# Assign a Tool to a Person, Place, and Division

## How to keep everything in its right place from your mobile phone.

To manage your inventory, you need to be able to easily access and customize who's using a tool, where it is, and which team—or division of the workforce—it's linked to. ONE-KEY<sup>™</sup> gives you the ability to do all that from your mobile phone with the **Assign Tools** feature. In this article, we'll show you how.

#### Get started on the One-Key mobile app

- •Log in to the One-Key mobile app.
- The homepage, or "Inventory Dashboard," will display on your screen.

#### How to assign a tool on Android

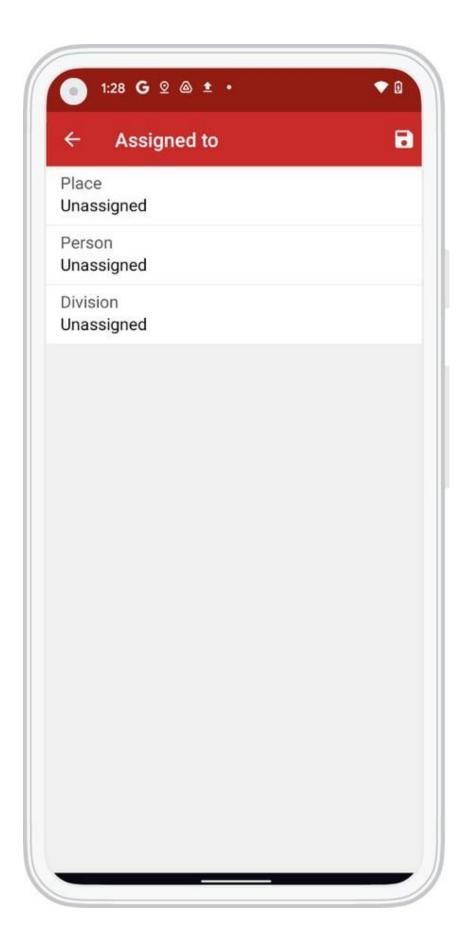
Note: The screens featured in this article may appear different than what you see on your device due to different phone manufacturers having different procedures.

Assigning a tool to a person, place, and division helps you keep track of that tool's whereabouts as well as who is responsible for its care as it moves from one jobsite to the next. You can assign all three of these designations from the same spot in the One-Key mobile app.

1. Starting from the **Inventory Dashboard**, click on an item that you would like to assign.

	2863-20 1/2" High To Wrench (Rin J39AD17350		1
Status		Ava	ilable
Assigned to Currently unas	signed		
Service Date None			
Notes (0)			
Uploads (1)			
Item Info	Purchase Information	Service Record	
Coin cell	VIEW	VIEW	
	ASSIGN BARCO	DDE	

2. Click the "Assign to" tab beneath the status display box.



3. From here, you can choose to assign an item to a person, place, and division.

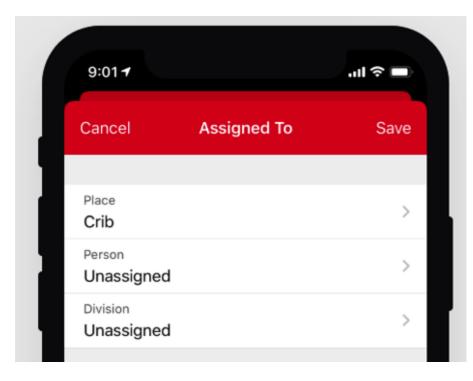
### How to assign a tool on iOS

Assigning a tool to a person, place, and division helps you keep track of that tool's whereabouts as well as who is responsible for its care as it moves from one jobsite to the next. You can assign all three of these designations from the same spot in the One-Key mobile app.

1. Starting from the **Inventory Dashboard**, click on an item that you would like to assign.

9:01 🕇		all 🗢 💼
K Back	Item Detail	
7	2863-20   12345 Milwaukee® 1/2" High Impact Wrench (Ring) Add Serial Number	Torque >
	Add Senar Number	
Status		Available
Assigned To Crib		>
Service Date None	9	>
Notes (0)		>
Uploads (	1)	>
Purchase Informati		
	Sign barcode	,
Inventory	Places People	کې Settings

2. Click the "Assign to" tab beneath the status display box.



3. From here, you can choose to assign an item to a person, place, and division.

Now the assigned person, place, and work division will display on the information card of the item. If a tool is moved from its assigned place, its location will update once it comes in contact with a nearby phone or device equipped with the One-Key mobile app.