

Locker Management with Keys

Build drawer types for Non-Auto cabinet then build cabinet. (See **Installing Non-auto cabinet.doc**)

Defining a Key in the system.

A key item is an item in the system which is defined with an Item Type = Key.

Go to Search Item and add new Keys to the system. Assign to the Key Item Group and choose Item Type=Key.

Designate so you know what key goes to which cabinet.

MATRIX-TM Manage - [Item Maintenance]

Main Operations Order Reports System Tables Administration Help Windows

Item Key: 1540 Item Code: Key G Item Description: Key for Cabinet G Item Type: Key

Links Orders Cost Centers Connected Bins

General Supplier Information Additional Fields Stock Management Locations Usage Transactions

Additional Item Code: []

Item Long Description: []

Barcode: []

Item Auth Group: []

Unit of Measure: General Units

Item Group: Keys

Category: General Category

Main Family: []

Sub Family: []

Pack Size: 1

Default Issue Quantity: 1.00

Item Weight: []

Item Price: [] Average Cost: [] Price of Reworked: []

Primary Supplier: [] Item Management Level Consignment

Update

Create User: admin creator Update User: admin creator

Create Date: 7/31/2008 Update Date: 7/31/2008

Remarks

[]

In Item Maintenance the key **must** be designated a Key Item **before** assigning to a bin.

An item which is defined as a key behaves the same way as a durable item.

In Bin Maintenance define Key items as a Used item first before putting the number of Items in Bin.

MATRIX-TM Manage - [Bin Maintenance]

Main Operations Order Reports System Tables Administration Help Windows

Bin Key Bin Code Cabinet Code Item Code Item Description

57 Titan-01-05-01 Titan Key G Key for Cabinet G

General Stock Management Additional Fields Usage Transactions Orders Bin Units

Status: Active Consignment Item Type: Key Reworked Used Item

Replenishment

Bin Stock Management Automatic Order Do not Order Issue Any Quantity

Capacity

Capacity: 1 Allow Over Capacity

Issue

Default Issue Quantity: 1 Issue Price: [] Do not Issue

Current Quantities

Items in Bin: 1.00 Ordered Quantity: 0.00 Draft: 0 Last Count Date: []

Issued Quantity: 0 Quantity of Reworked: [] Internal Order: []

Remarks

[]

In order for the system to function correctly the key must be stored in the **MATRIX** cabinet.
Assign Keys to Matrix bins.

MATRIX-TM Manage - [Bin Maintenance]

Main Operations Order Reports System Tables Administration Help Windows

Bin Key: 57 Bin Code: Titan-01-05-01 Cabinet Code: Titan Item Code: Key G Item Description: Key for Cabinet G

General Stock Management Additional Fields Usage Transactions Orders Bin Units

Status: Active Consignment Item Type: Key Reworked Used Item

Replenishment Bin Stock Management Automatic Order Do not Order Issue Any Quantity

Capacity Capacity: 1 Allow Over Capacity

Issue Default Issue Quantity: 1 Issue Price: Do not Issue

Current Quantities Items in Bin: 1.00 Ordered Quantity: 0.00 Draft: 0 Last Count Date:
 Issued Quantity: 0 Quantity of Reworked: Internal Order:

Remarks

Update Completed (local) / TitanTool admin

MATRIX-TM Manage - [Search Bin]

Main Operations Order Reports System Tables Administration Help Windows

Bin Key: Bin Code: Cabinet Name:
 Item Key: Item Code: Item Description:
 Cabinet Type Name: Used Item: Item Type:
 Additional Item Code: Do not Order: Automatic Order:

Found 945 Records.

