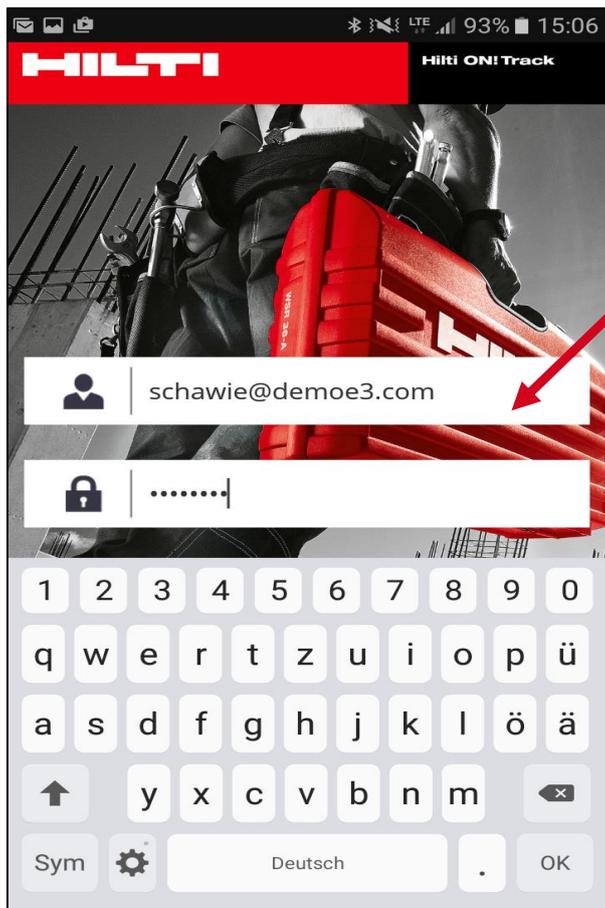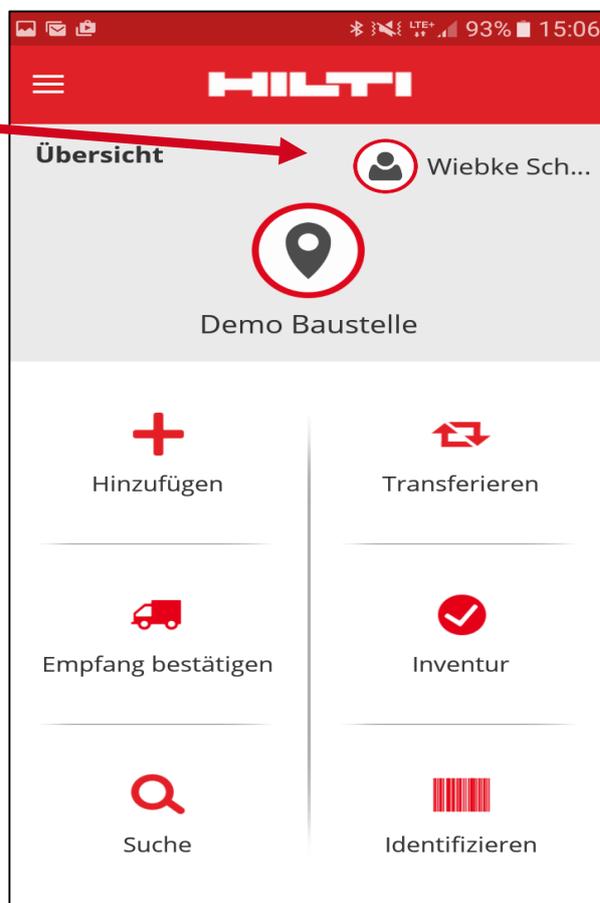# AUTOMATIC LOG-IN

Step 1:
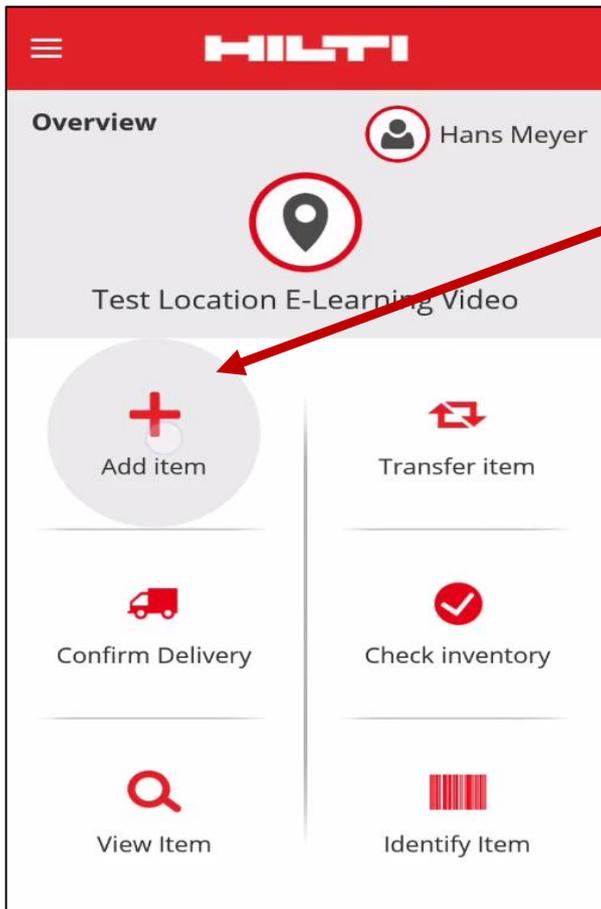Log in as usual in the Hilti ON!Track app.

Step 2:
When you close the app application, you do not need to re-enter your log-in data when you re-open the app. The data is automatically saved from now on.

Caution: An automatic login to the app only works as long as the user has not logged out himself.

ADD GENERIC ASSET

Overview — Hans Meyer

Test Location E-Learning Video

+ Add item

Transfer item

Confirm Delivery

Check inventory

View Item

Identify Item

Step 1
Click on **"Add Item"**

Step 2
Click on **"Generic Asset"**

Three adding options are displayed:

Generic Assets = Every asset except Hilti tools & commodities

Hilti Unique Asset = Hilti tools

Commodity = Commodity

Note: Consumables can not be added by using the mobile app

← Select Asset Category

Generic Assets
A non-Hilti asset to be tracked uniquely e.g. a power tool

Hilti Unique Asset
A Hilti asset to be tracked uniquely e.g. a Hilti TE-7C

Commodity
Asset to be tracked as a whole e.g. spades

ADD GENERIC ASSET

Step 3
Scan unique **"Scan Code"** by using the barcode icon or type in the Scan Code manually

Step 4 (optional)
Enter **"Alternate Code"**

Note: Alternate Code displays companies personal code, if available. Examples are engraving numbers, car license plate, etc.

Step 5 (optional)
Enter the **"Serial Number"**

Step 6 (optional)
Click on the **"Red Arrow"** button to proceed

ADD GENERIC ASSET
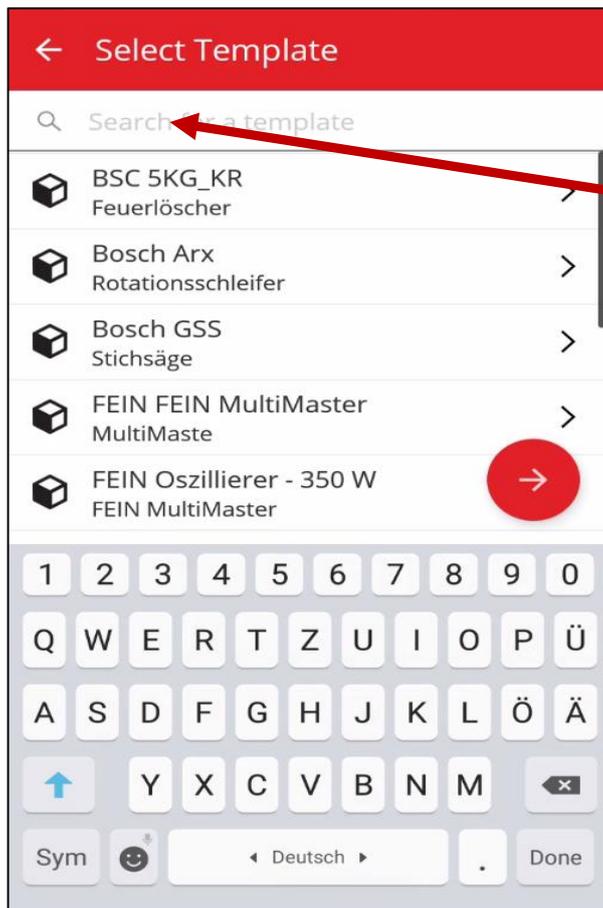
Step 7
Search and select a template if already been entered in the past

**Note: Every time a new item is added, a template will be created**

Benefit of a template is that you do not have to re-fill all fields again for the same kind of asset

Step 8 (optional
Search for a specific template i.e. "Stapler" and click on it . All template information will be adopted to your new asset

Step 9
If you add an asset without an existing template click on the **"Red Arrow"** button to proceed
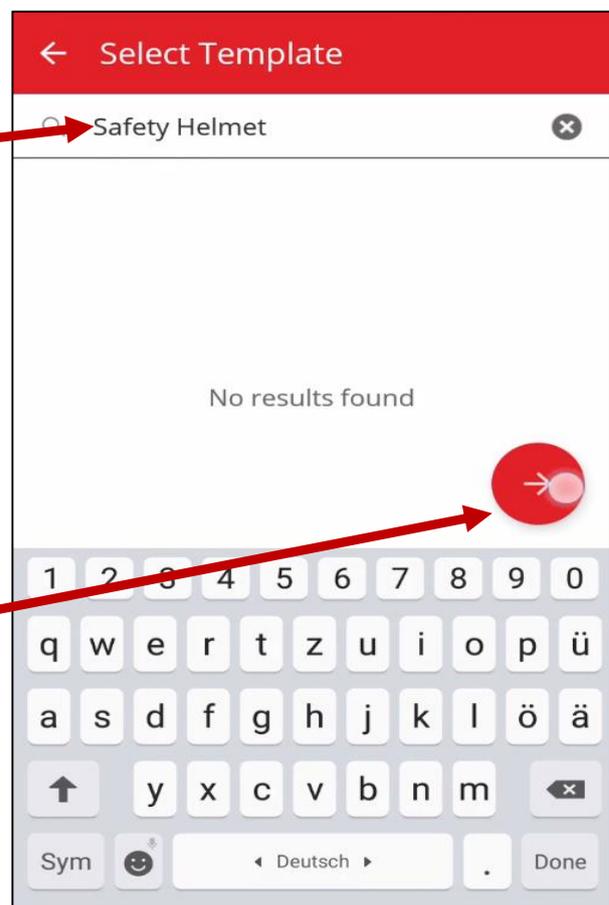
ADD GENERIC ASSET

