Hilti OnTrack! Usage Guidelines MOP

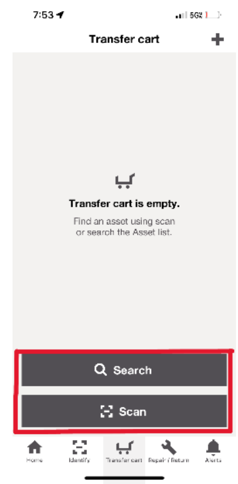
The intent of this MOP is to cover the functions and use of the Hilti OnTrack! application for tool acquisition and tracking. This MOP will explain the functions of the “Asset Transfer”, “Field Requests”, as well as the “Check Inventory” capability.

Asset Transfer

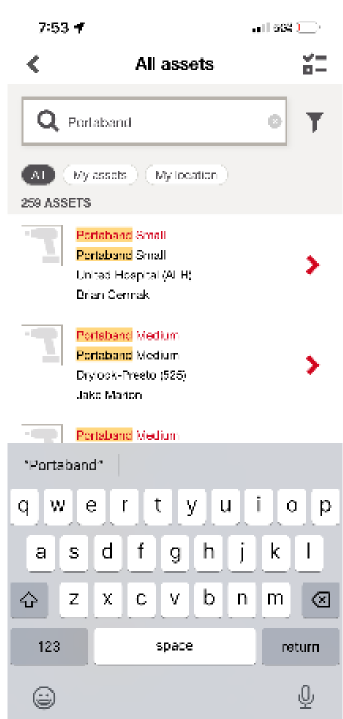
1. Enter the Hilti OnTrack! app via a mobile phone or tablet.

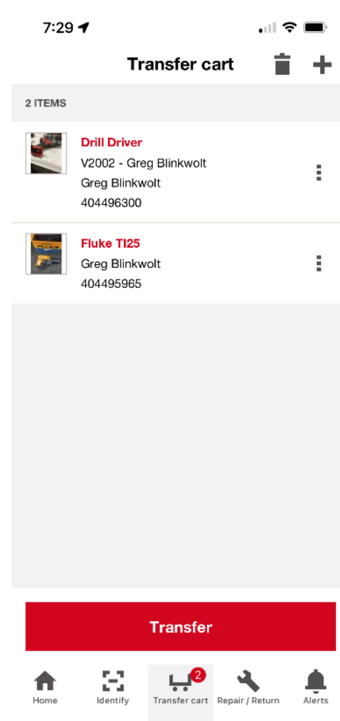
2. From the Home screen access the **“Transfer Cart”**. From here your options are:
   i. ***“Search”*** for an individual asset throughout the entire asset list (by name, NEI #, or Hilti code).
   ii. ***“Scan”*** an assets QR code.

3. After identifying the asset add it to the transfer cart. You can add multiple assets at a time to your transfer cart. Once all assets are added to the transfer cart, press the ***“Transfer”*** button.



Below are examples of using the ***“Scan”*** function, using the ***“Search”*** function to select an asset from the company’s inventory, as well as a stocked Transfer cart ready for the next step.





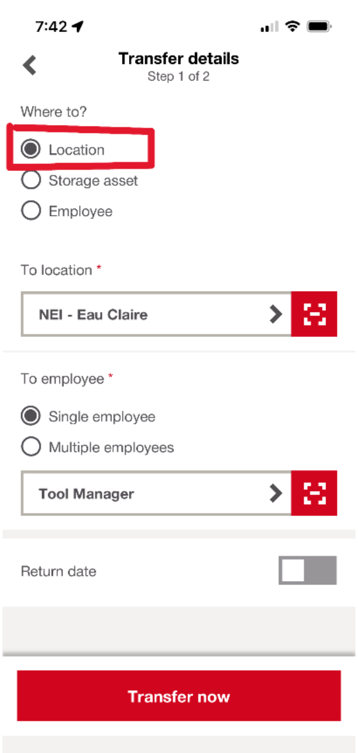
4. You will then need to identify where the asset will be transferred to. Your options are as follows:
   i. ***“Location”*** These will be jobsites or hub locations (NEI-WBL/NEI-EC)
      The jobsite’s foreman will automatically populate on selecting location.
   ii. ***“Storage Location”*** Trailers and other storage locations, such as gangboxes associated for larger specialty tools (Core Drills, Tuggers, Trimble Unit).
   iii. ***“Employee”*** Individual employee not associated with a jobsite.