Bin Key	Bin Code	Item Key	Item Code	Item Type	Item Description	Cabinet Name	In Stock	Capacity	Allow Over	Rework
55	Titan-01-04-13					TitanMatrix		1	Yes	No
56	Titan-01-04-14					TitanMatrix		1	Yes	No
57	Titan-01-05-01	1540	Key G	Key	Key for Cabinet G	TitanMatrix	1.00	1	No	No
58	Titan-01-05-02	1541	Key H	Key	Key for Cabinet H	TitanMatrix	1.00	1	No	No
59	Titan-01-05-03	1542	Key J	Key	Key for Cabinet J	TitanMatrix	1.00	1	No	No
60	Titan-01-05-04					TitanMatrix		1	Yes	No
61	Titan-01-05-05					TitanMatrix		1	Yes	No
62	Titan-01-05-06					TitanMatrix		1	Yes	No
63	Titan-01-05-07					TitanMatrix		1	Yes	No
64	Titan-01-05-08					TitanMatrix		1	Yes	No
65	Titan-01-05-09					TitanMatrix		1	Yes	No
66	Titan-01-05-10					TitanMatrix		1	Yes	No
67	Titan-01-05-11					TitanMatrix		1	Yes	No
68	Titan-01-05-12					TitanMatrix		1	Yes	No
69	Titan-01-05-13					TitanMatrix		1	Yes	No
70	Titan-01-05-14					TitanMatrix		1	Yes	No
71	Titan-01-06-01					TitanMatrix		1	Yes	No
72	Titan-01-06-02					TitanMatrix		1	Yes	No
73	Titan-01-06-03					TitanMatrix		1	Yes	No

Search Completed. Records Found. (local) / TitanTool admin

Assign items to be associated with the key to Non-Automatic cabinet bins. Same as assigning items to Matrix bins. All durable items must be marked as a Used Item. Durable means that the item will be returned to the cabinet.

MATRIX-TM Manage - [Search Bin]

Bin Key: [] Bin Code: [] Cabinet Name: []
 Item Key: [] Item Code: [] Item Description: []
 Cabinet Type Name: [] Used Item: [] Item Type: []
 Additional Item Code: [] Do not Order: [] Automatic Order: []

Found 945 Records.

Bin Key	Bin Code	Item Key	Item Code	Item Type	Item Description	Cabinet Name	In Stock	Capaci	Allow Over	Rewc
462	CabG-01-01-01	32	647289	Expendable	HSS Drill Size: .1406...	Cabinet G	10.00	10	No	No
463	CabG-01-01-02	33	647297	Expendable	HSS Drill Size: .1562...	Cabinet G	10.00	10	No	No
464	CabG-01-01-03	46	647933	Expendable	HSS Drill Size: .1850...	Cabinet G	10.00	10	No	No
465	CabG-01-01-04	47	647966	Expendable	HSS Drill Size: .1770...	Cabinet G	10.00	10	No	No
466	CabG-01-01-05	49	648006	Expendable	HSS Drill Size: .1610...	Cabinet G	10.00	10	No	No
467	CabG-01-01-06	50	648048	Expendable	HSS Drill Size: .1520...	Cabinet G	10.00	10	No	No
468	CabG-01-01-07	51	648055	Expendable	HSS Drill Size: .1495...	Cabinet G	10.00	10	No	No
469	CabG-01-01-08	52	648071	Expendable	HSS Drill Size: .1440...	Cabinet G	10.00	10	No	No
470	CabG-01-01-09	53	648097	Expendable	HSS Drill Size: .1360...	Cabinet G	10.00	10	No	No
471	CabG-01-02-01	54	648105	Expendable	HSS Drill Size: .1285...	Cabinet G	10.00	10	No	No
472	CabG-01-02-02	55	648154	Expendable	HSS Drill Size: .1100...	Cabinet G	10.00	10	No	No
473	CabG-01-02-03	56	648162	Expendable	HSS Drill Size: .1065...	Cabinet G	10.00	10	No	No
474	CabG-01-02-04	57	648212	Expendable	HSS Drill Size: .0960...	Cabinet G	10.00	10	No	No
475	CabG-01-02-05	101	1130210	Expendable	HSS Drill Size: .3281...	Cabinet G	10.00	10	No	No
476	CabG-01-02-06	618	53288684	Durable	Trilock Plug Gages ...	Cabinet G	1.00	1	No	No
477	CabG-01-02-07	619	53288981	Durable	Trilock Plug Gages ...	Cabinet G	1.00	1	No	No
478	CabG-01-02-08	620	53302535	Durable	Trilock Plug Gages ...	Cabinet G	1.00	1	No	No
479	CabG-01-02-09					Cabinet G		1	Yes	No
480	CabG-01-03-01					Cabinet G		1	Yes	No

