

Customize the labels of your tools

Keep track of your equipment your way in ONE-KEY™.

One-Key won't get in the way if you already have an established system of labeling and organizing your own equipment. Use the **Add Tool Number** feature to customize the names/number of the most essential items in your inventory so they're always right at your fingertips.

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.

Use the Add Tool Number feature

Keeping track of multiple tools of the same type can be a pain, especially if the only way to refer to individual items is with long strings of serial numbers and barcodes. One-Key simplifies things by letting you customize the labels of your tools so you can organize them your way.

1. Starting from the Inventory Dashboard, tap on the item you would like to customize. The information card will display on your screen. Notice the **"Tool#"** box.
2. On the next screen, tap on the name of your item displayed near the top of your screen. This will pull up the tool's information card.
3. Now tap on the **"Tool Number"** field and type in the new name/number of your tool.
4. When you're finished, tap **"Save"** in the upper right-hand corner of the screen.

Now the new custom name/number of your tool will display in the **Tool Number** box on your tool's information card.

Re-labeling your tools with your own custom names or numbers is a great way to keep better track of them on the One-Key mobile app.