How To Add An Additional Bin Location To A Drawer To A Drawer

This how-to will show you how to add additional quantity of an item to a ToolCube drawer. For example, if you have an item assigned to 6 bins in a drawer and wanted to increase it to 8 bins, these are the steps you would need to follow.

- 1. Log into CribMaster client using an account that has administrator access.
- 2. From the "Home" tab, click the "Bins" button.
- 3. Select the crib you'd like to work with and find the item within that crib. In the example below, we're working with item number "389052 (DCK2613)" and it is currently assigned to 6 bins in drawer 01.

rib/	Bin Reco	ords 🔟									
N	ew Crib	New Bin New I	tem Pro	operties Delete	Examine Rework Adju	La Ist 1	Tra	nsfer All Cribs	Help Filter Clear Filter	er Edit Grid	
Dra	ag a colu	ımn header here	to group	by that column				Drag a column hea	der here to group by that (column	<
	Crib	Name	Area	Label Printer	Comment		ſ	Crib-Bin	Item	Comment	
	10	ToolCube			Location A - Cube 1 Con	6		> 20-01-01-01	389052 (DCK2613)		
	11	ToolCube			Location A - Cube 2 Con	b		20-01-02-01	389052 (DCK2613)		
	12	ToolCube			Location A - Cube 3-4 Co	x		20-01-03-01	389052 (DCK2613)		
	13	ToolCube			Location A - Cube 5 Con			20-01-04-01	389052 (DCK2613)		
F	20	ToolCube			Location B - Cube 1 Con			20-01-05-01	389052 (DCK2613)		
	21	ToolCube			Location B - Cube 2 Cont	r		20-01-06-01	389052 (DCK2613)		
	22	ToolCube			Location B - Cube 3-4 Co	r		20-01-07-01			
	23	ToolCube			Location B - Cube 5 Cont	7		20-01-08-01			
	30	WeighStation			Location C			20-01-09-01			
	31	ProLock (Main)			Location C			20-01-10-01			
	32	ProLock (Aux)			Location C			20-01-11-01			
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4. To add this item to an additional bin you need to double click on the next open bin. ALWAYS SELECT THE LOWEST NUMBER BIN AVAILABLE. DO NOT SKIP BINS AS IT MAY CAUSE THE DRAWER TO NOT OPEN TO THE CORRECT POSITION. Click the ellipses next to "Item Number" and find your item in the list. Make sure to set the "Default Issue Qty" and "Bin Capacity" to the appropriate numbers. Reference the other bins if you're not sure what these should be set to.

Crib	/Bin Reco	rds 🔟									
	lew Crib	New Bin Ne	E.	tem Properties	Delete Examine	Record 7 0 Bin 20-01-07-01 : 38 1218/1222 OP20 To	of 360 PPP:	+ – Va - Clamp for CNMG W	Refresh NMG		
Dr	ag a column hea					Bin Information Order Information Usage Information Transactions					
	Crib	Name	r	Crib-Bin	Item	Crib Number:	20	Consignm	nent Bin		
	10	ToolCut	F	20-01-01-01	389052 (DCK261	Bin ID:	01-07-01	Automati	cally delete bir		
	11	ToolCub	F	20-01-02-01	389052 (DCK261	Item Number:	389052 (DCK26 : 😶	Clamp for CNMG	8 & WNMG 121		
	12	ToolCub	F	20-01-03-01	389052 (DCK261	Items In Bin:	0	In Bin + Checked Out	0		
	13	ToolCub =	F	20-01-04-01	389052 (DCK261	Bin Type:	Secondary 🖂	Primary Bin:	20-01-01-01		
•	20	ToolCut	F	20-01-05-01	389052 (DCK261	Stock From Bin:		Bin Capacity:			
	21	ToolCub		20-01-06-01	389052 (DCK261	Default Issue Qty:	1 🔍	Last Counted:			
	22	ToolCut	•	20-01-07-01	389052 (DCK261	Override Issue Price:	×	Price Type:	Fixed		
	23	ToolCut		20-01-08-01		Total Value:		Total Price:			
	30	30 Weighs 20-01-09-01				Check Out Time Limit ((Days):				
	31	31 ProLock 20-01-10-01			Cycle Counting						
	32	ProLock		20-01-11-01		Include in Cycle C	Countina C	lassification: D			
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- 5. Save the changes and continue to add the item to any other bins necessary.
- 6. Go to the ATR and refresh the database connection.
- 7. Now you can log in, tap "Admin", tap "Adjust", open the appropriate drawer and adjust the quantity.