



ADMINISTRATING ON!TRACK

Training Documentation
Web – Release 2.6
June 2017



1. AGENDA

Short introduction to Hilti

ON!Track – Web Application

- Look & Feel
- Location – Manage your company structure
- Assets – Maintain and find them when needed
- Employees – Responsibilities for assets and location
- Working with templates & reports
- Transfers & general setup

Hardware

Support

1.1 THIS IS HILTI

- **Founded**
1941 in Schaan, Liechtenstein
- **Family owned company**
All shares and participation certificates are held by the Martin Hilti Family Trust
- **Construction technology**
World market leader for professional fastening and demolition technology
- **Global reach**
Present in more than 120 countries
- **International team**
Some 21,000 worldwide employees
- **Unique characteristic**
Direct sales model



1.2 WHAT IS ON!TRACK?

- Hilti ON!Track is the professional solution for keeping track of your plant and materials, especially for contractors who operate across multiple sites and locations.
- Thanks to the cloud-based software, every piece of available equipment may be recorded, registered, and efficiently managed.
- Rather than questions, ON!Track supplies you and your employees with answers – and reliable information.
- Hilti ON!Track also helps you to manage health and safety: all the required and existing certificates, as well as maintenance and training dates, are easy to record, store and access.

1.3 HOW IS ON!TRACK STRUCTURED?

ON!Track as solution has three main pillars

1. **Software** which can be accessed via Web-Application (from any desktop PC or Notebook using a web browser (Internet Explorer, Google Chrome, Firefox) or via Mobile Application (for Android and iOS supported mobile clients).
2. The RFID/bar code tags are the **Hardware** piece of ON!Track; they are used to mark each asset and enable a fast and convenient identification
3. Support is provided to implement ON!Track in a fast and reliable manner as well as for training or further improvement of the usage of ON!Track. This **Service** part helps to use it in best possible way.

1.4 WEB-APPLICATION AND MOBILE APPLICATION

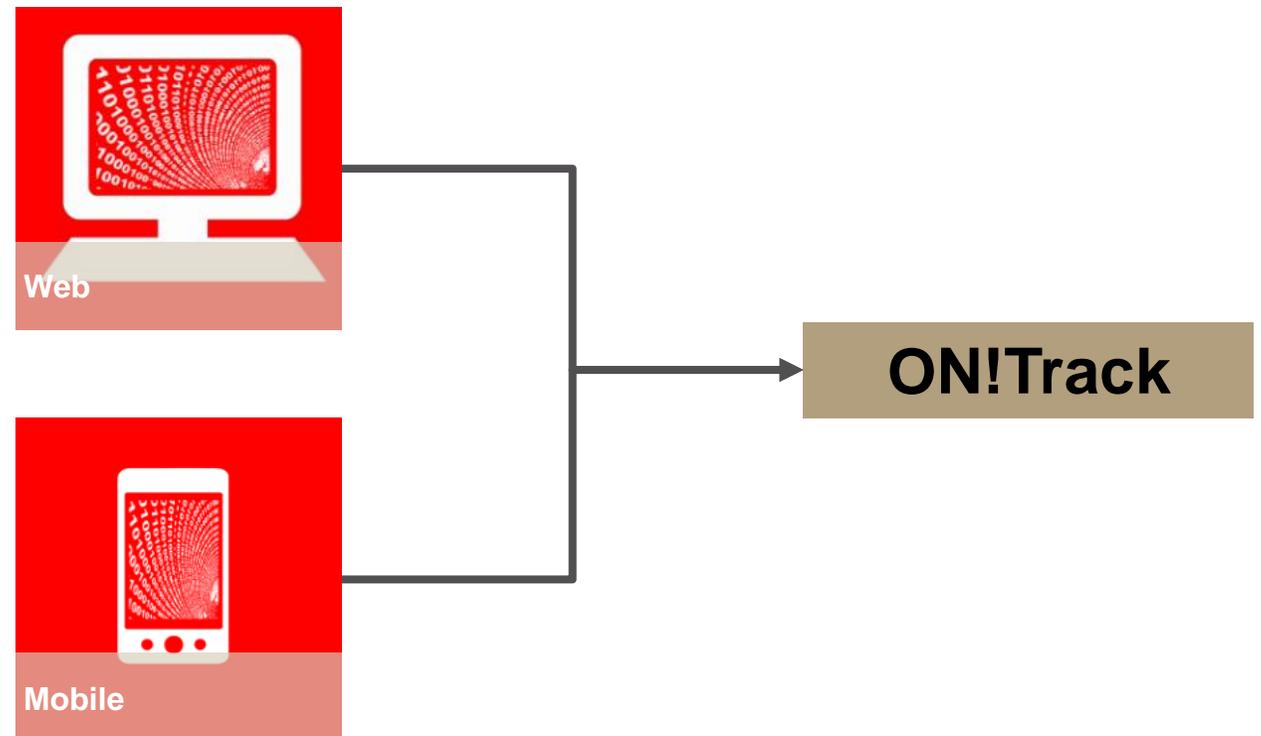
There are two ways to access Hilti ON!Track which have a specific functional scope and are dedicated to different user groups. This should provide a maximal user convenience and efficiency in using it.

Web Application

- Provides the full functional scope
- Dedicated to administrators in warehouses or central offices which need the full functional scope and have a local work station (PC, laptop)

Mobile Application

- Provides the full functional scope
- Dedicated for users mainly transferring assets, checking inventory, tagging and identifying assets

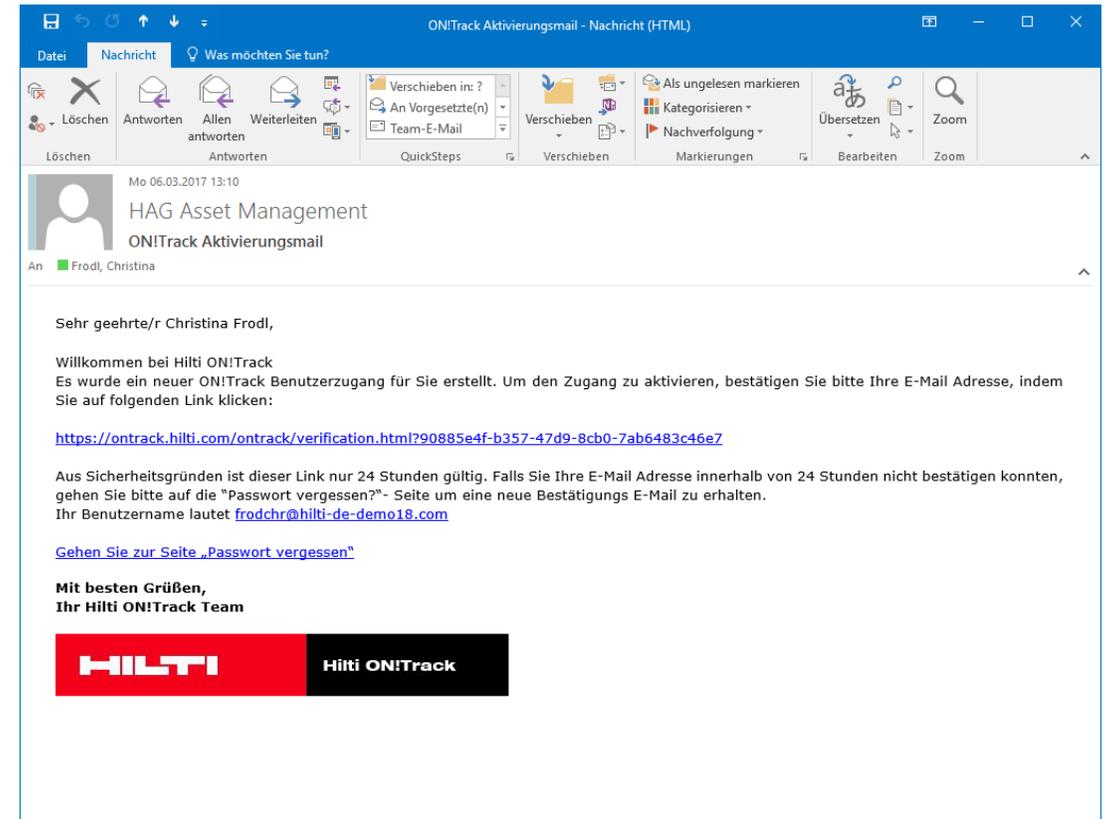


1.5 GETTING STARTED WITH ON!TRACK – ACTIVATION MAIL

Work steps

1. Open your email
2. Click on the activation link
3. Type in your user name
4. Choose your own password
5. Download the app to your mobile phone
6. For Android phones use the Google Play Store – for Apple phones use the Apple Store
7. Search for Hilti ON!Track
8. Install / Download App Hilti ON!Track

Screenshot



2. WEB APPLICATION

BIBLIOGRAPHY I

2. General topics

- 2.1. Look & feel
- 2.2. General topics – asset search
- 2.3. General topics – filter tables
- 2.4. General topics – customizing tables

3. Locations

- 3.1. Locations – location types
- 3.2. Locations – add a new location
- 3.3. Locations – edit a location
- 3.4. Locations – delete location
- 3.5. Locations – archive location
- 3.6. Locations – deactivate location
- 3.7. Locations – activate location
- 3.8. Locations – terminal location
- 3.9. Locations – view details

4. Location group

- 4.1. Location group – add a new location group
- 4.2. Location group – edit location group
- 4.3. Location group – delete location group

5. Assets

- 5.1. Assets – logic and usage of asset groups
- 5.2. Assets – managing asset groups
- 5.3. Assets – assets, commodities and consumables
- 5.4. Assets – add an asset
- 5.5. Assets – add a consumable
- 5.6. Assets – add a commodity
- 5.7. Assets – add Hilti asset by using serial number
- 5.8. Assets – edit an asset
- 5.9. Assets – change asset status
- 5.10. Assets – delete an asset
- 5.11. Assets – confirm delivery, long distance & direct confirm
- 5.12. Assets – re-stock consumables
- 5.13. Assets – managing commodities
- 5.14. Assets – warranty exchange
- 5.15. Assets – save view

BIBLIOGRAPHY II

6. Employees

- 6.1. Employees – authorization roles
- 6.2. Employees – add new employee
- 6.3. Employees – edit an employee
- 6.4. Employees – delete an employee

7. Templates

- 7.1. Templates – create a new template
- 7.2. Templates – edit a template
- 7.3. Templates – delete a template

8. Services

- 8.1. Services – add a new service
- 8.2. Services – edit a service
- 8.3. Services – delete a service

9. Reports

- 9.1. Reports – overview
- 9.2. Reports – report template I
- 9.3. Reports – report template II
- 9.4. Reports – report template III
- 9.5. Reports – run reports
- 9.6. Reports – create reports

10. Import & export settings

- 10.1. Import & export settings – assignment
- 10.2. Import & export settings – edit
- 10.3. Import & export settings – deletion

11. Transfers

- 11.1. Transfers – transfer asset to another location
- 11.2. Transfers – transfer consumable
- 11.3. Transfers – transfer commodity
- 11.4. Transfers – search for transferred asset

BIBLIOGRAPHY III

12. User settings

- 12.1. User settings – company settings
- 12.1.1. Transfer settings, manufacturers, archived locations
- 12.2. User settings – user settings
- 12.2.1. Page & language settings
- 12.3. User settings – support & info
- 12.4. User settings – log out

2.1 LOOK & FEEL

HILTI Hilti ON!Track

Menu bar: Dashboard (7), Locations, Assets, Employees, Templates, Reports, Transfers (0), Christina Frodl (Hilti Deutschlan...)

Asset statistic (by status):

Status	Count
Broken	1
In Repair	3
Operational	93
Retired	7

Asset statistic (by location):

Location	Percentage
In Transit	2.88 %
In Warehouse	44.23 %
On Site	52.88 %

Alerts: 7 Alerts (Refresh)

- 4 HSE Check for Employ...
- 1 Return Due
- 2 Service Due

Action	Friendly Name	Location Name	Asset code/Emp ID	Manufacturer	Model	Description	Alert Type	Alert Message	Event I	Owner
⋮						Martin Tampe	HSE Check...	Employee certifica...	30.03....	Martin...
⋮						rudi rüssel	HSE Check...	Employee certifica...	22.03....	rudi rü...
⋮			48234			ChristophRicht...	HSE Check...	Employee certifica...	15.03....	Christ...
⋮						Martin Tampe	HSE Check...	Employee certifica...	29.03....	Martin...
⋮	Laptop	Baustelle - Münc...	20052886	HP	Elite Boo...	Laptop	Return Due	Asset transfer has...	17.03....	Martin...
⋮	Akku Bohrschrau...	Baustelle - Augs...	20031868	Hilti	SF 2-A A...	Akku-Bohrschr...	Service Due	Asset service is du...	23.03....	Kather...

General Setup

Asset statistic (by location)

2.2 GENERAL TOPICS – ASSET SEARCH

Most relevant is the search of assets - outlined in this scenario.

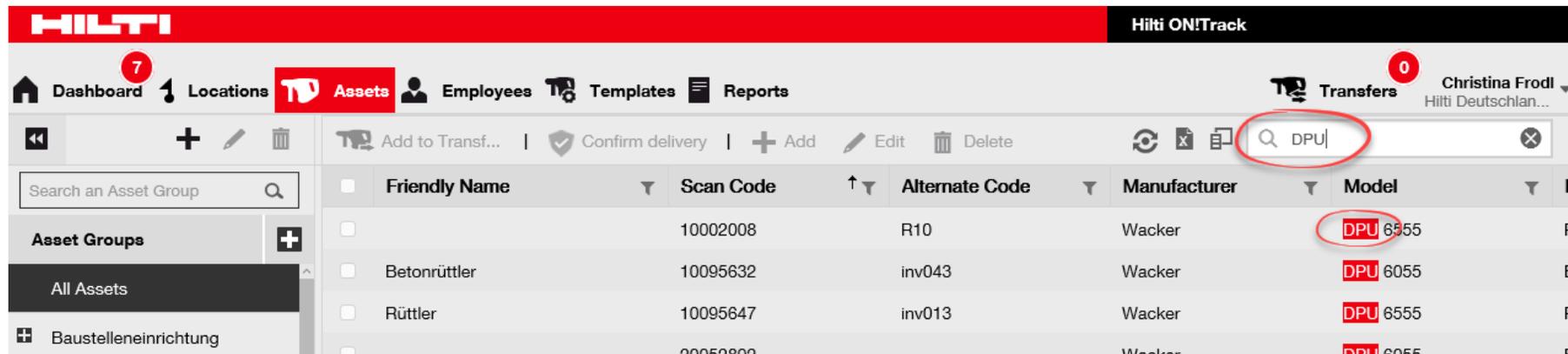
Work steps

1. Click on menu 'Assets'
2. Click on the asset group you are searching for
3. Type in a search term in search field; results of this search are shown immediately in the right lower part of the screen

Important to know

- You don't need to use asterisk like '*' or '\$' to improve search .
- Search is done while entering the search term at once (no need to ,confirm' search term).

Screen shot



The screenshot displays the Hilti ON!Track web application interface. The top navigation bar includes 'Dashboard', 'Locations', 'Assets', 'Employees', 'Templates', and 'Reports'. The 'Assets' menu is active. A search bar in the top right corner contains the text 'DPU'. Below the search bar, a table of assets is displayed with columns for 'Friendly Name', 'Scan Code', 'Alternate Code', 'Manufacturer', and 'Model'. The first row shows 'Wacker' with 'DPU 6555' in the 'Model' column. The second row shows 'Betonrüttler' with 'DPU 6055' in the 'Model' column. The third row shows 'Rüttler' with 'DPU 6555' in the 'Model' column. The fourth row shows 'Wacker' with 'DPU 6055' in the 'Model' column. The 'DPU 6555' text in the first row is circled in red.

Friendly Name	Scan Code	Alternate Code	Manufacturer	Model
	10002008	R10	Wacker	DPU 6555
Betonrüttler	10095632	inv043	Wacker	DPU 6055
Rüttler	10095647	inv013	Wacker	DPU 6555
	20052800		Wacker	DPU 6055

2.3 GENERAL TOPICS – FILTER TABLES

Lists can be sorted to improve convenience of work.

