



# JT Trace Manual

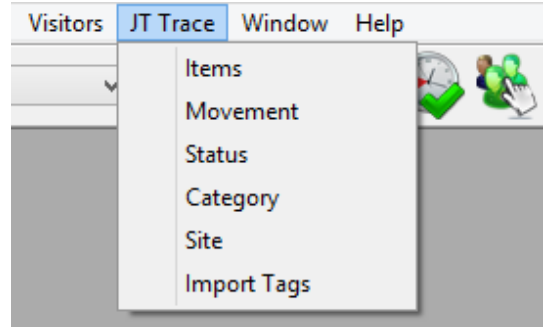
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# JT Trace

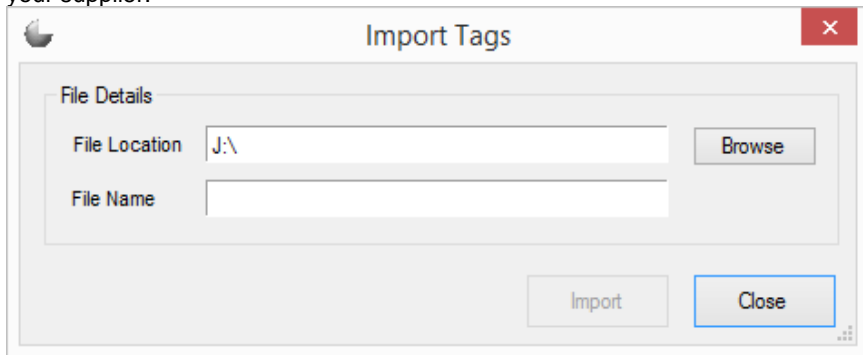
JT Trace is a module designed primarily to “Issue” and “Return” RFID-enabled items to employees using Morpho devices. You will need to enable this feature by clicking going to **System Configuration**, and then **Registration**.

Once the licence is activated, a separate **File** menu tab becomes available after restarting JT, called **JT Trace**.



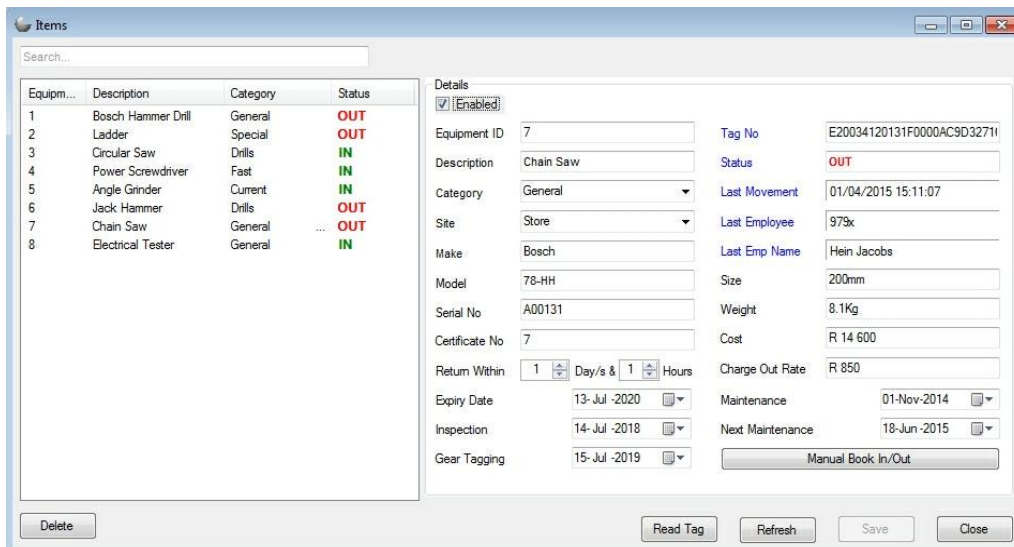
## Import Tags

The first step is to import tags into JT Trace. The tags and the file containing the tags, including descriptions etc., must be received from your supplier.



Browse for the file supplied and click **Import**. The list of items will now be imported.

