- 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.

Crit	/Bin Reco	ords 🔟										l
D	New Crib	New Bin New I	tem	Pr	oper Drag	rties Delete	Examine Rework Adjust	Transfer All Cribs Help	Filter	Clear Filter	Edit Grid	^
1	Crib	Name	A		-	Crib-Bin	Item	Comment	Group	Bin Qty	Item Type	D
	11	ToolCube			1	100-228		External Stock		0	Expendable	_
	12	ToolCube			1	100-229		External Stock		0	Expendable	
	13	ToolCube			1	100-23	239345 (DCS2) Spring	External Stock	HARD	0	Expendable	TT
	20	ToolCube	_		1	100-230		External Stock		0	Expendable	
	21	ToolCube	=	:	1	100-231		External Stock		0	Expendable	
	22	ToolCube			Þ 1	100-232		External Stock		0	Expendable	
	23	ToolCube			1	100-233		External Stock		0	Expendable	
	30	WeighStation			1	100-234		External Stock		0	Expendable	
	31	ProLock (Main)			1	100-235		External Stock		0	Expendable	
	32	ProLock (Aux)			1	100-236		External Stock		0	Expendable	
•	100	External Stock	~		1	100-237		External Stock		0	Expendable	
11				10 C III II								

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.

Cri	b/Bin Reco	ords 🗵									
	New Crib	New Bin New It	P tem	Properties I	Delete	•	Image: Market and Second 116 Bin 100-232 : 98765 Bin Information	of 256		Refres	ih)
[)rag a colu	ımn header here		Drag a colum	nn hea	~	Crib Number:	100	Consignn	nent Bin	1
ſ	Crib	Name		Crib-Bin			Bin ID:	232	Automati	cally delete bin when en	
	11	ToolCube		100-228			Item Number:	98765	1/2" Screw		
	12	ToolCube		100-229			Items In Bin:	0	In Bin + Checked Out	0	
	13	ToolCube		100-23			Bin Type:	Normal 🖂	Primary Bin:		
	20	ToolCube		100-230	ſ	∍∥	Stock From Bin:		Bin Capacity:		=
	21	ToolCube		100-231			Default Issue Otv:		Last Counted:		
	22	ToolCube		▶ 100-232			Override Issue Price		Price Type:	Fixed	
	23	ToolCube		100-233			Total Value:	±0.00	Total Price:	\$0.00	
	30	WeighStation		100-234			Charle Out Time Limit /		rotal Prices	40100	
	31	ProLock (Main)		100-235			check out time timit (vays):			
	32	ProLock (Aux)		100-236			Cycle Counting				
	100	External Stock		100-237			└─ Include in Cycle C	Counting C	lassification: D	EFAULT	~

5. 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.

Crib/Bin Recor	ds										
	C	} .	Hecord 116 o Bin 100-232 : 98765 -	f 256)+(🔗 Refre	sh
New Crib	Ven	Bin	Bin Information Orde	r Information 🛛	Usag	e Information	Transact	tions Links	PO History		
Drag a	Dr	ag a coli	Order Information								
Crib		Crib-Bin	Force Order Quantity:		0 鏱	Order Point:		1	Override (MIN):	10 ≑	
		100-228	Minimum Order:		* *	Order Quantity	y:	1	(+SF) Override:	~	
		100-229	Fill Bin To Qty (MAX):	50	. 🔶	Avg Lead Time	(Days):	7	Override:	~	
		100-23	Bin Capacity:		*	Max Lead Time	(Days):	7	Override:	~	
		100-230	 Order Now Quantity:		0	Monthly Usage	:	0	Override:	~	=
		100-231	On Order/At Rework:			Safety Stock:		1	Override:	~	
		100-232	Pending Rework:		0	Excess Floor:			Override:	~	
		100-233	Items In Bin:		0	Stop Orde	ring 🗌	Surplus Bin	Auto Purcha	se	
		100-234	Items In Bin + Ckd Out:		0	Expendable			Critical Point:	Â	

- 6. 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.
- 7. 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.

C	rib,	/Bin Reco	ords 🗵										
	N	lew Crib	New Bin New I	tem Pi	rop	erti	es Delete	mine Rework Adju	ust Tran	sfer All Cribs Help	Filter Clea	Filter Ed	it Grid
	Drag a column header here to group Drag a column header here to group by that column Crib Name Area In ToolCube Drag a column header here to group by that column												
		Crib	Name	Area		ſ	Crib-Bin	Item		Comment	Group	Bin Qty	Item Type
	F	10	ToolCube				10-01-01-01	102688 (LLP14)		2 x 1 Bin	HARD	0	Expendable
		11	ToolCube				10-01-02-01	102688 (LLP14)		2 x 1 Bin	HARD	0	Expendable
		12	ToolCube				10-01-03-01	102688 (LLP14)		2 x 1 Bin	HARD	0	Expendable
		13	ToolCube		=		10-01-04-01	102688 (LLP14)		2 x 1 Bin	HARD	0	Expendable
		20	ToolCube				10-01-05-01			2 x 1 Bin		0	Expendable
		21	ToolCube				10-01-06-01			2 x 1 Bin		0	Expendable
		22	ToolCube				10-01-07-01			2 x 1 Bin		0	Expendable
		23	ToolCube				10-01-08-01			2 x 1 Bin		0	Expendable
		30	WeighStation		_		10-01-09-01			2 x 1 Bin		0	Expendable
		31	ProLock (Main)				10-01-10-01			2 x 1 Bin		0	Expendable
		32	ProLock (Aux)		$\overline{}$		10-01-11-01			2 x 1 Bin		0	Expendable.
	<			>		1						-	