Work steps

1. Get a list of items like search result for assets
2. Modify the list in various ways like:
 - a) click on header of column to sort it in ascending or descending order
 - b) use filter symbol to get more precise results

Screen shot

The screenshot displays the HILTI ON!Track web interface. The top navigation bar includes the HILTI logo and the text 'Hilti ON!Track'. Below this, a secondary navigation bar contains menu items: Dashboard (with a red notification badge '7'), Locations, Assets (highlighted in red), Employees, Templates, and Reports. On the right side of this bar, there are 'Transfers' (with a red notification badge '0') and a user profile for 'Christina Frodl' from 'Hilti Deutschlan...'. A toolbar below the navigation bar offers actions like 'Add to Transf...', 'Confirm delivery', 'Add', 'Edit', and 'Delete', along with a search box for assets. The main content area features a table with columns: 'Friendly Name', 'Scan Code', 'Alternate Code', 'Manufacturer', 'Model', and 'D'. Each column header has a sorting icon (a downward arrow) circled in red. The table contains three rows of asset data. To the right of the table, a filter dropdown menu is open for the 'Scan Code' column, showing options: 'Select All', '(Blanks)', '1', '10000', '10001', and '10001323'. The 'Scan Code' header in the table and the dropdown menu are also circled in red. The dropdown menu has 'OK' and 'Cancel' buttons at the bottom.

Friendly Name	Scan Code	Alternate Code	Manufacturer	Model	D
		Test123	Titan	Fallschutzset	Fa
Rotationslaser	1	10095698	Hilti	PR 30-HVS	R
	10000	E5001	Schake	Bauzaun Standard 3,5...	B

2.4 GENERAL TOPICS – CUSTOMIZING TABLES

Columns in tables can be changed with regards to column sequence and size of column.

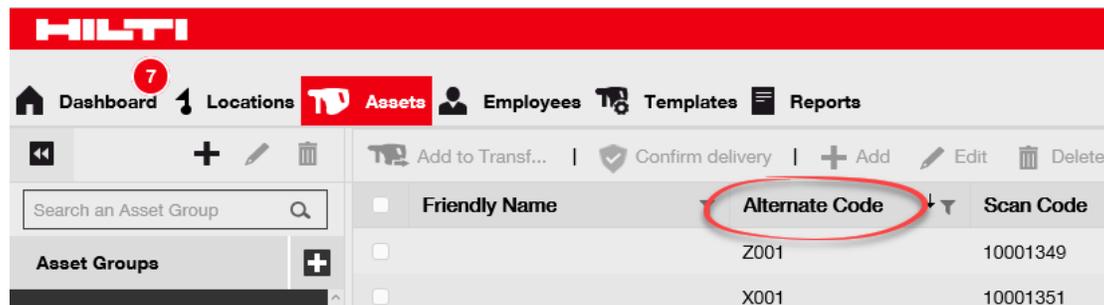
Work steps

1. Sequence of columns can be changed by clicking on title of it, keep mouse button clicked and move it to different area in table.
2. Size of a column can be changed by clicking between two columns and adjusting the size while keeping the mouse button clicked.
3. With icon 'Available columns' it is possible to add or remove columns as needed.

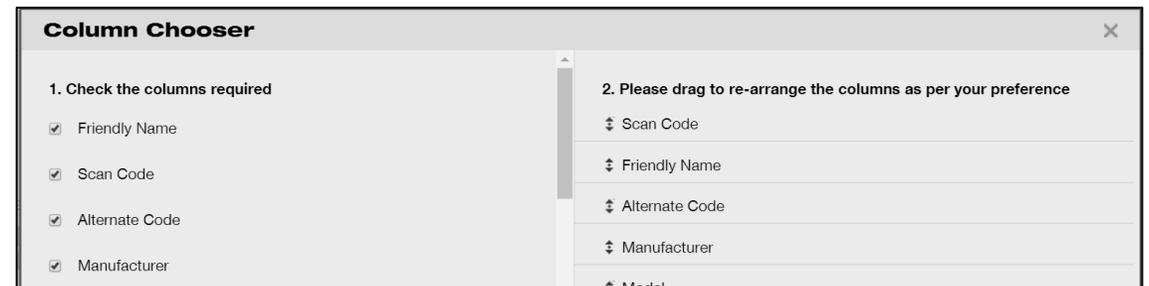
Important to know

- Changes to grid columns are saved on user level

Screen shot



	Friendly Name	Alternate Code	Scan Code
<input type="checkbox"/>		Z001	10001349
<input type="checkbox"/>		X001	10001351



Column Chooser

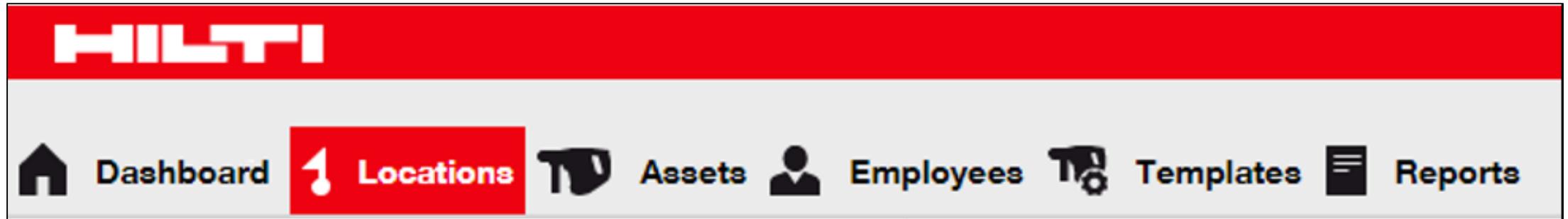
1. Check the columns required

- Friendly Name
- Scan Code
- Alternate Code
- Manufacturer

2. Please drag to re-arrange the columns as per your preference

- ⇅ Scan Code
- ⇅ Friendly Name
- ⇅ Alternate Code
- ⇅ Manufacturer
- ↑ Model

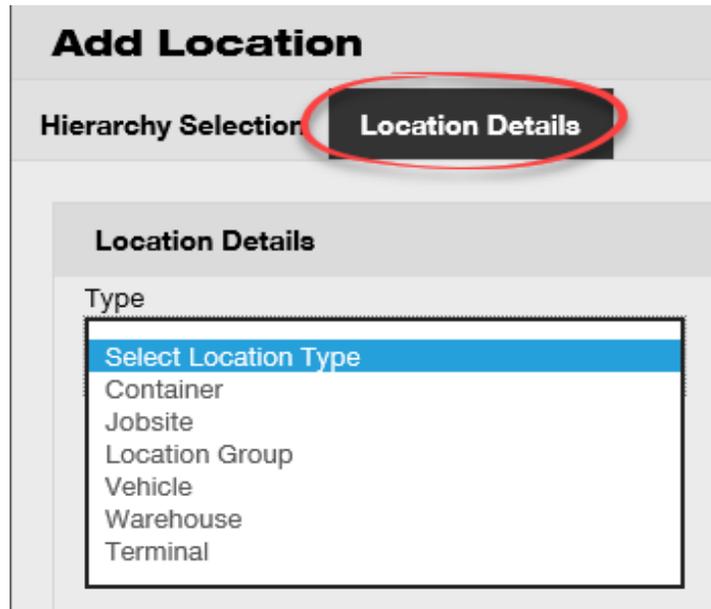
3. LOCATIONS



3.1 LOCATIONS – LOCATION TYPES

Locations reflect the structure of the company which can have different types. These location types help to structure your company in ON!Track.

Screenshot



Important to know

- Location group can be
 - Container
 - Jobsite
 - Location Group
 - Vehicle
 - Warehouse
 - Terminal (predefined by asset status i. e. retired)

3.2 LOCATIONS – ADD A NEW LOCATION

This scenario describes the creation of a new location.

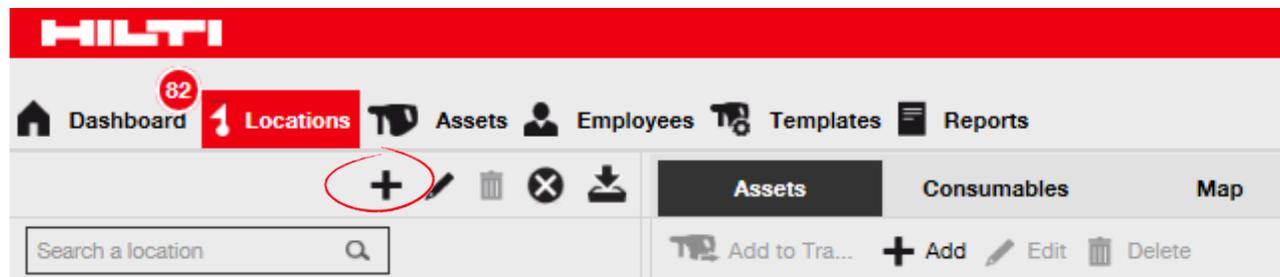
Work steps

1. Click on **Locations** in the main-navigation bar.
2. Click on the **Plus icon** in the sub-navigation bar.
3. Choose a **parent for the new location**.
4. Click on **Save and Next** at bottom of the selection screen to proceed to the data entry on the Location Details tab.
5. Fill out the **data required** on Location Details tab. Click on **Save and Exit** at bottom of the data entry screen to complete the addition of a new location.

Important to know

- Mandatory fields are marked in red

Screen shot



3.3 LOCATIONS – EDIT A LOCATION

Existing locations can be edited according in this work procedure.

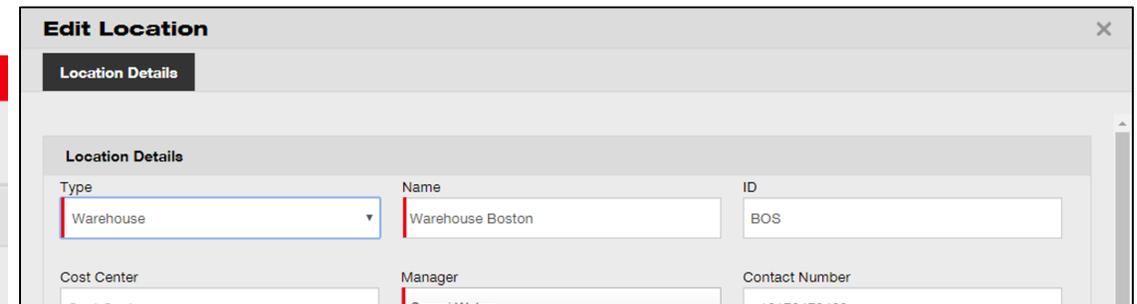
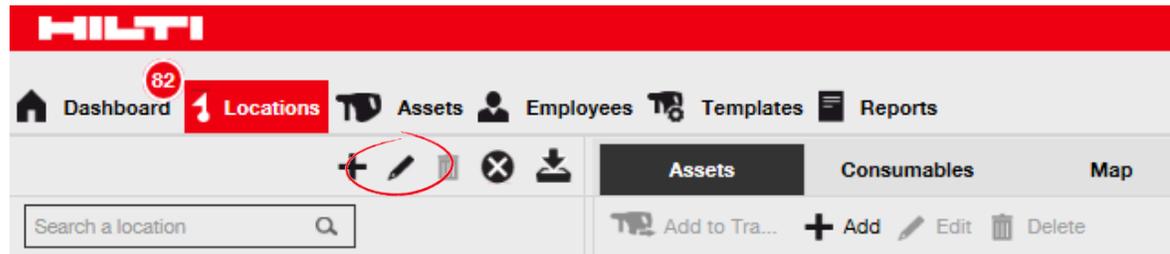
Work steps

1. Click on **Locations** in the main-navigation bar.
2. Click on the **Plus icon** to expand the vertical navigation below.
3. Click on the **Location to be edited**.
4. Click on the **Pencil icon** to edit the selected location.
5. Edit the **locations details** as required.
6. Click on **Save and Exit** at bottom of the editing screen to complete editing the location.

Important to know

- Mandatory fields are marked in red.

Screen shot



3.4 LOCATIONS – DELETE LOCATION

If a location is not needed anymore it can be deleted.

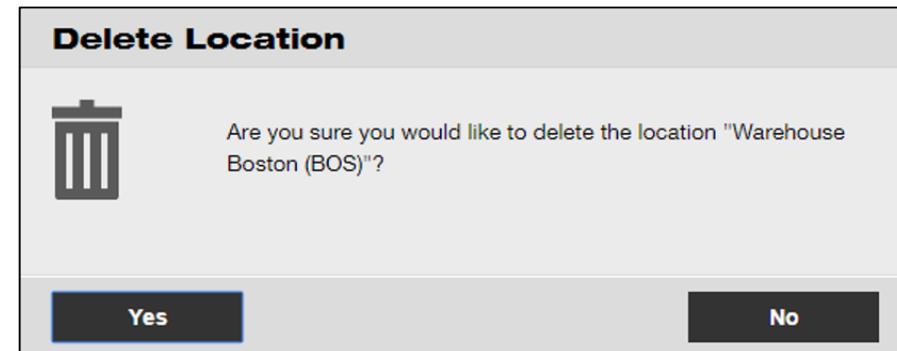
Work steps

1. Click on **Locations** in the main-navigation bar.
2. Click on the **Plus icon** to expand the Locations structure below.
3. Select the **location to be deleted** by clicking on it.
4. Click on the **Trashcan icon** to delete the selected location; a confirmation screen opens on-click.
5. Click on **Yes** to delete the respective location permanently.

Important to know

- Once deleted, data cannot be restored!

Screen shot



3.5 LOCATIONS – ARCHIVE LOCATION

If a location is not needed anymore it can be archived.

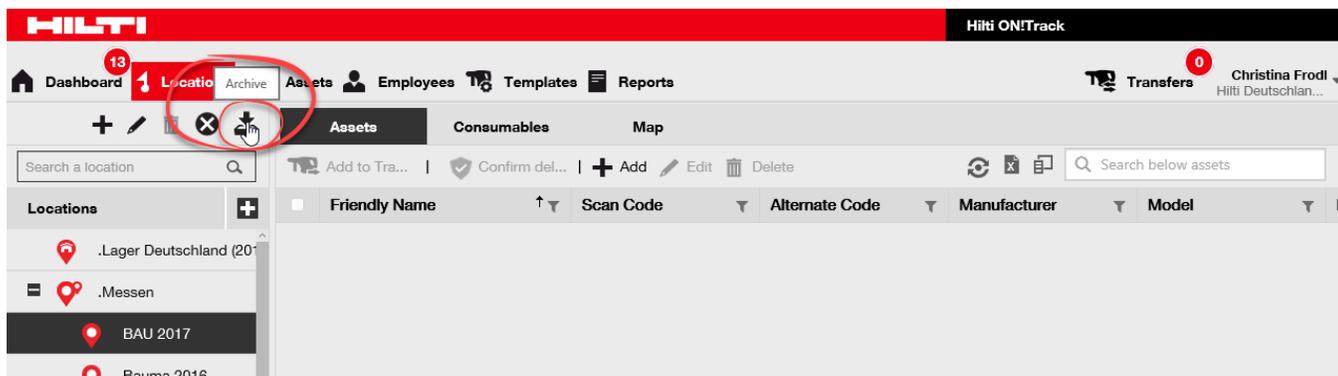
Work steps

1. Click on **Locations** in the main-navigation bar.
2. Select the **location to be archived** by clicking on it.
3. Click on the **archive icon** to archive the selected location.
4. Click on **Yes** to archive the respective location, to cancel click on No.

Important to know

- Location should not have any assets or commodities.
- All archived locations can be found by company settings.
- Click on the Active button to activate the archived location.

Screen shot



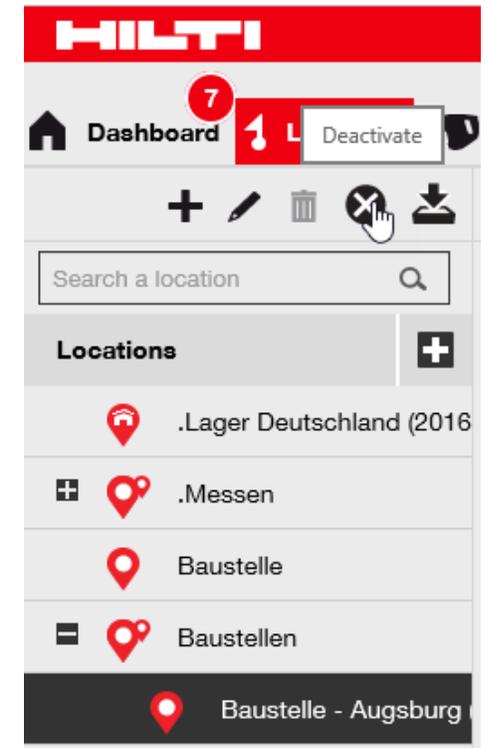
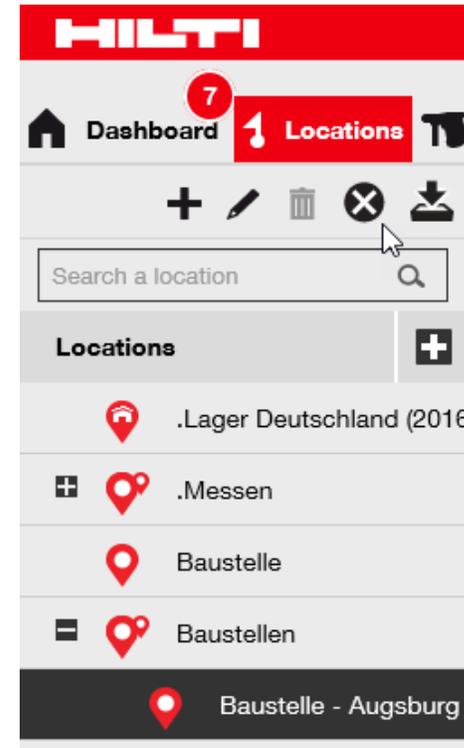
3.6 LOCATIONS – DEACTIVATE LOCATION

This scenario describes how you can deactivate a location, because you do not need it anymore.