Search Completed. Records Found. (local) / TitanTool admin

Add items from Non-Automatic cabinet to field.

There are 2 methods for doing this.
 Go to Search Items and open the Key.

MATRIX-TM Manage

Search Item

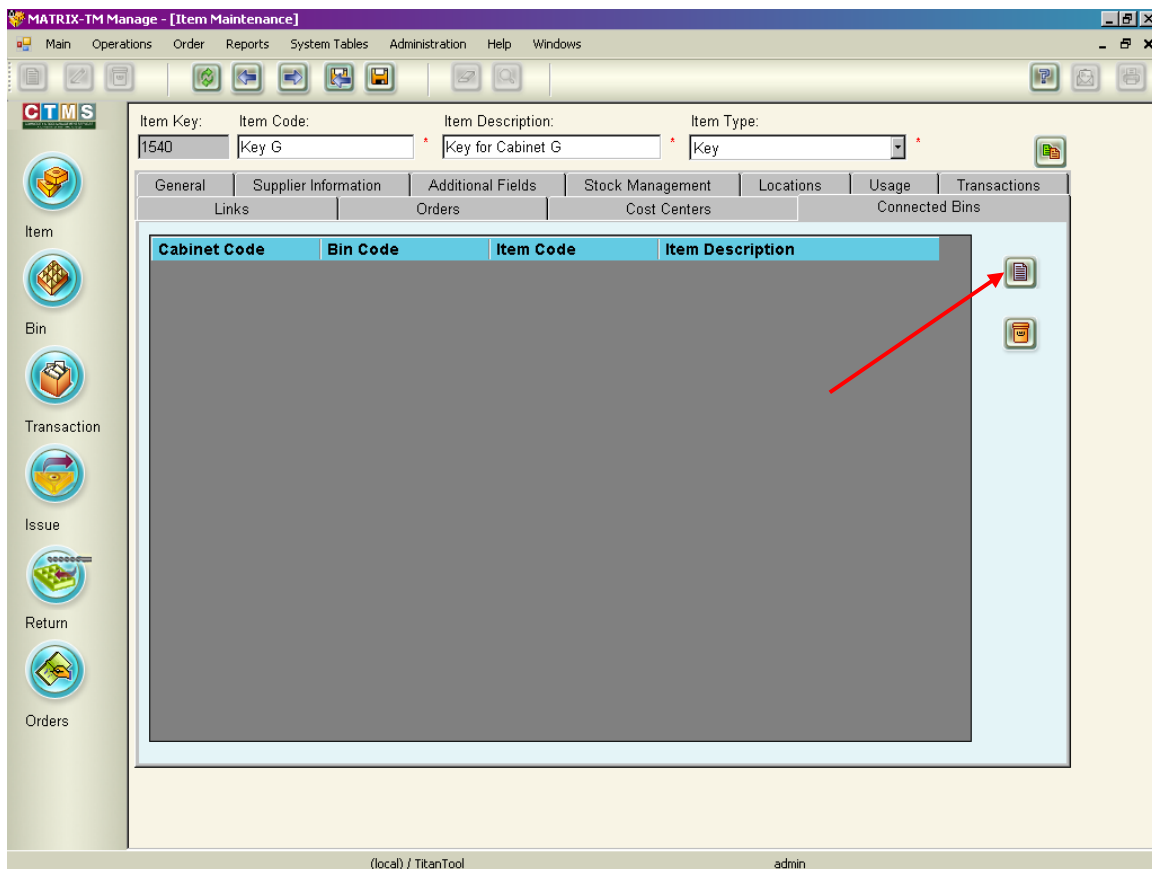
