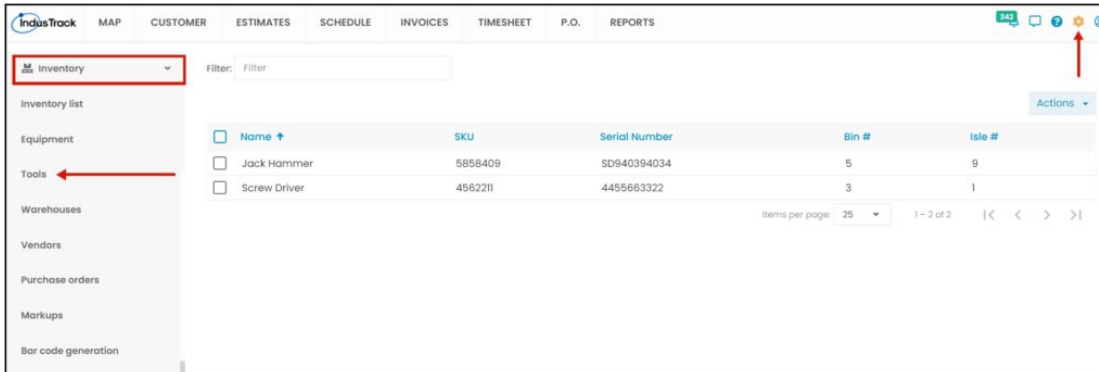# Tools

Tool inventory refers to a list or records that contain information about various tools available in a particular setting, such as a workshop, construction site, or store. It includes details like tool names, SKUs, pictures, manufacturers, models, serial numbers, bins, isles, descriptions, and sometimes even information on who is responsible for each tool.
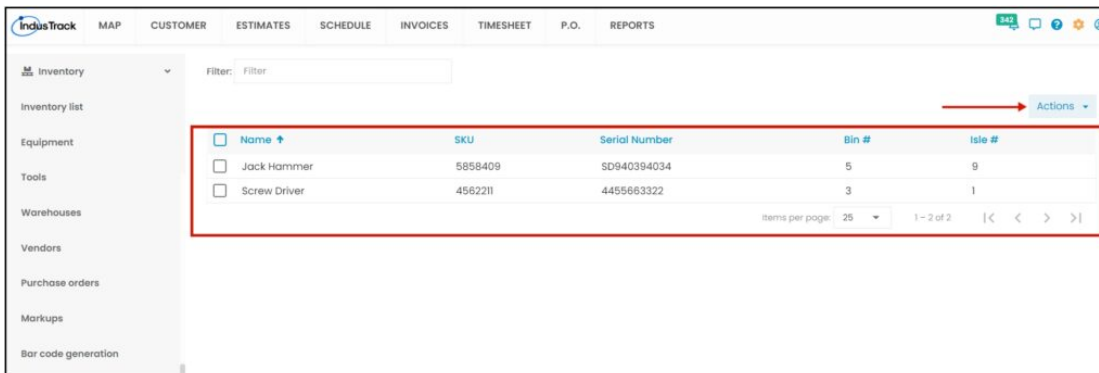
Organizing and maintaining a tool inventory helps in effectively tracking the tools, managing their availability, and avoiding loss or theft. It assists in maintenance scheduling, budgeting for new tools, and overall improving productivity and efficiency in a working environment.
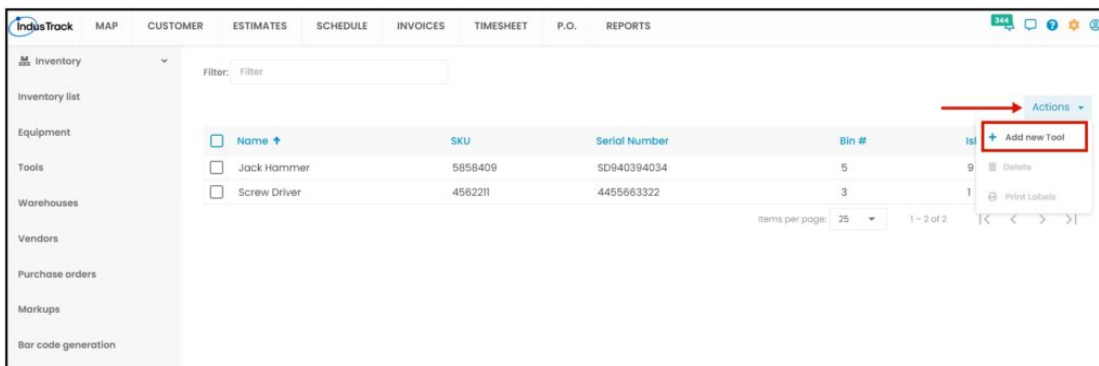
Set Up Tools

To add and manage your inventory items, go to **Settings > Inventory > Tools List**.

