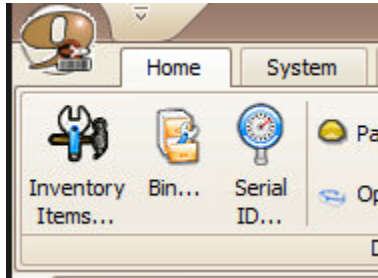
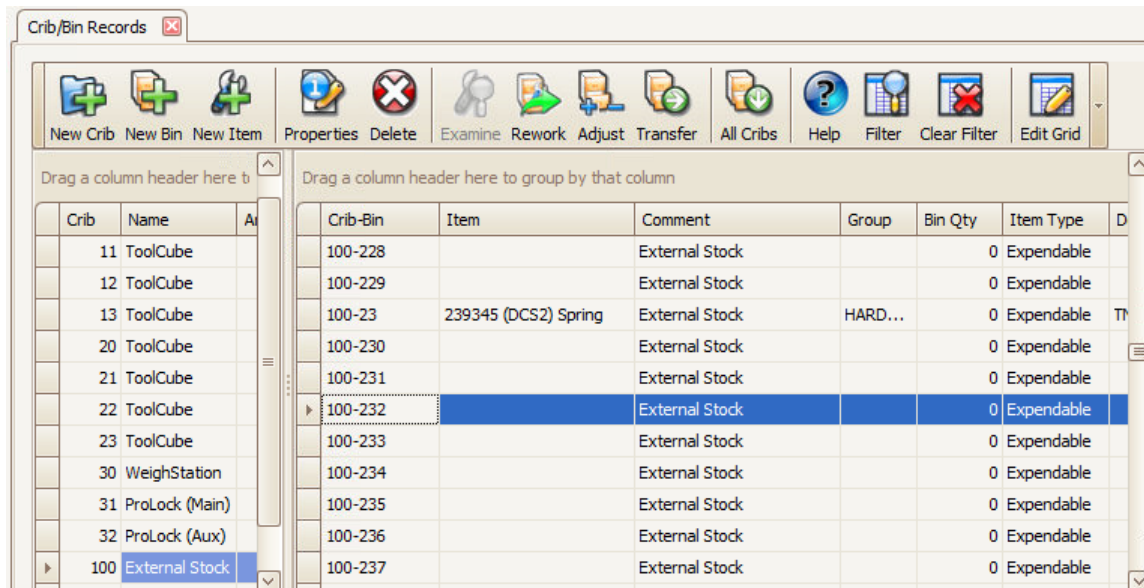


# How To Add An Item To An Empty ToolCube Drawer

1. Log into CribMaster client using an account that has administrator access
2. Go to the "Home" tab and click on the "Bins" button