Work steps

1. Click on **Locations** in the main-navigation bar.
2. Click on the **Location to be edited**.
3. Click on the **Deactivate Icon**.
4. Click on **Yes** to deactivate the location. To cancel click on No.

Screenshot



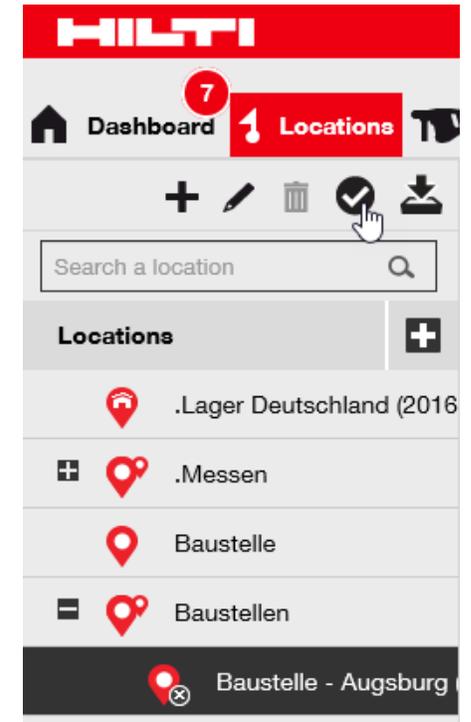
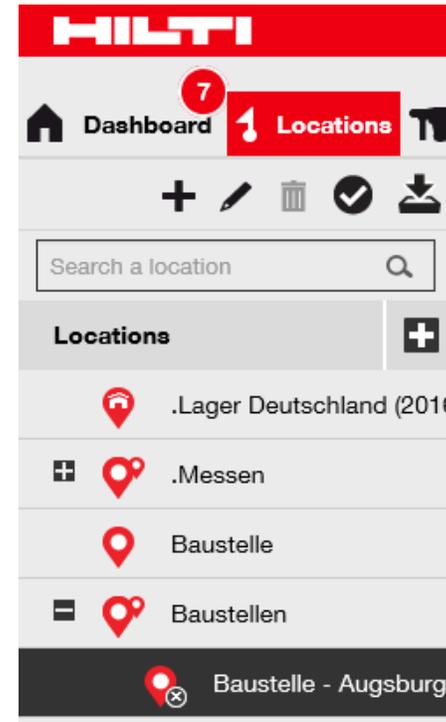
3.7 LOCATIONS – ACTIVATE LOCATION

This scenario describes how you can activate a deactivated location, because you need it again.

Work steps

1. Click on **Locations** in the main-navigation bar.
2. Click on the **deactivated location**, marked with a “x” and click on the **Activate Icon**.

Screenshots



3.8 LOCATIONS – TERMINAL LOCATION

This scenario describes how you can add a terminal location and what is so special about it.

Work steps

1. Click on **Locations** in the main-navigation bar.
2. Click on the **Plus Icon** to add a location
3. Choose a **parent location** or **create a new location**.
4. Click on Save and Next
5. Select the **location type**, in this scenario **Terminal**
6. Now select the **asset status after transfer**
7. Click on **Save and Exit**

Important to know

- When transferring an asset to a terminal location, the asset's status will be changed to the asset status of the terminal location e.g. retired, in repair, etc.
- Mass change of asset status possible e.g. Repair Location
- Works only one-way: Transfer to another non-terminal location will not change the asset's status back

Screen shot

Add Location

Hierarchy Selection | **Location Details**

Location Details

Type: Terminal (circled in red)

Name: HierundDa

ID: Enter Location ID

Cost Center: Cost Center

Manager: Select Manager

Contact Number: Enter Contact Number

Description: Enter Description

Location State: Active

Asset Status after Transfer: Select Asset Status (circled in red)

3.9 LOCATIONS – VIEW DETAILS

Important to know

- Asset details in location view: In the location view you are now able to see the asset details by clicking on the respective asset.

Screen shot

The screenshot displays the HILTI ON!Track web interface. The top navigation bar includes 'HILTI' and 'Hilti ON!Track'. Below it, a menu shows 'Übersicht', 'Standorte' (with a notification badge), 'Betriebsmittel', 'Mitarbeiter', 'Vorlagen', and 'Berichte'. The user profile 'Georg Felix' is visible in the top right. The main content area is divided into three tabs: 'Betriebsmittel', 'Verbrauchsmaterial', and 'Kartenansicht'. The 'Betriebsmittel' tab is active, showing a table with columns for 'Kurzbezeichnung', 'Scancode', 'Alternativcode', and 'Hersteller'. A single asset is listed: 'Werkzeugbox 1' with Scancode '237890048'. A red box highlights the 'Betriebsmitteldetails' panel on the right, which contains a photo of a red HILTI toolbox and the following information:

Zuständiger Mitarbeiter	: Martin Salcher
Aktueller Standort	: Knapp
Standortstatus	: Aktiv
Status	: Betriebsbereit
Transferstatus	: Auf der Baustelle
Betriebsmittelgruppe	: Asset
Scancode	: 237890048
Alternativcode	: Werkzeugbox 1
Kategorie	: Betriebsmittel

4.1 LOCATION GROUP– ADD NEW LOCATION GROUP

In case the current hierarchy is not valid anymore a new superior location can be added.

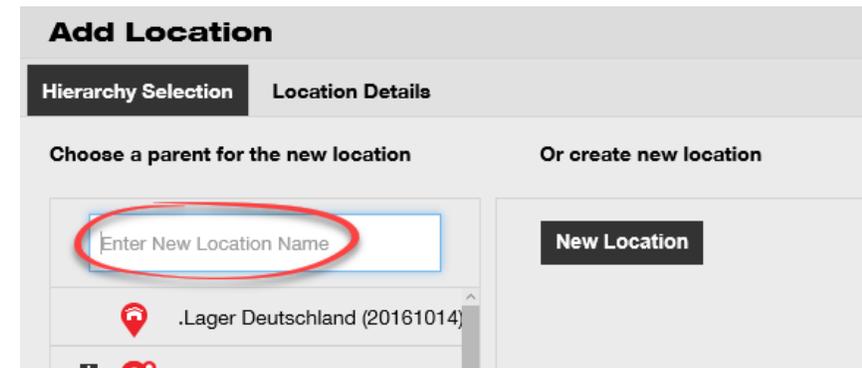
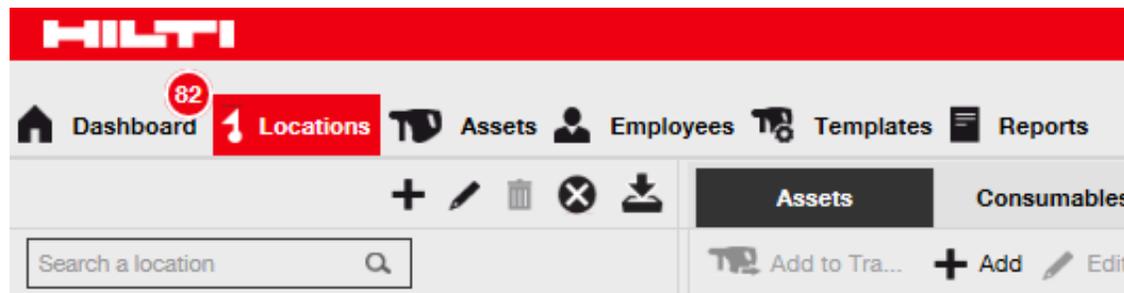
Work steps

1. Click on Locations in the main-navigation bar.
2. Click on the **Plus icon**.
3. Click on **New Location**.
4. Enter a **new parent location** name in the text field.
5. Click on **Save and Next** at bottom.
6. Fill out the **data required** on Location Details tab.
7. Click on **Save and Exit** at bottom of the data entry screen.

Important to know

- Mandatory fields are marked in red

Screen shot



4.2 LOCATION GROUP– EDIT LOCATION GROUP

Existing superior locations can be edited.

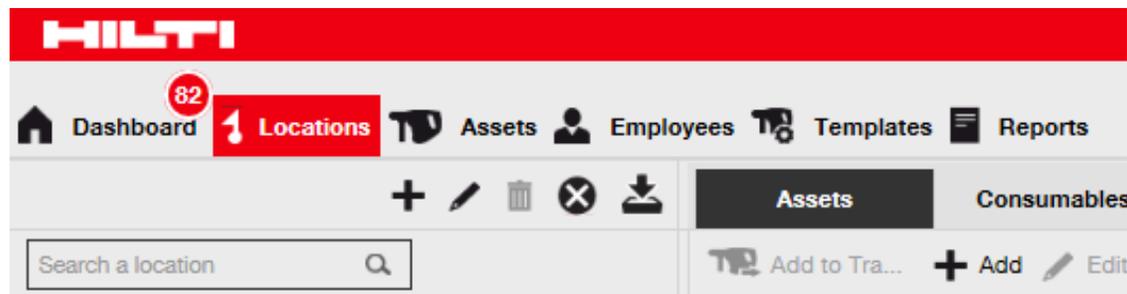
Work steps

1. Click on **Locations** in the main-navigation bar.
2. Click on the **parent location to be edited**.
3. Click on the **Pencil icon** to edit the selected parent location.
4. Edit the **parent locations details** as required.
5. Click on **Save and Exit** at bottom of the editing screen to complete editing the parent location.

Important to know

- Mandatory fields are marked in red.

Screen shot

The screenshot shows the 'Edit Location' form. The title 'Edit Location' is at the top. Below it is a tab labeled 'Location Details'. The form contains several fields: 'Type' (a dropdown menu with 'Location Group' selected), 'Name' (a text input field with '.Messen' and a red border indicating it is mandatory), 'ID' (a text input field with 'Enter ID'), 'Manager' (a dropdown menu with 'Thomas Eikel' selected), and 'Contact Number' (a text input field with 'Enter Contact Number' and a red border indicating it is mandatory). There is also a 'Description' field at the bottom.

4.3 LOCATION GROUP– DELETE LOCATION GROUP

In case a superior location is not needed anymore it can be deleted.

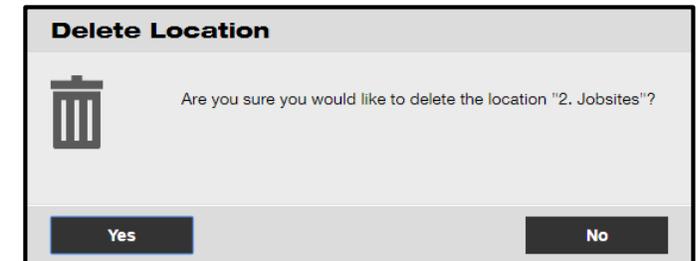
Work steps

1. Click on **Locations** in the main-navigation bar.
2. Select the **parent location to be deleted** by clicking on it.
3. Click on the **Trashcan icon** to delete the selected parent location; a confirmation screen opens on-click.
4. Click on **Yes** to delete the respective location permanently; to cancel the deletion, click on No.

Important to know

- Once deleted, the location group can not be restored anymore.

Screen shot



5. ASSETS

The screenshot displays the HILTI ON!Track web application interface. At the top, the HILTI logo is on the left, and 'HilTI ON!Track' is on the right. Below the logo, a navigation bar includes 'Dashboard' (with a '13' notification badge), 'Locations', 'Assets' (highlighted in red), 'Employees', 'Templates', and 'Reports'. On the far right of the navigation bar, there is a 'Transfers' icon with a '0' notification badge and a user profile for 'Christina Frodl' from 'HilTI Deutschlan...'. Below the navigation bar, there is a toolbar with icons for 'Add to Transf...', 'Confirm delivery', 'Add', 'Edit', and 'Delete'. A search bar on the right contains the text 'Search below assets'. On the left side, there is a sidebar with a search box 'Search an Asset Group' and a list of 'Asset Groups' including 'All Assets' and 'Baustelleneinrichtung'. The main content area is a table with the following columns: 'Friendly Name', 'Alternate Code', 'Scan Code', 'Manufacturer', and 'Model'. The table contains four rows of asset data.

<input type="checkbox"/>	Friendly Name	Alternate Code	Scan Code	Manufacturer	Model
<input type="checkbox"/>		Z001	10001349	HilTI	Meterstab
<input type="checkbox"/>		X001	10001351	HilTI	Change Modul
<input type="checkbox"/>		WW43	10002019	Stahlmayr	Werkzeugwagen Grand...
<input type="checkbox"/>	Schutzgasschweißgerät	S3	10002004	Technolit	Eco 250 Plus

5.1 ASSETS – LOGIC AND USAGE OF ASSET GROUPS

Asset groups help to cluster the assets in logical units.

Work steps

Important to know

- Asset groups can be designed individually, but their logic should be considered carefully
- Creation of new asset groups is possible anytime
- There is no mass update functionality available to reassign assets to different asset groups

5.2 ASSETS – MANAGING ASSET GROUPS

Asset groups can be created, modified and deleted.

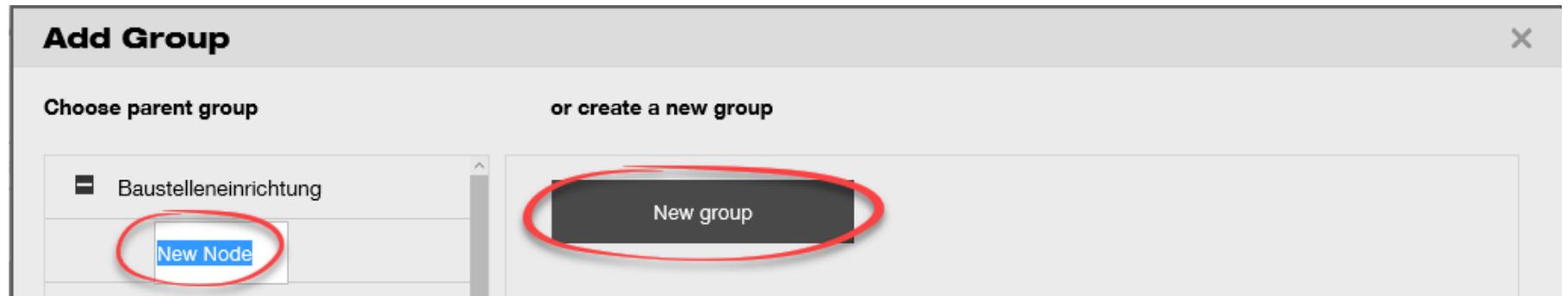
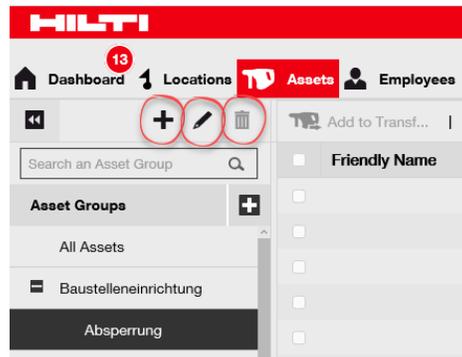
Work steps

1. Click on **menu Assets**.
2. Click on first **plus symbol** underneath menu bar.
3. Creating a new group under 'Assets', click on 'Assets' in left hand structure
4. **Creating a new group under 'Commodities' or 'Consumables'** click on this title
5. **Add a name** for the new group and click 'Add'.
6. **Modify a group** by clicking on it and push 'Edit'.
7. **Delete a group** by clicking on it and push 'Delete'.

Important to know

- Plus symbol beside text 'Asset Groups' collapses or decollapses whole asset group structure
- Commodities and consumables might not be used; in this case, ignore the corresponding work steps.

Screen shot



5.3 ASSETS – ASSETS, COMMODITIES AND CONSUMABLES

ON!Track supports managing different types of assets.