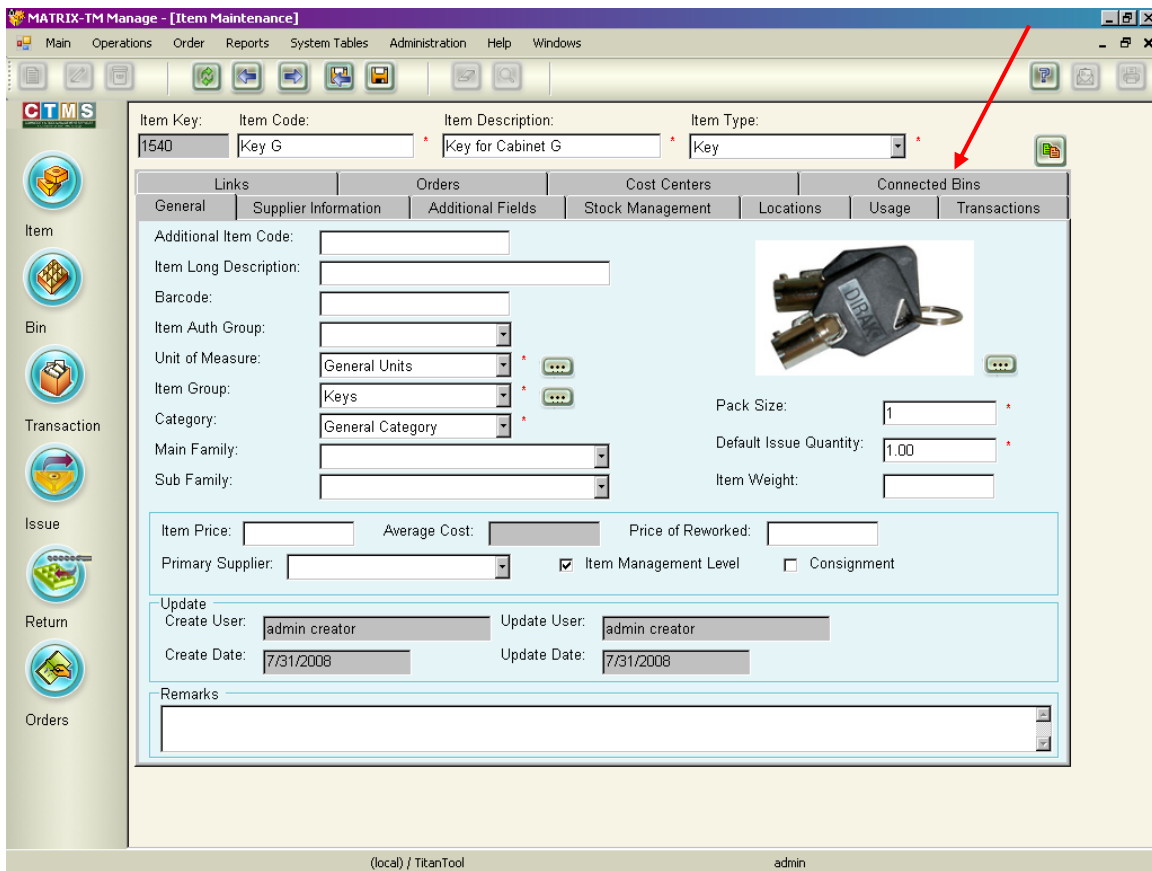
Item Key: [] Item Code: [] Group: []
 Item Type: [] Additional Item Code: [] Category: []
 Item Description: [] Item Long Description: [] Main Family: []
 Primary Supplier: [] Item Auth Group: [] Sub Family: []

Found 1455 Records.

