

## ToolWatch Enterprise Purchasing Functionality

# Streamlining the Purchasing and Receiving Process

### Course Details

This course is designed for ToolWatch Enterprise users and administrators who want to gain fundamental knowledge of the features and functions of the ToolWatch Enterprise purchasing functionality. The class demonstrates how to manage vendors, document pricing agreements, and apply these pricing structures to the items that you purchase.

Once your pricing structure is established, you'll learn how to create purchase orders by using the low-level browser and other methods. Participants will learn how to receive new items into stock via the receiving ticket and the receiving wizard. You'll also learn how the wizard automates the process of creating new tool records for your unique tools and how it automatically adjusts the quantities of tools or consumables that you track by quantity.

Upon completion of each course, a brief examination is administered and participants are awarded certification for the skills they have mastered.

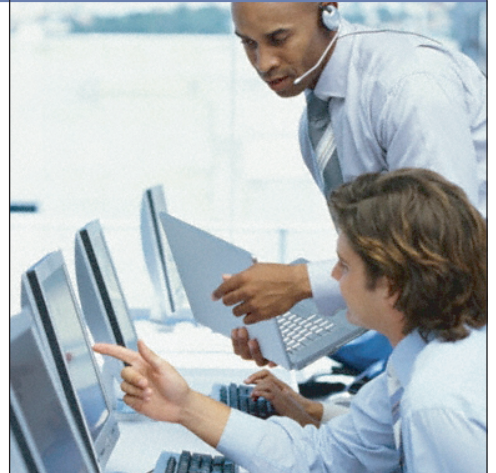
### Prerequisites

In order to attend the course, the student must have attended the ToolWatch Enterprise Essentials course or have a working knowledge of the ToolWatch Enterprise system. All ToolWatch classes assume that participants have a reasonable understanding of Microsoft® Windows. Additionally, before attending ToolWatch training you should:

- know basic mouse skills such as double-clicking and right-clicking;
- be able to display the contents of a "drop-down" box by pointing and clicking with the mouse;
- know how to scroll through the contents of an open window by using the up/down and left/right scroll arrows; and
- have a basic understanding of how your company plans to use the ToolWatch purchasing functionality.

### This Class Covers

- Purchasing module navigation
- Managing vendors and pricing agreements
- An overview of purchasing fields in tool and consumable detail records
- The low-level browser
- Multiple methods of creating purchase orders for tools and consumable items
- Receiving new items into your system via the receiving ticket and the receiving wizard
- Understanding the various purchasing reports and how to print and distribute them



### Contact Us

If you would like to speak to someone directly, please contact our headquarters:

10303 E. Dry Creek Rd., Suite 250  
Englewood, Colorado 80112  
Phone: 303.799.0272  
Toll Free: 800.676.4034



# TOOLWATCH®