On the Tools Page, you will be able to see the list of your Tools. **Click on Actions to add a new Tool.**

Click on the **Actions** button and select **+ Add new Tool.**

Fill in the item details on the **Add Tool window**. Fields with (*) are required.

- Name – Key in the name of the Tool.
- SKU – Key in the item's assigned product code
- Picture – Attach a picture of the tool if any.

- Manufacturer – Key in Tool Manufacturer.
- Model – Key in the model number of the Tool.
- Serial Number – Key in the serial number or numbers of the tool.
- Bin & Isle – If the stock location information is already available, or if applicable, enter the **Bin #** and/or **Isle #**.
- Description – Key in a short description of the item.

Add Tool   X
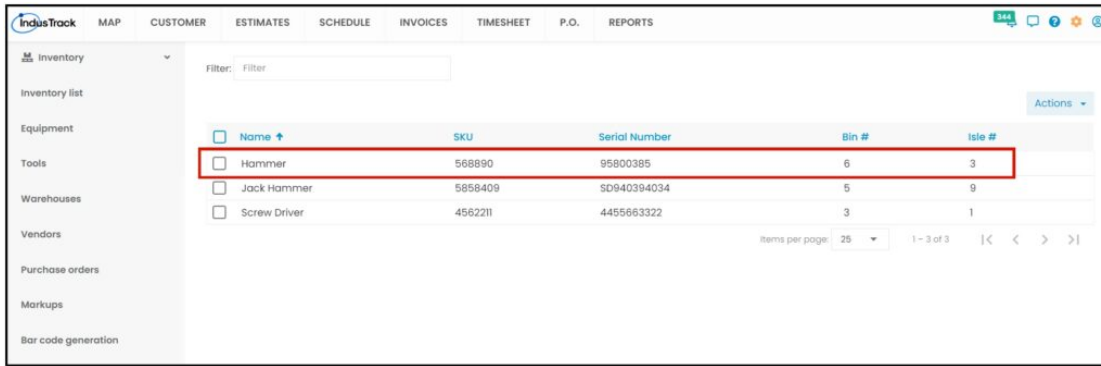
| Name * | [   ] |

| SKU * | [   ] |

| Picture | Choose File No file chosen |

| Manufacturer | [   ] |

| Model | [   ] |

| Serial Number | [   ] |

| Bin | [   ] |

| Isle | [   ] |

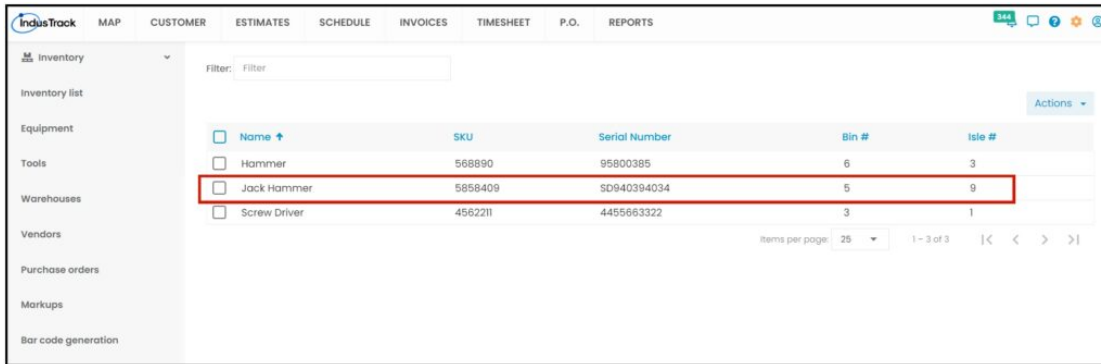| Description | [   ] |

CANCEL   SAVE

Save the new Tool. This will be added to the Tools List.

Edit or Update Tool Detail

Find the Tool to be updated from the list. Click on the Tool and the information will open in edit mode.

