## 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**.

IndusTrack MAP CUSTOM	ER	ESTIMATES SCHEDULE	INVOICES	TIMESHEET	P.O. RE	PORTS				342	00	•
Mass Inventory ~	Filter:	Filtor										
Inventory list											Actie	ons 👻
Equipment		Name 🕈	SK	U	Serio	al Number		Bin #		Isle #		
Tools		Jack Hammer	58	58409	SD94	40394034		5		9		
1001		Screw Driver	45	62211	4455	5663322		3		1		
Warehouses							items per poge:	25 👻	1 - 2 of 2	1<	< >	>1
Vendors												
Purchase orders												
Markups												

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

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Lase Inventory	*	Filter:	Filtor													
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Equipment			Name 🕈			SKU		Serial Number		Bin	#		Isle #			
Tools			Jack Hamme	r		5858409		SD940394034		5			9			
			Screw Driver			4562211		4455663322		3			1			
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Vendors																
Purchase orders																
Markups																
Bar code generation																

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

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Inventory list								_	Actions +
Equipment			Name +			SKU	Serial Number	Bin #	ISI + Add new Tool
Tools			Jack Hamme	er.		5858409	SD940394034	5	9 🖩 Delete
Warehouses			Screw Driver			4562211	4455663322	3	1 😝 Print Labels
Vendors								Items per page: 25 🔹 1 – 2 of 2	
Purchase orders									
Markups									
Bar code generation									

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		х
Name *		
SKU *		
Picture	Choose File No file chosen	
Manufacturer		
Model		
Serial Number		
Bin		
Isle		
Description	1.	
	CANCEL	SAVE

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

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Knowledgebase

IndusTrack MAP	CUSTOME	IR	ESTIMATES	SCHEDULE	INVOICES	TIMESHEET	P.O.	REPORTS				344	00
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Inventory list													Actions
Equipment			Name 🕈			sku		Serial Number		Bin #		Isle #	
Tools			Hammer			568890		95800385		6		3	
Warehouses	12		Jack Hammer			5858409		SD940394034		5		9	
warenouses			Screw Driver			4562211		4455663322		3		1	
Vendors									items per page:	25 💌	1 - 3 of 3	1<	
Purchase orders													
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Bar code generation													

## 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.

IndusTrack MAP	CUSTOMER	6	ESTIMATES	SCHEDULE	INVOICES	TIMESHEET	P.O.	REPORTS					3	4	0 6	•
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Equipment			Name 🕈			SKU		Serial Number		Bin #			Isle #			
Tools			Hammer			568890		95800385		6			3			
Warehouses	[		Jack Hamme	ər:		5858409		SD940394034		5			9			
			Screw Driver			4562211		4455663322		3			1	0		
Vendors									items per page:	25	٣	1 - 3 of 3	1<	<	>	>1
Purchase orders																
Markups																
Bar code generation																

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

Knowledgebase

Edit Tool		х
Name *	Jack Hammer	
SKU *	5858409	
Picture	Choose File No file chosen	
Manufacturer	Industrack	
Model	m325	
Serial Number	SD940394034	
Bin	5	
Isle	9	
Description	Heavy Duty Jack Hammer	
	CANCEL	SAVE

## **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.

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Knowledgebase

IndusTrack MAP	CUSTOM	ER	ESTIMATES	SCHEDULE	INVOICES	TIMESHEET	P.O.	REPORTS				344	00	•
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Inventory list		_	1										Acti	ons •
Equipment			Name 🕈			SKU		Serial Number		Bin #		isie #		
Tools			Hammer			568890		95800385		6		3		
Warehouses			Jack Hamme	r:		5858409		SD940394034		5		9		
WGIEllouses			Screw Driver			4562211		4455663322		3		1		
Vendors									items per page:	25 👻	1 - 3 of 3	1<	$\langle \rangle$	>1
Purchase orders														
Markups														
Bar code generation														

Go to the Actions button and select Delete.

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Max inventory	*	Filter;	Filter												
Inventory list														Actio	ons 🔹
Equipment			Name 🕈			SKU		Serial Number		Bin #		Isl	+ Ad	d new To	ol
Tools			Hammer			568890		95800385		6		3	Del	ete	
Warehouses			Jack Hamme	н		5858409		SD940394034		5		9	e Pri	nt Labels	
			Screw Driver			4562211		4455663322		3		1			
Vendors									items per page:	25 💌	1 - 3 of 3	- I	<	>	>1
Purchase orders															
Markups															
Bar code generation															

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

Deleting Confirmation								
Are you sure you want to delete the record(s) permanently?								
NO YES								

The Tool will be removed from the list.

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