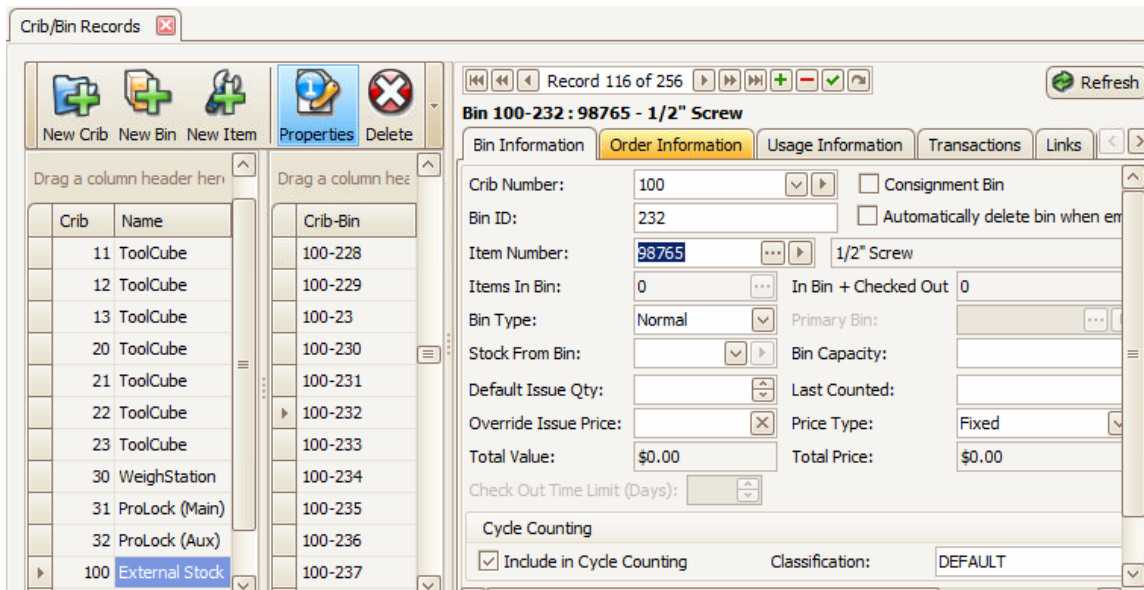


3. An external crib was setup and it's best practice to add all of the items that that crib first. This will help streamline the process of transferring items from external stock to the vending machines. To add an item to the external crib you need to select crib 100. Now scroll through the list and find an empty bin. The bin number does not matter since this is a virtual crib.

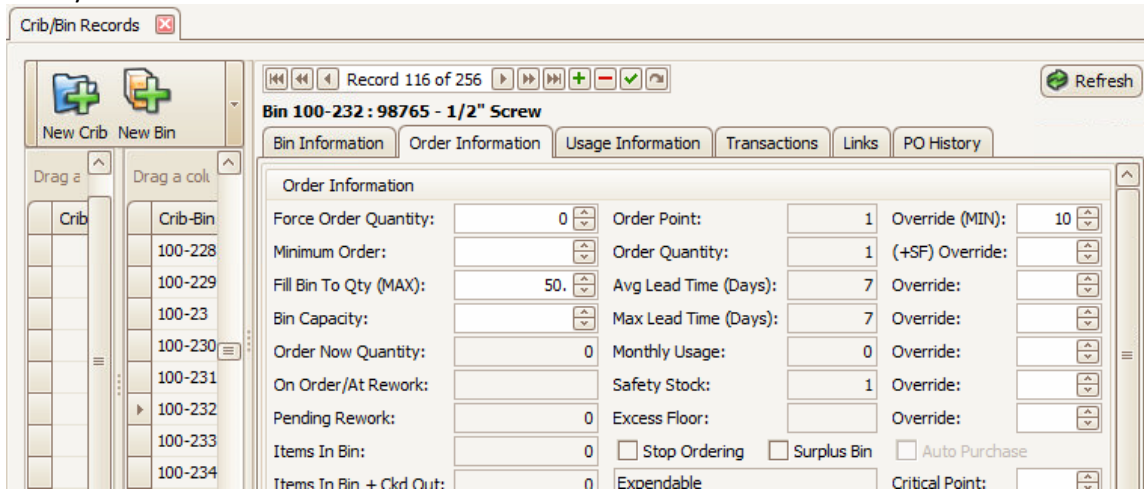
A screenshot of the 'Crib/Bin Records' window. The window has a toolbar with buttons for 'New Crib', 'New Bin', 'New Item', 'Properties', 'Delete', 'Examine', 'Rework', 'Adjust', 'Transfer', 'All Crib', 'Help', 'Filter', 'Clear Filter', and 'Edit Grid'. Below the toolbar is a table with columns for 'Crib', 'Name', 'Crib-Bin', 'Item', 'Comment', 'Group', 'Bin Qty', 'Item Type', and 'D'. The table contains several rows of data, with the row for '100-232' highlighted in blue. The 'Crib' column shows values 11, 12, 13, 20, 21, 22, 23, 30, 31, 32, and 100. The 'Name' column shows 'ToolCube' and 'External Stock'. The 'Crib-Bin' column shows values from 100-228 to 100-237. The 'Item' column shows '239345 (DCS2) Spring'. The 'Comment' column shows 'External Stock'. The 'Group' column shows 'HARD...'. The 'Bin Qty' column shows '0'. The 'Item Type' column shows 'Expendable'.