Important to know

- Assets are items permanently used in the company like [electronic] tools
- Commodities usually consist of large numbers of the same kind e.g. formwork & are not relevant for services and certificates
- Consumables are used while working and are fixed permanently into the work subject like nails or concrete
- This differentiation (types) triggers specific functionality in ON!Track

Screenshot



5.4 ASSETS – ADD AN ASSET

This scenario describes how to add an asset.

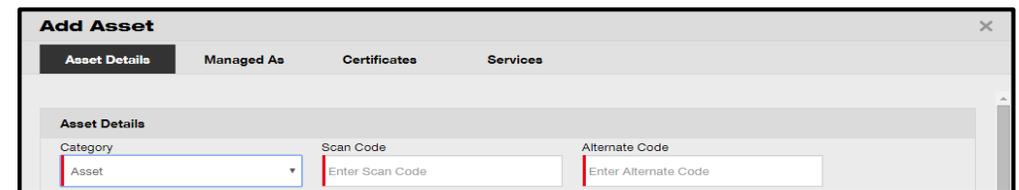
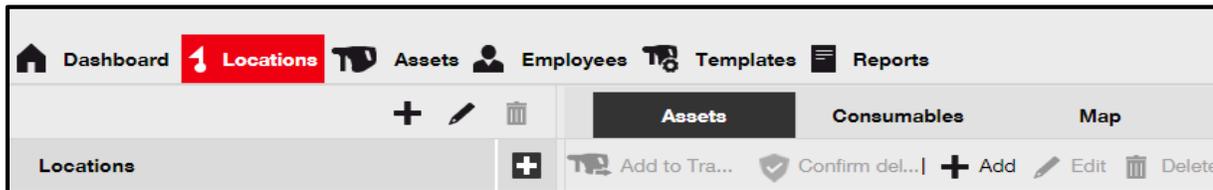
Work steps

1. Click on **Locations** in the main-navigation bar.
2. Click on **Plus icon (“Add”)** to add a new asset.
3. Fill out the **data required** on Asset Details tab.
4. Click on **Save and Next** on the Managed As tab.
5. Fill out the **data required** on Managed As tab.
6. Click on **Save and Next** to proceed the data entry on the **Certificates** tab.
7. Click on **Save and Exit**.

Important to know

- Mandatory fields are marked in red.
- Although there are various approaches to add an asset, here, the simplest manual approach is described.
- In order to add Certificates or Services on this screen, they must have been previously added to ON!Track; you can add Certificates or Services under main-navigation point Templates.

Screen shot



5.5 ASSETS – ADD A CONSUMABLE

This scenario describes how to add a consumable.

Work steps

1. Create an **asset** and define **asset type** as 'Consumable'
2. Manage consumables by increasing stock once **delivery was received**.
3. Once **consumables** are needed at the jobsite, transfer the corresponding amount to jobsite or vehicle.

Important to know

- Consumables are fixed permanently in the work subject or are consumed while working (e. g. nails or concrete)
- ON!Track supports the management of consumables with minimum values sending alerts once minimum value has reached
- The minimum quantity of a consumable is always 1.

Screen shot

The screenshot shows the 'Edit asset' window with the 'Asset Details' tab selected. The form contains the following fields and values:

Field	Value
Category	Consumable
Scan Code	9991234
Alternate Code	Enter Alternate Code
Serial Number	Search Serial Number
Template Name	Search Template Name
Manufacturer	Hilti
Model	Box of 500
Description	Box of 500 nails
Unit	500

5.6 ASSETS – ADD A COMMODITY

This scenario describes how to add a commodity.

Work steps

1. Click on **Locations** in the main-navigation bar.
2. Click on **Plus icon (“Add”)** to add a new commodity.
3. Select the **category**.
4. Fill out the **data required** on Asset Details tab.
5. Click on **Save and Next** on the Managed As tab.
6. Fill out the **data required** on Managed As tab.
7. Click on **Save and Next** to proceed the data entry on the **Certificates** tab.
8. Click on **Save and Exit**.

Important to know

- Mandatory fields are marked in red.

Screen shot

Add asset

Asset Details | Managed As | Certificates | Services

Asset Details

Category: Asset, Commodity, Consumable

Scan Code: Enter Scan Code

Alternate Code: Enter Alternate Code

Scan code or alternate code is mandato

Serial Number, Template Name, Manufacturer

5.7 ASSETS – ADD HILTI ASSET BY USING SERIAL NUMBER

For Hilti tools some data is already transferred to ON!Track for a more convenient data maintenance. This could be triggered based on the serial number of the tool.

Work steps

1. Click on **Locations** in the main-navigation bar.
2. Click on **Plus icon** to add a new asset.
3. Fill out the **Serial Number field**. By selecting the serial number, which triggers prefilling of fields.
4. Click on **Save and Next** to proceed the data entry on the Managed As tab and fill out the data.
5. Click on **Save and Next** at bottom of the data screen to proceed on the Certificates and Services
6. Click 'Save and Exit' to finish data entry.

Important to know

- Mandatory fields are marked red, a complete data entry is advised.
- In order to add Certificates on this screen, they must have been previously added to ON!Track.
- In order to add Services on this screen, they must have been previously added as template to ON!Track.

Screen shot

The screenshot shows the 'Add Asset' form in ON!Track. The form is titled 'Add Asset' and has tabs for 'Asset Details', 'Managed As', 'Certificates', and 'Services'. The 'Asset Details' tab is active. The form contains several fields: 'Category' (dropdown menu), 'Scan Code' (text input with a red border), 'Alternate Code' (text input with a red border), 'Serial Number' (text input with a dropdown list), 'Template Name' (text input with a search icon), 'Manufacturer' (dropdown menu), 'Description' (text input), and 'Asset Status' (dropdown menu). A message 'Scan code or Alternate code is mandatory.' is displayed below the Scan Code and Alternate Code fields. There are also icons for back, forward, and save at the bottom right of the form.

5.8 ASSETS – EDIT AN ASSET

Asset data can be edited which is outlined in this scenario.

Work steps

1. Click on **Assets** in the main-navigation bar.
2. Click on the **Plus icon** to expand the Asset Groups.
3. Select the **Asset Sub-Group** where the asset to be edited is included.
4. Select the **asset to be edited** by ticking the respective check box.
5. Click on **Edit** to edit the selected asset.
6. Navigate to the **respective tab and modify data**.
7. Click **Save and Exit**.

Important to know

- Mandatory fields are marked in red.
- Normally an asset is combined with a template (the fields: Manufacturer, Model, Description are grey shaded)
- Press (X) to delete this asset template, than you can re-edit the fields Manufacturer, Model, Description

Screen shot

Assets		Consumables	Map				
	Add to Tra...		Add		Edit		Delete
<input checked="" type="checkbox"/>	Scan Code	Description	Model	Manufacturer			
<input checked="" type="checkbox"/>	10002018	Kabeltrommel 40m	40m	Brennenstuhl			

Edit asset

Asset Details | Managed As | Certificates | Services

Asset Details

Category: Asset (dropdown) | Scan Code: 10002018 | Alternate Code: KT10

Serial Number: 53512 | Template Name: 40m-Brennenstuhl (with X icon) | Manufacturer: Brennenstuhl

We strongly advise you to enter the to... | Description: Kabeltrommel 40m | Asset Status: Operational

Friendly Name: Enter Friendly Name

Ownership and Storage Details

Default Location: Lager | Current Location: Lager | Owner: Andre Behrami

Save and Exit | Save and Next

5.9 ASSETS – CHANGE ASSET STATUS

The status of an asset reflects its readiness for usage. Status changes are described in this scenario.

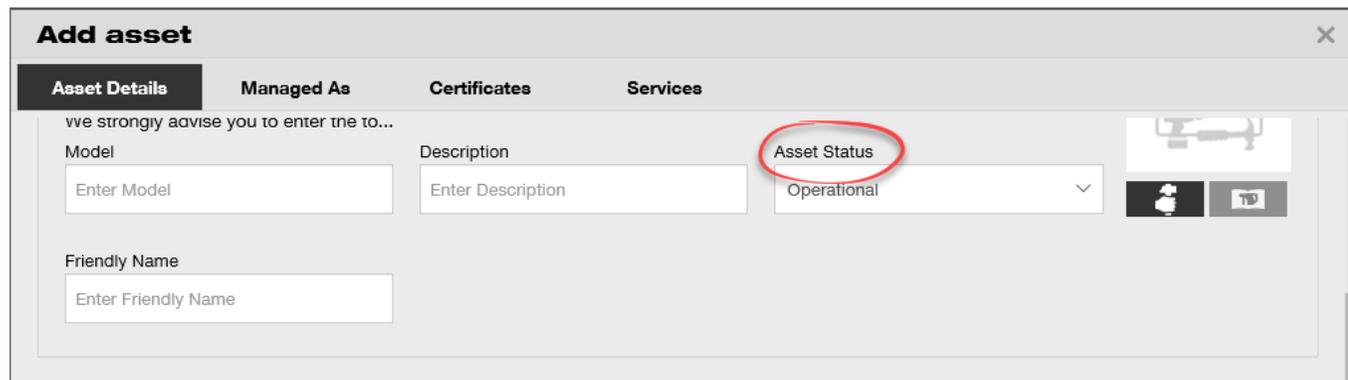
Work steps

1. Click on **Assets** in the main-navigation bar.
2. Click on the **Plus icon** to expand the Asset Groups.
3. Select the **Asset Sub-Group** where the asset to be edited is included.
4. Select the **asset to be edited** by ticking the respective check box.
5. Click on **Edit** to edit the selected asset.
6. **Change asset status** as needed.
7. Click **Save and Exit**.

Important to know

- There are five status available: Operational, Broken, in Repair, Lost or Stolen and Retired
- Asset status has impact on availability (e. g. transfer from warehouse to jobsite is not possible, if status is broken).

Screen shot



The screenshot shows a web application window titled "Add asset" with a close button (X) in the top right corner. The window has four tabs: "Asset Details" (selected), "Managed As", "Certificates", and "Services". Below the tabs, there is a warning message: "We strongly advise you to enter the to...". The "Asset Details" tab contains several input fields: "Model" (with placeholder "Enter Model"), "Description" (with placeholder "Enter Description"), "Asset Status" (a dropdown menu currently showing "Operational" and circled in red), and "Friendly Name" (with placeholder "Enter Friendly Name"). To the right of the "Asset Status" dropdown, there is a small image of a power tool and two buttons: one with a plus sign and another with a "TD" label.

5.10 ASSETS – DELETE AN ASSET

Once the asset is obsolete or the data was wrong it could be deleted.

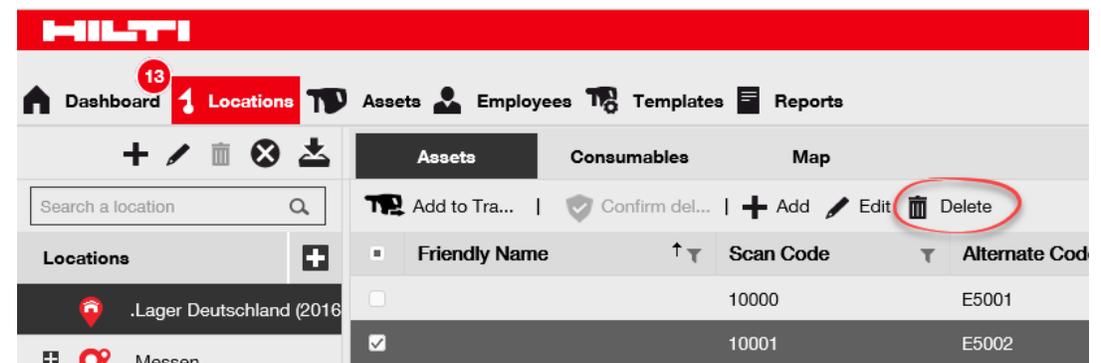
Work steps

1. Click on **Assets** in the main-navigation bar.
2. Click on the **Plus icon** to expand the Asset Groups.
3. Select the **Asset Sub-Group** where the asset to be deleted is included.
4. Select the **asset** by ticking checkbox.
5. Click on the **Trashcan icon (“Delete”)** to delete the selected asset.
6. Click on **Yes** to delete it. To cancel click on No.

Important to know

- Once the asset is deleted, it can not be restored anymore.
- Once an asset was transferred one time it can not be deleted anymore; the asset status then can be changed to retired.

Screen shot



5.11 ASSETS – CONFIRM DELIVERY, LONG DISTANCE & DIRECT CONFIRM

To make sure an asset has reached the receiver at the location the confirm delivery could be used.

Work steps

1. Each transferred asset needs to be confirmed by web or app before further movements. This is called long distance confirm delivery.
2. If you transfer an asset direct and get a signature within the app the asset will be booked immediately without the need of confirmation. This is called short distance confirm delivery.

Important to know

- Confirm delivery needs to be activated on company level (optional company decision)
- The signature can be reviewed within the transfer history
- Long Distance is default transfer and short distance will be automatically activated, by choosing and filling the signature field
- If you transfer to a location which is owned by yourself, no confirmation is needed

Screen shot



Notizen zum Transfer:

Datum :05.04.2017

Name : Martin Tampe

Unterschrift :

MT



Empfang bestätigen



Möchten Sie den Empfang dieses Betriebsmittels wirklich bestätigen?

109542

Empfang bestätigen

Nein

5.12 ASSETS – RE-STOCK CONSUMABLES

Locations reflect the structure of the company which can have different types

Work steps

1. Click on **Locations** in the main-navigation bar.
2. Select the **Consumables tab**.
3. Click on the **Plus icon (“Restock”)**.
4. Fill in the **Scan code of the respective consumables** and click on **Add**.
5. Fill out the **data required**;; a complete data entry is advised.
6. Click on **Save** at bottom of the data entry screen to confirm the restock of the respective consumable.

Important to know

- Mandatory fields are marked red

Screen shot

Scan Code	Alternate Code	Description	Quantity	Unit	Purchase Ord...	Unit Price	Total Price
9991234		Box of 500 nails		500			

5.13 ASSETS – MANAGING COMMODITIES

Commodities are items which are regularly used, but due to their nature are managed as a bunch of items.

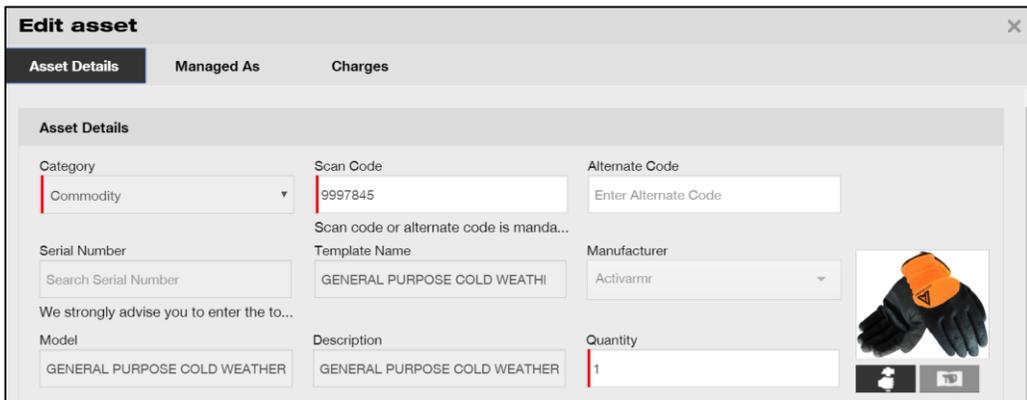
Work steps

1. Create an asset and define asset type as 'Commodity'
2. Manage commodities by removing the amount from shelf and transferring it to jobsite or vehicles.
3. Once not needed any more, transfer back to warehouse

Important to know

- Commodities are managed as a bunch of assets what means that the whole commodity group has one scan code.
- Transferring commodities means to take one item of the shelf and by that deducting the number
- Once usage has finished, their are transferred back on stock increasing the amount by one item
- For more convenient transfer commodity scan code can be labelled at the shelf

Screen shot



The screenshot shows the 'Edit asset' window with the following details:

- Asset Details:**
 - Category: Commodity
 - Scan Code: 9997845
 - Alternate Code: Enter Alternate Code
 - Serial Number: Search Serial Number
 - Template Name: GENERAL PURPOSE COLD WEATHI
 - Manufacturer: Activamr
 - Model: GENERAL PURPOSE COLD WEATHER
 - Description: GENERAL PURPOSE COLD WEATHER
 - Quantity: 1
- Managed As:**
- Charges:**

Additional information: 'Scan code or alternate code is manda...' and 'We strongly advise you to enter the to...' are visible. An image of work gloves is shown on the right side of the form.