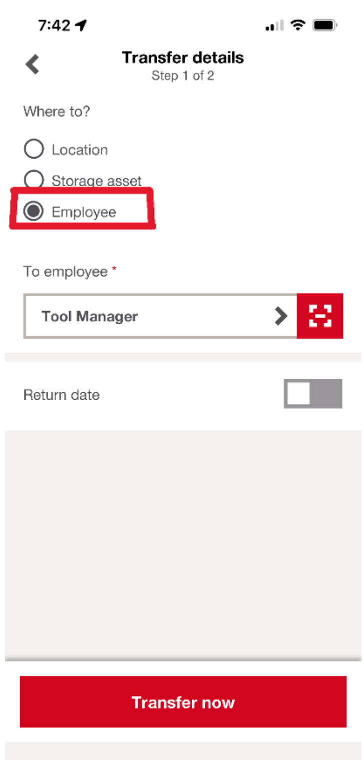
****For NEI’s purposes, our primary uses will be **“Location”** and **“Employee”******

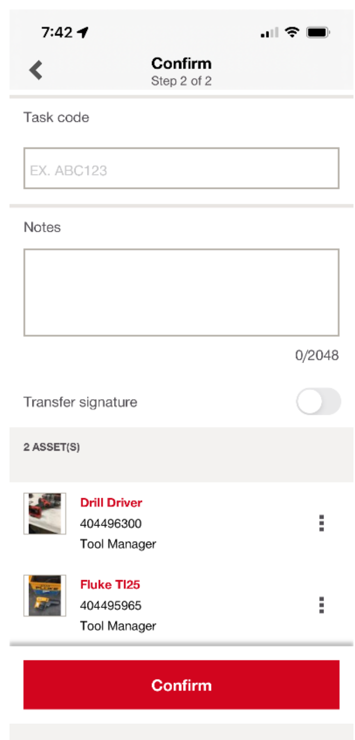
5. After selecting the destination of the transfer, press ***“Transfer Now”***. Carefully review the transfer to ensure that all tools are accounted for. Add any notes to the transfer that may be good for referencing later.

6. After reviewing the transfer and adding any notes, press ***“Confirm”***. The transfer is now complete.

Below are examples of directing a transfer to a ***“Location”*** or an ***“Employee”*** as well as an example of the confirmation screen of your transfer cart.







Additional Notes

Any items that do not have a QR code should be reported to the Tool Manager.

Items that do not have a QR code are still able to be found via the asset search function and searched by either the NEI #, or serial number.

Any items that are not in Hilti OnTrack! should be reported to the Tool Manager to ensure their addition into the program is done correctly.

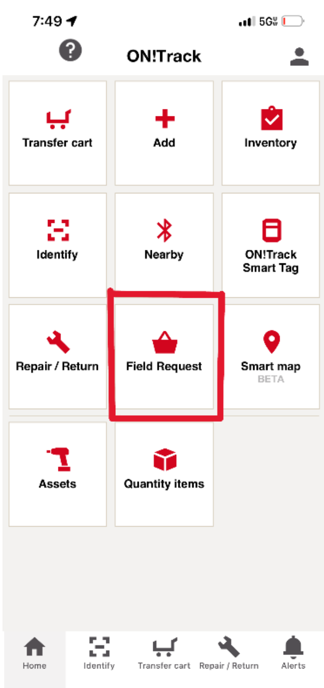
Field Requests

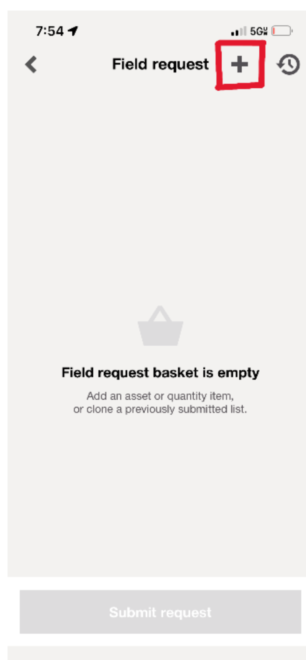
1. From the home screen select ***"Field Request"***.

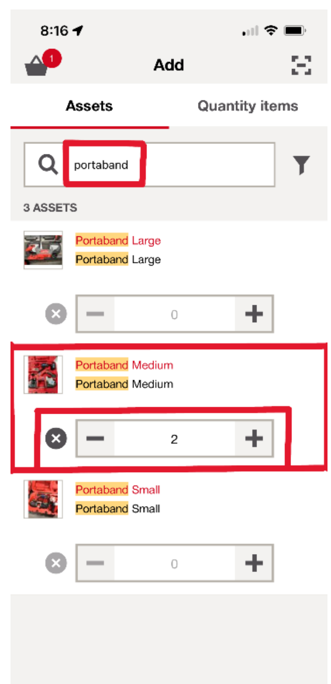
2. Press the Add symbol to be directed to the asset list.

