



***Introduction to
ToolHound for Tool
Crib Operators***
April 24, 2018 – 1 to 4 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 to 4 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.