Item Key	Category	Group	Item Code	Additional Item Code	Item Description	Pack Size	Item Type	Item Long Description
1082	General...	HSS Drills & Ream...	81181448		Jobber Drill, .6875 In., 1...	1	Expendable	
397	General...	HSS Drills & Ream...	6130389		Jobber Drill, 7/16, Cobalt...	1	Expendable	
1375	General...	No Group	GARR 77...		K (.2810) STUB DRILL *...	1	Expendable	
876	General...	Carbide Indexable	75753699		Kenclamp Toolholder Sh...	1	Expendable	
733	General...	Carbide Indexable	64922669		Kenloc Turning Toolhold...	1	Expendable	
1540	General...	Keys	Key-G		Key for cabinet G	1	Key	
15	General...	Carbide Indexable	283655		KSEM1 125GD KC7015 ...	10	Expendable	
16	General...	Carbide Indexable	283705		KSEM2500GDM KC7015...	10	Expendable	
231	General...	Carbide Indexable	2135010		L08R-SCLPR2 SCREW-...	1	Expendable	
1488	General...	Carbide Indexable	70481452		Lay Down Threading 60*...	1	Expendable	
1426	General...	No Group	TI SAN 15...		LCMX 030308-53 3040	1	Expendable	
1419	General...	No Group	TI SAN 08...		LCMX 030308T-53 1020	1	Expendable	
318	General...	HSS Drills & Ream...	3844156		Left Hand - Dies 1/2-13 ...	2	Expendable	
317	General...	HSS Drills & Ream...	3840212		Left Hand - Dies 1/4-20 ...	2	Expendable	
316	General...	HSS Drills & Ream...	3836327		Left Hand - Dies 6-32 O...	2	Expendable	
160	General...	Taps & Dies	1604545		Left Hand - Plug Tap 6-3...	10	Expendable	

Search Completed. Records Found. (local) / TitanTool admin

Go to Connected Bins tab.



This screen will pop up. Double click the item in that cabinet to associate it with the key to that same cabinet.

The screenshot shows the 'MATRIX-TM Manage - [Item Maintenance]' application window. The 'Search Bin' dialog is open, displaying search criteria and a list of 484 records. The search criteria include Bin Code, Cabinet Name, Item Key, Item Code, Item Description, Cabinet Type Name, Used Item, Item Type, Additional Item Code, Associated to Key, and Item Description. The list of records includes columns for Bin Key, Bin Code, Item Key, Item Code, Item Type, Item Description, Cabinet Name, In Stock, Capacity, and Allow Over.

Bin Key	Bin Code	Item Key	Item Code	Item Type	Item Description	Cabinet Name	In Stock	Capaci	Allow Over
462	CabG-01-01-01	32	647289	Expendable	HSS Drill Size:.1406...	Cabinet G	10.00	10	No
463	CabG-01-01-02	33	647297	Expendable	HSS Drill Size:.1562...	Cabinet G	10.00	10	No
464	CabG-01-01-03	46	647933	Expendable	HSS Drill Size:.1850...	Cabinet G	10.00	10	No
465	CabG-01-01-04	47	647966	Expendable	HSS Drill Size:.1770...	Cabinet G	10.00	10	No
466	CabG-01-01-05	49	648006	Expendable	HSS Drill Size:.1610...	Cabinet G	10.00	10	No
467	CabG-01-01-06	50	648048	Expendable	HSS Drill Size:.1520...	Cabinet G	10.00	10	No
468	CabG-01-01-07	51	648055	Expendable	HSS Drill Size:.1495...	Cabinet G	10.00	10	No
469	CabG-01-01-08	52	648071	Expendable	HSS Drill Size:.1440...	Cabinet G	10.00	10	No
470	CabG-01-01-09	53	648097	Expendable	HSS Drill Size:.1360...	Cabinet G	10.00	10	No
471	CabG-01-02-01	54	648105	Expendable	HSS Drill Size:.1285...	Cabinet G	10.00	10	No
472	CabG-01-02-02	55	648154	Expendable	HSS Drill Size:.1100...	Cabinet G	10.00	10	No
473	CabG-01-02-03	56	648162	Expendable	HSS Drill Size:.1065...	Cabinet G	10.00	10	No
474	CabG-01-02-04	57	648212	Expendable	HSS Drill Size:.0960...	Cabinet G	10.00	10	No
475	CabG-01-02-05	101	1130210	Expendable	HSS Drill Size:.3281...	Cabinet G	10.00	10	No
476	CabG-01-02-06	618	53288684	Durable	Trilock Plug Gages ...	Cabinet G	1.00	1	No
477	CabG-01-02-07	619	53288981	Durable	Trilock Plug Gages ...	Cabinet G	1.00	1	No
478	CabG-01-02-08	620	53302535	Durable	Trilock Plug Gages ...	Cabinet G	1.00	1	No