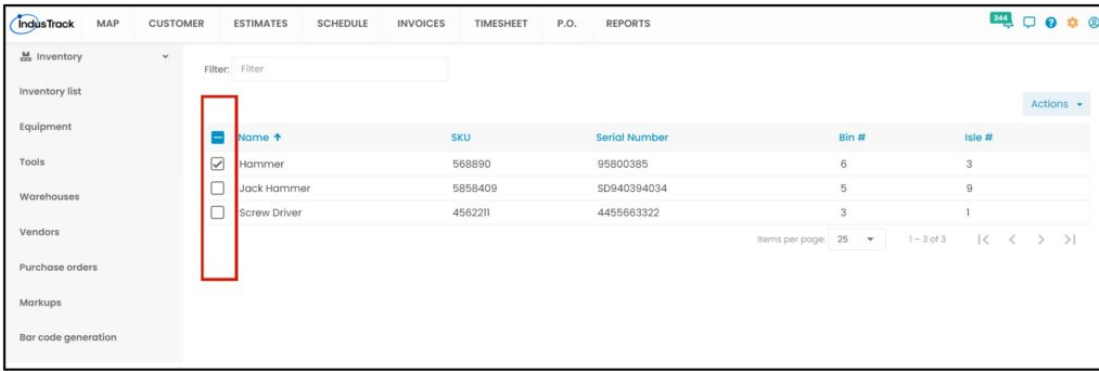

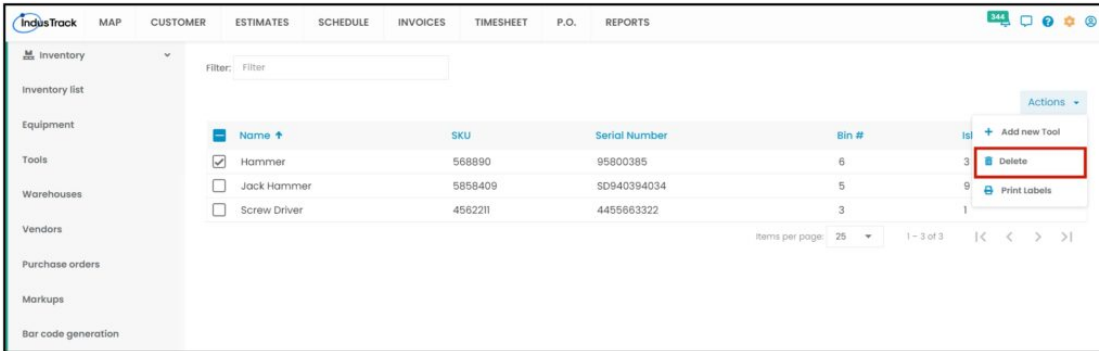**Edit/Update** as may be needed. Once done, **Save** the changes.

Delete Tool

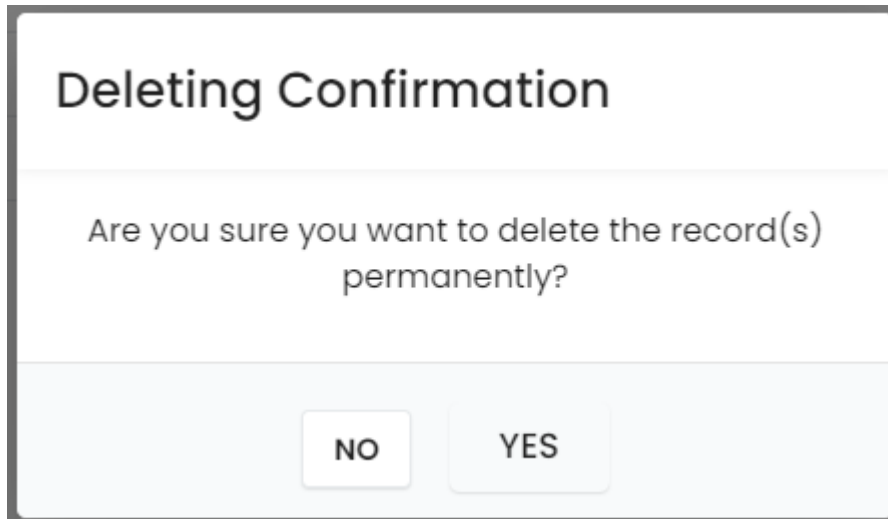Find the Tool to be deleted from the list, and tick the checkbox to its left.

- *To delete multiple tools, tick the checkboxes to the left of all. If all items will be deleted, just tick the checkbox of the Name header.*

Go to the **Actions** button and select **Delete**.

A warning window will come up. Click the **Yes** button to continue with the deletion and **No** to abandon the action.

The Tool will be removed from the list.

Print Labels for Tools. See Barcode Generating and Printing article.