Step 10 Fill in the following fields:

"Image": Generate a picture of the asset by using the camera

"Manufacturer": Add a new manufacturer or choose from the already existent list

"Model": i.e. Galaxy S7

"Description": i.e. smartphone

"Friendly Name" & "Notes" can be used as further optional fields

Step 11
Choose an **"Asset Group"**

Note: "Asset Group" is normally a predefined group of similar asset from your company (i.e. smartphones)

You can also add a new asset group by click on the +

ADD GENERIC ASSET

Default Location

Q Ware ⊗

📍 CD Warehouse A >

📍 CD Warehouse B >

📍 Warehouse ○ >

👤 Warehouse Manager LM ANY >
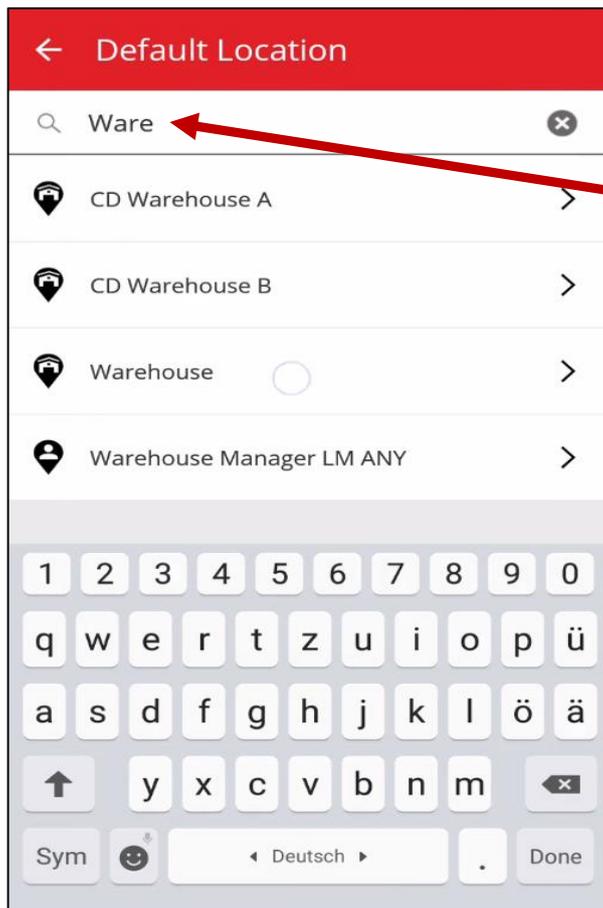
Step 12 Fill in the following fields:

"Default Location": main location of the asset (i.e. warehouse)

"Current Location": i.e. your van, construction site, etc.

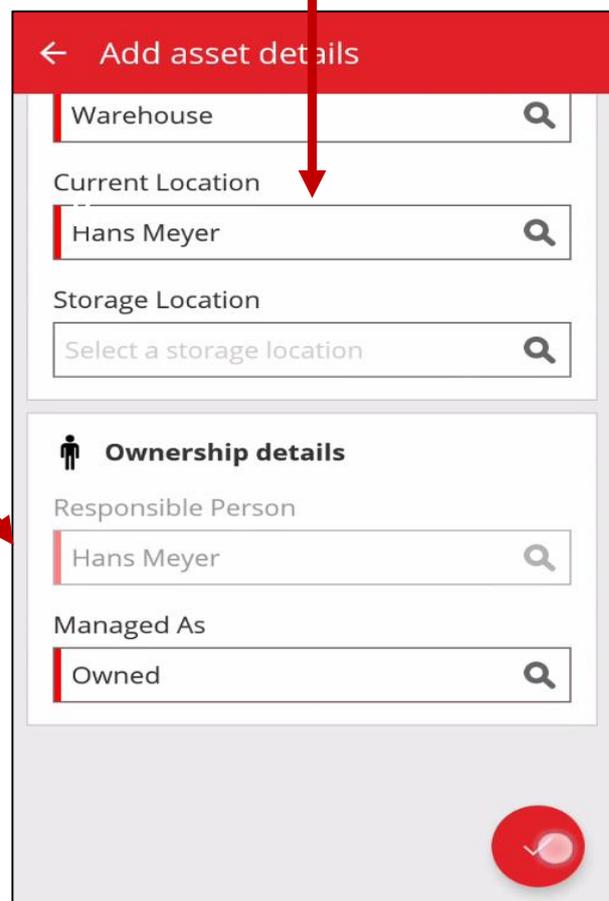**"Storage Location" (optional field):** warehouse number (i.e. bin number or shelf)

Step 13 Check the following fields:
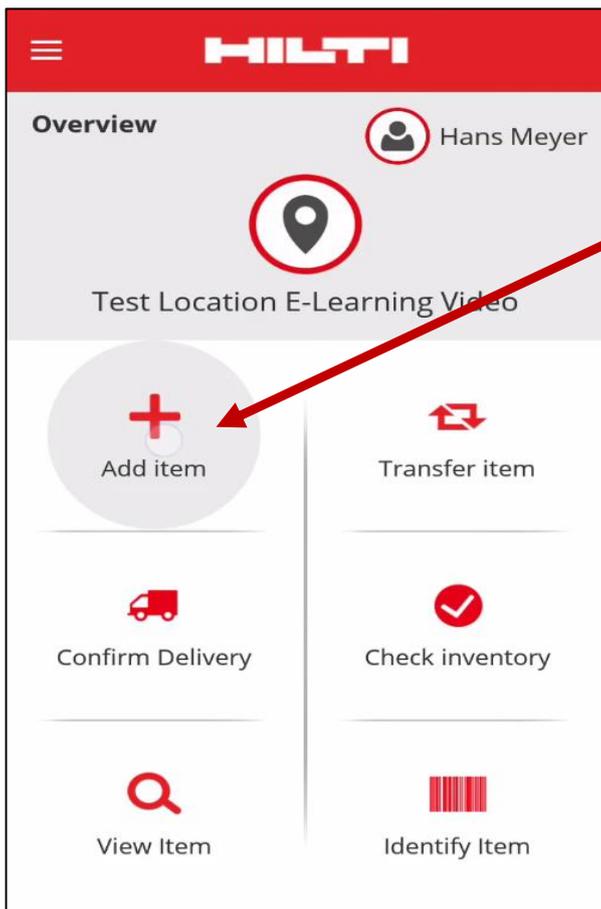
"Responsible Person": who is responsible for the asset

"Managed as": owned, rented, fleet, loaned

Step 14
Click on the **"Check Mark"** - the asset has been added to your ON!Track system

← Add asset details

Warehouse Q

Current Location
Hans Meyer Q

Storage Location
Select a storage location Q

👤 **Ownership details**

Responsible Person
Hans Meyer Q

Managed As
Owned Q

ADD HILTI ASSET

Step 1
Click on **"Add Item"**

Step 2
Click on **"Hilti Unique Asset"**

Three adding options are displayed:

Generic Assets = Every asset except Hilti tools & commodities

Hilti Unique Asset = Hilti tools

Commodity = Commodity

Note Consumables can not be added by using the mobile app

Select Asset Category

Generic Assets
A non-Hilti asset to be tracked uniquely e.g. a power tool

Hilti Unique Asset
A Hilti asset to be tracked uniquely e.g. a Hilti TE-7C

Commodity
Asset to be tracked as a whole e.g. spades
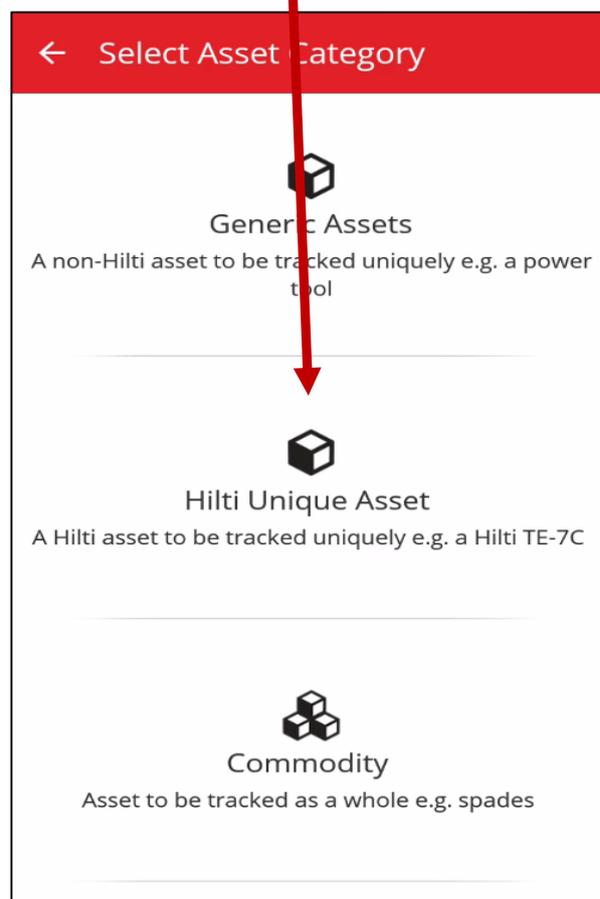
ADD HILTI ASSET

Add Asset

Asset Identification

Scan Code

30055523

Alternate Code

Scan or enter alternative ID

Step 3
Scan unique **"Scan Code"** by using the barcode icon or type in the Scan Code manually

Step 4 (optional)
Enter **"Alternate Code"**

Note: Alternate Code displays companies personal code, if available. Examples are engraving numbers, car license plate, etc.

Step 5 (optional
Enter the **"Serial Number"** of the Hilti tool

Match Hilti Tool

Search serial number

Please scan or search a Hilti serial number and press enter.

ADD HILTI ASSET

The ON!Track system directly displays the specific unique Hilti asset with all relevant asset information

"Friendly Name" & **"Notes"** can be used as further optional fields

Step 6 Fill in the following fields Choose an **"Asset Group"**

Note: "Asset Group" is normally a predefined group of similar asset from your company (i.e. ladder)

You can also add a new asset group by click on the +

ADD HILTI ASSET

Step 7 Fill in the following fields:

"Default Location": main location of the asset (i.e. warehouse)

"Current Location": i.e. your van, construction site, etc.