5.14 ASSETS – WARRANTY EXCHANGE

Work steps

1. The broken tool is replaced by a new device with a new serial number. This must be registered again in ON!Track. A message appears that indicates, that this device is a warranty exchange. The information about which device has been replaced, appears in a green info box.
2. Registered locations and property-/ ownership conditions are automatically taken over by the replaced device.
3. Registered information on services and certificates are automatically taken over by the replaced device.

Important to know

- If necessary, check and adjust the planned service date and certificate date.

Add asset

Asset Details | Managed As | Certificates * | Services * | Charges | Position Reporting

Asset Details

Category: Asset | Scan Code: 453534 | Alternate Code: Enter Alternate Code

Serial Number: 2210003 | Template Name: DX 462 HM-Hilti(376375) | Manufacturer: Hilti

We strongly advise you to enter the to... | Description: Powder-actuated tool DX 462 HM | Asset Status: Operational

Friendly Name: Enter Friendly Name

Repair replacement for Model DX 462 HM, Serial Number 2210001, Alternate Code INV12. ✕

Screen shot

Serial Number: 2210003 | Template Name: DX 462 HM-Hilti(376375) | Manufacturer: Hilti

We strongly advise you to enter the to... | Description: Powder-actuated tool DX 462 HM | Asset Status: Operational

Friendly Name: Enter Friendly Name

Repair replacement for Model DX 462 HM, Serial Number 2210001, Alternate Code INV12. ✕

Ownership and Storage Details

Default Location: Warehouse | Current Location: Warehouse | Owner: Sandra Hint

Managed As: Fleet | Asset Group: Drills | Storage Location: Shelf 34,3

Ownership and storage details from the replaced tool are automatically set. ✕

5.15 ASSETS – SAVE VIEW

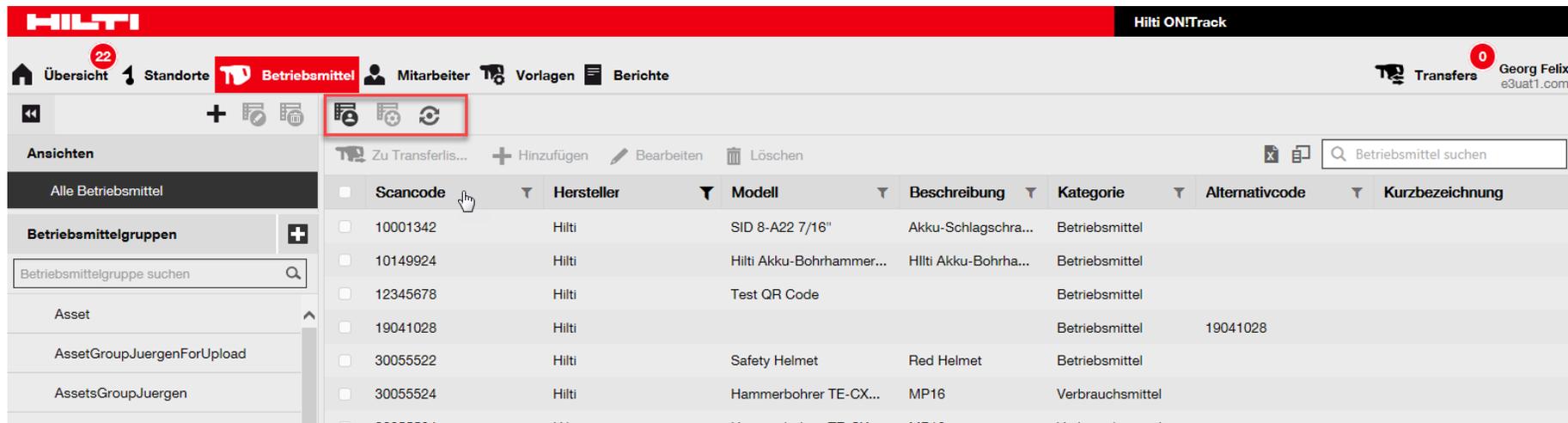
Work steps

1. Click on the asset tab and click on “all assets“.
2. Screen and / or sort your assets and move columns if necessary, to get the desired view.
3. Save the view by using the icon and select a name for this view. 
4. Saved views are stored under “views”.

Important to know

- Click on this tab to edit the selected view. 
- Click on this tab to delete the selected view. 
- Click on this tab to update the invoked view after editing. 

Screen shot



Scancode	Hersteller	Modell	Beschreibung	Kategorie	Alternativcode	Kurzbezeichnung
10001342	Hilti	SID 8-A22 7/16"	Akku-Schlagschra...	Betriebsmittel		
10149924	Hilti	Hilti Akku-Bohrhammer...	Hilti Akku-Bohrha...	Betriebsmittel		
12345678	Hilti	Test QR Code		Betriebsmittel		
19041028	Hilti			Betriebsmittel	19041028	
30055522	Hilti	Safety Helmet	Red Helmet	Betriebsmittel		
30055524	Hilti	Hammerbohrer TE-CX...	MP16	Verbrauchsmittel		
30055524	Hilti	Hammerbohrer TE-CX...	MP16	Verbrauchsmittel		

6. EMPLOYEES

The screenshot displays the Hilti ON!Track web application interface. At the top, there is a red header with the HILTI logo and a black header with 'Hilti ON!Track'. Below these are navigation tabs: Dashboard (with a red notification bubble containing '6'), Locations, Assets, Employees (highlighted in red), Templates, and Reports. On the right side, there is a 'Transfers' tab (with a red notification bubble containing '0') and a user profile for 'Christina Frodl' from 'Hilti Deutschlan...'. Below the navigation is a sub-header with 'Employees' and 'Roles' tabs. Under the 'Employees' tab, there are buttons for '+ Add', 'Edit', and 'Delete', along with a search bar labeled 'Search Employees'. A table below lists employee details with columns: Name, Designation, ID, Number of Asse, Email, Access Type, Contact, App Access, and Username. Two rows are visible: Axel Müller and Benedikt Schub.

<input type="checkbox"/>	Name	Designation	ID	Number of Asse	Email	Access Type	Contact	App Access	Username
<input type="checkbox"/>	Axel Müller			0	axel.mueller@hilt...			Yes	muelaxe@hilti-d...
<input type="checkbox"/>	Benedikt Schub			5	benedikt.schub...			Yes	schubben@hilti...

6.1 EMPLOYEES – AUTHORIZATION ROLES

Roles help to avoid misuse or errors in using ON!Track. Each user can have a specific authorization role.

Work steps

1. Click on Employees in menu bar
2. Click on 'Roles'
3. Define basic authorization by Assets, Employees, Locations and Templates
4. Add additional privileges in lower menu area

Important to know

- Location types can be
 - Container
 - Jobsite
 - Location Group
 - Vehicle
 - Warehouse
- Recommendation is to have a location for 'Retired assets' (which can't be deleted)

Screen shot

The screenshot shows the ON!Track web interface. The top navigation bar includes 'Dashboard', 'Locations', 'Assets', 'Employees', 'Templates', 'Reports', and 'Charges'. The 'Employees' menu item is highlighted. The user 'Stefan Frey' from 'Virtos Inc.' is logged in. The 'Roles' sub-menu is active, showing a list of roles: 'admin', 'everyone', and 'Test Role'. The 'admin' role is selected. The 'Access Privileges' table is displayed, showing permissions for 'Assets', 'Employees', and 'Locations'.

	Delete	Add	Edit	View
Assets	✓	✓	✓	✓
Employees	✓	✓	✓	✓
Locations	✓	✓	✓	✓

6.2 EMPLOYEES – ADD NEW EMPLOYEES

Employees use ON!Track to transfer and edit assets or to manage warehouses. Here is outlined how to set up employees.

Work steps

1. Click on **Employees** in the main-navigation bar.
2. Click on the **Plus icon (“Add”)**
3. Fill out the **data required** on Employee Info tab;
Click on **Save and Next** to add Certificates.
4. Select and add **Certificates required**
5. Click on **Save and Next** set Alerts.
6. Select **email alerts** by ticking the checkboxes
7. Click on **Save and Exit** at bottom of the data entry screen to complete the addition.

Important to know

- Mandatory fields are marked red, a complete data entry is advised.
- If the checkboxes are grayed-out it means that currently, email alerts are turned off. Contact your administrator to enable delivery of alerts via email.)
- In order to add Certificates on this screen, they must have been previously added to ON!Track; you can add Certificates under main-navigation point Templates.

Screen shot

Add Employee

Employee Info Certificates Alert Settings

Do you want to provide application access to this employee? Yes No

Do you want to create an Employee Location?

First Name Last Name ID

Designation Type Office Phone

6.3 EMPLOYEES – EDIT AN EMPLOYEE

Employee data can be edited which is described in this scenario.

Work steps

1. Click on **Employees** in the main-navigation bar.
2. Select the **employee to be edited** with checkbox.
3. Click on the **Pencil icon (“Edit”)**.
4. Navigate to the **respective tab (Employee Info, Assign Roles, etc.)** where editing is required and edit data accordingly.
5. Click on **Save and Exit** at bottom of the editing screen to complete editing the employee.

Important to know

- Mandatory fields are marked red, a complete data entry is advised.

Screen shot

Edit Employee [X]

Employee Info Assign Roles Certificates Alert Settings

Do you want to provide application access to this employee? Yes No

Username (Email Address)

sergej @hubertvirtos.com

Do you want to create an Employee Location ?

First Name Last Name ID

Sergej Weber Enter ID

The employee will use this email address to login to ON!Track. To securely set up the account a verification link will be sent to this email address when the Save button is clicked.

6.4 EMPLOYEES – DELETE AN EMPLOYEE

In case an employee is not needed in ON!Track anymore it can be deleted.

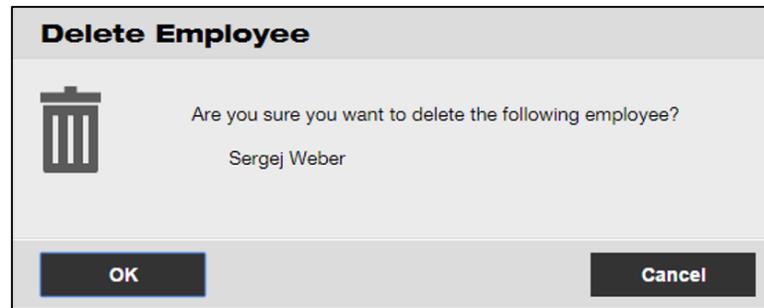
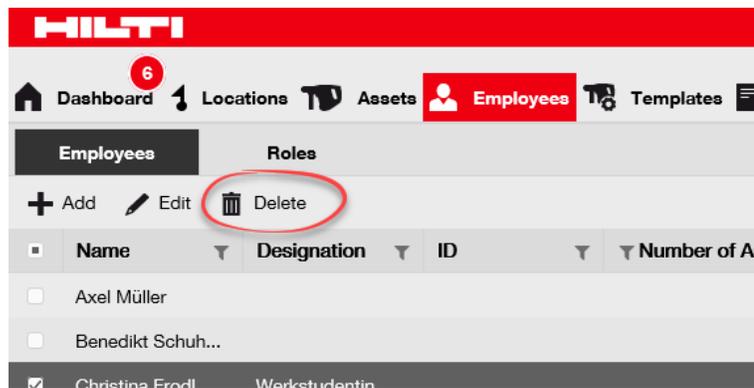
Work steps

1. Click on **Employees** in the main-navigation bar.
2. Select the **employee to be deleted** by ticking the respective checkbox.
3. Click on the **Trashcan icon (“Delete”)** to delete the selected employee; a confirmation screen opens on-click.
4. Click on **OK** to delete the respective employee permanently; to cancel the deletion, click on **Cancel**.

Important to know

- Once deleted, data cannot be restored!

Screen shot



7. TEMPLATES

The screenshot displays the Hilti ON!Track web application interface. At the top, there is a red header with the HILTI logo and a black header with 'Hilti ON!Track'. Below these are navigation tabs: Dashboard (with a red notification bubble containing '6'), Locations, Assets, Employees, Templates (highlighted in red), and Reports. On the right side, there are 'Transfers' (with a red notification bubble containing '0') and a user profile for 'Christina Frodl' from 'Hilti Deutschlan...'. Below the navigation is a sub-menu with 'Asset Templates' (selected), 'Certificates', and 'Services'. Under 'Asset Templates', there are buttons for '+ Add', 'Edit', and 'Delete', along with a search bar labeled 'Search Templates'. The main content area is a table with the following data:

<input type="checkbox"/>	Template Name	Description	Manufacturer	Model	Cost Code	Services	Certificates
<input type="checkbox"/>	3x9 Sprossen-Theimer	Holzleiter 9 Sprossen	Theimer	3x9 Sprossen	12345	Not Assigned	1 Assigned
<input type="checkbox"/>	4-Strang 11 Tonnen-K...	Kettengehänge 4-strang	Kettinger	4-Strang 11 Tonnen		Not Assigned	Not Assigned

7.1 TEMPLATES – CREATE A NEW TEMPLATE

Locations reflect the structure of the company which can have different types

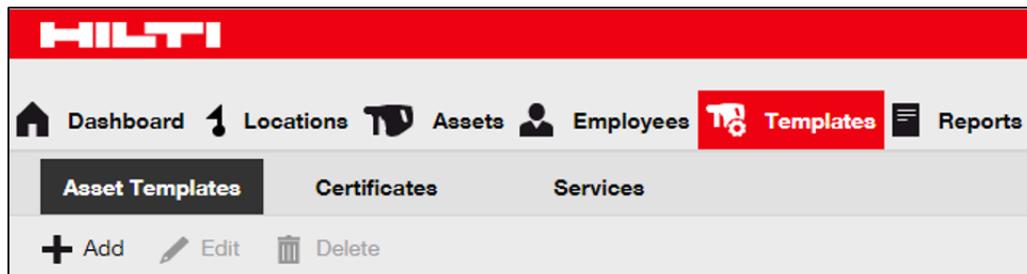
Work steps

1. Click on **Templates** in the main-navigation bar.
2. Click on the **Plus icon (“Add”)**
3. Fill out the **data required**.
4. Click on **Save and Next**.
5. Select and add **Certificates required**.
6. Click on **Save and Next** to proceed Assign Services.
7. Select and add **Services required**.
8. Click **Save and Exit**.

Important to know

- Mandatory fields are marked in red.
- In order to add Certificates on this screen, they must have been previously added to ON!Track; you can add Certificates in the Certificates tab at the main-navigation point Templates.
- In order to add Services on this screen, they must have been previously added to ON!Track; you can add Services in the Services tab under main-navigation point Templates.

Screen shot



7.2 TEMPLATES – EDIT A TEMPLATE

Locations reflect the structure of the company which can have different types.

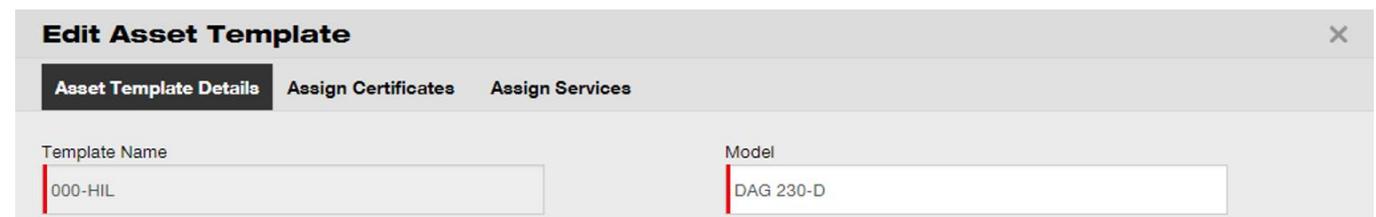
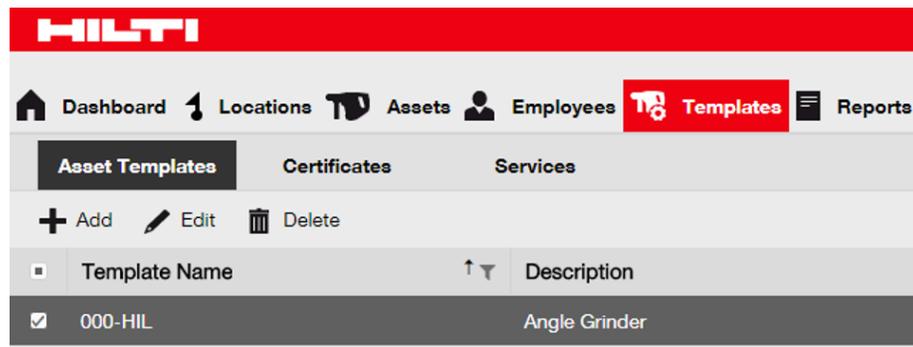
Work steps

1. Click on **Templates**
2. Select the **template to be edited** with checkbox.
3. Click on **Edit** to edit the selected template.
4. Navigate to the **respective tab (i.e. Asset Template Details, Assign Certificates, Assign Services)**
5. Click on **Save and Exit** at bottom of the editing screen to complete editing the asset.