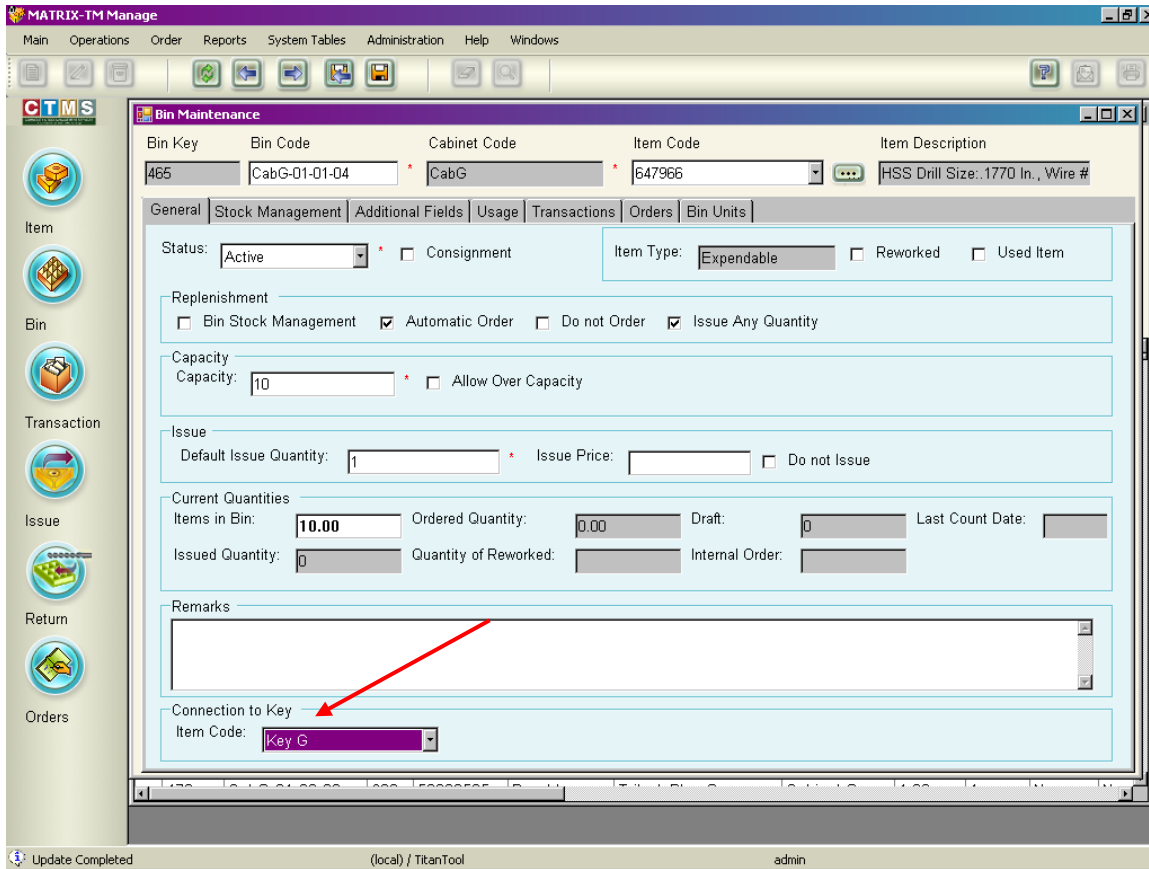
Repeat until all the items are associated with their respective key.