## Items



This is a list of all of the items in the system, the details can also be edited in this window. The labels of the items are edited by going to **Configuration**, then **Custom**, and click on the **Exceptions & Labels** tab. You may also manually book an item 'In' or 'Out' in this window. The status column will indicate the 'In' or 'Out' status of the item selected.

# Item Movement

The **Item Movement** window will list all of the issue and return ('In' and 'Out') transactions for any given date or date range. You can also filter by **Item (Tags)** and/or **Item Categories**. Click on the column headers to sort by ascending or descending order.

Item Movement
✖

**Date Range**

From 25-Mar-2015

To 01-Apr-2015

**Selection**

All Category

All Tags

Only for employees in list

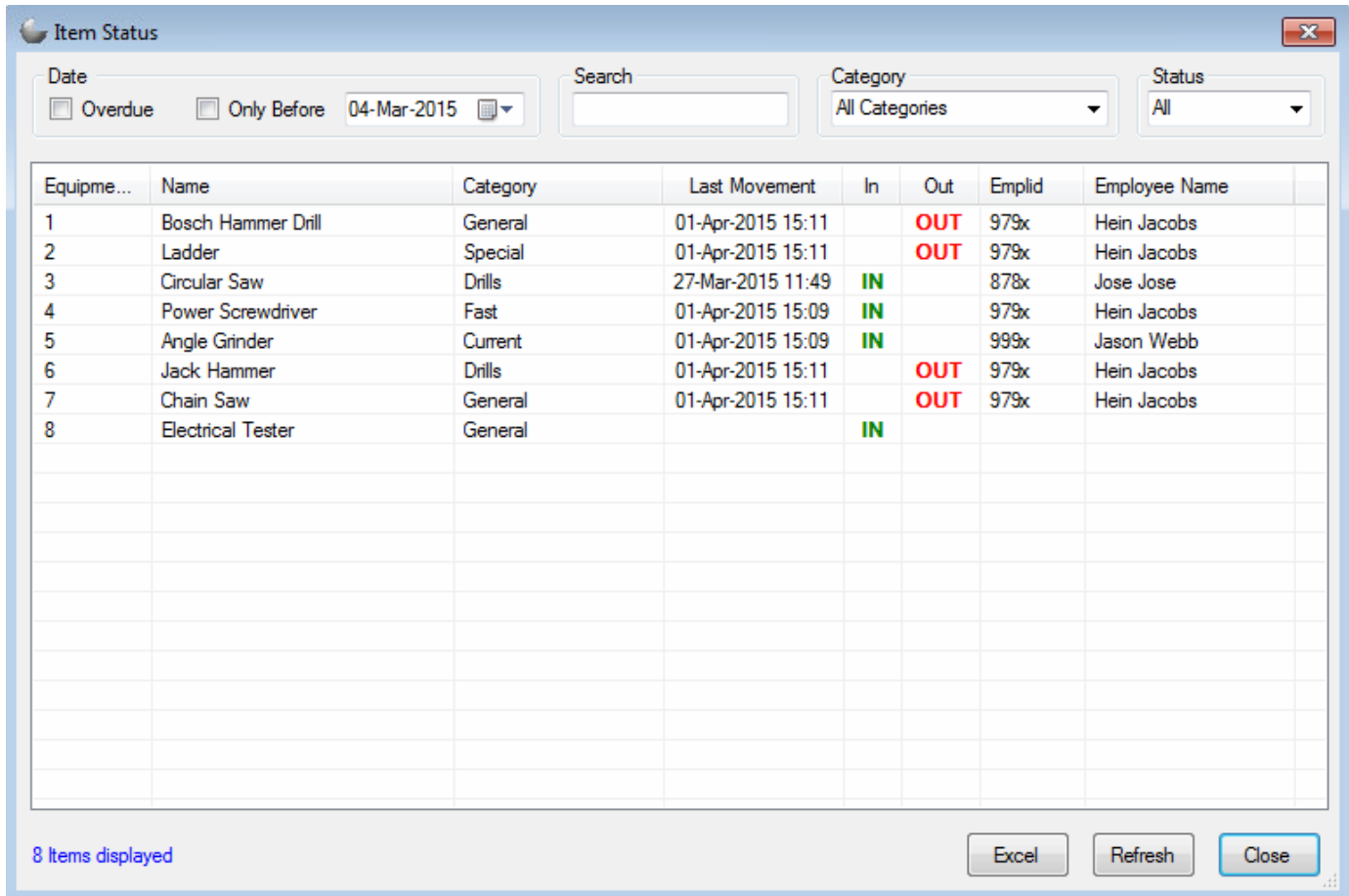
Equipme...	Name	Category	Issued	Returned	Emplid	Employee Name
6	Jack Hammer	Drills	01-Apr-2015 15:11:07		979x	Hein Jacobs
7	Chain Saw	Drills	01-Apr-2015 15:11:07		979x	Hein Jacobs
2	Ladder	Special	01-Apr-2015 15:11:07		979x	Hein Jacobs
1	Bosch Hammer Dnll	General	01-Apr-2015 15:11:07		979x	Hein Jacobs
4	Power Screwdriver	Fast		01-Apr-2015 15:09:38	979x	Hein Jacobs
5	Angle Grinder	Current		01-Apr-2015 15:09:29	999x	Jason Webb
6	Jack Hammer	Drills		01-Apr-2015 15:09:29	999x	Jason Webb
5	Angle Grinder	Current	01-Apr-2015 15:08:31		979x	Hein Jacobs
6	Jack Hammer	Drills	01-Apr-2015 15:08:31		979x	Hein Jacobs
4	Power Screwdriver	Fast	01-Apr-2015 15:08:31		979x	Hein Jacobs
1	Bosch Hammer Dnll	General		01-Apr-2015 15:07:01	979x	Hein Jacobs