Important to know

- Mandatory fields are marked red, a complete data entry is advised.

Screen shot



7.3 TEMPLATES – DELETE A TEMPLATE

Locations reflect the structure of the company which can have different types

Work steps

1. Click on **Templates** in the main-navigation bar.
2. Select the **template to be deleted** by ticking the respective checkbox.
3. Click on the **Trashcan icon (“Delete”)** to delete the selected template.
4. Click on **Yes** to delete the respective template permanently; to cancel the deletion, click on No.

Important to know

- Once deleted, data cannot be restored!

Screen shot



8. SERVICES

The screenshot displays the Hilti ON!Track web interface. At the top, there is a red header with the HILTI logo and a black header with 'Hilti ON!Track'. Below these are navigation tabs: Dashboard (with a red notification bubble containing '6'), Locations, Assets, Employees, Templates (highlighted in red), and Reports. On the right side, there are 'Transfers' (with a red notification bubble containing '0') and a user profile for 'Christina Frodl' from 'Hilti Deutschlan...'. Below the navigation is a sub-menu with 'Asset Templates', 'Certificates', and 'Services' (which is selected and highlighted in dark grey). Under 'Services', there are buttons for '+ Add', 'Edit', and 'Delete'. To the right is a search bar labeled 'Search Templates'. Below this is a table with the following columns: Name, Attachments, Receive Notification?, and Interval.

<input type="checkbox"/> Name	<input type="checkbox"/> Attachments	<input type="checkbox"/> Receive Notification?	<input type="checkbox"/> Interval
<input type="checkbox"/> DGUV-3 (Elektronische Überprüfung)	No	Yes, 2 Weeks In advance	Every 1 Years

8.1 SERVICES – ADD A NEW SERVICE

Services are useful to enhance the maintenance of assets.

Work steps

1. Click on **Templates** in the main-navigation bar.
2. Select the **Services tab** in the sub-navigation bar.
3. Click on the **Plus icon (“Add”)** to add a new service.
4. Fill out the **data required**.
5. Click on **Add** at bottom of the data entry screen to complete the addition of a new certificate.

Important to know

- mandatory fields are marked red, a complete data entry is advised

Screen shot

The screenshot displays the HILTI ON!Track user interface. At the top, the HILTI logo is visible. Below it, a navigation bar includes icons for Dashboard, Locations, Assets, Employees, Templates (highlighted in red), and Reports. Underneath, a sub-navigation bar shows 'Asset Templates', 'Certificates', and 'Services' (highlighted in dark grey). Below the sub-navigation bar, there are three buttons: '+ Add', 'Edit', and 'Delete'. The main content area shows the 'Add Service' form. The form has a title 'Add Service' and a close button (X). It contains several fields: 'Name' (a text input field with a red border and the placeholder 'Enter the Service Name'), 'Description' (a text input field with a red border), 'Receive notification? (e.g. 2 weeks in advance)' (a radio button group with 'Yes' selected and 'No' unselected), and a date selection section with a red border containing 'Enter a Number', a dropdown menu with 'Select one', and 'In advance'.

8.2 SERVICES – EDIT A SERVICE

Services support the proper maintenance of assets. They can be edited as shown in this scenario.

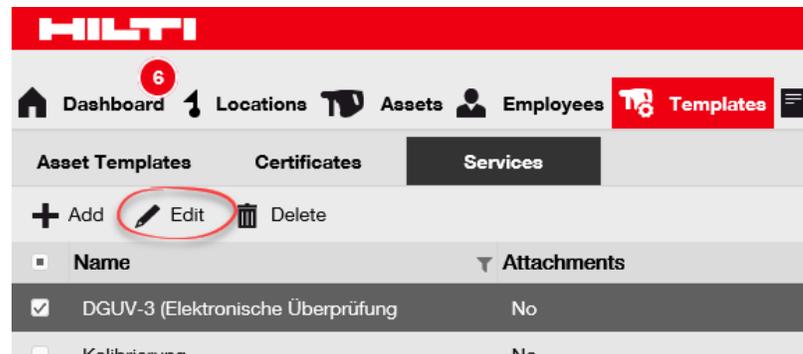
Work steps

1. Click on **Templates** in the main-navigation bar.
2. Select the **Services tab** in the sub-navigation bar.
3. Select the **service to be edited** with checkbox.
4. Click on the **Pencil icon (“Edit”)** to edit the selected service.
5. Edit **service data** accordingly; Click on **Save** at bottom of the editing screen to complete editing the service.

Important to know

- Mandatory fields are marked red, a complete data entry is advised.

Screen shot



The screenshot shows the 'Edit Service' form. The 'Name' field contains 'General Combi Hammer Maintenance'. The 'Receive notification? (e.g. 2 weeks in advance)' field has 'Yes' selected. The 'Description' field has '5' in a red-bordered input box, followed by 'Days' in a dropdown menu and 'In advance'.

8.3 SERVICES – DELETE A SERVICE

Once a service is not valid anymore, it can be deleted.

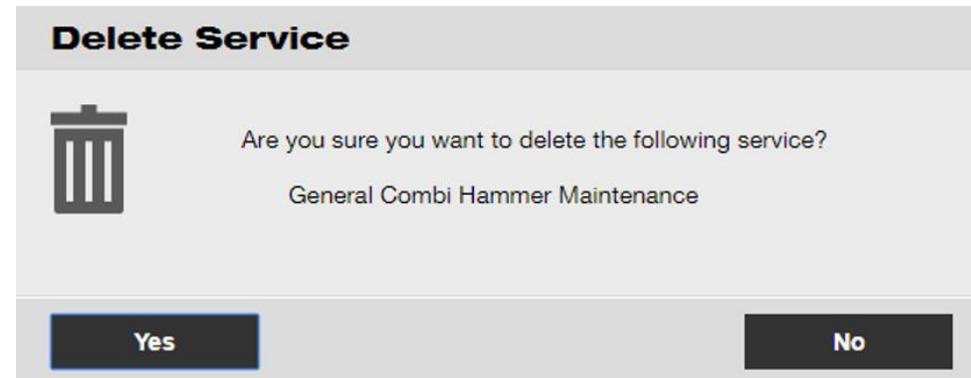
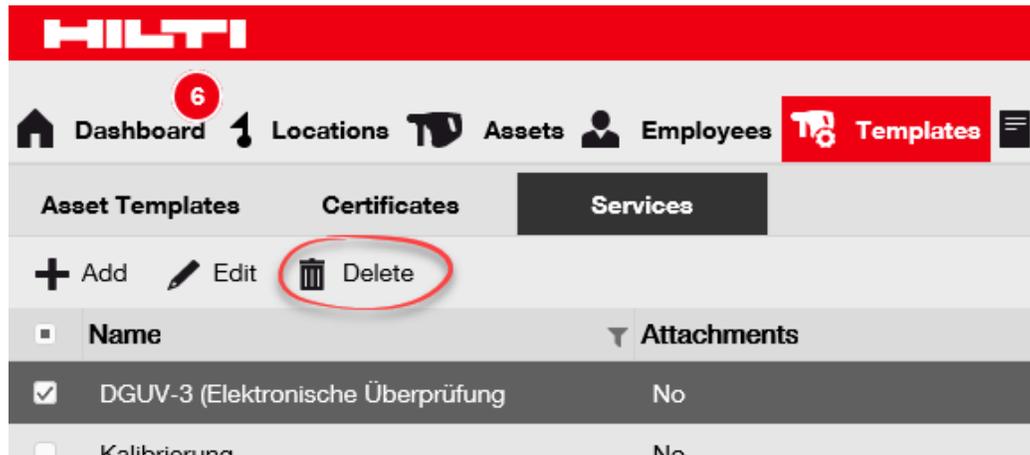
Work steps

1. Click on **Templates** in the main-navigation bar.
2. Select the **Services tab** in the sub-navigation bar.
3. Select the **service to be deleted** with checkbox.
4. Click on the **Trashcan icon (“Delete”)** to delete the selected service
5. Click on **Yes** to delete the respective service permanently; to cancel the deletion, click on No.

Important to know

- Once deleted, data cannot be restored!

Screen shot



9. REPORTS

HILTI Hilti ON!Track

Dashboard Locations Assets Employees Templates **Reports** Transfers Christina Frodl Hilti Deutschlan...

Available Reports **Applicable Filters for the selected report**

Assets Report Type EXCEL Generate Reports

All Assets

Asset Transfer History

Transfer History by Identifier

Transfer History by Location

Select a report on the left pane and then choose various filters according to your reporting needs.

9.1 REPORTS – OVERVIEW

Reports help to increase efficiency by summarizing the current situation of your assets.

Work steps

Reports are available for the following dimensions:

- All assets
- Asset Transfer History
- Certificates
- Services
- Employees
- Hilti Asset Data

Important to know

- Report fields have to be ticket and selected; then report generation is possible.

Screen shot

The screenshot displays a web interface for generating reports. At the top, it says "Applicable Filters for the selected report". Below this, there is a "Report Type" dropdown menu set to "EXCEL" and a "Generate Reports" button. The filter section contains a grid of checkboxes for various dimensions:

<input type="checkbox"/> Asset Group	<input type="checkbox"/> Asset Certificates
<input type="checkbox"/> Employee	<input type="checkbox"/> Asset Category
<input type="checkbox"/> Location	<input type="checkbox"/> Status
<input type="checkbox"/> Managed As	<input type="checkbox"/> State
<input type="checkbox"/> Manufacturer	<input type="checkbox"/> Date range of certificate expiration

9.2 REPORTS – REPORT TEMPLATE I

Important to know

- New Hilti assets: The intention of the report template is to check whether your new Hilti devices are already registered via the serial number in ON!Track.
- Hilti fleet return: This report template provides an overview, which fleet devices expire and should be returned to Hilti.
- Returned Hilti devices: This report template outlines which Hilti devices have already been returned to Hilti.

Screen shot

The screenshot shows the Hilti ON!Track web interface. The top navigation bar includes 'Überblick', 'Standorte', 'Betriebsmittel', 'Mitarbeiter', 'Vorlagen', and 'Berichte'. The 'Berichte' section is active, displaying a list of report templates. The table below shows the details of these templates.

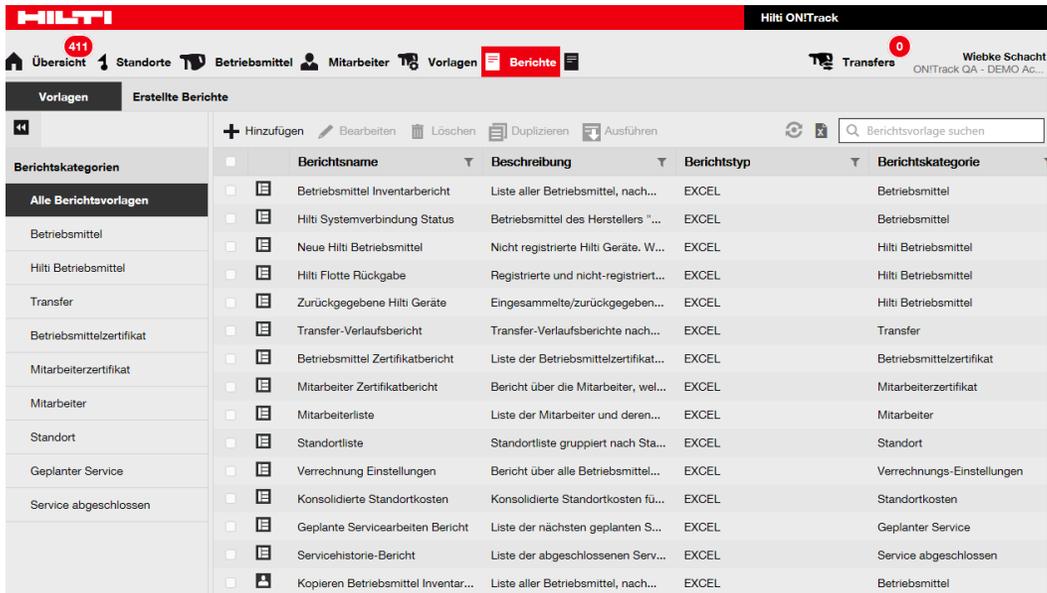
Berichtsname	Beschreibung	Berichtstyp	Berichtskategorie
Neue Hilti Betriebsmittel	Nicht registrierte Hilti Geräte. Wenden Sie...	EXCEL	Hilti Betriebsmittel
Hilti Flotte Rückgabe	Registrierte und nicht-registrierte Hilti Flott...	EXCEL	Hilti Betriebsmittel
Zurückgegebene Hilti Geräte	Eingesammelte/zurückgegebene Hilti Betri...	EXCEL	Hilti Betriebsmittel

9.3 REPORTS – REPORT TEMPLATE II

Important to know

- Under the tab “report” it is now possible, to select among the prestored report templates or to create a new report.
- This symbol indicates that this is a predefined template. This cannot be edited or deleted. 
- This symbol indicates that this is a user-defined report. This can be edited and also deleted. 

Screen shot



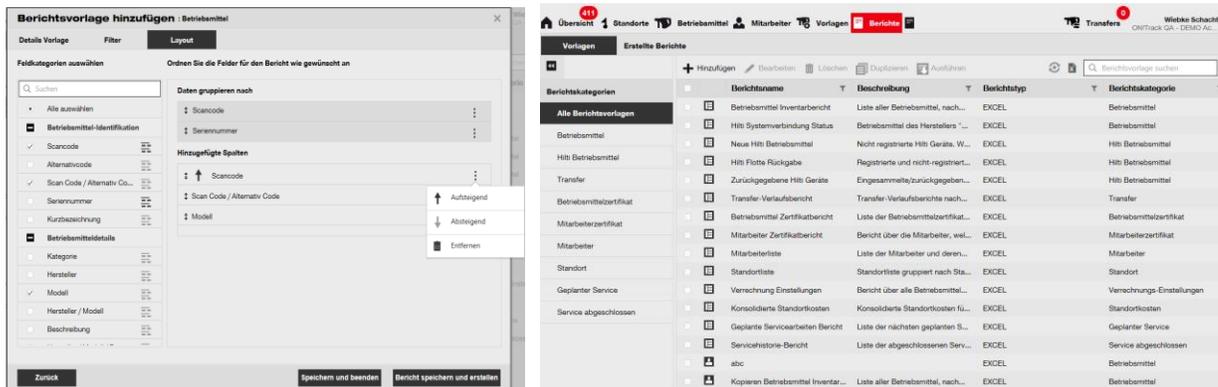
Berichtskategorie	Berichtsname	Beschreibung	Berichtstyp	Berichtskategorie
Alle Berichtsvorlagen	Betriebsmittel Inventarbericht	Liste aller Betriebsmittel, nach...	EXCEL	Betriebsmittel
Betriebsmittel	Hilti Systemverbindung Status	Betriebsmittel des Herstellers "...	EXCEL	Betriebsmittel
Hilti Betriebsmittel	Neue Hilti Betriebsmittel	Nicht registrierte Hilti Geräte, W...	EXCEL	Hilti Betriebsmittel
Transfer	Hilti Flotte Rückgabe	Registrierte und nicht-registriert...	EXCEL	Hilti Betriebsmittel
Betriebsmittelzertifikat	Zurückgegebene Hilti Geräte	Eingesammelte/zurückgegeben...	EXCEL	Hilti Betriebsmittel
Mitarbeiterzertifikat	Transfer-Verlaufsbericht	Transfer-Verlaufsberichte nach...	EXCEL	Transfer
Mitarbeiter	Betriebsmittel Zertifikatbericht	Liste der Betriebsmittelzertifikat...	EXCEL	Betriebsmittelzertifikat
Standort	Mitarbeiter Zertifikatbericht	Bericht über die Mitarbeiter, wel...	EXCEL	Mitarbeiterzertifikat
Geplanter Service	Mitarbeiterliste	Liste der Mitarbeiter und deren...	EXCEL	Mitarbeiter
Service abgeschlossen	Standortliste	Standortliste gruppiert nach Sta...	EXCEL	Standort
	Verrechnung Einstellungen	Bericht über alle Betriebsmittel...	EXCEL	Verrechnungs-Einstellungen
	Konsolidierte Standortkosten	Konsolidierte Standortkosten fü...	EXCEL	Standortkosten
	Geplante Servicearbeiten Bericht	Liste der nächsten geplanten S...	EXCEL	Geplanter Service
	Servicehistorie-Bericht	Liste der abgeschlossenen Serv...	EXCEL	Service abgeschlossen
	Kopieren Betriebsmittel Inventar...	Liste aller Betriebsmittel, nach...	EXCEL	Betriebsmittel

9.4 REPORTS – REPORT TEMPLATE III

Work steps

1. Click on “add” to create a new user-defined template.
2. At this point, the red marked fields have to be filled with the necessary details and subsequently click on “next”.
3. Here the filters can be selected. You can either select all asset categories or individual filters (to generate a more detailed report).
4. After selecting the filters, click on “next” to proceed to the next step.
5. The column category can be defined in the tab “layout”.
6. By clicking and thus selecting the check box of the field categories, the category appears under “added columns” and can be arranged by the “drag and drop” logic according to individual needs.
7. By clicking on the icon  in the selection of the field categories (by clicking on, the icon appears dark grey), it is possible to group the data.
8. By clicking on the icon,  it is defined whether the data should be displayed in an ascending or descending order.
9. Subsequently the report can be saved and created. Report appears in the template overview.