The screenshot shows the 'MATRIX-TM Manage - [Item Maintenance]' application window. The 'Item Key' dialog is open, displaying search criteria and a list of items. The search criteria include Item Key, Item Code, Item Description, and Item Type. The list of items includes columns for Cabinet Code, Bin Code, Item Code, and Item Description.

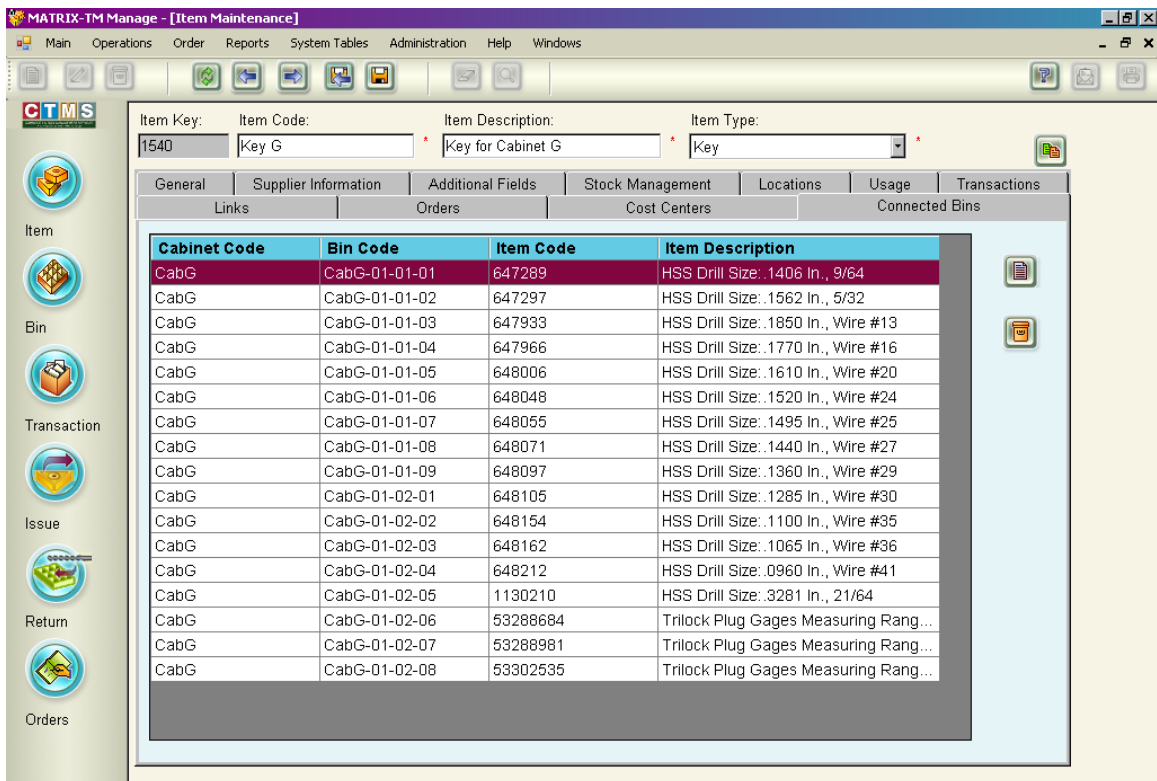
Cabinet Code	Bin Code	Item Code	Item Description
CabG	CabG-01-01-01	647289	HSS Drill Size: .1406 In., 9/64
CabG	CabG-01-01-02	647297	HSS Drill Size: .1562 In., 5/32
CabG	CabG-01-01-03	647933	HSS Drill Size: .1850 In., Wire #13
CabG	CabG-01-01-04	647966	HSS Drill Size: .1770 In., Wire #16
CabG	CabG-01-01-05	648006	HSS Drill Size: .1610 In., Wire #20
CabG	CabG-01-01-06	648048	HSS Drill Size: .1520 In., Wire #24
CabG	CabG-01-01-07	648055	HSS Drill Size: .1495 In., Wire #25
CabG	CabG-01-01-08	648071	HSS Drill Size: .1440 In., Wire #27
CabG	CabG-01-01-09	648097	HSS Drill Size: .1360 In., Wire #29
CabG	CabG-01-02-01	648105	HSS Drill Size: .1285 In., Wire #30
CabG	CabG-01-02-02	648154	HSS Drill Size: .1100 In., Wire #35
CabG	CabG-01-02-03	648162	HSS Drill Size: .1065 In., Wire #36
CabG	CabG-01-02-04	648212	HSS Drill Size: .0960 In., Wire #41
CabG	CabG-01-02-05	1130210	HSS Drill Size: .3281 In., 21/64
CabG	CabG-01-02-06	53288684	Trilock Plug Gages Measuring Rang...
CabG	CabG-01-02-07	53288981	Trilock Plug Gages Measuring Rang...
CabG	CabG-01-02-08	53302535	Trilock Plug Gages Measuring Rang...