3. Search for your desired asset based on its common name. Examples are: Impact, Drill Driver, Portaband, Puller, Harness, Crimper, Hammer Drill, Hackzall, Sawzall, Bender)

Below are examples of the ***"Field Request"*** icon on the home screen, the Field Request Basket with the ***"Add"*** icon to add to your request, as well as an example of searching for an item and requesting quantities to your request.







4. Select your desired assets and use the plus and minus icons to request the quantities that you would like to request.

5. Once your Field Request Basket has your desired items in it, press the ***"Submit Request"*** button. You will then need to add information into a few fields.

    i. You must then dictate who the request will be sent to. For NEI's purposes the ***Tool Manager*** should always be the recipient of the request. This will ensure the request is sent to both the WBL office as well as the EC office for coordination.

    ii. Fill out the date the request needs to be filled by.

    iii. Enter the location the request is for.

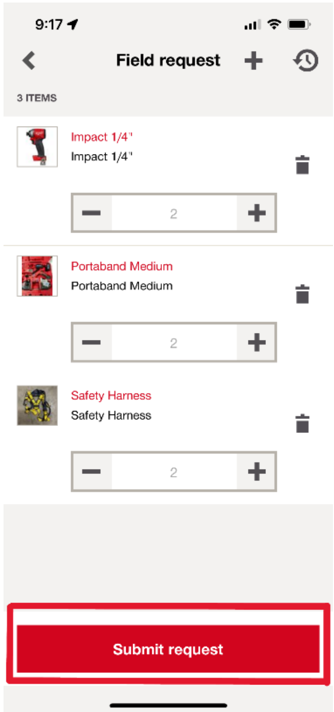
    iv. Enter the employee the request will be going to. This will be the foreman of the location.

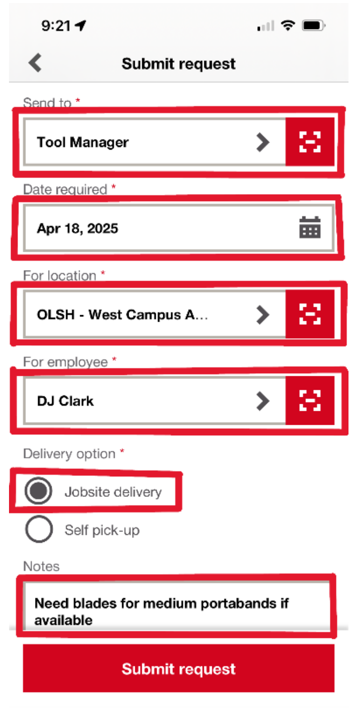
    v. Choose whether the Field Request needs to be delivered to the jobsite or if it will be picked up by a party at one of our hub locations (NEI WBL/EC)

    vi. Add any notes that are pertinent to the request. Some examples of this are a preferred time the delivery can be made, bits or blades to supplement tools, or a clarification of any potential misunderstandings.

6. Press the ***"Submit Request"*** button. The request will then be sent to WBL and Eau Claire for review and fulfillment. You will receive an email whether your request will be filled completely, partially, or declined. A call will follow for confirmation closer to the delivery date to ensure that all requests are met to the best of our capabilities.

Below is an example of a stocked Field request basket that is ready for submittal. Also pictured is an example of a submittal with all of the fields that will need to be filled out, those being; the recipient of the request (***Always Tool Manager)***, the date delivery is required, for which location/jobsite, for what employee (foreman), the delivery option, and any additional notes that can be included.





Additional Notes

Any items that cannot be found within Hilti OnTrack! for the request must be brought to the attention of the Tool Manager for addition.

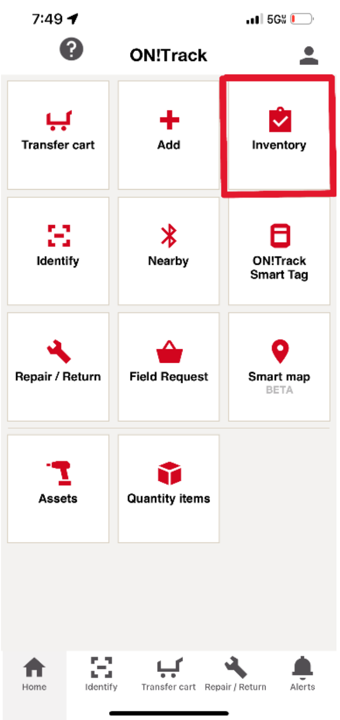
Any assistance needed with Field Request should be brought to the attention of the Tool Manager. Help ***will*** be provided.

