



***Introduction to
ToolHound for Tool
Crib Operators
April 24, 2018 – 1 PM***

You are invited to attend our *Introduction to ToolHound for Tool Crib Operators* course hosted at West Edmonton Mall at 17700 – 87 Avenue, Edmonton, Alberta. This three-hour course offers a hands-on approach to using ToolHound in the tool crib. It will provide an overview of basic ToolHound functionality with a focus on the use of the mobile computers used to perform day-to-day tool crib transactions. A certificate will be issued to all participants.

Tentative Agenda

April 24 – 1 PM

- ToolHound overview
- Tool identification with bar codes and RFID
- Basic navigation – login and toolbar
- Locations
- Employers and personnel
- Setting up inventory – Parts, inventory types, serialized
- Alternate IDs
- Recycle bin
- Transactions – issues and returns
- Retired items and how to reinstate them
- Applying bar codes
- Hands On with the mobile computer / scanner
 - Batch vs connected
 - Sync Local – visibility
 - Issue
 - Adjust inventory
 - Register item
 - Return
 - Return – write off
 - Send transactions
- Process batch transactions
- Issues report
- Review and Q & A

**Early Bird Pricing
Only \$99 plus tax**

Early Bird until March 9. After March 9 pay \$129.
Registration deadline is March 30.

Attendee Information

Attendee Name _____

Company _____

Address _____

City / Province _____

Postal Code _____

Telephone _____

Email _____

Payment Information

Please make cheque payable to ToolHound Inc. at #240, 44 Riel Drive, St. Albert, AB, T8N 3Z8

Amount
Until Mar 9: \$103.95
After Mar 9: \$135.45 _____

PO # _____

Credit Card # _____

Expiry Date _____

CVV Code _____

Cardholder Name _____

Signature _____

Fax registration form to (800) 387- 8665 or email accounting@toolhound.com.