Crib	Name	Crib-Bin	Item	Comment	Group	Bin Qty	Item Type	D
11	ToolCube	100-228		External Stock		0	Expendable	
12	ToolCube	100-229		External Stock		0	Expendable	
13	ToolCube	100-23	239345 (DCS2) Spring	External Stock	HARD...	0	Expendable	TT
20	ToolCube	100-230		External Stock		0	Expendable	
21	ToolCube	100-231		External Stock		0	Expendable	
22	ToolCube	100-232		External Stock		0	Expendable	
23	ToolCube	100-233		External Stock		0	Expendable	
30	WeighStation	100-234		External Stock		0	Expendable	
31	ProLock (Main)	100-235		External Stock		0	Expendable	
32	ProLock (Aux)	100-236		External Stock		0	Expendable	
100	External Stock	100-237		External Stock		0	Expendable	

4. Double click the bin to assign the item to it. Click the ellipses button next to the "Item Number" field to bring up a list of items. Go through the list and find your item.



- Now click on the "Order Information" tab to set a min/max for the item. This is the min/max for the external stock only. In the example below, the min is set to 10 and the max is set to 50. By default, CribMaster will try to auto-calculate the min/max for you but from my experience it's better to manually set it yourself.



- Now that you have the item assigned to a bin in the external stock crib, you can proceed to add it to a bin(s) in your physical machine.
- Go back to the crib list and click on the crib you would like to add the item to. In the example below, crib 10 is selected.

Crib/Bin Records

Drag a column header here to group by that column

Crib	Name	Area
10	ToolCube	
11	ToolCube	
12	ToolCube	
13	ToolCube	
20	ToolCube	
21	ToolCube	
22	ToolCube	
23	ToolCube	
30	WeighStation	
31	ProLock (Main)	
32	ProLock (Aux)	

Crib-Bin	Item	Comment	Group	Bin Qty	Item Type
10-01-01-01	102688 (LLP 14)	2 x 1 Bin	HARD...	0	Expendable
10-01-02-01	102688 (LLP 14)	2 x 1 Bin	HARD...	0	Expendable
10-01-03-01	102688 (LLP 14)	2 x 1 Bin	HARD...	0	Expendable
10-01-04-01	102688 (LLP 14)	2 x 1 Bin	HARD...	0	Expendable
10-01-05-01		2 x 1 Bin		0	Expendable
10-01-06-01		2 x 1 Bin		0	Expendable
10-01-07-01		2 x 1 Bin		0	Expendable
10-01-08-01		2 x 1 Bin		0	Expendable
10-01-09-01		2 x 1 Bin		0	Expendable
10-01-10-01		2 x 1 Bin		0	Expendable
10-01-11-01		2 x 1 Bin		0	Expendable

- Now scroll down the list of bins and find a drawer that is not being used. The first number in the "Crib-Bin" name is the crib. The second set of numbers is the drawer. In the example below, drawer 6 is the first drawer in the list that does not have an item assigned to it.