Screen shot



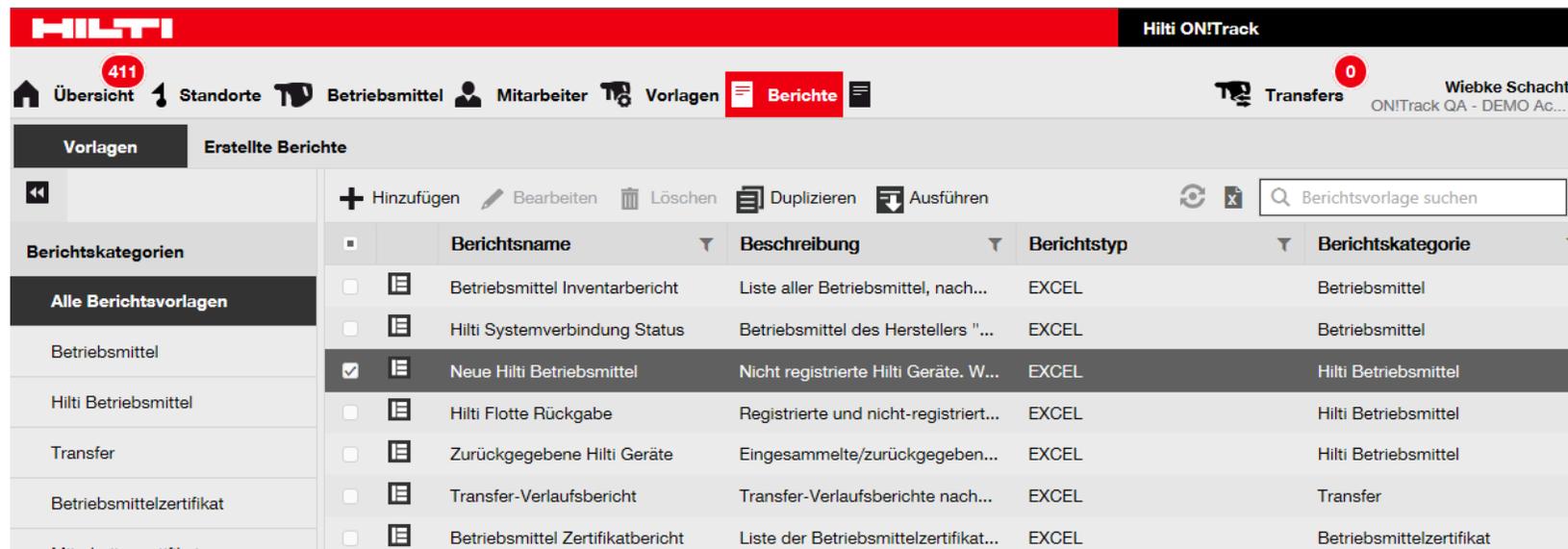
The screenshot displays two parts of the HILTI ON!Track software interface. On the left, the 'Berichtsvorlage hinzufügen' (Add Report Template) dialog is open, showing the 'Layout' tab. It allows users to select field categories (e.g., 'Betriebsmittel-Identifikation', 'Betriebsmitteleigenschaften', 'Betriebsmitteldetails') and define their order and sorting. On the right, the 'Erstellte Berichte' (Created Reports) overview is shown, listing various report templates with columns for 'Berichtskategorie', 'Berichtstyp', and 'Berichtskategorie'. The reports include 'Betriebsmittel Inventarbericht', 'Hilti Systemverbindung Status', 'Neue Hilti Betriebsmittel', 'Hilti Flotte Rückgabe', 'Zurückgegebene Hilti Geräte', 'Transfer-Verlaufsbericht', 'Betriebsmittel Zertifikatbericht', 'Mitarbeiter Zertifikatbericht', 'Mitarbeiterliste', 'Standortliste', 'Verechnung-Einstellungen', 'Konsolidierte Standortkosten', 'Geplante Servicearbeiten Bericht', 'Servicehistorie Bericht', and 'Kopieren Betriebsmittel Inventar...'.

9.5 REPORTS – RUN REPORTS

Work steps

1. To run a report, click on the tab “reports”.
2. To run a report, select the desired report and click on “run”.

Screen shot



The screenshot displays the HILTI ON!Track web application interface. The top navigation bar includes the HILTI logo, the text 'Hilti ON!Track', and a user profile 'Wiebke Schacht'. The main navigation menu contains 'Übersicht', 'Standorte', 'Betriebsmittel', 'Mitarbeiter', 'Vorlagen', and 'Berichte' (highlighted in red). A 'Transfers' notification is visible in the top right. The 'Berichte' section is active, showing a list of reports under the 'Erstellte Berichte' tab. The list includes columns for 'Berichtsname', 'Beschreibung', 'Berichtstyp', and 'Berichtskategorie'. The report 'Neue Hilti Betriebsmittel' is selected, indicated by a checkmark in the first column.

Berichtskategorie	Berichtsname	Beschreibung	Berichtstyp	Berichtskategorie
Alle Berichtsvorlagen	Betriebsmittel Inventarbericht	Liste aller Betriebsmittel, nach...	EXCEL	Betriebsmittel
Betriebsmittel	Hilti Systemverbindung Status	Betriebsmittel des Herstellers "...	EXCEL	Betriebsmittel
Hilti Betriebsmittel	<input checked="" type="checkbox"/> Neue Hilti Betriebsmittel	Nicht registrierte Hilti Geräte. W...	EXCEL	Hilti Betriebsmittel
Transfer	Hilti Flotte Rückgabe	Registrierte und nicht-registriert...	EXCEL	Hilti Betriebsmittel
Betriebsmittelzertifikat	Zurückgegebene Hilti Geräte	Eingesammelte/zurückgegeben...	EXCEL	Hilti Betriebsmittel
Mitarbeiterzertifikat	Transfer-Verlaufsbericht	Transfer-Verlaufsberichte nach...	EXCEL	Transfer
	Betriebsmittel Zertifikatbericht	Liste der Betriebsmittelzertifikat...	EXCEL	Betriebsmittelzertifikat

9.6 REPORTS – CREATE REPORTS

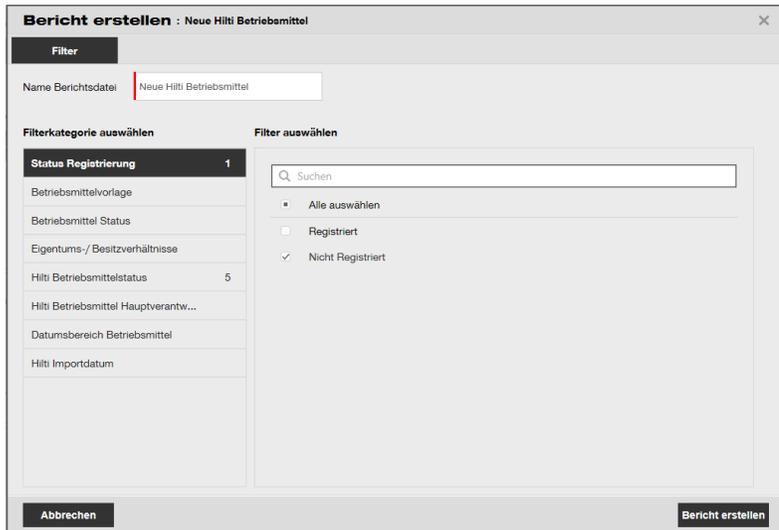
Work steps

1. Here you can define further individual filter categories in the respective report template before the report is generated.
2. Click on the icon “generate report” to generate a report.
3. Click on the icon,  to download the report. The report can be downloaded for a period of 7 days.

Important to know

- Under the “reports” tab, the reports are stored for a period of 7 days. The most recent report (last generated report) is shown here first in the list.

Screen shot



Bericht erstellen : Neue Hilti Betriebsmittel

Filter

Name Berichtsdatei: Neue Hilti Betriebsmittel

Filterkategorie auswählen

Status Registrierung 1

Betriebsmittelvorlage

Betriebsmittel Status

Eigentums-/ Besitzverhältnisse

Hilti Betriebsmittelstatus 5

Hilti Betriebsmittel Hauptverantw...

Datumbereich Betriebsmittel

Hilti Importdatum

Filter auswählen

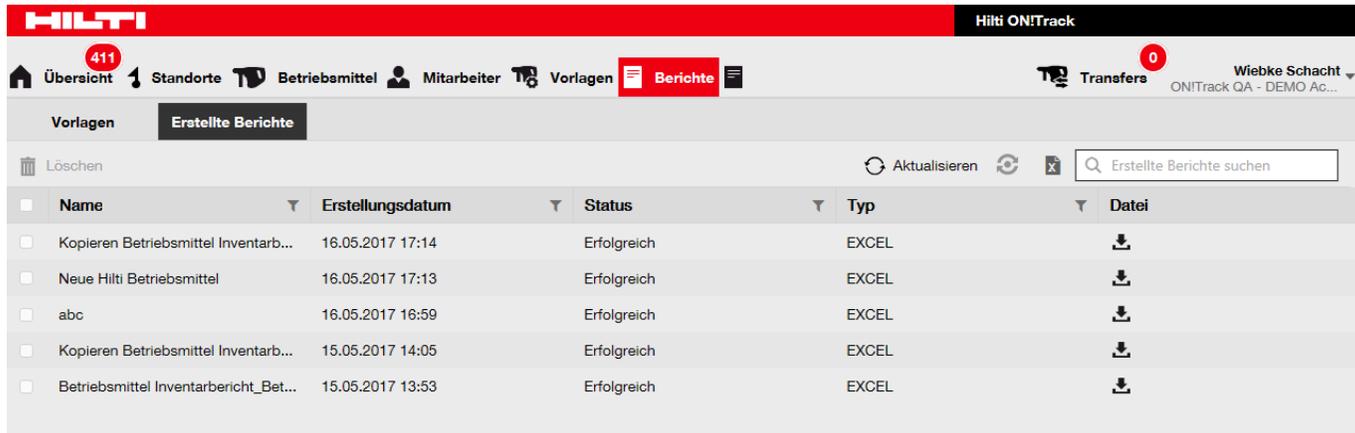
Suchen

Alle auswählen

Registriert

Nicht Registriert

Abbrechen Bericht erstellen



HILTI Hilti ON!Track

411

Übersicht Standorte Betriebsmittel Mitarbeiter Vorlagen **Berichte** Transfers 0 Wiebke Schacht ON!Track QA - DEMO Ac...

Vorlagen **Erstellte Berichte**

Löschen Aktualisieren

Erstellte Berichte suchen

Name	Erstellungsdatum	Status	Typ	Datei
<input type="checkbox"/> Kopieren Betriebsmittel Inventar...	16.05.2017 17:14	Erfolgreich	EXCEL	
<input type="checkbox"/> Neue Hilti Betriebsmittel	16.05.2017 17:13	Erfolgreich	EXCEL	
<input type="checkbox"/> abc	16.05.2017 16:59	Erfolgreich	EXCEL	
<input type="checkbox"/> Kopieren Betriebsmittel Inventar...	15.05.2017 14:05	Erfolgreich	EXCEL	
<input type="checkbox"/> Betriebsmittel Inventarbericht_Bet...	15.05.2017 13:53	Erfolgreich	EXCEL	

10.1 IMPORT & EXPORT SETTINGS – ASSIGNMENT

Locations reflect the structure of the company which can have different types

Work steps

1. Click on **your name**
2. Click on **Company Settings**
3. Click on **Import and Export Settings**
4. Click on **Advanced Asset**

Important to know

- Location types can be
 - Container
 - Jobsite
 - Location Group
 - Vehicle
 - Warehouse
- Recommendation is to have a location for 'Retired assets' (which can't be deleted)

Screen shot

The screenshot shows the Hilti ON!Track web interface. At the top, there is a navigation bar with 'Dashboard', 'Locations', 'Assets', 'Employees', 'Templates', and 'Reports'. The user is logged in as 'Christina Frodl'. The main content area is titled 'Hilti Deutschland AG' and includes contact information: Address: Hiltistr. 2, 86916, Kaufering, Bayern, Germany; Contact Number: 0900-898 55 22; URL: http://www.hilti.com. Below this, there is a 'Company Settings' section with a 'Manage Options List' for downloading templates. The 'Advanced Asset' option is selected in the list.

10.2 IMPORT & EXPORT SETTINGS – EDIT

Locations reflect the structure of the company which can have different types

Work steps

1. Click on **your name**
2. Click on **Company Settings**
3. Click on **Import and Export Settings**
4. Click on **Advanced Asset**

Important to know

- Location types can be
 - Container
 - Jobsite
 - Location Group
 - Vehicle
 - Warehouse
- Recommendation is to have a location for 'Retired assets' (which can't be deleted)

Screen shot

The screenshot shows the Hilti ON!Track web interface. The top navigation bar includes 'Dashboard', 'Locations', 'Assets', 'Employees', 'Templates', and 'Reports'. The user profile 'Christina Frodl' is visible. The main content area shows the company profile for 'Hilti Deutschland AG' with details like address, contact number, and URL. Below this is the 'Company Settings' section, where 'Import and Export Settings' is selected. The 'Manage Options List' contains a 'Download' section with the instruction 'Download the template, enter the details required and then upload'. Underneath, there is a list of radio buttons for selecting asset types: Employee, Location, Asset Manufacturer, Asset Group, Basic Asset, and Advanced Asset. The 'Advanced Asset' option is selected.

10.3 IMPORT & EXPORT SETTINGS – DELETION

Locations reflect the structure of the company which can have different types

Work steps

1. Click on **your name**
2. Click on **Company Settings**
3. Click on **Import and Export Settings**
4. Click on **Advanced Asset**

Important to know

- Location types can be
 - Container
 - Jobsite
 - Location Group
 - Vehicle
 - Warehouse
- Recommendation is to have a location for 'Retired assets' (which can't be deleted)

Screen shot

The screenshot shows the Hilti ON!Track web interface. At the top, there is a navigation bar with the Hilti logo and the text 'Hilti ON!Track'. Below this, there is a header area with the company name 'Hilti Deutschland AG' and its contact information: Address: Hiltistr. 2, 86916, Kaufering, Bayern, Germany; Contact Number: 0800-888 55 22; URL: http://www.hilti.com. The main content area is titled 'Company Settings' and 'Manage Options List'. Under 'Manage Options List', there is a 'Download' section with the instruction 'Download the template, enter the details required and then upload'. Below this, there is a list of radio buttons for selecting asset types: Employee, Location, Asset Manufacturer, Asset Group, Basic Asset, and Advanced Asset. The 'Advanced Asset' option is selected.

11. TRANSFERS

The screenshot displays the Hilti ON!Track web application interface. At the top, there is a red header with the HILTI logo on the left and 'Hilti ON!Track' on the right. Below the header is a navigation bar with icons and labels for 'Dashboard' (with a red notification badge '1'), 'Locations', 'Assets', 'Employees', 'Templates', and 'Reports'. On the right side of the navigation bar, there is a 'Transfers' button (with a red notification badge '0') and a user profile for 'Christina Frodl' from 'Hilti Deutschlan...'. Below the navigation bar, there are two tabs: 'Transfer Cart' (active) and 'Transfer History'. The main content area contains a form with an input field 'Enter Scan/Alternate Code', an 'Add' button, a 'Transfer date' label, and a date selection dropdown menu showing '7'. To the right of the form is a search box 'Search for a location' with a magnifying glass icon. Below the search box is a 'To Location' section with a plus icon and a list of location options, including '.Lager Deutschland (2016)' and 'Messen'.

