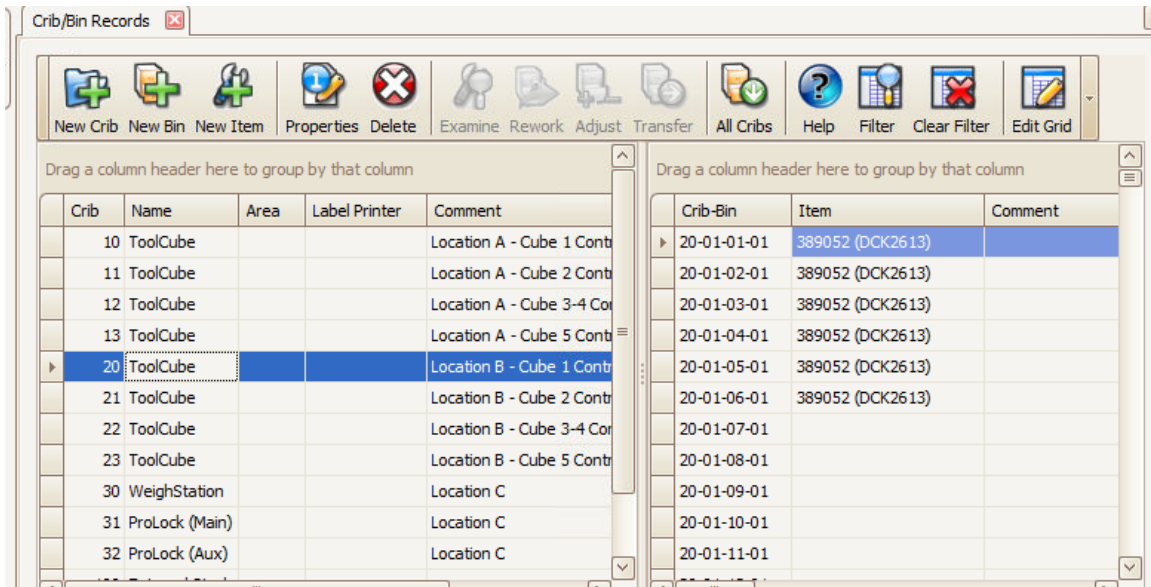


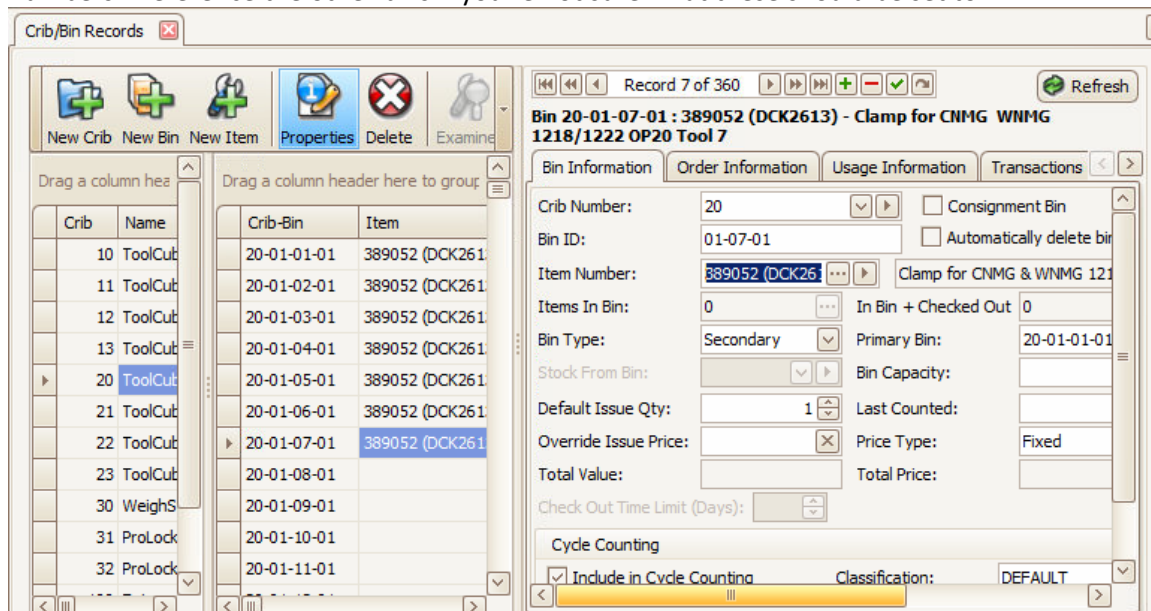
How To Add An Additional Bin Location To A Drawer To A Drawer

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.



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.



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.