"Storage Location" (optional field): warehouse number (i.e. bin number or shelf)

Step 8 Check the following fields:

"Responsible Person": who is responsible for the asset

"Managed as": owned, rented, fleet, loaned

Step 9
Click on the **"Check Mark"** - the Hilti asset has been added to your ON!Track system
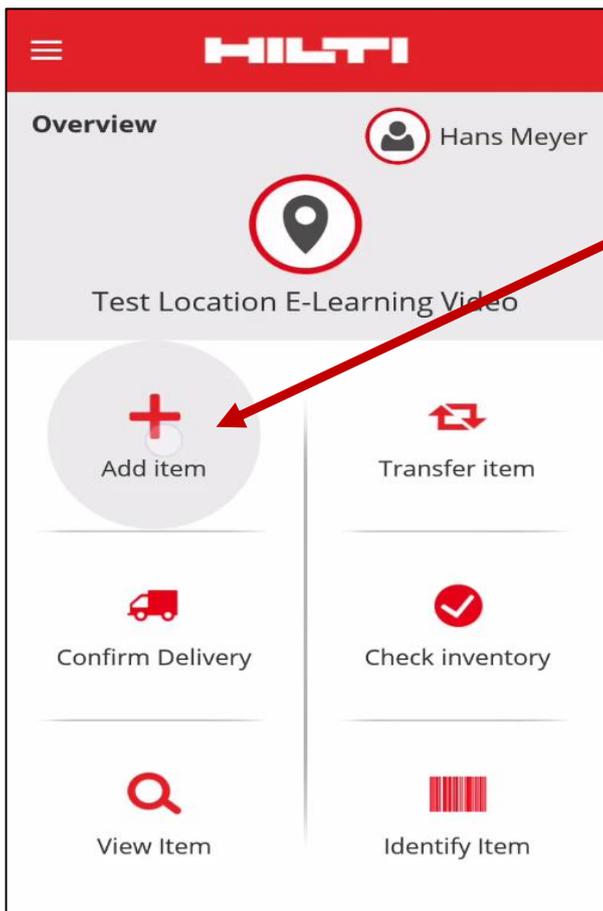
ADD COMMODITY

Step 1
Click on "Add Item"

Step 2
Click on "Commodity"

Three adding options are displayed:

Generic Assets = Every asset except Hilti tools & commodities

Hilti Unique Asset = Hilti tools

Commodity = Commodity

Note Consumables can not be added by using the mobile app

ADD COMODITY

Asset Identification

Scan Code

30055523

Alternate Code

Scan or enter alternative ID

Step 3
Scan unique **"Scan Code"** by using the barcode icon or type in the Scan Code manually

Step 4 (optional)
Enter **"Alternate Code"**

Note: Alternate Code displays companies personal code, if available. Examples are engraving numbers, car license plate, etc.

Step 5 (optional
Click on the **"Red Arrow"** button to proceed

Add Commodity

Asset Identification

Scan Code

100100109

Alternate Code

Scan or enter alternative ID

ADD COMMODITY

Step 6 Fill in the following fields:

"Image": Generate a picture of the asset by using the camera

"Manufacturer": Add a new manufacturer or choose from the already existent list

"Model": i.e. 1m x 1m formwork

"Description": i.e. formwork

"Notes" can be used as further optional fields

Step 7
Choose an **"Asset Group"**

Note: "Asset Group" is normally a predefined group of similar asset from your company (i.e. smartphones)

You can also add a new asset group by click on the +

ADD COMMODITY

Add commodity details

Current Location
Test Location E-Learning Video

Storage Location
Select a storage location

Quantity
1

👤 Ownership details
Responsible Person

1	2	3
4	5	6
7	8	9
⌫	0	Done

Step 8 Fill in the following fields:

"Default Location": main location of the asset (i.e. warehouse)

"Current Location": i.e. your van, construction site, etc.

"Storage Location" (optional field): warehouse number (i.e. bin number or shelf)

"Quantity": type in the quantity (i.e. 10pcs)

Step 9 Check the following fields:

"Responsible Person": who is responsible for the asset

"Managed as": owned, rented, fleet, loaned

Step 10 Click on the **"Check Mark"** – Commodity has been added to your ON!Track system

Add commodity details

Test Location E-Learning Video
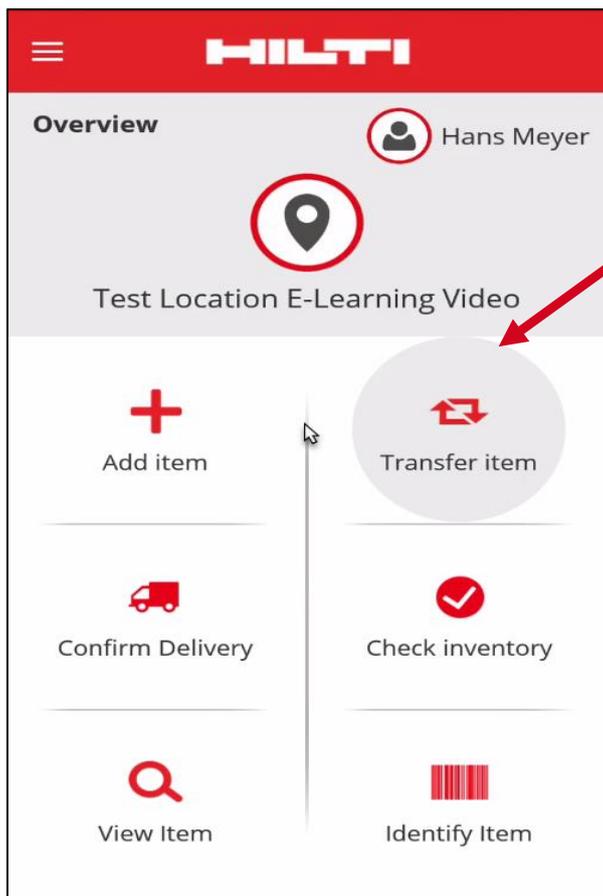
Storage Location
Select a storage location

Quantity
10

👤 Ownership details

Responsible Person
Hans Meyer

Managed As
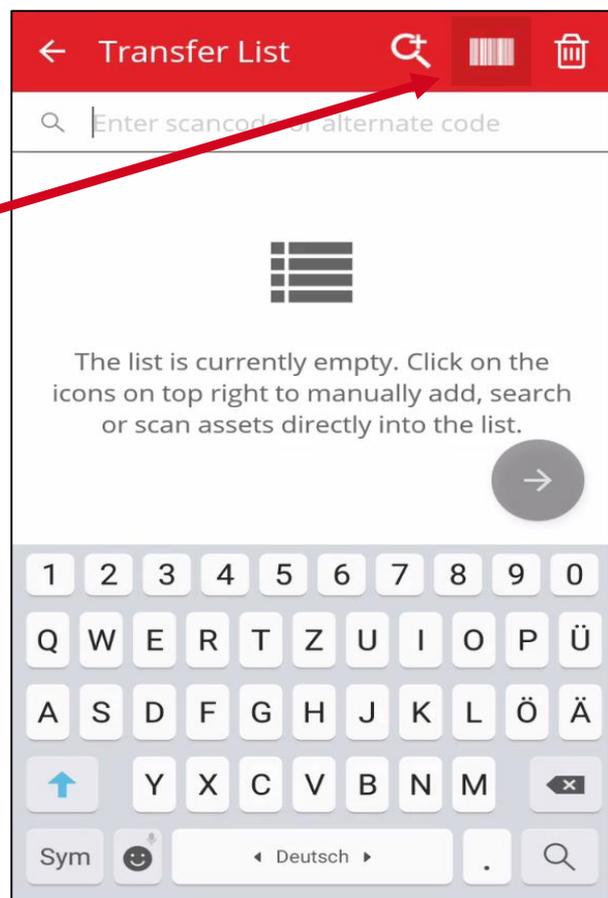Owned

ASSET TRANSFER

Step 1
Click on the
"Transfer Item" button

Scan specific asset to the transfer list by using the barcode reader.
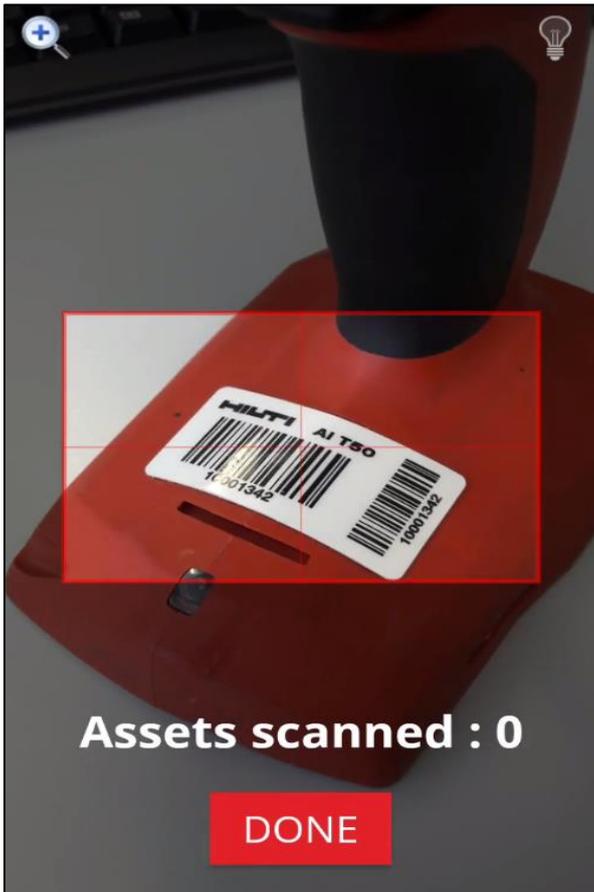
Step 2
Click on the **"Barcode Icon"**

Note: You can also type in the "Scan Code" or the "Alternate Code" of an asset manually.
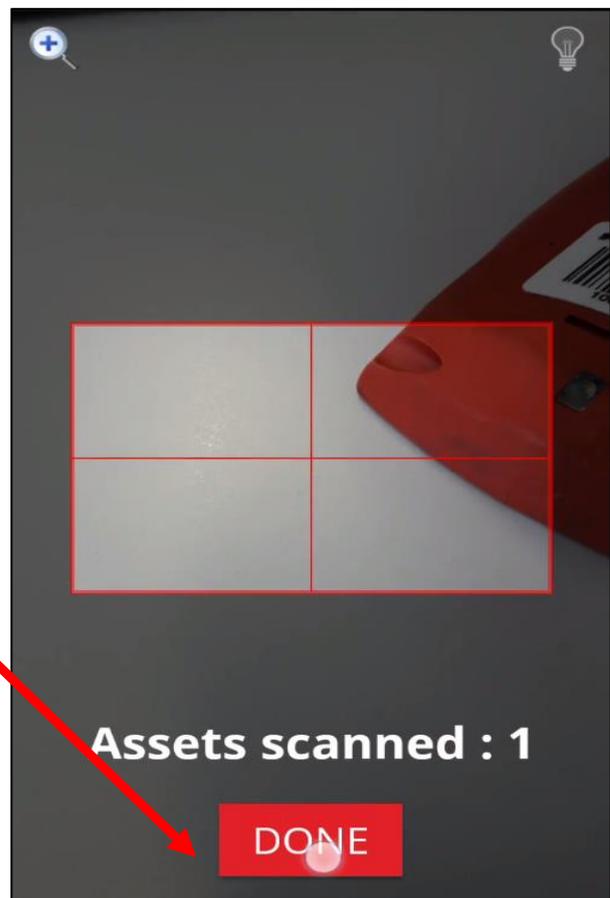
ASSET TRANSFER

