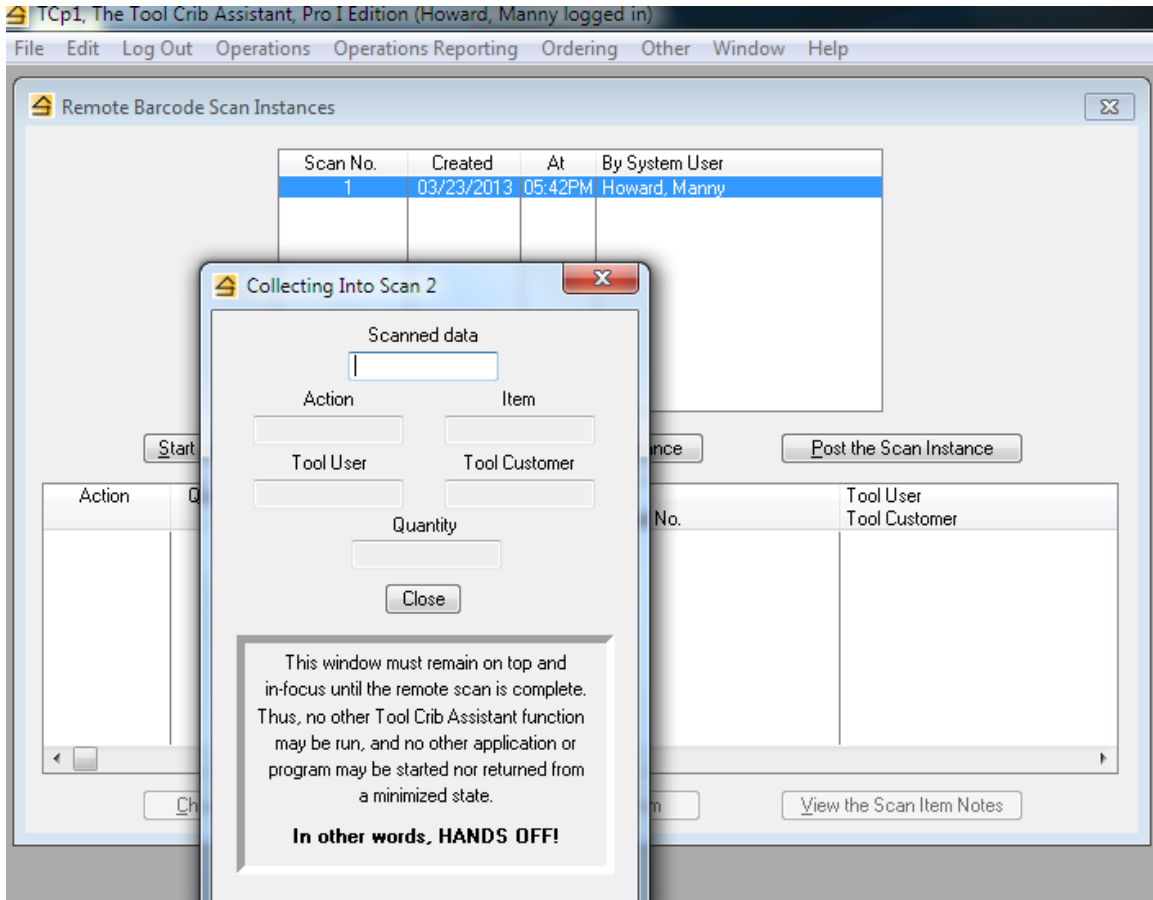
Index Section

Available	In inventory	Checked Out	Removed
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

**Local scanning** is used when you are working with a barcode scanner at the computer.

After scanning the item's barcode, the item information is displayed in the raised panel. You may scan the remaining data items or you may use the keyboard and mouse to complete them.

## The Tool Crib Assistant, Standard Edition



**Remote scanning** is used when you are working with a barcode scanner away from the computer. You first create a "scan instance", basically some temporary storage where your scanned data will be stored.

Then you walk away and start scanning the barcodes of items, tool users, and the actions (issue, return, etc.) you wish taken.

When you've finished remote scanning, you will return to the computer and close the window that's been collecting your scanned data. The system then presents a list showing the scan entries made – after a quick review, a button press will "post" all the scanned transactions to the system.