8. 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 Reco	ords 🔟									
N	lew Crib	New Bin New I	item F	Prope	ertie	Examples Delete	mine Rework Adjust 1	ransfer All Cribs Help	Filter Clea	ar Filter Ec	tit Grid
Dr	ag a colu	ımn header here	e to gro	Ĥ	D	rag a column hea	der here to group by th	at column			<u>^</u>
	Crib	Name	Area			Crib-Bin	Item	Comment	Group	Bin Qty	Item Type
•	10	ToolCube			•	10-06-01-01				0	Expendable
	11	ToolCube				10-06-02-01				0	Expendable
	12	ToolCube				10-06-03-01				0	Expendable
	13	ToolCube		=		10-06-04-01				0	Expendable
	20	ToolCube				10-06-05-01				0	Expendable
	21	ToolCube				10-06-06-01				0	Expendable
	22	ToolCube				10-06-07-01				0	Expendable
	23	ToolCube				10-06-08-01				0	Expendable
	30	WeighStation			L	10-06-09-01				0	Expendable
	31	ProLock (Main)			L	10-06-10-01				0	Expendable
	32	ProLock (Aux)				10-06-11-01				0	Expendable
<			>		<					-	>

- 9. 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.
- 10. 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.

Crib/B	Bin Records	X	Ite	em Records [3								
Ne	w Crib Nev	y Bir	n Nev	v Item	-	Image: State of the state							
Drag	g a columi	~	Drag	g a column hea		Crib Number:	10				inment Bin		□ s
	Crib Na			Crib-Bin		Bin ID:	06-01-01			Autom	atically delete	bin when empty	Crei
•	10 To		1	10-05-08-01		Item Number:	98765			1/2" Screw			
	11 To			10-05-09-01		Items In Bin:	0		In Bin	+ Checked C	out 0		
	12 To		1	10-05-10-01		Bin Type:	Primary		Primar	y Bin:		••• 🕨	
	13 To	=	1	10-05-11-01		Stock From Bin:	100-262		Bin Ca	pacity:			1. 🔶 =
	20 To		1	10-05-12-01		Default Issue Otv:		10	Last C	ounted:			
	21 To		▶ 1	10-06-01-01		Override Issue Price:			Price T	vpe:	Fixed		Enabl
	22 To			10-06-02-01		Total Value:			Total F	Price:			
	23 To		1	10-06-03-01		Check Out Time Limit (Dave).		- otari	incer .			
	30 We		1	10-06-04-01				×.					
	31 Pro		1	10-06-05-01		Cycle Counting							
	32 Pro			10-06-06-01		Include in Cycle C	Counting	C	lassifica	tion:	DEFAULT	~	
		~			\sim								

11. 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.

Crib/Bin Records 🗵 Item Records 🗵									
New Crib New Bin New Item	Image: Market All and A	Image: Second 61 of 360 Image: Second 61 of 360 Bin 10-06-01-01: 98765 - 1/2" Screw Bin Information Order Information Usage Information Transactions Links PO History							
Crib Na Crib-Bin	Force Order Quantity: 0	Order Point: -1	Override (MIN): 2						
▶ 10 To 10-05-08-01	Minimum Order:	Order Quantity: 1	(+SF) Override:						
11 To 10-05-09-01	Fill Bin To Qty (MAX): 6.	Avg Lead Time (Days): 7	Override:						
12 To 10-05-10-01	Bin Capacity: 1	🗧 Max Lead Time (Days): 7	Override:						
13 To = 10-05-11-01	Order Now Quantity:	0 Monthly Usage: 0	Override:						
20 To 10-05-12-01	On Order/At Rework:	0 Safety Stock: 0	Override:						
21 To > 10-06-01-01	Pending Rework:	0 Excess Floor: 0	Override:						
22 To 10-06-02-01	Items In Bin:	0 Stop Ordering Surplus Bin	Auto Purchase						
23 To 10-06-03-01	Items In Bin + Ckd Out:	0 Expendable	Critical Point:						
30 We 10-06-04-01	Pri & Sec + Ckd Out:	0							
31 Prc 10-06-05-01	Case Size for Primary Supplier	Item Inactive Primary	Supplier:						
32 Pr(10-06-06-01									
		III							

12. 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

Cr	rib/l	Bin Reco	rds 🛽	3	Item Records 🛛 🛽					
	Ne	ew Crib	Rew B	n N	kew Item	•	Image: Market and the second 62 Bin 10-06-02-01:98	of 360 ••••••		h
	Dra	ig a colu		D	rag a column he:		Crib Number:	10	Innsactions Links PO History Image: Consignment Bin Image: Second s	-
ſ	Τ	Crib	Na	F	Crib-Bin		Bin ID:	06-02-01	Automatically delete bin when empty Crea	
	Þ	10	То	•	10-06-02-01		Item Number:	98765	•• • 1/2" Screw	
		11	То		10-06-03-01		Items In Bin:	0	In Bin + Checked Out 0	
		12	То		10-06-04-01		Bin Type:	Secondary 🖂	Primary Bin: 10-06-01-01	
		13	To≡		10-06-05-01		Stock From Bin:		Bin Capacity: 1 👻 =	=
		20	То		10-06-06-01		Default Issue Qty:	1	Last Counted:	
		21	То		10-06-07-01		Override Issue Price:	×	Price Type: Fixed 🔽 Enab	
		22	То		10-06-08-01		Total Value:		Total Price:	
		23	То		10-06-09-01		Check Out Time Limit (I	Days):		
		30	We		10-06-10-01		Cycle Counting			-1
		31	Pro		10-06-11-01		Include in Cycle C	ounting C		
		32	Pro		10-06-12-01	\sim		ounting C		

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).