7	Chain Saw	Drills		01-Apr-2015 15:07:01	979x	Hein Jacobs
2	Ladder	Special		01-Apr-2015 15:07:01	979x	Hein Jacobs
1	Bosch Hammer Drill	General		01-Apr-2015 15:05:31	985x	Jeff Ferreira
4	Power Screwdriver	Fast		01-Apr-2015 15:05:31	985x	Jeff Ferreira
6	Jack Hammer	Drills		01-Apr-2015 15:05:31	985x	Jeff Ferreira
7	Chain Saw	Drills		01-Apr-2015 15:03:18	999x	Jason Webb
5	Angle Grinder	Current		01-Apr-2015 15:01:22	978	Greg Hary
5	Angle Grinder	Current	01-Apr-2015 14:58:29		978	Greg Hary
2	Ladder	Special		01-Apr-2015 14:56:43	978	Greg Hary
2	Ladder	Special	01-Apr-2015 14:55:11		979x	Hein Jacobs
7	Chain Saw	Drills	01-Apr-2015 14:55:11		979x	Hein Jacobs
5	Angle Grinder	Current	01-Apr-2015 14:55:11		979x	Hein Jacobs
1	Bosch Hammer Drill	General	01-Apr-2015 14:54:48		979x	Hein Jacobs
6	Jack Hammer	Drills	01-Apr-2015 14:52:39		979x	Hein Jacobs
6	Jack Hammer	Drills	01-Apr-2015 14:52:36		979x	Hein Jacobs
6	Jack Hammer	Drills	01-Apr-2015 14:51:57		979x	Hein Jacobs
6	Jack Hammer	Drills	01-Apr-2015 14:51:54		979x	Hein Jacobs
6	Jack Hammer	Drills	01-Apr-2015 14:51:52		979x	Hein Jacobs
1	Bosch Hammer Drill	General		01-Apr-2015 14:50:25	979x	Hein Jacobs
6	Jack Hammer	Drills	01-Apr-2015 14:50:12		979x	Hein Jacobs
6	Jack Hammer	Drills	01-Apr-2015 14:50:09		979x	Hein Jacobs
1	Bosch Hammer Drill	General	01-Apr-2015 14:49:49		979x	Hein Jacobs
2	Ladder	Special	31-Mar-2015 14:31:...		985x	Jeff Ferreira
4	Power Screwdriver	Fast	31-Mar-2015 14:31:...		985x	Jeff Ferreira
4	Power Screwdriver	Fast		31-Mar-2015 14:31:...	985x	Jeff Ferreira
2	Ladder	Special	31-Mar-2015 14:31:...		985x	Jeff Ferreira