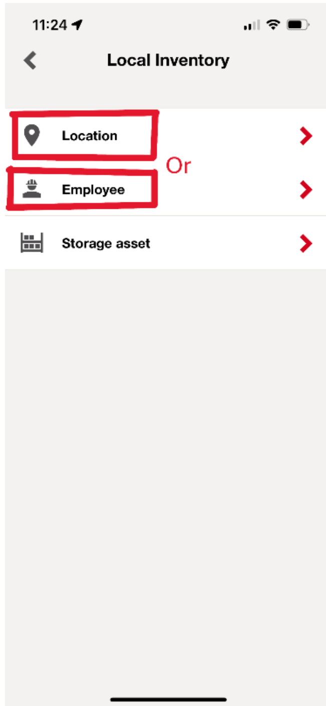
Check Inventory

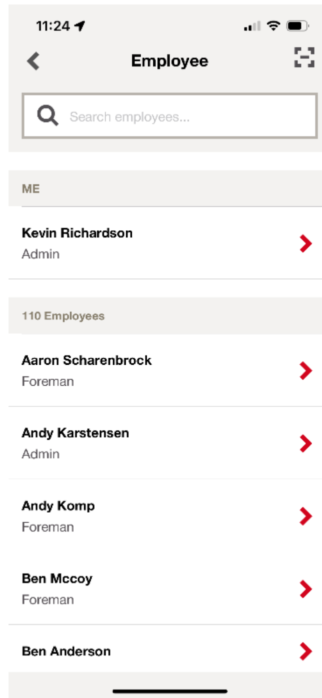
1. From the home screen select the ***Inventory*** button.

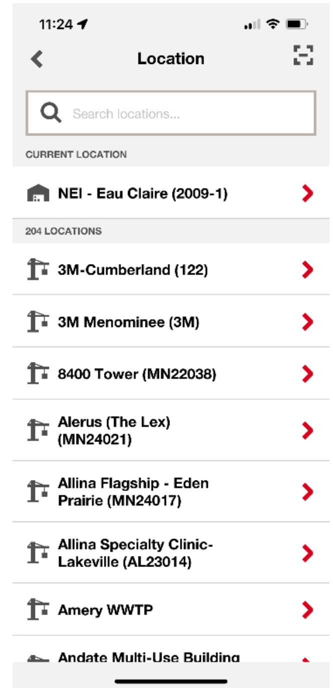
2. You will then be directed to choose from a few options. Those being:
    i. ***Location*** – If you are taking inventory of a jobsite. Select the jobsite from the list within the app.
    ii. ***Employee*** – If you are taking inventory of your individual tools. Select the individual that you will be taking an inventory of. This will likely only be yourself.
    iii. ***Storage Asset***- If you are taking an inventory of a trailer or gangbox containing a specialty tool. ***This will seldom be the case for NEI's purpose****

Below are examples of the "***Inventory***" icon on the home screen, the Inventory selection screen, as well as the search screens for both Locations inventories or Employee inventories.