OR:

The connection is done in the bin maintenance screen as you add items to the bin, in the bottom of the General Tab there is a list which lets you choose a key to be attached to the bin. This list is called the Connection to Key list. This list is active only for non-automatic cabinet bins.



Key type items have a Connected Bins tab which lists all the bins in the cabinet that this key can open. Once bins are connected to a key they will show in the key item maintenance in the Connected Bins tab.



Using keys in the different Touch processes.



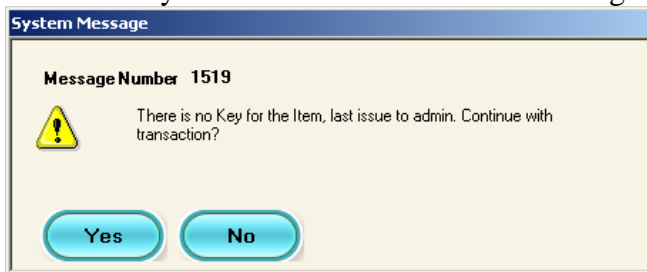
Issue

A key item can not be issued. Only and item connected to the key can be issued. When issuing an item from a bin which is in a non automatic cabinet and that is connected to a key the following steps happen after you choose your item and the issue button is pressed. .

- The Key is issued from the Matrix cabinet, like a normal issue of a MATRIX cabinet item.
- The stock for the key is reduced; an issue transaction of key is produced.
- The stock for the issued item is reduced and a transaction is produced.

Special cases:

- If the MATRIX cabinet is not opened, the transaction is canceled.
- If the key is not found in stock the following window shows:



If **NO** is pressed than the transaction is canceled.

If **YES** is pressed than transaction is processed without a key.

Note that the name of the user who last took the key is listed in the window.

Returning the key.

After the user takes the item from the locker, the user must return the key.

The return is done through the return option in the Touch menu.

Item selection

admin: TitanTool 31/07/2008

Please select an Item

Search [X] Advanced Group...

Item Code	Item Description	Additional Item Description	Group	In Stock
53288684	Trilock Plug Gages Measuring ...		Measuring I...	0.00
53288981	Trilock Plug Gages Measuring ...		Measuring I...	1.00
53302535	Trilock Plug Gages Measuring ...		Measuring I...	1.00
53302634	Trilock Plug Gages Measuring ...		Measuring I...	1.00
Key G	Key for Cabinet G		Keys	0.00
Key H	Key for Cabinet H		Keys	1.00
Key J	Key for Cabinet J		Keys	1.00

Show Back Next

The items with zero stock are the ones that have been issued.

Click on the item to be returned and click next. Return as usual.