

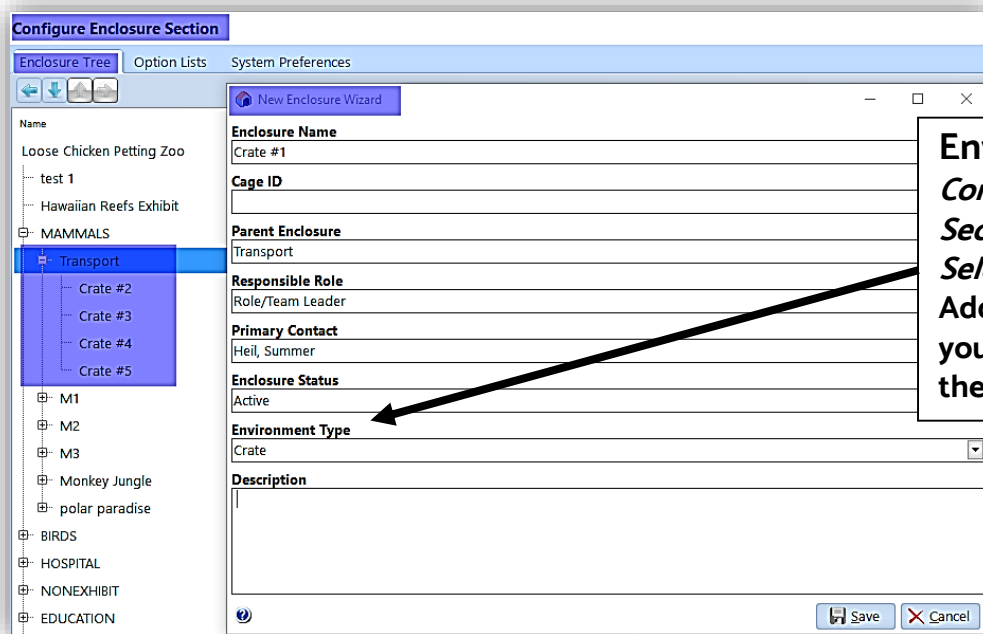
Tracks Quick Guide: Adding Crates as Enclosures

Create Enclosures for Crates and Locations of Crates

Configuration / Enclosure / Enclosure Section / Enclosure Tree

Edit / Insert Enclosure

- Create enclosures for your crates and organize them in the Enclosure tree by parent and sub-enclosures, if needed.



Environment Type
Configuration / Enclosure / Enclosure Section / Option Lists
 Select Option List / Environment Type
 Add a new Environment Type for your crates so you can differentiate them from other types of enclosures.

Entity Media

Enclosure / Entity Media

- Attach reference files, PDFs, images, etc. to crates

Enclosure Reference

Configuration / Enclosure / Enclosure Section / Option Lists / Enclosure Reference Category

Enclosure / Enclosure Reference

- Record crate specifications such as materials, dimensions, brand, etc.

Reports

Reports / Collection / Collection Data

- Utilize Enclosure reports to track activity and inventory of crates

Enclosure Journal

Enclosure / Enclosure Journal

- Document usage of crates