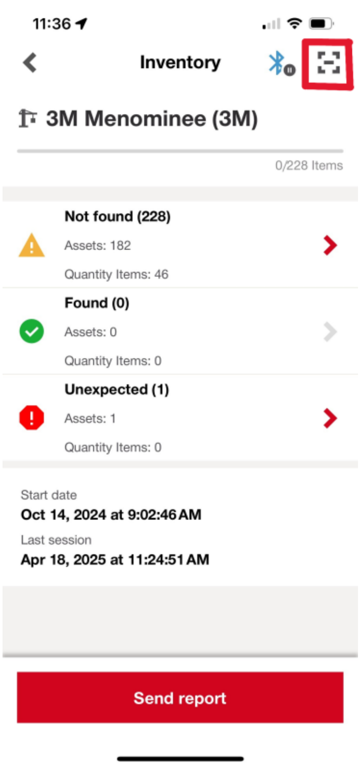


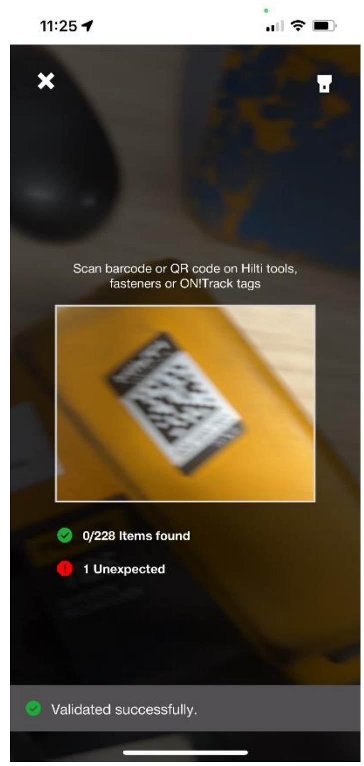


3. A preliminary report will populate of the items that are expected to be at that location or in that person's possession. In the top right corner select the "**[-]**" to begin scanning items.

4. Scan all items' QR codes in succession for the items to automatically register on the Inventory Report. Press the "***X***" button to back out of the scan screen when finished.

Below are examples of the preliminary inventory report screen with the "Scan" button highlighted. Also shown is an image of the scanning process in scanning QR codes during the inventory check.





5. When all items are scanned, select the "***Send Report***" button.

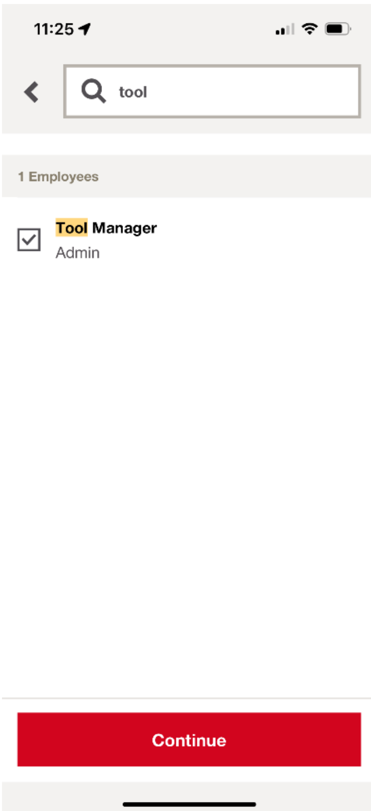
6. Select all parties that you would like to send the Inventory report to. These will primarily be sent to the "***Tool Manager***" for review and reallocation of found and missing assets. When parties are selected press "***Continue***".

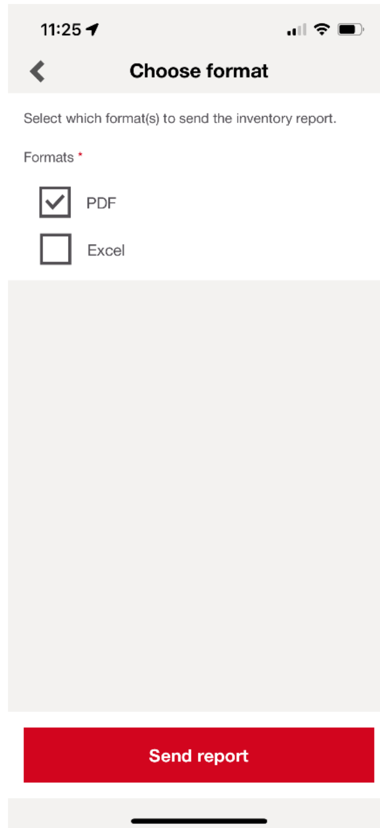
7. Next select the format of the report. Either "***PDF***" or ***"Excel"*** spreadsheet. PDF is the preferred format.

8. Once format is selected press "***Send Report***". The report will then be sent to the identified parties via email. The Tool Manager will reallocate and review all assets out of place or not found.

9. The Inventory is now complete, and the report is sent to the recipients selected.

Below are examples of the Inventory Report recipient selection screen, as well as the format selection screen of the report itself.





Additional Notes

Any items that are untagged will need to be listed for the Tool Manager to ensure their inclusion in OnTrack! is done correctly.

Accuracy is Key

Inventories will often be conducted by the deliverer of Field Requests. Cooperation is key, and foreman are expected to assist with some direction for those that are conducting the inventories. By doing this, the responsibly of conducting inventories will seldom fall to foremen.

Any questions needed with the functionality of Hilti OnTrack can be directed to the Tool Manager or by calling the Hilti On!Track Help Desk. The number for the help desk is as follows: ***1-866-879-4578***