53 items displayed

Excel
Refresh
Close

## Status

The last movement of any given item is listed in this window, here too you can click on the column headers to sort by ascending or descending order. There is also the option to only view items that have been booked out for longer than allowed.

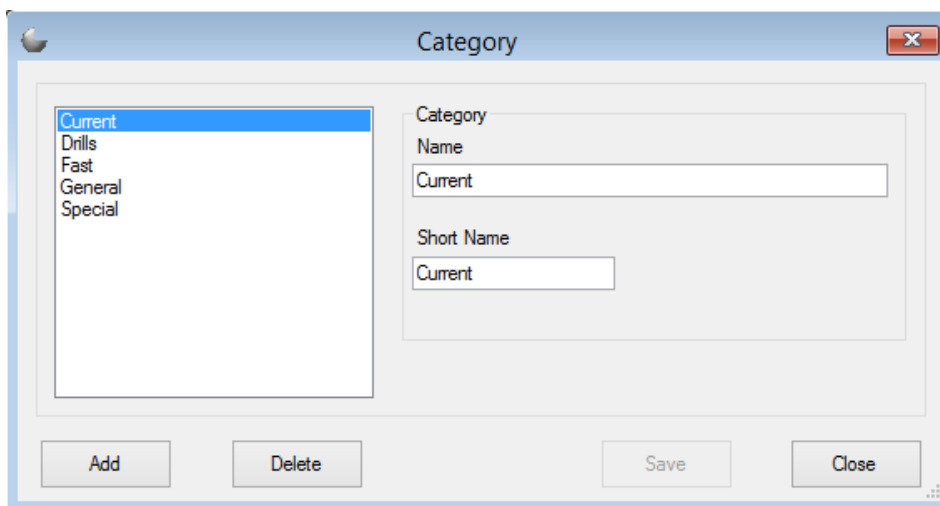


The 'Item Status' window displays a table of equipment movements. The table has columns for Equipment ID, Name, Category, Last Movement, In, Out, Empid, and Employee Name. The data is as follows:

Equipme...	Name	Category	Last Movement	In	Out	Empid	Employee Name
1	Bosch Hammer Drill	General	01-Apr-2015 15:11		OUT	979x	Hein Jacobs
2	Ladder	Special	01-Apr-2015 15:11		OUT	979x	Hein Jacobs
3	Circular Saw	Drills	27-Mar-2015 11:49	IN		878x	Jose Jose
4	Power Screwdriver	Fast	01-Apr-2015 15:09	IN		979x	Hein Jacobs
5	Angle Grinder	Current	01-Apr-2015 15:09	IN		999x	Jason Webb
6	Jack Hammer	Drills	01-Apr-2015 15:11		OUT	979x	Hein Jacobs
7	Chain Saw	General	01-Apr-2015 15:11		OUT	979x	Hein Jacobs
8	Electrical Tester	General		IN			

At the bottom of the window, it indicates '8 Items displayed' and provides buttons for 'Excel', 'Refresh', and 'Close'.

## Categories



The 'Category' window allows for adding or editing a category. It features a list of existing categories on the left and input fields for Name and Short Name on the right. The 'Current' category is selected in the list, and its details are shown in the input fields.

Category
Current
Drills
Fast
General
Special

Category Name: Current  
Short Name: Current

Buttons: Add, Delete, Save, Close

This is where you can add different **Item Categories** to assign equipment to. This is used later on in filtering items based on their category.

## Reports

Reports for JT Trace can be added by opening the Report Creator ('**Setup**', '**Report Creator**'), clicking '**Add**' and then selecting **JT Trace** as the **Report Type**.