Crib/Bin Records

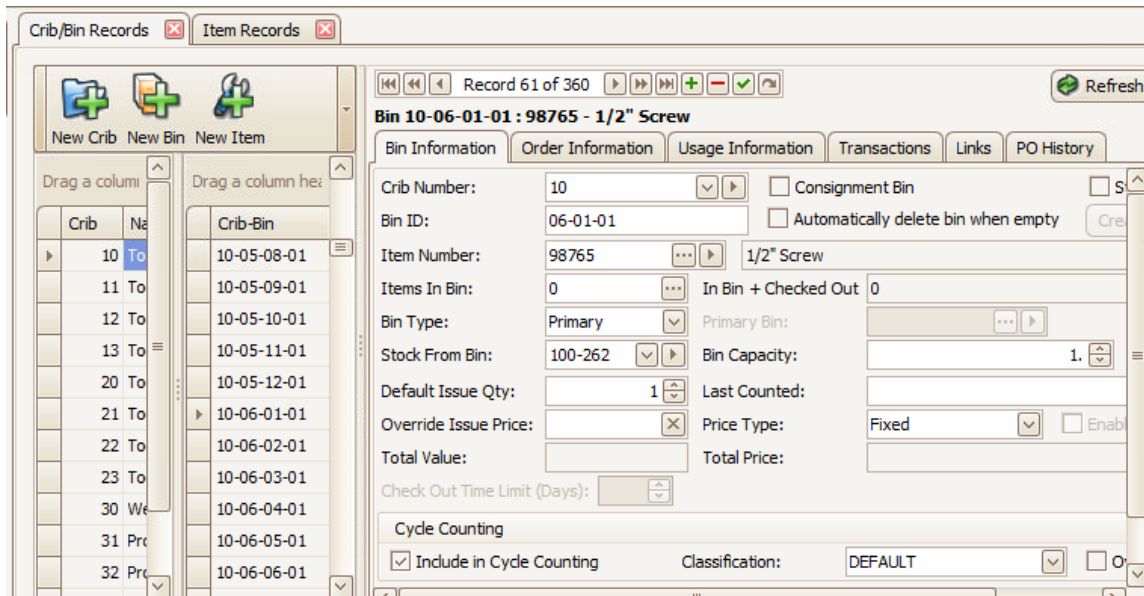
Drag a column header here to group by that column

Crib	Name	Area
10	ToolCube	
11	ToolCube	
12	ToolCube	
13	ToolCube	
20	ToolCube	
21	ToolCube	
22	ToolCube	
23	ToolCube	
30	WeighStation	
31	ProLock (Main)	
32	ProLock (Aux)	

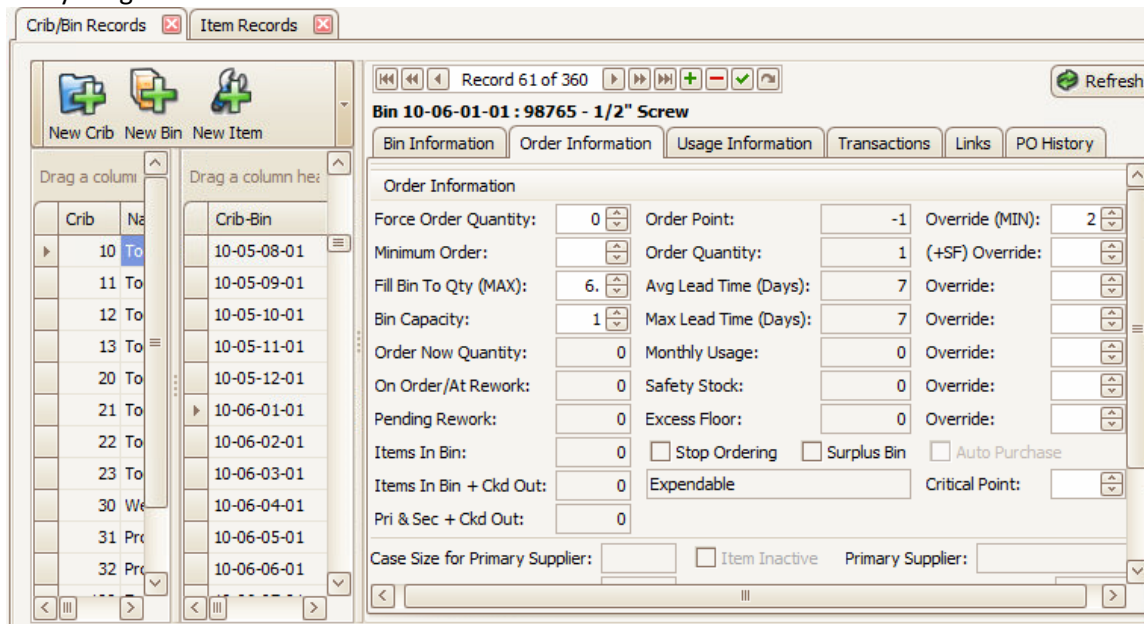
  

Crib-Bin	Item	Comment	Group	Bin Qty	Item Type
10-06-01-01				0	Expendable
10-06-02-01				0	Expendable
10-06-03-01				0	Expendable
10-06-04-01				0	Expendable
10-06-05-01				0	Expendable
10-06-06-01				0	Expendable
10-06-07-01				0	Expendable
10-06-08-01				0	Expendable
10-06-09-01				0	Expendable
10-06-10-01				0	Expendable
10-06-11-01				0	Expendable