Assets scanned : 0

DONE

Camera starts

Step 3
Scan the barcode of the
asset

**Note: scanning multiple
assets in one transfer is
possible**

App displays the
counted number of
scanned items

Step 4
Click on **"DONE"** when
finished
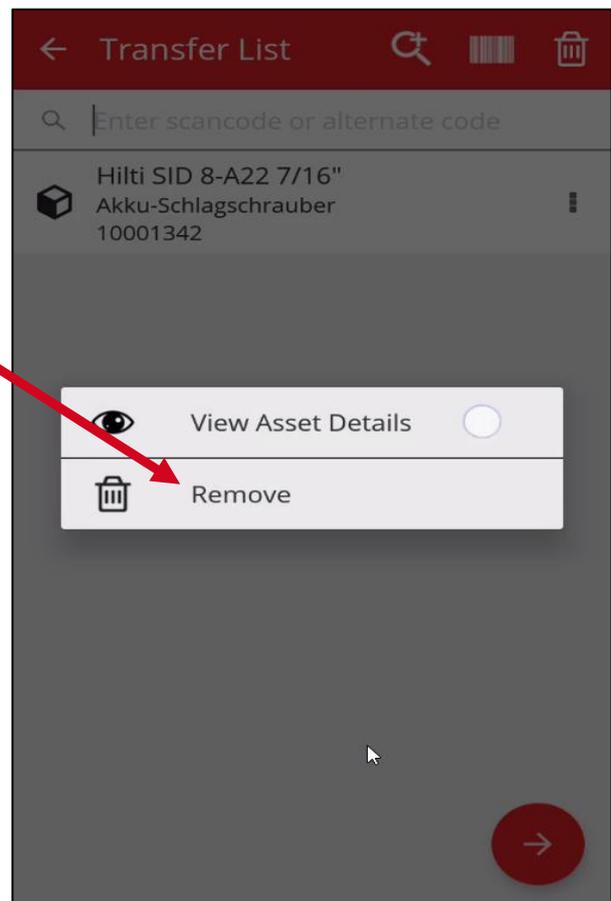

Assets scanned : 1

DONE
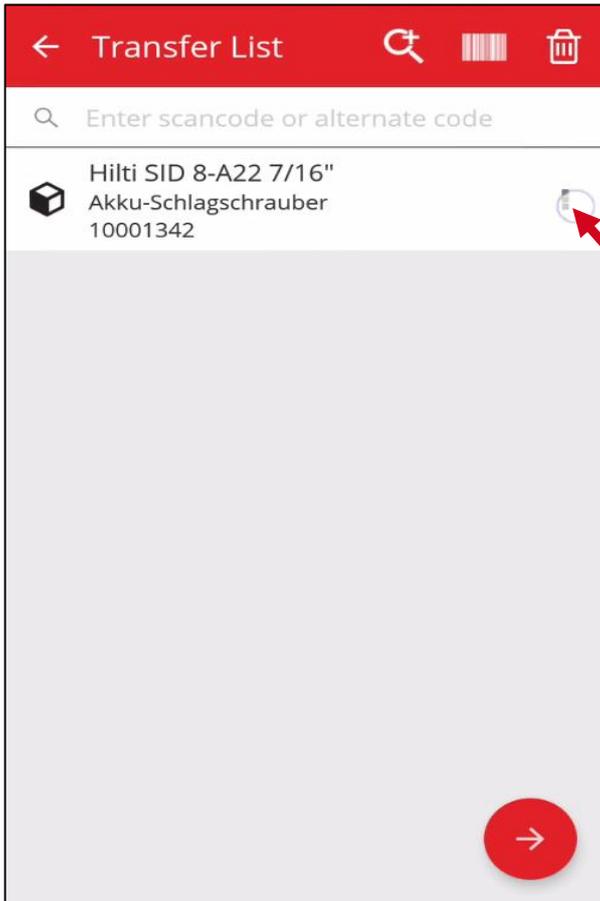
ASSET TRANSFER

The scanned items are displayed in the transfer list

Step 5 (optional)
Click on the specific item to display more detailed asset information

Click on the **"Remove Button"** if you want to remove the scanned assets from the transfer list

ASSET TRANSFER

Transfer List

← Transfer List

🔍 Enter scancode or alternate code

◆ Hilti SID 8-A22 7/16"
Akku-Schlagschrauber
10001342

→
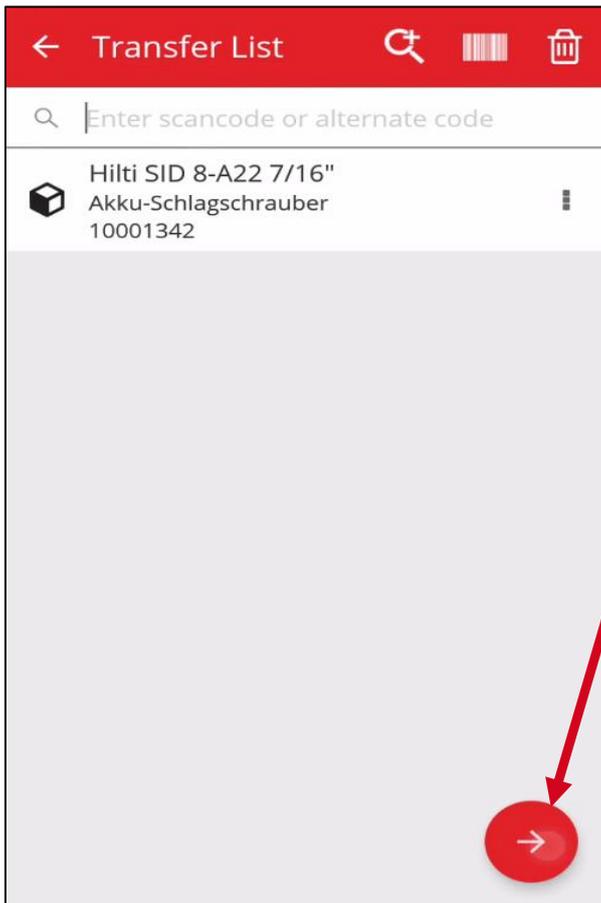
Step 6
Click on the **"Red Arrow"** button to proceed

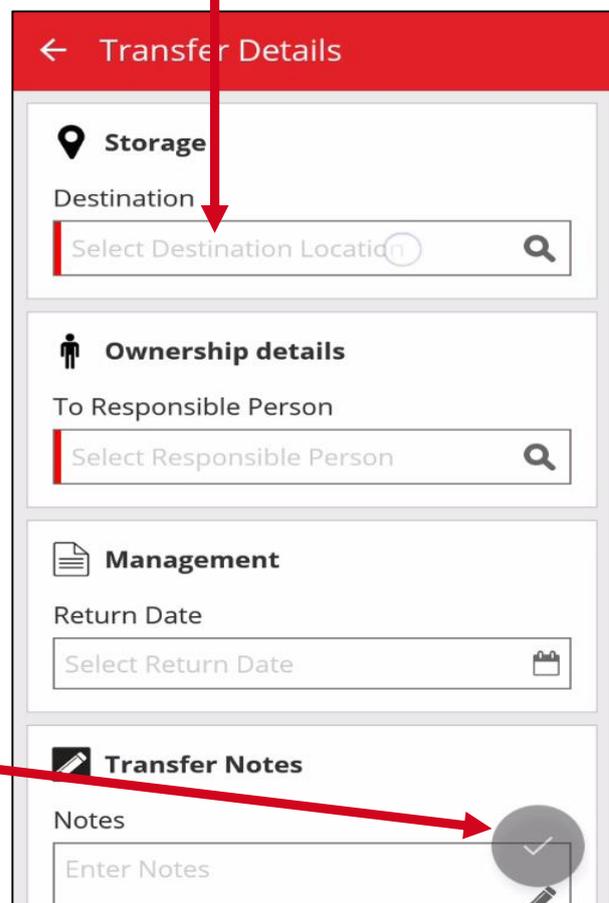**Step 7**
Choose the:
- Target **"Location"**
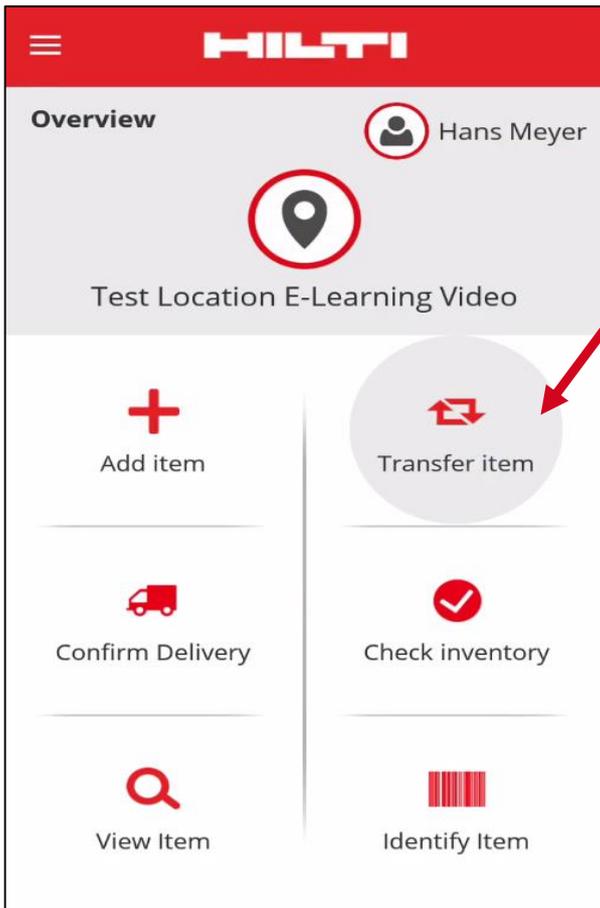- **"Responsible Person"**

Note: Optional fields are:

- **"Return Date" = Date when the asset should be re-transferred to it´s former location**
- **"Transfer Notes" = Free editable field; typed information will be integrated to the delivery notes - i.e. broken tool**