11.1 TRANSFERS – TRANSFER ASSET TO ANOTHER LOCATION

Assets are used on jobsites or move from one warehouse to another. This scenario outlines the way to transfer to another location.

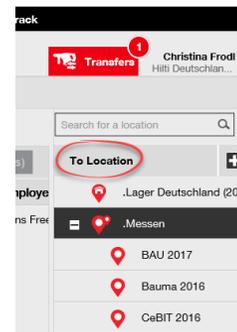
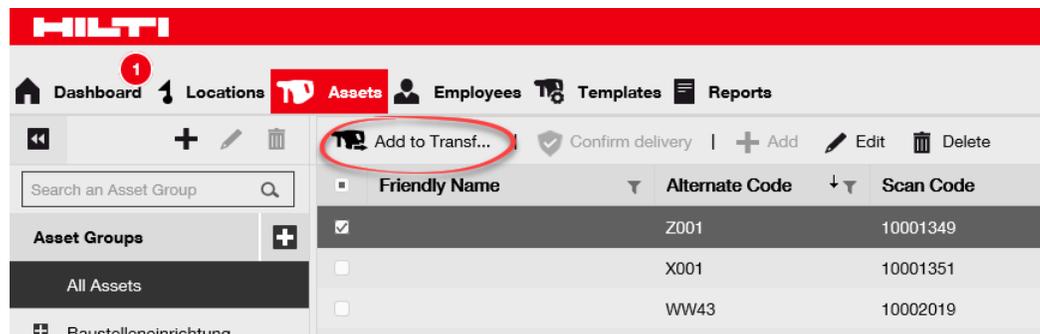
Work steps

1. Click on **Assets** in the main-navigation bar.
2. Select the **Asset Sub-Group** of the asset.
3. Select the **asset to be transferred** with checkbox.
4. Click on **Add to Transfer Cart**.
5. Click on **Transfers** in the main-navigation bar.
6. Click on the **Plus icon** to expand location structure
7. Select the **Location** the asset has to be transferred to.
8. Click on the **Calendar icon** to pick a return date.
9. Click on **Transfer Asset(s)** and **Confirm**.

Important to know

- All assets that are in the Transfer Cart will be transferred to the same location. For different locations, repeat the process per location.
- The number within the red circle indicates the number of placed assets in the Transfer Cart.

Screen shot



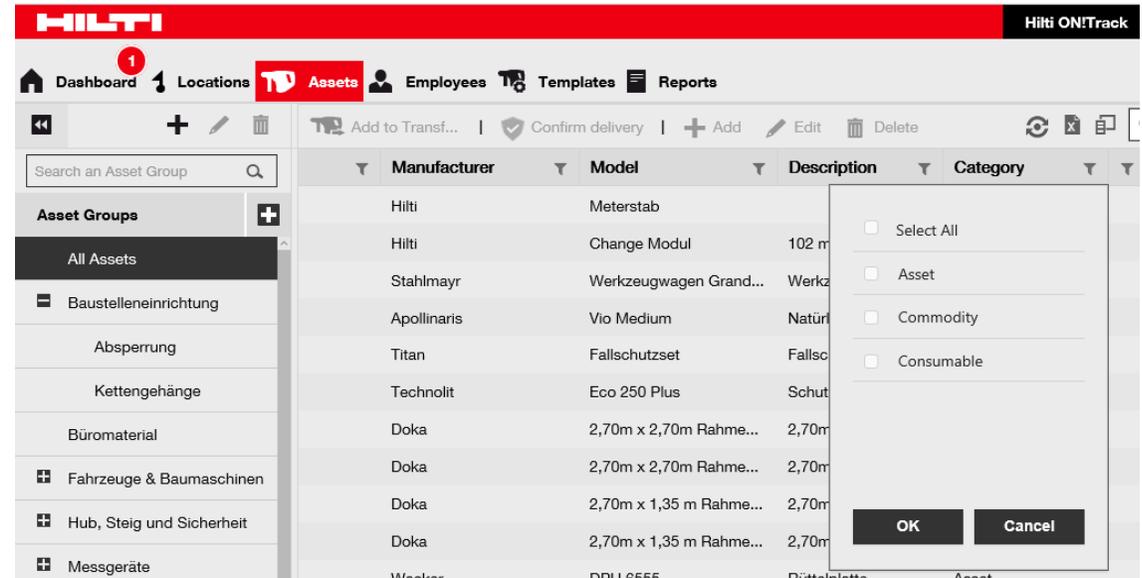
11.2 TRANSFERS – TRANSFER CONSUMABLE

Consumables are used on jobsites or move from one warehouse to another. This scenario outlines the way to transfer to another location.

Work steps

1. Click on **Assets** in the main-navigation bar.
2. Click on **All Assets**
3. Edit the **category** and select **consumable** with a tick
4. Select the **consumable to be transferred** with checkbox.
5. Click on **Add to Transfer Cart**.
6. Click on **Transfers** in the main-navigation bar.
7. Click on the **Plus icon** to expand location structure
8. Select the **Location** the asset has to be transferred to.
9. Click on the **Calendar icon** to pick a return date.
10. Click on **Transfer Asset(s)** and **Confirm**.

Screen shot



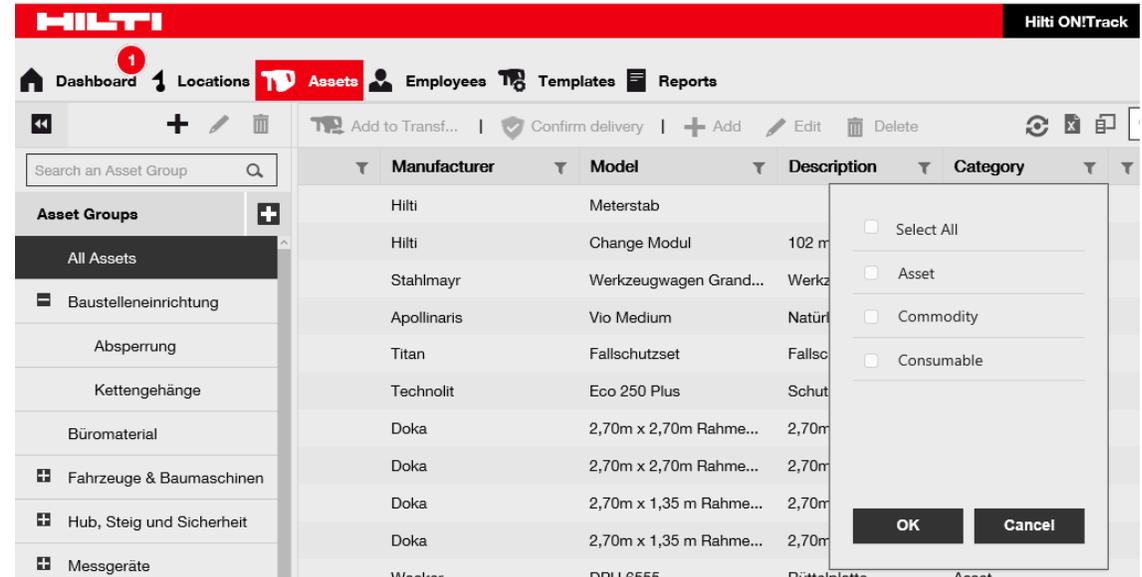
11.3 TRANSFERS – TRANSFER COMMODITY

Commodities are used on jobsites or move from one warehouse to another. This scenario outlines the way to transfer to another location.

Work steps

1. Click on **Assets** in the main-navigation bar.
2. Click on **All Assets**
3. Edit the **category** and select **commodity** with a tick
4. Select the **commodity to be transferred** with checkbox.
5. Click on **Add to Transfer Cart**.
6. Click on **Transfers** in the main-navigation bar.
7. Click on the **Plus icon** to expand location structure
8. Select the **Location** the asset has to be transferred to.
9. Click on the **Calendar icon** to pick a return date.
10. Click on **Transfer Asset(s)** and **Confirm**.

Screen shot



The screenshot shows the HILTI ON!Track interface. The 'Assets' tab is active, and the 'Category' dropdown menu is open, showing 'Commodity' selected. The table below lists assets with columns for Manufacturer, Model, Description, and Category.

Manufacturer	Model	Description	Category
Hilti	Meterstab		
Hilti	Change Modul	102 m	
Stahlmayr	Werkzeugwagen Grand...	Werkz	
Apollinaris	Vio Medium	Natür	
Titan	Fallschutzset	Fallsc	
Technolit	Eco 250 Plus	Schut	
Doka	2,70m x 2,70m Rahme...	2,70m	
Doka	2,70m x 2,70m Rahme...	2,70m	
Doka	2,70m x 1,35 m Rahme...	2,70m	
Doka	2,70m x 1,35 m Rahme...	2,70m	
Wacker	DPI 1 8555	Bitteplatte	Asset

11.4 TRANSFERS – SEARCH FOR A TRANSFERRED ASSET

Once transferred assets could be search for their current location. Transfer history shows the various transfers of an asset.

Work steps

1. Click on **Transfers** in the main-navigation bar
2. Click on **Transfer History**
3. Select the **relevant asset** to get the information you are looking for
4. Click on the **Transfer Report**
5. The report opens in Adobe Reader and the information is listed

Important to know

- Location types can be
 - Container
 - Jobsite
 - Location Group
 - Vehicle
 - Warehouse

Screen shot

The screenshot displays the Hilti ON!Track web application. The top navigation bar includes 'Dashboard', 'Locations', 'Assets', 'Employees', 'Templates', and 'Reports'. A 'Transfers' button with a notification badge is visible. The 'Transfer History' tab is active, showing a table with columns: Transfer Report, Transfer Date, To Location, Transferred By, and Application. A download icon is circled in the first row. To the right, a detailed transfer report is shown, including fields for 'Abnehmer' (Customer), 'Lieferdatum' (Delivery Date), 'Abgeber' (Provider), and 'Lagerort' (Warehouse).

Transfer Report	Transfer Date	To Location	Transferred By	Application
	27.03.2017 10:20	Lager Boston	rudi rüssel	WEB
	07.03.2017 10:10			WEB

12. USER SETTINGS



12.1 USER SETTINGS – COMPANY SETTINGS

12.1.1 TRANSFER SETTINGS, MANUFACTURERS, ARCHIVED LOCATIONS

Work steps

1. Click on **your name** in the main-navigation bar
2. Click on the **Company Settings**
3. Click on **transfer settings, manufacturers or archived locations** to get the information you are searching for

Screen shot

The screenshot displays the Hilti ON!Track web application interface. The top navigation bar includes 'Dashboard', 'Locations', 'Assets', 'Employees', 'Templates', and 'Reports'. The user profile 'Christina Frodl' is visible in the top right. The main content area shows 'Company Settings' for 'Hilti Deutschland AG', including address, contact number, and URL. Below this is a 'Manage Options List' table with columns for 'Location Name', 'Location ID', 'Location Path', 'Location State', and 'Location Ty'. The table lists several locations, including 'Archive Test' and 'Baustelle 1'.

Location Name	Location ID	Location Path	Location State	Location Ty
Hierarchy Root: Archive Test				
Archive Test		Archive Test	Archive	Terminal
Hierarchy Root: Baustelle 1				
Baustelle 1		Baustelle 1	Archive	Jobsite
Baustelle 23		Baustelle 1/Baustelle 23	Archive	Jobsite

12.2 USER SETTINGS – USER SETTINGS

12.2.1 PAGE & LANGUAGE SETTINGS

To change the default page or the language

Work steps

1. Click on **your name**
2. Click on **User Settings**

Screen shot

HILTI Hilti ON!Track

Dashboard Locations Assets Employees Templates Reports Transfers Christina Frod Hilti Deutschlan...

User Settings

Landing Page Settings

Select a default page

Dashboard Templates
 Locations Reports
 Assets Transfers
 Employees

Default Language Settings

Select the default language

Czech Finnish Polish Swedish
 Danish French Portuguese Turkish
 Dutch German Slovak
 English Italian Spanish

Current Location Settings

Set Current Location

Select Current Location

The Current Location is the location where you spend most of your time. If you have the "Confirm any delivery" permission, any asset you send to your Current Location will be automatically confirmed.

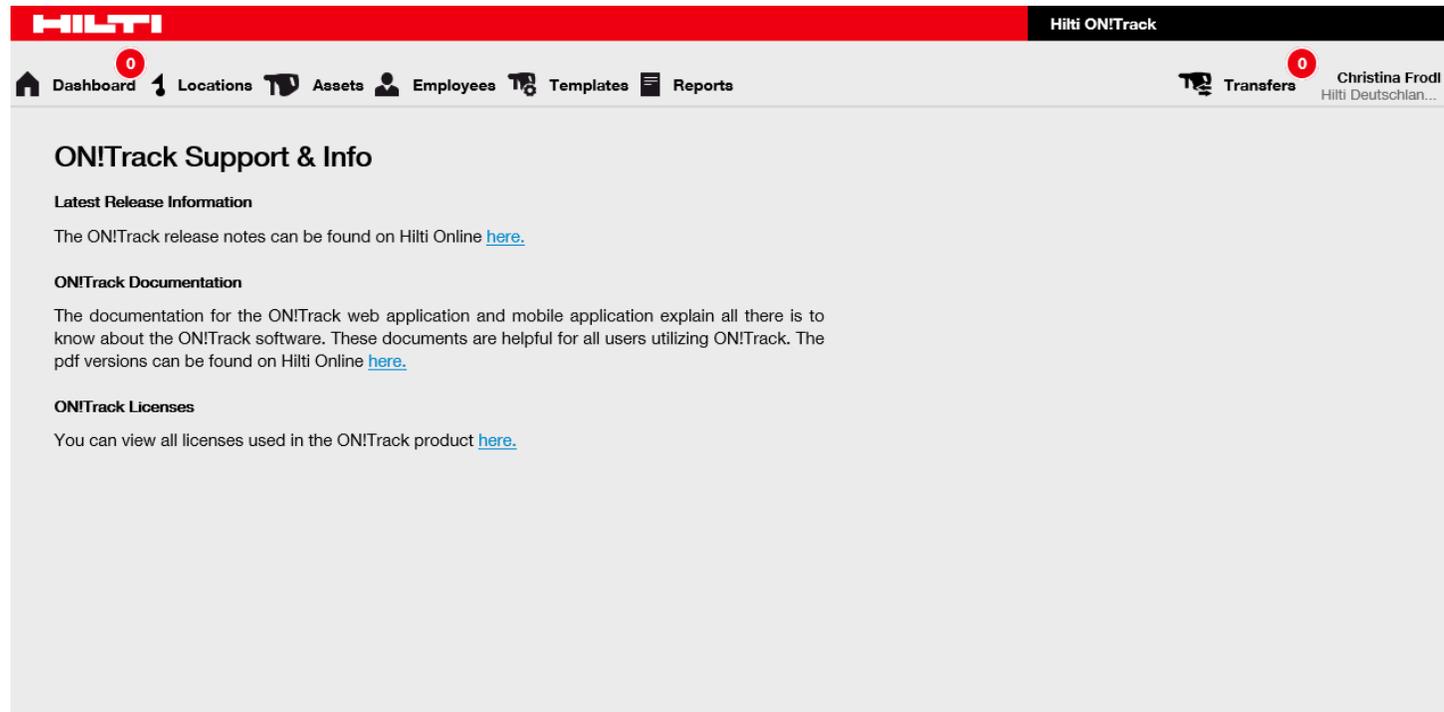
Save Cancel

12.3 USER SETTINGS – SUPPORT & INFO

Work steps

1. Click on **your name**
2. Click on **Support & Info**

Screen shot



The screenshot displays the Hilti ON!Track web application interface. At the top, there is a red header with the HILTI logo and a black header with 'Hilti ON!Track'. Below these are navigation menus: a main menu with 'Dashboard', 'Locations', 'Assets', 'Employees', 'Templates', and 'Reports'; and a secondary menu with 'Transfers' and a user profile for 'Christina Frodl' from 'Hilti Deutschlan...'. The main content area is titled 'ON!Track Support & Info' and contains three sections: 'Latest Release Information' with a link to Hilti Online, 'ON!Track Documentation' with a link to Hilti Online, and 'ON!Track Licenses' with a link to Hilti Online.

12.4 USER SETTINGS – LOG OUT

Work steps

1. Click on **your name**
2. Click on **Log Out**

Important to know

- It is safer, if you log out yourself

Screen shot

HILTI Hilti ON!Track

Log in

Username
Enter Username

Password
Enter Password

Remember me on this computer

Log in

[Forgot password?](#)

We have placed cookies on your computer to help make this website better. You can change your cookie settings at any time. Otherwise, we will assume you are OK to continue. [Do not show this message again](#) X