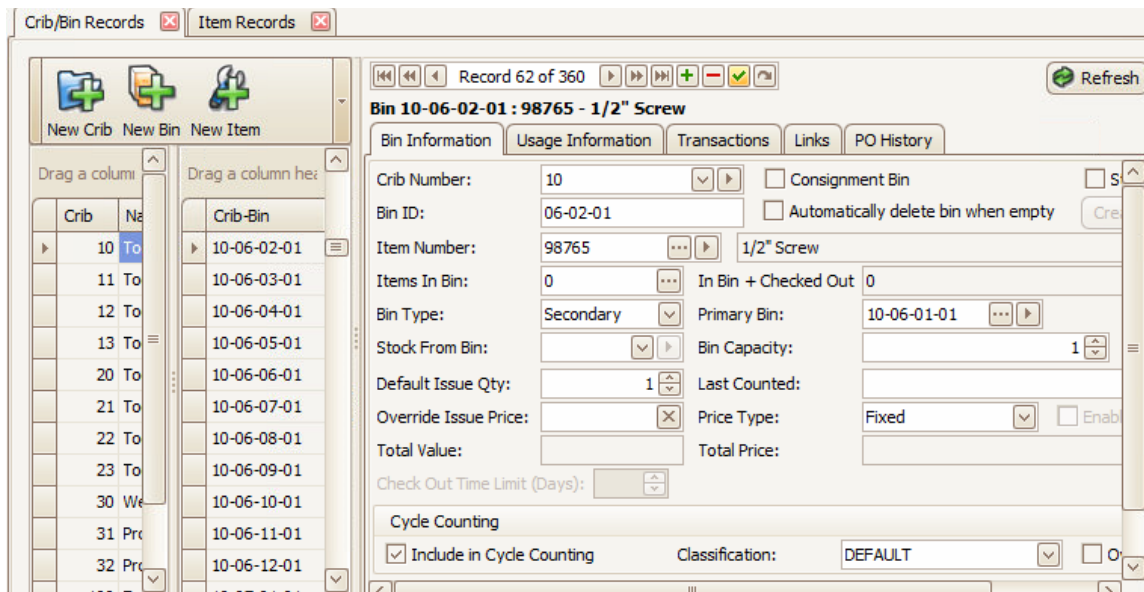
- Double click on the first bin in the drawer to open the bin properties menu. You always want to start with the first bin in the drawer and work towards the back.
- Click on the ellipses next to "Item Number" and find the item you would like to add. If this is the first location for that item in the current crib, the "Bin Type" will automatically be set to "Primary". For primary bin types you will want to click the down arrow next to "Stock From Bin" and select the location of that item in crib 100 (external stock). You only set a "Stock From Bin" for primary bin types. You will also need to set "Default Issue Qty" and "Bin Capacity" for each bin. Both of these fields are typically set to the same number.



- Once you have the above information set, you can click on the "Order Information" tab and set the min/max for this item. This min/max is only for the current drawer, it's not for the item in general. I have the min set to 2 and the max set to 6 in the example below. Click the green checkmark to save everything.



- After you have the first item set you can move forward with adding that item to additional bins. Click on the next bin in the particular drawer. As you'll notice below, the "Bin Type" is automatically set to "Secondary". Make sure you set the "Default Issue Qty" and "Bin Capacity" again. You will not have to set the min/max again, that's only set on primary bins



13. Once you're finished adding the new items, you can go to the ATR and refresh the database connection. Then you can log in and go to Admin --> Adjust and open the drawer. Then adjust the quantities for each bin and physically add the item(s).