Step 8
Click on the **"Check Mark"** - Successfully Asset Transfer

← Transfer Details

📍 **Storage**
Destination
Select Destination Location 🔍

👤 **Ownership details**
To Responsible Person
Select Responsible Person 🔍

📄 **Management**
Return Date
Select Return Date 📅

✏️ **Transfer Notes**
Notes
Enter Notes

CONSUMABLES TRANSFER

Step 1
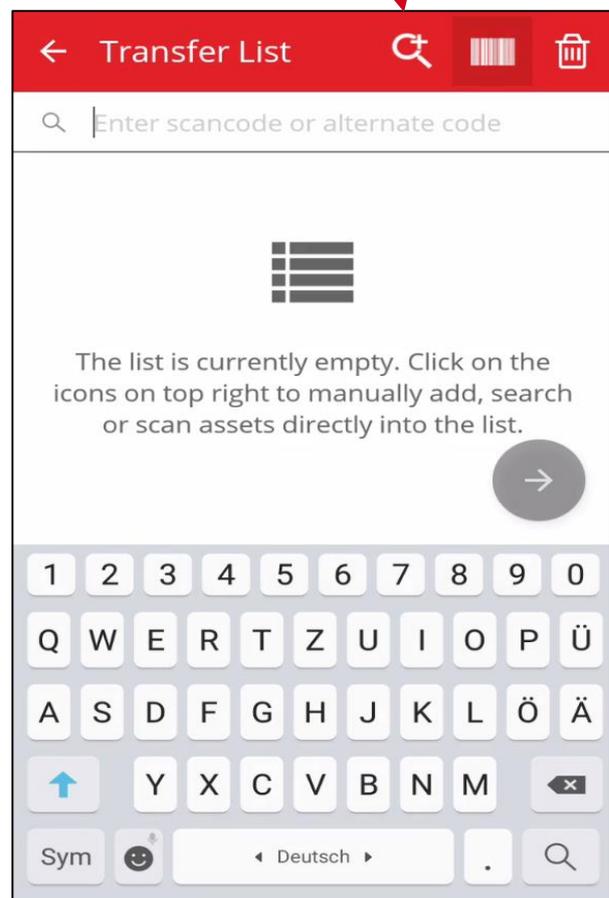Click on the **"Transfer Item"** button

Step 2
Click on the **"Barcode Icon"** or click on the **"Search+"** button if your commodity / consumable is not tagged with a barcode
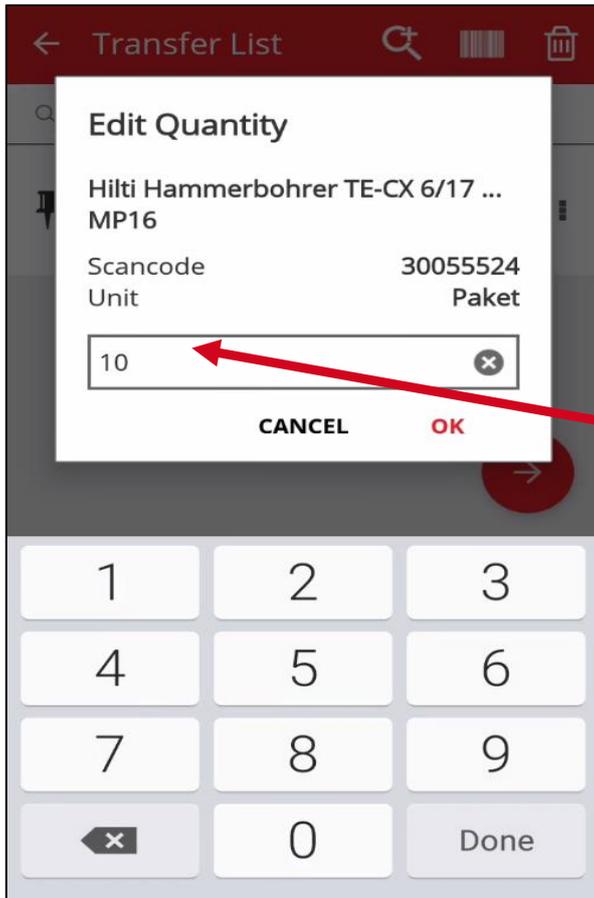
Step 3
Type in i.e. "Zaun"

Note: You can also type in the "Scan Code" or the "Alternate Code" of an asset manually.
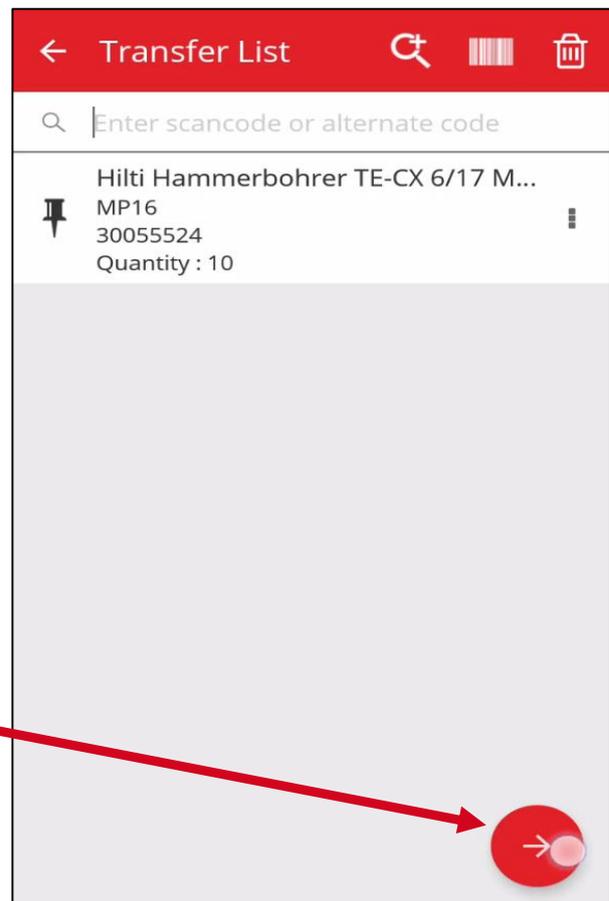
CONSUMABLES TRANSFER

When you found the correct commodity / consumable click on it

Step 4
Enter whished quantity

Targeted commodity / consumable + quantities are displayed in the transfer list now

Step 5
Click on the "**Red Arrow**" button to proceed

CONSUMABLES TRANSFER

Step 6
You have to choose from which location you want to transfer (i.e. from warehouse to construction site) - all selected assets need to be on the same location

Step 7
Choose the:
- **Target "Location"**
- **"Responsible Person"**

Note: Optional fields are:

- **"Return Date" = Date when the asset should be re-transferred to it´s former location**
- **"Transfer Notes" = Free editable field; typed information will be integrated to the delivery notes - i.e. broken format**

Step 8
Click on the **"Check Mark"** - Successfully Transfer
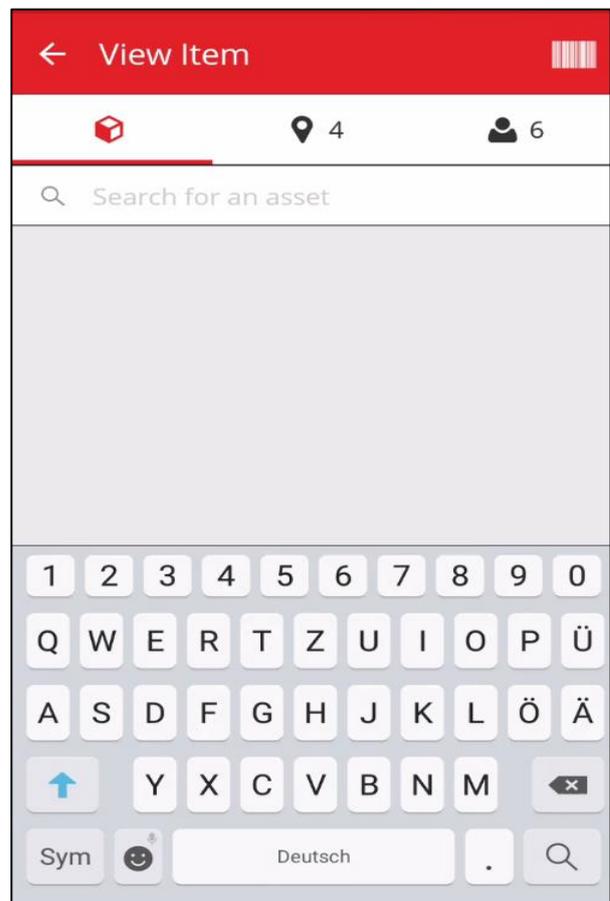
VIEW ITEM

Step 1
Click on **"View Item"**
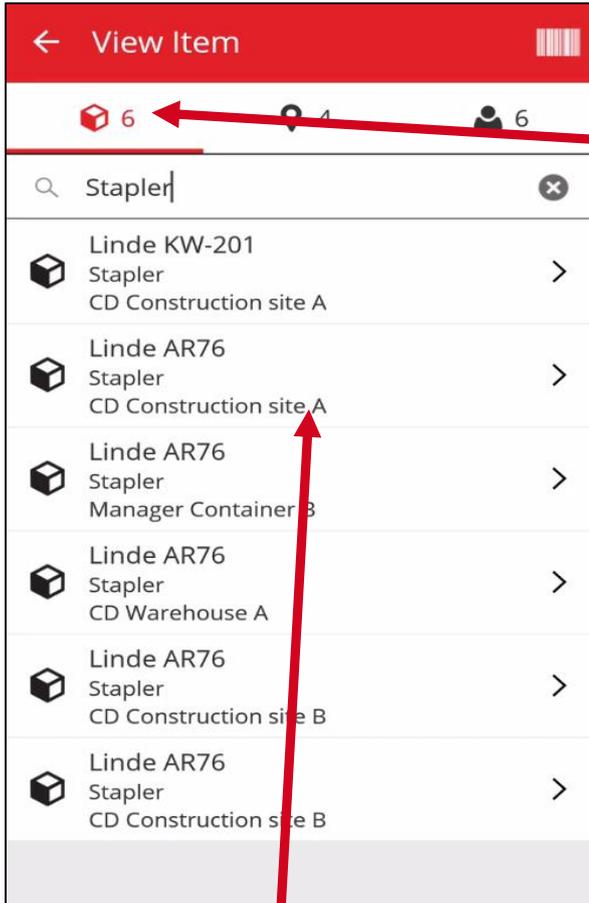
Three options are displayed at the top

 = Global Search

 4 = all assets on the current location

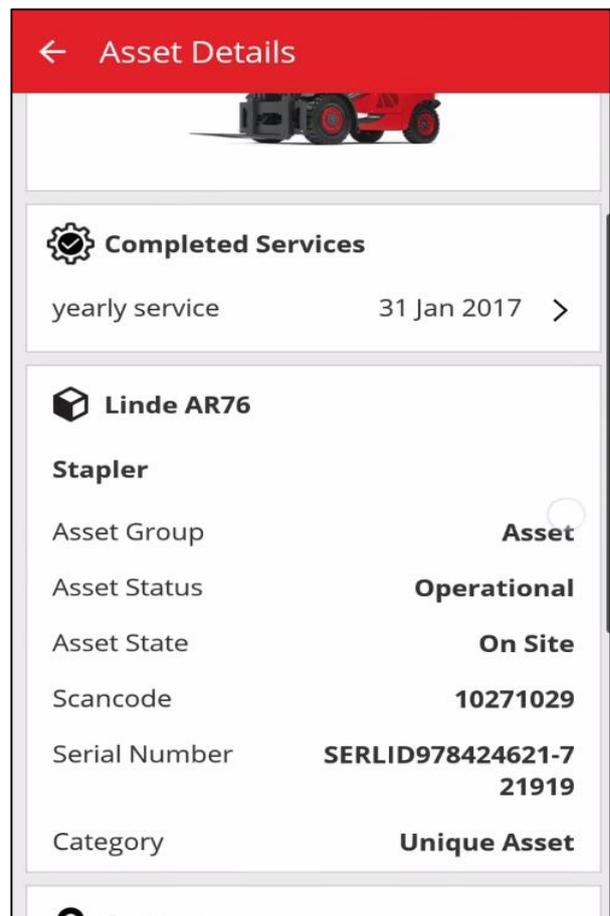 6 = all assets you as person are responsible for

VIEW ITEM

Step 2
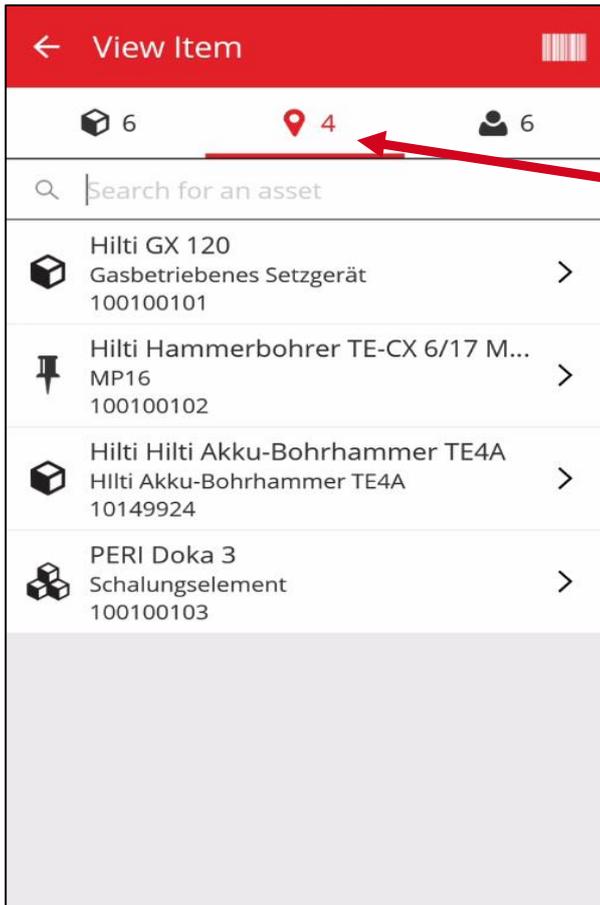Click on the **"Global Search"** Icon

Step 3
Type in i..e. "Stapler"

The search will display every "Stapler" in your company with the current location of the asset

If you click on each asset all detailed asset information are displayed

VIEW ITEM

View Item

📦 6   📍 4   👤 6

Q Search for an asset

📦 **Hilti GX 120**
Gasbetriebenes Setzgerät
100100101   >

📌 **Hilti Hammerbohrer TE-CX 6/17 M...**
MP16
100100102   >

📦 **Hilti Hilti Akku-Bohrhammer TE4A**
HIlti Akku-Bohrhammer TE4A
10149924   >

📦 **PERI Doka 3**
Schalungselement
100100103   >

Step 4
Click on "**Single Location**" Icon

All items on the current location are displayed

The three different images on the left are:
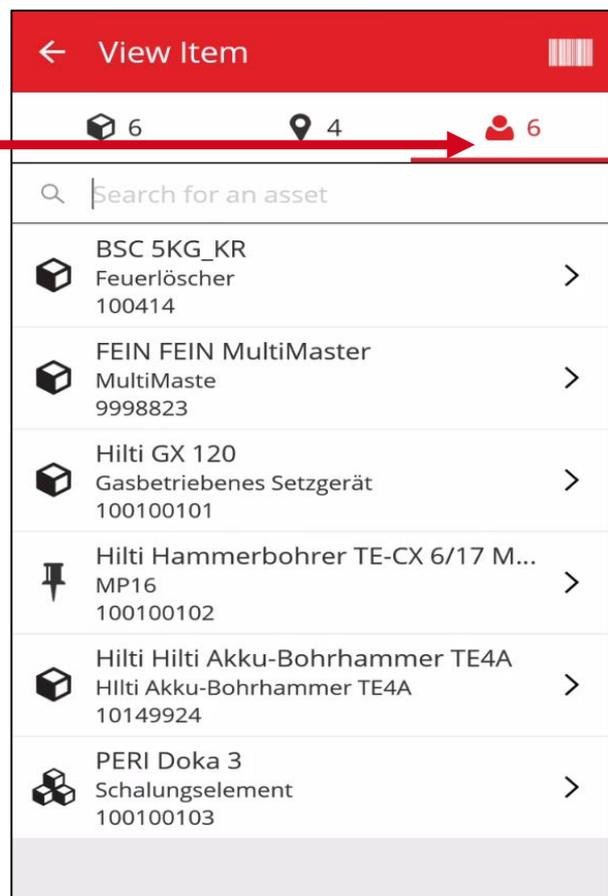
📦 = Asset
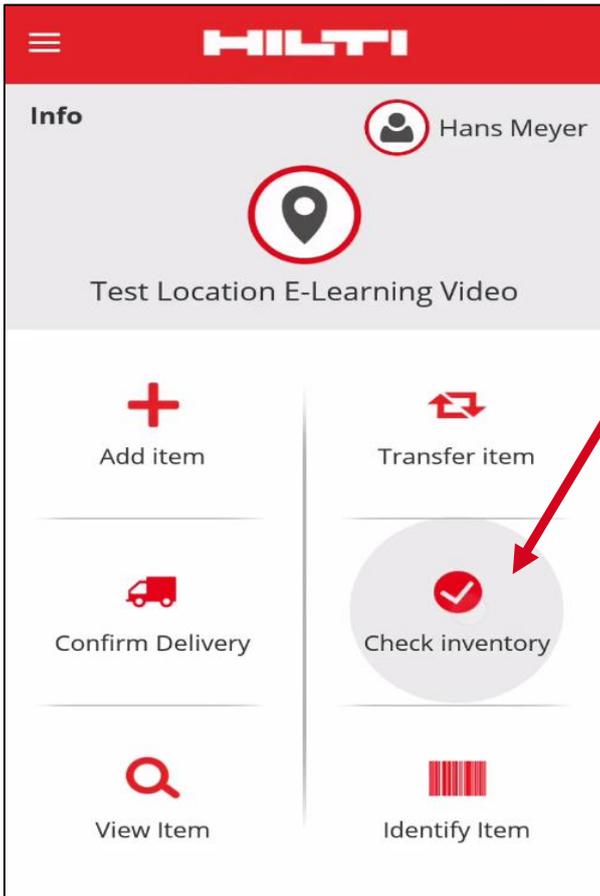
📌 = Consumable

📦 = Commodity

Step 5
Click now on the **"Employee Icon"**

All assets, commodities or consumables you are responsible as person for are displayed

If you click on each asset all detailed asset information are displayed

View Item

📦 6   📍 4   👤 6

Q Search for an asset

📦 **BSC 5KG_KR**
Feuerlöscher
100414   >

📦 **FEIN FEIN MultiMaster**
MultiMaste
9998823   >

📦 **Hilti GX 120**
Gasbetriebenes Setzgerät
100100101   >

📌 **Hilti Hammerbohrer TE-CX 6/17 M...**
MP16
100100102   >

📦 **Hilti Hilti Akku-Bohrhammer TE4A**
HIlti Akku-Bohrhammer TE4A
10149924   >

📦 **PERI Doka 3**
Schalungselement
100100103   >

CHECK INVENTORY

Step 1
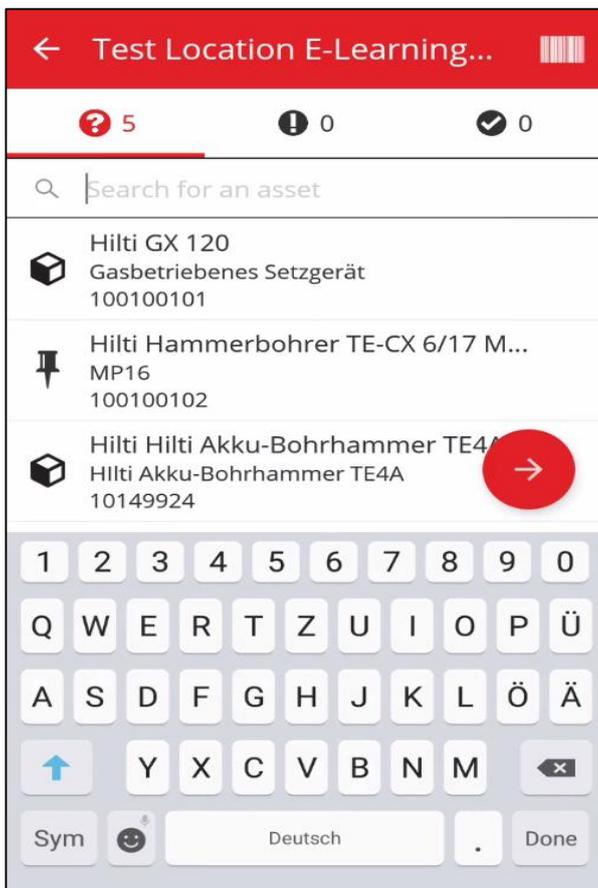Click on the **"Check Inventory"** button

Step 2
Choose location where you want to execute an inventory check

**Note: current location is pre-downloaded**
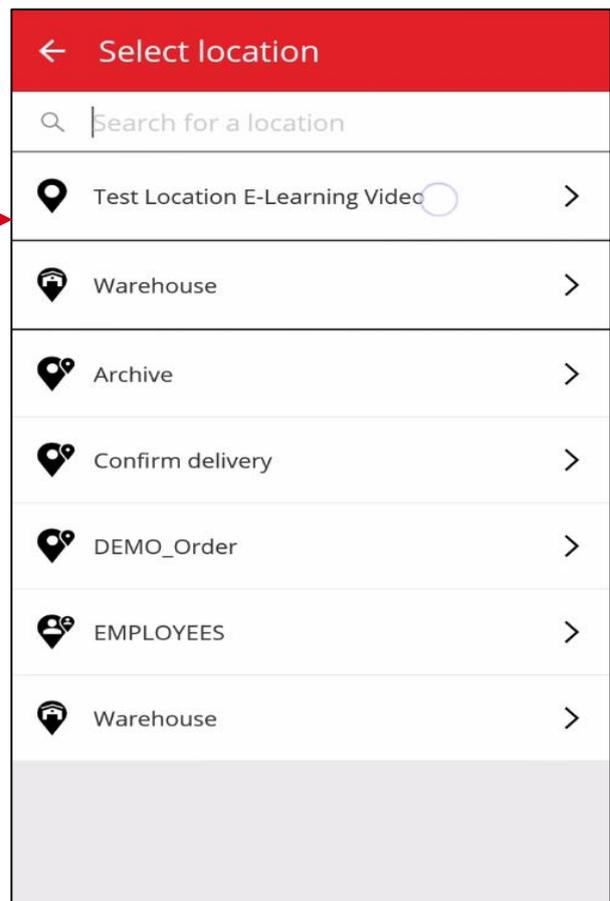
CHECK INVENTORY

On the top you can find three different icons:

? 5 = all items that are transferred to your location, which you now want to verify

! 0 = items that you scanned during the inventory, but should not belong to the location / unidentified items

✓ 0 = verified item that have been scanned successfully on your locations
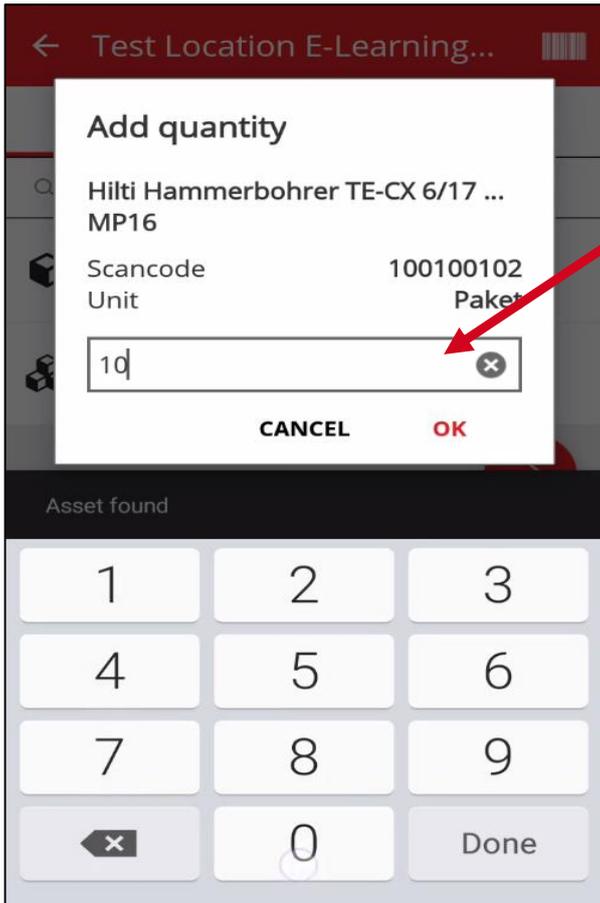
Step 3
Assets can be verified by scanning or clicking on the specific asset

Once you have verified an asset it switches from the "Question Mark area" icon to the **"Check Mark"** area
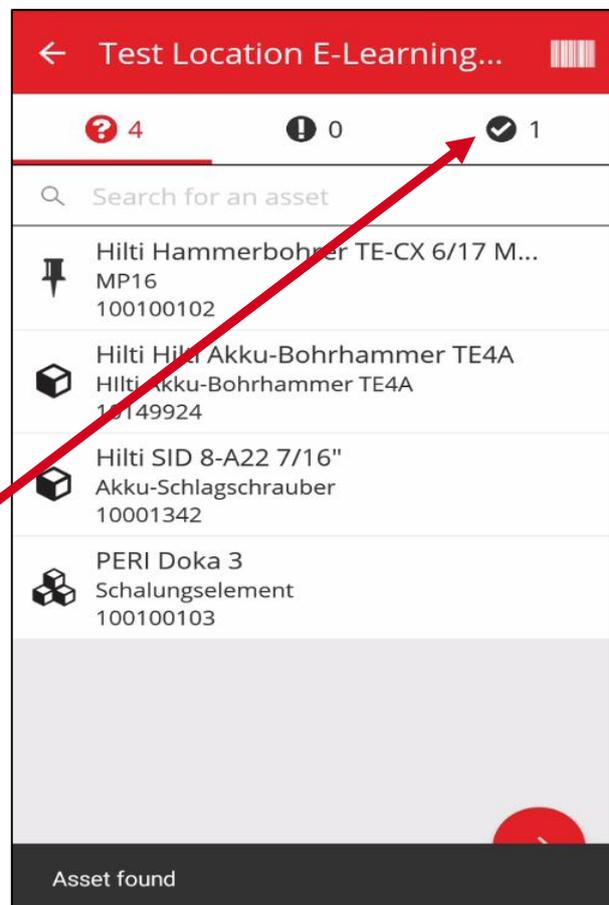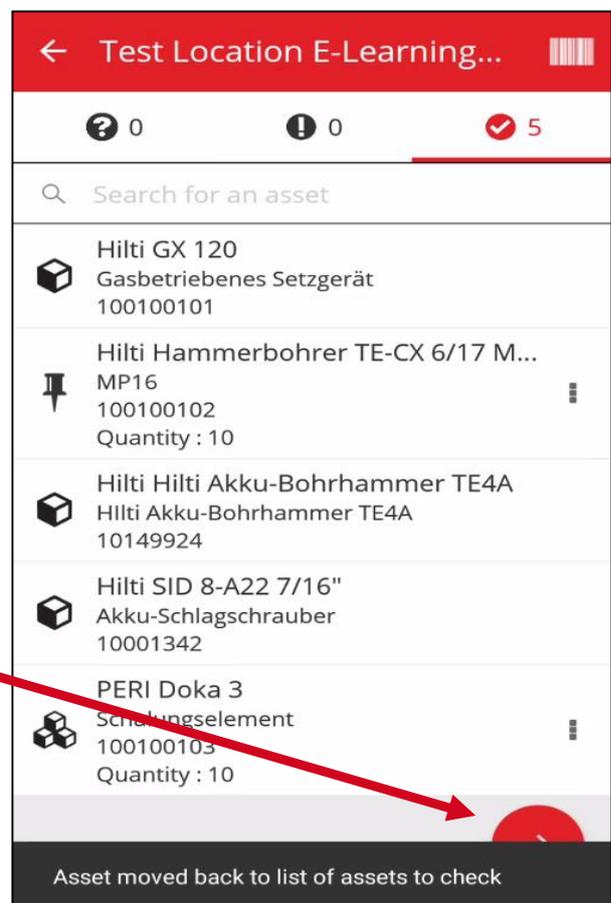
CHECK INVENTORY

Commodities / Consumables stock can be edited by clicking on the specific item and entering the existing quantity
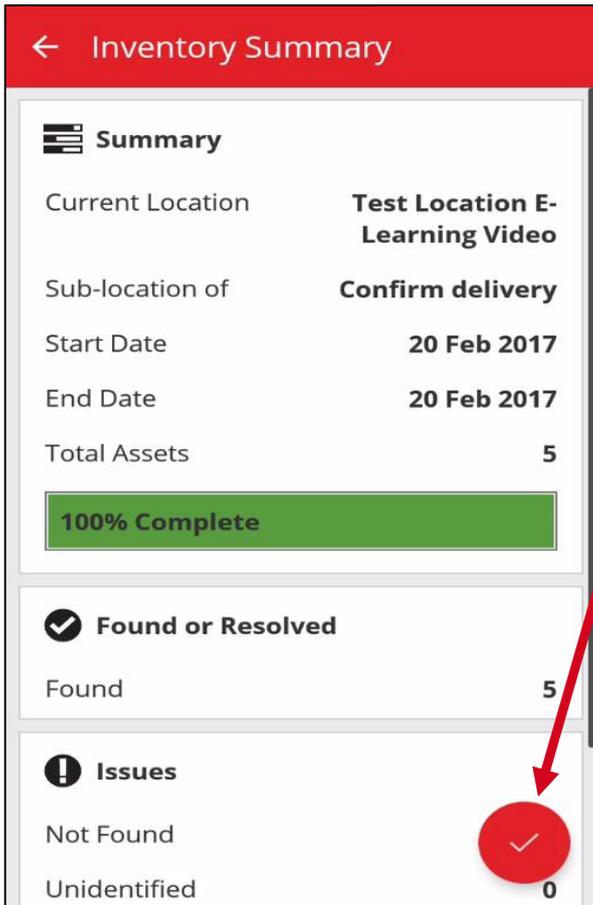
Note: You can also search for on an asset, commodity or consumable if you have a large inventory list

Step 4
Click on the **"Red Arrow"** button to proceed
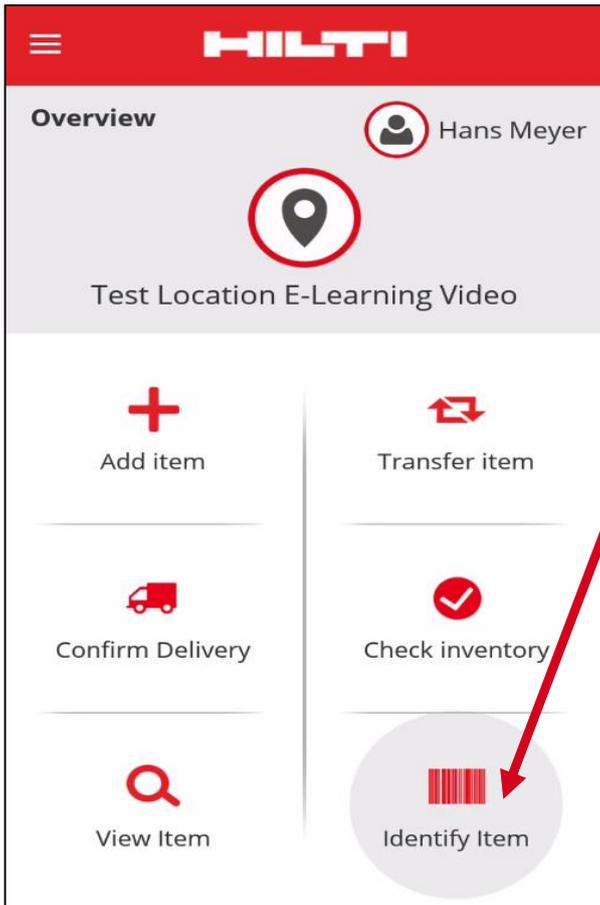
CHECK INVENTORY

A summary of the inventory is displayed

Step 5
Click on the **"Check Mark"** to proceed or the back button to re-work on the inventory

The inventory report has been emailed to the responsible employee

IDENTIFY ITEM

Step 1
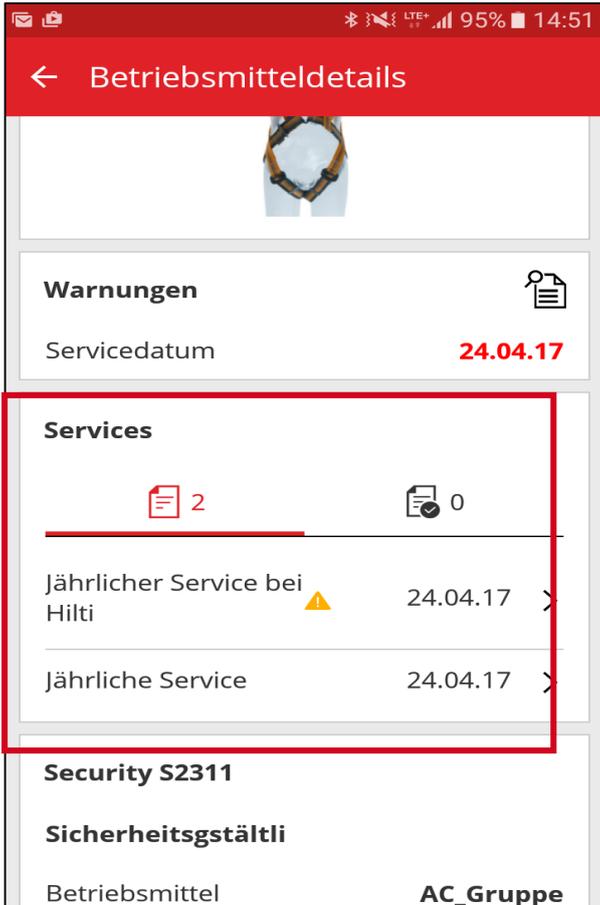Click on "Identify Item"

Your camera starts

Note: On the top you can find a zoom function and a flash light button for scanning in dark areas

Step 2
Scan a specific asset

The app displays the asset details i.e. Current Location, Responsible Person, etc.

COMPLETE SERVICES

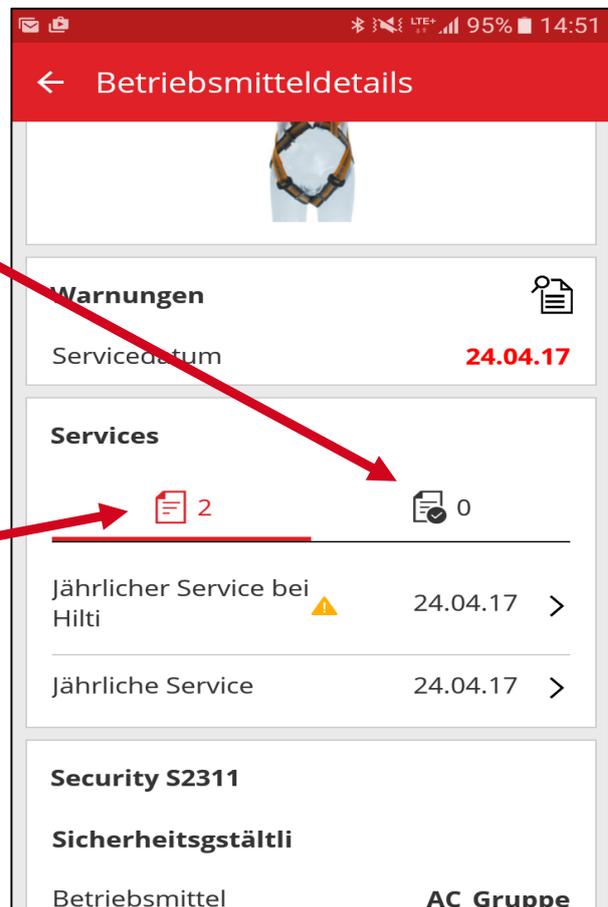As a employee with editing rights, it is possible to view and complete open services (e.g. DGUV V3 services, maintenance services) in the asset details.
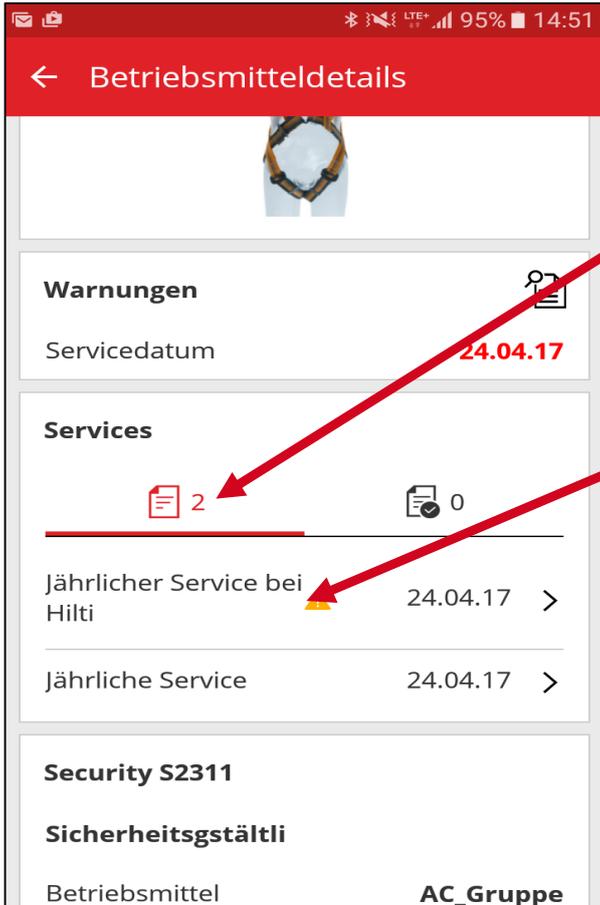
Complete services
Here you can see all completed services of the asset.

Open services
The open services are displayed here. The option "show more" displays all open services.

COMPLETE SERVICES

Step 1
Click on the open services tab

Step 2
Select the service you want to close on the asset by clicking on it. You will automatically get to the next step.
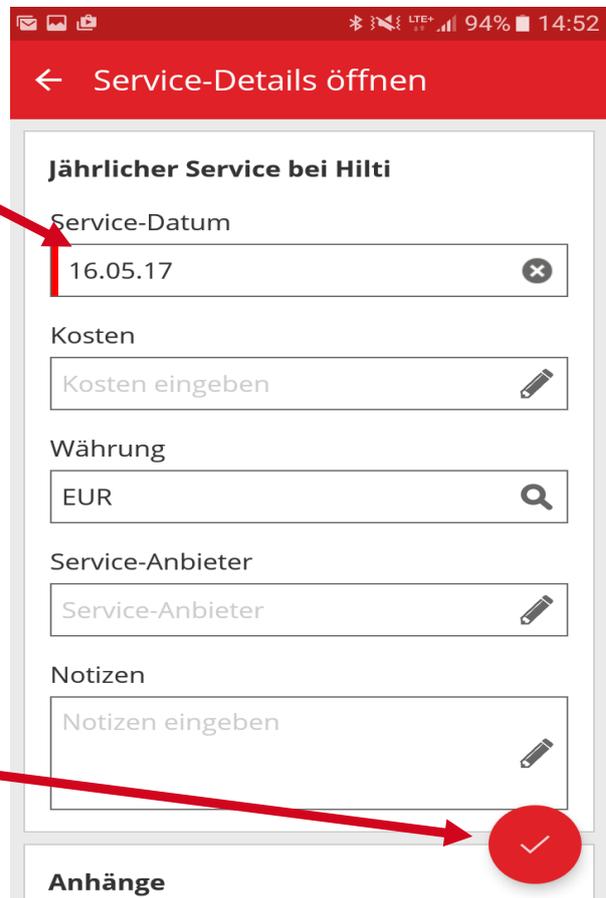
Step 3
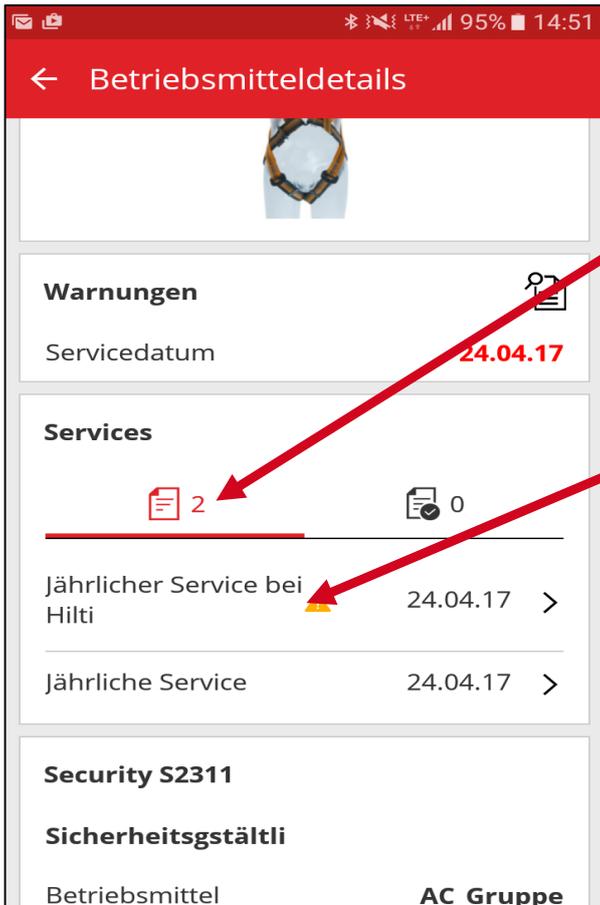The service data must be entered here.
Optionally service costs, the currency, the service provider and notes can be entered here as well as further attachments.

Step 4
Click on the "red tick" to continue

COMPLETE SERVICES

Step 1
Click on the open services tab

Step 2
Select the service you want to close on the asset by clicking on it. You will automatically get to the next step.

Step 3
The service data must be entered here.
Optionally service costs, the currency, the service provider and notes can be entered here as well as further attachments.

Step 4
Click on the "red tick" to continue